**Agreed by UNDP Resident Representative**

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| --- | --- | --- |
| *Ms. Sezin Sinanoglu* | *Signature* | Date*: XX/06/2016* |
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***INITIATION PLAN TEMPLATE***

***for a GEF Project Preparation Grant (PPG)***

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 Total budget:  **US$ 49 076**

Allocated resources:

* GEF US$ 49 076
* LDCF US$
* SCCF US$
* NPIF US$
* Government US$
* UNDP US$

CPAP Programme Component: By 2019, legal and strategic frameworks are enhanced and operationalized to ensure sustainable management of natural, cultural and energy resources

ATLAS Project Award: 00094434

ATLAS Project ID: 00098530

PIMS Project ID: 5646

Management Arrangement: DIM

**Project Title: Catalyzing environmental finance for low-carbon urban development**

**Country: Bosnia and Herzegovina**

**Initiation Plan Start Date: June 2016**

**Initiation Plan End Date: March 2017**

1. **Brief Description of Initiation Plan:**

The objective of the PPG is to receive support for preparation of the full-sized project *“Catalyzing environmental finance for low-carbon urban development”* intended to leverage investment in low-carbon urban development (LCUD) in Bosnia and Herzegovina thereby promoting safer, cleaner, and healthier cities and reducing GHG emissions. The project aims to pilot application of performance-based financing of low-carbon urban projects. Also, it seeks to identify linkages and achieve synergies between various climate change mitigation actions in cities by introducing and promoting “green building” concept and low-carbon transport scheme for waste management. Partnering with key environmental finance institutions and key municipality authorities, it is framed around four main components, each building upon associated baseline projects and initiatives:

1. **Innovative financing mechanisms for low-carbon urban development**
2. **Low-carbon public buildings and utilities**
3. **Low-carbon transport and logistics for waste management**
4. **National and sectoral policies, institutional coordination and awareness raising on low-carbon urban developmen**t

The Preparation Grant for the Project shall establish the baseline, collate and analyze the primary and secondary information and strengthen the additionally argument for the project through a number of relevant studies and stakeholders consultation with a view to further develop the approved project concept into a fully formulated project document.

The final output of the initiation plan will be an UNDP-GEF project document and GEF CEO Endorsement request, together with Environmental and social screening checklist (ESSP) and relevant baseline GEF Tracking tool ready for submission to UNDP and GEF by the end of March 2017.

The Initiation Plan will be executed by UNDP BiH Country Office in close cooperation with the Bosnia and Herzegovina Ministry of Foreign Trade and Economic Relations and other relevant stakeholders. UNDP CO B&H will lead the project development process and manage the PPG budget in close collaboration with the national authorities. The PPG Atlas budget is presented in the Section D: “Total Budget and Work Plan”. UNDP CO B&H will be responsible for the procurement of PPG team composed of local and international consultants, developing TORs, arranging travel and meetings, and maintaining project disbursements. In the course of implementation the quality assurance and technical advice will be sought from the Istanbul Regional Hub UNDP/GEF team, as required.

Regular consultations (working meetings) will be carried out among key project stakeholders to plan and manage project preparation activities. These consultations will also serve to confirm the amount of co-financing to support the project activities. During the initiation plan period, a number of studies will also be undertaken with the view to further develop the project concept that has been approved (see GEF CEO Approval letter attached as 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.

1. **Project preparation activities:**
2. Component A: Technical review
	1. Baseline studies:

Baseline studies will be undertaken to review and assess the individual, institutional, and systemic capacities that will inform the strategic and technical design of the project.

