



**Project Title: Project Title: Project Preparation Grant for the Protecting Priority Coastal and Marine Ecosystems to conserve globally significant Endangered, Threatened, and Protected Marine Wildlife in Southern Mindanao, Philippines
2020 Annual Work Plan**

Project Description

The objective of the GEF Project Preparation Grant (PPG) is to develop the project concept into a full project proposal entitled “Protecting priority coastal and marine ecosystems to conserve globally significant Endangered, Threatened, and Protected marine wildlife in Southern Mindanao, Philippines”. As described in the PIF, this project aims to strengthen management effectiveness and address underrepresentation of Marine Conservation Areas designed to conserve Endangered, Threatened, and Protected (ETP) marine wildlife and sustain ecosystem services for human well-being.

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: 00120533/00116720

Project Start Date: 11 June 2020

Project End Date : 31 December 2021

Project Board Meeting/LPAC Date: April 20, 2021

20XX AWP budget: 95,439.99

2021 Budget: 4,560.01

Total resources required \$100,000.00

Total allocated resources: \$100,000.00

- Regular _____
- Other:
 - Donor _____
 - Government _____

Unfunded budget: _____

In-kind Contributions: _____

Agreed by UNDP:

ENRICO GAVEGLIA, Deputy Resident Representative

Date:

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>	2.3.1 Area of UNDP-assisted protected areas with high biodiversity effectively managed [IRRF 1.4.1.2]
A.3 2018-2021 UNDP SP IRRF Output Indicator Alignment	1.4.1 Solutions scaled up for sustainable management of natural resources, including sustainable commodities and green and inclusive value chains.
A.4 Sustainable Development Goals Target Alignment	Indicate applicable SDG targets. See [link] for full list of targets and indicators. SDG13: Take urgent action to combat climate change impacts SDG 14: Conserve and sustainably use oceans, seas and marine resources for sustainable development SDG 15: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.
A.5 Project Document Outcome Indicators	N/A

I. 2020 ANNUAL WORK PLAN

Project Title: Project Preparation Grant for the Protecting Priority Coastal and Marine Ecosystems to conserve globally significant Endangered, Threatened, and Protected Marine Wildlife in Southern Mindanao, Philippines

Project ID: 001020533

Output ID: 00116720

Implementing Partner: N/A

EXPECTED OUTPUTS					
Output 1.					
Project Output Indicator/s	Baseline		Annual Target (Annual)	Cumulative Target (from Start Year)	End-of-Project Target
	2020	2021		Start year: 2020	End year: 2021
UNDP-GEF Project Document (ProDoc), using latest applicable standard template	2020	0	1	1	1
Mandatory annexes to the ProDoc, including gender analysis and action plan, and stakeholder engagement plan	2021	0	1	0	1
GEF CEO Endorsement Request	2021	0	1	0	1
Validation Workshop and Local Project Appraisal Report	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)
Recruit PPG Team	5 PPG Team members on board: 1 Project Development Specialist					UNDP	001981	GEF	71200	International Consult.-Short Term-Supp	39,840.07
	1 National Coastal and Marine Resources Management Specialist 1 National Policy and Capacity Development Specialist 1 National Stakeholder Engagement and Environmental and Social Safeguards (ESS) Specialist 1 National Gender and Communication, Education and Public Awareness (CEPA) Specialist 1 Documenter for workshops 1 Field Coordinator					UNDP	001981	GEF	71300	Local Consult.-Short Term-Supp	53,474.54
Conduct meetings with key national government agencies and internal PPG meetings	Data collection and validation from national and local stakeholder consultations					UNDP	001981	GEF	71600	Travel	585.38
Purchase PPG Supplies	Office supplies, materials					UNDP	001981	GEF	72500	Supplies	50.00
Other charges						UNDP	001981	GEF	74500	Miscellaneous	50.00

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)

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)
TWG Meetings, Stakeholder Consultation Meetings, Inception Workshop	Data collection and validation from national and local stakeholder consultations					UNDP	001981	GEF	75700	Training, Workshops and Conferences	1,440.00
OUTPUT 1 TOTAL											95,439.99

Prior Year Commitments⁴:

