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Initiation Plan / GEF PPG

Project Title: PPG phase of Strengthening Guatemala's transparency framework through capacity building to implement the Paris Agreement

Country: Guatemala

Country Programme Outcome: 2015-2019: Signed between the Government of Guatemala and UNDP.

UNDAF OUTCOME: Primary:
Effect #1 from UNDAF/CPD: The system of Councils of Urban and Rural Development and relevant government institutions jointly develop policies and investments that promote the protection, responsible use and conservation of natural resources and community resilience to cope with natural phenomena.

UNDP Strategic Plan Output: 1.1.1: Capacities developed across the whole of government to integrate the 2030 Agenda, the Paris agreement and other international agreements in development plans and budgets, and to analyze progress towards the SDGs, using innovative and data-driven solutions.

2.3.1 Data and risk-informed development policies, plans, systems and financing incorporate integrated solutions to reduce disaster risks, enable climate change adaptation and mitigation and prevent conflict.

Gender Marker rating: GEN 2

SESP Pre-Screening Categorization: *Exempted*

This national-level project is aimed at establishing and implementing an MRV system in Guatemala to monitor the implementation of its NDC and to meet the requirements defined under the Article 13 of the Paris Agreement. The project aims to strengthen particularly in an institutional, legal and policy-related framework along with capacity building-related actions. The project's main strategic priorities are linked to three SESP exemption criteria, which fully capture all of the project's activities:

- Preparation and dissemination of reports, documents and communication materials
- Organization of an event, workshop, training
- Strengthening capacities of partners to participate in international negotiations and conferences

Award ID: 00119557	Total budget:	US\$ 50,000
Project/Output ID: 00116020	Allocated resources:	
PIMS ID: 6436	• GEF	US\$ 50,000
Management Arrangement: DIM		

AGREED BY

UNDP Resident Representative



25/3/2020

Date

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I. BRIEF DESCRIPTION OF THE INITIATION PLAN/GEF PPG

Guatemala has developed some initiatives in order to enhance its policy framework related to adaptation with the purpose of achieving a comprehensive approach to tackle Climate Change effects and meet national climate-related commitments. The alliance between the Ministry of Environment and Natural Resources (MARN) and UNPD Guatemala will undertake the strengthening the national transparency framework to implement the Paris Agreement. The project document will be submitted within 6 months of CEO approval of the PIF.

Objective & Final Outputs

The objective of the GEF PPG is to develop the project concept into a full project: *Strengthening Guatemala's transparency framework through capacity building to implement the Paris Agreement*. As described in the Project Identification Form (PIF) this project aims to *establish and to implement an MRV system in Guatemala to monitor the implementation of its NDC and to meet the requirements defined under the Article 13 of the Paris Agreement*. Its implementation will conclude with improved capacities in the public and academic sectors related to mitigation and adaptation to Climate Change, including adequate use of 2006 IPCC Guidelines, delineating methodologies for data collection and exchange, Quality Assurance AQ and Quality Control among others.

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)
- SESP 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 policies on: Project Cancellation; Fee Policy for GEF Partner Agencies; Project and Program Cycle; and Minimum Fiduciary Standards for GEF Partner Agency (in particular sections dealing with the required separation of oversight and execution support services). All GEF policies are available here.

The final outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc).
2. Mandatory annexes to the ProDoc listed in the Annotated UNDP-GEF Project Document Template.
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 UNDP-GEF review and clearance	15 July 2020	10 months of PIF approval for FSPs and 6 months for MSPs.
First GEF Submission Deadline for CEO Endorsement	15 September 2020	First submission must be within 12 months of PIF approval for FSPs and 8 months for MSPs. Failure to submit a ProDoc and CEO ER to the GEF Sec by this date will lead to the automatic cancellation of the project by the GEF Sec.
CEO Endorsement Deadline after which the project will be cancelled if not endorsed	15 January 2021	Endorsement must be within 18 months of PIF approval for FSPs and 12 months for MSPs. If the project has not been CEO endorsed by this date, then it will be automatically cancelled by the GEF Sec.

Management Arrangements

The UNDP Guatemala will lead the project development process and manage the GEF PPG budget in full consultation with the UNDP-GEF Technical Adviser. The GEF PPG Atlas 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 *Ministry of Environmental and Natural Resources (MARN)* will chair the Working Group. Working Group members will include: *UNDP Guatemala Country Office, Ministry of Agriculture, Livestock and Food Security, National Council on Protected Areas, The Planning and Programming Presidential Secretariat, Ministry of Finance*.

