

**Project Title: Project Preparation Grant for the Seventh Operational Phase of the GEF Small Grants Programme in the Philippines  
2020 Annual Work Plan**

**Implementing Partner:** United Nations Development Programme

**Responsible Parties:** N/A

**Project Description**

The objective of the GEF Project Preparation Grant (PPG) is to develop the project concept into a full project proposal entitled “Seventh Operational Phase of the GEF Small Grants Programme in the Philippines”, as described in the project concept (GEF PIF). The project aims to build socio-ecological and economic resilience in four (4) selected landscapes and seascapes on the Eastern Seaboard of the Philippines – (1) Catubig Watershed, Samar Island, (2) Aurora Province in Sierra Madre, (3) Siargao Island Protected Landscape/ Seascape – and along the West Philippine Sea – (4) Calamian Islands in Northern Palawan – through community-based activities for global environmental benefits and sustainable development. The project will provide GEF financing of the GEF SGP and be executed following the SGP Operational Guidelines. Please see the PIF for more detailed description of the proposed project.

The final outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc), using the 2017 standard template
2. Mandatory annexes to the ProDoc, including gender analysis and action plan, and stakeholder engagement plan.
3. GEF CEO Endorsement Request
4. Validation Workshop report (as appropriate for projects with a moderate and high SESP risk rating)

Country Programme Period: 2019-2023

Project/Outputs ID: 00110426/00109362

Project Start Date: 10 June 2019

Project End Date : 31 December 2020

Project Board Meeting/LPAC Date: April 20, 2020

2020 AWP budget: 78,923.59

Total resources required \$130,000.00

Total allocated resources: \$130,000.00

- Regular \_\_\_\_\_
- Other:
  - Donor \_\_\_\_\_
  - Government \_\_\_\_\_

Unfunded budget: \_\_\_\_\_

In-kind Contributions: \_\_\_\_\_

**DocuSigned by:**



Agreed by UNDP:

**ENRICO GAVEGLIA**, Deputy Resident Representative

Date:

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**PROGRAMME ALIGNMENT**

<b>A.1 2019-2023 PFSD/CPD Outcome alignment</b>	2: Urbanisation, economic growth, and climate change actions are converging for a resilient, equitable, and sustainable development path for communities.
<b>A.2 2019-2023 CPD Output Indicator alignment<sup>1</sup></b>	<i>2.3.1 Area of UNDP-assisted protected areas with high biodiversity effectively managed [IRRF 1.4.1.2]</i>
<b>A.3 2018-2021 UNDP SP IRRF Output Indicator Alignment<sup>2</sup></b>	<i>1.4.1 Solutions scaled up for sustainable management of natural resources, including sustainable commodities and green and inclusive value chains.</i>
<b>A.4 Sustainable Development Goals Target Alignment</b>	SDG 1: End poverty in all its forms everywhere SDG 10: Reduce inequality within and among countries SDG-13: Take urgent action to combat climate change impacts SDG 14: Conserve and sustainably use oceans, seas and marine resources for sustainable development SDG 15: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.

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<sup>1</sup> Applicable once Project Document is approved; during Project implementation phase.

<sup>2</sup> Applicable once Project Document is approved; during Project implementation phase.

I. 2020 ANNUAL WORK PLAN

Project Title: Project Preparation Grant for the Seventh Operational Phase of the GEF Small Grants Programme in the Philippines

Project ID: 00110426

Output ID: 00109362

Implementing Partner: N/A

EXPECTED OUTPUTS					
Output 1.					
Project Output Indicator/s	Baseline		Annual Target (Annual)	Cumulative Target (from Start Year) Start year: 2019	End-of-Project Target End year: 2020
	2019	2020			
1.1 UNDP-GEF Project Document (ProDoc), using the 2017 standard template	2019	0	1	1	1
1.2 Mandatory annexes to the ProDoc, including gender analysis and action plan, and stakeholder engagement plan	2019	0	1	1	1
1.3 GEF CEO Endorsement Request	2019	0	1	0	1
1.4 Validation Workshop report (as appropriate for projects with a moderate and high SESP risk rating)	2019	0	1	0	1

