

2/2/2016



UN Development Programme Sierra Leone - Freetown

Project: 00093486
Project Title: Climate Change Induced Coastal Risks management in SL
Start Year: 2016
End Year: 2016

Implementing Partner: DIRECT EXECUTION

Responsible Parties: UNDP

Revision Type: Project Approval

Project Description:

Establishment of budget for the development of the project document

Budget (US\$) as of Last Revision on 28-January-2016		
Donor	Fund	Amount
GEFTrustee	62160 GEF LDC/NAPA Programme Actv	200,000.00
Total Budget (2016 and Beyond)		200,000.00
Total Utilization (2015 and Prior)		0.00
Project Total		200,000.00
Unprogrammed/Unfunded		0.00

Agreed by: UNDP Country Director

[Signature] 05/02/16

Agreed by:

Agreed by: Program Specialist-EENRM

Agreed by:

[Signature]
[Signature] PMSU



Management Work Plan

Sierra Leone - Freetown

Project: 00093486

Report Date: 2/2/2016

Project Title: Climate Change Induced Coastal Risks management in SL

Year: 2016

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				Amount US\$			
		Start	End		Fund	Donor	Op Unit	Department		Budget Descr		
00097693	Climate Change Induced Coastal											
	Project Preparation Grant			UNDP	62160	GEFTTrust	SLE	B0372	Sierra Leone - Freetown	71200	International Consultants	42,250.00
				UNDP	62160	GEFTTrust	SLE	B0372	Sierra Leone - Freetown	71300	Local Consultants	69,000.00
				UNDP	62160	GEFTTrust	SLE	B0372	Sierra Leone - Freetown	71400	Contractual Services - Individ	9,000.00
				UNDP	62160	GEFTTrust	SLE	B0372	Sierra Leone - Freetown	71600	Travel	47,500.00
				UNDP	62160	GEFTTrust	SLE	B0372	Sierra Leone - Freetown	72500	Supplies	12,250.00
				UNDP	62160	GEFTTrust	SLE	B0372	Sierra Leone - Freetown	74500	Miscellaneous Expenses	3,000.00
				UNDP	62160	GEFTTrust	SLE	B0372	Sierra Leone - Freetown	75700	Training, Workshops and Conf	17,000.00
TOTAL												200,000.00
GRAND TOTAL												200,000.00

[Handwritten signature]
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 MPA Secretary



Empowered lives.
Resilient nations.

25 January 2016

Dear Mr. Mukerjee,

Subject: Initiation Plan/PPG, Sierra Leone: Adapting to Climate Change Induced Coastal Risks management in Sierra Leone – PIMS No. 5178 - ATLAS BU: SLE 10 - Proposal No.: 00093486- Project No.: 00097693

I am pleased to delegate to you as the UNDP Resident Representative the authority to sign the Initiation Plan for the above-mentioned Project Preparation Grant (PPG) on behalf of UNDP, and to commence development of the main project. The Initiation Plan, which amounts to a total of **US\$ 200,000.00** has received its final approval in accordance with the established GEF procedures (CEO approval letter attached for ease of reference).

I would like to bring to your attention the new [GEF policy on cancellations](#). All Full Size Projects must receive CEO Endorsement no later than 18 months after the GEF Council Approval of the PIF. If the fully complete Project Document is not submitted to the GEF Secretariat for CEO Endorsement before the 18 month deadline, the project will be automatically cancelled. To meet this deadline, the fully complete Project Document must be submitted to the UNDP-GEF Unit for final technical and financial clearance within **16 months** of GEF Council Approval.

I am also pleased to provide a summary of the next steps in the process and to outline, for your easy reference, the mandatory GEF-specific project financial and results management requirements.

Next steps and mandatory GEF-specific requirements:

1. ***Issuance of Authorized Spending Limit (ASL)***: To facilitate a quick start to the PPG, once the Initiation Plan is signed, please kindly ensure that the Atlas-generated *Annual Work Plan (AWP)* based on the *Total Budget and Annual Work Plan* in the attached document, along with a copy of the signed cover page, is sent to Mr. Benjamin Larroquette and Ms. Mame Dagou Diop, Regional Technical Advisors (RTAs) in Addis Ababa.

Any proposed budget revisions should be forwarded to the UNDP RTA together with a clear explanation of the changes proposed as any significant changes require review and approval. In addition, please note that UNDP-GEF is not in a position to increase the project budget above the amount already approved by the GEF Council. Therefore, any over-expenditure on this project would have to be absorbed by other Country Office resources.

Mr. Sudipto Mukerjee
Country Director
UNDP Freetown
Sierra Leone

Fee: As an Implementing Agency of the GEF, UNDP earns a fee upon approval of each project which is to be used to cover specific project assurance and oversight costs incurred by UNDP. For the Country Office, these services are related to the provision of project cycle management services, as detailed in Annex 2.

The total fee over the lifetime of the above mentioned project for these Country Office support services will be US\$ 7,000.00 at 3.5% of total project budget. This fee will be paid directly by the UNDP-GEF Unit to the XB account of the Country Office, based on project delivery, audit compliance, and compliance with the GEF project management requirements outlined below.

As noted above, the GEF fee is provided to cover the project cycle management service indirect costs as detailed in Annex 2. At the Country Office level, project cycle management services performed by UNDP Country Offices are broadly analogous to General Management Support (GMS) and cover support to project development and implementation stages. The UNDP-GEF Unit will support the Country Office by providing a suite of specialized technical services as required by the GEF and detailed in Annex 2.

