

Annex 1: GEF CEO PIF/PPG Approval Letter



**GLOBAL ENVIRONMENT FACILITY**  
INVESTING IN OUR PLANET

Naoko Ishii  
CEO and Chairperson

July 1, 2020

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:	10479
Agency(ies):	UNDP
Agency ID:	6529
Focal Area:	Climate Change
Project Type:	Medium-sized Project
Country(ies):	Sudan
Name of Project:	Sudan's Capacity Building Initiative for Transparency Project
Indicative GEF Project Financing:	\$1,237,000
Indicative Agency Fee:	\$117,515
PPG:	\$50,000
PPG Fee:	\$4,750
Funding Source:	GEF Trust Funds

Agency Fee Commitment:			
Agency	Trust Fund	100% to be committed at 1 <sup>st</sup> Disbursement (US\$)	Total (US\$)
UNDP	GEF TF	117,515	117,515

This approval is based on the understanding that the project is in conformity with GEF 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,

Naoko Ishii  
Chief Executive Officer and Chairperson

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

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

Position, Type and Cost	Role, Deliverables and Qualifications
<p><b>Consultant</b> MRV-M&amp;E / Transparency and Project Development Specialist Type: IC</p> <p>Cost per person week: USD 4,000</p> <p>Number of person weeks needed: 5 weeks</p>	<p>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 national consultants on the GEF PPG Team and coordinating the Team's work.</p> <p>Deliverables</p> <ol style="list-style-type: none"> <li>1) Management of the GEF PPG Team               <ol style="list-style-type: none"> <li>a. Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the National Consultants (NCs);</li> <li>b. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and</li> <li>c. Verify and ensure that all project components are technically sound and cost effective.</li> </ol> </li> <li>2) Preparatory Technical Studies and Reviews (Component A): With inputs from the other national consultants, as detailed in their respective TORs:               <ol style="list-style-type: none"> <li>a. Compile baseline/situational analysis 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>b. Oversee the stakeholder analysis and consultations and ensure that they are complete and comprehensive;</li> <li>c. Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;</li> <li>d. Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) 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>e. Conduct/oversee the identification of the project sites, with documentation of selection criteria; and</li> <li>f. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.</li> </ol> </li> <li>3) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): With inputs from the other national and international consultants, as detailed in their respective TORs, and based on international best practice:               <ol style="list-style-type: none"> <li>a. Develop, present and articulate the project's theory of change;</li> <li>b. Develop the Results Framework in line with UNDP-GEF policy;</li> <li>c. Develop a detailed Monitoring and Evaluation Plan and Budget;</li> <li>d. Oversee and ensure the preparation of a Stakeholder Engagement Plan;</li> <li>e. Oversee and ensure the preparation of a Gender Action Plan and Budget;</li> <li>f. Update the SESP based on assessments undertaken during Component A, and ensure the development of environmental and/or social management plan(s) for all risks identified as Moderate or High in the SESP;</li> <li>g. Prepare the required GEF tracking tool (s);</li> <li>h. Secure and present agreements on project management arrangements.</li> </ol> </li> </ol>

