

United Nations Development Programme
Country: Lebanon
PROJECT DOCUMENT



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Resilient nations.*

Project Title: Lebanon's First Biennial Update Reporting

UNDAF Outcome(s): By 2014, improved accessibility and management of natural resources and enhanced response to national and global environmental challenges

UNDP Strategic Plan Environment and Sustainable Development Primary Outcome: Vulnerability to climate change of key economic sectors is assessed

UNDP Strategic Plan Secondary Outcome: Awareness about the effects of climate change is increased among general public

Expected CP Outcome(s): Climate change considerations mainstreamed in national priorities

Expected CPAP Output (s) Effects of climate change identified and measures to adapt proposed

Executing Entity/Implementing Partner: Ministry of Environment

Implementing Entity/Responsible Partners: United Nations Development Programme

Brief Description

This project aims at assisting the Government of Lebanon with the enabling activities necessary to undertake the First Biennial Update Reporting (BUR) to the United Nations Framework Convention on Climate Change (UNFCCC) and its submission to the Conference of the Parties in accordance with the guidance provided by the UNFCCC. The BUR will include a) updated National Circumstances, b) GHG National Inventories, c) information on mitigation actions and domestic MRV, d) constraints and gaps, and related financial, technical and capacity building needs including description of support needed and received, and e) information on level of support received to enable the preparation and submission of the biennial update report.

Programme Period:	2013-2015
Atlas Award ID:	00074558
Project ID:	00086912
PIMS #	5202
Start date:	1 September 2013
End Date	30 April 2015
Management Arrangements	NIM
PAC Meeting Date	15 July 2013

Total resources required	341,461 USD
Total allocated resources:	341,461 USD
• Regular	_____
• Other:	_____
o GEF	321,461 USD
o Government	_____
o Government In-kind	20,000 USD
o Other	_____



Agreed by the Council for Development and Reconstruction: Mr. Nabil El Jisr, President

 / /2013

Agreed by the Ministry of Environment: H.E. Nazem El Khoury, Minister of Environment

 22 / 10 /2013

Agreed by the UNDP: Mr. Robert Watkins, Resident Representative

 16 / 10 /2013

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List of acronyms

BUR	Biennial Update Report
CDM	Clean Development Mechanism
COP	Conference of the Parties
DNA	Designated National Authority
EA	Enabling Activity
GHG	Greenhouse Gas
GEF	Global Environment Facility
INC	Initial National Communication
IPCC	Intergovernmental Panel on Climate Change
M&E	Monitoring and Evaluation
MoE	Ministry of Environment
MoEW	Ministry of Energy and Water
MRV	Measurement, Reporting, Verification
NAMA	Nationally Appropriate Mitigation Action
NC	National Circumstances
NCCU	National Climate Change Unit
NCE	National Council for the Environment
NCSA	National Capacity Self-Assessment
NEEAP	National Energy Efficiency Action Plan for Lebanon
NGO	Non-Governmental Organizations
QA/QC	Quality Assurance/Quality Control
SNC	Second National Communication
UNDP	United Nations Development Programme
UNFCCC	United Nations Framework Convention on Climate Change

1. SITUATION ANALYSIS

The Ministry of Environment was established after the 1992 Rio Earth Summit (Law 216/1993) and its mandate and organizational structure were amended after the 2002 Johannesburg Summit (Law 690/2005 and Decree 2275/2009 respectively to also include the coordination of sustainable development issues. The Ministry of Environment is the main national entity responsible for the national environmental policy and the National Focal Point to the UNFCCC.

Lebanon ratified the UNFCCC by virtue of Law No. 359 dated 1/8/1994.

Lebanon prepared and submitted its Initial National Communication (INC) in 1999 (GEF/UNDP EA project). The report focused mainly on the preparation of a detailed inventory of GHG emissions and a general description of steps taken or envisaged to implement the Convention.

Lebanon prepared its first Technology Needs Assessment and Technology Transfer report in 2002 (GEF/UNDP EA project) which identified and assessed appropriate mitigation technologies for the Lebanese context.

Lebanon also completed its enabling activity for the National Capacity Self-Assessment for Global Environmental Management (NCSA), which determined national priorities for capacity development in the area of global environmental management specifically under the three Rio Conventions.

The Clean Development Mechanism (CDM) committee was established in 2006 pursuant to the accession to the Kyoto Protocol as per law 738 on the 15th of May 2006. In 2007, the Presidency of Council of Ministers granted approval to MoE to establish the Designated National Authority (DNA) that currently has 13 projects in the country's CDM portfolio, including two which were developed as Programmatic CDM.

Lebanon prepared and submitted its Second National Communication (SNC) in 2011 (GEF/UNDP EA Project). The report updated the national GHG inventory using the year 2000 as a base year and presented a trend analysis of the period 1994-2004. The report also included a mitigation analysis, a downscaling of global circulation models and an analysis of vulnerable sectors and possible adaptation measures.

In December 2009 during the 15th session of the Conference of the Parties (COP 15) to the UNFCCC, Lebanon made a non-binding commitment to increase its renewable energy consumption to 12% by 2020; a commitment that the Lebanese government has introduced to support the development of the renewable energy industry from a technical, capacity building and financial perspective.

The *Policy Paper for the Electricity Sector*, which was developed by the Ministry of Energy and Water (MoEW) in June 2010, establishes the framework for the electricity sector in Lebanon, which includes ten initiatives to cover the sector's infrastructure, supply, demand and legal aspects. On the supply side, the policy calls to for additional installed capacity that will include both conventional energy from primarily natural gas, and renewable energy from wind, solar and waste to energy.

The National Energy Efficiency Action Plan for Lebanon (NEEAP) further describes 14 energy efficiency and renewable energy initiatives for the period 2011-2015, and fulfills the requirement of Strategic Initiative 6 of the Policy Paper for the Electricity Sector. The NEEAP initiatives are designed to promote, support and raise awareness on renewable energy and energy efficiency applications in Lebanon.

Lebanon has finalized its second Technology Needs Assessment (GEF/UNEP RISOE EA project) on January 31, 2013. The project aimed at assessing both mitigation and adaptation technologies, identifying barriers and determining the enabling framework for their national diffusion and deployment.

On March 28, 2012, the Council of Ministers issued a Decree (8157/2012) establishing the National Council for the Environment (NCE). The NCE is made of 14 members representing 7 ministries, headed by the Ministry of Environment. The ministerial members include the ministries of Finance, Interior and Municipalities, Agriculture, Public Works and Transport, Energy and Water, and Industry. The remaining 7 members are non-public entities and include Order of Physicians, Order of Engineers and Architects, The Bar Association, Association of Banks, Association of Insurance Companies, representative of NGOs, representative of the academic sector. The NCE will be used as a platform through which environmental issues, including climate change, will be coordinated at the national level.

Lebanon has launched the activities for the preparation of the Third National Communication (GEF/UNDP EA project). The project has started its activities end of 2012.

