



UNDP Project Document

UNDP-GEF Enabling Activities Project

Government of the Democratic Republic of Timor-Leste

**United Nations Development Programme
and
Global Environment Facility**

**National Biodiversity Strategy and Action Plan (NBSAP)
and
Related Biodiversity Enabling Activities in Timor-Leste (PIMS 4083)**

Project Summary

Timor-Leste is a small country situated in a transition zone, known as Wallacea. It harbours a number of globally significant ecosystems and endemic species. The biodiversity of Timor-Leste is large and unique, however it is poorly studied and there is very limited baseline information. The objective of this project is to assist the Government of Timor-Leste (GoTL) to conduct a comprehensive assessment of the existing information on biodiversity in Timor-Leste, prepare its National Report to the UNCBD COP, prepare a National Biodiversity Strategy and Action Plan (NBSAP) and establishment of an operational Clearing House Mechanism (CHM). The project will be implemented through UNDP Execution over a period of eighteen months, starting from July 2008. The budget of the project is USD 277,200 (GEF contribution) and USD18,000 as in-kind contribution from the GoTL.

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ACRONYMS

APR	Annual Project Review
BD	Biodiversity
BSAP	Biodiversity Strategy and Action Plan
CBD	Convention on Biodiversity
CHM	Clearing House Mechanism
COP	Conference of Parties
FAO	Food and Agriculture Organisation
GEF	Global Environment Facility
GoTL	Government of Timor-Leste
ISS	Implementation Support Services
MAF	Ministry of Agriculture and Fisheries
MF	Ministry of Finance
MYFF	Multi-year Funding Framework
NBSAP	National Biodiversity Strategy and Action Plan
NCSA	National Capacity Self-Assessment
NDES	National Directorate of Environmental Services
NDF	National Directorate of Forestry
NDFA	National Directorate for Fisheries and Aquaculture
NDIEA	National Directorate of International Environmental Affairs
NGO	Non-Governmental Organization
NPC	National Project Coordinator
NSW	New South Wales
PA	Project Assistant
PAN	Protected Areas Network
PB	Project Board
PEMSEA	Partnerships in Environmental Management for the Seas of East Asia
PIR	Project Implementation Review
PIU	Project Implementation Unit
PM	Project Manager
PWC	Project Working Committee
SBAA	Standard Basic Assistance Agreement
SoSE	Secretariat of State for Environment
SoSNR	Secretariat of State for Natural Resources
TL	Timor-Leste
TOR	Terms of Reference
UN	United Nations
UNCBD	United Nations Convention on Biological Diversity
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Programme
UNDP-CO	United Nations Development Programme – Country Office
UNEP	United Nations Environment Programme
USD	United States Dollar
Y1	Year 1
Y2	Year 2

SECTION I – ELABORATION OF THE NARRATIVE

Part I. Situation analysis

Geographical Situation

Timor-Leste is a small country and occupies a strategic bio-geographic position between Australia and Asia. This transition zone, known as Wallacea, harbours a number of globally significant ecosystems and endemic species. Timor-Leste is known to have good quality, rare and possibly unique terrestrial, lake and marine ecosystems, which stem from its unique geological and meteorological conditions. Yet, while the biodiversity of Timor-Leste is large and unique, it is poorly studied and there is very limited baseline information. In addition, the country is prone to floods, landslides and land erosion due to inadequate land management practices and uncontrolled deforestation in the recent past. As a result, the loss of forest cover and the subsequent land degradation are considered the most pressing environmental problems.

Institutional Capacity

As a result of its turbulent recent history, one of the most significant challenges for Timor-Leste is that it has been left with a huge governance and capacity gap. In broader terms, the resulting absence of comprehensive and coherent governance structures currently represents a major constraint for the sustainable management of Timor-Leste's natural resources. A number of deficiencies have been identified with regard to the *“system of policies, rules, procedures and institutions that sets out the powers and responsibilities of Government and other stakeholders with regard to environmental and natural resources management”*¹. These include: a) Absence of legal-regulatory framework; b) Lack of coordinated policy-making; c) Weak enforcement capacities; d) Basic technical, scientific data and information gaps; e) Lack of infrastructure and equipment; and f) Weak institutional structures.

Accession to UNCBD

Timor-Leste is the latest country to become party to the CBD, ratifying it by accession on 8 January 2007. With the aim of creating the foundation to design and implement effective response measures to achieve the CBD objectives in Timor-Leste, this project will allow the country to formulate strategies and actions to protect and sustainably use its marine and terrestrial biodiversity. The project will focus on the production of a National Biodiversity Strategy and Action Plan (NBSAP), the first and third national reports to the Conference of the Parties to the Convention on Biological Diversity, and establishment of an operational Clearing House Mechanism (CHM).

Institutional Context

The Constitution of the Democratic Republic of Timor-Leste defines as Fundamental Principles and Objectives of the State the protection of the environment, protection and preservation of natural resources, guaranteeing everyone the right to a humane, healthy and ecologically

¹ This is a common definition of environmental governance.

balanced environment with the duty to protect and improve it for future generations through protection of the environment and safeguarding the sustainable development of the economy. The UNDAF (2003 – 2005 but extended to 2008) has the following objectives: to integrate the principles of sustainable development into country, and regional, legislation, policies and programmes and to reverse the loss of environmental resources; to ratify and observe international treaties on the environment such as the Convention on Biodiversity and the Ramsar Convention on Wetlands; and to introduce and enforce regulations for the protection and sustainable use of natural resources, particularly fish stocks and forests. This project will be instrumental in achieving these set goals.

Linkages to Government Commitments

The project will build on and/or support the following Government commitments 1) implementation of the already ratified CBD 2) Establishment of an effective management of terrestrial and marine Protected Areas Network (PAN) 3) Enhancing the capacity of the Government stakeholders by development of a policy strategy and a CHM for biodiversity conservation; 4) implementation of the Forestry Policy and the Fish Sector Development Policy and respective legislation.