PLANNED ACTIVITIES (for Output No.1)					PLANNED BUDGET (for Output No.1)					
Activity/Sub-Activity Description	Activity Target <sup>3</sup>	TIMEFRAME				RESPONSIBLE PARTY <sup>4</sup>	Funding Source/Donor	Budget		Amount US\$ (1=XX)
		Q1	Q2	Q3	Q4			Code	Description	
Conduct National Validation Workshop & NSC Meeting	2 events 70 participants from various stakeholders for Validation/ 30 NSC members 2 documentation reports Printing of KM products					UNDP	GEF	75700	Training, Workshops and Conferences	7,452.93
								74200	Printing	6,912.35
								71600	Travel	2,466.55
						UNOPS	75700	Training, Workshops and Conferences	2,305.00	
Conduct meetings with key line agencies/ organizations for project co-financing	Co-financing commitment					UNDP	GEF	75700	Training, Workshops and Conferences	100.00
Project support	2 Project Associates 1 Project Assistant 1 Project Administrative and Finance Assistant 1 Project Clerk 1 Documentation Clerk					UNDP	GEF	71400	Service Contracts-Individuals	11,277.08
										29,450.65
							UNOPS	71300	Local Consult.-Short Term-Supp	3,151.50
								72400	Communication & Audio Visual Equipment	3,500.00
								74500	Miscellaneous Expenses	2,000.00
								75700	Travel	959.54
Conduct of HACT audit	Audit fee					UNDP	UNOPS	74100	Audit Fees	9,348.00
<b>OUTPUT 1 Sub TOTAL</b>									<b>78,923.59</b>	

<sup>3</sup> Specify units, e.g., number of trainings, number of participants, number of representations, etc.

<sup>4</sup> Indicate who will deliver the activity, e.g., UNDP, IP, or Responsible Parties (indicate name of RP)

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## **II. MANAGEMENT ARRANGEMENTS**

The UNDP CO is responsible for managing the GEF PPG budget in full consultation with the UNDP-GEF Global Coordinator for the SGP Upgrading Country Programmes. The GEF PPG Atlas budget is presented in Section IV: Total Budget and Work Plan. The UNDP CO in Philippines is responsible for contracting the consultants and making payments for goods and services associated with IP implementation. The International Consultant works under the direct supervision of the Global Coordinator of the SGP Upgrading Country Programmes and UNDP ISD Programme Manager, in cooperation with a team of national consultants. The SGP National Steering Committee reviews the draft Project Document and provides comments and recommendations in a timely fashion prior to submission of the ProDoc to UNDP-GEF for onward submission to the GEF Secretariat. The Global Coordinator will ensure that the final drafts of the ProDoc, CEO Endorsement Request and other products of the Initiation Plan are of the appropriate quality and standards of UNDP, as well as GEF.

The GEF PPG team is composed of the following:

- 1) Project Development Team Leader and International Specialist for the design of GEF Upgrading Country Programmes and participatory landscape planning and management (PPG Team Leader).
- 2) National Consultant on NRM and Stakeholder Engagement, who will act as the National Lead
- 3) National Consultant on Agribusiness and Enterprise Development
- 4) National Consultant on Gender

### III. MONITORING AND EVALUATION PLAN

#### Monitoring Plan

<b>Expected Results</b> <b>(Outcome &amp; Output)</b>  <i>Obtained from AWP results framework</i>	<b>Indicators</b>  <i>With what indicators the quality of the result will be measured?</i>  <i>With Baselines and indicative targets</i>	<b>Data Collection Methods</b>  <i>How will the data be obtained?</i>	<b>Time or Schedule and Frequency</b>	<b>Means of Verification: Data Source and Type</b>  <i>What method will be used to determine if the indicator target has been met?</i>	<b>Responsibilities</b>  <i>Who is responsible for organizing the data collection and verifying data quality and source?</i>	<b>Resources</b>  <i>What are the resources required and committed for carrying out planned monitoring activities:</i>	<b>Risks and assumptions</b>  <i>What are the risks and assumptions? How will it affect the planned monitoring events and quality of data?</i>
1) UNDP-GEF Project Document, using 2017 standard template  2) Mandatory annexes to the ProDoc, including Gender Analysis and Action Plan, and Stakeholder Engagement Plan	- No. of UNDP-GEF Project Document, using 2017 standard template Baseline: 0 Target: 1  - No. of mandatory annexes to the ProDoc, including Gender Analysis and Action Plan, and Stakeholder Engagement Plan Baseline: 0 Target: 1	Progress Report from Climate Action Programme Team	Quarterly	Deliverables submitted by Project Preparation Grant (PPG) Team to Climate Action Programme Team  PPG outputs shared with National Steering Committee (NSC)	PPG Team under the supervision of Programme Analyst and Outcome Team Leader	Resources embedded in PPG implementation budget	No identified risks related with M and E activities