The NCE will also be supported by another climate initiative “National Action Programme to Mainstream Climate Change into Lebanon’s Development Agenda”, designed and funded by UNDP through a grant from the Government of Spain which specifically aims at climate change coordination among national stakeholders. The project will also identify national and international climate financing and will seek to raise awareness and capacity on the topic. The project is planned to start during Q2 of 2013 and last for 2 years.

The Low Emission Capacity Building project, which started in Q1 2013, and is part of the EU-UNDP Low Emission Capacity Building Programme, is planned to run for 3 years and aims at developing the required national capacities to achieve a low emission development. The project is planned to improve Lebanon’s GHG inventory infrastructure, and develop Nationally Appropriate Mitigation Actions (NAMAs) and the design of the associate Measurement, Reporting and Verification system in support of the identified NAMAs.

The above-mentioned three climate change related projects con-currently running at the Ministry of Environment has *de facto* created a “National Climate Change Unit” (NCCU) which is closely coordinating all work in order to pull resources together and maximize the benefits of each of the projects implemented.

2. STRATEGY

Project rationale:

The project will assist the Government of Lebanon to perform the activities necessary to prepare the First Biennial Report to the Conference of Parties in accordance with guidelines of the UNFCCC.

In order to improve climate change governance and meet the challenges that will face Lebanon as a result of climate change, there is a need to mainstream climate change concepts into national and sectoral development plans. This project does on a broader level and as part of its ultimate and long term objectives, contribute in mainstreaming climate change concepts by strengthening the institutional capacity in parallel to the other projects running at the Ministry of Environment (especially the Third National Communication).

Project objective:

The immediate objective of the proposed Enabling Activity Project will assist the Government of Lebanon to perform the activities necessary to prepare the Biennial Update Report, and fulfil its obligations to the Convention as per decisions 1/CP.16 and 2/CP.17.

The project outputs are:

- a. Revised and updated national circumstances and institutional arrangements relevant to the preparation of the national communications and the biennial update reports;
- b. National GHG inventory and report for the year 2010;
- c. A description of mitigation actions and the extent of GHG reduction achieved, including associated methodologies and assumptions;
- d. Information on domestic MRV system and progress of implementation of any institutional arrangements and framework for domestic MRV;
- e. A description on constraints, gaps and related needs to meet the objectives of the Convention, and the level of support received for the preparation and submission of the BUR;
- f. Publication and submission of the First Biennial Update Report according to the guidelines contained in Annex III of decision 2/CP.17.

In order to achieve the above outlines outputs, the project will follow the following activities:

- a. Update information on Lebanon's geography, population, natural resources, climate and economy which may affect its ability to deal with mitigating and adapting to climate change.
- b. Update information on Lebanon's national development objectives, priorities and circumstances, and the specific needs and concerns arising from the adverse effects of climate change.
- c. Update information on the institutional arrangements relevant to the preparation of national communications and biennial update reports.
- d. Update the GHG inventory by sector and by gas, including a summary table of previous inventories, key categories analysis, uncertainty analysis and QA/QC plan, all based on the revised 1996 IPCC Guidelines.
- e. Compile information related to mitigation actions, coverage and objectives, including the extent of reduction achieved or projected to achieve.
- f. Compile information on domestic MRV system and progress of implementation of any institutional arrangements and framework for domestic MRV.

- g. Description of level of support received to enable the preparation of the BUR and the third national communication undertaken in parallel.
- h. Description of the general framework for mitigation, specifically for NAMAs and their implementation.
- i. Information on international market mechanisms.
- j. BUR published and submitted according to the guidelines contained in Annex III of decision 2/CP.17.

Outcomes and Activities:

National circumstances, Constraints and Gaps, Information on Level of Support Received, Any other information that the NAI Party considers relevant to the achievement of the objective of the Convention and suitable for inclusion in its BUR

The information on the national circumstances provided in the Second National Communication (SNC) will be updated taking into account all new data (projects and national plans, policies and activities) as appropriate.

This outcome includes an update of the country characterization in terms of geography, demography, natural resources, climate and education, social and cultural aspects, as well as macroeconomic parameters, employment, income and services. It will also include the characterization of the specific sectors such as agriculture, forestry, and biodiversity, water resources, energy, waste, tourism, transport, industry and health.

Lebanon's national development objectives, priorities and circumstances will also be described.

Also as part of this outcome, the information on the institutional arrangements relevant to the preparation of the national communications and the biennial update reports will be updated and will be another output for this component.

Information relevant to the financial, technical and capacity needs will be compiled and updated; this will include information on financial resources and technical support provided by the GEF and Parties included in the Annex II to the Convention, the Green Climate Fund and multilateral institutions related to climate change, where appropriate.

The support received for the preparation and submission of Lebanon's First Biennial Report as well as of the steps taken by Lebanon to integrate climate change considerations into relevant social, economic and environmental policies and actions will be included.

Steps taken to integrate climate change considerations into national development and policy formulation, activities related to transfer of environmentally sustainable technologies, information on climate change research and systematic observation, information on climate change education, training, and public awareness, as well as information on capacity building activities, options and priorities and measures to promote information exchange and networking will be included.

The above could be summarized as below:

Outcome 1: Information on national circumstances and institutional arrangements relevant to the preparation of the national communications on a continuous basis will be assessed and updated; Constraints and gaps, and related financial, technical and capacity needs including description of support needed and received will be assessed; Information on the level of support received to enable the preparation and submission of biennial update reports will be collected and any other information relevant to the achievement of the objective of the Convention and suitable for inclusion in the BUR will be reported; Any other information

that the NAI Party considers relevant to the achievement of the objective of the Convention and suitable for inclusion in its BUR

- Output 1.1: Updated report on national circumstances
- Output 1.2: Updated report on existing institutional arrangements relevant to the preparation of NC on a continuing basis
- Output 1.3: Description of information on constraints and gaps and related financial, technical and capacity needs as well as proposed and/or implemented activities for overcoming the gaps and constraints
- Output 1.4: Description of information on financial resources and technical support provided by the GEF, Parties included in the Annex II to the Convention and other developed country Parties, the Green Climate Fund and multilateral institutions for activities related to climate change
- Output 1.5: Description of information on nationally determined technology needs and on technology support received
- Output 1.6: Description of information on support received for the preparation and submission of the current BUR
- Output 1.7: Description of any steps Lebanon has taken to integrate climate change considerations into relevant social, economic and environmental policies and actions
- Output 1.8: Description of information on the integration of climate change considerations into the national development and policy formulation, activities related to transfer of environmentally sustainable technologies, and research and systematic observation as well as education and training, public awareness as well as on capacity building activities, options and priorities and measures to promote information exchange and networking
- Output 1.9: Relevant chapters of the BUR printed

GHG National Inventories

Under the Initial National Communication, submitted in 1999, Lebanon prepared and submitted the GHG Inventory of emissions by sources and removals by sinks for the year 1994. After that, Lebanon prepared the GHG national inventories for the year of 1999 (as part of the first TNA project and submitted in 2003), The 2000 Inventory was included in the Second National Communication submitted in 2011, with a time series from 1994 to 2004. The Third National Communication project will cover the baseline year of 2005 and 2012, as it will be submitted in 2016. The latest inventory (SNC) was published using the Revised 1996 Guidelines for National Greenhouse Gas Inventories of the Intergovernmental Panel on Climate Change. The same methodology will be used for the GHG inventory of the First Biennial Update Report with base year 2010, and the same gases will also be covered: carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons and sulphur hexafluoride.

