Initiation Plan / GEF PPG

Empowered lives.
Resilient nations.

Project Title: Integrated production of rice and secondary crops using an agroecological approach in the Tandjilé province **Country: Chad** **Country Programme Outcome (2021-2026): Environmental Sustainability, Climate Resilience and Disaster Risk Reduction** **Gender Marker rating: *GEN 2*** **SES Pre-Screening Categorization: *Substantial***		
Quantum Project ID: **01002035** Quantum Award ID: **1224552** PIMS number: **9587** Management Arrangement: ***DIM***	**Total budget:** Allocated resources: • GEF	**US$** US$ 150,000

AGREED BY

28 Mai 2024

UNDP Resident Representative[1]	Signature	*Day/Month/Year* Date

[1] Edit as necessary. Include other Agency as necessary.

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I. BRIEF DESCRIPTION OF THE INITIATION PLAN/GEF PPG

Objective & Final Outputs

The objective of the GEF PPG is to develop the project concept into a full project: *Integrated production of rice and secondary crops using an agroecological approach in the Tandjilé province*. As described in the project concept (PIF/child project concept note), this project aims to *support transformation of food systems that improve food security and protect natural resource base with focus on production of rice and secondary crops in Tandjilé Province. The project consists of four (4) components described as follows.*

Component 1: Strengthened enabling environment to catalyze FS transformation at global, regional and national levels: This component aims at reviewing policies to align food production and environmental protection policies; enhancing cross-sectoral collaboration; creating a national food systems transformation framework benefiting smallholder farmers, attracting private investments, and promoting ecosystem restoration; establishing a strategy for crop insurance, damage compensation, and reducing post-harvest loss.

Component 2: Improved and increased financing deployed in support of food systems transformation: It aims to support the creation of a national food systems investment task force; development of a food systems investment pathway toolkit to incentivize and unlock public and private sector investments and development of a food systems investment plan. This component will support the creation of a working group to provide specific thought leadership on options for financing improvement of the value chains; development of financial and risk mitigation products; piloting blended finance mechanisms and development of a pipeline of bankable projects to increase finance for cooperatives of smallholder farmers and SMEs involved in the value chains.

Component 3: Environmental benefits leveraged through sustainable management of food systems: This component aims at enhancing capacity and joint planning at various levels for integrated landscape management, sustainable production, and efficient water use; implementing a monitoring system to track changes in land use, water quality, and biodiversity. It will support pilot innovative nature-based solutions that regenerate ecosystem in rice, sesame, and groundnuts production; and support smallholder farmers to access information, equipment, and inputs for sustainable production and for agroecosystem restoration. Cooperatives, producers, and processors will have access to finance and technical assistance, and they will be strengthened to engage in formal markets and value chains on fair and profitable terms; access to bio-inputs, adapted seeds, agroforestry trees, improved storage facilities; get certification of rice produced as environmentally friendly.

Component 4: Knowledge, innovation, M&E, and coordination promoted:
Knowledge and innovations in food systems, particularly regarding rice, sesame, and groundnuts, are generated and managed to benefit national, regional, and global platforms. This includes establishing a provincial community of practice for knowledge sharing and cooperation; Conducting awareness campaigns to promote environmentally friendly practices; Implementing monitoring and information management systems to document achievements and support decision-making; Participating in national, regional, and global events for knowledge exchange.

The following information is to be consulted as background for the GEF PPG phase:

- PIF cleared for WP inclusion or GEF Council approved PIF (PFD and child project concept note for projects that are part of a program)
- SES pre-screening (of PIF)
- Comments from GEF Secretariat, Council, STAP
- Annotated UNDP-GEF Project Document Template and associated guidance included therein
- UNDP policies and procedures
- UNDP-GEF guidance notes on GEF project development (which will be provided by the RTA) and
- GEF polices on: Project Cancellation; Fee Policy for GEF Partner Agencies; Project and Program Cycle; and Minimum Fiduciary Standards for GEF Partner Agency (in particular sections dealing with the required separation of oversight and execution support services). All GEF policies are available here.

The final outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc).
2. Mandatory annexes to the ProDoc
3. GEF CEO Endorsement Request and all mandatory annexes; and
4. Validation Workshop report (required for projects with a high SESP categorization, as appropriate for all others).

Any additional studies and other reports produced under the GEF PPG and not included in Annex to the project document will be submitted to UNDP and saved for future reference.

Key Dates for the GEF PPG

Milestone	Date	Notes
Internal submission date for BPPS review and clearance	*December 09, 2024*	within 8 months before the program commitment deadline included in the PFD
First GEF Submission Deadline for CEO Endorsement	*February 09, 2025*	PFD or IP child projects: must be within 6 months before the program commitment deadline **Failure to submit a ProDoc and CEO ER to the GEF Sec by this date will lead to the automatic cancellation of the project by the GEF Sec.**
CEO Endorsement Deadline after which the project will be cancelled if not endorsed	*August 09, 2025*	PFD or IP child projects: program commitment deadline **If the project has not been CEO endorsed by the deadline, it will be automatically cancelled by the GEF Sec.**

Management Arrangements

The UNDP *Chad* will lead the project development process and manage the GEF PPG budget in full consultation with the BPPS VF unit and the Regional Technical Adviser. The GEF PPG Quantum budget is presented in *Section IV: Total Budget and Work Plan*.

As appropriate, a Working Group will guide the GEF PPG team and review and endorse the GEF PPG deliverables. The Working Group is responsible for ensuring that the deliverables outlined in this GEF PPG are completed on time and in line with UNDP and GEF requirements. The *Resident Representative* will chair the Working Group. Working Group members will include: *the Country Office, some representatives*

of the Ministry of Environment, fisheries and sustainable development, the Ministry of Agricultural Production and Processing, the Ministry of Livestock and animal Production, the Ministry of Petroleum and Energy, the Ministry of Trade and Industries, and the Regional Technical Advisor.

The GEF PPG team will be composed of the consultancies described in the draft Terms of Reference (TORs) in Annex 2.

II. STAKEHOLDER ENGAGEMENT, PUBLIC DISCLOSURE, AND OTHER REQUIREMENTS

To ensure strong country ownership and in line with the stakeholder engagement requirements outlined in UNDP's Social and Environmental Standards (SES), the SES Guidance Note of Stakeholder Engagement, the GEF's Guidelines on the Implementation of the Policy on Stakeholder Engagement and the GEF Policy on Gender Equality, the development of the project to be undertaken during this GEF PPG phase will be done in full consultation and close engagement with government, CSO and other relevant stakeholders – in particular those who will benefit from and be directly involved in the implementation of the project (i.e., direct project beneficiaries) and those who may be impacted (positively or negatively) by the project. Stakeholder Engagement and analysis must be conducted in an inclusive and gender-responsive manner so that the rights of women and men and the different structural barriers, knowledge, needs, roles, and interests of women and men are recognized and addressed.

Careful and complete documentation of stakeholder engagement is vital. Detailed evidence of all consultations will be prepared and submitted to UNDP. A list of the consulted stakeholders and details of the associated meetings will be included in the Stakeholder Engagement Plan (see section B-a below).