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

II. STAKEHOLDER ENGAGEMENT, PUBLIC DISCLOSURE AND OTHER REQUIREMENTS

To ensure strong country ownership, and in line with the stakeholder engagement requirements outlined in UNDP's Social and Environmental Standards (SES), the SES Guidance Note of Stakeholder Engagement, the GEF's Guidelines on the Implementation of the Policy on Stakeholder Engagement and the GEF Policy on Gender Equality, the development of the project to be undertaken during this GEF PPG phase will be done in full consultation and close engagement with government, CSO, the academic sector and relevant stakeholders – in particular those who will benefit from and be directly involved in the implementation of the project (government officers related to Climate change actions, and national commitments) 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-d below).

If the fully designed project has an overall Social and Environment Screening Procedure (SESP) categorization of moderate 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 risk projects and recommended for moderate risk projects.
2. The UNDP-GEF project document, SESP and related draft management plans, and other relevant information/documents, will be made available to the public on the UNDP Country Office website or open.undp.org. It is recommended to make these documents available for 30 days in advance of the LPAC meeting for moderate 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:

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

b. Gender Analysis

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

c. Social and Environmental Standards: Screening and Assessments

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

UNDP/GEF Project Document includes SESP as a mandatory annex, it will be included in the PPG team products.

d. Identification of project sites

Does not apply as the project will be developed at a national level and institutionally based.

e. Financial planning, co-financing and investment mobilized

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 development of the project's Stakeholder Engagement Plan and will facilitate prioritization of engagement activities with particular stakeholder groups and individuals. See the [UNDP SES Guidance Note on Stakeholder Engagement](#).

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

The design of the project will comply with the UNDP's Program and Operations Policy and Procedures (POPP), Financial Regulations, and 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 carried out in full consultation with the RTA, UNDP Country Office, Resident Representative (or their Deputy), the relevant government coordinating agency, and the GEF OFP.

UNDP should in general not have a role in project execution as project execution is the primary responsibility of the selected Implementing Partner (see UNDP-GEF Guidance Note for further information). Therefore, an assessment and the selection of the most appropriate Implementing Partner and/or third parties (Responsible Parties) with full capacity to execute the project must be carried out.

Project management arrangements need to be discussed and agreed early in the PPG phase. 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 Assessment
- Discuss the level of co-financing the Government and Implementing Partner are able to 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 consultations 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 to be needed, discuss with the UNDP Resident Representative whether the choice of Implementing Partner is the correct choice. If not, select another Implementing Partner, if possible. If that is not an option, explore alternative options for the provision of 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.
- 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 is to be charged to the GEF project budget, the UNDP support services must be approved by the GEF Secretariat before CEO endorsement.

h. Other required studies

Baseline studies include the following:

- Baseline of current multi-stakeholder climate change platforms and status of the institutional climate change capacities.
- Review of policy, legal and institutional climate change framework around the mitigation and adaptation components.

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 (following the annotated UNDP-GEF Project Document available [here](#)), and the GEF CEO Endorsement Request (available [here](#)) will be prepared. See additional guidance notes below.

The GEF PPG Team Leader will be responsible for the consolidation and finalization of 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 (the 'who');
- Key stakeholder objectives and interests (the 'why');
- Steps and actions to achieve meaningful consultation and inclusive participation, including information dissemination and any special measures required to ensure inclusive participation of marginalized disadvantaged groups/individuals the dissemination of information (the 'how');
- Breadth and depth of stakeholder engagement throughout the project cycle, and decisions that need to be made through stakeholder engagement (the 'what');
- Timeline for engagement activities and how they will be sequenced, including information disclosure (the 'when');
- Indicators of stakeholder engagement and monitoring plan;

- Roles and responsibilities for ensuring effective stakeholder engagement through implementation of the Plan; and
- Resource requirements and associated budget.

See the [UNDP SES 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 the work 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 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 and all risks identified in the SESP will be reflected in the risk table and risk section of the ProDoc.

This national-level project is aimed at establishing and implementing an MRV system in Guatemala to monitor the implementation of its NDC and to meet the requirements defined under the Article 13 of the Paris Agreement. The project aims to strengthen particularly in an institutional, legal and policy-related framework along with capacity building-related actions. The project’s main strategic priorities are linked to three SESP exemption criteria, which fully capture all of the project’s activities:

- Preparation and dissemination of reports, documents and communication materials
- Organization of an event, workshop, training
- Strengthening capacities of partners to participate in international negotiations and conferences

UNDP/GEF Project Document includes SESP as a mandatory annex, it will be included in the PPG team products.

