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United Nations Development Programme

DELEGATION OF AUTHORITY AND INITIATION PLAN

Global Environment Facility Project Preparation Grant to:

Country: **Fiji**
Full Project Title: **Vaitupu Coastal Adaptation Project (VCAP)**
PIMS ID: **10536**
Project Type: **PPG**
Quantum BU: **Fiji**
Quantum Project ID: **01006359, 01006359**
Quantum Award ID: **1553667, 1554665**

(the "Project Preparation Grant (PPG)")

The Project Preparation Grant ("PPG"), which amounts to a total of US$ 150,000, has received approval on 15 June 2026 in accordance with established policies and guidelines of the Global Environment Facility (GEF).

This Notification constitutes the Delegation of Authority and Initiation Plan for the implementation of the PPG phase. Through this DOA, primary accountability and full responsibility for this PPG is being transferred from the BPPS Vertical Funds Executive Coordinator, from whom this DOA is sent, to the Resident Representative. These conditions apply to the function of the RR and are automatically transferred to a new RR should a change occur during the implementation of this GEF project.

The Resident Representative receives these funds for the purpose of developing a complete CEO Endorsement package that shall be submitted to the GEF Secretariat before the cancellation deadline set out by GEF (see CEO Endorsement Deadlines below).

The RR is accountable to comply with standard UNDP requirements for oversight, management, and quality assurance over project preparations as outlined in the UNDP POPP, Financial Regulations and Rules and the Internal Control Framework, as well as an additional layer to meet GEF policies and requirements. All GEF-specific project assurance and oversight functions can be found in the GEF RACI and align with UNDP's internal project assurance and quality oversight functions under the PPM framework.

In addition to the UNDP POPP conditions, the following GEF-specific conditions shall apply to the Project:

- **The total GEF Fee.** The total GEF Fee over the lifetime of this project shall be US$ 14,250. The GEF Fee shall only be applied in relation to the performance of oversight services as per GEF Policies and Procedures. The GEF Fee may be returned to the GEF in the event of non-compliance with the POPP and/or GEF project management requirements. Please note, the fee share to the Country Office (CO) is allocated based on annual delivery projections and should be included in the annual IB allocation the CO receives from the Regional Bureau.
- **Firewall:** UNDP staff and non-staff personnel engaged in execution support services shall under no circumstances be involved in oversight services (and vice versa). Keep in mind while developing the project proposal during the PPG phase, that the Resident Representative shall be required to appraise and formulate the most appropriate project implementation and execution modality for the project, taking into account the GEF Policies that require a separation of functions between project implementation (i.e., oversight) and project execution.

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- **Risk management:** Should this PPG be at-risk of non-compliance with UNDP and GEF policies, requirements and deadlines, these risks must be escalated by the CO to the Regional Bureau for action. The BPPS Quality and Impact Hub and BPPS Planet Hub should also be informed of these risks. Non-compliance may lead to this PPG being suspended or cancelled and/or this DOA being revoked by the BPPS VF Executive Coordinator.
- **Budget revisions:** PPG budget deviations are not permitted unless approved by the BPPS RTA. Budget revision requests must be cleared by the VF MPSU and approved by BPPS RTA for oversight in PIMS+ before it is approved in Quantum. Please note that the PPG budget cannot be increased above the amount already approved by the GEF, and any over-expenditure on this project during the PPG phase must be absorbed by other Country Office (CO) resources.
- **Operational and Financial Closure.** The Resident Representative shall ensure that this PPG is operationally closed at the CEO Endorsement date and financially closed (and supporting documents so the financial closure should be submitted to the BPPS Quality and Impact Hub) within 6 months after operational closure. Failure to financially close the project by the above deadline will result in the elevation of the Office to a high-risk category and no further Vertical Fund programming will be undertaken until overdue closures are addressed.
- **CEO Endorsement deadlines:** In line with the GEF Cancellation Policy, the project will be cancelled if a CEO Endorsement package is not submitted to the GEF within the following deadlines:
  - For FSPs: 12 months from the date of PIF Approval; or
  - For MSPs: 8 months from the date of PIF Approval; or
  - For GBFF MSPs and FSPs: 9 months from the date of PPG Approval; or
  - For PFDs: by Programme Commitment Deadline.

