



UNDP Project Document

UNDP-GEF Enabling Activities Project

Government of Libya

United Nations Development Programme

National Capacity Self Assessment

Brief description

The objective of the NCSA process is to provide national stakeholders in Libya the opportunity to articulate a thorough-participatory self assessment and analysis of national capacity building needs, priorities and constraints standing against achievement of global environmental objectives as set forth in the Rio conventions and related international instruments.

The NCSA will facilitate a cross-sectoral consultative process building on stocktaking of capacity building assessments and sequencing and prioritization of capacity needs, especially for identifying bottlenecks that impede the country from fully meeting its obligations under the relevant conventions. Specific outcomes to be accomplished through the NCSA process will include identification of priority needs for action within and across the GEF thematic areas of biodiversity, climate change, and land degradation, catalyzing targeted and coordinated actions as well as requests for future funding to protect the global environment within the broader perspective of the sustainable development framework. The sustainable institutional system that will be created within the framework of the initial NCSA will ensure continuity of the capacity building needs assessment in a comprehensive and systematic manner.

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Acronyms

| | |
|-------|---|
| AGA | Agriculture General Authority |
| CBD | Convention on Biodiversity |
| CCD | Convention to Combat Desertification |
| CoP | Conference of Parties |
| EGA | Environment General Authority |
| GEF | Global Environment Facility |
| GMMR | Great Man-Made River |
| GoL | Government of Libya |
| NAID | National Authority for Information and Documentation |
| NAP | National Action Plan |
| NCSD | National Committee for Sustainable Development |
| NHDR | National Human Development |
| NPC | National Project Coordinator |
| NPD | National Project Director |
| PMU | Project Management Unit |
| PSC | Project Steering Committee |
| SNA | Senior National Advisor |
| UN | United Nations |
| UNDP | United Nations Development Programme |
| UNFCC | United Nations Framework Convention on Climate Change |

SECTION I: Elaboration of the Narrative

PART I: Situation Analysis

I Economic Sectors and Natural Resource Context:

1. Libya is a North African country located along the southern coast of the Mediterranean Basin. Its total land area is about 1.76 million km², most of which (95.2%) is desert, while the rest is either rangeland (4%), or agricultural land (0.4%), and less than 0.3% is scattered forested area. Annual average rainfall is estimated at 300-400mm depending on climate and topographic features. Four phyto-geographical regions are present in Libya and these include a narrow coastal strip, semi-coastal hills, sub-Saharan areas and Sahara desert belt. The Mediterranean coast and the Sahara desert are Libya's most prominent natural features, while the several highlands are not true mountain ranges except in the largely empty southern desert near the borders with Chad, where the Tibesti Massif rises to 2200 meters. The relatively narrow coastal strip and highland steppes, immediately south, are the most productive agricultural regions in the country, while still farther south, a pastoral zone of sparse grassland gives way to the vast Sahara desert, a barren wasteland of rocky plateau and sand.
2. From a biodiversity and natural resource perspective, the country has relatively varied natural habitats and rich biological systems. Four main phyto-ecological zones are present within the Libyan territories and these include the Western Ecological Zone (Jifarah plain and Nefusa sub-mountain ranges), the Middle Ecological Zone (extended coast of the Gulf of Sert), the East Ecological Zone characterizing Jabal Al-Akhdar, and the eastern semi desert plateau and the Sahara desert belt. As result of the extreme arid conditions and low rainfall in most of the country, in addition to severe socio-economic and political pressures, the biodiversity value and the natural ecological systems in Libya are becoming very fragile and certainly degraded. National biodiversity conservation strategies and regional protection action plans are being initiated by EGA with national funding dedicated to conserving biological diversity and the sustainable use of natural resources.
3. Throughout its agricultural and economic development, Libya's main concern has been to attain a sustainable water management strategy. The falling water tables in Libya's most productive agricultural regions (Jifarah plains) caused by over-irrigation pose severe long-term ecological threats. The government began to recognize this in the beginning of the 1980s and took measures to discourage citrus orchards and vegetable plantation, both of which require large amounts of water. However, the most stringent steps required to save coastal water resources – principally the regulation of irrigation practices, and changing the land tenure systems to make it more water efficient - conflicted with the Government concept of economic equity which favoured intensive irrigated cultivation of small plots of agricultural farms. The Government overall strategy for dealing with impending ecological crises has not been to fully reform the practices that brought it about, but rather it has been geared to avert disaster by pumping large quantities of water to the coast from fossil reserves of the southern desert. The Great Man Made River (GMMR) was initiated in 1983 and is being completed with the capacity of delivering 5 mcm of water a day. According to Libyan estimates, this amount of water would be sufficient to irrigate 180,000 ha of pasture for 2 million sheep and 200,000 cattle, and to supply industrial and domestic needs in coastal areas. Despite optimistic predictions about the benefits of the GMMR, it has yet to be fully justified that it will resolve difficulties facing the agricultural sector in the long-term. Whatever the size of the desert aquifers, they are likely finite fossils and the agricultural oasis in the south are entirely dependent on fossil aquifers that the GMMR taps.

