



Programa de las Naciones Unidas para el Desarrollo

Período del programa: 2007-2008
Componente del programa: EA
Nombre del proyecto: "México: Needs Assesment and Priority Setting for the Conservation and Sustainable Use of Biodiversity"
Numero de proyecto: Por definir
Identificación del proyecto: PIMS 538
Duración del proyecto: 8 meses
Acuerdo de gestión: Detallado Sección III

| | | |
|---|------|---------|
| Presupuesto GEF | US\$ | 252,000 |
| Otros recursos asignados (\$ y en especie): | | |
| • CONABIO/FFB | US\$ | 133,714 |
| • CONANP | US\$ | 89,286 |
| • Iniciativa Ambiental Cuencas | US\$ | 77,321 |
| Presupuesto total: | US\$ | 602,321 |

Firmas:

Fecha:

Nombre y Título:

Aprobado por:

Comisión Nacional para el
Conocimiento y Uso de la
Biodiversidad/Fideicomiso Fondo
para la Biodiversidad

Secretaría de Relaciones Exteriores
Dirección General de Cooperación
Técnica y Científica

Programa de las Naciones Unidas
para el Desarrollo (PNUD)

Ana Luisa Guzmán y López
Mtra. Ana Luisa Guzmán y López
Figueroa

Secretaria Ejecutiva y Apoderada Legal

P.O. Virginia García López
Mtro. Maximo Romero Jiménez
Dirección General de Cooperación
Técnica y Científica

Madgy Martínez-Solimán
Sr. Madgy Martínez-Solimán
Representante Residente

United Nations Development Programme

“México: Needs Assessment and Priority Setting for the Conservation and Sustainable Use of Biodiversity”

This project is an Add-on to the already approved BD Enabling Activity (EA) for Mexico, and will focus on undertaking a comprehensive capacity building needs assessment for defining country specific priorities. In line with current operational guidance for BD EA, the proposed project will focus on the following elements:

- Assess national capacities on biodiversity knowledge
- Assess *in situ* conservation and sustainable use capacities
- Assess existing policy measures for BD conservation including the participation of multiple decision-makers and stakeholders.

The Project will be financed by The Global Environment Facility (GEF) and will be carried out in coordination with existing and upcoming biodiversity initiatives in the country. This coordination and appropriate linkages will be ensured by CONABIO (*Comisión Nacional para el Conocimiento y Uso de la Biodiversidad*), which will execute the project at national level.

ACRONYMS

| | | |
|------------|---|---|
| BD | Biodiversidad | Biodiversity |
| CBD | Convenio de Diversidad Biológica | Convention on Biological Diversity |
| Centro GEO | Centro de Investigación en Geografía y Geomática "Ing. Jorge L. Tamayo", A.C. | Geographic and Geomatic Research Centre "Engineer Jorge L. Tamayo", Civil Association |
| CHM | Mecanismo Facilitador de Información | Clearing House Mechanism |
| CONABIO | Comisión Nacional para el Conocimiento y Uso de la Biodiversidad | National Commission for the Knowledge and Use of Biodiversity |
| CONACYT | Consejo Nacional de Ciencia y Tecnología | National Council of Science and Technology |
| CONANP | Comisión Nacional de Áreas Nacionales Protegidas | National Protected Areas Commission |
| COP7 – CBD | Séptima Conferencia de las Partes del CBD | Seventh Conference of the Parties, CBD |
| EA | Actividad habilitadora | Enabling activity |
| ENBM | Estrategia Nacional de Biodiversidad de México | National Biodiversity Strategy for Mexico |
| FFB | Fideicomiso Fondo para la Biodiversidad | Trust Fund for Biodiversity |
| FMCN | Fondo Mexicano para la Conservación de la Naturaleza | Mexican Trust Fund for Nature Conservation |
| GEF | Mecanismo Financiero para el Medio Ambiente | Global Environment Facility |
| GTI | Iniciativa Taxonómica Mundial | Global Taxonomic Initiative |
| IE, A.C. | Instituto de Ecología, Asociación Civil | Institute of Ecology, Civic Association |
| INE | Instituto Nacional de Ecología | National Institute of Ecology |
| NEX | Ejecución nacional | National Execution |
| NCSA | Autoevaluación de capacidades nacionales | National Capacity Self-Assessment |
| NGO | Organizaciones No Gubernamentales | Non-Governmental organizations |
| OECD | Organización para la Cooperación y el Desarrollo Económico | Organization for Economic Co-operation and Development |
| Pronatura | Pronatura Asociación Civil | Pronatura Civil Association |
| SEP | Secretaría de Educación Pública | Ministry of Public Education |
| SEMARNAT | Secretaría de Medio Ambiente y Recursos Naturales | Ministry of Environment and Natural Resources |
| SPPA | Subsecretaría de Planeación y Política Ambiental de la SEMARNAT | Vice-Ministry for Planning and Environmental Policy of SEMARNAT |
| TNC | The Nature Conservancy – Programa México | The Nature Conservancy – Mexico Programme |
| UANL | Universidad Autónoma de Nuevo León | Autonomous University of Nuevo Leon |
| UNAM | Universidad Nacional Autónoma de México | National Autonomous University of Mexico |
| UNEP | Programa de Naciones Unidas para el Desarrollo | United Nations Environment Programme |

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I. ANALYSIS OF THE SITUATION

1. CURRENT STATUS OF THE ORIGINAL BIODIVERSITY ENABLING ACTIVITY

1.1 First Country Study and National Biodiversity Strategy for Mexico

In response to its commitments under the Convention on Biological Diversity (CBD), in 1994 the Government of Mexico began to prepare Mexico's Biological Diversity: Country Study (La diversidad biológica de México: Estudio de País). Published in 1998, the Country Study document was the first national-level assessment of the state of conservation and sustainable use of Mexico's biodiversity (BD), and formed the basis for the National Biodiversity Strategy for Mexico (ENBM). Through a continuous process of participation and engaging different sectors of Mexican society, the ENBM (also coordinated by CONABIO and published in 2000), identified strategic priorities and action required to meet the CBD objectives. The Country Study was financed with fiscal resources, while the ENBM was partly supported by a GEF Enabling Activities contribution of US\$198,000.

