



**GOVERNMENT OF MOZAMBIQUE
MINISTRY FOR COORDINATION OF ENVIRONMENT AFFAIRS (MICOA)
MINISTRY OF PLANNING AND DEVELOPMENT (MPD)**

**UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)
UNITED NATIONS ENVIRONMENT PROGRAMME (UNEP)**

**Project Document
Mozambique Poverty and Environment Initiative (PEI)
Phase II (June 2008 – June 2010)**

**Support for the integration of environmental sustainability into MDG
Implementation and support for environment as a cross-cutting issue in the
implementation of PARPA II**

Summary

The Mozambique Poverty and Environment Initiative aims to enhance the contribution to poverty reduction, sustainable economic growth and achievement of the Millennium Development Goals through sustainable management of the environment and natural resources. The project will be led by the Ministry for the Coordination of Environment Affairs, under joint MICOA and Ministry of Planning and Development overall management. The intended outcome of the Mozambique PEI II is the integration and operationalisation of environmental sustainability into national and sectoral policy planning and budget processes - including through some provincial and district level activities - to assist in the implementation of the National Action Plan for the Reduction of Absolute Poverty. This Programme Document and Annual Work Plan covers Phase II of the Mozambique PEI and includes four main outputs:

- ❑ **Output 1:** Improved capacity within existing Environmental Management Units and institutions to understand and analyse the links between poverty and environment and to integrate environment into policymaking, planning and budgets.
- ❑ **Output 2:** Improved capacity in selected key sectors in provinces and districts to understand and analyse the links between poverty and environment and integrate such links into development planning.
- ❑ **Output 3:** Increased awareness and more effective participation of stakeholders in environment and development policy making at both district and national level.
- ❑ **Output 4:** Improved national funding levels for investing in environmental sustainability.

The PEI II has been prepared by MICOA, MPD, UNDP Mozambique and the UNDP-UNEP PEI in consultation with a range of other national stakeholders.

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Country: MOZAMBIQUE

UNDAF Outcome(s)/Indicator(s): Outcome 4: Programme Output: 4.1.3 Increased and more equitable economic opportunities to ensure sustainable livelihoods for women and men.

Expected Outcome(s)/Indicator (s): Environment is integrated at national, sectoral and district planning, policy and budget processes to implement the PARPA II and consequently the MDGs

Expected Output(s)/Annual Target(s): Selected line ministries and districts have mainstreamed environment in their sector policies, plan, strategies and capacity has been built for sustainable sector performance.

Implementing partners: Lead Institution: Ministry for Coordination of Environmental Affairs with joint overall management with Ministry of Planning and Development.

Responsible parties: Ministry of Coordination of Environmental Affairs, Ministry of Planning, Development; United Nations Development Programme and United Nations Environment Programme. .

Other partners: Ministries of: Agriculture, Energy, Health, Mineral Resources, Public Works and Habitation.

Programme Period:	June 2008 – June 2010
Programme Component:	
Project Title:	<i>Mozambique Poverty and Environment Initiative Phase II – Integrating Environment into Policy, Planning and Development Processes at National, Province and District Level</i>
Project ID:	
Project Duration:	24 months
Management Arrangement:	National Execution (NEX) combined with Agency Execution

Estimated Budget:	US\$ 2,300,000 2,428,000 JD
Allocated resources:	US\$ 2,300,000 2,428,000 (UNEP) JD
In Kind contribution: (estimate)	US\$ 230,000 (GoM)

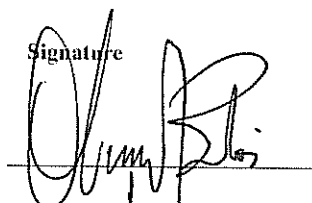
Approved on behalf of

Signature

Date

Name/Title

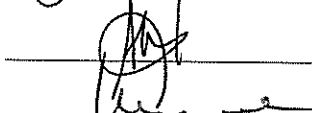
Ministry of Foreign Affairs and Cooperation



22nd June 2008

H.E. Oldemiro Baloi
Minister

Ministry of Coordination of Environmental Affairs



27th June, 2008

H.E. Alcinda de Abreu
Minister

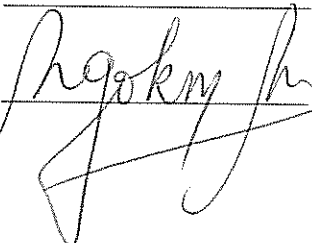
United Nations Environment Programme



23/7, 2008

Ms. Cristina Boelcke
Director

United Nations Development Programme



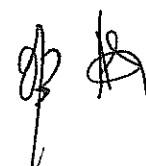
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Mr. Ndolamb Ngokwey
Resident Representative




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LIST OF ACRONYMS

CDS	Sustainable Development Centres
CTA	Council of Trade Association
EADS	Environmental Strategy on Sustainable Development
EIA	Environmental Impact Assessment
GoM	Government of Mozambique
INE	National Institute of Statistics
ITA	International Technical Advisor
LPAC	Local Project Appraisal Committee
MICOA	Ministry of Coordination of Environmental Affairs
MINEC	Ministry of Foreign Affairs and Cooperation
MDG	Millennium Development Goals
MPD	Ministry of Planning and Development
MTEF	Medium Term Expenditure Framework
NGO	Non Governmental Organisation
PARPA	Action Plan for Eradication of Absolute Poverty
PC	Project Coordinator
PEI	Poverty & Environment Initiative
PER	Public Expenditure Review
PES	Economic and Social Plans
PM	Project Manager
PIT	Project Implementation Team
SEA	Strategic Environmental Assessment
TT	Technical Team
UN	United Nations
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNCT	United Nations Country Team
UNRCO	United Nations Resident Coordination Office



SECTION 1: PROGRAMME OVERVIEW

Situation Analysis

In Mozambique a large proportion of the population is heavily dependent on the environment for their daily livelihoods. However, widespread environmental degradation is decreasing the social and economic benefits derived by the poor from land and other natural resources and is thus leading to worsening environmental, social and economic conditions in rural as well as urban areas. For example, soil erosion reduces agricultural productivity and rural incomes and deforestation increases vulnerability to flooding. The result is a steady decline in well-being among poor and vulnerable groups throughout Mozambique.

In the first Poverty Reduction Strategy Plan – entitled the Action Plan for the Reduction of Absolute Poverty (PARPA I, 2001-2005) - environment was weakly defined and not well integrated in the priority sectors defined in the PARPA I. These priority sectors were: Agriculture, Health, Education, Infrastructures (roads), Water Supply, Energy and Finance.

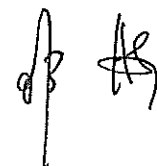
Since 2001 increasing attention has been paid to the relationship between poverty and environment – that is between MDG1 and MDG7 - with an increased focus on Millennium Development Goal (MDG) 7 - Ensure Environmental Sustainability - further contributing to this discussion.

In June 2005 the Poverty & Environment Initiative Phase I was launched in collaboration with the Ministry of Coordination of Environmental Affairs (MICOA) and the Ministry of Planning and Development (MPD). The overall objective of the project was to increase capacity to mainstream environment into development strategies. The PEI I in Mozambique focused on exploring the links between poverty and environment, building capacity - for example, of planners - on how to integrate environmental issues into poverty alleviation actions and sector strategies. It also supported micro projects plus the training of teachers and the media on the links between environmental sustainability and economic development. The MDG 7 Target 9: *Integrate the principles of sustainable development into country policies and programmes and reverse the loss of environmental resources* and its links with MDG 1 – poverty reduction - is the focus of the PEI.

As a result of the increasing awareness of environmental degradation by Government and other stakeholders, the second generation of the Action Plan for the Reduction of Absolute Poverty (PARPA II, 2006-2009) has environment integrated as a cross-cutting issue. Further, PARPA II has a clear indication of action areas, sectoral activities and responsibilities. PARPA II is also committed to the MDGs which clearly reflect the relation between environment and poverty (MDG 1 and MDG 7).

However, despite all the initiatives and actions taken by a number of actors as a result of PARPA II, an overall evaluation of e.g. progress MDGs in Mozambique reveals that MDG 7 is far from being achieved and significantly more effort is needed to change this.

The second phase of the PEI – funded by Government of Ireland - has therefore been formulated to address some of these issues, with an overall focus on better integrating environment in national, sectoral and district planning, policy and budget processes in support of the implementation of PARPA II. Through consultations with various stakeholders at both district and national level the workplan has been formulated, reviewed and finalised. Whereas

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the first phase of the PEI was a joint GoM and UNEP project, the second phase is expanding this collaboration to be a full UNDP-UNEP-supported PEI programme, including UNDP Mozambique.

