

Initiation Plan / GEF PPG



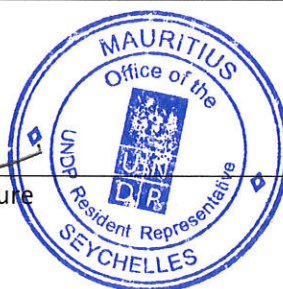
Empowered lives.
Resilient nations.

Project Title: Promoting Low-carbon Electric Public Bus Transport in Mauritius	
Country: Mauritius	
Country Programme Outcome: Design and implementation of a portfolio of activities and solutions developed at national and subnational levels for sustainable management of natural resources, integration of ecosystem services approaches, sound management of chemicals and waste, while ensuring that climate change challenges in terms of adaptation and mitigation are fully addressed.	
Gender Marker rating: GEN 2	
SESP Pre-Screening Categorization: Moderate	
ATLAS Award ID: 00124674 ATLAS Project/Output ID: 00119435 PIMS number: 6486 Management Arrangement: DIM	Total budget: US\$ 100,000 Allocated resources: <ul style="list-style-type: none"> • GEF US\$ 100,000
Initiation Plan Start Date: 03/03/2020 Initiation Plan End Date: 30/06/2021	

AGREED BY

UNDP Resident Representative¹

Signature



9 March 2020
Day/Month/Year

Date

¹ Edit as necessary. Include other Agency as necessary.

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I. BRIEF DESCRIPTION OF THE INITIATION PLAN/GEF PPG

This PPG Initiation Plan, Developed by UNDP Mauritius Country Office with support from the Panama Regional Hub, describes how the preparation grant of US\$ 100,000 approved by the GEF will be programmed to develop a full sized project UNDP-GEF Prodoc for the *Promoting Low-carbon Electric Public Bus Transport in Mauritius* project, with all required supporting documentation for submission to the GEF for CEO endorsement. The PIF submitted by the Government of Mauritius and supported by UNDP as Implementing Agency, was approved in December 20 by the GEF Council in its 57th GEF Work Program.

This document outlines the project development activities that need to be undertaken through the Project Preparation phase to complete mandatory sections of the UNDP-GEF Project Document, as well as additional eligible project development activities specific to project objective, theory of change and scope, including baseline studies, theory of change, gender analysis and action plan, etc.

Objective & Final Outputs

As described in the project concept (PIF), this project aims to promote capital investments into developing sustainable transport infrastructure to reduce transport-related GHG emissions in Mauritius to mitigate climate change; engage and build technical capacities of transport-related policymakers, regulatory and other government agencies, financial institutions and the private sector. This will be achieved through the implementation of 5 project components, which will be undertaken in parallel to successfully bring about the above mentioned objective:

1. Policy and regulatory framework for electric public (bus) transport in Mauritius
2. Financial Incentive Package for Electric buses and charging infrastructure
3. Technical feasibility and capacity building
4. Awareness raising to address barriers related to lack of awareness on benefits of low-carbon electric public transport
5. Knowledge management, Monitoring and Evaluation

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. [Annotated UNDP-GEF Project Document Template](#)
3. [GEF CEO Endorsement Request](#) and all mandatory annexes; and
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	20 th October 2020	10 months of PIF approval for FSPs and 6 months for MSPs.
First GEF Submission Deadline for CEO Endorsement	20 th December 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	20 th 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, then it will be automatically cancelled by the GEF Sec.

Management Arrangements

The UNDP Mauritius Country Office will lead the project development process and manage the GEF PPG budget in full consultation with the UNDP-GEF Technical Adviser. The GEF PPG Atlas budget is presented in *Section IV: Total Budget and Work Plan*.