1.2 CBD National Reports

CONABIO, in close collaboration with other institutions within and outside the government environmental sector, has coordinated and financed through the FFB, the preparation of all CBD National Reports.

The First National Report was presented in 1997. It highlighted Mexico's mega diversity and the stakeholders that affect its BD conservation and use and how the country can implement the CBD. It also considered the existing legal framework to protect and use BD, and it took a first glance at the institutional and resource capacities available to implement the Convention. Finally, it presented an overview of the results expected from both the Country Study and the ENBM.

The Second National Report was concluded in 2001. It reviewed the progress made by Mexico in key areas of BD conservation and sustainable use with a particular emphasis on : protected areas within the National Protected Areas System; sustainable use of wildlife with the Conservation Management and Sustainable Use Units; the status of the National System of Biodiversity Information; bio safety with the establishment of the National Inter-ministerial Commission for Bio safety and Modified Living Organisms; and Mexico's National Biodiversity Strategy. This report also identified weaknesses in the implementation of the CBD particularly in areas such as thematic programmes of work, CDB Article 8(j), and access to genetic resources and benefit sharing.

Mexico submitted its Third National Report In 2005. The report showed the important results the country had achieved over the previous ten years on BD conservation and it highlighted in particular: the existence of legal and technical instruments, programmes and policies to protect ecosystems and species as well as the progress made on sustainable use of wildlife and biological resources. However, Mexico still faces significant challenges including, among others, changing trends in land use, poverty reduction, control and eradication of invasive species, and mainstreaming BD into all sectors.

The report identified the following key issues limiting the efficient implementation of the CBD (including its programmes of work):

- Limited scientific and research capacities to meet all objectives (need to consolidate information systems on BD and sustainable use)

- Limited education and public awareness (strengthen environmental education and awareness-raising)
- Limited access to both traditional knowledge and up to date scientific information
- Loss of biological diversity and its environmental services
- Lack of human and financial resources

1.3 National Capacity Self Assessment

A National Capacity Self Assessment (NCSA), supported by UNDP/GEF, was carried out during 2006. In relation to BD thematic issues, this exercise concluded that:

- When making decisions, federal economic and financial authorities take little account of environmental variables.
- There is a need to further opportunities to develop the capacities to formulate strategies to reduce vulnerability on BD.
- There is a need to upgrade policy and other natural resources management legal frameworks

1.4 Second Country Study

The country is currently developing its Second Country Study. Since the publication of the First Country Study in 1998, the amount of data and information available has increased, therefore this on-going initiative is integrating reliable and up-to-date information for stakeholders and decision-makers including government, researchers, students, members of Congress, the media, environmental organizations, producers, etc. More than 500 experts are participating in this process, coordinated by CONABIO, to assess the current state of biodiversity and environmental services and the effect that ecosystems have on human well-being. The study will include the essential information and the indicators necessary to monitor changes in BD and its environmental services. It will also provide with an analysis of the countries financial, human and institutional capacities to deal with the challenges of ensuring efficient BD conservation and sustainable use.

2. PROGRAMMATIC GAPS AND JUSTIFICATION FOR ADDITIONAL FUNDING

As mentioned above, common strategic issues have come to light as a result of several national efforts. Under the Additional Biodiversity Enabling Activities Funding Framework, the CBD Focal Point agrees that there is a need to evaluate existing needs and to define country specific priorities to build institutional and human resources capacity for conservation and sustainable use of Mexico's BD.

The Government's priorities are synthesized as follows:

- Assess national capacities on biodiversity knowledge

A partial identification of capacity building needs was made by the NCSA conducted in 2006 but it is still incomplete. A more in-depth identification should be made of national priorities and capacity building needs in relation to ENBM goals and objectives, as well as in respect to Biodiversity Add-On Guidelines.

- Assess *in situ* conservation and sustainable use capacities

In situ conservation and sustainable use of BD are still areas where the country lacks technical capacities and needs to improve coordination frameworks

- Assess existing capacities to implement policy frameworks for BD conservation including the participation of multiple decision-makers and stakeholders

There is a need to better understand how the existing policy and legal frameworks can be more efficiently implemented for long-term BD conservation and management. The efficiency of these policies and the capacities and responsibilities of all the stakeholders involved will be assessed through a consultative process.

The results of this enabling activity (Add-On) will be a significant input for the Second Country Study and the Clearing House Mechanism (CHM). The activities implemented with Add-On funding will also contribute to support other ongoing and upcoming GEF biodiversity projects in Mexico. Finally, it is expected that the results of this assessment will become the main reference for guiding national and local biodiversity decision in terms of capacity building and policy development in the coming years, thus also contributing towards achieving the country's 2010 goals.

3. MULTI-YEAR FUNDING FRAMEWORK (MYFF)

2008-2012 United Nations Development Assistance Framework

Through the 2008-2012 United Nations Development Assistance Framework (UNDAF) the United Nations System in Mexico completed the process of programmatic harmonization, in accordance to the United Nations reform agreement and presented the government a joint proposal for the period of 2008-2012.

