



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

Project Title: Complete HCFC Phase-out in Tajikistan through Promotion of zero ODS low GWP Energy Efficient Technologies

Country: Tajikistan

UNDAF OUTCOME #6: People in Tajikistan are more resilient to natural and human-made disasters resulting from improved policy and operational frameworks for environmental protection and sustainable management of natural resources

SP Outcome 5. Countries are able to reduce the likelihood of conflict and lower the risk of natural disasters, including from climate change

Output 6.1: Effective legislative, policy and institutional frameworks in place for conservation, sustainable use, access and benefit sharing of natural resources management, biodiversity, ecosystems

Indicator 6.1.1: Institutionalized coordinated environmental information management and monitoring system in place;

Initiation Plan Start Date: 15/08/2017

Initiation Plan End Date: 04/07/2018

CPAP Programme Component:
ATLAS Project Award: 00104153
ATLAS Output ID: 00105853
PIMS ID: 6030
Management Arrangement: DIM

Total budget: **US\$ 50,000**
Allocated resources:
• GEF US\$ 50,000

AGREED BY UNDP RESIDENT REPRESENTATIVE



8/8/17

Resident Representative

Signature

Date: day/month/year

PRATIBHA MEHTA

A. Brief Description of Initiation Plan:

The objective of the PPG is to develop a full-sized project that will build on the achievements of the previous UNDP/GEF “Initial Implementation of Accelerated HCFC Phase Out in the CEIT Region” and accelerate HCFC phase-out to achieve the 2020 compliance objectives and sustainably reduce the servicing tail. Facilitation of implementation of upgraded national legislation on control of import/export and use of HCFCs, other ODS and ODS alternatives; improvement of Customs training capacity; demonstration of zero-ODS and low-GWP energy efficient technologies in the refrigeration and air conditioning sector; and completing the upgrading and strengthening of the servicing sector capacity.

During the initiation plan period, a number of studies and stakeholder consultations will be undertaken with the view to further develop the approved project concept (see GEF PIF attached in Annex 1) into a fully formulated project document. The final output of the initiation plan will be a [UNDP-GEF project document](#) with all mandatory annexes and [GEF CEO endorsement template](#) ready for submission to UNDP and GEF.

B. Project preparation activities:

A. Component A: Technical review

- I. Baseline studies: The current decreased level of HCFC (following the completed Phase I of the HCFC Phase-out project) and other ODS consumption.

The first Phase I of the UNDP/GEF project “Initial Implementation of Accelerated HCFC Phase Out in the CEIT Region” facilitated adoption of the new legislation toward reduction of HCFC consumption and assisted the country in its effort to reduce it. After successful completion of the Phase I, annual consumption of HCFC in Tajikistan decreased from 85,5 metric tonnes (4,7 ODS tonnes) to 30,3 metric tonnes (1,7 ODS tonnes).

Also, the project provided capacity building for more than 500 refrigeration and air-conditioning technicians as well as 150 customs service officials. Apart from that, the project supported implementation of the recycling and HCFC re-use systems through technical centers in the country.

Within the adopted legislation, the project assisted in introduction of the 3-year certification system for refrigeration technicians and the licensing system for ODS importing/exporting in the country.

Nevertheless, the Government of Tajikistan considers as top priority the issues of the new legislation implementation, its harmonization, adoption of related decrees, further capacity building for customs officials and servicing companies with the purpose to identify and analyze ODS and F-gases with high GWP as well as demonstration projects-based application of natural cooling agents (with low GWP and zero ODS) and utilization and destruction of ODS waste.

- II. Gender analysis and stakeholder analysis
- III. Studies to address any opportunities/risks identified during an environmental and social screening (SESP) of the project proposal: see attached pre-screening.
- IV. Identification of specific sites for intervention
- V. Integration with development plans, policies, budgets and complementary projects: the national HCFC phase-out Strategy for the period of 2016-2020, which was facilitated by the Phase I of the

HCFC Phase-out project and endorsed by the Government of the Republic of Tajikistan in November 2015.