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	<p>Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the required templates.</p> <p>4) Validation Workshop (Component C):</p> <ol style="list-style-type: none"> <li>a. Lead the validation workshop to present (virtual/in person), 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>b. Oversee all necessary revisions that arise during the workshop.</li> <li>c. Ensure completion of Validation Workshop Report.</li> </ol> <p>5) Final Deliverables:</p> <ol style="list-style-type: none"> <li>a. 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>b. Completion of the GEF CEO Endorsement Request;</li> <li>c. All documentation from GEF PPG (including technical reports, etc.); and</li> <li>d. Validation Workshop Report.</li> </ol>
<p><b>Consultant</b> Tools and modalities for MRV /M&amp;E specialist <b>Type: NC</b></p> <p><b>Cost per person-week: 1,125</b></p> <p><b>Number of person-weeks needed: 5</b></p>	<p>The National Technical Specialist - Mitigation, Transparency and MRV will be the lead national consultant and will be responsible for coordinating local stakeholders and compiling inputs from them to support the development of draft CEO Endorsement Request, GEF-UNDP Prodoc with all mandatory and project specific Annexes and supporting documentation. He/she will work closely with International Project Development Specialist and ensure that the written inputs follow the format and expected quality as set by the International PPG Team Leader, as well as UNDP. This consultant will be critical to validate the baselines, proposed project interventions and expected outputs and outcomes indicators of stakeholder engagement, monitoring and evaluation of the project. The consultant will also be responsible for stakeholder engagement through implementation of the plan, and to validate resource requirements and associated budget. The consultant will lead all required works for Component 1: Strengthening policies and technical capacities on national MRV for GHG emissions inventory and mitigation actions</p> <p><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>a. Support the Management of the PPG Expert team;</li> <li>b. Support the GEF PPG Expert Team Leader with Technical Support for the management of the GEF PPG Expert Team</li> <li>c. Ensure coordination between individual national consultants and stakeholder groups to facilitate analysis and other stakeholder inputs;</li> <li>d. Preparatory of Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Expert Team Leader, including;</li> <li>e. Prepare draft CEO Endorsement Request with all mandatory and project specific Annexes and supporting documentation with the inputs from ICs and NCs;</li> <li>f. Oversee the consultations with partners regarding financial planning;</li> <li>g. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader.</li> <li>h. Support to PPG team leader on formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):</li> <li>i. Provide relevant quality text sections for the ProDoc package on the aspects mentioned above.</li> </ol>

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	<ul style="list-style-type: none"> <li>j. Acts as lead coordinator, working with other areas of the International Lead Consultant and the other PPG team specialists, ensuring overall consolidation of efforts by PPG team towards, inter alia:</li> <li>k. Identify barriers, risks, and solutions for the projects,</li> <li>l. Contribute to indicator development and the M&amp;E framework, especially the indicators of stakeholder engagement, monitoring and evaluation of the project; validate the baselines, proposed project interventions and expected outputs and outcomes indicators of stakeholder engagement, monitoring and evaluation of the project;</li> <li>m. Work with the other PPG consultants to make sure that their area of expertise threads through the other outputs of those consultants.</li> <li>n. Support and validate the theory of change of the project;</li> <li>o. Identify stakeholders who have been and will be engaged (based on stakeholder analysis by National Gender and Stakeholder Specialist), including potentially marginalized or disadvantaged groups/individuals, and discern key stakeholder objectives and interests;</li> <li>p. Define the breadth and depth of stakeholder engagement throughout the project cycle;</li> <li>q. Validating the timeline for engagement activities and how they will be sequenced (based on the inputs of ICs and other NCS), including information disclosure;</li> <li>r. Validating resource requirements and associated budget;</li> <li>s. Ensure the completion of the required official endorsement letters; and</li> <li>t. Consultation Workshop and Validation Workshop (Component C);</li> <li>u. Contribute to the consultation workshop and the final validation workshop; and</li> <li>v. Support all necessary revisions that arise during the workshop, as appropriate.</li> <li>w. Final Deliverables:</li> <li>x. A draft CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation with the inputs from ICs and NCS;</li> <li>y. Appropriate inputs provided to the Project Document and Annexes, as agreed with PPG Team Leader.</li> </ul>
<p><b>Consultant</b> <i>Policy, Legal and Institutional Specialist</i></p> <p>Type: NC</p> <p>Cost per person-week: 1,125</p> <p>Number of person-weeks needed: 5</p>	<p><b>Background</b></p> <p>One of the project objectives is to strengthen the capacities of national institutions and stakeholders to coordinate and implement Sudan's obligations on climate change transparency for actions and support regularly and thorough good practices. This can be achieved when proper legal, procedural and effective institutional structures are put in place.</p> <p><b>Role</b></p> <p>The Policy, Legal and Institutional specialist will be responsible of gathering information about the current policy, legal matters and institutional arrangements and climate change reporting system and identify the gaps. The specialist shall understand the policy, legal and procedural arrangements required to meet the transparency obligations. S/he shall communicate with the climate change unit at Higher Council for Environment and Natural Resources (HCENR) to understand the needs in order to plan for establishment of inter-institutional transparency coordination mechanism as part of Component A.</p> <p><b>Responsibilities and Deliverables</b></p> <ol style="list-style-type: none"> <li>1. Ensure the preparation of tasks related to strengthening of national institutions according to the first outcome of the project</li> <li>2. To analyze the current policy, legal and institutional arrangements and climate change reporting system in light of the transparency requirements under the Paris Agreement and to assess the constraints, gaps and needs</li> <li>3. To plan activities required to establish legal and procedural arrangements for meeting Sudan's obligations on transparency</li> <li>4. To understand the ongoing projects managed by the Climate Change unit at HCENR and to assess the needs in order to strengthen its role in coordinating transparency related activities.</li> </ol>