Strategy

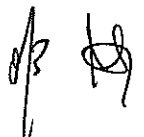
The overall approach of the PEI II is to focus strategically on supporting the mainstreaming of environmental issues linked to key Mozambique development priorities and sectors. It is fully recognised that PEI II cannot alone achieve comprehensive mainstreaming and related capacity building in all sectors, provinces and districts in Mozambique. Hence the PEI II aims to help Government of Mozambique to mainstream environmental sustainability in key sectors and a selected number of provinces and districts and thus to, inter alia, demonstrate to key development and sectoral decision-makers, as well as donors, that further investment in environmental sustainability is justified in order to assist Mozambique attain priority development objectives. Thus, a key element of the PEI II is to achieve significantly improved and sustainable levels of financing for investments in environmental sustainability. This includes, importantly, financing for environmental sustainability in key sectors – for example for Agriculture to invest in environmentally sustainable farming. PEI II seeks to convince key decision makers that environmentally sustainable natural resource use should be a priority for each sector and that it be fully embedded in sector project, programme and planning processes. For example, that the Ministry responsible for Water Management considers environmental sustainability impacts (in the broadest sense) and their social and economic implications at the earliest stages of developing the water sector plan or options for irrigation schemes.

As mentioned above, PEI II in Mozambique is part of the larger UNDP-UNEP PEI programme. In Africa, seven countries are currently implementing PEI with two additional countries starting up. Further, programmes in Asia and Latin America PEI are being prepared. The PEI Mozambique is therefore, included in this network and will benefit from experiences from these other programmes as well as share the lessons learned from Mozambique PEI.

PEI II in Mozambique will be implemented by UNDP Mozambique and executed by MICOA under joint overall MICOA - MPD management. There will be Project Implementation Team (PIT) based in MICOA, and the PIT will be the implementation unit of the project. It will have three staff members: A National Project Coordinator, an International Technical Advisor and an Administrative and Financial Assistant. PEI II will receive overall guidance from the Permanent Secretaries in MICOA and MPD and operational management will be overseen by the National Project Manager, under the Director of Planning and Studies in MICOA.

The project will run from March 2008 – March 2010 and a Steering Committee will be formed to oversee the implementation of the project.

MPD may take the lead for some activities directly linked to responsibilities of MPD - for example, those applying to budgetary processes and economics. Additionally, selected components will be executed directly under UNDP National Execution procedures by MICOA as per UNDP guidelines. Finally, other components will be executed as Agency Execution by UNDP Mozambique. If seen to be advantageous, UNEP will in certain cases assist in the identification and recruitment of international experts.

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UNDP Mozambique and the UNDP-UNEP PEI Team in Nairobi will jointly provide technical support and assistance to implementation of the PEI. The two agencies will furthermore engage in building partnerships at local, national and international levels in order to enhance resource mobilisation and improve the effectiveness of donor supported efforts in the integration of environment into national and sectoral planning processes, including at the provincial and district levels. Project activities will ensure that the Government both learns from and contributes to, the international debate on strategies to integrate environment into national development planning.

It is also envisaged that the PEI will assist in forming stronger partnerships with other national and local initiatives for environmental capacity building.

The PEI workplan and implementation strategy will ensure that project activities are integrated within, and enhance, existing Government planning processes – in particular the PARPA II and the Plano Estratégico do Sector do Ambiente (2005-2015) (Environment Sector Strategic Plan).

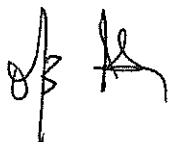
Further synergies and co-ordination with other environmental stakeholders and the donor community will be ensured through consultations with the strengthened Reflection Group and relevant donor-government co-ordination mechanisms.

- Risks and project sustainability

There are a number of risks that could limit achievement of results and the long-term sustainability of the project. These include a decline in commitment from key stakeholders – for example through changes of personnel in the government administration, UNDP Mozambique and UNDP-UNEP PEI – resulting in a loss of capacity and project momentum. Another risk would be the failure to provide sufficient and timely technical support by the UNDP-UNEP PEI Team and UNDP Mozambique; failure to recruit a suitable National Project Coordinator, International Technical Advisor and Administrative and Financial Assistant; discrepancy in time lines between national processes and project activities, and a change of government priorities. Challenges will also be presented by the scale and complexity of an ambitious work programme, which might need to be adjusted accordingly.

Measures that will be taken to minimise these risks will include the following:

- Ensuring Government of Mozambique (including MPD) ownership of the PEI by deep engagement with GoM at different levels and by revitalising the Reflection Group
- UNDP and UNEP ensuring that there is sufficient and timely technical support through the provision of resources for national and international support staff, an administrative-finance assistant and also assisting in the identification of appropriate staff. In addition, strong technical support will be provided from the UNDP-UNEP PEI Team in Nairobi.
- Timely approval of the Project Document.
- UNDP Mozambique and UNDP-UNEP PEI providing enhanced technical back-up to address any problems in project implementation and in particular ensuring that the workplan reinforces national processes and vice versa.
- The project will make use of national consultants (with international consultancy back-up when deemed necessary) to ensure timely delivery of workplan activities guided by the international technical advisor, UNDP Mozambique and UNDP-UNEP PEI staff.



- Constant active monitoring of progress by the UNDP-UNEP PEI Team in Nairobi, particularly by the UNDP-UNEP PEI Task Manager responsible for the PEI II programmes in Rwanda and Mozambique.

Project sustainability in this case refers to ensuring that environmental mainstreaming achieved during the duration of the PEI II is sustained and expanded after PEI II formally ends. More specifically, that the capacity of key personnel and GoM offices - especially in MICOA and the key natural resource sectors - to mainstream environmental sustainability will be improved in a sustained manner. There are a number of elements designed to achieve sustained benefits from the PEI II. These include that PEI II has a focus on the importance of environmental sustainability to achieve national development priorities, including poverty reduction, which broadens the relevance of PEI II to key development sectors. As indicated in the strategy section above, PEI II seeks to mainstream environmental sustainability as a priority at the national, sectoral and local levels, as the deeper and broader the mainstreaming that occurs, the more likely it will be sustained. PEI II will also engage with key in-country donor co-ordination mechanisms to build stronger donor support for environmental mainstreaming. PEI II also includes a specific activity on improving and sustaining financing for investment in environmental sustainability, including by the key sectors.

Management Arrangements

PEI II implementation will be supported by the mechanisms set out below. (See also Strategy Section for more details and Annex 1: Management Structure).

Steering Committee

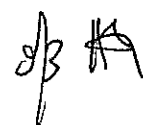
A Steering Committee will provide overall and strategic guidance during project implementation. The Steering Committee will have the authority to approve significant changes in the project workplan and budget. Further, it will also approve project staff evaluations. This Steering Committee will consist of the Permanent Secretaries from MICOA, MPD, Ministry of Foreign Affairs and Cooperation and a representative from the Irish Embassy in Mozambique. Further the Director of Planning and Studies of MICOA, the Director Planning of MPD, UNEP and UNDP Mozambique will be members. The Steering Committee will be jointly chaired by MICOA and MPD. It will meet two times a year to monitor overall progress and to approve significant changes to the workplan and budget of the PEI II.

Project Implementation Team (PIT)

Under the management of the Director of Planning and Studies MICOA, with guidance from UNDP-UNEP PEI and UNDP Mozambique, there will be a Project Implementation Team (PIT), which will be responsible for the implementation of the PEI project.

The Project Implementation Team will be staffed by the PEI National Project Coordinator (See Annex 3: ToR), the International Technical Advisor (See Annex 4: ToR) and the Administrative and Financial Assistant (See Annex 5: ToR) and be housed in MICOA.

MICOA and the PEI PIT will be responsible for planning and operational management of the Project, as well as reporting and accounting, monitoring and evaluation of the project activities.



The Project Implementation Team will:

- Provide day-to day management of the project;
- Prepare implementation plans for project activities, including provision for monitoring and evaluation of project activities;
- Provide technical advice for project implementation including development of Terms of Reference for project activities;
- Prepare procurement plans and process through competitive bidding according to UNDP procurement rules and regulations any activity components under the Workplan that are contracted out;
- Process invoices upon receipt, certify goods and services and liaise with the UNDP Finance Unit to ensure timely payment;
- Maintain record and control systems;
- Prepare detailed quarterly progress and financial reports on achievements and disbursements of funds;
- Request direct payments from UNDP, upon certification of the Project Manager MICOA and Project Coordinator;
- Prepare the final project report; and
- Manage the asset inventory.

The PEI Project Coordinator, International Technical Advisor and Administrative and Financial Assistant shall provide secretariat services to the above committees. They will be located in offices at MICOA.

Environment Technical Group

The Environment Technical Group, whose membership includes representatives of Government institutions, civil society and donors shall meet as necessary together with the Project Implementation Team. The objective with this group is to provide technical inputs and guidance to e.g. studies, participate in monitoring of activities and to ensure adequate co-ordination between PEI II and other relevant activities. The Environment Technical Group is chaired by the Director of Planning and Studies, MICOA.