2. *GEF-specific project management requirements:*

- Any changes with respect to the objectives of the initiation plan will have to be discussed with and approved by the RTA, as they will have to be reported to the GEF.
- All efforts should be made to completely commit the GEF PPG resources by the time the project document is submitted to the GEF for CEO endorsement. A report on the use of the PPG resources is included in Annex C of the GEF CEO Endorsement template.
- If the PPG activities and resources have not been fully completed/committed by CEO endorsement, the same reporting table must be submitted with the first project implementation report (APR/PIR) due one year after project document signature.
- This preparatory phase must be operationally completed in Atlas once the main project is endorsed by the GEF CEO. Financial closure should follow within 12 months, but preferably within the same calendar year.
- In order to accord proper acknowledgement to the GEF for providing funding, full compliance is needed with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at: <https://www.thegef.org/gef/node/4373>. Full compliance is also required with UNDP's branding guidelines. The UNDP Brand Manual can be accessed via the UNDP Communications Toolkit: <https://intranet.undp.org/unit/pb/communicate/communicationstoolkit/Pages/default.aspx>

In concluding, I would like to assure you of UNDP-GEF's and my personal commitment to successful implementation of the Initiation Plan. The RTA is at your disposal for advice and technical support. Should you have any concerns or questions, please do not hesitate to contact me.

Yours sincerely,



Adriana Dinu
Executive Coordinator
UNDP-Global Environmental Finance
Sustainable Development Cluster
Bureau for Policy and Programme Support

cc: Mr. Abdoulaye Mar Dieye, Assistant Administrator and Director, RBA UNDP

United Nations Development Programme

Ms. Ruby Sandhu-Rojon, Deputy Regional Director, RBA UNDP
Mr. Lebogang Motlana, Director of the UNDP Regional Service Center for Africa,
Mr. Gerd Trogemann, Deputy Director of the UNDP Regional Service Center for Africa,
Ms. Natasha van-Rijn - Country Advisor, RBA, New York
Ms. Alice Ruhweza, Regional Team Leader & Technical Advisor, UNDP-GEF Africa
Mr. Dominique Kabeya, Country Programme Specialist & Team Leader for West Africa
Cluster, Country Support Team
Ms. Saskia Marijnissen, Team Leader: EENRM, UNDP Sierra Leone CO
Mr. Benjamin Larroquette, UNDP-GEF Regional Technical Advisor, Addis Ababa
Ms. Mame Dagou Diop, UNDP-GEF Regional Technical Advisor, Addis Ababa

Annex 1: CEO approval letter for PPG



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

Naoko Ishii
CEO and Chairperson

October 28, 2015

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

Dear Ms. Dinu:

I am pleased to inform you that I have cleared the project concept detailed below for LDCE/SCCF Council's review and consideration. I have also approved your request for project preparation grant.

Decision Sought:	Project Identification Form (PIF) Clearance for Council Approval and Project Preparation Grant (PPG) Approval
GEFSEC ID:	5902
Agency(ies):	UNDP
Agency ID:	5178 (UNDP)
Focal Area:	Climate Change
Project Type:	Full Size Project
Country(ies):	Sierra Leone
Name of Project:	Adapting to Climate Change Induced Coastal Risks management in Sierra Leone
Indicative GEF Project Grant:	\$9,975,000
Indicative Agency Fee:	\$947,625
PPG Grant:	\$200,000
PPG Agency Fee:	\$19,000
Funding Source:	Least Developed Countries Fund

Break-down of Indicative Agency Fee				
Agency	Trust Fund	40% Fees to be committed at Council Approval	Fees to be committed at CEO Endorsement	Total (US\$)
UNDP	LDCE	\$379,050	\$568,575	\$947,625

This PIF clearance and PPG approval is subject to the comments made by the GEF Secretariat in the attached project review document. It is also based on the understanding that the project is in conformity with LDCE focal areas strategies and in line with GEF/LDCE policies and procedures. Please ensure that your

1818 H Street, NW • Washington, DC 20433 • USA
Tel: +1 (202) 473 3202 - Fax: +1 (202) 522 3240
E-mail: gefceo@thegef.org
www.thegef.org

Ms. Adriana Dinu

- 2 -

October 28, 2015

final project document, with all Secretariat and Council comments fully addressed, is submitted such that CEO endorsement can be provided within 18 months of Council approval of the PIF.

Sincerely,



Naoko Ishii

Chief Executive Officer and Chairperson

Attachment: GEFSEC Project Review Document
Copy to: Country Operational Focal Point, GEF Agencies, STAP, Trustee

Annex 2: Project Cycle Management Services

Stage	Country Office ¹	UNDP/GEF at regional and global level
Project Development	<p><i>Initiation Plan:</i></p> <ul style="list-style-type: none"> • Coordination, management and financial oversight of UNDP Initiation Plan • Discuss management arrangements 	<p>RTA and PA role:</p> <ul style="list-style-type: none"> • Assist in preparation of UNDP Initiation Plan • Technical support, backstopping and troubleshooting. • Support discussions on management arrangements • Facilitate issuance of DOA
	<p><i>Project Document:</i></p> <ul style="list-style-type: none"> • Support project development, assist proponent to identify and negotiate with relevant partners, co-financiers, etc. • Undertake environmental and social screening of project before PAC. Ensure Social and Environmental Standard Procedure (SESP) documentation is signed by the Resident Representative or Chair of PAC meeting and attached as Annex to the Project Document. • Review, appraise, and finalize Project Document. • Negotiate and obtain clearances and signatures – Government, UNDP, Implementing Partner, co-financiers, etc. Coordinate LPAC and document meeting decisions. • Respond to information requests, arrange revisions etc. • Prepare operational and financial reports on development stage as needed. 	<p>RTA role:</p> <p>Sourcing of technical expertise.</p> <ul style="list-style-type: none"> • Verification of technical reports and project conceptualization. • Guidance on SOF expectations and requirements. • Negotiate and obtain clearances by SOF • Respond to information requests, arrange revisions etc. • Quality assurance and due diligence.
<p><i>Key UNDP/GEF management performance indicators/targets for Project Development:</i></p> <ol style="list-style-type: none"> 1. Time between PIF approval to CEO endorsement for each project: <ul style="list-style-type: none"> • Target for GEF trust fund, LDCF, and SCCF projects: FSP = 16 months or less, MSP 10 months or less. 2. Time between CEO endorsement to project document signature: <ul style="list-style-type: none"> • Target = 2 months or less 		

¹ As per UNDP POPP with additional SOF requirements where relevant.

