



Initiation Plan / GEF PPG

Empowered lives.
Resilient nations.

Project Title: Protecting and Restoring the Ocean’s natural Capital, building Resilience and supporting region-wide Investments for sustainable Blue socio-Economic development (PROCARIBE+)

Countries:

GEF-eligible countries: Antigua and Barbuda, Belize, Colombia, Costa Rica, Cuba, Dominican Republic, Guatemala, Guyana, Honduras, Jamaica, Panama, Saint Kitts and Nevis, Saint Lucia, Suriname, The Bahamas, Trinidad and Tobago

Non-GEF-eligible countries: the Netherlands, United States of America

Country Programme Outcome: N/A

Gender Marker rating: GEN 2

SESP Pre-Screening Categorization: Substantial

ATLAS Award ID: 00136145	Total budget:	US\$ 350,000
ATLAS Project/Output ID: 00127161	Allocated resources:	
PIMS: 6290	• GEF	US\$ 350,000
Management Arrangement: UN Agency	• Government	US\$
	• UNDP	US\$

AGREED BY

21/09/2021

UNDP NCE Executive Coordinator

Signature

Date

AGREED BY

30-09-2021

Day/Month/Year

UNOPS Executing Agency

Signature

Date

Moin Karim

Regional Director, UNOPS ECR

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I. BRIEF DESCRIPTION OF THE INITIATION PLAN/GEF PPG

Objective & Final Outputs

The objective of the GEF PPG is to develop the project concept into a full project: *Protecting and Restoring the Ocean's natural Capital, building Resilience and supporting region-wide Investments for sustainable Blue socio-Economic development (PROCARIBE+)*. As described in the project concept (PIF), this new project under the longer-term CLME+ initiative aims to build on the results from the UNDP/GEF CLME (2009-2014) and CLME+ (2015-2021) Projects, and to give continuity to **(a)** the implementation of a 10-year regional Strategic Action Programme (SAP) on the marine environment (2015-2024; *the SAP was politically endorsed by 36 Ministers representing 26 countries and 8 overseas territories from the region*), and **(b)** several related key outputs and outcomes from the CLME+ Project. Within this framework the project aims: to implement integrated ocean management arrangements (regional and national) - including through enhanced collaboration among LME's, a Regional Seas Convention and Regional Fisheries Bodies; to enable and develop sustainable and resilient ocean-based (blue) economies including through Marine Spatial Planning, initiatives for habitat protection and restoration (MPA's, OECM's, Blue Carbon...), for sustainable fisheries and addressing land-based sources of pollution while taking into account the cross-cutting issues of climate change, gender, and post-covid recovery; and to catalyze the next iteration of key regional processes such as the Transboundary Diagnostic Analysis/Strategic Action Programme (TDA/SAP).

The following information is to be consulted as background for the GEF PPG phase:

- PIF cleared for WP inclusion or GEF Council approved PIF.
- SESP pre-screening (of PIF).
- Comments from GEF Secretariat, Council, STAP.
- [Annotated UNDP-GEF Project Document Template](#) and associated guidance included therein.
- UNOPS (Implementing Agency) and [UNDP \(GEF Agency\) policies and procedures](#) .
- UNDP-GEF guidance notes on GEF project development (which will be provided by the RTA) and
- GEF policies, in particular GEF policies on: Project Cancellation; Fee Policy for GEF Partner Agencies; Project and Program Cycle; and Minimum Fiduciary Standards for GEF Partner Agency

(in particular sections dealing with the required separation of oversight and execution support services). All GEF policies are available [here](#).

- the CLME+ 10-year SAP and associated relevant Regional Strategies and Action Plans
- key CLME+ Project outputs, including the online CLME+ KM Hub, the integrated environmental & socio-economic “SOMEE” reporting building blocks, the draft MOU for the creation of the Ocean Coordination Mechanism, a.o.

The final outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc).
2. Mandatory annexes to the ProDoc listed in the [Annotated UNDP-GEF Project Document Template](#).
3. [GEF CEO Endorsement Request](#) and all mandatory annexes; and
4. Validation Workshop report (required for projects with a high SESP categorization; as appropriate for all others).