I.I Policy Support and Global Environmental Context:

4. As part of the striving efforts to meet the country's obligations and requirements, the Government of Libya has been one of the leading developing countries to give due attention to environmental protection confirmed by

inscribing to several laws, legislatures and regulatory frameworks, the most prominent are the maritime laws of 1976; law 106 of 1973 pertinent to environmental protection and health; Law No. 263 for the establishment of the General People Committee for Environment, law number 5 for the protection of rangelands and forests; law No 11 dealing with transport, and law number 15 (dated 1989) for the protection of wildlife and natural habitats, in addition to several other laws and policy documents, all of which were legalized with the aim to ensuring environmental protection, water management, food security, economic prosperity and development.

5. In addition to the above, the Government of Libya is one of first few countries in Africa and the Middle East to engage itself/and meet parts of its obligations under the UN international Conventions and several other regional binding protocols/agreements on Environment. The Government has already signed and ratified the UNFCCC on 14 June 1999. It has adopted a number of measures to meet the Convention's obligations on monitoring activities associated with green house gas emissions and clean and efficient energy technologies, in addition to rationalizing use of crude oil resources. A National Committee on Climate Change was established in 2000, and is hosted within the General Petroleum Authority. A National Report on Climate Change will be prepared and submitted to the CoP/UNFCCC through the recently prepared climate change-enabling project (with GEF-UNEP support) and a communication strategy is viewed to be one of the main outcomes.
6. Libya has also signed the Convention on Biological Diversity in 1992, and in 2001 it ratified it and subsequently established a National Committee on Biodiversity. The purpose of this committee is to co-ordinate all national efforts related to the CBD implementation in the country. The official counterpart to the CBD is the Environment General Authority (EGA), which is also the agency hosting the GEF Operational Focal Point. Finally, in implementation of the CBD, the GoL intends to elaborate its First National Biodiversity Strategy and Action Plan also in collaboration with IUCN.
7. As a result of ambitious agricultural plans and policies aiming at enhancing intensive agriculture even in "fragile" agro-ecological systems and as a result of inappropriate land use and mismanagement of natural resources, Libya is becoming very vulnerable to desertification and land degradation issues. The Libyan Government ratified the CCD Convention on 22 July 1996, and assigned the People Committee of the Agriculture General Authority (AGA) as the Focal Point. A first national report (English) to the CCD was submitted in 1999 and a second national report was prepared and submitted (Arabic) in 2002. A National Action Programme for Combating Desertification (NAP) is yet to be developed and for this the National Committee to Combat Desertification has been established under the General Secretariat of Agriculture.

