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United Nations Development Programme

Country: Georgia

PROJECT DOCUMENT

Project Title: Strengthen national decision making towards ratification of the Minamata Convention and build capacity towards implementation of future provisions.

UNDAF 2011-2015 Outcome(4): Thematic area 3: Underlying disaster risk factors are reduced, focusing on sustainable environmental and natural resource management.

UNDP Strategic Plan Environment and Sustainable Development Primary Outcome: Countries develop and use market mechanisms to support environmental management.

UNDP Strategic Plan Secondary Outcome: Strengthened national capacities to mainstream environment and energy concerns into national development plans and implementation systems

2011-2015 CP Output(s): 3.2.1. Sustainable practices and instruments for the management of chemicals, land, water and biological resources demonstrated at pilot areas and up-scaled at national and/or trans-boundary levels 3.2.2. System, institutional and staff level capacities enhanced for implementation of national environmental commitments and major international agreements on climate change, biodiversity, land degradation and chemicals

Executing Entity/Implementing Partner: Ministry of Environment and Natural Resources Protection of Georgia

Brief Description

The project objective is to "Undertake a Mercury Initial Assessment to enable the Government of Georgia to determine the national requirements and needs for the ratification of the Minamata Convention and establish a national foundation to undertake future work towards the implementation of the Convention".

Two principal components will be used as indicators for achieving the Project objective. Component 1: "Enabling environment for decision-making on the ratification of Minamata established" will assure that preconditions such as operational National decision making structure, assessment of policy and regulatory framework and institutional and capacity needs in regard to the implementation of Convention provisions and awareness rising on the environmental and health impacts of Mercury in the country are met. And Component 2: "National Mercury Profile and Mercury Initial Assessment Report developed" which ensure National capacity building to undertake Mercury inventories, availability of the national mercury profile and availability of the Report for the ratification and implementation of the Convention.

The project will be implemented under the national implementing modality (NIM) with the Ministry of Environment and natural resources Protection of Georgia being the project implementing agency – the national partner. The Chemicals Service Unit of the Ministry will be the main responsible unit for the implementation of the project. The project duration is 18 months (2014-2016) and GEF funds is US\$ 200,000.

Programme Period:	2014-2016	Total budget:	US\$ 200,000
Programme component:	Energy & Environment for Sustainable Development; Disaster Risk Reduction	Allocated resources:	
Atlas Award ID:	00082890	• GEF	US\$ 200,000
Project ID:	00091591		
PIMS #	5405		
Start date:	May 2015		
End Date:	May 2017		
Management Arrangement:	NIM		
PAC Meeting Date:	27 April 2015		

Agreed by (Government): Ministry of Environment and Natural Resources Protection of Georgia

Gigla Agulashvili, Minister

NAME

SIGNATURE

02.12.2015
Date/Month/Year

Agreed by (UNDP):

Niels Scott, Resident Representative:

NAME

SIGNATURE

02-12-15
Date/Month/Year

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I. SITUATION ANALYSIS

1.1 Context and global significance

Mercury, an element that comes from both human-made and natural sources, acts as a nerve toxin that may impair the way humans see, hear, walk, and talk (EPA, 1997). "Mercury can be found in four different forms:

- ↓ Mercury metal, which is a silver-gray liquid, is harmful to humans when it is exposed into the air and consequently breathed into the lungs.
- ↓ Methylmercury "may be taken into the body by eating certain saltwater and freshwater fish, especially larger fish at the top of the food chain, such as shark, swordfish, largemouth bass, and chain pickerel."
- ↓ Inorganic mercury compounds can be found in batteries, over the counter drugs, ointments, nasal sprays, and some herbal medicines. These compounds may be harmful if breathed or swallowed.
- ↓ Phenylmercury can be found in latex paints (made before 1991), exterior and oil based paints, caulks, eye area cosmetics, and toiletries. Phenylmercury can be breathed in vapor form, passed through the skin, or swallowed

Mercury can be released from coal burning power plants and incinerators, as well as, from volcanoes and forest fires. Some common items that contain mercury are:

- ↓ Fluorescent, Metal Halide, high-pressure sodium, mercury vapor, and neon lamps (the problem is not in the use of these mercury lamps but in the disposal).
- ↓ Mercury switches and relays that can be found in chest freezers, and sump pumps.
- ↓ Thermostat probes found in gas fired appliances with pilot lights, including ranges, ovens, clothes dryers, water heaters, furnaces, and space heaters. These probes may also be known as flame sensors or gas safety valves.
- ↓ Thermometers: Mercury may be found in both typical fever thermometers and larger laboratory thermometers. Also many thermometers used to measure air and water temperature contain mercury. These thermometers which are generally used outside pose a problem when they break because it is difficult to contain the mercury. Alternatives such as spirit-filled and digital thermometers exist. They have been found to be as accurate and last longer because they do not break.
- ↓ Thermostats: Mercury tilt switches, which require little or no maintenance, as well as no power source, are a convenient way to provide accurate and reliable temperature control. Electronic thermostats, as opposed to mercury thermostats, can be programmed for certain thermostat control therefore resulting in environmental and monetary benefits through saving fuel.
- ↓ Gauges: Barometers, Manometers, and vacuum gauges that are found in machinery may contain mercury. Many mercury-free alternatives exist.
- ↓ Dental amalgam: A dental amalgam is restorative material containing about fifty percent mercury along with other silver alloys. Individuals are exposed to mercury in dental amalgams through inhalation of air containing elemental mercury during the filling procedure and, ingestion of amalgam particles through saliva or during restorative procedures (Subcommittee on Risk Assessment of the Committee to Coordinate Environmental Health and Related Programs, 1999).

Environmental Impacts: Mercury has been known to have harmful effects on fish, birds, and mammals. These effects include impaired growth and development, abnormal behavior, difficulties in reproduction, and even death (EPA, 1999). Mercury enters the environment through a number of fuel combustion, incineration, and industrial processes, as well as through some natural sources. Atmospheric concentrations are, for the most part, very low. Mercury is deposited by way of wet and dry processes to forest ecosystems. It then accumulates in highly toxic forms in the food chain of aquatic

ecosystems. This is detrimental to aquatic organisms, which in some cases leads to problems in human health. Mercury exposure from food occurs most often through consumption of mercury contaminated seafood or plants, such as rice. (ExttoxNet, 1999).