Any additional studies and other reports produced under the GEF PPG and not included in Annex to the project document will be submitted to UNDP and saved for future reference.

Key Dates for the GEF PPG

Milestone	Date	Notes
Internal submission date for UNDP-GEF review and clearance	15/04/2022	within 10 months of PIF approval for FSPs and 6 months for MSPs.
First GEF Submission Deadline for CEO Endorsement	15/06/2022	First submission must be within 12 months of PIF approval for FSPs and 8 months for MSPs. Failure to submit a ProDoc and CEO ER to the GEF Sec by this date will lead to the automatic cancellation of the project by the GEF Sec.
CEO Endorsement Deadline after which the project will be cancelled if not endorsed	15/12/2022	Endorsement must be within 18 months of PIF approval for FSPs and 12 months for MSPs. If the project has not been CEO endorsed by this date, then it will be automatically cancelled by the GEF Sec.

Management Arrangements

UNOPS will lead the project development process and manage the GEF PPG budget in full consultation with the BPPS/NCE-VF IW Technical Advisor(s). The GEF PPG Atlas budget is presented in *Section IV: Total Budget and Work Plan*.

A PPG/IP Coordination Unit will be established. Given the limited PPG grant size and duration, vis-a-vis the exceptional complexity of the region and stakeholder landscape, and the high relevance for this particular initiative of extensive institutional memory, it will be important for successful PROCARIBE+ PPG/IP implementation that the PPG/IP Coordination Unit has pre-existing, in-depth knowledge of all aspects of the CLME+ initiative (i.e. the UNDP/GEF CLME and CLME+ Projects, the CLME+ SAP, the regional negotiations towards the operationalization of an ocean coordination mechanism, etc.), and that the PPG team members count with the relevant pre-existing professional networks. From a risk management

perspective, it will therefore be important/necessary that key HR resources from the UNDP/GEF CLME+ PCU are retained for the purpose of PPG implementation.

Under the supervision of UNDP HQ Office and the GEF IW Regional Technical Advisor(s), the UNOPS PPG Coordination Unit will fine tune the PPG/IP and be responsible for its day-to-day (adaptive) management and execution.

It is anticipated that the GEF PPG Coordination Unit will be composed of the human resources described in Annex 2, under an adaptive management approach - e.g. to address stakeholder request, or to address other needs or requirements for successful delivery of the outputs identified through ongoing PPG activities.

As appropriate, a “Working Group” or “Committee” (to be created during PPG inception workshop) will guide and advise the PPG Coordination Unit, and review and endorse the GEF PPG deliverables. It will help ensuring that the deliverables outlined in this GEF PPG/IP are completed on time and in line with UNDP and GEF requirements. The PTA will chair the Working Group/Committee. Prospective Working Group/Committee members are: *PPG Regional Coordinator, PTA, RTA, UNOPs, COs, government and IGO’s, co-executing partners.*

II. STAKEHOLDER ENGAGEMENT, PUBLIC DISCLOSURE AND OTHER REQUIREMENTS

To ensure strong stakeholder (including national governments, IGOs, non-governmental stakeholders, etc.) ownership, and in line with the stakeholder engagement requirements outlined in UNDP’s [Social and Environmental Standards](#) (SES), the [SES Guidance Note of Stakeholder Engagement](#), the GEF’s [Guidelines on the Implementation of the Policy on Stakeholder Engagement and the GEF Policy on Gender Equality](#), the development of the project to be undertaken during this GEF PPG phase will be done in full consultation and close engagement with governments, inter-governmental organizations, CSOs and other relevant stakeholders – in particular those who will benefit from and be directly involved in the implementation of the project (i.e. direct project beneficiaries) and those who may be impacted (positively or negatively) by the project. Stakeholder Engagement and analysis must be conducted in an inclusive and gender-responsive manner, so that the rights of women and men and the different structural barriers, knowledge, needs, roles and interests of women and men are recognized and addressed.