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

d. GEF and LDCF/SCCF Core Indicators

The CEO endorsement-stage data for the relevant Core Indicators and sub-indicators will be prepared. The completed [Core Indicators worksheet](#)—with both the original PIF-stage data and the CEO endorsement-stage data—will be annexed to the ProDoc.

The Core Indicators will be used in the project’s Results Framework, at the Objective level, where appropriate. See the [GEF policy and guidance](#).

e. Completion of the required official endorsement letters

These letters include the official letters on co-financing guarantee(s) from participating government institutions, bilateral development partners, multilateral development partners, NGOs, 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 that was not included with 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 Team Procurement Plan and TORs for key Project Team staff

Upon a request from the UNDP Regional Technical Adviser during the PPG implementation, the PPG team may be required to prepare additional annexes.

g. Project Management Arrangements

Based on the stakeholder analysis and consultations undertaken in **Component A** above, agreement(s) on project management and governance arrangements—including roles, responsibilities and accountabilities of lead and partner Agencies—will be secured early in the project development phase and will be fully detailed in the ProDoc. Standard text from the governance and management arrangement from the GEF-7 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 if possible. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high.

IV. TOTAL BUDGET AND WORK PLAN FOR GEF PPG

Award ID:	00119557
Award Title:	IP Transparencia Acuerdo de Paris CIBIT
Business Unit:	GTM10
Project/Output ID:	00116020
Project Title:	Fortalecimiento Acuerdo Paris
Project PIMS ID:	6436
Project GEF ID:	10305
Implementing Partner:	UNDP

GEF Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount US\$	Budget Notes
<i>Project preparation grant to finalize the UNDP-GEF project document for project Strengthening Guatemala's transparency framework through capacity building to implement the Paris Agreement</i>	UNDP	62000	GEF TRUSTEE	71200	International Consultants	22,000	A
				71300	National Consultants	20,000	B
				71600	Travel	2,000	C
				72500	Supplies	1,000	D
				75700	Training Workshops and Confer.	5,000	E
PROJECT TOTAL						\$50,000	

Budget Note	Items	Total estimated person weeks	Budget (USD)	Budget Note
A	International Consultant	5	22,000	International Expert (International Project Planning and Monitoring Specialist for Project Development (Team Leader)) for developing CBIT Guatemala Project Document Package for GEF (USD 4,400 @ 5 weeks/25 working days-inclusive of travel and DSA). Please see Annex 2 for key responsibilities.
B	National Consultants	24	20,000	National consultants (National PPG Coordinator and National Stakeholder Engagement and Gender Specialist) in support of developing CBIT Guatemala Project Document (app. USD 415 @ 24 weeks/120 working days per person). Please see Annex 2 for key responsibilities.
C	Travel	-	2,000	Travel expenses (Air tickets + DSAs) for the stakeholder consultation

D	Supplies	-	1,000	Office materials/ stationary supplies for trainings, workshops.
E	Training, Workshops, and Conferences.	-	5,000	Inception, coordination meetings and validation workshop

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.											15,000
Component B: Formulation of ProDoc, etc.											27,000
Component C: Validation Workshop											5,000
Delivery of final outputs											3,000

VI. MANDATORY ANNEXES

Annex 1: GEF CEO PIF/PPG Approval Letter



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

Naoko Ishii
CEO and Chairperson

January 15, 2020

Mr. Pradeep Kurukulasuriya
GEF Executive Coordinator
United Nations Development Programme
One United Nations Plaza
New York, NY 10017

Dear Mr. Kurukulasuriya:

I am pleased to inform you that I have approved the PIF for the medium-sized project proposal detailed below. I have also approved your request for project preparation grant.

Decision Sought:	Medium-sized Project PIF and PPG Approval
GEFSEC ID:	10305
Agency(ies):	UNDP
Agency ID:	6436
Focal Area:	Climate Change
Project Type:	Medium-sized Project
Country:	Guatemala
Name of Project:	Strengthening Guatemala's Transparency Framework through Capacity Building to Implement the Paris Agreement
Indicative GEF Project Financing:	\$1,500,000
Indicative Agency Fee:	\$142,500
PPG:	\$50,000
PPG Fee:	\$4,750
Funding Source:	GEF Trust Fund

Indicative Agency Fee Commitment:		
Agency)	Trust Fund	100% to be committed at First Disbursement (US\$)
UNDP	GEF	\$142,500

1818 H Street, NW • Washington, DC 20433 • USA
Tel: +1 (202) 473 3202 - Fax: +1 (202) 522 3240
E-mail: gefceo@thegef.org
www.thegef.org

Mr. Pradeep Kurukulasuriya

- 2 -

January 15, 2020

This approval is based on the understanding that the project is in conformity with the GEF Trust Fund focal area strategies and with GEF policies and procedures. Please ensure that your final project document, having fully addressed all Secretariat comments, will be approved within 12 months of CEO approval of the PIF.