Environment Coordination Group

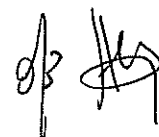
The PEI Implementation Team will regularly brief the Environment Coordination Group and also co-ordinate with other relevant partners.

One UN

Mozambique is a One UN pilot programme country. UNEP and UNDP are supporting from other funding sources the placement of a UN Volunteer in the UNDP office in Mozambique who will act as liaison between UNEP HQ and the UNRC's office. The UN Volunteer will also act as liaison between the PEI II PIT, UNDP Mozambique and the UNRC's office. The International Technical Advisor will act as focal point for this liaison with the PIT.

UNDP-UNEP PEI Oversight

This will be led by the UNDP-UNEP PEI Task Manager for the Irish Funded PEI II programmes in Rwanda and Mozambique. This Nairobi based position has responsibility for monitoring progress and providing overall technical and management support plus guidance to the PEI II Teams in Rwanda and Mozambique.



Monitoring and Evaluation

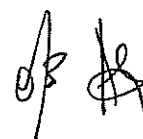
There will be two levels of reporting under this section:

- **Monitoring of Progress by the UNDP-UNEP PEI Task Manager responsible for the Mozambique (and Rwanda) PEI II programmes.** A key role of the Task Manager will be to actively and constantly monitor progress against the work-programme.
- **Joint review:** The Steering Committee - the Government, UNDP Mozambique and UNDP-UNEP PEI - will carry out two joint reviews during the project lifespan. The first one will be undertaken one year after project implementation starts and the second one will be the final project evaluation.
- **Progress monitoring:** This is a pre-established procedure under UNDP funded projects. The reporting modalities monitor whether activities are undertaken according to the defined chronological order and if they have been completed in time. Together with data on disbursements, this will also establish if serious delays or any budget constraints are likely to occur. Quarterly Progress Reports to UNDP and UNDP- UNEP PEI (UNDP Format) will be prepared and include the outcomes of the monitoring work. These reports will further be distributed to the Steering Committee and the Government of Ireland.
- **Project Audit, coordinated by MINEC:** There will be one final audit of the project.

Legal Context

Revisions to this project may be effected upon prior agreement with the UNDP Resident Representative, provided that other signatories of the project have no objection to the proposed changes. Revisions are possible in the following cases:

- Revisions which do not involve significant changes in terms of immediate objectives, outputs or activities of the programme, but are the result of resources being put in place through a common agreement or due to inflation increasing costs; and
- Annual legal revisions that have an impact on the resources for the implementation of the approved programme or that reflect expertise costs or other costs caused by inflation and which take into consideration disbursement flexibility.

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SECTION 2: WORK PLAN

Period June 2008 – June 2010 (24 months)

Overall Objective: Enhance the contribution of sound environmental management to poverty reduction, sustainable economic growth and achievement of the Millennium Development Goals in Mozambique

Project Title: Mozambique Poverty and Environment Initiative Phase II – Integrating Environment into Policy, Planning and Development Processes at National and District Level

Timing
(June 2008
– June
2010)

Total Budget:
\$ mill
(Approx.)

Output 1 Intended Outputs	Activities	Sub Activities	Comments – details in separate budget	Timing and Deadlines	Budget (details in separate budget)
1. Improved capacity within existing Environmental Units: (Agriculture, Energy, Health, Mining, Public Works) and institutions to understand and analyse the links between poverty and environment and to integrate environment into policymaking,	1.1. Undertake analytical studies that draw upon existing available data to improve awareness about poverty environment linkages	1.1.1 Economic analysis of natural resource use, with an overall focus on economic contribution of sustainable land and water use, to identify constraints and opportunities for sustainable economic growth through environmentally sustainable use of natural resources. (The overall study will select two case studies as e.g. listed to the left)	1. -Study on improved stoves (Energy Sector) 2. Study on economic and social benefits of the creation of conservation areas (Tourism Sector) 3. Economic benefits of the Environmental health (Health Sector) 4. Cost and benefits of forest licenses and concession	June 2008 – June 2009	\$ 128,055

planning and budgets.

1.2 Strengthen institutional arrangements for environmental mainstreaming and coordination	1.2.1	Revitalise the Reflection Group/CONDES with a clear mandate and sufficient institutional support and coordination.	Meetings scheduled according to need.	June 2008 – April 2010	\$ 4,620
	1.2.2	Review of the institutional linkages between MICOA and the national planning and policy-making processes to identify entry points for strengthening the inclusion of environmental mainstreaming in these processes. To include (1) a review of the relationship (interaction and perception etc.) between MICOA, GoM and line ministries (2) sector briefings on the specific links between the different sectors and environmentally sustainable resource use, (3) recommendations for improving institutional arrangements for environmental mainstreaming.		June 2008 – November 2008	\$ 21,000
	1.2.3	Analyse progress achieved by sectors in the implementation of environment sector objectives of PARPA through PES and Balanco do PES plans	Meetings to Disseminate the environmental sector component of PES and Balanco do PES (<i>Social and economic monitoring report</i>)	June – October 2008 June 2009 – September 2009 January 2010 – April 2010	\$ 12,600
	1.2.4 + 1.2.5	Enforce and improve environmental planning processes at both central and selected province/district level as per expectations in the Environmental Strategy on Sustainable Development (EADS) and prepare guidelines for the		November 2008 – April 2009 November 2009 – April	\$ 43,470 (Including 1.2.4 and 1.2.5)

	selected sectors on how to reach the targets		2010	
	1.2.6			
	Continue support to the establishment of Environmental Management Units (capacity building and technical support) in sector ministries and strengthen existing EMUs through legal instruments and technical support.		June 2008 – December 2009	\$ 21,000
	1.2.7			
	Disseminate the recently approved Environmental Strategy on Sustainable Development (EADS) law and policy of Planeamiento e Ordenamento Territorial (zoning and territorial planning) and other related policies, legislation and regulations at all levels.		July 2008 – September 2008	\$ 23,625
	1.2.8			
	Support environmental mainstreaming processes at selected province and district level using expertise and results from the three national Sustainable Development Centres (CDS) (Natural Resources, Coastal Management and Urban Areas)	Integrate the three CDS's in the local training teams	June 2008 – December 2009	\$ 34,650
1.3	Assess key (max. 5) sectoral policy and planning frameworks (including PARPA II) to identify poverty and environment linkages, gaps and institutional capacity to address these.			
	1.3.1			
	Capacity building through specially designed trainings for key decision makers and planners (MPD, MICOA, and the five selected sector ministries) on the links between poverty and environment - the relationship between environment and the MDGs as well as the relationship between environment and the achievements of national development goals.	Training all sectors with environment units	September 2008 – September 2009	\$ 39,585
	1.3.2.			
	Develop indicators that highlight links between poverty and environment in line with PARPA II and MDG 7 and prepare checklists adjusted to the province/district level. Activity to be undertaken in		June 2008 – December 2008	\$ 41,055

	close collaboration with National Institute of Statistics (INE).		
	1.3.3		
	Review PES and key sectoral policies for:		June – October 2008
	1) their incorporation of environmental issues, and		
	2) track implementation of PARPA II for progress in mainstreaming environment,		January 2009 – April 2009 \$ 43,155
	3) entry points to integrate environment into sectoral policies and strategies.		January 2010 – March 2010
	1.3.4		
	Provide technical assistance to the sectors and /or Environmental Units for achievement of the environmental commitments in PARPA II/MDG 7 and identify priority activities for support.	Technical support on the formulation of sectoral PES	June 2008 – December 2008 \$ 11,760
	1.4		
Train central Government staff on the importance of poverty-environment linkages to economic development and poverty reduction.	1.4.1		
	Develop sector specific information materials and advocacy briefs for government based on PEI I outputs and findings in selected PEI II activities e.g. 1.1.1).		August 2008 – December 2008 \$ 12,600
Short courses in environment planning, environment policy development, environmental accounting			

		1.4.2		October 2008 – October 2009	\$ 21,000
		1.5.			
	Develop capacity for selected sectors and support sectors in applying simplified SEA and integrated economic-environmental appraisals, (such as comprehensive cost-benefit analysis) to ongoing policy and legislative processes	1.5.1	Conduct training for sector/institutions and MPD on SEA and comprehensive cost-benefit analysis and the application of these and other tools. (In order to calculate and include the costs and benefits of unsustainable and sustainable environmental resource use when designing policy, programmes and projects. This is a vital step to mainstreaming environment into national development and sectoral strategies).	November 2008 – April 2009	\$ 61,950
Total					\$ 520,075.00

Intended Outputs	Activities	Sub Activities		Timing and Deadlines	Budget
2. Improved capacity within the above selected key sectors at district level to understand and analyse the links between	2.1 Support integration of environment into the province and District strategic and operational Plans	2.1.1 Training workshops for local government on poverty and environment linkages highlighting their relevance to sector objectives (with the use of results under Output 1) and in the use of the Environmental Mainstreaming Guidelines on how to incorporate environmental management into the sector PES at district and provincial level.	Provincial technical team District technical team District Infrastructure Service's Directorate	September 2008 – September 2009	\$ 34,125

poverty and environment and to integrate environment into development planning.