Careful and complete documentation of stakeholder engagement is vital. Detailed evidence of all consultations will be prepared and submitted to UNDP. A list of the consulted stakeholders and details of the associated meetings will be included in the Stakeholder Engagement Plan (see section B-d below).

If the fully designed project has an overall Social and Environment Screening Procedure (SESP) categorization of moderate, substantial or high, then the following disclosure requirements apply:

1. A final validation workshop report will be prepared summarizing the outcomes of the validation workshop and other consultations undertaken during the PPG phase. This report will become a key reference document should an environmental and social complaint/grievance be filed during project implementation. This is mandatory for high risk projects and recommended for moderate/substantial risk projects.

2. The UNDP-GEF project document, SESP and related draft management plans, and other relevant information/documents, will be made available to the public on the UNDP HQ Office website or open.undp.org. It is recommended to make these documents available for 30 days in advance of the LPAC meeting for moderate risk projects, and 120 days in advance for high risk projects.

See the [SES Supplemental Guidance on Disclosure](#) for more information.

III. GEF PPG ACTIVITIES

Component A: Preparatory Technical Studies, Reviews and Stakeholder Consultations

The following technical studies and reviews will be conducted.

a. Desktop and field-based studies, consultations and data collection

This research should produce the background and baseline information required to prepare the ProDoc (including its Annexes) and CEO Endorsement Request, including but not limited to:

- Development challenge and strategy (including threats, problems and barrier assessment);
- Review of national policy and legislative frameworks;
- Review and description of the baseline situation for the project objective, components, outputs and targets (updating/expansion of the baseline described in the PIF)
- Problem and solution trees, assumptions and risks, developed in consultation with project stakeholders, for a robust Theory of Change, Results Framework and solid M&E plan;
- Review of relevant past and ongoing projects for lessons learnt and best practices, including [project evaluations](#); and
- Any other analyses required to address all comments on the PIF received from GEF Secretariat, GEF Council members and STAP

b. Gender Analysis

A gender analysis will be prepared to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) and to identify appropriate measures to address these and promote gender equality and women's empowerment. See guidance available [here](#).

c. Social and Environmental Standards: Screening and Assessments

The social and environmental safeguards pre-screening (pre-SESP) prepared during the PIF design phase has initially determined the overall risk categorization of this project as *Substantial* and highlighted potential safeguard risks to be further assessed during the PPG phase.

An Environmental and Social Management Framework (ESMF) will be prepared to ensure that the required assessments are carried out during the first phase of project implementation. A standard template for an environmental and social management [framework](#) is available here: [ESMF outline](#). The ESMF and ProDoc must clearly state that none of the associated project activities will commence until: the assessment(s) have been completed; the required management plan(s) have been prepared; and the plan(s) have been disclosed and approved by the Project Board.

The required targeted assessment(s) of the risks related to *human rights, gender equality and women's empowerment, accountability, biodiversity conservation and sustainable natural resource management, community health, safety and security, cultural heritage, displacement and resettlement, indigenous peoples and pollution prevention and resource efficiency* will be undertaken under this Component. The assessment will identify ways to avoid negative environmental and social impacts where possible and if risk avoidance is not possible, then mitigation and management measures must be identified.

d. Identification of project sites

Based on the above reviews, and through consultation with stakeholders, the targeted project *intervention* sites will be identified, based on selection criteria, providing geographic coordinates, maps and shapefiles for inclusion in the ProDoc (if available).

e. Financial planning, co-financing and investment mobilized

Co-financing and investment mobilized – as defined in the GEF Policy and Guidelines on co-financing - will be confirmed, and additional sources identified through a series of consultations with partners to ensure a coherent and sustainable financing package for the project, including post-GEF grant phase to the extent possible. The GEF is seeking high co-financing/investment mobilized to GEF grant ratios with a preference for grants, loans and other public investments over in-kind co-financing. The GEF also expects the Governments to significantly support the costs associated with project execution (i.e. PMC).

