

AGREEMENT BETWEEN THE GLOBAL MECHANISM OF THE UNCCD (GM)

AND THE UNITED NATIONS DEVELOPMENT PROGRAMME Jordan Country Office (UNDP)

A. PROJECT SUMMARY

Project Title: Supporting the Design & Implementation of the Integrated Investment Framework (IIF) for Sustainable Land Management in Jordan / The United Nations Convention to Combat Desertification (UNCCD)

Time frame: The Project will be implemented from January 2011 - June 2012

Location: Ministry of Planning and International Cooperation, Amman – Jordan

Contribution amount: US\$ 100,000 (inclusive of cost recovery)

Donor: The Global Mechanism of the UNCCD (GM) at IFAD

Recipient Agency: United Nations Development Programme Jordan Country Office (UNDP)

Executing Entity: United Nations Development Programme (UNDP)/ Ministry of Planning and International Cooperation

B. PROJECT DESCRIPTION AND IMPLEMENTATION

The contribution governed by this Agreement shall be utilized exclusively for the Project (see Annex 1). It will be used by the recipients to contribute to the implementation of the Integrated Investment Framework for Combating Desertification. This contribution will be administered in accordance with the regulations and rules applicable to UNDP.

C. CONTRIBUTIONS AND SCHEDULE OF PAYMENTS:

This contribution amount of US\$100,000 will be paid in two installments [First installment 75% & Second Installment 25%]. The total contribution is inclusive of UNDP's fee to recover the costs of general management support services [7%] The project budget is detailed in Annex III of this agreement. The GM will inform UNDP when the contribution is paid. This will be done via an e-mail message, with remittance information to Ms. Areej Nahhas/Finance Analyst [Areej.al-nahhas@undp.org] and Mrs. Maha Al-Zu'bi / Environment Analyst [maha.al-zubi@undp.org]

D. UNDP REPORTING

Substantive Progress

Substantive reports shall detail achievements, constraints and impacts with regards to the utilization of this contribution. The substantive report shall be submitted within six months after the date of completion of the activities. This report will be accompanied by a financial report signed by the Resident Representative of UNDP in Jordan.

Financial

Financial reports signed by the Resident Representative of UNDP Jordan shall be submitted by the end of every fiscal year and a final report within six months of the completion of project activities. Financial reports signed by the Resident Representative will provide information according to the following categories:

- a. Amount Received
- b. Staff and other Personnel Costs
- c. Travel
- d. Contractual Services
- e. Procurement
- f. Fellowships, Grants and other

- g. Sub-total
- h. Cost Recovery
- i. Total Expenditures

At the termination of the project, any unexpended or uncommitted part of the contribution will be returned to the GM, unless otherwise agreed in writing by the parties.

E. PAYMENT INSTRUCTIONS

The first installment of US\$ 75,000 shall be paid upon signature of this Agreement by both parties. The second installment of US\$25,000 shall be paid after 5 months. Funds shall be paid into the following account:

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|----------------------------|--|
| Bank Name: | Bank of America |
| Address: | 1401 Elm St. Dallas TX 75202 |
| Account No: | 3752184158 |
| ACH routing Number: | 111000012 (to be used only by US-based Banks using ACH Payment type) |
| Wire Routing Number | 026009593 |
| Swift Address | BOFAUS3N |

G. CERTIFICATION AND AGREEMENT BY UNDP

UNDP certifies that the statement herein, under the heading "Project description and implementation", is an accurate description of the Project and that agreement and acceptance of the terms and conditions of this Agreement Document is indicated by the duly authorized signature below.

Signed by Resident Representative of the UNDP Jordan Country Office

Mr. Luc Stevens

Date:

13/01/11



H. CERTIFICATION BY THE GM

It is hereby certified that the activities described in this document are consistent with the objectives of the GM and that agreement and acceptance of this Agreement Document is indicated by the duly authorized signature below.

Signed by Managing Director of the Global Mechanism

Mr. Christian Mersmann

Date: 06 January 2011



ANNEX I: Project Description and Implementation
Supporting the Design & Implementation of the Integrated Investment Framework (IIF)
for Sustainable Land Management in Jordan
The United Nations Convention to Combat Desertification (UNCCD)

I. Background:

Under the United Nations Convention to Combat Desertification (UNCCD), the Jordanian Ministry of Environment (MoEnv), with the support of UNDP, has prepared in 2006 the National Action Plan (NAP) for Combating Desertification that serves as a guiding framework for the implementation of the Convention. Subsequently, the Global Mechanism of UNCCD (GM) has supported the Ministry of Planning and International Cooperation (MOPIC) and MoEnv with the development of an Integrated Financing Strategy (IFS) to Combat Desertification in Jordan for meeting short and medium term financing needs for the implementation of the NAP and Sustainable Land Management (SLM) programmes and projects.

