



UNDP Project Document

UNDP-GEF Medium-Size Project (MSP)

Government of Egypt

United Nations Development Programme

PIMS No. 3737 Mainstreaming Global Environment in national plans and policies by strengthening the monitoring and reporting system for Multilateral Environmental Agreements in Egypt

Brief Description

The aim of this project is to strengthen monitoring activities for Multilateral Environmental Agreements (MEAs) in Egypt by : 1) improving of data management (including acquisition, processing, exchange and utilization); 2) delineating the monitoring and reporting roles and responsibilities of different concerned entities; 3) ensuring the financial sustainability for environmental monitoring, evaluation and reporting. This project will focus on the three Rio conventions (UNCBD, UNFCCC and UNCCD) in coordination with the overall environmental monitoring and reporting mechanisms in Egypt

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ACRONYMS

EEAA	The Egyptian Environmental Affairs Agency
CCA	Common Country Assessment
CDM -	Clean Development Mechanism
DRC -	Desert Research Center
GDP -	Gross Domestic Product
GEF -	Global Environmental Facility
HDI -	Human Development Index
MAP -	Mediterranean Action Plan
MEA	Multi-lateral Environmental Agreement
M&E	Monitoring & Evaluation
MSEA	Ministry of State for Environmental Affairs
MSP -	Medium-Sized Project
NBU -	National Biodiversity Unit
NCSA	National Capacity Self-Assessment
NEAP	National Environmental Action Plan
NGO -	Non-Governmental Organization
PMU -	Project Management Unit
PMG -	Project Management Group
PSC -	Project Steering Committee
SD -	Sustainable Development
UN -	United Nations
UNCBD	United Nations Convention on Biodiversity
UNCCD	United Nations Convention to Combat Desertification
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Program
UNEP	United Nations Environmental Programme
UNFCCC	United Nations Framework Convention on Climate Change
WSSD	World Summit on Sustainable Development

SECTION I: Elaboration of the Narrative

Part I: Situation Analysis

The Ministry of State for Environmental Affairs (MSEA) / Egyptian Environmental affairs Agency (EEAA) have some executive powers but their main role is identified as a coordinating body working in close collaboration with other concerned ministries. This role includes the integration of both national and global environmental aspects into the sectoral development plans. Egypt National Capacity Self Assessment (NCSA) project funded by the GEF/UNDP has ended in December 2007. The project emphasized that the weakness of the monitoring, evaluation and reporting system is a main constraints that hinders the proper implementation of national and international environmental commitments and in particular the three Rio Conventions United Nations Framework Convention on Climate Change (UNFCCC), United Nations Convention on Combating Desertification (UNCCD) and Convention on Biodiversity (CBD). In this respect, the Common Country Assessment (CCA) has identified mitigation and adaptation to Climate Change, combating desertification and conservation of biodiversity among top priorities on the environmental agenda in Egypt. The CCA has also highlighted the need for building a national and interactive database drawing on the combined in-country expertise of national center of excellences and UN Agencies. Accordingly, NCSA has concluded that without a proper effective monitoring and evaluation system, it will be difficult to tackle other capacity constraints as public participation, technology transfer and cooperation, financial mechanism and legal enforcement. The MSP Proposal, Annex 1, includes a detailed analysis of project rationale, situation analysis and baseline information.

Part II: Strategy

The National Environmental Action Plan -2002-2017, identifies the need to consider MEAs and their associated obligations for incorporation into national policies and plans. It mentions that monitoring and evaluation, particularly with regards to information management, is the "most significant constraint to effective environmental policy making and implementation in Egypt". In this regard, the need for a "unified methodological framework" for monitoring activities is identified as essential, together with the need to synchronize data collection, storage, accessibility and usability. Moreover, the MSEA most recent policy directives (issued in 2004) include "*Supporting the multilateral environmental agreements to which Egypt is a signatory*". In this regard, this project will be fulfilling the needs for improved environmental monitoring to include:

Environmental monitoring systems which are systematic and compatible, based on a unified methodological framework;