f. Stakeholder analysis/mapping

Building on the initial identification of stakeholders in the PIF, an appropriately-scaled analysis of project stakeholders will be undertaken. This stakeholder analysis will provide the foundation for development of the project's Stakeholder Engagement Plan and will facilitate prioritization of engagement activities with particular stakeholder groups and individuals. See the [UNDP SES Guidance Note on Stakeholder Engagement](#).

g. Appraise and formulate the most appropriate project implementation and execution modality

The design of the project will comply with the UNDP's Program and Operations Policy and Procedures (POPP), Financial Regulations, and Programme and Project Management and Quality Standards, and UNDP-GEF guidance (which will be provided by the RTA). A full assessment of the most appropriate project implementation and management arrangements will be carried out in consultation with the RTA, UNOPS, UNDP HQ Office, Country Offices, Resident Representatives (or their Deputies), the relevant government agencies, and the GEF OFPs.

UNDP should in general not have a role in project execution as project execution is the primary responsibility of the selected Implementing Partner, in this case UNOPS (see UNDP-GEF Guidance Note for further information). Therefore, an assessment and the selection of the most appropriate third parties (Responsible Parties), if foreseen, with full capacity to execute the project must be carried out.

Project management arrangements need to be discussed and agreed in the PPG phase:

- For all potential Responsible Partners and to the extent possible considering the constraints imposed by PPG timeframe and grant size: carry out capacity assessments to assess their capacity to implement the project and assess all related risks. Depending on the type of partner, this may include the need to conduct HACT and PCAT assessments.

- Discuss the level of co-financing the Government and Implementing Partners are able to commit to this project. As per GEF Policy, the GEF is seeking high co-financing to GEF grant ratios and expects the Government to significantly support the costs associated with project execution (i.e. PMC) for this project.
- Based on these assessments, select and confirm the Partners for the project in consultations with all relevant stakeholders.

h. Other required studies

- Baseline studies covering the different project component and outputs, including but not necessarily limited to updated/expanded baselines on:
 - Existing National Inter-sectoral Committees
 - Regional Marine Spatial Planning capacity, initiatives and progress
 - MPA's and OECM's: baseline and pipeline.
 - Existing Regional Blue Economy Strategies and Plans
 - Existing Regional and Global Marine Data/Knowledge Infrastructure
- Feasibility study for innovative private/blended blue financing instruments
- Feasibility study on Marine Protected Area creation and/or expansion and options for the implementation of Other Effective Conservation Measures

Component B: Formulation of the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes

Based on the technical studies and reviews and stakeholder consultations undertaken under **Component A**, the UNDP-GEF Project Document will be developed (following the annotated UNDP-GEF Project Document available [here](#)), and the GEF CEO Endorsement Request (available [here](#)) will be prepared. See additional guidance notes below.

The GEF PPG Regional Coordinator will be responsible for the consolidation and finalization of all required materials.

a. Stakeholder Engagement Plan:

At a minimum, the Plan must include the following elements:

- Stakeholders who have been and will be engaged (based on stakeholder analyses), including potentially marginalized or disadvantaged groups/individuals (the 'who');
- Key stakeholder objectives and interests (the 'why');
- Steps and actions to achieve meaningful consultation and inclusive participation during project implementation, including information dissemination and any special measures required to ensure inclusive participation of marginalized disadvantaged groups/individuals the dissemination of information (the 'how');
- Breadth and depth of stakeholder engagement throughout the project cycle, and decisions that need to be made through stakeholder engagement (the 'what');
- Timeline for engagement activities and how they will be sequenced, including information disclosure (the 'when');
- Indicators of stakeholder engagement and monitoring plan;
- Roles and responsibilities for ensuring effective stakeholder engagement through implementation of the Plan; and

- Resource requirements and associated budget.

For fully designed projects with a SESP rating of Moderate, Substantial and High:

- A project-level Grievance Redress Mechanism (GRM) will be described in the Stakeholder Engagement Plan and established in the first year of project implementation. See the [UNDP guidance on GRM](#) and [sample TOR](#).
- A comprehensive Stakeholder Engagement Plan is required.