The estimation of the indirect greenhouse gases will also be included: nitrogen oxide, sulphur dioxide, carbon monoxide and non-methane volatile organic compounds. All relevant sectors as described in the 1996 Revised IPCC Guidelines will be covered: Energy, Industrial Processes, Agriculture, Land Use, Land Use Change and Forestry, and Waste.

The above could be summarized as below:

Outcome 2: The national inventory of anthropogenic emissions by sources and removal by sinks by all GHGs not controlled by the Montreal Protocol, including a national inventory report will be updated

- Output 2.1: Updated GHG inventory report by sector and by gas based on the Revised

1996 IPCC Guidelines for National Greenhouse Gas Inventories

- Output 2.2: Consistent time series back to the year of the previous Nat. Comm.
- Output 2.3: Summary information tables of inventories for previous submission years
- Output 2.4: Analysis of key GHG emission categories
- Output 2.5: Analysis of uncertainty and a QA/QC plan
- Output 2.6: Summary of methods and references used
- Output 2.7: Relevant chapters of the BUR printed

Mitigation actions and MRV

An important activity of this project will be the collection of data on mitigation actions or groups of actions being developed in Lebanon and its analysis in order to provide a description in the BUR in tabular format that includes name, nature of the action, coverage, quantitative goals, progress indicators, associated methodologies and assumptions, objectives, steps taken or envisaged to achieve the action, progress of implementation and results achieved to the extent possible and based on national circumstances. Data collection will also be done on participation in international carbon market mechanisms.

The Low Emission Capacity Building project, undertaken by the Ministry of Environment (2013-2015) includes as part of its outputs, a GHG National inventory system, NAMAs, and an MRV system.

Under this enabling activity project, the developed domestic MRV system, including the guidelines developed, considering national circumstances and capabilities, as well as taking into account the different nature of the mitigation actions, will be provided, describing the progress of implementation of any such institutional arrangements.

The above could be summarized as below:

Outcome 3: Information on mitigation actions and their effects including associated methodologies and assumptions will be collected and analysed

- Output 3.1: Table on actions to mitigate climate change including:
 - Name and description of the mitigation action including information on the nature of the action, coverage, qualitative goals and progress indicators
 - Information on methodologies and assumptions
 - Objectives of the action and steps taken or envisaged to achieve that action
 - Information on the progress of implementation of the mitigation actions and the underlying steps taken or envisaged and the results achieved such as estimated outcomes and estimated emission reduction
 - Information on international market mechanisms
- Output 3.2: Description of domestic measurements, reporting and verification arrangements.
- Output 3.3: Relevant chapters of the BUR printed

Compilation, Publication and Submission of the First Biennial Update Report

When the expected outcomes 1 to 3 and its respective outputs are completed the First Biennial Update Report document will be compiled according to the guidelines contained in Annex III of decision 2/ CP.17 and it will be submitted to the Conference of the Parties in the United Nations Framework Convention on Climate Change according to the requirements and formats established by the UNFCCC Secretariat.

Country ownership:

The Ministry of Environment has accrued a substantial level of experience and know-how on the national GHG inventory process, as both national communications (first and second) has been prepared and submitted by the ministry of Environment in 1999 and 2011 respectively. The ministry of Environment is currently undertaking the preparation of Lebanon's Third National Communication.

The Ministry of Environment has established a strong cooperation network among the different national actors from both governmental and non-governmental sector. The Ministry of Energy and Water, the Ministry of Finance and Ministry of Industry are very much involved in the national process related to climate change, and specifically on GHG inventory process. The non-governmental sector, which includes the syndicates, also have a share in providing the required information. The NGOs and the academic sector are major partners when it comes to the validation and review of the GHG inventory results. This enabling activity will run in parallel with the Third National Communication, where resources will be maximised in order to attain to the best possible results.

Sustainability and Replicability:

The successful preparation of previous national communications and Technology Needs Assessments, the development of diverse sectoral mitigation action plans by relevant ministries taking, including the 12% voluntary commitment of renewable energy in the energy mix by 2020 indicate the strong commitment of the Government of Lebanon in controlling the national GHG balance.

The BUR is a key instrument in support of such policy and the Government of Lebanon considers the preparation of the BUR as a critical part of its efforts to benchmarking and monitoring national GHG emissions by source and sink, and measure progress towards nationally set targets.

With regards to replicability, and in order to maximise the benefits of the enabling activity, the platform of the National Council for the Environment will be used, through the "National Action Programme to Mainstream Climate Change into Lebanon's Development Agenda" project, through which the required information and mainstreaming will be conducted. As indicated above, the National Council for the Environment is headed by the Ministry of Environment and composed of the ministries of Energy and Water, Industry, Finance, Agriculture, Interior and Municipalities, Public Works and Transport, and the Orders of Physicians, Engineers and Architects, the Bar Association, the Associations of Banks, Insurance Companies, representatives of the NGOs, and the Academic sector. The mentioned institutions are the main stakeholders of this enabling activity as well. In addition to the NCE members, the Central Administration of Statistics, the Association of Lebanese Industrialists, the national power utility (Electricité du Liban), the Association for Forest Development and Conservation, and the private sector (i.e., the cement industries) are all part of the larger stakeholder circle.

With respect to sustainability of the BUR process, including the consolidation of the institutional framework required, the project will generate improved approaches, methodologies and tools.

The proposed enabling activity will run in parallel with other climate change projects at the ministry of Environment, namely, the climate change coordinating unit, the Low Emission Capacity Building project, and the Third National Communication Project. In that respect, this project will contribute to a better understanding and improved capacity of the inventory process, but also in reviewing the domestic MRV system and identify any loopholes.

