



**INITIATION PLAN  
FOR A GEF PROJECT PREPARATION GRANT (PPG)**

<b>Project Title: Conservation and Sustainable Use of Globally Important Agro-biodiversity</b>	
<b>Country: Azerbaijan</b>	
<b>Initiation Plan Start Date: 1 December 2014</b>	
<b>Initiation Plan End Date: 30 November 2015</b>	
<b>CPAP Programme Component: Environmental and Sustainable Development</b> <b>ATLAS Project Award: 00082711</b> <b>ATLAS Project ID: 00091504</b> <b>PIMS Project ID: 5482</b> <b>Management Arrangement: Direct Implementation</b>	<b>Total budget: US\$ 160,000</b>  <b>Allocated resources:</b> <ul style="list-style-type: none"><li>• GEF US\$ 150,000</li><li>• UNDP US\$ 10,000</li></ul>

**AGREED BY UNDP RESIDENT REPRESENTATIVE**

*Antonius Broek*  
*Resident Representative*

*Signature*

*01/12/2014*  
Date: *day/month/year*

#### A. Brief Description of Initiation Plan:

During the initiation plan period, a number of studies and stakeholder consultations will be undertaken with the view to further develop the approved project concept (see GEF PIF attached in Annex 1) into a fully formulated project document. The final output of the initiation plan will be a [UNDP-GEF project document](#) and [GEF CEO endorsement template](#) ready for submission to UNDP and GEF.

#### B. Project preparation activities:

##### A. Component A: Technical review

- I. Baseline studies: The baseline studies will help to further refine and better target the activities under the three project outcomes and components envisaged in the PIF. Specifically, the studies will help identify the pockets of high concentration of traditional crops and actual areas for seed planting; explore feasibility of establishing genetic databank and seed depository. The studies are also expected to analyse various options for the establishment of the Regional Association of Small-Scale farmers and give a more in-depth understanding of legal barriers to be addressed at the full stage of the project.
- II. Studies to address any opportunities/risks identified during an environmental and social screening of the project proposal: see attached pre-screening.
- III. Identification of specific sites for intervention
- IV. Integration with development plans, policies, budgets and complementary projects: During the initiation stage, the project will conduct a detailed review of the existing and future plans, policies and projects contributing to the objective of agro-biodiversity conservation and use. The project will also hold consultations with key Ministries, international organizations and other relevant stakeholders to identify ways to integrate this project with national programmes and other relevant initiatives.
- V. Completion of GEF-6 focal area tracking tools: Tracking Tool for Biodiversity projects under Objective 3, Program 7; and Tracking Tool for Land Degradation projects.
- VI. Stakeholder consultations during technical review: Mobilize and engage stakeholders during project design. Negotiate partnerships with on-going projects to align their activities and the project to build synergies. Document these consultations.

##### B. 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.

- I. Finalization of project results framework: Further define the results framework with appropriate objective-level and outcome-level quantitative and qualitative SMARTError! Bookmark not defined. indicators, and end-of-project targets. Special attention will be made to include socio-economic and sex disaggregated indicators.
- II. Definition of monitoring and evaluation (M&E): A detailed M&E work plan will be developed, including clear identification of responsibilities and accountabilities, as well as an appropriate M&E budget. The plan will be based on the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy.

- III. **Define sustainability plan:** The sustainability plan will outline the principles and guidelines for ensuring the 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.
  - IV. **Definition of management arrangements:** The organisational structure governing the project will be decided. This will include identification of the project board.
  - V. **Stakeholder consultations during Component B:** 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 objectives and outcomes. Undertake consultations to secure agreement(s) on project implementation arrangements, including roles, responsibilities, and accountabilities of lead and partner agencies. Document these consultations.
- C. Component C: Financial planning and co-financing investments:
- I. **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.
  - II. **Explore multilateral and bilateral co-financing opportunities:** Undertake series of consultations with partners to ensure a coherent and sustainable financing package for the project including post- GEF grant phase.
  - III. **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.
  - IV. **Stakeholder consultations during Component C:** The project will support stakeholder consultations at four levels: i) central level involving the Ministry of Agriculture, Ministry of Ecology and Natural Resources, Ministry of Economy and Industry, State Committee on Land and Cartography; ii) local level involving regional executive authorities in the project's selected provinces; iii) at the community level involving farmers and local communities; iv) non-governmental organizations and academia. The consultations will provide inputs into the design and implementation of the FSP.
- D. Component D: Validation workshop  
 A validation workshop will gather representatives from all relevant stakeholders to present, discuss and validate the final draft project document.



