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**United Nations Development Programme**

**Country: Seychelles**

**PROJECT DOCUMENT**

**PIMS No: 5483**

**Project Title:** *Strengthen national decision making towards ratification of the Minamata Convention and build capacity towards implementation of future provisions.*

**UNDP Strategic Plan Environment and Sustainable Development Primary Outcome:** *Managing Energy and Environment for Sustainable Development*.

**UNDP Strategic Plan Secondary Outcome:** *Strengthened national capacities to mainstream environment and energy concerns into national development plans and implementation.*

**Expected CP Outcome(s):** *By 2016, the governance systems, use of technologies and practices and financing mechanisms that promote environmental, energy and climate adaptation have been mainstreamed into national development plans.*

**Implementing Partner: Ministry of Environment and Energy/Programme Coordinating Unit Responsible Party: Ministry of Environment and Energy/Programme Coordinating Unit**

**Brief Description**

The goal of this project is to strengthen national decision making toward ratification of the Minamata Convention and build capacity towards implementation of future provisions. To this end, the Ministry of Environment and Energy will undertake the following activities (1) To create an enabling environment for decision-making on the ratification of the Minamata Convention; (2) Develop a National Mercury Profile and Mercury Initial Assessment Report.

Programme Period: 2014-2016

Atlas Award ID: 00084466

Project ID: 00092454

PIMS # 5483

Start date:

End Date

Management Arrangements: NIM

PAC Meeting Date :

Total resources required US$ 224,100

Total allocated resources: US$ 224,100

* + GEF US$ 199,100
	+ Government (In kind) US$ 20,000
	+ UNDP (in-kind) US$ 5,000

Total resources required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total allocated resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Regular \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other:
	+ GEF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Government \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ In-kind \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In-kind contributions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total resources required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total allocated resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Regular \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other:
	+ GEF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Government \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ In-kind \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In-kind contributions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total resources required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total allocated resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Regular \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other:
	+ GEF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Government \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ In-kind \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In-kind contributions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed by (Ministry of Environment and Energy):

 Date

Agreed by (UNDP):

 Date

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### Acronyms

|  |  |
| --- | --- |
| APR/PIR | Annual Project Review / Project Implementation Report  |
| MIA EA | Mercury Initial Assessment Enabling Activities |
| MC | Minamata Convention |
| CEO | Chief Executive Officer |
| CO | Country Office (UNDP) |
| COP | Conference of the Parties |
| MEE | Ministry of Environment and Energy  |
| DOE | Department of Environment |
| GEF | Global Environment Facility |
| LPAC | Local Project Appraisal Committee  |
| M&E | Monitoring and Evaluation |
| NAP | National Action Plan |
| NEL | National Environmental Laboratory |
| NGO | Non Governmental Organization |
| NIM | National Implementation Modality (UNDP’s) |
| POPP | Programme and Operations Policies and Procedures  |
| PSC | Project Steering Committee  |
| PM | Project Manager |
| PMU | Project Management Unit |
| PRODOC | Project Document |
| QOR | Quarterly Operational Reports |
| QSP TF | Quick Start Programme Trust Fund |
| RCU | Regional Coordination Unit |
| SAICM | Strategic Approach to International Chemicals Management |
| SBAA | Standard Basic Assistance Agreement |
| TOR | Terms of Reference |
| TBW | Total Budget and Workplan |
| UNDAF | United Nations Development Assistance Framework |
| UNDP | United Nations Development Programme |
| UNEP | United Nations Environment Programme |

# Situation Analysis

### 1.1 Point of Departure

This Project Document (PRODOC) serves to operationalise at the level of UNDP and government, the proposal for an Enabling Activity to undertaking a Mercury Initial Assessment (MIA) to enable the Government of Seychelles to determine the national requirements and needs for ratification of the Minamata Convention approved by the GEF on 04 June 2014. This proposal is appended to the PRODOC in Annex 1 and the GEF CEO Letter of Approval is in Annex 2.

The project builds on the status and awareness of Seychelles with respect to Mercury releases and priority actions and its efforts towards reaching the obligations set by the Minamata Convention on Mercury, which was signed by Seychelles in May 2014.

### 1.2 Background and Context

Seychelles signed the Minamata Convention on Mercury as recently as May 27th 2014, becoming the 98th signatory to the convention.