See the [UNDP SES guidance on Stakeholder Engagement](#), the [standard SEP template](#), and the [GEF guidelines on stakeholder engagement](#).

b. Gender Action Plan and Budget

The gender analysis conducted in **Component A** along with relevant findings from the stakeholder analyses and background studies, will form the basis of a Gender Action Plan to guide gender mainstreaming during project implementation. The Gender Action Plan must include indicators, targets, timeframe, responsible party and budget which are linked to the project's components/outputs, outcomes and activities. As part of the work of preparing the Gender Action Plan, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions.

See guidance available [here](#).

c. Social and Environmental Standards: Screening and Management Measures

In line with the assessments conducted during **Component A** (above) and [UNDP's Social and Environmental Standards \(SES\) policy and all associated SES Guidance Notes](#), the SESP will be updated and all risks identified in the SESP will be reflected in the risk table and risk section of the ProDoc.

The ESMF will identify the required management plans that will be prepared during project implementation.

Based on the required targeted assessment(s), the relevant stand-alone management plan(s) will be prepared: Gender Action Plan, Stakeholders Engagement Plan and Indigenous Peoples Plan/Framework (if engaging with indigenous people). IPPF will be prepared if FPIC/consultation processes cannot be completed during PPG phase.

See the [SES Guidance Note on Assessment and Management](#) for further guidance. Please contact UNDP for additional information as needed.

d. GEF and LDCF/SCCF Core Indicators

The CEO endorsement-stage data for the relevant Core Indicators and sub-indicators will be prepared. The completed [Core Indicators worksheet](#)—with both the original PIF-stage data and the CEO endorsement-stage data—will be annexed to the ProDoc.

As part of the GEF Core Indicators requirement, the required METTs will be prepared in the GEF-7 Excel [template](#); the relevant details will be included in the Core Indicators template; and the final Excel METT file will be submitted to UNDP (not be annexed to the ProDoc).

The Core Indicators will be used in the project's Results Framework, at the Objective level, where appropriate. See the [GEF policy and guidance](#).

e. Completion of the required official endorsement letters

These letters include the official letters on co-financing guarantee(s) from participating government institutions, bilateral development partners, multilateral development partners, NGOs, private sector, or others who wish to provide cash or in-kind contributions to the project.

A GEF OFP endorsement letter will also be required for any new participating countries to a global or regional program/project that was not included with the PIF/PFD submission.

Updated GEF OFP endorsements letters are also required if the requested GEF grant amount has changed since PIF/PFD approval.

f. Mandatory Annexes

In addition to the documents listed above, the following Annexes should be prepared by the GEF PPG team:

- Project map and Geospatial Coordinates of project sites
- Multi Year Work Plan
- Monitoring Plan
- UNDP Risk Register
- Overview of Technical Consultancies
- GEF 7 Taxonomy
- Initial Procurement Plan and TORs for key Project Team staff

Upon a request from the UNDP Regional Technical Adviser during the PPG implementation and subject to availability of time and resources, the PPG team may be required to prepare additional annexes.

g. Project Management Arrangements

Based on the stakeholder analyses and consultations undertaken in **Component A** above, agreement(s) on project management and governance arrangements—including roles, responsibilities and accountabilities of lead and partner Agencies—will be secured during the project development phase and will be fully detailed in the ProDoc. Standard text from the governance and management arrangement from the GEF-7 template should never be removed.

Component C: Validation Workshop and Report

A validation workshop will be held with relevant key stakeholders (it is anticipated that these will include the parties that will be expected to sign the ProDoc, and those committing (cash) co-financing in support of the project's implementation) to present, discuss and, where applicable, fine-tune or revise, and

ultimately validate the project activities and the final draft of the UNDP-GEF project document. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate, substantial or high.

