

# Initiation Plan / GEF PPG



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<p><b>Project Title:</b> Strengthening the national greenhouse gas inventory of the Republic of Mauritius to improve climate reporting and transparency</p> <p><b>Country:</b> Mauritius</p> <p><b>Country Programme Outcome:</b> Design and implementation of a portfolio of activities and solutions developed at national and subnational levels for sustainable management of natural resources, integration of ecosystem services approaches, sound management of chemicals and waste, while ensuring that climate change challenges in terms of adaptation and mitigation are fully addressed</p> <p><b>Gender Marker rating:</b> GEN 2</p> <p><b>SESP Pre-Screening Categorization:</b> <i>Exempted</i>  <i>SESP Exemption Criteria</i></p> <ul style="list-style-type: none"> <li>- <i>Preparation and dissemination of reports, documents and communication materials</i></li> <li>- <i>Organization of an event, workshop, training</i></li> <li>- <i>Strengthening capacities of partners to participate in international negotiations and conferences</i></li> <li>- <i>Partnership coordination (including UN coordination) and management of networks</i></li> </ul>	
<p>ATLAS Award ID: 00122778</p> <p>ATLAS Project/Output ID: 00118255</p> <p>PIMS ID: 6433</p> <p>Management Arrangement: DIM</p>	<p><b>Total budget:</b> <b>US\$ 50,000</b></p> <p>Allocated resources:</p> <ul style="list-style-type: none"> <li>• GEF <b>US\$ 50,000</b></li> </ul>

AGREED BY

Amanda K. Serumaga  
UNDP Resident Representative

Signature

19 December 2019

Date

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## I. BRIEF DESCRIPTION OF THE INITIATION PLAN/GEF PPG

### **Objective & Final Outputs**

The objective of the GEF PPG is to develop the project concept into a full project: Strengthening the national greenhouse gas inventory of the Republic of Mauritius to improve climate reporting and transparency. As described in the PIF, the project aims to assist the Republic of Mauritius in strengthening its national greenhouse gas inventory and associated data collection process, and to mainstream greater use of the inventory in policy formulation and NDC tracking aims to assist the Republic of Mauritius in strengthening its national greenhouse gas inventory and associated data collection process, and to mainstream greater use of the inventory in policy formulation and NDC tracking.

The following information is to be consulted as background for the GEF PPG phase:

- PIF cleared for WP inclusion or GEF Council approved PIF (PFD and child project concept note for projects that are part of a program)
- SESP pre-screening (of PIF) - Exempted
- Comments from GEF Secretariat, Council, STAP
- [Annotated UNDP-GEF Project Document Template](#) and associated guidance included therein
- [UNDP policies and procedures](#)
- [GEF policies](#)

The final outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc).
2. Mandatory annexes to the ProDoc listed in the [Annotated UNDP-GEF Project Document Template](#).
3. [GEF CEO Endorsement Request](#).
4. Validation Workshop report (required for projects with a high SESP categorization; as appropriate for all others).

Any additional studies and other reports produced under the GEF PPG and not included in Annex to the project document will be submitted to UNDP and saved for future reference.

### **Key Dates for the GEF PPG**

Milestone	Date	Notes
Internal submission date for UNDP-GEF review and clearance	<a href="#">4 April 2020</a>	10 months of PIF approval for FSPs and 6 months for MSPs.
First GEF Submission Deadline for CEO Endorsement	<a href="#">4 June 2020</a>	First submission must be within 12 months of PIF approval for FSPs and 8 months for MSPs. Failure to submit a ProDoc and CEO ER to the GEF Sec by this date will lead to the automatic cancellation of the project by the GEF Sec.
CEO Endorsement Deadline after which the project will be cancelled if not endorsed	<a href="#">4 October 2020</a>	Endorsement must be within 18 months of PIF approval for FSPs and 12 months for MSPs. If the project has not been CEO endorsed by this date, then it will be automatically cancelled by the GEF Sec.



### **Management Arrangements**

The *UNDP Mauritius Country Office* will lead the project development process and manage the GEF PPG budget in full consultation with the UNDP-GEF Technical Adviser. The GEF PPG Atlas budget is presented in *Section IV: Total Budget and Work Plan*.

As appropriate, a Working Group will guide the GEF PPG team, and review and endorse the GEF PPG deliverables. The Working Group is responsible for ensuring that the deliverables outlined in this GEF PPG are completed on time and in line with UNDP and GEF requirements. The Head of Environment Unit of UNDP will chair the Working Group. Working Group members will include: UNDP and government partners.