Seychelles has been undertaking a Child development study since the 1980s to evaluate the effects of prenatal methyl mercury exposure in babies born to mothers with high consumption of fish in their diet; fish consumption and low level mercury exposure on the development of children even before they are born. Although research is ongoing researchers have no evidence of abnormal or delayed development in children as a result of their mother’s consumption of fish during pregnancy. So far the data do not support the hypothesis that there is a neurodevelopmental risk from prenatal methyl mercury exposure resulting solely from ocean fish consumption.

The Seychellois population however consumes mostly demersal fishes, which apparently accumulate lower levels of mercury than larger open ocean predators such as swordfish. As concern grows about the sustainability of the demersal fisheries, people are being encouraged to consume more abundant pelagic species, such as swordfish and tuna.

Concentrations of methyl-mercury above the standard set by the European Union (EU) was detected in swordfish from the Seychelles earlier this year. This resulted in a temporary ban of imports of fish from the Seychelles. As swordfish makes up about 50% of catches in the local long-line fishery sector, the lack of a market for this species caused a temporary collapse of this sector. In turn, this resulted in long liners redirecting their fishing effort to the demersal fishery sector, which was already at risk of over-exploitation. As these long-liners are using highly effective practices their entrance into the demersal fishery raised serious concern about sustainability.

Seychelles has also ratified the Stockholm Convention in 2007 which states that Parties to the Convention must concentrate their efforts on managing the 21 POPs listed under the Convention including putting into place regulatory measures, undertaking comprehensive assessments of the presence of POPs.

Seychelles has received support for drafting its initial National Implementation Plan on POPs (2007) and is currently in the process of revising and updating its NIP with support from the GEF and UNIDO (2013).

The GEF-SGP is currently supporting the Lions Club in building capacities of the Public Utilities Corporation and the Customs division through sensitization and training for identification, labeling and testing of PCB related material and to help control import and export of such substances in the respective departments.

Seychelles is also participating in the regional UNEP project "Disposal of PCB Oils Contained in Transformers and Disposal of Capacitors Containing PCB in Southern Africa.

### 1.3 Stakeholder Analysis and Engagement

The proposed EA and the project framework, including envisaged activities, are entirely in line with the GEF Initial Guidelines for Enabling Activities for the Minamata Convention on Mercury (GEF/C.45/Inf.05).

The project’s objective is to undertake a Mercury Initial Assessment to enable the Government of the Republic of Seychelles to determine the national requirements and needs for the ratification of the Minamata Convention and establish a sound foundation to undertake future work towards the implementation of the Convention.

As per the GEF Initial Guidelines (GEF/C.45/Inf.05)

the Minamata Convention Initial Assessment for Seychelles will contain the following components:

a) Undertake an assessment of legislation and policies in regard to the implementation of the following Convention provisions:

The policy and legislative assessment will be undertaken through a review of existing legislation on chemicals management and identification of the gaps prevalent in association to issues of mercury.

b) Undertake a detailed Mercury Initial Assessment in the following categories:

•Stocks of mercury and/or mercury compounds and import and export procedures including an assessment of the storage conditions;

•Occurrence of mercury in local industrial processes and the source of supply of mercury, and its occurrence in waste streams;

•Sectors that may use mercury and the amount per year, including manufacturing processes, ASGM and mercury added products;

•Trade in mercury and mercury containing compounds.

•Assessment of mercury levels in fish for export (swordfish).

c) Identify:

•Emission sources of mercury;

•Release sources of mercury to land and water.

d) Assess institutional and capacity needs to implement the Convention.

Institutional capacity of governmental institutions and agencies will be assessed to determine the capacity needs and gaps that exist for the implementation of the Convention and propose interventions to strengthen these institutions and capacities. The assessment will also review the systems needed to report to the Convention under article 21 from the work already undertaken under the previous GEF Capacity Building project

The institutional capacity gaps identified and the findings of the legislation and policy review will be used to formulate a number of priority actions, which will be included in the Mercury Initial Assessment Report. Proposed actions will be discussed and agreed upon among the key stakeholders mentioned in section B through several rounds of discussions.

