



February 6, 2014

Dear Mr. Trivedy,

**Subject: Project Preparation Grant: Strengthening the Management Effectiveness of the National System of Protected Areas – PIMS 5261 – ATLAS BU: PNG10 – Proposal No.: 00078851 – Project No.: 00088932**

I am pleased to delegate to you as the UNDP Resident Representative the authority to sign the Initiation Plan for the above-mentioned Project Preparation Grant (PPG) / Programme Cooperation Budget (PCB) on behalf of UNDP, and to commence development of the main project. The Initiation Plan, which amounts to a total of US\$300,000, has received its final approval in accordance with the established GEF procedures (CEO approval letter attached for ease of reference).

I am also pleased to provide a summary of the next steps in the process and to outline, for your easy reference, the mandatory GEF-specific project financial and results management requirements. In addition, a number of Advisory Notes have been prepared to support the implementation of Initiation Plans and UNDP supported GEF funded projects. These can be found in the UNDP-GEF Programming Manual at <http://intra.undp.org/gef>.

***Next steps and mandatory GEF-specific requirements:***

1. ***Issuance of Authorized Spending Limit (ASL):*** To facilitate a quick start to the PPG/PCB, once the Initiation Plan is signed, please kindly ensure that the Atlas-generated *Annual Work Plan (AWP)* based on the *Total Budget and Annual Work Plan* in the attached document, along with a copy of the signed cover page, is sent to Mr. Johan Robinson, Regional Technical Advisor (RTA) in Bangkok.

Any proposed budget revisions should be forwarded to the UNDP RTA together with a clear explanation of the changes proposed as any significant changes require review and approval. In addition, please note that UNDP GEF is not in a position to increase the project budget above the amount already approved by the GEF Council. Therefore, any over-expenditure on this project would have to be absorbed by other Country Office resources.

2. ***GEF-specific project management requirements:***
  - Any changes with respect to the objectives of the initiation plan will have to be discussed with and approved by the RTA, as they will have to be reported to the GEF.

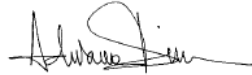
Mr. Roy Trivedy  
Resident Representative  
UNDP  
Port Moresby  
Papua New Guinea

## United Nations Development Programme

- The final project document and annexes must be ready by December 2014 as outlined in the Initiation Plan. The RTA will advise you of the expected timeline for submission of the final project document for the purpose of internal UNDP clearance prior to submission to the GEF Secretariat.
- All efforts should be made to completely commit the GEF PPG resources by the time the project document is submitted to the GEF for CEO endorsement. A report on the use of the PPG resources is included in Annex C of the GEF CEO Endorsement template.
- If the PPG activities and resources have not been fully completed/committed by CEO endorsement, the same reporting table must be submitted with the first project implementation report (APR/PIR) due one year after project document signature.
- This preparatory phase must be operationally completed in Atlas once the main project is endorsed by the GEF CEO. Financial closure should follow within 12 months, but preferably within the same calendar year.
- In order to accord proper acknowledgement to the GEF for providing funding, full compliance is needed with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at: [http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08\\_Branding\\_the\\_GEF%20final\\_0.pdf](http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08_Branding_the_GEF%20final_0.pdf). Full compliance is also required with UNDP's branding guidelines. These can be accessed at <http://intra.undp.org/coa/branding.shtml>, and specific guidelines on UNDP logo use can be accessed at: <http://intra.undp.org/branding/useOfLogo.html>.

In concluding, I would like to assure you of UNDP-GEF's and my personal commitment to a successful implementation of the Initiation Plan. The RTA is at your disposal for advice and technical support. Should you have any concerns or questions, please do not hesitate to contact me.