I.II Institutional and Capacity Building Context

8. In terms of institutional co-ordination, overall national co-ordination and monitoring of environmental management in Libya lies within the Environment General Authority (EGA). The EGA was recently established in 2000 to replace the old Technical Centre for Environmental Protection and to co-ordinate overall environmental issues, actions, policies and programs-projects in Libya. The EGA is also responsible for co-ordinating environmental information and advocacy as well as setting up environmental specifications and standards. The EGA hosts the GEF Operational Focal Point, the CBD and UNFCCC Focal Points, and it is the agency designated to be the operational focal point for this NCSA process.
9. In addition to the EGA, the following national agencies, government entities, sectors and people's committees are involved in the environmental management process: Agriculture; Irrigation; Education; Resources, Environment and Urban Planning; General Planning; Economic Production; Finance; Services; Economy and Trade; National Authority for Oil; Livestock; Fisheries; Industry; Tourism; Public Information; Urban Planning; the Farmers' Union; Engineers' Union; Medical Doctors' Union. The Agriculture General Authority (AGA) has direct responsibilities for rangeland-forest management, and for agriculture production and development.

10. From a conceptual perspective, capacity building for global environment management is a challenging issue in Libya at the institutional and systemic levels, and capacity building within Libyan institutions is claimed to be generally weak between the various environmental sectors. While the Government has been striving to implement environmentally related conventions, for which it has established official institutional structures, it has not been effectively able to do so, perhaps due to inadequate co-ordinating mechanisms, lack of transparency and lack clear mandates between various parties of the government and convention focal points. The frequent shuffle in institutional structures and between government entities including various people committees with relatively overlapping mandates and unclear ToRs exacerbate the situation. It is noteworthy that experts and officials working on one global environment convention have little interaction and information exchange or joint working programmes with those working on the other conventions.

PART II: Strategy

11. The principal outputs/results of the NCSA process will be:
 - A stocktaking exercise of previous and ongoing activities related to capacity development, and a general overview-inventory of capacity development needs and an identification of priority constraints
 - A stakeholder analysis determining roles and responsibilities in the NCSA process;
 - An analysis of cross cutting issues and synergies, an identification of options for capacity development, and in depth analysis of priority options
 - A national assessment report setting out critical capacity development constraints and NCSA strategy and action plan to meet prioritised capacity needs
 - A mechanism for monitoring and evaluating progress made by the Government of Libya to meet capacity development needs
12. In preparation for this NCSA process, national stakeholders in Libya would need to collect available information and documents with relevance to capacity building needs and constraints at the individual technical expertise, institutional and systematic levels. Stakeholders would also need to clarify institutional mandates-roles; strengthening co-ordination and institutional mechanisms; incorporate global environmental management into national development processes, and enforcement capacity to implement laws and legislation. In brief, the most prevalent capacity building constraints in Libya include: previous programs/projects are incomplete and are not systematic; have not set priorities adequately; analysis of the nature and logical linkages within each capacity constraint is inadequate; constraints are often stated as lack of a solution; there are no effective databases; programs undertaken are purely thematic with little effort to consider synergies/overlaps across the three conventions; focus on capacity constraints at the individual level has always been predominant; some programs/projects were undertaken largely through desk exercises, with limited consultation and participation; and with little monitoring or follow-up.

PART III: Management Arrangements

13. The newly established NCSD will provide overall guidance and supervision to the project at the highest level. At the project start-up, the NCSD will be fully briefed on the project scope, implementation approach and activities. The NCSD will also provide political and institutional support to the project to ensure that project outcomes are perceived by all stakeholders at the highest level. Towards project end, the NCSD will support formally the endorsement of the NCSA assessment, strategy and action plan by the usual political channels in Libya.
14. A Project Steering Committee (PSC) will be established, and will consist of the GEF focal point, the three Convention Focal Points, the NPD on behalf of the national implementing agency (EGA), and UNDP. The NPC will act as the secretariat of the PSC. The role of the PSC will be to guide project activities, approve work plans and ToRs, disseminate project outputs and ensure that the project is firmly integrated into ongoing national development and environment initiatives. The PSC should meet regularly (bimonthly) during the life of the

project, and should regularly be called upon to make key project managerial decisions. The PSC will feed the NCSD of the NCSA progress and outcomes, and the NCSD being the highest umbrella for sustainable development in Libya will ensure that NCSA outcomes are incorporated into the planning and development agenda of the various NCSD stakeholders.

