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# PROJECT DOCUMENT

## Georgia

**Project Title**: **Institutional strengthening for Implementation of the Montreal Protocol (XII phase) in Georgia**

**Project Numbers: 01001431** **Award: 1185192**

**Implementing Partner: Ministry of Environment Protection and Agriculture of Georgia (MEPA)**

**Start Date: 1 November 2023** **End Date: 30 June 2026** **Electronic LPAC date: 23 October 2023**


| Brief Description |
|---|
| XII phase of Institutional strengthening for implementation of the Montreal Protocol (XI phase of IS project) is a 11th phase of enabling activities for Georgia with an overall objective to strengthen Georgia's capacity in implementing obligations of the Montreal Protocol.<br><br>XII phase of IS project will assist Georgia in: i) updating existing legislation on ODS import quota to cover all substances covered by the Montreal Protocol and its amendments ii) improving Electronic Refrigerant Management System (ERMS) to include refrigerants recovery, recycling, and reclamation operations; iii) quality and timely reporting on ODS consumption and phase-out levels; iv) organizing consultations with private sector representatives, including owners of HVAC/R installations, importers, service companies, RAC technicians etc. around new regulations on mandatory leak checks and ERMS; v) organizing information dissemination campaign (including gender dimensions) on the introduction of ERMS and mandatory leak detection through production of promotional and publicity audio-visual and printed materials; vi) building knowledge and capacities of HVAC/R installations, importers, service companies, RAC technicians, and sellers of refrigerants in application of ERMS and environmental inspectors in enforcement of mandatory leak checks and; vii) further strengthening NOU's internal managerial and external multi-stakeholder coordination and networking capacities, through upgrading NOU's infrastructure and supporting GoG's active participation in regional networks, open-ended working group and meetings of parties.<br><br>The project is funded by Multi-Lateral Fund to the Montreal Protocol (MLF) in amount of US $ 180,000. In kind contribution is provided by the GoG in the amount of US $ 94,500 |


**United Nations Sustainable Development Cooperation Framework (UNSDCF) 2021/2025 Outcome 5/ Country Programme Document (CPD) 2021-2025 Outcome 2:** Communities enjoy greater resilience through enhanced institutional and legislative systems for environment protection, sustainable management of natural resources and disaster risk reduction

**CPD Output 2.1:** enhanced environmental governance and institutional capacity to enable rational, equitable and sustainable use of natural/land resources, to ensure conservation of ecosystems, use of innovative and climate-friendly technologies for inclusive green economy, energy efficiency and clean energy production, and make communities more resilient to environmental shocks

**UNDP Strategic Plan 2022-2025 Output 1.1:** The 2030 Agenda, Paris Agreement and other intergovernmentally-agreed frameworks integrated in national and local development plans, measures to accelerate progress put in place, and budgets and progress assessed using data-driven solutions

**Project: 00104411 / Output: 00130228**
Gender marker: GEN2
Management Arrangements: National Implementation Modality (NIM) with CO Support

| | | |
|---|---|---|
| Total Resources Required: | **USD 180,000** | |
| Total Resources Allocated: | **UNDP TRAC** | N/A |
| | **MLF** | **US $ 180,000** |
| | **Government of Georgia In-kind contribution:** | **US $ 94,500** |

| Agreed by: | Name/Title | Signature | Date |
|---|---|---|---|
| Ministry of Environmental Protection and Agriculture of Georgia | Mr. Otar Shamugia, Minister | | |
| UNDP Georgia | Mr. Douglas Webb, Resident Representative a.i. | DocuSigned by: Douglas Webb 0A71915DC0EB47C... | 20-Nov-2023 |

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## I. DEVELOPMENT CHALLENGE

On 21 March 1996, Georgia became a party to the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer, followed by the ratification of London, Copenhagen, Montreal, Beijing and Kigali amendments to the Protocol by the country.

Since 2006 the United Nations Environmental Programme for Georgia (UNDP Georgia) has been pro-actively assisting the Government of Georgia (GoG) in fulfilling ODS phase-out obligations. More specifically, jointly with the Ministry of Environmental Protection and Agriculture (MEPA), it has been carrying out the Institutional Strengthening (IS) programme for the Implementation of the Montreal Protocol. The IS supports the GoG in meeting its obligations under the Montreal Protocol of the Vienna Convection, through implementing a number of horizontal and specific measures, including legal-regulatory and policy, institutional strengthening (IS)/capacity building (CB), public awareness, coordination, networking and regional and global cooperation.

10 phases of IS Programme have been already accomplished and the 11th phase will be completed by the end of December 2022. IS XI is implemented through the National Ozone Unit (NOU) of the Ministry of Environmental Protection and Agriculture (MEPA) has: i) successfully facilitated the adoption of legal changes concerning exemptions to ODS uses and mandatory certification of RAC technicians in line with requirements of relevant EU regulations, though carrying out intensive consultations with key state agencies and importers, ii) continued enforcement of ODS control measures and monitoring of illegal ODS trade, through enhancing knowledge and skills of customs officers and environmental inspectors; iii) monitored and regularly reported ODS consumption and phase-out levels; iv) assisted completion of HPMP stage I and implementation of stage II activities through improving knowledge and skills of RAC technicians in ODS handling, low/zero GWP alternatives, alternative technologies and processes as well as through supporting capacity development of existing VET schools to incorporate ODS management issues into existing curricula; v) cooperated with private sector representatives on low GWP alternative demo projects, iv) raised knowledge and skills of public agencies in green procurement of A/C equipment as well as awareness of general public and technicians on ozone layer protection and ODS phase-out; vi) significantly strengthened its internal staff-level management and external multi-stakeholder coordination and networking capacities, through enlarging NOU and actively participating in regional networks, open-ended working group and meetings of parties.

Regardless of above progress, there are following additional needs that have been identified as critical by the National Ozone Unit/NOU and other stakeholders to be covered by IS XII: i) revising ODS import quota to apply to all ODS substances, covered by the Montreal Protocol and its amendments, as well as carrying out consultations with key government entities and importers on the given legal revision and its implications; ii) improving Electronic Refrigerant Management System (ERMS) to include refrigerants recovery, recycling, and reclamation operations; iii) raising knowledge and capacities of private sector representatives including HVAC/R installations, importers, service companies, RAC technicians, and sellers of refrigerants on mandatory leak checks and application of ERMS; iv) building knowledge and enforcement capacities of environmental inspectors, including female inspectors in mandatory leak checks and customs' officers in controlling illegal trade with ODS; v) further strengthening NOU's internal managerial and external multi-stakeholder coordination and networking capacities, through upgrading NOU's infrastructure (office and computer equipment to meet the needs of extended NOU staff) and supporting GoG's active participation in regional networks, open-ended working group and meetings of parties.

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## II. STRATEGY

The Development/long-term objective of the proposed IS XI project is ***to strengthen Georgia's capacity in implementing obligations of the Montreal Protocol.*** This will be attained by following immediate objectives, which are in line with common objectives set out in the MLF's Guide for the submission of institutional strengthening projects:

1)Adopt/implement ODS legislation and regulation to control and monitor ODS consumption
2) Efficiently and timely collect and report data
3) Supervise timely implementation of phase-out activities and reduction in ODS consumption
4) Strengthen consultations and coordination with national agencies/stakeholders
5) Raise public awareness on Ozone Layer Protection
6) Enhance Regional cooperation

More specifically, under the IS XII phase:

- existing regulations on ODS import quota will be revised to cover all substances regulated by Montreal Protocol and its amendments and the given revision(s) and its implications will be discussed with key government entities and importers;
- monitoring and enforcing ODS control measures and monitoring of illegal ODS trade will be continued through further strengthening compliance assurance monitoring and control capacities of environmental inspectors and customs officers;
- reporting ODS import/consumption data and progress towards implementation of the Country Programme to Ozone and MLF secretariat will be continued through further improving Electronic Refrigerant Management System (ERMS) to add refrigerants recovery, recycling, and reclamation operations as well as through preparing all necessary reports for 2022 and 2023 and submitting them to MLF secretariat;
- Capacity development of NOU and NOO will be continued through:
    a. *improving NOU's office and IT infrastructure;*
    b. *facilitating cooperation with relevant line Ministries and various donor programmes in the area of recently ratified Kigali amendment (it was ratified in May 2023);*
    c. *organizing consultations with the private sector including owners of HVAC/R installations, importers, service companies, RAC technicians etc. on new regulations including mandatory leak checks and Electronic Refrigerant Management System (ERMS).*
- knowledge and capacities of the owners of HVAC/R installations, importers, service companies, RAC technicians, and sellers of refrigerants will be enhanced on the operation of ERMS through series of trainings;
- Information campaigns on ozone layer protection and introduction of ERMS and mandatory leak checking will be carried out;
- participation of relevant government representatives in regional networks, open-ended group meetings and meetings of parties to the Montreal Protocol will be further supported.

## III. RESULTS AND PARTNERSHIPS

### 3.1/ Outputs/component, Activities and Sub-activities

The project is expected to have following key components/outputs:

1: Adopted relevant ODS regulations to control and monitor ODS consumption
2: Efficiently and timely collected and reported ODS data
3: Strengthened consultation and coordination mechanisms with various national agencies/ stakeholders
4: Effectively supervised HCFC phase-out activities
5: Raised public awareness on Ozone Layer Protection
6: Enhanced regional cooperation and participation in Montreal Protocol meetings

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**Component 1: Adoption/implementation of ODS legislation and regulation to control and monitor ODS consumption**

Activity 1.1. Improve legal-regulator basis, through assisting with development and adoption of prepared legal changes on the ODS import quota to include all substances covered my Montreal Protocol and its Amendments:

*1.1.1 Update existing legislation (regulatory basis) on the ODS import quota to include all substances covered by the Montreal Protocol;*

*1.1.2 Present and discuss revisions with the GoG;*

*1.1.3 Present and discuss revisions with importers.*

Activity 1.2. Continue enforcing ODS control measures and monitoring illegal ODS trade through training of environmental inspectors:

*1.2.1 Conduct training for the staff of the Environmental Supervision Department on the enforcement of leak checking requirements.*

Activity 1.3 Capacity building of customs officers in monitoring illegal trade with ODS:

*1.3.1 Conduct training sessions for customs officers on ODS regulations, including amendments.*

Activity 1.4. Ratification of Amendments to the Montreal Protocol

*1.4.1 Conduct consultations with relevant stakeholders after ratification of Kigali amendment (Kigali amendment was ratified in May 2023).*

**Output/Component 2: Efficient and timely data collection and reporting**

Activity 2.1 Monitoring customs import/export

*2.1.1 Further improve Electronic Refrigerant Management System (ERMS) to add refrigerant recovery, recycling, and reclamation operations.*

Activity 2.2 Article 7 reporting

*2.2.1 Prepare and submit the report on consumption of controlled substances for 2022 reporting year by 30 September 2023 and for 2023 by September 2024 (2023 reports will be submitted in 2024) to Ozone secretariat.*

Activity 2.3 Country programme data reporting:

*2.3.1 Prepare and submit to the Secretariat of Multilateral Fund to the Montreal Protocol progress reports on CP implementation for 2023, 2024 and 2025 by recommended deadlines*

**Output/Component 3: Consultations and coordination with other national agencies/stakeholders**

Activity 3.1 Strengthening of coordination and other capacities of the NOU/MEPA:

*3.1.1 Continue on-demand capacity development support of NOU/NOO throughout the operational period ( upgrade of NOU's office and IT equipment, including procurement of 2 laptops, 4 printer cartridges, 3 webcams and 4 chairs)*

*3.1.2 Facilitate cooperation with relevant line Ministries and various donor programmes in the ratification of the Kigali Amendment after its ratification.*

Activity 3.2 Support Steering committee/Project Board (PB)

*3.2.1 Continue effective functioning of PB to direct ODS phase-out related projects, including IS, with at least one (1) annual meeting organized, with the first meeting preceded by the Inception workshop.*

Activity 3.3 Cooperation with Industry Associations:

*3.3.1 Organize consultations with the private sector on new regulations, including mandatory leak checks and the Electronic Refrigerant Management System (ERMS).*

*3.3.2 Organize consultations with owners of HVAC/R installations, importers, service companies, RAC technicians etc..*

**Output/component 4: Supervision of timely implementation of phase-out activities and reduction in ODS consumption**

Activity 4.1 HCFC phase-out management plan plan preparation/implementation:

*4.1.1 Build knowledge and capacity of the owners of HVAC/R installations, importers, service companies, RAC technicians, and sellers of refrigerants on the operation of ERMS through training sessions;*

*4.1.2 Build knowledge and capacities of environmental inspectors from west and east regions in ERMS through training sessions*

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**Output/component 5: Awareness raising and information exchange**

Activity 5.1 Information dissemination to key stakeholders:

*5.1.1 Carry out information dissemination campaign on the introduction of ERMS and mandatory leak checking, including:*

- *Participation in minimum 1 TV/Radio Talk shows*
- *Preparing and making radio Public Service Announcements (PSAs)*
- *Preparation, printing, and dissemination of leaflets.*

Activity 5.2 Celebrating International Ozone Day:

*5.2.1 Organization of two nation-wide awareness-raising campaigns (1 in 2024 and 1 in 2025) dedicated to International Ozone Day will be planned in the operational phase.*

**Output/component 6: Regional cooperation and participation to Montreal Protocol meetings**

Activity 6.1 Participation in regional networks

- *6.1.1 Support to NOU-Georgia and other major stakeholders in participating in the Ozone Action network for ECA countries*

Activity 6.2 Participation in Open-ended Working Group/ Meeting of the Parties:

*6.2.1 Support the Government of Georgia through NOU in its active participation in the Open-ended Working Groups and Meetings of Parties in 2024 and 2025.*

### 3.2/ Resources Required to Achieve the Expected Results

The project will be managed by a part-time Project Manager of Enabling Activities Programme with a support of a part-time Project Assistant, hired through UNDP CO. In addition, local consultants will be hired to assist the project in: carrying out various assessments, developing necessary reports under Montreal Protocol, preparing knowledge building products and conducting trainings for various target groups. NOU's internal capacity will be strengthened through improving its office and IT infrastructure. Various consultation and coordination meetings, trainings, travel of the GoG representatives to various regional and global events will be also supported by the project. For outreach campaign production of various materials, media coverage and various promo actions are planned.

### 3.3/ Partnerships and stakeholder engagement

An implementing partner for the project will be the MEPA through its NOU/NOO hosted by the Environment and Climate Change Department. The Project Board (PB) will ensure participation of the MEPA (e.g. representatives of Environment and Climate Change Department, Environmental Information and Education Centre, etc.) and GARCAE in directing the project. Extended PB meetings will be organized once a year, with the first meeting to be preceded by the Inception Workshop. In order to strengthen NOU's communications and consultations with other departments of MEPA (e.g. Environmental Supervision Department) as well as with other Line Ministries and private sector representatives, a number of consultations will be organized.

Other key players are as follows:

- Subordinated body Environmental Supervision Department under the MEPA;
- Customs Department of the MoF that carries out systematic monitoring of all entry points into country and exercises control over imported/exported ODS, including HCFC;
- GARCAE that brings together the service companies and end-users in RAC and heat-pump sector, and coordinates an interface of the business industry and the government's policy-makers on the industry's aspirations and general support to the national HCFC-phase-out programmes;
- Private Sector's representatives, e.g. the owners of HVAC/R installations, importers, service companies, RAC technicians, and sellers of refrigerants, etc.;
- General public.

Cooperation with and among key stakeholders will be ensured through two parallel set-ups. Given the role and interest in the subject matter, some stakeholders will be engaged more actively through PBs of the project. A separate platform will be maintained to facilitate policy dialogue across sectors and regular exchange on issues related to ODS with a broader list of stakeholders.

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In implementing its activities, the project team will cooperate with Environmental Information and Education Centre (EIEC), various NGOs and in particular with GARCAE in developing educations and awareness training programmes/tools and applying them in practice (e.g. mandatory certification programme of RAC service technicians, various e-learning tools for customs officers and environmental inspectors, etc.).

Furthermore, the project will assist the NOO/NOU in strengthening communications with relevant line Ministries and other on-going international development initiatives working in ODS phase out. More specifically, a platform for regular experience and information exchange and policy dialogue between MEPA, MoF and MoESD will be kept. The main objective of this activity it to facilitate the alignment of policies across respective sectors and reinforce the HCFC phase-out and PFC phase-down in the country. The cross-cutting issues that will be tackled through a policy dialogue may include but not limited to: energy-efficient and climate-friendly cooling, safety measures, building codes, etc.

Regional cooperation and networking will be strengthened.

### 3.4/ Risks and Assumptions

Risks associated with the project are of political, institutional and financial nature and range from low to medium. No environmental risks associated with non-investment projects and also no or negligible environmental risks are related to the procurement of special service and CHCF monitoring and control equipment as well as to demonstration projects. For latter. the risks during implementation are more related to safety measures, while during the after-care of equipment they are related to proper operations and maintenance of the equipment and control of ODS emissions.

Typical risks and assumptions associated with the project are as follows:

- *Assumption 1: GoG's strong willingness to develop, adopt and enforce proper legal-regulatory and institutional basis for HCFC phase-out; Risk: GoG's low willingness to develop proper legal-regulatory basis;*
- *Assumption 2: Government agencies closely cooperate on cross-cutting issues such as climate change and ODS phase out and management of ODS wastes; risk: cross-agency cooperation on cross-cutting issues is low;*
- *Assumption 3: Business's strong interest and willingness to participate in project activities ; Risk: Business's poor interest and capacity to participate in project activities;*
- *Assumption 4: MEPA's strong willingness to provide necessary financial and technical backstopping to the project, in terms of allocation of relevant staff's time, space or other means for stakeholder consultations, etc. Risk: MEPA's low willingness to provide necessary financial and technical backstopping to the project, in terms of allocation of relevant staff's time, space or other means for stakeholder consultations, etc.;*
- *Assumption 5: High interest of all targeted stakeholders, including customs, MEPA's various departments, line ministries, RAC technicians, etc. to participate in project activities, including trainings*
- *Assumption 6: GoG's strong willingness to maintain existing capacity and institutional memory within the GoG; Risk: GoG's low willingness/unwillingness to maintain existing capacity and institutional memory within the GoG*

Detailed description of risks and their management options are given in risk log contained in annex 2 as well as in filled in Social and Environmental Screening report also annexed to the prodoc (Annex 3).

