

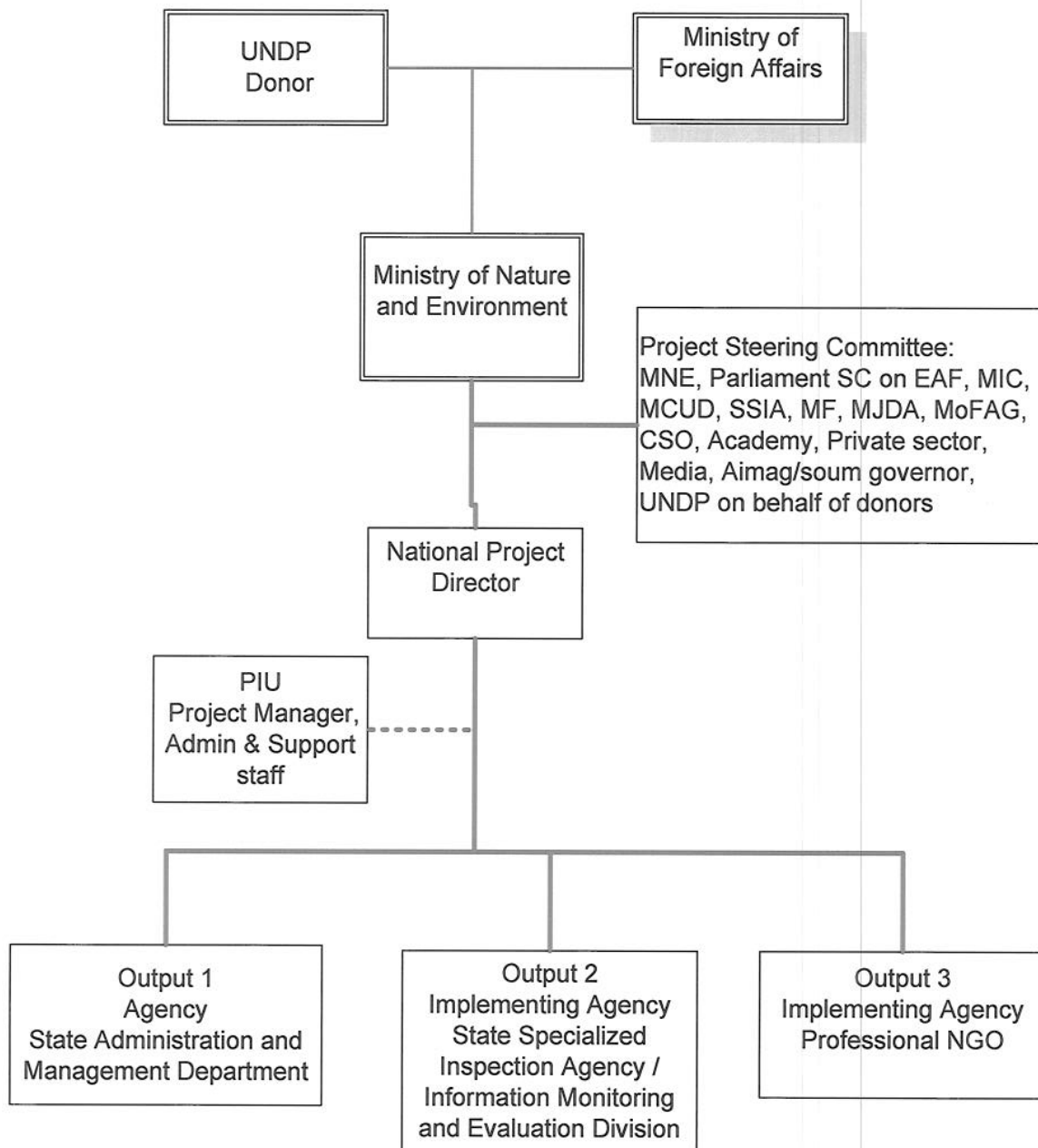
Project Risks Log

ID	Type	Date Identified; Author	Description	Comments P = probability (1-low...5-high)	Status/Actions needed	Status Change Date	Owner
	Operational Organizational	UNDP	Willingness of key stakeholders to support project implementation	Delays in project implementation if occurs P = 2	Early involvement of key stakeholders in the process of consultation and implementation.	Initial discussions held with MNE, Parliament	UNDP
	Organizational Political Strategic	UNDP	Active collaboration of the Ministry of Justice and other key policy makers to promote proposed legal framework and introduce possible changes in existing laws and bylaws	Delays in project implementation if occurs P = 3	Involvement of key policy makers in assessments and follow up workshops and trainings and broad public awareness campaign.	NA	Project manager, MNE
	Organizational Political Strategic	UNDP	Full support from the law makers and line Ministries on introduction of SEA and EA into practice	Delays in project implementation if occurs P = 3	Targeted awareness raising and training of key stakeholders on SEA EA.		Project manager, MNE
	Financial Operational Organizational	UNDP	Cost-sharing contributions from donor, host country is delayed	Delays in project implementation if occurs P = 3	Early negotiations with all concerned parties and setting up clear fund transfer schedules		UNDP, MNE

Annex 1

Cost sharing Agreement

Annex 2
Project management structure



Annex 3 A.

Job Description for National Project Director

Project Number and Title: Strengthening Environmental Governance in Mongolia

Duties and Responsibilities

1. The Ministry of Nature and Environment has been designated by the Government of Mongolia to oversee the national execution (NEX) of the UNDP-supported Strengthening Environmental Governance in Mongolia project on its behalf.
2. The National Project Director (NPD), appointed by the Designated Institution, is a government representative, responsible for supporting implementation of the project. The NPD serves as the focal point on the part of a Designated institution and as such ensures effective communication between the government and other relevant national stakeholders/actors and monitors the progress towards expected outputs and strategic results under the project.
3. Specifically, the NPD's major responsibilities, in close collaboration with UNDP CO and the Designated institution are:
 - (a) Undertake project advocacy at the policy level (high officials of the parliament, cabinet, line ministries, government agencies and other public sector institutions, civil society, representatives of all interest groups, private sector and the donor community) to ensure national commitment and contribution to the project objectives;
 - (b) Undertake policy level negotiations and other activities to facilitate effective and efficient project implementation and maximize its impact;
 - (c) Provide policy guidance to the PMU congruent with national policies, including for the selection of local consultancy, training and other specialist services;
 - (d) In consultation with the Ministry of Foreign Affairs (MFA) and the Designated institution concerned, ensures that requisite financial allocations are contained in the national budget, in accordance with the in-kind, cash or cost-sharing budgets, and the established schedules of payment;
 - (e) Ensures that the project document revisions requiring Government's approval are processed through the MFA (as a Government's Coordinating Authority), in accordance with established procedures;
 - (f) Participate in the finalization and approve the Project Annual and Quarterly Work Plans and budget, in close discussion with the UNDP, to maximize the leverage of the project resources in order to achieve the desired overall state of development and immediate objectives set out in the project document; s/he may also approve individual payments on a day-to-day basis.
 - (g) Supervise and approve the project budget revision and NEX delivery report;
 - (h) Review jointly with the PMU success indicators and progress benchmarks against expected project outputs so that progress can be assessed, and review and clear Annual Project Progress and Terminal Reports;
 - (i) Conduct regular monitoring sessions with UNDP and the PMU, including Project Appraisal Committee (PAC) Meeting, Quarterly and Annual Progress Reports to

measure progress made or achieved towards the project objectives, and comment on Project progress and Evaluation Reports;

- (j) Report regularly to the Project Steering Committee on the project progress, in conjunction with the PMU staff;
- (k) Assess on regular basis staff work performance in the PMU, including that of National Project Manager, Administrative & Finance Assistant and other staff;
- (l) Establishes close linkages with other UNDP and UN supported as well as other donor or nationally funded projects/programmes in the same sector
- (m) Provide policy and substantive advice and guidance to the project implementation unit, including advice on policy, governance, gender mainstreaming, etc.