The project's key stakeholders are identified and elaborated in the table as follows:

**Table 1: Stakeholder Matrix**

| **Sector** | **Agency/department** | **Potential role in the project and rationale for involvement** |
| --- | --- | --- |
| Government | The Ministry of Environment and Energy (MEE) will be the executing agency | Ensure overall coordination at national level in support of the Minamata Convention, in particular: Setting of national targets; Support the Mercury inventory; Monitoring levels of contamination in environmental matrices and quantity of Mercury in products; Coordination with partners such as the Ministry of Health for achievement of the major objectives related to mercury phase-out; Oversee the environmentally sound disposal of waste products and materials resulting from phase-out efforts; Put into place interim and permanent measures for ensuring implementation of the Minamata Convention.  |
| Ministry of Health (MoH) | Coordinate the project components that relate to the use of Mercury in the health sector, advocate for the phase-out of Mercury containing devices where cost-effective alternatives exist and provide advice and guidance on best practices for Mercury management in the health sector.Oversee any project component, which involves human subjects; screen projects for ethical standards and provide advise on avenues for further exploration. Ensure the necessary linkages between future research on Mercury and heavy metals and the ongoing Child Development Study |
| Ministry of Natural Resources (MNR) | Oversee the work of the SFA and the SAA, as detailed below, being the parent Ministry of both institutions. Set policy guidelines and liaise with MEE to meet Minamata Convention Objectives |
| Seychelles Fishing Authority (SFA) | Monitoring the levels of methyl mercury in swordfish and identifying risks and sources linked to high mercury levels, in collaboration with the Fishermen and Boat Owners Association (FBOA), Institut de Recherche pour Développement (IRD) and Université de La Rochelle. Furthermore, coordinate and lead the project component on mercury monitoring in swordfish, including the programme’s design (swordfish sampling program, laboratory tests, data analysis and preparation of technical report) through collaboration with its partners |
| Seychelles Agricultural Agency (SAA) | Responsible for conducting inspections and certifying of fish Exports. Collaborate with local entities in the identification of areas where intervention is necessary within the agricultural sector and support recommended actions through its network of technicians, extension officers and facilities.  |
| Seychelles Bureau of Standards (SBS) | Verification and guidance on sampling methods; Provision of sampling materials; Conditioning and preservation of samples and coordination with external labs; Run tests for various matrices on behalf of the MEE for all entities participating in the project. |
| Fish and Boat Owners Association (FBOA) | Work in collaboration with IRD and SFA on identifying mercury in fish species. Provide access to swordfish for sampling, collaborate in the sampling program and provide inputs to the technical reports |
| Institut de recherché de la Reunion (IRD) | Design and collaborate in the design and implementation of the swordfish sampling program, data analysis and preparation of technical report.  |
| Université de La Rochelle and Human Resources | Provide laboratory facilities and train SFA staff to undertake tests/analysis in accordance with EU standards |
| Non-governmental Organizations | LUNGOS/CEPS (Other Civil Society Organizations and Non-Governmental Organizations )(CSOs/NGOs) | Will be engaged in the project to help required and important information (e.g. on the environmental and health aspects and concerns of mercury releases and accumulation in the environment) reach local communities at risk, the general public and decision makers.  |
| Academic Institutions | Secondary and Tertiary Education Institutions such as the University of Seychelles (UniSey)  | As they are the repositories of significant amount of knowledge and documentation, the institutions will play a key role in helping to identify existing documentation to avoid duplication of work. They will also be involved in key research programmes on mercury and mercury waste management and delivery of training programmes on hazardous waste management. |
| Private sector | Private Companies with engagement of the Seychelles Chamber of Commerce and Industry and other similar organizations | Involved in various important aspects of the proposed project: Private and parastatal companies/industries responsible for the release of Mercury and production of mercury containing wastes; Private medical facilities making use of mercury containing devices; Service providers involved in waste collection, disposal and treatment; Distributors and retailers of Mercury containing and Mercury-free consumer products; Laboratories for testing and certification etc.  |

**Gender Dimensions**

Generally, two groups are more at risk for the effects of mercury. Foetuses and people who are regularly exposed (chronic exposure) to high levels of mercury (such as populations that rely on subsistence fishing or people who are occupationally exposed or exposed through use of cosmetics). As mercury is passed on from mother to child, and foetuses and children are most susceptible to developmental effects from mercury, the MIA will pay particular attention to assessing national capacity to keep such risk groups safe. Recommendations on how to improve gender dimensions and gender mainstreaming related to mercury, and priorities actions in this area will be highlighted in the project document and the MIA report.