### 3.5/ South-South and Triangular Cooperation (SSC/TrC)

The project will further promote lessons learned during similar activities carried out in developed and developing countries with similar conditions as Georgia through trainings, consultations, awareness raising activities and supporting Georgia's regional and participation and networking.

### 3.6/ *Digital Solutions*

The lockdowns introduced during the COVID-19 pandemic have already induced our society to bring many digital solutions to maintain work to the extent possible. By using this knowledge, the project implementation is going to

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benefit and maintain the assets gathered within these years. The project is going to use the digital solutions and technologies with a mode of digital components as an enabler as described below:

*Project Management*

The Project will use efficient digital options to fulfil the project management needs. The shared collaborative tools such as Google document, excel or sheet, and online team meeting tools that are the most intuitive for everyone in Georgia will be used for effective management of the project. These tools allowing the team to reduce the time and effort for transmitting and sharing the project data and information to each other, simultaneously address the key issues related to the project implementation.

*Stakeholder's Involvement*

The interested stakeholder's involvement in in-person meetings has always been challenged by time, distance and funds. With the digitally-enabled hybrid meetings via the use of online meeting platforms, the project will increase the stakeholder engagement on the development of deliverables and reduce the carbon footprints at a certain point for each stakeholder consultation event.

*ERMS – Electronic Refrigerant Management System*

For the successful enforcement of ODS related legislation and control of ODS substances within the country establishment of electronic monitoring system is critical. In that regard, within first phase of HPMP in 2021, Ministry of Environmental Protection and Agriculture of Georgia was supported in building the web-based system for various users: environmental inspection and administrator (MEPA), RAC Technicians, Customs officers (Revenue service of MOF), Importers, stationary equipment holders. Within framework of this project, soft will be further developed and enable all users to work in one portal, in online regime, that will make the reporting and control easier and transparent. This digital tool/soft will save the project and government resources to some extent on gathering validated information.

### 3.7/ Knowledge

This IS XII project, hand in hand with HPMP -II project, will further develop and promote active application of learning, knowledge and information management products and tools.

### 3.8/ Sustainability, Scaling Up Potential,

The project will be implemented under National Implementation Modality (NIM), with MEPA being an implementing partner for the project. The latter will designate Head of the NOU to serve as a National Project Director (NPD). All together will ensure strong government engagement in project activities, better alliance with national policies and management systems as well as effective inter-agency cooperation.

The project will continue strengthening Georgia's capacities at all system, institutional and staff-level for effective implementation of the Montreal Protocol in Georgia. The project will continue on-the-job and peer-to-peer trainings of customs officers, environmental inspectors and RAC technicians on various aspects of HCFC management. Moreover, it will adjust, diversify and widely apply e-learning programmes/tools specifically designed for on-line training of representatives of relevant public and non-public/private institutions that will make the entire learning platform structured and sustainable.

In terms of scaling up potential, IS XII hand in hand with HPMP -II will conduct advocacy and information campaign on good lessons and success stories and will serve a good basis for replication among various businesses.

Concerning environmental and social sustainability of the project, strengthened national capacities at system, institutional and staff-level as well as enhanced knowledge and capacities of businesses to convert their technologies/practices to ODS friendly ones, will ensure effective phase down of ODS thus, contributing to local and global environmental sustainability. Details are in included in SEP screening stool annexed to this ProDoc.

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### 3.9/ Gender Mainstreaming

With the objective of meeting their Montreal Protocol commitments agreed at the global level, countries formulate national and sector specific ODS phase-out plans and enforce legal regulations to ensure these are put into action. Again, gender parity is an important component to be considered in this context. Up to now, specific data on women's and men's participation in national decision-making processes related to the Montreal Protocol has not been collected systematically. Yet, experience shows that within this sector and in line with observations from global negotiations, it is usually men who dominate these procedures, both in sheer numbers and often also in terms of consideration and attention paid to their arguments and contributions. The bigger picture of available statistics on the composition of national decision-making bodies confirms this impression: As of 2023, the proportion of women MPs in Georgian parliament is 18%.

Gender parity issues are even more prevalent in the environment sector, given that most women ministers oversee social sectors, such as education and the family. As mentioned before, women's inclusion in decision-making at all levels is important for justice reasons and to ensure that both women's and men's interests and experiences are represented. In addition, facilitating more equal representation of women and men in national decision-making bodies related to the Montreal Protocol would bring a series of benefits, given that women are generally more concerned about the environment and back leaders and policies in favour of the environment. Key reasons why the inclusion of gender references is in its infancy are stakeholders' limited awareness of gender issues within the specific context of the Montreal Protocol, and insufficient knowledge of how to effectively mainstream gender in respective policies and plans. Indeed, gender issues and entry-points for gender mainstreaming in the context of the Montreal Protocol are not always easy to identify, and educational literature and sex-disaggregated baseline data to better understand women's and men's needs and priorities are hardly available.

In addition, cultural and religious factors that promote certain gender roles can present a challenge in working towards greater gender equality and women's empowerment. It is important to address these barriers, for instance through targeted awareness-raising and capacity-building measures. Similarly important in the context of national decision-making is the call for equal pay for women and men and the requesting of industries to adopt family-friendly practices, such as the provision of childcare and flexible working hours, which allow women to engage in full-time jobs with greater responsibilities. In addition to providing options for people to better unfold their potential, full-time jobs are usually remunerated with higher (hourly) wages. Access to resources such as credit and education are further areas where improvements are urgently needed. Albeit policies that address these matters are not directly linked to the implementation of the Montreal Protocol, they ultimately impact important components of the treaty, such as the development, transfer, and uptake of environmentally sound technologies.

Looking at the gender dimensions of this sector, it stands out that up to now, most of the industrial equipment and technology is developed by and for men, and not always appropriate and accessible for women. This includes the development and transfer of environmentally sound technologies (ESTs) relevant to the Montreal Protocol. One common reason for women's limited participation in technology development is that they often lack the necessary education and access to information to engage in this sector. According to the 2023 Global Gender Gap Report, equal participation of women and girls in STEM is still challenging in Georgia: women 38.68%, men 61.32%.

Furthermore, factors such as cultural barriers and gender stereotypes continue to influence women's and men's education and career paths, which particularly affects the fields of science, technology, engineering and mathematics: despite significant disparities between countries, men make up the vast majority of graduates in these fields in almost all countries for which data is available.

the project will ensure equal participation of men and women stakeholders in all project activities, including education and training, stakeholder consultations/workshops, awareness and promo actions. More specifically, in the design of programme activities due consideration was given to the identification of gender aspects and applicable gender mainstreaming tools. For this purpose, the Gender Results and Indicators adopted by the ExCom decision 84/73 was taken as a guiding document to ensure gender mainstreaming in the programme activities.

Given that the refrigeration and air conditioning sector in Georgia is dominated by men, following mainstreaming tools are considered applicable and feasible:

- Awareness-raising and capacity-building – these are well-suited entry points for gender mainstreaming and targeted activities can address a multiplicity of gender issues related to the Montreal Protocol. First, and as mentioned before, stakeholders at various levels are often unaware of the need to mainstream gender, and only have limited skills to do so. In addition, cultural and religious barriers may be at odds with gender

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equality and women's empowerment principles. Awareness-raising initiatives provide the opportunity to address these challenges, for instance, by including and explicitly highlighting messages on prevailing gender issues, such as the distinct effects of ODS exposure on women and men, and the unequal participation in decision-making.

- gender-responsible capacity building – attention will be paid to the engagement of women experts in developing training/educational materials, serve as trainers and/or participate in trainings. Making targeted gender sessions an integral part of the training provides an important measure, too. Furthermore, it is essential to address the unequal distribution of knowledge among women and men in STEM fields—where, as previously mentioned, the vast majority of graduates in these sectors are men. On the one hand, some women may indeed not be that interested in these subjects. On the other, gender stereotypes are common barriers that prevent women from getting involved and developing an interest in the first place. As recent research shows, women sometimes face official restrictions when registering at vocational schools that offer courses in professions that are in high demand in the labour market. This often impedes women from being able to work with new technologies and thus, improve their economic stability and independence. Encouraging women and triggering their interest in the sector, together with facilitating access to information and training for women are important measures for achieving women's technological literacy and thus, ultimately greater gender parity in the work force.
- gender responsive knowledge management – executing agencies will ensure that women and men have equal access to information. This will be ensured through providing equal access to training and awareness raising materials including through online means. Furthermore, awareness raising campaigns will equally target both sexes to ensure their needs are satisfied and multiply the effect. Up-to-date research and knowledge products on the specific linkages of gender and the largely technical activities undertaken under the Montreal Protocol are scarce. However, a lot of the findings from the broader environment sector and lessons from related subjects, such as women's representation in decision-making and participation in education and training, are relevant to the implementation of the Montreal Protocol, too. Furthermore, it is clear that although gender issues and entry points for mainstreaming are at times difficult to identify, fundamental, non-negotiable principles such as the equality between women and men, their rights to the full development of their potentials, self-representation and self-determination must not be neglected in the implementation of the Montreal Protocol; on the contrary, mainstreaming gender in Montreal Protocol projects is important and will ultimately result in enhancing the overall effectiveness.
- the gender responsive human resources management – executing agencies will make efforts to encourage women to apply and keep a track of the number and percentage of male and female consultants/experts/technical assistants recruited through the project. Furthermore, in PB gender balance will be maintained.

Since the RAC sector represents a sector vastly dominated by male workers, the numbers of female technicians to be trained are usually low. At the same time, in trainings for the Customs Department and Inspectorate attention will be paid that 20% to 50% of attendees represent women. Furthermore, female experts will be encouraged to apply for the position of trainers. Detailed reporting will be available during the implementation and as part of tranche's requests.

UNDP does not, and will not, tolerate harassment, sexual harassment, discrimination, and abuse of authority in any form. In this regard, MEPA mainstreams gender equality principles, including PSEAH. MEPA has elaborated Guidance on gender responsive HR management; Transparency principle for the gender mainstreaming in daily activities and Order of the Ministry on Sexual Harassment Prevention and Response Procedure. Within the project activities, training on sexual harassment prevention for various target groups and awareness raising activities will be implemented.

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## IV. PROJECT MANAGEMENT

### Cost Efficiency and Effectiveness

NIM modality with CO support is applied to the project which guarantees the most effective and efficient allocation and spending of MLF resources. Government in-kind contribution in the amount of US $ 40,000 is secured for the project. Moreover, since the project will be managed on a daily basis by Programme Manager of Enabling Activities Programme, this will guarantee better synergy of all UNDP ODS activities and effective and efficient allocation and utilization of financial, technical and human resources.

**The Standard Letter of Agreement on Provision of Support Services** to the Implementing Partner is attached to this project document (Annex V). Support services include the procurement of goods and services and the recruitment of project and programme personnel and will be implemented in accordance with the UNDP regulations, rules, policies and procedures. The UNDP country office may provide support services for assistance with reporting requirements and direct payment as well. Direct Project Costs (DPC) associated with the mentioned services will be charged to the project budget, using the Universal Price List.

### Project Management

The project office will be based in Tbilisi Georgia, with no regional/local offices to be opened in any of regions of Georgia.

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# V. RESULTS FRAMEWORK[1]

| |
|---|
| **Intended Outcome as stated UNSDCF 2021-2025: Outcome 5:** By 2025, all people, without discrimination, enjoy enhanced resilience through improved environmental governance, climate action and sustainable management and use of natural resource(s) in Georgia<br>**UNDP Country Programme Document (CPD) 2021-2025 OUTCOME 2:** Communities enjoy greater resilience through enhanced institutional and legislative systems for environment protection, sustainable management of natural resources and disaster risk reduction/**2.1 output /**enhanced environmental governance and institutional capacity to enable rational, equitable and sustainable use of natural/land resources, to ensure conservation of ecosystems, use of innovative and climate-friendly technologies for inclusive green economy, energy efficiency and clean energy production, and make communities more resilient to environmental shocks |
| **Outcome indicators as stated in the Country Programme [or Global/Regional] Results and Resources Framework, including baseline and targets:**<br>**Country Programme Document (CPD) 2021-2025:** Indicator 2.1.3: Number of initiatives aimed at capacity-building for government and other stakeholders in mainstreaming gender in formulating, monitoring and implementing national climate change policies and plans.<br>**Baseline (2020): 0**<br>**Indicator 2.2.2. Number of gender-responsive technological solutions, initiatives/projects, per LTLEDS in place/applied Baseline: LTLEDS under elaboration, 0 projects/initiatives Target (2025): 3** |
| **Applicable Output(s) from the UNDP Strategic Plan (2022-2025):** UNDP Strategic Plan 2022-2025 Output 1.1: The 2030 Agenda, Paris Agreement and other intergovernmentally-agreed frameworks integrated in national and local development plans, measures to accelerate progress put in place, and budgets and progress assessed using data-driven solutions |
| Project title and Atlas Project Number: Project Title: Institutional strengthening for Implementation of the Montreal Protocol (XII phase) in Georgia (Project: 01001431) |

| EXPECTED PROJECT OUTPUTS | INDICATORS | DATA SOURCE | BASELINE | | TARGETS (by frequency of data collection) | | | DATA COLLECTION METHODS & RISKS |
|---|---|---|---|---|---|---|---|---|
| | | | Value | Year | Years 2023 -2024 | Years 2025-2026 | Final | |
| **Outcome: Strengthened Georgia's capacity in implementing obligations of the Montreal Protocol.** | *Outcome indicator: Improved legal-regulatory basis, enforcement and illegal ODS trade monitoring and control, reporting, managerial, coordination and cooperation capacities and enhanced public awareness on ODS related matters (yes/no)* | *Progress reports; technical documents; minutes of meetings.* | *IS IX is being under implementation; Ratification of Kigali Amendment to happen by the end of 2022.* | 2022 | *Improved legal-regulatory basis, enforcement and illegal ODS trade monitoring and control, reporting, managerial, coordination and cooperation capacities and enhanced public awareness on ODS related matters (yes)* | *Improved enforcement and illegal ODS trade monitoring and control, reporting, managerial, coordination and cooperation capacities and enhanced public awareness on ODS related matters (yes)* | *Improved legal-regulatory basis, enforcement and illegal ODS trade monitoring and control, reporting, managerial, coordination and cooperation capacities and enhanced public awareness on ODS related matters (yes)* | *Project reviews, technical documents, minutes of meetings.* |

[1] UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

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| EXPECTED PROJECT OUTPUTS | INDICATORS | DATA SOURCE | BASELINE | | TARGETS (by frequency of data collection) | | | | | DATA COLLECTION METHODS & RISKS |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Value | Year | Years 2023 -2024 | | Years 2025-2026 | | Final | |
| ***1. Adoption/implementation of ODS legislation and regulation to control and monitor ODS consumption*** | *1.1.1 number of updated technical regulations to cover all MP substances*<br>*1.1.2 # of coordination meetings with GoG*<br>*1.1.3 # of meetings with importers*<br>*1.2.1.: # of trainings of environmental inspectors on the enforcement of leak checking requirements of ODS, including all MP substances*<br>*1.2.1.2 # Environmental inspectors trained and % share of female participants*<br>*1.3.1.1: # of trainings of customs officers (from west and east parts of Georgia) on new legal amendments*<br>*1.3.1.2 # of customs officers trained and % share of female participants*<br>*1..4.1.1: # consultations with relevant stakeholders after ratification of Kigali amendment*<br>*1.4.1.2 # of participants and % share of females* | *Project progress reports, training reports, Legislative Gerald of Georgia; stakeholders feedback.* | *1.1.1: 0;*<br>*1.1.2 :0;*<br>*1.1.3: 0.*<br>*1.2.1.1: 0;*<br>*1.2.1.2: 0.*<br>*1.3.1.1: 0;*<br>*1.3.2.2: 0.*<br>*1.4.1.1: 0;*<br>*1.4.1.2: 0.* | *2022* | *2023*<br>*1.1.1: 0;*<br>*1.1.2: 0;*<br>*1.1.3: 0.*<br>*1.2.1.1: 1;*<br>*1.2.1.2:25, 20% females.*<br>*1.3.1.1: 1;*<br>*1.3.2.2: 15, 20% females.*<br>*1.4.1.1: 0*<br>*1.4.1.2: 40, 20% females* | *2024*<br>*1.1.1: 1;*<br>*1.1.2: 1;*<br>*1.1.3: 1.*<br>*1.2.1.1: 1;*<br>*1.2.1.2:25, 20% females.*<br>*1.3.1.1: 1;*<br>*1.3.2.2: 15, 20% females.*<br>*1.4.1.1: 1*<br>*1.4.1.2: 40, 20% females.* | *2025*<br>*1.1.1: 0;*<br>*1.1.2: 1;*<br>*1.1.3: 1.*<br>*1.2.1.1:0;*<br>*1.2.1.2: 25, 20% females.*<br>*1.3.1.1: 1;*<br>*1.3.2.2: 15, 20% females.*<br>*1.4.1.1:1*<br>*1.4.1.2: 40, 20% females* | *2026*<br>*1.1.1: 0;*<br>*1.1.2: 0;*<br>*1.1.3: 0.*<br>*1.2.1.1: 0;*<br>*1.2.1.2: 25, 20% females.*<br>*1.3.1.1: 0;*<br>*1.3.2.2: 15, 20% females.*<br>*1.4.1.1: 0*<br>*1.4.1.2: 40, 20% females* | *1.1.1: 1;*<br>*1.1.2: 2;*<br>*1.1.3: 2,*<br>*1.2.1.1: 2;*<br>*1.2.2.2: 100, 20% females.*<br>*1.3.1.1: 3,*<br>*1.3.2.2: 30, 20% females.*<br>*1.4.1.1: 2*<br>*1.4.1.2: 80, 20% females.* | *Method: review of project products, minutes of meetings, with list of participants; annual project reviews, , study of training reports and other audo-visual evidence, interviews with stakeholders, evaluation score cards.*<br>*Risk: 1.1.1 legislative changes are not developed and adopted; 1.1.2 through 1.3.1.2: consultant delivered poor quality services; environmental inspectors and customs officers are not interested to participate in the trainings; trainees knowledge is still low; 1.4.1.1.-1.4.1.2: low interest from stakeholders.* |
| ***2. Efficient and timely data collection and reporting*** | *2.1 # of improved ERMS to add refrigerant recovery, recycling, and reclamation operations.*<br>*2.2. # of ODS import/consumption (article 7) reports prepared and submitted;*<br>*2.3 # of country programme reports prepared and submitted.* | *Updated ERMS; users feedback; prepared and submitted article 7 and country programme reports and their reviews.* | *2.1.: 0*<br>*2.2 and 2.3: 2020 and 2021 reports prepared and submitted* | *2022* | *2023*<br>*2.1: 0.*<br>*2.2: 0.*<br>*2.3: 0.* | *2024*<br>*2.1: 1.*<br>*2.2: 1.*<br>*2.3: 1.* | *2025*<br>*2.2.:0.*<br>*2.2:1.*<br>*2.3: 1.* | *2026*<br>*2.2.:0.*<br>*2.2:0.*<br>*2.3: 0.* | *2.1: 1.*<br>*2.2: 2.*<br>*2.3: 2.* | *Method: 2.1 Review of updated ERMS system and users satisfaction with it; 2.2. and 2.3 article 7 reports and their reviews; project reviews.*<br>*Risk: 2.1 poor quality of ERMS; 2.2 and 2.3 poor quality of reports; reports are not delivered in a timely manner.* |

