Annex 19 - Umbrella Programme to Support NBSAP Update and the 7th National Reports - Country Office Annex

UNDP-GEF PIMS ID number: 10036

Quantum Business Unit (Organization): UNDP-BRA

Quantum Project ID: 001002660

Quantum Award ID: 128892

Execution Modality: UNDP DIM

Background:
The purpose of this annex is to document the management and governance arrangements, the budget and work plan, and the procurement plan for each country participating in the Umbrella Programme to Support NBSAP Update and the 7th National Report. This annex includes the following sections:

a) Confirmation of Country Office capacity for oversight and execution support/procurement
b) Total Budget and Work Plan (TBWP)
c) Procurement Plan

This annex must be duly completed by the Country Office and signed by the Resident Representative before DOA issuance.

Brief Project Description: This global programme will support countries in revising and updating their National Biodiversity Strategies and Action Plans (NBSAPs) in order to align with the recently agreed upon Kunming-Montreal Global Biodiversity Framework and enable effective implementation of the Convention on Biological Diversity (CBD) and the Kunming Montreal Global Biodiversity Framework at the national level. In addition, this grant supports countries in preparing and submitting their 7th National Report on the implementation of the Convention on Biological Diversity and the Kunming-Montreal Global Biodiversity Framework.

Summary of Key Management Arrangements at the Project Level: At the global level, this global umbrella programme will be supported by a Global Project Management and Technical Support Unit (GPMTSU).

At the national level each country will have consultants that will perform the following activities: development and implementation of a comprehensive stakeholder engagement plan, services for technical research as well as revision and editing of technical documentation, development of national gender analysis and action plan; technical research and editing, identify and prioritize essential gaps and inconsistencies between the existing NBSAP and changes needed to achieve the Global Biodiversity Framework, development of a first approximation of spatial priorities for Target 1, and develop a spatialized action plan for other area-based targets; identification of an action plan for eliminating or phasing out harmful subsidies and incentives within the NBSAP, assessment of gaps in capacities and resources available undertaken and on that basis, develop plans or strategies for capacity development and resource mobilization, provide brief overview of the process of preparation of the report, review status of revised or updated national biodiversity strategy and action plan (NBSAP) in the light of the Kunming-Montreal Global Biodiversity Framework, assessment of progress towards national targets and progress related to the goals and targets of the Kunming-Montreal Global Biodiversity Framework and completion of Conclusions on the implementation of the Convention and the Kunming-Montreal Global Biodiversity Framework.

The GPMTSU will consist of a Project Technical lead (assigned by UNDP and based as a UNDP FTA), a Technical Coordinator (IPSA-11), Global Programme Analyst (IPSA 9), and other short term technical advisors and experts. The GPMTSU will report to the Operations team under the Nature Hub. Roles and responsibilities of GPMTSU members are detailed in Annex 7 of the Prodoc.

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The Project Technical Lead is the senior most representative of the global project management and technical support unit (GPMTSU) and is responsible for the overall day-to-day 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 technical lead typically presents key deliverables and documents to the board for their review and approval, including progress reports, annual work plans, adjustments to tolerance levels and risk registers.

Country: Brazil

Please provide evidence of Country Office (CO) capacities including the list of subject matter experts to support oversight and provide execution support/procurement.

The CO will make available its expertise in various environment and development fields. The CO has been audited recently with a Satisfactory result, has no pending recommendations, and is continuously reviewing its procedures and practices to maintain compliance with UNDP regulations and rules, as well as the requirements from a variety of donors, including GEF policies.

The CO team has ample technical knowledge and experience in overseeing sustainable environment projects, as well as a qualified and professional team in HR, Finance/Resource Management, Procurement, ICT, and Administration with experience with UNDP rules and regulations and GEF policies.

The CO portfolio currently has more than 130 projects financed by various donors (e.g., GEF, MP, GCF, UNAIDS, UNOG, UNOPS, ILO, IDB, GIZ, UNICEF, FAO, ILO, private sector, and Government of Brazil) with several implementing partners and total delivery of more than USD 344.3 million during the last program period between 2017-2023. As for GEF Portfolio of UNDP Brazil, there were a total of 21 projects since 2017, where four of them (USD 27,300,000.00) are in progress under implementation, and 14 of them are closed. In this regard, the total financial size of projects where UNDP has provided support for implementation and financial management (following UNDP rules and regulations and GEF policies) since 2017 is more than USD 35 million dollars.

The CO works in coordination with the Regional Bureau (the finance and country support team) and the Nature, Climate and Energy Unit (NCE) for LAC on the processes of formulation, implementation, and oversight of the GEF and other vertical fund portfolios.