The GEF PPG team will be composed of the consultancies described in the draft Terms of Reference (TORs) in Annex 2.

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## **II. STAKEHOLDER ENGAGEMENT, PUBLIC DISCLOSURE AND OTHER REQUIREMENTS**

To ensure strong country ownership, and in line with the stakeholder engagement requirements outlined in UNDP's [Social and Environmental Standards \(SES\)](#), the [SES Guidance Note of Stakeholder Engagement](#), the GEF's [Guidelines on the Implementation of the Policy on Stakeholder Engagement and the GEF Policy on Gender Equality](#), the development of the project to be undertaken during this GEF PPG phase will be done in full consultation and close engagement with government, CSO and other relevant stakeholders – in particular those who will benefit from and be directly involved in the implementation of the project (i.e. direct project beneficiaries) and those who may be impacted (positively or negatively) by the project. Stakeholder Engagement and analysis must be conducted in an inclusive and gender-responsive manner, so that the rights of women and men and the different structural barriers, knowledge, needs, roles and interests of women and men are recognized and addressed.

Careful and complete documentation of stakeholder engagement is vital. Detailed evidence of all consultations will be prepared and submitted to UNDP. A list of the consulted stakeholders and details of the associated meetings will be included in Annex to the project document, in addition to the Stakeholder Engagement Plan (see section B-d below).

If the fully designed project has an overall Social and Environment Screening Procedure (SESP) categorization of moderate or high, then the following disclosure requirements apply:

1. A final validation workshop report will be prepared summarizing the outcomes of the validation workshop and other consultations undertaken during the PPG phase. This report will become a key reference document should an environmental and social complaint/grievance be filed during project implementation. This is mandatory for high risk projects and recommended for moderate risk projects.
2. The UNDP-GEF project document, SESP and related draft management plans, and other relevant information/documents, will be made available to the public on the UNDP Country Office website or [open.undp.org](http://open.undp.org). It is recommended to make these documents available for 30 days in advance of the LPAC meeting for moderate risk projects, and 120 days in advance for high risk projects.

See the [SES Supplemental Guidance on Disclosure](#) for more information.

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### III. GEF PPG ACTIVITIES

#### Component A: Preparatory Technical Studies & Reviews

The following technical studies and reviews will be conducted.

##### a. Desktop and field-based studies and data collection

This research should produce the background information required to prepare the ProDoc (including its Annexes) and CEO Endorsement Request, including but not limited to:

- Development challenge and strategy (including threats, problems and barrier assessment);
- Review of national policy and legislative frameworks;
- Problem and solution trees developed in consultation with project stakeholders, for a robust Theory of Change, Results Framework and solid M&E plan;
- Review of relevant past and ongoing projects for lessons, including [project evaluations](#); and
- Any other analyses required to address all comments on the PIF received from GEF Secretariat, GEF Council members and STAP

##### b. Gender Analysis

A gender analysis will be prepared to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) and to identify appropriate measures to address these and promote gender equality and women's empowerment. See guidance available [here](#).

##### c. Social and Environmental Standards: Screening and Assessments

In line with the risk-based exemption criteria, this project is exempt<sup>1</sup> from the SESP requirement, and therefore the SESP screening is not required. The project is exempted on the basis that it is an enabling activity that falls in the two selected criteria below. Criteria for exempt from SESP:

- Preparation and dissemination of reports, documents and communication materials
- Organization of an event, workshop, training
- Strengthening capacities of partners to participate in international negotiations and conferences
- Partnership coordination (including UN coordination) and management of networks
- Global/regional projects with no country level activities (e.g. knowledge management, inter-governmental processes)
- UNDP acting as Administrative Agent

##### d. Identification of project sites

Based on the above reviews, and through consultation with stakeholders, the only location where interventions will take place will be the Ministry of Environment, Solid Waste Management and Climate Change, i.e. the project will be institutionally based.

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<sup>1</sup> No additional assessments are required.



**e. Financial planning**

Co-financing will be confirmed, and additional sources identified through a series of consultations with partners to ensure a coherent and sustainable financing package for the project, including post-GEF grant phase to the extent possible.

**f. Stakeholder analysis**

Building on the initial identification of stakeholders in the PIF, an appropriately-scaled analysis of project stakeholders will be undertaken. This stakeholder analysis will provide the foundation for development of the project's Stakeholder Engagement Plan and will facilitate prioritization of engagement activities with particular stakeholder groups and individuals. See the [UNDP SES Guidance Note on Stakeholder Engagement](#).