In order to action this DOA, the RR is requested to promptly:

1. Sign this DOA by clicking on the link below.
2. Please ensure that the project is set to the "ongoing" status in Quantum. This allows for the funds to be deposited to the project.

This Delegation of Authority shall enter into force upon the date of execution, corresponding to the Resident Representative's signature of this DOA, 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.

This DOA, including the annexed PPG Total Budget Workplan and linked attachments, constitutes the equivalent of the corporate Project Initiation Plan for the PPG phase, serving as the formal authorization for initiating project activities.

This preparatory project will start on the date of the PPG DOA signature with an end date of 15 June 2027.

Nancy Bennet — 5 August 2026

Signed by: Munkhtuya (Tuya) Altangerel — 05-Aug-2026
6835C56A2FBF485...

Nancy Bennet
Director, Quality and Impact Hub
Executive Coordinator, Vertical Funds
Bureau for Policy and Programme Support
United Nations Development Programme

Ms. Munkhtuya Altangerel
Resident Representative
Fiji
United Nations Development Programme

Attachments:

- PPG Total Budget Work Plan (TBWP)
- PIF or PPG Request
- PPG Approval letter
- GEF PPG Guidance Document
- LoE signed (Tuvalu)
- GEF Core Indicators

A copy of this Delegation of Authority shall be provided to the following people:

- Ms. Kanni Wignaraja, Director, RBAP
- Ms. Beate TRANKMANN, Deputy Director, RBAP
- Ms. Rany Pen, Country Support Team

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- Mr. Abduvakkos Abdurahmanov, Deputy Resident Representative, Fiji
- Mr. Nawaraj Chhetri, Environmental Focal Point, Fiji
- Ms. Akiko Yamamoto, Regional Team Leader, RBAP
- Mr. Karma Rapten, Regional Technical Advisor, BPPS Planet Hub
- Ms. Radhika Dave, Principal Technical Advisor, BPPS Planet Hub
- Ms. Wirunpat Meebungprav, Regional Programme Associate, BPPS Planet Hub

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United Nations Development Programme

GEF PPG TOTAL BUDGET WORK PLAN

PROJECT TITLE: Vaitupu Coastal Adaptation Project

COUNTRY / REGION / GLOBAL: Country (Tuvalu)

BRIEF DESCRIPTION

The Project Preparation Grant (PPG) is a funding mechanism provided by the GEF to support the preparation of project proposals. It aims to develop the project concept into a full project by funding activities such as project development, stakeholder engagement, and risk management. The PPG is essential for ensuring that projects align with GEF policies and are effectively implemented. All GEF-specific project roles and responsibilities, including assurance and oversight functions, can be found in the GEF RACI.

Expected final outputs of the GEF PPG:

1. UNDP-GEF Project Document and all mandatory annexes (in English).
2. GEF CEO Endorsement Request and all mandatory annexes; and
3. Validation Workshop report

Programme Period: 2026-2027 Alignment to UNSDCF / CPD (Outcomes & Outputs): Outcome 1, By 2027, people, communities and institutions are more empowered and resilient to face diverse shocks and stresses, especially related to climate variability impacts and ecosystems and biodiversity are better protected, managed and restored Gender Marker: GEN2	Total Required Resources: 150,000 Total allocated resources GEF: 150,000 (GEF TF 51,000, LDCF 99,000)

PPG Management Arrangements:	DIM
PPG Implementing Partner:	UNDP
Expected Management Arrangements for full project:	NIM

This document describes how the GEF Project Preparation Grant (PPG) resources will be programmed, over 18 months to produce the expected final outputs (see above) that are fully compliant with UNDP and GEF policies and ready for submission to the GEF for CEO endorsement.

This document must go through internal technical and financial clearance at the same time as the PIF before submission to the GEF.

When the PIF has been technically cleared by the GEF, indicating that the PPG resources have been approved by the GEF, this document will be included as annex to the PPG DOA letter issued to the Head of Office for signature. The signed DOA letter and its annexes constitute the UNDP Project Initiation Plan. For Global projects, this document will be sent for signature by the BPPS Deputy Director, to constitute the equivalent of the project Initiation Plan for the PPG phase. For non-DIM PPGs, this file will be sent for signature by the Implementing Partner and UNDP Head of Office.