	2.1.2	Provide technical assistance to facilitate environment and development planning in the sector PES at selected provincial level (follow up on training in 2.1.1).	Critical role of Sustainable Development Centres -CDS	November 2008 – June 2009	\$ 35,240
	2.1.3	Develop environmental profiles (including selective mapping of ecological foot prints) for model districts to guide evidence based environmental planning processes.		January 2009 – August 2009	\$ 42,450
2.2	2.2.1	Train local government staff and on the linkage between poverty-environment and economic development and poverty reduction.	Improve capacity of selected District Planning Officers, including of the Infrastructure Directorate and district technical teams, to integrate environment and poverty linkages in their strategies and workplans (approx. 40 people per district), using material prepared in 2.2.1).	September 2008 – April 2009	\$ 23,900
2.3	2.3.1	Conduct training in selected sectors on simplified SEA and economic appraisal tools	Conduct training of local government staff on SEA and economic appraisal tools etc. plus their application in the formulation of sector PES at selected province and level. (If possible undertake this activity with 1.5.1)	September 2008 – March 2009	\$ 54,705

(such as comprehensive cost-benefit analysis) and the application of these tools to ongoing policy processes at the province and district level.

2.3.2

Facilitate technical and policy reviews and implementation to assure operationalisation of SEA and economic appraisal tools in mainstreaming environment.

June 2009 – \$ 35,385
January 2010

2.4

Conduct formal reviews to track progress with respect to MDG 1 + 7 targets at district level

2.4.1

If necessary review key performance indicators used in PARPA II (incl. MDGs) and of sector PES at selected province and district level to harmonise and align with selected indicators for tracking progress on MDG 1 + 7 targets.

November \$6,300
2008 – March
2009

Includes creation and maintenance of database. Activity to be undertaken in close collaboration with National Institute of Statistics (INE).

Total: Output 3 \$ 232,105.00

Intended Outputs	Activities	Sub Activities	Detailed Requirements	Timing and Deadlines	Budget
3. Increased awareness and more effective participation of stakeholders in environment	3.1. Develop opportunities and mechanisms for coordination between GoM and key	3.1.1 Disseminate PEI study materials and reports to national development partners including creation of a network of stakeholders at national level	Disseminate studies and reports using appropriate means	June 2008 – November 2009	\$ 14,700

and development policymaking and planning processes at district, province and national level.

development partners to support environment priorities across sectors.

	<p>3.1.2 Train NGOs, CBOs and other partners e.g. women's groups and youth committees in poverty and environment linkages.</p>	<p>September 2008 – September 2009</p> <p>\$ 44,415</p>
	<p>3.1.3 Support small scale demonstration projects targeted at influencing policy and support development of proposals for demonstration projects/pilot projects targeting bilateral donors.</p>	<p>October 2008 – December 2009</p> <p>\$ 244,125</p>
	<p>3.1.4 Provide Technical support to workshops on sharing of best practises from the demonstration projects. Workshop will be closely linked with the other district activities.</p>	<p>November 2009 – April 2010</p> <p>\$ 23,100</p>
<p>3.2. Communication strategy to raise awareness about the links between poverty and environment</p>	<p>3.2.1 Organise two provincial (South and Centre) trainings for journalists at all levels on the links between poverty and environment. Closely collaborate with UNDP-UNEP PEI for sourcing training materials. Further closely link with other ongoing media trainings and activities supported by partners.</p>	<p>April 2009 – December 2009</p> <p>\$ 38,850</p>
	<p>3.2.2 Train NGOs in collection and dissemination of environmental information and production of material.</p>	<p>September 2008 – September 2009</p> <p>\$ 33,600</p>

	3.2.3	Prepare newspaper supplements	To be undertaken in collaboration with other related activities	August 2008 – December 2009	\$ 20,000	
	3.2.4	TV Production	To be undertaken in collaboration with other related activities	August 2008 – December 2009	\$ 30,000	
	3.2.5	Support to Institute for Social Communication for production of radio programmes to be broadcasted through Community Radio Stations in Portuguese and local languages in order to build awareness on the links between poverty and environment	Communicate/Invite media to participate in relevant events Some funds are for awards	August 2008 – December 2009	\$ 38,850	
	3.2.6	Ensure media coverage of key PEI events and some field visits	Materials, dissemination, transport etc. But not pay for actual production.	August 2008 – April 2009	\$ 36,750	
3.3	3.3.1	Activity targeted at private sector	Raise awareness with private sector organisations - e.g. IPEX and Private Sector Environment Forum - on impact of environment on their business and Mozambique's economy. Raise awareness with CTA to integrate environment into their productive process as a competitive advantage in the international market.	CTA: Council of Trade Association	November 2008 – March 2009	\$ 45,150
3.4.	3.4.1	Support integration of environment into education programmes in schools	Develop training materials specially designed for schools. Ensure coordination with Ministry of Education and UNEP in sourcing appropriate educational materials.	Training of teachers in the new training materials	September 2008 – September 2009	\$ 31,500
	3.4.2			September	\$ 33,925	

		Training of teachers to increase awareness on the linkage between poverty and environment.		2008 – September 2009	
		3.4.3		September 2008 – September 2009	\$ 30,000
		Support GoM initiative to plant one tree per student			
	Total:				\$ 664,965,00
Output 4					
Intended Outputs	Activities	Sub Activities	Detailed Requirements	Timing and Deadlines	Budget
4.	4.1	4.1.1		November 2008 – April 2009	
Improved national funding levels for investing in environmental sustainability	Capacity Building for MICOA and planning officers involved in MTEF/PER preparation in key sectors	Develop and implement comprehensive work plan to increase environmental expenditure via the annual Public Expenditure Review (PER)		November 2009 – April 2010	\$ 51,450
		4.1.2		November 2008 – April 2009	
		Conduct trainings and awareness raising sessions on poverty and environment for public employees responsible for drafting/implementation of Medium Term Expenditure Framework (MTEF)/PER etc.		November 2009 – April 2010	\$ 33,075
	4.2	4.2.1		June 2009 – December 2010	\$34,671
	Develop strategic plan for improved financing for environmental investments e.g. Users fees, royalties,	Develop proposals for increased sustainable financing for environmental investments to encourage sustainable natural resource use and avoid negative environmental externalities.	Draw on all initiatives for the collection of funds related to environment - e.g. EIA fees - to identify good practice and recommend how to improve fund collection.		

	5.3	5.3.1.	August	\$ 6,000
	Project	Assessment of national level results.	2008 –	
	Monitoring and		June 2010	
	evaluation			
		5.3.2.	August	\$ 25,000
		Assessment of district level results – district visits.	2008 –	
			June 2010	
		5.3.3	January	\$ 15,000
		Audit	2010 –	
			February	
			2010	
	5.4	5.4.1	August	\$ 20,000
	Support	Exchange visits for PEI II and affiliates to one or two	2008 –	
	south-south	other PEI countries with relevant experience.	April 2010	
	cooperation			
	allowing for			
	experience			
	exchange			
	<i>Regional</i>	<i>This activity will be funded from other sources.</i>		
	<i>Workshop on</i>			
	<i>Mainstreaming</i>			
	Total			
	Total for all			\$ 701,467.00
	outputs			\$ 2,237,808.50
	7% UNDP			
	operational			\$ 156,646.60
	service charge			
	on UNEP funds			
	MICOA Bank			
	charges, 1.5%			\$ 33,567.13
	Grand Total			\$ 2,428,022.22

Project Results and Resources Framework

Intended Outcome as stated in the Country Programme Results and Resource Framework:
Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets.
Applicable MYFF Service Line:
Partnership Strategy:
Project title and ID (ATLAS Award ID):