Yours sincerely,



Adriana Dinu  
UNDP-GEF Executive Coordinator  
and Director a.i

cc: Mr. Haoliang Xu, Assistant Administrator and Bureau Director, RBAP  
Mr. Johan Robinson, UNDP/GEF Regional Technical Advisor, Bangkok, Thailand

Annexes

Annex 1 CEO approval letter for PIF



**Naoko Ishii, PhD**  
 Chief Executive Officer and Chairperson

1818 H Street, NW  
 Washington, DC 20433 USA  
 Tel: 202.473.3202  
 Fax: 202.522.3240/3245  
 E-mail: Nishii@TheGEF.org  
 www.TheGEF.org

September 12, 2013

Ms. Adriana Dinu  
 Deputy GEF Executive Coordinator  
 United Nations Development Programme  
 One United Nations Plaza  
 304 East 45th St.  
 FF Bldg., 10th floor  
 New York, NY 10017

Dear Ms. Dinu:

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 (PPG) Approval
GEFSEC ID:	5510
Agency ID:	5261 (UNDP)
Agency(ies):	UNDP
Focal Area:	Multi Focal Area
Project Type:	Full Size Project
Country(ies):	Papua New Guinea
Name of Project:	R2R Strengthening the Management Effectiveness of the National System of Protected Areas
Parent Program:	Regional: R2R- Pacific Islands Ridge-to-Reef National Priorities - " Integrated Water, Land, Forest and Coastal Management to Preserve Biodiversity, Ecosystem Services, Store Carbon, Improve Climate Resilience and Sustain Livelihoods
Indicative GEF Project Grant:	\$10,929,358
Indicative Agency Fee:	\$983,642
PPG Grant:	\$300,000
PPG Agency Fee:	\$27,000
Funding Source:	GEF Trust Fund

\* Out of the above indicative Agency fee amount, Trustee will commit the first tranche (40%) of the Agency fee which is \$393,457 at the time of Council approval of the work program. The second tranche (60%) of the Agency fee which is \$590,185 will be committed at the time of CEO endorsement of the FSP.

<sup>1</sup>For Trustee: Please note that the approved PPG Grant Amount and PPG Agency Fee should be tagged against and deducted from the parent program PMIS ID 5395 listed above.

*Ms. Adriana Dinu*

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*September 12, 2013*

This PIF clearance and PPG approval are subject to the comments made by the GEF Secretariat in the attached document. It is also based on the understanding that the project is in conformity with GEF focal areas strategies and in line with GEF policies and procedures.

Please submit your final project document for my endorsement no later than 18 months after Council approval of the work program.

Sincerely,



Naoko Ishii  
Chief Executive Officer and Chairperson

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

**Annex 2: Project Cycle Management Services**

Stage	Country Office <sup>1</sup>	UNDP/GEF at regional and global level
<b>Project Development</b>	<i>Initiation Plan:</i> <ul style="list-style-type: none"> <li>• Management and financial oversight of Initiation Plan</li> <li>• Discuss management arrangements</li> </ul>	RTA and PA role: <ul style="list-style-type: none"> <li>• Technical support, backstopping and troubleshooting.</li> <li>• Support discussions on management arrangements</li> <li>• Facilitate issuance of DOA</li> </ul>
	<i>Project Document:</i> <ul style="list-style-type: none"> <li>• Support project development, assist proponent to identify and negotiate with relevant partners, cofinanciers, etc.</li> <li>• Environmental and social screening of project before PAC.</li> <li>• Review, appraise, finalize Project Document.</li> <li>• Negotiate and obtain clearances and signatures – Government, UNDP, Implementing Partner, LPAC, cofinanciers, etc.</li> <li>• Respond to information requests, arrange revisions etc.</li> <li>• Prepare operational and financial reports on development stage as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• RTA role: Sourcing of technical expertise.</li> <li>• Verification of technical reports and project conceptualization.</li> <li>• Guidance on SOF expectations and requirements.</li> <li>• Negotiate and obtain clearances by SOF</li> <li>• Respond to information requests, arrange revisions etc.</li> <li>• Quality assurance and due diligence.</li> </ul>
<p><i>Key UNDP/GEF management performance indicators/targets for Project Development:</i></p> <ol style="list-style-type: none"> <li>1. Time between PIF approval to CEO endorsement for each project:                             <ul style="list-style-type: none"> <li>• Target for GEF trust fund project: FSP = 18 months or less, MSP 12 months or less.</li> <li>• Target for LDCF and SCCF: FSP/MSP = 12 months or less.</li> </ul> </li> <li>2. Time between CEO endorsement (or PAC for non GEF funded projects) to first disbursement for each project:                             <ul style="list-style-type: none"> <li>• Target = 4 months or less</li> </ul> </li> </ol>		

<sup>1</sup> As per UNDP POPP with additional SOF requirements where relevant.