

**United Nations Development Programme
Philippines**



*Empowered lives.
Resilient nations.*

**Project Title: Project Preparation Grant for the Reduction of Persistent Organic Pollutants
and Unintentional Persistent Organic Pollutants (POPs and UPOPs) through
Integrated Management of Chemicals**

2022 Annual Work Plan

Implementing Partner: United Nations Development Programme
Responsible Parties: N/A

Project Description

The objective of the GEF Project Preparation Grant (PPG) is to develop the project concept into a full project proposal entitled "Reduction of Persistent Organic Pollutants and Unintended Persistent Organic Pollutants through integrated management of Chemicals." The project aims to reduce the use and release of POPs and U-POPs through the implementation of a Green Chemistry Approach in key manufacturing industries in the Philippines through the development and establishment of an incentive mechanism.

The final outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc), using the 2020 standard template;
2. Mandatory annexes to the ProDoc listed in the Annotated UNDP-GEF Project Document template;
3. GEF CEO Endorsement Request and all mandatory annexes;
4. Initiation and Validation Workshop reports (required for projects with a high SESP categorization; as appropriate for all others); and
5. Local Project Appraisal Committee (LPAC) Report.

Country Programme Period: 2019-2023

Project/ Output ID: 00100504/00103435

Project Start Date: 20 December 2020
Project End Date: 30 June 2022

Project Board and Meeting/ LPAC Date:

Gender Marker: GEN2

2021 AWP Budget: 122,551.10
2022 Budget: 27,448.90

Total resources required: \$150,000.00
Total allocated resources: \$150,000.00

- Regular
- Other:
 - Donor \$150,000.00

Unfunded budget:

In-kind Contributions:

DocuSigned by:

Agreed by UNDP:

Date:

EDWINE CARRIE, Deputy Resident Representative

27-Dec-2021
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PROGRAMME ALIGNMENT

A.1 2019-2023 PFSD/CPD Outcome alignment	2: Urbanisation, economic growth, and climate change actions are converging for a resilient, equitable, and sustainable development path for communities.
A.2 2019-2023 CPD Output Indicator alignment <i>[Choose between 1-3 applicable indicators]</i> <i>Y1-YX placeholders should be replaced with actual project implementation period</i>	<i>2.2.2 Number of public and private entities making investments in low emission solutions and schemes through UNDP support [IRRF 2.5.1.1]</i>
A.3 2018-2021 UNDP SP IRRF Output Indicator Alignment	<i>1.4.1 Solutions scaled up for sustainable management of natural resources, including sustainable commodities and green and inclusive value chains.</i>
A.4 Sustainable Development Goals Target Alignment	<i>Indicate applicable SDG targets. See [link] for full list of targets and indicators.</i> Goal 12. Ensure sustainable consumption and production patterns
A.5 Project Document Outcome Indicators	<i>N/A</i>

I. 2022 ANNUAL WORK PLAN

Project Title: Project Preparation Grant for Reduction of POPs and UPOPs through Integrated Sound Management of Chemicals

Project ID: 00100504

Output ID: 00103435

Implementing Partner: UNDP

EXPECTED OUTPUTS					
Output 1.					
Project Output Indicator/s	Baseline		Annual Target (Annual)	Cumulative Target (from Start Year)	End-of-Project Target
	2021	2022		Start year: 2021	End year: 2022
UNDP-GEF Project Document (ProDoc), using latest applicable standard template	2021	0	1	1	1
Mandatory annexes to the ProDoc, including gender analysis and action plan, and stakeholder engagement plan	2021	0	1	1	1
GEF CEO Endorsement Request	2021	0	1	1	1
Validation Workshop report (as appropriate for projects with a moderate and high SESP risk rating)	2021	0	1	1	1
LPAC Meeting	2021	0	1	0	1

PLANNED ACTIVITIES (for Output No.1)							PLANNED BUDGET (for Output No.1)				
Activity/Sub-Activity Description ¹	Activity Target ²	TIMEFRAME				RESPONSIBLE PARTY ³	IA CODE	Funding Source/Donor	Budget		Amount
		Q1	Q2	Q3	Q4				Code	Description	US\$ (1=XX)
Provide assistance during PPG	1 Project Coordinator 1 Project Assistant					UNDP	001981	GEF	71400	Service Contracts	13,700.00
Purchase PPG Supplies	Office supplies, materials					UNDP	001981	GEF	72500	Supplies	1,000.00
Other charges	Miscellaneous					UNDP	001981	GEF	74500	Miscellaneous	2,700.00
Conduct meetings with key national government agencies, LPAC, and internal PPG meetings	1 Documenter per national workshops					UNDP	001981	GEF	71300	Local Consult.- Short Term-Supp	1,200.00
	Communications cost					UNDP	001981	GEF	72400	Communic & Audio Visual Equip	800.00
	Travel for meetings and workshops					UNDP	001981	GEF	71600	Travel	1,000.00
	Review of project document and its annexes					UNDP	001981	GEF	75700	Trainings, Workshops, and Conferences	7,048.90
OUTPUT 1 TOTAL										27,448.90	