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| EXPECTED PROJECT OUTPUTS | INDICATORS | DATA SOURCE | BASELINE | | TARGETS (by frequency of data collection) | | | | | DATA COLLECTION METHODS & RISKS |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Value | Year | Years 2023 -2024 | | Years 2025-2026 | | Final | |
| ***3. Consultations and coordination with other national agencies/stake holders*** | *3.1.1 # of NOO/NOU support cases (infrastructure improvement)*<br>*3.1.2 # of interagency meetings on the Kigali amendment, % of female participants*<br>*3.2 inception workshop conducted (yes/no or 1/0)*<br>*3.3 Number of PB meetings per year, with share of female PB members* | *3.1.1 procurement documentation and goods; and NOU's feedback on it.*<br>*3.1.2, 3.2 and 3.3: minutes of meetings, meeting reports with list of participants.* | *3.1:NOU's office infrastructure does not meet the needs of extended NOU staff .*<br>*3.2 Pre-ratifications meetings around Kigali amendments held. There is still need for post-ratification coordination meetings.*<br>*3.3: 2022 PB meetings held.* | *2022* | *2023*<br>*3.1.1: 0 support case (improved infrastructure - procurement of 2 laptops, 4 printer cartridges, 3 webcams and 4 chairs);*<br>*3.1.2: 0, 20% females;*<br>*3.2: 1;*<br>*3.3: 1.* | *2024*<br>*3.1.1: 1 support case (improved infrastructure - procurement of 2 laptops, 4 printer cartridges, 3 webcams and 4 chairs);*<br>*3.1.2: 1, 20% females;*<br>*3.2: 0;*<br>*3.3: 1.* | *2025*<br>*3..1.1: 0;*<br>*3.1.2: 0;*<br>*3.2: 0;*<br>*3.3: 1.* | *2026*<br>*3..1.1: 0;*<br>*3.1.2: 0;*<br>*3.2: 0;*<br>*3.3: 0.* | *3.1.1:1 (1 support case (improved infrastructure - procurement of 2 laptops, 4 printer cartridges, 3 webcams and 4 chairs);*<br>*3.1.2: 1, 20% females;*<br>*3.2: 1;*<br>*3.3: 3, 20% female participants/members.* | *Method: 3.1.1 review of procurement materials and goods/equipment; solicitation of NOU's feedback on procured equipment; 3.1.2, 3.2, 3.3 review of meeting reports, with list of participants.*<br>*Risk: 3.1 procurement is not conducted in a timely manner; equipment does not meet the needs of the client; 3.1.2. 3.2 and 3.3 low interest from stakeholders.* |
| **4. Supervision of timely implementation of phase-out activities and reduction in ODS consumption** | *4.1.1.1 # of trainings of HVAC/R installations, importers, service companies, RAC technicians, and sellers of refrigerants enhanced in ERMS operations;*<br>*4.1.1.2 # of participants from private sector, including women in ERMS operations.*<br>*4.1.2.1 # of ERMS trainings for environmental inspectors;*<br>*4.1.2.2 # of environmental inspectors participating in ERMS trainings, including women.* | *Project progress reports, training reports and other audio-visual evidence, stakeholders feedback.* | *4.1.1.1: 0;*<br>*4.1.1.2: 0;*<br>*4.1.2.1:0;*<br>*4.1.2.2:0.* | *2022* | *2023*<br>*4.1.1.1: 4;*<br>*4.1.1.2: 40, 20% females;*<br>*4.1.2.1: 2;*<br>*4.1.2.2: 25, 20% females.* | *2024*<br>*4.1.1.1: 4;*<br>*4.1.1.2: 40, 20% females;*<br>*4.1.2.1: 2;*<br>*4.1.2.2: 25, 20% females.* | *2025*<br>*4.1.1.1: 4;*<br>*4.1.1.2: 40, 20% females*<br>*4.1.2.1: 0;*<br>*4.1.2.2: 25,20% females.* | *2026*<br>*4.1.1.1: 3;*<br>*4.1.1.2: 30, 20% females*<br>*4.1.2.1: 2;*<br>*4.1.2.2: 25,20% females.* | *4.4.1.1: 15;*<br>*4.1.1.2: 150,, 20% females;*<br>*4.1.2.1: 6;*<br>*4.1.2.2: 100, 20% females.* | *Method: minutes of meetings, with list of participants; annual project reviews, study of training reports and other audo-visual evidence, interviews with stakeholders, evaluation score cards;*<br>*Risk: poor quality of trainings; low participation of stakeholders.* |
| ***5.*** **Awareness raising and information exchange** | *5.1 # promotional and awareness products on mandatory leak detection and ERMS;*<br>*5.2.1 # of public awareness campaigns dedicated to international Ozone Day;*<br>*5.2.2 # of Gender-oriented materials developed.* | *Project progress reports, minutes of board meetings, awareness products; media coverage.* | *5.1: 0;*<br>*5.2.1 and 5.2.2: ozone days are celebrated each year. Under IS XI some gender* | *2022* | *2023*<br>*5.1: 0;*<br>*5.2.1: 0;*<br>*5.2.2: 0.* | *2024*<br>*5.1: 1;*<br>*5.2.1: 1;*<br>*5.2.2: 0.* | *2025*<br>*5.1: 1*<br>*5.2.1: 1*<br>*5.2.2: 1.* | *2026*<br>*5.1: 1*<br>*5.2.1: 0*<br>*5.2.2: 0* | *5.1: 3*<br>*5.2.1: 2;*<br>*5.2.2. 1.* | *Method: Review of project progress reports, minutes of board meetings, awareness products and media coverage; stakeholders feedback.* |

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| EXPECTED PROJECT OUTPUTS | INDICATORS | DATA SOURCE | BASELINE | | TARGETS (by frequency of data collection) | | | | | DATA COLLECTION METHODS & RISKS |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Value | Year | Years 2023 -2024 | | Years 2025-2026 | | Final | |
| | | | *oriented activities have been conducted.* | | | | | | | *Risk: Poor quality of awareness campaigns; poor interest and engagement of stakeholders.* |
| **6. Regional cooperation and participation to Montreal Protocol meetings** | *6.1.1 # of meetings on the Ozone Action network for ECA countries attended by GoG*<br><br>*6.1.2 # of open-end working group meetings and conference/meeting of parties attended by GoG* | *Project progress report, PB meetings, GoG participation documents.* | *6.1.1 and 6.1.2: annual participation of GoG representatives.* | *2022* | *2023*<br>*6.1.1: 0 (on-demand);*<br>*6.1.2: 0, 0 open-ended meeting; 0 meeting of parties; 0 extraordinary meeting of parties (on-demand)* | *2024*<br>*6.1.1: 1 (on-demand);*<br>*6.1.2: 1, 0 open-ended meeting; 0 meeting of parties; 1 extraordinary meeting of parties (on-demand)* | *2025*<br>*6.1.1: 0 (on-demand);*<br>*6.1.2: 0, open-ended meeting; 0 extraordinary meeting of parties(on-demand)* | *2026*<br>*6.1.1: 1 (on-demand);*<br>*6.1.2:0, 1 open-ended meeting; 0 extraordinary meeting of parties(on-demand)* | *6.1.1: 2 (on-demand)*<br>*6.1.2: 2* | *Method: Review of project progress report, PB meetings, GoG participation documents;*<br>*Risk: Low interest from GoG side.* |
| **Objective 7: Integration of the MLF gender policy in project planning and implementation** | *7.1.* Study of the Gender mainstreaming possibility into the project activities (Yes/No)<br><br>7.2 Assessment of engagement from stakeholders and partners in mainstreaming gender into activities, where relevant (Yes / No) | *Project progress reports, training reports and other audio-visual evidence, stakeholders feedback.* | *7.1.: No report is available on Gender mainstreaming possibilities into project's activities*<br>*7.2.: No Report assessment available on engagement from stakeholders and partners in mainstreaming gender into activities* | *2022* | | *2024*<br>*7.1. Yes* | *2025* | *2026*<br><br>*7.2.: Yes* | *7.1. Yes*<br><br>*7.2. Yes* | |

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## VI. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans.

**Monitoring Plan**

| Monitoring Activity | Purpose | Frequency | Expected Action | Partners (if joint) | Cost (if any) |
|---|---|---|---|---|---|
| **Track results progress** | Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs. | Quarterly, or in the frequency required for each indicator. | Slower than expected progress will be addressed by project management. | | |
| **Monitor and Manage Risk** | Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk. | Quarterly | Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken. | | |
| **Learn** | Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project. | At least annually | Relevant lessons are captured by the project team and used to inform management decisions. | | |
| **Annual Project Quality Assurance** | The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project. | Bi-Annually | Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance. | | |
| **Review and Make Course Corrections** | Internal review of data and evidence from all monitoring actions to inform decision making. | At least annually | Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections. | | |
| **Project Report** | A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk long with mitigation measures, and any evaluation or review reports prepared over the period. | Annually, and at the end of the project (final report) | Progress reports will be prepared and discussed at the project Board | | |
| **Project Review (Project Board)** | The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences. | at least annually | Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified. | | |

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## VII. ANNUAL WORK PLAN (AWP)

| *Objectives/Descriptions* | **See Budget Note:** | **Atlas Implementing Agent** | **Atlas Fund ID** | **Donor Name** | **Atlas Budgetary Account Code** | **ATLAS Budget Account Description** | **Budget for Year 2023 (USD)** | **Budget for Year 2024 (USD)** | **Budget for Year 2025 (USD)** | **Budget for Year 2026 (USD)** | **Total** | Budget Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ***Objective 1:Adoption/implementation of ODS legislation and regulation to control and monitor ODS consumption*** | 1.1.6 coordination meetings held - 2 meetings with importers on legal amendments , 2 meetings with GoG on legal amendments and 2 meetings with stakeholders on Kigali amendment. | **UNDP** | **63030** | **MLF** | 75700 | Trainings, Workshops and Conferences | 0.00 | 800.00 | 400.00 | 0.00 | 1200.00 | Line will cover catering (coffee break) for 6 meeting; 15 participants per each meeting; 3 meetings during Y1 and 3 meetings during Y2. |
| | | | | | | | **0.00** | **800.00** | **400.00** | **0.00** | **1200.00** | |
| | 1.2. 6 trainings of environmental inspectors (up to 90 participants),6 trainings of Customs officers (up to 120 Participants), 12 **trainings in total.** | **UNDP** | **63030** | **MLF** | 75700 | Trainings, Workshops and Conferences | 0.00 | 1500.00 | 4490.00 | 0.00 | 5990.00 | Separate trainings will be conducted for Customs officers (120) and Environmental inspectors (90) from East and West Georgia. The budget for trainings represents funds needed for conference services, travel costs, Hotel accommodations. HPMP Stage 2 project covers Year 2023 expenses and partially for Year 2024, namely 3000 USD) |
| | | | | | | | **0.00** | **1500.00** | **4490.00** | **0.00** | **5990.00** | |
| | 1.3.Consultancy fees for trainers (including training materials and conducting trainings for customs, Environmental inspectors) | **UNDP** | **63030** | **MLF** | 71300 | Local Consultants | 0.00 | 2100.00 | 2100.00 | 0.00 | 4200.00 | 12 days of trainings (2 days 2 training for Env instructors and 1 days of 1 training for Customs officers. For Inspectors trainer 12 working days 2 trainers in total 24 working days. Customs officers trainer 6 days in total. Daily rate of trainers is 150 USD (150USD *18 days=2700 USD) and 10 days for Preparing updated training materials (150USD*10days= 1500 USD). |
| | | | | | | | **0.00** | **2100.00** | **2100.00** | **0.00** | **4200.00** | |
| ***Total Objective 1*** | | | | | | | **0.00** | **4400.00** | **6990.00** | **0.00** | **11390.00** | |
| ***Objective 2: Efficient and timely data collection and reporting*** | 2.1 Reporting to MLF secretariat on ODS consumption | **UNDP** | **63030** | **MLF** | 71300 | Local Consultant | 0.00 | 2550.00 | 2550.00 | 0.00 | 5100.00 | National Ozone Unit (NOU) will be assisted in country's reporting to Montreal Protocol and MLF secretariat on ODS consumption 2023-2024, CP implementation. #1 |

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| *Objectives/Descriptions* | **See Budget Note:** | **Atlas Implementing Agent** | **Atlas Fund ID** | **Donor Name** | **Atlas Budgetary Account Code** | **ATLAS Budget Account Description** | **Budget for Year 2023 (USD)** | **Budget for Year 2024 (USD)** | **Budget for Year 2025 (USD)** | **Budget for Year 2026 (USD)** | **Total** | Budget Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | project expert will be contracted for 17 day*150 USD* 2 years |
| ***Total Objective 2*** | | | | | | | **0.00** | **2550.00** | **2550.00** | **0.00** | **5100.00** | |
| ***Objective 3: Consultations and coordination with other national agencies/stakeholders*** | 3.1. Strengthening of coordination and other capacities of the NOU/MEPA – 1 meeting with stakeholders on ratification of Kigali amendment | **UNDP** | **63030** | **MLF** | 75700 | Trainings, Workshops and Conferences | 0.00 | 200.00 | 0.00 | 0.00 | 200.00 | USD 200 Per meeting Up to 10 persons per each meeting |
| | 3.2. Improvement of NOU's IT infrastructure | **UNDP** | **63030** | **MLF** | 72800 | Information Technology Equipment | 0.00 | 8500.00 | 500.00 | 500.00 | 9500.00 | 3 laptops,1 PC, 4 webcams; 4 chairs; cartridges. |
| | 3.3.Industry associations – 6 consultations on legal amendments and ERMS; Organize consultations (15) with owners of HVAC/R installations, importers, service companies, RAC technicians etc. | **UNDP** | **63030** | **MLF** | 75700 | Trainings, Workshops and Conferences | 2479.96 | 1239.98 | 0.00 | 0.00 | 3719.94 | 177.14 USD Per meeting (21 meetings in total) up to 10 persons each. |
| | 3.4. 1 Inception workshop followed by PEB and 2 PEBs (3 PEBs in total) . | **UNDP** | **63030** | **MLF** | 75700 | Trainings, Workshops and Conferences | 1500.00 | 500.00 | 500.00 | 0.00 | 2500.00 | Inception and first PEB 1000 USD (up to 20 persons) + 500 USD per year |
| | 3.5. Coordination and communication on ERMS and permits with relevant stakeholders | **UNDP** | **63030** | **MLF** | 71400 | Contractual services-Individuals | 0.00 | 9333.34 | 9333.33 | 0.00 | 18666.67 | 50 USD Per working day, maximum 15 days per month. Within 12 month per Year in total 2 years |
| ***Total Objective 3*** | | | | | | | **3979.96** | **19773.32** | **10333.33** | **500.00** | **34586.61** | |
| ***Objective 4: Supervision of timely implementation of phase-out activities and reduction in ODS consumption*** | 4.1. Build knowledge and capacity the owners of HVAC/R installations, importers, service companies, RAC technicians, and sellers of refrigerants on the operation of ERMS through trainings. 15 | **UNDP** | **63030** | **MLF** | 71300 | Local Consultant | 0.00 | 450.00 | 450.00 | 0.00 | 900.00 | In total, 15 days/150 USD per day. Individual local consultant to conduct trainings; (Year 1 2023 envisaged in HPMP STAGE 2 Project) USD 1,350 will be covered from HPMP2 project |