C. Project preparation activities work plan, timeframe, responsibilities and budget:

PPG Activity	Timeframe (in months) <sup>1</sup>												Responsibility	Budget	
	1	2	3	4	5	6	7	8	9	10	11	12			
Component A														UNDP	US\$ 85,000
Component B														UNDP	US\$ 45,000
Component C														UNDP	US\$ 20,000
Component D														UNDP	US\$ 10,000

D. Total Budget and Work Plan :

Award ID:	00082711
Award Title:	Conservation and Sustainable Use of Globally Important Agro-biodiversity
Business Unit:	AZE10
Project Title:	Conservation and Sustainable Use of Globally Important Agro-biodiversity
Project ID:	00091504
Implementing Partner (Executing Agency)	UNDP

GEF Outcome/Atlas Activity	Responsible Party/	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount US\$	Budget Notes
Project preparation grant to finalize the UNDP-GEF project document for project "Conservation and Sustainable Use of Globally Important Agro-biodiversity"	UNDP	62000	GEF TRUSTEE	71200	International Consultants	45,000	1
				71300	Local Consultants	53,000	2
				71400	Contractual services - individuals	10,000	3
				72100	Contractual services - companies	25,000	4
				74200	Audio visual cost	2,500	5
				71600	Travel	7,500	6
				72500	Supplies	1,500	7
				74500	Miscellaneous Expenses	1,000	8
				72400	Communication	500	9

<sup>1</sup> if an FSP project please add additional six months noting 18 month deadline between GEF approval of the PIF and GEF CEO endorsement of the project document

			75700	Trainings, workshops	4,000	10
	UNDP	04000	71300	Local consultants	10,000	2
				<b>PROJECT TOTAL</b>	<b>160,000</b>	

**BUDGET NOTES:**

1. This line will be used to pay the international consultant who will draft the full-size project proposal. There will be two international consultants involved: 1) an international consultant on agrobiodiversity to guide the local team (20 w/d x USD 400 plus cost of two missions), and 2) an international consultant on overall planning, coordination, and project writing (50 w/d x USD 600 plus cost of two missions).
2. This line will be used to pay the team of local consultants who will provide inputs into the project proposal. The project will involve: 1) Lead local consultant (100 w/d x USD 250); 2) consultant on genetic resources (50 w/d x USD 200); 3) Legal/institutional consultant (40 w/d x USD 200), 4) land degradation consultant (50 w/d x USD 200); 5) economist/marketing specialist (50 w/d x USD 200).
3. This line will be used to pay for administrative support
4. This line will be used to pay a company for preparation of GIS maps on project target regions, classification of agricultural lands, demarcation of pilot reserves
5. This line will be used to cover translation, printing
6. This line will be used to cover the local travel to the project sites in the regions
7. This line will be used to cover the costs of office supplies for the team of consultants (stationery, cartridges etc.)
8. This line will be used to cover miscellaneous expenses e.g. bank charges etc
9. This line will be used to cover the cost of internet, phones and other means of communication
10. This line will be used to cover all expenses related to the organization of workshops, meetings, consultations



**GLOBAL ENVIRONMENT FACILITY**  
**INVESTING IN OUR PLANET**

Naoko Ishii  
 CEO and Chairperson

September 04,2014

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 inclusion in the upcoming work program. I have also approved your request for project preparation grant.

