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Initiation Plan / GEF PPG

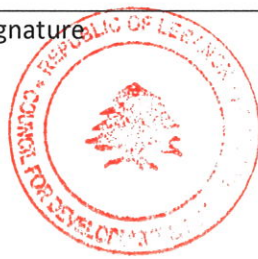
Project Title: Lebanon Sustainable Low-emission Transport Systems	
Country: Lebanon	
Country Programme Outcome: Low emission climate resilient actions initiated	
Gender Marker rating: GEN1	
SESP Pre-Screening Categorization: Moderate	
ATLAS Project ID: 00124250 ATLAS Output ID: 00119255 PIMS ID: 6468 Management Arrangement: DIM Initiation Plan Start Date: 01/01/2020 Initiation Plan End Date: 31/12/2020	Total budget: US\$ 100.000 Allocated resources: • GEF US\$ 100.000

AGREED BY  
Day/Month/Year

Celine Moyroud Signature Date
 UNDP Resident Representative

 Day/Month/Year

Nabil El- Jisr Signature Date
 President, Council for Development
 and Reconstruction



18 FEB 2020

I. BRIEF DESCRIPTION OF THE INITIATION PLAN/GEF PPG

Objective & Final Outputs

The objective of the GEF PPG is to develop the project concept into a full project: *Lebanon Sustainable Low-emission Transport Systems*. As described in the project concept (PIF/child project concept note), this project aims to promote sustainable transport in Lebanon through transport demand management and low carbon vehicles. The concept of sustainable transportation promotes a balance between transportation's economic and social benefits and the need to protect the environment. The expected outputs of the project include the development of the public transportation strategy, updating the institutional and technical structural abilities of the RTPA, promoting the public transportation sector in Lebanon with the provision of technical studies and exploring options for resource mobilisation.

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

- PIF cleared for WP inclusion or GEF Council approved PIF (PFD and child project concept note for projects that are part of a program)
- SESP pre-screening (of PIF)
- Comments from GEF Secretariat, Council, STAP
- [Annotated UNDP-GEF Project Document Template](#) and associated guidance included therein
- [UNDP policies and procedures](#)
- UNDP-GEF guidance notes on GEF project development (which will be provided by the RTA) and
- GEF policies, in particular GEF policies on: Project Cancellation; Fee Policy for GEF Partner Agencies; Project and Program Cycle; and Minimum Fiduciary Standards for GEF Partner Agency (in particular sections dealing with the required separation of oversight and execution support services). All GEF policies are available [here](#).

The final outputs of the GEF PPG are:

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

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

Key Dates for the GEF PPG

Milestone	Date	Notes
Internal submission date for UNDP-GEF review and clearance	19-Oct-2020	10 months of PIF approval for FSPs and 6 months for MSPs.
First GEF Submission Deadline for CEO Endorsement	19-Dec-2020	First submission must be within 12 months of PIF approval for FSPs and 8 months for MSPs. Failure to submit a ProDoc and CEO ER to the GEF Sec by this date will lead to the automatic cancellation of the project by the GEF Sec.
CEO Endorsement Deadline after which the project will be cancelled if not endorsed	19-June-2021	Endorsement must be within 18 months of PIF approval for FSPs and 12 months for MSPs. If the project has not been CEO endorsed by this date,

III. GEF PPG ACTIVITIES

Component A: Preparatory Technical Studies & Reviews

The following technical studies and reviews will be conducted.

a. Desktop and field-based studies and data collection

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

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

b. Gender Analysis

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

c. Social and Environmental Standards: Screening and Assessments

The social and environmental safeguards pre-screening (pre-SESP) prepared during the PIF design phase has initially determined the overall risk categorization of this project as *Moderate*.

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

d. Identification of project sites

Based on the above reviews, and through consultation with stakeholders, the targeted project sites will be identified. *The potential project site are the cities of Beirut, Zahleh and/or Byblos in Lebanon.*

e. Financial planning

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

f. Stakeholder analysis

Building on the initial identification of stakeholders in the PIF, an appropriately-scaled analysis of project stakeholders will be undertaken. This stakeholder analysis will provide the foundation for development of the project's Stakeholder Engagement Plan and will facilitate prioritization of

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

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

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

a. Stakeholder Engagement Plan:

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

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

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

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

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

b. Gender Action Plan

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

See guidance available [here](#).

c. Social and Environmental Standards: Screening and Management Measures

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

must be endorsed within 12/18 months of PIF approval or the projects risks being automatically cancelled by the GEF.

Component C: Validation Workshop and Report

A validation workshop will be held with relevant stakeholders to present, discuss and validate the project activities, and the final draft of the UNDP-GEF project document if possible. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high.

TOTAL BUDGET AND WORK PLAN FOR GEF PPG

Award ID: 00124250	Project ID: 00119255
Award Title:	PPG - Lebanon Sustainable Low-emission Transport Systems
Business Unit:	LBN10
Project Title:	PPG - Lebanon Sustainable Low-emission Transport Systems
Project (PIMS) ID:	6468
Implementing Partner:	UNDP

GEF Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount US\$	Budget Notes
Project preparation grant to finalize the UNDP-GEF project document for project "Lebanon Sustainable Low-emission Transport Systems"	UNDP	62000	GEF TRUSTEE	71200	International Consultants	55,000	A
				71300	Local Consultants	39,800	B
				71600	Travel	500	C
				74500	Miscellaneous Expenses	200	D
				75700	Meetings and Workshops	4,500	E
					PROJECT TOTAL	100,000	

Budget Note	Total estimated person weeks	Budget	Budget Note
A	International Specialist Sustainable Transport (Team Leader)	55,000	

