

# Initiation Plan / GEF PPG



Empowered lives.  
Resilient nations.

**Project Title:** Enhancing the Energy Management System to Scale up Energy Efficiency Investments in Public Buildings in 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 of 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:** Moderate

ATLAS Award ID: 00123635	<b>Total budget:</b>	US\$50,000
ATLAS Project/Output ID: 00118838	<b>Allocated resources:</b>	
PIMS number: 6388	• GEF	US\$50,000
Management Arrangement: DIM		

AGREED BY

Francine Pickup

*Francine Pickup*

27-Aug-2020

UNDP Resident Representative<sup>1</sup>

Signature

Date

<sup>1</sup> Edit as necessary. Include other Agency as necessary.

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NCE VF

## 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: *Enhancing the Energy Management System to Scale up Energy Efficiency Investments in Public Buildings in Serbia*. As described in the project concept (PIF/child project concept note), this project aims to reduce greenhouse gas emissions by improving the energy efficiency and promoting the use of renewable energy sources in public buildings with a particular focus on state owned buildings.

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 NCE VF Project Document Template](#) and associated guidance included therein
- [UNDP policies and procedures](#)
- NCE VF 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. NCE VF 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
<b>Internal submission date</b> for NCE VF review and clearance	<u>9 June 2021</u>	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 <b>six months</b>.</i>
<b>First GEF Submission Deadline</b> for CEO Endorsement	<u>9 August 2021</u>	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 <b>six months</b>.</i>

<p><b>CEO Endorsement Deadline</b> after which the project will be cancelled if not endorsed</p>	<p><i>9 December 2021</i></p>	<p>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 <b>six months</b>.</i></p>
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### **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 Energy Portfolio Manager), the representatives of Ministry of Mining and Energy 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.

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## **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](http://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.

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### 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 *Moderate* and highlighted potential safeguard risks to be further assessed during the PPG phase.

The required targeted assessment(s) of the risks related to SES Principles will be undertaken. The assessment will identify ways to avoid negative environmental and social impacts where possible and if risk avoidance is not possible, then mitigation and management measures must be identified.

##### d. Identification of project sites

Based on the above reviews, and through consultation with stakeholders, the targeted project demonstration sites will be identified for which the Government has decided to apply funding for an

Energy Efficiency Renovation Programme under the Council of Europe Development Bank loan. 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**

N/A

#### **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 (moderate):** The ESMF will identify the required management plans that will be prepared during project implementation.

**Moderate option b:** Per the pre-SESP, all risks can be managed through the design of the project and therefore no separate management plans are needed except for Gender Analysis and Action Plan.

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

<b>Atlas Award ID:</b>	00123635
<b>Atlas Project/Output ID:</b>	00118838
<b>Award Title:</b>	Energy Management System 2 PPG
<b>Project ID</b>	00118838
<b>Business Unit:</b>	SRB 10
<b>Project Title:</b>	Enhancing the Energy Management System to Scale up Energy Efficiency Investments in Public Buildings in Serbia
<b>PIMS number:</b>	6388
<b>Implementing Partner:</b>	UNDP

GEF Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	2020 Budget	2021 Budget	Total US\$	Budget Notes
Project preparation grant to finalize the document for project: "Enhancing the Energy Management System to Scale up Energy Efficiency Investments in Public Buildings in Serbia"	UNDP	62000	GEF TRUSTEE	71200	International Consultants	11,000	27,000	38,000	A
				71300	Local Consultants	2,800	6,200	9,000	B1 -B2
				71600	Travel	300	700	1,000	C
				72500	Supplies	400	400	800	D
				74500	Miscellaneous Expenses	300	300	600	E
				75700	Trainings, workshops	200	400	600	F
<b>PROJECT TOTAL</b>						<b>15,000</b>	<b>35,000</b>	<b>50,000</b>	

Budget Note	Items	Total estimated person weeks	Budget US\$	Budget Note
A	International energy/CC expert specialised in project design	8	38,000	See Annex 2 for key responsibilities and qualifications
B1	Local Consultant - Social and Environmental Safeguards	3	4,500	
B2	Local Consultant - National Gender Specialist	3	4,500	
C	Travel		1,000	In-country missions
D	Supplies		800	Stationary, etc.
E	Miscellaneous Expenses		600	Translation, etc.
F	Training, workshop		600	Meetings, workshop