IV. TOTAL BUDGET AND WORK PLAN FOR GEF PPG

Atlas Award ID:	00136145
Atlas Project/Output ID:	00127161
Award Title:	PROCARIBE+ PPG
Project ID	00127161
Business Unit:	UNDP1
Project Title:	PROCARIBE+ PPG
PIMS number:	6290
Implementing Partner:	UNOPS

GEF Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount US\$	Budget Notes
Project preparation grant to finalize the UNDP-GEF project document for project "Protecting and Restoring the Ocean's natural Capital, building Resilience and supporting region-wide Investments for sustainable Blue socio-Economic development (PROCARIBE+)"	UNOPS	62000	GEF TRUSTEE	71200	International Consultants	208,600	A
				71300	Local Consultants	47,250	B
				71600	Travel	24,500	C
				72500	Supplies	3,850	D
				74200	Audio Visual&Print Prod Costs	12,600	E
				75700	Trainings, workshops	53,200	F
					PROJECT TOTAL	350,000	

Budget Note	Items	Total estimated person weeks	Budget US\$	Budget Note
A1	71200 – International Consultants	32	108,500	Regional Coordinator - PPG implementation
A2		24	58,100	PPG Technical Expert
A3		32	42,000	PPG Financial/Partnership Specialist
B1	71300 – Local Consultants	16	25,550	Gender & Safeguards Specialist
B2		8	12,600	Stakeholders Engagement and KM Specialist
B3		4	9,100	Meetings Facilitator/Senior Negotiator
C	71600 - Travel	-	24,500	5 regional missions @ USD3,000/mission + 1 regional in-person workshop/meeting (if possible)
D	72500 - Supplies	-	3,850	Stationary materials, office supplies
E	74200 - Audio Visual&Print Prod Costs	-	12,600	Translation services (documents): 2 ProDoc iterations (initial drafts for feedback and adjustments) + final ProDoc, with annexes USD 0.17 per word @ 500 words (min) per page, 150 pages incl. annexes; several drafts
F	75700 – Trainings, workshops	-	53,200	Teleconferencing Services (Kudo platform, with simultaneous translations) 3 to 4 Project Steering Committee-sized meetings (100+ participants, all countries, all relevant IGO's, multiple non-governmental stakeholders and potential contributors) + 3-4 additional, targeted meetings (10-20 participants)

V. GEF PPG ACTIVITIES TIMEFRAME AND BUDGET

PPG Activity	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
Component A: Technical studies, etc.										
Component B: Formulation of ProDoc, etc.										
Component C: Validation Workshop										
Delivery of final outputs										

VI. MANDATORY ANNEXES

Annex 1: GEF CEO PIF/PPG Approval Letter



M.Sc. Carlos Manuel Rodriguez
CEO and Chairperson

May 17, 2021

Mr. Pradeep Kurukulasuriya,
GEF Executive Coordinator
United Nations Development Programme (UNDP)
New York City, USA

Dear Mr. Kurukulasuriya,

I am pleased to inform you that I have cleared the project concept detailed below for inclusion in the upcoming work program. I have also approved your request for Project Preparation Grant.

Decision Sought:	Project Identification Form (PIF) Clearance for Work Program Inclusion and Project Preparation Grant Approval
GEFSEC ID:	10800
Agency:	UNDP
Agency ID:	6290
Focal Area:	International Waters
Project Type:	Full-sized Project
Countries	Regional (Colombia, Costa Rica, Panama, Bahamas, Belize, Cuba, Dominican Republic, Guatemala, Guyana, Honduras, Jamaica, St. Kitts and Nevis, St. Lucia, Suriname, Trinidad and Tobago, Antigua and Barbuda)
Name of Project:	Protecting and Restoring the Ocean's natural Capital, Building Resilience and Supporting Region-wide Investments for Sustainable Blue Socio-Economic development (PROCARIBE+)
Indicative GEF Project Financing:	\$15,429,817
Indicative Agency Fee:	\$1,388,683
PPG:	\$350,000
PPG Fee:	\$31,500
Funding Source:	GEF Trust Fund

Indicative Agency Fee Commitment:					
Agency	Trust Fund	20% to be committed at Council approval (US\$)	50% to be committed at first disbursement (US\$)	30% to be committed at mid-term review (US\$)	Total (US\$)
UNDP	GEF/TF	277,737	694,342	416,604	1,388,683

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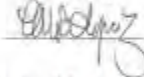
Mr. Pradeep Kurukulasuriya

- 2 -

May 17, 2021

This PIF clearance and PPG approval are based on the understanding that the project is in conformity with GEF Trust Fund focal area strategies and with GEF policies and procedures. Please ensure that your final project document, having fully addressed all Secretariat, STAP, Convention Secretariats and Council comments, will be endorsed within 18 months of Council approval of the work program.

