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Initiation Plan / GEF PPG

Project Title: Building Climate Resilience for Vulnerable Groups in Rural and Urban areas of Yemen **Country: Yemen** **Country Programme Outcome:** *Outcome 1: "By 2025, people in Yemen, especially women, adolescents and girls and those in the most vulnerable and marginalized communities benefit from better, equal and inclusive access to nutritious food, sustainable and resilient livelihoods and environmental stability".* **Gender Marker rating:** *GEN 2* **SES Pre-Screening Categorization:** *Moderate*	
Quantum Project ID: 01003807 Quantum Award ID: 1376309 (LDCF) 1376310 (GEF) PIMS number: 10120 Management Arrangement: *DIM*	**Total budget:** **US$ 300,000** Allocated resources: • GEF US$ 300,000

AGREED BY

Zena Ali Ahmad	DocuSigned by: Zena Ali Ahmad A9BC21BC549E43F...	06-Feb-2025
UNDP Resident Representative[1]	Signature	*Day/Month/Year* Date

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[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: *Building Climate Resilience for Venerable Groups in Rural and Urban areas of Yemen*. As described in the project concept (PIF), this project aims to *increase resilience of vulnerable households against the impacts of climate change through enhanced food security, improved land/water resource management, improved livestock husbandry, increased access to modern energy services, and strengthened local capacity in selected districts across five governorates in Yemen*. The project consists of the following components:

Component 1: Enhanced Water and Land Conservation: This component focuses on improving water availability and energy reliability during dry seasons and extreme climatic events through sustainable land and water management. It aims to strengthen water infrastructure and resource management, promoting resilience to climate impacts on water supply.

Component 2: Enhanced Climate-Resilient Ecosystems and Livelihoods: This outcome is aimed at improving ecosystem resilience and supporting sustainable livelihoods through the adoption of climate-resilient practices. It includes ecosystem-based adaptation, smart agriculture technologies, and diversification of income-generating activities to reduce vulnerability to climate risks. It also includes increasing access to modern clean energy services to enhance climate resilience against extreme temperatures and heatwaves, supporting water pumping and income-generating activities at the community level.

Component 3: Enhanced Capacity Building and Climate Risk Information Availability: This component focuses on building the capacity of local communities, government institutions, and other stakeholders to respond to climate risks. It includes the development of climate hazard maps, real-time climate services, and tailored capacity-building programs to ensure that all relevant actors have access to critical climate risk information.

Component 4: Improved Knowledge Management and Collaboration: This component aims to foster collaboration among stakeholders and improve the dissemination of climate-related knowledge. It will focus on developing strategies to mainstream climate change awareness, implement effective monitoring and evaluation systems, and enhance knowledge sharing through the digitization of products, including gender-sensitive materials.

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 policies, in particular, GEF polices on: Project Cancellation; Fee Policy for GEF Partner Agencies; Project and Program Cycle; and Minimum Fiduciary Standards for GEF Partner Agency
- PISC Assessment Template

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- (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	*20 October 2025*	10 months of PIF approval for FSP.
First GEF Submission Deadline for CEO Endorsement	*20 December 2025*	First submission must be within 12 months of PIF approval for FSP.
CEO Endorsement Deadline after which the project will be cancelled if not endorsed	*20 June 2026*	Endorsement must be within 18 months of PIF approval for FSP.

Management Arrangements

The UNDP *Yemen* will lead the project development process and manage the GEF PPG budget in full consultation with the BPPS VF unit and the Regional Technical Advisers. 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 *UNDP Deputy RR* will chair the Working Group. Working Group members will include *Technical experts of the UNDP Climate Change, Energy and Environment portfolio, and government partners, specifically:*

a. *Ministry of Water and Environment (Climate Change Unit and Environment Protection Authority)*
b. *Ministry of Agriculture, Irrigation and Fisheries*
c. *Ministry of Planning and International Cooperation*
d. *Governorates in the targeted areas*

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

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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

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- 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 *Moderate* and highlighted potential safeguards risks to be further assessed during the PPG phase.

An SES Framework –namely, *the Environmental and Social Management Framework – 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.

