



INITIATION PLAN TEMPLATE
FOR A GEF PROJECT PREPARATION GRANT (PPG)

Project Title: Reducing Community Carbon Footprint by a Circular Economy Approach in the Republic of Serbia

Country: Republic of Serbia

Country Programme Outcome: By 2020, there are improved capacities to combat climate change and manage natural resources and communities are more resilient to the effects natural and man-made disasters

Related strategic plan outcome: Countries are able to reduce the likelihood of conflict and lower the risk of natural disasters, including from climate change (5).

Related strategic plan outcome indicator: Economic loss from natural hazards (geo-physical and climate-induced hazards) as a proportion of GDP.

Gender Marker rating: GEN 2

SESP Pre-Screening Categorization: High

ATLAS Award ID: 00105418

ATLAS Project/Output ID: 00106700

PIMS Project ID: 6285

Management Arrangement: DIM

Total budget: **US\$50,000**

Allocated resources:

- GEF **US\$50,000**

AGREED BY

Francine PICKUP

UNDP RESIDENT REPRESENTATIVE

Signature

Francine pickup

Date: 21-Aug-2020

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I. Brief Description of the Initiation Plan/GEF PPG

Objective & Final Outputs

The objective of the GEF PPG is to develop the project concept into a full project: *Reducing Community Carbon Footprint by a Circular Economy Approach in the Republic of Serbia*. As described in the project concept (PIF/child project concept note), this project aims to reducing community carbon footprint by applying a circular economy approach.

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

- PIF cleared for WP inclusion or GEF Council approved PIF
- SEDP pre-screening (of PIF)
- Comments from GED Secretariat, Council, STAP
- [Annotated NCE VF Project Document Template](#) and associated guidance included therein
- [UNDP policies and procedures](#)
- UNDO – GEF guidance 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 NCE VF 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 NCE VF review and clearance	July 21, 2021	10 months of PIF approval for FSPs and 6 months for MSPs. <i>Update: Due to the COVID-19 pandemic, all outstanding GEF projects pending submission and endorsement have been extended for a total of six months.</i>
First GEF Submission Deadline for CEO Endorsement	September 21, 2021	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. <i>Update: Due to the COVID-19 pandemic, all outstanding GEF projects pending submission and endorsement have been extended for a total of six months.</i>
CEO Endorsement Deadline after which the project will be cancelled if not endorsed	January 21, 2022	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. <i>Update: Due to the COVID-19 pandemic, all outstanding GEF projects pending submission and endorsement have been extended for a total of six months.</i>

Management Arrangements

The UNDP Country Office in Serbia will lead the project development process and manage the GEF PPG budget in full consultation with the BPPS/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 Environment Focal Point (EFP) will chair the Working Group. Working Group members will include UNDP CO representatives (EFP and Climate Change Portfolio Manager), representatives of Ministry of Environmental Protection of the Republic of Serbia and Administration for Joint Services.

The GEF PPG team will be composed of the consultancies described in the draft Terms of Reference (TORs) in Annex 2.

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 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 NCE VF 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.

III. GEF PPG Activities

Component A: Preparatory Technical Studies & Reviews

The following technical studies and reviews will be conducted.

a. Desktop and field-based studies and data collection

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

- Development challenge and strategy (including threats, problems and barrier assessment);
- Review of national policy and legislative frameworks;
- Problem and solution trees, assumptions and risks, 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 High 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

Based on the above reviews, and through consultation with stakeholders, the targeted project pilot/demonstration sites will be identified for which local self-governments has decided to apply funding. This should include providing geographic coordinates, maps and shapefiles for inclusion in the ProDoc.

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 NCE VF 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 OFF.

UNDP should in general not have a role in project execution as project execution is the primary responsibility of the selected Implementing Partner (see NCE VF 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: NA

Component B: Formulation of the NCE VF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes

Based on the technical studies and reviews undertaken under **Component A**, the NCE VF Project Document will be developed (following the annotated NCE VF 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 and Budget

The gender analysis conducted in **Component A** 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.

ESMF option (high): 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:

- Project map and Geospatial Coordinates of project sites
- Multi Year Work Plan
- Monitoring Plan
- UNDP Risk Register
- Overview of Technical Consultancies
- GEF 7 Taxonomy
- Initial Project Team Procurement Plan and TORs for key Project Team staff

Upon a request from the UNDP Regional Technical Adviser during the PPG implementation, the PPG team may be required to prepare additional annexes.

