

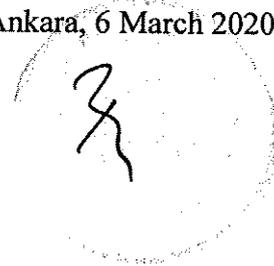


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The Ministry of Foreign Affairs of the Republic of Turkey presents its compliments to the Office of the Resident Representative of the United Nations Development Programme in Turkey and with reference to the Latter's Letter No:UNDP-TUR-201911-0007586, dated 19 November 2019, has the honour to enclose herewith four of the five signed copies of the project titled "Identification and Remediation of Contaminated Sites with POPs".

The Ministry of Foreign Affairs of the Republic of Turkey avails itself of this opportunity to renew to the Office of the Resident Representative of the United Nations Development Programme in Turkey the assurances of its high consideration.

Ankara, 6 March 2020



Encl: As stated

**The Office of the Resident Representative of the UNDP in Turkey
ANKARA**



List of Abbreviations

DGoEUFR	General Directorate of European Union and Foreign Relations
DGEM	General Directorate of Environment Management
EC	European Commission
ESOP	Sector Operational Programme: Environment and Climate Action
EU	European Union
EUD	Delegation of the European Union to Turkey
FAFA	Financial and Administrative Framework Agreement
GIS	Geographical Information System
IPA	Instrument for Pre-Accession Assistance
M&E	Monitoring and Evaluation
MAAP	Multi-Annual Action Programme for Turkey on Environment and Climate Action
MoEU	Ministry of Environment and Urbanization
NGO	Non-governmental organization
PCU	Project Coordination Unit
POPs	Persistent Organic Pollutants
PRAG	Practical Guide to Contract Procedures for EU External Actions
PSC	Project Steering Committee
SDG	Sustainable Development Goals
SBD	Strategy and Budget Department
STE	Short Term Expert
TAT	Technical Assistance Team
ToT	Trainer of Trainers
UN	United Nations
UNDP	United Nations Development Programme

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1. Description of the Action

1.1. Summary of the Action

Title of the action:	Identification and Remediation of Contaminated Sites with Persistent Organic Pollutants (POPs)
Contracting Authority:	Ministry of Environment and Urbanisation, General Directorate of European Union and Foreign Relations Address: Mustafa Kemal Mahallesi Eskişehir Devlet Yolu (Dumlupınar Bulvarı) 9. km. No: 278 Çankaya Ankara / Turkey Telephone: +90 312 474 03 50/51 Telex/Fax: +90 312 474 03 52/53
Organisation:	For the Contribution Agreement: United Nations Development Programme (UNDP) Turkey Country Office UNDP, Yıldız Kule, Yukarı Dikmen Mahallesi, Turan Güneş Bulvarı, No:106, 06550, Çankaya, Ankara/Turkey Telephone: +90 312 454 11 00 Telex/Fax: +90 312 496 14 63
End Recipient:	Ministry of Environment and Urbanisation, General Directorate of Environmental Management, Chemicals Management Department Address : Mustafa Kemal Mahallesi Eskişehir Devlet Yolu (Dumlupınar Bulvarı) 9. km. No: 278 Çankaya Ankara / Turkey Telephone : +90 312 474 03 37/38 Telex/Fax : +90 312 474 03 35
Location of the action:	Turkey
Total duration of the action:	36 months
Total budget for the action:	EUR 2,030,000
EU and TR financing requested:	EU financing request: EUR 1,700,000 TR financing request: EUR 300,000
UNDP Co-financing	EUR 30,000
Objectives of the action:	The overall objective is to improve environmental protection and the quality of life of citizens by protecting human health and environment from adverse effects of Persistent Organic Pollutants (POPs) and other hazardous substances especially in contaminated sites through enhancing the implementation capacity of EU POPs Regulation and Soil Contamination Strategy.
Target groups ² :	The following target groups can be considered under this action:

² "Target groups" are the groups/entities who will directly benefit from the action at the action purpose level.

	<ul style="list-style-type: none"> • The relevant staff of MoEU in central and provincial level from the following departments: <ul style="list-style-type: none"> ○ Department of Chemicals Management ○ Provincial directorates • Line ministries <ul style="list-style-type: none"> ○ Ministry of Agriculture and Forestry ○ Ministry of Industry and Technology ○ Ministry of Health • Industrial Associations and Environmental NGOs (i.e. İstanbul Minerals and Metals Exporters Association (IMMIB), Chemicals Industry Associations, TEMA, etc.) Universities and Research Centers (METU, Kocaeli University, TÜBİTAK MRC, etc.) • Industry especially potential target sectors that may have contaminated sites • Public especially farmers, residents in highly industrialized areas <p>In addition to target groups the following departments of MoEU will be the stakeholders:</p> <ul style="list-style-type: none"> • Department of Water and Soil Management • Directorate General of Geographic Information Systems <p>However, in addition to this, works component will have a specific targets groups as it will be implemented locally:</p> <ul style="list-style-type: none"> • Provincial directorate of Environment and Urbanization • Other provincial directorates of line ministries • Local municipality • Local people living around the selected pilot contaminated site
Final beneficiaries ³ :	The final beneficiaries of the project are local stakeholders, and vulnerable communities and citizens.
Estimated results:	<p>Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened</p> <p>Result 2. Contaminated sites with POPs have been identified and classified</p> <p>Result 3. Institutional experience for remediation of POPs contaminated sites have been increased</p>

1.2. Relevance of the action

Relevance to the objectives/sectors/themes/specific priorities of the Action:

The project will contribute one of the trivets of general objective of the ESOP that is environmental protection through increasing the capacity of the MoEU for protection of soils from POPs and other dangerous pollutants. The project is also fitting the respective output of the ESOP which is the

³ “Final beneficiaries” are those who will benefit from the action in the long term at the level of the society or sector at large.

“Legislative reform and capacity building advanced in the areas of climate action, air quality, civil protection, marine environment, horizontal legislation and nature protection” since it will contribute capacity building for implementation of POPs Regulation and Point Source Contaminated Sites Legislation. Multi-annual Action Programme for Environment and Climate Action 2014-2016 and National Action Plan for EU Accession Phase-II (June 2015-June 2019) clearly state that Chemicals sector is one of the major sectors for putting EU Acquis into practice in the country.

Turkey has signed the Stockholm Convention on Persistent Organic Pollutants in 2004 and ratified in 2009. In order to fulfill its obligations under the Convention Turkey prepared its National Implementation Plan (NIP) that includes the inventory of the country and the necessary action plans for implementation of the convention in the country. The inventory of POPs in the country and action plans in the NIP has been reviewed with the GEF support in 2013 since there has been addition of 9 new POPs in the annexes of the convention in between 2004-2011. As it is indicated in the NIP, one of the prior areas of the country on implementation of the Convention and the POPs Regulation is contaminated sites management since the country is in a fast-growing period and has intensive usage of such chemicals in various industrial sectors which may increase the uncontrolled contamination of soil with these chemicals.

Turkey has implemented the EU Project on Implementation of POPs Regulation in Turkey which is the implementing legislation of EU for the Stockholm Convention and at the moment preparing the POPs By-law for publication that is the output of the project. The prepared By-law was adopted in 2018. The EU Project supports Turkey to implement the fundamental legislation on POPs that is providing necessary framework measures and limits for POPs management however it does not consist specific provisions for implementation of the POPs Regulation such as management of POPs stockpiles, wastes, and contaminated sites.

Moreover, the objective of the project is thematically aligned with the Outcome 1.3 of UNDCS (2016-2020) as well as linked to UNDP Strategic Plan’s area of sustainable planet initiative.

Under these circumstances, Turkey will start implementing the obligations of the Stockholm Convention (SC) and related EU POPs Regulation (EC) No 850/2004, which is the implementing regulation of EU for SC, in the upcoming years very tremendously and will need technical assistance for effective implementation of it. For this purpose, an EU Project for implementation of POPs Regulation in Turkey was conducted in 2013-2015 to harmonize the SC and related EU Regulation in Turkish acquis with a By-law on POPs. However, this project and its output draft By-law is not covering POPs contaminated sites and therefore there is still a need for a complementary project as proposed to enhance the technical and institutional contaminated sites management background all actors including policy makers, local implementing authorities and site owners and strengthen the enforcement capability of the POPs and Contaminated Sites legislation in the country. In addition, there is still a need for a legislative gap assessment, in order to define the level of compliance of Turkey for implementation of Stockholm Convention and related EU legislation on contaminated sites management. The POPs Regulation is covering the life-cycle management of POPs such as banning or severely restricting production/use/import/export of POPs chemicals, environmentally sound management of POPs stockpiles, wastes and contaminated sites. Within the scope of the regulation management of contaminated sites with POPs is the major deficiency in terms of regulatory and enforcement point of view. Due to the lack of specific European legislation, that would ensure

contaminated sites investigation and remediation, other national, regional and local policy strategies have been designed for management of contaminated sites.

For this reason, Turkey has initiated its Soil Contamination Control and Point Source Contaminated Sites Legislation that is the sister legislation for fulfilling the contaminated sites obligations of EU POPs Regulation as well as Stockholm Convention with lack of experience and technical capacity. In order to fill the technical and practical deficiencies of central and local authorities in the country such capacity building project has been proposed for this Sector Operation Program.

As it is indicated in ESOP document, complementarity of IPA II assistance with other donors has an added value for the sustainability and catalytic effect of the Programme. The proposed project will have such potential for increasing an added value between different donors such as GEF since there is an ongoing GEF project entitled POPs Stockpiles Elimination and POPs Releases Reduction Project (GEF POPs Project) in which there is a small component for contaminated site management. Under GEF POPs project that is being implemented by UNDP with a budget of 10.815.000 USD and which will be finalized on November, 2020, there is a separate component for contaminated sites management which consists some preliminary activities such as preparation of contaminated site remediation technologies guideline, delivering training to local authorities, preparation of contaminated sites financial mechanism, software support to Contaminated sites registration system and public awareness activities as well as prerequisite activities to this IPA Project such as identification and site assessment for selected potentially contaminated sites with POPs since there is a pilot remediation activity for 2 selected areas with internationally prioritized contaminant i.e. POPs, mercury, lead, etc., in the proposed project. In order to remediate contaminated sites there is no need for application of Environmental Impact Assessment procedure since for this activity EIA is not necessary since remediation activities are not listed in either Annex 1 or annex 2 of EIA By-law; however, a site assessment study is mandatory for selection of suitable remediation technique for the selected pilot sites as requested in the contaminated sites legislation in Turkey. The site assessment activity will be basis for the selection of pilot sites within the IPA project. All the potential sites will be selected from pre-registered sites in the contaminated sites registration system used by the MoEU Soil and Water Department. The selected pilot sites will priorly be orphan or state-owned sites that are under control of Government of Turkey. The potential pilot sites will be determined by an established committee consisting of MoEU and Implementing Agency as well as EUD as observer. The committee will prepare a guideline to evaluate the sites and define the potential pilot sites. Under the GEF project at the moment, technical assistance part (which is Component 4.1 in the GEF Project) is going to be completed by the end of 2020. Currently most of the training, public awareness and dissemination activities were completed. According to work plan of GEF project, the site assessment and pilot application phases will be executed in 2019-2020. In this circumstance the projects will be complementary in terms of activity basis. The complementary activities and remarks with GEF POPs and proposed IPA project can be summarized in the following table.

In output level, GEF project will provide a technical background information for local authorities and central level staff with regard to current soil contamination regulation and its early implementation practices. This project is going to use this background level knowledge to build up their capacity with extensive trainings. In addition to this, GEF project brought the contaminated site registration system in a certain level to get registration of contaminated sites. This will foster the selection of priority sites

however there is still room to develop the registration system as well as the evaluation and clean-up system.

Table 1. Complementary activities of ongoing GEF and proposed EU Project

Activity	GEF POPs Project	Proposed IPA Contaminated Sites Project
Support for upgrading contaminated sites software	Upgrade of Contaminated Sites Identification and Registration System including data mining.	Upgrade of Contaminated Sites Evaluation System and Contaminated Sites Clean-Up System
Trainings and study visits	There are two trainings for local staff which is the first step for the implementation of legislation.	There are several trainings for central and local level staff and for private companies and sites owners. In addition, there are two study visits for increasing the effectiveness of the regulation under this project.
Preparation of guidelines	Existing guidelines and a general contaminated sites remediation technology guideline will be produced and distributed to local authorities as a first step.	Existing guidelines will be revised and updated according to changes in the global trends in remediation of contaminated sites. In addition, 2 extra guidelines will be prepared.
Public awareness materials	Existing brochures will be revised and produced.	Preparation of video and brochures for dissemination activities.
Identification and classification of POPs contaminated sites	A primitive identification of contaminated sites with POPs will be conducted.	Identification and classification of POPs contaminated sites in Turkey (pollutant-specific, according to the pollution load, sectoral and geographical data), In addition there will be a prioritization of contaminated sites for a future funding activity.
Remediation of pilot sites	Site assessment of 10 potential sites will be conducted and a limited contribution to one site will be provided.	There will be two pilot remediation activity in the sites selected from GEF POPs Project assessment study.
Establishment of help-desk	No activity on this subject.	An electronic help desk will be established.