Health Impacts: "Mercury is almost completely absorbed into the blood and distributed to all tissues including the brain; it also readily passes through the placenta to the fetus and fetal brain" (EPA, 1999). The first symptoms of mercury poisoning are evident by numbness and tingling of lips, toes, and fingers; this is called paresthesia. "Continued exposure results in stumbling, slurred speech, constricted visual fields, and impaired hearing. In extreme cases tremors and jerks can occur, followed by coma and death," (State of Louisiana Department of Environmental Quality, 1997). "Signs and symptoms associated with mercury intoxication include tremor, ataxia, personality change, loss of memory, insomnia, fatigue, depression, headaches, irritability, slow nerve conduction, weight loss, appetite loss, psychological distress, and gingivitis. Most of these signs of symptoms have been associated with persons with long term occupational exposure to air concentrations of mercury greater than 50 $\mu\text{g}/\text{m}^3$ whose urinary mercury concentrations are greater than 100 $\mu\text{g}/\text{L}$," (Subcommittee on Risk Assessment of the Committee to Coordinate Environmental Health and Related Programs, 1999).

1.2 Policy Context and Background

Georgia signed the Minamata Convention on Mercury on 10 October 2013. Georgia participated in all but one of the INC (Intergovernmental Negotiating Committee) meetings in preparation of the Convention, contributed to the regional meetings and had high-level Governmental representation at the signing of the Convention at Minamata. The country is currently preparing for ratification of the Convention. Within its National Environmental Action Plan for 2011-2015 (NEAP-2), Georgia has identified mining sites as a potential source of mercury pollution. NEAP-2 includes targets for cleaning up abandoned sites and establishing more sustainable practices at existing and future sites. The NEAP-2 also calls for improvements in the management of hazardous waste (including medical waste) as well as the reduction of environmental pollution from waste.

The NEAP also plans for amending the national regulatory framework by improving the existing Law on Mineral Resources and adopting a new law on mining. Improvements in the area of quality management systems, risk assessment and preparedness will be expected to facilitate reductions in the number of industrial accidents (which are potential sources of mercury emissions through fires).

Georgia supports the implementation of the goals of the Strategic Approach to the International Management of Chemicals (SAICM). With the support of the SAICM Quick Start Programme Trust Fund (QSP TF) and technical assistance provided by UNITAR, Georgia has prepared a National Chemical Profile and SAICM capacity assessment. An assessment of the institutional capacities for the establishment of a Pollution Release and Transfer Register (PRTR) in the country is underway.

Thus, although Georgia has a lot of background on chemicals management in general, information on mercury baseline is scarce.

1.3. Stakeholder involvement

The principal stakeholder of the project is the Ministry of Environment and natural resources Protection of Georgia. It is a central project implementation institution being both the project coordinating and implementing/executing agency.

Involved Key government institutions are:

- ✚ Ministry of Environmental and Natural Resources protection (MoEPNR) through the Waste and Chemicals Service Unit,
- ✚ Ministry of Health,
- ✚ Ministry of Agriculture,
- ✚ Ministry of Education and Science,
- ✚ Ministry of Economy and Sustainable Development,

- ↓ Ministry of Energy,
- ↓ Ministry of Finance,
- ↓ Civil society and NGOs.

The Ministry of Environment and Natural Resources Protection is a government entity having a mandate for environmental and resource strategy development, legislation and policy formulation, environmental and resource institution building, environmental impact assessment and development of environmental quality standards.

The Ministry of Economy and Sustainable Development with its subsidiary body - Technical and Construction Inspectorate carries out control of Limited Market Access Materials. Ministry of Finance, the State Revenue Service is a body that controls import, export and transit of the Limited Access Materials.

Civil society organizations will be involved in the project to help required and important information reach local communities at risk and the public in general on the environmental and health aspects and concerns of mercury releases and accumulation in the environment. Local communities at risk in areas around and affected by industries identified in the inventory of mercury use and sources will be targeted in awareness raising campaigns to ensure they are informed of health and environmental risks.

Non-governmental organizations will help to maintain the link between Ministry of Environment and Natural Resources Protection as a project implementing agency and general public. Representatives of relevant NGOs will also be included in the PEB.

Representatives from key industries who are involved in the above sectors will be involved in the project through engagement in information exchange seminars in general and the mercury inventories in specific.

The gender dimension, as well as the aspect of more vulnerable groups will be considered within the analysis of population groups at risk and in assessing the capacity building needs.

II. STRATEGY

2.1 Project Goal, Objective, Outcomes and Outputs/Activities

The project's objective is to undertake a Mercury Initial Assessment to enable the Government of Georgia to determine the national requirements and needs for the ratification of the Minamata Convention and establish a sound foundation to undertake future work towards the implementation of the Convention.

It will do so by implementing four (4) components as specified in the GEF guidelines¹:

- I. Undertake an assessment of legislation and policies in regard to the implementation of Convention provisions.
- II. Undertake an initial assessment of Mercury in a number of categories.
- III. Identify Mercury emission and release sources.
- IV. Assess institutional and capacity needs to implement the Convention.

The assessment of legislation and policies in regard to the Convention will be conducted through a review of existing legislation on chemicals management and identification of the gaps prevalent in association to issues of mercury. In addition the legislation review will also look at matters related to the establishment of a National Mercury Coordination/Consultation Mechanism.

The initial inventory of mercury will assist the country in clarifying the extent of the use of mercury in the sectors already preliminarily identified with the UNEP Toolkit for the Identification and Quantification of Mercury Releases. Under a preliminary general estimation of possible sources potentially relevant in Georgia, the following areas have been listed by the Chemicals service unit of the MoEPNR: i) coal-fired power plants; ii) cement production; iii) mining and other metallurgical activities; iv) mercury mining; v) small-scale gold and silver mining; vi) chloral-alkali production; vii)

¹ <http://www.thegef.org/gef/node/9983>

fluorescent lamps, manometers, thermometers; viii) manufacturing of products containing mercury; and ix) waste (including medical waste) incineration.

Outcomes and outputs of the project according to the above components are as follow:

Expected Outcome 1. Enabling environment for decision-making on the ratification of Minamata established.

Expected Output 1.1. Legislation, policy and regulatory framework assessed to determine requirements for the ratification of Minamata convention.

This component will prepare basis for an enabling environment for decision-making on ratifying the Minamata convention. The work will generally adhere to the Initial Guidelines on Enabling Activities as approved by the GEF Council in November 2013.

Under this components the structures, institutions and legislation already available to implement the Convention will be overviewed.

More specifically, the following will be analysed:

- ⬇ Legislation on the governance of chemicals in general and the capacities of the key institutions such as the Waste and Chemicals Unit at the MoEPNR.
- ⬇ Review of existing legislation, identification of gaps for meeting the Minamata Convention requirements and initial technical input for proposed amendments.
- ⬇ Roles of other ministries and institutions related to the key sectors where mercury inventory establishes the presence of mercury use, emissions and/or releases are to be analyzed. These institutions will include, but not be limited to the Ministries of Health, Economy and Sustainable Development and Energy.
- ⬇ Capacities of these institutions will be reviewed and the gaps for comprehensive management of mercury issues will be identified

Within the analysis of the gaps and capacity needs, a national Mercury Coordination/Consultation Mechanism will be established to initiate policy discussions and define country strategy and specific steps for the ratification of the Convention. The structure will be established building upon potential capacities and existing structures and practices present in the country in relation to other (chemicals-related) international convention mechanisms (e.g. POPs).