IV. GEF PPG ACTIVITIES TIMEFRAME AND BUDGET

PPG Activity	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Budget (US\$)
Component A: Technical studies, etc.	X	X	X	X	X	X	X	X	X				\$ 40,000
Component B: Formulation of ProDoc, etc.						X	X	X	X				\$31,000
Component C: Validation Workshop								X					\$12,000
Delivery of final outputs									X	X	X	X	\$17,000

V. MANDATORY ANNEXES ANNEX 1: GEF CEO PIF/PPG APPROVAL LETTER



Naoko Ishii
CEO and Chairperson

November 20, 2019

Mr. Pradeep Kurukulasuriya
GEF Executive Coordinator
United Nations Development Programme
One United Nations Plaza
New York, NY 10017

Dear Mr. Kurukulasuriya:

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

Decision Sought:	Project Identification Form (PIF) Clearance for Work Program Inclusion and Project Preparation Grant Approval
GEFSEC ID:	10358
Agency:	UNDP
Agency ID:	6468
Focal Area:	Climate Change
Project Type:	Full-sized Project
Country(ies):	Lebanon
Name of Project:	Lebanon Sustainable Low-emission Transport Systems
Indicative GEF Project Financing:	\$3,552,968
Indicative Agency Fee:	\$337,532
PPG:	\$100,000
PPG Fee:	\$9,500
Funding Source:	GEF Trust Fund

Indicative Agency Fee Commitment:					
Agency	Trust Fund	20% to be committed at Council approval (US\$)	50% to be committed at first disbursement (US\$)	30% to be committed at mid-term review (US\$)	Total (US\$)
UNDP	GEFTF	67,506	168,766	101,260	337,532
Total		67,506	168,766	101,260	337,532

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

Position, Type and Cost	Role, Deliverables and Qualifications
<p>Position International Specialist Sustainable Transport (Team Leader)</p> <p>Type: IC</p> <p>Cost per person day: US\$750</p> <p>Number of person day needed: 60 days</p>	<p>Role The GEF PPG Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team, and coordinating the Team’s work.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1) <u>Management of the GEF PPG Team</u> <ol style="list-style-type: none"> a. Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the International Consultants (ICs) and National Consultants (NCs); b. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and c. Verify and ensure that all project components are technically sound and cost effective. 2) <u>Preparatory Technical Studies and Reviews (Component A)</u>: With inputs from the other national and international consultants, as detailed in their respective TORs: <ol style="list-style-type: none"> a. Compile baseline/situational analysis for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate; b. Oversee the stakeholder analysis and consultations and ensure that they are complete and comprehensive; c. Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework; d. Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage (“pre-screening”) are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate; e. Conduct/oversee the identification of the project sites, with documentation of selection criteria; f. Ensure the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process; g. Oversee the consultations with partners regarding financial planning; and h. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs. 3) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</u>: With inputs from the other national and international consultants, as detailed in their respective TORs, and based on international best practice: <ol style="list-style-type: none"> a. Develop, present and articulate the project’s theory of change; b. Develop the Results Framework in line with UNDP-GEF policy; c. Develop a detailed Monitoring and Evaluation Plan and Budget; d. Oversee and ensure the preparation of a Stakeholder Engagement Plan; e. Oversee and ensure the preparation of a Gender Action Plan and Budget;

	<ul style="list-style-type: none"> e. Assessment of various types of low emission vehicles and technologies, considering the national context and international best practices; f. Survey potential stakeholders and beneficiaries (especially community leaders) at the local level and assess their level of interest and willingness to engage with the project; g. Identify pilot sites for project implementation in discussion with the Team Leader and UNDP team. h. Assessment of the options available for the investment component of the project taking into consideration the stakeholders and pilot locations and projects i. Assessment of environment, social, economic and financial benefits and disadvantages of each alternative; j. Quick financial analysis and costing of different investment options (pilot project) and alternatives; k. Recommendations on best business models/legal structure for the implementation of the pilot project (including PPPs) <p>2) <u>Project Design and Preparation of the full-sized project document</u></p> <ul style="list-style-type: none"> a. Participate fully in the formulation of the project Objective, Outcomes, Outputs and Activities as well as Baselines, Targets and Indicators; contribute to sustainability and replication plans, stakeholder participation plans, and budgets; b. Detailed incremental cost analysis to justify GEF intervention in the sustainable transport project; c. Costing of expected project outcomes, outputs and activities; d. Identify co-financing potential from the stakeholders interviewed during the preparation of the project document and from a review of the sector in the country. e. Prepare the mandatory Social and Environmental (Safeguards) Screening Procedure in line with UNDP guidance. f. Assist the UNDP team in preparing the quality assurance requirements annex in line with the draft proposal and based on the analysis undertaken during the preparation of the project proposal. g. Presenting the proposed interventions on sustainable transport at the project validation workshop; h. Providing inputs to revise the draft project document to address the comments/suggestions made by UNDP/GEF RTA and HQ, GEF Sec, and other reviewers (related to sustainable transport); i. Provide support and backstopping in the field for the International Consultant (Team Leader) who may not be able to conduct a country visit. This may include various data gathering and analyses according to templates and guidance to be provided by the International Consultant as well as carrying out consultations with prospective partners and stakeholders and providing full and detailed reports. j. Support in obtaining co-financing letters related to the sustainable transport investments; <p>1) <u>Final Deliverables:</u></p> <ul style="list-style-type: none"> a. UNDP ProDoc information and details with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance; <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Master's degree or higher in a relevant field, such as transport engineering, civil engineering, electric or energy engineer, environmental engineering or policy or a related field.
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