The IFS was officially launched and adopted by MOPIC and MOEnv in March 2009. Following which the GM supported MOPIC in drafting an Integrated Investment Framework (IIF) for Sustainable Land Management that includes the priorities of the NAP and IFS, as well as the priorities of relevant development sectors. The IIF has been integrated in the National Development Executive Programme (NDEP) for 2011-2013.

II. Project Aim:

This project aims at supporting MOPIC and MoEnv in meeting the financing gap of the IIF, implementing components of the IFS Action Plan, and mobilizing co-financing from wide range of financial sources identified in the IFS for supplementing national financial resources, specifically NDEP and mobilizing innovative financing.

III. Main Project Activities:

1. Develop the Integrated Investment Framework (IIF) for Sustainable Land Management in Jordan
2. Support the mobilization of finance for IIF Implementation, and to provide technical support to the MOPIC in the SLM issues.
3. Provide technical support to the UNCCD Focal Point Office, and to the National Committee on Desertification at the MoEnv.

IV. Management Arrangement:

A project coordinator (PC) will be hired through UNDP hosted at MOPIC and will work under the direct supervision of Projects Department at MOPIC and in close cooperation with UNDP Jordan CO and the Global Mechanism's Asia and Pacific Programme (roles and responsibilities are described below).

MOPIC Role:

- Accountable to the UNDP and GM for the implementation of the project activities.
- Will designate a focal point for the project to ensure the smooth preparation and logistics to the PC.
- Will ensure the engagement of the MoEnv and the National Committees on Desertification in the project activities.

UNDP Jordan CO:

- Assist MOPIC in building partnerships, coordinate between the various parties involved, obtain knowledge from global sources and experiences.
- UNDP will be the budget holder under the National Execution modality.
- Will provide overall policy and technical advice to the project.

GM Role:

- Will provide overall policy and technical advice to the project.

ANNEX II: Project Coordinator Terms of Reference

Supporting the Design & Implementation of the Integrated Investment Framework (IIF) for Sustainable Land Management in Jordan The United Nations Convention to Combat Desertification (UNCCD)

Project Coordinator (PC):

The (PC) will ensure effective and timely implementation of the project, provide administrative and technical assistance required. The (PC) has the responsibility for the delivery of the project's activities.

Project Coordinator Detailed Activities and expected deliverables:

| Activities | Expected Deliverable |
|---|---|
| Activity 1: Develop the Integrated Investment Framework (IIF) for Sustainable Land Management in Jordan | |
| Activity 2: Support the mobilization of finance for IIF Implementation, and to provide technical support to the MOPIC in the SLM issues. | |
| A1.1 Review the NAP, IFS, and Government 2010 Action Plan Draft IIF/NDEP 2011 - 2013 for sustainable land management in Jordan and develop a detailed work plan for executing the tasks below | - Detailed Work Plan (including Activities, Time frame, expected outputs, budget, responsibilities) |
| A1.2 Identify main stakeholders and partners, sectors in the IIF | - List of the partners, sectors - List of the main counterparts, roles and responsibilities |
| A1.3 Support relevant sector Ministries with inclusion of these SLM investment needs into sector workplans, budget submissions and for negotiation with international financiers through training or workshop | - SLM mainstreamed into the Sector work plans - Workshop report |
| A1.4 Finalize the content of the IIF and clearly define the financing gap of each project or programme. | - Final IIF 2011-2013 - Financing Gap |
| A1.5 Using the donor analysis of the IFS, identify the most relevant financier, compile an information package including the identified project or programme and through MOPIC, initiate discussions with the respective donor. | - List of the most relevant financier - Donor Communication plan |
| A1.6 Concurrently, in consultation with Implementing Agencies of the Global Environment Facility, draft Project Information Forms (PIFs) in line with the GEF's Focal Area Strategies for the 5th Replenishment Cycle for those projects identified in the IIF that can contribute to achieving global environmental benefits. The PIFs should seek to articulate multi-focal area benefits (i.e. SLM, biodiversity conservation and adaptation to climate change). | - Draft PIFs |
| A1.7 In consultation with main counterparts, draft Project proposals to approach new financial resources (e.g., Adaptation Fund, SCCF,... etc) for those projects identified in the IIF that can contribute to achieving global environmental benefits. The proposals should seek to articulate multi-focal area benefits (i.e. SLM, biodiversity conservation and adaptation to climate change). | - Project proposals developed and submitted |
| A1.8 Undertake resource mobilization from development | - |

