



12 February 2010

Dear Ms. Gwi,

**Subject: Project Preparation Grant: Thailand : Promoting Energy Efficiency in Commercial Buildings in Thailand (PEECB) PIMS No: 3937 – ATLAS BU: THA10 – Proposal ID: 00059342 – Project ID: 00074177**

I am pleased to delegate to you the authority to sign the Initiation Plan for the above-mentioned Project Preparation Grant on behalf of UNDP and to commence implementation of the preparation of the project. As per Rule 116.05 of the UNDP Financial Regulations and Rules (Executive Board Decision 2005/1), this document becomes effective when signed by the Resident Representative. The Initiation Plan, which amounts to a total of US\$90,000, has received its final approval in accordance with the established GEF procedures (CEO approval letter for the PPG attached for ease of reference).

Once the project document is signed, you may request issuance of an *Authorized Spending Limit (ASL)* by submitting an Atlas-generated *Annual Work Plan (AWP)* based on the *Total Budget and Annual Work Plan* in the attached project document, along with a copy of the signed cover page, to Mr. Takaaki Miyaguchi, Regional Technical Advisor in Bangkok. Please note that this project has already been assigned an Atlas ID: THA10 Proposal ID: 00059342 Project ID: 00074177. Comments on the AWP will be provided within 5 working days by the UNDP-EEG Regional Technical Advisor as relevant.

Budget revisions should be forwarded to the UNDP-EEG Regional Service Center (RSC)/Regional Coordination Unit (RCU) with an explanation of the changes proposed. In this connection, please note that UNDP-EEG is not in a position to increase the budget above the amount already approved by the GEF CEO. Therefore, any over-expenditure during this initiation phase will have to be absorbed by other Country Office resources.

Ms. Gwi-Yeop Son  
Resident Representative / Resident Coordinator  
UNDP  
Bangkok, Thailand

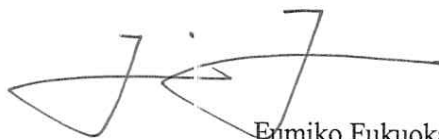
We take the opportunity to draw your attention to the following mandatory requirements for all GEF-funded projects:

- ❖ Any changes contemplated with respect to the project objectives and outcomes will have to be discussed with and approved by the UNDP-EEG RSC/RCU, as they will have to be reported to GEF.
- ❖ The final FSP must be ready by December 2010 as recorded in the Initiation Plan. The Regional Technical Advisor will be communicating to you the expected timeline for submission of the final proposal for the purpose of internal UNDP clearance prior to submission to the GEF Secretariat.
- ❖ The final submission of the FSP that is prepared with this preparation grant, must be accompanied by a "GEF PPG Status Report", whose template can be obtained from the UNDP-GEF Programming Manual <http://intra.undp.org/gef>

Should you need clarification on the GEF Project Cycle and requirements, please consult the UNDP-GEF Programming Manual at <http://intra.undp.org/gef>.

In concluding, I would like to assure you of the UNDP-EEG Team's and my personal commitment to successful implementation of the project. The EEG Regional Service Center/Regional Coordination Unit in Bangkok is available to you for advice and technical support. Should you have any concerns or questions, please do not hesitate to contact me with your feedback on the quality of our services and suggestions for improvements.

Yours sincerely,



Emiko Fukuoka  
Officer-In-Charge

cc: Mr. Ajay Chhibber, Assistant Administrator and Regional Director, RBAP  
Mr. Takaaki Miyaguchi, GEF Regional Technical Advisor, Bangkok, Thailand  
Mr. Manuel Soriano, GEF Regional Technical Advisor, Bangkok, Thailand

Annexes

- Annex 1** CEO approval letter for PPG  
**Annex 2** Project Support Services (management oversight)

**Annex 2: UNDP Environment and Energy Group - Project Support Services**

Stage	Country Office	EEG
<b>Identification, Sourcing and Screening of Ideas</b>	Identify project ideas as part of country programming	Provide information on substantive issues and specialized funding opportunities (SOFs)
		Verify soundness and potential eligibility of identified idea
<b>Feasibility Assessment / Due Diligence Review</b>	Assist proponent to formulate project idea / prepare project idea paper	Technical support: provide up-front guidance; sourcing of technical expertise; verification of technical reports and project conceptualization; guidance on SOF expectations and requirements
	Review and appraise project idea	Provide detailed screening against technical, financial, social and risk criteria and provide statement of likely eligibility against identified SOF
	Assist proponent to identify and negotiate with relevant partners, cofinanciers, etc	Assist in identifying technical partners; Validate partner technical abilities.
	Obtain clearances – Government, UNDP, Executing Agency, LPAC, cofinanciers, etc.; monitor project milestones	Obtain clearances – SOF
<b>Development &amp; Preparation</b>	Management and financial oversight of Initiation Plan	Technical support, backstopping and troubleshooting
	Support project development, assist proponent to identify and negotiate with relevant partners, cofinanciers, etc	Technical support: sourcing of technical expertise; verification of technical reports and project conceptualization; guidance on SOF expectations and requirements
	Review, appraise, finalize Project Document	Verify technical soundness, quality of preparation, and match with SOF expectations
	Negotiate and obtain clearances – Government, UNDP, Executing Agency, LPAC, cofinanciers, etc	Negotiate and obtain clearances by SOF
	Respond to information requests, arrange revisions etc.	Respond to information requests, arrange revisions etc.
	Prepare operational and financial reports on development stage as needed	Verify technical soundness, quality of preparation, and match with SOF expectations