Decision Sought:	Project Identification Form (PIF) Clearance for Work Program Inclusion and Project Preparation Grant (PPG) Approval			
GEFSECID:	6943			
Agency(ies):	UNDP			
Agency ID:	5482 (UNDP)			
Focal Area:	Multi Focal Area			
Project Type:	Full Size Project			
Country(ies ):	Azerbaijan			
Name of Project:	Conservation and Sustainable Use of Globally Important Agro-bi odiversity			
Indicative GEF Project Grant:	\$4,160,502			
Indicative Agency Fee:	\$395,248			
PPG Grant:	\$150,000			
PPG Agency Fee:	\$14,250			
Funding Source:	GEF Trust 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	GET		\$237,149	\$395,248

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 GEF focal areas strategies and in line with GEF policies and procedures. Please submit your final project document for my endorsement no later than 18 months after Council approval of the work program.

Sincerely,



Naoko Ishii

Chief Executive Officer and Chairperson  
Global environment Facility

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

GEF ID: 6943 - Conservation and Sustainable Use of Globally Important Agro-biodiversity



**Annex 2: Summary of Consultants Financed by the Initiation Plan** this section is not mandatory and the suggested table can be kept or removed at the discretion of the RTA. It is however very useful to guide the COs in preparing the TORs.

<b>Summary Tasks to be Performed</b>	
<b>Local Consultants</b>	
<b>National Team Leader</b>	<ul style="list-style-type: none"> <li>• Participate in the selection of the local team of consultants and preparation of their TORs</li> <li>• Provide guidance and coordinate inputs of the local team of consultants into the project document, organize regular meetings and maintain effective communication between the team members</li> <li>• Prepare action plan identifying inputs, timeframe, responsible persons, and deliverables in line with the overall project implementation calendar</li> <li>• Jointly with the International Consultant, ensure timely and qualitative submission of the reports by the local consultants team</li> <li>• Provide overall support to the team members in data collection</li> <li>• Organize consultations among the key stakeholders including central and local authorities, project beneficiaries and others as deemed relevant, to agree on the approaches and implementation arrangements for the project activities</li> <li>• Within his/her of expertise, provide inputs into the project document preparation and GEF Tracking Tools for Biodiversity and Land Degradation</li> <li>• Monitor the process and outline the key lessons learned from independent monitoring process</li> </ul>
<b>Team Assistant</b>	<ul style="list-style-type: none"> <li>• Provide administrative assistance in the management of the project according to the project document and UNDP Programme and Operational Policies and Procedures</li> <li>• Undertake preparatory work for procurement of goods and services, as envisages in the project Plan</li> <li>• Provide support in the organization of project events, including workshops, meetings and missions of international expert, as required</li> <li>• Prepare routine project correspondence</li> <li>• Prepare and follow on Requests for Direct payment</li> <li>• Maintain project filing system in an impeccable order</li> <li>• Ensure financial project management in line with the project budget</li> <li>• Assist in translation of project related materials and provide consecutive interpretation during meetings, if required</li> <li>• Perform any other administrative tasks, as required</li> </ul>
<b>Consultant on Genetic Resources</b>	<ul style="list-style-type: none"> <li>• Collect information on local agro-biodiversity status in the project target area</li> <li>• Collect and analyze information on varieties identified in the PIF document, including diversity and risk to genetic resources, causes of genetic erosion</li> <li>• Select areas and prepare description of areas where Crop Wild Relatives mini-reserve will be established (in total 70 ha) and provide scientific justification for the selected areas</li> <li>• Prepare detailed step-by-step action plan for the establishment of the mini-reserves</li> <li>• Prepare action plan for the establishment of the Native Seed Depository (Genebank) – which seeds, who will store them, in what quantities, how they will be harvested, etc.</li> <li>• Prepare action plan for the local seed distribution system.</li> <li>• Prepare action plan for the launch of the vocational training program</li> <li>• Define agro biodiversity indicators (baseline and targets) for the Incremental Cost table A.1.4</li> <li>• Define working mechanism/structure with relevant stakeholders/agricultural programmes on agrobiodiversity management</li> </ul>
<b>Legal/institutional consultant</b>	<ul style="list-style-type: none"> <li>• Review of relevant legislative framework of other countries from agrobiodiversity perspectives</li> <li>• Define current law and state programmers on agro biodiversity protection and its relevance to the proposed project</li> <li>• Prepare recommendations on the required legislative framework responding to the evolving needs of communities, local authorities and related central bodies</li> <li>• Prepare action plan and legal framework for creation of Regional Association of Small Scale Farmers</li> <li>• Prepare detailed functioning structure and legal base of Rayon Agricultural Centers</li> </ul>