15. The project will be nationally executed by EGA. EGA will appoint a senior government official to act as the National Project Director (NPD). The NPD will be responsible for mobilizing project inputs and achieving outputs in line with the NCSA objectives. EGA in co-ordination with UNDP-GEF will also undertake the necessary arrangements for the establishment of the Project Management Unit (PMU). The PMU will be the nucleus for the commencement of project implementation. It will consist of a full time National Project Coordinator (NPC-paid by the project), one short-term Senior National Advisor (SNA) on capacity development, and one project assistant. The NPC will be responsible for the daily management and operations of the project, while the SNA will provide overall technical backstopping and advice to the NCSA process. The NPC will also be responsible for submitting quarterly work plans and progress reports to UNDP. S/He will oversee selection of providers of supplies and services, will be submitting payment requests to UNDP, and will be providing regular guidance and direction to the project office. The NPC (supported by the NPD, PSC, and the SNA) will also oversee organization of project workshops and the meetings of the PSC. S/He will ensure project delivery on a timely and efficient basis.
16. The project will also consult broadly with concerned elements and entities in the society. These consultations may lead to the identification of experts and expertise that can be drawn upon in later stages of the project.
17. All the key outputs of the project will be shared with the NCSA Global Support Programme.
18. The Government of Libya will provide in-kind (US\$ 50,000) support to ensure its commitment for the success of the project. This will include, but will not be limited to office space, office equipment and supplies, time of the NPD and other members of the PSC, time of the members of the NCSD, facilities for meetings and consultations, political support, transportation within Libya and between regional centres for government officials.
19. All purchases of services and supplies shall be done fully in line with UNDP rules and procedures. The UNDP CO will play a key role in guiding activities and ensuring they are in line with the NCSA guidelines. This will include ensuring an appropriate focus on system level capacity needs, ensuring the consultative process is appropriately broad, and, where appropriate, ensuring that the project focuses on issues cutting across all three Conventions.

Part IV: Monitoring and Evaluation

20. The project will be subjected to annual review in accordance with the UNDP and GEF procedures and will be provided by the project team and the UNDP Country Office (UNDP-CO) with support from UNDP/GEF. The Logical Framework Matrix provides performance and impact indicators for project implementation along with their corresponding means of verification. These will form the basis on which the project's Monitoring and Evaluation system will be built. The project has to comply with regular UNDP requirements, namely the Annual Project Report (APR) and the associated Tripartite Review meeting (TPR). Important monitoring tools also include preparation of quarterly progress reports and the annual updating of the work plan by the project implementation team. The project will not, however, be subjected to a mandatory independent evaluation. Furthermore, a long-term plan for ongoing monitoring will be developed for implementation by the concerned institutions. The Environment General Authority is the executing agency involved in the monitoring and review of activities.

21. The project will also be audited by the Government of Libya authorized auditor or by an independent auditor with the objective to provide the UNDP Administrator with the assurance that UNDP resources are being managed in accordance with:
 - The financial regulations prescribed for the project.
 - The project document and workplan;
 - Management requirements.
22. In order to accord proper acknowledgement to GEF for providing funding, a GEF logo should appear on all relevant GEF project publications, including among others, project hardware and vehicles purchased with GEF funds. Any citation on publications regarding projects funded by GEF should also accord proper acknowledgement to GEF. The UNDP logo should be more prominent -- and separated from the GEF logo if possible, as UN visibility is important for security purposes.