Clearing House Mechanism (CHM)

This is to build capacities for the management and use of information on biodiversity within the framework of the CHM, promote networking activities with various national and international partners and to create a CHM website. This enabling activity will therefore build capacity for data gathering, storage and dissemination of information on the country's biodiversity and information exchange within and outside Timor-Leste, create a CHM web site to provide sources of information on national biodiversity and networking; train national cadres for biodiversity data collection, storage and dissemination through internet and website; create national protocols for the information and data management, access and dissemination; and conduct regulatory updates in the internet.

The overall project is in line with the operational guidelines for Enabling Activities through the production of a BSAP and the First and Third National Reports to the Conference of Parties to the Convention of Biological Diversity. The activities proposed will help the government of Timor-Leste to protect and sustain the use of its terrestrial and marine biodiversity, as well as to meet its obligations under the CBD. The project will be implemented through a participatory approach involving consultation and participation by all levels of society.

Part II. Strategy

Objectives of the Project

The main objective of this project is to prepare the foundation to design and implement effective measures to achieve the objectives of the Convention on Biological Diversity (CBD) in Timor-

Leste. More specifically, the project will thoroughly assess and address capacity gaps in biodiversity planning and management in Timor-Leste in the context of effective conservation of biodiversity, in order to enable further targeted biodiversity work in the country. It will include capacity development at all stages of the project through close work with counterparts, stakeholders and other entities working on Biological Diversity.

The principal tasks of this project will be to:

- Conduct a comprehensive stocktaking and assessment of existing information on biodiversity in Timor-Leste and identify the capacity gaps (institutional and human) for biodiversity management
- Based on stocktaking analysis implement a participatory, strategic planning process and develop priorities for action in protecting Timor-Leste's biodiversity culminating in a NBSAP;
- conduct a public information campaign to encourage participation in the strategic planning exercises; and
- prepare the first and third National Report for submission to the COP.
- Establish an operational CHM to support the implementation of NBSAP

Linkages to Ongoing Activities

This project will coordinate with and seek synergy from the following initiatives: 1) Capacity Building in and Mainstreaming of Sustainable Land Management - UNDP; 2) NCSA project – UNDP; and 3) Establishment of a Protected Area Network - a collaboration between the GoTL, the New South Wales (NSW) Government (Australia) and BirdLife International; 4) National Adaptation Plan of Action for Climate Change - UNDP; 5) Regional Programmes - PEMSEA – Regional Programme on South East Asia Seas, ATSEA and CTI GEF; 6) Programme of Work on Protected Areas; 7) Activities developed by GoTL and other agencies, such as FAO, particularly in terms of the Forestry and Fisheries sectors.

Outputs

The project has the following outcomes:

- Production of a National Biodiversity Strategy and Action Plan for Conservation and Sustainable Use of Biodiversity aligned to meet CBD obligations
- Preparation of Timor-Leste's First & Third National Report to CBD COP²
- Establishment of an operational CHM

Outputs and Activities (Coverage Without Duplication)

No duplication of the activities is expected since Timor-Leste has just acceded to the CBD and has therefore neither formulated NBSAP, nor developed CHM or any national report to UNCBD.

² The Second National Report is not required as the Third National Report supersedes it. The objectives of the First National Report are to identify the status of biological diversity and conservation, as well as to identify strategies and action planning. The Third National Report focuses on the implementation of the Thematic Work Programmes as well as progress towards the 2010 Target, with a similar focus to the Second National Report, hence superseding the Second National Report.

Table 1 The following table contains the Activities to be carried out by the project.

ENABLING ACTIVITY	OUTPUT:	CAPACITY BUILDING		PUBLIC PARTICIPATION	COMMENTS
	Planning, Execution	Institutional Strengthen	Familiarisation		
<p><i>Stocktaking and assessment based on existing information</i></p> <ul style="list-style-type: none"> - biodiversity and biological resources - cross-sectoral issues - policy and regulatory frameworks - institutional and human capacity and resources - analysis of root causes of BD loss - technologies for conservation and sustainable use - activities with adverse impacts - existing measures and programs - preliminary statement of objectives - identification of gaps - assessment of existing needs 	<ul style="list-style-type: none"> x x x x x x x x x x x 				
<p><i>Planning and preparation of a Strategy and Plan</i></p> <ul style="list-style-type: none"> - national strategy - national action plan 	<ul style="list-style-type: none"> x x 	<ul style="list-style-type: none"> x x 	<ul style="list-style-type: none"> x x 	<ul style="list-style-type: none"> x x 	
<p><i>Identification and analysis of options to meet the objectives of CBD</i></p> <ul style="list-style-type: none"> - strategies for conservation - strategies for sustainable use - strategies for benefit sharing 	<ul style="list-style-type: none"> x x x 	<ul style="list-style-type: none"> x x x 	<ul style="list-style-type: none"> x x x 	<ul style="list-style-type: none"> x x x 	
<p><i>Preparation of National Report</i></p> <ul style="list-style-type: none"> - first national report - third national report 	<ul style="list-style-type: none"> x x 			<ul style="list-style-type: none"> x x 	

Output 1: Stocktaking and assessment of Biodiversity resources conducted & National Biodiversity Strategy and Action Plan prepared and endorsed by the Government

Activity 1.1: Set up the NBSAP planning team and Project Implementation Unit (PIU)

The national biodiversity focal point in collaboration with the National Director of International Environmental Affairs (NDIEA) will establish a planning team within the NDIEA in the Secretariat of State for Environment. The Director of NDIEA will then request the Secretary of State to be the lead person for the NBSAP planning team. The Secretary of State will, in an open and flexible process that will be inclusive and transparent, constitute the team. The NBSAP planning team will consist of senior representatives of relevant government agencies, academia, private sector, donor partners, and civil society organizations. This planning team will be responsible to assist the Consultants in preparing the NBSAP and coordinating the implementation of NBSAP activities.