3. PROJECT RESULTS FRAMEWORK:

This project will contribute to achieving the following Country Programme Outcome as defined in CPAP or CPD: Climate change considerations mainstreamed in national priorities					
Country Programme Outcome Indicators: Market transformation towards more sustainable energy use observed					
Primary applicable Key Environment and Sustainable Development Key Result Area (same as that on the cover page, circle one): 1. Mainstreaming environment and energy OR 2. Catalyzing environmental finance OR ③ Promote climate change adaptation OR 4. Expanding access to environmental and energy services for the poor.					
Applicable GEF Strategic Objective and Program: Enabling Activity: Climate Change					
Applicable UNDP Outcomes: Outcome 3 Climate change considerations mainstreamed in national priorities; Output 3.2 Effects of climate change identified and measures to adapt implemented including capacity of line ministries					
	Indicator	Baseline	Targets End of Project	Source of verification	Risks and Assumptions
Project Objective¹ Preparation of Lebanon's First Biennial Update Report (BUR)	Publication of Lebanon's First Biennial Update Report	Absence of BUR Information provided in previous national communications	BUR prepared, endorsed and submitted to the COP of the UNFCCC	The BUR report and documentation from the UNFCCC	Risks: Given the Government of Lebanon's strong commitment to its obligations under the UNFCCC, there are no major risks to the BUR project. Assumptions: Strong political support for the preparation of the BUR.
Outcome 1² National Circumstances, Constraints and Gaps, Information on level of support received, Any other relevant information	Information on national circumstances, Constraints and Gaps, Information on the level of support received, and Any other relevant information made available for the preparation of the BUR made available	Information provided in previous national communications	Complete updated National Circumstances, Constraints and Gaps, Level of Support Received, Any other relevant information, chapter is prepared for the BUR.	National Circumstances, Constraints and Gaps, Level of Support Received and Any Other Relevant Information chapter ready and validated by the stakeholders and printed.	Risks: (1) limited political support to climate change issues; (2) difficulty in acquiring official data. Assumptions: BUR will benefit from knowledge gained from national communication process.
Outcome 2 National GHG Inventory	National GHG inventory for the year 2010	GHG inventory available for 1994 (INC) and 2000 (SNC)	Analysis of GHG emissions by sources and removal by sinks for the year 2010	Project documentation and filing, including technical report and IPCC spreadsheets in support of the BUR National GHG	Risks: (1) Coordinating stakeholders from a diverse set of economic sectors may cause delays; (2) potential lack of availability/accessibility of data. Assumptions: (1) Institutions and enterprises will be willing and able to share data with the project team; (2)

¹ Objective (Atlas output) monitored quarterly ERBM and annually in APR/PIR

² All outcomes monitored annually in the APR/PIR. It is highly recommended not to have more than 4 outcomes.

				inventory chapter Stakeholder validation and printed	BUR will benefit from knowledge gained from national communication process.
Outcome 3 Information on Mitigation Actions and MRV	Information on mitigation actions and their effects including associated methodologies and assumptions made available Description of domestic measurements, reporting and verification arrangements made available	No such information available in a centralised and consolidated manner	Information on mitigation actions and their effects including associated methodologies and assumptions will be collected and analysed Description of domestic measurements, reporting and verification arrangements	Chapter on Information of Mitigation Actions ready and validated by the stakeholders, and printed. Chapter on domestic MRV arrangements ready and validated by the stakeholders, and printed.	Risks: (1) limited political support to climate change issues; (2) difficulty in acquiring official data. Assumptions: BUR will benefit from knowledge gained from national communication process.

TOTAL BUDGET AND WORKPLAN

Award ID:	00074558	Project ID(s):	00086912
Award Title:	Lebanon's First Biennial Reporting		
Business Unit:	LBN10		
Project Title:	Lebanon's First Biennial Update Reporting		
PIMS no.	5202		
Implementing Partner (Executing Agency)	Ministry of Environment		

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 Sep-Dec 13 (USD)	Amount Year 2 Jan-Dec 14 (USD)	Amount Year 3 Jan-Apr 15 (USD)	Total (USD)	Budget Notes:
OUTCOME 1: National Circumstances, Constraints and Gaps, Information on Level of Support Received, and Any Other Relevant Information	UNDP	62000	GEF	71400	Contractual services – Ind.	4,788	19,290	7,970	32,048	1
				72800	IT Equipment	3,000	0	0	3,000	2
				74200	Printing Production	0	1,000	2,000	3,000	3
				74500	Miscellaneous	0	3,500	500	4,000	4
					sub-total GEF	7,788	23,790	10,470	42,048	
					Total Outcome 1	7,788	23,790	10,470	42,048	
OUTCOME 2: National GHG Inventory	UNDP	62000	GEF	71200	International Consultants	0	7,000	2,000	9,000	5
				72100	Contractual Services – Comp.	5,000	79,670	21,200	105,870	6
				74200	Printing Production	0	1,000	3,000	4,000	7
					sub-total GEF	5,000	87,670	26,200	118,870	
					Total Outcome 2	5,000	87,670	26,200	118,870	
OUTCOME 3: Information on Mitigation Actions and MRV	UNDP	62000	GEF	71200	International Consultants	2,000	12,000	4,000	18,000	8
				72100	Contractual Services – Comp.	5,000	83,693	22,170	110,863	9
				74200	Printing Production	0	0	3,000	3,000	10
					sub-total GEF	7,000	95,693	29,170	131,863	
					Total Outcome 3	7,000	95,693	29,170	131,863	
Project Management Unit	UNDP	62000	GEF	71400	Contractual Services – Ind.	3,592	12,860	4,228	20,680	11
				71600	Travel	0	3,000	0	3,000	12
				74599	Cost recovery chrgs-Bills	3,000	2,000	0	5,000	13
					sub-total GEF	6,592	17,860	4,228	28,680	
					Total Management	6,592	17,860	4,228	28,680	
PROJECT TOTAL						26,380	225,013	70,068	321,461	

Summary of Funds:³

	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Total (USD)
GEF	26,380	225,013	70,068	321,461
Government of Lebanon (in-kind)	5,000	10,000	5,000	20,000
TOTAL	31,380	235,013	75,068	341,461

³ Summary table should include all financing of all kinds: GEF financing, cofinancing, cash, in-kind, etc...