3) GEF CEO Endorsement Request	-No. of GEF CEO Endorsement Request Baseline: 0 Target: 1						
4) Validation Workshop Report	- No. of Validation Workshop Report Baseline: 0 Target: 1						

#### Evaluation Plan

Evaluation Title	Partners (if joint)	Related Strategic Plan Output	PFSD/CPD Outcome	Planned Completion Date	Key Evaluation Stakeholders	Cost and Source of Funding
Presentation of PPG deliverables to NSC	Selected NSC members and IP NGO	1.4.1	Outcome 2	April 14, 2020	UNDP, selected NSC members and IP NGO	PPG budget

#### Monitoring & Evaluation Budget

<b>Total Budget on Monitoring in Reporting Year</b> <i>Guidance: Costs associated with UNDP/project staff, consultants, project partners, supporting national statistical systems in designing project specific data collection methodologies (qualitative and quantitative), monitoring methods including stakeholder surveys and other qualitative methods,</i>	7,452.93	<b>Total budget on Decentralized Evaluations in Reporting Year (Mid Term / Final)</b> <i>Guidance: Costs associated in designing, implementing and</i>	<i>Enter amount</i>
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<i>collection of data, analysis and dissemination of the findings to inform a project, either with project partners or to fulfill specific UNDP/project requirements (preferably the former).</i>		<i>disseminating evaluations for specific projects</i>	
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#### IV. ANNUAL PROCUREMENT PLAN

Atlas Project ID No.	Category (Identify if Goods, IC, Civil Works, Recurring Cost, Services)	Description of goods, services or works required	Unit of Measure	Qty	Estimated Unit Price in USD	Estimated Total Price in USD	Requested delivery date (goods, works) or start of services	Target Date for the Submission of TOR/Specs/SOWs to Procurement Team
00109362	Services	Venue for NSC Meeting & Validation Workshop	Room	1	10,000.00	10,000.00	28-29 January 2020	13 January 2020
00109362	IC (LTA)	Documenter for NSC & Validation Workshop	Pax	1	200.00	600.00	28-29 January 2020	13 January 2020
00109362	IC (LTA)	Documenter for LPAC	Pax	1	200.00	200.00	14 April 2020	1 April 2020
00109362	IC	Lay-out and printing of knowledge management products		1	6,912.00	6,912.00	30 May 2020	30 March 2020
<b>Grand Total</b>				3		<b>17,712.00</b>		

V. Risk Log (UPLOAD IN ATLAS: GRANTS > PROJECT MANAGEMENT > APPROVED PROJECTS > RISKS)

No.	Description	Date Identified	Type	Countermeasures/ Management Response	Owner	Last Update	Status
1	Postponement or low turnout of workshop participants due to unfavorable weather condition	6/10/2019	Environmental	Workshops were rescheduled	UNDP	1/6/2020	All data collection activities were successfully conducted.
2	Late submission of Project Document following new GEF policy	6/10/2019	Operational	Ensure final documents will be made available by the 10 <sup>th</sup> month of PPG	UNDP	1/6/2020	Submission of documents are on track.
3	Failed selection of an NGO as the Implementing Partner	6/10/2019	Regulatory	Re-advertise IP post  Secure NSC's concurrence on next steps	UNDP	1/6/2020	Selection of IP is on track. Potential NGO applicants have been identified.
4	Delayed or low co-financing pledges from key partner agencies/ organizations	6/10/2019	Financial	Conduct meetings to ensure engagement with targeted key stakeholders	UNDP	1/15/2020	Co-financing to be completed by early March 2020