The Energy/Environment Section of UNDP in coordination with the NDIEA, the National Directorate of Fisheries and Aquaculture (NDF) and the National Directorate of Forestry (NDF) will set up the Project Implementation Unit (PIU) including recruitment of project staff, and setting up the project office. The PIU will consist of a Project Manager (PM) and a Project Assistant (PA) to work full time to ensure good coordination and implementation of the activities as described in the workplan.

Activity 1.2: Develop a detailed work plan, identifying criteria and indicators for the project

A detailed project workplan will be developed by the PM in consultation with the NDIEA, NDF and UNDP Timor-Leste, Energy/Environment Section for further implementation of the project. The assessment criteria used in this project should be measurable, with clear target indicators.

Activity 1.3: Inception workshop

An introductory and familiarization workshop is needed to inform all stakeholders about the roles and responsibilities of each party in the implementation of the project. The inception workshop will be conducted at the commencement of the project. An international consultant will be contracted to ensure a clear statement of the objectives of the project during inception phase and to assist the workplan and monitoring framework development.

Activity 1.4: Stocktaking and assessment based on existing information

This activity will be carried out by the Planning Team, but an international consultant will guide the team in developing the assessment methodology, identifying relevant key stakeholders, and in collecting and analyzing the data. The process of data collection and analysis will be a participatory one and will involve a broad-based stakeholder consultation. It will be important to relook at the identified key stakeholders and ensure that men and women are wholly involved in the consultation process.

The Stocktaking exercise will cover:

- biodiversity and biological resources

- cross-sectoral issues
- policy and regulatory frameworks
- institutional and human capacity
- analysis of root causes of BD loss
- technologies for conservation and sustainable use
- Activities with adverse impacts
- existing measures and programs
- preliminary statement of objectives
- identification of gaps
- assessment of existing needs

Activity 1.5: Identification and analysis of options to meet the objectives of CBD

This activity will cover the following:

- Strategies for conservation
- Strategies for sustainable use
- Strategies for benefit sharing

Activity 1.6: Planning and preparation of a Biodiversity Strategy and Action Plan (BSAP)

This includes consultation with relevant Ministries, stakeholders and resources users and start preparing the draft NBSAP. This activity will cover:

- National strategy
- National action plan

The NBSAP planning team will be assisted by an International Consultant to review the Biodiversity stocktaking reports and initiate the formulation of the Strategy and Action Plan. This planning exercise should also cover education and training, public awareness campaigns, research, and cross-cutting issues i.e. gender sensitivity and management. After the formulation, the NBSAP team will disseminate the draft and facilitate countrywide consultative meetings to solicit feedback from the people on the sustainable use of biodiversity and conservation measures, more inputs and proposal ideas, comments and revisions. It is important to consider that men and women should be equally involved in the consultation process.

Activity 1.7: Review and endorsement of the NBSAP document

The NBSAP document will be translated into Portuguese and Tetun and distributed to all relevant stakeholders who will be invited to a national stakeholders' consultation workshop to refine the document. The document will then be presented to the Government for final endorsement. The endorsed NBSAP document, in English, Portuguese, and Tetun, will be disseminated to the public through the media (electronic and print), awareness campaigns, local leaders including chief of villages, and academic institutions. The final document will be submitted to the UNCBD Secretariat.

Output 2: First and Third National Report prepared and submitted to CBD COP

Activity 2.1: Preparation of National Reports to COP

A short-term International consultant will be hired to assist the Government counterparts (as part of the capacity development initiative) to prepare Timor-Leste's National Biodiversity report to the Conference of Parties (COP).

Activity 2.2: Validation workshop and endorsement of the Report by the GoTL

A consultation workshop will be conducted to obtain the last inputs from the Government counterparts prior to the submission of the National Biodiversity report to COP.

Output 3: Establishment of an operational Clearing House Mechanism (CHM)

This is to build on existing capacities for the management and use of information on biodiversity within the framework of the CHM, promote networking activities with various national and international partners and to create a CHM website. The results of Activity 1 will inform the following:

Activity 3.1: Identify sources of information pertaining to national biodiversity and networking

- Assess capacities required for the management of information on biodiversity including all stakeholders, from village to local community levels, to specialized institutions for a sound implementation of the national biodiversity strategy;
- Create national protocols for information and data management, access and dissemination
- Organize workshops to inform and raise awareness among concerned actors on gathering, processing and disseminating data on biodiversity and for the review and revision of biodiversity related legal documents; and
- Identify existing and potential national and international biodiversity partners of Timor-Leste with a view to setting up a biodiversity information system.

Activity 3.2: Training

- Train national cadres on methods of biodiversity data collection, storage (spatial and information databases) and dissemination through internet and website; and
- Maintaining the website on biodiversity in Timor-Leste.

Activity 3.3: Create a national biodiversity CHM website

- Create national protocols for the information and data management, access and dissemination;
- Create a network of national partners for the dissemination and use of biodiversity data; and
- Build on existing work to create a network linking national partners with their regional and international counterparts.

Methodology (Information related to Criterion 3 - best practice)

The methodology for the project shall be based on the "Guidelines for Country Study on Biological Diversity" (UNEP, 1993), working papers UNEP/CBD/SBSTTA/3/Inf.15 "Strengthening National Implementation Reports Under the Convention on Biological Diversity" and UNEP/CBD/SBSTTA/3/Inf.16 for SBSSTA3 "Further Guidelines for the Preparation of National Report", the "Guidelines to the Convention on Biological Diversity",

(IUCN, 1994), and the “Guidelines for Preparing National Biodiversity Strategies and Action Plans” (WRI/IUCN/UNEP). As part of the Biodiversity Planning Support Program, the programme shall follow the methodologies identified in NBSAP Guidelines (Guide for Countries Preparing National Biodiversity Strategies and Action Plans) prepared by Roy Hagen, and TOR for stocktaking and assessment phase studies shall be developed from the guide. The NBSAP will be developed through a participatory process using national expertise and in consultation with other partners – development partners and civil society. Combined with the above mentioned planned activities, a greater benefit is envisaged in terms of public awareness of issues promoted in this planned project.