Part V: Legal Context

This project document shall be considered as the Instrument of Reference, as stipulated in paragraph (1) of the Basic General Assistance Agreement, concluded between Libya and the United Nations Development Programme, on 20 May 1976.

The UNDP Resident Representative in Libya is authorized to effect in writing the following types of revision to this Project Document provided that he/she has verified the agreement thereto by the UNDP-GEF Unit and is assured that the other signatories to the Project Document have no objection to the proposed changes:

- a) Revision of, or addition to, any of the annexes to the Project Document;*
- b) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation;*
- c) Mandatory annual revisions which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility; and*
- d) Inclusion of additional annexes and attachments only as set out here in this Project Document*

SECTION II : STRATEGIC RESULTS FRAMEWORK

| | | |
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| <p>Intended Outcome as stated in the Country Result Framework: Greater awareness, capacities, and means to preserve the environment at global, national and local levels.</p> | | |
| <p>Outcome indicator: NCSA report of the inventory and analysis of priority capacity needs for the global environment is produced. Strategy and Action plan for capacity development activities is developed and validated.</p> | | |
| <p>Baseline: Legal environmental system and prerogatives of national authority in need of strengthening.</p> | | |
| <p>Applicable MYFF Service Line: National/Sectoral policy and planning to control emissions of Ozone-depleting substances and persistent organic pollutants.</p> | | |
| <p>Partnership Strategy: The project will be executed by EGA in close cooperation with all concerned national agencies, government entities, sectors and people's committees involved in the environmental management process in Libya: Agriculture; Irrigation; Education; Resources, Environment and Urban Planning; General Planning; Economic Production; Finance; Services; Economy and Trade; National Authority for Oil; Livestock; Fisheries; Industry; Tourism; Public Information; Urban Planning; the Farmers' Union; Engineers' Union; Medical Doctors' Union. GEF is providing the financial and the technical support, while UNDP is expected to assume the coordination role. The national authority concerned with environment will contribute in-kind services, primarily staff time and the other resources needed to help realize the objective of the project.</p> | | |
| <p>Project title and number : National Capacity Self Assessment PIMS 2714</p> | | |
| Intended Outputs | Output targets | Inputs |
| <p>Output 1. Establish and maintain a project co-ordinating mechanism</p> | <p>PMU is established A high level coordination mechanism is established</p> | <ul style="list-style-type: none"> - Local Consultants - International Consultant - Travel - Equipment - Miscellaneous |
| <p>Indicative activities</p> | | |
| <p>1.1. A senior government official to act as the National Project Director (NPD).</p> <p>1.2. The Government in co-ordination with UNDP-GEF will establish the Project Management Unit (PMU), consisting of a full time National Project Coordinator (NPC), one short-term Senior National Advisor (SNA) on capacity development, and one project assistant. An international consultant will assist the PMU from the outset.</p> <p>1.3. Convene one-day NCSA launching with high-level officials and the project consultants.</p> | | |

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| <p>Output 2. Stocktaking, stakeholder analysis and NCSA assessment exercise</p> | <p>Overview of institutional capacity and bottlenecks</p> | <p>2.1. Stakeholder Analysis and Establish Project Partnership 2.2. Brief assessment of measures taken to implement global environmental conventions 2.3. Broad Assessment of capacity development constraints</p> | <p>- Local Consultants - International Consultant</p> |
| <p>Output 3. Stakeholder Consultations</p> | <p>Consultative process for the initial NCSA finding</p> | <p>3.1. A three-day participatory consultative meeting involving participants from key sectors of the society and involving stakeholders from the government, community organizations, private sector, academia and other stakeholders. The meeting will briefly present the findings of the stocktaking assessment reports</p> | <p>Miscellaneous Expenses</p> |
| <p>Output 4. Select priority areas for in-depth analysis and undertake in-depth analysis of selected priority areas</p> | <p>Stakeholders concerned possess information and understanding of problems to be addressed</p> | <p>4.1. Prepare criteria in the form of a matrix to select critical and most relevant capacity building priorities; 4.2. Prepare a brief assessment of proposed priorities; 4.3. Organize a workshop to discuss proposed priorities amongst a broad group of stakeholders and select priorities for in-depth analysis and discuss these with the PSC 4.4. Based on the discussions held during the workshop and the priorities selected for in depth analysis, NPC will propose methodology and undertake the in-depth analysis.</p> | <p>- Local Consultants - International Consultant - Miscellaneous Expenses</p> |