Based on the preliminary identified safeguards risks, the following assessments will be conducted as part of the SES screening and assessment during the PPG phase:

- The identified risks during PIF design will be revised based on further assessment and information during the PPG. In addition to the SESP, to meet the Social and Environmental Screening Procedure (SESP) requirements, the project will also prepare the following documents during the PPG: (i) an Environmental and Social Management Framework (ESMF); (ii) Stakeholder Analysis and Stakeholder Engagement and Collaboration Plan; (iii) Gender Analysis and Gender Action Plan.
- A Climate Risk Analysis (following STAP Guidance, or similar) will be undertaken to: identify likely climate change trends and scenarios, assess risk exposure of project components and outcomes, identify and evaluate project impacts on community exposure and vulnerability; and identify measures that can be taken to avoid, adapt to or reduce the projected impacts and risks (e.g. developing risk-preparedness plans and measures into the design of project outputs). The results of the Climate Risk Analysis will be included as an Annex to the ProDoc. Results of the Climate Risk Analysis will inform the selection of restoration/rehabilitation locations.
- A preliminary solar PV design assessment will be conducted to identify land use requirements and other physical characteristics in the communities where the solar PV installation will be potentially located.
- A preliminary livelihood assessment will be undertaken to identify the use of land and natural resources by local communities in the area where micro watershed restoration activities will be potentially undertaken.
- A scoped ESIA (Environmental and Social Impact Assessment) will likely be required and include a livelihood impacts assessment to identify any adverse impacts on the surrounding communities from the PV installations and for the targeted micro watershed and restoration

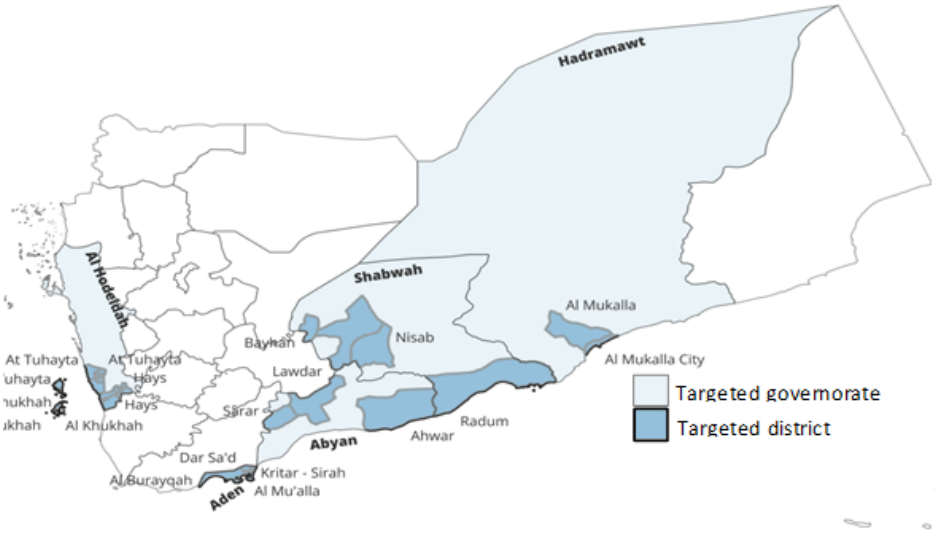
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and reforestation areas, and strategies will be included to avoid, minimize, or manage any such impacts. Where necessary, Livelihood Action Plans will be produced to ensure that any such impacts are appropriately managed. During the PPG phase the scope of the ESIA, will be further defined ensuring that ESIA principles are fully integrated into design of outcomes and outputs.

- The ESMF will provide an analysis of anticipated/potential risks and impacts and will outline steps for further assessment and mitigation measures which may need to be developed under implementation (where these mitigation measures cannot be integrated into the design of the project outputs during the PPG).

d. Identification of project sites

The project will be implemented in 21 districts across five governates in Yemen. These districts were chosen based on the high vulnerability of small holder farmer households to intensifying climate risks, increasing food insecurity, underexploited access to surface water resources from flooding wadis during the rainy seasons, degraded electricity infrastructure, a chronic lack of government agricultural extension services, and relatively good accessibility due to current lack of civil conflicts.



Governorates		Districts	
#	Name	#	Name
1	Abyan	1	Ahwar
		2	Al-Mahfad
		3	Loudar
		4	Sarar
2	Aden	5	Al Buraiqah
		6	Al Mansurah
		7	Al Mu'alla
		8	Al Shaikh Othman
		9	At Tawahi
		10	Dar Saa'd
		11	Khur Maksar
		12	Sirah
3	Al Hodeidah-South	13	Al-Khoukhah
		14	Al-Tuheita
		15	Hays
4	Hadramawt	16	Al Mukalla city
		17	Al Mukalla rural
5	Shabwah	18	Bayhan
		19	Markha As Sufla
		20	Nisab
		21	Radum

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.

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As part of the consultations conducted during the PPG phase, the project team will conduct a preliminary conflict analysis to identify potential dynamics and drivers for conflict. The outcomes of this analysis will inform the design of the project and be included in the ESMF.

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.
- 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

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

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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.