As appropriate, a Working Group will guide the GEF PPG team, and review and endorse the GEF PPG deliverables. The Working Group is responsible for ensuring that the deliverables outlined in this GEF PPG are completed on time and in line with UNDP and GEF requirements. The UNDP Resident Representative or his/her delegate will chair the Working Group. Working Group members will include The Ministry of Public Infrastructure and Land Transport (MPILT), Ministry of Energy and Public Utilities, National Transport Authority (NTA), National Transport Corporation (NTC), Traffic Management and Road Safety Unit (TMRSU), and Private Bus Companies.

The GEF PPG team will be composed of one international consultant (as Team Leader) and two project staff (PPG Project Manager and Gender Officer) as described in the draft Terms of Reference (TORs) in Annex 2.

International Consultants:

- International Project Planning and Monitoring Specialist for Project Development (Team Leader)

National Consultants:

- National PPG Coordinator
 - National Gender and Social and Environmental Consultants
-

II. STAKEHOLDER ENGAGEMENT, PUBLIC DISCLOSURE AND OTHER REQUIREMENTS

To ensure strong country ownership, and in line with the stakeholder engagement requirements outlined in UNDP's [Social and Environmental Standards \(SES\)](#), the [SES Guidance Note of Stakeholder Engagement](#), the GEF's [Guidelines on the Implementation of the Policy on Stakeholder Engagement and the GEF Policy on Gender Equality](#), the development of the project to be undertaken during this GEF PPG phase will be done in full consultation and close engagement with government, CSO and other relevant stakeholders – in particular those who will benefit from and be directly involved in the implementation of the project (i.e. direct project beneficiaries) and those who may be impacted (positively or negatively) by the project. Stakeholder Engagement and analysis must be conducted in an inclusive and gender-responsive manner, so that the rights of women and men and the different structural barriers, knowledge, needs, roles and interests of women and men are recognized and addressed.

Careful and complete documentation of stakeholder engagement is vital. Detailed evidence of all consultations will be prepared and submitted to UNDP. A list of the consulted stakeholders and details of the associated meetings will be included in Annex to the project document, in addition to the Stakeholder Engagement Plan (see section B-d below).

If the fully designed project has an overall Social and Environment Screening Procedure (SESP) categorization of moderate or high, then the following disclosure requirements apply:

1. A final validation workshop report will be prepared summarizing the outcomes of the validation workshop and other consultations undertaken during the PPG phase. This report will become a key reference document should an environmental and social complaint/grievance be filed during project implementation. This is mandatory for high risk projects and recommended for moderate risk projects.
2. The UNDP-GEF project document, SESP and related draft management plans, and other relevant information/documents, will be made available to the public on the UNDP Country Office website or open.undp.org. It is recommended to make these documents available for 30 days in advance of the LPAC meeting for moderate risk projects, and 120 days in advance for high risk projects.

See the [SES Supplemental Guidance on Disclosure](#) for more information.

IV. 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 and highlighted potential safeguard risks to be further assessed during the PPG phase.

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

Not Applicable

e. Financial planning, co-financing and investment mobilized

Co-financing and investment mobilized – as defined in the GEF Policy and Guidelines on 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 engagement activities with particular stakeholder groups and individuals. See the [UNDP SES Guidance Note on Stakeholder Engagement](#).

g. Appraise and formulate the most appropriate project implementation and execution modality

The design of the project will comply with the UNDP's Program and Operations Policy and Procedures (POPP), Financial Regulations, and Programme and Project Management and Quality Standards, and UNDP-GEF guidance (which will be provided by the RTA). A full assessment of the most appropriate project implementation and management arrangements will be carried out in full consultation with the RTA, UNDP Country Office, Resident Representative (or their Deputy), the relevant government coordinating agency, and the GEF OFP.

UNDP should in general not have a role in project execution as project execution is the primary responsibility of the selected Implementing Partner (see UNDP-GEF Guidance Note for further information). Therefore, an assessment and the selection of the most appropriate Implementing Partner and/or third parties (Responsible Parties) with full capacity to execute the project must be carried out.