The Republic of Tajikistan has become a signatory of the Basel Convention in September, 2016. Regardless of the fact that 'ODS bank' management was never the subject on international treaties, when transporting ODS to another country for destruction the stipulations of the Basel Convention are to be observed. The Basel Convention is the most comprehensive international treaty concerning hazardous waste and meant to protect human health and the environment.

- VI. Completion of GEF focal area tracking tool: GEF-6 Chemicals and Waste tracking tool
- VII. Stakeholder consultations during technical review: Mobilize and engage stakeholders during project design. Negotiate partnerships with on-going projects to align their activities and the project to build synergies. Document these consultations.

B. Component B: Institutional arrangements, monitoring and evaluation

The outputs of Component A will be used as technical input to Component B for the formulation of the UNDP-GEF project document.

- I. Theory of Change: The detailed theory of change (ToC), based on the studies and data collection undertaken in Component A, will be developed. The selected approach will be identified, with a clear rationale backed by credible evidence, integrating gender concerns into the approach. Additional guidance is available in the Annotated UNDP-GEF ProDoc template.
- II. Finalization of project results framework: Further define the results framework with appropriate objective-level and outcome-level quantitative and qualitative SMARTError! **Bookmark not defined.** indicators, and end-of-project targets. Special attention will be made to include socio-economic and sex disaggregated indicators.
- III. Definition of monitoring and evaluation (M&E): A detailed M&E work plan will be developed, including clear identification of responsibilities and accountabilities, as well as an appropriate M&E budget. The plan will be based on the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy.
- IV. Stakeholder Engagement Plan: Based on the Stakeholder Analysis undertaken per Component A (above), a Stakeholder Engagement Plan will be developed.
- V. Gender Action Plan and Budget: Based on the Gender Analysis conducted in Component A, the Gender Action Plan and Budget will outline the principles and guidelines for mainstreaming gender in individual outputs, to ensure the equal participation of women and men and to ensure no adverse impact on either sex.
- VI. Social and Environmental Safeguards: In line with the assessments conducted during Component A (above) and in line with UNDP's Social and Environmental Safeguards (SES) policy and all associated SES Guidance Notes, the SESP will be finalized. All possible risks will be identified and quantified under the assumption of no mitigation measures, with clear descriptions of assumptions made and evidence used.

All Moderate and High risks identified in the finalized SESP will be captured in the ProDoc Risk Table, and described in the associated ProDoc section.

Based on the finalized SESP and the environmental and/or social assessments undertaken during Component A, the environmental and/or social management plans that were identified as

required will be developed. If an Environmental and Social Management Plan (ESMP) is required and if sufficient information is not available, then an Environmental and Social Management Framework (ESMF) should be prepared, to then be elaborated into an ESMP during the first phase of project implementation.

- VII. Define sustainability plan: The sustainability plan will outline the principles and guidelines for ensuring the long-term sustainability of project achievements. It will also outline an exit strategy, seeking the continuation of key activities/achievements without the need of long-term international financing.
- VIII. Definition of management arrangements: The organisational structure governing the project will be decided. This will include identification of the project board.
- IX. Stakeholder consultations during Component B: Involve key agencies in the development of the project strategy to ensure a strong national ownership. In close collaboration with key government representatives and other stakeholders ensure full participation in the development of the project results framework and ensure agreement on the project objectives and outcomes. Undertake consultations to secure agreement(s) on project implementation arrangements, including roles, responsibilities, and accountabilities of lead and partner agencies. Document these consultations.

C. Component C: Financial planning and co-financing investments:

- I. Prepare a detailed multi-year budget following the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy.
- II. Explore multilateral and bilateral co-financing opportunities: Undertake series of consultations with partners to ensure a coherent and sustainable financing package for the project including post- GEF grant phase.
- III. Ensure completion of required official endorsement letters: An official endorsement letter will be prepared by the GEF Operational Focal Point of the Government. A co-financing guarantee will be collected from participating government institutions, bilateral development partners, multilateral development partners and NGOs who wish to provide cash or in kind contributions to the project.
- IV. Stakeholder consultations during Component C: Consistent coordination, consultation and information sharing mechanisms, the participation of target groups and implementing partners will be provided. The consultation and active participation of beneficiaries in the definition of priorities and execution of activities addressing them will be ensured.
Improvement of cooperation between key governmental bodies (Committee for Environmental Protection, Customs Service, Standardization and Metrology Agency, as well as non-governmental organizations (Association of Refrigerators) and commercial enterprises to enhance the rational use of chemicals; Strengthening of inter-agency coordination and national reporting system for the phase-out of HCFCs.