Other required studies

- *A vulnerability assessment of the targeted districts will be conducted.*
- *A Climate Risk Analysis (following STAP Guidance, or similar) will be undertaken to: identify likely climate change trends and scenarios, assess risk exposure of project components and outcomes, identify and evaluate project impacts on community exposure and vulnerability; and identify measures that can be taken to avoid, adapt to or reduce the projected impacts and risks (e.g. developing risk-preparedness plans and measures into the design of project outputs). The results of the Climate Risk Analysis will be included as an Annex to the ProDoc. Results of the Climate Risk Analysis will inform the selection of restoration/rehabilitation locations.*
- *A preliminary solar PV design assessment will be conducted to identify land use requirements and other physical characteristics in the communities where the solar PV installation will be potentially located.*

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');

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- 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 will be prepared (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. Based on the required targeted assessment(s), the relevant stand-alone management plan(s) will be prepared: Environmental and Social Management Framework (ESMF).

The ESMF will identify the required assessments and management plans that will be prepared during project implementation, where these cannot be delivered during the PPG phase. The budget and resource requirements for implementation of the activities specified in the ESMF must be reflected in the Total Budget and Workplan and Procurement Plan Annex, and the Technical Consultancies Annex. All SES-related activities should be reflected in the relevant sections of the ProDoc.

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

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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.

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.

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IV. TOTAL BUDGET AND WORK PLAN FOR GEF PPG

Please note the following:
Per UNDP policy:

- *TORs for key consultants and project personnel should follow UNDP procedures outlined in the POPP[3]. This includes the guidance in the POPP Procurement Chapter/Individual Contract section (please refer to: Individual Contract Policy. No "personnel" or project management costs can be charged to the Initiation Plan using GEF PPG resources; such costs should be borne by the requesting agency or co-financing. In all cases, no project "personnel" will give technical advice; international and national consultants will provide technical advice[4].*
- *Miscellaneous items should be considered very carefully and explained.*

Per GEF Policy, the following expenses are ineligible:

- *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:	01003807	**Project Title:**	PPG-Building Resilience for Venerable Groups in Rural and Urban areas in Yemen
Quantum Award IDs:	1376309 (LDCF) 1376310 (GEF)	**Award Title:**	PPG-Building Resilience for Venerable Groups in Rural and Urban areas in Yemen
Business Unit :	YEM10		
PIMS number:	10120		
Implementing Partner:	UNDP		

GEF Outcome/Quantum Activity	Responsible Party	Fund ID	Donor Name	Quantum Budgetary Account Code	QUANTUM Budget Description	2025 Budget	2026 Budget	Amount US$	Budget Notes
Project preparation grant to finalize the UNDP-GEF project document for project *PPG Building Climate Resilience for Venerable Groups*	**UNDP**	**62160**	**LDCF**	71200	International Consultants	84,000	10,750	**94,750**	**1**
				71300	Local Consultants	40,000	11,000	**51,000**	**2**
				71400	Contractual Services-Individuals	30,000	10,000	**40,000**	**3**
				71600	Travel	20,000	6,000	**26,000**	**4**
				74200	Audio Visual & Print Prod Costs	8,000	4,250	**12,250**	**5**
				75700	Trainings, workshops	20,000	6,000	**26,000**	**6**
				SUB-TOTAL LDCF		202,000	48,000	**250,000**	

[3] See Annex 2 for Draft Terms of Reference (TORs) of Consultants Financed by the Project Preparatory Grant (GEF PPG)
[4] For project non-staff personnel, the IPSA or NPSA contract modality will have to be leveraged which is an HR process, please see in the POPP International Personnel Services Agreement and National Personnel Services Agreement.

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in Rural and Urban areas of Yemen	**UNDP**	**62000**	**GEF TRUSTEE**	71200	International Consultants	10,000		**10,000**	**7**
				71300	Local Consultants	10,000		**10,000**	**8**
				71400	Contractual Services-Individuals	8,000	2,000	**10,000**	**9**
				71600	Travel	5,000		**5,000**	**10**
				75700	Trainings, workshops	10,000	5,000	**15,000**	**11**
				SUB-TOTAL TRUSTEE		43,000	7,000	**50,000**	
					PROJECT TOTAL	**245,000**	**55,000**	**300,000**	