If the fully designed project has an overall Social and Environment Screening Procedure (SESP) categorization of moderate, substantial, or high, then the following disclosure requirements apply:

1. A final validation workshop report will be prepared summarizing the outcomes of the validation workshop and other consultations undertaken during the PPG phase. This report will become a key reference document should an environmental and social complaint/grievance be filed during project implementation. This is mandatory for high and substantial risk projects and recommended for moderate risk projects.
2. The UNDP-GEF project document, SESP and related draft management plans and frameworks, and other relevant information/documents will be made available to the public on the UNDP Country Office website or open.undp.org. These documents should be available 30 days before the LPAC meeting for moderate risk projects, 60 days in advance for substantial risk projects, and 120 days in advance for high-risk projects.

See the SES Supplemental Guidance on Disclosure for more information.

III. GEF PPG ACTIVITIES

Component A: Preparatory Technical Studies & Reviews

The following technical studies and reviews will be conducted.

a. Desktop and field-based studies and data collection

This research should produce the background information required to prepare the ProDoc (including its Annexes) and CEO Endorsement Request, including but not limited to the following:

- Development challenge and strategy (including threats, problems, and barrier assessment);
- Review of national policy and legislative frameworks;
- Problem and solution trees, assumptions, and risks, developed in consultation with project stakeholders for a robust Theory of Change, Results Framework, and solid M&E plan;
- Review of relevant past and ongoing projects for lessons, including project evaluations; and
- Any other analyses required to address all comments on the PIF received from GEF Secretariat, GEF Council members, and STAP.

b. Gender Analysis

A gender analysis will be prepared to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) and to identify appropriate measures to address these and promote gender equality and women's empowerment. See the guidance available here.

c. Social and Environmental Standards: Screening and Assessments

The social and environmental safeguards pre-screening prepared during the PIF design phase has initially determined the overall risk categorization of this project as *Substantial* and highlighted potential safeguards risks to be further assessed during the PPG phase.

An SES Framework –namely, *ESMF*–will be prepared to ensure that the necessary assessments are carried out during project implementation. The standard templates are available in the UNDP SES Toolkit. The Framework(s) and ProDoc must clearly state that none of the associated project activities will commence until the assessment(s) have been completed; the required management plan(s) have been prepared, and the plan(s) have been publicly disclosed and approved by the Project Board.

Required targeted assessments that should be conducted to improve the understanding of potential risks include an assessment of the implications for livelihoods and risk for economic displacement from the purchase of private land for the intensification of rice production in the Tandjilé province. This preliminary assessment should include a preliminary estimation of the number of private landowners that could be physically and/or economically displaced.

As per the SESP pre-screening, a potential risk of child labour in the agricultural sector was identified, triggering Standard 7 (Labour and Working Conditions). As part of the PPG targeted assessments, the institutional capacity to address child labour and to maintain compliance with S7 should be addressed.

d. Identification of project sites

Based on the above reviews and through consultation with stakeholders, the targeted project sites will be identified. This should include providing geographic coordinates, maps, and shapefiles for inclusion in the ProDoc.

e. Financial planning, co-financing, and investment mobilized

Co-financing and investment mobilized – as defined in the GEF Policy and Guidelines on co-financing - will be confirmed, and additional sources identified through a series of consultations with partners to ensure

a coherent and sustainable financing package for the project, including post-GEF grant phase to the extent possible. The GEF is seeking high co-financing/investment mobilized to GEF grant ratios with a preference for grants, loans, and other public investments over in-kind co-financing. The GEF also expects the Government to significantly support the costs associated with project execution (i.e., PMC).

f. Stakeholder analysis

Building on the initial identification of stakeholders in the PIF, an appropriately scaled analysis of project stakeholders will be undertaken. This stakeholder analysis will provide the foundation for developing the project's Stakeholder Engagement Plan and facilitate the prioritization of engagement activities with particular stakeholder groups and individuals. Projects with pre-screening categorizations of Substantial or High will prepare a **comprehensive** stakeholder analysis. See the UNDP SES Guidance Note on Stakeholder Engagement.

g. Appraise and formulate the most appropriate project implementation and execution modality

The design of the project will comply with the UNDP's Program and Operations Policy and Procedures (POPP), Financial Regulations, Programme and Project Management and Quality Standards, and UNDP-GEF guidance (which will be provided by the RTA). A full assessment of the most appropriate project implementation and management arrangements will be conducted in full consultation with the RTA, UNDP Country Office, Resident Representative (or their Deputy), the relevant government coordinating agency, and the GEF OFP.

Project management arrangements must be discussed and agreed upon early in the PPG phase and an assessment and selection of the most appropriate Implementing Partner and/or third parties (Responsible Parties) with full capacity to execute the project must be carried out.
During the first two months of the PPG phase:

- For all potential Implementing Partners, carry out capacity assessments to assess their capacity to implement the project and assess all related risks. This must include HACT and PCAT assessments[2].
- Discuss the level of co-financing the Government and Implementing Partner can commit to this project. As per GEF Policy, the GEF is seeking high co-financing to GEF grant ratios and expects the Government to significantly support the costs associated with project execution (i.e., PMC) for this project.
- Based on these assessments, select and confirm the Implementing Partner for the project in consultation with all relevant stakeholders. The selected Implementing Partner must express willingness to serve as the Implementing Partner for the Project, and the concerned government must agree to use the selected Implementing Partner for the Project. (Please see UNDP's Policy on Selecting Implementing Partners).
- If the Implementing Partner does not have full capacity to execute the project, and execution support is likely needed, discuss with the UNDP Resident Representative whether Implementing Partner is the correct choice. If not, select another Implementing Partner, if possible. If that is not an option, explore alternative options for providing execution support via Responsible Parties (see UNDP Policy on Selecting Responsible Parties). Discuss with the Implementing Partner the role of the responsible parties in project execution and the execution support these parties could provide.

[2] Including mandatory procurement assessment and construction assessment when applicable

- The GEF Policies on Minimum Fiduciary Standards require a separation of functions between project implementation (i.e., oversight) and project execution (which generally includes managing and administrating the day-to-day activities of projects in accordance with the legal agreements with the GEF). Oversight activities are the primary responsibility of the GEF Agency (i.e., UNDP). In contrast, the execution activities are the responsibility of the Executing Entity (i.e., the Implementing Partner and/or Responsible Party in UNDP terminology). While UNDP policy offers the possibility for UNDP to provide execution support to NIM or execute the project under a DIM modality in case there is a government request for such support, GEF policy only allows GEF Agencies to step into an execution role in 'exceptional circumstances', which are assessed on a case-by-case basis. Hence, whenever a project involves GEF funding, the exceptional circumstances where there is a clear and well-founded rationale for UNDP to perform certain execution functions **should always be well documented and transparently disclosed, discussed, and agreed upon with the GEF Secretariat at the project concept (PIF) stage before CEO Endorsement, regardless of whether the execution services are intended to be funded from the GEF grant or non-GEF resources.** See the UNDP-GEF ProDoc template guidance for further information.
- Consult with the RTA on the latest guidance regarding UNDP providing support services to the Implementing Partner. If the costs for UNDP to provide support services are to be charged to the GEF project budget, the UNDP support services must be approved by the GEF Secretariat before CEO endorsement.
- Consult with CO Head of Procurement Unit/Operations Manager and Regional Procurement Advisors on envisaged procurement/contracting project procurement requirements, identified risks, development of optimal procurement strategies, development of project procurement plans and opportunities to incorporate sustainable procurement considerations and indicators to the project.

h. Other required studies
None

Component B: Formulation of the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes

Based on the technical studies and reviews undertaken under **Component A**, the UNDP-GEF Project Document will be developed, and the GEF CEO Endorsement Request will be prepared. See additional guidance notes below.

