



**INITIATION PLAN
FOR A GEF PROJECT PREPARATION GRANT (PPG) OR
PROGRAMME COORDINATION BUDGET (PCB)**

Country: Papua New Guinea

Relevant UNDAF Outcome(s) and Indicator(s): “By 2015, Government and civil society have enhanced their capacity to implement biodiversity conservation, low carbon and climate resilient development initiatives for environmental sustainability and improved community livelihoods to reduce the vulnerability of women, girls, men and boys to disaster risks”

Relevant UNADF Output: Institutional Capacity Building for Sustainable Natural Resource Management (NRM) and Biodiversity Conservation - “Relevant government institutions at the national and provincial level have the capacity to effectively plan, develop, implement and monitor policies and regulatory frameworks that promote the sustainable use of natural resources and biodiversity conservation”

Relevant UNDAF Output Indicators: # of NRM sectoral regulatory guidelines and policies at national and provincial level harmonized and made available to public.

Relevant CP/CPAP Outcome(s) and Indicator (s): “By 2015, Government and civil society have enhanced their capacity to implement biodiversity conservation, low carbon and climate resilient development initiatives for environmental sustainability and improved community livelihoods to reduce the vulnerability of women, girls, men and boys to disaster risks”

Relevant UNDP Strategic Plan 2008-2011 Key Result Area:

Expected Project Outcome (s) and Indicator (s): *In addition to CPAP outcomes*
To enhance capacities of institutions and individuals to manage and implement global environmental conventions commitments in Papua New Guinea

Programme Period: 2012-2015
Programme Component: Environment, Climate Change and Disaster Risk Management
PPG Title: Enhance Reporting Capacity
ATLAS Award ID: 00073658
ATLAS Project ID: 00086386
PIMS Project ID: 4930
Duration: 6 months
Management Arrangement: DIM

Total budget:	USD50,000
Allocated resources:	_____
• Regular	_____
• Other:	
○ GEF	USD25,000
○ Donor	_____
• In kind contributions	
○ Government	USD25,000

AGREED BY UNDP RESIDENT REPRESENTATIVE / UNDP DIRECTOR:

Name: Carol Flore-Smreczniak
Resident Representative a.i

Signature:

Date:
(Month, day, year)

Brief Description of Initiation Plan

Papua New Guinea signed up to the Rio Conventions since 1992 however not much progresses have been made in the implementation and reporting on the progress of the obligations under the three Rio conventions which are; the United Nations Convention on Biological Diversity, United Nations Convention to Combat Degradation and United Nations Framework Convention on Climate Change. Ongoing national efforts to address the national and global environmental challenges and implement the MEAs, consistently incur incremental costs and in many instances place added strain on the national resources and capacities. Hence, the national capacity in Papua New Guinea is currently inadequate to make significant progress with the implementation of obligations of the Multilateral Environmental Agreements (MEAs) instruments within PNG. Much of the underlying factors to this slow progress included among others, lack of political commitment and support, absence of domestic policies and strategies on the three Conventions, limited knowledge and information management, limited coordination of national strategies for MEA implementation, limited communication and awareness raising, limited resource mobilization and project management, limited partnerships and multi-stakeholder participation, limited institutional and organizational capacity of focal institution, limited involvement in MEA negotiations and reporting and limited mainstreaming of the Rio Conventions across government and other stakeholders. The initial plan is therefore to further review the gaps and design innovative and strategic approaches and mechanisms at the institutional, policy and legislative levels to enhance national capacities to improve reporting on the country's progress towards achieving its MEA targets. The key output of the PPG stage will be a fully developed medium-size project document compliant with GEF and UNDP submission requirements.

GEF PPG/PCB approved grant document and TBWP



PROJECT PREPARATION GRANT (PPG)

PROJECT TYPE: Medium-sized Project

TYPE OF TRUST FUND: GEF Trust Fund

Submission date: 12/21/2012

Re-submission date: 02/25/2013

GEF PROJECT ID: 5178

GEF AGENCY PROJECT ID: 4930

COUNTRY(IES): Papua New Guinea

PROJECT TITLE: Strengthening Capacities To Measure, Report And Verify Indicators Of Global Environment Benefits

GEF AGENCY(IES): UNDP, (select), (select)

GEF FOCAL AREA(S): MULTI FOCAL AREA

A. PROJECT PREPARATION TIMEFRAME

Start date of PPG	05/15/2013
Completion date of PPG	11/15/2013

B. PROPOSED PROJECT PREPARATION ACTIVITIES (\$)

Describe the PPG activities and justifications: The PPG will cover the following preparatory activities:

1. Baseline studies and strategy development:

A) 1. Integrated national environmental information system for CBD, CCD and FCCC monitoring, verification and reporting is developed for relevant agencies:

- Review and describe current indicators of environment and development at national level, as used for existing national plans;
- Assess and analyse the existing technical approach to data collection and to monitoring global environment;
- Consult upon and identify steps to designing an integrated (i) data storage system and (ii) web-based tools for environmental data and metadata sharing;
- identify and describe baseline projects;
- assess training needs, including details of departments to benefit from training programme;
- Design project strategy, including details of inputs, outputs, budget and indicator framework.

