



**INITIATION PLAN
FOR A GEF PROJECT PREPARATION GRANT (PPG)**

Country Islamic Republic of Iran

UNDAF Outcome(s)/Indicator(s):

Sustainable development, disaster management and energy efficiency

Expected Outcome(s)/Indicator (s):

Global environmental concerns and environmentally sensitive development to be integrated in national development frameworks. These are to be implemented through community-based approaches to sustainable use of natural resources, capacity-building, environmental assessments and the removal of financial, economic, legal, institutional and technological barriers.

Expected Output(s)/Indicator(s):

Efficient use and management of natural resources, including energy, water, raw materials and solid waste.

Programme Period: 2009-2014
Programme Component: Environment and Energy
PPG Title: Policy Reforms and Market Transformation of the Energy Efficient Buildings Sector in the I.R. Iran
ATLAS Award ID: 00057216
ATLAS Project ID: 00070605
PIMS Project ID: 4018
Duration: 18 months
Management Arrangement: NEX

Total budget:	\$190,000
Allocated resources:	
• Government	\$90,000
• GEF	\$100,000

AGREED BY UNDP RESIDENT REPRESENTATIVE / UNDP DIRECTOR:

(Enter Name, Position)

Signature

Date: (Month, day, year)

Brief Description of Initiation Plan

The objective of this GEF project is to reduce GHG emissions from Iran's buildings sector through barrier removal and implementation of practical measures in the *existing building stock* as well as mitigating future emissions in the context of *new buildings*. This preparatory project will help in identifying and collaborating with all the relevant stakeholders for the preparation of the full-size project. The duration of the PPG is 18 months. International and national consultants will be hired in order to work with the government agencies and prepare the project document. The full-scale project activities will lead to policy interventions and on-the-ground activities for the promotion of building energy efficiency measures and replicable models in the selected cities.

GEF PPG approved grant document



REQUEST FOR PROJECT PREPARATION GRANT (PPG) PROJECT TYPE: FULL-SIZED PROJECT THE GEF TRUST FUND

Submission date: 24 February 2009

GEFSEC PROJECT ID¹: 3800

GEF AGENCY PROJECT ID: PIMS 4018

COUNTRY(IES): Islamic Republic of Iran

PROJECT TITLE: Policy Reforms and Market Transformation of the Energy Efficient Buildings Sector in the I.R. Iran

GEF AGENCY(IES): UNDP

OTHER EXECUTING PARTNER(S): Iran Fuel Conservation Organization of the Ministry of Petroleum

GEF FOCAL AREA(S): Climate Change

GEF-4 STRATEGIC PROGRAM(S): SP-1: Promoting energy efficiency in residential and commercial buildings

NAME OF PARENT/PROGRAM/UMBRELLA PROJECT: Global Framework for Promoting Low GHG Emission Buildings

A. PROJECT PREPARATION TIMEFRAME

Start date of PPG	June 2009
Completion date of PPG	December 2010

B. PAST PROJECT PREPARATION ACTIVITIES (\$)

¹ Project ID number will be assigned initially by GEFSEC. If PIF has been submitted earlier, use the same ID number as PIF.

List of Past Project Preparation Activities	Output of the Activities	Project Preparation Amount (a)	Co-financing (b)	Total c = a + b
N/A				
Total Project Preparation Financing				

C. PROPOSED PROJECT PREPARATION ACTIVITIES (\$)

Describe the PPG activities and justification: The PPG activities will only focus on those activities that are necessary for the preparation of the full-sized project document.				
List of Proposed Project Preparation Activities	Output of the PPG Activities	Project Preparation Amount (a)	Co-financing (b)	Total c = a + b
Collection and analysis of baseline data	Baseline situation established	20,000	20,000	40,000
Gap analysis	Identification of gaps	15,000	10,000	25,000
Formulation of study objectives and key targets	Logical framework developed	15,000	10,000	25,000
Stakeholder engagement and co-financing	Key stakeholders engaged and co-financing mobilized	25,000	20,000	45,000
Preparation of project implementation and financing plan	Yearly and total project budget and work plan finalized	10,000	10,000	20,000
Preparation of full-sized project document	Full-sized project document	15,000	20,000	35,000
Total Project Preparation Financing		100,000	90,000	190,000

D. FINANCING PLAN SUMMARY FOR PROJECT PREPARATION GRANT: (\$)

	Project Preparation	Agency Fee
GEF financing	100,000	10,000
Co-financing	90,000	
Total	190,000	10,000

E. PPG REQUESTED BY AGENCY(IES), FOCAL AREA(S) AND COUNTRY(IES)

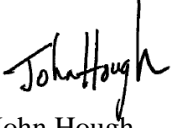
N/A

F. PPG BUDGET REQUEST

Cost Items	Total Estimated Person Weeks (PW)	GEF (\$)	Co-financing (\$)	Total (\$)
Local consultants *	200	45,000	50,000	95,000
International consultants*	26	40,000	25,000	65,000
Travel		15,000	15,000	30,000
Total PPG Budget		100,000	90,000	190,000

* Annex A for Consultant cost details should be prepared first before completing this table. See notes on Annex A for the required detailed information. This table is the sum of all local and international consultants presented in Annex A.