D. Component D: Validation workshop

A validation workshop will gather representatives from all relevant stakeholders to present, discuss and validate the final draft project document and mandatory annexes – in particular the SESP and any management plans prepared.

C. Project preparation activities work plan, timeframe, responsibilities and budget:

PPG Activity	Timeframe (in months) ¹												Responsibility	Budget US\$	
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul			
Baseline Studies			X	X	X	X								UNDP	6,000
Stakeholder consultations			X	X	X	X								UNDP	8,500
Project Document/CEO Approval request preparation				X	X	X		X	X					UNDP	30,000
Inception & Validation Workshop								X						UNDP	5,500

D. Total Budget and Work Plan:

Award ID:	00104153
Award Title:	Complete HCFC Phase-out in Tajikistan through Promotion of zero ODS low GWP Energy Efficient Technologies
Business Unit:	TJK10
Project Title:	Complete HCFC Phase-out in Tajikistan through Promotion of zero ODS low GWP Energy Efficient Technologies
Output ID:	00105853
Implementing Partner (Executing Agency)	UNDP CO Tajikistan

GEF Outcome/Atlas Activity	Responsible Party/	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount US\$	Budget Notes
Project preparation grant to finalize the	UNDP	62000	GEFTF	71200	International Consultants	30,000	1
				71300	Local Consultants	6,000	2

¹ If an FSP project please add additional six months noting 18 month deadline between GEF approval of the PIF and GEF CEO endorsement of the project document

UNDP-GEF project document for project "Complete HCFC Phase-out in Tajikistan through Promotion of zero ODS low GWP Energy Efficient Technologies"	71600	Travel (2 missions of International Consultant and travel of National Consultant throughout the country)	7,000	3
	74200	Audio Visual&Print Prod Costs	1,500	4
	74500	Miscellaneous Expenses	1,000	5
	75700	Trainings, Workshops, Conferences	4,500	6
		PROJECT TOTAL	50,000	

BUDGET NOTES

Budget Note	Items	Total estimated person days	Budget (\$)	Explanation
1	International Consultant - GEF project development and protected area financing [Team Leader]	50	30,000	Fee: @US\$ 600/day. Total for 50 working days US\$ 30,000. Please see Annex 2 for TOR of the international consultants.
2	Local Consultant – HCFC Expert	60	6,000	Fee: @US\$ 100/day. Total for 60 working days US\$ 6,000
3	Travel costs		7,000	This will include: travel and DSA for the international and local consultants; vehicle lease and fuel costs for field missions for the local and international consultants; and <i>per diem</i> cost of stakeholders participating in project preparation workshops and meetings.
4	Translation		1,500	Translation costs for translating project documentation into Russian/Tajik. Simultaneous translation during workshops. Consecutive translation during field visits of the international consultant.
8	Miscellaneous Expenses		1,000	Bank charges
9	Conference, workshops and events		4,500	Costs of hosting local meetings and stakeholder consultation workshops, and project validation workshop (including venue hire, audio-visual hire, etc.)
Total IPPG Budget			50,000	

Annex 1: GEF CEO PIF approval letter



Naoko Ishii
CEO and Chairperson

July 05, 2017

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

Dear Ms. Dinu:

I am pleased to inform you that I have approved the medium-sized project concept detailed below. I have also approved your request for project preparation grant.