Project management arrangements need to be discussed and agreed early in the PPG phase. During the first two months of the PPG phase:

- For all potential Implementing Partners, carry out capacity assessments to assess their capacity to implement the project and assess all related risks. This must include HACT and PCAT assessments.
- Discuss the level of co-financing the Government and Implementing Partner are able to commit to this project. As per GEF Policy, the GEF is seeking high co-financing to GEF grant ratios and expects the Government to significantly support the costs associated with project execution (i.e. PMC) for this project.
- Based on these assessments, select and confirm the Implementing Partner for the project in consultations with all relevant stakeholders. The selected Implementing Partner must express willingness to serve as the Implementing Partner for the Project and the concerned government must agree to use the selected Implementing Partner for the Project. (Please see [UNDP's Policy on Selecting Implementing Partners](#)).
- If the Implementing Partner does not have full capacity to execute the project, and execution support is likely to be needed, discuss with the UNDP Resident Representative whether the choice of Implementing Partner is the correct choice. If not, select another Implementing Partner, if possible. If that is not an option, explore alternative options for the provision of execution support via Responsible Parties ([see UNDP Policy on Selecting Responsible Parties](#)). Discuss with the Implementing Partner the role of the responsible parties in project execution, and the execution support these parties could provide.

- Consult with the RTA on the latest guidance regarding UNDP providing support services to the Implementing Partner. If the costs for UNDP to provide support services is to be charged to the GEF project budget, the UNDP support services must be approved by the GEF Secretariat before CEO endorsement.

h. Other required studies

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.

The ESMF will identify the required management plans that will be prepared during project implementation.

See the [SES Guidance Note on Assessment and Management](#) for further guidance. Please contact UNDP for additional information as needed.

d. GEF and LDCF/SCCF Core Indicators

The CEO endorsement-stage data for the relevant Core Indicators and sub-indicators will be prepared. The completed [Core Indicators worksheet](#)—with both the original PIF-stage data and the CEO endorsement-stage data—will be annexed to the ProDoc.

The Core Indicators will be used in the project's Results Framework, at the Objective level, where appropriate. See the [GEF policy and guidance](#).

e. Completion of the required official endorsement letters

These letters include the official letters on co-financing guarantee(s) from participating government institutions, bilateral development partners, multilateral development partners, NGOs, private sector, or others who wish to provide cash or in-kind contributions to the project.

A GEF OFP endorsement letter will also be required for any new participating countries to a global or regional program/project that was not included with the PIF/PFD submission.

Updated GEF OFP endorsements letters are also required if the requested GEF grant amount has changed since PIF/PFD approval.

f. Mandatory Annexes:

In addition to the documents listed above, the following Annexes should be prepared by the GEF PPG team: Initial Project Team Procurement Plan and TORs for key Project Team staff; List of people consulted during project development

g. Project Management Arrangements

Based on the stakeholder analysis and consultations undertaken in **Component A** above, agreement(s) on project management and governance arrangements—including roles, responsibilities and accountabilities of lead and partner Agencies—will be secured early in the project development phase and will be fully detailed in the ProDoc. Standard text from the governance and management arrangement from the GEF-7 template should never be removed.

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.

VI. TOTAL BUDGET AND WORK PLAN FOR GEF PPG

Atlas Award ID:	00124674
Atlas Project/Output ID:	00119435
Award Title:	PPG Promoting Low-carbon Electric Public Bus Transport in Mauritius
Project GEF ID	10372
Business Unit:	MUS 10
Project Title:	Promoting Low-carbon Electric Public Bus Transport in Mauritius
PIMS number:	6486
Implementing Partner:	UNDP

GEF Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount US\$ (Year 1)	Amount US\$ (Year 2)	Total Amount US\$	Budget Notes
Project preparation grant to finalize the UNDP-GEF project document for project: "Promoting Low-carbon Electric Public Bus Transport in Mauritius"	UNDP	62000	GEF TRUSTEE	71200	-International Consultant	55,000	5,000	60,000	A
				71300	Local Consultants	18,000	12,000	30,000	B
				71600	Travel	1,000	1,000	2,000	C
				74100	Professional Services	4,000		4,000	D
				75700	Trainings and Meetings	3,000	1,000	4,000	E
PROJECT TOTAL						81,000	19,000	100,000	

