**United Nations Development Programme**

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*Resilient nations.*

21 February 2018

Letter No.: 044/18
Ref. No: PRO/300/FSM

Dear Mr. Robert,

**Subject: Requesting Clearance for UNDP Programme Technical Assistance mission for FSM Public Sector Building Energy Efficiency (PSBEE) Project Preparatory Grant (PPG)**

We wish to request the Government of Federated States of Micronesia's endorsement of the mission by the United Nations Development Programme (UNDP) to FSM from 24 February – 04 March 2018.

The purpose of this mission is to support the design and development of the UNDP/GEF Medium Size Project (MSP) "Public Sector Building Energy Efficiency (PSBEE) Project for FSM as outlined in the enclosed Terms of Reference (TOR).

The UNDP will be represented by Mr. Frank Pool, the UNDP Project Design Specialist and he will be working closely with relevant Government departments and other stakeholders in FSM. This mission will be supported by Ms. Evelyn Adolph, UN Country Coordination officer in country.

We would be most grateful for your Ministry's support in facilitating the mission, including assistance in obtaining relevant clearances and informing us on any government requirements we may need to be aware of.

Mr. Lorin S. Robert
Secretary of Foreign Affairs Department of Foreign Affairs,
FSM Department of Foreign Affairs
P.O. Box PS 123
Palikir, Pohnpei FM 96941
**FEDERATED STATES OF MICRONESIA**.

We thank you for continued support and should you have further queries, please do not hesitate to contact Ms. Emma Mario (email: emma.mario@undp.org).

Yours sincerely,

Bakhodir Burkhanov
Country Director, UNDP Pacific Office in Fiji
and Head of Pacific Regional Programme and Policy

*Encl:*

1. Mission Term of Reference
2. Passport Copies
3. Travel itinerary

*cc:* H.E.Mr. Sebastian L. Anefal, Ambassador Extraordinary and Plenipotentiary, Embassy of the Federated States of Micronesia in Fiji, fsmsuva@fsmsuva.org.fj
Ms. Evelyn Adolph, UN Coordination Officer, UN Joint Presence Office
Mr. Andrew Yatilman, Director for Office of Environment and Emergency Management

# Micronesia: Public Sector Buildings Energy Efficiency Project
# Project Design 1st Fact-Finding Mission (24 February – 04 March 2018)

## Terms of Reference and Schedule

### 1. Background

The Government of the Federated States of Micronesia (FSM), through the Division of Energy, Department of Resources and Development (DE/DRD), with support from the United Nations Development Programme (UNDP-Pacific Office in Fiji), is developing a climate change mitigation medium sized project (MSP) funded by the Global Environmental Facility (GEF). This is the Micronesia: Public Sector Building Energy Efficiency (MPSBEE) Project. The MPSBEE MSP is to be focused on improving the application of energy conserving and energy efficient techniques and practices in the design, retrofit, operation and maintenance of public sector buildings in FSM.

### 2. Mission Objectives

The proposed 1st project design mission is in line with the approved project initiation plan (PIP) for the design and development of the MPSBEE Project. The mission will serve as the specific fact-finding mission for the specific design and development of the project. This fact-finding design mission follows on from, and builds on, the logical framework analysis (LFA) design mission undertaken by Mr Noel Soriano of UNDP Bangkok Regional Hub (BRH) in December 2017, which in turn follows on from the design of the project concept (i.e., project information form or PIF) in February 2017; and the subsequent GEF approval of the PIF by GEF in August 2017. As per the UNDP-GEF program design guidelines and procedures to facilitate FSM's inputs into the design of the project, stakeholder consultations are critical in achieving the mission objectives. Hence the objectives of the mission are:

a) Meet with identified project stakeholders for the project design and development of the Project Document;
b) Meeting and discussions with the relevant DE/DRD personnel and the country's GEF operational focal point.

### 3. Mission Team

The mission will be carried out by Mr. Frank Pool, Frank Pool Clean Energy Consulting serving as Project Design Specialist for UNDP – Global Environment Facility (GEF).

### 4. Mission Schedule

The mission schedule is 24 February – 04 March 2018

### 5. Expected Outputs

The expected outputs are:

- Fact Finding for the specifics of the MPSBEE project design
- MPSBEE Project Document (ProDoc) and GEF CEO Endorsement Request (CER)

## 6. Tentative Mission Schedule

| Date | Time | Activities | Venue | Logistics |
|---|---|---|---|---|
| 25 Feb 2018 | 01:05 AM | Frank Pool arrives from Port Moresby | PNI Airport | |
| 26 Feb 2018 | 09:00 AM – 12:00 Noon<br><br>13:00 PM – 17:00 PM | Mission briefing meeting with DE/DRD; GEF-OFP<br><br>Finalising Mission Preparations | DE/DRD<br>DE/DRD | |
| 27 Feb 2018 | 09:00 AM – 12:00 Noon<br><br>13:00 PM – 17:00 PM | Mission fact-finding meeting with Ministry of Health re hospital EE<br><br>Mission fact-finding meeting with Ministry of Education re schools EE | TBD<br><br>TBD | |
| 28 Feb 2018 | 09:00 AM – 12:00 Noon<br><br>13:00 PM – 17:00 PM | Mission fact-finding meeting with Public Sector Buildings Admin Agency and/or Department of Transportation, Communication, and Infrastructure (DTCI) and Department of Finance and Administration (DFA)<br><br>Mission fact-finding meeting with State Utilities (CPUC, PUC, KUA, YSPSC) | TBD<br><br>TBD | |
| 01 March 2018 | 09:00 AM – 12:00 Noon<br><br>13:00 PM – 17:00 PM | Mission fact-finding meeting with relevant Building Service and Energy Engineers and ESCOs<br><br>Mission fact-finding meeting with other relevant donors | TBD<br><br>TBD | |
| 02 March 2018 | 09:00 AM – 16:00 PM<br><br>16:00 PM – 17:00 PM | Further meetings, including FSM Development Bank and other commercial Banks/Financial Institutions.<br>Consolidate and prepare mission findings and next steps<br><br>Outbrief with DE/DRD; GEF-OFP | TBD<br><br>DE/DRD | |
| 04 March 2018 | 02:05 AM | Frank Pool departs for Port Moresby | PNI Airport | |