INITIATION PLAN

FOR A GEF PROJECT PREPARATION GRANT (PPG)



Project Title: Adapting to Climate Change Induced Coastal Risks management in Sierra Leone

Country: Sierra Leone

Expected CP Outcome (2015-2018): Outcome 2: Inclusive Growth and Sustainable Development.

UNDP Strategic Plan Outcome 3: Resilience-building. It will support the integration of disaster risk reduction with adaptation to climate change and address differentiated social and economic impacts; and preparedness for disaster management and recovery at the sub-national and national levels.

UNDP Strategic Plan Outcome (2014-2017):

Outcome 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.

Outcome 4: Faster progress is achieved in reducing gender inequality and promoting women's empowerment.

Outcome 5: Countries are able to reduce likelihood of conflict and lower the risk of natural disasters, including from climate change.

Expected SP Output: 1.1; 1.3; 1.4; 4.5; 5.1; 5.2; 5.4

Expected CP Output:

2.2 Communities in targeted districts are engaged in design and implementation of gender responsive sustainable NRM and livelihood diversification

2.4 National and local authorities enabled to implement DRM & EWS

<p>Programme Period: 2015-2018</p> <p>ATLAS Project ID: 00097693</p> <p>ATLAS Project Award: 00093486</p> <p>PIMS ID: 5178</p> <p>Duration: 12 months</p> <p>Initiation Plan Start Date: January 2016</p> <p>Initiation Plan End Date: December 2016</p> <p>Management Arrangement: DIM</p>	<p>Total Budget: USD 200,000.00</p> <p>Allocated Resources:</p> <ul style="list-style-type: none"> • GEF USD 200,000.00
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AGREED BY UNDP COUNTRY DIRECTOR:
 Sudipto Mukerjee

Signature

 Date: (Month, day, year)

A) Brief Description of Initiation Plan

The Global Environment Facility (GEF), through the Least Developed Countries Fund (LDCF), recently approved the Project Identification Form (PIF) that was presented by UNDP on behalf of the Environment Protection Agency of Sierra Leone (EPA-SL) on "Adapting to Climate Change Induced Coastal Risks Management in Sierra Leone".

This project, which is one of the key instruments for implementing the adaptation priorities identified during the National Adaptation Programme of Action (NAPA), aims at strengthening the ability of coastal communities to systematically manage climate change risks and impacts on physical infrastructures and economic livelihoods. This LDCF project will also strengthen government institutions and local coastal communities' resilience through the development of climate-proof socio-economic development.

The project has 3 components:

Component 1: Generating sound scientific knowledge and access to information through the enhancement of the availability of high quality climate risk information that is critical for development decision-making in the coastal zone;

Component 2: Climate information "internalized" into coastal development policy processes: Develop appropriate protection measures, policy/legal tools and integrated coordination mechanisms to improve policy design and implementation in dealing with current and long-term coastal challenges; and

Component 3: Reduced socioeconomic losses due to coastal erosion through the piloting of adaptation investments in high risks areas to protect coastal infrastructures and communities assets while enhancing public awareness for better adhesion of communities and policy makers on adaptation.

The GEF Council Approval of the PIF has been received on 28 of October 2015 for financing from LDCF. A Project Preparatory Grant (PPG) of US\$200,000 has also been approved by the GEF council and these resources will be used for the preparation of an integrated proposal for a full-sized project "Adapting to Climate Change Induced Coastal Risks management in Sierra Leone". Thus, the project will commence with a Project Preparation Phase which is designed to be submitted for CEO endorsement within 12 months (and no later than 18 months) from the date of the GEF Council approval of the PIF.

The project preparatory phase will gather the information needed and data to complete the project document and support the approved indicative outcomes and outputs, including an analysis of the baseline, the identification of lead implementing partner and implementation arrangements, the development of detailed indicators and targets, the establishment of partnerships and commitments for co-financing. The detailed list of activities and expected outputs of the PPG are included in table B below.

The PPG phase will be conducted in close consultation with the EPA-SL and a large number of relevant stakeholders, including local, district and national authorities, community organizations, women and young groups, media groups and development partners.