Decision Sought:	Project Identification Form (PIF) and Project Preparation Grant (PPG) Approval
GEFSEC ID:	9712
Agency(ies):	UNDP
Agency ID:	6030 (UNDP)
Focal Area:	Chemicals and Waste
Project Type:	Medium-sized Project
Country(ies):	Tajikistan
Name of Project:	Complete HCFC Phase-out in Tajikistan through Promotion of Zero ODS Low GWP Energy Efficient Technologies
Indicative GEF Project Grant:	\$1,585,430
Indicative Agency Fee:	\$150,616
PPG Grant:	\$50,000
PPG Agency Fee:	\$4,750
Funding Source:	GEF Trust Fund

This PIF and PPG approval is subject to the comments made by the GEF Secretariat in the attached project review document. It is also based on the understanding that the project is in conformity with GEF focal areas strategies and in line with GEF policies and procedures. Please submit your final medium-sized project document for my approval no later than 12 months after PIF approval.

Sincerely,

Naoko Ishii
Chief Executive Officer and Chairperson

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

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Annex 2: Summary of Consultants Financed by the Initiation Plan

Summary Tasks to be Performed

Local Consultants

LC/ HCFC Expert

- Conduct stakeholder analysis among national and regional agencies, industrial and business sector, civil society and academic/research institutions;
- Identify stakeholders' interests and current and potential roles in project activities;
- Assess opportunities for public-private partnerships;
- Identifying and approaching potential beneficiaries for zero ODS low GWP Energy Efficient Technologies;
- Propose capacity building and awareness raising measures;
- Facilitate stakeholder consultations to ensure local and national ownership of the proposed project;
- Facilitate discussion with partners, identification of opportunities and securing the letters of co-financing
- Collect and present information on current situation and activities related to zero ODS low GWP Energy Efficient Technologies in Tajikistan based on guidelines of International Consultant

International consultants

IC/ Lead Consultant for UNDP-GEF Project Development

- Work together with local consultants (LCs), UNDP and national counterparts on setting PPG implementation strategy.
- Finalize PPG work plan, and design consultation and validation workshops.
- Support LCs as they undertake background studies, providing guidance and support.
- Oversee completion of background studies, ensuring they are appropriate in scope and provide required analysis.
- Conduct meetings with national decision-makers to identify priorities and approaches.
- Facilitate and guide consultations to determine project strategy, priorities, key partners, and key barriers to success.
- Provide technical and professional support to LCs and national stakeholders.
- Update the SESP based on assessments undertaken during Component A, and ensure the development of environmental and/or social management plan(s) for all risks identified as Moderate or High in the SESP.
- Develop the project strategy; detailed budget tables, work plan and logical framework, M&E plan and budget, sustainability and replication strategy, Stakeholder Engagement Plan, Gender Action Plan, and all other mandatory annexes.
- Finalize the draft project document for submission to the GEF together with the CEO Endorsement Request, GHG tracking tool, social screening template and other required annexes to the project document;
- Review, respond and/or incorporate all comments received from the STAP and GEF Secretariat on project document and the GEF CEO Endorsement Request for final submission of the UNDP-GEF "Complete HCFC Phase-out in Tajikistan through Promotion of zero ODS low GWP Energy Efficient Technologies".

Terms of Reference

Project Preparation Grant (PPG) for UNDP-GEF Medium-sized Project “Complete HCFC Phase-out in Tajikistan through Promotion of zero ODS low GWP Energy Efficient Technologies”

Type of Assignment:	Design of the UNDP-GEF MSP “Complete HCFC Phase-out in Tajikistan through Promotion of zero ODS low GWP Energy Efficient Technologies” and development of the relevant Project Document both in UNDP and GEF formats to be submitted for GEF CEO Endorsement
Description of Assignment:	International Consultant/ Climate Change/GEF Expert
Duration of Assignment:	50 working days (_____ 2017)
Contract Type:	IC/RLA

BACKGROUND/OVERVIEW:

The United National Development Programme (UNDP) with GEF assistance as a donor fund has been implementing a regional Full-sized Project (FSP) in four non-Article 5 countries with economies in transition (CEITs) in Europe and Central Asia. The project was intended to assist these countries (Belarus, Tajikistan, Ukraine and Uzbekistan) in maintaining or, where applicable, attaining compliance, with their Montreal Protocol obligations for HCFC phase out under GEF-4 Strategic HCFC phase-out Programmes to reach 2015 HCFC phase-out targets, particularly noting the accelerated HCFC phase out requirements adopted by MOP 19.