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| agencies including bilateral and multilateral organizations, and specifically Arab donors for financing priorities identified in the IFS (mainly technical assistance for improving the enabling environment) and IIF through development of project briefs and concept notes | |
| A1.9 Lobby and follow up on project briefs and concept note submissions, prepare responses to proposal reviews and provide additional information requested by donors | - |
| A1.10 Support MOPIC in organizing a Government-Donor Working Group meeting to present the set of IIF projects/programmes and to obtain agreement on including these projects/programmes into the respective donor's programming cycle. | - Government-Donor Working Group MoM - New joint proposals and projects ideas developed and supported |

| Activities | Expected Deliverable |
|---|-----------------------|
| Activity 3: Provide Technical Support to the UNCCD Focal Point Office at MoEnv | |
| A2.1 Provide technical inputs on finance related to SLM issues to the MoEnv | |
| A2.2 Support the Focal Point in organizing the meetings for the UNCCD National Committee for combating desertification (NCCD) | UNCCD Meeting Minutes |
| A2.3 Prepare the work plan for the NCCD in consultation with all its members | NCCD Work Plan |

Project Coordinator Main functions:

1. **Coordination:** this includes putting in place an efficient programme of support to the MOPIC and MoEnv to assist them to manage IIF activities, and facilitate the necessary technical advisory support they require to fulfill their responsibilities in this project in a timely manner.
2. **Planning:** The PC shall prepare quarterly and annual action plans . These include the following:

Annual action plan (updated quarterly): the PC shall, and in coordination with MOPIC develop an annual action plan setting out the activities against time frame. This annual action plan shall be approved by MOPIC, UNDP and GM, at the beginning of the project and the beginning of each year. The Annual Work Plan (AWP) shall include the names of those responsible for implementation, estimated budgets, and timelines and should be updated quarterly. UNDP shall provide the PC with a template for the annual work plan upon the signature of the contract.

Management of Implementation: the PC will, in coordination with MOPIC & UNDP implement the planned activities and reach the outputs within the agreed deadlines.
3. **Reporting:** The PC shall, in cooperation with MOPIC, prepare the following reports:

Quarterly Reporting: By the 10th of January, April, July, and October of each year, the PC shall provide UNDP Jordan with a quarterly progress report using UNDP's template, and a financial quarterly report reflected the expenditures of the previous phase as follows: Quarterly Progress Reports (QPR): QPRs should reflect:

 - an issue log (format provided by UNDP) that facilitates tracking and resolution of potential problems or requests for change,

- a risks log (format provided by UNDP) that helps review the external environment that may affect project implementation,
- a Lessons-learned_log (format provided by UNDP) to ensure on-going learning and adaptation within the organization,

Six-Month Progress reporting : PC shall provide the MOPIC and UNDP with a six-monthly progress report using UNDP's template.

Annual Review Report: This report presents a summary of results achieved against pre-defined annual targets at the output level. As a minimum requirement, the Annual Review Report shall mimic the quarterly progress reports covering the whole year with updated information for each above element of the Quarterly Progress Reports (QPR) as well as a summary of results achieved against pre-defined annual targets at the output level. The Annual review report should confirm that the delivery of outputs would lead to the desired outcome. If not, it should state what changes are needed.

Project Coordinator Minimum Qualifications and Experience:

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|------------------------------|--|
| Education: | - Advanced University degree (Master's or PhD level) in Environmental Science or Engineering, Agriculture, Conservation, Biodiversity or related fields; or other related field. |
| Experience: | - Minimum of 10 years of work experience in the field of environment and other related areas; - Experience in fund raising - Experience in writing proposals and concept notes - Experience in conducting research/analytical studies combined with capacity development efforts; - Demonstrated skills in drafting reports, knowledge and competencies/experience in policy analysis; - Sound knowledge on climate change; - Strong interpersonal and communication skills; - Ability to work effectively with stakeholders with different backgrounds, including government officials and civil society; - Ability to work efficiently under pressure; - Strong skills in the use of computers for word processing, spreadsheets, database statistical data analysis and internet-based communication tools; - Fluency in both written and spoken English. |
| Language requirements | Proficient in both written and oral English, Arabic language would be an asset. |
| Computer skills | Excellent Microsoft office, e-mail applications and internet skills |
| Nationality | International |

ANNEX III: Budget Breakdown

| Category Description | UNDP Budget Account | Budget (USD) |
|---------------------------------|---------------------|----------------|
| Contractual services | 71400 | 78,000 |
| Workshops | 74500 | 5,000 |
| Travel | 71600 | 4,000 |
| Miscellaneous/Operational costs | 74500 | 6,000 |
| UNDP Overhead (7%) | 75100 | 7,000 |
| Total | | 100,000 |