While much important work is happening with regards to addressing immediate threats to terrestrial, coastal and marine ecosystems and in training communities, the proposed GEF project will provide a holistic, cross-sectoral framework for investment in best practices for development of *in situ* conservation in this small island’s tropical ecosystems. This project will also allow for the development of awareness activities at the individual and institutional levels to familiarise issues pertaining threats to natural ecosystems, and to identify best practices in different ecosystems using traditional environmental knowledge.

While Enabling Activities are financed by the GEF at full-cost (rather than incrementally), the value-added of this GEF project is that it will address some of the major areas that are lacking in management of biodiversity, including more comprehensive linkages to the private sector through the demand side tools as well as having more comprehensive knowledge on the existing national biological diversity. The project will identify needs to promote market-driven approaches and incentives (legal and financial) for biodiversity conservation to influence prevailing practices in biodiversity management.

From the preliminary discussions with the possible stakeholders, it is expected that the overall project risk will be low. The potential risks, which could hinder the successful project implementation and/or reduce project effectiveness, relate to:

- Lack of baseline information;
- Lack of institutional coordination;
- Insufficient expertise in the area and lack of human resources;
- Lack of clarity in the NBSAP process; and
- Security issues (community conflicts and national socio-political instability)

To address these anticipated risks, the project will be designed to include an effective means to monitor and to the extent possible mitigate these risks. Mitigation measures may include support from UNDP, engaging the Planning Team and relevant Government Ministries at the district/sub-district levels and chief of villages on Biodiversity, integrating capacity development in the planning and implementation of the project, and clarifying the objectives of the project and its implementation processes during an Inception Workshop.

Part III. Management Arrangements

Institutional Framework and Project Implementation Arrangements

The project will be directly executed and implemented by UNDP (UNDP Execution) for a period of eighteen months and the Secretariat of State for Environment (SoSE) will be the Government counterpart in the implementation of the activities. The Secretary of State for Environment will appoint a National Project Coordinator (NPC) for the NBSAP project who will supervise the activities on behalf of the Government, ensure timely provision of Government inputs and be responsible to the Government and UNDP for the achievement of the results and outputs. The implementation of the daily activities of the project will be entrusted to a Project Manager (PM) who will be under the direct supervision of the NPC and UNDP Programme Officer.

National and International Consultants will be hired temporarily, will work under the direct supervision of the PM and will report to UNDP and the NPC on a regular basis. He/she will provide technical advice to the PM and the NBSAP planning team as part of local capacity development.

The project will receive high level guidance and oversight from the NBSAP Project Board (PB) and Project Working Committee (PWC).

Project Board (PB)³

The PB will be composed either by the Minister or Vice Minister of Economy and Development or designated representatives of the Ministry of Economy and Development such as the Secretary of State for Environment and the key ministries related to NBSAP. The PB will provide policy level guidance, reviews project progress and project financial status, and reviews/endorsees substantive budget revisions. It will be chaired either by the Minister or Vice Minister of Economy and Development or by the Secretary of State for Environment (SoSE) and comprised of the MAF and UNDP (secretariat) and the ex-officio members, MF, SoSNR, and any other relevant parties who will be invited as required.

Regular PB meetings will be held on a three-monthly basis until the completion of the project. Special sessions will be convened as required. The National Project Coordinator, in consultation with the NDIEA, will be responsible for the timely formation of PB.

Project Working Committee (PWC)

The PWC discusses any issues arising from day-to-day implementation of the project. Members are representatives at the *working level* of the same Ministries and Secretariat of States as the PB.

Regular PWC meetings will be held on a monthly basis until the completion of the project. Special sessions will be convened as required. The PM, in consultation with the NDIEA, will be responsible for the timely formation of PWC.

Project Implementation Unit (PIU)

The PIU will play a key role in project execution. It will be located at the premises of the SoSE and will be headed by a PM. The National Director of International Environmental Affairs will be the National Project Coordinator and will be the immediate supervisor of the PM. The PM will collaborate very closely with UNDP Energy/Environment Section and will be responsible

³ Once the Inter-Ministerial Working Group for Environment and Natural Resource Management is in place, this body will become the Project Board as this group consists of the key line ministries and includes the Ministry of Finance and National Parliament as *ad hoc* members.

for implementation of all project activities in accordance with the UNDP Execution modality. He/she will be a national professional recruited for 18 months (6 months probationary and a one year extension pending on performance evaluation). He/she will be responsible for the application of all UNDP administrative and financial procedures and for the use of UNDP/GEF funds.

The PM will be supported by a Project Assistant (PA) recruited by the project for a period of 18 months. The PIU will have overall responsibility for project management, administrative, technical and financial reporting; will manage the selection of national and international consultants – this will also be done in close consultation with other concerned executing agencies. This will include preparation of TORs, call for bids and organizing the selection process. However, in accordance with UNDP Execution modality, the awarding of all contracts and recruitment of the consultants will be administered by UNDP.

Financial Arrangements (Project financing, budget, and other information related to Criterion 4 - cost-effectiveness)

This project adopts the least-cost means of achieving the project's objectives, and follows the activity norms and cost benchmarks defined by GEF guidance.

The proposed outcomes (benefits) will include not only promoting biodiversity conservation in the longer term but also a substantial component dedicated to environmental education and community development, which is critical in terms of achieving long term, sustainable results. The global environmental benefits and/or drawbacks of the project are clearly identified. The project fits well within the context of GEF goals, as well as its operational strategies and programme priorities. GEF financing will hence be cost effective and will play a catalytic role in prioritizing future actions for conservation of ecologically vulnerable ecosystems in Timor-Leste.

However, in accordance with the Agency Execution modality, all payments under this project will be affected according to UNDP financial roles and regulations.