Budget Note No.	**Budget Note**
	Budget note should detail the use of the use of the budget. For example, outputs/deliverables of the consultants must be clear. Include cost breakdown and calculation basis (e.g. daily fee and number of days/weeks, unit cost and quantity)
1	International Project Development Specialist (GEF PPG Team Leader) – $800 * 70 days = $56,000; Total: **$56,000** International Social and Environment Safeguards expert -$700* 30 days = $21,000; 5 days DSA ($250 per day) + 1 Travels (ticket cost and terminal, $2,500) => Total: **$24,750** International expert Climate-Resilient Business Models and Income Generation - $700 * 20 days = **$14,000** Total: **$94,750**
2	National Expert on Climate Resilience: $300 *70 days = **$21,000** National Expert on hydrology/water resource management: $250 *20 days = **$5,000** National Expert on renewable energy (solar/off-grid): $250 *20 days = **$5,000** National Institutional, Coordination and Stakeholder Engagement: $250 * 80 days=**$20,000** Total: **$51,000**
3	**NPSA** - National Expert on Gender, and Social and Environment Safeguards: total: **$40,000**
4	Cost of travel to target districts, plus cost of international and national experts to go by Air/vehicle to the field: total **$26,000**
5	Printing of documents/banners/folders to support meetings: total **$12,250**
6	A series of meetings/workshops comprising, technical meetings with the government institutions/partners for collecting data, information, analysis and validation; and for consultations with stakeholders, other UN agencies, donors and IFIs and final validation workshop of the Project Document: total $26,000
7	International Project Development Specialist (GEF PPG Team Leader) – Two missions (5 days each including the travel day): 10 days DSA ($250 per day) + 2 Travels (ticket cost int+terminal, $2,500 per each) = $7,500. Total: **$7,500** International Social and Environment Safeguards expert -1 Travels (ticket cost and terminal, $2,500) > Total: **$2,500** Total: **$10,0000**
8	National Expert on hydrology/water resource management: $250 *20 days = **$5,000** National Expert on renewable energy (solar/off-grid): $250 *20 days = **$5,000** Total: **$10,000**
9	**NPSA** - National Expert on Gender, and Social and Environment Safeguards: total **$10,000**
10	Cost of travel to target districts, plus cost of international and national experts to go by Air/vehicle to the field: total **$5,000**
11	A series of meetings/workshops comprising: technical meetings with the government institutions/partners for collecting data, information, analysis and validation; and for consultations with stakeholders, other UN agencies, donors and IFIs and final validation workshop of the Project Document: total **$15,000**

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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.											110,000
Component B: Formulation of ProDoc, etc.											120,000
Component C: Validation Workshop											50,000
Delivery of final outputs											20,000
Total											**300,000**

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VI. MANDATORY ANNEXES

Annex 1: GEF CEO PIF/PPG Approval Letter

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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 Project Development Specialist (GEF PPG Team Leader) **Type:** IC **Cost per person day:** 800 **Number of person days needed:** 70	**Role** *The International Project Development Specialist 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 also assume the PPG Team Leader role by coordinating with the PPG team of international and national consultants.* **Responsibilities 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 the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;

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	g. Lead and oversee the identification of opportunities for private sector engagement and co-financing; h. Ensure the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process; i. Oversee the consultations with partners regarding financial planning; and j. 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.[5] 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 e. Validation Workshop Report.

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

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	Qualifications ▪ Master's degree or higher in a relevant field, such as *Climate change adaptation, mitigation, sustainable energy, integrated water resource management or related fields* ▪ Minimum of *Seven* years of demonstrable experience in the technical area of *Climate resilience, rural and agriculture development, energy access, integrated water resource management or related fields* and in preparing high quality project documents, particularly for UNDP and GEF projects; ▪ Excellent written and oral communication skills in English; ▪ 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; ▪ Knowledge of and experience in *climate – energy – security nexus* ▪ Experience working in *fragile context countries and/or Arab region on similar related initiatives is highly desired*.
<u>Consultant 2:</u> International Social and Environmental Safeguards Specialist **Type: IC** **Cost per person-day: 700** **Number of days needed: 30**	**Role** The International Safeguards Expert will develop mandatory project Annexes related to application of social and environmental safeguards and support adherence of project development to UNDP's SES and specific requirements, as appropriate, including by making recommendations for integration of SES into project design. The SES Expert will also support the GEF PPG Team Leader in ensuring the coherence and consistency of the final versions of stakeholder engagement plan and gender analysis and action plan elaborated by the national expert. **Deliverables** a. Support action points, including risk assessments, from the SES risk pre-screening that was carried out at the concept note stage ("pre-screening") and ensure they are incorporated into the full SESP to be developed iteratively during the PPG. b. Support completion of any additional studies that are determined to be needed for the preparation of the SESP and other SES instruments including a Process Framework and/or Livelihoods Action Framework. c. Prepare and finalize the SESP. d. Prepare Environmental and Social Management Framework (ESMF) with all required annexes, including outlines of all required safeguards plans as well as a Term of Reference for the contracting of experts for the preparation of these safeguards plans (including the scoped ESIA) at the beginning of the project implementation; the ESMF must include a detailed plan for delivery with an itemized budget that must also be integrated with the Total Budget and Work Plan in the main project document; e. Oversee the development of the stakeholder analysis and the Stakeholder Engagement Plan (SEP) and gender analysis and action plan (GAAP) by the respective national consultants, and ensure preparation of high-quality documents based on their inputs; f. Develop a project-level Grievance Redress Mechanism g. Contribute to the validation workshop; and support all necessary revisions that arise during the workshop, as appropriate. **1) <u>Final Deliverables</u>:** a. Finalized Social and Environmental Screening Procedure (SESP)