# Strategy

### 2.1 Project Goal, Objective, Outcomes and Outputs/Activities

**Project Goal:** To strengthen national decision making toward ratification of the Minamata Convention and build capacity towards implementation of future provisions

**Project Objective**

The project’s objective is to undertake a Mercury Initial Assessment to enable the Governments of Seychelles to determine the national requirements and needs for the ratification of the Minamata Convention and establish a sound foundation to undertake future work towards the implementation of the Convention.

This project will be implemented via the UNDP National Implementation Modality (NIM). The Programme Coordinating Unit of the Ministry of Environment and Energy (MEE) will be responsible for the implementation of the project.

The proposed EA project has been organized into two components:

**1.Creation of an enabling environment for decision-making on the ratification of Minamata.**

**2.Development of the National Mercury Profile and Mercury Initial Assessment Report**.

In order to achieve the above objective and in line with the GEF guidelines, the following outcomes will be implemented under this project namely:

**1.1 Conducting an assessment of the policy and regulatory framework and institutional capacity needs in regard to the implementation of the Convention’s provisions**.

* The work will begin with a review of the structures, institutions and policies and regulations already in place: Legislation on the governance of chemicals in general and the capacities of the key institutions will be the initial focus.
* Review of existing legislation and identification of gaps for meeting the Minamata Convention requirements and initial technical input on proposed amendments.
* Roles of ministries and institutions related to the key sectors where the mercury inventory might establishe the presence of mercury use, emissions and/or releases are to be analyzed. These institutions will include, but not be limited to the Ministries responsible for the issues related to Health, Economy, Environment, Agriculture and Fisheries, Energy and Waste Management.
* Capacities of these institutions will be reviewed and the gaps for comprehensive management of mercury issues will be identified.
* Identification of barriers that would hinder or prevent implementation of the Convention will be identified and recommendations will be made on how to remove such barriers.
* Upon the identification of capacity and/or regulatory gaps (in relation to the Convention’s obligations), these will be discussed and reviewed by the project's stakeholders. The results of these discussions will direct the work under component 2, in particular related to the development of the MIA Report.

**1.2 Raising awareness on the environmental and health impacts of mercury**

* An awareness raising plan will be developed to conduct awareness raising among the larger public on the human health and environmental effects of mercury and mercury compounds and conduct awareness on the proper management of mercury containing products and wastes (e.g thermometers, CFL`s tubes, batteries).
* Specifically, some targeted actions will be undertaken through preventive programmes on occupational exposure to mercury and its compounds (Article 16) and provision to the public of available information on health effects of mercury and its compounds. Awareness raising will target decision makers, the general public and population groups at risk.

**2.1 Building national capacity to undertake the Mercury Inventory.**

* National capacity to undertake the Mercury Inventory will be built through training, which will be conducted and facilitated by the project’s international technical advisor. Training will be provided on data collection methodologies, reliability, credibility, data analysis, etc.
* Training will be targeted towards a group of national technical experts who will conduct and develop the National Mercury Profile. Training will also be targeted towards key government representatives and other national project stakeholders who need sufficient knowledge about conducting a Mercury Inventory to be able to review it and comment on it.

**2.2 Conducting the Mercury Inventory and prepare the National Mercury Profile.**

* The inventory will make use of the UNEP "Toolkit for identification and quantification of mercury releases" , which is intended to assist countries to develop a national mercury releases inventory. It provides a standardized methodology and accompanying database enabling the development of consistent national and regional mercury inventories.
* Throughout the data collection, analysis and preparation of the Mercury Inventory, the national expert team will be guided by an international technical advisor. At the beginning of the assignment, the methodology and work programme for carrying out the inventory will be submitted to the Steering Committee\* and agreed upon. In addition, the experts will formally present their reports to the Steering Committee for comments, views and approval during the period of the assignment.
* They will be required to carry out an inventory of mercury-containing wastes in Seychelles in accordance with the UNEP Inventory Level 2 methodology. The experts are expected to conduct desk studies, thorough quantitative and qualitative surveys and field audits of the activities generating mercury-containing wastes in Seychelles, in number and nature in compliance with statistical norms in order to:
1. Identify and assess the amounts of emission sources of mercury and release sources of Mercury to land and water. This will include the identification of activities generating mercury-containing wastes in Seychelles.
2. Collect, compile data and prepare an inventory of the sources, types, quantities and physical states of mercury-containing wastes generated, stored and recycled, treated or disposed of in Seychelles. This will include the identification of old, historical sources of Mercury contamination (such as abandoned waste dumping sites).
3. Assess current levels of handling, storage and management practices for mercury-containing wastes.
4. Identify key sectors, local authorities, communities and other stakeholders affected by or involved with important Mercury sources and/or emissions.
5. Identify opportunities and propose measures for the minimisation, recycling, pre-treatment and disposal of mercury containing wastes.