The GEF PPG Team Leader will be responsible for consolidating and finalizing all required materials.

a. Stakeholder Engagement Plan:
At a minimum, the Plan must include the following elements:

- Stakeholders who have been and will be engaged (based on stakeholder analysis), including potentially marginalized or disadvantaged groups/individuals and stakeholders that will be involved in particular project outputs/activities (the 'who');
- Key stakeholder objectives and interests (the 'why');
- Steps and actions to achieve meaningful consultation and inclusive participation, including information dissemination and any special measures required to ensure inclusive participation of marginalized disadvantaged groups/individuals the dissemination of information (the 'how');

- Breadth and depth of stakeholder engagement throughout the project cycle and decisions that need to be made through stakeholder engagement (the 'what');
- Timeline for engagement activities and how they will be sequenced, including information disclosure (the 'when');
- Indicators of stakeholder engagement and monitoring plan on progress and issues that arise;
- Roles and responsibilities for ensuring effective stakeholder engagement through the implementation of the Plan, including the role of stakeholder representatives and whether stakeholder engagement facilitators are required; and
- Resource requirements and associated budget.
- A project-level Grievance Redress Mechanism (GRM) will be described in the Stakeholder Engagement Plan and established in the first year of project implementation. See the UNDP guidance on GRM and sample TOR.
- A **comprehensive** Stakeholder Engagement Plan is required (based on comprehensive stakeholder analysis).

See the UNDP SES Toolkit, which contains guidance on Stakeholder Engagement, the standard SEP template, and the GEF guidelines on stakeholder engagement.

b. Gender Action Plan and Budget

The gender analysis conducted in **Component A,** along with relevant findings from the stakeholder analysis and background studies, will form the basis of a Gender Action Plan to guide gender mainstreaming during project implementation. The Gender Action Plan must include indicators, targets, timeframe, responsible party, and budget, which are linked to the project's components/outputs, outcomes, and activities. As part of preparing the Gender Action Plan, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions.

See the guidance available here.

c. Social and Environmental Standards: Screening and Management Measures

In line with the assessments conducted during **Component A** (above) and UNDP's Social and Environmental Standards (SES) policy and all associated SES Guidance Notes, the SESP will be updated. All risks identified in the SESP will be reflected in the risk table and risk section of the ProDoc, and in the Project's Risk Register.

The SES Framework(s) will identify the required management plans that will be prepared during project implementation. The preparation of a Resettlement/Livelihoods Action Framework (R/LAF) is anticipated based on identified risks related to physical and/or economic displacement due to rice production intensification, which have triggered Standard 5 (Displacement and Resettlement).

See the SES Guidance Note on Assessment and Management for further guidance. Please contact UNDP for additional information as needed.

d. GEF and LDCF/SCCF Core Indicators

The CEO endorsement-stage data for the relevant Core Indicators and sub-indicators will be prepared.

For GEF Trust Fund projects, the completed GEF-8 Core Indicators Worksheet - with both the original PIF-stage data and the CEO endorsement-stage data—will be annexed to the ProDoc. LDCF/SCCF projects will use the CCA Results Framework worksheet.

The relevant Core Indicators will be included in the project's Results Framework at the Objective level, where appropriate. See the GEF Guidelines on Core Indicators and Sub-indicators.

e. Completion of the required official endorsement letters

These letters include the official letters on the co-financing guarantee(s) from participating government institutions, bilateral development partners, multilateral development partners, NGOs, the private sector, or others who wish to provide cash or in-kind contributions to the project.

A GEF OFP endorsement letter will also be required for any new participating countries to a global or regional program/project not included in the PIF/PFD submission.

Updated GEF OFP endorsements letters are also required if the requested GEF grant amount has changed since PIF/PFD approval.

f. Mandatory Annexes

In addition to the documents listed above, the following Annexes should be prepared by the GEF PPG team:

- Project map and Geospatial Coordinates of project sites
- Multi-Year Work Plan
- Monitoring Plan
- UNDP Risk Register
- Overview of Technical Consultancies
- GEF 7 Taxonomy
- Initial Project Procurement Plan and TORs for key Project staff

Upon a request from the RTA during the PPG implementation, the PPG team may be required to prepare additional annexes.

g. Project Management Arrangements

Based on the stakeholder analysis and consultations undertaken in **Component A** above, agreement(s) on project management and governance arrangements—including roles, responsibilities, and accountabilities of lead and partner Agencies—will be secured early in the project development phase and will be fully detailed in the ProDoc standard text from the governance and management arrangement from the GEF-8 template should never be removed.

Component C: Validation Workshop and Report

A validation workshop will be held with relevant stakeholders to present, discuss, and validate the project activities and the final draft of the UNDP-GEF project document. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high.

IV. TOTAL BUDGET AND WORK PLAN FOR GEF PPG

- *Costs associated with the work of government staff or regular project/program activities of a GEF Agency or a Project Executing Entity (EA).*
- *Non-project preparation costs, including: project start-up costs (i.e., costs covered by Agency Fee such as pipeline management, operationalization of the project, internal appraisal, or covered by the project budget); demonstration and pilot projects; implementation of large-scale enabling activities, including detailed country-wide inventories and country studies, training activities other than where they are directly related to project and/or country preparation and major research.*
- *Capital goods (e.g., computers and engineering equipment) other than those directly required for project preparation.*
- *Purchase of motorized vehicles (such purchase, if required, should instead be covered by co-financing amounts, not PPG)*

Quantum Project ID:	01002035	**Project Title:**	Integrated production on Food Systems
Quantum Award ID:	1224552	**Award Title:**	Integrated production on Food Systems
Business Unit:	UNDP-TCD		
PIMS number:	9587		
Implementing Partner:	UNDP Chad		

GEF Outcome/Quantum Activity	Responsible Party	Fund ID	Donor Name	Quantum Budgetary Account Code	QUANTUM Budget Description	Amount US$	Budget Notes
Project preparation grant to finalize the UNDP-GEF project document for project *Integrated production of rice and secondary crops using an agroecological approach in the Tandjilé* province	**UNDP**	**62000**	**GEF TRUSTEE**	71200	International Consultants	91,000	**1**
				71300	Local Consultants	22,500	**2**
				71600	Travel	11,000	**3**
				72500	Supplies	1,500	**4**
				74100	Professional services	4,000	**5**
				74200	Audio Visual&Print Prod Costs	3,000	**6**
				74500	Miscellaneous Expenses	2,000	**7**
				75700	Trainings, workshops	15,000	**8**
					PROJECT TOTAL	**150,000**	