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**Itinerary Prepared for:**

MR FRANK POOL QF - Qantas Airways - 0463371

**Sat Feb 24 2018 at 6:55 AM** **Confirmation Number: MBMUJ5**

**Flight** **Qantas Airways QF (162) Operated by Qantas Airways**
**Depart** **Wellington Airport, Wellington (WLG)** **at 6:55 AM**
Equipment: Boeing 737 Passenger Jet
Services: Breakfast
Movie
Audio Programming
Duty Free Sales
Non-Smoking
Duration: Total Journey Time: 3h 35m
Class: Economy (L)
Baggage: Click here to confirm Baggage Allowance.
**Arrive** **Kingsford Smith, Sydney (SYD)** **Terminal 1** **at 8:30 AM**

**Sat Feb 24 2018 at 10:10 AM** **Confirmation Number: MBMUJ5**

**Flight** **Qantas Airways QF (313) Operated by Air Niugini**
**Depart** **Kingsford Smith, Sydney (SYD)** **Terminal 1** **at 10:10 AM**
Equipment: Boeing 737-700
Services: Lunch
Movie
Audio Programming
Duty Free Sales
Non-Smoking
Duration: Total Journey Time: 4h 0m
Class: Economy (L)
Baggage: Click here to confirm Baggage Allowance.
**Arrive** **Jackson Field, Port Moresby (POM)** **Terminal I** **at 1:10 PM**

**Sat Feb 24 2018 at 7:00 PM** **Confirmation Number: BSKXWI**

**Flight** **Air Niugini PX (72) Operated by Air Niugini**
**Depart** **Jackson Field, Port Moresby (POM)** **at 7:00 PM**
Equipment: Boeing 737-700
Services: Dinner
Non-Smoking
Duration: Flight Time: 4h 5m, Ground Time: 1h 0m, Total Journey Time: 5h 5m
Class: Economy/Coach Discounted (N)
Baggage: Click here to confirm Baggage Allowance.
Transit at: Chuuk International, Truk (Ground Time: 1h 0m)
**Arrive** **Pohnpei International Airport, Pohnpei (PNI)** **at 1:05 AM (25 Feb)**

**Sun Mar 04 2018 at 2:05 AM** **Confirmation Number: BSKXWI**

**Flight** **Air Niugini PX (71) Operated by Air Niugini**
**Depart** **Pohnpei International Airport, Pohnpei** **at 2:05 AM**

**(PNI)**
Equipment: Boeing 737-700
Services: Breakfast
Non-Smoking
Duration: Total Journey Time: 3h 15m
Class: Tourist (T)
Baggage: Click here to confirm Baggage Allowance.
**Arrive** **Jackson Field, Port Moresby (POM)** **at 4:20 AM**

**Sun Mar 04 2018 at 9:30 AM** **Confirmation Number: BSKXWI**
**Flight** **Air Niugini PX (90) Operated by Air Niugini**
**Depart** **Jackson Field, Port Moresby (POM)** **at 9:30 AM**
Equipment: Fokker 100
Services: Breakfast
Non-Smoking
Duration: Total Journey Time: 1h 25m
Class: Tourist (T)
Baggage: Click here to confirm Baggage Allowance.
**Arrive** **Cairns Airport, Cairns (CNS)** **at 10:55 AM**

**Sun Mar 04 2018 at 12:20 PM** **Confirmation Number: MBMUJ5**
**Flight** **Qantas Airways QF (923) Operated by Qantas Airways**
**Depart** **Cairns Airport, Cairns (CNS)** **Terminal 2** **at 12:20 PM**
Equipment: Boeing 737 Passenger Jet
Services: Lunch
Audio Programming
Non-Smoking
Duration: Total Journey Time: 3h 0m
Class: Economy/Coach Discounted (H)
Baggage: Click here to confirm Baggage Allowance.
**Arrive** **Kingsford Smith, Sydney (SYD)** **Terminal 3** **at 4:20 PM**

**Sun Mar 04 2018 at 6:35 PM** **Confirmation Number: MBMUJ5**
**Flight** **Qantas Airways QF (163) Operated by Qantas Airways**
**Depart** **Kingsford Smith, Sydney (SYD)** **Terminal 1** **at 6:35 PM**
Equipment: Boeing 737 Passenger Jet
Services: Dinner
Movie
Audio Programming
Duty Free Sales
Non-Smoking
Duration: Total Journey Time: 3h 10m
Class: Economy/Coach Discounted (H)
Baggage: Click here to confirm Baggage Allowance.
**Arrive** **Wellington Airport, Wellington (WLG)** **at 11:45 PM**

SECURITY ELEMENTS | ĀHUATANGA KAUPARE MĀHIE

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E 48 ngā whārangi o tēnei tuhinga, tae atu ki te 5 tau tōna whai mana

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