



18 March 2010

Dear Ms Son,

Subject: Project Preparation Grant: Thailand: Project Title: Integrated Community-Based Forest and Catchment Management through and Ecosystem Service Approach (CBFCM) - PIMS No: 4033 ATLAS BU: THA10; Proposal ID: 00059548; Project ID: 00074512

I am pleased to delegate to you the authority to sign the Initiation Plan for the above-mentioned Project Preparation Grant on behalf of UNDP and to commence implementation of the preparation of the project. As per Rule 116.05 of the UNDP Financial Regulations and Rules (Executive Board Decision 2005/1), this document becomes effective when signed by the Resident Representative. The Initiation Plan, which amounts to a total of US\$ 60,000, has received its final approval in accordance with the established GEF procedures (CEO approval letter for the PPG attached for ease of reference).

Once the project document is signed, you may request issuance of an *Authorized Spending Limit (ASL)* by submitting an Atlas-generated *Annual Work Plan (AWP)* based on the *Total Budget and Annual Work Plan* in the attached project document, along with a copy of the signed cover page, to Mr. Sameer Karki, Regional Technical Advisor in Bangkok. Please note that this project has already been assigned an Atlas Business ID: THA10, Atlas Award ID: 00059548 and Project ID No.: 00074512. Comments on the AWP will be provided within 5 working days by the UNDP-EEG Regional Technical Advisor as relevant.

Budget revisions should be forwarded to the UNDP-EEG Regional Service Center (RSC)/Regional Coordination Unit (RCU) with an explanation of the changes proposed. In this connection, please note that UNDP-EEG is not in a position to increase the budget above the amount already approved by the GEF CEO. Therefore, any over-expenditure during this initiation phase will have to be absorbed by other Country Office resources.

Ms. Gwi-Yeop Son
Resident Representative
UNDP
Bangkok, Thailand

We take the opportunity to draw your attention to the following mandatory requirements for all GEF-funded projects:

- ❖ Any changes contemplated with respect to the project objectives and outcomes will have to be discussed with and approved by the UNDP-EEG RSC/RCU, as they will have to be reported to GEF.
- ❖ The final FSP must be ready by May 2011 as recorded in the Initiation Plan. The Regional Technical Advisor will be communicating to you the expected timeline for submission of the final proposal for the purpose of internal UNDP clearance prior to submission to the GEF Secretariat.
- ❖ The final submission of the FSP that is prepared with this preparation grant, must be accompanied by a "GEF PPG Status Report", whose template can be obtained from the UNDP-GEF Programming Manual <http://intra.undp.org/gef>

Should you need clarification on the GEF Project Cycle and requirements, please consult the UNDP-GEF Programming Manual at <http://intra.undp.org/gef>.

In concluding, I would like to assure you of the UNDP-EEG Team's and my personal commitment to successful implementation of the project. The EEG Regional Service Center/Regional Coordination Unit in Bangkok is available to you for advice and technical support. Should you have any concerns or questions, please do not hesitate to contact me with your feedback on the quality of our services and suggestions for improvements.

Yours sincerely,

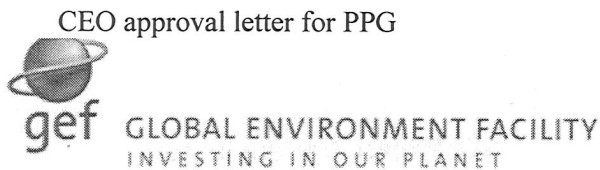


Yannick Glemarec
Executive Coordinator

cc: Mr. Ajay Chhibber, Assistant Administrator and Regional Director, RBAP
Mr. Sameer Karki, GEF Regional Technical Advisor, Bangkok

Annexes

Annex 1



Monique Barbut
Chief Executive Officer
and Chairperson

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February 17, 2010

Mr. Yannick Glemarec, 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. Glemarec:

I am pleased to approve your request for \$60,000 as a project preparation grant (PPG) for the full-sized project proposal *Thailand: SFM: Integrated Community-based Forest and Catchment Management through an Ecosystem Service Approach (CBFCM) under the Global: SFM Programme Framework for Projects under the GEF Strategy for Sustainable Forest Management* to be funded under the GEF Trust Fund (GEFTF). I am also approving the Agency fee of \$6,000 for project cycle management services associated with the PPG.

This approval is based on the following understandings and milestones:

- (i) During preparation of the full-sized project proposal, the comments of the GEF Council, the GEF Secretariat, the STAP, the GEF Agencies and the relevant Convention Secretariat, will be taken into account.
- (ii) A final full-sized document will be submitted for CEO endorsement no later than May 2011; and
- (iii) A report on the use of the GEF project preparation grant will be submitted to the GEF Secretariat when submitting the final project document for CEO endorsement.

If any of these understandings or milestones is not achieved, you are requested to inform me as early as possible so that I consult with the beneficiary country and your agency. Thereafter, I may agree to revise milestones or cancel the project proposal from the GEF pipeline and to recommend to the agency that the associated project preparation grant be cancelled.

Please ensure that your grant agreements continue to fully reflect these understandings. I am attaching a copy of the project tracking sheet for your records.