Sincerely,



Naoko Ishii
Chief Executive Officer and Chairperson

Copy to: Country Operational Focal Point(s), Trustee

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
<p>Consultant 1: International Project Development Specialist (GEF PPG Team Leader)</p> <p>Type: IC</p> <p>Cost per person week: US\$ 4,400.00</p> <p>Number of person weeks needed: 5 weeks (25 working days)</p>	<p>Role Under the supervision of the Environment and Energy Programme Officer of UNDP, the International Project Planning and Monitoring Specialist for Project Development Specialist will be the GEF PPG Team Leader and will be responsible to meet high quality standards and timely preparation of all reports and documentation generated during the PPG phase. This include the finalized UNDP Project Document (ProDoc) in English and Spanish including its mandatory annexes, the CEO Endorsement Request English version, with all mandatory and project specific Annexes and supporting documentation and the Validation Workshop report. S/he will be responsible for managing and leading all consultants and government officers (MARN) on the GEF PPG Team, encouraging team's work.</p> <p>Responsibilities and Deliverables</p> <ol style="list-style-type: none"> 1) <u>Management of the GEF PPG Team</u> <ol style="list-style-type: none"> 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) <u>Preparatory Technical Studies and Reviews (Component A):</u> With inputs from the national consultants, as detailed in their respective TORs: <ol style="list-style-type: none"> a. Review of national policy and legislative frameworks; b. Compile baseline/situational analysis for the Medium-size project (MSP). This will include a precise definition of baseline data and targets, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate; c. d. Ensure the team become familiar with the documents listed below. <ul style="list-style-type: none"> • GEF IEO website: including GEF Theory of Change included in the GEF IEO document "An Evaluative Approach to Assessing GEF's Additionality" • GEF STAP website: including "Achieving More Enduring Outcomes from GEF Investment" and "Theory of Change Primer" and "Climate Screening" • UNDP Programme and Operations Policies and Procedures: Formulate Programs and Projects • UNDP Website for latest programming guidance from UNDP • GEF Polices and Guidelines

	<ul style="list-style-type: none"> • GEF CEO endorsement template and guidance • UNDP Social and Environmental Safeguards: including supporting guidance notes. See SES Toolkit for detailed guidance. • UNDP Social and Environmental Accountability Mechanism, SECU and SRM and other documents listed in the Annotated Project Document template for projects financed by the various GEF Trust Funds. <p>e. Formulate the Development challenge and strategy (including threats, problems and barrier assessment 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;</p> <p>f. Review of relevant past and ongoing projects for lessons, including project evaluations;</p> <p>g. Any other analyses required to address all comments on the PIF received from GEF Secretariat, GEF Council members and STAP</p> <p>h. 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, public and academic sectors.</p> <p>i. 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;</p> <p>j. Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage (“pre-screening”) are fully implemented during the PPG, and update that screening in an iterative process throughout the PPG, and as appropriate;</p> <p>k. 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;</p> <p>l. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;</p> <p>m. Lead and oversee the identification of opportunities for private, public or academic sector engagement and co-financing (first two months of the PPG phase);</p> <p>n. Ensure the preparation the Partner Capacity Assessment Tool (PCAT) as well as the micro-capacity assessment for Harmonized Approach to Cash Transfers (HACT) and discussions on management arrangements early in the PPG process (first two months of the PPG phase);</p> <p>o. Conduct and oversee the consultations with partners regarding financial planning; and</p> <p>p. Describe how the project will use relevant national systems and specify the transition arrangements to sustain and/or scale-up project results.</p> <p>q. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs, including: Baseline evaluation of current multi-stakeholder climate change platforms and institutional climate change capacities; Review of policy, legal and institutional climate change framework around the mitigation and adaptation components.</p> <p>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:</p> <p>a. Develop, present and articulate the project’s theory of change;</p>
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	<ul style="list-style-type: none"> b. Develop the Results Framework in line with UNDP-GEF policy and budget; c. Develop the Multiyear Work Plan and Budget. Environmental Social Management Framework (ESMF), GEF Taxonomy. d. Develop a detailed Monitoring and Evaluation Plan and Budget including base line data, targets and explain how this data was collected and how it should be collected during project implementation. The Monitoring Plan should also outline how indicators and the corresponding targets were derived, such as what calculations or figures add up to a total value; e. Oversee and ensure the preparation of a comprehensive Stakeholder Engagement Plan according to the IP; f. Oversee and ensure the preparation of a Gender Action Plan and Budget; g. 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; h. 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; i. Secure all co-financing letters; j. Prepare the indicative procurement plan; Initial Project Team Procurement Plan and TORs for key Project Team staff according to Annex 6 Overview of Technical consultancies. k. Identify specific actions on south-south and triangular cooperation to present opportunities for replication in other countries, and to facilitate dissemination through global ongoing South-South and global platforms, such as Africa Solutions Platform, the UN South-South Galaxy knowledge sharing platform and PANORAMA¹ l. Secure and present agreements on project execution, management and governance arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support; m. Ensure the completion of the required official endorsement letters; n. 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.² o. Define the necessary governance and management arrangements with the responsible parties p. Provide to the Environment and Energy Programme Officer of UNDP, inputs to develop the UNDP Project Quality Assurance Report. <p>4) <u>Validation Workshop (Component C):</u></p> <ul style="list-style-type: none"> 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. <p>5) <u>Final Deliverables:</u></p> <ul style="list-style-type: none"> 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;
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¹<https://panorama.solutions/en>