**Component B: Formulation of the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes**

Based on the technical studies and reviews undertaken under **Component A**, the UNDP-GEF Project Document will be developed (following the annotated UNDP-GEF Project Document available [here](#)), and the GEF CEO Endorsement Request (available [here](#)) will be prepared. See additional guidance notes below.

The GEF PPG Team Leader will be responsible for the consolidation and finalization of all required materials.

**a. Stakeholder Engagement Plan:**

At a minimum, the Plan must include the following elements:

- Stakeholders who have been and will be engaged (based on stakeholder analysis), including potentially marginalized or disadvantaged groups/individuals (the 'who');
- Key stakeholder objectives and interests (the 'why');
- Steps and actions to achieve meaningful consultation and inclusive participation, including information dissemination and any special measures required to ensure inclusive participation of marginalized disadvantaged groups/individuals the dissemination of information (the 'how');
- Breadth and depth of stakeholder engagement throughout the project cycle, and decisions that need to be made through stakeholder engagement (the 'what');
- Timeline for engagement activities and how they will be sequenced, including information disclosure (the 'when');
- Indicators of stakeholder engagement and monitoring plan;
- Roles and responsibilities for ensuring effective stakeholder engagement through implementation of the Plan; and
- Resource requirements and associated budget.

See the [UNDP SES guidance on Stakeholder Engagement](#), the [standard SEP template](#), and the [GEF guidelines on stakeholder engagement](#).

**b. Gender Action Plan**

The gender analysis, along with relevant findings from the stakeholder analysis and background studies, will form the basis of a Gender Action Plan to guide gender mainstreaming during project implementation.

The Gender Action Plan must include indicators, targets, timeframe, responsible party and budget which are linked to the project's components/outputs, outcomes and activities. As part of the work of preparing the Gender Action Plan, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions.

See guidance available [here](#).

**c. Social and Environmental Standards: Screening and Management Measures**

In line with the assessments conducted during **Component A** (above) and [UNDP's Social and Environmental Standards \(SES\) policy and all associated SES Guidance Notes](#), the SESP will be updated and all risks identified in the SESP will be reflected in the risk table and risk section of the ProDoc.

No management plans are required.

See the [SES Guidance Note on Assessment and Management](#) for further guidance. Please contact UNDP for additional information as needed.

**d. GEF and LDCF/SCCF Core Indicators**

The CEO endorsement-stage data for the relevant Core Indicators and sub-indicators will be prepared. The completed [Core Indicators worksheet](#)—with both the original PIF-stage data and the CEO endorsement-stage data—will be annexed to the ProDoc.

The Core Indicators will be used in the project's Results Framework, at the Objective level, where appropriate. See the [GEF policy and guidance](#).

**e. Completion of the required official endorsement letters**

These letters include the official letters on co-financing guarantee(s) from participating government institutions, bilateral development partners, multilateral development partners, NGOs, private sector, or others who wish to provide cash or in-kind contributions to the project.

**f. Mandatory Annexes:**

In addition to the documents listed above, the following Annexes should be prepared by the GEF PPG team: Initial Project Team Procurement Plan and TORs for key Project Team staff; List of people consulted during project development.

A GEF OFP endorsement letter will also be required for any new participating countries to a global or regional program/project that was not included with the PIF/PFD submission.

Updated GEF OFP endorsements letters are also required if the requested GEF grant amount has changed since PIF/PFD approval.

**Component C: Validation Workshop and Report**

A validation workshop will be held with relevant stakeholders to present, discuss and validate the project activities, and the final draft of the UNDP-GEF project document if possible. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high.

#### IV. TOTAL BUDGET AND WORK PLAN FOR GEF PPG

<b>Award ID:</b>	00122778
<b>Award Title:</b>	PPG Strengthening National Greenhouse Gas Inventory
<b>Business Unit:</b>	MUS10
<b>Project ID:</b>	00118255
<b>Project Title:</b>	Strengthening the national greenhouse gas inventory of the Republic of Mauritius to improve climate reporting and transparency
<b>Project (PIMS) ID:</b>	6433
<b>Implementing Partner:</b>	UNDP