Table 2. Timelines of ongoing GEF and proposed EU Projects for complementary activities

Activities	2017	2018	2019	2020	2021
Support for upgrading contaminated sites software	GEF	GEF	EU	EU	EU
Trainings and study visits	GEF	-	EU	EU	-
Preparation of guidelines	GEF	GEF	EU	EU	-

Public awareness materials	GEF		EU	EU	-
Identification and classification of POPs contaminated sites	-	GEF	GEF/EU	EU	-
Remediation of pilot sites	-	GEF	GEF/EU	EU	EU
Establishment of help-desk	-	-	-	EU	EU

In terms of project implementation periods, the interlinked activities of the projects have been properly adjusted. Each activity set indicated above will be implemented consequently. As it is indicated in the rationale of the Action 3 of ESOP lack of technical and personnel capacity in local level which covers diverse stakeholders at national and local levels and necessitates a multi-dimensional and multi-sectoral perspective is much more obvious and the project will serve directly as capacity building of such deficient actors. Project will specifically focus on the technical assistance for chemicals management and soil protection that is described in Action 3 and will have directly related outputs as indicated in the results of the Action 3 that is Enhanced chemicals management by implementing the relevant EU Regulations (REACH, POPs and PIC Regulations) and International Conventions (Stockholm and Rotterdam Conventions) and reduced and/or eliminated POPs and Mercury.

Finally, the content of the project is fitting with the detailed Activities concerning the Acquis-related Institution Building under chemicals section in implementation of POPs Regulation.

Number of sites that need or are undergoing detailed investigation

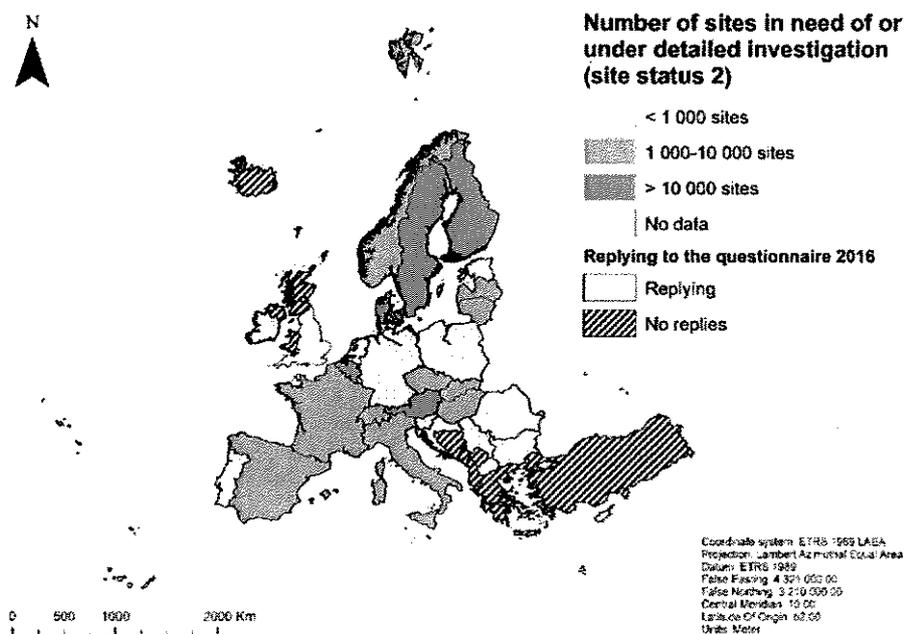


Figure 1. Number of sites that need or are undergoing detailed investigation⁴

By projection from EU data and comparing with Turkish overall site data it can be estimated that Turkey has potentially have to deal with more than 5000 potentially contaminated sites.

Financing contaminated sites is a burden for rapid implementation of legislation since, in average, remediation of a contaminated site cost around 124.000 EUR. However, when it comes to soil contamination with halogenated chemicals such as POPs or heavy metals like mercury the remediation cost can reach up to an average of 500.000 EUR³.

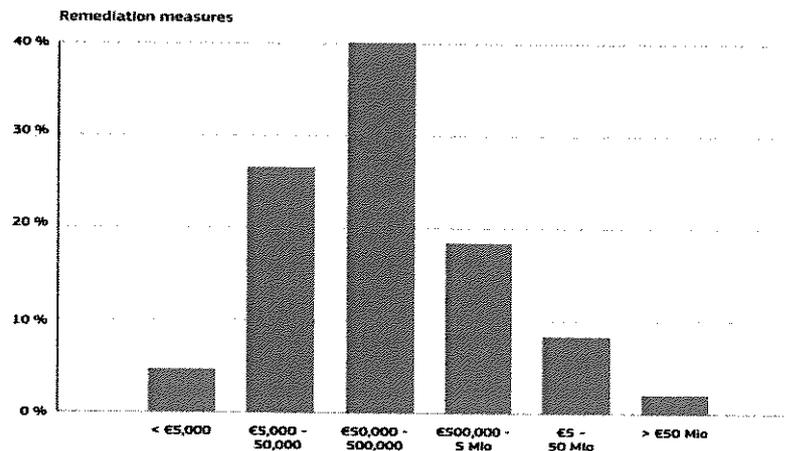


Figure 2. Average cost categories for site remediation measures in 2011⁵

Therefore, financing contaminated sites needs a public or private funding modalities as it is in most of the EU countries as shown below:

⁴ Ana Payá Pérez and Natalia Rodríguez Eugenio, Status of local soil contamination in Europe: Revision of the indicator "Progress in the management Contaminated Sites in Europe, EUR 29124 EN, Publications Office of the European Union, Luxembourg, 2018, ISBN 978-92-79-80072-6, doi:10.2760/093804, JRC107508

⁵ JRC. 2014. Progress in management of contaminated sites. Ispra, Italy, Joint Research Centre, European Commission. (also available at <http://publications.jrc.ec.europa.eu/repository/bitstream/JRC85913/lbna26376enn.pdf>).

Ratio private/public investments for contamination remediation

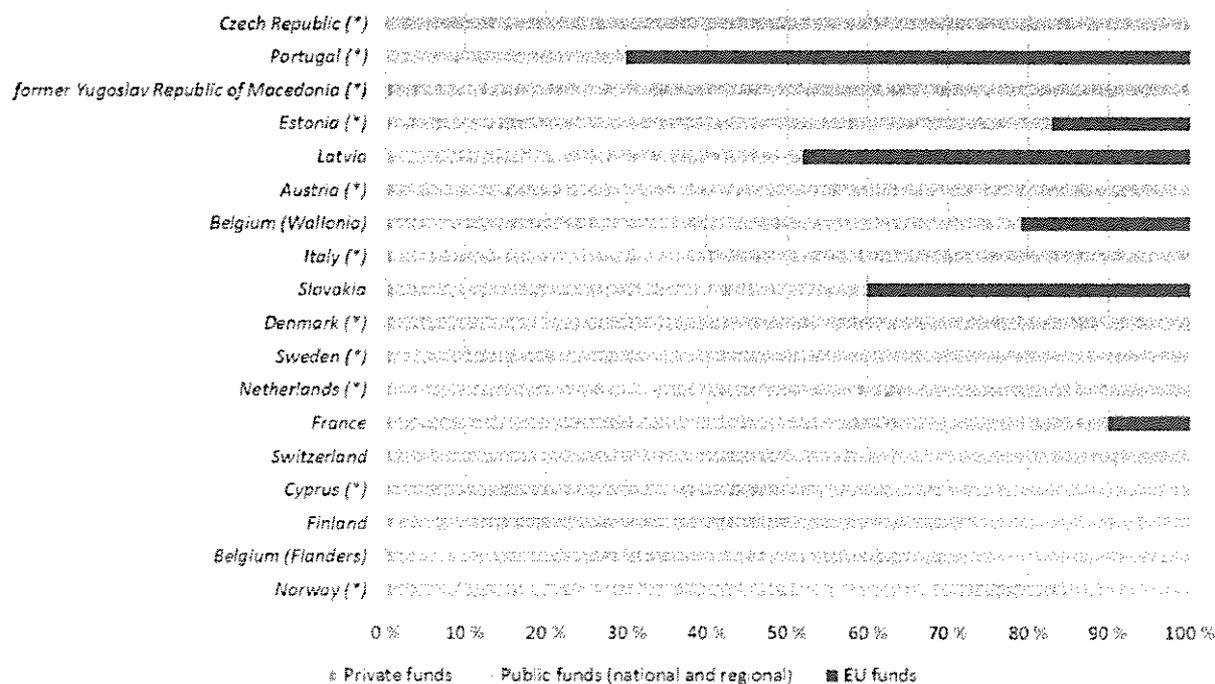


Figure 3. Private or public investments ratio in EU

Describe and define the target groups and final beneficiaries:

The project will provide technical assistance and capacity building with its TA and Works components to better implement the POPs By-law and By-law of Point Source Soil Contamination that are the baseline legislation for management of contaminated sites with POPs. The main responsible bodies in this regulation is the Chemicals Management Department and Soil and Water Management Department. These legislations are putting some roles and responsibilities to relevant line ministries and industry. For this reason, the project will also provide technical assistance to following Ministries and also other relevant groups:

- Ministry of Agriculture and Forestry
- Ministry of Industry and Technology
- Ministry of Health
- Industrial Associations and Environmental NGOs (i.e. İstanbul Minerals and Metals Exporters Association (IMMIB), Chemicals Industry Associations, TEMA, etc.)
- Universities and Research Centers (METU, Kocaeli University, TÜBİTAK MRC, etc.)
- Industry especially potential target sectors that may have contaminated sites
- Public especially farmers, residents in highly industrialized areas

In addition to target groups the following departments of MoEU will be the stakeholders:

- Department of Water and Soil Management
- Directorate General of Geographic Information Systems

However, in addition to this, works component will have a specific targets groups as it will be implemented locally:

- Provincial directorate of Environment and Urbanization
- Other provincial directorates of line ministries

- Local municipality
- Local people living around the selected pilot contaminated site

Particular added-value elements:

Gender Equality

Understanding the relationship between gender and sound chemicals management is important for the overall effectiveness of any project on chemicals and wastes. Women and men are impacted differently by chemicals and through different routes. They have different experiences of dealing with sources of exposure, and different priorities, responsibilities and needs relating to the reduction of toxic chemicals and wastes. In many developing countries, women and men also often have different levels of access to participation, decision-making, information, education or justice, and face different constraints in their efforts to improve their environment and living conditions. They can also play different roles in making decisions about pollution prevention, waste management, identification of sources of chemical exposure, and building a safer environment for communities.

Means of project implementation:

Gender mainstreaming will be one of the main cross-cutting themes of the Project. Strengthening of gender mainstreaming approach will be done through the following:

- Composition of the trainees: Trainees of the training programs will be composed by a gender sensitive approach.
- Gender sensitive service delivery planning: Gender sensitive service delivery planning will be introduced as a new dimension in the multi-year investment planning. By this, creation of the grounds and instruments for more egalitarian resource allocation on gender basis is expected.

UNDP will utilize the cooperation with UNDP Gender Equality Team and relevant UN Agencies, including UN Women, UNEP and United Nations International Children's Emergency Fund (UNICEF) for the implementation of the relevant capacity development, technical know-how and legislation review activities on this subject.

Sustainable Development Goals (SDGs)

On 25 September 2015, the Member States of the UN agreed on the 17 Sustainable Development Goals (SDGs) of the Post-2015 Development Agenda. The SDGs build on the Millennium Development Goals, the global agenda that was pursued from 2000 to 2015 and will guide global action on sustainable development until 2030. The themes of the project make direct contribution to several SDGs:

- SDG-3: *“Ensure healthy lives and promote wellbeing for all at all ages*
SDG 3.9: By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination.
- SDG-6: *“Clean water and sanitation”*
SDG 6.3: By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally.
- SDG-12: *“Ensure sustainable consumption and production patterns”* as the project will be targeting to decrease the adverse effects of hazardous chemicals into soil caused by industrial production.
SDG 12.4: By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment.

The project will also make indirect contribution to several SDGs such as SDG-5: Gender equality, SDG-9: Industry, innovation and infrastructure, SDG-17: Partnerships for goals.

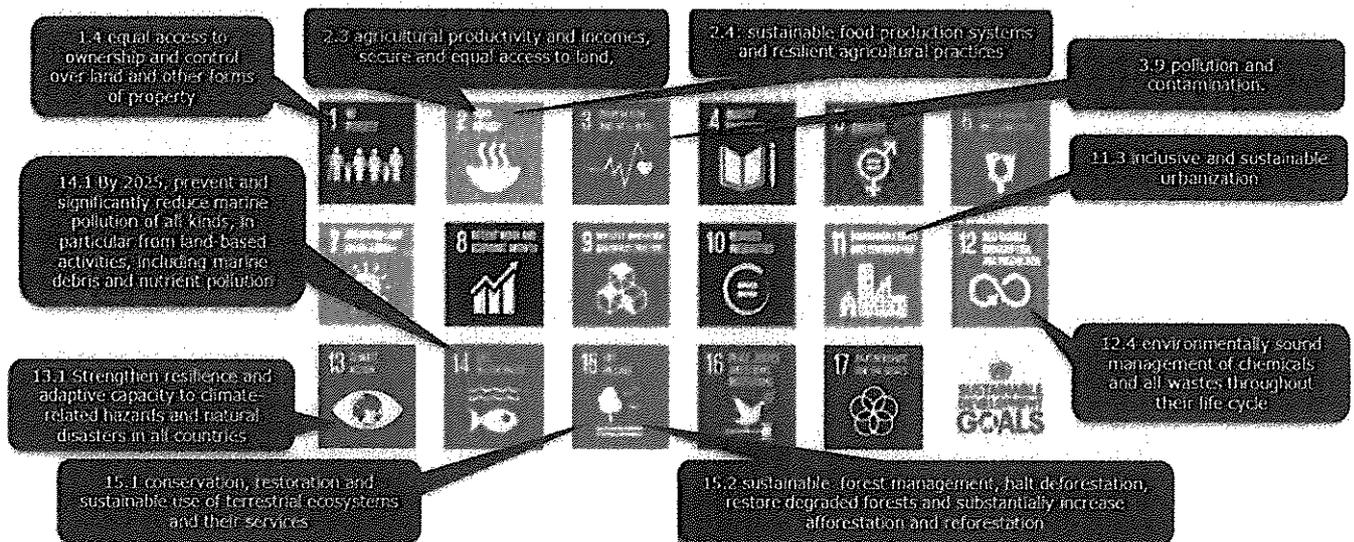


Figure 4. SDG and CSM relationship

Means of project implementation:

Within this framework, the Project will also promote localizing SDGs by central and local authorities and the public at large through the following interventions:

- Involvement of specific sessions on SDGs in the capacity development programs addressing the MoEU and other ministries and other associations, as well as social service units such as Women Center at the local level,
- Integrate the polices on effective chemicals management with reference to specific SDGs,
- Mainstream the SDGs in basic standards and principles of service delivery and performance management tools to be developed under the Project.

