



Institutional Support to the Directorate General of Environment

The project "Institutional Support to the Directorate General of Environment" of the Lebanese Ministry of Environment aims at strengthening the role of the Directorate in planning and programming, resource mobilization, and capacity development. The project would respond to the direct needs of the DGOE to accomplish its mission in a timely and efficient manner. It will also assist DGOE in its coordinating activities between the internationally funded projects operating at the Ministry of Environment, and in developing new complementary initiatives.

November 2004

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OUTLINE

SECTION 1

- Part I Situation Analysis
- Part II Strategy
- Part III Management Arrangement
- Part IV Monitoring & Evaluation
- Part V Legal Context

SECTION 2

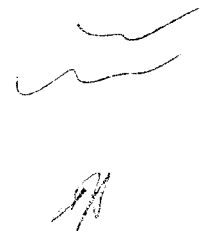
Results & Resources Framework

SECTION 3

Project Workplan & Budget

SECTION 4

Cost Sharing Agreement



Country: Lebanon

UNDAF Outcome(s)/Indicator(s):

(Link to UNDAF outcome., If no UNDAF, leave blank)

Goal 3. Energy and environment for sustainable development

Expected Outcome(s)/Indicator (s):

(CP outcomes linked t the SRF/MYFF goal and service line)

Service Line 3.1 - Frameworks and strategies for sustainable development

Expected Output(s)/Indicator(s):

(CP outcomes linked t the SRF/MYFF goal and service line)

Institutional Support to the Directorate General of Environment of the Lebanese Ministry of Environment

Implementing partner:

(designated institution/Executing agency)

Ministry of Environment – Lebanon

Programme Period:	2000-2005
Programme Component:	Energy and environment for sustainable development
Project Title:	Institutional Support to the Directorate General of Environment
Project ID:	00040894
Project Duration:	One Year
Management Arrangement:	NEX

Budget:	USD 39,080
General Management Support Fee:	USD 1,954
Total budget:	USD 41,034
Allocated resources:	
Government/UNDP	USD 41,034




Part I Situation Analysis

The Ministry of Environment (MoE) is the national authority in Lebanon in charge of the protection of the environment. MoE has been established in Lebanon since 1993 and faces a variety of challenges in undertaking its functions starting from the size and nature of environmental situation and its challenges in the country to the lack of human and financial resources as well as the challenge of mainstreaming environmental conservation within national planning. More so the ability of government agencies to perceive that sustainable development is the basis sound economical development.

Having institutional strengthening and capacity development at the centre of most UNDP programmes, this project aims at strengthening the role of the Directorate General of Environment (DGOE) in planning and programming, resource mobilization, and capacity development. The project would respond to the direct needs of the DGOE to accomplish its mission in a timely and efficient manner. It will also assist DGOE in its coordinating activities between the internationally funded projects operating at the Ministry of Environment, and in developing new complementary initiatives.

Part II Strategy

The proposed outcomes of the project are designed to fit and go along with the latest institutional and operational needs foreseen by DGOE on the short term.

Moreover UNDP has been, since the Ministry's inception in 1993, involved in various programs and projects that contributed to the development and promulgation of environmental legislation, regulations, and planning. These projects included several institutional strengthening projects, in addition to projects that supported the Government in the implementation of international conventions such as the Biodiversity, Climate Change, POPs, and Montreal Protocol.

Based on UNDP's commitment, clearly reflected in the operation of its local office, and the lessons learned from the above projects, this initiative will complement the work undertaken by the operating international projects at MoE, by supporting DGOE in fulfilling its mandate. The project will create a set up through DGOE that will focus to develop a range of activities reinforcing the capacities at the institutional level and focusing on the removal of barriers that hinder formulation, adoption and implementation of environmental policies, plans and activities.

Part III Management Arrangement

The project will follow the National Execution (NEX) modality where the overall management of the project will be undertaken by DGOE in coordination with UNDP Energy & Environment Programme. The day-to-day project operations will be carried out by the Project National Focal Point who will be based within the premises of the Ministry of Environment thereby ensuring access to the Ministry's facilities. As detailed in his/her TORs, the project National Focal Point will prepare a detailed work plan during project initiation, and will carry out and coordinate the managerial, financial, and administrative functions related to the project. The Project Focal Point will be appointed by DGOE and will work closely with DGOE staff.

Part IV Monitoring & Evaluation

The regular reporting from the Project is governed by the UNDP reporting requirements that are set on six-monthly basis and on yearly basis where a full progress review will take place through the Tripartite Review meeting (TPR).