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| *Objectives/Descriptions* | **See Budget Note:** | **Atlas Implementing Agent** | **Atlas Fund ID** | **Donor Name** | **Atlas Budgetary Account Code** | **ATLAS Budget Account Description** | **Budget for Year 2023 (USD)** | **Budget for Year 2024 (USD)** | **Budget for Year 2025 (USD)** | **Budget for Year 2026 (USD)** | **Total** | Budget Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Trainings for RAC technicians ( up to 15 participants per training); 9 trainings in 1Y,3 trainings in Y2, 3 trainings in Year 3 | | | | | | | | | | | |
| | 4.2.Build knowledge and capacity of Environmental inspectors of West and East Georgia on ERMS. | **UNDP** | **63030** | **MLF** | 75700 | Trainings, Workshops and Conferences | 7000.00 | 2000.00 | 0.00 | 0.00 | 9000.00 | 6 Trainings: 3 for East Georgia Inspectors up to 15 persons and 3 for West Georgia up to 15 persons.( Accommodation, catering, transportation, venue) |
| | 4.3. Consultancy fee for trainers of ERMS (including training materials and conducting trainings for customs, Environmental inspectors and RAC technicians | **UNDP** | **63030** | **MLF** | 71300 | Local Consultants | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | HPMP Stage 2 will Cover the cost fully |
| | 4.4.Build knowledge and capacity the owners of HVAC/R installations, importers, service companies, RAC technicians, and sellers of refrigerants on the operation of ERMS through trainings. 15 Trainings ( up to 15 participants per training); 9 trainings in 1Y,3 trainings in Y2, 3 trainings in Year 3 | **UNDP** | **63030** | **MLF** | 75700 | Trainings, Workshops and Conferences | 0.00 | 5000.00 | 2500.00 | 0.00 | 7500.00 | Catering and other related costs for 15 trainings * USD 500 per each |
| ***Total Objective 4*** | | | | | | | **7000.00** | **7450.00** | **2950.00** | **0.00** | **17400.00** | |
| ***Objective 5: Awareness raising and information exchange*** | 5.1. Activities related to International Ozone day | **UNDP** | **63030** | **MLF** | 72100 | Contractual Service companies | 0.00 | 3000.00 | 2000.00 | 0.00 | 5000.00 | Organization of three (3) annual national-wide awareness campaigns (in 2023,2024 and 2025) dedicated to International Ozone Day. |
| | 5.2. Awareness materials/products. Information dissemination campaign on the introduction of (ERMS) and mandatory leak checking, including: Participation in minimum | **UNDP** | **63030** | **MLF** | 74200 | Printing and production costs | 0.00 | 3000.00 | 3000.00 | 0.00 | 6000.00 | 3 awareness products |

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| *Objectives/Descriptions* | **See Budget Note:** | **Atlas Implementing Agent** | **Atlas Fund ID** | **Donor Name** | **Atlas Budgetary Account Code** | **ATLAS Budget Account Description** | **Budget for Year 2023 (USD)** | **Budget for Year 2024 (USD)** | **Budget for Year 2025 (USD)** | **Budget for Year 2026 (USD)** | **Total** | Budget Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 TV/Radio Talk shows. Radio announcements. Preparation, printing, and dissemination of leaflets. | | | | | | | | | | | |
| ***Total Objective 5*** | | | | | | | **0.00** | **6000.00** | **5000.00** | **0.00** | **11000.00** | |
| ***Objective 6: Regional cooperation and participation to Montreal Protocol meetings*** | 6.1.Montreal Protocol meeting participation of NOU representative | **UNDP** | **630030** | **MLF** | 71600 | Travel/DSA Costs | 0.00 | 1500.00 | 1500.00 | 1500.00 | 4500.00 | The project will help NOU-Georgia and other major stakeholders continue participation in Ozone Action network for ECA countries and in thematic working groups (3 Open-ended meetings, 3 meeting of parties and extraordinary meetings of the parties on demand). |
| ***Total Objective 6*** | | | | | | | **0.00** | **1500.00** | **1500.00** | **1500.00** | **4500.00** | |
| ***Objective 7: Integration of the MLF gender policy in project planning and implementation*** | 7.1. Study of Gender mainstreaming possibility into the project activities and assessment of engagement from stakeholders and partners in mainstreaming gender into activities | **UNDP** | **630030** | **MLF** | 71300 | Local Consultant | 0.00 | 1190.00 | 0.00 | | 1190.00 | 170 USD Per Day *7 working days (6 working days on preparation of Assessment on gender and mainstreaming and 1 working day of training) in Year 1, |
| | 7.2. Assessment of engagement from stakeholders and partners in mainstreaming gender into activities, where relevant | **UNDP** | **630030** | **MLF** | 71300 | Local Consultant | 0.00 | 0.00 | 0.00 | 850.00 | 850.00 | 170*5 Final Monitoring of Gender mainstreaming in Year 3 |
| ***Total Objective 7*** | | | | | | | **0.00** | **1190.00** | **0.00** | **850.00** | **2040.00** | |
| ***PMC*** | 40% of PM and 50% PA salary for 33 months. | **UNDP** | **63030** | **MLF** | 71400 | Contractual services-Individuals | 8480.69 | 32400.00 | 32400.00 | 16600.00 | 89880.69 | 40% of PM and 50% PA salary for 33 months. |
| | DPC costs | | | | 74596 | Support Services - DPC | 350.00 | 1100.00 | 1100.00 | 750.00 | 3300.00 | Detailed Breakdown provided in Prodoc Annex 4 |
| | Miscellaneous Expenses | | | | 74500 | Miscellaneous Expenses | 50.00 | 300.00 | 252.70 | 200.00 | 802.70 | Budget line will cover stationery and other office related expenses of the project |
| ***Total PMC*** | | | | | | | **8880.69** | **33800.00** | **33752.70** | **17550.00** | **93983.39** | |
| ***TOTAL Budget*** | | | | | | | **19860.65** | **76663.32** | **63076.03** | **20400.00** | **180000.00** | |

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## VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

The IS XI will be implemented by the MEPA and UNDP will provide execution support services to MEPA.

The project will have a Project Board (PB) composed of the representatives of the NOU, MEPA, UNDP as well as the representatives of *the GARCAE and the vocational schools that offer courses for technicians*. The PB established in the Stage I will continue to perform its duties in Stage II as well. The PB will direct the project and will be the ultimate decision-maker for it. It will ensure that the project remains on course to deliver the desired outcomes of the required quality. The PB will make management decisions for the project when guidance is required by the Project Manager or when project tolerances have been exceeded. More specifically, the PB will set up tolerance levels for project stages in terms of duration and disbursement of financial resources. The PB will review and clear Annual Work Plans (AWP) and annual progress achieved by the project through Annual Project Reviews based on the approved annual work plans. PB will review and approve project activity plans and will authorize major deviations from the agreed plans. The PB is the authority that signs off on the completion of each stage plan as well as authorizes the start of the next stage plan. It will ensure that required resources are committed, will arbitrate any conflicts within the project or negotiate a solution to any problems between the project and external bodies. The PB will meet minimum once a year (more often if required). Prior to the meetings, the Project Manager will duly submit the progress report on the previous period and the plan for the next one. The PB will evaluate submitted documents and be in charge of approving plans and budgets (detailed Terms of Reference of Project Board is attached as Annex IV).

Upon demand, expansion of the PB may be considered to include other Line Ministries and stakeholders. MEPA as an implementing partner of the project will designate a National Project Director (NDP) who will support the implementation of HPMP stage II and serve as a focal point on the part of the government. The NDP will be responsible for:

- Collecting national statistics on ODS and ODS alternatives and controlling the imported amount of HCFC to keep the phase out on the right track;
- Monitoring the annual HCFCs quota system and issuance of HCFCs import authorizations;
- Assisting and liaising with the governmental stakeholders in enforcing the ODS regulations and preventing illegal trading;
- Increasing awareness on ODS and ODS alternatives among key stakeholders and the public;
- Monitoring the project progress and providing feedback;
- Ensuring project results are shared and replicated among potential beneficiaries.

The Project Management Unit (PMU) will function as a national coordinator of all project activities outlined in the progarmme and will operate under guidance of the NPD and the PB. Appropriate consultancy support will be sought externally to implement specific IS project components, including through consultancy services of individual consultants and subcontracted Implementing Partners. Activities will be carried out in line with the proposed HPMP Stage II budget, provided in relevant sections of the document.

As the Lead Implementing Agency for MLF, UNDP will be responsible for:

- Ensuring performance and financial verification in accordance with the agreement and with its specific internal procedures and requirements as set out in the country's phase-out plan;
- Assisting the country in preparation of the Tranche Implementation Plans and subsequent reports;
- Providing verification to the Executive Committee (ExCom) of the Multilateral Fund (MLF) for the Implementation of the Montreal Protocol that the targets have been met and associated annual activities have been completed;
- Ensuring that the experiences and progress is reflected in updates of the plan and in future tranche implementation plans consistent with the agreement;
- Fulfilling the reporting requirements for the tranches and the plan as well as project completion reports for submission to the ExCom;

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- Ensuring that disbursements are monitored based consistently;
- Providing assistance with policy, management and technical support when required.

The project will undergo audits according to UNDP HACT rules and regulations.

Project Assurance – this is one of the key roles in the project management structure. The Project Assurance will act as an independent and objective quality monitoring agent, avoiding the potential "self-serving bias". In addition, the project assurance will verify the products' or outputs' quality. The Regional Technical Advisor for Chemicals at the UNDP Regional Center, Georgia UNDP Energy and Environment Team Leader, CO M&E specialist and EE Programme Associate will play the Project Assurance role.

*Communications*

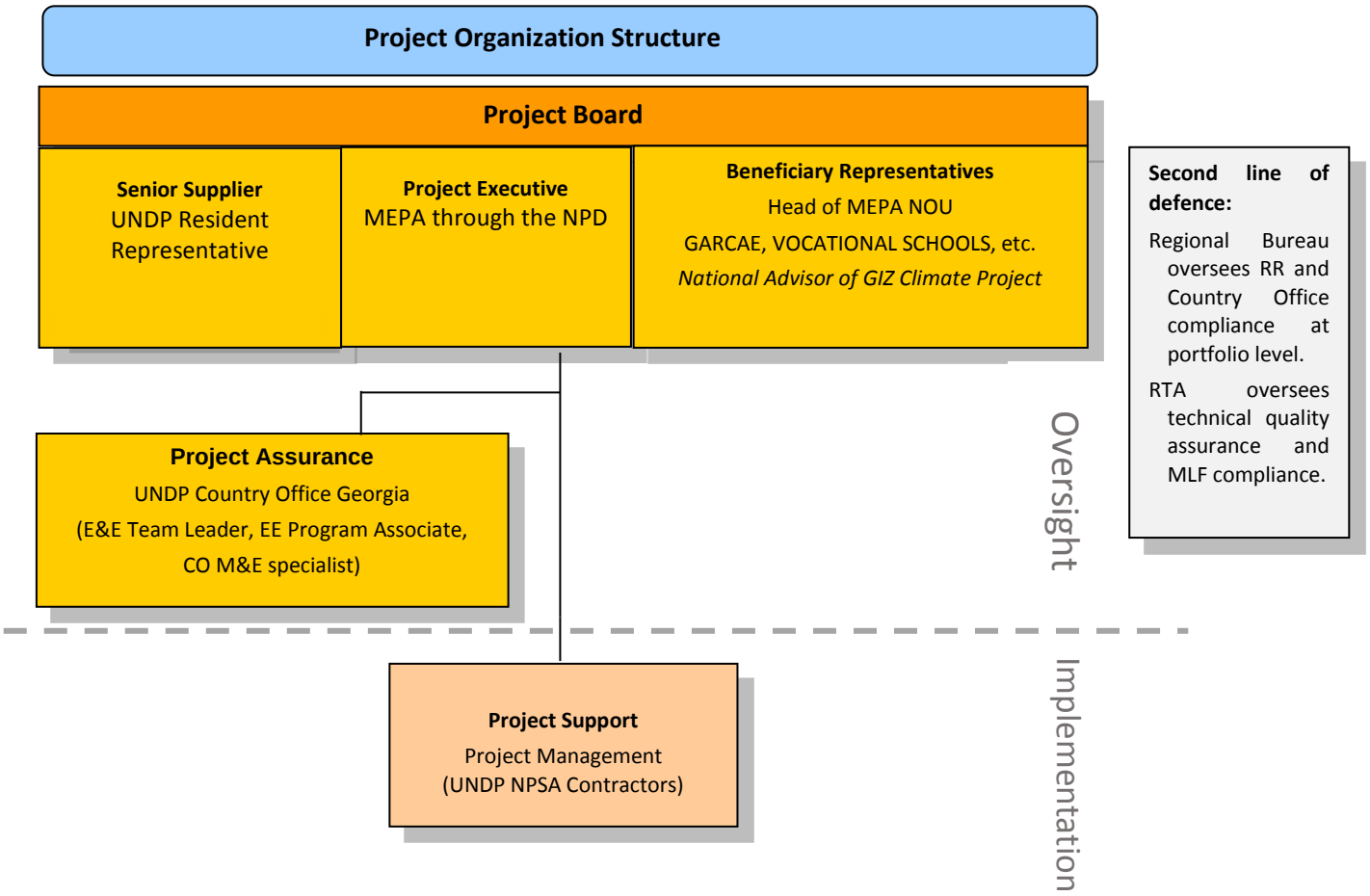
The NPD and the PMU will communicate with a variety of audiences and be in charge of keeping the stakeholders informed of the progress overall and on the most important project events. Further, they will be responsible for building and sustaining the Ministry's commitment to the project and the involvement of project stakeholders. They will maintain a high level of transparency and openness throughout the project implementation. The PMU and the Ministry will prepare promotional materials which will bear the logos of all project partners. The same standard will also apply for all other written materials and publications and will also apply to all public events.

*Financial and other procedures*

Payments will be performed primarily through direct payments. A letter of agreement will be signed between the MEPA and UNDP CO outlining the support services that UNDP will provide to the executing agency during the project implementation. The Project Manager will be authorized to sign payment requests to be made on the basis of the budget approved by PB. Granting external access to ATLAS system to the project personnel will be part of the standard service agreement.

In accordance with standard UNDP procedures, all resources/equipment gained through project support remains the property of UNDP until project closure when a decision will be taken as to how to dispose of these resources. It is standard practice to leave resources with the implementing partner after project closure as a contribution to the development of national capacity.

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## IX. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Georgia and UNDP, signed on 01/06/94. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by the Ministry of Environmental Protection and Agriculture ("Implementing Partner") in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

## X. RISK MANAGEMENT

**Government Entity (NIM)**

1. Consistent with the Article III of the SBAA *[or the Supplemental Provisions to the Project Document]*, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
   a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
   b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.

2. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.

3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism, that the recipients of any amounts provided by UNDP hereunder do not appear on the United Nations Security Council Consolidated Sanctions List, and that no UNDP funds received pursuant to the Project Document are used for money laundering activities. The United Nations Security Council Consolidated Sanctions List can be accessed via https://www.un.org/securitycouncil/content/un-sc-consolidated-list.

4. The Implementing Partner acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the Implementing Partner, and each of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.
(a) In the implementation of the activities under this Project Document, the Implementing Partner, and each of its sub-parties referred to above, shall comply with the standards of conduct set forth in the Secretary General's Bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse" ("SEA").
(b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, the Implementing Partner, and each of its sub-parties referred to above, shall not engage in any form of sexual harassment ("SH"). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected

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or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. SH may occur in the workplace or in connection with work. While typically involving a pattern of conduct, SH may take the form of a single incident. In assessing the reasonableness of expectations or perceptions, the perspective of the person who is the target of the conduct shall be considered.

5. a) In the performance of the activities under this Project Document, the Implementing Partner shall (with respect to its own activities), and shall require from its sub-parties referred to in paragraph 4 (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include: policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, the Implementing Partner will and will require that such sub-parties will take all appropriate measures to:

i. Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;
ii. Offer employees and associated personnel training on prevention and response to SH and SEA, where the Implementing Partner and its sub-parties referred to in paragraph 4 have not put in place its own training regarding the prevention of SH and SEA, the Implementing Partner and its sub-parties may use the training material available at UNDP;
iii. Report and monitor allegations of SH and SEA of which the Implementing Partner and its sub-parties referred to in paragraph 4 have been informed or have otherwise become aware, and status thereof;
iv. Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and
v. Promptly and confidentially record and investigate any allegations credible enough to warrant an investigation of SH or SEA. The Implementing Partner shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties referred to in paragraph 4 with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the Implementing Partner shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.

b) The Implementing Partner shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the Implementing Partner, and each of its sub-parties referred to in paragraph 4, to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.

6. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (http://www.undp.org/ses) and related Accountability Mechanism (http://www.undp.org/secu-srm).

7. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.

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8. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

9. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds.

10. In the implementation of the activities under this Project Document, UNDP places reasonable reliance upon the Implementing Partner for it to apply its laws, regulations and processes, and applicable international laws regarding anti money laundering and countering the financing of terrorism, to ensure consistency with the principles of then in force the UNDP Anti-Money Laundering and Countering the Financing of Terrorism Policy.

11. The Implementing Partner will ensure that its financial management, anti-corruption, anti-fraud and anti money laundering and countering the financing of terrorism policies are in place and enforced for all funding received from or through UNDP.

12. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.

13. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes in accordance with UNDP's regulations, rules, policies and procedures. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.

14. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, credible allegation of fraud or corruption or other financial irregularities with due confidentiality.
Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

15. UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud, corruption or other financial irregularity, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement. Recovery of such amount by UNDP shall not diminish or curtail the Implementing Partner's obligations under this Project Document.

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Where such funds have not been refunded to UNDP, the Implementing Partner agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud, corruption or other financial irregularity, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

*Note:* The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors, and sub-recipients.

16. Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.

17. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.

18. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

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## XI. ANNEXES

Annex I – Project Quality Assurance Report
Annex II – UNDP Risk Log
Annex III – Social and Environmental Screening (SES)
Annex IV – Terms of References
Annex V - Letter of Agreement for Support Services
Annex VI - Draft Agreement between the Government of Georgia and the Executive Committee of the Multilateral Fund

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# Annex I. Project Quality Assurance Report

**Procedure Year:** 2023 **Overall Project Risk Categorization:** Satisfactory

**Procedure Status:** Submitted for Approval **Procedure Name:** ASM-01793

**Procedure Department:** CO - Georgia - Tbilisi **Procedure Type:** Design

**Decision:**

**QA Summary/Project Board Comments:**

**Related Projects(1)**

| Name | Department | Status | ATLAS Project Number | Start Date | End Date |
|---|---|---|---|---|---|
| 01000347 | CO - Georgia - Tbilisi | On Going | | 4/1/2023 | 3/31/2024 |

**Related SESPs(1)**

| Parent Procedure | Procedure Type | Procedure Year |
|---|---|---|
| ASM-01794 | SESP (Social and Environmental Screening Procedure) | 2023 |

**Related Opportunities(1)**

| Name | StageName | Status |
|---|---|---|
| Renewable energy practices-Machakhela/Japan | Agreement Signed (100%) | |

**QA Questionnaire:**

Strategic Status: Complete Quality Rating: Highly Satisfactory

**1. Does the project specify how it will contribute to higher level change through linkage to the programme's Theory of Change?**

(●) 3: The project is clearly linked to the programme's theory of change. It has an explicit change pathway that explains how the project will contribute to outcome level change and why the project's strategy will likely lead to this change. This analysis is backed by credible evidence of what works effectively in this context and includes assumptions and risks.