The PPG budget is allocated for local consultants to review and assess the current situation, documents, strategic/policy and legislative framework in B&H, including references to relevant international trends and goals relevant to the objective of the project, including B&H existing financial mechanisms in the areas of:

* + - Energy use and GHG emissions in the building sector and water supply
		- GHG emissions from urban and peri-urban transport
		- Urban waste management

Each study should contain following information:

* + Status of municipal GHG inventories and summary of municipal GHG emissions by sector/source in BiH
	+ Status of preparation and implementation of the municipal SEAPs
	+ Information about current level of investment by type (grant, loans, equity, etc.) and sources (public, private, donors) in low-carbon urban development
	+ Information on existing policies, legal, regulatory and institutional framework for municipal investment in low-carbon projects (e.g. energy efficiency, renewable energy, waste management and sustainable transport at municipal level);
	+ Information about relevant baseline projects and initiatives funded by the Government, municipalities and development actors (donors and IFIs)

Additionally, one of the four baseline studies will also include an assessment report related to integration of gender issues within the project design, as follows:

* + - Gender assessment report

A comprehensive gender assessment will be conducted in the proposed target areas to ensure that the project design is adequately covering women and men’s disaggregated needs). The data on project target areas shall ensure that the project design is adequately covering women and men’s disaggregated needs.

* 1. Studies to address any opportunities/risks identified during an environmental and social screening of the project proposal. Based on the completion of SESP (Social and Environmental Screening Procedure) Template the climate-related risk will need to be more carefully assessed at PPG stage. The project will work closely with UNDP-SCCF project addressing resilience issues at municipal level to identify most critical risks and potential measures to address them within the scope of proposed project. One of the proposed measures is to support review of land-use planning policies and regulations in BiH jointly with UNDP-SCCF and come up with revisions incorporating various sustainability aspects in urban land-use planning, including low-carbon and climate resilience.
	2. Identification of specific sites for intervention

-The project will aim to cover all urban municipalities in BiH with a target to reach out and facilitate new and additional investment in up to 6 municipalities. The project will aim to work at municipal level with relevant authorities to help identify and implement flagship investment projects in the following priority climate change mitigation sectors a) low-carbon municipal buildings and utilities; b) low-carbon waste management; c) low-carbon transport and logistics for waste management. Replication of these flagship investment projects will be promoted with aide of financing mechanisms set up in collaboration with EFs (Environmental Funds). Additionally, also based on the results of flagship projects, activities of the project will include preparation of municipal investment programs to scale-up pilot actions and relevant policy recommendations for adoption at appropriate government levels in BiH. Hence, this component of baseline review will assess activities (policy level, programmatic, projects and technical solutions) at the level of local self-government, as well as the activities of other relevant stakeholders, in the specified thematic areas. This review will take into account the analysis of municipalities’ readiness to participate actively in activities relevant to contributing to low-carbon urban development.

- Organization of technical consultation workshop with participation of representatives of local self-governments, relevant state institutions and other stakeholders (business representatives, scientific/research community, CSOs etc.) to present the potential activities and seek initial expression of interest in low-carbon urban development innovative solutions for mitigating climate change at local level;

1. Integration with development plans, policies, budgets and complementary projects.

This section will include an overview and assessment of the following components:

- Map current and projected donor activity in Bosnia and Herzegovina of relevance to climate change mitigation aspects of the planned project activities.

- Design a detailed project strategy for mainstreaming low-carbon urban development initiatives and approaches into policies, energy related policies, programmes and portfolio of projects related to energy, environment and DRR;

- Determine the linkages between and amongst the project partners, and between competent institutions, such as Ministries of Foreign Trade and Economic Relations, Ministry for Spatial Planning, Construction and Ecology of RS, Ministry of Environment and Tourism of FBiH, as well as key environmental finance institutions such as entity Funds for environmental protection and development banks, as well as other appropriate agencies and departments, as well as business community, research and academic institutions and CSOs; and identify the possible synergies between the proposed GEF project and ongoing initiatives;