Intended Outputs	Indicative Activities	Responsible parties	Output Indicators
<p>1. Improved capacity within existing Environmental Units (MINITERE, MINAGRI, MINALOC, MININFRA, MINICOM e MINECOFIN) and institutions to understand and analyse the links between poverty and environment and to integrate environment into policymaking, planning and budgets.</p>	<p>1.1. Undertake analytical studies that draw upon existing available data to improve awareness about poverty environment linkages</p> <p>1.2. Strengthen institutional arrangements for environmental mainstreaming and coordination.</p> <p>1.3. Assess key sectoral policy and planning frameworks (max. 6 including PARPA II) to identify poverty and environment linkages, gaps and institutional capacity to address these.</p> <p>1.4. Train GoM staff on the importance of poverty-environment linkages to economic development and poverty reduction.</p> <p>1.5. Develop capacity for selected sectors</p>	<ul style="list-style-type: none"> • MICOA • MPD • Local Government • Civil Society 	<ul style="list-style-type: none"> • Publication of study disseminated • Report on institutional linkages produced • Selected sector policy and strategies demonstrate poverty and environment linkages focus and budgets allocated for environmental issues • Number of planners/technicians in the selected five key ministries trained in integration of environment into sectoral planning • Environmental policy priorities reflected in sector plans and annual public expenditure reviews of key sector. • Number of trainings for the existing Environment Units undertaken. • Number of sector PES with environment aspects included increased by 20%

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ANNEX 2:
TOR NATIONAL PROJECT COORDINATOR

Duration: 12 Months (renewable)

Proposed starting date: July 2008

Duty station: Maputo, Mozambique

Implementing Agency: MICOA

• Background

The majority of the population in Mozambique depends on natural resources for their subsistence and income. As a consequence Mozambique's second generation of the PRSP, the Action Plan for the Reduction of Absolute Poverty (PARPA II 2006-2009), recognises that achievement of its objectives depends heavily on the management of the natural resources as well as on the relationship between natural resource use and benefits for the poor. Environment is therefore fully integrated as a cross-cutting issue in PARPA II, which also shows commitment to the Millennium Development Goals and clearly reflect the relationship between environment and poverty (MDG 1 and MDG 7).

The Mozambique Poverty and Environment Initiative aims to enhance the contribution of sound environmental management to poverty reduction, sustainable economic growth and achievement of the Millennium Development Goals. The PEI is led by the Ministry for Coordination of Environment Affairs (MICOA) in collaboration with Ministry of Planning and Development (MPD), UNDP Mozambique and the UNDP-UNEP PEI.

The first phase of the PEI contributed to raising awareness of environment-poverty linkages and to improving the capacity of planners (Government, Civil Society, Private Sector and communities) and local leaders to mainstream environment in their workplans. The intended outcome of the Mozambique PEI II is to continue this support and ensure to the extent possible that the integration of environment into national and district planning, policy and budget processes is operationalised and thus supports the implementation of the PARPA II.

• Rationale of the Post

The implementation of the second phase of the Poverty and Environment Initiative project is beginning in July 2008. MICOA, UNEP and UNDP are looking for a national candidate to ensure that the activities related to the project will be implemented in a timely manner in accordance with the PEI II workplan.

• Purpose

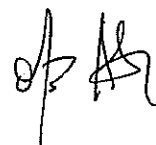
The Project Coordinator support the implementation of the second phase of Mozambique's PEI by ensuring day-to-day management of the project in close collaboration with the International Technical Advisor.

• Duties and Responsibilities

Under the overall supervision the Director of Planning and Studies of MICOA, and in collaboration with the International Technical Advisor, UNDP-UNEP PEI, and UNDP Mozambique, the Project Coordinator shall undertake the following tasks:

1) Project management and implementation in collaboration with the International Technical Advisor

- Ensure timely implementation of prioritized activities;
- Develop Terms of Reference for the needed consultancies;
- Support the identification of consultants and other stakeholders to work with;



- Act as a counterpart for consultants by helping them to access information and the right contacts,
- Play the lead role in coordinating expert inputs that are provided by international and national consultants for project implementation, in coordinating technical inputs for major project events in developing partnerships with relevant parties as well as in building information/knowledge networks;
- Contribute to the preparation of poverty and environment indicators, and sustainable development indicators for Mozambique;
- Provide technical inputs to improve the integration of environmental in the existing planning system in the country;
- Contribute to the strengthening of the existing environment units and for the establishment and capacity building of 8 new ones;
- Assist in the development of environmental statistics at MICOA central and the selected provinces and districts;
- Contribute to papers, briefs, and various reports related to the project;
- Assist in preparing different technical assignments as per PEI II workplan e.g. facilitate the collection and analysis of existing studies and information on poverty and environment;
- Coordinate the preparation of meetings and workshops, including identification of speakers, hiring of venue;
- Organise and hold regular reporting meetings;
- Assist the International Technical Advisor in the preparation of quarterly and annual progress reports;
- Perform other duties related to the project that may be requested;
- Keep in close contact with UNEP/UNDP Poverty and Environment focal points to ensure that UNEP and UNDP are kept up-to-date on project progress and problems encountered.

2) Maintain links with cooperation partners and international poverty and environment community in collaboration with Technical Advisor

- Facilitate linkages between Mozambique PEI and PEI programmes in other countries to identify opportunities for lesson learning between countries;
- Ensure that the Mozambique PEI participates in activities of the global UNDP-UNEP Poverty Environment Initiative;
- Ensure that the Mozambique PEI is informed by international best practice and identify opportunities for Mozambique PEI Management Team to participate in internal fora on poverty and environment;
- Represent the Mozambique PEI project to other donors with a view to mobilizing additional funds

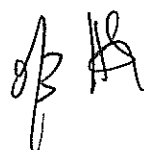
3) Profile and qualifications

Required is a national expert with strong experience concerning environmental management in Mozambique.

- University degree with specialisation in environment and or planning.
- Minimum of 10 years working experience in the area of in environmental management or poverty reduction.
- Knowledge and working experience in Mozambique related to environment issues, such as PARPA II, National Strategy for Sustainable Development, Strategic Plan for Environment and Medium Term Fiscal Framework for Environment.
- Strong team working skills and willingness to travel in rural areas.
- Good interpersonal, verbal communication and advocacy skills;
- Strong written and verbal communication skills in Portuguese and preferably also in English.
- Computer literacy and ability to use Word Processing and office technology equipment.

4) Duration

The Project Coordinator will be based at MICOA and the duration of the assignment is 12 months (renewable) starting July 2008.

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ANNEX 3: TOR INTERNATIONAL TECHNICAL ADVISOR

Duration:	12 Months (renewable)
Proposed starting date:	July 2008
Duty station:	Maputo, Mozambique
Implementing Agency:	Ministry for Coordination of Environmental Affairs (MICOA)

• Background

The majority of the population in Mozambique depends on natural resources for their subsistence and income. As a consequence Mozambique's second generation of the PRSP, the Action Plan for the Reduction of Absolute Poverty (PARPA II 2006-2009), recognises that achievement of its objectives depends heavily on the management of the natural resources as well as on the relationship between natural resource use and benefits for the poor. Environment is therefore fully integrated as a cross-cutting issue in PARPA II, which also shows commitment to the Millennium Development Goals and clearly reflect the relationship between environment and poverty (MDG 1 and MDG 7).

The Mozambique Poverty and Environment Initiative aims to enhance the contribution of sound environmental management to poverty reduction, sustainable economic growth and achievement of the Millennium Development Goals. The PEI is led by the Ministry for Coordination of Environment Affairs (MICOA) in collaboration with Ministry of Planning and Development (MPD), UNDP Mozambique and the UNDP-UNEP PEI.

The first phase of the PEI contributed to raising awareness of environment-poverty linkages and to improving the capacity of planners (Government, Civil Society, Private Sector and communities) and local leaders to mainstream environment in their workplans. The intended outcome of the Mozambique PEI II is to continue this support and ensure to the extent possible that the integration of environment into national and district planning, policy and budget processes is operationalised and thus supports the implementation of the PARPA II.

• Rationale of the Post

The implementation of the second phase of the Poverty and Environment Initiative will begin in July 2008. MICOA (Ministry for Coordination of Environmental Affairs), UNEP and UNDP will therefore recruit an International Technical Advisor to give guidance and technical advice to the implementation of environmental mainstreaming activities related to the PARPA II and supporting documents.

• Purpose

Under the overall supervision of the Directorate of Planning and Studies of MICOA, UNEP and UNDP, the International Technical Advisor will provide advisory and management support to the implementation of the second phase of Mozambique's PEI. :

- In close collaboration with the National Project Coordinator, ensure day-to-day management of Phase II of Mozambique's PEI project.
- Provide technical advice for the implementation of environment as a cross-cutting issue in the PARPA II process and related policies, strategies and development plans.
- Ensure capacity building for the national counterpart personnel.
- Maintain close links with the relevant ongoing projects in MICOA and funding partners and continue to mobilise further financial support.
- Ensure that the project is informed by lessons learned from the wider poverty and environment community and that experience from the Mozambique PEI is shared with the wider development community.