## Summary Tasks to be Performed

- Develop the structure for subsidizing of highly degraded land owners/farmers willing to apply local agro-biodiversity products

### Land degradation consultant

- Identify major soil types and their properties in the project targeted regions
- Produce soil maps of the respective areas
- Identify the nature and trends in soil degradation in the targeted regions
- Develop sustainable land management plan via application of local plant varieties
- Define land degradation indicators (baseline and targets) for the Incremental Cost table A.1.4
- Define training topics on land management for farmers
- Analyze the causes of soil degradation and describe current and proposed soil management practices

### Economy/Marketing Specialist

- Undertake SWOT analysis of local market for the local crop/cereals varieties in the project targeted regions;
- Prepare marketing plan and approach for branding of local crop/cereal varieties in local and international markets
- Define value chain members for local agrobiodiversity products
- Define cooperation and coordination mechanism with relevant projects (FAO, WB and others)
- Develop gender indicators for the project
- Carry out the needs assessment of relevant stakeholders, define the educational need of all stakeholders of the supply chain
- Develop the marketing plan and strategy for sale of products
- Develop and prepare budget for the establishment of regional centers, farm associations
- Prepare and develop budget for implementation of marketing strategy and plan

### GIS expert

- Undertake demarcation/mapping of project area including mini-reserves
- Develop country agrobiodiversity map
- To digitize a demographic, soil classification, land use and erosion maps based on materials provided by genetic resource consultant and land degradation consultant

## International consultants

### International Project Development consultant

The international consultant/s will support with: i) assistance to and peer review of the various outputs of local consultants; ii) provision of international references for specific questions; iii) development of detailed project design framework with component and sub-components, including full cost estimates; iv) finalization of full-sized project proposal and related GEF submission materials; iv) liaison with the Implementing Agency and parallel bilateral initiatives as requested; v) advice to the government on project implementation strategy as necessary. The Consultant/s will work closely with local team of experts as coordinated by UNDP and will perform the following duties:

- To address comments from the GEFSEC, STAP reviewers and GEF Council Members on the proposal during submission and final approval processes (including the case if approval period will exceed contracting period);
- To assist in the development of the detailed PPG work plan, scope for the expert group and consultancy services, as well as implementation guidance in general;
- To draft and finalize GEF Full-Sized Project CEO endorsement proposal in the required format and related documentation for further submission to the GEF by the Implementing agency, that will include:
  - assistance with formulation of the project Logical framework in line with STAP comment, namely specifying the outcome and output indicators; Assistance in addressing other STAP comments.
  - conducting detailed incremental-cost analysis as per GEF guidance: 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; Assessment of the social and financial sustainability of proposed project

**Summary Tasks to be Performed**

- activities;
- quantification of community (and gender) benefits; Quantification and detailed presentation of the global environmental benefits of the project;
- thorough risk analysis and development of risk mitigation strategy for the project;
- quantified presentation of global environmental benefits for biodiversity, and land degradation;
- definition of the replication strategy for project activities;
- development of the project monitoring and evaluation plan, and budget; provision of input into formulation of ToRs for the key consultants/contracts to be employed by the project;
- provision of input into preparation of the relevant tracking tools (BD, LD). This will include detailed description of the baseline and setting the respective indicators for each of the tracking tools;
- supporting into capacity building scope formulation.