Resulting from this FSP “Initial Implementation of Accelerated HCFC Phase-out in the CEIT Region project”, UNDP/GEF assisted Belarus, Tajikistan, Uzbekistan and Ukraine in implementation of adopted HCFC phase-out strategies, including improvement of national ODS Phase-out legislations, addressed capacity development and investment assistance for ODS users, as well as demonstration of an alternative and energy efficient technologies using natural ODS-free and Low GWP refrigerants. Started establishment of ODS re-use systems in order to reduce dependence on imported ODS during the transition to non-ODS technologies, and ODS waste management systems, which provided implementation of country specific measures and activities needed for the partner countries to stay in compliance with the Montreal Protocol’s obligations.

As a follow-up stage, and in order to help Tajikistan reach 2020 phase-out targets and complete its HCFC phase-out strategy, UNDP is initiating design of the UNDP-GEF MSP “Complete HCFC Phase-out in Tajikistan through Promotion of zero ODS low GWP Energy Efficient Technologies” and development of the relevant Project Document to formulate packages of technical assistance and strengthening achievements for Tajikistan. The new Project Document should include technical assistance for strengthening national capacity in the process of total phase-out of ozone-depleting substances, and transition to non-ODS and low GWP technologies, institutional regulatory components and, further improvement of the national capacity on ODS re-use and ODS waste management. Then, the Project Document will be submitted for the consideration of the GEF.

PURPOSE:

UNDP in Tajikistan is seeking for an International Consultant, who, under supervision of UNDP Programme Analyst on Energy and Environment, Crisis Prevention and Recovery of UNDP CO and in close consultation with UNDP Energy and Environment Program Manager and UNDP/GEF Regional Technical Advisor, as well as in close cooperation with the key national stakeholders and other relevant counterparts will be responsible for developing the Medium-Size Project Document on “Complete HCFC Phase-out in Tajikistan through Promotion of zero ODS low GWP Energy Efficient Technologies”.

SCOPE OF WORK:

The International Consultant, in cooperation with National Consultant(s) will be responsible for the evaluation and analysis of the existing potentials for the complete HCFC phase-out in Tajikistan through promotion of zero ODS low GWP energy efficient technologies in the Republic of Tajikistan. Specifically, the International Consultant is expected to undertake the following tasks:

Activity 1 –Baseline data collection and information gap analysis

- Identify gaps in available baseline information and data and prepare a TOR for national consultant(s) to address the identified gaps, specifically related to:
 - Information about current level of investments by type (grant, loans, equity, etc) and sources (public, private, donors) in zero ODS low GWP energy efficient technologies
 - Information on existing policies, legal, regulatory and institutional frameworks for zero ODS low GWP energy efficient technologies;
 - Information about relevant baseline projects and initiatives funded by the Government, municipalities and development actors (donors and IFIs);
- Based on review of available documents and studies, as well as based on stakeholder consultation provide description of barriers to zero ODS low GWP energy efficient technologies;
- Collect, analyze and summarize information about relevant baseline projects and initiatives funded by the Government, municipalities and development actors (donors and IFIs); based on conducted analysis identify synergies and co-financing opportunities;
- Draft the situation/baseline analysis as per required UNDP-GEF template (**max 2-3 pages**)
- Ensure action points, including risk assessments, 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.

Activity 2 – Stakeholder consultation and ownership/endorsement, including co-financing