( ) 2: The project is clearly linked to the programme's theory of change. It has a change pathway that explains how the project will contribute to outcome-level change and why the project strategy will likely lead to this change.

( ) 1: The project document may describe in generic terms how the project will contribute to development results, without an explicit link to the programme's theory of change.

*Note: Projects not contributing to a programme must have a project-specific Theory of Change. See alternative question under the information icon for these cases.

*Note: Risk management must be done for criteria with score of 1.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

The project is linked to CPD 2021-2025, as well as SP 2021-2025 (cover, 2/ Strategy, RRF).

**2. Is the project aligned with the UNDP Strategic Plan?**

( ) 3: The project responds to at least one of the development settings as specified in the Strategic Plan and adapts at least one Signature Solution. The project's RRF includes all the relevant SP output indicators. (all must be true)

(●) 2: The project responds to at least one of the development settings as specified in the Strategic Plan. The project's RRF includes at least one SP output indicator, if relevant. (both must be true)

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1: The project responds to a partner's identified need, but this need falls outside of the UNDP Strategic Plan. Also select this option if none of the relevant SP indicators are included in the RRF.

*Note: Risk management must be done for criteria with score of 1.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

Yes, the project is linked to SP Output 1.1: The 2030 Agenda, Paris Agreement and other intergovernmentally agreed frameworks integrated in national and local development plans, measures to accelerate progress put in place, and budgets and progress assessed using data-driven solutions

**3. Is the project linked to the programme outputs? (i.e., UNSDCF/CPD, RPD or Strategic Plan IRRF for strategic interventions not part of a programme)**

YES

NO

*Note: Project QA cannot be approved by Project QA Approver when the response is "No".

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

Yes, project is linked to UNSDCF 2021-2025 Outcome 5: By 2025, all people, without discrimination, enjoy enhanced resilience through improved environmental governance, climate action and sustainable management, and the use of the natural resource(s) in Georgia and CPD 2021-2025 Output 2.1 Environmental governance and institutional capacity enhanced to enable rational, equitable, and sustainable use of natural/land resources, to ensure the conservation of ecosystems, use of innovative and climate-friendly technologies for an inclusive green economy, energy efficiency, and clean energy production, and make communities more resilient to environmental shocks

Relevant | Status: Complete | Quality Rating: Satisfactory

**4. Does the project identify target groups , and particularly those marginalized, vulnerable and left further behind (LNOB)**

3: The LNOB target groups are clearly specified, prioritising discriminated, and marginalized groups left furthest behind, identified through a rigorous process based on evidence.

2: The LNOB target groups are clearly specified, prioritizing groups left furthest behind.

1: The LNOB target groups are not clearly specified.

*Note: Risk management must be done for criteria with score of 1. Projects that build institutional capacity should still identify targeted groups to justify support.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

The target groups (direct and indirect) beneficiaries are clearly defined in section s2/ Strategy and 3.5/ Stakeholder Engagement

**5. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design?**

3: Knowledge and lessons learned backed by credible evidence from sources such as evaluation, corporate policies/strategies, and/or monitoring have been explicitly used, with appropriate referencing, to justify the approach used by the project.

2: The project design mentions knowledge and lessons learned backed by evidence/sources but have not been used to justify the approach selected.

1: There is little, or no mention of knowledge and lessons learned informing the project design. Any references made are anecdotal and not backed by evidence.

*Note: Risk management must be done for criteria with score of 1.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

Section 2/Strategy mentions that the project strategy is built on lessons learned from the Fuelwood alternative Pilot programme, implemented under the UNDP-GEF Adjara Protected areas project and the EU ENPARD program on rural development

**6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national / regional / global partners and other actors?**

3: An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project, including identification of potential funding partners. It is clear how results achieved by partners will complement the project's intended results and a communication strategy is in place to

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communicate results and raise visibility vis-à-vis key partners. Options for south-south and triangular cooperation have been considered, as appropriate. (all must be true)

2: Some analysis has been conducted on the role of other partners in the area where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project, with unclear funding and communications strategies or plans.

1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance.

*Note: Risk management must be done for criteria with score of 1.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

UNDP is best fit for implementing this project, as UNDP provided technical and expert support for functional establishment of the Machakhela National Park and the designation and legal establishment of an adjacent, new protected area, the Machakhela Protected Landscape. UNDP's support was instrumental in adoption of the Protected Landscape law by the Parliament of Georgia. Current project represents follow-up and further expansion of the technical support provided to UNDP to Machakhela Protected Area.

Principled | Status: Complete | Quality Rating: Satisfactory

**7. Does the project apply a human rights-based approach?**

3: The project is guided by human rights and incorporates the principles of accountability, meaningful participation, and non-discrimination in the project's strategy. The project upholds the relevant international and national laws and standards. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. (all must be true)

2: The project is guided by human rights by prioritizing accountability, meaningful participation and non-discrimination. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget. (both must be true)

1: No evidence that the project is guided by human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered

*Note: Risk management must be done for criteria with score of 1.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

Meaningful stakeholder engagement and a commitment to human rights are key commitments of UNDP's Social and Environmental Standards and therefore the Programme will support capacities for stakeholder engagement through a human rights-based approach as a critical aspect of identifying integrated and sustainable solutions.

**8. Does the project use gender analysis in the project design?**

3: A participatory gender analysis has been conducted and results from this gender analysis inform the development challenge, strategy and expected results sections of the project document. Outputs and indicators of the results framework include explicit references to gender equality, and specific indicators measure and monitor results to ensure women are fully benefitting from the project. (all must be true)

2: A basic gender analysis has been carried out and results from this analysis are scattered (i.e., fragmented and not consistent) across the development challenge and strategy sections of the project document. The results framework may include some gender sensitive outputs and/or activities but gender inequalities are not consistently integrated across each output. (all must be true)

1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the gender inequalities have not been clearly identified and reflected in the project document.

*Note: Risk management must be done for criteria with score of 1.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

The results framework includes gender dis-aggregated indicators, wherever applicable.

**9. Did the project support the resilience and sustainability of societies and/or ecosystems?**

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○ 3: Credible evidence that the project addresses sustainability and resilience dimensions of development challenges, which are integrated in the project strategy and design. The project reflects the interconnections between the social, economic and environmental dimensions of sustainable development. Relevant shocks, hazards and adverse social and environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. (all must be true)

◉ 2: The project design integrates sustainability and resilience dimensions of development challenges. Relevant shocks, hazards and adverse social and environmental impacts have been identified and assessed, and relevant management and mitigation measures incorporated into project design and budget. (both must be true)

○ 1: Sustainability and resilience dimensions and impacts were not adequately considered.

*Note: Risk management must be done for criteria with score of 1.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

The project aims at increasing sustainability and resilience of forest ecosystem. All relevant risks have been assessed through SESP

**10. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? The SESP is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of the preparation and dissemination of reports and communication materials; organization of events, workshops, or training; strengthening capacities of partners to participate in international negotiations and conferences; partnership coordination (including UN coordination) and management of networks; and global/regional projects with no country-level activities as well as Development Effectiveness projects and Institutional Effectiveness projects. [If yes, upload the completed checklist. If SESP is not required, Select all exemption criteria that apply.]**

◉ Yes

○ No

○ SESP not required because project consists solely of (Select all exemption criteria that apply)

***Applicable only to option "SESP not required"**

☐ 1: Preparation and dissemination of reports, documents and communication materials

☐ 2: Organization of an event, workshop, training

☐ 3: Strengthening capacities of partners to participate in international negotiations and conferences

☐ 4: Partnership coordination (including UN coordination) and management of networks

☐ 5: Global/regional projects with no country level activities (e.g. knowledge management, inter-governmental processes)

☐ 6: UNDP acting as Administrative Agent

☐ 7: Development Effectiveness projects and Institutional Effectiveness projects

*Note: Project QA cannot be approved by Project QA Approver when the response is “No”.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

SESP has been conducted (uploaded). Risk category: Low.

Management & Monitoring | Status: Complete | Quality Rating: Satisfactory

**11. Does the project have a strong results framework?**

○ 3: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators that measure the key expected development changes, each with credible data sources and populated baselines and targets, including gender sensitive, target group focused, sex-disaggregated indicators where appropriate. (all must be true)

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2: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of target group focused, sex-disaggregated indicators, as appropriate. (all must be true)

1: The project's selection of outputs and activities are not at an appropriate level; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators. (if any is true)

*Note: Risk management must be done for criteria with score of 1.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

Yes, the project's indicators are concrete and measurable, baseline/targets and data sources are provided.

**12. Is the project's governance mechanism clearly defined in the project document, including composition of the project board?**

3: The project's governance mechanism is fully defined. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. (all must be true)

2: The project's governance mechanism is defined; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The project document lists the most important responsibilities of the project board, project director/manager and quality assurance roles. (all must be true)

1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided.

*Note: Risk management must be done for criteria with score of 1.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

The project's governing mechanism (Project Board) and its role is well described in section 8/ Governance and Management Arrangement. Besides, Project Board Tor is also attached

**13. Have the project risks been identified using the risk assessment tools (Project Quality Assurance, Social and Environmental Screening Procedure, Partner Capacity Assessment Tool, Harmonized Approach to Cash Transfer, Private Sector Due Diligence, etc., if applicable), with clear plans stated to manage and mitigate each risk?**

3: Project risks related to the achievement of results are fully described in the project risk register, based on comprehensive analysis drawing on the programme's theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis such as funding potential and reputational risk. Risks have been identified through a consultative process with key internal and external stakeholders, including consultation with the UNDP Security Office as required. Clear and complete plan in place to manage and mitigate each risk, including security risks, reflected in project budgeting and monitoring plans. (both must be true)

2: Project risks related to the achievement of results are identified in the initial project risk register based on a minimum level of analysis and consultation, with mitigation measures identified for each risk.

1: Some risks may be identified in the initial project risk register, but no evidence of consultation or analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified, no initial risk log is included with the project document and/or no security risk management process has taken place for the project.

*Note: Risk management must be done for criteria with score of 1.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

Yes, the project has developed risk log (Annex 1)

Efficient | Status: Complete | Quality Rating: Highly Satisfactory

**14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design?**

Yes

No

*Note: Risk management must be done when the response is “No”.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

Section 4.1/ Cost Efficiency and Effectiveness discusses the issues of efficiency and effectiveness.

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**15. Is the budget justified and supported with valid estimates?**

(●) 3: The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Realistic resource mobilisation plans are in place to fill unfunded components. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget. Adequate costs for monitoring, evaluation, communications and security have been incorporated.

( ) 2: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget, but no funding plan is in place. Costs are supported with valid estimates based on prevailing rates.

( ) 1: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget.

*Note: Risk management must be done for criteria with score of 1.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

The project has detailed, activity based budget.

**16. Is the Country Office / Regional / Global Project fully recovering the costs involved with project implementation?**

( ) 3: The budget fully covers all project costs that are attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.)

(●) 2: The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant.

( ) 1: The budget does not adequately cover project costs that are attributable to the project, and UNDP is cross-subsidizing the project.

*Note: Risk management must be done for criteria with score of 1. The budget must be revised to fully reflect the costs of implementation before the project commences.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

The project will recover DPC costs.

Effective | Status: Complete | Quality Rating: Satisfactory

**17. Have targeted groups, and particularly those marginalized, vulnerable, and left further behind (LNOB), been engaged in the design of the project?**

( ) 3: Credible evidence that all targeted groups, prioritising discriminated, vulnerable and marginalized populations that will be involved in or affected by the project, have been actively engaged in the design of the project. The project has an explicit strategy to identify, engage and ensure the meaningful participation of target groups as stakeholders throughout the project, including through monitoring and decision-making (e.g., representation on the project board, inclusion in samples for evaluations, etc.)

(●) 2: Some evidence that key targeted groups have been consulted in the design of the project.

( ) 1: No evidence of engagement with targeted groups during project design.

( ) Not Applicable

*Note: Risk management must be done for criteria with score of 1.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

The project was designed in consultation with the Government of Ajara Autonomous Republic, represented by the Ministry of Agriculture of Ajara, and the Khelvachauri Municipality, responsible authority for managing Protected Landscape, through its local representation in the The project was designed in consultation with the Government of Ajara Autonomous Republic, represented by the Ministry of Agriculture of Ajara, and the Khelvachauri Municipality, responsible authority for managing Protected Landscape, through its local representation in the Machakheli valley. The project is also coordinated with Biodiversity and Forestry Policy department of the Ministry of Environmental Protection and Agriculture of Georgia on various aspects of project planning and implementation and share the outcomes.

**18. Does the project plan for adaptation and course correction if regular monitoring activities, evaluation, and lesson learned demonstrate there are better approaches to achieve the intended results and/or circumstances change during implementation?**

(●) Yes

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No

*Note: Risk Management must be done when the response is "No".

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

The Project Board will serve as a mechanism for addressing changes in the programmatic context.

**19. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.**

Yes

No

*Note: Risk management must be done when the response is "No".

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

The project was assigned GEN2. The prodoc has been reviewed by Gender focal point and gender equality principles has been mainstreamed.

**20. Have societal digital risks and opportunities been taken into account when designing the project's approach and have digital or data technology solutions been considered to enhance the efficiency, effectiveness and scalability of project results?**

3: To the extent possible, societal digital risks and opportunities have been investigated when designing the strategy and Theory of Change, and the potential use of digital or data technologies in project activities has been considered in line with UNDP's digital standards and data principles. (All must be true)

2: Only the potential use of digital or data solutions in project activities has been considered in line with UNDP's digital standards and data principles, but there is no or limited evidence that aspects of inclusive digital societies have been considered in the design of the strategy or Theory of Change.

1: Neither societal digital risks and opportunities, nor digital or data technology solutions were specifically considered in the project design or, UNDP's digital standards and data principles are not taken into account when intending to use digital or data technology solutions in project activities.

Digital considerations are not relevant to this project.

***Applicable only to option "Digital considerations are not relevant"**

1: Societal digital transformation is not a government or contextual priority

2: A non-digital approach yields higher effectiveness and efficiency

3: Other (specify in the "Evidence" section)

*Note: Risk management must be done for criteria with score of 1.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

Digital tools will be used in association with the provided solar energy technology, in particular, with the PV panels. The panels will be equipped with the data transfer devices transmitting real-time information about electricity generated during the certain period. The beneficiaries will have access to the online application with information about power generation and can monitor the performance of the PV panels (Section 3.6)

Sustainability & National Ownership | Status: Complete | Quality Rating: Satisfactory

**21. Have national / regional / global partners led, or proactively engaged in, the design of the country / regional / global project, respectively?**

3: National / regional / global partners have full ownership of the country / regional / global project and led the process of the development of the project jointly with UNDP.

2: The project has been developed by UNDP in close consultation with national / regional / global partners.

1: The project has been developed by UNDP with limited or no engagement with national partners.

*Note: Risk management must be done for criteria with score of 1.

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**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

See response to Q17

**22. Are key institutions and systems identified, and is there a strategy for strengthening specific / comprehensive capacities based on capacity assessments conducted?**

○ 3: The project has a strategy for strengthening specific capacities of national institutions and/or actors based on a completed capacity assessment. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly.

◉ 2: A capacity assessment has been completed. There are plans to develop a strategy to strengthen specific capacities of national institutions and/or actors based on the results of the capacity assessment.

○ 1: Capacity assessments have not been carried out

○ Not Applicable

*Note: Risk management must be done for criteria with score of 1.

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

HACT for responsible parties will be conducted in due course

**23. Is there is a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc.,) to the extent possible?**

○ Yes

○ No

◉ Not Applicable

*Note: Risk management must be done when the response is "No".

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

The project is DIM, and UNDP will use its own rules and procedures.

**24. Is there a clear transition arrangement / phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation and communications strategy)?**

◉ Yes

○ No

*Note: Risk management must be done when the response is "No".

**Evidence (Enter a short explanation or upload a document that provides evidence for your response)**

Exit and sustainability is discussed in section 3.8/ Sustainability and Scaling Up.