| | | | |
|---|--|--|---|
| <p>Output 5. Preparation of NCSA Report, Strategy and Action Plan</p> | <p>NCSA report discussed and disseminated among stakeholders</p> | <p>5.1. The NCSA report will summarize the stocktaking exercise, consultation process and recommendations of the working groups for each of the priority areas. 5.2. The draft NCSA Strategy and Action Plan will identify priorities and general responsibilities and timelines.</p> | <p>- Local Consultants - International Consultant</p> |
| <p>Output 6. National consultation to validate NCSA assessment, strategy and action plan</p> | <p>Validation forum undertaken</p> | <p>6.1. A 1-day high-level meeting will be convened to endorse and disseminate the new version of the NCSA SAP. 6.2. After securing stakeholder endorsement from the meeting, the NCSA team will submit the NCSA Assessment Report and the NCSA SAP to the government for implementation.</p> | <p>- Local Consultants - International Consultant - Miscellaneous Expenses</p> |
| <p>Output 7. Regular Review mechanism</p> | <p>M&E plan established and implemented</p> | <p>7.1. The NCSA team will prepare a mechanism for M&E and for reviewing the implementation of the NCSA strategy and action plan. This mechanism should include recommendations for continuation of a cyclical process to assess and update national capacity. 7.2. A two-day national workshop to assess NCSA implementation.</p> | <p>- Local Consultants - International Consultant - Audio Visual & Printing Production - Miscellaneous Expenses</p> |

SECTION III : Total Budget and Workplan

| TOTAL PROJECT WORKPLAN AND BUDGET | | | | | | | | | |
|---|--|-----------------|------------------------------|--|-------------|-------------|--------------|--|--|
| Award ID: 00013427 | | | | | | | | | |
| Award Title: PIMS 2714 NCSA EA: National Capacity Self Assessment | | | | | | | | | |
| Project ID: 00013427 | | | | | | | | | |
| Project Title: NCSA FOR Global Environment Management | | | | | | | | | |
| Executing Agency: EGA | | | | | | | | | |
| GEF Outcome/Atlas Activity | Responsible Party (Implementing Agent) | Source of Funds | Atlas Budgetary Account Code | ERP/ATLAS Budget Description/Input | 2006 (US\$) | 2007 (US\$) | Total (US\$) | | |
| Establish and maintain a project coordinating mechanism | EGA | GEF | 71200 | International consultant | 5,000 | 5,000 | 10,000 | | |
| | | | 71300 | Local consultants | 30,000 | 30,000 | 60,000 | | |
| | | | 72400 | Communication & Audio-Visual Equipment | 2,000 | 1,000 | 3,000 | | |
| | | | 72500 | Supplies | 1,500 | 1,000 | 2,500 | | |
| | | | 72800 | IT Equipment | 3,000 | 500 | 3,500 | | |
| | | | 71600 | Travel | 6,500 | 6,500 | 13,000 | | |
| | | | 74500 | Miscellaneous | 2,000 | 2,000 | 4,000 | | |
| | | | Sub-total | 50,000 | 46,000 | | | | |
| Stock taking of previous and on going activities, stakeholder analysis and NCSA assessment exercise | EGA | GEF | 71200 | International consultant | 5,000 | 0 | 5,000 | | |
| | | | 71300 | Local consultants | 9,000 | 0 | 9,000 | | |
| | | | | | | | | | |
| | | | Sub-total | 14,000 | | | | | |