- Collaborate with and support the work being done by GoM and local/international organisations and researchers for the linkage of poverty and environment issues, looking at different aspects of poverty in Mozambique.
- Liaise with International United Nations Volunteer in UNDP Mozambique and provide guidance on technical matters relating to PEI and UNEP's contribution to One UN.

- *Duties and Responsibilities*

The Advisor will be working under the overall supervision of the Directorate of Planning and Studies of MICOA, and in close collaboration with UNDP Mozambique and UNEP¹.

The International Technical Advisor shall undertake the following tasks:

1) Project management in collaboration with the National Project Coordinator

Co-ordinate implementations of project activities e.g.:

- Provide advice to MICOA and project personnel in identifying emerging issues and improving the workplan.
 - Supervise the consultancies and review and assess products/services provided by subcontractors, consultants and experts counterparts and notify/advise MICOA, UNEP/UNDP on quality and recommend appropriate actions to improve project outputs.
 - Lead the development of the review of the Environment Sector and Guidelines plus checklists outlining practical steps to mainstream environment into policies and strategies (based upon the guidelines on environmental mainstreaming in other countries and upon the results of the planned assessments and reviews conducted by consultants in Mozambique);
 - Lead the development of a proposal to improve integration of Environment/environment & poverty indicators in Monitoring and Evaluation (M&E) system;
 - Lead the development of different training programmes focusing on building capacity on in environment incl. for private sector;
- Ensure donor reporting requirements are met and quarterly, annual and financial reporting is rigorous and timely;
 - Ensure that monitoring and evaluation of project activities take place;
 - Produce quarterly progress and annual reports to MICOA, UNEP and UNDP focused on capturing results, learning lessons and documenting best practices in order to improve project performances.
 - Keep MICOA/UNEP/UNDP informed of any development in relation to the implementation of PEI project, as well as the issues on poverty and environment in Mozambique.
 - Provide comments in writing on the substantive aspects of the quarterly and annual workplans and budgets before approval by MICOA, UNEP and UNDP.

2) Advisory support to implementation of project activities

Provide technical advice to MICOA and GoM on international experience in the mainstreaming of poverty environment issues into national development policy-making, planning and budgeting processes, including:

- Advice on processes and mechanisms, which can facilitate and support the integration of poverty-focused environmental priorities into the Medium Term Expenditure Framework, and other development processes;

¹ The Advisor will be recruited by UNDP Mozambique on behalf of MICOA and UNEP. All three agencies have different roles in the project and the advisor will be working closely with all three partners.

- Provide technical inputs to improve the integration of environment in the existing planning system in the country;
- Support the integration of environment in plans and programs in the selected pilot provinces and districts;
- Lead the development of poverty and environment indicators, and sustainable development indicators for Mozambique
- Contribute to the strengthening of the existing environment units and for the establishment and capacity building of 8 new ones;
- Guiding the identification of appropriate environment and poverty indicators that can be monitored at districts, provincial and national levels. The advisor shall collaborate with the work being conducted by local and international partners;
- Provide advice in assessing capacity gaps that exist in MICOA and project personnel, mainstream lessons and best practices learned elsewhere in capacity building activities for the project, and give guidance in organizing such capacity building activities by developing Capacity development proposals to ensure sustained integration of environment and development.
- On request advise and provide guidance to the National Directorate of Planning of MICOA and MPD on issues related to project and field.

3) Maintain links with cooperation partners and international poverty and environment community

- Facilitate linkages between Mozambique PEI and PEI programmes in other countries to identify opportunities for lesson learning between countries;
- Ensure that the Mozambique PEI participates in activities of the global UNDP-UNEP Poverty Environment Initiative;
- Ensure that the Mozambique PEI is informed by international best practice and identify opportunities for Mozambique PEI Management Team to participate in internal fora on poverty and environment;
- Represent the Mozambique PEI project to other donors with a view to mobilizing additional funds;
- Act as the programme coordinator for UNEP activities in Mozambique.
- Provide technical support to the joint poverty-environment initiatives in the UN system in Mozambique as a pilot country, when necessary.

4) Profile and qualifications

Required is an expert with strong experience in environment mainstreaming and experience of sub-Saharan Africa (ideally in Southern Africa).

Essential

- At least a Master degree in environment related field with strong knowledge of environment and poverty reduction aspects.
- Progressively responsible experience in poverty focused analysis and management of environmental issues.
- Knowledge and working experience in Southern Africa.
- Strong background in planning and budgeting, development of environmental indicators and data analysis.
- Strong interpersonal skills with ability to work under pressure and to establish and maintain effective work relationships with people of different national and cultural backgrounds.
- Strong team working skills and willingness to travel in rural areas.
- Excellent communication skills with ability to express ideas clearly, logically and effectively, both orally and in writing.
- Fluent spoken and written English and preferably also Portuguese speaking skills or any one of the Latin languages.

- Computer literacy and ability to use Word Processing and office technology equipment.

5) Duration

The International Technical Advisor will be based at MICOA and the duration of the assignment is 12 months (renewable) starting March 2008.

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ANNEX 4: TOR ADMINISTRATIVE AND FINANCIAL CONTROLLER

Duration: 12 Months (renewable)

Proposed starting date: July 2008

Duty station: Maputo, Mozambique

Implementing Agency: MICOA

• Background

The majority of the population in Mozambique depends on natural resources for their subsistence and income. As a consequence Mozambique's second generation of the PRSP, the Action Plan for the Reduction of Absolute Poverty (PARPA II 2006-2009), recognises that achievement of its objectives depends heavily on the management of the natural resources as well as on the relationship between natural resource use and benefits for the poor. Environment is therefore fully integrated as a cross-cutting issue in PARPA II, which also shows commitment to the Millennium Development Goals and clearly reflect the relationship between environment and poverty (MDG 1 and MDG 7).

The Mozambique Poverty and Environment Initiative aims to enhance the contribution of sound environmental management to poverty reduction, sustainable economic growth and achievement of the Millennium Development Goals. The PEI is led by the Ministry for Coordination of Environment Affairs (MICOA) in collaboration with Ministry of Planning and Development (MPD), UNDP Mozambique and the UNDP-UNEP PEI.

The first phase of the PEI contributed to raising awareness of environment-poverty linkages and to improving the capacity of planners (Government, Civil Society, Private Sector and communities) and local leaders to mainstream environment in their workplans. The intended outcome of the Mozambique PEI II is to continue this support and ensure to the extent possible that the integration of environment into national and district planning, policy and budget processes is operationalised and thus supports the implementation of the PARPA II.

•

• Rationale of the Post

The implementation of the second phase of the Poverty and Environment Initiative project is beginning in July 2008. MICOA, UNEP and UNDP are looking for a national candidate to ensure that the activities related to the project will be fulfilled in a timely manner in accordance with the PEI II workplan.

• Purpose

The Project Administrative and Financial Controller will support the implementation of the second phase of Mozambique's PEI in close collaboration with the Project Coordinator and the International Technical Advisor.

• Duties and Responsibilities

Under the overall supervision of the Director of Planning and Studies of MICOA, and under direct supervision the Project Coordinator and International Technical Advisor the Project Administrative and Financial Assistant shall undertake the following tasks:

- Prepare payment requests/quarterly advances for project implementation in collaboration with PM and ITA;
- Support the recruitment processes, payment and reporting from consultants working under the PEI II;
- Ensure timely and correct management and reporting of funds to Implementing Agency/UNDP Mozambique and UNEP;
- Provide counterparts and stakeholders with information related to the project;

- Assist in the production project outreach material;
- Coordinate minutes and reports from meetings;
- Support budget planning and revisions;
- Spearhead the logistic organising of workshops, trainings, seminars etc.
- Take part in the overall management of the project and track activity implementation and support the timely delivery of prioritised activities;
- Ensure accurate records of project activities and inventory of project support equipment;
- Actively facilitate communication to and with PEI partners.

Profile and qualifications

Required is a person who has knowledge of Mozambique central administration and desirable UN experience.

Essential

- Bachelor degree in administration, accounting or related field;
- Progressively responsible experience in budget administration and financial reporting;
- Strong interpersonal skills with ability to work under pressure and to establish and maintain effective work relationships with people of different national and cultural backgrounds;
- Strong team working skills.
- Excellent communication skills with ability to express ideas clearly, logically and effectively, both orally and in writing.
- Preferably fluent spoken and written English.
- Computer literacy in full MicroSoft Office and office technology equipment.

Duration

The Project Administrative and Financial Controller will be based at MICOA and the duration of the assignment is 12 months (renewable) starting July 2008.

ANNEX 5: UNEP REPORTING REQUIREMENTS

1.0 - Project Monitoring and Reporting

1.1 - Project Financial Reports

In line with UNDP reporting procedures, UNDP-Mozambique will submit the Combined Delivery Report (CDR) from Atlas as yearly financial reporting document to UNEP. In order to facilitate the financial reporting related to UNEP's financial contribution to the project, UNDP will enter, upon signing the project document and the AWP, the budget according to the budget table below (Annex 6.1) relating the UNDP-Atlas account codes to the UNEP IMIS account codes. All expenditures related to UNEP funds must be raised strictly in line with the listed account codes.