On the financial side all financial rules and regulations set by the UNDP office will apply to the project in full coordination and supervision of the Ministry of Environment. These procedures shall apply for all the procurement, recruitment, and sub-contracting operations undertaken by the project.

Part V Legal Context

This project document shall be the instrument referred to as "Project Documents or other instruments" in Article 1 of the Standard Basic Assistance Agreement between the Government of Lebanon and the United Nations Development Programme, signed by the parties on 26 February 1981. The host-country executing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the Government cooperating agency described in that Agreement.

The following types of revisions may be made to this project document with the signature of the UNDP Resident Representative only, provided he or she is assured that the other signatories of the project document have no objection to the proposed changes:

1. Revisions in, or addition of, any of the annexes of the project document;
2. Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of inputs already agreed to or by cost increases due to inflation; and
3. Mandatory annual revisions, which rephrase the delivery of, agreed project inputs or reflect increased expert or other costs due to inflation, or take into account cooperating agency expenditure flexibility.



PROJECT RESULTS AND RESOURCES FRAMEWORK*

Complete the table below for the outcome that the project is designed to address.

Intended Outputs	Indicative Activities	Inputs
Institutional Support to the Directorate General of Environment of the Lebanese Ministry of Environment	1. Planning and programming 1.1 Assist DGOE in setting its annual workplan 1.2 Identify priority needs	Project Focal Point DGOE UNDP Consultants
	2. Resource mobilization 2.1 Identify potential sources of funding 2.2 Develop two project proposals based on DGOE needs	Project Focal Point DGOE UNDP Consultants
	3. Capacity development 3.1 Develop the capacities of DGOE staff in the key skills required	Project Focal Point DGOE UNDP





United Nations
Development
Programme
Lebanon

Annual Work Plan
January 2005- December 2005
Project Number: 00040894
Project Title: IS DGOE

Project ID	Expected Output	Key Activities	Time Frame		Responsible Party			Planned Budget		
			Start	End	Executing Agency	Fund	Donor	Budget Description	Amount USD	
	Institutional Support to the Directorate General of Environment of the Lebanese Ministry of Environment	Planning and programming	Jan 05	Dec 05	Ministry of Environment			71300	Local Consultants	6000
72500			Supplies	2000						
72800			Information Technology Equipment	2000						
74500			Miscellaneous Expenses	6448						
75100			Facilities & Administration	822						
71300			Local Consultants	5080						
75100			Facilities & Administration	254						
71600			Travel	7000						
74200			Audio visual & printing production costs	6000						
74500			Miscellaneous Expenses	4552						
75100	Facilities & Administration	878								
TOTAL:									41,034	



**STANDARD LETTER OF AGREEMENT
BETWEEN UNDP AND THE GOVERNMENT
FOR THE PROVISION OF SUPPORT SERVICES**

1. Reference is made to consultations between officials of the Government of Lebanon (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the project document "Institutional Support to the Directorate General of Environment" 00040894, as described below.

2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly.

3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the project:

- (a) Identification and/or recruitment of project personnel;
- (b) Provision of technical support as well as monitoring and evaluation of the project;
- (c) Coordination and linkages between this project and other related UNDP projects;
- (d) Subcontracting activities and procurement of goods and services;
- (e) Internal and external financial auditing.

4. The procurement of goods and services and the recruitment of project personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

5. The relevant provisions of the *UNDP standard basic assistance agreement with the Government* (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the project document.

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6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the project document.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed projects.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Mona Hammam', is written over a horizontal line.

Signed on behalf of UNDP

Mona Hammam

Resident Representative

Date: 29 November 2004

A handwritten signature in cursive script, appearing to read 'Wiam Wahab', is written over a horizontal line.

For the Government
Wiam Wahab
Minister of Environment

Date: 30 November 2004



Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry of Environment, the institution designated by the Government of Lebanon and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project "Institutional Support to the Directorate General of Environment" 00040894.

2. In accordance with the provisions of the letter of agreement signed on 29 November 2004 and the project document, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided:

Support services (insert description)	Schedule for the provision of the support services	Cost to UNDP of providing such support services
a. Identification and/or recruitment of project personnel; b. Provision of technical support as well as monitoring and evaluation of the project; c. Coordination and linkages between this project and other related UNDP projects; d. Subcontracting activities and procurement of goods and services; e. Internal and external financial auditing.	Jan-Dec 2005	USD 1,954