PROJECT BUDGET NOTES

Atlas Category	Atlas Code	Budget Notes
Outcome 1: National Circumstances		
1. Contractual Services – Individuals	71400	1 national officer assigned to coordinate and assist National Circumstances process (24 months @ USD 1,335 per month)
2. IT equipment	72800	<ul style="list-style-type: none"> 1 Laptop unit for PMU (@ USD 3,000 per unit)
3. Printing Production	74200	<ul style="list-style-type: none"> BUR report printing and publishing
4. Miscellaneous	74500	<ul style="list-style-type: none"> Miscellaneous support to project management
Outcome 2: completed national greenhouse gas inventory		
5. International Consultants	71200	<ul style="list-style-type: none"> International expert in GHG Inventory assessment methodologies to review GHG inventory results, including key category and uncertainty analysis, in compliance with the ICA requirements (1 person at USD 750 per effort-day; total of 12 effort days)
6. Contractual Services – Companies	72100	<ul style="list-style-type: none"> Conduct national efforts in GHG inventory, prepare worksheets, summary tables, and uncertainty analysis – and the national GHG Inventory Report
7. Printing Production	74200	<ul style="list-style-type: none"> BUR report printing and publishing
Outcome 3: Information on Mitigation Actions and MRV		
8. International Consultants	71200	<ul style="list-style-type: none"> International expert to review and provide advice on methodologies and assumptions for the preparation of information on mitigation actions, review and provide advice on domestic MRV system (1 person at USD 750 per effort-day; total of 24 effort days)
9. Contractual Services – Companies	72100	<ul style="list-style-type: none"> Collect and analyse the relevant information regarding the mitigation actions or groups of actions developed and/or being developed in Lebanon, domestic MRV system and information on new market mechanisms, and prepare a report in accordance to the BUR guidelines
10. Printing Production	74200	<ul style="list-style-type: none"> BUR report printing and publishing
Project Management Unit		
11. Contractual Services – Individuals	71400	<ul style="list-style-type: none"> Project coordinator: 24 person-months (@ USD 861.7 per effort month): project planning, day-to-day management of project activities, project reporting, maintaining key relationships among stakeholders
12. Travel	71600	<ul style="list-style-type: none"> Support of Project execution and training (USD 1,000/year)
13. UNDP cost Recovery chrgs-Bill	74599	<ul style="list-style-type: none"> Costs of operational and administrative support activities under support to NIM modality

WORKPLAN

Outputs/Activities	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
Implementation arrangements and project inception:										
1. Contract the project office staff			X							
2. Establish technical teams				X	X					
3. Organize workshops							X			
4. Implement QA/QC and archiving					X	X	X	X		
5. Participate in public event for dissemination of project results					X	X	X	X	X	
6. Validate of work with stakeholders						X	X	X	X	X
7. Implement the Monitoring and Evaluation plan				X	X	X	X	X	X	X
8. Update and maintain the national climate change web page					X			X		X
1. National circumstances, Information on Constraints and Gaps, and Support Received, and Any Other Relevant Information										
Output 1.1 Information on national circumstances and institutional arrangements relevant to the preparation of the national communications on a continuous basis will be assessed and updated										
1.1.1. Updated report on national circumstances					X	X			X	
1.2.1. Updated report on existing institutional arrangements relevant to the preparation of NC on a continuing basis						X			X	
Output 1.2 Constraints and gaps, and related financial, technical and capacity needs including description of support needed and received will be assessed										
1.2.1. Description of information on constraints and gaps and related financial, technical and capacity needs as well as proposed and/or implemented activities for overcoming the gaps and constraints						X			X	
1.2.2. Description of information on financial resources and technical support provided by the GEF, Parties included in the Annex II to the Convention and other developed country Parties, the Green Climate Fund and multilateral institutions for activities related to climate change						X			X	
1.2.3. Description of information on nationally determined technology needs and on technology support received										
Output 1.3 Information on the level of support received to enable the preparation and submission of biennial update reports will be collected and any other information relevant to the achievement of the objective of the Convention and suitable for inclusion in the BUR will be reported										
1.3.1. Description of information on support received for the preparation and submission of the current BUR							X	X		
1.3.2. Description of any steps Lebanon has taken to integrate climate change considerations into relevant social, economic and environmental policies and actions								X		

Output 1.4 Any other information that the NAI Party considers relevant to the achievement of the objective of the Convention and suitable for inclusion in its BUR

1.4.1. Description of information on the integration of climate change considerations into the national development and policy formulation, activities related to transfer of environmentally sustainable technologies, and research and systematic observation as well as education and training, public awareness as well as on capacity building activities, options and priorities and measures to promote information exchange and networking.					X			X		
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2. GHG inventory

Output 2.1 The national inventory of anthropogenic emissions by sources and removal by sinks by all GHGs not controlled by the Montreal Protocol, including a national inventory report will be updated

2.1.1. Updated GHG inventory report by sector and by gas based on the Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories					X	X	X	X		
2.1.2. Consistent time series back to the year of the previous Nat. Comm.					X	X	X	X		
2.1.3. Summary information tables of inventories for previous submission years					X	X	X	X		
2.1.4. Analysis of key GHG emission categories					X	X	X	X		
2.1.5. Analysis of uncertainty and a QA/QC plan					X	X	X	X		
2.1.6. Summary of methods and references used								X		

Output 2.3 An analysis of key GHG emission categories has been carried out, an uncertainty analysis has been carried out and a QA/QC plan and a database of emission factors have been established.

2.3.1. Develop a Key Category Analysis and Uncertainty Analysis.								X		
2.3.2. Develop and implement quality control and quality assurance (QA/QC) procedures and plans.						X	X	X		
2.3.3. Develop a database for activity data and emissions factors and update archiving procedures.							X	X		

3. Mitigation actions and MRV

Output 3.1 Information on mitigation actions and their effects including associated methodologies and assumptions will be collected and analyzed

3.1.1. Table on actions to mitigate climate change including: - Name and description of the mitigation action including information on the nature of the action, coverage, qualitative goals and progress indicators - Information on methodologies and assumptions - Objectives of the action and steps taken or envisaged to achieve that action - Information on the progress of implementation of the mitigation actions and the underlying steps taken or envisaged and the results achieved such as estimated outcomes and estimated emission reduction						X	X	X		
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- Information on international market mechanisms										
3.1.2. Description of domestic measurements, reporting and verification arrangements, including support provided to the process of development of the national institutional arrangement and framework for domestic MRV.						X	X	X		
4. Publication of BUR										
Output 4.1 Compilation, Publication and Submission of the First Biennial Update Report										
4.1.1. Consolidate all sections of the biennial update report in one document									X	
4.1.2 Publish the BUR										X

4. MANAGEMENT ARRANGEMENTS

The **Ministry of Environment** as the national entity responsible for the national environmental policy and as the National Focal Point for the United Nations Framework Convention on Climate Change (UNFCCC) will serve as the National Implementing Agency for this project.

The Ministry will provide full support to the project through the department of Air Quality and will facilitate coordination of project activities with other government institutions and decision makers. MoE will operate as the main interface at the country level with the government and private sector entities.