Output 1.2 Capacity needs in regard to the implementation of Convention provisions defined

Stemming from the results of the Output 1.1, relevant state and non-state entities will undergo a comprehensive capacity assessment to determine gaps, capacity needs and define any barriers, both legal and functional. More specifically capacities of the key institutions such as the Waste and Chemicals Unit at the MoENR will be reviewed and gaps identified.

An assessment report will be produced with a clear outline of findings and related recommended actions for filling identified gaps and developing national capacities further and consequently enabling national authorities to ratify and implement the Convention.

Upon the identification of capacity and/or regulatory gaps (in relation to the Convention's obligations), these will be discussed in cross-ministerial and multi-stakeholder consultations. The results of these discussions will set the main framework for the work under component 2 on the MIA Report development.

Outcome 1.3 Awareness raised on the environmental and health impacts of Mercury in the country

A targeted awareness raising campaign on mercury risks and mercury-associated problems in the key sectors or communities will be conducted for decision-makers as well as population groups at risk and general public. This will be a complementary activity to supplement the ongoing consultative process, as described above. Specific activities will be defined based on the results of the Output 1.1. and 1.2 and effective and efficient methods for sensitization works will be applied.

Expected Outcome 2: National Mercury Profile and Mercury Initial Assessment Report developed

This component involves conducting the initial inventory of mercury. The inventory will look at the sectors identified through application of the UNEP Toolkit for the Identification and Quantification of Mercury Releases to ascertain the specific industries, their locations and the extent of the use of mercury

Output 2.1. National capacities strengthened for undertaking Mercury inventories

In order to build the national capacity for undertaking the Mercury inventories, institutional capacity will be assessed by reviewing the available capacity within governmental institutions and agencies to gather and analyze available data and prepare relevant reports to aid in the decision making process related to the Convention implementation in the future. Based on the assessment institutional capacity gaps will be identified and the proposed findings of the capacity assessment will become the basis of a number of priority actions for the capacity development. These gaps and findings will be discussed and agreed upon among the key stakeholders. Upon the agreed gaps and findings the relevant training program will be developed and the training will be conducted.

Output 2.2 National inventory conducted and the Mercury profile prepared

The related inventory will be conducted to be used as a basis for the country Mercury profile. During the inventory also the amounts of emission sources of mercury and release sources of mercury to land and water will be identified and assessed; old, historical sources of mercury contamination (such as abandoned mining sites) will be identified; And other specific sectors, local municipalities, local communities and key stakeholders affected by or involved with the main source and/or emissions will be identified.

The inventory will be conducted by a group of technical experts who will (together with key representatives of the MoENRP) comprise a working group to develop (and approve) the National Mercury Profile. The national expert team will include an international technical advisor who will oversee the results of the working group and provide guidance on methodologies, approaches to ensure optimal reliability of data and credibility of analysis.

Output 2.3. National Mercury Initial Assessment (MI) Report prepared

For the development of the MIA report, information from the first component in the form of gap analysis, existing barriers and capacity needs ascertained through the assessment of the regulatory framework and institutional capacities shall be discussed in working groups among the stakeholders.

Expert teams will draft proposals for actions to be included in the Mercury Initial Assessment Report on how to address identified pertinent gaps and barriers. These proposals for discussion will also include an overview of the costs to the Government in meeting its obligations under the Minamata Convention.

After the development of the draft National Mercury Profile and MIA Report by the working group established at the MoEPNR, it will be presented at the cross-ministerial level for approval/adoption.

Among the outcomes expected from the described work, the MIA is to provide information on the following key areas:

- ✦ National mercury profile, including significant sources of emissions and releases, as well as inventories of mercury and mercury compounds;

- ✦ Structures, institutions, legislation already available to implement the Convention;
- ✦ Identification of barriers that would hinder or prevent implementation of the Convention;
- ✦ Identification of technical and financial needs for implementation of the Convention, including resources from the GEF, national sources, bilateral sources, the private sector and others.

2.2 Sustainability Cost-effectiveness

Sustainability

Social and Environmental sustainability: Increased capacity for the Mercury management/Inventory will contribute indirectly to social sustainability through improvement of quality of the environment (reducing risks of Mercury exposure) associated with elimination of hot-spots of Mercury in future. Variety of stakeholders involved in the project – government institutions, state and private companies, local municipalities, NGOs will be directly or indirectly involved in the project. A positive message of cleaning up the environment and getting rid of the legacy of the past will be conveyed from project stakeholders to general public thus strengthening the perception of general public to government efforts in improving the quality of environment.

Institutional sustainability: The project will affect positively institutional sustainability through increased capacity of Mercury inventory and the stockpile management by institutions involved in management of chemicals. Raised capacity for the Mercury inventory and experience gained from project realisation will furnish institutions with skills and experience necessary for future work in the field of hazardous waste management, Mercury in particular.

Replicability

Replication potential of this project is substantial not only regionally (Caucasus region in particular, also other former republics of the Soviet Union), where countries are currently seeking to implement similar measures and the replication effect could be most significant, but actually in any country where obsolete pesticide stockpiles have been identified and are to be eliminated in environmentally sound manner. So lessons learned from the project implementation potentially could be of good value to many countries.

Cost-effectiveness

The cost-effectiveness of the project will be assured through the co-management of the project within existing chemicals umbrella programme overseen by UNDP-Georgia that relates to other POPs- and chemicals-related projects. The project will involve national experts as much as possible to facilitate the collection of accurate information and to establish a high-responsiveness of the project to keep a steady momentum in project implementation with an international technical advisor providing succinct, specific input where local expertise gaps exist. Information dissemination with the general public and specific local communities will be more effective through integrating the work through existing activities of local NGOs and eco-clubs.

2.3 Indicate Risks and Assumptions

Risk	Level	Measures for risk mitigation
Political instability with potential policy shift and staff turnover in the Ministry of Environment and Natural resources Protection	L	The project will ensure a close and adequate contact with key decision makers on the important objectives of the project. Further, the project steering structures would include a broad gathering of key line ministries for ensuring the approval of technical staff influencing political decisions.