Part IV. Monitoring and Evaluation

Project monitoring and evaluation will be conducted in accordance with established UNDP and GEF procedures and will be provided by the Project Implementation Unit (PIU) and UNDP Country Office (UNDP-CO) with support from UNDP/GEF Regional Coordination Unit. The NDIEA will monitor periodically the activities to ensure that they are carried out appropriately and in a timely manner as per the work plan. The NDIEA and PIU will ensure that project execution complies with UNDP's monitoring, evaluation, auditing and reporting requirements. Quarterly Operational/ Financial Reports and Terminal Report will be submitted by the PIU to UNDP for clearance before forwarding to NDIEA (SoSE), relevant Government Ministries (GoTL) and UNDP-GEF Regional Coordination Unit. In accordance with these documents, quarterly progress reports will provide a brief summary of the status of activities and output delivery, explaining any variances from the pre-agreed work plan and presenting work plan for

each successive quarter for review and endorsement. The reports will also include the disbursement status during the implementation period.

NDIEA will complete an annual review of the project following the current UNDP/GEF format for Annual Project Review (APR)/Project Implementation Review (PIR) as outlined in the Monitoring and Evaluation Resource Kit. A project Terminal Report will be prepared by the PIU and submitted to NDIEA (SoSE), relevant Government Ministries, UNDP and GEF, assessing the delivery of inputs, the achievement of the project objectives and the project's impact/results.

Part V. Legal Context

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement (SBAA) between GoTL and UNDP as signed by the parties on 20 May 2002. The host country-implementing agency shall, for the purpose of the SBAA, refer to the government cooperating agency described in that Agreement.

UNDP acts in this project as Implementing Agency of the Global Environment Facility (GEF), and all rights and privileges pertaining to the UNDP as per the terms of the SBAA shall be executed '*mutatis mutandis*' to GEF.

The UNDP Resident Representative in TL is authorized to effect in writing the following types of revisions to this project document, provided he/she has verified the agreement thereto by the UNDP GEF unit and is assured that the other signatories of the project document have no objections to the proposed changes:

- Revisions of, or addition to, any of the annexes to the Project Document;
- Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of inputs already agreed to or by the cost increases due to inflation;
- Mandatory annual revisions which re-phase the delivery of agreed project inputs, or reflect increased expert or other costs due to inflation, or take into account agency expenditure flexibility; and
- Inclusion of additional annexes and attachments relevant to the Project Document.

SECTION II – STRATEGIC RESULTS FRAMEWORK (SRF)

Table 2: Project Results and Resources Framework

Intended outcome/Country Programme Outcome: Comprehensive approach to environmentally sustainable development integrated in national development planning.			
Outcome indicators: <ul style="list-style-type: none"> ▪ National Policy, Strategy and Action Plan on conservation and sustainable use of biodiversity prepared ▪ Timor-Leste's First and Third National Reports to CBD prepared and submitted to COP ▪ An operational Clearing House Mechanism (CHM) for Timor-Leste established 			
Applicable Strategic Goal (from MYFF) and MYFF Service Line Goal 3: Managing energy and environment for sustainable development <ul style="list-style-type: none"> ▪ Frameworks and strategies for sustainable development (SL 3. 1) ▪ Conservation and sustainable use of Biodiversity (SL 3. 5) 			
Partnership Strategy The project will be executed in coordination with the Secretariat of State for Environment (Ministry of Economy and Development), National Directorate of Forestry and National Directorate of Fisheries and Aquaculture (Ministry of Agriculture and Fisheries). Possible partners would include: <ul style="list-style-type: none"> ▪ Ministry of Interior and National government officers at the District/ Sub-district levels ▪ Civil society groups, private bodies, and NGOs 			
Project Title: National Biodiversity Strategy and Action Plan (NBSAP) and related Enabling Activities in Timor-Leste Project Number: 000...			
Intended Outputs	Output Targets	Indicative Activities	Responsible parties, inputs and Costs
Output 1: Stocktaking and assessment of Biodiversity resources conducted & National Biodiversity Strategy and Action Plan prepared and endorsed by the GoTL	<ul style="list-style-type: none"> - NBSAP Planning team established and a PM & PA recruited for the project - A project workplan developed by the PM and approved by UNDP & GoTL - Inception Workshop conducted and participated by Gov and non-Gov stakeholders - Stocktaking exercise commenced - Identification/analysis of 	<ol style="list-style-type: none"> 1.1 Set up the NBSAP planning team and Project Implementation Unit (PIU) 1.2 Develop a detailed work plan, identifying criteria and indicators for the project 1.3 Inception workshop 1.4 Stocktaking and assessment based on existing information 1.5 Identification and analysis of options to meet the objectives of CBD 1.6 Planning and preparation of a Biodiversity Strategy and Action Plan (BSAP) 1.7 Review and endorsement of the NBSAP document 	SoSE, NDF, NDFA and PIU <ul style="list-style-type: none"> - Int. consultants: 7 months - Nat. consultants: 21 months - Travel - Comm & Audio Visual equip - Consultation meetings and Workshops - Preparation of documents - PIU

	<ul style="list-style-type: none"> options commenced - NBSAP prepared - NBSAP document endorsed by the GoTL 		GEF: US\$ 173,300
<p>Output 2: First and Third National Reports on Biodiversity prepared and submitted to COP</p>	<ul style="list-style-type: none"> - First and third National reports on Biodiversity conservation prepared - National reports on Biodiversity approved by the GoTL and submitted to COP 	<ul style="list-style-type: none"> 2.1 Preparation of National Reports on Biodiversity 2.2 Validation workshop, endorsement of the Reports by GoTL and submission to COP 	<p>SoSE, NDF, NDFA and PIU</p> <ul style="list-style-type: none"> - Int. consultant: 1 month - Nat. consultant: 3 months - Travel - Workshops - Preparation of documents - PIU <p>GEF: US\$ 19,900</p>
<p>Output 3: Establishment of an operational CHM</p>	<ul style="list-style-type: none"> - Sources of informatin related to national biodiversity identified - Gov officer(s) will be trained in identifying sources of information, networking - A website will be created for CHM 	<ul style="list-style-type: none"> 3.1 Identify sources of information pertaining to national biodiversity and networking 3.2 create national protocols for the information and data management, access and dissemination 3.3 Training 3.4 Create a Biodiversity CHM website 	<p>SoSE, NDF, NDFA and PIU</p> <ul style="list-style-type: none"> - Int. consultants: 2.5 months - Nat. consultants: 6 months - Travel - Information Technology Equip - Training - Preparation of documents - PIU <p>GEF: US\$ 57,900</p>
<p>General Management Cost: (For Output 1, 2, and 3)</p>		<ul style="list-style-type: none"> 4.1 Provide administrative, financial and logistical support to formulate the NBSAP 4.2 Monitor the preparation of NBSAP 4.3 Support the endorsement of NBSAP 	<ul style="list-style-type: none"> - Office equipment and furniture - Project reports - Stationary <p>GEF: US\$ 26,100</p>