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 NCE VF project document if possible. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high.

IV. Total Budget and Work Plan for GEF PPG

Atlas Award ID:	00105418
Atlas Project/Output ID:	00106700
Award Title:	Circular Communities PPG
Project ID	00106700
Business Unit:	SRB 10
Project Title:	Reducing Community Carbon Footprint by a Circular Economy Approach in the Republic of Serbia
PIMS number:	6285
Implementing Partner:	UNDP

GEF Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Year 1 (2020)	Year 2 (2021)	Amount US\$	Budget Notes
Project preparation grant to finalize the NCE VF project document for project "Reducing Community Carbon Footprint by a Circular Economy Approach in the Republic of Serbia"	UNDP	62000	GEF TRUSTEE	71200	International Consultants	12,000	18,000	30,000	A
				71300	Local Consultants	5,000	11,000	16,000	B1 – B2 – B3
				71600	Travel	2,500	0	2,500	C
				74500	Miscellaneous Expenses	0	500	500	D
				75700	Trainings, workshops	500	500	1,000	E
PROJECT TOTAL						20,000	30,000	50,000	

Budget Note	Items	Total estimated person weeks	Total Budget US\$	Budget Note
A	International Consultant	8	30,000	<i>See Annex 2 for key responsibilities and qualifications.</i>
B1	Local Consultant – National Circular Economy Expert	8	7,000	
B2	Local Consultant - Social and Environmental Safeguards Expert	3	5,500	
B3	Local Consultant – Expert on Gender and Climate Change	3	3,500	
C	Travel	-	2,500	Travel for: (1) Airfare and DSA for the international consultant (Stakeholder Consultations); (2) Local travel of experts, in particular for regional

				consultations; and (3) Participation of representatives, as appropriate, to inception and validation workshops
D	Miscellaneous Expense	-	500	Miscellaneous cost, e.g: Communication and printing cost
E	Trainings, workshops	-	1,000	Stakeholder consultation and validation meetings costs: Venue, facilitation, interpretation as necessary, and materials

V. GEF PPG Activities timeframe and budget

PPG Activity	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	Jun 2021	July 2021	Budget (US\$)
Component A: Technical studies, etc.												40,000
Component B: Formulation of ProDoc, etc.												6,000
Component C: Validation Workshop												2,500
Delivery of final outputs												1,500

VI. Mandatory Annexes

Annex 1: GEF CEO PIF/PPG Approval Letter



Naoko Ishii
CEO and Chairperson

July 21, 2020

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

Dear Mr. Kurukulasuriya,

I am pleased to inform you that I have approved the PIF for the medium-sized project detailed below. I have also approved your request for Project Preparation Grant:

Decision Sought:	Medium-sized Project (MSP) PIF Approval and PPG Approval
GEFSEC ID:	10425
Agency:	UNDP
Agency ID:	6285
Focal Area:	Multi-focal
Project Type:	Medium-sized Project
Country:	Serbia
Name of Project:	Reducing Community Carbon Footprint by a Circular Economy Approach in the Republic of Serbia
Indicative GEF Project Financing:	\$1,777,000
Indicative Agency Fee:	\$168,815
PPG:	\$50,000
PPG Agency Fee:	\$4,750
Funding Source:	GEF Trust Fund

Agency Fee Commitment:		
Agency	Trust Fund	100% to be committed at First Disbursement (US\$)
UNDP	GEFTF	168,815

This approval is based on the understanding that the project is in conformity with GEF focal area strategies, and in line with GEF policies and procedures. Please ensure that your final project document, having fully addressed all Secretariat comments, will be approved within 12 months of CEO approval of the PIF.