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**V. GEF PPG ACTIVITIES TIMEFRAME AND BUDGET**

<b>PPG Activity</b>	<b>Aug 2020</b>	<b>Sep 2020</b>	<b>Oct 2020</b>	<b>Nov 2020</b>	<b>Dec 2020</b>	<b>Jan 2021</b>	<b>Feb 2021</b>	<b>Mar 2021</b>	<b>Apr 2021</b>	<b>May 2021</b>	<b>Jun 2021</b>	<b>Jul 2021</b>	<b>Budget (US\$)</b>
<b>Component A:</b> Technical studies, etc.	X	X	X	X	X	X							
<b>Component B:</b> Formulation of ProDoc, etc.				X	X	X	X	X	X				
<b>Component C:</b> Validation Workshop, meetings									X	X			
<b>Delivery of final outputs</b>										X	X	X	

## VI. MANDATORY ANNEXES

### Annex 1: GEF CEO PIF/PPG Approval Letter



**Naoko Ishii**  
CEO and Chairperson

June 9, 2020

Mr. Pradeep Kurukulasuriya  
GEF Executive Coordinator  
United Nations Development Program  
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:	10443
Agency(ies):	UNDP
Agency(ies) ID:	6388
Focal Area:	Climate Change
Project Type:	Medium-sized Project
Country(ies):	Serbia
Name of Project:	Enhancing the Energy Management System to Scale up Energy Efficiency Investments in Public Buildings in Serbia
Indicative GEF Project Financing:	\$1,405,000
Indicative Agency Fee:	\$133,475
PPG:	\$50,000
PPG Agency Fee:	\$4,750
Funding Source:	GEF Trust Fund

Agency Fee Commitment:		
Agency(ies)	Trust Fund	100% to be committed at First Disbursement (US\$)
UNDP	GEFTF	\$133,475

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,

Naoko Ishii  
Chief Executive Officer and Chairperson

Copy to: Country Operational Focal Point, GEF Agencies, Trustee  
1818 H Street, NW • Washington, DC 20433 • USA  
Tel: +1 (202) 473 3202 • Fax: +1 (202) 522 3240  
E-mail: gefceo@thegef.org • www.thegef.org

## Annex 2: Draft Terms of Reference (TORs) of Consultants Financed by the Project Preparatory Grant (GEF PPG)

The cost per consultancy week and number of weeks provided below are indicative only and should be revised.