Budget Note	Item	Total estimated person weeks	Budget US\$	Description
A	International Consultant	USD 1,000 (all inclusive fee including mission travel) x 60 days = USD 60,000	60,000	International Project Planning and Monitoring Specialist for Project Development (Team Leader) <i>Please see Annex 2 for key responsibilities</i>
B	National Consultant	: USD 3,000/month x 8 months= USD 24,000 National Gender Expert: USD 3,000 x 2 months = USD 6,000	30,000	National PPG Coordinator and National Gender Officer
C	Travel		2,000	Local travel costs incurred during inception mission, consultative meetings and validation mission

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D	Professional Services		4,000	HACT micro-assessment for Ministry of Land Transport and Light Rail
E	Training, workshops and conferences		4,000	Meetings and workshops: cost of catering and venue of the consultation meetings and validation workshop

VII. 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				\$75,000
Component B: Formulation of ProDoc, etc.						X	X	X	X				\$12,000
Component C: Validation Workshop								X					\$10,000
Delivery of final outputs									X	X	X	X	\$3,000

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VIII. MANDATORY ANNEXES

Annex 1: GEF CEO PIF/PPG Approval Letter



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

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:	10372
Agency(ies):	UNDP
Agency(ies) ID:	6486
Focal Area:	Climate Change
Project Type:	Full-sized Project
Country(ies):	Mauritius
Name of Project:	Promoting Low-carbon Electric Public Bus Transport in Mauritius
Indicative GEF Project Financing:	\$3,229,998
Indicative Agency Fee:	\$306,850
PPG:	\$100,000
PPG Fee:	\$9,300
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	GEETF	61,370	153,425	92,055	306,850
Total		61,370	153,425	92,055	306,850

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Mr. Kurukulasuriya,

- 2 -

November 20, 2019

This PIF clearance and PPG approval are based on the understanding that the project is in conformity with GEF Trust Fund focal area strategies and with GEF policies and procedures. Please ensure that your final project document, having fully addressed all Secretariat, STAP and Council comments, will be endorsed within 18 months of Council approval of the work program.

Sincerely,



Naoko Ishii
Chief Executive Officer and Chairperson

Copy to: Country Operational Focal Point, GEF Agencies, STAP, Trustee

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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>PPG TEAM LEADER</p> <p>Position: Project Development Specialist - Sustainable Transport</p> <p>Type: Contractual Services - Companies</p> <p>Cost per person per day: US\$1,000</p> <p>Number of person days needed: 60 days</p>	<p>Role Under the supervision of Head of Environment Unit of UNDP Mauritius Country Office, the Project Development Specialist - Sustainable Transport will be the GEF PPG Team Leader and will be responsible for 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 as well as prepare the GCF Readiness Application on E-mobility. 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>Act as Technical Lead</u> <ol style="list-style-type: none"> a. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and b. 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 stakeholders: <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. This will include an in-country inception mission of 5 days; b. Analyse information on the existing policies, legal and regulatory and institutional framework on sustainable urban development including development of public transport e-mobility and identify gaps in the policy and legal framework; c. Suggest international best practices to stimulate and to encourage replication and scaling up of adoption of electric vehicles in the public transport sector d. Assess capacity building, training, and awareness raising for the transition to low-emission electric mobility e. Oversee the stakeholder analysis and consultations and ensure that they are complete and comprehensive; f. 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; g. 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; h. Based on the inputs from international and national experts, and the best international practice, prepare a quantified assessment of global environmental benefits through relevant climate change mitigation activities; i. Oversee the consultations with partners regarding financial planning; and j. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs. k. Identify suitable financial models for the transport sector in Mauritius