GEF Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount US\$	Budget Notes
Project preparation grant to finalize the UNDP-GEF project document for project' Strengthening the national greenhouse gas inventory of the Republic of Mauritius to improve climate reporting and transparency"	UNDP	62000	GEF TRUSTEE	71200	International Consultants	29,500	A
				71300	Local Consultants	15,000	B
				71600	Travel	2,000	C
				72500	Supplies	1,000	D
				75700	Trainings	2,500	E
<b>PROJECT TOTAL</b>						<b>50,000</b>	

Budget Note	Items	Total estimated person weeks	Budget	Budget Note
A	International Consultant – <b>Team Leader for Project Development</b>	Approximately 25 working days at a rate of USD 1,200 per day (inclusive of travel and DSA)	29,500	Please see Annex 2 for key responsibilities.
B	Contribution to the salary of the <b>National PPG Coordinator and Gender Specialist</b>	Approximately USD 1,250 per month per position/person for each over a period of 6 months	15,000	
C	In-country travel to attend meetings and conduct site visits	N/A	2,000	
D	Printing of banners, and other materials required during the PPG	N/A	1,000	
E	Inception and Validation Workshops	N/A	2,500	



**V. GEF PPG ACTIVITIES TIMEFRAME AND BUDGET**

PPG Activity	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Budget (US\$)
Component A: Technical studies, etc.											22,500
Component B: Formulation of ProDoc, etc.											20,000
Component C: Validation Workshop											5,500
Delivery of final outputs											2,000

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## VI. MANDATORY ANNEXES

### Annex 1: GEF CEO PIF/PPG Approval Letter

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**Naoko Ishii**  
CEO and Chairperson

October 4, 2019

Mr. Pradeep Kurukulasuriya  
GEF Executive Coordinator  
United Nations Development Programme  
One United Nations Plaza  
304 East 45th St., FF Bldg., 10th floor  
New York, NY 10017

Dear Mr. Kurukulasuriya,

I am pleased to inform you that I have approved the PIF for the medium-sized project detailed below. I have also approved your request for project preparation grant:

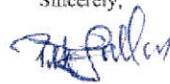
Decision Sought:	Medium-sized Project (MSP) PIF Approval and PPG approval
GEFSEC ID:	10260
Agency(ies):	UNDP
Agency ID:	6433
Focal Area:	Climate Change
Project Type:	MSP
Country(ies):	Mauritius
Name of Project:	Strengthening the National Greenhouse Gas Inventory of the Republic of Mauritius to Improve Climate Reporting and Transparency
Indicative GEF Project Grant:	\$1,269,850
Indicative Agency Fee:	\$120,636
PPG:	\$50,000
PPG Fee:	\$4,750
Funding Source:	GEF Trust Fund

Agency Fee Commitment:		
Agency(ies)	Trust Fund	100% to be committed at First Disbursement (US\$)
UNDP	GEFTF	\$120,636

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[www.thegef.org](http://www.thegef.org)

This approval is based on the understanding that the project is in conformity with the GEF Trust Fund focal area strategies and in line with GEF policies and procedures. Please ensure that your final project document, having fully addressed all Secretariat comments, will be approved within 12 months of CEO approval of the PIF.

Sincerely,



for Naoko Ishii  
Chief Executive Officer and Chairperson

Copy to: Country Operational Focal Point, GEF Agencies, Trustee



**Annex 2: Draft Terms of Reference (TORs) of Consultants Financed by the Project Preparatory Grant (GEF PPG)**

The cost per consultancy week and number of weeks provided below are indicative only and should be revised.

