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Resilient nations.

6 August 2014

Dear Ms. Lekoetje,

**Subject:** Medium-Size Project, Gambia Protected Areas Network and Community Livelihood Project – PIMS No. 5000 - ATLAS BU: GMB10 - Proposal No.: 00081339 - Project No.: 00090646

I am pleased to delegate to you as the UNDP Resident Representative the authority to sign the Initiation Plan for the above-mentioned Project Preparation Grant (PPG) on behalf of UNDP, and to commence development of the main project. The Initiation Plan, which amounts to a total of USD 30,000 of GEF resources, has received its final approval in accordance with the established GEF procedures (CEO approval letter attached for ease of reference).

I am also pleased to provide a summary of the next steps in the process and to outline, for your ease of reference, the mandatory GEF-specific project financial and results management requirements. In addition, a number of Advisory Notes have been prepared to support the implementation of Initiation Plans and UNDP supported GEF funded projects. These can be found in the UNDP-GEF Programming Manual at <http://intra.undp.org/gef>.

***Next steps and mandatory GEF-specific requirements:***

1. ***Issuance of Authorized Spending Limit (ASL):*** To facilitate a quick start to the PPG, once the Initiation Plan is signed, please kindly ensure that the Atlas-generated *Annual Work Plan (AWP)* based on the *Total Budget and Annual Work Plan* in the attached document, along with a copy of the signed cover page, is sent to Mr. Yves de Soye, UNDP-GEF Regional Technical Advisor (RTA) in Istanbul/Turkey.

Any proposed budget revisions should be forwarded to the RTA together with a clear explanation of the changes proposed, as any significant changes require review and approval. In addition, please note that UNDP-GEF is not in a position to increase the project budget above the amount already approved by the GEF Council. Therefore, any over-expenditure on this project would have to be absorbed by other Country Office resources.

2. ***GEF-specific project management requirements:***
  - Any changes with respect to the objectives of the initiation plan will have to be discussed with and approved by the RTA, as they will have to be reported to the GEF.

/...

**Ms. Ade Mamonyane Lekoetje**  
**Resident Representative**  
**UNDP Gambia**

## United Nations Development Programme

- The PPG and MSP were approved by the GEF CEO on 13 March 2014. The GEF CEO Endorsement Request package and PRODOC must therefore be endorsed by the GEF CEO by 13 March 2015, at the latest, in respect of the 12 months milestone. To meet this critical milestone, key project preparation activities should be completed by mid December 2014 – by this date, the complete PRODOC, CEO Endorsement Request and co-financing letters will be submitted in a final draft version for internal clearances to UNDP-GEF prior to submission to the GEF Secretariat.
- All efforts should be made to completely commit the GEF PPG resources by the time the project document is submitted to the GEF for CEO endorsement. A report on the use of the PPG resources is included in Annex C of the GEF CEO Endorsement template.
- If the PPG activities and resources have not been fully completed/committed by CEO endorsement, the same reporting table must be submitted with the first project implementation report (APR/PIR) due one year after project document signature.
- This preparatory phase must be operationally completed in Atlas once the main project is endorsed by the GEF CEO. Financial closure should follow within 12 months, but preferably within the same calendar year.
- In order to accord proper acknowledgement to the GEF for providing funding, full compliance is needed 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](http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08_Branding_the_GEF%20final_0.pdf). Full compliance is also 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>.

In concluding, I would like to assure you of UNDP-GEF's and my personal commitment to a successful implementation of the Initiation Plan. The RTA is at your disposal for advice and technical support. Should you have any concerns or questions, please do not hesitate to contact me.

Yours sincerely,



Adriana Dinu

UNDP-GEF Executive Coordinator and Director a.i.