Prior Year Commitments⁴:

Activity/Sub-Activity Description	Year of commitment	RESPONSIBLE PARTY	IA CODE	Funding Source/Donor	Budget		Amount
					Code	Description	US\$ (1=XX)
Recruitment of PPG Team: 1 International Consultant (Project Development Specialist)	2021	UNDP	001981	GEF	71200	International Consult. – Short Term-Supp	37,200.00

¹ For UPL/LPL rates, please refer to the latest UPL/LPL rate issuance and ensure that the support service is specified in the LOA with UNDP (reviewed annually).

² Specify units, e.g., number of trainings, number of participants, number of representations, etc.

³ Indicate who will deliver the activity, e.g., UNDP, IP, or Responsible Parties (indicate name of RP)

⁴ Purchase Orders issued in prior years that are not yet received and paid in Combined Delivery Report

Activity/Sub-Activity Description	Year of commitment	RESPONSIBLE PARTY	IA CODE	Funding Source/Donor	Budget		Amount
					Code	Description	US\$ (1=XX)
Recruitment of PPG Team: National Consultant (National Technical Expert on Chemicals)	2021	UNDP	001981	GEF	71300	Local Consult. – Short Term-Supp	8,484.51
Recruitment of PPG Team: National Consultant (National Technical Expert on Industry)	2021	UNDP	001981	GEF	71300	Local Consult. – Short Term-Supp	19,714.92
Recruitment of PPG Team: National Consultant (Gender and Stakeholder Engagement Specialist)	2021	UNDP	001981	GEF	71300	Local Consult. – Short Term-Supp	21,900.00
Recruitment of PPG Team: National Consultant (National Environmental and Social Safeguards (ESS) Specialist)	2021	UNDP	001981	GEF	71300	Local Consult. – Short Term-Supp	4,339.25
TOTAL							91,638.68

II. MANAGEMENT ARRANGEMENTS

The UNDP Philippines Country Office will lead the project development process and manage the GEF PPG budget in full consultation with the BPPS/GEF Technical Adviser. 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 UNDP Philippines Country Office will chair the Working Group. Working Group members will include the Environment Management Bureau of the Department of Environment and Natural Resources (DENR-EMB), the Foreign Assisted and Special Projects of the DENR (FASPS-DENR), the Department of Trade and Industry Board of Investments (DTI-BOI), Financial Institutions Land Bank of the Philippines and Development Bank of the Philippines, Manufacturing Associations, other private entities and UNDP Philippines CO.

The GEF PPG team will be composed of the following:

- 1) International Project Development Specialist (GEF PPG Team Leader)
- 2) National Technical Expert on Chemicals (National Lead)
- 3) National Technical Expert on Industry
- 4) Gender and Stakeholders Specialist
- 5) National Expert on Safeguards and Environmental and Social Management Framework

The final outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc), using the 2017 standard template;
2. Mandatory annexes to the ProDoc listed in the Annotated UNDP-GEF Project Document Template;
3. GEF CEO Endorsement Request and all mandatory annexes;
4. Initiation and Validation Workshop reports (required for projects with a high SESP categorization; as appropriate for all others); and
5. Local Project Appraisal Committee (LPAC) Report.

III. MONITORING AND EVALUATION PLAN

Monitoring Plan

Expected Results (Outcome & Output) <i>Obtained from AWP results framework</i>	Indicators <i>With what indicators the quality of the result will be measured?</i> <i>With Baselines and indicative targets</i>	Data Collection Methods <i>How will the data be obtained?</i>	Time or Schedule and Frequency	Means of Verification: Data Source and Type <i>What method will be used to determine if the indicator target has been met?</i>	Responsibilities <i>Who is responsible for organizing the data collection and verifying data quality and source?</i>	Resources <i>What are the resources required and committed for carrying out planned monitoring activities:</i>	Risks and assumptions <i>What are the risks and assumptions? How will it affect the planned monitoring events and quality of data?</i>
1) UNDP-GEF Project Document, using latest applicable standard template	No. of UNDP-GEF Project Document, using latest applicable standard template Baseline: 0 Target: 1	Progress report from Climate Action Programme Team	Quarterly	Deliverables submitted by Project Preparation Grant (PPG) Team to Climate Action Programme Team PPG outputs shared with the Technical Working Group	PPG Team under the supervision of Programme Analyst and Outcome Team Leader	Resources embedded in PPG implementation budget	The pandemic situation poses challenges on stakeholder consultations. Consequently, this delay might affect the submission of first draft of Project Document.
2) Mandatory annexes to the ProDoc, including Gender Analysis and Action Plan,	No. of mandatory annexes to the ProDoc, including Gender Analysis and Action Plan, and Stakeholder						