The standardization of data collection storage and evaluation;

Strengthening institutional capacities

Ensuring financial resources

In this respect, the project is aligned with the GEF approved "*Strategic Approach to Enhance Capacity Building*". The project is also fully in line with the "*Interim Guidelines for Cross-Cutting Capacity Building Projects*". Meanwhile, the project is in line with the UNDAF Outcome 3 on reducing regional human development disparities and improving environmental sustainability and Country Programme and in particular UNDAF Outcome 4 on improvement of institutional capacity building for environmental sustainability. The project goal will contribute to the achievement of the UNDP CPAP Outcome 5 on the incorporation of sustainable management of environment and natural resource into poverty reduction strategies/key national development frameworks and sector strategies and in particular the Output 3 on building the national capacities to comply with international environmental agreements. The MSP Proposal, Annex 1, includes a detailed description of the project strategy, goal, objective, outcome, outputs and activities.

Part III : Management Arrangements

- UNDP Egypt will be the GEF Implementing Agency for the project and the project will be nationally executed by the Egyptian Environmental Affairs Agency (EEAA) (Implementing Partner)
- A Project Management Unit (PMU) will be setup at the beginning of the project. The Project Manager will be recruited jointly by UNDP and EEAA. The Project Manager will be responsible for recruiting the two project staff. The Project manager will be responsible for coordinating the implementation of all the project activities, developing action plans and reporting progress to UNDP. S/he will also be responsible for coordinating, networking and soliciting the participation of all concerned. The Project Manager will be responsible for regular progress reports, identifying bottlenecks and suggesting corrective measures when necessary. The Project Management Unit (PMU) will be based at EEAA and will have the overall responsibility for day to day management of the project activities.
- A Project Board will be established to take executive management decisions and to provide guidance to the Project Manager, including approval of project revisions and of the project's annual workplan. Project assurance reviews by this group are made at designated decision points during the running of the project, or as necessary when raised by the Project Manager. The Board contains three roles: an Executive to chair the group, a Senior Supplier to provide guidance regarding the technical feasibility of the project, and a Senior Beneficiary to ensure realization of project benefits from the perspective of project beneficiaries. The Project Board will meet on quarterly basis and will be composed of the following:
 - Chairman (Executive): EEAA, CEO
 - Senior Supplier: UNDP
 - Senior Beneficiary: National focal points for the three Rio conventions and EEAA general department for planning and follow up
 - Ex-Officio: The Project Manager will act as a secretariat for the committee, being responsible for convening the meetings, preparing the agenda, overseeing preparation of the materials for presentation to the meeting and for preparing and distributing minutes of the meetings.
- The Project Assurance role will be support the Project Board by carrying out objective and independent project oversight and monitoring functions. This role of the project assurance ensures appropriate project management milestones are managed and completed. UNDP is responsible for designating a person to provide this oversight.
- The national focal points for the three conventions are intended to be the main beneficiaries of the project namely the Director of Nature Conservation Sector and the Director of Climate Change Unit, EEAA / MSEA, and the President of Desert Research Center, Ministry of Agriculture and Land Reclamation.
- Moreover the recently established unit in MSEA/ EEAA for follow up and issuing of the environmental reports will be involved in the implementation of the project especially as related to the Environmental data used in the National State of Environment Report.
- The General Department for Planning and Follow-up in EEAA , will be closely involved in the project so as to build the capacity of its staff in the reporting process and ensure the integration of the global environmental issues in the national environmental plans during the preparation of the annual workplan
- Other stakeholders are envisaged to be also involved. These would encompass entities directly or indirectly involved in the implementation of the 3 conventions at the national level, particularly with roles to play in monitoring, evaluation and reporting. Examples include the relevant line ministries of Economic Affairs, Education, Electricity, Finance, Foreign affairs, Information, Petroleum, Transport, Tourism, Water Resources and Irrigation, as well as concerned NGOs. This could be coordinated through the National Committee for Sustainable Development, and the national GEF steering committee
- The existing GEF National Steering Committee will be serving as the Project Steering Committee (PSC) that will provide guidance and backstopping to the project on semi-annual basis. It includes a

large representation of relevant line ministries and can draw expertise from other ministries/departments/organizations when required;

- In order to accord proper acknowledgement to GEF for providing funding, a GEF logo should appear on all relevant GEF project publications, including among others, project hardware and vehicles purchased with GEF funds. Any citation on publications regarding projects funded by GEF should also accord proper acknowledgment to GEF. The UNDP logo should be more prominent -- and separated from the GEF logo if possible, as UN visibility is important for security purposes.