SECTION III - TOTAL BUDGET AND WORK PLAN

Table 3: Total Budget & Work Plan

Award:	00050224 (TLS10)
Project ID:	00061924 (TLS10)
Award Title:	PIMS 4083 BD EA National Biodiversity Strategy and Action Plan and related Enabling Activities in Timor-Leste
Project Title:	PIMS 4083 BD EA National Biodiversity Strategy and Action Plan and related Enabling Activities in Timor-Leste
Implementing Partner:	Secretariat of State for Environment (GoTL)
Executing Agency:	UNDP

GEF Outcome/Atlas Activity	Responsible Party	Source of Funds	Donor	Atlas Budgetary Account Code	ATLAS Budget Description/Input	Amount (USD)		Total (USD)	See Budget Note:
						Year 1 2008	Year 2 2009		
OUTPUT 1: Stocktaking and assessment of Biodiversity resources conducted & Preparation of National Policy, Strategy and Action Plan on conservation and sustainable use of biodiversity aligned to meet CBD obligations	UNDP	62000	GEF	71200	Int. Consultants	18,000.00	66,000.00	84,000.00	A
				71300	National Consultants	5,200.00	22,100.00	27,300.00	B
				71400	Contractual Services	13,500.00	23,500.00	37,000.00	C
				71600	Travel	4,000.00	11,000.00	15,000.00	D
				72400	Comm & Audio Visual Equip	1,000.00	5,500.00	6,500.00	E
				74500	Miscellaneous	1,500.00	2,000.00	3,500.00	F
				Sub-total of Outcome 1		43,200.00	130,100.00	173,300.00	
OUTPUT 2: Preparation of Timor-Leste's First & Third National Reports to CBD COP	UNDP	62000	GEF	71200	Int. Consultants	-	12,000.00	12,000.00	G
				71300	National Consultants	-	3,900.00	3,900.00	G
				71600	Travel	-	1,500.00	1,500.00	D
				72400	Comm & Audio Visual Equip	-	1,000.00	1,000.00	E

				74500	Miscellaneous	-	1,500.00	1,500.00	F
				Sub-total of Outcome 2			19,900.00	19,900.00	
OUTPUT 3: Establishment of an operational Clearing House Mechanism (CHM)	UNDP	62000	GEF	71200	Int. Consultants	-	30,000.00	30,000.00	H
				71300	National Consultants	-	7,800.00	7,800.00	H
				71400	Contractual Services	-	10,600.00	10,600.00	I
				71600	Travel	-	3,000.00	3,000.00	D
				72800	Information Tech Equipment	-	6,500.00	6,500.00	J
				Sub-total of Outcome 3			-	57,900.00	57,900.00
Project Management Cost	UNDP	62000	GEF	74500	Miscellaneous	14,750.00	11,350.00	26,100.00	
TOTAL						57,950.00	219,250.00	277,200.00	

Summary of Funds	
GEF	277,200
Government in kind contribution	18,000
TOTAL	295,200

Budget Notes:

- a. International consultants will be hired to provide technical assistance on stocktaking, biodiversity information assessment and analysis for production of BSAP and COP National Reports. In addition, international consultants will be hired to conduct NBSAP Introductory and familiarisation workshop and identify criteria and indicators for project
- b. National consultants will be hired to partner with the international consultant as part of local capacity development. In addition, the local consultants will conduct participatory community based workshops on conservation and sustainable use of biodiversity to raise awareness.
- c. Specialized short term service contracts by individuals for national workshops, trainings and coordination of initial trainings for technical working group. The costs for administrative and preparing workshop reports are included.
- d. This includes travel for local consultants as well as travel to the remote area for workshops.
- e. Acquisition of Communication equipments, telephone charges, connectivity charges and common services for the project team
- f. This includes materials for the workshops, contingency and cost for renting venues for the various consultations
- g. A short-term international and local consultant(s) will be recruited to assist in field visits, facilitating the review of data and consultations for the preparation of the Third National Report. The final outputs from the consultants will be the 1st & 3rd reports.
- h. Short term international and local consultants will be contracted to undertake discussions to develop a CHM strategy, information sharing arrangements and data management protocols
- i. National consultants will be hired to set up Website/database
- j. Computer and Peripherals for the Clearing House Mechanism