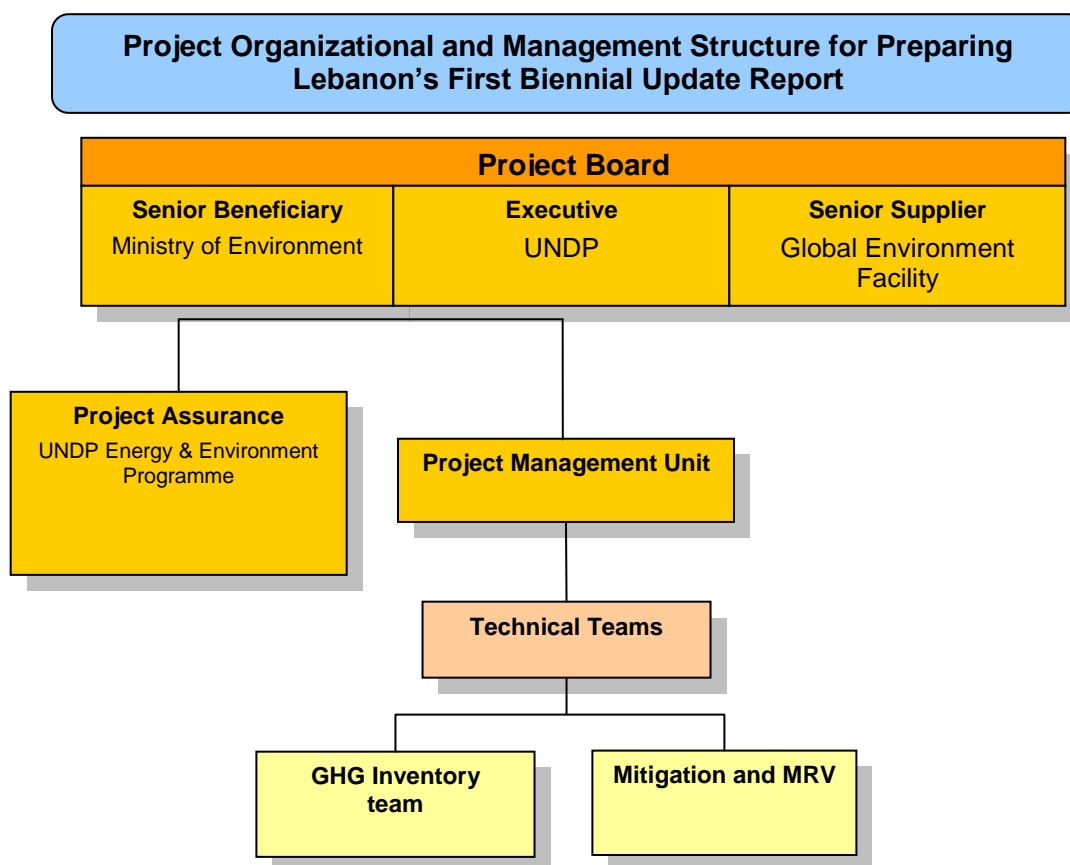
UNDP Energy and Environment unit will provide technical backstopping to the project and will ensure coordination of project activities with the **MoE** and **UNDP Country Office (CO) in Lebanon**. The project will be implemented following the Support to National Implementation (Support to NIM) modality with the MoE acting as the National Implementing Agency. To ensure effectiveness and cost-efficiency of project implementation, the UNDP E&E unit will be assigned as main executing unit for the project.

A Project Management Unit (PMU) will be responsible for the overall coordination of the Project including operational planning, supervision, administrative and financial management and the adaptive management of the Project based on inputs from the Project M&E plan. The PMU will be responsible for overseeing the day-to-day implementation of project activities sub-contracted to specialists and other institutions as well as those that are to be implemented through MoE. The project will be run in parallel with the Third National Communication currently under execution, and the TNC project staff (Project Officer and Project Research Assistant) will have an overview on the BUR project.

The PMU will have responsibility for, among others: (i) managing and executing the project, (ii) updating the national circumstances section, (iii) collecting activity data for the GHG inventory and running calculations for certain sectors (i.e., energy production, transport, industrial process, etc.), (iv) designing a database for emission factors, (v) revising and editing chapters, (vi) coordinating the management of financial resources and procurement, (vii) reporting on the application of resources and results achieved, (viii) preparing management reports to the GEF and UNDP, (ix) promoting inter-institutional linkages, and (x) monitoring and evaluation, and disseminating project results. An administrative Assistant will be assigned to assist in the coordination of the PMU.

Two technical teams will be hired/recruited. One for the GHG inventory, which will also undertake the update of the national circumstances section. Another team for the mitigation and MRV will also be recruited. The project management team will be an integral part of these teams but will also be supported by national experts in different fields such as waste and land-use change in the forestry sectors.

The project management structure is detailed as following:



UNDP Management and Support Services:

The UNDP country office will provide, at the request of the designated institution, the following direct project services, for the activities of the programme/project:

- i. Payments, disbursements and other financial transactions
- ii. Recruitment of staff, project personnel, and consultants
- iii. Procurement of services and equipment, including disposal
- iv. Organization of training activities, conferences, and workshops, including fellowships
- v. Travel including visa requests, ticketing, and travel arrangements
- vi. Shipment, custom clearance, vehicle registration, and accreditation
- vii. Security management service and Malicious Acts Insurance Policy
- viii. External access to ATLAS for project managers and other staff, Payroll management services and Medical Clearance Services for all staff

The UNDP country office will also provide the following general oversight and management services for the activities of the project which include the following:

- i. General oversight and monitoring, including participation in project reviews
- ii. Briefing and de-briefing of project staff and consultants

- iii. Resource management and reporting
- iv. Thematic and technical backstopping”

Audit

Audit on project will follow UNDP Financial Regulations and Rules and applicable Audit policies. The audit of NIM projects is made through the regular external (UN Board of Auditors) or internal audits (audits managed by UNDP’s Office of Audit and Investigations).

Communications and visibility requirements:

UNDP will ensure that the Ministry of Environment and respective donors to the project will receive the maximum visibility possible.

UNDP will be responsible for determining when its name and logo are to be displayed and prior written authorisation must be granted by the UNDP Resident Representative on a case by case basis.

Full compliance is 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>. Amongst other things, these guidelines describe when and how the UNDP logo needs to be used, as well as how the logos of donors to UNDP projects needs to be used. For the avoidance of any doubt, when logo use is required, the UNDP logo needs to be used alongside the GEF logo. The GEF logo can be accessed at: http://www.thegef.org/gef/GEF_logo. The UNDP logo can be accessed at <http://intra.undp.org/coa/branding.shtml>.

Full compliance is also required 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.

Amongst other things, the GEF Guidelines describe when and how the GEF logo needs to be used in project publications, vehicles, supplies and other project equipment. The GEF Guidelines also describe other GEF promotional requirements regarding press releases, press conferences, press visits, visits by Government officials, productions and other promotional items.

Where other agencies and project partners have provided support through co-financing, their branding policies and requirements should be similarly applied.

5. MONITORING FRAMEWORK AND EVALUATION

The project monitoring and evaluation will be carried out according to UNDP programming policies and procedures

Project start:

A Project inception meeting will be held within the first two months of project start with those with assigned roles in the project organization structure, UNDP country office and other relevant stakeholders.

Quarterly:

- Progress made shall be monitored in the UNDP Enhanced Results Based Management Platform.
- Based on the initial risk analysis submitted, the risk log shall be regularly updated in ATLAS.
- Based on the information recorded in Atlas, a Project Progress Reports (PPR) can be generated in the Executive Snapshot.
- Other ATLAS logs can be used to monitor issues, lessons learned etc.

Bi-annually:

Status Survey Questionnaires to indicate progress and identify challenges as well as technical support needs will be carried out twice a year.