This Project is linked to direct effect 3.1 of the UNDAF, "Principles of sustainable development incorporated in national and regional programmes, including the promotion of equity in the use of natural resources and the distribution of environmental costs and benefits".

Multi-year Financial Framework

Moreover, the project is consistent with the programmatic priorities of UNDP Mexico for the period 2004-2007 which are defined in the Multi-year Financial Framework (MYFF). The Project is identified under Goal 3. "Energy and environment for sustainable development", service line 3.1 "Frameworks and strategies for sustainable development".

II. STRATEGY

OVERVIEW OF ACTIVITIES TO BE CARRIED OUT (ALSO SEE ANNEX A)

1. Assess national capacities on biodiversity knowledge

To help bridge the gap between science and decision making, the Add-On funding will allow assessing the capacities of public and private institutions that produce scientific research to translate it into policy relevant information. The capacities and the potential to better involve multiple stakeholders at local, regional and national level in this process will be evaluated as well.

This activity will also allow identifying key areas with existing and reliable up-to-date information that could be synthesized and made available to decision-makers. Mexico has produced an

important amount of information related to protection and use of ecosystem services, but this knowledge is not always accessible because either it is dispersed, not readily available or it has not been "translated" into a format that the general public can easily understand.

Another important activity will be to identify priority fields of research and knowledge where there is a clear need for improvement and a need to develop new information. The capacities of the relevant institutions to produce this information and fill the knowledge gaps will be assessed.

Finally, although a conceptual framework and analytical tools are available to identify and assess ecosystem services, detailed information is required to properly quantify the daily trade-offs that take place without any evaluation made of their direct and indirect costs and benefits.

Strategy to achieve this objective: The first step will consist in mapping out and assessing the capacities of the national institutions that are directly or indirectly concerned by producing or accessing BD knowledge. An update of the existing taxonomic information will be realized and made available to the general public. An assessment of existing information on ecosystem trade-off services will also be conducted. From there workshops will be conducted involving the widest possible range of national and regional institutions to discuss the findings, analyze existing threats and barriers and reach a national consensus on the key priorities as well as on the most important gaps in BD knowledge to address.

2. Assess *in situ* conservation and sustainable use capacities

Little is known in Mexico on the efficiency of the existing *in situ* instruments for the conservation of species and habitats, such as wildlife management units (UMA); environmental services areas; norms regulating fisheries; private conservation areas; certified forestry areas; and human and institutional capacities for ecosystem restoration. The Add-On funding will serve to address this knowledge gap. It will also serve to prepare a guidelines and criteria to support the future reviews of in-situ conservation instruments. Pilot project ideas will be developed as a result of this analysis. Finally, an assessment on how the national strategies and the international and bi-national environmental agreements signed by Mexico have contributed to *in situ* conservation and sustainable use will be included in this process.

Strategy to achieve this objective: A first step will consist in carrying out spatial analyses of threats to species and ecosystems and to assess the efficiency of protected areas for BD conservation. This will include analyzing the institutional frameworks, the existing human capacities and the financial needs.

The capacities to cover the main capacity gaps and address the main barriers in priority conservation areas will be analyzed in relation to the existing conservation instruments (see the list of examples mentioned above). This work will provide with necessary information for the development of guidelines and criteria for long-term evaluation of *in situ* conservation instruments.

The results of this work will be shared and discussed throughout a series of workshop involving different sectors of the society. The objective of this consultation process will be to reach national consensus on the necessary steps to take for more efficient decision making on *in situ* conservation

3. Assess existing capacities to implement policy frameworks for BD conservation including the participation of multiple decision-makers and stakeholders

This activity will focus on reviewing national policies and assess the efficiency of the existing frameworks. It will put a focus on identifying the key parameters for success or failure in the implementation of these policies. It will also look at the abilities of the Government to fulfill its engagement towards binding agreements and will look at aspects such as economic impacts of

policy measures and institutional capacities to implement the current policy frameworks including the legal frameworks.

In a second stage, the Add-On funding will also allow mapping out the key stakeholders at national and local level involved in the implementation of the existing policy frameworks and assess the efficiency of the existing instruments and mechanisms for participation and coordination for decision-making. Issues such as local governance, social participation, informal decision making, private sector involvement and access of rural populations to economic benefits from environmental services will all be included in this analysis. As a result of this work, the capacity needs for the different stakeholders involved and the type of improvements and coordination mechanisms needed for efficient decision-making will be identified.

Strategy to achieve this objective: The strategy to conduct this activity will consist in the preparation and implementation of a consultative process including stakeholders' workshops to conduct the assessments, validate the findings and reach consensus on the capacities that need to be developed. The results of this consultative process will be documented through an interactive web site that will be established during the project and through a series of workshop reports. This material will further be compiled into a final technical report that will include all the themes addressed under this outcome.

For all activities described above, information from the National Capacities Self Assessment Project will be available for consultation. The project may serve as a basis for further assessment processes as the experiences obtained could provide useful insights during the implementation.

Moreover, project coordinator must ensure that key stakeholders from different interest groups (legislators, local leaders, NGOs, etc.) participate in workshops, so their views are considered by the time of assessment processes.

III. EXECUTION AGREEMENTS

All activities relating to project execution in chapter II will be carried out in accordance with the guidelines and regulations of the United Nations Development Programme contained in the UNDP Mexico National Execution Manual, version 4, March 2004 and its later updated versions.¹

The UNDP Mexico Country Office will be the GEF Implementing Agency for this initiative. The project will be implemented under national execution (NEX) procedures. The national executing agency will be the National Commission for the Knowledge and Use of Biodiversity (CONABIO, Comisión Nacional para el Conocimiento y Uso de la Biodiversidad) with the intervention of the Trust Fund for Biodiversity (FFB, Fideicomiso Fondo para la Biodiversidad).