International agreements

UNDP’s support to countries on chemicals management is shaped by four important global agreements: Stockholm Convention on Persistent Organic Pollutants, Basel Convention on the control of transboundary movements of hazardous wastes and their disposal, Rotterdam Convention on the prior informed consent procedure for certain hazardous chemicals and Minamata Convention on Mercury.

Means of project implementation

The Project has already indicated its direct contribution to the Stockholm Convention on Persistent Organic Pollutants and the 2030 Agenda for Sustainable Development. The Project activities are directly in compliant with obligations of the conventions to reduce the adverse effects of POPs from human health and the environment through environmentally sound management of contaminated sites with POPs and other hazardous chemicals.

Leveraging

UNDP has a strong track record of leveraging financial resources throughout its projects on climate change and environment. This Project will build on existing efforts such as the private sector partnership programme of UNDP Turkey and the Istanbul International Center for Private Sector in Development. Both offices are already collaborating on establishing a “Connecting Business Initiative” Network in Turkey to promote

private sector partnership and financing. The Project will also seek actively other means to engage with the private sector, the IFIs and public institutions to raise financial resources for contaminated sites management.

Means of project implementation

Remediation of contaminated sites is a long standing and costly business for site owners. For this reason, effective financial mechanisms are crucial for countries to tackle with this issue. At this, UNDP's capability to leveraging financial resources can be used either during or after the project implementation.

Environment

The project will be very beneficial in order to provide strong institutional and technical capacity for the implementation of the POPs Regulation in Turkey specifically in the area of contaminated sites management. The Project itself will not have any adverse environmental impacts, other than those due to normal activities (e.g. transport). Nevertheless, as an example to others and as a matter of principle, the environmental impact of activities must be minimized as far as possible, e.g. by conserving paper. Additionally; efforts will be made to assure that establishment of contaminated sites management system and helpdesk in this project will be beneficial to the environment on the whole, taking into account the potential adverse impacts of the planned activities on other environmental fields.

1.3. Description

UNDP is responsible for efficient and effective implementation of the Project through the Contribution Agreement, signed between the MOEU Directorate General of European Union and Foreign Relations (DGEUFR) and UNDP and endorsed by Delegation of the European Union to Turkey (EUD).

Inception Phase:

The project will start with an inception phase aiming at establishment of a suitable working structure for the Action and fine-tuning the Project activities through an assessment of the current needs against the defined results of the Project. The Inception Phase will also be needed for the UNDP to orient itself to the Project and reflect its collective experience and best judgement to the specifics of the Project. During the Inception Phase, the UNDP will develop fine-tuned and more detailed activity and resource schedule (Work Plan). Thus, the time plans, and resources allocated to activity groups mentioned hereinafter are indicative and will be finalized during the Inception Phase. The inception Phase shall not exceed 12 weeks.

During the Inception Phase, the UNDP will determine the scope of the visibility actions in close collaboration with the Beneficiary and the EUD that are required for successful implementation of the Project. These will include designing, setting up and maintaining a bi-lingual (Turkish and English) Project website and designing project newsletters, business cards, banners, posters etc. for the Project. Moreover, a communication action plan will be prepared during this period.

During the Inception Phase the following preparatory activities will be realized;

- ***IPI. Establishment of Technical Assistance Team (TAT) and Office***

The TAT, composed of a project manager and support staff along with key experts, will be established during the inception phase.

There will be two offices, one in the MoEU and the other one in the UNDP, equipped according to working structure of the Project, will be established at the UNDP (mainly for administrative functions) and MOEU (mainly for technical functions) premises within one month after the commencement of the Project as agreed by the MoEU and the UNDP, in line with UNDP rules and regulations. The location and the size of the project offices were discussed with the Beneficiary and a consensus is reached.

Renting a project office and its pertaining costs are considered as part of the Action; project office costs are necessary and arising as a consequence of implementation of the Action. The office costs in Annex III includes proportional project office costs that corresponds to the activity directly attributable to the Action. UNDP does not possess enough office space for projects in its normal functioning. Hence, for each initiating project, an office space is rented from the premises where UNDP is currently occupied, and this rented office is emptied at the end of project duration. Moreover, the necessary equipment for the project office is also included in the project budget for the afore-mentioned reasons. The Project Office will be used by the project staff (please see details of the team composition under Technical Assistance Team) for the Action throughout the Project duration.

- ***IP2. Kick-off meeting (first Management Meeting)***

The action will be launched with a kick-off meeting to be organized within the first month of the commencement of the Project, which will be participated by the MoEU (both end recipient and CA), UNDP, and the EUD. At the kick-off meeting, the UNDP will present the project activities. Also, the additional members of the Steering Committee and monitoring and evaluation of project's activities will be discussed and agreed on with the MoEU and the EUD. The kick-off meeting will be held in either the UNDP or the MoEU premises.

- ***IP3. Launch Event***

Successful implementation and finalization of the Project call for a number of measures. Visibility of the Project carries utmost importance both for the Government of Turkey and the EU. Thus, a high-profile Launch Event will be organized in Ankara. The Launch Event will help inform the public and the stakeholders (approximately 150 participants) about the Project and its activities in general.

The organizational expenses including but not limited to food and beverages, venue rent, stationary as well as travel and accommodation costs of participants coming outside Ankara (approx. 100 people) - will be covered from the Project budget.

The inception phase will be finalized with a report composed of technical and administrative details including minutes of inception workshop, annual work plan and budget of the project, within 12 weeks upon the project signature. Approval of the inception report will be the end of inception phase and beginning of the implementation phase.

Implementation Phase: The project was designed using an analytical and participative process to ensure alignment with the EU acquis on chemicals and contaminated sites management and respond to the national dynamics.

Complementarities with other actions:

It should be clarified that the present Project feeds into a larger operation "Identification and Remediation of Contaminated Sites with Persistent Organic Pollutants (POPs)" that has two main modules:

Part A – Technical Assistance for strengthening technical and institutional capacity for management of POPs contaminated sites and identification and classification of contaminated sites with POPs: This component aims to improve the capacity of all relevant stakeholders at central and local level so that (i) there is a strengthened technical and institutional capacity for management of POPs contaminated sites, and (ii) POPs contaminated sites were properly identified and classified.

- **Part B** – Works for increasing the institutional experience for remediation of POPs contaminated sites: This component aims to build a "capacity" for implementation of remediation activities in Turkey in line with EU regulations and standards.

The Part A related to Technical Assistance is executed by UNDP through the signature of the Contribution Agreement between UNDP and the Ministry of Environment and Urbanization and is referred to as “Project” throughout the present Description of the Action. Accordingly, UNDP is responsible and accountable for implementation of the Part A only.

The Part B related to Works Component is executed through the Ministry of Environment and Urbanization.⁶ Accordingly, accountability and responsibility of the Part B, which involves tendering and contracting a works company, vests with the Ministry of Environment and Urbanization.

Within the scope of the “project”, in other words, Part A, UNDP will provide technical assistance with regards to preparation and monitoring works of Part B. Pertaining activities of this assistance are elaborated in the section below (under Activity 2).

The project has thus a “tools and solutions” approach and the context-specific/EU-aligned strategic entry points are the first step towards project sustainability. The combination of these strategic entry points will help achieve the priorities identified in the MAAP/ESOP such as enhancing chemicals management by implementing the relevant EU Regulations (REACH, POPs and PIC Regulations) and International Conventions (Stockholm and Rotterdam Conventions) and reduced and/or eliminated POPs and Mercury.

In this context, the present Description of the Action only explains the content of the Project governed by the Contribution Agreement as remaining under UNDP’s purview.

Part A. Technical Assistance for strengthening technical and institutional capacity for management of POPs contaminated sites and identification and classification of contaminated sites with POPs

Turkey has ratified Stockholm Convention in 2010 and published its secondary legislations on POPs in 2018 and on Contaminated Sites rather recently, in 2015; which means there is still room for improvement in the country for effective implementation of contaminated sites management targeted Convention and related EU regulation. For this reason, this component was designed to fill in the gap of the country in central and local level as well as private sector dealing with different parts of contaminated sites management i.e. site assessment, remediation and monitoring. In order to achieve the country to have necessary technical and institutions capacity for implementation of POPs regulation in the area of POPs contaminated sites management the project will focus on providing necessary capacity building activities to government staff and private sector, enhancing legislative instruments, experiencing EU practices in the field and establishing a help desk to provide an adequate information in a sustainable way.

Although the details of each activity under two components will be elaborated during the inception phase, contents of each activity are provided as indicative as below:

Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened

Activity 1.1: Trainings for staff that will be working on POPs/contaminated sites management from different target groups

Contaminated sites management for POPs requires inclusion of different compartments of government and private sector including central level staff of Ministry of Environment and Urbanization (MoEU) which is

⁶ Works component will be conducted by MoEU/DGoEUFR as per the elaborated information (including but not limited to) in pertaining OIS document.

responsible for policy making and development of contaminated sites registration and implementation systems, local level of MoEU which has direct role for implementation of the environmental legislation in the country including POPs legislation and contaminated sites legislation, private companies that were accredited by MoEU to properly implement the legislation on contaminated sites and finally site owners has their own responsibility to register for the contaminated sites registration and implementation system (CSIS). Based on their roles and responsibilities, each partner in the system needs capacity building trainings. These training activities will be held with the Training of Trainers modality in order to achieve the sustainability of the project. Experts from European Environment Agency (EEA) or Joint Research Center (JRC) will be invited for these trainings.

During the inception phase of the project, Training Needs Assessment will be conducted. The training curriculums will be prepared as a result of the Training Needs Assessment, by Technical Assistance Team, in consultation with the MoEU. To this end, the following training sessions will be carried out:

Activity 1.1.1. Central level staff training

MoEU and line ministries staff in Ankara shall be attending these trainings. Trainings shall aim to strengthen capacity of central level staff of Ministry on contaminated sites regulation and its implementation in Turkey. Each training will be delivered by a national and an international expert and each training shall have a training report at the end. Each training in Activity 1.1 will be held in a location that will be defined during the inception phase, out of Ankara.

Activity 1.1.1.1. Training on Determination of Soil Pollution Capacity for Assessment

30 participants from MoEU and line ministries staff at central level will attend the training on soil pollution assessment. The training, which will last for 3 days, shall provide Turkish legislation, international legislation including EU acquis and international best practices. It is expected that the attendees of the training will have an increased capacity for implementation of the Turkish legislation in terms of contaminated site assessment; thus, the training shall also include case studies. The training, that will be conducted in accordance with the technical guidance documents of the current legislation on contaminated sites and Persistent Organic Pollutants (POPs), will have two main components as follows:

- a. Sampling, tools and equipment training
- b. Risk assessment analysis and conceptually modeling training course

Activity 1.1.1.2. Training on Determination of the Cleaning Targets

30 participants from MoEU and line ministries staff at central level will attend the training on cleaning targets assessment. The training will include legislative training, as well as case studies. The training, which will last for 3 days, shall be conducted in accordance with the technical guidance documents of the current legislation on contaminated sites, will have two main components as follows:

- a. The identification of soil remediation training
- b. Remediation operations planning and assessment training

Activity 1.1.1.3. Training on Contaminated Sites Monitoring

As per the legislation, MoEU staff evaluates contaminated sites risk, based on the computer-based risk modelling conducted by accredited companies. This training will provide case studies on the risk modelling programme over computer.

The model will be taught to the attendees of this training with all its infrastructure, approach, the operation principles. At the end of training, MoEU staff knows how the system operates and used and will be able to review and analyze the model results well enough to be able to assess soil contamination risks. 30 participants from MoEU staff at central level will attend the training that will last for 3 days.

Activity 1.1.2 Provincial level staff training

MoEU staff in provincial directorates and staff of MoEU Chemicals and Soil Departments shall attend these trainings. Trainings shall aim to strengthen capacity of provincial level staff of Ministry on contaminated sites regulation and its implementation in Turkey. Training Needs Assessment for central level staff and provincial level staff will be done separately to identify the different needs of two different target groups. For instance, technical experts in provincial directorates are engaged with site work more than the central staff at MoEU. It is expected that the Training Needs Assessment which will be done in Inception Phase will be used to tailor more fruitful training programme for each target group.

Each training will be delivered by a national and an international expert and each training shall have a training report at the end. Each training in Activity 1.1.2 will be held in a location that will be defined during the inception phase, out of Ankara.

Activity 1.1.2.1. Detection and Assessment of Pollution Load to the Soil

180 participants from provincial level and staff of MoEU Chemicals and Soil Departments staff will attend the training detection and assessment of pollution load to the soil. The training will last for 3 days. It will provide information on how to evaluate contaminated sites at first in provincial level. There will be specific case studies tailored for the target group to increase skills at hands-on-experience.

Activity 1.1.2.2. Contaminated Sites Information System Training

180 participants from provincial level staff and staff of MoEU Chemicals and Soil Departments will attend the 3-days training on CSIS system, its infrastructure, approach and implementation. The training aims to strengthen the capacity of provincial staff to use CSIS efficiently. There will be case studies to increase CSIS use skills.