Position, Type and Cost	Role, Deliverables and Qualifications
<p><b>Consultant 1:</b> International energy/CC expert specialised in project design <b>Type:</b> IC</p> <p><b>Cost per person week:</b> US\$4,750 <b>Number of person weeks needed:</b> 8</p>	<p><b>Role</b> <i>The UNDP will engage a IC who will be responsible for preparing the full package of required documentation to secure the GEF CEO 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><b>Scope of Work</b></p> <p><b>Task 1 – Perform a two-day inception mission to Belgrade to discuss and agree with UNDP Serbia and MME on all matters relevant for the assignment.</b> The results of the mission shall be summarized in a brief inception report.</p> <p><b>Task 2 – Prepare a detailed project background information and explanation of development challenges which the new project should address</b> Explanation should comprise but is not limited to the following chapters:</p> <ul style="list-style-type: none"> <li>• <b>Analysis of the most recent development in regional EE strategic framework which Serbia must comply with and Serbia’s response to it.</b> <ul style="list-style-type: none"> <li>○ Energy Community Ministerial Council focuses on treaty amendments with respect to EU Clean Energy Package and 2030 targets;</li> <li>○ New energy-climate plan/strategy;</li> <li>○ Foreseen revision of the Law on Efficient Use of Energy;</li> <li>○ Preparation of the new relevant bylaws, etc.</li> </ul> </li> <li>• <b>Analysis of failures of previous attempts to establish energy management and existing barriers to the implementation of energy management in public entities (other than municipalities) in Serbia which fall into the group B-2 of designated parties.</b> <p>The Analysis should contain, but is not limited to the chapters listing and/or describing:</p> <ul style="list-style-type: none"> <li>○ Major barriers and deficits with respect to legal framework;</li> <li>○ Major barriers and deficits with respect to institutional framework;</li> <li>○ Major barriers and deficits with respect to financial framework including the accounting procedures in public entities, budgetary issues, the taxation policy and incentive policy;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Major barriers and deficits with respect to human resources and organizational issues, health, social, culture and sports institutions;</li> <li>○ Major barriers and deficits with respect to available infrastructure and tools necessary for the implementation of energy management.</li> <li>● <b>Analysis of the most relevant development in establishing energy management system in Serbia, with emphasis on the B-2 category of designated parties.</b></li> </ul> <p>The Analysis should contain, but is not limited to the chapters listing and/or describing:</p> <ul style="list-style-type: none"> <li>○ Ongoing process of transformation of current EE budgetary fund to EE fund as a legal entity;</li> <li>○ Available financing instruments (loans) for EE renovation of B-2 buildings provided by IFIs other than CEB;</li> <li>○ Issues related to monitoring, verification and reporting on energy savings in B-2 buildings after EE renovation; etc.</li> </ul> <p><b>Task 3 – Elaborating the GEF Project Strategy as follows:</b></p> <ul style="list-style-type: none"> <li>● <b>Updating GEF Project baseline provided in the PIF, targets along with identifying GEF Project indicators. The indicators shall be discussed and agreed with the MME.</b></li> <li>● <b>Defining the medium-sized project scope and logical framework on the basis of the results of baseline assessment and Project Identification Form (PIF):</b></li> </ul> <ul style="list-style-type: none"> <li>○ List of priority barriers to promoting energy management in B-2 category of designated parties;</li> <li>○ A set of viable outcomes, outputs and activities that constitute the most effective response to the identified barriers to promoting implementation of energy management B-2 category of designated parties;</li> <li>○ Scope of activities for promoting municipal energy management;</li> <li>○ Selection, justification and development of pilot projects, including their cost-benefit analysis, direct GHG emissions, etc</li> <li>○ 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;</li> <li>○ Social, economic and financial sustainability of proposed project activities;</li> <li>○ Detailed incremental cost analysis to justify GEF intervention;</li> <li>○ Costs of expected project outcomes and outputs, co-financing sources and co-financing commitments in compliance with the GEF incrementality principle;</li> <li>○ Total budget and the work-plan of the GEF Project;</li> </ul>
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	<ul style="list-style-type: none"> <li>○ Description of local, national and global environmental benefits;</li> <li>○ Estimation of global environmental benefits (GHG emission reductions) based on relevant GEF-STAP methodology for estimating GHG emission reduction of GEF-supported energy efficiency projects;</li> <li>○ Project M&amp;E plan, including a set of CC indicators (tons CO<sub>2</sub>eq avoided, etc.) to track the project's progress and effectiveness, baseline and target values on indicators in line with GEF Climate Change Mitigation Tracking Tool;</li> <li>○ A logical framework with indicators for the project implementation plan;</li> <li>○ Learning and replication strategy;</li> <li>○ Elaborated GEF Climate Change Mitigation "Tracking Tool" constituting the necessary component of the full-size project document submittal;</li> <li>○ Support the UNDP in assisting MME to provide co-financing;</li> <li>○ Communicate with partners and drafting the co-financing letters.</li> </ul> <p><b>Task 6 - Prepare the draft NCE VF Project Document in required format</b></p> <p>The project document shall include logical framework analysis, the Project Planning Matrix, GEF tracking tool as well as completion of all annexes to the project document</p> <p><b>Task 7 – Prepare the draft of a full-fledged GEF CEO Approval Request in required format</b></p> <p><b>Task 8 – Prepare Social and Environmental Safeguards Report</b></p> <p><b>Task 9 - Review and incorporate all comments received from the NCE VF Regional Technical and Principal Advisor on the NCE VF Project Document.</b></p> <p><b>Task 10 - Review and incorporate all comments received (during the contract period) from the STAP and GEF Secretariat on GEF CEO Approval Request.</b></p> <p><b>Final Deliverables:</b></p> <ul style="list-style-type: none"> <li>● Inception report along with the detailed time plan of the project preparation activities developed and agreed upon with UNDP Serbia.</li> <li>● Draft project background information and explanation of development challenge prepared and approved by UNDP.</li> <li>● Project background information and explanation of development challenge prepared and approved by UNDP.</li> <li>● Draft Report on GEF Project Strategy prepared</li> <li>● Report on GEF Project Strategy approved by UNDP</li> <li>● Social and Environmental Safeguards Report consolidated</li> <li>● Social and Environmental Safeguards Report approved by UNDP</li> </ul>
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	<ul style="list-style-type: none"> <li>• Draft UNDP Project Document (template will be provided separately) prepared</li> <li>• Draft Full-fledged GEF CEO Approval Request prepared and approved by UNDP for submission to GEF</li> <li>• Final UNDP Project Document approved by UNDP</li> <li>• Final Full-fledged GEF CEO Approval Request approved by UNDP and GEF</li> <li>• Final report</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• An advanced degree (MSc/former VII/1 Serbian national grade or higher) in mechanical/chemical/environmental/electrical/architectural engineering or in economy.</li> <li>• A minimum of 10 years of proven experience in energy/environmental sector since obtaining the required degree;</li> <li>• Proven international experience in project development in CC field, preferably related to energy efficiency. Means of verification: the list of prepared projects along with verifiable references;</li> <li>• Experience in working with wide range of stakeholders (private, governmental, etc.).</li> <li>• Excellent written and verbal command of the English language;</li> <li>• Proficiency in report drafting</li> </ul>
<p><b>Consultant:</b> <i>Social and Environmental Safeguards Expert</i></p> <p><b>Type:</b> NC</p> <p><b>Cost per person-week:</b> US\$1,500</p> <p><b>Number of person-weeks needed:</b> 3</p>	<p><b>Role</b></p> <p><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><b>Scope of Work</b></p> <p><b>Task 1:</b> Coordinate with and support the Energy Portfolio Manager, Technical Expert engaged to prepare the project document and Gender Specialist, including.</p> <ul style="list-style-type: none"> <li>• Review the pre-screening (SESP) of the PIF.</li> <li>• Agree to a project-specific safeguards approach, workplan and mission schedule (as needed) with the Energy Portfolio Manager, NCE VF Regional Technical Adviser and the Technical Expert engaged to prepare the project document.</li> <li>• Support the application of Free, Prior and Informed Consent (FPIC) for the PPGs with that requirement.</li> <li>• Familiarize representatives of project partners with UNDP's SES and specific requirements, as appropriate.</li> </ul> <p><b>Task 2:</b> Update the SESP and prepare an Environmental and Social Management Framework (ESMF) for the project:</p>