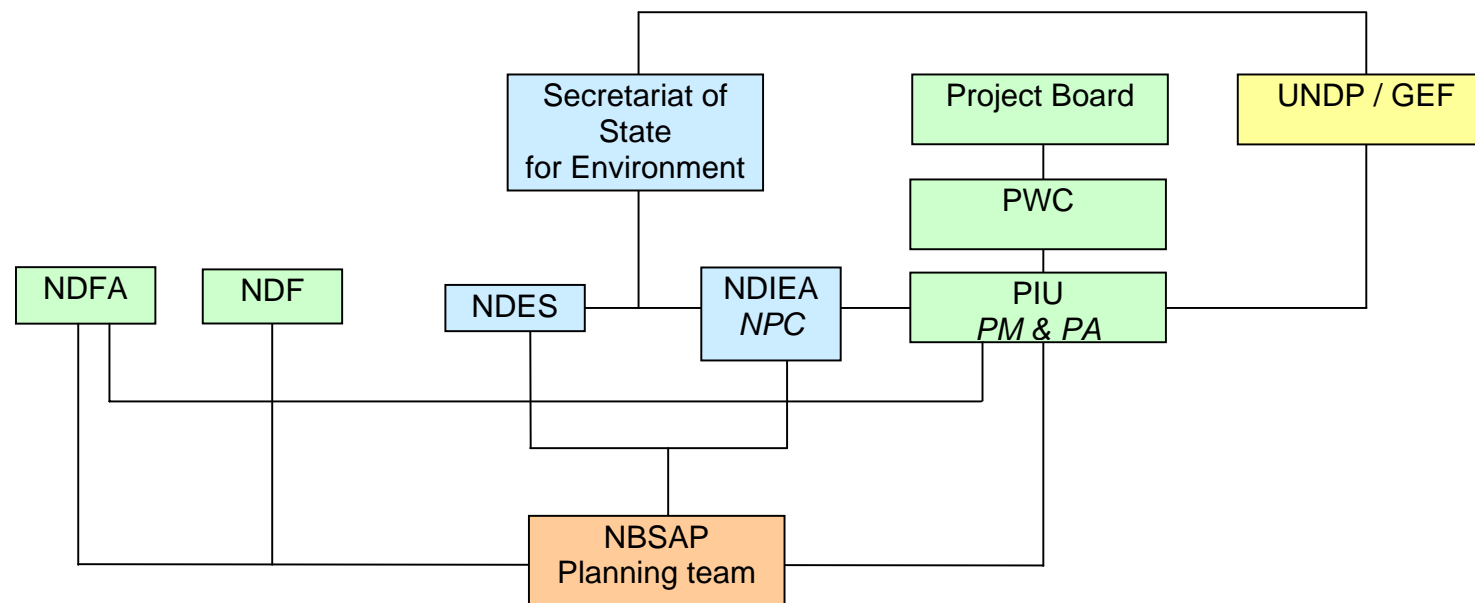
SECTION IV: ADDITIONAL INFORMATION

Part I: Related Documents

1. Approved EA proposal

Please see attached file

Part II: Organigram of Project



Part III Term of References for Key Project Staff and Main Sub-contracts

1. National Project Coordinator (NPC)

The National Project Director will serve as the overall Government manager of the project. She/he will be a senior serving member of the GoTL and designated by the Secretary of State for Environment. Key responsibilities of the NPC are:

- To provide overall leadership and supervision to the Project Implementation Unit (PIU);
- To serve as focal point for NBSAP project interaction with Government institutions and other stakeholders (donors, NGOs, academic institutions and the private sector);
- To be responsible for provision of all project reporting, including progress reports, project accounts and budgets, project workplans, Terms of Reference, etc. as required by the GoTL and UNDP;
- To ensure achievement of the overall objectives and specific outputs of the Project, by utilizing the project financial resources in an efficient, effective and transparent manner;
- Review and endorse the progress and terminal reports of the project; and
- Act as NBSAP Project Liaison between the GoTL and other stakeholders.

Qualifications:

- A senior government officer at the Secretariat of State for Environment;
- Strong knowledge of government policies and strategies;
- Strong understanding about global and national biodiversity and environmental issues;
- Good interaction with line ministries and other stakeholders;
- Demonstrated strong leadership and partnership; and
- Demonstrated ability to liaise and foster cooperation between agencies, including government, academic institutions and NGOs

2. Project Manager (PM)

A Project Manager (PM) will be recruited for the NBSAP project. She/he will be responsible for the overall implementation of the project activities under the direction of the NPC. The PM will be a full-time staff member for the duration of the project and will be assisted by a full-time Project Assistant. The PM will lead the Project Implementation Unit and will be the primary focal person who will provide support to the NBSAP planning team. The key responsibilities of the PM includes:

- Managing and coordinating the day-to-day project activities including activities of the NBSAP planning team and short-term consultants;
- Supervise and coordinate the production of project outputs;
- Maintain good communication and coordination with Government counterparts, donor agencies, NGOs and communities;
- In coordination with the National Directorate for International Environmental Affairs and the Environment Section (UNDP), review and update the overall project work plan and budget allocation;
- Participate in the preparation of TORs and organize interviews for selection of candidates for short term consultancy missions;
- Provide necessary guidance and technical support to Consultants in performing their functions;
- Organise and facilitate the Project Board (PB) and Project Working Committee (PWC) meetings; and any other meetings with Government counterparts, NGOs, communities and other stakeholders;
- Keep regular monitoring of the progress of the project and take corrective actions to ensure that the project is achieving expected outputs within the given timeframe and budget;
- Prepare monthly progress updates, Quarterly and Annual reports to the GoTL, GEF and UNDP;
- Supervise project personnel in conducting Administrative and Logistical functions and ensure timely and effective implementation of project activities;
- Certify and monitor the delivery of financial and non-financial resources;
- Ensure that project assets are properly recorded and used for implementation of the project;
- Produce a terminal report to the GoTL, GEF and UNDP; and
- Perform any other functions as required by the project.

Qualifications:

- Timorese National with advanced degree or higher (Master's or higher) in areas relevant to biodiversity, environment and rural development;
- Good knowledge of global and national Biodiversity conservation issues;
- A minimum of 5 years of professional experience in the area relevant to the Programme and demonstrating ability in project administration and managing donor's funds;

- Demonstrated strong leadership, effective management skills, good coordination ability and team working spirit;
- Good organizational skills, with strong experience in organizing and facilitating meetings, workshops and writing reports;
- Good interpersonal/communication skills ; and
- Good oral and written communication skills in English and Tetum (Portuguese and Bahasa Indonesia) are highly desirable.