After completion of the data gathering stage, a National Mercury Profile, including significant sources of emissions and releases, as well as inventories of Mercury and Mercury compounds, will be prepared for review, approval and adoption by national stakeholders during a validation workshop.

**2.3 Preparing the National MIA Report**

* Following the finalization of the project activities as envisaged under component 1 (1.1 – 1.2) as well as completion of the project activities 2.1 and 2.2 (see above), the national project team will prepare a National MIA Report.

### 2.2 Project Risks

Table 1: Project Risks Assessment and Mitigation Measures

| **Identified Risks** | **Risk Assessment** | **Mitigation Measures** |
| --- | --- | --- |
| Environmental:Pollution Incidents that may arise during sampling exercises for mercury analysis | Low | The Project Team will ensure that the consultants and relevant authorities doing the sampling are properly trained and equipped for this exercise. |
| Organisational:Institutional Arrangements (Lack of collaboration and participation from the relevant stakeholders) | Low | The National Project Director (NPD) will ensure that the relevant stakeholders of the Project Steering Committee are fully aware of the various activities under the project and their respective tasks and responsibilities. The NPD will also ensure that those tasks are achieved in a prompt and timely manner as per the Annual Work Plan and the progress report.  |
| Operational:Delay in the execution of activities due to lengthy governmental procedures. | Low  | Proper project planning will be ensured by the Project Steering Committee as per the Annual Work plan and monitoring of same will be done through the quarterly progress reports.The UNDP will provide assistance in the execution of certain activities thereby circumventing lengthy procurement procedures. |

# Project Results Framework and GEF Increment

Indicator Framework and Project Outputs

|  |
| --- |
| **This project will contribute to achieving the following Country Programme Outcome as defined in CPD:** Achieving environmental sustainability while addressing climate change and ensuring more effective environmental protection and conservation of natural resources |
| **Primary applicable Key Environment and Sustainable Development Key Result Area:** Mainstreaming environment and energy  |
| **Applicable GEF Strategic Objective and Program:** GEF-5 Mercury Strategy , Pre Ratification Program for the Minamata Convention on Mercury |
| **Applicable GEF Expected Outcomes:** * Use and production of mercury and mercury containing products within the country assessed
* Sources of mercury emissions and releases and assess contaminated sites determined
* Policy and regulatory changes necessary to implement a mercury program at national level and define the steps needed to affect these changes identified
* Institutional and capacity enhancement needs that would be required to implement the convention at the national level determined
 |

|  | **Indicator** | **Baseline** | **End of Project** **Targets**  | **Source of verification** | **Risks and Assumptions** |
| --- | --- | --- | --- | --- | --- |
| **Project Objective[[1]](#footnote-1)** Undertake a Mercury Initial Assessment (MIA) to enable the Government of Seychelles to determine the national requirements and needs for the ratification of the Minamata Convention and establish a national foundation to undertake future work towards the implementation of the Convention. |
| **EA Component 1: Creation of an enabling environment for decision-making on the ratification of Minamata.** |
| **Outcome 1**:Assessment of Policy and Regulatory framework, and institutional and capacity needs in regard to the implementation of Convention’s provisions  | Report on analysis of policy and regulatory reform needed for the implementation of the obligations of the ConventionReport identifying national needs and gaps to strengthen institutional capacity to implement the Convention | .Limited or no literature currently exists | An assessment report on the existing and required policy and regulatory framework as well as institutional capacity to implement the Convention | Policy and Regulatory framework assessment ReportProgress ReportsAWP | **Assumption:**The Government of Seychelles is willing to ratify the Convention and put in place the necessary framework. |
| **Outcome 2**Awareness raising on the environmental and health impacts of mercury | Number of activities organised to reach target audience.Number of people/institutions sensitized on the human health and environmental effects of mercury |  | Mercury awareness raising activities targeting decision makers and population groups at risk such as talks, brochures, pamphlets and flyers | Report on Awareness Raising activities undertakenProgress ReportsAWP | **Assumption:*** Key stakeholder institutions are willing to cooperate.
* Full participation of interested parties
 |
| **EA Component 2:Development of national Mercury Profile and Mercury Initial assessment Report** |
| **Outcome 3**National capacity building to undertake Mercury inventories | Country capacity built to effectively undertake a level 2 mercury inventory as per UNEP ToolkitNumber of persons trained on undertaking a mercury inventory Level 2 as per UNEP Toolkit |  | Capacity building and training exercises on how to conduct the mercury inventory targeting at least one representative from the relevant laboratories and institution represented in the Mercury Focus Group | Report on training exercises conductedProgress ReportsAWP | **Assumption:**National laboratories and experts willing to participate in the training and conduct the relevant studies/analysis |
| **Outcome 4**Development of a National Mercury Profile  | Report with a detailed description of sources of mercury releases and emissions in the country with quantification/estimation of these releases/emissions prepared. |  | Mercury Inventory (Level 2) conducted and sector description by usage of Mercury developedEnvironmental and health impact analysis conducted to support government decision | National Mercury Profile Report Progress ReportsAWP | **Assumption:*** Technical, human and financial resources are adequate to carry out the monitoring exercises.
* Laboratories are willing to participate
* Government is willing to support mercury monitoring efforts
 |
| **Outcome 5**A National MIA Report | A Mercury Initial Assessment (MIA) Report, with detailed proposals on how to address the pertinent gaps and barriers in implementing the Convention, modifications to be made to legislation and detailed costing in meeting the obligations of the Convention, is prepared and made available. | .  | A National MIA Report for the ratification and implementation of the Convention | National MIA ReportProgress ReportsProject Terminal ReportAWP | **Assumption:**Various analyses carried out as per the previous outcomes are validated by the stakeholders. |