Activity/Sub-Activity Description	Year of commitment	RESPONSIBLE PARTY	IA CODE	Funding Source/Donor	Budget		Amount
					Code	Description	US\$ (1=XX)
None							
TOTAL							

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

II. MANAGEMENT ARRANGEMENTS

The UNDP CO, specifically the Climate Action Programme Team, will lead the project development process and will be responsible for managing the GEF PPG budget in consultation with the UNDP Regional Technical Adviser. The UNDP CO will be responsible for managing the GEF PPG budget in consultation with the UNDP Regional Technical Adviser. The GEF PPG Atlas budget is presented in Section I: Annual Work Plan. The UNDP CO in Philippines will be responsible for contracting the consultants and making payments for goods and services associated with IP implementation. The international consultant will work under the direct supervision of the UNDP Climate Action Programme Team Lead in cooperation with a team of national consultants. A Technical Working Group will be formulated and will review the draft Project Document and provide comments and recommendations in a timely fashion prior to submission of the ProDoc to UNDP-GEF for onward submission to the GEF Secretariat. The UNDP Regional Technical Adviser will ensure that the final drafts of the ProDoc, CEO Endorsement Request and other products of the Initiation Plan are of the appropriate quality and standards of UNDP, as well as GEF.

The Department of Environment and Natural Resources (DENR)-Foreign Assisted and Special Projects Services (FASPS) and the DENR-Biodiversity Management Bureau (BMB) will chair and co-chair, respectively, and DENR Region XI will Vice-Chair the Working Group. Working Group members will include:

- 1) Philippine GEF Operational Focal Point (OFFP)
- 2) DENR-FASPS
- 3) DENR-BMB
- 4) DENR-Planning and Policy Services (PPS)
- 5) Department of Agriculture (DA)-Bureau of Fisheries and Aquatic Resources (BFAR)
- 6) Department of Tourism (DOT)
- 7) National Commission on Indigenous Peoples (NCIP)
- 8) National Commission on Indigenous Peoples (NCIP) of Region XI
- 9) Marine Wildlife Watch of the Philippines (MWWP)
- 10) UNDP Country Office – Climate Action Programme Team
- 11) DENR Region XI Office – Provincial/ City Environment and Natural Resources Officers
- 12) National Economic and Development Authority
- 13) Regional ICRM Center (RIC)
- 14) On call members as resources persons for technical assistance:
 - a. National Fisheries Research and Development Institute
 - b. Mindanao Development Authority
 - c. Enforcement Agencies

The GEF PPG team will be composed of the following:

- 1) International Project Development Specialist with experience in marine biodiversity / wildlife conservation and ecosystem services (GEF PPG Team Leader)
- 2) National Coastal and Marine Resources Management Specialist (National Lead)
- 3) National Policy and Capacity Development Specialist
- 4) National Stakeholder Engagement and Environmental and Social Safeguards (ESS) Specialist
- 5) National Gender and Communication, Education and Public Awareness (CEPA) Specialist

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 Report
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) Validation Workshop Report	No. of Validation Workshop 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
Inception Workshop	National Government IP	1.4.1	Outcome 2	October 2020	UNDP, National Government IP, TWG members, possible Responsible Partners, Target Beneficiaries	PPG budget
Presentation of PPG deliverables to PPG TWG	National Government IP	1.4.1	Outcome 2	October and December 2020, March 2021	UNDP, National Government IP, TWG members, possible Responsible	PPG budget

					Partners, Target Beneficiaries	
Validation Workshop	National Government IP	1.4.1	Outcome 2	May 2021	UNDP, National Government IP, TWG members, possible Responsible Partners, Target Beneficiaries	PP budget
UNDP Quality Assurance Review	N/A	1.4.1	Outcome 2	March 2021	UNDP CO, UNDP Bangkok Regional Hub and Headquarters	No budget needed; CO to undertake QA review

Monitoring & Evaluation Budget

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>	0	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>	0
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**IV. ANNUAL PROCUREMENT PLAN (SEE SEPARATE WORKSHEET) - INDICATE
FIELDS / INFORMATION NEEDED**