1. Completion of GEF focal area tracking tool: GHG Tracking tool
2. 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.
3. 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. Finalization of project results framework: Further define the results framework with appropriate objective-level and outcome-level quantitative and qualitative SMART2 indicators, and end-of-project targets. Special attention will be made to include socio-economic and sex disaggregated indicators.
	2. 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.
	3. 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.
	4. Definition of management arrangements: The organisational structure governing the project will be decided. This will include identification of the project board as well as establishment of other possible coordination bodies in order to secure continuous engagement of all relevant decision-makers at national and local level, and to ensure sustainability of project results after finalisation of this particular project.
	5. 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.
1. Component C: Financial planning and co-financing investments:
2. 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.
3. 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.
4. Ensure completion of required official endorsement letters: An official endorsement letter has been 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.
5. Stakeholder consultations during Component C: Stakeholder consultations will be conducted at the national and local levels involving all the key stakeholders identified during the PIF preparation and PPG implementation stages that will be involved in project implementation and will provide national cofinancing.
6. Component D: Validation workshop

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

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

• A detailed work plan with detailed roles and responsibilities for project implementation;

• A targeted, in-depth analysis of the baseline situation and needs;

• An updated report on the partnership and co-financing opportunities for the proposed project;

• Explicit specification of all capacity development activities to be financed under the project;

• A detailed breakdown of the project strategy using the Logical Framework Approach (log frame);

• A detailed monitoring and evaluation plan for the project that builds upon the log frame;

• A stakeholder participation plan;

• Completed and signed UNDP Environmental and Social Screening Checklist;

• Completed GHG tracking tool, and other required annexes to the project document;

* Signed Standard Letter of Agreement on Direct Project Costs;

• Collected and signed letters confirming co-financing commitments from identified key stakeholders;

• Full-Size Project document and Request for CEO Endorsement per GEF and UNDP formatting and submission requirements;

• Terms of Reference for key project staff, project management committee and key consultants.

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

|  |  |  |
| --- | --- | --- |
| **PPG Activity** | **Time frame in months (2016/2017)** | **Budget** |
|  |  |  |
|  | **June** | **July** | **Aug** | **Sept** | **Nov** | **Dec** | **Jan** |  | **US$** |
| **Baseline Studies** |  |  |  |  |  |  |  | **UNDP** | **22,000** |
| **Stakeholder consultations** |  |  |  |  |  |  |  | **UNDP** | **10,000** |
| **Project Document/CEO Approval request preparation** |  |  |  |  |  |  |  | **UNDP** | **10,000** |
| **Inception & Validation Workshop** |  |  |  |  |  |  |  | **UNDP** | **7,076** |

1. **Total Budget and Work Plan: :**

|  |  |
| --- | --- |
| **Award ID:**  | 00094434 |
| **Award Title:** | **Catalyzing environmental finance for low-carbon urban development** |
| **Business Unit:** | BiH |
| **Project Title:** | **Catalyzing environmental finance for low-carbon urban development** |
| **Project ID:**  | 00098530 |
| **Implementing Partner (Executing Agency)**  | UNDP Bosnia and Herzegovina |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 “Catalyzing environmental finance for low-carbon urban development”** | **UNDP** | **62000** | **GEF TRUSTEE** | 71200 | International Consultants | **35 000** | 1 |
| 71300 | Local Consultants |  **8 000** | 2 |
| 71600 | Travel |  **2 300** | 3 |
| 74500 | Miscellaneous Expenses |  **1 400** | 4 |
| 75700 | Training, Workshops and Confer |  **2 376** | 5 |
|  |  |  |  |  | **PROJECT TOTAL** | **49 076** |  |

**Budget Notes:**

1. Fee for one international consultant over a period of 6 months (See TOR below)

2. Fee for four local technical consultants (See TORs below)

3. Travel for: (1) Airfare and DSA for the international consultant (Stakeholder Consultations);

 (2) Local travel of experts and

 (3) Participation of representatives, as appropriate, to inception and validation workshops

4. Miscellaneous cost, e.g: Communication, translation and printing cost

5. Stakeholder consultation and validation meetings costs: Venue, facilitation, interpretation as necessary, and materials