Activity 1.1.2.3. Legislation Training

180 participants from provincial level staff and staff of MoEU Chemicals and Soil Departments will attend the 3-days training on legislation. It is essential for provincial staff to understand Turkish legislation on contaminated sites and POPs; while also having a perspective of international legislation, as well. Since the provincial staff are generally the first contact points with the contaminated site, the contaminated site owner, the accredited company which is working on the site for the assessment; it is very important that provincial staff is knowledgeable on the contaminated sites legislation, POPs legislation, and their technical guidance documents.

Activity 1.1.3. Training for Companies Certified by MoEU with Proficiency on Contaminated Site Remediation

There are companies accredited by MoEU on contaminated sites remediation. It is important to strengthen their capacity in terms of information with regards to legislation; so that they can better perform. It is aimed that number of queries of Companies to MoEU will decrease as a result of increased capacity on legislation. Moreover, it is a good opportunity to learn their experiences in the field, trying to implement

the legislation. Thus, a part of the training will be conducted in an interactive manner. Training will last for 2 days in Ankara. It is expected that around 70 participants will attend the meeting.

Activity 1.1.4. Sectoral Trainings for Potential POPs Contaminated Site Owners Selected from Contaminated Sites Registration System

TAT will conduct an analysis prior to realizing this training. Sectors with a potential of POPs use, contaminated sites problem will be identified through their NACE codes and the invitee list of the training will be shaped as a result of this study. It is aimed that 5 priority sectors will be identified through this analysis. However, the invitees of this training will not be limited to these sectors, only.

The training, which will last for 2 days, will be held in Ankara, with 70 participants.

Activity 1.2. Legal Gap Assessment (LGA)/Guidance Documents/Publications Preparation and Update

Within the project, legislative instruments will be aligned for effective implementation of the POPs regulation in the country. This alignment contains a legislative gap analysis of By-law on POPs and Contaminated Sites Legislation, updating of currently available technical guidelines related to Contaminated Sites Assessment, Remediation, Monitoring and Risk Assessment and technical forms available in the annex of legislation, development of a new guidance specifically targeting POPs contaminated sites and dissemination of legislation through public awareness tools. To cover this, the following activities will be carried out:

Activity 1.2.1. Conducting LGA for Determination of Deficiencies of the Existing By-Laws on POPs and Contaminated Sites Management.

Existing legislation on contaminated sites assessment and POPs; their guidance documents constitute a large piece of regulative instrument. However, until so far, there have not been a cross check between these two legislation pieces on contaminated sites and POPs. This activity aims at conducting a detailed legal gap analysis between these legislations.

Activity 1.2.1.1. Assessment of Legal Instruments and Preparing Legal Gap Analysis

Activity 1.2.1.1. will entail the comparison of these two legislations, identify their gaps and incompliances.

The study will be conducted by TAT, along with a consultative meeting with the participation of 20 to 30 attendees for one day, in Ankara. The attendees will include MoEU staff, university and accredited companies on contaminated sites remediation, which have experience on implementation of relevant legislation(s).

Activity 1.2.1.2. Recommendation Draft Legislation on Contaminated Sites Legislation and POPs By-Law

This activity, in alignment with Activity 1.2.1.1. will identify a set of recommendations to be prepared as a result of the gaps in both legislations. The recommendations for improvement in both legislations will be prepared by TAT and the draft legislation(s) and the set of recommendations will be submitted to relevant departments of MoEU.

Activity 1.2.2. Preparation of Dissemination Materials

Preparation of a public video on general information on POPs contaminated sites (3-6 minutes) and brochures (brochures will be prepared for the prioritized sectors) on POPs contaminated sites, registration and remediation information for contaminated sites, information on post-monitoring activities will be prepared.

Activity 1.2.3. Current Guidelines Elaborating of Documents

Under this activity current guidelines/forms will be revised and updated and a new guideline for POPs contaminated sites will be generated.

Activity 1.2.3.1. Elaborating on Soil Pollution of the Technical Guide

Technical guidelines on “Contaminated Sites Assessment, Remediation, Monitoring and Risk Assessment” will be reviewed and analyzed by TAT. The findings in Activity 1.2.1.2 will be taken into consideration. The TAT will also conduct a consultative meeting on the current guidance document, in order to submit a recommendation, set and a revised version of the technical guidance document.

The consultative meeting will have 20 to 30 attendees for one day in Ankara. The attendees will include MoEU staff, university and accredited companies on contaminated sites remediation, which have experience on implementation of relevant legislation(s).

Activity 1.2.3.2. Updating of the Report Forms Provided in the Annexes (3, 5, 6 and 7) to Soil Contamination By-law

Annexes of Soil Contamination Legislation will be reviewed and analyzed by TAT. The findings in Activity 1.2.1.2 will be taken into consideration. The TAT will also conduct a consultative meeting on the current guidance document, in order to submit a recommendation, set and a revised version of the technical guidance document.

The consultative meeting will have 20 to 30 attendees for one day in Ankara. The attendees will include MoEU staff, university and accredited companies on contaminated sites remediation, which have experience on implementation of relevant legislation(s).

Activity 1.2.3.3. Analysis of Relevant International Guidance Documents that are Specific to POPs Contaminated Sites and Preparation of a Technical Guidance Document on POPs

TAT will analyze relevant international guidance documents on POPs contaminated sites and in consultation with academia, private sector and MoEU, it is aimed that the international best practice in this field will be adapted to Turkey’s conditions and legislation to generate a Technical Guidance Document on POPs contaminated sites.

The consultative meeting will have 20 to 30 attendees for one day in Ankara. The attendees will include MoEU staff, university and accredited companies on contaminated sites remediation, which have experience on implementation of relevant legislation(s).

Activity 1.3. Study visits

Training and legislative enhancement will be strengthened via two study visits aiming to observe one-member state and one coordination agency within EU. This study visit will be 5 days (excluding the days

for travel) and will be conducted with the participation of indicatively 15 staff of (MoEU central level, technical staff, Department Head(s), Head of Division(s)) from Chemicals Management and Water and Soil Management Department and Environment Reference Lab and provincial level staff of the provinces with the highest number of contaminated sites.

It is expected that the staff attending study visits will increase their knowledge and experience on POPs and contaminated sites management. 2 experts from TAT of UNDP will also participate to the study visit.

The Member state will be selected according to its experience on POPs contaminated sites (such as Germany, UK or Czechia). Before planning study visits, Chief Technical Advisor (CTA) will conduct a study on international best practices in terms of contaminated sites remediation and POPs contaminated sites. The CTA will also develop a methodology to identify the most convenient country for the study visit to be conducted.

CTA will also analyze / review Soil Unit of European Environment Agency or Joint Research Center in ISPRA and provide a decision on which institution to visit.

The list of study visit participants shall be notified to EUD before MoEU approval and the EUD is to clear the list of attendees within 2 weeks after submission. MoEU approval shall only be sought after “no objection” is received from EUD.

Activity 1.3.1. Visiting an EU country with Contaminated Sites with Different Pollutants and Soil Remediation Techniques

It is expected that 15 MoEU staff will attend the study visit for 5 days to increase experience sharing, learning about the best practices, visiting companies that are conducting remediation of contaminated sites and if possible, to visit a site where a remediation is being made.

Activity 1.3.2. A Study Visit to Soil Unit of European Environment Agency or Joint Research Center in ISPRA (Institute for Environment and Sustainability).

It is expected that 15 MoEU staff will attend the study visit in Soil Unit of European Environment Agency or Joint Research Center in ISPRA (to be determined during the inception phase) for 5 days to increase experience sharing, conduct meetings with different departments. It is aimed that as a result of collaboration with EU institutions in this field, Turkey status in Europe with regards to contaminated sites will be better understood. This study visit also aims at increasing opportunities for data sharing of Turkey with these EU institutions, with an intention to be visible in technical publications of these institutions.

Activity 1.4. Establishment of Helpdesk Navigator Software Programme

MoEU receives a lot of queries about contaminated sites management and several specific contaminants. This both increases the workload and presents a possibility that some queries may remain unresponded for a period.

Helpdesk Navigator Programme will be established in order to respond to queries of site owners, remediation companies, provincial directorates of Ministry of Environment and Urbanization, universities, NGOs, public participants, etc. The Programme will enable the relevant stakeholders to ask their questions on contaminated sites directly to the software instead of trying to reach directly to the MoEU staff. The Programme is planned to categorize contaminated site related queries (including CSIS entries, remediation techniques, enforcement of regulation, etc.) and ensure effective tracking of the query response system within the Ministry.

This helpdesk will provide people with the responses of Frequently Asked Questions, if relevant and will direct the query owner to the right focal point. It is also aimed that this system tracks the condition of response.

It is expected that Programme will increase the effective registration and remediation as well as to decrease the workload on the responsible unit. The sustainability of this helpdesk will be secured by DGs for Environmental Management and Geographical Information System of MoEU. The objective of this activity is to provide assistance to establish a Helpdesk at the MoEU to facilitate guidance of the contaminated site owners. To this end, the following activities will be carried out:

Activity 1.4.1. Organization of a one-day Workshop

A one-day workshop will be organized to develop the Framework of Helpdesk Navigator Programme jointly with MoEU General Directorate of Environmental Management (GDEM) experts and MoEU Information Technologies (IT) Department staff.

The workshop will have 20 to 30 attendees for one day in Ankara. The attendees will include MoEU staff. It is aimed that relevant software, hardware and requirements for helpdesk will be identified as a result of this workshop.

Activity 1.4.2. Establishment of a Helpdesk Navigator Program

Assigned staff of TAT (Key Expert 2 and Software Developer) will work with relevant MoEU staff to develop the mentioned helpdesk as per the identified needs in Activity 4.1.

Activity 1.4.3. Putting the Internet Website of the Helpdesk into Operation

The developed HelpDesk programme in Activity 4.3. will be integrated into MoEU web site.

Result 2. Contaminated sites with POPs have been identified and classified.

Activity 2.1. Update of CSIS Software

This activity is aimed to provide targeted technical assistance to MoEU central and local level authorities in various detailed aspects of implementing the three basic component steps and associated information systems that form the basis for a national contaminated sites management program as envisioned in the regulatory framework currently being activated.

The main parts of this software cover the following modules: “registration”, “identification”, “evaluation”, and “clean up and remediation action”, “monitoring”, “lab/analysis”. However, currently only one module (registration) exists and the software needs improvement of five more modules. Assistance provided by the Project as described below will focus on updating the software for obtaining data related to POPs contaminated sites from contaminated sites registration system. This software development will allow MoEU staff to collect and easy monitoring of remediation of POPs contaminated sites as well as retrieving data for using in reporting obligation of Turkey for SC and European Environment Agency. The sustainability of this software will be secured by Directorate General for Geographical Information System of MoEU.

International and national consultant(s) in TAT will work together in order to improve the programme through strengthening of available modules and adding modules as per the needs identified in consultation with MoEU.

Activity 2.1.1. Analysis of Current Registration System and Inventory System and underlying Infrastructure and Utilization

TAT will conduct an analysis with regards to the necessities as per the current legislative requirements and identify the current modules; the needs for strengthening in these modules and the modules that needs to be added into the software. This activity will ensure that a list of requirements for improvement of the system is prepared; a detailed road map and a workplan is drafted in order to complete CSIS programme.

Activity 2.1.2. Update of CSIS Software

International and national experts(s) on IT and software development in TAT will work together to update the CSIS Software as per the identified requirements and in alignment with the detailed workplan in Activity 2.1.1. This software will be fully updated in MoEU IT Infrastructure. In order to decrease bugs and to serve for the needs of different relevant MoEU departments, will be consulted continuously by TAT.

Activity 2.1.3. Organization of a Training about the Fully Developed CSIS Software

The fully developed/updated CSIS software will be explained to the direct users of the software in Ankara. There will be 100 participants, mainly from the provincial level of MoEU staff; as well as central level staff of MoEU. It is expected that software programme with all of its modules will provided as a training so that the direct users of the software will have decreased difficulties in using the software and this way the number of queries with regards to the software programme will be decreased, as well. The training will provide the trainees the opportunity to use the programme over case studies.

Activity 2.2. Identification and Classification of POPs Contaminated Sites in Turkey

Contaminated sites management is rather an expensive field in environmental management. It brings an economic burden, both for the need of specialized human resources and the most updated technology in this field. Hence; there is a need for a systematized methodology to prioritize certain contaminated sites out of several contaminated sites, to allocate the financial resources in a most efficient, effective and rational way.

This activity will serve for the need to prioritize the contaminated sites for a step-by-step approach to deal with all sites in a sustainable manner. Currently, there is a disaggregated big data in the field of contaminated sites. The data shall be processed in accordance with the developed methodology within the scope of this activity; and as a result, a rational approach shall be obtained for decision makers to manage contaminated sites sustainably.

To have a clear picture in the pollution map of the country, collected data in the Contaminated Sites Information System (CSIS) will be assessed and necessary data will be filtered according to following classifications below:

- i. Pollutant type-specific
- ii. Pollution load-specific
- iii. Sector-specific
- iv. Geography-specific

As a result of this study, a map of contaminated sites will be prepared. Definite and potential areas for the presence of contaminated sites, as per different filters, will be identified. This activity will enable a baseline for systematized inventory, monitoring plan, rational decision-making tool for contaminated sites management in Turkey.

This activity will cover the following sub-activities:

Activity 2.2.1. Organization of a One-Day Workshop to Define the Scope of Contaminants and Sectors

In order to produce a methodology for contaminated sites management, it is important to define the scope with different contaminants and sectors. It is essential that this workshop is held with the presence of MoEU staff and academia. It is aimed that 5 priority sectors and priority contaminants will be identified in an interactive workshop, with 30 to 40 participants in Ankara.