B) Project Preparation Activities

Component A: Technical Review

1. Baseline Studies

During the design stage, and in the context of the scope of the project as per the approved PIF, the following activities will be conducted to establish the baseline for the proposed project:

- i) Desk review of policies and strategies (such as the National Environmental Policy, the National Biodiversity Strategy and Action Plan, the National Land Policy and Land Commission Act, the National Disaster Management Policy, and the National Adaptation Plan of Action (NAPA)) and other technical studies in key areas related to the project concept presented in the approved PIF;
- ii) In-depth review of existing baseline projects by Government, NGOs/CBOs, donors and UNDP. This includes UNDP-GEF Projects on (a) Building Adaptive Capacity to Catalyse Active Public and Private Sector Participation to manage the Exposure and Sensitivity of Water Supply Services to Climate Change, (b) the IFAD/GEF-LDCF project on Integrating Adaptation to Climate Change into Agricultural Production and Food Security in Sierra Leone, and (c) the GEF-LDCF project on "Strengthening Climate Information and Early Warning Systems for Climate Resilient Development and adaptation to climate change";
- iii) Conduct an analysis of the challenges and best practices/experiences from existing projects for inclusion in the project design. Based on the analysis, develop a coordination mechanism so as to ensure that all activities of the LDCF project are aligned with relevant ongoing projects in the country;
- iv) Conduct vulnerability and risk assessment in coastal areas; Including a study of existing coastal adaptation measures in the targeted areas, their vulnerability and their efficiency;
- v) Consult with representatives of particularly vulnerable communities and women to prepare baseline data (to capture the needs, roles and differences of women and men on the project) on vulnerability and risk assessment: this will ensure gender mainstreaming to the project design and implementation. Based on the data collected prepare a Gender action Plan for the project;
- vi) Analyse gaps and identify opportunities for co-financing through government resources and/or other partners such as the European Commission, AfDB, IDB, Kuwait Fund, Saudi Fund, and OFID.

2. Additionality of the LDCF financed outcomes and indicative outputs

- i) Critically examine the experiences of EPA-SL and MLCPE (Ministry of Lands, Country Planning and Environment) in putting in place coastal adaptation policies and plans as well as the integration of climate risk information into the decision-making process;
- ii) Critically examine the experience of other national institutions that may have successful experience in establishing coastal adaptation policies and plans and coastal adaptation measures which could be used for experience-based activities;
- iii) Critically examine the experiences of relevant Ministries, Departments and Agencies (MDA's) in implementing coastal adaptation measures, in particular to address sea level rise and coastal erosion, to avoid the negative impacts of climate change, including loss of properties and beaches, population displacements, coastal floods and saline intrusion;
- iv) Evaluate the current availability of sea level rise and climate-change related information for decision making at the national, district and local level, in particular to vulnerable population. Identify the critical climate information necessary to improve the adaptability of targeted coastal areas on a consultative process. Identify the means of communication used to disseminate climate information among the various users and their relevance;
- v) Assess the vulnerability to climate change of the targeted areas, in particular concerning the impacts of sea level rise and coastal erosion;

- vi) Review relevant policies and regulatory framework on coastal protection and assess gaps in the context of climate change risk management including key steps that need to be taken to revise relevant policies and regulatory framework so that climate risk management is autonomously addressed;
- vii) Identify requirements for the integration of climate change risks into local development plans ; Identify the key local development plans that need to integrate climate resilience in order to have an impact on the local population in terms of reducing vulnerability to climate change; Review and identify the drivers, trade-offs, and risks towards integrating climate resilience in investments in coastal protection and climate information systems;
- viii) Define the expected benefits from the LDCF project outcomes and outputs in terms of reduced vulnerability and increased capacity of benefiting institutions and populations to cope with the effects of climate change. Define the expected number of direct and indirect beneficiaries, disaggregated by gender, from the proposed project, including ways to track beneficiaries.

3. Project Site:

- i) With reference to sites identified in the PIF, conduct the selection and justification of specific target sites in terms of vulnerability to climate change, including variability. Complete socio-economic studies defining beneficiary households and structure, vulnerability, current land use, livelihoods, etc.;
- ii) Review of the ecology and socio-economic characteristics of each target site to enable the integration of climate resilience related performance measures into local development plans that are appropriate to the districts, and to the populations needs.

4. Definition of Indicators and Targets:

In the context of the project log frame and council approved objective and outcomes:

- i) Define no more than 2-3 SMART indicators for the objective and each outcome.
- ii) Collect baseline data for the defined objective and outcome indicators, outline the means of measurement, baselines and targets, as well as key risks and assumptions underpinning each indicator

5. Stakeholder's Engagement:

- i) Conduct local community stakeholder consultations to ascertain their aspirations and expectations in the context of the scope of the approved project idea; assess their potential roles in the project. Baseline activities and investments will also be defined and descriptions will be compiled in order to inform the project design;
- ii) Define and negotiate with partners to collaborate within the context of the proposed project objective. This should be done in consultation with UNDP and Environment Protection Agency Sierra Leone (EPA-SL). Discussions with potential partners should also seek to alignment of various project activities so that duplication is avoided and synergies are maximized; and
- iii) All the consultations will be documented and made available to UNDP in the form of annexes to the final Project Document.

6. Assess the feasibility of the project:

- i) Conduct vulnerability assessments to justify the need of additional sources of finance for targeted populations;
- ii) Based on the capacity needs assessment, design capacity development responses for the EPA-SL and other relevant partners in the LDCF project, community organisations, etc;
- iii) Conduct feasibility studies for the pre-identified activities under the LDCF projects, including the investments in improving the availability of Sea Level Rise and climate change related data.

7. Assess identified risks of the project

Comprehensive assessment to address any opportunities/risks identified during a Social and Environmental pre-screening of the project PIF. Based on the pre-screening, a full Social and Environmental Screening process will be conducted entailing:

- i) Detailed socioeconomic and environmental context assessment to mitigate any negative consequences to the local communities, with particular focus on vulnerable groups. In particular, potential gender issues will be closely looked at and women will be proactively considered for involvement in project pilot activities related to land use planning and implementation, incentive mechanisms application and local community capacity development support;
- ii) List all potential environmental and social impacts that the implementation of project outputs/activities could potentially have;
- iii) Clearly articulate the positive environmental and social impacts that will result from the implementation of different components of the project in the project document;
- iv) Rate the likelihood of the listed negative impacts materializing during the implementation of the project using high, medium and low likelihood ratings;
- v) Rate the level of impact of the listed negative social and environmental impacts using low, moderate and high level ratings;
- vi) Develop mitigation strategies for the listed negative environmental and social impacts that were rated as high likelihood of occurring and with a high level of impact;
- vii) Ensure engagement with local communities during the PPG phase for joint planning of local level activities, and ensure that prior informed consent mechanisms will be integrated in the project activities.