- Conduct consultations with relevant stakeholders and potential partners (to be proposed by UNDP CO) from among national and municipal agencies, international organizations, private sector, and civil society;
- Identify stakeholders’ interests, current and potential roles in promoting investment in zero ODS low GWP energy efficient technologies development, including opportunities for public-private partnerships and co-financing;
- Identify stakeholders’ interests, current and potential roles in improving the current legislation, standardization, capacity building and procurement of equipment in the field of ODS low GWP energy efficient technologies development;
- Propose, discuss and agree with stakeholders regarding the scope and type of innovative financial mechanisms and partnerships to be supported by the project;
- Propose, discuss and agree with relevant authorities on the process and criteria to identify and implement flagship investment projects in the priority zero ODS low GWP energy efficient technologies
- Identify capacity gaps and propose capacity building measures with due consideration of gender related capacity gaps and corresponding response measures;
- Discuss and agree on all recommendations and implementation plan with project partners and stakeholders.
- Draft stakeholders’ involvement strategy (**max 1-2 pages**), including:
 - Target groups: Identify the target groups that are the intended beneficiaries of the project. What strategy will the project take to identify and engage target groups? How the project is likely to have impact on women’s incomes?
 - Other potentially affected groups: Identify potentially affected people and a strategy for engagement that ensures they have access to and are aware of mechanisms to submit concerns about the social and environmental impacts of the project

- Describe how the project intends to support/encourage South-South and Triangular Cooperation to achieve and sustain results, if applicable

Activity 3 – Theory of Change

- Explain the detailed theory of change (ToC) for this project and what UNDP and partners will do to address the development and global environmental challenge described in the theory of change.
- Detail the project’s selected approach and explain how it is expected to lead to change. Why is the approach the best one at this point in time? Why is it innovative? How the sustainability and replication/scaling-up will be ensured?
- State key assumptions about what will change, for whom, and how this will happen. Assumptions should include consideration of internal factors (relating to project design and implementation) and external factors (relating to other partners, stakeholders and context) that will be critical for achieving the expected change. Cite best available evidence which supports these assumptions in the ToC, including findings from evaluation and other credible research, as well as knowledge, good practices and lessons learned from previous work and projects by UNDP and others, in this country and in other relevant contexts.
- Draft theory of change, including a theory of change diagram showing the linkages between the development challenge and the immediate, underlying and root causes (**maximum 3 pages**).

Activity 4: Preparation UNDP-GEF Project Document and Request for CEO Endorsement

- Prepare project logical framework based on the results of baseline analysis and theory of change with a set of viable outcomes, outputs and activities that constitute the most effective response to the identified barriers to promoting investment zero ODS low GWP energy efficient technologies and correspond to the approved GEF budget and time-frame; to the extent possible, the indicators should be linked to corresponding SDG targets;
- Define monitoring and evaluation (M&E) plans, including set of SMART indicators to measure the attainment of project objectives, outcomes and outputs (including mandatory GEF Focal Area indicators and relevant indicators from the UNDP Strategic Plan)
- Prepare, present and discuss with relevant stakeholders project financing plan, including the sources of co-financing and facilitate securing the letters of co-financing;
- Assess global environmental benefits of the proposed project in line with relevant GEF methodologies (or other applicable international standards and best practices)
- Outline a strategy to ensure women’s and men’s concerns and experiences are included in the design, implementation and evaluation of this project and present the key findings of the gender assessment
- Demonstrate cost-effectiveness and cost-efficiency of the proposed project: Identify how the strategy is expected to deliver maximum results with available resources, with reference to evidence on similar approaches in this country or similar contexts. Include measures based on good practice and lessons learned. Explain why the selected pathway is the most efficient and effective of available options.
- Specify the key risks that could threaten the achievement of results through the chosen strategy. Formulate the risks, including their likelihood and impact, and proposed mitigation strategy for each risk
- Update and present Social and Environmental Screening Procedure, SESP (Annex II to UNDP-GEF PRodoc) and ensure the development of environmental and/or social management plan(s) for all risks identified as Moderate or High in the SESP
- Update the SESP based on assessments undertaken during Component A, and ensure the development of environmental and/or social management plan(s) for all risks identified as Moderate or High in the SESP.
- Develop detailed budget tables and work plan, M&E plan and budget, sustainability and replication strategy, Stakeholder Engagement Plan, Gender Action Plan, and all other mandatory annexes
- Fill in GEF Climate Change Focal Area Tracking Tool
- Undertake and present a summary of financial analysis of the proposed/potential low-carbon investment measures/projects to be supported

- Discuss with relevant partners and present governance and management arrangements for the project
- Prepare project total budget and work plan and the Terms of References for key project staff
- Address the comments made by the GEFSec, STAP and other reviewers;
- Finalize and submit to UNDP the Request for CEO Endorsement/Approval document and the UNDP-GEF Project Document with all mandatory annexes
- Address comments from UNDP-GEF RTA/PTA, the Government, UNDP CO and the GEFSec

DELIVERABLES:

The following deliverables and indicative schedule are expected from the consultancy contract. The final schedule will be agreed upon in the beginning of consultancy assignment.