A**nnex 1: GEF CEO PIF approval letter** 

**Annex 2: Summary of Consultants Financed by the Initiation Plan**

| **Summary Tasks to be Performed** |
| --- |
| **Local Consultants** |
| **National consultant – Energy expert**The main responsibility of the energy expert would be to compile a baseline overview and assessment of the energy use and GHG emissions in building sector and water supply of B&H. This includes the following tasks:* Status of municipal GHG inventories and summary of municipal GHG emissions by sector/source in BiH
* Information about current level of investment by type (grant, loans, equity, etc) and sources (public, private, donors) in low-carbon urban development
* Information on existing policies, legal, regulatory and institutional framework for municipal investment in low-carbon projects (e.g. energy efficiency, renewable energy)
* Information about relevant baseline projects and initiatives funded by the Government, municipalities and development actors (donors and IFIs)
* Review and analyse priorities and needs of local self-governments in the energy and water consumption sectors
* Define the structure and propose operational options and institutional coordination for the best low-carbon practices within the building and water consumption sector; for the purpose of implementation of the project,
* Design a project strategy for raising the awareness and capacities of local self-governments and other stakeholders (such as businesses, scientific community, CSOs etc.) on technical innovative solutions for best low-carbon practices and financing mechanisms;
* Assist in stakeholder consultations if needed;
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| **National consultant – Expert for transport**The main responsibility of the expert for transport would be to compile a baseline overview and assessment related to of the potential of a modal shift from old, inefficient individual vehicles towards modern, public and non-motorized travel options in B&H including transport optimization through continuous traffic flow of the “green wave” and potential for GHG emission reduction from urban and peri-urban transport. This includes the following tasks:* Status of municipal GHG inventories and summary of municipal GHG emissions by sector/source in BiH
* Information about current level of investment by type (grant, loans, equity, etc.) and sources (public, private, donors) in low-carbon urban development
* Information on existing policies, legal, regulatory and institutional framework for municipal investment in low-carbon projects (sustainable transport at municipal level);
* Information about relevant baseline projects and initiatives funded by the Government, municipalities and development actors (donors and IFIs)
* Review and analyse priorities and needs of local self-governments relevant to urban and peri-urban transport
* Define the structure and propose operational options and institutional coordination for the best low-carbon practices within the transport sector; for the purpose of implementation of the project,
* Design a project strategy for raising the awareness and capacities of local self-governments and other stakeholders (such as businesses, scientific community, CSOs etc.) on technical innovative solutions for best low-carbon practices and financing mechanisms;
* Assist in stakeholder consultations if needed;
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| **National consultant – Environmental/waste expert**The main responsibility of the Environmental/waste expert would be to compile a baseline overview and assessment related to the potentials and approaches to the improved waste management practices, such as reduction of waste volumes, recycling, energy generation and improved logistic of waste collection and transportation in B&H, including its impact on emission reductions even beyond the waste sector, leading to other global and local environmental benefits. This includes the following tasks:* Status of municipal GHG inventories and summary of municipal GHG emissions by sector/source in BiH
* Information about current level of investment by type (grant, loans, equity, etc) and sources (public, private, donors) in low-carbon urban development
* Information on existing policies, legal, regulatory and institutional framework for municipal investment in low-carbon projects (sustainable transport at municipal level);
* Information about relevant baseline projects and initiatives funded by the Government, municipalities and development actors (donors and IFIs)
* Review and analyse priorities and needs of local self-governments in the waste sector
* Define the structure and propose operational options and institutional coordination for the best low-carbon practices within the waste sector; for the purpose of implementation of the project,
* Design a project strategy for raising the awareness and capacities of local self-governments and other stakeholders (such as businesses, scientific community, CSOs etc.) on technical innovative solutions for best low-carbon practices and financing mechanisms;
* Assist in stakeholder consultations if needed;
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| **National consultant - Gender expert**A comprehensive gender assessment will be conducted in the proposed target areas to ensure that the project design is adequately covering women and men’s disaggregated needs (the output for this will be a gender assessment report). Having in mind this main output, the consultant will be expected to:* Provide overall guidance to the project development team on integrating gender issues in the project design.
* Produce a gender assessment report based on the data on project target areas to ensure that the project design is adequately covering women and men’s disaggregated needs.
* Provide inputs within other segments of baseline studies as requested by UNDP and International Project Preparation Team Leader.
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| **International consultant – Detailed ToR below** |