Annually:

- Annual Report: The Project Coordinator with the collaboration of the project team will prepare an annual report. This report could be jointly reviewed during the fourth quarter of the year by the National Implementing Partner (Ministry of Environment) and UNDP, with the purpose of analyzing the progress into the results achievement, its relation with the expected effects, as well as the review of the Annual Work Plan for the next year.

End of Project

During the last three months, the Project Coordinator with the collaboration of the project team will prepare the Project Terminal Report, to be submitted and reviewed by the Ministry of Environment and UNDP.

Periodic Monitoring:

A detailed schedule of project reviews meetings will be developed by the project management, in consultation with project implementation partners and stakeholder representatives and incorporated in the Project Inception Report. Such a schedule will include: (i) tentative time frames for Steering Committee Meetings, (or relevant advisory and/or coordination mechanisms) and (ii) project related Monitoring and Evaluation activities.

Day to day monitoring of implementation progress will be the responsibility of the Project Manager based on the project's Annual Workplan and its indicators. The Project Team will inform the UNDP-CO of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted in a timely and remedial fashion.

Periodic monitoring of implementation progress will be undertaken by the UNDP-CO through quarterly meetings with the project proponent, or more frequently as deemed necessary. This will allow parties to take stock and to troubleshoot any problems pertaining to the project in a timely fashion to ensure smooth implementation of project activities.

End of project: During the last three months, the project team will prepare the Final Report. This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project's results.

Learning and knowledge sharing:

Results from the project will be disseminated within and beyond the project intervention zone through existing information sharing networks and forums.

The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to project implementation though lessons learned. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects.

Finally, there will be a two-way flow of information between this project and other projects of a similar focus.

M&E workplan

Type of M&E activity	Responsible Parties	Time frame
Inception Meeting and Report	<ul style="list-style-type: none"> ▪ Project Manager ▪ UNDP CO, UNDP GEF 	Within first two months of project start up
Measurement of Means of Verification of project results.	<ul style="list-style-type: none"> ▪ UNDP GEF RTA/Project Manager will oversee the hiring of specific studies and institutions, and delegate responsibilities to relevant team members. 	Start, mid and end of project (during evaluation cycle) and annually when required.
Measurement of Means of Verification for Project Progress on <i>output and implementation</i>	<ul style="list-style-type: none"> ▪ Oversight by Project Manager ▪ Project team 	Annually prior to ARR/PIR and to the definition of annual work plans
Periodic status/progress reports	<ul style="list-style-type: none"> ▪ Project manager and team 	Bi-annually (second and fourth quarter)
Final Report	<ul style="list-style-type: none"> ▪ Project manager and team ▪ UNDP CO 	At least three months before the end of the project

6. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

7. ANNEXES

Risk Analysis

Agreements

Terms of Reference

Description of UNDP Country Office Support Services

Risk Analysis. Use the standard UNDP Atlas [Risk Log template](#). For UNDP GEF projects in particular, please outline the risk management measures including improving resilience to climate change that the project proposes to undertake.

#	Description	Date Identified	Type	Impact & Probability (1= low, 5=high)	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Low level of national cooperation	Q3 2013		<i>P = 3 I = 5</i>	<i>Work with the Minister of Environment to engage national institutions and other Ministries accordingly</i>				
2	Political instability	Q3 2013		<i>P = 3 I = 2</i>	Engage with partners at the technical level to avoid impacts of political instability as much as possible.				
3	Low level or no coordination with other similar projects (i.e., TNC project)	Q3 2013		<i>P = 1 I = 5</i>	Embed the management team of the TNC to work closely with the BUR project				

Agreements. GEF OFF letter, GEF PIFs and



REPUBLIC OF LEBANON
MINISTRY OF ENVIRONMENT

THE MINISTER

Beirut, 28/2/2013
Our Ref: 704/B

Mr. Robert Watkins
Resident Representative
United Nations Development Programme - Lebanon
Arab African International Bank Bldg.,
Riad El Solh Street
Nejmeh, Beirut 2011 5211
Lebanon
Tel: +961-1-962500
Fax: +961-1-962491

Dear Excellency,

Subject: Letter of endorsement for the "Biennial Update Report" project in Lebanon

In my capacity as focal point of the Global Environment Facility and in the capacity of the Ministry of Environment as Focal Point of the United Nations Framework Convention on Climate Change, I hereby confirm the endorsement of the project proposal of the "Biennial Update Report" project.

We look forward to working with you on this important initiative.

Best regards,



cc: - Department of Air Quality, Ministry of Environment
- Climate Change Project, Ministry of Environment

44-FIB-VI-77

Ministry of Environment, Lazurieh Center, 8th Floor, Block A-1 New
P.O.Box: 11/2727; Beirut-Lebanon. Tel: +(961)-1-976555 or 4-Digit Number: 1789; Fax: +(961)-1-976534
Home Page: www.moe.gov.lb

other templates for all project types) should be attached.



REPUBLIC OF LEBANON
MINISTRY OF ENVIRONMENT

THE MINISTER

Beirut, 11/4/2013
 Our Ref: 1307/B

Mr. Yannick Glemarec
 UNDP/GEF Executive Coordinator
 304 East 45th Street, 9th Floor
 New York, NY 10017 USA
 Fax: +1 212 906 6998

Dear Mr. Glemarec,

Subject: Endorsement for First Biennial Update Report

In my capacity as GEF Operational Focal Point for Lebanon, I confirm that the above project proposal (a) is in accordance with my government's national priorities and our commitment to the relevant global environmental conventions; and (b) was discussed with relevant stakeholders, including the global environmental convention focal points.

I am pleased to endorse the preparation of the above project proposal with the support of the GEF Agency (ies) listed below. If approved, the proposal will be prepared and implemented by the United Nations Development Programme. I request the GEF Agency(ies) to provide a copy of the project document before it is submitted to the GEF Secretariat for CEO endorsement.

The total financing (from GEFTE) being requested for this project is US\$352,000, inclusive of project preparation grant (PPG), if any, and Agency fees for project cycle management services associated with the total GEF grant. The financing requested for Lebanon is detailed in the table below.