In order for UNEP to monitor expenditures, UNDP-Mozambique will send the Project Budget Balance (PBB) related to UNEP funds on a quarterly basis as at 31 March, 30 June, 30 September and 31 December using the new format of the budget table below. The Project Budget Balance (PBB) will be dispatched to UNEP within 15 days of the end of the three-month period to which they refer.

UNDP will provide UNEP with an end of year Project Budget Balance (PBB) as at 31 December of each year and the Combined Delivery Report (CDR) after the closure of UNDP annual accounts at 31 March of each year.

UNEP will record the expenditures using the UNEP-IMIS account codes in the budget format table and as presented in the Project Budget Balance. For reporting purposes of this particular project, the quarterly Project Budget Balance (PBB) will be used in place of the quarterly expenditure statements required to be submitted to UNEP by Agencies implementing UNEP projects.

UNDP-Mozambique will provide any other details of the expenditures against the UNDP-ATLAS account codes. In order to facilitate further analysis of the expenditures for each account code, UNDP will submit an excel spreadsheet (UN Expenditure Detail) of the data available in ATLAS system related to UNEP's financial contribution to the project together with the Project Budget Balance (PBB) as at 30 June and 31 December.

A final Project Budget Balance (PBB), reflecting actual final expenditures under the project, when all obligations have been liquidated will be sent to UNEP on completion of the project

1.2 - Progress Reports

The quarterly progress reports and annual progress reports in line with UNDP format and procedures and submitted by the PEI Project Coordinator to UNDP-Mozambique will also be submitted to UNEP.

1.3 - Final Report

The Final report in line with UNDP format and procedures and submitted by the PEI Project Coordinator to UNDP-Mozambique will also be submitted to UNEP.

1.4 - Substantive Reports

- Where there is budgetary provision for publication in the UNEP contribution to the budget

UNDP-Mozambique will ensure submission to UNEP of three copies in draft of any substantive project report(s) for clearance prior to their publication in final form. UNEP's views on the report(s) and any suggestions for amendments of wording will be conveyed expeditiously to

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UNDP-Mozambique and also MICOA with an indication of any disclaimer or recognition which UNEP might wish to see appear in the publication.

Both the cover and the title page of all substantive reports will carry the logo of UNEP (if they are issued as publications) and the title "United Nations Environment Programme", together with that of the cooperating partners publishing the report.

Copyright and royalties will normally be claimed by UNEP on publications produced under a UNEP project and financed by UNEP; the rate of royalties payable to UNEP will be 10%.

UNEP will receive 10 free copies of the published work in each of the agreed languages for its distribution purposes. Alternatively, UNEP will provide its own distribution list to UNDP-Mozambique in cases where UNDP-Mozambique is solely or partly responsible for the distribution.

- Where there is no budgetary provision in the UNEP contribution

At the appropriate time, UNDP-Mozambique will obtain from MICOA and submit to UNEP three copies in draft of any substantive project report(s) and, at the same time, inform UNEP of any plans for publication of that report(s). UNEP will give UNDP-Mozambique substantive clearance of the manuscript, indicating any suggestions for change and such wording (recognition, disclaimer, etc) as it would wish to see figure in the preliminary pages or in the introductory texts.

It will equally consider the publishing proposal of MICOA and will make comments thereon as advisable.

2.0 - Terms and Conditions

2.1 - Non-expendable equipment

UNDP-Mozambique will assist MICOA to maintain records of non-expendable equipment (items costing \$1,500 or more as well as items of attraction such as pocket calculators) purchased with UNEP funds and will submit an inventory of all such equipment to UNEP once a year indicating description, serial number (if any), date of purchase, cost and present condition of each item attached to the progress report submitted on 30 June. Within 60 days of the completion of the project UNDP-Mozambique will submit to UNEP a final inventory of all non-expendable equipment purchased under the project indicating description, serial number (if any), date of purchase, cost and present condition, together with UNDP-Mozambique/MICOA proposal for the disposal of the equipment. Non-expendable equipment purchased with UNEP funds MICOA in the property of UNEP until disposal is authorized by UNEP, in consultation with UNDP-Mozambique. The proceeds for the sale of equipment (duly authorized by UNEP) shall be credited to the accounts of UNEP.

2.2 - Responsibility for cost overruns

UNDP-Mozambique is authorised to enter into commitments or incur expenditures up to a maximum of 20 per cent over and above the annual amount foreseen in the project budget under any budget sub-line, provided the total cost of the UNEP annual contribution is not exceeded. This may be done without prior authorization, but once the need for these additional funds becomes apparent, a revised budget request should be submitted to UNEP immediately. Cost overruns are the responsibility of UNDP-Mozambique, unless a revised budget has been agreed with UNEP.

Any cost overrun (expenditures in excess of the budgeted amount) on a specific budget sub-line over and above the 20 per cent flexibility mentioned above should be met by the organization which originally assumed responsibility for authorising the expenditure, unless a revision has

been agreed to by UNEP prior to the authorisation to cover it. Savings in one budget sub-line may not be applied to overruns of over 20 per cent in other sub-lines, even if the total cost to UNEP MICOA remains unchanged, unless this is specifically authorised by UNEP upon presentation of the request. In such a case, a revision to the project document amending the budget will be issued by UNEP. UNDP-Mozambique and MICOA should take reasonable measures to minimize the effect of exchange losses. Overall project expenditures including any exchange losses cannot exceed the UNEP approved budget allocation to the project.

2.3 - Claims by third parties against UNEP

UNDP-Mozambique and/or MICOA shall be responsible for dealing with any claims which may be brought by third parties against UNEP and its staff, and shall indemnify UNEP and its staff against any claims or liabilities resulting from operations carried out by UNDP-Mozambique/MICOA under this project document, except where such claims or liabilities arise from negligence or wilful misconduct of the staff of UNEP.

2.4 - Cash advance requirements

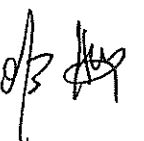
In line with the existing arrangements between UNEP and UNDP Headquarters, authorization will be given each year, by UNEP to UNDP-Mozambique for the disbursement of funds towards the project expenditures to be incurred by MICOA in accordance with the project activities, work plan and annual budget.

2.5 - UNDP Administrative Cost Recovery

An administrative cost recovery (GMS) of 5% of the total expenditure will be charged by UNDP-Mozambique.

2.6 - Unspent funds

Any portion of cash advances remaining unspent or uncommitted by UNDP-Mozambique on completion of the project will be reimbursed to UNEP within one month of the presentation of the final statement of accounts. In the event that there is any delay in such disbursement, UNDP Mozambique will be financially responsible for any adverse movement in the exchange rates.



United Nations Development Programme



Local Project Appraisal Committee (LPAC) Meeting

Minutes of Meeting

Project Title: "Mozambique Poverty and Environment Initiative (PEI) Phase II"

Date: 09 February 2007, 9:00 a.m.

Venue: Ministry for Coordination of Environmental Affairs (MICOA), Rua de Kassuande, 167

Agenda:

1. Presentation of the Project Document
2. Comments to the Project Document
3. Recommendations

Participants:

1. Government
Ms. Sofia Santos (MOP-DNP)
Ms. Teresa Magalhães Pinto (MICOA-DPE)
Mr. Erasmo Nhachungue (MICOA-DPE)
Mr. Tom Durang (MICOA-DPE)
Mr. Carlos Cuco (MINEC-DOIC)
2. United Nations
Ms. Naomi Kitahara (UNDP)
Ms. Louise Sorensen (UNEP)
Mr. Augusto Cordeia (UNDP)
Mr. Pedro Simpson (UNDP)

1 Presentation of the Project Document

The meeting was chaired by Mr. Erasmo Nhachungue, National Director for Planning and Studies at the Ministry for Coordination of Environmental Affairs (MICOA), who opened the meeting by welcoming and presenting all the participants.

Ms. Louise Sorensen from UNEP followed with a brief overview of Poverty and Environment Initiative and a presentation of the Project Document for PEI II, its five outputs and design stages.

Ms. Sorensen highlighted the relevance of PEI phase II, the need to consolidate poverty and environment activities initiated in phase I, the support to the establishment of Environment Units within sector ministries, and mainstreaming of environment and poverty concepts at the policy level. She mentioned the consultation process the formulation of PEI I had undergone along the design of this project document, and the importance of involving these stakeholders in its implementation. Ms. Sorensen Louise also highlighted the regional approach of PEI initiative that is simultaneously taking place in other African countries: Rwanda, Uganda, Kenya, Tanzania, Mali and Mauritania.