Sincerely




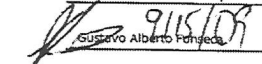
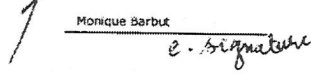

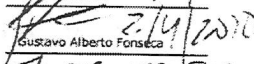
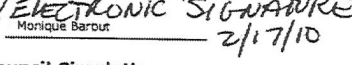
Attachment: GEF Project Tracking Sheet, GEFSEC Review Sheet
Copy: Country Operational Focal Point, GEF Agencies, STAP, Trustee

Multi Focal Area
 OP: Oper Program

PMIS Project ID: 3445
 UNDP/UNEP

GEF Project Tracking System
Project Clearance/Approval

Thailand: SFM: Integrated Community-based Forest and Catchment Management through an Ecosystem Service Approach (CBFCM)

| Authority | GEF Contribution (US\$) | Total Cost (US\$) | Requested Action | Signature | Date |
|---------------------------------|--------------------------------|----------------------------------|--|---|----------|
| PIF Clearance | \$1,758,182 | \$12,518,182 | | | |
| Program Manager | | | Recommendation |  | 9/15/09 |
| Team Leader | | | Clearance |  | |
| CEO | | | Approval |  | |
| PPG Approval | \$60,000 \$6,000 | \$120,000 \$75,000 | | | |
| PPG Fees | \$6,000 | | | | |
| Program Manager | | | Recommendation |  | 2/4/10 |
| Team Leader | | | Clearance |  | 2/4/2010 |
| CEO | | | Approval |  | 2/17/10 |
| Work Program Inclusion | \$1,758,182 | \$12,518,182 | CEO Clearance/Council Circulation | | |
| Agency Fee (at WPI) | \$175,818 | | | | |
| Council Approval | | | | | |
| Endorsement w/o PPG | | | | | |
| Agency Fee (at CEO Endorsement) | | | | | |
| Program Manager | | | Recommendation | Yoko Watanabe | |
| Team Leader | | | Clearance | Gustavo Alberto Fonseca | |
| CEO | | | Council Notification | | |
| CEO | | | Approval | Monique Barbut | |

Annex 2: UNDP Environment and Energy Group - Project Support Services

| Stage | Country Office | EEG | |
|--|---|---|---|
| Identification, Sourcing and Screening of Ideas | Identify project ideas as part of country programming | Provide information on substantive issues and specialized funding opportunities (SOFs) | |
| | | Verify soundness and potential eligibility of identified idea | |
| Feasibility Assessment / Due Diligence Review | Assist proponent to formulate project idea / prepare project idea paper | Technical support: provide up-front guidance; sourcing of technical expertise; verification of technical reports and project conceptualization; guidance on SOF expectations and requirements | |
| | Review and appraise project idea | Provide detailed screening against technical, financial, social and risk criteria and provide statement of likely eligibility against identified SOF | |
| | Assist proponent to identify and negotiate with relevant partners, cofinanciers, etc | Assist in identifying technical partners; Validate partner technical abilities. | |
| | Obtain clearances – Government, UNDP, Executing Agency, LPAC, cofinanciers, etc.; monitor project milestones | Obtain clearances – SOF | |
| | | | |
| Development & Preparation | Management and financial oversight of Initiation Plan | Technical support, backstopping and troubleshooting | |
| | Support project development, assist proponent to identify and negotiate with relevant partners, cofinanciers, etc | Technical support: sourcing of technical expertise; verification of technical reports and project conceptualization; guidance on SOF expectations and requirements | |
| | Review, appraise, finalize Project Document | Verify technical soundness, quality of preparation, and match with SOF expectations | |
| | Negotiate and obtain clearances – Government, UNDP, Executing Agency, LPAC, cofinanciers, etc | Negotiate and obtain clearances by SOF | |
| | Respond to information requests, arrange revisions etc. | Respond to information requests, arrange revisions etc. | |
| | Prepare operational and financial reports on development stage as needed | Verify technical soundness, quality of preparation, and match with SOF expectations | |
| | Implementation | Management Oversight and support | Technical and SOF Oversight and support |
| | | Project Launch | Technical support in preparing TOR and verifying expertise for technical positions. Verification of technical validity / match with SOF expectations of inception report. Participate in Inception Workshop |
| | | Policy negotiations | Technical information and support as needed |
| | Steering Committee meetings | Technical support, participation as necessary | |

| Stage | Country Office | EEG |
|---------------------------------|--|--|
| | Issuance of AWP, monitor implementation of the work plan and timetable, budget revisions as necessary | Advisory services as required |
| | Financial management – Conducting budget revisions, verifying expenditures, advancing funds, issuing combined delivery reports, ensuring no over-expenditure of budget | Allocation of ASLs |
| | Technical, managerial and financial backstopping, problem identification & troubleshooting | Technical support and troubleshooting, Support missions as necessary. |
| | Annual site visits – at least one site visit per year, report to be circulated no later than 2 weeks after visit completion | Project visits – at least one technical support visit per year. |
| | Reviewing, editing, responding to project reports; monitoring project milestones | Technical support, validation, quality assurance |
| | Ensuring necessary audits | |
| | Final budget revision and financial closure (within 12 months after operational completion). | Return of unspent funds |
| Evaluation and Reporting | Preparation and completion of Annual Reports, final reports, tracking substantive indicators | Technical support, progress monitoring, validation, quality assurance |
| | Organize project review arrangements, such as steering committee meetings, as outlined in project document and agreed with UNDP EEG RSC/RCU | Technical support, participation as necessary |
| | Arrange mid-term, final, and other evaluations – prepare TOR, hire personnel, plan and facilitate mission / meetings / debriefing, circulate draft and final reports. | Technical support in preparing TOR and verifying expertise for technical positions. Verification of technical validity / match with SOF expectations of inception report. Participate in briefing / debriefing |
| | | Technical analysis, compilation of lessons, validation of results |
| | | Dissemination of technical findings |

Service standards:

1. initial response to communication within 2 working days
2. full response to communication (with the exception of a response requiring travel) within 10 working days