**Terms of Reference**

**Project Preparation Grant (PPG) for UNDP-GEF Full-sized Project “Catalyzing environmental finance for low-carbon urban development” in Bosnia and Herzegovina**

**International Consultant / Climate Change/GEF Expert**

**Type of Assignment:** Design of the UNDP-GEF FSP “**Catalyzing environmental finance for low-carbon urban development**” and development of the relevant Project Document both in UNDP and GEF formats to be submitted for GEF CEO Endorsement

**Duration of Assignment:** up to 50 consultancy days (August 2016 – January 2017)

**Contract Type:** IC/RLA

**BACKGROUND/OVERVIEW:**

Bosnia and Herzegovina (BiH) is a highly decentralized country comprising 141 municipalities located in two entities, Republic of Srpska (RS) and Federation of Bosnia and Herzegovina (FBiH), and a separate administrative unit - Brčko District. The country experiences very unique demographic challenges: its urban population, estimated at 80% of the total, has nearly doubled in just a few years as a result of mass wartime migration from rural to urban areas.

Designed and built over 20 years ago, urban infrastructure in BiH, public and residential buildings, energy systems and utilities, waste management, and transport, were not meant to cope with increased population volumes and due to long period of neglect and under-investment are now in dire state and in urgent need of expansion and modernization. From global environmental standpoint, this situation leads to steady increase in GHG emissions, primarily associated with energy use in buildings and intensified traffic within and around urban centers and the growing quantities of waste.

Upgrade and expansion of municipal infrastructure and services in BiH are urgently required in order to improve the quality of urban life and achieve a range of important local and global environmental and sustainable development benefits. However, the pace of change is not sufficient (as the BAU projections indicate); the progress is being hampered by the lack of capacities and the inability of local authorities (municipal utilities and city managers) to prioritize, secure financing and carry on investment in low-carbon urban projects. Traditionally, municipalities in BiH rely on sub-national governments and institutions to provide grants, loans and guarantees to finance their capital investment, but with public expenditure already at 50% of GDP, such funding is increasingly difficult to obtain. Commercial lending is only in its beginnings and municipal authorities have to be creditworthy to access market-based financing. Other non-financial barriers, such as lack of technical knowledge and skills, low level of public awareness and poor enforcement of relevant environmental policies and regulations add to the problem and jeopardize the prospects of investment in low-carbon urban infrastructure.

The objective of the Project Preparation Grant (PPG) is to develop a full-sized project (FSP) that aims to leverage investment for transformational shift towards low-carbon urban development (LCUD) in BiH thereby promoting safer, cleaner, and healthier cities and reducing GHG emissions. In order to remove afore-mentioned barriers, the project will adopt an integrated three-pronged approach. First, at entity/sub-national level, it will partner with key environmental finance institutions (the Environmental Funds (EFs) of FBiH and RS, as well as the Development Banks of FBiH and RS) to establish, pilot and capitalize innovative financial mechanisms and partnerships for LCUD. In parallel, the project will work at municipal level with relevant authorities to help identify and implement flagship investment projects in the following priority climate change mitigation sectors a) low-carbon municipal buildings and utilities; b) low-carbon waste management; c) low-carbon transport and logistics for waste management. Replication of these flagship investment projects will be promoted with aide of financing mechanisms set up in collaboration with EFs.