2 Comments to the Project Document

Ms. Naomi Kitahara: Opened discussion of the project document by requesting suggestion of comments.

Av. Kenneth Kaunda 921,931 P.O. Box 1595 - Maputo Mozambique - Telephone +258 (0) 1 461400
E-Mail: registry.mz@undp.org URL: www.undp.org.mz - Fax: +258 (0) 1 401661

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Mr. Erasmo Nhachungu: Confirmed that the project document is very much aligned with MICOA's strategic plan. It was briefed to MICOA's senior management, and has their endorsement.

Ms. Kitahara: Asked about MICOA's strategy on output 4 (financing of the environmental sector) to ensure the continuity in increasing the national funding towards environmental sustainability, so that necessary project related activities can continue after its second phase. She also mentioned that the project document was under translation into Portuguese.

Ms. Sorensen: Reinforced this question by saying that, budget allocations towards the environmental sector has increased in other countries, e.g. even by collection of green taxes, that is an option to be explored in the country.

Mr. Nhachungu: Answered that output 4 has four to five times more budget from MICOA, and the National Environment Fund than other institutions that sources funding. To the question asked by Ms. Kitahara if the PEI II staff could be expected to continue on GoM contracts he replied that that was very often difficult as project staff has gotten used to a much higher salary and therefore, rarely decided to stay within the ministry after end of project.

Ms. Santos: Brought to attention that in order to achieve sustainability, it's necessary to plan alternatives for communities to become self-sustainable. She mentioned that inclusion of the environmental component in planning processes throughout the various sectors, and in pilot projects is a tool to strengthen capacity, at all levels. She mentioned the need for increased budget allocations.

Ms. Kitahara: Referred that the UNDP-supported microfinance project is a good practice in the sense that project personnel initially funded by the UNDP project has been placed in the government payroll, and that it would be really good to continue to discuss and think about such options to ensure project sustainability and rational ownership of the programme.

Mr. Correia: Commented on page 2, two last paragraphs on the need for clarification on NEX procedures to be abide by MICOA; on page 5, about project implementation time, and auditing of the project; on page 6, clarifying that quarterly reports should not be mixed up with project audits; and on page 19, highlighting the need to fill in the project results and resources framework matrix.

Ms. Sorensen: Agreed with Mr. Correia's comments and mentioned that the project funds allocated to demonstration projects could be managed by the Small Grant Programme Steering Committee. She suggested that the environmental reflection group be rephrased to technical team.

Ms. Santos: Commented on the five outputs of the project document. She suggested that on page 2 of signature page, the subscribers names be crosschecked and rearranged.

Ms. Sorenson: Asked about timing and schedule of project team meetings; Referring to the schedule group commented by Mr. Erasmo of not using that particular wording in the Project Document since it is not an official setup, she asked him if the project steering committee should not have members from line ministries present; She also recommended that only one report format is used to report to all project partners.

Ms. Kitahara: Referred that it may not be necessary for the Steering Committee to meet three times a year, but less. As such, the Steering Committee can focus on overall, policy issues of the project, as opposed to details of project implementation.

Ms. Santos: Asked what is the difference between the steering committee and the environmental technical group.

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Mr. Cordeiro: Suggested to keep the steering committee with yearly evaluations/meetings, and the environmental technical group with more regular meetings as part of the project executive board.

Mr. Durang: Suggested in change the wording from Donor Co-ordination to Environment Coordination Group, which is the official for a for environment partners in Mozambique. He argued that the approach should be that Environment Technical Group was responsible for issues related to the project whereas the to Environment Coordinator Group is a more formal set up that include donors. He affirmed that there is a need to specify the group's attributions, and that the steering committee should meet twice a year and composed by MICOA, MPD, MINEC, UNDP, UNEP, and the Irish Embassy.

Mr. Nhachungue: Suggested the splitting of the driver's post into two posts one for a driver and another of an "office boy/messenger" both to be paid by the same budget planned for the driver's post.

Ms. Sorensen: Referred to the suggestion of Mr. Nhachungue and proposed that the funds allocated for a driver could cover both a driver and a messenger to PEI. These contracts would to be managed by MICOA and not by UNDP as the other three PEI II staff contracts.

Ms. Kitahara: Commented that in terms of salary levels there is a need to be careful: government salary scales should be used for all personnel under government contracts. If it is UNDP which is supposed to contract personnel (e.g. international technical adviser and other project staff), UNDP's salary scales can be applied.

Mr. Nhachungue: Commented on page 15, on detailed requirements for output 3.4 for inclusion of one student per trip of training of teachers.

Mr. Durang: Suggested circulation of the NEX manual and further to prepare a detailed implementation plan for the PEI II to clarify of who is responsible for what, who issues which payments etc. He affirmed that MICOA should clearly know the expenses to be covered in their budget contribution. He also highlighted that there is a lot to be done before launch of the project by March.

Ms. Kitahara: Affirmed that annual plan should be ready before March, with all the details on the budget. She also suggested an agreement between UNDP and the Government on the use of the same travel rates to all project staff participating in project related missions.

Mr. Nhachungue: Affirmed that the government travel rates are old and are under revision, and he suggested the use of UN travel rates.

Ms. Kitahara: Indicated that UNDP can process travel requests from time to time, but she suggested, as much as possible, to stick to government travel rates and procedures, and if food and accommodation is paid, then a small stipend can be provided.

Ms. Sorensen: Affirmed that as long as is the same rate and the government people are happy to come to work that is fine; in conclusion all agreed to use a USD100 travel rate for budget purposes as the DSA rates were under revision. Once a final decision has been made the budget will be adjusted to reflect the final decision by GoM.

Mr. Cucco: Requested the translation of the project document to Portuguese language; He also requested the review of page 2, the signature page in order to correct spelling of names.

Ms. Santos: Affirmed that acronyms needs to be reviewed and completed.

Ms. Sorensen: Asked if it is possible to have the document ready for signatures (she will update both pro.doc and budget to be circulated with min. from IPAC) in two weeks.

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Ms. Kitahara: Answered that all effort will be put to complete the project document in two weeks.

Mr. Nhachungue: Expressed concern about the interviews panel and its familiarity with the project.

Ms. Sorenson: Asked who recruits international consultants - MICOA or UNDP.

Ms. Kitahara: Answered that it depends on MICOA; Clarified that a UNDP recruitment procedure advises that those participating in the short listing panel not participate in the interview panel, and that it should be two separate panels.

Mr. Nhachungue: Affirmed that for the national posts MICOA is comfortable with such rules, but for the international post was not in favor of UNDP rules; He affirmed not to understand why to separate panels if it is the same selection process.

Ms. Kitahara: Clarified that the idea is to make sure the transparency of the process as well as the segregation of duties.

Mr. Nhachungue: Proposed UNDP to take the lead, select the pre-short listings of 5 to 8 interview candidates per post, and only then MICOA would take part in the interview recruitment panel. He also suggested that for consultants working for PEI II that MICOA could recruit national positions and UNDP should recruit on behalf of MICOA the international consultants.

Ms. Sorenson: Agreed to circulate a revised project document version with edited comments of expected outputs and budget, which would reflect the changes from the LPAC.

Some discussion followed on the criteria's and weights to be used on the ratings per competencies; Finally all agreed that UNDP will rank the first 20 pre-screened candidates from the more than 100 CV's received per job post; The 20 pre-shortlisted and screened CV's and rating matrices will be shared among MICOA, MPD, UNDP and UNEP for selection of the best 5 to 8 candidates to the interview stage; UNDP-HR will consolidate matrices of the process before interviews, that should be completed by 13 February 2008.

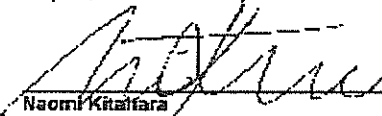
3 Recommendations


All agreed to make efforts necessary to:

- > Assure that the final version of the Project Document is ready to be signed in two weeks; Comments will be included by Ms. Sorenson, and the new version will be sent to all parties present in this meeting within in the next couple of days for endorsement or reaction in not more that three days.
- > The shortlisted candidates to be invited for interviews will take place in two weeks from the present date; It was also agreed to use the following criteria and weights in the ranking matrices (Experience 40%; Skills 35%; Public Relations 15%; and Language and IT skills 10%).

Without any further comment Mr. Nhachungue, the chair closed the meeting, highlighting that its minutes and the reviewed project document would be circulated to all parties.

Maputo, on this Sixth Day of the Month of February of the Year of Two Thousand and Eight.


 Naomi Kitahara
 UNDP Deputy Resident Representative (Programme)
 17/02/08


 Sr. Erasmo Nhachungue
 Director de Planificaco e Estudos do MICOA