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I. PPG TOTAL BUDGET WORK PLAN (TBWP)

Please see the annex below for further guidance on how to complete this section. Instructions for the Project setup in Quantum: Use Quantum non-CIP template (the regular template (2 layer), and **DO NOT USE** the GEF/GCF template (3 layers)) and use the information in this table to set it up.

Quantum Output	Quantum Activity	Quantum Responsible Party (UNDP, IP, or RP)	Quantum Fund ID	Quantum Donor ID	Quantum Budgetary Account Code	Quantum Budget Account Description	Amount Year 2026 (USD)	Amount Year *2027* (USD)	Total (USD)	Budget Notes
Project preparation grant to finalize the UNDP-GEF project document for project (Vaitupu Coastal Adaptation Project**)**	**Project Preparation Activity**	*UNDP*	*62160*	*010003*	*71200*	*International Consultants*	*$23,000*	*$25,000*	*$48,000*	*Costs of International Consultants who serve as part of the Project Preparation Grant (PPG) Team:* *- International Project Development consultant (PPG Team Leader): $800 per day for 60 days will lead to both component A, B and C (GEF funded); Total USD 48,000*
					71300	*Local Consultants*	*$9,000*	*$9,000*	*$18,000*	*Costs of two (2) National Consultants who serve as PPG Team members:* *- National Expert on Biodiversity and Coastal Management & Project Development $300 per day for 30 days who will provide support ot the Team Leader in Component A, B and C* *- National Social Environment Safeguards & GEDSI Consultant who provide support to the Team Leader; $300 per day for 30 days for and will support Component A, B and C (LDCF funded)*
					71600	*Travel*	*$9,500*	*$9,500*	*$19,000*	*Cost for travel related to stakeholder consultation, validation workshop and other costs associated with PPG activities*
					72500	*Supplies*	*$1000*	*$1000*	*$2000*	*Cost for Supplies, such as A4s, printing, laminations, stationery and other costs associated to office supplies etc.*
					75700	*Training, Workshops and Conference*	*$6,000*	*$6,000*	*$12,000*	*Workshops, Conferences, and Meetings costs; Stakeholder consultation and validation workshops*
			Subtotal for LDCF				***$48,500***	***$50,500***	***$99,000***	
			62000	*010003*	*71200*	*International Consultant*	*$20,000*	*$20,000*	*$40,000*	*Costs of International Consultants who serve as part of the Project Preparation Grant (PPG) Team:* *- Coastal Adaptation Engineer for feasibility/technical studies and assessment including stakeholder analysis and field mission: US800per day for 50 days, total USD 40,000*
					71600	*Travel*	*$3,500*	*$3,500*	*$7,000*	*Cost for travel for feasibility studies to be undertaken in Vaitupu*
					757000	*Training and workshop*	*$2,000*	*$2,000*	*$4,000*	*Training workshop and validation*

			Subtotal for GEF TF	***$25,500***	***$25,500***	***$51,000***	
			Total Project Grant	***$74,000***	***$76,000***	***$150,000***	
Total PPG breakdown by Component [to reference when reporting resource utilization to the GEF. See guidance below]			*Component A: Preparatory Technical Studies & Reviews*	*$43,000*	*$45,000*	*$88,000*	
			Component B: Formulation of technical assessments and plans to integrate into PPG Outputs	*$10,000*	*$10,000*	*$20,000*	
			Component C: Validation and consultation workshops	*$21,000*	*$21,000*	*$42,000*	

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Annex: Guidance on completing the PPG TBWP section

Please note the following during the preparation of the PPG Budget:

- Maintain one single output and one activity as per the template above. This aligns with the PPG requirements in Quantum.
- Enter the Responsible Party(ies) that will implement the project. In case there are 2 Responsible Parties implementing the budget, each of them will have their budget.
- Select the Quantum Fund from the GEF Fund that will cover costs of the PPG.
- Quantum Donor is the same for all GEF funds. Do not change.
- Only the Budget Accounts listed in the template can be budgeted.
- Budget notes should detail the use and purpose of the budget and include the cost breakdown and calculation basis (e.g., daily fee and number of days/weeks, unit cost and quantity). The outputs (deliverables) of the consultants must be clear. Please consult the below list of eligible and ineligible expenditures for what can and cannot be budgeted for the PPG. No UNDP staff costs can be budgeted.
- Terms of Reference (TORs) for key consultants and project personnel should follow UNDP procedures outlined in the POPP.
    - This includes the guidance in the POPP Procurement Chapter/Individual Contract section (refer to Individual Contract Policy); for project non-staff personnel, the IPSA or NPSA contract modality may be leveraged, which is an HR process (refer to the International Personnel Services Agreement and National Personnel Services Agreement policies).
    - See standard and sample TOR templates for Consultants financed by the GEF PPG.
- 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. All technical support must be provided by local and/or international consultants, not by UNDP staff. Miscellaneous items should be considered very carefully and explained.
- No UNDP Support Services (DPC) is to be budgeted as this is against GEF policy

Per GEF Policy, the list of eligible and ineligible expenditure can be found in the Guidelines of Project and Program Cycle (table 1)

Eligible Expenditure Items for In-country Preparations of GEF project submission:

- Local consultations, national hearings and/or workshops to inform about GEF purposes and procedures or to discuss specific project and program ideas. This could include translation into local languages where appropriate and preparation of background papers that could facilitate discussion.
- Travel costs for local experts for consultations and discussions with interested parties and stakeholders, and local participation were warranted in project design.
- Local workshops to discuss a project concept and provide a platform for divergent views on its efficacy.
- Consultancies and contracts to develop program and/or project options. These may be national, regional or international, as appropriate and agreed among partners. This could include preparation of terms of reference for pre-feasibility studies, feasibility studies, basic costing, technical and scientific design parameters, financial plan, assessment of incremental cost, strategy papers and where possible, the preparation of such papers.
- Gender and Environmental and Social Safeguards analysis required at project preparation phase. Subject to discussion with and concurrence of GEF Secretariat during the review process, this could include documenting the project baseline conditions and evaluating safeguard risks, developing related action plans or equivalents.
- Free prior and informed consent and related consultations to ensure environmental and social safeguard standards are met.
- Assistance in preparing national and/or sectoral plans and programs (such as energy, industry or agriculture) that have direct bearing on project design, national policy analysis, and inventory and data analysis in support of the proposed project.
- Costs of translating documents into and out of English.
- Assessing capacity of executing partners. (including PCAT and HACT)
- In addition, for regional and global projects: In-country costs in eligible recipient countries, including travel and subsistence costs of recipient country experts to consultations associated with the development of a regional or global project or program.

Ineligible expenditures under Project Preparation Grants (PPGs)

- 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).

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Reporting by PPG Component:

Further details on standard PPG Components and Activities can be found in the guidance document for PPG Teams on the VF intranet. This breakdown (by Component only) must be used in the CEO Endorsement Request (Annex D) when reporting on the aggregate utilization of PPG Funds. Please do not report at Activity or Budget Account level.

Component	Activity
Component A: Preparatory Technical Studies & Reviews	i) Desktop and field-based studies and data collection ii) Gender Analysis iii) SES Screening and Assessments iv) Identification of project sites v) Financial planning, co-financing, and investment mobilized vi) Stakeholder Analysis vii) Appraise and formulate the most appropriate implementation and execution modality viii) Other required studies
Component B: Formulation of technical assessments and plans to integrate into PPG Outputs	i) Stakeholder Engagement Plan ii) Gender Action Plan and Budget iii) Social and Environmental Standards: Screening and Management Measures iv) GEF and LDCF/SCCF Core Indicators v) Completion of the required official endorsement letters vi) Project Management Arrangements vii) Mandatory Annexes viii) Other activities
Component C: Validation and consultation workshops	i) Local consultations and workshops ii) Other activities

Certificate Of Completion

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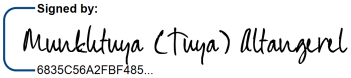
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