CC:

- Mr Abdoulaye Mar Dieye, Assistant Administrator and Director of the Regional Bureau for Africa, UNDP
- Mr Almamy Camara, Programme Analyst, Environmental Focal Point, UNDP Gambia
- Ms Caroline Petersen, Head of Biodiversity Programme a.i., UNDP - GEF
- Mr Yves de Soye, Regional Technical Advisor, UNDP-GEF

Annex 1: CEO approval letter for PIF



**Naoko Ishii, PhD**  
 Chief Executive Officer and Chairperson

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March 13, 2014

Ms. Adriana Dinu  
 GEF Executive Coordinator  
 United Nations Development Programme  
 One United Nations Plaza  
 304 East 45th St.  
 FF Bldg., 10th floor  
 New York, NY 10017

Dear Ms. Dinu:

I am pleased to inform you that I have approved the medium-sized project concept detailed below. I have also approved your request for project preparation grant.

Decision Sought:		Project Identification Form (PIF) and Project Preparation Grant (PPG) Approval
GEFSEC ID:		5529
Agency(ies):		UNDP
Agency ID:		5000 (UNDP)
Focal Area:		Biodiversity
Project Type:		Medium Size Project
Country(ies):		Gambia
Name of Project:		Gambia Protected Areas Network and Community Livelihood Project
Indicative GEF Project Grant:		\$1,324,310
Indicative Agency Fee:		\$125,809
PPG Grant:		\$30,000
PPG Agency Fee:		\$2,850
Funding Source:		GEF Trust Fund

This PIF and PPG approval is subject to the comments made by the GEF Secretariat in the attached project review document. It is also based on the understanding that the project is in conformity with GEF focal areas strategies and in line with GEF policies and procedures.

Please submit your final medium-sized project document for my approval no later than 12 months after PIF approval.

Sincerely,

Naoko Ishii  
 Chief Executive Officer and Chairperson

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

**Annex 2: Project Cycle Management Services**

Stage	Country Office <sup>1</sup>	UNDP/GEF at regional and global level
<b>Project Development</b>	<i>Initiation Plan:</i> <ul style="list-style-type: none"> <li>• Coordination, management and financial oversight of UNDP Initiation Plan</li> <li>• Discuss management arrangements</li> </ul>	RTA and PA role: <ul style="list-style-type: none"> <li>• Assist in preparation of UNDP Initiation Plan</li> <li>• Technical support, backstopping and troubleshooting.</li> <li>• Support discussions on management arrangements</li> <li>• Facilitate issuance of DOA</li> </ul>
	<i>Project Document:</i> <ul style="list-style-type: none"> <li>• Support project development, assist proponent to identify and negotiate with relevant partners, co-financiers, etc.</li> <li>• Undertake environmental and social screening of project before PAC. Ensure Environmental and Social Screening Procedure (ESSP) documentation is signed by the Resident Representative or Chair of PAC meeting and attached as Annex to the Project Document.</li> <li>• Review, appraise, finalize Project Document.</li> <li>• Negotiate and obtain clearances and signatures – Government, UNDP, Implementing Partner, co-financiers, etc. Coordinate LPAC and document meeting decisions.</li> <li>• Respond to information requests, arrange revisions etc.</li> <li>• Prepare operational and financial reports on development stage as needed.</li> </ul>	RTA role: <ul style="list-style-type: none"> <li>• Sourcing of technical expertise.</li> <li>• Verification of technical reports and project conceptualization.</li> <li>• Guidance on SOF expectations and requirements.</li> <li>• Negotiate and obtain clearances by SOF</li> <li>• Respond to information requests, arrange revisions etc.</li> <li>• Quality assurance and due diligence.</li> </ul>
<p><i>Key UNDP/GEF management performance indicators/targets for Project Development:</i></p> <ol style="list-style-type: none"> <li>1. Time between PIF approval to CEO endorsement for each project:                             <ul style="list-style-type: none"> <li>• Target for GEF trust fund project: FSP = 18 months or less, MSP 12 months or less.</li> <li>• Target for LDCF and SCCF: FSP/MSP = 12 months or less.</li> </ul> </li> <li>2. Time between CEO endorsement (or PAC for non GEF funded projects) to first disbursement for each project:                             <ul style="list-style-type: none"> <li>• Target = 4 months or less</li> </ul> </li> </ol>		

<sup>1</sup> As per UNDP POPP with additional SOF requirements where relevant.