3.1 Functions of participants

Ministry of Foreign Affairs (SRE): The Government of the United Mexican States has designated the Technical and Scientific Cooperation Directorate of the SRE as the official counterpart to UNDP. Its principal responsibilities are:

¹ Only UNDP may approve amendments, when necessary, to these norms. The UNDP office in Mexico is responsible for promptly advising all Manual users about new dispositions and revisions to the norms and procedures resulting from improved practices authorized by New York Headquarters. UNDP-México reserves the right to introduce improvement to the National Project Execution Manual to facilitate consultation by users. This procedure respects the integrity of the UNDP corporate norms now in force.

- As the entity responsible for technical cooperation in México, to act as the Mexican government's official counterpart to UNDP; specifically, and in accordance with the National Development Plan, to formalize approval of the project cooperation documents presented to UNDP by federal, state and private entities.
- If necessary, to make a written request to UNDP for reports on the project.
- To approve the annual audit plan for the project and, in accordance with UNDP norms and procedures, to convene an information and consultation meeting prior to the audit.
- If considered expedient, to attend at least one meeting a year of the project's Executive Committee.
- As required, to participate in tripartite meetings or in any follow-up or reorientation sessions.

CONABIO/FFB: CONABIO with the intervention of the FFB, is the Executing Agency responsible for supporting the Project Coordinator and the Executive Committee in managing the project's resources so as to achieve the planned results. Its principal responsibilities are to:

- Make financial contributions to develop the project's activities and deposit them in the UNDP bank account.
- Participate, together with UNDP, in selecting the Project Coordinator.
- Designate a representative to act as a permanent liaison between UNDP, the Ministry of Foreign Affairs and the Project Coordinator, both in the Executive Committee and the Technical Committee, to ensure that the necessary inputs are available to execute the project.
- Provide the technical and administrative capacity to develop the project.
- Check the project's plan and progress.
- In a letter to UNDP, provide the name and describe the functions of the person or persons authorized to deal with UNDP concerning the project's administrative and financial matters.
- In a letter to UNDP, provide the name and describe the functions of the person or persons authorized to sign the project's budget and/or substantive revisions made to it.

United Nations Development Programme (UNDP): UNDP is the world development network established by the United Nations with a mandate to promote development in countries and to connect them to the knowledge, experience and resources needed to help people achieve a better life. Its principal responsibilities are to:

- Designate a programme officer responsible for providing substantive and operational advice and to follow up and support the project's development activities.
- Administer the financial resources agreed in the revised work plan and approved by the project's Executive Committee, and inform the Executing Agency and the Executive Committee of its origin and destination.
- As agreed with the Executive Committee, advise the project on management decision making.
- Be part of the project's Executive Committee.
- Supervise and follow up every project activity requiring UNDP administrative support.
- Use national and international contact networks to assist the project's activities and establish synergies between projects in common areas and/or in other areas that would be of assistance when discussing and analyzing the project.

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- As deemed necessary, use the project's resources to prepare external evaluations and audits and to monitor them.
- Provide technical advice to the project on including activities on transversal equality of gender and strengthening civil society participation. These specialized services will be provided on the condition that the costs will be totally recovered.

Project Coordinator: An expert on the subject will be appointed as the project's General Coordinator whose terms of reference will be published on the UNDP web page.

In close collaboration with the Environment and Energy Programme Officer, the project's Coordinator will be responsible for preparing reports for the Executive Committee and for donors.

Other relevant functions are to:

- ✓ Follow up on progress made on the tasks outlined in the work plan, as well as on a future mobilization of resources for the project's sustainability.
- ✓ Prepare, and monitor compliance with work plans (annual and quarterly).
- ✓ Prepare budgets (annual and quarterly).
- ✓ Negotiate with UNDP the inputs needed to develop the project.
- ✓ Revise the project's technical and administrative documents.
- ✓ Prepare technical, financial and progress reports (quarterly, annual and final).
- ✓ Inform the Executive Committee and the Technical Committee of the project's progress, problems and possible solutions adopted and/or recommendations on how to achieve its objectives.
- ✓ Prepare and present a project situation report at any meeting or meetings about the project.
- ✓ Supervise and ensure compliance with the work of the personnel contracted by UNDP according to the contractual criteria contained in the Execution Manual.
- ✓ Take minutes of Executive Committee and Technical Committee meetings and be a member of the latter.
- ✓ Provide the technical capacity needed to develop the project.

Steering Committee. The Steering Committee is the project's supervisory and decision making body that meets at least twice a year. It consists of:

- The UNDP Programme Officer or representative.
- A representative of CONABIO.
- The Project Coordinator.

Its principal functions are to:

- ✓ Monitor compliance with the project's objectives.
- ✓ Prepare, focus on, or redesign the project's strategy.
- ✓ Approve work plan and budget revisions.
- ✓ Monitor both the budget and the prompt delivery of financial, human and technical inputs to comply with the work plan.
- ✓ Ensure satisfactory compliance with UNDP norms and procedures.
- ✓ Convene ordinary meetings to consider the Technical Committee's proposals and recommendations, as well as the progress made by the project.

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- ✓ Convene, if necessary, extraordinary meetings.
- ✓ Prepare, at least once a year, a substantial revision of the project document.

The Technical Committee: The Technical Committee is a technical advisory and consulting body whose main function is to ensure full and successful compliance with the project's objectives.