Identification of old, historical sources of Mercury contamination for the Mercury inventory is not comprehensive because of no availability of data on historical sources such as abandoned mining sites	M	Risk is considered medium since current knowledge on historical sources is based on expert's judgment, not measurements.
Shortage of national technical expertise, especially for conducting Mercury inventory	L	The project will ensure training and capacity building of local experts to assist with the inventory though international expertise will be required to facilitate the process and provide 'on-job training' for undertaking the inventory
Overall rating	M	

III. PROJECT RESULTS FRAMEWORK:

<p>This project will contribute to achieving the following Country Programme Outcome as defined in CPAP: Expected Outcome 3.2. Underlying disaster risk factors are reduced, focusing on sustainable environmental and natural resource management.</p> <p>Output(s): 3.2.1. Sustainable practices and instruments for the management of chemicals, land, water and biological resources demonstrated at pilot areas and up-scaled at national and/or trans-boundary levels; 3.2.2. System, institutional and staff level capacities enhanced for implementation of national environmental commitments and major international agreements on climate change, biodiversity, land degradation and chemicals</p> <p>Country Programme Outcome Indicators: 3.2.1. Enabling environment and status of implementation of national and international environmental commitments</p> <p>Primary applicable Key Environment and Sustainable Development Key Result Area: Mainstreaming environment and energy; 1. Strengthened capacity of local institutions to manage the environment and expand environment and energy services, especially to the poor.</p>			
<p>Applicable GEF Strategic Objective and Program:</p> <p>CHEM-3: Pilot sound chemicals management and mercury reduction.</p> <p>Applicable GEF Expected Outcomes:</p> <ol style="list-style-type: none"> 1) Country capacity built to effectively manage mercury in priority sectors; 2) Contribute to the overall objective of the SAICM of achieving the sound management of chemicals throughout their life-cycle in ways that lead to the minimization of significant adverse effects on human health and the environment <p>Applicable GEF Outcome Indicators:</p> <ol style="list-style-type: none"> 1) Countries implement pilot mercury management and reduction activities 2) Countries implement SAICM relevant activities that generate global environmental benefits and report to the International Conference on Chemicals Management 			
EA Objective	Indicator	Baseline	Targets End of the Project
Undertake a Mercury	Enabling environment for decision-making on the ratification of Minamata established.	Requirements for the ratification of Minamata convention are not determined in Legislation regulatory framework;	Legislation, policy and regulatory framework assessed to determine requirements for the ratification of Minamata convention;
		Capacity needs to regard	Capacity needs to regard in the
			Assessment report; Awareness raising strategy and action plan; Report on conducted activities
			Political instability with potential policy shift and staff turnover in the Ministry of Environment and Natural resources Protection
<p>EA Objective: Undertake a Mercury Initial Assessment to enable the Government of Georgia to determine the national requirements and needs for the ratification of the Minamata Convention and establish a national foundation to undertake future work towards the implementation of the Convention.</p>			

<p>Initial Assessment to enable the Government of Georgia to determine the national requirements and needs for the ratification of the Minamata Convention and establish a national foundation to undertake future work towards the implementation of the Convention.</p>	<p>National Mercury Profile and Mercury Initial Assessment Report developed</p>	<p>implementation of Convention provisions are not identified</p> <p>Low awareness level on the environmental and health impacts of Mercury in the country</p> <p>Low or no national capacities for undertaking Mercury inventories</p> <p>National inventory has never been conducted and the Mercury profile does not exist;</p>	<p>implementation of Convention provisions defined</p> <p>Awareness raised on the environmental and health impacts of Mercury in the country</p> <p>National capacities strengthened for undertaking Mercury inventories</p> <p>National inventory conducted and the Mercury profile prepared;</p> <p>National Mercury Initial Assessment (MI) Report prepared</p>	<p>Capacity assessment report;</p> <p>Training manuals;</p> <p>Training reports;</p> <p>List of trainees;</p> <p>Inventory report;</p> <p>National MIA report</p> <p>Identification of old, historical sources of Mercury contamination for the Mercury inventory is not comprehensive because of no availability of data on historical sources such as abandoned mining sites</p> <p>Shortage of national technical expertise, especially for conducting Mercury inventory</p>
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TOTAL BUDGET AND WORK PLAN

Award ID:	00082890
Award Title:	Country Name: Georgia; Project Title: PIMS 5405: Strengthen national decision making towards ratification of the Minamata Convention and build capacity towards implementation of future provisions
Business Unit:	GEO10
Project Title:	Strengthen national decision making towards ratification of the Minamata Convention and build capacity towards implementation of future provisions
Project ID: PIMS no. 5405	00091591
Implementing Partner (Executing Agency)	Ministry of Environment and Natural resources Protection of Georgia

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:
OUTCOME 1: Enabling environment for decision-making on the ratification of Minamata established	GOG	62000	GEF	71300	Local Consultants	0	10000	0	10000	1
				71300	Local Consultants	0	10000	5500	15500	2
				72100	Contractual services-companies	0	19800	19800	39600	3
				71300	Local Consultants	0	2000	0	2000	4
					Total Outcome 1	0	41800	25300	67100	
OUTCOME 2: National Mercury Profile and Mercury Initial Assessment Report developed	GOG	62000	GEF	71200	International Consultants	0	13000	6500	19500	5
				72100	Contractual services-companies	0	20000	17000	37000	6
				71300	Local Consultants	0	10000	5500	15500	7
				72100	Contractual services-companies	0	20000	20000	40000	8
					Total Outcome 2	0	63000	49000	112000	
3. PROJECT MANAGEMENT UNIT	GOG	62000	GEF	71400	Contractual services-Individuals	0	10900	5000	15900	9
				71600	Travel-Local DSAs	0	650	350	1000	10

8. Contractual service with companies in order to prepare the National Mercury Initial Assessment (MI) Report;
9. Service contract costs for Project Manager and Project Assistant;
10. Local travel costs: DSAs (UNDP local DSA within country, for trips outside the capital DSA is US\$ 122);
11. Audio visual and Printing and production costs
12. Cost of the project audit

Position Titles	\$/ Person Week	Estimated Person Weeks	Tasks to be Performed
For EA Management			
Local (from management budget)			
Project manager	165	60	Supervise and coordinate the production of project outputs, as per the project document; Mobilize all project inputs in accordance with procedures for nationally implemented projects; Supervise and coordinate the work of project staff, consultants and sub-contractors; Prepare and revise project work and financial plans; Liaise with UNDP, relevant government agencies, and all project partners, including donor organizations and NGOs for effective coordination of all project activities; Facilitate administrative backstopping to subcontractors and training activities supported by the Project; Oversee and ensure timely submission of all reports as may be required by UNDP, GEF, the MoENRP and other oversight agencies; Disseminate project reports and respond to queries from concerned stakeholders; Report progress of project to the PEB, and ensure the fulfilment of PEB directives.
Project administrative assistant	100	60	Collect, register and maintain all information on project activities; Contribute to the preparation and implementation of progress reports; Monitor project activities, budgets and financial expenditures; Advise all project counterparts on applicable administrative procedures and ensures their proper implementation; Maintain project correspondence and communication; Support the preparations of project work-plans and operational and financial planning processes; Assist in procurement and recruitment processes; Assist in the preparation of payments requests for operational expenses, salaries, insurance, etc.