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	b. Environmental and Social Management Framework (ESMF) with annexes and frameworks/management plans as appropriate, such as the Livelihoods Action Framework and/or Process Framework, and Indigenous Peoples Framework or locally equivalent as applicable c. Comprehensive Stakeholder engagement plan (final version, based on inputs from national consultants), including project-level GRM d. Gender analysis and action plan and Stakeholder Engagement Report (final version, based on draft report and inputs from national consultants) e. ToRs for the contracting of a consultancy for the preparation of all required safeguards plans and documents at the beginning of the project implementation **Qualifications** ▪ Master's degree or higher in a relevant field, such as environmental science, social science, natural resources management or related field. ▪ Minimum 7 years of demonstrable experience in the area of social and environmental assessments; experience with UNDP SES policy is a distinct advantage. ▪ Fluency in written and spoken English. Knowledge of Arabic is preferred.
<u>Consultant 3:</u> International Expert Climate-Resilient Business Models and Income Generation **Type: IC** **Cost per person day**: 700 **Number of person day needed:** 20	**Role** The Objective of this consultancy is to provide expert advice to the PPG Team Leader and the broader PPG Team on effective business models and income-generating activities that can be applied in the context of Yemen. This is in line with the project objective to engage the private sector in climate-resilient and energy access (mini-grids) initiatives. S/He will base the recommendations on data provided by National consultants on the ground. **Deliverables** ▪ Technical input and review of the project document and all related annexes to ensure best practices/latest developments to support the development of financial sustainability through effective business models and income generating activities; and ▪ Technical input and tailored, hands-on, technical assistance on the design of the project documents and associated annexes. Such technical input and hands-on assistance will be provided to the Project Preparation Grant (PPG) team (hired consultants) as well as UNDP staff overseeing the development of the project. **Qualifications** ▪ Master's degree or higher in a relevant field, such as Political science, engineering science, economics, or relevant field. ▪ Minimum 7 years of demonstrable experience in the technical area of Financial modelling, green economy, private sector engagement, including climate resilience and energy access (mini-grids); ▪ Experiences in project design formulation, data collection, data analysis and drafting the report. ▪ Fluency in written and spoken English.
<u>Consultant:</u> *National Expert*	***Role***

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on Climate Resilience **Type:** NC **Cost per person-day:** $300 **Number of person-days needed:** 70	The Objective of this consultancy is to provide expert advice to the PPG Team Leader and the broader PPG Team on climate resilience, sustainable land and water management, and climate-smart agriculture. The expert will ensure that the proposal reflects the local context, addresses the needs of vulnerable communities, and aligns with national and international climate resilience goals. **Responsibilities and Deliverables** Under the guidance of the PPG Team Leader, the National Expert on Climate Resilience will: a. Support the implementation of the Situational Analysis: ▪ Review existing data, reports, and studies related to climate change impacts, vulnerabilities, and adaptation strategies in Yemen. ▪ Identify key challenges and opportunities for climate resilience in the target districts. ▪ Assess the capacity of local institutions, communities, and stakeholders to implement climate-resilient practices. b. Support Project Design: ▪ Provide technical inputs for the development of project components, outcomes, and outputs, particularly in the areas of Sustainable water and land management, Climate-resilient agricultural practices, Ecosystem-based adaptation (EbA) approaches, and Capacity building for climate resilience. ▪ Ensure that gender-sensitive and community-based approaches are integrated into the project design. c. Support Stakeholder Engagement: ▪ Collaborate with local government agencies, NGOs, community leaders, and other stakeholders to gather inputs and ensure their needs are reflected in the project proposal. ▪ Facilitate consultations and workshops to validate project concepts and strategies. d. Develop Technical Content: ▪ Contribute to the development of the climate resilience sections of the proposal including Problem analysis and justification, Theory of change and results framework, and Risk assessment and mitigation strategies. ▪ Provide inputs on monitoring and evaluation (M&E) frameworks, ensuring climate resilience indicators are included. ▪ Ensure the project proposal aligns with Yemen's policies and plans and other relevant national strategies. ▪ Support the PPG Team Leader in reviewing and refining the project proposal based on feedback from stakeholders. ▪ Ensure the final proposal is technically sound, feasible, and aligned with donor requirements. **Final Deliverables** The National Expert on Climate Resilience will contribute to deliver the following: ▪ Situational Analysis Report: A comprehensive report summarizing the climate resilience context in the target districts, including key challenges, opportunities, and stakeholder capacities. ▪ Technical Inputs for Project Proposal: Draft sections of the project proposal related to climate resilience, including problem analysis, theory of change, results framework, and risk assessment. ▪ Stakeholder Consultation Reports: Documentation of stakeholder consultations, including key findings and recommendations.