Its principal functions are to:

- ✓ Ensure the project provides good results.
- ✓ Guarantee that the parties involved will help to achieve the project's objectives and will adopt them.
- ✓ Support the project in the management of the knowledge within the framework of the activities stipulated in the work plan.
- ✓ Revise the work plan and progress reports to provide technical inputs and sound practices (national and international) that will help to meet the project's objectives.
- ✓ Revise the project's results and supplement them with each member's technical expertise.
- ✓ Identify consultants and experts on the theme, both national and international, for the implementation of the project.
- ✓ Analyze or, if necessary, solve problems concerning the project's progress to follow up on the work plan and comply with the performance indicators.
- ✓ Promote synergies between potential stakeholders, and mobilize resources to broaden the project's impact.

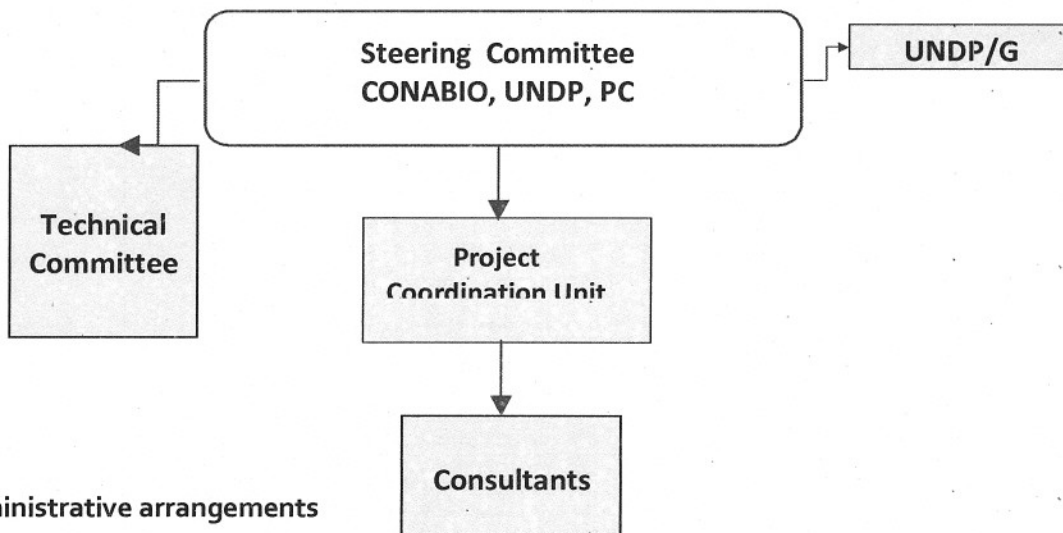
Note: to be more efficient and effective, the establishment of *ad hoc* thematic work groups with members of the Technical Committee is expected.

3.2 Structure of the project

A project coordinator (PC) will manage the day-to day implementation of the project; the recruitment of the PC will be supported by CONABIO/FFB. The PC will be directly responsible to the Director of the Technical Office of CONABIO/FFB and will be responsible for the efficient financial and administrative execution of the project following UNDP's procedures. The PC will oversee the recruitment and supervision of consultants and the awarding of contracts including the preparation of ToRs, the publication of position/contracts, the review of CV/offers, interview, and development of work plans and oversight of the timely delivery of outputs. The PC will be responsible for quarterly reports, both technical and financial. The PC will prepare the final report.

Project operational coordination and oversight will be provided by the Project Steering Committee, comprised of CONABIO officials, the project coordinator, selected national technical consultants -if required- and UNDP. The Steering Committee will meet at least quarterly with the objective of monitoring project progress, coordinating institutional roles, and securing any information required for the project.

National consultants will be recruited to complete different portions of the project, such as capacity assessment of public and private institutions to produce scientific research to translate it into policy relevant information; pilot assessment of indicators needed to evaluate capacities and contribute to in situ conservation tools; and facilitation of workshops.



3.3 Administrative arrangements

To administer the resources, UNDP will make its installed capacity available to the project, guaranteeing that their use is both transparent and prompt. The budget and work plan are given in Annexes B and C of this document. If modifications are made to this section, they must be considered and approved by the Steering Committee, and UNDP written approval must be requested.

It should be mentioned that any services provided to the project by UNDP will be in accordance with its internal guidelines and regulations.

The project will be financed by the GEF with a total amount of \$252,000 usd. Government support for the project will be both in cash (US\$ 223,000) including data gathering, meetings with key stakeholder for the evaluation process, development of the natural capital synthesis, assessment of the national protected areas system by CONANP and improvement of the web based data and information (WiKi system). In kind contributions (US\$50,000) will be made for office space and office equipment, infrastructure, facilitation, supervision of the work of the PC and of the enabling activities in general.

As an Implementing Agency, UNDP earns a fee from the GEF upon approval of the project. The fee is used to cover the costs incurred by UNDP, both at Headquarters and in Country Office, in supporting project development and implementation. The total fee that UNDP will receive is of US\$25,200.

If payment is made in a currency other than United States dollars, its value will be determined by applying the United Nations operational exchange rate in force on the date of payment. If, before UNDP has used the total amount deposited, there is a change in the United Nations operational exchange rate, it will be adjusted in line with the value of the balance of unused funds. If this leads to a loss in the value of that balance, UNDP shall inform the donor with a view to determining whether the donor must provide additional funds. If these additional funds are not available, UNDP may reduce, suspend or cancel its assistance to the programme/project.

On the other hand, activities will also have to be adjusted to the cash funds available; also in this case, if there is a deficit because of the exchange rate, UNDP has the obligation to inform the Executing Agency to determine whether it is necessary to transfer additional funds or simply to make budget changes.