<b>Position, Type and Cost</b>	<b>Role, Deliverables and Qualifications</b>
<p><b>TEAM LEADER</b></p> <p><b>Position:</b> Project Development Specialist (GEF PPG Team Leader)</p> <p><b>Type:</b> IC</p> <p><b>Cost per person week:</b> US\$1,200</p> <p><b>Number of person weeks needed:</b> 25 days</p>	<p><b>Role</b></p> <p>Under the supervision of Head of Environment Unit of UNDP, the Project Development Specialist will be the GEF PPG Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team, and coordinating the Team’s work.</p> <p><b>Deliverables</b></p> <ul style="list-style-type: none"> <li>▪ <u>Management of the GEF PPG Team</u> <ul style="list-style-type: none"> <li>○ Define and submit a <b>detailed methodology and work plan</b> in consultation with the other consultants with clear delegation of responsibilities for the International Consultant (IC) and National PPG Coordinator and National Gender Expert;</li> <li>○ Ensure that project development is <b>participatory, gender-responsive and based on extensive stakeholder engagements</b>; and</li> <li>○ Verify and ensure that all project components are <b>technically sound and cost effective</b>.</li> </ul> </li>   <li>▪ <u>Preparatory Technical Studies and Reviews (Component A):</u> With inputs from the other national and international consultants, as detailed in their respective TORs:           <ul style="list-style-type: none"> <li>○ Compile <b>baseline/situational analysis</b> for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;</li> <li>○ Oversee the <b>stakeholder analysis and consultations</b> and ensure that they are complete and comprehensive;</li> <li>○ Ensure the preparation of the <b>gender analysis</b> and ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework;</li> <li>○ Ensure action points, including risk assessments, from the <b>UNDP Social and Environmental Screening Procedure (SESP)</b> at the PIF stage (“pre-screening”) are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate;</li> <li>○ Conduct/oversee the <b>identification of the project sites</b>, with documentation of selection criteria;</li> <li>○ Oversee the consultations with partners regarding <b>financial planning</b>; and</li> <li>○ Ensure completion of <b>any additional studies</b> that are determined to be needed for the preparation of the ProDoc and all other final outputs.</li> </ul> </li>   <li>▪ <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):</u> With inputs from the other national and</li> </ul>

	<p>international consultants, as detailed in their respective TORs, and based on international best practice:</p> <ul style="list-style-type: none"> <li>○ Develop, present and articulate the project’s <b>theory of change</b>;</li> <li>○ Develop the <b>Results Framework</b> in line with UNDP-GEF policy;</li> <li>○ Develop a detailed <b>Monitoring and Evaluation Plan and Budget</b>;</li> <li>○ Oversee and ensure the preparation of a <b>Stakeholder Engagement Plan</b>;</li> <li>○ Oversee and ensure the preparation of a <b>Gender Action Plan and Budget</b>;</li> <li>○ Update the <b>SESP</b> based on assessments undertaken during Component A, and ensure the development of required <b>environmental and/or social management plan(s)</b>;</li> <li>○ Prepare the required <b>GEF Core Indicators</b>;</li> <li>○ Secure and present agreements on <b>project management arrangements</b>;</li> <li>○ Ensure the completion of the <b>required official endorsement letters</b>; and</li> <li>○ Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce <b>the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes</b>, using the required templates.<sup>2</sup></li> </ul> <ul style="list-style-type: none"> <li>▪ <u>Validation Workshop (Component C):</u> <ul style="list-style-type: none"> <li>○ Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans; and</li> <li>○ Oversee all necessary revisions that arise during the workshop.</li> <li>○ Ensure completion of Validation Workshop Report.</li> </ul> </li> <li>▪ <u>Final Deliverables:</u> <ul style="list-style-type: none"> <li>○ Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;</li> <li>○ Completion of the GEF CEO Endorsement Request;</li> <li>○ All documentation from GEF PPG (including technical reports, etc.); and</li> <li>○ Validation Workshop Report.</li> </ul> </li> </ul> <p>The proposal package will be based on the concept approved, and will follow new GEF guidelines and templates, i.e. new Results Architecture, with the set of relevant core indicators. It will include the following:</p> <ul style="list-style-type: none"> <li>▪ Request for MSP approval (GEF CEO Endorsement Request) *</li> <li>▪ ProDoc *</li> <li>▪ Co-financing Letters *</li> <li>▪ Tracking Tools*</li> <li>▪ Terms of Reference for Project Board, Project Manager, Chief Technical Advisor and other positions as appropriate (single file or it can be included in ProDoc)</li> <li>▪ UNDP Project Quality Assurance Report (to be completed by UNDP Country Office)</li> <li>▪ UNDP Risk Log (to be completed by UNDP Country Office)</li> <li>▪ Results of the capacity assessment of the project implementing partner and HACT micro assessment (to be completed by UNDP Country Office)</li> </ul>
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<sup>2</sup> Please verify with the UNDP-GEF team that the correct templates are being used.