B) 2. Strengthened institutional and human capacities and skills of the Department of Environment and Conservation, Department of National Planning and Monitoring and other relevant stakeholders in compliance monitoring on global environmental conventions to effectively compile, analyze and interpret environmental information for CBD, CCD and FCCC:

- assess and analyse the current institutional approach to global environmental monitoring and evaluation, including functions and capacity of: (i) Department of Environment and Conservation (DEC) and; (ii) the Department of National Planning and Monitoring (DNPM);
- assess needs of departments and develop training strategy and approach to institutional strengthening;
- identify suitable demonstration or pilot sites;
- identify and describe baseline projects;
- design project strategy, including details of inputs, costs, indicators, etc.

2. Secure government commitment to project strategy:

Make contact with key agencies. Negotiate with key government representatives to ensure full agreement on the project objectives, outcomes, outputs, and activities, including partnerships for support and government co-financing. This includes detailed discussion with the Department of National Planning and Monitoring to discuss potential co-financing.

3. Secure government commitment to project implementation arrangements:

Undertake consultations with key government representatives to secure agreement on project implementation arrangements, including roles, responsibilities, and accountabilities of lead and partner agencies.

4. Explore, and if feasible, secure bilateral and multilateral financing opportunities:

Explore potential for partnerships with bilateral and multilateral donor agencies and organizations, including networking among other potential regional and international development organizations. Negotiate partnerships with on-going projects to re-align their activities to meet project objectives will be considered. If appropriate, finalize co-financing agreements.

5. Define Monitoring and Evaluation (M&E) Plan:

A detailed M&E work plan and delivery strategy will be defined, including clear identification of responsibilities and accountabilities, as well as an appropriate budget allocation (based on best practices and UNDP guidelines). The Plan will reflect the requirements of the GEF M&E Policy and Capacity Building M&E framework. The Plan will also include provisions for an independent evaluation and provision to ensure the learning of lessons from implementation at both the mid-point and termination of the project. The Plan will most likely use the Capacity Development Scorecard (GEF Tracking Tool).

6. Define Sustainability Plan:

The Sustainability Plan will outline an exit strategy, leading to the continuation of concerned activities without the need of long-term international financing.

7. Validation workshop

Gathering representatives from all relevant stakeholders to present the final draft proposal.

The final product of the proposed PPG phase will be a UNDP/GEF compliant medium-sized project document for submission to UNDP and GEF, including the following:

- A detailed work plan with detailed roles and responsibilities for project implementation;
- A targeted, in-depth analysis of the baseline situation and needs;
- An updated report on the partnership and co-financing opportunities for the proposed project;
- Explicit specification of all capacity building activities to be financed under the project and the rationale of their additionality to meeting Rio Convention objectives;
- A detailed deconstruction of the project strategy using the Logical Framework Approach (log frame);
- A detailed monitoring and evaluation plan for the project that builds upon the log frame;
- A stakeholder participation plan;
- Endorsement letters from the government and letters confirming co-financing commitments;
- Medium-Size Project document per GEF and UNDP formatting and submission requirements;
- Terms of Reference for key project staff, project management committee and key consultants.

List of Proposed Project Preparation Activities	Output of the PPG Activities	Trust Fund	Grant Amount (a)	Co-financing (b)	Total c = a + b
Baseline study/strategy development - part 1A	Study report	GEF TF	5,000	7,500	12,500
Baseline study/strategy development - part 1B	Study report	GEF TF	5,000	7,500	12,500
		(select)			0
Secure government commitment	Endorsement letter	GEF TF		2,000	2,000
Finalise implementation arrangements	Project signature	GEF TF		1,000	1,000
Secure co-financing	Co-financing letters	GEF TF		2,000	2,000
Develop M&E strategy	M&E Plan	GEF TF	2,000		2,000

Determine sustainability arrangements	Sustainability Plan	GEF TF	2,000		2,000
Prepare MSP proposal, including sustainability plan, M&E plan, stakeholder plan	Project documents	GEF TF	8,000	3,000	11,000
Validation workshop	Project Validated	GEF TF	3,000	2,000	5,000
		(select)			0
		(select)			0
Total Project Preparation Financing			25,000	25,000	50,000

C. FINANCING PLAN SUMMARY FOR PROJECT PREPARATION GRANT: (\$)

	Project Preparation	Agency Fee
Grant Amount	25,000	2,375
Co-financing	25,000	
Total	50,000	2,375

D. PPG AMOUNT REQUESTED BY AGENCY(IES), FOCAL AREA(S) AND COUNTRY(IES)¹

Trust Fund	GEF Agency	Focal Area	Country Name/ Global	(in \$)		
				PPG (a)	Agency Fee (b)	Total c = a + b
GEF TF	UNDP	MULTI FOCAL AREA	Papua New Guinea	25,000	2,375	27,375
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
Total PPG Amount				25,000	2,375	27,375

¹ No need to provide information for this table if it is a single focal area, single country and single GEF Agency project.