Sincerely,

for Naoko Ishii
Chief Executive Officer and Chairperson

Copy to: Country Operational Focal Point, GEF Agencies, 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>Consultant 1: International CC expert in project design</p> <p>Type: IC</p> <p>Cost per person week: \$3,750</p> <p>Number of person weeks needed: 8</p>	<p>Role <i>The UNDP will engage a IC who will responsible for preparing the full package of required documentation to secure the GEF CO Endorsement, including the GEF CEO Approval Request Document, full NCE VF Project Document, GEF Climate Change Mitigation Tracking Tool, Co-financing letters and other supporting documents and reference material which might be requested by the GEF.</i></p> <p>Scope of Work</p> <p>Task 1: Perform a five-day inception mission to Belgrade to discuss and agree with the UNDP Serbia and the Ministry of Environmental Protection on all matters relevant for the assignment</p> <ul style="list-style-type: none"> ◦ Detailed work and mission plan with timeline and clear deliverables, initial list of key stakeholder consultations, ◦ Based on the approved detailed work and mission plan, conduct a mission ◦ Inception mission report provided after completion of the mission. Report should include, but not be limited to: <ul style="list-style-type: none"> ▪ Stakeholder mapping ▪ Main conclusions upon discussions with relevant stakeholders ▪ Identification of the main project beneficiaries ▪ Problem mapping ▪ Initial draft project strategy and financial structure, in case the findings of the mission support further project development <p>Task 2 – Prepare Project Identification Form incl. baseline assessment of institutional, legal and financial framework in Serbia relevant for reducing Community Carbon Footprint by a Circular Economy Approach</p> <p>The Consultant will provide quality guidance and technical advice to UNDP CO and national stakeholders to design overall work related to the formulation of project components and collect required information.;</p> <p>The Consultant will prepare the Project Identification Form for submission to GEF Secretariat including, but not limited to:</p> <ul style="list-style-type: none"> ▪ Oversee and guide stakeholder analysis among national and provincial government agencies, industrial and private sector, civil society and academic institutions to be made by local experts; ▪ Identify stakeholders’ interests and current and potential roles in project activities; ▪ Assess opportunities for public-private partnerships; ▪ Identify and approach potential beneficiaries of the Challenge Call; - Identify and analyze the European Green Deal and Paris Agreement with respect to EU Climate Change and Circular Economy package and 2030 targets, new climate change and circular economy plans/strategies, foreseen adaptation of Serbian Climate Change Law, preparation of the new relevant bylaws. ▪ Propose capacity building and awareness raising measures; ▪ Facilitate stakeholder consultations to ensure local and national ownership of the proposed project.

Task 3 - Prepare the draft UNDP GEF Project Document in required format

- Update GEF Project baseline provided in the PIF and targets along with identifying GEF Project indicators,
- Define the medium-sized project scope and logical framework on the bases of the results of baseline assessment and Project Identification Form,
- Selection, justification and development of pilot projects, including their cost-benefit analysis, direct GHG emissions,
- Detailed project design as per each activity listed in the PIF which shall include the incremental cost analysis that justifies the level and form of the GEF funding,
- Social, economic and financial sustainability of proposed project activities,
- Detailed incremental cost analysis to justify GEF intervention,
- Cost of expected project outcomes and outputs, co-financing sources and co-financing commitments in compliance with the GEF incrementality principle,
- Total budget and the work plan of the GEF Project,
- Description of local, national and global environmental benefits,
- Estimation of global environmental benefits (GHG emission reductions) based on the relevant GEF -STAP methodology for estimating GHG emission reduction of GEF supported climate change mitigation and circular economy projects,
- Project Monitoring and Evaluation plan, including the climate change indicator to track the project's progress and effectiveness, baseline and target values on indicators in line with the GEF Climate Change Mitigation Tracking Tool,
- A logical framework with indicators for the project implementation plan,
- Learning and replication strategy,
- Support the UNDP in assisting MoEP to provide co-financing,
- Draft the co-financing letters,
- Participate in one day workshop to present to UNDP Serbia, MoEP and other key stakeholders the draft Project Document

Task 4 – Finalize the draft project document for submission to the GEF together with the CEO Endorsement Request, GHG tracking tool, social screening template and other required annexes to the project document

Taking into account the comments received from MoEP, UNDP Serbia and UNDP/GEF Regional Technical and Principal Advisor, finalize the project document, CEO Endorsement Request and other required annexes for submission to the GEF Secretariat.