8. Completion of GEF Focal area Tracking Tools:

- i) Financial Sustainability Scorecard
- ii) Adaptation Monitoring and Assessment Tool (AMAT)

Component B: Institutional Arrangements, Monitoring and Evaluation

The outputs of Component A will be used as technical input to Component B for the formulation of the UNDP-GEF project document.

1. Project Result Framework:

The project result framework will provide detailed information on outcomes, outputs, activities, on the indicators, baseline and targets, key assumptions and risks, based on information collected as per component A of this initiation plan.

2. Monitoring and Evaluation (M&E)

The PPG phase will work on defining the M&E framework for this project. This will follow the agreed template that reflects the requirements set by the GEF M&E Policy. The roles and responsibilities will be clearly identified in this process and an M&E budget and plan will be developed. Furthermore, the M&E framework for the project should adopt principles of impact evaluation techniques so that evidence based findings emerge from the projects annual monitoring mechanisms.

3. Define Sustainability Plan:

The sustainability plan will outline the principles and guidelines for ensuring long-term sustainability of project achievements. It will also outline an exit strategy, seeking the continuation of key activities/achievements without

the need of long-term international financing and will seek for the development of a theory of change for the project. Completion of UNDP requirements on safeguards will also be necessary including preparation of risk management plan for risks identified during the preparatory phase.

4. Definition of Management Arrangements:

The organisational structure governing the project will be decided during the preparatory stage. This will include identification of the Project Board, Project Steering Committee and Project Management Unit, including coordination arrangements with relevant initiatives. A HACT and/or micro assessment of the potential implementation partner needs to be completed

5. Define Gender Mainstreaming Plan:

The gender mainstreaming plan will outline the principles and guidelines for mainstreaming gender in individual outputs, in order to ensure the equal participation of women and men in the proposed project activities and to ensure no adverse impact on either sex. A gender assessment and gender action plan needs to be completed.

6. Stakeholder Consultations during Component B:

The project preparatory stage will involve key agencies in the development of the project strategy to ensure strong national ownership. The project preparatory stage will also ensure full participation of key government representatives and other stakeholders and ensure development of the project results framework and agreement on the project objectives and outcomes.

The project preparatory stage will also undertake consultations to secure agreement(s) on project implementation arrangements - including roles, responsibilities, and accountabilities of lead and partner agencies. All the decisions and agreements of the consultations will be documented properly and presented in the final project document.

Component C: Financial Planning and Co-Financing Investments

Project preparatory stage will prepare a detailed multi-year budget following the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy.

Explore multilateral and bilateral co-financing opportunities: The project preparatory activities will include a series of consultations with partners to ensure a coherent and sustainable financing package for the project including post-GEF grant phase.

Ensure completion of required official endorsement letters: An official endorsement letter will be prepared by the GEF Operational Focal Point of the Government. A co-financing guarantee will be collected from participating government institutions, bilateral development partners, multilateral development partners and NGOs who wish to provide cash or in kind contributions to the project.

Stakeholder consultations during Component C: Involve key agencies in the development of the project strategy to ensure a strong national ownership. In close collaboration with key government representatives and other stakeholders ensure full participation in the development of the project results framework and ensure agreement on the project financed outputs and activities in the context of the Council approved project objective and outcomes (the latter cannot be changed). Undertake consultations to secure agreement(s) on project implementation arrangements; including roles, responsibilities, and accountabilities of lead and partner agencies. Document these consultations. In addition, the PPG funds will support carrying out a targeted capacity assessment of local communities to engage in climate resilient livelihood interventions.

Component D: Validation Workshop

A validation workshop will gather representatives from all relevant stakeholders to present, discuss and validate the final draft project document.

Component E: Completion of Final Documentation

i) Consolidation of all technical and consultation inputs into a clearly written UNDP Project Document (ProDoc) with all relevant sections and annexes. On the cover page it will clearly link the project to the Integrated Results and Resource

ii) Completion of a CEO endorsement request form

Note: templates may be subject to change, the person responsible for this consolidation and drafting will be required to obtain guidance from the UNDP/GEF Regional Technical Advisor and UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP CO requirements.

Total Budget and Work Plan (TBWP)

Award ID:	00093486
Project ID:	00097693
Business Unit:	SLE 10
Project Title:	Adapting to Climate Change Induced Coastal Risks management in Sierra Leone (PIMS 5178)
Implementing Partner (Executing Agency)	UNDP (Direct Implementation Modality through Sierra Leone CO)

GEF Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount US\$	Budget Note
Project preparation grant to finalize the UNDP-GEF project document for project "Adapting to Climate Change Induced Coastal Risks management in Sierra Leone"	UNDP	62160	LDCF	71200	International Consultants	42,250	A
				71300	Local Consultants	69,000	B
				71600	Travel	47,500	C
				72500	Supplies	12,250	D
				74500	Miscellaneous Expenses	3,000	E
				75700	Trainings/ Workshops	17,000	F
				71400	Contractual and individual services	9,000	G
PROJECT TOTAL					200,000		

Budget notes:

Budget Note	Items	Total Estimated Person Days	Total Estimated Budget (\$)	Estimated Daily Rate	Explanation
A	PPG Team Leader [International Consultant] – International Climate Change Adaptation and Project Development Specialist	50	27,500	550	
A	International Consultant: M&E Expert including to support with theory of change for the project	10	5,000	500	
A	International Consultant: Safeguards specialist	15	9,750	650	Please see Annex 2 for key responsibilities
B	National Consultant: Coastal Protection and adaptation planning expert	100	35,000	350	
B	National Consultant: Gender Specialist	30	10,500	350	
B	National Consultant: Economist	20	9,000	450	<ul style="list-style-type: none"> - Conduct the cost-effectiveness of the project - Conduct a cost-benefit analysis - Develop a financial appraisal
B	National Consultant: Institutions specialist	15	5,750	350	Conduct an Institutional Capacity Assessment of the Implementing Partners
B	National Consultant: Pre-feasibility assessment	25	8,750	350	Verify suitability, technical and financial feasibility of the selected adaptation options and ensure that they increase adaptive capacity and reduce long-term climate change induced vulnerability;
C	Travel		47,500		This includes expenses for: <ul style="list-style-type: none"> ▪ Field missions for both international and national consultants. ▪ Travel cost of project stakeholders: consultative workshops.
D	Supplies		12,250		Materials needed during consultations and workshop: stationaries, etc.
E	Miscellaneous Expenses		3,000		Exchange rate fluctuations, unforeseen expenses and other miscellaneous costs, etc.
F	Training/Workshops		17,000		Stakeholder consultation workshop, project appraisal and validation workshops
G	Contractual and individual services		9,000		Audit
Total PPG Budget			200,000		

Annex 1: GEF CEO PIF and PPG Approval Letter



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

Naoko Ishii
CEO and Chairperson

October 28, 2015

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

Dear Ms. Dinu:

I am pleased to inform you that I have cleared the project concept detailed below for LDCF/SCCF Council's review and consideration. I have also approved your request for project preparation grant.

Decision Sought:	Project Identification Form (PIF) Clearance for Council Approval and Project Preparation Grant (PPG) Approval
GEFSEC ID:	5902
Agency(ies):	UNDP
Agency ID:	5178 (UNDP)
Focal Area:	Climate Change
Project Type:	Full Size Project
Country(ies):	Sierra Leone
Name of Project:	Adapting to Climate Change Induced Coastal Risks management in Sierra Leone
Indicative GEF Project Grant:	\$9,975,000
Indicative Agency Fee:	\$947,625
PPG Grant:	\$200,000
PPG Agency Fee:	\$19,000
Funding Source:	Least Developed Countries Fund

Break-down of Indicative Agency Fee				
Agency	Trust Fund	40% Fees to be committed at Council Approval	Fees to be committed at CEO Endorsement	Total (US\$)
UNDP	LDCF	\$379,050	\$568,575	\$947,625

This PIF clearance and PPG approval is subject to the comments made by the GEF Secretariat in the attached project review document. It is also based on the understanding that the project is in conformity with LDCF focal areas strategies and in line with GEF/LDCF policies and procedures. Please ensure that your

1818 H Street, NW • Washington, DC 20433 • USA
Tel: +1 (202) 473 3202 - Fax: +1 (202) 522 3240
E-mail: gefcoo@thegef.org
www.thegef.org

Ms. Adriana Dinu

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October 28, 2015

final project document, with all Secretariat and Council comments fully addressed, is submitted such that CEO endorsement can be provided within 18 months of Council approval of the PIF.

Sincerely,

Handwritten signature of Naoko Ishii in black ink, appearing as 'Naoko Ishii - Jones'.

Naoko Ishii
Chief Executive Officer and Chairperson

Attachment: GEFSEC Project Review Document
Copy to: Country Operational Focal Point, GEF Agencies, STAP, Trustee

GEF ID: 5902 - Adapting to Climate Change Induced Coastal Risks management in Sierra Leone

Annex 2: Summary of Consultants Financed by the Initiation Plan

Type of Consultant	Position / Titles	\$/Person Day ¹	Estimated PDs ²	Tasks to be Performed
International Consultant (IC)	International Climate Change Adaptation and Project Development Specialist (PPG Team Leader)	550	50	<p>i) The GEF Project Development Specialist or the International Consultant (IC) will be the Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation;</p> <p>ii) Define and submit a detailed methodology and work plan in consultation with the other Consultants with clear delegation of responsibilities for the ICs and National Consultants (NCs);</p> <p>iii) Based on the inputs from national and international experts and key national stakeholders, 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; presentation of results of the incremental cost-analysis in matrices;</p> <p>iv) Based on the inputs from national and international experts and the best international practice, prepare a quantified assessment of global environmental benefits for climate change adaptation;</p> <p>v) Define and validate the project outcomes, outputs, and activities based on a logical framework analysis and project's theory of change;</p> <p>vi) Develop the results framework of the project with SMART indicators, baseline and targets;</p> <p>vii) Working with the IC and NCs, prepare the GEF tracking tool for CCA (AMAT Tracking Tool) and the Financial Sustainability Scorecard;</p> <p>viii) Ensure action points from the UNDP social and environmental screening (SES) process for the PIF stage are fully implemented during the PPG;</p> <p>ix) Develop Strategic Results Framework based on the field assessments and inputs from national stakeholders and NCs, including Project Objective, Outcomes, Outputs and indicative activities. Conduct feasibility studies for the pre-identified activities under the LDCF project and ensure compliance Full Size Project monitoring with UNDP/GEF quality requirements including the GEF AMAT Framework;</p>