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If the event the project is suspended, reduced or cancelled, UNDP will return the unused funds at the United Nations operational exchange rate in force on the date they are returned; if there is an exchange rate loss, the deficit will be charged to the project.

In case of a surplus, the Steering Committee will decide how it is to be spent and what results are expected and will make the necessary work plan adjustments.

Because the Steering Committee will supervise and monitor the project based on a satisfactory and detailed work plan design, no unforeseen circumstances are expected that would imply administrative risks in its execution.

It is envisaged that, as the project proceeds, counterparts will be added as partners to implement it or as donors, and they may be either state governments or federal executive entities.

3.4 Commitments by UNDP and the Mexican government to provide support services

The support services required of UNDP will be provided in accordance with the conditions mentioned below.

The UNDP office in the country can provide the necessary support services and assistance requested, whether to prepare reports or make direct payments. In providing these services, UNDP Mexico will check whether the capacity of the designated institution has been increased to enable it to directly carry out these activities.

The UNDP country office, when asked to do so by the designated institution, may request support services for the programme or project, including:

- National and international technical support provided by the United Nations System.
- Project design and strategic planning.
- Project administration by making technical and financial follow-up available, with a results-based approach.
- Develop international, national and local international knowledge networks based on United Nations System experience.
- Select project personnel, assist in awarding contracts and suggest candidates (individuals or companies) for the project's substantive and administrative work.
- Acquire goods and services, in accordance with its procedures and policies.
- The acquisition of goods and services as well as contracting personnel for the project are both the responsibility of the Executing Agency. It is important to mention that the candidates for the posts of Coordinator and Administrative Assistant should be selected jointly by the Executing Agency and UNDP Mexico.

Should any demands or controversies arise concerning the provision of services by the UNDP office in the country, they will be dealt with according to this document's basic assistance model.

If there are changes in the need for support services while the project is in force, the project document will have to be revised as mutually agreed by the UNDP Resident Representative and the counterpart institution.

3.5 Audit

Auditing the project is an integral part of UNDP financial and administrative management within the framework of UNDP's accountability. The project will be audited to ensure that resources are administered in accordance with the financial regulations, the project document clauses and conditions, and the budget.

The project's budget should contemplate the resources needed to make the audit and/or to establish, at the beginning of its activities, whether the internal accounting section should be responsible for rendering accounts.

3.6 Special considerations

All the material produced as a consequence of this project should visibly, and in the same size, display the UNDP logo, and should give the corresponding credit to the authors and support organisms.

In addition, all the publications produced as a consequence of this document must include the following inscription:

The opinions, analyses and policy recommendations do not necessarily reflect the point of view of the United Nations Development Programme, of its Executive Board or of member states.

IV. FOLLOW UP AND EVALUATION

The project will be subject to follow-up and evaluation to maintain and improve its performance and to obtain results. For more effective management of how the project develops, its performance will be measured and analyzed. In this respect, UNDP practices are to:

- Prepare quarterly progress reports on planned activities.
- Hold follow-up meetings.
- Prepare annual progress reports.
- Make follow-up visits; and hold tripartite meetings.
- Provide the GEF with the reports requested.

V. LEGAL CONTEXT

The reference instrument for the agreement between the Special Fund and the Government of Mexico (signed on 23 February 1961), together with its two resolutions on assembly, is part of this document.

For the purposes of the agreement, the Government's executing organism is the same as that of the host country that appears in the agreement. The document governing its norms is the *National Projects Execution Manual* (Manual Nex).

By virtue of the Convention on Privileges and Immunities of the United Nations, signed by the Government of the United Mexican States, nothing in this document or in its signed contractual documents shall be interpreted as an express or tacit renunciation of immunity of jurisdiction, privilege, exception or other immunity enjoyed by UNDP.

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ANNEX A – PRIORITIES FOR CAPACITY BUILDING NEEDS

| Priority | Justification of selection as priority | Work to be done | Partners to be involved | Products expected | Notes |
|---|--|--|--|---|---|
| <p>Assess national capacities on biodiversity knowledge</p> | <p>A NCSA was conducted and concluded that there is need for a better understanding of national priorities and capacity building needs in relation to ENBM goals and objectives</p> <p>International commitments</p> <p>Need for better understanding of key BD areas that need more financial support and capacity building</p> | <ul style="list-style-type: none"> • Collection of data, interviews, surveys and drafting of initial findings • Update the existing taxonomic information as well as an assessment of existing information and knowledge of ecosystem trade off services • Analyze national capacities to integrate information and make it available to different levels of decision-makers. • Stakeholders workshop for inputs consensus and validation of preliminary findings • Preparation of final report | <p>IE, A.C, UNAM, SEP, CONACYT, FMCN, and others</p> | <ul style="list-style-type: none"> • Technical report on existing knowledge and the needs for capacity building in key BD areas including ecosystem trade off services and update on taxonomic information • Report on capacity needs of BD institutions for cost effective production and mainstreaming of information • Report on stakeholders workshop • A Final Report in friendly format (including CD) for decision-makers. | <p>Data collection and analysis to be done under local contracts.</p> <p>The work will be coordinated by CONABIO</p> |
| <p>Assess capacities on in situ conservation and sustainable use</p> | <p>Priority issue addressed by:</p> <ul style="list-style-type: none"> -COP7 – CBD - Programme of work on Protected Areas - National Biodiversity Strategy for Mexico. - Third National Report. - OECD Evaluation of Environmental Performance Report. | <ul style="list-style-type: none"> • Sustainability assessment of present use system of biological resources and barriers to effective decision-making and management. This will include identification of threats to sustainability, biophysical impacts of threats and their root causes and alternative measures leading to sustainability. • Stakeholders workshop to validate the preliminary findings of the sustainability studies, to | <p>CONANP, SEMARNAT, TNC, UANL, PRONATUR A, UNAM and others.</p> | <ul style="list-style-type: none"> • Technical report on sustainability assessment including updated maps of priority areas for conservation • Technical report on the assessment of existing in-situ conservation instruments including analysis of capacity needs • Workshop report • Final Report on findings for decision-makers with | <p>Action plan and key project ideas to be validated during stakeholders workshop</p> <p>Most of the work will be coordinated from CONABIO but competitively awarded contracts will be established with national consultants to conduct specific tasks.</p> |