Budget Note	Items	Total estimated person days	Budget		Budget Note
1	Consultant 1: International consultant, specialist in project development (GEF PPG Team Leader)	60 days @ $700	42,000	91,000	Please see Annex 2 for key responsibilities.
	Consultant 2: International consultant, social and environmental safeguard specialist	30 days @$700	21,000		
	Consultant 3: International Value Chain development specialist	40 days @$700	28,000		
2	Consultant 4: Senior national consultant, Gender and Stakeholder engagement Specialist	30 days @$300	9,000	22,500	
	Consultant 5: National Consultant, specialist in rice farming	54 days @$250	13,500		
3	Travel	This includes expenses for field missions for both international and national consultants		11,000	
4	Supplies	Rental of equipment and purchase of supplies for producing detailed maps and printed material in view of the meetings and participatory assessments with local stakeholders, and for the validation workshop		1,500	
5	Professional services	Cost for conducting HACT Micro-assessment for partner/s		4,000	
6	Audio Visual&Print Prod Costs	Translation of ProDoc		3,000	
	Miscellaneous	Any additional unexpected expenses coming from the project document development		2,000	
7	Trainings and Workshops	Expenses related to consultation meetings and workshop		15,000	

V. GEF PPG ACTIVITIES TIMEFRAME AND BUDGET

PPG Activity	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Budget (US$)
Component A: Technical studies, etc.											150,000
Component B: Formulation of ProDoc, etc.											
Component C: Validation Workshop											
Delivery of final outputs											

VI. MANDATORY ANNEXES

Annex 1: GEF CEO PIF/PPG Approval Letter



11214_Food Systems
IP_CEO PFD Clearance

Annex 2: Draft Terms of Reference (TORs) of Consultants Financed by the Project Preparatory Grant (GEF PPG)

The cost per consultancy week and number of weeks provided below are indicative only and should be revised.

Position, Type, and Cost	Role, Deliverables and Qualifications
Consultant 1: International consultant, specialist in project development (GEF PPG Team Leader) **Type:** IC **Cost per person days:** US$700 **Number of person days :** 60	**Role** The International Project Development Specialist, with focus on crop production will be the GEF PPG Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team and coordinating the Team's work. **Duties and Deliverables** 1) Management of the GEF PPG Team a. Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the International Consultant (IC) and National Consultants (NCs); b. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and c. Verify and ensure that all project components are technically sound and cost effective. 2) Preparatory Technical Studies and Reviews (Component A): With inputs from the national consultants, as detailed in their respective TORs: a. Compile baseline/situational analysis for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals, and co-financial links to GEF outcomes; a definition of GEF incremental value per outcome and output; and a presentation of results of the incremental cost-analysis in matrices as appropriate; b. Lead and oversee the stakeholder analysis and consultations, with support from national consultants, and ensure that they are complete and comprehensive, including consultations with the private sector and tourism associations and bodies; c. Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project's strategy, theory of change, and results framework; d. Ensure action points, including risk assessments, from the SES pre-screening (prepared at the concept stage) are fully implemented during the PPG, and update that screening in an iterative process throughout the PPG, and as appropriate; e. Oversee the identification of the project sites, with documentation of selection criteria and making sure that geo-referenced data and maps are clearly presented both for targeted protected areas and broader landscapes, as applicable; f. Ensure alignment to Food Systems Integrated Program (FS-IP) of the various draft sections/documents (especially Theories of Change, Results Frameworks, Knowledge Management and coordination and other technical aspects) g. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes; h. Lead and oversee the identification of opportunities for private sector engagement and co-financing;

Position, Type, and Cost	Role, Deliverables and Qualifications
	i. Ensure the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process; j. Oversee the consultations with partners regarding financial planning; and k. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs. 3) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</u>: With inputs from the national consultants, as detailed in their respective TORs, and based on international best practice: a. Develop, present, and articulate the project's theory of change; b. Develop the Results Framework in line with UNDP-GEF policy; c. Develop a detailed Monitoring and Evaluation Plan and Budget; d. Oversee and ensure the preparation of a comprehensive Stakeholder Engagement Plan; e. Oversee and ensure the preparation of a Gender Action Plan and Budget; f. Oversee and ensure the updating of the SESP based on assessments undertaken during Component A, and ensure the development of required environmental and/or social management plan(s) as required; g. Oversee the preparation of the required GEF tracking tools (if required) and GEF Core Indicators and ensure these are supported by robust and validated data; h. Secure all co-financing letters; i. Prepare the indicative procurement plan; j. Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support; k. Ensure the completion of the required official endorsement letters; and l. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the templates.[3] m. The final project design and the budget will need to reflect the commitment to working closely with the global coordination project, its technical assistance initiatives and knowledge management components, which will require specific allocation of funding to facilitate participation in learning and knowledge exchange activities – which the GEF SEC considers will increase the potential for transformational impact. 4) <u>Validation Workshop (Component C)</u>: a. Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans; b. Oversee all necessary revisions that arise during the workshop; and c. Ensure completion of Validation Workshop Report. 5) <u>Final Deliverables</u>: a. Consolidation of all technical and consultation inputs and comments including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance; b. Completion of the GEF CEO Endorsement Request; c. Finalized SESP (and SES management plans as required); d. All documentation from GEF PPG (including technical reports, meeting minutes, etc.); and

[3] Please verify with the UNDP-GEF team that the correct templates are being used.

Position, Type, and Cost	Role, Deliverables and Qualifications
	e. Validation Workshop Report. **Qualifications** ▪ Master's degree or higher in a relevant field, such as Agronomy, economics, sociology, Sustainable development ▪ Minimum 10 years of demonstrable experience in the technical area in agricultural project development with focus on rice or crop production, and in preparing high quality project documents, particularly for UNDP and GEF projects; ▪ Excellent written and oral communication skills in English and French; ▪ Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches; ▪ justify the completion of at least three (03) similar missions ▪ Knowledge of and experience in sustainable development ▪ Experience working in sub-Saharan Africa on related initiatives highly desired.
Consultant 4: Senior National Gender and Stakeholder engagement Specialist **Type:** IC **Cost per person day:** 300 **Number of person days:** 30	*Role* The Specialist will undertake the gender and stakeholder analysis and produce the project gender action plan and stakeholder engagement plan in adherence to UNDP requirements based on reviews of national policy and legislative frameworks, relevant past and ongoing projects for lessons including project evaluations, situational analysis and stakeholder consultations. **Duties and Deliverables** 1. Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG RC, including: a. Prepare the components of gender analysis and action plan, and stakeholder analysis and stakeholder engagement plan following the guidance of the PPG Team Leader to ensure the findings are meaningfully integrated into the project's strategy, theory of change and results framework. b. Support the completion of any additional studies that are needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader. 2. Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B): a. Prepare the Gender Action Plan and Stakeholder Engagement Plan, with appropriate budget. b. Using the findings from the gender and stakeholder analyses, provide inputs to the project's results framework and theory of change. c. Support the agreements on project management arrangements. d. Provide inputs in other sections of the Prodoc and annexes as requested by the PPG Team Leader. 3. Validation Workshop (Component C): a. Contribute to the validation workshop. b. Support all necessary revisions that arise during the workshop, as appropriate. 4. Final Deliverables: a. The project Gender Analysis and Gender Action Plan. b. The project Stakeholder Analysis and Stakeholder Engagement Plan. c. Appropriate inputs to the final Prodoc and annexes based on guidance from the PPG Team Leader.