Activity 2.2.2. Integration of this data into CSIS

It is expected that TAT will ensure the integration of the outputs of Activity 2.2.1 into CSIS system, so that the updated system also allows for the identified methodology to be implemented over CSIS system, i.e. filtering all data as per the prioritization criteria such as sectors, contaminants, etc. Activity 2.2.2. will provide input for Activity 2.1. in this regard.

Activity 2.2.3. Preparation of a List of Classified Contaminated Sites in Turkey

While within Activity 2.2. will provide a methodology to classify contaminated sites. This list shall also be supported with a financial approach and try to estimate the needed financial resources to remediate the prioritized contaminated sites in Turkey.

TAT will verify the list of classified areas listed by CSIS system in accordance with the contaminated sites status in real conditions.

Activity 2.2.4. Organization of a one-day dissemination seminar

The studies conducted within the scope of Activity 2.2. will be disseminated through a seminar in Ankara, with the participation of 50 attendees from MoEU staff, university, representatives of prioritized sectors/accredited companies in the field of contaminated sites.

Activity 2.3. Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation

Activity 2.2.3 provides a list of POPs/Persistent Toxic Substances contaminated sites in different classifications, such as per priority sectors, as per pollutants, etc. Within the scope of this activity, a prioritization will be made among several POPs contaminated sites, through a committee (to be established by MoEU staff and UNDP-TAT) that will discuss different parameters for prioritization of contaminated sites i.e. size, pollution density, closeness to water resources and biota (The committee will use Multi-Criteria-Decision-Making tools in order to obtain more scientific and reliable results.)

POPs Contaminated Site Prioritization Toolkit that has been created as part of the World Bank Regional Capacity Building Program for Health Risk Management of Persistent Organic Pollutants (POPs) in South East Asia Project will also be benefited from while the method for prioritization will be prepared and the POPs contaminated sites are prioritized (<http://www.popstoolkit.com/prioritization/prioritizationtool.aspx>).

Activity 2.3.1. Organization of a One-Day Workshop to Define the Parameters for Prioritization of Contaminated Sites

For a consultative and participatory approach, a one-day workshop will be held in Ankara with 30 to 40 attendees. MoEU staff, university, private sector (prioritized sector) and accredited companies shall be

invited to this meeting. It is expected the parameters for prioritization will be identified as a result of this workshop.

Activity 2.3.2. Prioritization of POPs POPs/Persistent Toxic Substances Contaminated Sites

TAT will work as per the identified parameters and develop a methodology in prioritization of POPs contaminated sites. Then, a committee will be established by MoEU staff and UNDP-TAT to prepare a list of prioritized POPs/Persistent Toxic Substances contaminated sites. This list shall also be supported with a financial approach and try to estimate the needed financial resources to remediate the prioritized contaminated sites in Turkey, within a one-year period scenario and an estimate workplan.

Activity 2.4. Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3

Activity 2.3. will identify a methodology and a list of POPs/Persistent Toxic Substances that is prepared in accordance with this methodology. TAT will define two pilot sites within this list as per the financial resources needed (as per the estimated financial resource need in Activity 2.3). Two pilot sites will be selected from the list of prioritized contaminated sites, by an Evaluation Committee, which is formed by MoEU staff and UNDP-TAT. These two pilot sites will also be notified to MoEU/DGoEUFR for the ease of preparation for Part B of the overall operation.

Activity 2.5. Preparation of Operational Plan for 2 pilot sites

TAT will prepare a detailed operational plan for remediation and describe in detail how the work of remediation will be applied by the selected Contractor as a result of the Part B of the overall operation. TAT will undertake conceptual site survey/mapping, theoretical quantity estimation, calculations and a detailed budget estimation for remediation of the contaminated site.

Activity 2.6. Preparation of a Supervision and Monitoring Plan for 2 pilot sites

TAT will prepare a detailed supervision and monitoring plan, which will provide Technical Assistance for the works component, how this supervision and monitoring will be done. Duration, the team for supervision, and the framework during the supervision will be explained in the Supervision and Monitoring Plan Document.

Activity 2.6.1. Operational on-site Technical Supervision including Reporting of the Work for 2 pilot sites

TAT will prepare an operational plan and identifies supervision and monitoring needs within the scope of this operational plan. The outputs of this activity will be provided as an input for the preparation of the Technical Specifications Document. At the same time, the operational plan and pertaining supervision and monitoring needs that are prepared within the scope of this activity will serve for Activity 2.8, which is towards hands-on-implementing the supervision and monitoring plan.

Activity 2.6.2. Recommendations respecting Post Remediation Plan for 2 pilot sites

TAT will also prepare the Post Remediation Plan, which explains what needs to be done after the works component is realized. This will both form an exit strategy for the Contractor to be selected in Part B of the operation. Both MoEU and site owner shall be following the steps and recommendations identified in the Post Remediation Plan.

The outputs of Activity 2.5 and Activity 2.6 will be provided as an input for the preparation of the Technical Specifications Document.

Activity 2.7. Preparation of Technical Specification for 2 Pilot Sites for Pilot Application

TAT will prepare a Technical Specification Document to be submitted for MoEU IPA Unit which will engage information in operational plan, supervision and monitoring plan and post remediation plan to identify technical criteria including Tender Documents⁷ with Terms of Reference, budget estimation, Contract Notice (CN) and other relevant technical documents that will be submitted to MoEU/DGoEUFR for tendering the works for 2 pilot areas in Part B of this operation. UNDP will ensure that prepared documents are shared with MoEU/DGoEUFR in due time as per the Project workplan, provide relevant revisions until it is approved by EUD and keep MoEU/DGoEUFR in consultation regularly. Tender Document will also include,

- Properties of sites (location, dimensions, etc.)
- Possible remediation options and their time frames
- Operation plan details, and any alternatives
- Budget estimation

Activity 2.8. Implementation of Supervision Support and Monitoring Plan for 2 Pilot Sites

UNDP will provide supervision support of the to-be-selected Contractor and monitor Part B of this operation, as per the operational plan, workplan of Project and monitoring plan, in consultation with MoEU including MoEU/DGoEUFR. UNDP will not be responsible for the execution or supervision of the works contract.

Closure Event:

Contribution Agreement will have a high-profile Closure Event to be organized in Ankara. The closure event will help inform the public and the stakeholders (approximately 150 participants) about the Action results and achievements in general. The organizational expenses including but not limited to food and beverages, venue rent, stationary as well as travel and accommodation costs of participants coming outside Ankara (approx. 100 people) - will be covered from the Project budget.

1.4. Methodology

Methods

In implementation of the Project activities, the TAT will bring together its ability to improve human capacity, augment implementation efforts at local and national level, and impact evaluation frame as well as to advocate, advice, promote dialogue, achieve consensus and build data-driven and accountable networks in line with international norms and standards. Promotion of change in the field of POPs contaminated sites management through better governance, strategic planning at system level and result oriented interventions both through upstream actions targeting institutional and policy level interventions and downstream actions for strengthened government and private sector actors will be key in Project interventions. This will be enabled by efforts to foster data driven 'decision making tools' and 'capacity' for expertise, dialogue, coordination and collaborative action, especially in design and implementation of activities concerning legislative and policy development.

For all activities:

⁷ PRAG/FIDIC procedures would apply in Tender Documents of Part B of overall programme under the responsibility of the MoEU and accordingly only binding for the MoEU.

- Number of participants, days and events are stated indicatively, which may show slight differences. If the numbers diverge considerably, necessary measures will be taken by UNDP in order to ensure the expected results to be reached.
- Exact days/locations/venue/agenda/program of the events/activities will be agreed with MoEU/DGEM at least 20 days before the event/activity. All stakeholders (including the EUD) will be informed by UNDP and/or MoEU/DGEM about exact dates/locations of the events/activities at least 1 weeks before the event/activity to make possible of participation (if required by them) to activities and close monitoring of the general implementation of the Project.
- No per diems will be paid to the civil servants but their costs will be reimbursed based on the actual cost incurred by them.
- The costs of the travel and accommodation of the event participants that are travelling from other provinces to the event location will be covered under project budget and the justifications are provided in budget justification part.
- In order to assure inclusive participation, social and environmental coherence, and mainstreaming gender equality, all related actors will also be invited to the relevant meetings, if needed.
- In addition to the Project Assistant/Interpreter, some interpretation and translation services will be acquired for other professional work (such as simultaneous interpretation in high-profile events and professional translation of legislative pieces).

For all capacity building activities:

- The training modules should be adapted and modified over time, and in response to local demand. This will require a regular and periodic evaluation.
- Promote efforts to develop Trainer of Trainers (ToT) Programs building around the training modules. The implementation of these ToT programs would help to develop a geographically dispersed team of trainers capable of delivering the concerned modules.
- Trainers, experts, activity venues etc. will be decided in consultation with the MoEU/DGEM at least 20 days before the activity.
- Agenda and attendance sheet will be prepared for each day of the activities.
- Venue rent, cost of technologic equipment (if needed), costs of stationery and documentation and meeting package will be covered by the Project budget. The meeting package refers to the costs for lunch, tea and coffee breaks. The cost of the technical equipment refers to the sound system equipment and relevant equipment for the interpretation services, if needed. Stationery and documentation refer to any expenditure for the printing and procurement of supporting documents to be distributed to the participants.
- The costs of the travel and accommodation of the trainees that are travelling from other provinces to the event location will be covered under project budget and the justifications are provided in budget justification part.
- Evaluation forms both before and after the trainings and technical visits will be distributed to the participants in order to assess the effectiveness of the activity and assessment for further improvement.

- Durations stated for the technical visits (study visits, training, etc.) do not include the travel days unless it is proven to be more cost effective (e.g. some activities can be carried out during the arrival/departure day).

Other than the above, the following methodology will be adopted in achieving the overall objective of the project and enhance climate change adaptation in Turkey:

1. Capacity development activities will strengthen the profile of interested and assigned staff from public and private entities in order to build a pool of expertise. The training modules and solutions will be tailor made and will be agreed with the MoEU/DGEM 20 days before the delivery. The programme will be built on the capacities and needs of people and institutions. The availability of a pool of expertise is a key requirement.
2. Build knowledgeable and responsible institutions. Activities will support public institutions in their duties for planning, regulation and implementation. The way they perceive contaminated sites management, the challenges they face and the ways they address them will be analyzed and understood.
3. Ensure the availability and accessibility of a knowledge base. Activities will actively seek to build on existing studies to both gather them and use them for project activities. The availability of an accessible knowledge base will promote studies and work outside the project scope and act as a catalyst for collaborative work.
4. Wide participation of all relevant stakeholders in design and implementation of the Project interventions will be ensured. In that respect, age, gender and local specific approaches will be sought. Among other results/objectives, participation will also increase the likelihood of sustainability.
5. Find solutions for problems instead of imitating models. The Project interventions will be based on the lessons learned and best practices in EU Member States. At this point, focusing on identifying and solving problems rather than trying to match one or another model in different country will be the key. It is because each reform process is unique in terms of the solutions that can be applied. The challenge is to learn from other experiences but also to provide customized solutions for particular situations in the context of Turkey.
6. Visibility and advocacy platforms for increased ownership of the contaminated sites legislation and POPs by-law in Turkey will be promoted in scope of the Project through the training and awareness raising programs and communication.
7. Regarding geographical targeting, the selection of pilots will be representative to the current context of Turkey, in terms of highly present pollutant and the interest and demand of the government sector rather than private.

Management Structure and Team

Management Structure

UNDP is responsible for efficient and effective implementation of the present project through the Contribution Agreement concluded with the MoEU/General Directorate of European Union and Foreign Relations (MoEU/ DGoEUFR) acting as the Contracting Authority on behalf of the EU. MoEU/General Directorate of Environment Management (DGEM) is the End Recipient of the Project.

Project management structure illustrating the level of hierarchy in terms of project implementation in the Figure 2. Reporting lines and detailed functions are described in following pages.