² Please verify with the UNDP-GEF team that the correct templates are being used.

	<p>b. Completion of the GEF CEO Endorsement Request; c. Finalized SESP (and stand-alone management plans as required); d. All documentation from GEF PPG Package (including technical reports, meeting minutes, etc.); and e. Validation Workshop Report.</p> <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Master’s degree or higher in a relevant field, such as <i>project formulation and evaluation, Environmental science,</i> ▪ Minimum 8 years of demonstrable experience in the technical area of project design and appraisal <i>integrated management projects</i> 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 applying UNFCCC GHG inventory reporting guidelines; ▪ Familiarity with metrics and indicators for adaptation processes and MRV systems for mitigation measures ▪ Fluency in written and spoken English ▪ Experience working in National Communications, Biennial updates and UNFCCC processes or related initiatives highly desired.
<p>Consultant: National PPG Coordinator</p> <p>Type: NC</p> <p>Cost per person week: app. US\$ 415.00</p> <p>Number of person weeks needed: 24 weeks (120 working days)</p>	<p>Role</p> <p>The National PPG Coordinator will be responsible for the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors. The PM will support the management of the Project Preparation Grants (PPG), will be fully accountable to the project Steering Committees (SC) for satisfactory execution and will be responsible for meeting government obligations under the Project, under the National Implementation Modality. The PM shall perform a liaison role with government, UNDP, and all stakeholders involved with the project. The PM shall work under the supervision of the Environment and Energy Programme officer of UNDP and the government officials where applicable and shall report and engage them for the fulfilment of its duties.</p> <ol style="list-style-type: none"> 1) Assist UNDP Guatemala in overseeing the process of project preparation and the coordination of the PPG team. 2) Ensure detailed documentation and evidence of key workshops and consultation meetings; 3) Assist in the gathering/collection/review/analysis of all relevant information needed; 4) Assist in the coordination, preparation and conduct of meetings, workshops and consultations; 5) Work closely with PPG consultants and UNDP Guatemala in the preparation of the Project Documents and their Annexes. <p>Deliverables</p> <ol style="list-style-type: none"> 1. Support the project team to ensure effective implementation of initiation plan and achievement of results focusing on achievement of the following results; 2. Provide effective support to the planning, budgeting, and implementation of the initiation plan;