Position, Type, and Cost	Role, Deliverables and Qualifications
	d. Support the PPG Team Leader to address gender and stakeholder-related review comments received during internal technical review by UNDP and integrate responses into the final drafts for all deliverables. **Qualifications** • Master's degree or higher in a relevant field, such as gender studies, gender and development, women and environment or women and sustainable development. • Minimum 7 years of demonstrable experience in the technical area of gender mainstreaming. • 3 years' experience in carrying out participatory gender analysis; stakeholder engagement; collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans. • Prior experience working with international organizations and donors, such as World Bank, UNDP, etc. is desirable. • Demonstrated understanding of the links between sustainable development, social and gender issues. • Excellent analytical, writing, advocacy, presentation, and communications skills are required. • Excellent written and oral communication skills in French and knowledge of English.
Consultant 2: International consultant, social and environmental safeguard (SES) specialist **Type:** IC **Cost per person days:** US$700 **Number of person days :** 30	**Role** The SES Specialist will work under the supervision of the PPG Team Leader to conduct the necessary assessments to identify and assess social and environmental risks and impacts that are potentially associated with the project implementation. S/he will collaborate closely with the PPG Team Leader and other technical specialists to identify opportunities for incorporating impact-avoidance and/or mitigation measures into the design of the project's technical activities wherever possible. S/he will update the Social and Environmental Screening Procedure (SESP) and undertake relevant risk/impact assessments following participatory procedures, and prepare the required project's SES instruments, including at least an ESMF (incorporating a Grievance Redress Mechanism). The SES Expert will also support the GEF PPG Team Leader in ensuring the programmatic coherence and contribution of this project to the entire GEF-8 Food Systems – Integrated Programme (FS-IP). **Deliverables and duties** 1. Preparatory Technical Studies and Reviews (PPG IP Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including: a. Review the pre-screening (SESP) report that was prepared at the concept note phase and update it using the most up-to-date template incorporating information from the various baseline assessments and stakeholder consultations. b. Familiarize other project development team members with UNDP's SES and specific requirements; advise the team on applying FPIC if appropriate, conduct and document the initial FPIC consultations and all other stakeholder engagement carried out in preparation of the SESP, ESMF and other supporting frameworks or plans. c. Identify capacity requirements for the implementation of the SESP, ESMF and any subsidiary plans by the Project Implementation Team and make recommendations for necessary actions. The ESMF should include a comprehensive Action Plan and Budget, including details of all required actions, and a plan for their delivery (including sequencing and timeframe for each step, human capacity, roles and responsibilities and budgetary requirements.

Position, Type, and Cost	Role, Deliverables and Qualifications
	d. Baseline social assessments including the assessment of private landowners potentially affected by physical/economic displacement and the institutional capacity to deal with child labor in the agricultural sector. e. Guide the National Gender and Stakeholder Specialist, and the national PPG Coordinator on providing necessary support with stakeholder consultations to assess social and environmental needs including the presence of Indigenous Peoples/ethnic minorities (or other land-user groups with specific needs and interests) within the project area and their interests. Ensure appropriate stakeholder engagement mechanisms are carried out in preparation of the SESP, ESMF and other supporting frameworks or plans. f. If Indigenous Peoples/ethnic minorities or other land-user collectives with specific needs are present, assess potential impacts of the project on their rights and interests, lands, territories, resources, intangible cultural heritage, and traditional livelihoods and determine when FPIC applies in accordance with UNDP's SES Policy and national contexts and preferences. g. Provide inputs in the stakeholder and gender analyses and to the development of the Stakeholder Engagement Plan, Gender Action Plan, Private Sector Engagement Plan and other documents as requested by the PPG Team Leader. <u>2. Contributions to the Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</u>: a. Following an iterative and participatory process, complete the SESP and develop the ESMF outlining the steps required during project implementation (including a strategy for development of all further risk assessment and management plans, such as Environmental & Social Impact Assessments, preliminary intangible cultural heritage assessment, Environmental & Social Management Plans, Social Inclusion Plans, and Indigenous Peoples Planning Framework within the first 6 months of project implementation) based on assessments undertaken during Component A and detailed development of project interventions and identify management measures to mitigate risks to be incorporated into the ProDoc. b. Prepare a Resettlement/Livelihoods Action Framework (R/LAF), as part of the ESMF. c. Provide inputs to the project's results framework and theory of change; ensure social and environmental considerations are integrated into the project's theory of change in accordance with UNDP and GEF policies. d. Support the agreements on project management arrangements and ensure that safeguards are adequately incorporated into these arrangements. e. Ensure the Gender Analysis and Action Plan and the Stakeholder Engagement Plan appropriately integrate SES principles and standards. f. Ensure and lead on the preparation of project-level Grievance Redress Mechanism (GRM) in direct collaboration with the National Gender and Stakeholder Specialist and Team Lead. <u>3. Validation Workshop (Component C)</u>: a. Contribute to preparations required for the validation workshop. b. Support all necessary revisions that arise during the workshop including ensuring that stakeholder concerns on safeguards and views are documented in the Workshop Report and considered in the final revision of the Project Strategy. <u>4. Final Deliverables:</u> a. Complete the Social and Environmental Screening Procedure (SESP) to be annexed to the ProDoc.

Position, Type, and Cost	Role, Deliverables and Qualifications
	b. Environmental and Social Management Framework (ESMP) outlining the steps that will be followed during the Project Inception Phase. The ESMP will include a Grievance Redress Mechanism (GRM) (which must be ready for activation during Inception) and the required frameworks (i.e., Livelihoods/Resettlement Action Plan) and plans as determined by the updated SESP c. Standalone plans such as baseline social assessment, baseline SESA assessment and the baseline assessment on the national regulatory frameworks as required including budgets. d. Direct inputs to the Project Risk Log. e. Quality assurance of the ProDoc for mainstreaming of SES measures, technical activities, and budget. f. Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader. g. Address all safeguards-related review comments received during internal technical review by UNDP and integrate responses into the final drafts for all deliverables. **Qualifications** • Master's degree or higher in a relevant field, such as community development, sociology, anthropology, environmental and social assessment/management, or related field. • A minimum of 8 years of relevant experience in Environmental & Social Safeguard risk assessment, mitigation, and monitoring involving international donors. • Demonstrated experience in safeguards principles, environmental and social impact assessments, carrying out consultations with Indigenous Peoples, local communities and FPIC • Ability and willingness to manage and carry out the PPG process remotely if needed (in collaboration with other consultants). • Analytical capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project document • Fluency in written and spoken English and good communication skills in French. • Familiarity with the UNDP and GEF SES and Safeguard policies is desirable.
Consultant 3: international Value Chain development specialist **Type:** IC **Cost per person days:** US$700 **Number of person days:** 40	**Role** Under the oversight/guidance of the PPG Team leader, the Value Chain Development Specialist will play a pivotal role in the comprehensive development of value chains associated with rice and secondary crops in Tandjilé Province. The specialist will be tasked with ensuring the enhancement of value chain efficiency, inclusivity, and sustainability, contributing directly to the overarching objective of transforming food systems towards greater resilience and productivity. **Duties and deliverables** 1. Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team leader, including: b. Conduct a detailed analysis of existing value chains associated with rice, sesame, and groundnuts, identifying key stakeholders, market dynamics, and areas for improvement. c. Develop a comprehensive value chain strategy that outlines interventions to enhance production, processing, marketing, and distribution aspects of the value chains, ensuring alignment with project objectives and national development priorities. d. Design capacity building programs tailored to different stakeholders within the value chains, including smallholder farmers, cooperatives, processors, and traders.