A detailed activity list and a chronogram of activities per output will be finalised upon project inception.

# Total Budget and Workplan

|  |  |  |  |
| --- | --- | --- | --- |
| **Award ID:**  | *00084466* | Project ID(s): | *00092454* |
| **Award Title:** | Enabling Activity – Minamata Convention |
| **Business Unit:** | *MUS10* |
| **Project Title:** | Strengthening national decision making towards the ratification of the Minamata Convention and building capacity towards the implementation of future provisions  |
| **PIMS no. 5483** |  |
| **Implementing Partner (Executing Agency)**  | Ministry of Environment and Energy  |

| **GEF Outcome/Atlas Activity** | **Responsible Party/** **Implementing Agent** | **Fund ID** | **Donor Name** | **Atlas Budgetary Account Code** | **ATLAS Budget Description** | **Amount Year 1 (USD)** | **Amount Year 2 (USD)** | **Amount Year 3 (USD)** | **Total (USD)** | **See Budget Note:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COMPONENT 1:**  **Establishing an enabling environment for decision making on the ratification of the Minamata Convention** | **Ministry of Environment and Energy/ PCU** | **62000** | **GEF** | 71200 | International Consultants | 2,845 | 5,685 | 2,845 | 11,375 | a |
| 71300 | Local Consultants | 3,690 | 21,780 | 9,450 | 34,920 | b |
| 75700 | Training, Workshops and Conferences | 0 | 7,000 | 3,000 | 10,000 | c |
| 71600 | Travel | 4,205 | 500 | 0 | 4,705 | d |
|  |  |  | **Total** **Component 1** | **10,740** | **34,965** | **15,295** | 61,000 |  |
| **COMPONENT 2:**Development of a National Mercury Profile and Mercury Initial Assessment Report  | **Ministry of Environment and Energy/ PCU** | **62000** | **GEF** | 71200 | International Consultants | 2,845 | 5,685 | 2,845 | 11,375 | a |
| 71300 | Local Consultants | 12,190 | 38,780 | 17,950 | 68,920 | b |
| 75700 | Training, Workshops and Conferences | 3,000 | 3,000 | 3,000 | 9,000 | c |
|  |  | 72200 | Equipment and Furniture | 3,000 | 7,000 | 2,000 | 12,000 | e |
|  |  | 74200 | Audio Visual & Print Production Costs | 0 | 3,000 | 7,000 | 10,000 | f |
|  |  | 71600 | Travel | 0 | 4,500 | 4,205 | 8,705 | d |
|  |  |  | **Total Outcome 2** | **21,035** | **61,965** | **37,000** | **120,000** |  |
| **Project management unit** | **Ministry of Environment and Energy/ PCU** | **62000** | **GEF** | 72800 | Information Technology Equipment | 3,000 | 0 | 0 | 3,000 | g |
| 72500 | Supplies | 500 | 2,000 | 1,000 | 3,500 | h |
| 74100 | Professional Services | 0 | 7,000 | 2,100 | 9,100 | i |
| 74500 | Miscellaneous | 500 | 1,000 | 1,000 | 2,500 | j |
|  |  |  | **Total Management** | **4,000** | **10,000** | **4,100** | 18,100 |  |
|  |  |  |  | **PROJECT TOTAL** | 35,775 | 106,930 | 56,395 | 199,100 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Summary of Funds:**  |  |  |  |  |  |  |
|  |  |  |  |  | AmountYear 1 | AmountYear 2 | AmountYear 3 | Total |
|  |  |  |  | **GEF**  | 35,775 | 106,930 | 56,395 | 199.100 |
|  |  |  |  | **Government of Seychelles (in-kind)** | 8,000 | 8,000 | 4,000 | 20,000 |
|  |  |  |  | **UNDP Country Office (in-kind)** | 1,000 | 2,000 | 2,000 | 5,000 |
|  |  |  |  | **TOTAL** | 44,775 | 116,930 | 62,395 | 224,100 |