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	▪ Finalized Project Proposal: A complete and technically sound project proposal, incorporating feedback from stakeholders and the International Project Development Specialist. **Qualifications and Experience** The National Expert on Climate Resilience should possess the following qualifications and experience: ▪ Education: Advanced degree (Master's or PhD) in environmental science, climate change, agriculture, water resources management, or a related field. ▪ Experience**:** o Minimum of 7 years of experience in climate resilience, adaptation, or sustainable development, preferably in Yemen or similar contexts. o Proven expertise in climate-smart agriculture, water and land management, and ecosystem-based adaptation. o Experience in project design, proposal development, and stakeholder engagement. ▪ Skills**:** o Strong analytical and report-writing skills. o Excellent communication and facilitation skills. o Ability to work collaboratively in a team and under tight deadlines. ▪ Language**:** Fluency in Arabic and English (written and spoken).
<u>Consultant:</u> *National Expert on hydrology/water resource management* **Type:** NC **Cost per person-day:** 250 USD **Number of person-days needed:** 40	**Role** The National Expert on hydrology/water resource management will work under the overall guidance of the International Project Development Specialist. The expert will be responsible for the following activities: ▪ Undertake field level assessments in the proposed districts; ▪ Coordinate and liaise with other partners undertaking similar assessments in Yemen; ▪ Identify the key stakeholders at the national and local levels (Governorates and districts); ▪ Conduct water resources assessment to guide the design, rehabilitation and construction of water storage infrastructure in the project's locations including water harvesting ponds and dams, sub-surface dams, check dams, irrigation canals and control structures, flood protection and soil erosion works; ▪ Assess the utilization of wastewater and greywater treatment and reuse for ecosystem reforestation to mitigate soil and land degradation, ▪ Compile a comprehensive list of interventions for rehabilitating water harvesting and irrigation structures, flood protection and soil erosion works, and wawastewater/greywater reuse for promoting nature-based technologies. This list should include intervention locations and the expected number of beneficiaries; ▪ Prioritize interventions based on selected criteria and indicators, as well as the available budget, and prioritize districts requiring Integrated Water Resources Management (IWRM) plans; ▪ Prepare the engineering conceptual designs and feasibility assessment, to guide climate adaptation interventions that address the increasing impacts of droughts and floods in the proposed project sites; ▪ Support the International Expert on Climate-Resilient Business Models and Income Generation in the identification of Climate Smart Agriculture Interventions, ▪ Develop an outline for the environmental and social impact assessment to be undertaken during the implementation phase;

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	▪ Identify training needs for various stakeholders, including government officials, community leaders, local NGOs/CSOs and local SMEs in the area of climate resilience sustainable livelihood; ▪ Participate in the development of a detailed M&E work plan for all activities, including clear identification of responsibilities and accountabilities, as well as an appropriate M&E budget. ▪ Address all comments on the project design by the Scientific and Technical Advisory Panel and in the GEF review sheet. **Deliverables** The consultant will deliver the following final products, as relevant and agreed to prior to commencement of any task: ▪ Inception Report including a detailed Methodology for the sites assessments; IWRM plans development, feasibility assessment, prioritization and conceptual designs development. ▪ Desk review of the existing, past and upcoming projects within the project's areas, ▪ Site Visit Report including the status of the existing infrastructure, accessibility status, and finings of meetings with relevant stakeholders, ▪ Technical Assessment Report including the prioritized list of interventions, feasibility assessment and conceptual designs. ▪ Inputs for the climate vulnerability and risk assessment that would inform the IWRM and drought risk management in the proposed project sites; ▪ Draft the climate vulnerability and hydrological sections of the proposal; ▪ Inputs for the Feasibility Report; ▪ Inputs for the Environmental and Social Assessment, **Qualifications** ▪ Master's degree or higher in a relevant field, such as water resources engineering, hydrology, or water resources management. ▪ Minimum of 7 years of demonstrable experience in relevant technical areas, such as sustainable water resources management, water harvesting projects planning, or irrigation project planning. ▪ Experience in the formulation of UNDP and/or GEF projects or similar donor- funded initiatives on environmental conservation and management in Yemen is an advantage, ▪ Fluency in written and spoken English and Arabic
<u>Consultant:</u> *National Expert on Renewable Energy (solar/off-grid):* **Type:** NC **Cost per person-day:** $250 **Number of person-days needed:** 40	**Role** The National Expert on Renewable Energy (solar/off-grid) will work under the overall guidance of the International Project Development Specialist. The expert will be responsible for the following activities: ▪ Carry out ground field work to the targeted communities to collect and analyze data on energy usage, cost savings, and environmental benefits (i.e CO_2 emissions savings) of the proposed solar/off grid systems, ▪ Prepare an overview of similar or complementary projects in the targeted districts (baseline), ▪ Determine the project's system boundaries and scope related to the solar energy and selection of project site. ▪ Develop technical specifications for solar and off-grid energy solutions tailored to the needs of the communities: standalone, mini-grids, etc.