	<ul style="list-style-type: none"> <li>• Conduct initial assessment.</li> <li>• Assist and/or advise the Energy Portfolio Manager, Technical Expert engaged to prepare the project document and Gender Specialist in securing initial FPIC, where required.</li> <li>• Develop the draft ESMF, in line with <a href="#">UNDP's Guidance Note on Assessment and Management</a>.</li> <li>• Finalize the ESMF in coordination with the Technical Expert engaged to prepare the project document, based on stakeholder consultations and close engagement.</li> </ul> <p><b>Task 3:</b> Update and finalize the SESP, based on the ESMF, including responding to any initial comments from UNDP GEF Regional Technical Advisors.</p> <p><b>Task 4:</b> 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"> <li>• Stakeholder Engagement Plan;</li> <li>• Gender Analysis and Action Plan;</li> <li>• Risk Table and "Risks and Assumptions" section;</li> <li>• Relevant project Outcomes and/or Outputs;</li> <li>• Terms of Reference for the project management unit.</li> </ul> <p><b><i>Deliverables</i></b></p> <ul style="list-style-type: none"> <li>• Pre-screening (SESP) of the PIF reviewed; project-specific safeguards approach and workplan agreed upon with the Energy Portfolio Manager, NCE VF Regional Technical Adviser and the Technical Expert engaged to prepare the project document.</li> <li>• SESP updated and an Environmental and Social Management Framework (ESMF) prepared and delivered to UNDP;</li> <li>• Initial assessment conducted;</li> <li>• ESMF developed and finalized</li> <li>• Final SESP agreed with UNDP and finalized.</li> <li>• Inputs, advice and/or feedback on relevant sections of the project document provided to ensure alignment with and consideration of safeguards</li> </ul> <p><b><i>Qualifications</i></b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
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	<ul style="list-style-type: none"> <li>• At least 10 years of experience related to social and environmental standards and impact assessment in an international development context;</li> <li>• Familiarity with the UN System, in particular UNDP;</li> <li>• Specific technical expertise in the SES thematic area of Social and Environmental Screening and Assessment, or other relevant area.</li> <li>• Excellent analytical, writing, advocacy, presentation, and communications skills are required; and</li> <li>• Excellent written and oral communication skills in English and Serbian</li> </ul>
<p><b>Consultant:</b> <i>National Gender Specialist</i></p> <p><b>Type:</b> NC</p> <p><b>Cost per person-week:</b> US\$1,500</p> <p><b>Number of person-weeks needed:</b> 3</p>	<p><b>Role</b> <i>National Gender Specialist will perform in-depth gender analysis and prepare Gender Action Plan and associated budget</i></p> <p><b>Scope of Work</b></p> <p><b>Task1:</b> Prepare inputs and support the required analyses/studies, as agreed with the Energy Portfolio Manager, Technical Expert engaged to prepare the project document and SES Expert, including:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Advising on the stakeholder analysis (gender disaggregated and gender sensitive), performing consultations and ensuring that they are complete and comprehensive;</li> <li>• 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;</li> <li>• 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.</li> </ul> <p><b>Task 2:</b> Preparing inputs and supporting the required analyses/studies, as agreed with the Energy Portfolio Manager, including:</p> <ul style="list-style-type: none"> <li>• Gender Action plan and associated budget;</li> <li>• Updating the SESP, as needed, based on assessments undertaken under task 1;</li> </ul>