	<p>i. Carry out a procurement analysis on the need for UNDP to provide support services for the procurement of consultancies and equipment project related activities</p> <p>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:</p> <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; f. Update the SESP based on assessments undertaken during Component A, and ensure the development of required environmental and/or social management plan(s); g. Prepare the required GEF Core Indicators; h. Secure and present agreements on project management arrangements; i. Ensure the completion of the required official endorsement letters; and j. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the required templates.² <p>4) <u>Validation Workshop (Component C)</u>:</p> <ol style="list-style-type: none"> a. Carry out a five-day validation mission in country; b. Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans; and c. Oversee all necessary revisions that arise during the workshop. d. Ensure completion of Validation Workshop Report. e. Prepare the GCF Readiness Application on transport for Mauritius <p>5) <u>Final Deliverables</u>:</p> <ol style="list-style-type: none"> a. Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance; b. Completion of the GEF CEO Endorsement Request; c. All documentation from GEF PPG (including technical reports, etc.); and d. Validation Workshop Report. <p>The proposal package will be based on the concept approved, and will follow new GEF guidelines and templates, i.e. new Results Architecture, with the set of relevant core indicators. It will include the following:</p> <ul style="list-style-type: none"> ▪ Request for FSP approval (GEF CEO Endorsement Request) * ▪ ProDoc * ▪ Co-financing Letters * ▪ Tracking Tools*
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² Please verify with the UNDP-GEF team that the correct templates are being used.

	<ul style="list-style-type: none"> ▪ Terms of Reference for Project Board, Project Manager, Chief Technical Advisor and other positions as appropriate (single file or it can be included in ProDoc) ▪ UNDP Project Quality Assurance Report (to be completed by UNDP Country Office) ▪ UNDP Risk Log (to be completed by UNDP Country Office) ▪ Results of the capacity assessment of the project implementing partner and HACT micro assessment (to be completed by UNDP Country Office) ▪ Any additional agreements, such as cost sharing agreements, project cooperation agreements signed with NGOs ▪ Letter of Agreement (LOA) with the government - for DPC (this can be also included in ProDoc) * ▪ Other Annexes that may be required: GEF focal area specific annexes (e.g. GHG calculations); List of people consulted during project development; Communication/Stakeholder Engagement plan; Gender Analysis; KM Strategy; Financial and/or economic analysis <p>Before the above package is submitted to GEF, it will have to go through UNDP technical and financial clearance.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> ▪ Master’s degree or higher in engineering, transport management, financial modelling, economics or other discipline related to the technical, environmental and regulatory dimensions of urban transport; ▪ Minimum of 10 years of proven and demonstrated experience developing transport projects and models, electric mobility, sustainable urban mobility, energy efficiency and/or climate change mitigation policies; ▪ Demonstrated experience in developing country contexts, preferably including SIDS, Africa and Asia; ▪ Sound technical knowledge of GHG emission accounting and monitoring, reporting and verification schemes in transport sector reporting; ▪ Financial management experience and budgeting; ▪ Demonstrated good technical knowledge in the fields related to public transport, vehicle technologies, climate change, energy efficiency, institutional development or regulatory aspects ▪ Experience working with the UNDP SESP guidance ▪ Experience in GEF funded project formulation/design, including drafting of GEF-compliant project documents and endorsement requests, with at least one approved project, is highly desirable; ▪ Experience working with various stakeholders, effective interpersonal and negotiation skills proven through successful interactions with all levels of project stakeholder groups, including senior government officials, financial sectors, private entrepreneurs, technical groups and communities; ▪ Full proficiency in written and spoken English required.
<p>PPG PROJECT MANAGER</p> <p>Position: PPG Project Manager</p> <p>Type: Contracted services - Individual</p>	<p>Please refer to attached TOR of PPG Project Manager</p> <p>Role: The Project Manager will be responsible for the implementation of the project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors. The PM will support the management of the Project Preparation Grants (PPG), will be fully accountable to the project Steering Committees (SC) for satisfactory execution and will be responsible for meeting government obligations under the Project, under the Direct Implementation Modality. The PM shall perform a liaison role with government, UNDP, and all stakeholders involved with the project. The PM shall work</p>