Sincerely,



M.Sc. Carlos Manuel Rodriguez
Chief Executive Officer and Chairperson
Global Environment Facility

Copy to: Country Operational Focal Point, GEF Agencies, STAP, Trustee

Annex 2: Draft Terms of Reference (TORs) of Human Resources Financed by the Project Preparatory Grant (GEF PPG)

Position Titles	US\$	Total Estimated Person Weeks	<p align="center">Profile/Qualifications and Responsibilities</p> <p><i>important note:</i></p> <ol style="list-style-type: none"> 1) given the limited PPG grant size and duration, vis-a-vis the exceptional complexity of the region and stakeholder landscape, it will be critical for successful PROCARIBE+ PPG/IP implementation that key HR resources on the PPG/IP team have pre-existing, in-depth knowledge of all aspects of the CLME+ initiative (i.e. the UNDP/GEF CLME and CLME+ Projects, the CLME+ SAP, the regional negotiations towards the operationalization of an ocean coordination mechanism, etc.), and that they count with the relevant pre-existing professional networks 2) combined, the PPG team should manage the following languages: English, Spanish, French (Portuguese and Dutch = assets)
International			
Regional Coordinator (RC) - PPG implementation	108,500	32	<p><i>Dedicated multi-lingual senior project manager/coordinator with demonstrated successful GEF/UNDP project document development experience and extensive knowledge of the region, pre-existing professional networks and strong institutional memory of the CLME+ initiative (CLME and CLME+ Projects, CLME+ SAP, the Coordination Mechanisms, processes leading towards/influencing the shaping of the PROCARIBE+ Concept (PIF)</i></p> <p>Tasks: The RC shall be responsible for the overall day-to-day coordination, management and oversight of all aspects of the PPG/IP (including PPG/IP team management), and for the delivery of the associated activities and outputs. He/she shall liaise directly with Participating Countries, the GEF Agency, the Implementing Agency and prospective Project Partners, UNDP Country Offices, existing and potential additional project donors and stakeholders, and others as deemed appropriate and necessary.</p> <p>The RC shall be responsible for delivery of all substantive, managerial and financial reports for the PPG/IP. The RC shall guide and supervise all external policy relations, especially those related to other Projects, Programmes and Initiatives that will be linked or linkable to the PROCARIBE+ Project.</p> <p>General responsibilities of the RC include:</p> <ul style="list-style-type: none"> ● the direct supervision of the day to day work of the PPG/IP team ● leading/overseeing the preparation and adaptive management of the Work Plan for the duration of the PPG based on the IP, in close consultation with the GEF Agency ● Lead the development of the PROCARIBE+ Project Document, including but not limited to the collection and