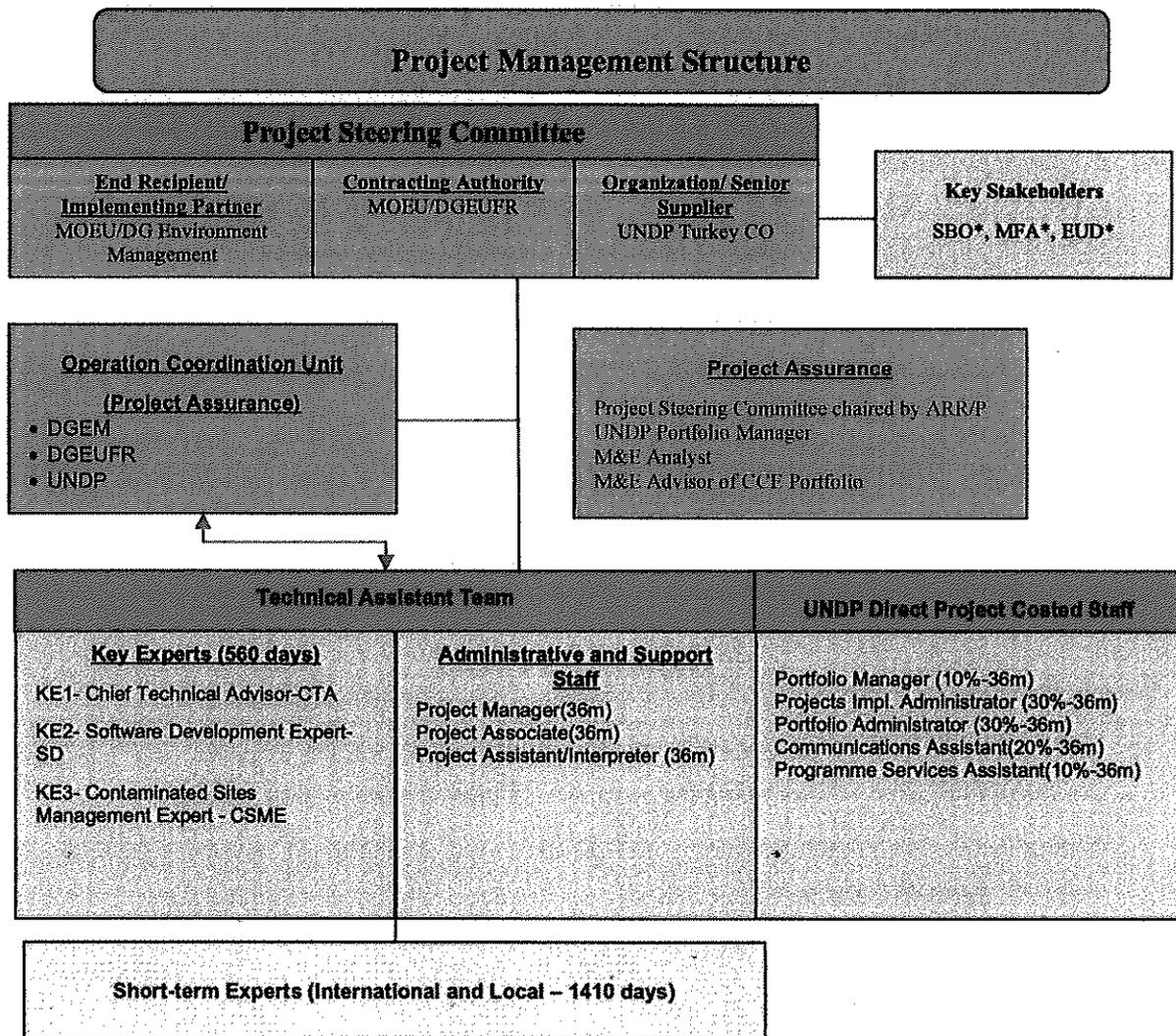


Figure 1. Project Management Structure

*SBO (Strategy and Budget Office, Presidency) and MFA (Ministry of Foreign Affairs) are natural members of the PSC with a role to link the project results to the national development policy and oversight for international agreements. EUD that carries out ex-ante control over the Project attends the PSC meetings as an observer

End Recipient/ Implementing Partner:

The MoEU Directorate General of Environmental Management, Department of Chemicals Management is the End Recipient and IP of the Project, which has the overall responsibility of the Project results from the Government side. It gives official views and confirmations on all relevant activities, outputs, M&E etc. It is the chair of the Steering Committee and the Operation Coordination Unit (OCU).

Organisation/ Senior Supplier:

UNDP Turkey will be responsible for the provision of technical and implementation support of the Project in line with its rules and regulations and as per Contribution Agreement that will be signed with the MoEU/DGoEUFR as per the Financing Agreement between the European Commission and

the Government of Turkey. To this end, it provides technical guidance, promotes participation and facilitation, ensures coordination among relevant international projects, programmes and initiatives and establishes new partnerships.

UNDP is also responsible for mobilizing all required financial and human resources to ensure successful implementation, M&E and completion of the project in close cooperation with the End Recipient/Implementing Partner. It contracts senior and junior national and international staff/experts to provide technical assistance on specific activities. To ensure high quality expertise, particularly EU know-how and scientific knowledge is benefitted. The UNDP is responsible for ensuring high quality deliverables and effective capacity building and it will rely on EU-acquis to do so. More specifically, it will (i) promote EU technologies and services to open the market and connect interested parties with capable providers, and (ii) make strategic choices for the mobilization of technical expertise during the project. The UNDP will also benefit from the regional and global UNDP hub, the UN Agencies and use its network of country offices in the region to identify and mobilize the most relevant EU institutions and expertise.

UNDP will establish a Technical Assistance Team (TAT), which will work in close cooperation with the End Recipient. The TAT will be composed of high-caliber national and international experts to be backstopped by the UNDP and supported by national and international short-term experts. The TAT will be technically coordinated by the Chief Technical Advisor (CTA) and day-to-day administrated by Project Manager.

The Project will comply with UNDP equal opportunity policies, by recruiting personnel and selecting consultants in accordance with official policies and practices. The TAT responsibilities include:

- Maintaining liaison with government authorities to determine what the immediate and mid-term priorities of the project are including the preparation of plans to address these priorities;
- Management of the project activities in order to ensure that immediate and mid-term priorities are within the scope of the project;
- Acting as the secretariat for the Steering Committee and OCU.

The End Recipient will task relevant staff as counterpart to cooperate with the TAT and liaise with the TAT on day-to-day project activities and provide guidance. For day-to-day interactions, the TAT Chief Technical Advisor and the counterpart from the End Recipient/ Implementing Partner or his/her delegate will be the main contact persons for the project stakeholders.

UNDP is also represented in the Steering Committee and the Operation Coordination Unit at the highest level possible.

Contracting Authority

The MoEU General Directorate of European Union and Foreign Relations (MoEU/DGoEUFR) is the Contracting Authority. It implements all necessary procedures with regard to the Contribution Agreement to be signed with UNDP in line with the Financing Agreement between the European Commission and the Government of Turkey. The CA is also represented in the Steering Committee and the Operation Coordination Unit.

Project Steering Committee (PSC)

At the top of the project management structure, there is the Steering Committee. PSC will be chaired by the MoEU/DGEM and will convene on quarterly basis in the premises of the MoEU. The PSC will consist of

representatives of the MoEU/DGEM, the Contracting Authority (MoEU/DGoEUFR) and UNDP and other stakeholders, when deemed necessary. Delegation of the European Union to Turkey that carries out ex-ante control over the project attends the Steering Committee meetings as observer. The PSC will meet twice a year to discuss the progress of the project, verify the achievement of the outputs and mandatory results and discuss actions to be undertaken or whenever deemed necessary by its members. The MoEU/DGEM, when necessary, may invite other relevant participants in the PSC meetings. The responsibility for the organization of the PSC meetings including preparation of minutes lies with the Technical Assistant Team (TAT). It acts as the advisory body that will provide high-level strategic guidance and oversight on the implementation of the project.

The Steering Committee will operate under the following set of rules/tasks:

- To verify the achievement of the outputs and results specified in the action or as amended
- To discuss actions to be undertaken in following quarters in terms of achievement of indicators in the action
- To design and monitor the outreach and communications activities among relevant partner/target institutions
- To coordinate involvement of the partner/target organisations for effective follow up of progress made and ensure the timely flow of information between these institutional partners
- To monitor the progress made towards project indicators in line with the log frame or propose changes where appropriate. Review and approve any change from the defined work plan
- To monitor and facilitate linkage among different project components/contracts and the project linked with the activities of other projects, donors or through national fund
- To coordinate among different project components/contracts ensuring effective sequencing between interrelated components
- To assess the progress of the project components as per the utilization of the allocated budget, such as for procurement, and contract management within the scope of grant agreement. Recommend eventual amendment of the project timeline
- Reporting and monitoring will be undertaken in accordance with UNDP rules and regulations and Article 10 of the Annex II to the Contribution Agreement.

Operation Coordination Unit (OCU)

The MoEU/DGEM will establish an Operation Coordination Unit (OCU), in Ankara which will be composed of at least 4 staff members (one counterpart and 3 back-up staff) of the End Recipient. The OCU, which will be chaired by the Steering Committee. The End Recipient, TAT and Contracting Authority (when necessary) will form the OCU that coordinates the implementation of the project under the overall guidance of the Steering Committee. Relevant administrative and technical staff/experts to be contracted by UNDP may also participate in the meetings of the OCU when deemed necessary.

A management meeting will be called on monthly basis to effectively manage the progress of the project and take corrective measures deem necessary. OCU management meetings will be held at either the MoEU

premises or at the UNDP premises in Ankara. The TAT is responsible to call and to take the minutes of this OCU meeting.

Project Assurance

The Project Assurance role supports the Project Steering Committee by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed.

Project Assurance has to be independent of the Project Manager; therefore, the Project Steering Committee cannot delegate any of its assurance responsibilities to the Project Manager. There are two levels of project assurance. The first one is at the Project Steering Committee (PSC) level chaired by ARR/P. The PSC reviews and monitors project outcomes in its quarterly meetings and makes recommendations on the basis of this analysis to the implementing partner. At UNDP Country Office level, Project Assurance function belongs to Portfolio Manager and M&E Analyst as well as the M&E Advisor of the CCE Portfolio with a clear mandate for oversight and monitoring functions

Technical Assistant Team (TAT)

UNDP will establish a Technical Assistant Team (TAT), which will work in close cooperation with the MoEU/DGEM. TAT will be composed of long and short term high-caliber experts to be backstopped by the UNDP. The TAT will be technically coordinated by the Chief Technical Advisor (CTA) and day-to-day administrated by Project Manager.

The MoEU/DGEM will also task relevant staff to cooperate with the TAT and liaise with the TAT on day-to-day project activities, as detailed in Operation Coordination Unit (OCU). For day-to-day interactions, the TAT Chief Technical Advisor and the staff assigned by the MoEU/DGEM will be the main contact persons for the project stakeholders. The TAT responsibilities include:

- Maintaining liaison with government authorities to determine what the immediate and mid-term priorities of the Project are including the preparation of plans to address these priorities;
- Management of Project activities in order to ensure that immediate and mid-term priorities are within the scope of the Project;
- Monitoring of the project progress with reference to the log-frame matrix;
- Acting as the secretariat for the PSC.

All recruitment would be carried out in accordance with UNDP rules and regulations.

TAT will be composed of Key Experts, key experts or short term local and international experts, and administrative support staff as detailed below:

Key Experts

Key Expert 1 (Chief Technical Advisor-CTA)

The CTA is a Key Expert (KE) to be recruited for 360 w/days. The CTA shall be mainly responsible for technical compliance of the project activities. S/he shall be responsible for smooth implementation of the Project, providing technical inputs to all components and all reporting and documentation. His/her functions do not include managerial, supervisory and/or representative functions. S/he will report to UNDP Climate Change and Environment Portfolio Manager and UNDP Chemicals and Waste Cluster Lead.

Qualification and skills:

- Master's degree in a relevant technical discipline (such as chemical engineering, chemistry, environmental sciences or any other relevant discipline);

- University degree in a relevant technical discipline (such as chemical engineering, chemistry, environmental sciences or any other relevant discipline);
- Good command of spoken and written English;

General professional experience:

- Minimum 15 years of relevant professional experience;
- Minimum 5 years of professional experience in working for international institutions/organizations.

Specific Professional Experience:

- Minimum 5 years of specific working experience in provision of technical assistance on implementation of contaminated sites management initiatives preferably in POPs/PTS contaminated sites;
- Experience in at least 2 international projects as a specialist or expert in the contaminated sites management.

Key Expert 2 (Software Development Expert- SD)

The SD will be providing technical expertise for the achievement of the results under Component 1. SD will work for 100 days during the project lifetime. S/he will provide technical inputs to Activity 1.4., Activity 2.1., and Activity 2.3. SD will also support the CTA. The SD will report to the UNDP Climate Change and Environment Portfolio Manager and UNDP Chemicals and Waste Cluster Lead.

Qualification and skills:

- University degree in related field (such as computer engineering, software development, or any other relevant field.);
- Master's degree in related fields will be an asset;
- Good command of spoken and written English.

General professional experience:

- Minimum 10 years of relevant professional experience;

Specific Professional Experience:

- Minimum 3 years of specific working experience in developing and/or analyzing chemicals/contaminated sites/waste registry, remediation and/or monitoring system;
- Local experience in Turkey is an asset,
- Experience in at least 2 international/national projects as a specialist or expert in chemicals/contaminated sites management.

Key Expert 3 (Contaminated Sites Management Expert- CSME)

The CSM will be providing technical expertise for the achievement of the results under Component 1. CSM will work for 100 days during the project lifetime. S/he will provide technical inputs to Activity 1.2., Activity 2.2., Activity 2.3., and Activity 2.4. CSM will also support the CTA. The CSM will report to the UNDP Climate Change and Environment Portfolio Manager and UNDP Chemicals and Waste Cluster Lead.

Qualification and skills:

- University degree in a relevant technical discipline (such as chemical engineering, chemistry, environmental sciences or any other relevant discipline);
- Master's degree in related fields will be an asset;
- Good command of spoken and written English.

General professional experience:

- Minimum 10 years of relevant professional experience;

Specific Professional Experience:

- Minimum 5 years of specific working experience in guideline preparation on contaminated sites/ technical specification/TOR development or operational plan development in contaminated sites/ in chemicals/waste/contaminated sites management;
- Local experience in Turkey is an asset
- Experience in at least 3 international/national projects as a specialist or expert in contaminated sites management,
- Experience with contaminated sites with POPs/PTS will be an asset.

Administrative and Support Staff

Project Manager (PM; Full time - 36 months)

The PM will be provided for full time during the implementation period (36 months). The PM will be in charge of managing operational issues (i.e. mobilization of short-term experts, procurement, payments etc.) as well as managing contractual relations with the Contracting Authority. PM will work in collaboration with the CTA in terms of technical framework, while CTA will be providing the overall technical framework under the supervision of the Portfolio Manager and the Cluster Lead. S/he will ensure that all reporting be carried as defined in the General Conditions of the Agreement (Annex-II). S/he shall be responsible for reviewing progress reports and output related substantial documentation, as well as liaising with national and international stakeholders at the institutional level. S/he will report to the UNDP Climate Change and Environment Portfolio Manager and Chemicals and Waste Cluster Lead.