				<p>against project budgets and work plans;</p> <p>Follow-up on timely disbursements by UNDP CO;</p> <p>Receive, screen and distribute correspondence and attach necessary background information;</p> <p>Prepare routine correspondence and memoranda for Project Managers signature;</p> <p>Assist in logistical organization of meetings, training and workshops;</p> <p>Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities and write minutes from the meetings;</p> <p>Maintain project filing system;</p> <p>Maintain records over project equipment inventory.</p>
For Technical Assistance (from technical components)				
Local				
Public awareness expert	500	4		<p>Develop public awareness activities necessary to raise awareness on mercury and the Minamata convention among the key stakeholders and target groups identified during the initial assessment;</p> <p>Support implementation of public awareness activities and supervise any sub-contractors recruited for implementation;</p> <p>Maintain quality control over public awareness outputs.</p>
National expert on data collection organization and analysis	500	31		<p>Identification of main target areas (sites) and sources for collection of data in accordance with the rapid assessment : i) coal-fired power plants; ii) cement production; iii) mining and other metallurgical activities; iv) mercury mining; v) small-scale gold and silver mining; vi) chloral-alkali production; vii) fluorescent lamps, manometers, thermometers; viii) manufacturing of products containing mercury; and ix) waste (including medical waste) incineration;</p> <p>Selection of methodology for the collection and analysis of data under each mercury source identified;</p> <p>Collection of data and analysis;</p> <p>Review of the rapid assessment of sources and validation (or expansion) of the list in accordance with collected data.</p>
National expert on regulatory analysis and recommendations	500	20		<p>Detailed review of regulatory framework and identification of gaps in management of mercury;</p> <p>Development of specific recommendations on adjustments, amendments required in existing legislation;</p> <p>Liaise with MoENRP, Minamata focal point and relevant government agencies for development of effective proposals for regulatory framework development.</p>
National expert on capacity needs	500	31		<p>Review of assessments generated under regulatory analysis and inventory;</p>

<p>identification for implementation of the Convention provisions</p>			<p>Assessment of the impact of project outputs on specific stakeholders and general public; To define the capacity needs in regard to the implementation of Convention provisions.</p>
<p>International (from technical components)</p>			
<p>International technical expert</p>	<p>3,250</p>	<p>6</p>	<p>Provision of technical advisory support (with missions) to the local team on the Minamata convention as the new MEA instrument, mercury sources, data organization, collection and validation process in each related sector/sub-sector; Support to the national level consultations on the data analysis, national mercury profile formulation and priority setting processes for decision-making; Provision of regulatory advisory support where needed with respect existing international benchmarks Provision of support to develop and analyze cost related to the implementation of the Convention and description of potential sources of funds, including existing bilateral sources</p>

IV. MANAGEMENT ARRANGEMENTS

4.1 Overall Responsibilities

The project will be implemented through NIM (national implementation modality) with the Ministry of Environmental and Natural Resources Protection as the implementing agency – the national partner. The Chemicals Service Unit of the Ministry will be the main responsible unit for the implementation of the project. A Project Management Unit (PMU) will be created and will be composed of a Project Manager (PM) and an Assistant. The PMU will be in charge of project day-to-day management. The PM provides overall supervision and direction for project activities with responsibility for reporting on progress.

The Project Executive Board (PEB) will direct the project and will be the ultimate decision-maker for it. It will ensure that the project remains on course to deliver the desired outcomes of the required quality. The PEB will make management decisions for the project when guidance is required by the Project Manager or when project tolerances have been exceeded. More specifically, the PEB will set up tolerance levels for project stages in terms of duration and disbursement of financial resources. The PEB will review and clear Annual Work Plans (AWP) and annual progress achieved by the project through Annual Project Reviews based on the approved annual work plans. The Annual Workplan and the budget revisions will be sent to the UNDP Regional Center in Istanbul for clearance by the Regional Technical Advisor on chemicals. It will review and approve project stage (quarterly) plans and will authorize any major deviation from these agreed stage plans. The PEB is the authority that signs off on the completion of each stage plan as well as authorizes the start of the next stage plan. It will ensure that required resources are committed, will arbitrate any conflicts within the project or negotiate a solution to any problems between the project and external bodies. The PEB will meet on a quarterly basis (more often if required). Prior to the quarterly meetings, the PM will duly submit the progress report on the previous period and the plan for the next one. The PEB will evaluate submitted documents and be in charge of approving plans and budgets.

The PEB will be composed of the Executive, Senior User and Senior Supplier components. The Executive is ultimately responsible for the project, supported by the Senior User/Beneficiary and Senior Supplier.

The Executive's role is to ensure that the project is focused throughout its life cycle on achieving its outputs. The Executive has to ensure that the project has a cost-conscious approach, balancing the demands of the user (or beneficiary) and supplier. For the project purposes, the MoENRP, its National Project Director will assume the Executive Role in the Board.

The Senior User/Beneficiary is responsible for specification of the needs of all those who will be primarily using or benefiting from the project outputs, for user liaison with the project team and for monitoring that the solution will meet those needs. The Senior User role commits user resources and monitors project outputs against agreed requirements. Representatives of The Department of International Relations and Environmental Policy Department and relevant Municipal services will represent the Senior User in the PEB.

The Senior Supplier represents the interests of those committing resources either financial or human to the project. The Senior Supplier is accountable for the quality of the outputs delivered by the supplier(s). The Senior Supplier role must have the authority to commit or acquire supplier resources required. UNDP Assistant Resident Representative will represent the senior supplier role together the Head of the Integrated Environmental Management of the Ministry of Environment and natural resources protection Protection and the Heads of the local Municipalities supported by other major project co-financier donors/donor programme, including EU Twinning programme, etc.

Project Assurance – this is one of the key roles in the project management structure. The Project Assurance will act as an independent and objective quality monitoring agent, avoiding the potential "self-serving bias". In addition, the project assurance will verify the products' or outputs' quality. The Regional Technical Advisor for Chemicals at the UNDP Istanbul Regional Center, Georgia UNDP Energy and Environment Team Leader and Programme Associate will play the Project Assurance role.

Communications

The NPD and the PMU will communicate with a variety of audiences and be in charge of keeping the stakeholders informed of the progress overall and on the most important project events. Further, they will be responsible for building and sustaining the Ministry's commitment to the project and the involvement of project stakeholders. To do this, the Ministry of Environment and natural resources Protection and the PMU will develop a communications strategy. They will maintain a high level of transparency and openness throughout the project implementation. The PMU and the Ministry will prepare promotional materials which will bear the logos of all project partners. The same standard will also apply for all other written materials and publications and will also apply to all public events.