**OUTCOME OF THE ASSIGNMENT**

The end result of assignment will be completed Request for CEO Endorsement and Project Document for the UNDP-GEF FSP “**Catalyzing environmental finance for low-carbon urban development**”.

The task of the International Consultant will be to ensure that essential steps in the process of scoping the UNDP-GEF FSP and development of the relevant UNDP-GEF Project Document to be submitted for CEO Endorsement are undertaken in line with respective [GEF guidance](http://www.thegef.org/interior_right.aspx?id=16674).

Under the overall guidance of UNDP Head of Environment & Energy, UNDP CO and in coordination with the national consultant(s) and as informed by guidance from the UNDP/GEF Regional Technical Advisor, the International Consultant/Climate Change/GEF Expert will be tasked with the following duties and responsibilities:

**Activity 1 –Baseline data collection and information gap analysis**

* Identify gaps in available baseline information and data and prepare a TOR for national consultant(s) to address the identified gaps, specifically related to
	+ Status of municipal GHG inventories and summary of municipal GHG emissions by sector/source in BiH
	+ Information about current level of investment by type (grant, loans, equity, etc.) and sources (public, private, donors) in low-carbon urban development
	+ Information on existing policies, legal, regulatory and institutional framework for municipal investment in low-carbon projects (e.g. energy efficiency, renewable energy, waste management and sustainable transport at municipal level);
	+ Information about relevant baseline projects and initiatives funded by the Government, municipalities and development actors (donors and IFIs)
* Based on review of available documents and studies, as well as based on stakeholder consultation provide description of barriers to municipal investment in low-carbon urban development;
* Collect, analyze and summarize information about relevant baseline projects and initiatives funded by the Government, municipalities and development actors (donors and IFIs); based on conducted analysis identify synergies and co-financing opportunities;
* Draft the situation/baseline analysis as per required UNDP-GEF template **(max 2-3 pages)**

**Activity 2 – Stakeholder consultation and ownership/endorsement, including co-financing**

* Conduct consultations with relevant stakeholders and potential partners (to be proposed by UNDP CO) from among national and municipal agencies, international organizations, private sector, and civil society;
* Identify stakeholders’ interests, current and potential roles in promoting investment in low-carbon urban development, including opportunities for public-private partnerships and co-financing;
* Propose, discuss and agree with EFs regarding the scope and type of innovative financial mechanisms and partnerships to be supported by the project;
* Propose, discuss and agree with relevant municipal authorities on the process and criteria to identify and implement flagship investment projects in the priority climate change mitigation sectors
* Conduct gender assessment
* Identify capacity gaps and propose capacity building measures;
* Discuss and agree on all recommendations and implementation plan with project partners and stakeholders.
* Draft stakeholders’ involvement strategy **(max 1-2 pages)**, including:
	+ Target groups: Identify the targeted groups that are the intended beneficiaries of the project. What strategy will the project take to identify and engage targeted groups?
	+ Other potentially affected groups: Identify potentially affected people and a strategy for engagement that ensures they have access to and are aware of mechanisms to submit concerns about the social and environmental impacts of the project
	+ Describe how the project intends to support/encourage South-South and Triangular Cooperation to achieve and sustain results, if applicable

**Activity 3 – Theory of Change**

* Explain the detailed theory of change (ToC) for this project and what UNDP with partners will do to address the development and global environmental challenge described above.
* Detail the project’s selected approach and explain how it is expected to lead to change. Why is the approach the best one at this point in time? Why it is innovative? How the sustainability and replication/scaling-up will be ensured?
* State key assumptions about what will change, for whom, and how this will happen. Assumptions should include consideration of internal factors (relating to project design and implementation) and external factors (relating to other partners, stakeholders and context) that will be critical for achieving the expected change. Cite best available evidence which supports these assumptions in the ToC, including findings from evaluation and other credible research, as well as knowledge, good practices and lessons learned from previous work and projects by UNDP and others, in this country and in other relevant contexts.
* Draft theory of change, Including a theory of change diagram showing the linkages between the development challenge and the immediate, underlying and root causes **(maximum 3 pages)**.