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## Annex II. UNDP Risk Log

| Project Title: Institutional strengthening for Implementation of the Montreal Protocol (XII phase) in Georgia | Project Number: 01001431 | Date: 01-Nov-23 |
|---|---|---|

| # | Event | Cause | Impact(s) | Risk Category and Sub-category *(including Risk Appetite)* | Impact, Likelihood & Risk Level *(see Annex 3 Risk Matrix)* | Risk Valid From/To | Risk Owner *(individual accountable for managing the risk)* | Risk Treatment and Treatment Owner |
|---|---|---|---|---|---|---|---|---|
| 1 | There is a risk of low willingness of GoG's to develop legal amendments to regulate all MP substances | As a result of having more urgent environmental problems, GoG may have low willingness to develop legal amendments to regulate all MP substances | Which will negatively impact in implementation of obligations under the Montreal Protocol | **7. STRATEGIC (7.5. Government commitment) - UNDP Risk Appetite: OPEN TO SEEKING** | Likelihood: **1 - Not likely**<br><br>Impact: **4 - Extensive**<br><br>Risk level: **LOW (equates to a risk appetite of MINIMAL)** | From: 01-Nov-23<br><br>To: 30-Jun-26 | *Project management UNDP CO Implementing partner - MEPA* | Risk Treatment 1: The project will conduct close consultations with NOO, MEPA's legal department and other government entities around draft regulation.<br><br>Risk Treatment Owner: Project management UNDP CO |
| 2 | There is a risk of low Cross-agency cooperation on cross-cutting issues | Low cross-agency cooperation on cross-cutting issues is a result of insufficient Cooperation with and among key stakeholders. | Which will negatively impact in facilitation of the alignment of policies across respective sectors and reinforce the HCFC phase-out and PFC phase-down in the country. | **7. STRATEGIC (7.3. Stakeholder relations and partnerships) - UNDP Risk Appetite: OPEN TO SEEKING** | Likelihood: **1 - Not likely**<br><br>Impact: **3 - Intermediate**<br><br>Risk level: **LOW (equates to a risk appetite of MINIMAL)** | From: 01-Nov-23<br><br>To: 30-Jun-26 | *Project management Implementing partner – MEPA* | Risk Treatment 2: Project board with a leadership of NOU will cooperate with relevant agencies and organizations; 10 round table discussions will be organized on cross-cutting issues.<br>Risk Treatment Owner: Implementing Partner - MEPA |

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| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 3 | There is a risk of the Business's poor interest and capacity to participate in project activities. | As a result of low level of awareness and insufficient knowledge, business has a poor interest and capacity to participate in project activities. | Which will negatively impact on businesses to convert their technologies/practices to ODS friendly ones, to ensure effective phase down of ODS thus, contributing to local and global environmental sustainability. | **5. REPUTATIONAL (5.2. Engagement with private sector partnership) - UNDP Risk Appetite: CAUTIOUS** | Likelihood: **2 - Low likelihood**<br><br>Impact: **4 - Extensive**<br><br>Risk level: **LOW (equates to a risk appetite of CAUTIOUS)** | From: 01-Nov-23<br><br>To: 30-Jun-26 | *Project management Implementing partner – MEPA* | Risk Treatment 3: The project will have close consultations NOO, GARCAE and various business representatives on project related issues.<br><br>Risk Treatment Owner: Project management Implementing partner – MEPA |
| 4 | There is a risk of MEPA's low willingness to provide necessary financial and technical backstopping to the project, in terms of allocation of relevant staff's time, space or other means for stakeholder consultations, etc.; | As a result of shortages in finances, relevant staff and space MEPA will not be able to provide the necessary backstopping | Which will impact in effective phase down of ODS thus, contributing to local and global environmental sustainability. | **3. OPERATIONAL (3.5. Partners' engagement) - UNDP Risk Appetite: EXPLORATORY TO OPEN** | Likelihood: **1 - Not likely**<br><br>Impact: **4 - Extensive**<br><br>Risk level: **LOW (equates to a risk appetite of CAUTIOUS)** | From: 01-Nov-23<br><br>To: 30-Jun-26 | *Project management Implementing partner-MEPA* | Risk Treatment 4: The project will work under NIM modality and with close cooperation of NPD, who is at the same time the NOO. Moreover, the project will be directed by PB composed of representatives of UNDP and MEPA; Altogether will guarantee strong ownership from the side of the government of Georgia.<br>Risk Treatment Owner: Implementing partner - MEPA |
| 5 | There is a risk of Low interest of all targeted stakeholders, including customs, MEPA's various departments, line ministries, RAC technicians, etc. to participate in project activities, including trainings | As a result of having other burning issues and not enough knowledge, stakeholders can have low interest to participate in project activities, including trainings. | Which will impact in effective phase down of ODS thus, contributing to local and global environmental sustainability. | **4. ORGANIZATIONAL (4.3. Implementation arrangements) - UNDP Risk Appetite: EXPLORATORY TO OPEN** | Likelihood: **1 - Not likely**<br><br>Impact: **4 - Extensive**<br><br>Risk level: **LOW (equates to a risk appetite of MINIMAL)** | From: 01-Nov-23<br><br>To: 30-Jun-26 | *Project management Implementing partner-MEPA* | Risk Treatment 5:The project design training programme based on clients/beneficiaries demands without compromising project objectives, based on responses of from stakeholders; Furthermore intensive consultations will be carried out with a wide |

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| | | | | | | | | |
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| | | | | | | | | strata of stakeholders; During PB meetings on specific thematic issues relevant stakeholders other than board members will be invited too; finally, awareness raising apart from general public will also target specific stakeholders, including decision-makers.<br>Risk Treatment Owner: Project Management; Implementing partner - MEPA |
| 6 | There is a risk that GoG will have low willingness/ unwillingness to maintain existing capacity and institutional memory within the GoG | As a result of financial issues and changed political view, GoG may have low willingness to maintain existing capacity and institutional memory | Which will negatively impact in implementation of obligations under the Montreal Protocol. | **7. STRATEGIC (7.6. Change/turnover in government) - UNDP Risk Appetite: OPEN TO SEEKING** | Likelihood:<br>**1 - Not likely**<br><br>Impact:<br>**4 - Extensive**<br><br>Risk level:<br>**LOW (equates to a risk appetite of MINIMAL)** | From: 01-Nov-23<br><br>To: 30-Jun-26 | *Project management Implementing partner-MEPA* | Risk Treatment 6.: The project will work under NIM modality and with close cooperation of NPD, who is at the same time is NOO. Moreover, the project will be directed by PB composed of representatives of UNDP and MEPA, Altogether, will guarantee strong ownership from the side of the government of Georgia; The project will carry out capacity needs assessment of NOU and provide on-demand technical assistance to NOU/NOO to keep institutional memory, make NOO more sustainable and effective<br><br>Risk Treatment Owner: Implementing partner - MEPA |

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# Annex III. Social and Environmental Screening (SES)

## Project Information

| Project Information | |
|---|---|
| 1. Project Title | Institutional strengthening for Implementation of the Montreal Protocol (XII phase) in Georgia |
| 2. Project Number | 01001431 |
| 3. Location (Global/Region/Country) | Georgia |

## Part A. Integrating Overarching Principles to Strengthen Social and Environmental Sustainability

| QUESTION 1: How Does the Project Integrate the Overarching Principles in order to Strengthen Social and Environmental Sustainability? |
|---|
| Briefly describe in the space below how the Project mainstreams the human-rights based approach |
| The project is designed based on human rights-based approach, aiming at enhancing the knowledge and capacities of the "duty-bearers" to meet their obligations and of the "rights-holders" to claim their rights in line with key provisions of UN Universal Declaration of Human Rights (e.g. article 23 (2), 19 and 23).<br><br>The project itself serves to enhance Georgia's capacities to meet its obligations under Montreal Protocol. This will be done through application of internationally accepted technical, environmental, safety, health and social standards, good practices and environmentally friendly processes as well as through application for transparent and participatory approaches for informed decision-making. More specifically, under project's enabling framework and capacity building components, requirements for environmental, health and safety standards and safeguards are embedded in planned activities, including incorporation of environmental safeguards in learning and training materials, and capacity building activities. Ultimately, all these will contribute to enhanced social and economic rights as well as human security rights of Georgian people (articles 3 and 23) to live in cleaner and safer environment and maintain personal health and security. Furthermore, the project will use highly participatory and inclusive approaches in each of the project activity. For example, traditionally the RAC servicing sector, given the need for physical work and specific technical knowledge and skills, is male-dominated in Georgia. Therefore, the project will highly promote participation of female technicians/service providers/decision-makers in almost every activity, with women participation rate being considered as one of the key success indicators. Improved electronic RMS as well as enhanced data collection and reporting capacities of government entities will improve access to quality and reliable data and significantly improve informed decision-making. Outreach campaigns will create proper supply-demand for better services that will ultimately lead to enhanced right of people to enjoy quality services and improve their living standards. Furthermore, the project will ensure participation of various sector representatives in project activities and project decisions through Project Board (PB) meetings, ad-hock working group meetings, general and/or tailor-made consultations, workshops, trainings, conferences and awareness campaigns through the use both printed and electronic means for dissemination of information across the country that will improve the access to information and know-how by broader public and its right to environmental information. |
| Briefly describe in the space below how the Project is likely to improve gender equality and women's empowerment |
| The project will encourage participation of both male and female stakeholders in all project activities, including education and training, stakeholder consultations/workshops, awareness and promo actions, with female participation rate considered as one of the success indicators for the project. In general, the Gender Results and Indicators adopted by the ExCom decision 84/73 was taken as a guiding document to ensure gender mainstreaming in the progarmme activities. Given that the refrigeration and air conditioning sector in Georgia is dominated by men, following mainstreaming tools are considered applicable and feasible:<br>• gender-responsible capacity building – attention will be paid to the engagement of women experts in developing training/educational materials, serve as trainers and/or participate in trainings. Furthermore, efforts will be made to encourage female students' enrolment in vocational schools' educational programme on refrigeration and air condition.<br>• gender responsive knowledge management – executing agencies will ensure that women and men have equal access to information. This will be ensured through providing equal access to training and awareness material including through online means. Furthermore, awareness campaigns will equally target both sexes to multiply the effect. For example, when promoting |

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| |
|---|
| the use of low-GWP and energy efficiency cooling and refrigeration equipment due attention will be paid to gender roles i.e., women's influence on decision making in families regarding the purchase of home appliances - ACs and refrigerators, etc.<br>• documents developed under the project will be gender sensitive – executing agencies and implementing partners will ensure that produced training and awareness raising materials include gender specific content regarding the impacts of ODS that has been handled through recovery, recycling and reclamation.<br>• gender responsive human resources management – executing agencies will make efforts to encourage women to apply and keep a track of the number and percentage of male and female consultants/experts/technical assistants recruited through the project. Furthermore, in PB gender balance will be maintained. |
| Briefly describe in the space below how the Project mainstreams environmental sustainability |
| The project itself serves to enhance Georgia's capacities to meet its obligations under Montreal Protocol via supporting gradual phase-out of ODS in RAC sector thus, contributing to overall environmental sustainability of the country. Environmental mainstreaming will be done at following levels: 1) improving knowledge and enhancing capacities of decision-makers and service providers in ODS related matters 2) providing legal-regulatory, policy and institutional support to the decision-makers (e.g. NOU/NOO and Environmental Supervision Department of MEPA; Customs Department and Other Line Ministries) in strengthening the national systems to monitor, control and regulate the import/export of ozone depleting substances; 3) raising general awareness on ozone layer depletion and substances that cause this global problem.<br><br>Specific environmental sustainability mainstreaming means/tools to be used by the project are as follows: development and adoption of specific environmental regulations to control ODS; incorporation of environmental and safety aspects into training and learning modules, trainings of RAC sector providers and decision-makers in environmental and safety aspects; improvement of environmental information quality and access to it through upgrading ERMS system and raising awareness of and capacities of potential users on the given tool; awareness and promo campaigns on ozone layer and ODS. |

## Part B. Identifying and Managing Social and Environmental Risks

| **QUESTION 2: What are the Potential Social and Environmental Risks?**<br>*Note: Complete SESP Attachment 1 before responding to Question 2.* | **QUESTION 3: What is the level of significance of the potential social and environmental risks?**<br>*Note: Respond to Questions 4 and 5below before proceeding to Question 5* | | | **QUESTION 6: Describe the assessment and management measures for each risk rated Moderate, Substantial or High** |
|---|---|---|---|---|
| ***Risk Description (broken down by event, cause, impact)*** | ***Impact and Likelihood (1-5)*** | ***Significance (Low, Moderate Substantial, High)*** | ***Comments (optional)*** | ***Description of assessment and management measures for risks rated as Moderate, Substantial or High*** |
| No risks identified | | | | |
| | **QUESTION 4: What is the overall project risk categorization?** | | | |
| | | | | |
| | ***Low Risk*** | ■ | | |
| | ***Moderate Risk*** | ☐ | | |
| | ***Substantial Risk*** | ☐ | | |
| | ***High Risk*** | ☐ | | |

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| | | | | | |
|---|---|---|---|---|---|
| | **QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are triggered? (check all that apply)** | | | | |
| | Question only required for Moderate, Substantial and High Risk projects | | | | |
| | ***Is assessment required? (check if "yes")*** | ☐ | | | ***Status? (completed, planned)*** |
| | *if yes, indicate overall type and status* | | ☐ | Targeted assessment(s) | |
| | | | ☐ | ESIA (Environmental and Social Impact Assessment) | |
| | | | ☐ | SESA (Strategic Environmental and Social Assessment) | |
| | ***Are management plans required? (check if "yes)*** | ☐ | | | |
| | *If yes, indicate overall type* | | ☐ | Targeted management plans (e.g. Gender Action Plan, Emergency Response Plan, Waste Management Plan, others) | |
| | | | ☐ | ESMP (Environmental and Social Management Plan which may include range of targeted plans) | |
| | | | ☐ | ESMF (Environmental and Social Management Framework) | |
| | ***Based on identified risks, which Principles/Project-level Standards triggered?*** | | **Comments (not required)** | | |
| | ***Overarching Principle: Leave No One Behind*** | | | | |
| | ***Human Rights*** | ☐ | | | |
| | ***Gender Equality and Women's Empowerment*** | ☐ | | | |
| | ***Accountability*** | ☐ | | | |
| | ***1. Biodiversity Conservation and Sustainable Natural Resource Management*** | ☐ | | | |
| | ***2. Climate Change and Disaster Risks*** | ☐ | | | |
| | ***3. Community Health, Safety and Security*** | ☐ | | | |
| | ***4. Cultural Heritage*** | ☐ | | | |
| | ***5. Displacement and Resettlement*** | ☐ | | | |
| | ***6. Indigenous Peoples*** | ☐ | | | |
| | ***7. Labour and Working Conditions*** | ☐ | | | |
| | ***8. Pollution Prevention and Resource Efficiency*** | ☐ | | | |

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## Final Sign Off

*Table II.4: Final Sign Off*

| Signature | Date | Description |
|---|---|---|
| QA Assessor | 16 October 2023 | Nino Antadze, UNDP CO, as **QA Assessor** |
| QA Approver | 16 October 2023 | Anna Chernyshova, Deputy Resident Representative, as **QA Approver** |
| PAC Chair | 16 October 2023 | Anna Chernyshova, Resident Representative, a.i. acting as **PAC Chair** |

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## SESP Attachment 1. Social and Environmental Risk Screening Checklist

| Checklist Potential Social and Environmental Risks | | Answer (Yes/No) |
|---|---|---|
| **Principles 1: Human Rights** | | |
| 1. | Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups? | NO |
| 2. | Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? [2] | NO |
| 3. | Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups? | NO |
| 4. | Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them? | NO |
| 5. | Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project? | NO |
| 6. | Is there a risk that rights-holders do not have the capacity to claim their rights? | NO |
| 7. | Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process? | NO |
| 8. | Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals? | NO |
| **Principle 2: Gender Equality and Women's Empowerment** | | |
| 1. | Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls? | NO |
| 2. | Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits? | NO |
| 3. | Have women's groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment? | NO |
| 4. | Would the Project potentially limit women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services? For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well-being. | NO |
| **Principle 3: Environmental Sustainability - screening questions regarding environmental risks are encompassed by the specific standard-related questions below** | | |
| | | |
| **Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management** | | |
| 1.1 | Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services? For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes. | NO |
| 1.2 | Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities? | NO |
| 1.3 | Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5) | NO |
| 1.4 | Would Project activities pose risks to endangered species? | NO |
| 1.5 | Would the Project pose a risk of introducing invasive alien species? | NO |
| 1.6 | Does the Project involve harvesting of natural forests, plantation development, or reforestation? | NO |
| 1.7 | Does the Project involve the production and/or harvesting of fish populations or other aquatic species? | NO |
| 1.8 | Does the Project involve significant extraction, diversion or containment of surface or ground water? For example, construction of dams, reservoirs, river basin developments, groundwater extraction. | NO |
| 1.9 | Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development) | NO |
| 1.10 | Would the Project generate potential adverse transboundary or global environmental concerns? | NO |
| 1.11 | Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area? For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, | NO |

[2] Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.

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| Checklist Potential Social and Environmental Risks | | Answer (Yes/No) |
|---|---|---|
| | then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered. | |
| **Standard 2: Climate Change Mitigation and Adaptation** | | |
| 2.1 | Will the proposed Project result in significant[3] greenhouse gas emissions or may exacerbate climate change? | NO |
| 2.2 | Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change? | NO |
| 2.3 | Is the proposed Project likely to directly or indirectly increase social and environmental vulnerability to climate change now or in the future (also known as maladaptive practices)? For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding | NO |
| **Standard 3: Community Health, Safety and Working Conditions** | | |
| 3.1 | Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities? | NO |
| 3.2 | Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)? | NO |
| 3.3 | Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)? | NO |
| 3.4 | Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure) | NO |
| 3.5 | Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, and erosion, flooding or extreme climatic conditions? | NO |
| 3.6 | Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)? | NO |
| 3.7 | Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning? | NO |
| 3.8 | Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)? | NO |
| 3.9 | Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)? | NO |
| **Standard 4: Cultural Heritage** | | |
| 4.1 | Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts) | NO |
| 4.2 | Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes? | NO |
| **Standard 5: Displacement and Resettlement** | | |
| 5.1 | Would the Project potentially involve temporary or permanent and full or partial physical displacement? | NO |
| 5.2 | Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)? | NO |
| 5.3 | Is there a risk that the Project would lead to forced evictions?[4] | NO |
| 5.4 | Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources? | NO |
| **Standard 6: Indigenous Peoples** | | |
| 6.1 | Are indigenous peoples present in the Project area (including Project area of influence)? | NO |
| 6.2 | Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples? | NO |
| 6.3 | Would the proposed Project potentially affect the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the Project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)? If the answer to the screening question 6.3 is "yes" the potential risk impacts are considered potentially severe and/or critical and the Project would be categorized as either Moderate or High Risk. | NO |

[3] In regards to $CO_2$, 'significant emissions' corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.

[4] Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections.