The CO segregation of duties between execution support and oversight is a priority, and it is regularly reviewed to ensure compliance as well as efficiency regarding the procedures. The Brazil CO has maintained an up-to-date Internal Control Framework (ICF), the internal control procedures of the office, including segregation of duties.

As a result of the management response to the recent GEF audit, the local ICF has been revised to reflect all changes in approval thresholds and additional delegations, including the checklist and details on the CO Internal Control Framework. The CO has thoroughly reviewed and applied the guidance from RBLAC and OFM as well as the audit recommendations. The office also has ensured no conflict of functions or duties, and that user access rights setup in the IDAM system has been reviewed and it is compliant with the ICF Operational Guide.

In addition, the CO will comply with the new procedures adopted by UNDP to better address the GEF audit recommendations, such as considering the RACI matrix requirements, updated delegation of authority letter and the use of the updated template on responsibilities of UNDP CO and implementing partners.
The Umbrella Programme to Support NBSAP Update and the 7th National Reports will follow the UNDP Direct Implementation Modality (DIM).

The Enabling Activity includes activities to be executed at the global and national levels as follows:

(i) Execution

In terms of execution, country components (components 1-2/national-level activities) will be supported by operational staff based at the UNDP country offices (COs). These operational staff members will be institutionally separate from the CO staff providing oversight over the national components and will maintain a reporting line within the operational unit of the respective COs.

For national-level activities, execution support will be managed by the COs and the overall accountability for the country component execution rests with the Resident Representative (RR). Appropriate technical and operational staff will provide execution support mainly for project management, procurement and financial support and recover the cost through Direct Project Cost (DPC). The DPC for each country is fixed at US $20,000, this is the amount approved by the GEF secretariat and the CO agrees not to go over this DPC limit.

The names and functions of CO staff who will be accountable for the execution of the country components (covered from the project budget) are listed below.

- Project dedicated team to be hired.

Additionally, for operational execution support:

- Caroline Brito Fernandes - CO Operations Manager
- José Augusto Corte Real - CO Procurement Officer
- Ireny Soares - CO Procurement Associate
- Patricia Simão - CO Procurement Assistant
- Cristiane Silva - CO Human Resource Associate
- Beatriz Cardozo - CO Human Resource Assistant
- Renata Ribeiro - CO Admin/Travel Associate
- Paulo Roberto F. Silva - CO Finance Account Associate
- Rosimeire Barbosa Brito Retzlaff - CO Finance Associate
- Thais Elizabeth de Lima Rick - CO Finance Assistant

(ii) Oversight

Programmatic oversight over the national level activities (covered from the GEF fee) will be performed by the programmatic unit within the UNDP CO (i.e., CO Environmental Focal Points), in close coordination with the Global oversight unit / UNDP Nature Hub.

The names and functions of CO staff who will provide national level programmatic oversight covered by the GEF Fee are listed below.

- Carlos Dario Arboleda Bayer - CO Deputy Resident Representative
- Maristela Marques Baioni - CO Assistant Resident Representative for Programme
- Luana Lopes - CO Environmental Coordinator
- Gustavo Matsubara – CO Programme Officer
- Andrea Ribeiro Bosi - CO Programme Associate
- Juliana Wenceslau dos Santos - CO M&E Coordinator
- Rafael Carrijo - CO Management Analyst
- Luciano Seixas - CO Communications Analyst

(iii) Governance arrangements

A government Project Director and Technical Focal Point(s) have been identified as below.

- Project Director: Bráulio Ferreira de Souza Dias – Director of the Department for the Conservation and Sustainable Use of Biodiversity, National Secretariat for Biodiversity, Forests and Animal Rights, Ministry of Environment and Climate Change.

- Technical Focal Point: Nadinni Oliveira de M. Sousa – General Coordinator for the Department of Conservation and Sustainable Use of Biodiversity, National Secretariat for Biodiversity, Forests and Animal Rights, Ministry of Environment and Climate Change.

The project activities will be implemented using a highly participatory approach, through active and meaningful participation of stakeholders across the government and beyond, with a lead role for the finance sector. These could include the finance ministry, line environment ministries, sub-national government entities, research and academic bodies, business and industry, indigenous and local community organizations, bodies representing the agricultural, forestry, fishing or other sectors, environmental management bodies, non- governmental organizations, women's organizations, bodies and agencies addressing sustainable development and poverty eradication, educators, the media, youth, and others emphasizing a whole-of-government and whole-of-society approaches. Each country's list will be different, but all should be comprehensive. This project will create the means for ensuring that, at the country level, this NBSAP grant complements the previous GBF-EAS to deliver NBSAPs that include the GBF targets and other environmental targets through a widely inclusive and participatory process. The Steering Committee will review all main deliverables produced by the national team. Other relevant governance and/or technical structures can be created (e.g., technical working groups), as needed.

Agreed by UNDP Resident Representative of Brazil.