| **Budget Notes**  |
| --- |
| a | International Consultant: An International Technical Expert at a rate of $ 3,250 per week for 7 weeks at. The costs are spread equally across components 1 and 2 |
| b | Local Consultants: 1. A Project Manager at a rate of $720/week for 72 weeks with the costs spread equally across components 1 and 2
2. A National Expert on Regulatory and Policy Review at a rate of $500/week for 12 weeks with costs pertaining to component 1 only.
3. A Public Awareness Expert at a rate of $500/week for 6 weeks with costs pertaining to component 1 only.
4. Two National Experts on Data Collection at a rate of $500/week for 43 weeks with costs pertaining to component 2 only.
 |
| c | Consultation workshops, meetings and training activities.  |
| d | Travel in connection with project activities, including international travel to bring the International Technical Expert to the country. |
| e | Acquisition of Equipment (incl portable hard drives, printer, projector) and other peripherals in connection to the project activities |
| f | Printing of reports, materials for workshops and public awareness activities |
| g | Acquisition of laptops and software licences for the Project Team |
| h | Stationery and other office supplies and print media. |
| i | Audit fees and management and reporting services |
| j | Bank charges, exchange rate fluctuations and miscellaneous expenses |

# Management Arrangements

The project will be implemented according to the standard UNDP NIM guidelines over a period of 2 years. A Project Steering Committee ( PSC) is proposed to serve as the project`s coordination and decision making body.

The PSC will provide high-level policy guidance and orientation to the Implementation of the Project (Strengthen national decision making towards ratification of the Minamata Convention and build capacity towards implementation of future provisions). The PSC will be composed of the project’s principal stakeholders and decision-makers, ensuring a balanced and effective composition. All the necessary preparations for its effective functioning (preparation of Workplans, Budgets, Progress Reports, etc.) will be handled by the Programme Coordinator based at the Programme Coordinating Unit who will act as secretary of the Steering Committee.

The Ministry of Environment will chair the PSC, and the UNDP-GEF Programme Coordinator will serve as Secretary. The PSC will consist of (10) voting members from the following organizations (Listed below) including UNDP. Other members may be co-opted for regular or extra-ordinary meetings/sessions, according to the need. The preferred mode of reaching a decision within the Committee is by consensus.No members of the PSC will be remunerated from project funds. Government may wish to remunerate members but will do so at its own costs.

* The propose membership of the PSC includes the following:
* Ministry of Environment and Energy
* Ministry of Natural Resources
* Seychelles Fishing Authority
* Ministry of Health
* Seychelles Bureau of Standards
* Fishers and Boat Owners Association
* Seychelles Agricultural Agency
* UNDP
* GEF-SGP
* Programme Coordinating Unit
* IRD/Universite de la Rochelle (observers)

The Project Steering Committee (PSC) will be chaired by the Ministry of Environment and Energy which is the government institution responsible for the implementation of the project and as such will act as the National Implementing Partner. The MEE will nominate a high level official who will serve as the National Project Director and chair the PSC meetings. It will meet on a quarterly basis to review the project progress, approve project work plans and approve major project deliverables. The PSC will also be responsible for ensuring that the project remains on course to deliver products of the required quality to meet the outcomes defined in the project document.