E. PPG BUDGET

Cost Items	Total Estimated Person Weeks for Grant (PW)	Grant Amount (\$)	Co-financing (\$)	Total(\$)
Local consultants *	20.00	10,000	6,000	16,000
International consultants*	5.00	10,000	5,000	15,000
Travel		2,000	2,000	4,000
consultation and appraisal process			10,000	10,000
validation workshop		3,000	2,000	5,000
				0
Total PPG Budget		25,000	25,000	50,000

* Annex A for Consultant cost details should be prepared first before completing this table. See notes on Annex A for the required detailed information. This table is the sum of all local and international consultants presented in Annex A.

F. GEF AGENCY(IES) CERTIFICATION

This request has been prepared in accordance with GEF policies and procedures and meets the GEF LDCE/SCCF/NPIF Trust Fund criteria for project identification and preparation.

Agency Coordinator, Agency Name	Signature	Date (Month, day, year)	Project Contact Person	Telephone	Email Address
Adriana Dinu Officer in Charge UNDP/GEF		February, 25, 2013	Tom Twining-Ward UNDP (Green-LECRDS)	+421 2 59337 386	Tom.twining-ward@undp.org

Annex A

Consultants Financed by the Project Preparation Grant (PPG)

Type of Consultant	Position / Titles	\$/ Person Week ¹	Estimated PWs ²	Tasks to be Performed
Local	Data Expert	500	5.00	<ul style="list-style-type: none"> - Review and describe current indicators of environment and development at national level, as used for existing national plans; - Assess and analyse the existing technical approach to data collection and to monitoring global environment; - Consult upon and identify steps to designing (i) Data Flow System and (ii) web-based tools for environmental data and metadata sharing; - Design project strategy, including the approach to piloting an effective and useful indicator system that covers both development actions/plans and environmental benefits; - Organize a consultation workshop with stakeholders to discuss strategy, priorities and partners; - Contribute to drafting of project design and GEF submission documents.
Local	Institutional Expert	500	5.00	<ul style="list-style-type: none"> Undertake baseline studies and strategy development related to ‘institutional strengthening’: - assess and analyse the current institutional approach to global environmental monitoring, including functions and capacity of: (i) Department of Environment and Conservation (DEC) and; (ii) the Department of National Planning and Monitoring (DNPM); - Design project strategy to: (i) support human resource development to oversee indicators and monitoring; (ii) develop a global M&E and a risk management system; (iii) develop a web-based environmental project database; - Prepare stakeholder analysis; - Organize a consultation workshop with stakeholders to discuss strategy, priorities and partners; - Contribute to drafting of project design and GEF submission documents
Local	Project Coordinator	500	10.00	<ul style="list-style-type: none"> - Coordinate with the international consultant (IC), UNDP and national

				<p>counterparts on setting PPG implementation strategy.</p> <ul style="list-style-type: none"> - Facilitate necessary project stakeholder workshops and meetings. - Assist the IC in communication with local authorities and decision-makers and support the IC in the process of disseminating results; - Assume main responsibility for discussions with potential partners and co-financers, and for obtaining co-financing and endorsement letters;0 - Secure government commitment to project strategy - Secure government commitment to project implementation arrangements; - Take the lead in preparing the project Sustainability Plan;. - Assume main responsibility for finalizing the project document, with significant input from the international consultant.
International	Capacity Development And Project Design Specialist	2000	5.00	<ul style="list-style-type: none"> - Work together with the local consultants (LC), UNDP and national counterparts on setting PPG implementation strategy; - Finalize PPG work plan, TOR for LCs, and design consultation and validation workshops. - Oversee completion of background studies, ensuring they are appropriate in scope and provide required analys; - Facilitate and guide consultations to determine project strategy, priorities, key partners, and key barriers to success; - Provide technical and professional support to the LC and national stakeholders. - Develop the project strategy; detailed budget, work plan and logical framework, develop a replication strategy. - Draft final project documents.
(Select)				
(Select)				
(Select)				
(Select)				

¹ Provide dollar amount per person week.

² Provide person weeks needed to carry out the task

Total Budget and Work Plan

Award ID:	00073658
Award Title:	Enhance Reporting Capacity
Business Unit:	PNG10
Project Title:	Strengthening Capacities To Measure, Report And Verify Indicators Of Global Environment Benefits
Project ID:	00086386
PIMS No.	4930
Implementing Partner (Executing Agency)	Department of Environment and Conservation

GEF Outcome/Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)
OUTCOME 1: Development of Medium-size project document		62000	GEF	71200	International Consultant	10,000
				71300	Local Consultant	10,000
				71600	Travel	2,000
				75700	Training, Workshops & Conferences	3,000
					Total Outcome 1	25,000
TOTAL						25,000

Summary of Funds: ¹

GEF	25,000		\$
Government	25,000		\$
TOTAL	50,000		\$

¹ Summary table should include all financing of all kinds: GEF financing, co-financing, cash, in-kind, etc. etc