Type of Consultant	Position / Titles	\$/Person Day ¹	Estimated PD _s ²	Tasks to be Performed
				<p>x) Based on the inputs from IC and NCs, conduct the selection and justification of the specific target sites in terms of vulnerability to climate change, including variability;</p> <p>xi) Oversee the definition of the project baseline (ie. Current policies, strategies, current capacities and activities, baseline M&E indicators) and contribute to the synthesis of relevant baseline information (gender-disaggregated if possible), including identification of gaps in baseline data and information and suggestions for further required studies;</p> <p>xii) Verify and validate the technical, institutional, operational and financial scope and strategy of the project as presented in the PIF;</p> <p>xiii) Define monitoring, evaluation and reporting budget and arrangements in compliance with the Full Size Project monitoring framework with UNDP/GEF quality requirement;</p> <p>xiv) Provide inputs to the project sustainability and exit strategy to ensure replication of project benefits beyond the lifetime of the project;</p> <p>xv) Develop knowledge management strategy for the project;</p> <p>xvi) Ensure that stakeholder consultations with relevant public and private authorities take place including mobilization of project beneficiaries in defining project components, including mapping climate change adaptation needs and gaps;</p> <p>xvii) Ensure that the development of the overall project framework is participatory, gender-sensitive and base on a wide range of project stakeholders/beneficiary engagements;</p> <p>xviii) Prepare project budget, including detailed co-financing arrangements for all the 3 project components and obtain the co-financing letters;</p> <p>xix) Identify possible additional opportunities for co-financing;</p> <p>xx) Consolidate inputs by IC and NCs, stakeholders and findings of the technical assessments into a full size UNDP/GEF compliant climate change adaptation project document;</p> <p>xxi) Develop the UNDP/GEF CEO endorsement document.</p>

Type of Consultant	Position / Titles	\$/Person Day ¹	Estimated PDs ²	Tasks to be Performed
International Consultant – IC2	M&E Expert	500	10	<ul style="list-style-type: none"> i) Conduct an incremental cost analysis. ii) Prepare costed M & E plan with defined indicators. iii) Provide a replication strategy for project activities; iv) Provide support for the development of a theory of change for the project that will create a durable change in the adaptation of the vulnerable population v) Analyze the data collected and write a report in 3 copies to make it available to the project focal point, the international consultant and UNDP.
International Consultant – IC3	Safeguard specialist	650	15	<ul style="list-style-type: none"> i) Use the most appropriate investigation methods to collect data on a participatory approach, with a particular focus on women groups; ii) Conduct a vulnerability assessment. Evaluation of climatic coastal risks in the different project sites and determine the level of risk for each of these sites through a detailed risk analysis. This will include the risk of coastal erosion, the sea level rise, the impacts of these climatic changes on livelihoods; iii) Conduct the full UNDP SES and compile a summary report indicating results of the PPG investigation and future actions; iv) In consultation with the IC and sectors, identify additional feasibility/baseline study that would arise from the observed risks during the PPG phase so that the feasibility studies do not have to be taken up during the project implementation.
National Consultant – NC1	Coastal Protection and Adaptation Planning Specialist	350	100	<ul style="list-style-type: none"> v) Analyze the data collected and write a report in 3 copies to make it available to the project focal point, the international consultant and UNDP. i) Use the most appropriate investigation methods to collect data on a participatory approach, with a particular focus on women groups; ii) Provide inputs to a detailed methodology and work plan for the PPG phase to the IC on coastal adaptation activities and planning as well as accessing climate information;

Type of Consultant	Position / Titles	\$/Person Day ¹	Estimated PDs ²	Tasks to be Performed
				<ul style="list-style-type: none"> iii) Conduct an assessment of the risks to the proposed project activities and identify measures to mitigate these risks; iv) In consultation with the IC and sectors, identify additional feasibility/baseline study for coastal protection (if applicable) required during the PPG phase so that the feasibility studies do not have to be taken up during the project implementation. v) Conduct a review on existing baseline projects related to coastal protection and accessing climate information, including the projects identified during the PIF stage and identify the best practices that were learned as part of these projects; vi) Evaluate the current availability of climate information for decision-making as well as vulnerable populations and assess gaps and possible improvements to identify the most suitable project interventions; vii) Conduct a cost-benefit analysis of possible adaptation options for coastal areas; viii) Provide inputs on the assessment of vulnerability of the targeted areas in the area of coastal protection and define the expected benefits from the project outcomes and outputs to reduce this vulnerability; ix) Analyze the data collected and write a report in 3 copies to make it available to the project focal point, the international consultant and UNDP.
National Consultant – NC2	Gender Specialist	0	30	<ul style="list-style-type: none"> i) Gender analysis of the project's results and resources framework to ensure project's interventions and results promote gender equality. ii) Conduct gender analysis with stakeholders using appropriate gender analysis tools. iii) Develop action plan for incorporation of gender aspects in the project, with quantifiable baseline and target indicators, as per GEF and UNDP guidance and based on the results of gender analysis. iv) Ensure project's results and resources framework promote gender equality.

Type of Consultant	Position / Titles	\$/Person Day ¹	Estimated PDs ²	Tasks to be Performed
				v) Support project formulation team to provide gender data in the development of the project document. vi) Analyze the data collected and write a report in 3 copies to make it available to the project focal point, the international consultant and UNDP.

¹ Dollar amount per person work day.

² Person work days needed to carry out the task.