Task 5 – Review, respond and/or incorporate all comments received from the STAP and GEF Secretariat on project document and the GEF CEO Endorsement Request for final submission of the NCE VF MSP “Reducing Community Carbon Footprint by a Circular Economy Approach in the Republic of Serbia”.**Deliverables:**

- Inception report along with the stakeholder analysis, detailed time plan of the project preparation activities developed with UNDP Serbia and accepted
- Initial draft UNDP Project Document “**Reducing Community Carbon Footprint by a Circular Economy Approach in the Republic of Serbia**” including project strategy prepared and circulated for comments,
- Finalized UNDP Project Document and GEF CEO Endorsement Request with all relevant documentation (GHG Tracking Tool, Social Screening template) prepared and accepted for submission to the GEF,
- Final Medium-sized GEF CEO Endorsement Request, upon received comments

	<p>from GEF Sec, accepted by UNDP and GEF.</p> <p>Qualifications</p> <ul style="list-style-type: none"> ▪ An advance degree in mechanical/chemical/environmental/climate change engineering, ▪ Minimum of 10 years of demonstrable experience in the technical area of climate change and in preparing high quality project documents, particularly for UNDP and GEF projects; ▪ Excellent written and oral communication skills in English; ▪ Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches; ▪ Knowledge of and experience in climate change mitigation and circular economy, ▪ Experience working with wide range of stakeholder.
<p>Consultant 2: <i>National Circular Economy Expert</i></p> <p>Type: IC (national consultant)</p> <p>Cost per person-week: \$1,000</p> <p>Number of person-weeks needed: 7</p>	<p>Role <i>The UNDP will engage a national consultant who will responsible for supporting preparation of the full package of required documentation to secure the GEF CO Endorsement, including the GEF CEO Approval Request Document, full NCE VF Project Document, GEF Climate Change Mitigation Tracking Tool, Co-financing letters and other supporting documents and reference material which might be requested by the GEF.</i></p> <p>Scope of Work</p> <p>Task 1: Support organization of a two-day inception mission to discuss and agree with the UNDP Serbia and the Ministry of Environmental Protection on all matters relevant for the assignment</p> <ul style="list-style-type: none"> ◦ Propose detailed work and mission plan with timeline and clear deliverables, initial list of key stakeholder consultations, ◦ Based on the approved detailed work and mission plan, support international consultant of conducting a mission, ◦ Provide inputs for Inception mission report after completion of the mission. Report should include, but not be limited to: <ul style="list-style-type: none"> ▪ Stakeholder mapping ▪ Main conclusions upon discussions with relevant stakeholders ▪ Identification of the main project beneficiaries ▪ Problem mapping ▪ Initial draft project strategy and financial structure, in case the findings of the mission support further project development <p>Task 2 – Provide inputs to Project Identification Form incl. baseline assessment of institutional, legal and financial framework based on national circumstances, relevant for reducing Community Carbon Footprint by a Circular Economy Approach</p> <p>The Consultant will provide inputs to international consultant relevant for designing overall work related to the formulation of project components and collect required information.;</p> <p>The Consultant will prepare inputs for developing the Project Identification Form for submission to GEF Secretariat including, but not limited to:</p> <ul style="list-style-type: none"> ▪ Preparing inputs for stakeholder analysis among national and provincial government agencies, industrial and private sector, civil society and academic institutions; ▪ Identify stakeholders’ interests and current and potential roles in project activities; ▪ Assess opportunities for public-private partnerships;