	<ol style="list-style-type: none"> 3. Support strategic partnerships and support to the implementation of resource mobilization; 4. <i>Building on the initial identification of stakeholders in the PIF</i> , list stakeholders and initiatives addressing the development challenge this project is also addressing and how their work is critical to the achievement of the results of this project, including other GEF/LCDF/SCCF financed projects and other relevant projects 5. Establishment and monitoring of updated internal databases relevant to the scope of project activities; 6. Updated progress of implementation on resource mobilization and timely reporting on mobilized resources; 7. Supports knowledge building and knowledge sharing focusing on achievement of the results; 8. Organization of trainings for the operations/ projects staff; 9. Synthesis of lessons learned and best practices in project support management; 10. Contributions to knowledge networks and communities of practice. <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Master’s degree or higher in a relevant field project management, environmental management, climate related. ▪ Minimum 5 years of demonstrable experience in the technical area of project design and appraisal integrated management projects and in preparing high quality project documents, particularly for UNDP and GEF projects; ▪ Minimum 5 years of demonstrable experience in the technical area of climate change at regulatory and policy level, finance, administration and accounting; ▪ Fluency in written and spoken English and Spanish; ▪ Computer skills (especially spreadsheet)
<p>Consultant: National Stakeholder Engagement and Gender Specialist</p> <p>Type: NC</p> <p>Cost per person week: app. US\$ 415.00</p> <p>Number of person weeks needed: 24 weeks (120 working days)</p>	<p>Role</p> <p>The National Stakeholder Engagement and Gender 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 government engagement.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1) <u>Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:</u> <ol style="list-style-type: none"> a. Review the SESP pre-screening of the PIF; complete the UNDP Social and Environmental Screening Procedure (SESP), and support the detailed assessment of all project risks including consultations with local stakeholders; b. Assess presence of Indigenous Peoples/ethnic minorities within project landscapes and their interests. If present, assess potential impacts of the project on rights and interests, lands, territories, resources, and traditional livelihoods and determine when Free Prior Informed consent (FPIC) applies in accordance with national contexts and preferences. Carry out consultations with communities at demonstration landscape to assess level of understanding and capacity to give consent and identify community preferences for FPIC process. Based on these assessments, and if relevant, integrate relevant matters as needed including FPIC into project design and into the comprehensive Stakeholder Engagement Plan; c. Identify appropriate measures to promote gender equality and women’s empowerment.

- d. Prepare the gender analysis and action plan and work closely with the GEF PPG Team Leader to ensure its findings are meaningfully integrated into the project's strategy, theory of change, monitoring plan and results framework;
- e. Advise on gender responsive stakeholder analysis and consultations and ensure that they are complete and comprehensive; and
- f. Building on the initial identification of stakeholders in the PIF, undertake the stakeholder's analysis and guarantee documentation of the associated meetings. Integrating this information in the Stakeholder Engagement Plan.
- g. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader.

2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):

- a. Complete the SESP, based on assessments undertaken during Component A and detailed development of project interventions, and identify management measures to mitigate risks to be incorporated into the ProDoc, using the UNDP Risk Register;
- b. Prepare the Gender Mainstreaming Plan, with appropriate budget and identification of appropriate project interventions to ensure gender mainstreaming including at project demonstration sites;
- c. Using the findings from the gender analysis, provide inputs to the project's results framework and theory of change; ensure gender considerations are integrated into the project's theory of change;
- d. Provide inputs for the development of the Stakeholder Engagement Plan to ensure it is Socially Inclusive and Gender Responsive;
- e. Prepare the Gender Action Plan and Budget;
- f. Support the agreements on project management arrangements and ensure that gender and safeguards are adequately incorporated into these arrangements.

3) Validation Workshop (Component C):

- a. Contribute to the validation workshop; and
- b. Support all necessary revisions that arise during the workshop, as appropriate.

4) Final Deliverables:

- a. Finalized Social and Environmental Screening (SESP)
- b. Gender Analysis and Gender Mainstreaming Plan
- c. Appropriate inputs to the comprehensive Stakeholder Engagement Plan including on gender-responsive consultation and consultations with academic, private and public sectors and any Indigenous Peoples or Ethnic Minorities present within the demonstration landscape;
- d. Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.

Qualifications

- Master's degree or higher in a relevant field, such as gender studies, gender and development, women and environment, or women and sustainable development;
- Minimum 7 years of demonstrable experience in the technical area of gender mainstreaming, community development, and social and environmental safeguards risk assessment and mitigation;
- 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;

	<ul style="list-style-type: none">▪ <i>Prior experience in the safeguard's assessments and processes of international organizations and donors, such as World Bank, UNDP, etc;</i>▪ <i>Demonstrated understanding of the links between sustainable development, social and gender issues;</i>▪ <i>Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations;</i>▪ <i>Demonstrated experience in carrying out consultations with Indigenous Peoples, FPIC, protection of cultural heritage, and/or community engagement is highly desired;</i>▪ <i>Experience with project development and results-based management methodologies is highly desired;</i>▪ <i>Excellent analytical, writing, advocacy, presentation, and communications skills are required; and</i>▪ <i>Fluency in written and spoken English and Spanish.</i>
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