Part IV: Monitoring and Evaluation Plan and Budget

Project monitoring and evaluation will be conducted in accordance with established UNDP and GEF procedures and will be provided by the project team and the UNDP Country Office (UNDP-CO) with support from UNDP/GEF.

The PMU will be responsible for preparing the project reports in UNDP-GEF cycle including inception report, baseline report, annual workplan, Annual Progress Reports (APR), Project Implementation Report (PIR), quarterly progress reports, technical reports, publications and Project Terminal Report.

The project progress reporting will be closely coordinated and reviewed by the PMG. The project will be subject to mid term evaluation and final evaluation that will be carried out by an independent consultant.

In this respect, the Programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in UNDP Quality Management tables (to be completed following the signing of the project document).
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted, a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Quarterly Progress Reports (QPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using a given standard report format.
- A project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required.

It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

- **Annual Project Financial Audit** The project will also be subject to annual financial audits according to UNDP rules and regulations that will be conducted by a legally recognized independent auditor
- A **Final Project Review** shall be conducted during the fourth quarter of the last year of the project by the Project Board as basis for assessing performance, contribution to related outcomes, and determining lessons for broader application. Using the final Project Review Report, the Lessons Learned Report and other documentation as appropriate, the Project Board should assess in this meeting the performance and success of the project, and its contribution to related outcomes.

Part V: Legal Context

This Project Document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the Government of Egypt and the United Nations Development Programme, signed by the parties on 19 January 1987. The host country-implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government co-operating agency described in that Agreement

The UNDP Resident Representative in Egypt is authorized to effect in writing the following types of revision to this Project Document, provided that he/she has verified the agreement thereto by the UNDP-GEF Unit and is assured that the other signatories to the Project Document have no objection to the proposed changes:

- Revision of, or addition to, any of the annexes to the Project Document;
- Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation;
- Mandatory annual revisions which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility; and
- Inclusion of additional annexes and attachments only as set out here in the Project Document.

SECTION II: Strategic Results Framework, SRF and GEF Increment

Logical Framework Analysis (LFA)

Project Strategy	Objectively verifiable indicators			Sources of verification	Assumptions
	Indicator	Baseline value	Target value and date		
Long-term goal: To promote the mainstreaming of global environmental issues in national plans and policies.					
Project objective: To strengthen monitoring, evaluation and reporting for Multilateral Environmental Agreements (MEAs) in Egypt.	National Communications on the 3 Rio Conventions responding accurately and timely to Egypt's obligations State of the Environment report produced yearly and accurately	Inadequate information and reports are not responding to the government requirements; including its international obligations under the MEAs	By end of project the National Communications on the Rio Conventions will be up-to-date and reflect accurately the state of implementation of these Conventions By end of project, the yearly State of Environment report includes up-to-date monitoring information on the implementation of the MEAs	National communications on the Rio Conventions issued by the Government of Egypt Environmental reports such as the yearly State of Environment Mid-term and final evaluation reports	The government continues to fulfill its international commitments; including the obligations from the 3 Rio Conventions; The government stays committed to produce yearly State of Environment report The government of Egypt and UNDP-GEF continues to support the capacity development orientation of this project and the key features of capacity development for the environment;
	Monitoring information is being incorporated in new related plans and policies	Limited environmental information is produced currently and it is not fed into the planning and policy making process	By end of project the new policies and plans will integrate information from these National Communications on the Rio Conventions	New plans and policies National communications on MEAs	The government of Egypt continues with its commitment to global environmental management and sustainable development, and that the national legislation, policies, programmes and allocation of resources will reflect this commitment;
Outcome 1: An operational monitoring and information management system for MEAs, with a primary emphasis on the 3 Rio Convention and the synergies	An integrated monitoring, evaluation and reporting system for the MEAs created and used to monitor and report the implementation of MEAs in Egypt	The current approach does not have an unified methodological framework and data collection and management is not standardized The existing set of environmental indicators is	By end of project the officials standards, norms and procedures are in place and use by the relevant institutions By end of project the set of environmental indicators in place will	NCSA reports Official Standards, Norms and Procedures Official environmental indicators monitored by the relevant	The government (and particularly its relevant Ministry – the MSEA) pursues its policies and budget support to integrate the 3 Rio Conventions monitoring and reporting obligations into the national environmental monitoring and reporting system;