#	Deliverable	Approx. Timeframe
1.	Detailed work plan, including mission planning, outlining approach, stakeholders consultations, etc. (within 1 week of signing the contract)	____ 2017
2.	Draft UNDP Project Document, Project Results Framework, and Request for CEO Endorsement and GEF Tracking Tool	____ 2017
3	Final UNDP Project Document, Project Results Framework, and Request for CEO Endorsement and GEF Tracking Tool fully compliant with the enforced GEF rules and standards, cleared by Regional Technical Advisor and fully compliant with the enforced GEF rules and standards and its submission to GEF Secretariat which includes assistance to UNDP with response to any GEF Sec comments.	____ 2017

The reports shall be submitted in English language.

REPORTING

The International Consultant must ensure timely preparation and submission of the Request for CEO Endorsement/Approval and UNDP-GEF Project Document. All deliverables must be submitted in English to the UNDP CO in Tajikistan and made in accordance with UNDP's and GEF's templates and requirements (to be provided by UNDP-GEF RTA).

TRAVEL

In the course of the assignment, the consultant will be expected to undertake up to three in-country missions to Tajikistan to conduct stakeholder consultations. The dates for the missions will be agreed between the consultant and UNDP Tajikistan.

MINIMUM QUALIFICATIONS

I. Academic Qualifications

- Postgraduate or other advanced university degree in the fields of zero ODS low GWP energy efficient technologies, climate mitigation or other relevant fields.

II. Years of Experience:

- At least 10 years of demonstrated working experience in the field of zero ODS low GWP energy efficient technologies with design and assessment of investment projects.
- At least 5 years of working experience in a similar professional role (i.e. technical advisor and/or expert);
- Professional experience in developing programme/project documents in the field of zero ODS low GWP energy efficient technologies, energy efficiency/low-carbon development, and/or other relevant fields.

III. Competencies:

- Knowledge and practical experience of the political, social and environmental factors and issues related to zero ODS low GWP energy efficient technologies, climate change mitigation and/or low-carbon development in Central Asia, preferably in Tajikistan;
- Skills in facilitation and development of multi-stakeholder workshops and broad-based consultative processes/ programmes/project documents on zero ODS low GWP energy efficient technologies, climate change mitigation and/or any other environment related discipline;
- An independent, reliable, responsible self-motivator able work under pressure;
- Excellent communication, team-building and diplomatic skills to develop partnerships;
- Familiarity with UNDP/GEF programming policies, templates and requirements for MSP.
- Proficiency in English, excellent analytical and drafting skills; knowledge of written and spoken local language (preferably Russian) is an advantage;

PAYMENT

Payments are based upon output, i.e. upon delivery of the services specified in the TOR that contributed to the overall project deliverables as stated above under “Expected Deliverables.

An International Consultant shall receive payment in four installments from UNDP as follows:

1. 20% - upon preparation and acceptance of the work plan and methodology outlining approach, stakeholders, policies and materials including contribution to the design of consultations, agenda and guiding questions for the stakeholder meetings to design and validate the project proposal;
2. 25% - upon undertaking an in-country mission and consultations with the stakeholders to design and validate the project proposal
3. 25% - upon preparation and acceptance of the draft UNDP Project Document, Project Results Framework, GEF Tracking Tool and Request for CEO Endorsement by UNDP CO in Tajikistan;
4. 30% - upon clearance by Regional Technical Advisor of the project documentation fully compliant with the enforced GEF rules and standards and its submission to GEF Secretariat, which includes assistance to UNDP with response to any GEF Sec comments.