<p>Cost per month: US\$3,000.00</p> <p>Number of person days needed: full time for 8 months</p>	<p>under the supervision of the Head of Environment Unit and the National Project Directors where applicable and shall report to it for the fulfillment of its duties.</p> <p>Key Tasks:</p> <ul style="list-style-type: none"> • Supervise and coordinate the delivery of project outputs as per the Initiation Plan • Prepare and revise project workplan and financial plan, as required by Government and UNDP; • Organize and conduct field visits including to Rodrigues, as required • Organize and facilitate stakeholder meetings and workshops as required. • Meet with relevant stakeholders, including Government, private sector, multilateral development banks, UN organizations, non-governmental organizations, local communities, and others • Conduct a stakeholder capacity analysis • Review any background documentation provided by either the targeted institution or CO that might help in making the assessment • Establish and maintain communication with related initiatives being executed by other national agencies, private sector and CSOs • Liaise with RTA and research needs for knowledge sharing. • Establish well defined communication mechanism among key stakeholders / partners • Prepare minutes of Steering Committee and any other meetings as requested to keep a record of consultations and discussions • Take a lead role in liaising with potential co-financing partners and obtaining co-financing letters • Explore multilateral and bilateral co-financing opportunities: Undertake series of consultations with partners to ensure a coherent and sustainable financing package for the project including post- GEF grant phase • Negotiate partnerships with on-going projects to align their activities and the project to build synergies. Document these consultations • Consult with Government of Mauritius institutions, and other donors to ensure that their requirements are fully taken into account • Obtain letters of commitment for all Co-financing • Provide assistance to the Team Leader and other experts for the finalization of implementation plan along with institutional structure & manpower plan for project implementation, monitoring and knowledge dissemination • Provide assistance to the Team Leader and other experts for the definition of a sustainability plan: The sustainability plan will outline the principles and guidelines for ensuring the long-term sustainability of project achievements, particularly the financing schemes. It will also outline an exit strategy, seeking the continuation of key activities/achievements without the need of long-term international financing • Assist in defining management arrangements: The organizational structure governing the project will be decided. This will include identification of the project board and completed arrangements with the relevant national agencies <p>Deliverables:</p> <ul style="list-style-type: none"> • Project Document and Associated annexes are completed and submitted for internal clearance
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	<ul style="list-style-type: none"> • GEF CEO ER and response to GEF Council Member comments are prepared and submitted for internal clearance • Submission of the first draft of the GCF Readiness Application • Prepare the SESP
<p>NATIONAL GENDER³ SPECIALIST</p> <p>Position: Gender and M&E Officer</p> <p>Type: Contractual Services - Individuals</p> <p>Cost per month: US\$3,000.00</p> <p>Number of person days needed: full time for 2 months</p>	<p>Please see attached TOR of Gender and M&E Officer</p> <p>Role: The role of the Gender and M&E Officer will be to ensure that gender considerations are fully mainstreamed into all relevant components throughout the design of the project.</p> <p>Key Tasks:</p> <ul style="list-style-type: none"> • Review available national laws and policy document(s) in Mauritius to assess gender responsiveness thereof; • Design and when required review gender strategies; • Carry out a participatory gender analysis to fully consider the different needs, roles, benefits, impacts, risks and access to/control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) in the given programmes and projects under the Country Programme and collect gender responsive baseline data relevant to projects planning and monitoring, identify the share of female and male direct beneficiaries. • Develop a Gender Action Plan for the projects with annual outputs to facilitate implementation of activities that promote gender equality and women’s empowerment. <p>Deliverable:</p> <ul style="list-style-type: none"> • Participatory Gender Analysis • Ensure that gender considerations are fully mainstreamed • Gender action plan

³ Standard template for hiring a gender expert as part of the PPG Team is available [here](#).