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	▪ Prepare detailed project plans, including timelines, budgets, and resource requirements for the implementation of renewable energy systems. ▪ Assess cost-effectiveness of the project's interventions; and contribute to the assessment that the project approach is the most cost-effective according to GEF guidelines; ▪ Advise on business models and investment plans for the development and diffusion of solar PV technology in selected districts. **Deliverables** ▪ Inception Report including a detailed Methodology for the sites assessments; sites prioritization and feasibility assessment. ▪ Desk review of the existing, past and upcoming projects within the project's areas, ▪ Site Visit Report including the status of the targeted schools, integrity of existing ventilation systems, and findings of meetings with relevant stakeholders, ▪ Technical Assessment Report including the prioritized list of interventions, feasibility assessment and investment plan; ▪ Inputs for the climate vulnerability and risk assessment, ▪ Inputs for the Feasibility Report, ▪ Inputs for the Environmental and Social Assessment, ▪ GEF comments and feedback from integration in relevant documents when related to agropastoral activities. **Qualifications** ▪ MSc, in energy systems, environmental management, climate change, mechanical engineering, electrical engineering or related discipline. ▪ 7-year proven experience in planning and implementation of renewable energy projects, electric utility regulation or related field. ▪ Strong awareness of international best practices related to renewable energy policies and regulations. ▪ Experience working with community stakeholders is an advantage.
<u>Consultant:</u> *National Institutional, Coordination and Stakeholder Engagement Expert* **Type:** NC **Cost per person-day:** 250 **Number of person-days needed:** 80	***Role*** The National Institutional, Coordination and Stakeholder Engagement Expert will work under the overall guidance of the International Project Development Specialist and in close coordination with other national consultants. The expert will be responsible for the following activities: a. Institutional Coordination: ▪ Identify and engage with key national and local institutions, including government institutions, NGOs, community leaders, and other stakeholders, to ensure their active participation in the project design process. ▪ Facilitate coordination among national experts (Climate Resilience, Renewable Energy, and Hydrology/Water Resource Management) to ensure a cohesive and integrated approach to project design. b. Stakeholder Engagement: ▪ Support the implementation of a comprehensive stakeholder analysis to identify key stakeholders, their roles, interests, and potential contributions to the project in coordination with the National Expert on Gender, and Social and Environment Safeguard.

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	▪ Contribute to the development of a Stakeholder Engagement Plan (SEP) that outlines strategies for meaningful consultation, inclusive participation, and information dissemination throughout the project cycle. ▪ Facilitate stakeholder consultations, workshops, and meetings to gather inputs, validate project concepts, and ensure stakeholder buy-in. ▪ Ensure that the project design incorporates gender-sensitive and community-based approaches, with particular attention to marginalized and vulnerable groups. c. Project Design and Proposal Development: ▪ Provide inputs to the project proposal on institutional arrangements, governance structures, and stakeholder engagement strategies. ▪ Collaborate with the International Project Development Specialist and national experts to develop the Theory of Change, Results Framework, and Risk Assessment sections of the proposal. ▪ Ensure that the project proposal includes clear mechanisms for institutional coordination, stakeholder engagement, and grievance redress. ▪ Provide technical support to the UNDP team and the international consultants during the meetings at the national and local levels. ▪ Contribute to the preparation of a gender analysis and the gender action plan in collaboration with the National Expert on Gender, and Social and Environment Safeguard; ▪ Contribute to the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process. ▪ Contribute to the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs. ▪ Participate in the development of a detailed M&E work plan for relevant activities, including clear identification of responsibilities and accountabilities, as well as an appropriate M&E budget; and reflecting the mandatory requirements of the GEF M&E Policy. ▪ Investigate potential options for the project's institutional and implementation arrangements. ▪ Facilitate consultations with all relevant stakeholders with regards to the proposal, including detailed budget, detailed TORs for all project staff, and a detailed activity and work plan, in line with GEF eligibility principles. ▪ Contribute further specific items for the drafting of the UNDP ProDoc and its required Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance and requests from the PPG Team Lead. This will include inter alia: ▪ Contribute to the project's theory of change. ▪ Contribute to the Results Framework in line with UNDP-GEF policy. ▪ Facilitate the completion of the required official endorsement letters. ▪ Support the implementation of the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the Stakeholders Engagement Plan and any management plans. ▪ Support the completion of the validation workshop report. ▪ Facilitation of information flow between PPG Team Lead and national stakeholders. ***Deliverables*** The National Institutional, Coordination, and Stakeholder Engagement Expert will support achieving the following: ▪ Stakeholder Analysis Report: A comprehensive report summarizing the key stakeholders, their roles, interests, and potential contributions to the project.