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| Checklist Potential Social and Environmental Risks | | Answer (Yes/No) |
|---|---|---|
| 6.4 | Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned? | NO |
| 6.5 | Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples? | NO |
| 6.6 | Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources? | NO |
| 6.7 | Would the Project adversely affect the development priorities of indigenous peoples as defined by them? | NO |
| 6.8 | Would the Project potentially affect the physical and cultural survival of indigenous peoples? | NO |
| 6.9 | Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices? | NO |
| **Standard 7: Pollution Prevention and Resource Efficiency** | | |
| 7.1 | Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts? | NO |
| 7.2 | Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)? | NO |
| 7.3 | Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs? For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Conventions on Persistent Organic Pollutants or the Montreal Protocol. | NO |
| 7.4 | Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health? | NO |
| 7.5 | Does the Project include activities that require significant consumption of raw materials, energy, and/or water? | NO |

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## Annex IV. Terms of References

### 4.1/ Terms of Reference for Project Board

UNDP Standard Terms of Reference (ToR) for the Project Board – IS XII

I. **Background**

All UNDP projects are governed by a multi-stakeholder board or committee established to review performance based on established monitoring and evaluation metrics and high-level implementation issues to ensure quality delivery of results. For the purpose of this ToR and to ensure standardization, henceforth, as regards project documentation, such a body shall only be referred to by the name: 'Project Board'. The Project Board is the most senior, dedicated oversight body for a UNDP 'Development Project', which is an instrument where UNDP "Delivers outputs where UNDP has accountability for design, oversight and quality assurance of the entire project."

II. **Duties and Responsibilities**

The two prominent (mandatory) roles of the Project Board are as follows:

1) High-level oversight of the project. This is the primary function of the Project Board. The Project Board reviews evidence of project performance based on monitoring, evaluation and reporting, including progress reports, monitoring missions' reports, evaluations, risk logs, quality assessments, and the combined delivery report. The Project Board is the main body responsible for taking corrective actions as needed to ensure the project achieves the desired results. And its function includes oversight of annual (and as-needed) assessments of any major risks to the project, and related decisions/agreements on any management actions or remedial measures to address them effectively.

The Project Board also carries the role of quality assurance of the project taking decisions informed by, among other inputs, the project quality assessment. In this role the Board is supported by the quality assurer, whose function is to assess the quality of the project against the corporate standard criteria. This function is performed by a UNDP programme or monitoring and evaluation officer to maintain independence from the project manager regardless of the project 's implementation modality.

The Project Board reviews updates to the project risk log.

2) Approval of key project execution decisions. The Project Board has an equally important, secondary role in approving certain adjustments above provided tolerance levels, including substantive programmatic revisions (major/minor amendments), budget revisions, requests for suspension or extension and other major changes (subject to additional funding partner/donor requirements).

The Project Board is responsible for making management decisions by consensus when required, including the approval of project plans and revisions, and the project manager's tolerances. The Project Board approves annual work plans and reviews updates to the project risk log.

Within the overall governance and management arrangements of the project, the role of the Project Board as regards these two key functions ('High-level oversight of the project' and 'Approval of key project execution decisions') is distinct from the roles of entities involved in the implementation of the project, namely the implementing partner (IP), responsibilities parties (if applicable), service providers and project staff.

Specific responsibilities of the Project Board include the following:

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- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints, and promote gender equality and social inclusion (LNOB) in the project implementation;
- Review project performance based on monitoring, evaluation and reporting, including standard quality assurance checks, progress reports, risk logs, spot checks/audit reports and the combined delivery report;
- Address any high-level project issues as raised by the project manager and project assurance;
- Provide guidance on emerging and/or pressing project risks and agree on possible mitigation and management actions to address specific risks (including ensuring compliance with UNDP's Social and Environmental Standards, Fraud/corruption, Sexual Exploitation and Abuse and Sexual Harassment);
- Agree or decide on project manager's tolerances as required, within the parameters set by UNDP (Manage Change in the PPM) and the donor, and provide direction and decisions for exceptional situations when the project manager's tolerances are exceeded;
- Advise on major and minor amendments to the project within the parameters set by UNDP and the donor;
- Agree or decide on a project suspension or cancellation, if required; (note that for GEF and GCF projects it is UNDP that decides to suspend or cancel and project and the Project Board is informed/consulted only).
- Provide high-level direction and recommendations to the project management unit to ensure that the agreed deliverables are produced satisfactorily according to plans.
- Receive and address project level grievance, including overseeing whatever specific compliance and stakeholder response (or grievance) mechanisms have been put in place so that individuals and communities potentially affected by the project have access to effective mechanisms and procedures for raising concerns about the social and environmental performance of the project.
- Engage in the low value grant selection process where there is no Grant Selection Committee, as guided by the Low Value Grants – UNDP Operational Guide.

Additional responsibilities of the Project Board can include, but are not limited to, the following:

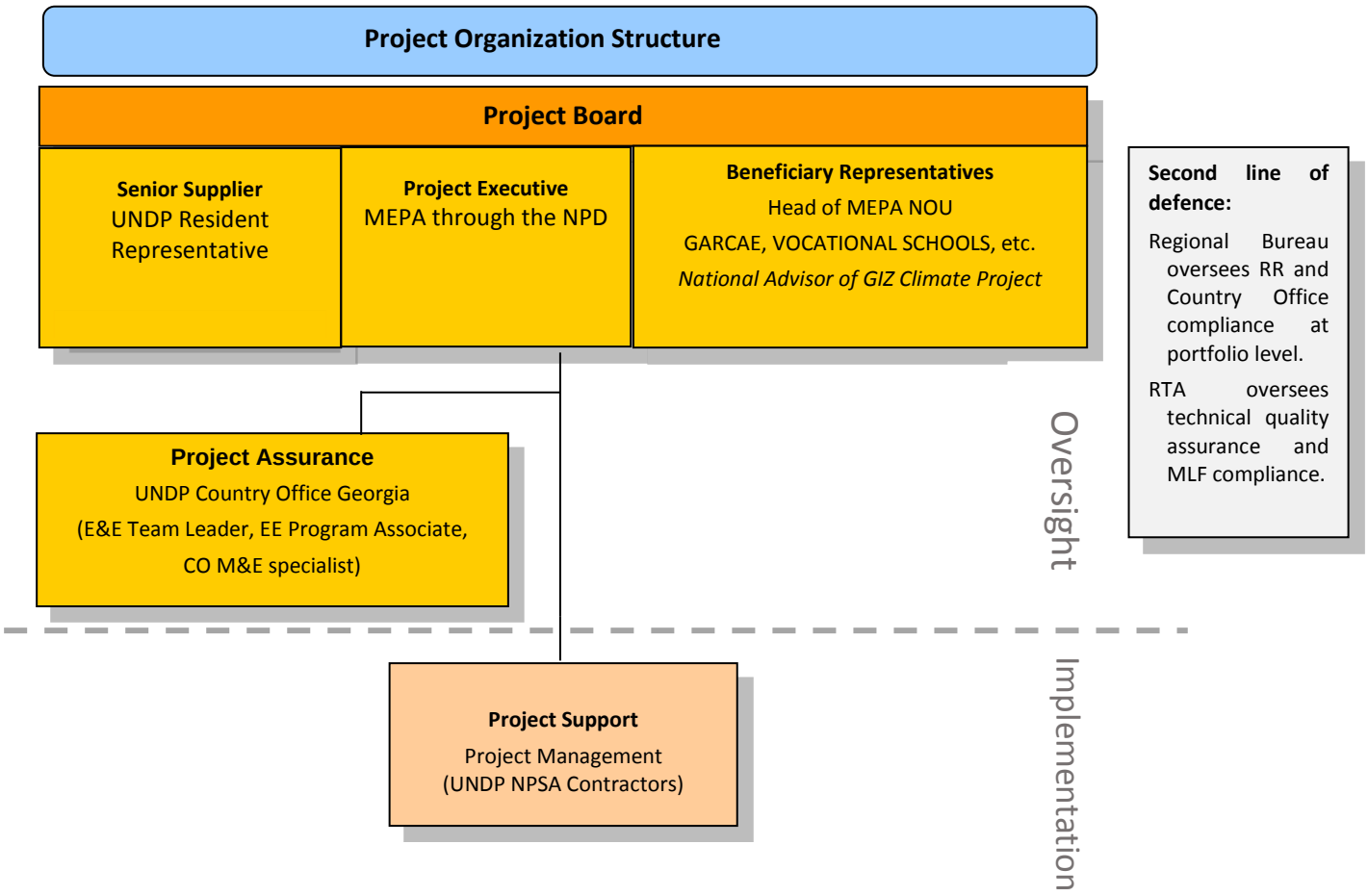
- Act as an informal consultation mechanism for stakeholders;
- Review the final project report package during an end-of-project review meeting to discuss lessons learned and opportunities for scaling up;
- Set up tolerance levels for project stages in terms of time and financial resources
- Reviews and clears Annual Work Plan (AWP)
- Based on the approved annual work plan (AWP), reviews and approves project plan and authorize any major deviation from these agreed stage plan. The PB will evaluate submitted documents and be in charge of approving plans and budgets.
- Arbitrates any conflicts within the project or negotiates a solution to any problems between the project and external bodies;
- Discuss issues/risks to the project implementation and makes decision for any required follow up

### III. **Composition of the Project Board**

As noted in the diagram below, Project Board has three categories of formal members (e.g. voting members). The role of every formal Project Board member corresponds to one of these three roles.

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Diagram 1 –Project Organization Structure




The three categories of Project Board members are the following:

1) The Executive: represents ownership of the project and chairs (or co-chairs) the Project Board. The executive is ultimately responsible for the project, supported by the Senior User/Beneficiary and Senior Supplier. The Executive's role is to ensure that the project is focused throughout its life cycle on achieving its outputs. The Executive has to ensure that the project has a cost-conscious approach, balancing the demands of the user (or beneficiary) and supplier. The project Executive is Ministry of Environmental Protection and Agriculture (through appointed NPD).

2) Beneficiary Representative(s): Represents the interests of those groups of stakeholders who will ultimately benefit from the project. Beneficiary is responsible for specification of the needs of all those who will be primarily using or benefiting from the project outputs, for user liaison with the project team and for monitoring that the solution will meet those needs. Their primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries. The Beneficiary Representative(s) is: Ministry of Environment Protection and Agriculture/MEPA, Head of Ambient Air Division, Environment and Climate Change Department.

3) Development Partner/Supplier(s): Individuals representing the interests of the parties concerned that provide funding, strategic guidance and/or technical expertise to the project. The Senior Supplier is accountable for the quality of the outputs delivered by the supplier(s). The Senior Supplier role must have the authority to commit or acquire supplier resources required. The Development Partner/Supplier(s) representative(s) is: UNDP Resident Representative (representing Montreal Protocol through Delegation of Authority) or Deputy Resident Representative.

IV. **Standard Project Board Protocols**

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This Project Board will meet minimum once a year.

Project Board members cannot receive remuneration from project funds for their participation in the Board. However, it is allowable for board members to be reimbursed from project funds for certain reasonable, qualified expenses related to travel or lodging to attend board meetings.

Project Board decisions are made by unanimous consensus. If a consensus cannot be reached within the Board, the final decision shall rest with the UNDP representative on the Project Board or a UNDP staff member with delegated authority as the programme manager.

It is required that as per internationally recognized professional standards and principles of sound governance, conflicts of interest affecting board members in performing their duties must be formally disclosed if not avoidable. Where a board member has a specific personal conflict of interest with a given matter before the board, he/she must recuse oneself from their participation in a decision. No board member can vote or deliberate on a question in which he/she has a direct personal or pecuniary interest not common to other members of the board.

### I. Standard Outputs of Project Board Meetings

In its oversight function, the Project Board will (at a minimum) review and assess the following project-related evidence at each meeting:

- Assessment of project progress to date against project output indicators (as documented in the project document results framework)
- Approval/review of annual work plans
- Assessment of the relevant Monitoring & Evaluation mechanisms, including all evaluations
- Review and assessment of the Project Risk Log (with updating/amendments as needed)
- Assessment of project spending, based on a review of the combined delivery report

This will be in addition to the review and approval of any required project execution decisions.

The output of every Project Board should be a written record (minutes) that captures the agenda and issues discussed and the agreed upon action items and decisions (if applicable). Each report should clearly document the members attending the meeting (as well as all participants in the meeting) and the modality used to agree on a certain action or decision (whether formal voting or no-objection or other mechanism). All records of board meetings should be documented and kept by UNDP in their quality assurance function.

### II. Support Functions to the Project Board

There are two main entities/functions outside the Project Board structure whose role is to report to the Project Board and support board members in effectively fulfilling their roles: project assurance and project management.

**Project Assurance**: Project assurance is the responsibility of each Project Board member; however, UNDP has a distinct assurance role for all UNDP projects in carrying out objective and independent project oversight and monitoring functions. UNDP performs quality assurance and supports the Project Board (and Project Management Unit) by carrying out objective and independent project oversight and monitoring functions, including applying UNDP's social and environmental management system to ensure the SES are applied through the project cycle. The Project Board cannot delegate any of its quality assurance responsibilities to the project manager.

A designated representative of UNDP playing the project assurance role is expected to attend all Project Board meetings and support board processes as a non-voting representative. It should be noted that while in certain cases UNDP's project assurance role across the project may encompass activities happening at several levels (e.g. global, regional), at least one UNDP representative playing that function must, as part of their duties, specifically attend board meetings and provide board members with the required documentation required to perform their duties.

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The UNDP representative playing the main project assurance function is: Nino Antadze/Team Leader, Energy & Environment Portfolio, UNDP Georgia. This function will also be fulfilled by Programme Associate, Energy & Environment Portfolio, and UNDP Georgia CO M&E Specialist.

**Project Support**: This function is often covered by the Project Management Unit: The Project Manager (PM) is the senior most representative of the Project Management Unit (PMU) and is responsible for the overall management of the project on behalf of the Implementing Partner, including the mobilization of all project inputs, supervision over project staff, responsible parties, consultants and sub-contractors. The project manager typically presents key deliverables and documents to the Board for review and approval, including progress reports, annual work plans, adjustments to tolerance levels and risk logs.

A designated representative of the PMU is expected to attend all board meetings and present the required progress reports and other documentation needed to support board processes as a non-voting representative.

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### 4.2/ Terms of Reference/Job Description for National Project Coordinator/Project Manager

**Postion Type:** External Vacancy
**Job Title:** National Project Coordinator/Project Manager to the project: Institutional strengthening for Implementation of the Montreal Protocol (XII phase) in Georgia (XII phase of IS project)
**Category:** Environment and Energy
**Application** Deadline: TBD
**Duty station:** Project office in Tbilisi
**Type of contract:** Service Contract (SC) (part-time)
**Expected starting date:** ASAP
**Expected duration of assignment:** full-time, 1 year with a view of annual contract extension

***BACKGROUND***

Since 2006 the United Nations Environmental Programme for Georgia (UNDP Georgia) has been pro-actively assisting the Government of Georgia (GoG) in fulfilling ODS phase-out obligations. More specifically, jointly with the Ministry of Environmental Protection and Agriculture (MEPA), it has been carrying out the Institutional Strengthening (IS) programme for the Implementation of the Montreal Protocol. The IS supports the GoG in meeting its obligations under the Montreal Protocol of the Vienna Convection, through implementing a number of horizontal and specific measures, including legal-regulatory and policy, institutional strengthening (IS)/capacity building (CB), public awareness, coordination, networking and regional and global cooperation.

10 phases of IS Programme have been already accomplished and the 11th phase will be completed by the end of December 2022. IS XI is implemented through the National Ozone Unit (NOU) of the Ministry of Environmental Protection and Agriculture (MEPA) has: i) successfully facilitated the adoption of legal changes concerning exemptions to ODS uses and mandatory certification of RAC technicians in line with requirements of relevant EU regulations, though carrying out intensive consultations with key state agencies and importers, ii) continued enforcement of ODS control measures and monitoring of illegal ODS trade, through enhancing knowledge and skills of customs officers and environmental inspectors; iii) monitored and regularly reported ODS consumption and phase-out levels; iv) assisted completion of HPMP stage I and implementation of stage II activities through improving knowledge and skills of RAC technicians in ODS handling, low/zero GWP alternatives, alternative technologies and processes as well as through supporting capacity development of existing VET schools to incorporate ODS management issues into existing curricula; v) cooperated with private sector representatives on low GWP alternative demo projects, iv) raised knowledge and skills of public agencies in green procurement of A/C equipment as well as awareness of general public and technicians on ozone layer protection and ODS phase-out; vi) significantly strengthened its internal staff-level management and external multi-stakeholder coordination and networking capacities, through enlarging NOU and actively participating in regional networks, open-ended working group and meetings of parties.

Regardless of above progress, there are following additional needs that have been identified as critical by NOU/NOO and other stakeholders to be covered by IS XII: i) revising ODS import quota to apply to all ODS substances, covered by the Montreal Protocol and its amendments, including Kigali Amendment (which came into force in Georgia in May 2023) as well as carrying out consultations with key government entities and importers on the given legal revision and its implications; ii) improving Electronic Refrigerant Management System (ERMS) to include refrigerants recovery, recycling, and reclamation operations; iii) raising knowledge and capacities of private sector representatives including HVAC/R installations, importers, service companies, RAC technicians, and sellers of refrigerants on mandatory leak checks and application of ERMS; iv) building knowledge and enforcement capacities of environmental inspectors, including female inspectors in mandatory leak checks and customs' officers in controlling illegal trade with ODS; v) further strengthening NOU's internal managerial and external multi-stakeholder coordination and networking capacities, through upgrading NOU's infrastructure (office and computer equipment to meet the needs of extended NOU staff) and supporting GoG's active participation in regional networks, open-ended working group and meetings of parties.