Position, Type, and Cost	Role, Deliverables and Qualifications
	e. Identify partnerships with relevant public and private sector entities, including financial institutions, input suppliers, agribusinesses, and market intermediaries, to leverage resources and expertise for value chain development. f. Design linkages between smallholder farmers and market actors, promoting fair and mutually beneficial contractual arrangements and market access opportunities. g. Introduce innovative technologies and practices to improve productivity, quality, and efficiency along the value chains, with an emphasis on climate-smart agriculture and sustainable natural resource management. <u>2. Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):</u> a. Contribute to a clear theory of change for the value chain development interventions, articulating pathways to achieve desired outcomes. b. Contribute to the development of the results framework, monitoring and evaluation plan, and stakeholder engagement plan. c. Provide inputs for the gender action plan and budget, ensuring the integration of gender considerations throughout the value chains. d. Provide inputs for the social and environmental screening process and develop required environmental and/or social management plans. e. Support the preparation of GEF tracking tools and core indicators, ensuring alignment with project objectives and expected outcomes. f. Contribute to the synthesis of analyses, studies, and consultations to produce the draft ProDoc, CEO Endorsement, and annexes. <u>3. Validation Workshop (Component C):</u> a. Facilitate the validation workshop to engage stakeholders in reviewing and providing feedback on the draft ProDoc and annexes. b. Incorporate necessary revisions and updates to the documents based on inputs received during the workshop. c. Ensure the completion of a validation workshop report summarizing key discussions, decisions, and action points. <u>4. Final Deliverables</u> a. Consolidate technical and consultation inputs, including stakeholder feedback, into a well-written and concise ProDoc with all required sections and annexes. b. Complete the CEO Endorsement Request, and prepare any additional documentation from the preparatory phase. c. Ensure the completion of the validation workshop report and synthesis of all relevant analyses and studies for inclusion in the final deliverables. **Qualifications** • Master's degree or higher in agricultural economics, agribusiness, rural development, or a related field. • Minimum of 7 years of experience in value chain development, preferably in the context of agricultural transformation projects in sub-Saharan Africa.

Position, Type, and Cost	Role, Deliverables and Qualifications
	• Proven expertise in conducting value chain analyses, designing value chain interventions, and implementing capacity building programs for diverse stakeholders. • Strong understanding of market dynamics, private sector engagement strategies, and inclusive business models in agricultural value chains. • Excellent analytical, communication, and facilitation skills, with fluency in both English and French. • Demonstrated commitment to gender equality, youth empowerment, and environmental sustainability in value chain development initiatives. • Familiarity with the operational procedures and requirements of UNDP and GEF-funded projects would be an asset.
Consultant 5: National Consultant, specialist in rice farming **Type:** IC **Cost per person days:** US$250 **Number of person days :** 54	**Role** The rice farming specialist will collaborate with the PPG Team leader to ensure alignment with project objectives and coordination of activities across different components. This specialist will play a role in designing the project's objectives of supporting the transformation of food systems, with a specific focus on enhancing rice production in Tandjilé Province. The specialist will be responsible for providing technical expertise and guidance to ensure the sustainable and efficient cultivation of rice, contributing to improved food security and environmental conservation. <u>1. Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG RC, including:</u> a. Conduct a thorough baseline analysis of rice farming practices, including land use patterns, cropping systems, and agronomic practices, to inform project interventions. b. Collaborate with stakeholders to identify challenges and opportunities in rice production, including input supply, mechanization, and access to markets. c. Conduct a gender analysis to understand the differential impact of rice farming activities on men and women and integrate gender considerations into project planning. d. Conduct risk assessments and update the social and environmental screening process iteratively throughout the preparatory phase. e. Identify suitable project sites for interventions based on criteria such as agro-ecological suitability, land tenure, and infrastructure availability. f. Design capacity building programs for rice farmers on sustainable agricultural practices, climate-smart techniques, and post-harvest management. g. Identify opportunities for private sector engagement in rice farming, including input supply, mechanization services, and market linkages. h. Assess the capacity of local partners and stakeholders to implement and support rice farming interventions. <u>2. Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):</u> a. Develop a theory of change specific to rice farming interventions, outlining strategies to enhance productivity, sustainability, and resilience. b. Provide inputs for the results framework, monitoring and evaluation plan, and stakeholder engagement strategy, with a focus on rice farming outcomes. c. Contribute to the gender action plan and budget, ensuring the inclusion of women and vulnerable groups in rice farming activities.

Position, Type, and Cost	Role, Deliverables and Qualifications
	d. Update the social and environmental screening process and develop environmental and/or social management plans specific to rice farming. e. Support the preparation of GEF tracking tools and core indicators relevant to rice farming outcomes, ensuring alignment with project objectives. f. Contribute to the synthesis of analyses, studies, and consultations related to rice farming to produce the draft ProDoc and annexes. <u>3. Validation Workshop (Component C):</u> a. Provide technical inputs and expertise during the validation workshop to ensure the alignment of rice farming interventions with project objectives. b. Participate in discussions with stakeholders to address feedback and incorporate necessary revisions into the final ProDoc and annexes. c. Support the completion of the validation workshop report summarizing key discussions, decisions, and action points related to rice farming activities. <u>4. Final Deliverables</u> a. Consolidate technical inputs and consultation outcomes related to rice farming into a comprehensive ProDoc with all required sections and annexes. b. Provide inputs for the CEO Endorsement Request, and the social and environmental screening process, and prepare any additional documentation specific to rice farming. c. Ensure the completion of the validation workshop report and synthesis of relevant analyses and studies for inclusion in the final deliverables related to rice farming **Qualifications** • Advanced degree in agronomy, agricultural economics, or related field. • Extensive experience in rice farming, drip irrigation and agricultural development projects, particularly in sub-Saharan Africa. • Strong understanding of agronomic principles, crop management techniques, and sustainable agriculture practices. • Demonstrated expertise in capacity building, training facilitation, and technology transfer in the agricultural sector. • Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders. • Familiarity with gender mainstreaming, youth empowerment, and environmental conservation in agricultural programs. • Experience in conflict-sensitive programming and peacebuilding initiatives would be an asset. • Excellent written and oral communications skills in English and Fluency in French

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DELEGATION OF AUTHORITY

Global Environment Facility Project Preparation Grant to:

Name of Country: *Chad*
Full Project Title: *Integrated production of rice and secondary crops using an agro-ecological approach in Tandjilé province*

PIMS ID: *9587*
Quantum BU: *UNDP-TCD*
Quantum Project ID: *01002035*
Quantum Award ID: *1224552*
BPPS/Thematic Hub: *Nature*

(the "Project Preparation Grant (PPG)")

The Project Preparation Grant ("PPG"), which amounts to a total of **US$ 150,000,** has received approval in accordance with established policies and procedures of the Global Environment Facility (GEF). With this approval, I am pleased to send for your signature this Delegation of Authority.