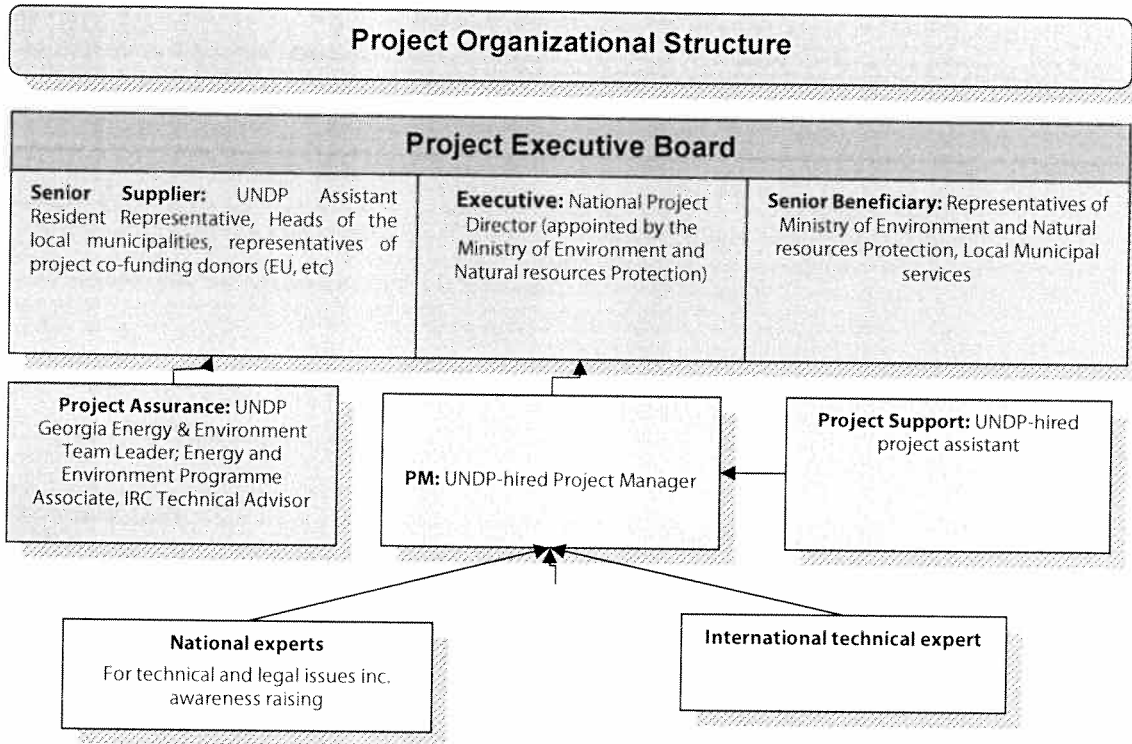
Financial and other procedures

Payments will be performed primarily through direct payments. A letter of agreement will be signed between the Ministry of Environment Protection and UNDP CO outlining the support services that UNDP will provide to the executing agency during the project implementation. The NPD will authorize the payments to be made on the basis of the budget approved by PEB. During absence of the NPD, the Project Manager will be authorized to process such transactions. UNDP will provide support services as agreed between the parties and set out in the standard service agreement letter between the Ministry of Environment and Natural Resources Protection of Georgia and UNDP. Granting external access to ATLAS system to the project personnel will be part of the standard service agreement.

In accordance with standard UNDP procedures, all resources/equipment gained through project support remains the property of UNDP until project closure when a decision will be taken as to how to dispose of these resources. It is standard practice to leave resources with the implementing partner after project closure as a contribution to the development of national capacity.

In order to accord proper acknowledgement to GEF for providing funding, a GEF 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.

PROJECT ORGANOGRAM:



* : UNDP EURO USD exchange rate for 22.0.10 at 1USD=0.735 EURO is used for calculating the EU-Twinning co-funding amount

V. MONITORING AND EVALUATION

5.1. MONITORING FRAMEWORK AND EVALUATION

The project will be monitored through the following M&E activities. The M&E budget is provided in the table below.

Project start:

A Project Inception Workshop will be held within the first 3 months of project start with those with assigned roles in the project organization structure, UNDP country office and where appropriate/feasible regional technical policy and programme advisors as well as other stakeholders. The Inception Workshop is crucial to building ownership for the project results and to plan the first year annual work plan.

The Inception Workshop should address a number of key issues including:

- a) Assist all partners to fully understand and take ownership of the project. Detail the roles, support services and complementary responsibilities of UNDP CO and RCU staff vis à vis the project team. Discuss the roles, functions, and responsibilities within the project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms. The Terms of Reference for project staff will be discussed again as needed.
- b) Based on the project results framework and the relevant GEF Tracking Tool if appropriate, finalize the first annual work plan. Review and agree on the indicators, targets and their means of verification, and recheck assumptions and risks.
- c) Provide a detailed overview of reporting, monitoring and evaluation (M&E) requirements. The Monitoring and Evaluation work plan and budget should be agreed and scheduled.
- d) Discuss financial reporting procedures and obligations, and arrangements for annual audit.
- e) Plan and schedule Project Board meetings. Roles and responsibilities of all project organisation structures should be clarified and meetings planned. The first Project Board meeting should be held within the first 12 months following the inception workshop.

An Inception Workshop report is a key reference document and must be prepared and shared with participants to formalize various agreements and plans decided during the meeting.

Quarterly:

- Progress made shall be monitored in the UNDP Enhanced Results Based Management Platform.
- Based on the initial risk analysis submitted, the risk log shall be regularly updated in ATLAS. Risks become critical when the impact and probability are high. Note that for UNDP GEF projects, all financial risks associated with financial instruments such as revolving funds, microfinance schemes, or capitalization of ESCOs are automatically classified as critical on the basis of their innovative nature (high impact and uncertainty due to no previous experience justifies classification as critical).
- Based on the information recorded in Atlas, a Project Progress Reports (PPR) can be generated in the Executive Snapshot.
- Other ATLAS logs can be used to monitor issues, lessons learned etc... The use of these functions is a key indicator in the UNDP Executive Balanced Scorecard.

Annually:

- Annual Project Review/Project Implementation Reports (APR/PIR): This key report is prepared to monitor progress made since project start and in particular for the previous reporting period (30 June to 1 July). The APR/PIR combines both UNDP and GEF reporting requirements.

The APR/PIR includes, but is not limited to, reporting on the following:

- Progress made toward project objective and project outcomes - each with indicators, baseline data and end-of-project targets (cumulative)
- Project outputs delivered per project outcome (annual).
- Lesson learned/good practice.
- AWP and other expenditure reports
- Risk and adaptive management
- ATLAS QPR
- Portfolio level indicators (i.e. GEF focal area tracking tools) are used by most focal areas on an annual basis as well.

Periodic Monitoring through site visits:

UNDP CO and the UNDP RCU will conduct visits to project sites based on the agreed schedule in the project's Inception Report/Annual Work Plan to assess first hand project progress. Other members of the Project Board may also join these visits. A Field Visit Report/BTOR will be prepared by the CO and UNDP RCU and will be circulated no less than one month after the visit to the project team and Project Board members.