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

No.	Description	Date Identified	Type	Countermeasures/ Management Response	Owner	Last Update	Status
1	Difficulty or delays in conducting meetings, stakeholder consultations due to pandemic impacts	10/6/2020	Environmental	Ensure activities adhere to government protocols; maximize use of online technology; coordinate with DENR field offices and consult best option for stakeholders	UNDP	10/19/2020	A stakeholder engagement plan has been developed wherein meetings and consultations are being conducted virtually; a field coordinator was also engaged to support conduct of required PPG activities at site-level.
2	Limited data that will be collected	10/6/2020	Operational	Continue active engagement with DENR field offices and inform them on additional information required; designate focal person per site/ area, if possible	UNDP	10/19/2020	Data collection began during the kick-off activity to provide advance information to all stakeholders; to ensure this will be continued all throughout the consultation process, the field coordinator and DENR XI will also assist in data collection.
3	Late submission of Project Document	6/10/2019	Operational	Ensure final documents will be made available by the 10 th month of PPG	UNDP		
4	Delayed or low co-financing pledges from key partner agencies/ organizations	6/10/2019	Financial	Conduct meetings to ensure engagement with targeted key stakeholders	UNDP		

2020 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
00120533	IC (LTA)	Project Development Specialist	Pax	1	39,000.00	39,000.00	25 July 2020	30 June 2020
00120533	IC	National Coastal and Marine Resources Management Specialist	Pax	1	20,300.00	20,300.00	25 July 2020	30 June 2020
00120533	IC	National Policy and Capacity Development Specialist	Pax	1	7,500.00	7,500.00	25 July 2020	30 June 2020
00120533	IC	National Stakeholder Engagement and Environmental and Social Safeguards (ESS) Specialist	Pax	1	7,500.00	7,500.00	25 July 2020	30 June 2020
00120533	IC	National Gender and CEPA Specialist	Pax	1	6,000.00	6,000.00	25 July 2020	30 June 2020
00120533	IC (LTA)	Documenter for National Inception and National Validation Workshops	Pax	1	1,000.00	1,000.00	1 Sep 2020	15 Sep 2020
00120533	IC	Facilitator for National Inception and National Validation Workshops	Pax	1	4,500.00	4,500.00	10 Oct 2020	19 Oct 2020
Grand Total				5		85,800.00		

UNDP PHL CO ANNUAL WORK PLAN (AWP) REVIEW CHECKLIST

Year: 2020

Date submitted to MSU: October 19, 2020

Project ID and Output ID: 00120533/00116720

Name of Project: Project Preparation: Protecting Priority Coastal and Marine Ecosystems to conserve globally significant Endangered, Threatened, and Protected Marine Wildlife in Southern Mindanao, Philippines

Implementing Partner: United Nations Development Programme

Name & signature of Staff: *M Espino-Yap*
 Maria Theresa V. Espino-Yap

Name & signature of Team Leader: *Floradema C. Eleazar*
 Floradema C. Eleazar

CPD 2019 – 2023 Outcome: 1 2 3

Please make sure to check the following:

Section	Requirements	Y/N
Cover Page	Received by Registry	N/A
	Has complete IDs, title, dates and costings	Y
Programme Alignment	SP and CPD outcome and output indicators are properly identified and populated with baseline, milestone, and target data. (see: CPD results and resources framework)	Y
Work Plan	Project output indicators are properly identified, consistent with the project results framework, and populated with baseline and target data (see: CO Data Clean-Up guidelines)	Y
	Quarterly timeframe of activities / sub-activities are identified	Y
	Chart of Accounts: Funding Source / Donor / Budget Accounts properly specified	Y
	GMS Set-up	N/A
	Atlas AWP attached	Y
M&E Plan	Costed M&E Plan attached	Y
Procurement Plan	All procurement items >\$10,000 uploaded in PROMPT	Y
Risk Log	Uploaded in ATLAS (Grants > Project Management > Approved Projects > Risks)	Y
PBM Minutes	Project Board Meeting/LPAC minutes attached ¹	N/A

Remarks / Notes from Programme Team, if there are "Nos": As this is a DIM project, the submission didn't have to go through registry.

MSU action

Date received _____

Endorsed for transmittal to NEDA / DRR [Date of transmittal: _____]

Returned for revisions [Date returned to Programme Team: _____]

Remarks / Suggestions, if returned for revisions: _____

DRR action

Date: _____

Approved

Needs work

Comments: _____

¹ No Project Board has been created for this Project.