Stage	Country Office	EEG
<b>Implementation</b>	Management Oversight and support	Technical and SOF Oversight and support
	Project Launch	Technical support in preparing TOR and verifying expertise for technical positions. Verification of technical validity / match with SOF expectations of inception report. Participate in Inception Workshop
	Policy negotiations	Technical information and support as needed
	Steering Committee meetings	Technical support, participation as necessary
	Issuance of AWP, monitor implementation of the work plan and timetable, budget revisions as necessary	Advisory services as required
	Financial management – Conducting budget revisions, verifying expenditures, advancing funds, issuing combined delivery reports, ensuring no over-expenditure of budget	Allocation of ASLs
	Technical, managerial and financial backstopping, problem identification & troubleshooting	Technical support and troubleshooting, Support missions as necessary.
	Annual site visits – at least one site visit per year, report to be circulated no later than 2 weeks after visit completion	Project visits – at least one technical support visit per year.
	Reviewing, editing, responding to project reports; monitoring project milestones	Technical support, validation, quality assurance
	Ensuring necessary audits	
	Final budget revision and financial closure (within 12 months after operational completion).	Return of unspent funds
<b>Evaluation and Reporting</b>	Preparation and completion of Annual Reports, final reports, tracking substantive indicators	Technical support, progress monitoring, validation, quality assurance
	Organize project review arrangements, such as steering committee meetings, as outlined in project document and agreed with UNDP EEG R/S/RCU	Technical support, participation as necessary
	Arrange mid-term, final, and other evaluations – prepare TOR, hire personnel, plan and facilitate mission / meetings / debriefing, circulate draft and final reports.	Technical support in preparing TOR and verifying expertise for technical positions. Verification of technical validity / match with SOF expectations of inception report. Participate in briefing / debriefing
		Technical analysis, compilation of lessons, validation of results
		Dissemination of technical findings

**Service standards:**

1. initial response to communication within 2 working days
2. full response to communication (with the exception of a response requiring travel) within 10 working days



GLOBAL ENVIRONMENT FACILITY  
INVESTING IN OUR PLANET

Monique Barbut  
Chief Executive Officer  
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January 20, 2010

Mr. Yannick Glemarec  
GEF Executive Coordinator  
United Nations Development Programme  
One United Nations Plaza  
304 East 45th St.  
FF Bldg., 10th floor  
New York, NY 10017

Dear Mr. Glemarec:

After reviewing the Project Identification Form (the "PIF") submitted for **Thailand: Promoting Energy Efficiency in Commercial Buildings in Thailand (PEECB)** under the *Global: LGGE Framework for Promoting Low Greenhouse Gas Emission Buildings*, I am pleased to clear the PIF for an indicative amount of \$3,637,273 for possible inclusion in the next work program scheduled for review by the GEF Council.

PIF clearance authorizes you to begin preparation of the project proposal, taking into account the attached comments made by the GEF Secretariat, which are based on the project concept's eligibility under the GEF Trust Fund and which ensure conformity with GEF focal area strategies.

Please note that the final grant amount will be confirmed at the time of CEO endorsement of your final project document. The endorsement will be based on the Secretariat's review of the final project document's consistency with GEF policies and procedures, particularly the cost-effectiveness of the financing plan.

I am also approving your request for \$90,000 as a PPG for the full-sized project proposal to be funded under the GEF Trust Fund, as well as the Agency fee of \$9,000 for project cycle management services associated with the PPG.

This approval is based on the following understandings and milestones:

- (i) During preparation of the full-sized project proposal, the comments of the GEF Council, the GEF Secretariat, the STAP, the GEF Agencies and the relevant Convention Secretariat(s), will be taken into account;
- (ii) A final full-sized project document will be submitted for CEO endorsement no later than December 2010; and

- (iii) A report on the use of the PPG will be submitted to the GEF Secretariat when submitting the final project document for CEO endorsement.

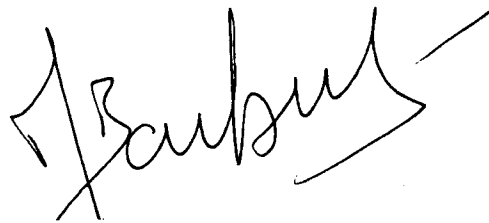
If any of these understandings or milestones is not or will not be achieved, you are requested to inform me as early as possible, so that I may consult with the beneficiary country and your Agency. Thereafter, I may agree to revised milestones or take a decision to cancel the project proposal and to recommend to the Agency that the associated project preparation grant be cancelled.

All PIFs cleared for inclusion in the work program will be posted on the website for four weeks prior to Council meeting. Should Council Members raise significant policy or strategic concerns about the concept, the Secretariat will undertake consultations with the beneficiary country and your Agency about either revisions to address the Council Members' concerns or whether to cancel the project proposal and to recommend that the associated PPG be cancelled.

Please ensure that your grant agreements continue to fully reflect these understandings.

I am attaching a copy of the project tracking sheet and review sheet for your records.

Sincerely,

A handwritten signature in black ink, appearing to read 'Barbut', enclosed within a hand-drawn rectangular box. The signature is stylized and cursive.

Monique Barbut  
CEO and Chairperson  
Global Environment Facility

Attachment: GEF Project Tracking Sheet  
GEFSEC Review Sheet

Copy to: Country Operational Focal Point  
GEF Agencies  
STAP  
Trustee