	<ul style="list-style-type: none"> ▪ Identify and approach potential beneficiaries of the Challenge Call; ▪ Identify and analyze national circumstances regarding climate change and circular economy plans/strategies considering provisions of the European Green Deal and Paris Agreement, with specific focus on private sector and role of cities and municipalities in achieving set goals, ▪ Propose capacity building and awareness raising measures; ▪ Facilitate stakeholder consultations to ensure local and national ownership of the proposed project. <p>Task 3 – Provide inputs for the draft UNDP GEF Project Document in required format</p> <ul style="list-style-type: none"> • Update GEF Project baseline provided in the PIF and targets along with identifying GEF Project indicators, • Provide inputs for defining the medium-sized project scope and logical framework on the bases of the results of baseline assessment and Project Identification Form, • Based on national circumstances, provide inputs for selection, justification and development of pilot projects, including their cost-benefit analysis, • Provide inputs for social, economic and financial sustainability of proposed project activities, • Cost of expected project outcomes and outputs, co-financing sources and co-financing commitments in compliance with the GEF incrementality principle, • Provide description of local, national and global environmental benefits, • Inputs for the Project Monitoring and Evaluation plan, including the climate change indicator to track the project’s progress and effectiveness, baseline and target values on indicators in line with the GEF Climate Change Mitigation Tracking Tool, • A logical framework with indicators for the project implementation plan, • Learning and replication strategy, • Draft the co-financing letters which will be reviewed by international consultant, • Participate in one day workshop to present to UNDP Serbia, MoEP and other key stakeholders the draft Project Document <p>Task 4 – Provide inputs for the draft project document for submission to the GEF together with the CEO Endorsement Request, GHG tracking tool, social screening template and other required annexes to the project document</p> <p>Taking into account the comments received from MoEP, UNDP Serbia and UNDP/GEF Regional Technical and Principal Advisor, finalize the project document, CEO Endorsement Request and other required annexes for submission to the GEF Secretariat.</p> <p>Task 5 – Review, respond and/or incorporate all comments received from the STAP and GEF Secretariat on project document and the GEF CEO Endorsement Request for final submission of the NCE VF MSP “Reducing Community Carbon Footprint by a Circular Economy Approach in the Republic of Serbia”.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> - Inception report along with the stakeholder analysis, detailed time plan of the project preparation activities developed with UNDP Serbia and accepted, - Report on national circumstances related to climate change and circular economy, national legislation, stakeholders mapping and role of private sector prepared and
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	<p>accepted;</p> <ul style="list-style-type: none"> - Report on Initial draft UNDP Project Document “Reducing Community Carbon Footprint by a Circular Economy Approach in the Republic of Serbia” including project strategy prepared and circulated for comments, - Report on Finalized UNDP Project Document and GEF CEO Endorsement Request with all relevant documentation (GHG Tracking Tool, Social Screening template) prepared and accepted for submission to the GEF. <p>Qualifications</p> <ul style="list-style-type: none"> ▪ An advance degree in mechanical/chemical/environmental/climate change engineering, ▪ Minimum of 10 years of demonstrable experience in the technical area of climate change and in preparing high quality project documents, particularly for UNDP and GEF projects; ▪ Excellent written and oral communication skills in English; ▪ Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches; ▪ Knowledge of and experience in climate change mitigation and circular economy, ▪ Experience working with wide range of stakeholder.
<p><u>Consultant 3:</u> <i>Social and Environmental Safeguards Expert</i></p> <p>Type: IC (national consultant)</p> <p>Cost per person-week: \$1,100</p> <p>Number of person-weeks needed: 5</p>	<p><i>Role</i> <i>The National Social and Environmental Safeguards will develop mandatory project Annexes related to application of social and environmental safeguards and support adherence of project development to UNDP’s SESP and specific requirements, as appropriate.</i></p> <p><i>Scope of Work</i></p> <p>Task 1: Coordinate with and support the Climate Change Portfolio Manager, Technical Expert engaged to prepare the project document and Gender Specialist, including:</p> <ul style="list-style-type: none"> - Review the pre-screening (SESP) of the PIF. - Agree to a project-specific safeguards approach, workplan and mission schedule (as needed) with the Climate Change Portfolio Manager, NCE VF Regional Technical Adviser and the Technical Expert engaged to prepare the project document. - Support the application of Free, Prior and Informed Consent (FPIC) for the PPGs with that requirement. - Familiarize representatives of project partners with UNDP’s SES and specific requirements, as appropriate. <p>Task 2: Update the SESP and prepare an Environmental and Social Management Framework (ESMF) for the project: Conduct initial assessment.</p> <ul style="list-style-type: none"> - Assist and/or advise the Climate Change Portfolio Manager, Technical Expert engaged to prepare the project document and Gender Specialist in securing initial FPIC, where required, - Conduct stakeholder analysis among national and provincial government agencies, industrial and business sector, civil society and academic/research institutions; - Identify stakeholders’ interests and current and potential roles in project activities; - Assess opportunities for public-private partnerships; - Propose capacity building and awareness raising measures; - Facilitate stakeholder consultations to ensure local and national ownership of the proposed project,