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The Development/long-term objective of the proposed IS XII project is to strengthen Georgia's capacity in implementing obligations of the Montreal Protocol. This will be attained by following immediate objectives, which are in line with common objectives set out in the MLF's Guide for the submission of institutional strengthening projects:

- Adopt/implement ODS legislation and regulation to control and monitor ODS consumption
- Efficiently and timely collect and report data
- Supervise timely implementation of phase-out activities and reduction in ODS consumption
- Strengthen consultations and coordination with national agencies/stakeholders
- Raise public awareness on Ozone Layer Protection
- Enhance Regional cooperation

More specifically, under the IS XII phase:

- existing regulations on ODS import quota will be revised to cover all substances regulated by Montreal Protocol and its amendments and the given revision(s) and its implications will be discussed with key government entities and importers;
- monitoring and enforcing ODS control measures and monitoring of illegal ODS trade will be continued through further strengthening compliance assurance monitoring and control capacities of environmental inspectors and customs officers;
- reporting ODS import/consumption data and progress towards implementation of the Country Programme to Ozone and MLF secretariat will be continued through further improving Electronic Refrigerant Management System (ERMS) to add refrigerants recovery, recycling, and reclamation operations as well as through preparing all necessary reports for 2022 and 2023 and submitting them to MLF secretariat;
- Capacity development of NOU and NOO will be continued through:
- improving NOU's office and IT infrastructure;
- facilitating cooperation with relevant line Ministries and various donor programmes in the area of ratification of Kigali amendment;
- organizing consultations with the private sector including owners of HVAC/R installations, importers, service companies, RAC technicians etc. on new regulations including mandatory leak checks and Electronic Refrigerant Management System (ERMS).
- knowledge and capacities of the owners of HVAC/R installations, importers, service companies, RAC technicians, and sellers of refrigerants will be enhanced on the operation of ERMS through series of trainings;
- Information campaigns on ozone layer protection and introduction of ERMS and mandatory leak checking will be carried out;
- participation of relevant government representatives in regional networks, open-ended group meetings and meetings of parties to the Montreal Protocol will be further supported.

The IS XII will cover the period from 2023 through 2024. It will be implemented under National Implementation Modality (NIM) with the Ministry of Environmental Protection and Agriculture playing an implementing partner's part. The project is directed by the Project Board (PB) composed of Executive, Senior Supplier and Senior User is an ultimate decision-making body for the project. The executive represents the project implementing partner, senior user/beneficiary – entity (ies) directly benefiting from the project and defining and monitoring the quality requirement for the project deliverables/products and senior supplier – entity that commits resources for the project. PB has also project assurance role to ensure the adherence of the project to set out rules and procedures and quality requirements.

To ensure effective and efficient implementation of the project, National Project Coordinator/Project Manager is being recruited to manage the project on a daily basis. He/She will work under the technical guidance of Regional Chemicals Advisor and direct supervision of Environment and Energy Team Leader of UNDP CO.

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***SCOPE OF THE WORK***

National Project Coordinator/Project Manager will manage the project on a daily basis. More specifically, he/she will:

- With assistance of project assistant develop annual work plans
- Track financial expenditures
- Prepare budget and project revisions
- Will maintain issues and risk log and track progress against indicators and targets of project Results and Resources Framework and adjust it in accordance with corporate requirements and local needs
- Coordinate recruitment of project staff and supervise their work
- Develop ToRs/SoWs for consultancy assignments, participate in the selection of consultants and supervise their work
- With assistance of project assistant will develop annual procurement plans, SoWs for procurements, participate in selection of vendors and supervise their work
- With assistance of project team provide a secretary work to the PB
- Contribute to the development of inception report, annual progress reports and terminal report
- Provide on-demand advise to the UNDP management and Environment and Energy Team Leader, National Project Director and relevant government counterparts on project related issues
- Liase with national and local counterparts and other strategic partners
- Coordinate outreach, advocacy, visibility activities
- Contribute to the staff and stakeholders learning and knowledge management
- Document lessons from project implementation and make recommendations to the Project Board for more effective implementation and coordination of project activities

***DURATION OF THE CONTRACT***

The National Coordinator/Project Manager will be hired on a full-time basis during 1-year period. Annual extension of contract is envisaged until the end of the project pending on satisfactory performance by the incumbent and certification of such performance by the Environment and Energy Team Leader,

***REQUIRED EXPERTISE AND QUALIFICATION***

Education:

- Advanced university degree (***at least M.Sc. or equivalent – minimum qualification criterion***) in the area of Environmental Science, Environmental Policy and Management, Environmental Engineering, Chemistry, Chemical Engineering or, other related fields

Experience:

- ***At least 5 years of (managerial or consultancy) experience (minimum qualification criterion)*** in any of following fields: chemicals management, implementation of global environmental conventions and in particular, Montreal Protocol to Phase-out Ozone Depleting Substance
- ***At least 5 years of experience (minimum qualification criterion)*** in project management
- Demonstrated experience in working with/for International Development Organizations and in particular with/for UNDP
- Knowledge and understanding of the context of ODS phase-out Georgia

Language:

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- Excellent written and verbal communication skills in English

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standard
- Ability to establish and maintain good working relations with colleagues in multi-cultural environment
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment
- Ability to effectively coordinate a large, multidisciplinary team of experts and consultants

***PAYMENT MODALITIES***

The National Project Coordinator/Project Manager shall be paid a fixed salary on a monthly basis

***APPLICATION PROCEDURES***

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- Personal CV or P11, indicating education background/professional qualifications, all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references
- Brief description of why the individual considers him/herself as the most suitable for the assignment

Short-list of applicants will be made based on screening (applying simple yes/no principle) of application package and minimum qualification criteria. Only short-listed candidates will be invited to an individual interview.

***EVALUATION CRITERIA***

The expert will be evaluated against technical criteria. Maximum score is 100%. The technical evaluation will include the following:

- Educational Background as requested: 10%
- Professional experience, as requested: 20%
- Project management experience as requested: 20%
- Demonstrated experience in working with/for International Development Organizations and in particular UNDP, 20%
- Knowledge of Georgia's context in phasing out ODS and institutional setting: 20%
- Strong interpersonal and communications skills: 5%
- Fluency in English: 5%

Technical score of the candidate will be set based on an interview with him/her.

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## Annex V. Letter of Agreement for Support Services

### STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

Dear Mr. Shamugia,

1. Reference is made to consultations between officials of the Government of Georgia (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.

2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.

3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:

(a) Identification and/or recruitment of project and programme personnel;

(b) Identification and facilitation of training activities;

(c) Procurement of goods and services;

4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

5. The relevant provisions of the UNDP Standard Basic Assistance Agreement with the Government of Georgia (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.

6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

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9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,

DocuSigned by:
Douglas Webb
0A71915DC0EB47C...

Signed on behalf of UNDP
Douglas Webb
Resident Representative a.i.

For the Government
Otar Shamugia
Minister
Ministry of Environmental Protection and Agriculture of Georgia

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Attachment

## DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry of Environment Protection and Agriculture, the institution designated by the Government of Georgia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project "**Institutional strengthening for Implementation of the Montreal Protocol (XII phase) in Georgia**" (QUANTUM project number: 01001431), (*"the Project*").

2. In accordance with the provisions of the letter of agreement signed on 20-Nov-2023 and the project document, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided:

| Support services (where applicable) | Schedule for the provision of the support services | Cost to UNDP of providing such support services | Amount and method of payments to UNDP (where appropriate) |
|---|---|---|---|
| Payments, disbursements and other financial transactions | 2023-2026<br>Throughout implementation period, when applicable | Up to $ 1,010.39 | Payment processes for consultants and other project suppliers and service providers<br>23 transactions @ $43.93 |
| Recruitment of staff, project personnel and consultants | 2023-2026<br>Throughout implementation period, when applicable | Up to $ 1,415.35 | Recruitment of project staff and consultants<br>5 @ 283.07 |
| Procurement of services and goods, including disposal | 2023-2026<br>Throughout implementation period, when applicable | Up to $ 589.70 | Procurement not involving local CAP – 1 @ 257.43<br>Disposal of assets<br>1 @ 332.27 |
| Travel authorization, visa requests, ticketing, and travel arrangements | 2023-2026<br>Throughout implementation period, when applicable | Up to $ 289.50 | Travel authorizations: 5 @ $30.88<br>Travel Claim F10: 5 @ $27.02 |
| | **Total** | **Up to $ 3,300** | |

4. Description of functions and responsibilities of the parties involved:

UNDP will provide support services to the Ministry as described in the paragraph 3 above in accordance with UNDP rules and procedures; it retains ultimate accountability for the effective implementation of the project;

The UNDP will provide support to the National Project Director (appointed by MEPA) in order to maximize the programme's impact as well as the quality of its products. UNDP will be responsible for administering resources in accordance with the specific objectives defined in the Project Document, and in keeping with the key principles of transparency, competitiveness, efficiency and economy. The financial management and accountability for the

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resources allocated, as well as other activities related to the execution of programme activities will be undertaken under the direct supervision of the UNDP Country Office.

The Ministry through its National Project Director (NPD) designated from its staff, will approve annual work plans and submit them to UNDP country office in a timely manner;

The Ministry through its NPD or other duly authorized person will monitor and assure that the project funds are spent in accordance with Annual Work Plan (AWP) by authorizing and signing Combined Delivery Reports (CDRs) by end of each quarter.

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## Annex VI. Draft Agreement between the Government of Georgia and the Executive Committee of the Multilateral Fund

### DRAFT AGREEMENT BETWEEN THE GOVERNMENT OF GEORGIA AND THE EXECUTIVE COMMITTEE OF THE MULTILATERAL FUND FOR THE REDUCTION IN CONSUMPTION OF HYDROCHLOROFLUOROCARBONS IN ACCORDANCE WITH STAGE II OF THE HCFC PHASE-OUT MANAGEMENT PLAN

**Purpose**

This Agreement represents the understanding of the Government of Georgia (the "Country") and the Executive Committee with respect to the reduction of controlled use of the ozone-depleting substances (ODS) set out in Appendix 1-A ("The Substances") to a sustained level of zero ODP tonnes by 1 January 2030, allowing the 2.5% servicing tail during 2030-2040, in compliance with Montreal Protocol schedule.

The Country agrees to meet the annual consumption limits of the Substances as set out in row 1.2 of Appendix 2-A ("The Targets, and Funding") in this Agreement as well as in the Montreal Protocol reduction schedule for all Substances mentioned in Appendix 1-A. The Country accepts that, by its acceptance of this Agreement and performance by the Executive Committee of its funding obligations described in paragraph 3, it is precluded from applying for or receiving further funding from the Multilateral Fund in respect to any consumption of the Substances that exceeds the level defined in row 1.2 of Appendix 2-A as the final reduction step under this Agreement for all of the Substances specified in Appendix 1-A, and in respect to any consumption of each of the Substances that exceeds the level defined in row 4.1.3 (remaining consumption eligible for funding).

Subject to compliance by the Country with its obligations set out in this Agreement, the Executive Committee agrees, in principle, to provide the funding set out in row 3.1 of Appendix 2-A to the Country. The Executive Committee will, in principle, provide this funding at the Executive Committee meetings specified in Appendix 3-A ("Funding Approval Schedule").

The Country agrees to implement this Agreement in accordance with the stage II of the HCFC phase-out management plan (HPMP) approved ("the Plan"). In accordance with sub-paragraph 5(b) of this Agreement, the Country will accept independent verification of the achievement of the annual consumption limits of the Substances as set out in row 1.2 of Appendix 2-A of this Agreement. The aforementioned verification will be commissioned by the relevant bilateral or implementing agency.

**Conditions for funding release**

The Executive Committee will only provide the Funding in accordance with the Funding Approval Schedule when the Country satisfies the following conditions at least eight weeks in advance of the applicable Executive Committee meeting set out in the Funding Approval Schedule:

That the Country has met the Targets set out in row 1.2 of Appendix 2-A for all relevant years. Relevant years are all years since the year in which this Agreement was approved. Years for which there are no due country programme implementation reports at the date of the Executive Committee meeting at which the funding request is being presented are exempted;

That the meeting of these Targets has been independently verified for all relevant years, unless the Executive Committee decided that such verification would not be required;

That the Country had submitted a Tranche Implementation Report in the form of Appendix 4-A ("Format of Tranche Implementation Reports and Plans") covering each previous calendar year; that it had achieved a significant level

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of implementation of activities initiated with previously approved tranches; and that the rate of disbursement of funding available from the previously approved tranche was more than 20 per cent; and

That the Country has submitted a Tranche Implementation Plan in the form of Appendix 4-A covering each calendar year until and including the year for which the funding schedule foresees the submission of the next tranche or, in case of the final tranche, until completion of all activities foreseen.

**Monitoring**

The Country will ensure that it conducts accurate monitoring of its activities under this Agreement. The institutions set out in Appendix 5-A ("Monitoring Institutions and Roles") will monitor and report on implementation of the activities in the previous Tranche Implementation Plans in accordance with their roles and responsibilities set out in the same appendix.

**Flexibility in the reallocation of funds**

The Executive Committee agrees that the Country may have the flexibility to reallocate part or all of the approved funds, according to the evolving circumstances to achieve the smoothest reduction of consumption and phase-out of the Substances specified in Appendix 1-A:

Reallocations categorized as major changes must be documented in advance either in a Tranche Implementation Plan as foreseen in sub-paragraph 5(d) above, or as a revision to an existing Tranche Implementation Plan to be submitted eight weeks prior to any meeting of the Executive Committee, for its approval. Major changes would relate to:

Issues potentially concerning the rules and policies of the Multilateral Fund;

Changes which would modify any clause of this Agreement;

Changes in the annual levels of funding allocated to individual bilateral or implementing agencies for the different tranches;

Provision of funding for activities not included in the current endorsed Tranche Implementation Plan, or removal of an activity in the Tranche Implementation Plan, with a cost greater than 30 per cent of the total cost of the last approved tranche; and

Changes in alternative technologies, on the understanding that any submission for such a request would identify the associated incremental costs, the potential impact to the climate, and any differences in ODP tonnes to be phased out if applicable, as well as confirm that the Country agrees that potential savings related to the change of technology would decrease the overall funding level under this Agreement accordingly;

Reallocations not categorized as major changes may be incorporated in the approved Tranche Implementation Plan, under implementation at the time, and reported to the Executive Committee in the subsequent Tranche Implementation Report;

The Country agrees, in cases where HFC technologies have been chosen as an alternative to HCFCs, and taking into account national circumstances related to health and safety: to monitor the availability of substitutes and alternatives that further minimize impacts on the climate; to consider, in the review of regulations standards and

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incentives adequate provisions that encourage introduction of such alternatives; and to consider the potential for adoption of cost-effective alternatives that minimize the climate impact in the implementation of the HPMP, as appropriate, and inform the Executive Committee on the progress accordingly in tranche implementation reports; and

Any remaining funds held by the bilateral or implementing agencies or the Country under the Plan will be returned to the Multilateral Fund upon completion of the last tranche foreseen under this Agreement.

**Considerations for the refrigeration servicing sector**

Specific attention will be paid to the execution of the activities in the refrigeration servicing sector included in the Plan, in particular:

The Country would use the flexibility available under this Agreement to address specific needs that might arise during project implementation; and

The Country and relevant bilateral and/or implementing agencies would take into consideration relevant decisions on the refrigeration servicing sector during the implementation of the Plan.

**Bilateral and implementing agencies**

The Country agrees to assume overall responsibility for the management and implementation of this Agreement and of all activities undertaken by it or on its behalf to fulfil the obligations under this Agreement. UNDP has agreed to be the lead implementing agency (the "Lead IA") in respect of the Country's activities under this Agreement. The Country agrees to evaluations, which might be carried out under the monitoring and evaluation work programmes of the Multilateral Fund or under the evaluation programme of the Lead IA taking part in this Agreement.

The Lead IA will be responsible for ensuring co-ordinated planning, implementation and reporting of all activities under this Agreement, including but not limited to independent verification as per sub-paragraph 5(b). The role of the Lead IA is contained in Appendix 6-A. The Executive Committee agrees, in principle, to provide the Lead IA with the fees set out in row 2.2 of Appendix 2-A.

**Non-compliance with the Agreement**

Should the Country, for any reason, not meet the Targets for the elimination of the Substances set out in row 1.2 of Appendix 2-A or otherwise does not comply with this Agreement, then the Country agrees that it will not be entitled to the Funding in accordance with the Funding Approval Schedule. At the discretion of the Executive Committee, funding will be reinstated according to a revised Funding Approval Schedule determined by the Executive Committee after the Country has demonstrated that it has satisfied all of its obligations that were due to be met prior to receipt of the next tranche of funding under the Funding Approval Schedule. The Country acknowledges that the Executive Committee may reduce the amount of the Funding by the amount set out in Appendix 7-A ("Reductions in Funding for Failure to Comply") in respect of each ODP kg of reductions in consumption not achieved in any one year. The Executive Committee will discuss each specific case in which the Country did not comply with this Agreement, and take related decisions. Once decisions are taken, the specific case of non-compliance with this Agreement will not be an impediment for the provision of funding for future tranches as per paragraph 5 above.

The Funding of this Agreement will not be modified on the basis of any future Executive Committee decisions that may affect the funding of any other consumption sector projects or any other related activities in the Country.

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The Country will comply with any reasonable request of the Executive Committee, the Lead IA to facilitate implementation of this Agreement. In particular, it will provide the Lead IA with access to the information necessary to verify compliance with this Agreement.

**Date of completion**

The completion of the Plan and the associated Agreement will take place at the end of the year following the last year for which a maximum allowable total consumption level has been specified in Appendix 2-A. Should at that time there still be activities that are outstanding, and which were foreseen in the last Tranche Implementation Plan and its subsequent revisions as per sub-paragraph 5(d) and paragraph 7, the completion of the Plan will be delayed until the end of the year following the implementation of the remaining activities. The reporting requirements as per sub-paragraphs 1(a), 1(b), 1(d), and 1(e) of Appendix 4-A will continue until the time of the completion of the Plan unless otherwise specified by the Executive Committee.

**Validity**

All of the conditions set out in this Agreement are undertaken solely within the context of the Montreal Protocol and as specified in this Agreement. All terms used in this Agreement have the meaning ascribed to them in the Montreal Protocol unless otherwise defined herein.

This Agreement may be modified or terminated only by mutual written agreement of the Country and the Executive Committee of the Multilateral Fund.