| Priority | Justification of selection as priority | Work to be done | Partners to be involved | Products expected | Notes |
|--|--|--|------------------------------------|--|--|
| | - Meetings of Experts (Second Country Study). | identify knowledge gaps and to identify capacity building needs <ul style="list-style-type: none"> Preparation of final report and action plan for capacity building including the identification of key pilot projects | | emphasis on lessons learned and including an action plan for capacity building and key pilot project proposals <ul style="list-style-type: none"> Development of a webpage where key findings will be posted | |
| Assessing existing capacities to implement policy frameworks for BD conservation including the participation of multiple decision-makers and stakeholders | Need for reinforcing the enabling conditions for more efficient Governance and coordination of BD conservation and management at state, federal and local level. | <ul style="list-style-type: none"> Analyze, identify and map out all the stakeholders involved directly or indirectly in BD decision making including an assessment of existing capacity needs and financial and institutional mechanisms for more efficient and coordinated implementation of existing legal and policy frameworks. This analysis will also look at existing informal mechanism for decision-making. Review the national policies and identify key barriers and threats to efficient implementation of existing measures with a particular focus on capacities Identify key areas where policies need to be reinforced in relation to specific capacity needs of local communities, government agencies (especially at regional level), NGO's, academic sector and the private sector. | IE, A.C., UNAM, NGO's, Centro GEO. | <ul style="list-style-type: none"> Workshop reports including (i) review of existing policy frameworks ,(ii) identification of barriers; (iii) analysis of existing decision making mechanisms (iv) capacity needs assessment for efficient implementation of policies Improved data and information system available on the Web Final technical report | .Work coordinated by CONABIO Local contracts for specific studies |

ANNEX B – BUDGET

| ACTIVITY | PRODUCT | PROCESS | TOTAL (\$1,000) |
|---|---------|---------|--------------------|
| 1. Assess national capacities on biodiversity knowledge | | | |
| • Capacity assessment of national institutions to produce scientific research to translate it into policy relevant information use | 48,000 | | 48,000 |
| • Identification and capacity assessment of priority fields of research and knowledge production including the identification of new priority fields of research | 20,000 | | 20,000 |
| • Organization of workshops | | 2,000 | 2,000 |
| Sub total | 68,000 | 2,000 | 70,000 |
| 2. Assess capacities on <i>in situ</i> conservation and sustainable use | | | |
| • Assessment of the efficiency of existing <i>in situ</i> conservation instruments including gap and capacity analysis and the development of guidelines and indicators | 60,000 | | 60,000 |
| • Consultation process on present use system of BD resources including assessment of barriers to effective decision making | | 20,000 | 20,000 |
| • Organization of workshops | | 20,000 | 20,000 |
| Sub total | 60,000 | 40,000 | 100,000 |
| 3. Assess existing capacities to implement policy frameworks for BD conservation including the participation of multiple decision-makers and stakeholders | | | |
| • Organization of workshops and consultative process | | 62,000 | 62,000 |
| Sub total | 0 | 62,000 | 62,000 |
| 4. Project Management Unit | | 20,000 | 20,000 |
| Sub total | 0 | 20,000 | 20,000 |
| TOTAL | 128,000 | 124,000 | 252,000 |
| Co-financing | | | 350,321 |
| Total | | | 602,321 |

ANNEX C: TOTAL BUDGET AND WORK PLAN

| GEF Outcome/Atlas Activity | Responsible Party/ Implementing Agent | Fund ID | Donor Name | Atlas Budgetary Acct. Code | ATLAS Budget Description | Amount Year 1 (USD) | Total (USD) | See Budget Note: |
|--|---|---------|---------------|--------------------------------------|-----------------------------|---------------------------|----------------|------------------------|
| OUTCOME/COMPONENT 1: Assess national capacities on biodiversity knowledge | CONABIO/UNDP | 62000 | GEF-10003 | 71300 | Local Consultants | 20,000 | 20,000 | a |
| | | | | 72100 | Contractual Services - Com. | 48,000 | 48,000 | b |
| | | | | 71600 | Travel (non mgt related) | 2,000 | 2,000 | |
| | | | | Total Outcome 1 | | | | |
| OUTCOME/COMPONENT 2: Assess capacities on in situ conservation and sustainable use | CONABIO/UNDP | 62000 | GEF-10003 | 72100 | Contractual Services - Com. | 60,000 | 60,000 | c |
| | | | | 74200 | Materials | 20,000 | 20,000 | |
| | | | | 71300 | Local Consultants | 20,000 | 20,000 | d |
| | | | | Total Outcome 2 | | | | |
| OUTCOME /COMPONENT 3: Assess existing policy measures for BD conservation | CONABIO/UNDP | 62000 | GEF-10003 | 72100 | Contractual Services - Com. | 15,000 | 15,000 | e |
| | | | | 74200 | Materials | 30,000 | 30,000 | |
| | | | | 71300 | Local Consultants | 17,000 | 17,000 | f |
| | | | | Total Outcome 3 | | | | |
| Project Management Unit | CONABIO/UNDP | 62000 | GEF-10003 | 71400 | Local Consultants | 20,000 | 20,000 | g |
| | | | | Total Project Management Unit | | | | |
| PROJECT TOTAL | | | | | | 252,000 | 252,000 | |