Annex 3: Project Preparation Timeline

Sl.	Key Milestones	Indicative due dates	Responsible
1	Finalize Initiation Plan and Signature of IP	End-December, 2015	Signature of IP by RR after clearance by PTA
2	Announcement of consultants (2 ICs & 3 NCs) and technical/financial evaluation of the consultants. ¹	End-January, 2016	CO
4	Project formulation team in place	Week of 1 st February, 2016	CO
5	Preparation of inception note and work plan by the IC in consultation with NC & UNDP CO.	2 nd -3 rd Week of February, 2016	CO & IC
6	Desk review of all relevant documents to establish baseline information IC & NC	Week of 29 th February, 2016	CO & IC
7	First mission and stakeholder meeting <ul style="list-style-type: none"> Decide on project outcomes; assessments that will need to be undertaken for baseline and project interventions. Develop a preliminary project's results framework 	Week of 21 st March, 2016	CO, RTA, EPA-SL
8	Undertake assessment on: <ol style="list-style-type: none"> Vulnerability and risk assessment Gender analysis 	4 th April – 16 th May, 2016	National Consultant supported by IC. And in consultation with CO/RTA, EPA-SL and project partners.
9	<ul style="list-style-type: none"> Consultation meeting with Stakeholders in the targeted project sites. Broader consultation with project partners 	Week of 30 th May 2016	NC, IC, CO/RTA and EPA-SL
10	Drafting of project document based on the various assessments and stakeholder consultation.	Week of 20 th June 2016	IC supported by NC
11	Review of First draft project document.	Week of 4 th July 2016	CO/RTA and project partners.
12	Revision of first draft project document based on comments: review and refine results framework [confirmation of indicators, targets, outputs] <ul style="list-style-type: none"> Finalize management arrangements; Finalize project budget Prepare ESSP 	Week of 25 th July 2016	IC
13	<ul style="list-style-type: none"> Review and refine results framework [confirmation of indicators, targets, outputs] 	August 2016	IC & UNDP

¹ Three weeks advertisement duration for both consultancy services

Sl.	Key Milestones	Indicative due dates	Responsible
	<ul style="list-style-type: none"> Finalize management arrangements; Finalize project budget Review of ESSP 		
14	Issuance of co-financing letters from all the project partners	August 2016	IC, CO, EPA-SL
15	Submission of the 2 nd draft of the project document along with CEO endorsement to UNDP	September 2016	IC
16	Validation workshop	September 2016	IC
17	Final Project Document Submission to UNDP incorporating comments from Validation Workshop	October 2016	IC
18	Technical clearance process	October 2016	CO, RSCA & HQ
19	Revision of the project document based on feedback from UNDP-GEF	October 2016	IC
20	Submission to GEF Sec	November 2016	UNDP
21	Revision of the project document based on feedback from GEF SEC	November 2016	IC & UNDP

Annex 4: GEF Sec Review Comments and Response Matrix

Least Developed Countries Fund (LDCF)

Sierra Leone – Adapting to Climate Change induced Coastal Risks

GEFSEC Project ID: 5902, GEF Agency Project ID: 5178

GEF Agency: UNDP

Questions	Secretariat Comment at PIF/Work Program Inclusion 2	UNDP's Responses
<p>6. Is (are) the baseline project(s), including problem(s) that the baseline project(s) seek/s to address, sufficiently described and based on sound data and assumptions?</p>	<p>The revised PIF provides further information regarding the baseline scenario and associated baseline investments, particularly as these relate to Component 1.</p> <p>With respect to Component 3, however, the baseline investments mentioned as part of the Agenda for Prosperity remain unclear. The PIF does not indicate what areas would benefit from coastal adaptation works, or how those areas would be identified, and it remains unclear what baseline investments and assets would be enhanced through these works.</p> <p>In addition, the PIF could describe how the investments under the Agenda for Prosperity relate to the indicative amount of co-financing provided in Table C. \$20 million is cited, but it appears to represent a broader investment program rather than co-financing specifically associated with the proposed LDCF grant.</p> <p>Moreover, the Agenda for Prosperity would be financed through multiple sources, whereas only the national government and UNDP are found among the sources of co-financing in Table C.</p> <p>RECOMMENDED ACTION: Please address the previous recommendations (i) and (iii)</p>	<p>Specific source of co-financing under the Agenda of Prosperity and there relevance clarified under Component 3;</p> <p>The Table C is revised according to the specific source of co-financing</p>
<p>8. Are global environmental/adaptation benefits identified? (b) Is the description of the incremental/additional reasoning sound and appropriate?</p>	<p>08/07/2014 -- NOT CLEAR. Please refer to Section 6 above. The revised PIF provides a clearer additional reasoning.</p> <p>The Agency, in its response to GEFSEC comments, notes that support towards sand miner youth associations would target the Western Area Peninsula, but it does not clarify whether this is the case for the proposed soft and hard coastal adaptation works. The targeting of Component 2 also remains unclear.</p> <p>RECOMMENDED ACTION: Please address the previous recommendations (i) and (iii).</p>	<p>The proposed soft and hard coastal adaptation works will potentially intervene within the northern and southern coasts identified by NAPA and Coastal assessment studies as most vulnerable areas. Specific sites will be identified during project preparation phase. The Component 3 is revised to clarify the intervention area of adaptation works.</p>
<p>12. Is the project consistent and properly coordinated with other related initiatives in the</p>	<p>08/07/2014 -- NOT CLEAR. The revised PIF clarifies how the project relates to activities planned or carried out in support of Sierra Leone's NAP process.</p>	<p>The section A5 is revised to clarify complementarity and coordination of the two projects</p>

Questions	Secretariat Comment at PIF/Work Program Inclusion 2	UNDP's Reponses
country or in the region?	<p>The PIF also describes other LDCF investments in climate information services, but it does not clarify how coordination and complementarity with these investments would be sought through the proposed project.</p> <p>RECOMMENDED ACTION: Please address the previous recommendation (i) to what extent the proposed project would complement and build on the investments carried out under on-going the LDCF-financed project on climate information services</p>	