	<ul style="list-style-type: none"> <li>• Supporting the development ESMF namely, environmental and/or social management plan(s) for all gender related risks identified as Moderate or High.</li> </ul> <p><b>Task 3:</b> Supporting Energy 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"> <li>• Supporting the validation of Gender Action plan and ESMF;</li> <li>• Supporting all necessary revisions required by project partners, as appropriate.</li> </ul> <p><b>Task 4:</b> 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><b><i>Deliverables</i></b></p> <ul style="list-style-type: none"> <li>• Inputs and support the required analyses/studies, as agreed with the Energy Portfolio Manager prepared and delivered.</li> <li>• Draft Gender Action Plan and associated budget prepared and delivered to UNDP.</li> <li>• Contributions to SESP and ESMF, as needed, based on assessments undertaken under task 2.</li> <li>• Contribution to communication with project partners and necessary inputs to the Project Document, SESP and ESMF prepared and delivered to UNDP.</li> <li>• Gender Action Plan and Budget approved by UNDP.</li> </ul> <p><b><i>Qualifications</i></b></p> <ul style="list-style-type: none"> <li>• Master's degree or higher in a relevant field such as social sciences, e.g. pedagogic, psychology, etc.</li> <li>• Minimum 5 years of demonstrable experience in the technical area of gender studies</li> <li>• Recent experience in conducting gender-focused analysis and development of Gender Action plan to cover the identified gaps</li> <li>• Practical experience with gender mainstreaming process related to different target groups</li> <li>• Track record in developing capacity building curricula and delivering gender-focused trainings to various stakeholders</li> <li>• Excellent analytical, writing, advocacy, presentation, and communications skills are required; and</li> </ul>
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	<ul style="list-style-type: none"><li>• Excellent written and oral communication skills in English and Serbian.</li></ul>
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