Budget Notes

- a) National consultants that will be used in the capacity assessments. TOR will be prepared by Project Coordinator.
- b) At least five regional workshops to be organized during the course of the project. The purpose is presenting the studies and validating them.
- c) At least five regional workshops to be organized during the course of the project. The purpose is presenting the studies and validating them.
- d) Specialized consultant to be contracted to assist in the capacity assessments. TOR will be prepared by Project Coordinator.
- e) At least two national workshops to be organized during the course of the project. The purpose is presenting the studies and validating them.
- f) National consultants that will be used in the capacity assessments. TOR will be prepared by Project Coordinator.
- g) Project Assistant TOR included in the project proposal.

| Summary of funds: | Amount (USD) | Total (USD) |
|----------------------|-----------------|----------------|
| GEF | 252,000 | 252,000 |
| Government (in-kind) | 50,000 | 50,000 |
| Government (cash) | 223,000 | 223,000 |
| Cuencas | 77,321 | 77,321 |
| TOTAL | 602,321 | 602,321 |

Note: In kind government co-financing will provide furnished office space in CONABIO, admin/finance support to the project, as well as oversight from the part of the Multi-Sectoral Committee.

ANNEX D – TIMETABLE

| Activity | Month | | | | | | | |
|--|-------|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Recruit project coordinator | ■ | | | | | | | |
| Recruit national consultants | | ■ | | | | | | |
| Inception workshop with consultants and partner institutions | | ■ | | | | | | |
| Consultative meetings and studies to assess capacities on biodiversity knowledge | | ■ | ■ | ■ | ■ | | | |
| Consultative meetings and studies on in situ conservation and sustainable use capacities | | ■ | ■ | ■ | ■ | | | |
| Consultative meetings on existing policies and capacities for efficient implementation | | | ■ | ■ | ■ | ■ | | |
| Stakeholder workshops | | | | ■ | | ■ | | |
| Compilation of thematic reports following consultative meetings and workshops | | | | | | | ■ | ■ |
| Review by experts | | | | | | ■ | ■ | |
| Consultation process | | | | | | | ■ | ■ |
| Finalize process / Reports | | | | | | | | ■ |

ANNEX E - TERMS OF REFERENCE

1. PROJECT COORDINATOR

DUTIES

- General coordination of activities related to developing project financial work plan;
- Responsible for final report and supervising project funds;
- Follow-up on meeting goals and maintain complete records of all activities
- Develop and maintain project filing system to keep all project-related documents, financial and administrative records;
- Maintain close contacts with the government, executing agency, project partners, and other counterparts either directly or by collecting and summarizing information, proposals, incoming and outgoing correspondence, drafting letters, organizing meetings, etc.;
- Supervise collection of data and other information on project activities; maintain, log, file and update records in prescribed format for subsequent use;
- Monitor project activities.
- Ensure that all UNDP and CONABIO/FFB administrative and financial procedures are respected for the use of project funds

Qualifications

PhD studies on Environmental Science, Natural Resources Management or other related fields. The preferred applicant should have 3 - 5 years experience directing biodiversity conservation or sustainable use projects. Familiarity with the CBD and other related agreements will be an advantage. The applicant should be highly motivated and have strong management, communication and networking skills. He/she should be computer literate and have good oral and writing skills. Fluency in written and spoken English and the ability to work with minimum supervision are required.

2. Project Assistant

Duties

- Assist the Project Coordinator to develop a project financial work plan;
- Prepare requests to UNDP for direct payments;
- Assist the Project Coordinator to prepare budget revisions and monthly financial reports on the use of project funds;
- Closely follow the use of funds and keep full records of all transactions in accordance with UNDP's financial rules and regulations;
- Arrange for purchase of office supplies and equipment;
- Maintain an inventory list of all project equipment purchased;
- Assist the Project Coordinator to develop and maintain a project filing system for all project-related documents, financial and administrative records;
- Assist in keeping in close contact with the government, executing agency, project partners, and other counterparts either directly or by collecting and summarizing information, proposals, incoming and outgoing correspondence, drafting letters, organizing meetings, etc.;
- Provide operational support for project activities;
- Supervise collection of data and other information on project activities; maintain a log, keep up to date and file records in prescribed format for subsequent use;
- Help to prepare status and progress reports by providing information, preparing tables and drafting selected sections. Prepare background material for use at discussions and briefing sessions;

- Assist in monitoring project activities by reviewing a variety of records, including correspondence, reports, project inputs, budgets and financial expenditures in accordance with UNDP requirements. Prepare and file correspondence and materials relevant to the above;
- Assist in organizing and preparing the logistics for workshops, seminars, presentations, field visits, etc.

Qualification

A Master's degree in Environmental Science, Natural Resources Management or other related fields. The preferred applicant should have 2 - 5 years experience on biodiversity conservation or sustainable use projects. Familiarity with the Convention on Biological Diversity and other related agreements will be an advantage. The applicant should be highly motivated and have strong management, communication and networking skills. He/she should be computer literate and have good oral and writing skills. Fluency in written and spoken English and the ability to work with minimum supervision are required.

Duration

The contract will be for six months.

Coordination and supervision

CONABIO's Project Technical Unit will supervise the Project Assistant Office space, equipment and supplies will be provided by CONABIO/FFB. The PA will liaise closely with UNDP.