By accepting this Delegation of Authority, the Resident Representative assumes full responsibility and accountability to sign the UNDP-GEF Initiation Plan for this PPG and to ensure the timely development and preparation of the GEF-financed project for CEO Endorsement, noting this project will be automatically cancelled by the GEF if the submission deadlines are not met. The Resident Representative shall ensure that the project complies with the GEF-specific requirements outlined below and shall provide oversight and quality assurance over project preparations as outlined below and in the Initiation Plan. In addition, as with all UNDP projects, the Resident Representative assumes full accountability for ensuring that all requirements set out in UNDP's Programme and Operations Policies and Procedures (POPP), its Financial Regulations and Rules and Internal Control Framework are complied with.

By accepting this Delegation of Authority, the Regional Bureau Director assumes full responsibility and accountability to provide oversight to the Resident Representative to ensure compliance with all UNDP regulations and rules. In addition, the Regional Bureau Director will ensure that the Deputy Regional Bureau Director provides additional support to the relevant BPPS/Thematic Hub (as outlined above) and the BPPS/Vertical Funds Programme Support, Oversight and Compliance Hub (VF Hub) when needed to ensure the GEF-specific requirements noted below and in the Initiation Plan are met as required and as per the noted schedule.

The BPPS oversight tasks are outlined in the RACI and shall include:

Mr. Kamil KAMALUDDEEN
Resident Representative
UNDP Chad

(i) Technical oversight on the nature, climate, energy, chemicals and waste aspects of this project during the PPG phase. Technical oversight will be provided by the Regional Technical Advisor (RTA) for the Project (as identified in PIMS+) in the BPPS Thematic Hub (as outlined above).

(ii) Oversight/quality assurance to ensure this project complies with GEF policies and procedures. This oversight will be provided by the BPPS/VF Hub, through the RTA (responsible), Principal Technical Advisor (PTA) for the project, as identified in PIMS+ (accountable), the Regional Team Leader (RTL) and other region-based staff, and other staff based in the BPPS/VF Hub.

Should this project be at-risk of non-compliance with any GEF requirement and deadlines, including the GEF Minimum Fiduciary Standards, the risk shall be escalated by the Resident Representative to the Deputy Regional Bureau Director for action. The BPPS/VF Hub and BPPS/Thematic Hub should be informed of risks of non-compliance. If such risks of non-compliance are not adequately addressed, the BPPS/VF Hub Executive Coordinator shall retain the authority to suspend or revoke the Delegation of Authority, and if necessary, after consultation with the Regional Bureau Director, transfer the accountability and responsibility for the implementation of this PPG to another unit (e.g. the Regional Bureau) or, with the agreement of the GEF, cancel this project.

The Office of Audit and Investigation (OAI) conducts portfolio audits on the management and performance by UNDP of the vertical funds supported projects on a periodic basis. This includes, *inter alia*, Country Office audits, HACT audits, as well as the OAI Audit in relation to UNDP's management of GEF supported projects. The Resident Representative shall ensure that all recommendations made by OAI and during the HACT audits are implemented within the timeframe committed. Failure to address OAI audit recommendations in a timely manner shall entitle the BPPS/VF Hub Executive Coordinator to suspend or revoke the Delegation of Authority and, if necessary, after consultation with the Regional Bureau Director, transfer the accountability and responsibility for implementation of this project to another unit (e.g., the Regional Bureau) or, with the agreement of the GEF, cancel the project.

The Resident Representative shall ensure that the project adheres to UNDP's Social and Environmental Standards (SES) throughout the duration of the project. Failure to comply with the SES may lead to project suspension or cancellation.

The following GEF-specific requirements for this PPG cover project cycle management services that are to be financed by the GEF Fee received by the Country Office for this project. Any other tasks, services, or support functions are not eligible to be covered by the GEF Fee nor can they be charged to the GEF project budget (to which only direct costs for project execution (DPC) approved by the GEF can be charged).

GEF specific conditions and deadlines:

A. GEF Conditions: if these conditions are not met this project may be suspended or cancelled by the BPPS/VF Hub Executive Coordinator		
I	GEF Fee	The total GEF Fee to UNDP over the lifetime of this GEF project will be **USD*13,498***. This Fee shall be released automatically and processed monthly to all departments/units based on project delivery and the current policy of the POPP. However, the GEF Fee may be withheld or reverted by the BPPS/VF Hub Executive Coordinator in the event of non-compliance with the UNDP POPP and/or GEF project management requirements outlined below.
		The GEF Fee shall only be applied in relation to the performance of oversight services as per GEF Policies and Procedures.

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2	Firewall between oversight and execution support	Any execution support services agreed shall be performed in full compliance with UNDP guidance and GEF policies and procedures, which shall require the Country Office to ensure and maintain a functional separation and reporting lines between staff and non-staff personnel providing oversight services and those providing execution support services.	
		If applicable and where execution support services have been agreed by the GEF, the LOA (NIM only) with the Government to provide UNDP support services has been duly completed, cleared by BPPS/VF Hub, signed by the relevant parties and included as Annex to the UNDP-GEF Initiaion Plan before signature by the Implementing Partner, Government Coordinating Agency and UNDP. Service costs in relation to execution support shall not be charged to the PPG budget. The GEF Fee will not be used for this purpose.	
		UNDP staff and non-staff personnel engaged in execution support services shall under no circumstances be involved in oversight services (and *vice versa)*	
		• Oversight functions will be performed by:	• Programme Specialist, Nature-Climate-Energie Portfolio • Program Analyste, Nature-Climate-Energie Portfolio • Programme Associate, Nature-Climate-Energie Portfolio
		• Execution support to the Implementing Partner (when the conditions above have been met and have been approved) will be performed by:	• Procurement Specialist • Head of Finance Unit • Human Resources specialist • PMSU Associate • IT Specialist
		• Oversight functions over activities executed by country office personnel on the basis of execution support to the IP will be performed by:	• Resident Representative • Program Deputy Resident Representative – Programmes • Risk Management and Compliance Specialist • Monitoring and Evaluation Analyst
		The staffing arrangements above on oversight ensures a strict functional separation between oversight and execution	
3	Time Tracking for Oversight Services	All time expended by UNDP staff and non-staff personnel in relation to the provision of project oversight/quality assurance services shall be duly recorded in timesheets (using the system rolled out for tracking time spent on GEF projects in PIMS+).	
4	Risk Management	The Resident Representative shall ensure compliance with the UNDP ERM Policy and Procedures, including conducting fraud risk assessment and other risk assessment tools, such as PCAT, HACT Micro Assessment, SESP, PQA, PSDD (digitized in Quantum+). Project risk registers in Quantum must be updated and monitored regularly. The Resident Representative shall inform the BPPS/VF Hub Executive Coordinator and BPPS/Thematic Hub immediately of any risks of non-compliance.	
5	Procurement Management	The Resident Representative shall ensure compliance with UNDP policies and procedures on procurement, including but not limited to: proper procurement planning, supply chain risk management adequate procurement strategies and sourcing, mainstreaming sustainable procurement and proper managing of contracts.	
6	Financial management	The Resident Representative shall ensure compliance with UNDP policies and procedures on financial resources management/budget, including by ensuring adequate segregation of duties, and that payments are made in line with the project workplan and supported by adequate documents.	
7	Project Revisions	All revisions/amendments to what was included in the UNDP-GEF Initiation Plan shall follow the procedures set out in the RACI/POPP, which shall include approval by the BPPS RTA and PTA assigned to this PPG for oversight. The Country Office	