Project Strategy	Objectively verifiable indicators			Sources of verification	Assumptions
	Indicator	Baseline value	Target value and date		
between them is established. This is enhanced at the policy, institutional and individual levels.		not comprehensive and does not respond to the information requirements	respond to the MEAs obligations	institutions	
	Adequate regulations enacted for the use of this system; stating roles and responsibilities of relevant agencies	The current regulation is not comprehensive for the implementation of an adequate national environmental monitoring system	By end of project a set of Regulations stipulating R&R of all relevant agencies in monitoring and reporting on the implementation of the Rio Conventions	Statutes of relevant institutions	The Government of Egypt is willing to improve its related regulatory framework
Outcome 2: Coordination mechanisms to comply with the reporting obligations under the global environmental conventions are established.	Institutionalized coordination mechanisms in place to fulfill reporting obligations of the signed/ratified global environmental conventions	Available monitoring data is not shared among the Agencies, no coordination and cooperation occur among the relevant institutions resulting in gaps and duplications	By end of project the institutional framework is revised with clear mandates reflected in the statutes of the relevant institutions	Coordination mechanisms in place at MSEA, EEAA and related Agencies Statutes of relevant institutions	The EEAA as the technical arm of the MSEA continues to commit itself to improve the monitoring, evaluation and reporting system of Egypt's environment; including the implementation of the Rio Conventions
Outcome 3: Installed funding procedures to achieve monitoring evaluation and reporting practice on a sustainable basis are established.	An increased financial allocations for environmental monitoring, evaluation and reporting over the long run	Inadequate funding level to carry out monitoring, evaluation and reporting of the Egyptian's environment	Level of funding covering the need for an adequate and operational environmental monitoring and reporting system	Budget allocated for monitoring, evaluation and reporting Final Evaluation report	The priorities and procedures of the EEAA and of the MSEA include environmental monitoring and reporting Financial resources sustainable over the long run

SECTION III : Total Budget and Workplan

GEF Outcome/Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Total (USD)	See Budget Note:
Award ID:		TBD								
Award Title:		PIMS 3737 MFA/CB2 MSP : Mainstreaming Global Environment in national plans and policies by strengthening the monitoring and reporting system for Multilateral Environmental Agreements in Egypt.								
Business Unit:		EGY 10								
Project Title:		PIMS 3737 MFA/CB2 MSP: Mainstreaming Global Environment in national plans and policies by strengthening the monitoring and reporting system for Multilateral Environmental Agreements in Egypt.								
Implementing Partner (Executing Agency)		Egyptian Environmental Affairs Agency								
OUTCOME 1: operational monitoring and information management system for MEAs, with a primary emphasis on the 3 Rio Convention and the synergies between them. This is enhanced at the policy, institutional and individual levels)	EEAA	62000	GEF	71300	Local Consultants	20,000	40,000	32,000	92,000	
				74500	Miscellaneous	3,000	6,000	6,000	15,000	Including Costs of workshops
				71400	Contractual Services	11,333	11,333	11,333	34,000	Part Time, National Team Leader for managing the information system component
					sub-total GEF	34,333	57,333	49,333	141,000	
					Total Outcome 1	34,333	57,333	49,333	141,000	
OUTCOME 2: Coordination mechanisms established to comply with the reporting obligations under the global environmental conventions)	EEAA	62000	GEF	71300	Local Consultants	18,000	37,000	27,250	82,250	
				74500	Miscellaneous	6,000	12,000	12,000	30,000	Including Costs of workshops
				71400	Contractual Services	11,000	11,000	11,000	33,000	Part Time, National Team Leader for managing the coordination mechanism component
					sub-total GEF	35,000	60,000	50,250	145,250	
					Total Outcome 2-	35,000	60,000	50,250	145,250	