and Stakeholder Engagement Plan	Engagement Plan Baseline: 0 Target: 1					
3) GEF CEO Endorsement Request	No. of GEF CEO Endorsement Request Baseline: 0 Target: 1					
4) Local Project Appraisal Committee Meeting Report	No. of LPAC Meeting Report Baseline: 0 Target: 1					

Evaluation Plan

Evaluation Title	Partners (if joint)	Related Strategic Plan Output	PFSD/CPD Outcome	Planned Completion Date	Key Evaluation Stakeholders	Cost and Source of Funding
Presentation of PPG deliverables to PPG TWG	National Government IP, CSO, Private Sector, UNDP	1.4.1	Outcome 2	June 2022	UNDP, National Government IP, TWG members, possible Responsible Partners, Target Beneficiaries	PPG budget
LPAC Meeting	National Government IP, CSO, Private Sector, UNDP	1.4.1	Outcome 2	May 2022	UNDP, National Government IP, TWG members, possible Responsible	No budget needed

					Partners, Target Beneficiaries	
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Monitoring & Evaluation Budget

<p>Total Budget on Monitoring in Reporting Year <i>Guidance: Costs associated with UNDP/project staff, consultants, project partners, supporting national statistical systems in designing project specific data collection methodologies (qualitative and quantitative), monitoring methods including stakeholder surveys and other qualitative methods, collection of data, analysis and dissemination of the findings to inform a project, either with project partners or to fulfill specific UNDP/project requirements (preferably the former).</i></p>	<p>0</p>	<p>Total budget on Decentralized Evaluations in Reporting Year (Mid Term / Final) <i>Guidance: Costs associated in designing, implementing and disseminating evaluations for specific projects</i></p>	<p>0</p>
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IV. ANNUAL PROCUREMENT PLAN

Atlas Project ID No.	Category (Identify if Goods, IC, Civil Works, Recurring Cost, Services)	Description of goods, services or works required	Unit of Measure	Qty	Estimated Unit Price in USD	Estimated Total Price in USD	Requested delivery date (goods, works) or start of services	Target Date for the Submission of TOR/Specs/SOWs to Procurement Team
00100504	IC	Documenter for National Validation Workshop and LPAC	pax	1	USD1,200	USD1,200	Jan 2022	Jan 2022
00100504	Services	Venue for National Validation Workshop	pc	1	USD5,000	USD5,000	Jan 2022	Jan 2022
Grand Total						6,200.00		

V. RISK LOG (UPLOAD IN ATLAS: GRANTS > PROJECT MANAGEMENT > APPROVED PROJECTS > RISKS)

No.	Cause	Event	Impact	SES Risk?	Date Identified	Type	Impact & Probability	Countermeasures/ Management Response	Owner	Last Update	Status
1	COVID 19 restrictions	Conduct of Meetings and Stakeholder Consultations	Delay in planned activities	No; PPG stage	20 December 2020	Environmental (health and safety)	P = 2 I = 3 Risk = Moderate	Stakeholder engagement plan will be developed wherein meetings and consultations are being conducted virtually	UNDP	30 November 2021	No change
2	Delays in conduct of activities and unavailability of data required for the project document development	Submission of Project Document	Non-compliance to GEF co-financing policy	No; PPG stage	20 December 2020	Operational	P = 2 I = 5 Risk = Substantial	Close coordination and progress monitoring of project document development	UNDP	30 November 2021	Reducing; A request for extension on submission of ProDoc and its Annexes until 5 February 2022 has been approved.
3	Low number of submissions of co-financing commitments; No buy in on commitment by stakeholders	Submission of Co-Financing Commitment Letters	Delay in submission of co-financing commitments	No; PPG stage	20 December 2020	Political	P = 2 I = 4 Risk = Moderate	Conduct meetings with potential co-financing sources and explain GEF policy; secure co-finance commitments through written communication	UNDP	30 November 2021	Reducing; 98% of the expected co-financing has been received. Another set of commitment will be provided by 3 partners.
4	Change of leadership priorities	National elections in May 2022	Delay in submission of co-financing commitments	No; PPG stage	20 December 2020	Political	P = 2 I = 4 Risk = Moderate	Secure co-financing letters prior to election period	UNDP	30 November 2021	No change