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		shall ensure that the BPPS RTA shall be duly informed within the timelines set out in POPP and the BPPS RTA and PTA shall consult with the VF-Hub and liaise with the GEF, as required.	
8	Budget Revisions and ASLs	PPG budget deviations are not permitted other than in accordance with the guidance set out in the Initiation Plan template. Budget revision proposals must be cleared by VF Hub MPSU and approved by BPPS RTA assigned to this PPG for oversight in PIMS+ before it is approved in Quantum. The project budget cannot be increased above the amount already approved by the GEF. Therefore, any over-expenditure on this project must be absorbed by other Country Office resources.	
		To facilitate a quick start to the PPG, the Resident Representative shall, as soon as the Initiation Plan is signed, submit the *Annual Work Plan (AWP)* based on the *Total Budget and Annual Work Plan*, along with a copy of the signed cover page, and, where applicable and execution support has been approved by the Fund, ensure that the Procurement Plan is uploaded on Quantum.	One week after Initiation Plan is signed.
		The Resident Representative shall make all reasonable efforts to commit all PPG resources by the time the project document is submitted to the GEF for CEO Endorsement. The Resident Representative shall prepare and include a report on the use of the PPG resources as an annex to the GEF CEO Endorsement Request package.	
9	Audit	All GEF-funded projects must be audited in accordance with UNDP Financial Regulations and Rules, Audit policies and HACT requirements, and any audit recommendations resulting from such audits shall be duly implemented and monitored.	
10	GEF branding	The GEF logo shall be displayed along with the UNDP logo where appropriate and relevant, and in line with the GEF Communication and Visibility Guidelines and UNDP's branding guidelines.	
11	Initiation Plan Signature	The Resident Representative shall promptly sign the Initiation Plan following the issuance of the Delegation of Authority. The Resident Representative shall notify the Regional Program Associate of the BPPS/Thematic Hub in order to upload a copy of the signed Initiation Plan to PIMS+	
12	CEO Endorsement	**CEO Endorsement Package Submission to the GEF:** In line with the GEF Cancellation Policy, the Resident Representative shall ensure that a complete CEO endorsement package shall be submitted to the GEF Secretariat by no later than: (i) For FSPs: 12 months from the date of PIF Approval; or (ii) For MSPs: 8 months from the date of PIF Approval Failure to submit a complete package within the above deadline will result in automatic cancellation of the project by the GEF and the grant funds will be returned to the GEF for re-programming.	**09 February 2025**

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		In order to meet the deadline, the Resident Representative shall submit a fully completed CEO Endorsement Package (including completed Project Document and other supporting documentation) to the BPPS RTA and PTA and BPPS/VF Hub for technical and financial clearance no later than **2 months before the given deadline** for submission to the GEF. **Note:** In line with the GEF Cancellation Policy, the CEO endorsement shall be achieved by no later than: (i) For FSPs: 18 months from the date of PIF Approval (ii) For MSPs: 12 months from the date of PIF Approval, Failure to achieve CEO Endorsement within the above deadline will result in automatic cancellation of the project by the GEF and the grant funds will be returned to the GEF for re-programming.	
13	PPG operational closure	The Resident Representative shall ensure that this PPG is operationally closed at the CEO endorsement date. If required, the Country Office may request to use the remaining funds only on PPG-eligible expenditure and Operationally Close the PPG **within one year** after the project has been CEO Endorsed/Approved. The request shall be approved by the BPPS RTA.	**09 August 2026**
14	PPG financial closure	The Resident Representative shall ensure that this PPG shall be financially closed (and supporting documents to the financial closure should be submitted to BPPS/VF Hub) within 6 months after operational closure. Failure to financially close the project by the above deadline will result in the elevation of the CO to a high-risk category and no further vertical fund programming will be undertaken until overdue closures are addressed.	**09 February 2027**

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By signing this Delegation of Authority, the signatories also agree to:

1. Immediately inform each other of any circumstances that may indicate potential misuse of PPG funds, non-compliance with the SES policies, a breach (or potential breach) of UNDP's policy framework or the legal terms and conditions set out in the UNDP-GEF Initiation Plan and/or GEF requirements.
2. Actively discuss project issues that may jeopardize the timely preparation and/or subsequent implementation of the Project or the achievement of the agreed results as stated in the Initiation Plan.
3. Assess future programming requests for vertical fund programming by the country considering existing performance and capacity constraints at all levels.

This Delegation of Authority shall enter into force upon the date of execution (as written below) by all signatories and shall remain in force until all legal liabilities towards GEF in relation to the PPG have ceased, unless revoked earlier by the BPPS/VF Hub Executive Coordinator.

A copy of this Delegation of Authority shall be provided to:

Ms. Noura Hamladji, Deputy Assistant Administrator and Deputy Regional Director, RBA NY
Mr. Matthias Naab, Director, Regional Service Center for Africa, Addis Ababa
Mr. Aboubacar Koulibaly, Chief, Country Oversight and Support Team, RBA NY
Mr. Owen Shumba, Regional Advisor, Team Leader, East & Southern Africa, RBA
Ms. Aki Kogachi (Desk Officer), Regional Specialist, Country Support Team, New York
Mr. Jos De La Haye, DRR (Programmes), UNDP N'Djamena, Chad
Mr. Emmanuel Keryang, Sustainable Development Programme Analyst, UNDP N'Djamena, Chad
Mr. Charles Nyandiga, UNDP NCE Regional Team Leader, Addis Ababa
Mr. Charles Tamou, Regional Technical Advisor (RTA), Nature Hub
Ms. Phemo Karen Kgomotso, Principal Technical Advisor (PTA), Nature Hub

This Delegation of Authority is signed for agreement and acceptance by and between:

Nancy Bennet **Executive Coordinator, a.i.** **Vertical Funds Programming Support, Oversight and Compliance Hub** **Bureau for Policy and Programme Support** **UNDP**	Date: 30-Apr-2024 Signature: DocuSigned by: Nancy Bennet 4EEADA5A5FE9433...
Francine Pickup **Officer-in-Charge** **Bureau for Policy and Programme Support** **UNDP**	Date: 30-Apr-2024 Signature: DocuSigned by: Francine Pickup 58FE35DB457B4BB...
Accepted By: **Noura Hamladji** Signed on behalf of Noura Hamladji **Officer-in-Charge** **Regional Bureau for Africa** **UNDP**	Date: 20-May-2024 Signature: DocuSigned by: Aboubacar Koulibaly F55E06E73852438...

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Accepted By: **Kamil Kamaluddeen** **Resident Representative** **UNDP Chad**	Date: 24-May-2024 Signature: DocuSigned by: 12B3B0D5EE1F4B1...