OUTCOME 3: Installed funding procedures to achieve monitoring evaluation and reporting practice on a sustainable basis	EEAA	62000	GEF	71300	Local Consultants	9,000	18,000	13,750	40,750	
				74500	Miscellaneous	6,000	12,000	12,000	30,000	Including Costs of workshop
				71400	Contractual Services	11,000	11,000	11,000	33,000	Part Time, National Team Leader for coordinating the funding scenarios component
					sub-total GEF	26,000	41,000	36,750	103,750	
					Total Outcome 3	26,000	41,000	36,750	103,750	
OUTCOME 4: MONITORING, LEARNING, ADAPTIVE FEEDBACK & EVALUATION (as per the logframe and M&E Plan and Budget)	EEAA	62000	GEF	71300	Local Consultants	--	4,000	6,000	10,000	Mid Term and Final Review
				71200	International Consultants	--	10,000	15,000	25,000	Final Reviews
					sub-total GEF	--	14,000	21,000	35,000	
					Total Outcome 4	--	14,000	21,000	35,000	
PROJECT MANAGEMENT UNIT (This is not a to appear as an Outcome in the Logframe)	EEAA	62000	GEF	74500	Miscellaneous	2,000	2,000	1,000	5,000	
				71400	Contractual Services	14,000	14,000	14,000	42,000	
				71600	Travel	1,000	1,000	1,000	3,000	
				72500	Office Supplies	--	--	--	--	
					sub-total GEF	17,000	17,000	16,000	50,000	
					Total Management	17,000	17,000	16,000	50,000	
				PROJECT TOTAL		112,333	189,333	173,333	475,000	

		Year 1 USD	Year 2 USD	Year 3 USD	Total USD	
GEF		112,333	189,333	173,333	475,000	
Government of Egypt (in-kind Contribution)		657,000	82,000	73,000	812,000	
TOTAL		769,333	271,333	246,333	1,287,000	

SECTION IV: Additional Information

Part I: Approved MSP PIF and Other Agreements

1. Approved MSP PIF

This project does not have PIF. MSP proposal attached in the Annex ++

2. Other agreements

2.1. GEF CEO approval letter

Arab Republic of Egypt
Cabinet of Ministers
Ministry of State for Environmental Affairs
Egyptian Environmental Affairs Agency

جمهورية مصر العربية
رئاسة مجلس الوزراء
وزارة الدولة لشئون البيئة
جهاز شئون البيئة

Ms. Monique Barbut
Chairperson and CEO
Global Environmental Facility (GEF)

Cairo, March 2nd, 2007

Subject: Request for approval of "Mainstreaming global Environment in National plans and policies by strengthening and reporting system for Multilateral Environmental Agreements in Egypt" Project.

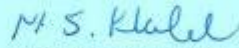
Dear Ms. Barbut,

Within the context of the GEF-Egyptian portfolio, I am pleased to attach a copy of the project proposal on "Mainstreaming global Environment in national plans and policies by Strengthening the Monitoring and Reporting System for Multilateral Environmental Agreements in Egypt" for approval by GEF.

In this regard and in my capacity as GEF operational focal point, I wish to express the endorsement of Government of Egypt to the proposal given the significance of the issues addressed as a result of the NCSA processes in Egypt as well as being of high priority at the national level that will ensure an integration of the global environmental issues in national plans and policies by implementing of this project.