Until the PSC has met and has deliberated, the following are the proposed TOR for the Committee:

* Provide high level orientation and guidance for the project (institutional, political and operational)
* Ensure that the project develops in accordance within the agreed framework (Project Document, Annual Workplans) and achieves its targets (outputs, outcomes and objectives).
* Approve annual progress reports, workplans and budgets;
* Approve TORs for Consultants and any (sub-)Committees or working groups required;
* Nominate 2 – 3 members from the Steering Committee to sit on a Tender Evaluation Committee for major tenders (together with UNDP-GEF Programme Coordinator and UNDP Country Programme Officer);
* Endorse the recommendation of the Tender Evaluation Committee;
* Perform Monitoring & Evaluation of the Project;
* Ensure collaboration between implementing institutions.
* Pay special attention to the sustainability of activities developed by the project.
* Ensure the integration and coordination of project activities with other related government and donor-funded initiatives.
* Contribute to the preparation of the Annual Reports required under the Project.

The day-to-day administration of the project and implementation of all project activities will be carried out by a Project Manager, who will be situated with the Programme Coordination Unit which houses all the other UNDP-GEF funded projects being implemented by Government. The project staff will be recruited using the applicable recruitment procedures for the modality NIM.

Working closely with the MEE, the UNDP Country Office (UNDP-CO) will be responsible for: (i) providing project assurance services to government; (ii) overseeing financial expenditures against project budgets approved by PSC; (iii) appointment of independent financial auditors; and (iv) ensuring that all activities including procurement and financial services are carried out by the implementing partner and associated executing entities in strict compliance with national legislation and UNDP/GEF requirements, including UNDP Rules and Regulations.

The following project diagram represents the expected key relationships governing the project.

**Project Manager**

**Project Steering Committee/Project Board**

**Senior Beneficiary:**

**MEE**

**MNR SFA SAA**

**MOH**

**SBS**

**NGO’s**

**Academic Institutions**

**Executive:**

**National Project Director (NPD)**

**Senior Supplier:**

**MEE**

**UNDP**

**PCU**

**Project Assurance**

**UNDP**

**Project Support**

**PCU**

**UNDP**

**Project Organisation Structure**

**2 National Experts on data collection, organisation and analysis**

**National Public Awareness Expert**

**National Expert in Regulatory Analysis and recommendations**

**Project Board** is responsible for making management decisions for a project in particular when guidance is required by the Project Manager. The Project Board plays a critical role in project monitoring and evaluations by quality assuring these processes and products, and using evaluations for performance improvement, accountability and learning. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems with external bodies. In addition, it approves the appointment and responsibilities of the Project Manager and any delegation of its Project Assurance responsibilities. Based on the approved Annual WorkPlan, the Project Board can also consider and approve the quarterly plans (if applicable) and also approve any essential deviations from the original plans.

In order to ensure UNDP’s ultimate accountability for the project results, Project Board decisions will be made in accordance to standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition, and Seychelles law as well as UNDP rules and regulations. In case consensus cannot be reached within the Board, the final decision shall rest with the UNDP.

Potential members of the Project Board are reviewed and recommended for approval during the PAC meeting. Representatives of other stakeholders can be included in the Board as appropriate. The Board contains four distinct roles, including:

1. **An Executive**: individual representing the project ownership to chair the group.
2. **Senior Supplier**: individual or group representing the interests of the parties concerned which provide funding for specific cost sharing projects and/or technical expertise to the project. The Senior Supplier’s primary function within the Board is to provide guidance regarding the technical feasibility of the project.
3. **Senior Beneficiary**: individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary’s primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries.
4. The **Project Assurance** role supports the Project Board Executive by carrying out objective and independent project oversight and monitoring functions. The Project Manager and Project Assurance roles should never be held by the same individual for the same project.

**Project Manager**: The Project Manager (PM) has the authority to run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Board. The Project Manager’s prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

**Project Support**: The Project Support role provides project administration, management and technical support to the Project Manager as required.

**Audit**: Audit will be conducted according to UNDP Financial Regulations and Rules and applicable Audit policies.

# Legal Context

This document together with the CPD signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPD provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP’s property in the implementing partner’s custody, rests with the implementing partner.

The implementing partner shall:

1. put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
2. assume all risks and liabilities related to the implementing partner’s security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

1. *Objective (Atlas output) monitored quarterly ERBM and annually in APR/PIR* [↑](#footnote-ref-1)