**Activity 4: Preparation of UNDP-GEF Project Document and Request for CEO Endorsement**

* Prepare project logical framework based on the results of baseline analysis and theory of change with a set of viable outcomes, outputs and activities that constitute the most effective response to the identified barriers to promoting investment in low-carbon urban development and correspond to the approved GEF budget and time-frame;
* Define monitoring and evaluation (M&E) plans, including set of SMART indicators to measure the attainment of project objectives, outcomes and outputs (including mandatory GEF Focal Area indicators and relevant indicators from the UNDP Strategic Plan)
* Prepare, present and discuss with relevant stakeholders project financing plan, including the sources of co-financing and facilitate securing the letters of co-financing;
* Assess global environmental benefits of the proposed project (reduction of GHG emissions) in line with relevant GEF methodologies (or other applicable international standards and best practices)
* Outline a strategy to ensure women’s and men’s concerns and experiences are included in the design, implementation and evaluation of this project and present the key findings of the gender assessment
* Demonstrate cost-effectiveness and cost-efficiency of the proposed project: Identify how the strategy is expected to deliver maximum results with available resources, with reference to evidence on similar approaches in this country or similar contexts. Include measures based on good practice and lessons learned. Explain why the selected pathway is the most efficient and effective of available options.
* Specify the key risks that could threaten the achievement of results through the chosen strategy. Formulate the risks, including their likelihood and impact, and proposed mitigation strategy for each risk
* Complete and present Social and Environmental Screening Report (Annex II to UNDP-GEF PROdoc)
* Fill in GEF Climate Change Focal Area Tracking Tool
* Undertake and present a summary of financial analysis of the proposed/potential low-carbon investment measures/projects to be supported
* Discuss with relevant partners and present governance and management arrangements for the project
* Prepare project total budget and work plan and the Terms of References for key project staff
* Address the comments made by the GEFSec, STAP and other reviewers;
* Finalize and submit to UNDP the Request for CEO Endorsement/Approval document and the UNDP-GEF Project Document with all mandatory annexes
* Address comments from UNDP-GEF RTA/PTA, the Government, UNDP CO and the GEFSec

**LIST OF DELIVERABLES AND TIME-LINE**

|  |  |
| --- | --- |
| ***Deliverable*** | ***Deadline*** |
| Deliverable 1: Analysis of the baseline, draft TOC and logframe | End September 2016 |
| Deliverable 2: Draft Request for CEO Approval and UNDP/GEF FSP Project Document | End November 2016 |
| Deliverable 3: FinalRequest for CEO Approval and UNDP/GEF FSP Project Document  | End January 2017 |

The reports shall be submitted in English language.

**REPORTING**

The International Consultant must ensure timely preparation and submission of the Request for CEO Endorsement/Approval and UNDP-GEF Project Document. All deliverables must be submitted in English to the UNDP CO in BiH and made in accordance with UNDP’s and GEF’s templates and requirements (to be provided by UNDP-GEF RTA).

**TRAVEL**

In the course of the assignment, the consultant will be expected to undertake 1 mission to BiH to conduct stakeholder consultations (5 working days). The dates for this mission will be agreed upon between the consultant and UNDP-BiH.

**REQUIRED SKILLS, EXPERIENCE AND TECHNICAL CAPABILITY**

* At least fifteen (15) years of working experience in the field of energy efficiency and renewable energy
* Experience with preparation and supporting implementation of GEF-funded climate change mitigation projects;
* Academic background in energy/environment or related field;
* Practical experience with design and assessment of investment projects involving low-carbon technologies;
* Proficiency in English, excellent analytical and drafting skills; knowledge of written and spoken local language is an advantage;
* Excellent interpersonal and cross-cultural communication skills;
* Previous experience of working in the Western Balkan countries for climate change mitigation and/or low-carbon development will be an asset.