End of Project:

An independent Final Evaluation will take place three months prior to the final Project Board meeting and will be undertaken in accordance with UNDP and GEF guidance. The final evaluation will focus on the delivery of the project's results as initially planned (and as corrected after the mid-term evaluation, if any such correction took place). The final evaluation will look at impact and sustainability of results, including the contribution to capacity development and the achievement of global environmental benefits/goals. The Terms of Reference for this evaluation will be prepared by the UNDP CO based on guidance from the Regional Coordinating Unit and UNDP-GEF.

The Terminal Evaluation should also provide recommendations for follow-up activities and requires a management response which should be uploaded to PIMS and to the UNDP Evaluation Office Evaluation Resource Center (ERC).

The relevant GEF Focal Area Tracking Tools will also be completed during the final evaluation.

During the last three months, the project team will prepare the Project Terminal Report. This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project's results.

Table 1: Project Monitoring and Evaluation Plan

Type of M&E activity	Responsible Parties	Time frame
Inception Workshop	Project executive, Project Management Unit (PMU)	Within first three months of project start up
Inception Report	PMU & Project Executive, UNDP CO	Immediately following IW
APR/PIR	PMU, Project Executive UNDP CO, RCU	Annually (August-September)
Quarterly progress reports	PMU, Project Executive	Calendar Quarterly

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Type of M&E activity	Responsible Parties	Time frame
	UNDP CO	
Annual progress reports	PMU, Project Executive UNDP CO	End of calendar year
Project Executive Board Meetings	Project Executive, PMU	Following Project IW and subsequently on a quarterly basis
Annual Project Reviews	PMU & Project Executive PEB	Annually
Technical reports	PMU, consultants	To be determined by Project team
Final Evaluation	UNDP-CO UNDP-GEF External Consultants RCU	At least 3 months before project closure

Audit clause

Audit will be conducted according to UNDP Financial Regulations and Rules and applicable Audit policies.

5.2 Learning and knowledge sharing

Results from the project will be disseminated within and beyond the project intervention zone through existing information sharing networks and forums.

The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to project implementation through lessons learned. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects.

Finally, there will be a two-way flow of information between this project and other projects of a similar focus.

5.3 Communications and visibility requirements:

Full compliance is required with UNDP's Branding Guidelines. These can be accessed at <http://intra.undp.org/coa/branding.shtml>, and specific guidelines on UNDP logo use can be accessed at: <http://intra.undp.org/branding/useOfLogo.html>. Amongst other things, these guidelines describe when and how the UNDP logo needs to be used, as well as how the logos of donors to UNDP projects needs to be used. For the avoidance of any doubt, when logo use is required, the UNDP logo needs to be used alongside the GEF logo. The GEF logo can be accessed at: http://www.thegef.org/gef/GEF_logo. The UNDP logo can be accessed at <http://intra.undp.org/coa/branding.shtml>.

Full compliance is also required with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at: http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08_Branding_the_GEF%20final_0.pdf. Amongst other things, the GEF Guidelines describe when and how the GEF logo needs to be used in project publications, vehicles, supplies and other project equipment. The GEF Guidelines also describe other GEF promotional requirements regarding press releases, press conferences, press visits, visits by Government officials, productions and other promotional items.

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Where other agencies and project partners have provided support through co-financing, their branding policies and requirements should be similarly applied.

VI. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

- put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

VII. ANNEXES

ANNEX 1: UNDP STRATEGIC PLAN: KEY FOCAL AREAS + KEY RESULT AREAS + PROVISIONAL CORPORATE OUTCOMES

<i>Key Focal Area</i>	<i>Key result area</i>	<i>Provisional Corporate Outcomes</i>
Poverty Reduction and MDG achievement	1. Promoting inclusive growth, gender equality and MDG achievement	1. MDG-based national development strategies promote growth and employment, and reduce economic, gender and social inequalities
		2. Enhanced national and local capacities to plan, monitor, report and evaluate the MDGs and related national development priorities, including within resource frameworks.
		3. Policies, institutions and mechanisms that facilitate the empowerment of women and girls strengthened and implemented.
		4. Macroeconomic policies, debt-sustainability frameworks, and public financing strategies promote inclusive growth and are consistent with achieving the MDGs.
		5. Strengthened capacities of local governments and other stakeholders to foster participatory local development for the MDGs.
		6. Policies, strategies and partnerships established to promote public-private sector collaboration and private-sector and market development that benefits the poor and ensures that low-income households and small enterprises have access to a broad range of financial and legal services.
	2. Fostering inclusive globalization	1. Enhanced capacities of developing countries to compete internationally and to negotiate interpret and implement agreements on trade, intellectual property, and investments in a manner which prioritizes poverty and inequality reduction and human development.
		2. Strengthened national capacities to negotiate and manage development finance, including aid and debt, consistent with the achievement of the MDGs and other internationally agreed development goals.
	3. Mitigating the impact of AIDS on human development	1. AIDS response integrated into poverty reduction strategies, MDG-based national development plans, and macroeconomic processes.
		2. Strengthened national capacity for inclusive governance and coordination of AIDS responses, and increased participation of civil society entities and people living with HIV in the design, implementation and evaluation of AIDS programmes.
		3. Policies and programmes implemented through multi-stakeholder approaches to protect the human rights of people affected by AIDS. Mitigate gender-related vulnerability, and address the impact of AIDS on women and girls.
		4. Accelerated implementation of AIDS funds and programmes financed through multilateral funding initiatives, including the Global Fund to fight AIDS, Tuberculosis, and Malaria.
Democratic governance	1. Fostering inclusive participation	1. Civic engagement, through civil society organizations, voluntary associations, trade unions, political parties, and private sector organization, enables all people to influence public policy processes.
		2. Electoral laws, processes and institutions strengthen inclusive participation and professional electoral administration.
		3. Communication channels support government accountability and transparency through e-governance, independent journalism, and access to information policies.
	2. Strengthening responsive governing institutions	1. National, regional and local levels of governance expand their capacities to manage the equitable delivery of public services and support conflict reduction.
		2. Legislatures, regional elected bodies, and local assemblies have strengthened institutional capacity, enabling them to represent their constituents more effectively.
		3. Effective, responsive, accessible and fair justice systems promote the rule of law, including both formal and informal processes, with due consideration on the rights of the poor, women and vulnerable groups.
	3. Support national partners to implement democratic governance practices grounded in human rights, gender equality and anti-corruption	1. Strengthened national, regional and local level capacity to mainstream human rights in government policies and institutions.
		2. Strengthened national, regional and local level capacity to mainstream gender equality and women's empowerment in government policies and institutions.
		3. Strengthened national, regional, and local-level capacity to implement anti-corruption initiatives.