I take this opportunity to extend my appreciation of the GEF mission to address global challenges with emphasis of the capacity building features as an integral part of nations international obligations, and in meantime look forward to the renewed pleasure of sharing yet another successful initiative with your esteemed organization

Prof. Dr. M.S. Khalil,



EEAA Chief Executive Officer and
GEF Operational Focal Point
Egypt

٣٠ طريق مصر حلوان الزراعي - خلف فندق سوفيتيل المعادي - القاهرة الرقم البريدي ١١٧٢٨ ت : ٥٢٥٦٤٥٢ فاكس : ٥٢٥٦٤٩٠
30, Misr Helwan El-Zyrae Rd., Maadi - Cairo Egypt. P.O. 11728 Tel.: 5256452 - Fax : 5256490

2.2. Letter of Endorsement and Commitment letters

Arab Republic of Egypt
Cabinet of Ministers
Ministry of State for Environmental Affairs
Egyptian Environmental Affairs Agency

جمهورية مصر العربية
رئاسة مجلس الوزراء
وزارة الدولة لشئون البيئة
جهاز شئون البيئة

Ms. Monique Barbut
Chairperson and CEO
Global Environmental Facility (GEF)

Cairo, March 2nd, 2007

Subject: *co-funding of EEAA for the project proposal on "Mainstreaming Global Environment in National Plans and Policies by Strengthening the Monitoring and Reporting System for Multilateral Environmental Agreements in Egypt" for approval by GEF*

Dear Ms. Barbut,

Referring to the proposed project on "Mainstreaming Global Environment in National Plans and Policies by Strengthening the Monitoring and Reporting System for Multilateral Environmental Agreements in Egypt", I would like to inform you that EEAA – being the executing agency for the project - will be committed to an in kind contribution equivalent to 900,000 USD through the following:

- 1) Providing office space and shared facilities equivalent to 25,000 USD
- 2) Providing utilities, telephone lines and internet connection equivalent to 27,000 USD
- 3) Providing administration and technical staff from EEAA to the project equivalent to 100,000 USD distributed among EEAA relevant conventions department, information department, and technical secretariat of national sustainable development committee.
- 4) Contributing with co funding activities as equipment and hardware of the Egyptian Environmental information project funded by CIDA which is equivalent to 610,000 USD
- 5) Providing venue for conducting meetings and workshops for the project equivalent to 50,000 USD
- 6) Contributing through the current ongoing activities of the Environmental Sector programme(DANIDA) that supports the national reporting through development of state of environment report with 53,000 USD.

٣- طريق مصر حلوان الزراعى - خلف فندق سوفتيل المادى - القاهرة الرقم البريدى ١١٧٢٨ ت : ٥٢٥٦٤٥٢ فاكس : ٥٢٥٦٤٩٠
30, Misr Helwan El-Zyrae Rd., Maadi - Cairo Egypt. P.O. 11728 Tel.: 5256452 - Fax : 5256490

Arab Republic of Egypt
Cabinet of Ministers
Ministry of State for Environmental Affairs
Egyptian Environmental Affairs Agency

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وزارة الدولة لشئون البيئة
جهاز شئون البيئة

7) Contributing through the current ongoing activities of the African Environmental information network (UNEP) that supports the national reporting by providing technical assistance and capacity building to the EEAA information department with 35,000 USD

Looking forward to the start up of this project, I remain

Sincerely Yours

Prof. Dr. M.S. Khalil,

M. S. Khalil

EEAA Chief Executive Officer
GEF Operational Focal Point
Egypt



Part II: Terms of References for key project staff and main sub-contracts

Project Technical Advisor (International consultant)

Objective: Under the overall guidance of the UNDP Program Analyst on Energy and Environment, and as informed by guidance from UNDP/GEF Regional Coordinator Unit, the International Consultant is expected to work together with the National Project Executing Agency in supporting project implementation by providing technical advisory services.