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|---|-----|-----|-------|--------------------------|--------|--------|---------|
| Stakeholder consultations | EGA | GEF | | Miscellaneous | 4,000 | 0 | 4,000 |
| | | | | Sub-total | 4,000 | | |
| Select priority areas for in-depth analysis, and undertake in-depth analysis of selected priority areas | EGA | GEF | | International consultant | | 0 | 5,000 |
| | | | 71200 | Local consultants | 5,000 | 0 | 5,000 |
| | | | 71300 | Miscellaneous | 15,000 | 0 | 15,000 |
| | | | 74500 | Sub-total | 25,000 | 0 | |
| Preparation of NCSA Report, Strategy and Action Plan | EGA | GEF | | International consultant | 0 | 5,000 | 5,000 |
| | | | 71200 | Local consultants | 0 | 10,000 | 10,000 |
| | | | 71300 | Miscellaneous | 0 | 4,000 | 4,000 |
| | | | 74500 | Sub-total | 0 | 19,000 | |
| National consultation to validate NCSA assessment, strategy and action plan | EGA | GEF | | International consultant | 0 | 5,000 | 5,000 |
| | | | 71200 | Local consultants | 0 | 5,000 | 5,000 |
| | | | 71300 | Miscellaneous | 0 | 4,000 | 4,000 |
| | | | 74500 | Sub-total | 0 | 14,000 | |
| Regular Review mechanism | EGA | GEF | | International consultant | 0 | 5,000 | 5,000 |
| | | | 71200 | Local consultants | 0 | 4,000 | 4,000 |
| | | | 71300 | Audio visual & printing | 0 | 15,000 | 15,000 |
| | | | 74200 | Miscellaneous | 0 | 4,000 | 4,000 |
| | | | 74500 | Sub-total | 0 | 28,000 | |
| | | | | Total | | | 200,000 |

SECTION IV : ADDITIONAL INFORMATION

Approved EA proposal attached

Endorsement letter



الجمهورية العربية الليبية الشعبية الاشتراكية العظمى

اللجنة الشعبية العامة
الهيئة العامة للبيئة



الديمقراطية
هي رقابة الشعب
على نفسه

التاريخ: / / 13 و . ر

الرقم الإشاري /

الموافق: 2006 / 4 / 2 ف

ملف رقم /

**TO Mr. Julio Grieco
UNDP Resident Representative
TRIPOLI – LIBYA**

Dear Sir,

Reference is made to EGA letter dated 19 – 5 – 2002 concerning the endorsement of the project , National Capacity self Assessment for Global Environmental Management (NCSA) ., and to the E- mail of Mr. KHWELDI Dated 21 – 11 – 2005.

I would like to inform you that in may Capacity as Global Environment Facility GEF , political Focal point for Libya that EGA is highly interested in implementation of the (NCSA) and fully committed it self towards the achievement of the project objectives.

Please ,do accept my highest consideration

Yours Faithfully

21/4/2006

**Dr. Abdul – Hakim Elwaer
Secretary of Environmental General Authority
Libyan Arab Jamahiriya**

cc.A.Khewldi

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ANNEX I : Terms of References for key project staff and main sub-contracts

ToRs for the National Project Coordinator (NPC)

Under the overall responsibility of the EGA chairman or his designated representative, and in close coordination with the UNDP-Tripoli office, the National Project Coordinator will be recruited on a full-time basis to support all logistical, technical and substantive activities of the project. The NPC will report to EGA and UNDP-Tripoli and will provide secretariat to the Coordinating Committee.