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	<p>6. Ensure the preparation of HCENR capacity assessments and discussions on management arrangements early in the PFG process;</p> <p>7. Secure and present agreements on project execution and management arrangements with different national institutions and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support.</p> <p><b>Deliverables:</b></p> <ol style="list-style-type: none"> <li>1) Preparation of Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including: Current policy, legal and institutional arrangements and climate change reporting system, MRV system including legal and procedural arrangements, Analyse the needs and gaps in the climate change unit at HCENR.</li> <li>2) Support on formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B): Prepare the institutional arrangement action plan and budget which include the establishment of inter-institutional transparency coordination mechanism.</li> <li>3) Contribute to the validation workshop and support all necessary revisions that arise during the workshop, as appropriate. (Component C)</li> <li>4) Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.</li> </ol> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Master's degree or higher in a relevant field</li> <li>▪ Minimum 10 years of demonstrated experience in the technical area of institutional/organizational restructuring and in preparing high quality project documents, particularly UNDP and GEF projects' proposals using the logical framework and the results-based management approaches;</li> <li>▪ Excellent written and oral communication skills in English and Arabic;</li> <li>▪ Knowledge of and experience in climate change, legal and institutional framework of the Sudan government,</li> <li>▪ Experience working on related initiatives is highly desired.</li> </ul>
<p><b>Consultant:</b> Gender mainstreaming and local stakeholders' engagement Specialist</p> <p>Type: NC</p> <p>Cost per person-week: 1,125</p> <p>Number of person-weeks needed: 5</p>	<p>The Gender Specialist will ensure that gender considerations are fully mainstreamed into all relevant components of the project document as well as produce a participatory gender analysis and action plan for the project. S/he will ensure that the project contributes to gender quality and women's empowerment, identify entry points for mainstreaming gender considerations in project components, ensure that the project results framework and theory of change are gender responsive and to develop a gender action plan to advance women's empowerment and promote gender equality.</p> <p><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>1) Preparat Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:       <ol style="list-style-type: none"> <li>a. Prepare the gender analysis 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;</li> <li>b. Support completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.</li> </ol> </li> </ol>

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- 2) Support on formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including
  - a. Prepare the Gender Action Plan and Budget;
  - b. Identify measures that can be implemented by the project that would contribute to gender equality
  - c. Develop gender-based indicators and work with the team leader to include them in the logic framework
- 3) Validation Workshop (Component C):
  - a. Contribute to the validation workshop; and
  - b. Support all necessary revisions that arise during the workshop, as appropriate.
- 4) Final Deliverables:
  - a. Participatory gender analysis;
  - b. Gender action plan and budget

Qualifications

- Master's degree or higher in a relevant field such as gender studies, gender and development, environment, sustainable development or closely related
- Minimum five (5) year of practical working experience in gender mainstreaming, women's empowerment; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis, and development of gender action plans
- Fluency in written and spoken English and Spanish
- Desirable: Knowledge in the design and/or implementation of information systems; Knowledge and/or experience related to the linkage between gender and climate change