Scope of work:

1. Review and comment on initial materials obtained from national consultants through the Project Manager.
2. Provide brief technical assistance to stocktaking and consultation processes;
3. Undertake functional analysis and detailed capacity gap analysis
4. Identify and introduce key methodological approaches to capacity development, including the detailed indicator framework for global environmental mainstreaming;
5. Provide guidance and inputs to the work of national experts
6. Develop partnerships with other development partners active in the country;
7. Participate in policy dialogue and consultations with key stakeholders;

Professional Skills and Experience

1. Good knowledge and working experience in governance and public administration with particular focus on environmental governance and environmental mainstreaming;
2. Familiarity with the public administration systems in the region of Eastern Europe and CIS, particularly in relation to environment;
3. Educational background in Public Administration, Environmental Policy, Environmental Law, or other related subject;
4. Familiarity with methodologies of functional reviews and policy mainstreaming;
5. Good knowledge and working experience with relevant international organizations such as UNDP, GEF, UNEP, World Bank, etc.;
6. Good knowledge of the objectives of UNFCCC, UNCBD and UNCCD conventions and new developments in elaboration of synergies between international conventions;
7. Strong interpersonal and communication skills;
8. Excellent knowledge of English Language.

TERMS OF REFERENCE (TOR)

Senior expert (National consultant)

Objective: Under the overall guidance of the UNDP Program Analyst on Energy and Environment, and as informed by guidance from UNDP/GEF Regional Coordinator Unit, national senior expert is expected to work together with the National Project Executing Agency in achieving project outcomes and objective by providing technical expertise to the project.

Scope of work:

1. Generate and compile necessary data and information, make necessary updates to the project feasibility study;
2. Develop stakeholder engagement plan and undertake consultations;
3. Plan and undertake policy dialogue with key stakeholders and implement the mainstreaming plan of the project;
4. Prepare a package of legislative amendments and present to the stakeholders for approval;
5. Develop a proposal for institutional, regulatory and procedural changes to achieve project objective as it relates to improved global environmental governance in the country;
6. Undertake consultations and training in order to endorse and uptake proposed policy change;
7. Capture lessons learned and plan and implement dissemination for further replication;
8. Support project monitoring and evaluation;

TERMS OF REFERENCE (TOR)

Contractual Service (company / organisation)

Objective: Under the overall guidance of the UNDP Program Analyst on Energy and Environment, and as informed by guidance from UNDP/GEF Regional Coordinator Unit, national senior expert is expected to work together with the National Project Executing Agency in achieving project outcomes and objective by providing technical expertise to the project.

Scope of work:

Task 1:

1. Feasibility study: *“Technical assessment on information management and coordination schemes based on partnership principles”*

Task 2:

2. Individual capacity needs assessment;
3. Development of training modules
4. Delivery of training for key stakeholders;
5. Organization of workshops
6. Developing a communication and outreach strategy for the project;
7. Implementing project communication and outreach plan and public awareness activities.

TERMS OF REFERENCE (TOR)

National Steering Committee

Objective: The National Steering Committee will be responsible for overseeing the project activities and providing direction as needed to the project. The principal tasks of the NSC are the following:

Scope of work:

1. Provide overall supervision and implementation of the project.
2. Provide high-level orientation and guidance for the project.
3. Ensure collaboration among institutions and participant access to project documents and information.
4. Ensure coordination of project activities with related government and donor-funded initiatives.
5. Ensure that all appropriate government and non-government stakeholders are involved in the project.
6. Ensure that the training needs and case studies selected for the training are relevant.
7. Recruit the Project Manager.
8. Review and endorse the Project Management Plan (Project Document) that will guide project

- activities and the Monitoring and Evaluation Plan that will assess project success.
9. Ensure that a credible selection process is set up to recruit national and overseas consultants.
 10. Approve all Terms of Reference for the consultants, as prepared by the Project Manager.
 11. Review and endorse progress and financial reports as per the agreed Monitoring and Evaluation Plan.