Qualifications and skills:

- Master's degree in environment sciences, advanced degrees in the same fields preferred (in any other related fields). In the absence of an advanced degree, equivalent professional experience of minimum 12 years in the relevant fields will be compensating the absence of the graduate degree;
- PhD degree in relevant fields will be an asset;
- Good command of spoken and written English;

General professional experience:

- Minimum 10 years of relevant professional experience.

Specific professional experience:

- Minimum 5 years of experience working with national/international institutions/organizations in the field of chemicals/waste/contaminated sites management;
- Minimum 5 years of experience in project cycle management

- Experience in at least 1 project in collaboration with governmental organizations;
- Experience in at least 1 project within the rules and contractual procedures of EU will be an asset;
- Local experience in Turkey is an asset;
- Experience in at least 1 project within the rules and contractual procedures of UNDP will be an asset.

Project Associate (PAS – Full time 36 months)

The PAS will be provided for full time during the project period (36 months). The PAS will assist primarily the CTA in fulfilling his/her duties and tasks. The PAS shall be responsible for drafting progress reports and output related substantial documentation, as well as liaising with national and international stakeholders at the institutional level. S/he will also provide soft-assistance to the government counterpart at the MoEU and other key experts, as deemed necessary by the CTA. S/he will report to the PM.

Qualifications and skills:

- University degree in political/administrative sciences or environmental sciences or any other related field;
- Good command of spoken and written English.

General professional experience:

- Minimum 6 years of relevant professional experience.

Specific professional experience:

- Minimum 2 years of experience working with international institutions/organizations;
- Local experience in Turkey is an asset;
- Experience in at least 1 project in collaboration with governmental organizations will be an asset.

Project Assistant/Interpreter (PA - Full time 36 months)

The PA will be provided for full time during the project period (36 months). The PA will provide the TAT with sufficient administrative support. In addition to their daily routine, the PA will also fulfil the tasks to be assigned by the PM. The PA will be tasked to assist the experts (including STEs) who cannot speak Turkish to interact with the Project's stakeholders most of whom are not fluent in English, to translate outputs of the project. S/he will report to the PM.

Qualifications and skills:

- University degree in business administration or environmental sciences or translation and interpretation;
- Good command of spoken and written English.

General professional experience:

- Minimum 3 years of relevant professional experience.

Specific professional experience:

- Experience in fully working for at least 1 project in collaboration with international institutions/organizations;
- Local experience in Turkey is an asset;
- Experience in at least 1 project within the rules and contractual procedures of EU will be an asset.

UNDP DIRECT PROJECT COSTED STAFF AND ROLES

In addition to the Project staff, depending on the nature of the work and complexity a number of technical and administrative roles and services are covered by the UNDP country office and are cost-shared within the office. The role of these staff is not provision of guidance or overseeing the implementation, but rather directly implementing the action themselves in proportions indicated below. These positions are not horizontal; they are totally considered as a direct part of the activities that the European Union finances as described. Direct project costed staff costs are proportionally budgeted to the Project based on their direct and necessary involvement in the implementation of the Project.

Difference between the Technical Assistance Team and direct project costed staff is that direct costed staff do not only serve for this project, but they also serve for some other projects as well according to the direct attribution to the respective projects. This brings in the know how, synergy potentials, standardization and efficiency in implementation, serving for the institutional memory, sustainability in terms of follow-up aftermaths of project implementation at portfolio level.

Portfolio Manager (10% time allocation for 36 months)

The Portfolio Manager will supervise the Cluster Lead and Project Manager to provide thematic guidance, in relation to climate change and environment portfolio. S/he will serve as a senior representative and engage with stakeholders accordingly. S/he will ensure the delivery of the Project and will be prepared to represent UNDP at the national/regional/international level. In specific terms, the Portfolio Manager will provide strategic guidance for the sustainability of the Project and for better service delivery in line with “UNDP Programme and Project Management Procedures”. In addition, the

Portfolio Manager will ensure coordination and coherence with other projects/programs of UNDP and other organizations in the fields of climate change adaptation, SDGs, gender equality, natural resources and biodiversity, chemicals and waste, etc. S/he will directly participate to the project activities to perform roles mentioned above.

Chemicals and Waste Cluster Lead (30% time allocation for 36 months)

The Chemicals and Waste Cluster Lead will supervise the TAT and provide thematic guidance to the PM and CTA, in relation to chemicals and waste cluster. S/he will ensure high quality and timely delivery of the project and will be prepared to represent UNDP at the national/regional/international level. In specific terms, the Cluster Lead will contribute implementation of the project in line with “UNDP Programme and Project Management Procedures”. S/he will directly participate to the project activities to perform roles mentioned above.

Projects Implementation Administrator (30% time allocation for 36 months)

The Projects Implementation Administrator (PIA) supports the Project by ensuring that it remains compliant with UNDP Rules and Regulations, with respect financial management and human resources management. S/he liaises with the Programmes Service Centre. Recruitment processes will be made by the PIA. This will also include complex HR, budget and financing processes, where there will be need of direct involvement of PIA. S/he will maintain a close working relationship with the PM and will provide further assistance to the TAT, as required. PIA will report to Portfolio Manager.

Portfolio Administrator (30% time allocation for 36 months)

The Portfolio Administrator (PIA) supports the Project by ensuring that it remains compliant with UNDP Rules and Regulations, with respect to procurement. S/he liaises with the Procurement Unit. The procurement of goods and services will be made by the PA-Procurement. This will also include complex procurement processes including, where there will be need of direct involvement of PA-Procurement. S/he will maintain a close working relationship with the PM and will provide further assistance to the TAT, as required. PA-Procurement will report to Portfolio Manager.

Communications Assistant (20% time allocation for 36 months)

The Communications Assistant will maintain an appropriate degree of communications for the Project and in accordance with the EC-UN Joint Visibility Guidelines. The duties will include, but not be limited to, drafting of strategic communications, ensuring the quality of the promotional materials, drafting of speeches and presentations for public events, reporting (in relation to Project communications) via the UNDP and other approved websites by the stakeholders, management of project media content in line with UNDP practices. The Communications Assistant will provide direct support to TAT, with a 20% time allocation to ensure that Joint visibility guidelines for EC-UN actions in the field are followed in the implementation of the Project activities. Therefore, the Project will use internal UNDP resources to ensure effective and coherent communication activities, for a better standardized approach in

communication, as outlined in Communication and Visibility Plan under the Project. The Communication Assistant at UNDP will closely work with the full time Communication Assistant of the project.

Programme Services Centre Assistant (10% time allocation for 36 months)

The Programme Support Centre Assistant will execute the duties of the Programme Services Centre for the Project and will report to the Programme Services Centre Associate. The Programme Service Centre Assistant will work closely with the Projects Implementation Administrator to ensure that all payments are made in a timely manner. Further, s/he will be responsible for the identification of local vendors as well as management and filing of Project documentation (relating to Project documents, financial records and reports, local procurement actions and staff contracts). The Programme Services Centre Assistant will ensure that all transactions and payments in the Project will be made timely and in line with the rules and procedures of UNDP.

Project Office Equipment:

The Project Office includes personal and shared furniture and equipment for the use of TAT and short terms and/or key experts as well as for meetings with stakeholders. The details of the equipment and furniture are provided in the Budget. The equipment purchased under the Project will be transferred to the MoEU at the end of the Project.

Short Term Senior International and Local Experts

Short-Term Senior and Junior Experts (1410 days)

A total of 1410 working days of short-term expertise will be mobilized for a number of activities. Two short-term expert categories, i.e. senior and junior, have been identified and are presented below for ease of reference and consistency.

	Senior International STE	Senior Local STE	Junior Local STE
Professional experience (years)	Min. 10	Min. 10	Min. 5
International experience (years)	Min. 2	N/A	N/A
Local experience (years)	N/A	Min. 5	Min. 5

The following table shows the number of days to be invested by STEs as per each project activity:

	Senior International STE	Senior Local STE	Junior Local STE
Part A	50	1100	260

The STEs, both local and international, will support the TAT in specialized areas of the project activities. The duration of short-term assignment might vary in accordance with the specific requirements of the relevant assignment. A detailed resource schedule will be developed by the TAT during the Inception Phase.

To ensure that high quality expertise, particularly STEs from the EU member states, is effectively identified, recruited and deployed. UNDP will also benefit and get into engagement with other international organizations, think tanks, universities or NGOs working in the field in EU and Turkey.

1.4.3 Visibility

The Budget of the Project includes a sizable amount of funds for actions related to the visibility of the Project and its outcomes. All necessary measures will be taken to ensure the visibility of the European Union and the Republic of Turkey. All visibility actions will be carried out in accordance with the General Conditions (ANNEX-II - General Conditions to the Contribution Agreements, Article 8). The actions on visibility of the Project will follow the “ Joint Action Plan on Visibility (2006)” and the “Visibility Guidelines for EC-UN Actions in the Field (2014)”, the links to the guidelines are: https://ec.europa.eu/europeaid/sites/devco/files/un-visibility-action-plan-2006_en_0.pdf and https://ec.europa.eu/europeaid/sites/devco/files/guidelines-joint-visibility-eu-un_en.pdf.

The EU-Turkey cooperation logo should be accompanied by the following text:

This project is funded by the European Union and the Republic of Turkey.

Confirmation must be sought from the MOEU/DGEM, MOEU/DGEUFR and the EUD regarding the visibility items.

Due to the need for intensive, coherent and specialized visibility actions, a certain amount of the funds set aside for visibility will be utilized. All equipment, if applicable, shall have a solidly fixed and durable label, as appropriate for each piece of equipment, with the standard EU-Turkey cooperation logo.

The entire visibility actions will be discussed and reviewed in detail during Inception Phase in agreement with the MOEU/DGEM, MOEU/DGEUFR and EUD.

In specific terms, the following visibility related activities will be carried out during the lifetime of the Project at hand, which are detailed Communication and Visibility Plan:

- Preparing and maintaining a Project website: Project description, events and activities will be published on this specific Project website.

- Forming and maintaining Project social media presence: Project will have social media accounts updated daily and integrated with UNDP Turkey's accounts.
- Preparing success and human stories to be used on website and social media: These will be the main content for social media and website. They will be prepared by the UNDP Turkey Communications team.
- Organizing field visits to support communications of Project results: Project outcomes and results should be turned in to visibility content.
- Preparing one different documentary style short movie: The main content of project's visibility is 10 high-quality documentary style short movie.
- Preparing and distributing visibility materials: theme based flyers, brochures, info-sheets, messages and other materials including Project paper file, pen, notebook, USB, sticker; booklet about the scope and objectives of the Project and its activities at the local level.
- Media Packages for various events and social media, which will include the details of the events which will be conducted in the scope of the Project. The information will include the agenda, objectives and the key messages to be conveyed to the public about the climate change adaptation processes.

Reporting

Obligations regarding information and reporting of the Project are conducted in line with the provisions of the Financial and Administrative Framework Agreement in place between the EU and the UN (Amended FAFA on 31.12.2018) and the General Conditions of the Contribution Agreement. The UNDP will be in charge of reporting of the Project activities in collaboration with the End Recipient and as requested by the Contracting Authority.

Reports, that are mentioned below shall be submitted to the MOEU and the EUD, via an e-mail first, at the end of each reporting period specified below. The comments and/or corrections on the reports will be submitted to UNDP via e-mail within 15 calendar days after the receipt of them. The UNDP shall revise the report based on the comments and re-submit it within 10 calendar days via e-mail. If no comments are sent within 5 calendar days, the final version can be processed as hard copy. In case of further comments and/or corrections, the same cycle as outlined above will be done; however, for the purpose of timely finalization of the report, the parties may agree on different time limits. Once the final version is agreed by all parties, UNDP will prepare and submit the hard copy of the reports/documents as the final version within 10 calendar days for approval.

The reports must be submitted both in hard copy and in electronic version (readable by a Microsoft Office application). All reporting will be done in English and Turkish. The Turkish version of the reports should be prepared within 15 days after the approval of English version and will also be submitted to

the MOEU and EUD within the framework of the cycle outlined above. This approval and submission cycle will be valid for inception report, progress reports and final report of the project.

Inception Report

Within 12 weeks of commencement of the Project, UNDP will implement the inception phase and prepare and submit for approval an Inception Report to the MOEU and the EUD within 15 days of the completion of the inception period through e-mail. MOEU and EUD will provide their comments within 5 calendar days and UNDP will review the report as per these comments within 5 calendar days. The hard copy report will be submitted to MOEU and EUD within one month after the completion of the inception phase, providing an outline of the general approach, methodology and timetable for preparation and implementation of all activities funded under the Project. The Inception Report will include a detailed work plan for the 12-month activities and a work plan with estimated budget for the next 24 months.

Progress Report

A Progress Report will be submitted at the end of each year to MOEU and the EUD in line with Article 3 of the General Conditions. It will serve for the minimum requirement of the Commission as a yearly narrative and financial report. The progress report will present the status of Project's implementation during a specific interval of time (12 months) and assess the progress made towards achieving the Project's intended results and outputs, detailed action plan for the rest of the Project duration. The report also will identify future challenges and actions recommended to address them. Progress reports shall be submitted within sixty (60) days after the period covered by the report.

Final Report

A Final Report will be submitted to MoEU (CA) and EUD in line with Article 3 of the General Conditions following completion of project implementation period. The Final Report will document and comment on overall achievements against the original plan, highlight lessons learned and make recommendations on any follow-up actions required.