			<p>analysis of baseline information, analysis of lessons learned and best practices, and further design and fine-tuning of all aspects of the project strategy</p> <ul style="list-style-type: none"> ● Promote the Project and seek opportunities to leverage additional co-funding ● Represent the PPG team at meetings and other project related fora within the region and globally, as required or deemed beneficial.
PPG technical expert	58,100	24	<p><i>Dedicated multi-lingual/specific "Technical Specialist" with demonstrated experience in the technical areas related to PROCARIBE+ and demonstrated professional practical experience in the CLME+ region. Strong understanding of the different components of the CLME and CLME+ projects.</i></p> <p>Main tasks: The Technical Expert will be responsible for making technical contributions to the overall development of the ProDoc (e.g.: Blue Economy, Marine Spatial Planning, MPA's, OECM, Blue Carbon, Marine Data Infrastructure, Fisheries Traceability, Private Sector financing,...), and providing support to the Regional Coordinator for the overall implementation of the PPG phase.</p> <p>Specific tasks may include, but not limited to the following:</p> <ul style="list-style-type: none"> ● Contribute to the day-to-day work of the PPG phase, as specified in the PPG/IP Work Plan. ● Assist with the development of the SESP. ● Conduct desktop analyses and further detailed baseline studies for project technical aspects (selected contributions). ● Liaise with designated officials in the participating countries, the GEF Agency, donors, and other partners and stakeholders on matters relevant to the development of the ProDoc. ● Assist the PPG Team in ensuring overall coherence of activities, consultancies, contract and associated initiatives. ● Identify opportunities, and actively advocate for, and secure additional stakeholder buy-in and support (including financial) for PROCARIBE+. ● Assist the PPG Team in ensuring project compliance with mandatory requirements of the GEF, UNDP and the executing agency. ● Represent the Project at relevant meetings to present, discuss and validate the proposed activities to be included in the ProDoc.
PPG Financial/Partnership Specialist(s)	42,000	32	<p><i>Dedicated (multi-lingual) specialist(s) with good pre-existing understanding of GEF, UNDP and UNOPS (and potential co-implementing agencies) Rules & Regulations, and of UNOPS Project Management Practices (UNOPS Project Management Manual). Practical experience acquired from managing/supporting finances and logistics/administrative/HR and procurement operations, and from the management and M&E of contracts and co-executing partners under previous UNDP/UNOPS GEF IW Projects will be an important asset, and</i></p>

			<p><i>help ensure that related aspects of the Project Document are developed to be conducive to optimized efficiency and efficacy in PROCARIBE+ project execution.</i></p> <p>Tasks will include: Project Document budget preparation, Capacity Assessments for potential co-implementing partners (incl. HACT and PCAT assessments), identification/confirmation of (additional) co-financing options, draft Project Team Procurement Plan, key staff TORs, financial project planning, screening and identification of optimal project co-execution and management modalities, with special attention to sustainability of project outcomes (detailed assessments); support the RC in the overall coordination / execution of the PPG/IP</p>
Gender and Safeguards Specialist	25,550	16	<p><i>The Gender and Safeguards Specialist will develop mandatory project Annexes related to the application of social and environmental safeguards and support adherence of project development to UNDP's SESP and specific requirements, as appropriate. The consultant will be a gender and social inclusion expert with experience in-depth gender analysis and local community engagement.</i></p> <p>Tasks: as specified under Section III of this IP</p>
Stakeholders Engagement and Knowledge Management Specialist	12,600	8	<p><i>The (multi-lingual) Stakeholder Engagement and Knowledge Management Specialist will have demonstrated successful experience in (a) the participatory development of Stakeholder Inventories and Stakeholder Engagement Plans; and (b) the participatory development of Knowledge Management Strategies for complex . Ideally, the specialist will have a good pre-existing understanding of the wider range of Wider Caribbean marine stakeholders (including ridge-to-reef considerations), and existing knowledge management initiatives.</i></p> <p>Tasks: as specified under Section III of this IP. These will include: Stakeholder Mapping, Stakeholder Consultation/Engagement during PPG, development of the Project Stakeholder Engagement Plan and Knowledge Management Strategy</p>
Meetings Facilitator/Senior Negotiator	9,100	4	<p><i>The (multi-lingual) Meetings Facilitator/Senior Negotiator will have demonstrated experience in successfully facilitating complex multi-country/multi-stakeholder meetings and decision-making processes in the Wider Caribbean region. Ideally, the expert will have a good understanding of the CLME+ initiative, its key stakeholders and of their priorities (as they influenced the shaping of the PROCARIBE+ Concept (PIF)), and related political and sectorial sensitivities.</i></p> <p>Given the large number of stakeholders, and differences in stakes among those that will participate in the project, a Meetings Facilitator/Senior Negotiator will be engaged to support the planning and execution of the PPG workshops, and the negotiation and decision-making processes, e.g. relative to the project management/governance and co-executing arrangements, selection of intervention sites, and the fine-tuning of (ambitious) project targets under the Results Framework.</p>