TERMS OF REFERENCE (TOR)

Project Manager

Objective: The Project Manager will have overall responsibility for managing the organization, work plans, programmes and activities, as well as progress and financial reporting to the National Steering Committee and UNDP. The position will be filled by a competition open to government service and the public. This is a senior level position and the successful candidate should have extensive experience in the implementation of environmental or land use planning projects, and the management of similar scale of projects, preferably with experience in capacity building and training programmes. The Project Manager will be the head of the Project Management Unit. The PMU will have operational and financial autonomy, including the authority to select and sub-contract specific project activities or components to local consultants and local institutions. The PM will perform a liaison role with government, UNDP and stakeholders. Terms of reference for this position include the following:

Scope of work:

1. Establishment of the staffing and operations of a small Project Management Unit.
2. Preparation of a Project Management Plan (Project Document), including a Monitoring and Evaluation Plan that meets GEF project standards.
3. Drafting/reviewing of terms of reference for the National Steering Committee, Technical Committees and any Working Groups.
4. Preparation of annual work plans, funds requisition, six-monthly progress and financial reporting and monitoring of outputs and outcomes as per GEF standards.
5. Coordination with regional and local authorities and stakeholders in implementing project activities.
6. Monitoring, and assisting as required, in the smooth operation of the Steering Committee and technical committees, and reporting on difficulties in achieving targets in annual work plans.
7. Disbursement of funds as per operational procedures consistent with financial management standards of the Government and GEF.
8. Preparation of a Monitoring and Evaluation Plan including templates and guidelines for reporting on activities and outputs.
9. Secretariat services to the National Steering Committee.
10. Reporting to the National Steering Committee and UNDP-GEF Coordinator on the progress and issues in project implementation.
11. Facilitation of monitoring and evaluation missions by UNDP or designated consultants to UNDP.

Professional Skills and Experience

1. Higher education in environmental management and policy and other related field;
2. Experience in and exposure to development issues and challenges in Egypt;
3. Good knowledge of critical environmental management issues in Egypt;
4. Familiarity with global environmental agenda and related conventions;
5. Demonstrated skills in project management, including project planning and budgets;
6. Strong interpersonal and communication skills;

7. Demonstrated skills in negotiations and conflict resolution, including strong mediation and facilitation skills;
8. Experience in organizing events, such as workshops and consultation meetings;
9. Excellent presentation skills
10. Fluency in English language.

UNITED NATIONS DEVELOPMENT PROGRAMME

Country: Egypt
Project Document

UNDAF Outcome(s): Regional human development, including reducing the gender gap, and environmental sustainability improved

Expected CP Outcome(s): Institutional capacity building for environmental sustainability improved

(Those that are linked to the project and extracted from the CPAP)

Expected CPAP Output(s): National capacities to comply with international environmental agreements built

(Those that will result from the project and extracted from the CPAP)

Implementing partner: Egyptian Environmental Affairs Agency (EEAA)

Responsible Parties: _____

Programme Period:	2007-2001
CPAP Programme Component:	Environment & Energy
Project Title:	Mainstreaming Global Environment in national plans and policies by strengthening the monitoring and reporting system for Multilateral Environmental Agreements in Egypt
Atlas Award ID:	00050281
Project ID	00062038
PIMS No	3737
Start date:	July 2008
End Date	July 2010
PAC Meeting Date	3.07.2008
Execution Modality:	NEX

Total resources required	US\$ 475,000
Total allocated resources:	
• Regular	_____
• Other:	
o Donor GEF	US\$ 475,000
o Donor	_____
o Donor	_____
Government	_____
Unfunded budget:	_____
In-kind Contributions	US\$ 351,000

Agreed by: H.E. Dr. Mahy Abdel Latif, Assistant Foreign Minister & Director of International Cooperation, Ministry of Foreign Affairs:

Signature:  **Date:** _____

Agreed by: Dr. Mawaheb Aboul Azm, Chief Executive Officer, Egyptian Environmental Affairs Agency (EEAA)

Signature:  **Date:** _____

Agreed by: Mr. Mounir Tabet, Country Director, United Nations Development Programme (UNDP)

Signature:  **Date:** _____

1/7/2008