	<ul style="list-style-type: none"> - Develop the draft ESMF, in line with UNDP’s Guidance Note on Assessment and Management, - Finalize the ESMF in coordination with the Technical Expert engaged to prepare the project document, based on stakeholder consultations and close engagement, <p>Task 3: Update and finalize the SESP, based on the ESMF, including responding to any initial comments from UNDP GEF Regional Technical Advisors.</p> <p>Task 4: Provide inputs, advice and/or feedback on relevant sections of the project document to ensure alignment with and consideration of safeguards, including responding to any comments from UNDP GEF Regional Technical Advisors, UNDP New York, and/or the GEF Secretariat but not limited to the following:</p> <ul style="list-style-type: none"> - Stakeholder Engagement Plan; - Gender Analysis and Action Plan; - Risk Table and “Risks and Assumptions” section; - Relevant project Outcomes and/or Outputs; - Terms of Reference for the project management unit. <p>Deliverables</p> <ul style="list-style-type: none"> - Pre-screening (SESP) of the PIF reviewed; project-specific safeguards approach and workplan agreed upon with the Climate Change Portfolio Manager, NCE VF Regional Technical Adviser and the Technical Expert engaged to prepare the project document.; - SESP updated and an Environmental and Social Management Framework (ESMF) prepared and delivered to UNDP; - Initial assessment conducted; - ESMF developed and finalized; - Final SESP agreed with UNDP and finalized.; - Inputs, advice and/or feedback on relevant sections of the project document provided to ensure alignment with and consideration of safeguards. <p>Qualifications</p> <ul style="list-style-type: none"> - An advanced degree (MSc/former VII/1 Serbian national grade or higher) in field related to international development, with specific academic background related to social and environmental sustainability. - At least 7 years of experience related to social and environmental standards and impact assessment in an international development context; - Familiarity with the UN System, in particular UNDP; - Specific technical expertise in the SES thematic area of Social and Environmental Screening and Assessment, or other relevant area. - Excellent analytical, writing, advocacy, presentation, and communications skills are required; and - Excellent written and oral communication skills in English and Serbian.
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<p>Consultant 4: <i>National Gender and Safeguard Specialist</i></p> <p>Type: IC (national consultant)</p> <p>Cost per person-week: app. \$1,160</p> <p>Number of person-weeks needed: 3 (14 days)</p>	<p><i>National Gender Specialist will perform in-depth gender analysis and prepare Gender Action Plan and associated budget</i></p> <p>Scope of Work</p> <p>Task1: Prepare inputs and support the required analyses/studies, as agreed with the Climate Change Portfolio Manager, Technical Expert engaged to prepare the project document and SES Expert, including:</p> <ul style="list-style-type: none"> - Drafting an initial Action plan for incorporation of gender aspects in the project, with quantifiable baseline and target indicators, as per GEF and UNDP guidance; - Advising on the stakeholder analysis (gender disaggregated and gender sensitive), performing consultations and ensuring that they are complete and comprehensive; - Preparing the gender analysis and working closely with the Technical Expert engaged to prepare project document to ensure gender related issues are meaningfully integrated into the project’s strategy, theory of change and results framework; - Ensuring the action points, including risk assessments (gender sensitive), 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. <p>Task 2: Preparing inputs and supporting the required analyses/studies, as agreed with the Climate Change Portfolio Manager, including:</p> <ul style="list-style-type: none"> - Gender Action plan and associated budget; - Updating the SESP, as needed, based on assessments undertaken under task 1; <p>Supporting the development ESMF namely, environmental and/or social management plan(s) for all gender related risks identified as Moderate or High.</p> <p>Task 3: Supporting Climate Change Portfolio Manager and Technical Expert engaged to prepare the project document and SES Expert in communicating with project partners, including:</p> <ul style="list-style-type: none"> - Supporting the validation of Gender Action plan and ESMF; - Supporting all necessary revisions required by project partners, as appropriate. <p>Task 4: Supporting elaboration of the project document and GEF CEO Endorsement Request, by providing gender related inputs provided to Technical Expert engaged to prepare project document to finalize Project Document, as appropriate.</p> <p>Deliverables</p> <ul style="list-style-type: none"> - Inputs and support the required analyses/studies, as agreed with the Climate Change Portfolio Manager prepared and delivered. - Draft Gender Action Plan and associated budget prepared and delivered to UNDP; - Contributions to SESP and ESMF, as needed, based on assessments undertaken under task 2.; - Contribution to communication with project partners and necessary inputs to the Project Document, SESP and ESMF prepared and delivered to UNDP.; - Gender Action Plan and Budget approved by UNDP. <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Master’s degree or higher in a relevant field, such as gender studies, gender and development, women and environment, or women and sustainable development;
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	<ul style="list-style-type: none">▪ Minimum 7 years of demonstrable experience in the technical area of gender mainstreaming, community development, and social and environmental safeguards risk assessment and mitigation;▪ Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans;▪ Demonstrated understanding of the links between sustainable development, social and gender issues;▪ Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations;▪ Experience with project development and results-based management methodologies is highly desired;▪ Excellent analytical, writing, advocacy, presentation, and communications skills are required; and▪ Excellent written and oral communication skills in English language.
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