Source of Funds	GEF Agency	Focal Area	Amount (in US\$)			
			Project Preparation	Project	Fee	Total
GEFTF	UNDP	CC	0	321,461	30,539	352,000
Total GEF Resources			0	321,461	30,539	352,000

Sincerely,

Nazem El-Khoury
 Minister of Environment

Cc: Mr. Robert Watkins, UNDP Resident Representative
 Ms. Reza El Sheikh, UNCCC Focal Point, MoE

Ministry of Environment, Lazareh Center, 7th Floor, Block A-4 Old
 P.O.Box: 11/2727; Beirut-Lebanon. Tel: +(961)-1-976555 or 4-Digit Number: 1789; Fax: +(961)-1-976530
 Home Page: www.moe.gov.lb



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

Naoko Ishii PhD
Chief Executive Officer and Chairperson

1818 H Street, NW
Washington, DC 20433 USA
Tel: 202.473.3202
Fax: 202.522.1240/3245
E-mail: Nishii@TheGEF.org

June 19, 2013

Ms. Adriana Dinu
Deputy GEF Executive Coordinator
United Nations Development Programme
One United Nations Plaza
New York, NY 10017

Dear Ms. Dinu:

I am pleased to inform you that I have approved the enabling activity detailed below:

Decision Sought:	Enabling Activity (EA) Approval
GEFSEC ID:	5415
Agency(ies):	UNDP
Agency ID:	5202 (UNDP)
Focal Area:	Climate Change
Project Type:	Enabling Activity
Country(ies):	Lebanon
Name of Project:	Lebanon's First Biennial Update Reporting
GEF Project Grant:	\$321,461
Agency Fee:	\$30,539
Funding Source:	GEF Trust Fund

This approval is subject to the comments made by the GEF Secretariat in the attached 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.

Sincerely,

Naoko Ishii
CEO and Chairperson

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

Terms of Reference:

Administrative Assistant

Under the overall supervision of the Project Manager (PM), the Administrative Assistant (AA) shall carry out the following tasks:

1. Tasks

- Assist the PM in planning, coordinating and tracking all project activities
- Assist in drafting inception, progress and final reports, manuals, communications, press release and awareness material
- Assist the PM in preparing for meetings and presentations
- Ensure that all procedures related to contractual requirements are in adherence with UNDP requirements
- Coordinate and follow-up the work of national experts and institutions (in consultation with the PM)
- Review the progress reports submitted by the subcontractors and ensure their compliance with the workplan
- Assist the PM in managing and centralizing all project information and reports provided by consultants, surveyors, and other data sources
- Draft correspondence in English and Arabic, and follow up on correspondence
- Maintain an up-to-date filing structure for all documentation
- Carry out secretariat duties in meetings and draft minutes of meetings
- Follow-up on financial matters with the UNDP CO
- Enter data, and assist in developing the project webpage and maintain it up-to-date
- Liase with different project partners and stakeholders, including NGOs, private and public entities

2. Qualifications

- A BS degree in business administration, public administration or related field with minimum of 2 years of experience;
- Excellent communication (Written and Oral) skills;
- Familiarity with computers and Microsoft Office;
- Excellent analytical skills, and drafting skills in English and Arabic;
- Lebanese National

1. Experience

- Demonstrated experience in working with public administration, development partners and the United Nations system;
- Appropriate experience working with public administration structures at local levels, and the private sector (NGOs, academia, companies);
- Ability to accommodate and adapt to changing working environment
- Systematic and organized, with an ability to be flexible and adaptive
- Ability to perform a variety of standard tasks related to screening and collecting of project documentation, projects data entering, preparation of revisions, filling, provision of information

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

Excellency,

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 "Lebanon's First Biennial Update Reporting" project ID 00086912. 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 the Ministry of Environment designated in the relevant programme support document or project document, 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 the Ministry of Environment is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.

3. The UNDP country office may provide, at the request of the designated institution, the following support services covered by the Direct Project Costs, for the activities of the programme/project:

- ix. Payments, disbursements and other financial transactions
- x. Recruitment of staff, project personnel, and consultants
- xi. Procurement of services and equipment, including disposal
- xii. Organization of training activities, conferences, and workshops, including fellowships
- xiii. Travel including visa requests, ticketing, and travel arrangements
- xiv. Shipment, custom clearance, vehicle registration, and accreditation
- xv. Security management service and Malicious Acts Insurance Policy
- xvi. External access to ATLAS for project managers and other staff, Payroll management services and Medical Clearance Services for all staff.

4. The UNDP country office will also provide the following general oversight and management services for the activities of the project which include the following:

- v. General oversight and monitoring, including participation in project reviews
- vi. Briefing and de-briefing of project staff and consultants
- vii. Resource management and reporting
- viii. Thematic and technical backstopping

5. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraphs 3 & 4 above shall be detailed in an annex to the programme support document or 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 and related section in the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

6. The relevant provisions of the Standard Basic Assistance Agreement with the Government (the "SBAA") dated 10 February 1986, 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 programme or project through its designated institution the Ministry of Environment. 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 programme support document or project document.

7. 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.

8. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraphs 3 & 4 above shall be specified in the annex to the programme support document or project document.

9. 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.

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

11. 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 programmes and projects.

Yours sincerely,

Signed on behalf of UNDP
Robert Watkins
Resident Representative

For the Government

Name/title: H.E. Mr. Nazem El-Khoury

Date:

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 programme or project *ID 00086912 "Lebanon's First Biennial Update Reporting"*, "the Programme" or "the project".

2. In accordance with the provisions of the letter of agreement signed on *October 2013* and the programme support document or *project document*, the UNDP country office shall provide support services for the Programme or or *Project ID 00086912* as described below.

3. Support services to be provided:

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services	Method of reimbursement of UNDP (Biannually)
1. Financial Services	Project Duration: September 2013 through April 2015	3 days	GLJE
2. Human Resources Services	Project Duration: September 2013 through April 2015	0.75 days	GLJE
3. Procurement services	Project Duration: September 2013 through April 2015	3 days	GLJE
4. Travel Services	Project Duration: September 2013 through April 2015	0.2 day	GLJE
5. General Administration Services	Project Duration: September 2013 through April 2015	0.2 day	GLJE
6. Revenue Management Services	Project Duration: September 2013 through April 2015	0.5 days	GLJE
TOTAL		\$ 5,000	

4. Description of functions and responsibilities of the parties involved:

Support services	Description
Financial Services	<ul style="list-style-type: none"> - Payment process - Issue check - Vendor profile
Human Resources Services	<ul style="list-style-type: none"> - Staff selection and recruitment process (advertising, short-listing, interviewing) - Staff HR & Benefits Administration & Management (at issuance of a contract, and again at separation) - Recurrent personnel management services: staff Payroll & Banking Administration & Management (Payroll validation, disbursement, performance evaluation, extension, promotion, entitlements, leave monitoring) - Interns Management
Procurement services	<ul style="list-style-type: none"> - Consultant recruitment (advertising, short-listing and selection, contract issuance) - Procurement process involving local CAP and/or ITB, RFP requirements (Identification & selection, contracting/issue purchase order, follow-up) - Procurement not involving local CAP; low value procurement (Identification & selection, issue purchase order, follow-up) - Disposal of equipment
Travel Services	<ul style="list-style-type: none"> - Travel authorization - F10 settlement
General Administration Services	<ul style="list-style-type: none"> - Issue/Renew IDs (UN LP, UN ID, etc.) - Shipment, customs clearance, vehicle registration - Issuance of visas, telephone lines
Revenue Management Services	<ul style="list-style-type: none"> - AR Management Process (Create/apply receivable pending item, Issue/Apply Deposit)