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	▪ Stakeholder Engagement Plan (SEP): A detailed plan outlining strategies for stakeholder engagement, including consultation, participation, and information dissemination. ▪ Institutional Coordination Framework: A framework outlining the roles, responsibilities, and coordination mechanisms among national and local institutions involved in the project. ▪ Technical Inputs for Project Proposal: Draft sections of the project proposal related to institutional coordination, stakeholder engagement, and governance structures. ▪ Finalized Project Proposal: A complete and technically sound project proposal, incorporating feedback from stakeholders and the International Project Development Specialist. **Qualifications** ▪ Master's degree or higher in a relevant field, such as social sciences, public administration, environmental management, or a related field. ▪ Minimum of 7 years of demonstrable experience in a relevant technical area, such as institutional coordination, stakeholder engagement, or project management, preferably in Yemen or similar contexts ▪ Proven expertise in facilitating multi-stakeholder consultations and workshops. ▪ Experience in aligning project proposals with national policies and global frameworks. ▪ Fluency in written and spoken English and Arabic
<u>Consultant:</u> *National Expert on Gender, and Social and Environment Safeguard* **Type:** NPSA 8 **Cost per year:** $50,000	**Role** The National Gender and Safeguards Specialist will develop mandatory project Annexes related to application of social and environmental safeguards and support adherence of project development to UNDP's SESP and specific requirements, as appropriate. The consultant will be a gender and social inclusion expert with experience in-depth gender analysis and local community engagement. The Gender and Stakeholder Engagement Expert will provide technical expertise and guidance and lead the assessment/analysis of gender dimensions and stakeholder participation in land, biodiversity/marine conservation and restoration and the differentiated impacts of land and ecosystem degradation on men, women and youth and the implications for the environment and livelihoods of the local groups and communities in the project area, using a Gender Analysis Template and Guide to Conducting a Participatory Gender Analysis for projects supported by UNDP with GEF financing. The assessment will guide the project team to mainstream gender equality and women's and youth empowerment into project implementation, taking into account the differences, needs, roles and responsibilities of men, women and youth. **Responsibilities** • Prepare the gender analysis, livelihood assessment and action plan and work closely with the GEF PPG Team Leader, the National Coordinator and SES expert to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework. • Advise on gender responsive stakeholder analysis and consultations and ensure that they are complete and comprehensive. • Lead the stakeholder identification (including identification of indigenous groups) and profiling process, by conducting an analysis of existing data on demographic profiles of communities in the project sites, and consultations. This process should be informed by a review of the PIF pre-screening report, and the

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	existing UNDP guidance on Social and Environmental Standards and other best practice approaches to stakeholder engagement and gender mainstreaming. • Lead and advise on the stakeholder analysis and consultations and ensure that they are complete and comprehensive. • Prepare a stakeholder engagement plan and an Indigenous Peoples' Plan. • Conduct a participatory analysis of the differentiated impacts of land, water and ecosystem degradation on women and men, disaggregated by age. • Contribute to relevant chapters of the PRODOC – in particular, local socioeconomics and stakeholder engagement and analysis. • Based on the findings, prepare a gender action plan for incorporation into the Project Document to ensure that the project strategy and its implementation are monitored as appropriate in terms of gender responsiveness. • Using the findings of the gender analysis exercise, propose gender disaggregated indicators and targets for integration into the Project Results Framework. • Support action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage ("prescreening") to ensure these are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate. • Provide responses to the UNDP SESP on sections related to gender and women's empowerment and make recommendations for the Gender Marker Rating for the overall project strategy. ***Key deliverables for the expert include:*** • A profile of the stakeholders and right-holders in the proposed project areas, the community institutions (norms, rules and procedures) governing access to, control over and use of natural resources, and the mechanisms for sharing the benefits therefrom; • A gender analysis and livelihood assessment report outlining the key findings for use in formulating the gender strategy for the project; • A gender responsive project results framework, including sex disaggregated indicators (also indicating the share of men and women direct beneficiaries). • Action plan (outlining the process to be followed) for incorporation of gender aspects in the project; • Stakeholders engagement plan for implementation of each project component, including disclosure of project information and grievance redress process. ***Qualifications*** ▪ Minimum 5 years of experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex disaggregated data and preparing gender responsive project analysis; developing gender action plans. ▪ Minimum 5 years of experience and in-depth knowledge of stakeholder engagement, relationship building, participatory planning, socioeconomic research and rural livelihoods issues and sustainable landscape, biodiversity and marine management issues in the context of research, project design or management; ▪ Excellent understanding of the dynamics around gender, livelihoods and natural resource management; ▪ Master's degree in gender studies, gender and development, environment, sustainable development or closely related area. ▪ Previous work on similar projects preferably in the targeted districts.

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	▪ Excellent analytical, writing, advocacy, presentation, and communications skills are required; and ▪ Excellent written and oral communication skills in English and fluency in Arabic language