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Crisis Prevention	1. Enhancing conflict and disaster risk management capabilities	1. Solutions generated for natural disaster risk management and conflict prevention through common analysis and inclusive dialogue among government, relevant civil society actors and other partners (i.e. UN, other international organizations, bilateral partners).
		2. Disaster – strengthened national capacities, including the participation of women to prevent, reduce, mitigate and cope with the impact of the systemic shocks from natural hazards.
		3. Conflict – strengthened national capacities, including the participation of women, to prevent, reduce, mitigate and cope with the impact of violent conflict.
		4. Other
	2. Strengthening post-crisis governance	1. Early post-crisis resumption of local governance functions to facilitate recovery.
		2. Disaster – post disaster governance capacity strengthened, including measures to ensure the reduction of future vulnerabilities.
		3. Conflict – post-conflict governance capacity strengthened, including measures to work towards prevention of resumption of conflict.
		4. Other
	3. Restoring the foundations for development at local level	1. Gender equality and women's empowerment enhanced in post-disaster and post-conflict situations.
		2. Conflict – post-crisis community security and social cohesion restored.
		3. Post-crisis socio-economic infrastructure restored, economy revived and employment generated; crisis affected groups returned and reintegrated.
		4. other
Environment and sustainable development	1. Mainstreaming environment and energy	1. Strengthened national capacities to mainstream environment and energy concerns into national development plans and implementation systems.
		2. Other
	2. Catalyzing environmental finance	1. Countries develop and use market mechanisms to support environmental management.
		2. other
	3. Promote climate change adaptation	1. Strengthened capacity of developing countries to mainstream climate change adaptation policies into national development plans.
		2. Other
	4. Expanding access to environmental and energy services for the poor.	1. Strengthened capacity of local institutions to manage the environment and expand environment and energy services, especially to the poor.
		2. Other

Annex 2: Terms of Reference for key project staff

Project Manager

Functions / Key Results Expected

The Project Manager (PM), under direct supervision of the Energy and Environment Team Leader, is responsible for the day-to-day management, supervision of the implementation of the Project(s). PM's primary responsibility is to ensure that project(s) produces the results specified on the project document to the required standard of quality and within the specified limits of time and cost. He/she also provides technical support to the project(s) activities and is the key person responsible, upon request, to keep the Ministry of Environment Protection informed of progress in the outputs produced. More specifically, his/her responsibilities are as follows:

Summary of Key Functions:

1. Ensures effective management of the project and supervision of the project team focusing on quality control of the full cycle of programming from formulation to implementation:

- Ensure timely and effective management of the activities as scheduled;
- Coordinate and oversee the preparation of the project outputs;
- Help organize consultations/workshops and ensure their success;
- Prepare periodic progress reports of the activities performed;
- Coordinate and support the work of all consulted experts;
- Facilitate and moderate PEB meetings;
- Interact closely with all relevant stakeholders and the PEB and other partners to ensure their involvement in project(s);
- Interact with the POPs/MP focal point in the Regional support centre in Bratislava to promote interaction with other projects in the region on POPs and to disseminate lessons learned, as well to facilitate other country's best practices in POPs (including procurement of hazardous waste) and ODS related activities;
- Oversee and contribute to finalization of project(s) outputs, such as the annual reports to the GEF and Montreal Protocol;
- Liaise with the Project Board to assure overall integrity of the project(s);
- Be open for knowledge sharing on projects' related issues with UNDP, national counterparts, communities of practice.

2. In addition, specific tasks and responsibilities of the proposed assignment include, but are not limited to the following:

- Develop scope of work and respective BOQ (Bill of Quantity) and/or RFQ (Request for Quotation);
- Develop scope of work and respective terms of reference for consultants hires;
- Take lead in procurement processes related to subcontracting of individuals/companies. Ensure that procurement is implemented in accordance with UNDP rules and procedures;
- Control expenditure and otherwise ensure adequate management of the resources provided;
- Provide direction and guidance to project(s) term/responsible party;
- Monitor events as determined in the Monitoring and Communication plan and update this plan as required;
- Manage and monitor the project(s) risks as initially identified in the Project Brief appraised by the LPAC, submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the Project Risks Log;
- Be responsible for managing issues and requests for change by maintaining an Issues Log;
- Prepare the Project Progress report, Annual Review and Final Review (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the Project Board and Project Assurance;
- Based on the review, prepare the Annual Work Plans and as Quarterly Plans if required;
- Identify follow-on actions and submit them for consideration to the Project Board;
- Manage the transfer of project deliverables, documents, files, equipment and materials to national beneficiaries;
- Undertake the management function of another project (within the portfolio) if/when required at the decision of management.

Project Administrative Assistant

Under the overall supervision of the Project Manager(s) the incumbent will provide finance management and administrative support for smooth implementation of the UNDP project(s) in compliance with all relevant UNDP rules and regulations.

The Assistant will provide support to Project Manager(s) in undertaking project(s) management activities on a daily basis and represent the project(s) in the absence of the Manager(s).

The main tasks of the Assistant will consist of supporting the Project Manager(s) with on the completion of various tasks and making necessary arrangements for coordinating project(s) activities in compliance with the UNDP rules and regulations.

In particular, the Finance and Administrative Assistant will carry out the following tasks and activities:

Substantive Functions:

- Provide support to the Manager in developing project quarterly work and financial plans, progress and financial reports;
- Provide support in liaison with the UNDP local office, other international and national stakeholder organizations, the project executive board and other project partners;
- Provide support in coordination and supervising the national consultants and international in timely collection and compilation of the necessary data/information;
- Provide support in organizing and facilitating meetings with stakeholders, including preparation of budgets and other related materials for the meetings, coordinating logistical support to participants, take minutes;
- Provide support in the use of Atlas (external module and intranet resources) for monitoring and reporting;
- Be fully aware of the financial status of the project and be able to provide necessary information/data;
- Participate in preparation of budget revisions to reflect the latest needs of the project;

Administrative Functions:

- Organize project files, register and keep track of contracts and other documents related to the project (contracts, receipts, checks, inventory of purchased goods/materials). Ensure that information needed for auditing purposes is easily available;
- Maintain a procurement plan, participate in conducting procurement tenders and prepare procurement contracts for goods and services;
- Control project assets, maintain office and keep inventory list;
- Secure the maintenance of the project vehicle and keep track of log book;
- Provide assistance in the HR related project matters throughout the entire recruitment process, contracting and timely disbursement of pending payments (salaries, DSAs, etc.) according to the existing contracts, monitor/maintain staff leave records; ensure that contracts are duly renewed. Ensure that recruitments are carried out in compliance with appropriate UNDP procedures;
- Make necessary logistical arrangements for the international and national experts missions.
- Prepare Requests for Direct Payment and ensure provision of appropriate supporting documentation.