This position will have three complementary aspects:

1. Overall management of the NCSA unit

- Prepare detailed work plan and update regularly (at least quarterly);
- Prepare detailed TOR for all project inputs and activities;
- Prepare quarterly reports of project progress, and short reports on each activity and input;
- Oversee printing, copying and distribution of project reports.
- Help prepare logistical arrangements for the national consultation;
- Help manage administrative and financial processes of the project;

2. Support substantive basis of project implementation and project outputs:

- Prepare documentation for all national meetings, workshops, consultations etc;
- Provide necessary support to project experts and subcontracted firm to prepare draft report selecting priorities for in-depth analysis;
- Provide necessary support to project experts and subcontracted firm to prepare NCSA Strategy and Action Plan;
- Prepare APR/PIR reports and terminal project report according to GEF/UNDP guidelines and other reports that might be requested from EGA, GEF/UNDP throughout the lifetime of the project
- Ensure finalisation of all project outputs

3. Building and maintaining network and managing project stakeholders

- Identify concerned national partners and institutions related with the project, and their related responsibilities;
- Make contacts with concerned stakeholders, as appropriate;
- Ensure regular and smooth functioning of the CC and provide secretariat to the CC
- Ensure regular contacts and information exchange with all related national institutions
- Identify national and, where appropriate, regional experts who can support the project activities;

Qualifications:

- Post-graduate degree in a field related to environmental management, development management or capacity development;
- 10 years experience in implementing projects and programmes focusing on the environment;
- 5 years experience working with international partners and on internationally supported projects;
- Demonstrated project management skills, such as:
 - Able to foster involvement of all concerned stakeholders;
 - Able to design and supervise inputs and activities, such as workshops, surveys, for example through the preparation of work plans and TORs etc;
 - Demonstrated ability to prepare progress reports, financial request;
- Familiarity with concerned committees, ministries, agencies, NGOs, officials and experts;
- Working knowledge of English.

TORs for the International Capacity Development Consultant

Objective

The objective of this part-time position is to ensure that all project activities takes place within the context of a full and thorough understanding of ‘capacity’ and ‘capacity development’. A closely related objective is to help concerned parties in *Country* operationalize this thorough understanding of capacity in their future capacity development initiatives. Moreover, where possible and appropriate, it is to help steer the project towards:

- focusing on system level capacity needs;
- focusing on capacity needs which apply to all three Conventions, or cut across the three Conventions;
- an appreciation and exploitation of the *holistic* and *dynamic* nature of capacity building.

Tasks

1. Review all related international documentation and prepare a short report discussing application in the *Country* context;
2. Brief the Project Staff and the Project Steering Committee on the approach of the project to capacity development and pertinent issues in the country;
3. Technically support the National Project Director and the National project Coordinator in all tasks, providing guidance and inputs related to capacity development. This will include reviewing and substantively commenting on the project work plan and TOR for all activities;
4. Assist in the identification of national experts and institutions that can provide services to the project;
5. Participate in all meetings and project events, facilitating and advising the discussions, and raising awareness and understanding of capacity development. This will include the national consultative workshops, and may include missions to field sites;
6. Provide informal introductory coaching for all project experts and project sub-contractors;
7. Support in the planning and implementation of all project activities specifically the following project activities:
 - Conducting the stocktaking exercise
 - Analysis of cross-cutting issues
 - Drafting the assessment report and action plan for capacity development.

Qualifications

- Post graduate qualification related to human resource development or organisational change or administrative reform or institutional change and management or overall societal learning;
- Demonstrated experience in capacity building initiatives, notably at the *systemic* and *institutional* levels;
- An understanding of the in-country linkages between institutions;
- A demonstrated understanding of the institutional, legislative, and administrative dynamics and dimensions of sustainable development;
- Knowledge of the experts and institutions involved in capacity development, at all three levels, in *Country*;
- Demonstrated experience supporting reform of (for example) governmental processes, governmental structures, inter-organizational relations or legislative processes.
- Demonstrated experience working in international projects.
- Good working knowledge of English would be an asset.