3. Project Assistant (PA)

A Project Assistant (PA) will be recruited to provide daily assistance to the National Project Coordinator. She/he will be hired as a full-time project staff member for the duration of the project. The key responsibilities of the PA includes:

- Assist the PM to establish and maintain good communication and coordination with Government Counterparts, donor agencies, NGOs and communities;
- Assist the PM to review the overall project work plan and budget allocation;
- Organize meetings, including Project Board (PB) and Project Working Committee (PWC) meetings and taking minutes of the meetings;
- Provide administrative and logistical support such as drafting correspondence letters, organize filing system and record/update project inventory list;
- Assist the PM in preparing monthly progress updates, Quarterly and Annual reports to the GoTL, GEF and UNDP;
- Process payments and monitor project expenditures;
- Assist the PM in preparing budget revisions and preparing the terminal report to the GoTL, GEF and UNDP; and
- Perform any other functions as required by the project.

Qualifications:

- Timorese National with completion of Secondary School (preferably Diploma) with a minimum of 3 years professional experience in Administration and project management or equivalent;
- Strong experience in organizing meetings, workshops and writing reports;
- Good interpersonal and communication skills;
- Good organizational skills;
- Strong computer skills especially for Word Processing and Spreadsheets;
- Good oral and written communication skills in English and Tetum (Portuguese and Bahasa Indonesia are highly desirable).
- Knowledge of UNDP project implementation procedures, including procurement, disbursements and GEF reporting and monitoring is highly preferable.

4. NBSAP Planning Team

A NBSAP Planning Team will be established under the NDIEA or will be based on the existing technical/professional group(s) under the same Directorate to assist the GoTL in assessing and analyzing the biodiversity stocktaking report(s) and will contribute to identify the Strategy and formulate a National Action Plan on sustainable use and conservation of biodiversity resources. This team will consist of at least one national expert from each key Biodiversity sub-sector who will be engaged on a temporary basis to undertake well defined assessments and analysis. The major tasks of the team will be to:

- Undertake a situation analysis of available information on commercial and non-commercial use of biodiversity resources in the country and assess its adverse effects to biodiversity conservation and identify actions to improve the situation;
- Under the guidance of an international consultant, the team will assist the PIU to assess and review the Strategy and Action Plan for sustainable use of biodiversity resources and its conservation activities;
- Support and participate in the consultation process with local communities on the utilization of biodiversity resources and measures of conservation; and
- Provide inputs for formulation of the NBSAP.

Qualifications of national expert:

- Timorese National with fluency of English (Portuguese is an asset);
- A minimum bachelor's degree in areas relevant to biodiversity and environment;
- Strong knowledge of global and national biodiversity and environmental issues;
- A minimum of 5 years of professional experience in the area relevant to the Programme; and
- Demonstrated good interpersonal, communication skills and team working spirit.

5. Project Board (PB)

The Project Board (PB) will be the overall governing body for the NBSAP preparation process. It will comprise representatives from all key stakeholder institutions, and will be chaired by either the Minister or Vice Minister of Economy and Development or by the Secretary of State for Environment. The PB will assume an on-going coordinating role for assessing and improving capacities for managing the biodiversity in Timor-Leste. Regular PB meetings shall be held on a three-monthly basis until the completion of the project and special sessions will be convened as required.

Responsibilities of the PB will include:

- Provide high level orientation and guidance for the NBSAP preparation process;
- Ensure that preparation of the NBSAP develops in accordance with the national development objectives, goals and policies;
- Overseeing all activities of the Project, based on reports provided by the NPC and PM;

- Serving as the primary GoTL inter-sectoral coordination body to ensure full support and cooperation from all stakeholder institutions;
- Provide overall guidance and coordination for the implementation of the project and ensure that the NBSAP preparation process is progressing well according to the approved workplan;
- Ensure that the Project performs within the framework of the NBSAP preparation process Document and/or as revised by the inception report approved by the Project Steering Committee;
- Review and endorse the annual Project workplan, substantial budget revisions, and the Financial Reports prepared by the PIU for the NBSAP preparation process and monitor its implementation;
- Coordinate between different institutions linked with the Project to ensure that all project activities are implemented efficiently and as planned;
- Determine actions, if any, to be undertaken to rectify the situation when expected outputs as determined in the workplan could not be met; and
- Reviewing and approving all project outputs.



SIGNATURE PAGE

Country: Timor-Leste

UNDAF Outcome(s)/Indicator(s):
(Link to UNDAF outcome)

To integrate the principle of sustainable development into country policies and programmes.

Expected Outcome(s)/ Indicator(s):
(CP outcomes linked to SRF/MYFF goal and service line)

*Comprehensive approach to environmentally sustainable development integrated in national development planning. G3 – Managing energy and environment for sustainable development.
(3.1) Frameworks and strategies for sustainable development
(3.5) Conservation and sustainable use of Biodiversity*

Expected Output(s)/ Indicator(s):
(CP outcomes linked to SRF/MYFF goal and service line)

A National Report on Biodiversity prepared and submitted to CBD COP and a National Biodiversity Strategy and Action Plan prepared and endorsed by the GoTL.

Implementing partner:
(designated institution/Executing agency)

United Nations Development Programme (UNDP)

Other Partners:
(formerly implementing agencies)

*Secretariat of State for Environment
Ministry of Agriculture and Fisheries*

Programme Period: 2008-2009
Programme Component: Energy & Environment
Project Title: National Biodiversity Strategy and Action Plan (NBSAP) and related Biodiversity Enabling Activities in Timor-Leste
Project ID: 00061924 (TLS10)
Project Award: 00050224 (TLS10)
Project Duration: 18 months
Management Arrangement: DEX

Budget
Total Budget of the Programme: US\$ 295,200

New allocation
• GEF: US\$ 277,200
• GoTL in kind contributions: US\$ 18,000

Existing resources (Ongoing activities)
• UNDP Timor-Leste US\$ -
• Trust Fund East Timor US\$ -

Agreed by Government:

2/9/08

Agreed by UNDP:

2/9/08.