G. GEF AGENCY(IES) CERTIFICATION

This request has been prepared in accordance with GEF policies and procedures and meets the GEF criteria for project identification and preparation.	
 John Hough Deputy Executive Coordinator UNDP-GEF	Faris Khader Project Contact Person Regional Technical Specialist for Climate Change
Date: 23 February 2009	Tel. +66 2288 2756 E-mail: faris.khader@undp.org

Annex A

Consultants Financed by the Project Preparation Grant (PPG)

Position / Titles	\$/ Person Week	Estimated PWs	Tasks to be performed
Local			
National Project Manager	700	50	<p>The NPM, who will report directly to the CTA, will supervise and co-ordinate the inputs of various national consultants and assume responsibility for providing technical advice and facilitating meetings with key government organizations. The NPM will carry out the following duties:</p> <ol style="list-style-type: none"> 1. Ensure smooth implementation of the PPG in accordance with the work plan and UNDP's procedures; 2. Systematically keep PPG records including financial; 3. Work with the CTA to prepare terms of reference for consultants and sub-contractors; 4. Help in drafting monthly progress reports (in Farsi with English summary); 5. Identify stakeholders and their roles in the project; 6. Assist in collecting and analyzing baseline data; 7. In close collaboration with the CTA, prepare a detailed work plan for all project inputs and project activities; 8. Organize and act as facilitator at meetings with government organizations and private sector institutions; 9. Provide ongoing technical support to the project team; 10. Help mobilise cost-sharing/co-funding to the project from Iranian Government and the private sector; 11. Help draft sections of the project document.
Building Energy	600	25	The Building Energy Efficiency

Efficiency Expert			Expert will be tasked with the following responsibilities: <ol style="list-style-type: none"> 1. Assist in baseline and stakeholder analysis; 2. Provide input to workshops; 3. Help design the component on piloting the installation of solar water heaters and improving the heating system in 424 government buildings in Tehran; 4. Foster and establish links with other relevant GEF programs; 5. Provide technical input to project activities.
Policy Analyst	600	25	The Policy Analyst will conduct a detailed review of baseline policy, legislative and regulatory frameworks that impact building energy efficiency in Iran and prepare a gap analysis. Based on this review and assessment, the Analyst will help design the component on the development of a Cross-sectoral Strategy and Action Plan (CSSAP).
Project Advisor	600	50	The Project Advisor will be responsible for collecting data, conducting research and providing ongoing technical support to the project team.
International			
Chief Technical Advisor	2,500	24	The CTA will monitor and support the implementation of all PPG activities, by means of 3-4 visits to Tehran. This in-country support will be supplemented by periodic home-based support, which will include responding to technical queries, commenting on technical reports, and drafting the full-sized project document.
Capacity Development Expert/Trainer	2,500	2	The Capacity Development Expert will help design the training and capacity development component of the project. In particular, the Expert will identify the target stakeholders for this training, in close consultation with the building energy efficiency expert, prepare a detailed e-learning course outline, and will provide advice on how to structure and

			organize the awareness raising campaign.
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Atlas Total Budget and Work Plan

Award ID:	00057216
Award Title:	PIMS 4018 Iran Energy Efficient Buildings Project
Business Unit:	IRN10
Project ID:	00070605
Project Title:	PIMS 4018 Iran Energy Efficient Buildings Project
Implementing Partner (Executing Agency)	Iran Fuel Conservation Organization, Ministry of Petroleum

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount (USD)	Total (USD)
OUTCOME 1 Develop full-size project document	NEX	62000	GEF	71200	International Consultant	40,000	40,000
				71300	National Consultant	45,000	45,000
				71600	Travel	15,000	15,000
					Total GEF Budget	100,000	100,000

Summary of Funds: ²

GEF	100,000	100,000
Donor 2 - UNDP		
Donor 3 in-kind/cash	90,000	90,000
Donor 4 in-kind/cash		
TOTAL	190,000	190,000

² Summary table should include all financing of all kinds: GEF financing, co-financing, cash, in-kind, etc. etc