	<ul style="list-style-type: none"> <li>▪ Any additional agreements, such as cost sharing agreements, project cooperation agreements signed with NGOs</li> <li>▪ Letter of Agreement (LOA) with the government - for DPC (this can be also included in ProDoc) *</li> <li>▪ Other Annexes that may be required: GEF focal area specific annexes (e.g. GHG calculations); List of people consulted during project development; Communication/Stakeholder Engagement plan; Gender Analysis; KM Strategy; Financial and/or economic analysis</li> </ul> <p>Before the above package is submitted to GEF, it will have to go through UNDP technical and financial clearance.</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Experience in GEF funded project formulation/design, including drafting of GEF-compliant project documents and endorsement requests is highly desirable;</li> <li>▪ Master’s degree or higher in climate change, environment conservation;</li> <li>▪ Minimum of 10 years of demonstrated experience relevant to climate change issues at the international level;</li> <li>▪ Demonstrated experience working in developing country contexts, preferably including in Asia;</li> <li>▪ Demonstrated knowledge and understanding of methodologies for preparing GHG inventories and understanding of international reporting (according to UNFCCC and IPCC guidelines);</li> <li>▪ At least 3 years’ experience in applying UNFCCC GHG inventory reporting guidelines;</li> <li>▪ Familiarity with National Communications, Biennial updates and UNFCCC processes;</li> <li>▪ Project management experience will be an added advantage;</li> <li>▪ Financial management experience and budgeting;</li> <li>▪ Experience working with various stakeholders;</li> <li>▪ Full proficiency in quality written and spoken English required.</li> </ul>
<p><b>GENDER SPECIALIST</b></p> <p><b>Position:</b> Gender Specialist</p> <p><b>Type:</b> SC</p> <p><b>Contribution to salary:</b> US\$1,250/month over 6 months</p>	<p><b>Role</b></p> <p>The Gender Specialist will provide technical expertise and guidance and lead the assessment/analysis of gender dimensions and stakeholder participation in sustainable land and water management and the differentiated impacts of land and ecosystem degradation on men, women and youth and the implications for the environment and livelihoods of the local groups and communities in the project area, using a Gender Analysis Template and Guide to Conducting a Participatory Gender Analysis for projects supported by UNDP with GEF financing. The assessment will guide the project team to mainstream gender equality and women’s and youth empowerment into project design and implementation—taking into account the differences, needs, roles and responsibilities of men, women and youth.</p> <p><b>Deliverables</b></p> <p>1) <u>Preparatory Technical Studies and Reviews (Component A)</u>: Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:</p> <p>a. Lead and advise on the gender responsive <b>stakeholder analysis and consultations</b> and ensure that they are complete and comprehensive;</p>



	<p>b. Prepare the <b>gender analysis and action plan</b> and work closely with the Team Leader to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;</p> <p>c. Support action points, including risk assessments, from the <b>UNDP Social and Environmental Screening Procedure (SESP)</b> at the PIF stage ("pre-screening") are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate; and</p> <p>d. Support completion of <b>any additional studies</b> that are determined to be needed for the preparation of the ProDoc and all other final outputs.</p> <p>2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B)</u>: Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:</p> <p>a. Assist in the preparing the <b>Stakeholder Engagement Plan</b>;</p> <p>b. Prepare the <b>Gender Action Plan (with Budget)</b>;</p> <p>c. Contribute to the updated the <b>SESP</b>, as needed, based on assessments undertaken during Component A;</p> <p>d. Support the development of required <b>environmental and/or social management plan(s)</b>; and</p> <p>e. Support the agreements on <b>project management arrangements</b>.</p> <p>3) <u>Validation Workshop (Component C)</u>:</p> <p>a. Contribute to the validation workshop; and</p> <p>b. Support all necessary revisions that arise during the workshop, as appropriate.</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Minimum Master's degree in Development Studies/ Political Science/ Political Ecology/ Sociology/Anthropology or social sciences (economics, psychology, sociology etc) or natural sciences, environmental management or related fields;</li> <li>▪ Minimum 7 years of demonstrable experience in the technical area of gender assessment and stakeholder engagement;</li> <li>▪ Fluency in written and spoken English and French</li> </ul>
<p><b>NATIONAL PPG COORDINATOR</b></p> <p><b>Position: PPG Project Manager</b></p> <p><b>Type: SC</b></p> <p><b>Contribution to salary:</b> US\$1,250/month over 6 months</p>	<p><b>Role</b></p> <p>The Project Manager will be responsible for the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors. The PM will support the management of the Project Preparation Grants (PPG), will be fully accountable to the project Steering Committees (SC) for satisfactory execution and will be responsible for meeting government obligations under the Project, under the Direct Implementation Modality. The PM shall perform a liaison role with government, UNDP, and all stakeholders involved with the project. The PM shall work under the supervision of the Head of Environment Unit and the National Project Directors where applicable and shall report to it for the fulfillment of its duties.</p> <p><b>Deliverables and Qualification:</b> Refer to Annex 3 Terms of Reference of PPG Manager</p>