Name of Report	Time of submission*	Recipients
Inception Report (Turkish & English)	Within 4 months of commencement of the Project.	MoEU (CA) and EUD
Progress Report (Narrative and Financial) (Turkish & English)	Within 60 days after the period covered by such report. (as per Article 3.9 of the General Conditions)	MoEU (CA) and EUD
Activity Reports	Two weeks before each Steering Committee Meeting,	MoEU (CA) and EUD and all members of SC

(Narrative, Turkish and English, to be submitted to Steering Committee Meetings)	to summarize all completed activities within the period covered for the Steering Committee supported with annexes and the planned activities for the next coming period, if applicable.	
Final Report (Narrative and Financial) (Turkish & English)	Not later than 6 months after the end of the implementation period of the Project (as per Article 3.9 of the General Conditions)	MoEU (CA) and EUD

**time of submission of the hard-copy version (final version) of the reports*

Project Monitoring and Evaluation

Monitoring and evaluation exercises will be undertaken in compliance with the provisions of the Financial and Administrative Framework Agreement (Article 1. Focus on results) and the General Conditions (Article 10. Monitoring and Evaluation of the Action).

The expected results, activities, objectively verifiable indicators, sources of verification and assumptions listed in the Logical Framework constitutes the basis of the Project's M&E system. It will be further refined during the Inception Phase. UNDP continuously tracks the progress of the Project based on the agreed indicators and all reporting will be carried out accordingly. Indicators will be based on objectives that are specific, measurable, attainable, realistic and time-based. Indicators for the contribution-specific agreement are linked to the more general indicators relevant for the whole Action, wherever possible.

The success and effectiveness of the trainings for capacity building purpose will be evaluated through a "2 level approach".

Level 1 – Reaction: Measuring trainees' reactions to the relevance and usefulness of the materials through questionnaires.

Level 2 – Learning: Measuring trainees' knowledge and skills through tests during and after the trainings,

Monitoring and evaluation system of the project will be shared with the MOEU and EUD, as soon as they are finalized. EUD representatives shall be invited to participate in the main monitoring and in the evaluation missions. The results of M&E exercises shall be reported to the MOEU and the EUD. Moreover; as far as possible and appropriate, UNDP and the EUD will explore carrying out jointly the M&E activities.

The Project will be evaluated (technical evaluation) independently. The evaluation is expected to be conducted in the last year of the Project.

The assessment will be on the substance and immediate concrete results of the Project, and will, by no means, include any form of expenditure verification (or Audit) etc. As a result of the assessment, the

impacts of the results achieved, lessons learned and good practices in terms of substance will be assessed in a report. Besides, the level of communication and visibility as well as recommendations for sustainability will also be explored in the said assessment.

Project Audit

In line with the Financial and Administrative Framework Agreement (FAFA) and the General Conditions, the financial transactions and financial statements shall be subject to the internal and external auditing procedures laid down in the Financial Regulations, Rules and directives of UNDP.



1.5. Duration and indicative action plan for implementing the action

The duration of the action will be 36 months.

	2019				2020				2021				2022			
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
0. INCEPTION PHASE																
0.1. Establishment of Technical Assistance Team (TAT) and Office	X															
0.2. Kick-off meeting (first Management Meeting)	X															
0.3. Launch Event	X															
1. TECHNICAL AND INSTITUTIONAL CAPACITY FOR MANAGEMENT OF POPS CONTAMINATED SITES HAS BEEN STRENGTHENED																
1.1. Trainings for staff that will be working on POPs contaminated sites management from different target groups		X	X	X					X							
1.2. IGA/Guidance documents/publications preparation and update	X	X	X	X					X							
1.3. Study visits									X							
1.4. Establishment of Helpdesk Navigator Software Programme										X	X	X	X	X		
2. CONTAMINATED SITES WITH POPS HAVE BEEN IDENTIFIED AND CLASSIFIED																
2.1. Update of CSIS Software	X	X	X	X					X	X	X	X	X	X	X	
2.2. Identification and classification of POPs contaminated sites in Turkey		X	X													

1.6. Sustainability of the action

Expected Results

The project is expected to create three results:

Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened

Result 2. Contaminated sites with POPs have been identified and classified

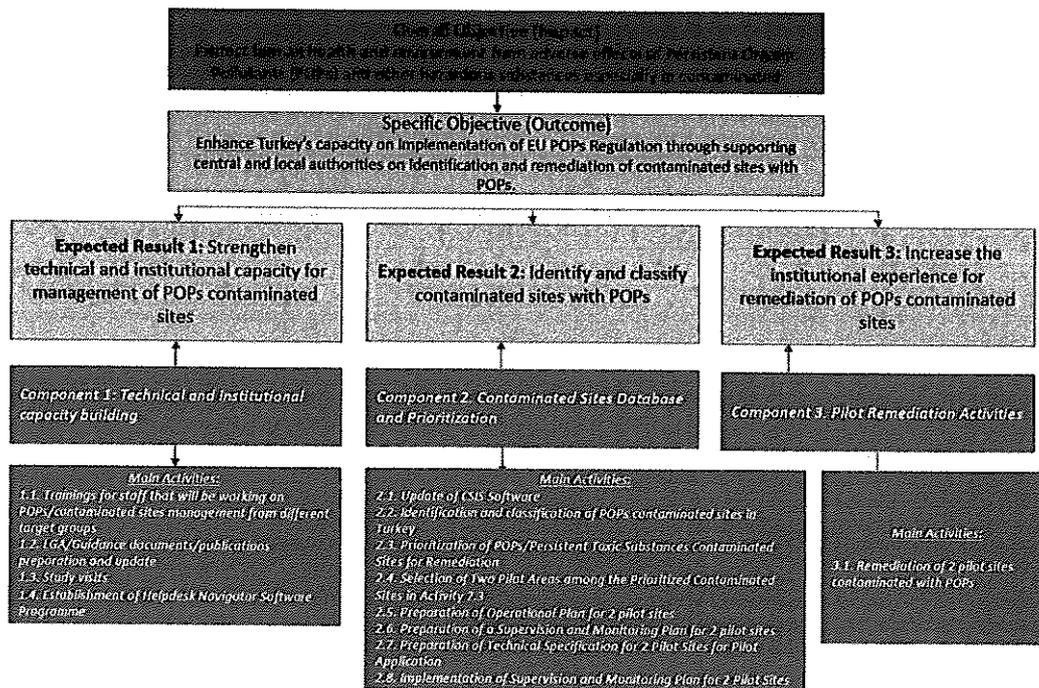
Result 3. Institutional experience for remediation of POPs contaminated sites have been increased

Expected Impact on Target Groups/Beneficiaries

The project is expected to generate the following impacts:

1. National capacity and decision-making process enhanced through trainings, update of guidelines, study visits, software development and establishment of helpdesk,
2. Institutional capacity of central and local authorities of MoEU increased in terms of effective implementation of contaminated sites legislation,
3. Public awareness on contaminated sites management enhanced through institutional and individual capacity enhancement programmes,
4. Knowledge base and expertise pool enhanced through networking efforts between national institutions with EU centres and Member states,
5. Implementation capacity enhanced through pilot remediation activities.

The graph below illustrates the process between overall objective, specific objective, expected results, components and main activities.



Concrete Outputs

The following outputs will be achieved with envisaged delivery date which are indicatively identified in line with the Section 1.5:

Component 0 – Inception

	<u>Main activities</u>	<u>Expected output</u>
0.1	Establishment of Technical Assistance Team (TAT) and office	Inception report Media package Project website, project newsletters, business cards, banners, posters etc. Envisaged delivery date: 12 weeks after the project start date.
0.2	Kick-off meeting (first management meeting)	
0.3	Launch event	

Component 1 - Technical and institutional capacity for management of POPs contaminated sites has been strengthened

	<u>Main activities</u>	<u>Expected output</u>
1.1	Trainings for staff that will be working on POPs/contaminated sites management from different target groups	<ul style="list-style-type: none"> • Training need assessment report • Training module and reports Envisaged delivery date: 18 months after the project start date.

1.2	LGA/Guidance documents/publications preparation and update	<ul style="list-style-type: none"> • Legal gap analysis • Recommendation for draft legislation • A public video on general information on POPs contaminated sites • Brochures on general information on POPs contaminated sites, registration and remediation information for contaminated sites, information on post-monitoring activities • Revised guidelines (Technical guidelines on Contaminated Sites Assessment, Remediation, Monitoring and Risk Assessment) • A new guideline on POPs contaminated sites management • Updated report forms of Annexes of Contaminated sites legislation <p>Envisaged delivery date: 15 months after the project start date.</p>
1.3	Study visits	<ul style="list-style-type: none"> • Study visit reports <p>Envisaged delivery date: 24 months after the project start date.</p>
1.4	Establishment of Helpdesk Navigator Software Programme	<ul style="list-style-type: none"> • Helpdesk Navigator Software Programme <p>Envisaged delivery date: 30 months after the project start date.</p>

Component 2 - Contaminated sites with POPs have been identified and classified

	<u>Main activities</u>	<u>Expected output</u>
2.1	Update of CSIS Software	<ul style="list-style-type: none"> • Updated CSIS Software <p>Envisaged delivery date: 36 months after the project start date.</p>
2.2	Identification and classification of POPs contaminated sites in Turkey	<ul style="list-style-type: none"> • POPs contaminated sites identification and classification report <p>Envisaged delivery date: 9 months after the project start date.</p>
2.3	Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation	<ul style="list-style-type: none"> • Prioritized list of POPs contaminated sites <p>Envisaged delivery date: 12 months after the project start date.</p>
2.4	Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3.	<ul style="list-style-type: none"> • Pilot Site Selection Report <p>Envisaged delivery date: 12 months after the project start date.</p>
2.5	Preparation of Operational Plan for 2 pilot sites	<ul style="list-style-type: none"> • Technical specification and operational plan of two pilot sites <p>Envisaged delivery date: 15 months after the project start date.</p>
2.6	Preparation of a Supervision and Monitoring Plan for 2 pilot sites	<ul style="list-style-type: none"> • On-site Technical Supervision and Monitoring <p>Envisaged delivery date: 15 months after the project start date.</p>
2.7	Preparation of Technical Specification for 2 Pilot Sites for Pilot Application	<p>Recommendations respecting Post Remediation Plan</p> <p>Envisaged delivery date: 15 months after the project start date.</p>

Multiplier effects

The intervention modality proposed for implementation of the project includes a number of measures to optimize the multiplier effects and sustainability of the impact after completion of the project. These elements include, but are not limited to, improved decision-making tools, establishment of IT systems, comparative analysis reports. In addition to such outputs the project is expected to contribute significantly to the human resources capacity both at the central and local level through various training activities. The knowledge on other country experiences on local governance and know-how to be gained through the trainings will be used for future contaminated sites management work at policy, financial and technical levels.

Sustainability

MoEU will ensure policy-level sustainability of the Project. The Project is aligned with one of the four pillars of the 10th National Development Plan “Liveable places, sustainable environment” and international agreements such as Stockholm Convention on POPs. The Project will support policy-level sustainability mainly through the replicable pilot actions that will be fulfilled throughout the Project.

The Project includes specific measures to ensure institutional sustainability through training programs and public awareness activities.

Financial Aspect

The Project is geared towards establishment of required institutional capacity and the funds will be used for this specific purpose. As such, once the required institutional capacity is established and the MoEU is with the skills and tools, they will be able to expand the implementation of the recommendations of the Project from its own resources.

Institutional Level

The project will develop significant capacities both at the central level and the local levels through design and delivery of the training programs. At this point, it is important to note that the training modules will be used by the MoEU and others for further training programs to be delivered by their respective training departments. Trainings will be carried out as training of trainers’ modality in order to ensure the institutional sustainability of the project.

Assumptions and risks

The project was designed on several assumptions and risks taking account the current situation. Table below is for identifying mitigation measures for described risks as per their impact and probability rates.

Assumptions:

- The Project will have a dynamic approach in making necessary adjustments in the timelines for project activities;
- National and local institutions are fully committed to the development and implementation of policies and institutional changes required to be in line with the Paris Agreement;
- Central and local authorities willing to cooperate and ready for the assistance as foreseen by the project intervention;
- Enhanced interest of the central and local authorities to adjust decision-making tools and policies in line with EU *Acquis*;
- Trained staff members remain in their posts during the entire duration of the Project.



Description	Impact & Probability ⁸	Mitigation Measures
<p>Insufficient institutional coordination at national and local level to effectively implement key policies and regulations on chemicals and contaminated sites management</p>	<p>Impact = 3 Probability = 2</p>	<p>The overall strategic direction of the project will be provided by a Project Steering Committee (PSC), consisting of representatives of the MOEU/DGEM, the contracting authority (MOEU/DGEUFR), UNDP and other stakeholders when deemed necessary. While this multi-sectoral structure will enhance the coordination among institutions at several levels, it is also planned to specifically promote an inter-sectoral coordination mechanism, which will serve as the primary mitigation measure to this risk.</p>
<p>Insufficient output-outcome linkages due to factors outside the control area of the project</p>	<p>Impact = 3 Probability = 2</p>	<p>The PSC will operate several functions where verifying the achievement of the outputs and results of the project is the main one as a primary mitigation measure to this risk. Close coordination between the PSC and technical team will be assured by Operation Coordination Unit (OCU) for proactive management of risks and outside factors. The OCU will be formed by the MOEU/DGEM representative, technical assistant team (TAT) and Contracting Authority (when necessary) and meet monthly basis to effectively manage the progress of the projects to take corrective measures deem necessary.</p>
<p>Inadequate stakeholder and technical expertise engagement related to potential institutional change.</p>	<p>Impact = 3 Probability = 2</p>	<p>The project has built in specific mechanisms to support coordination and interaction. However, Turkey is currently undergoing some national political changes that may result in changes to institutional structures or mandates in the coming years. In this context of institutional change, it may be difficult for the project to effectively engage all necessary stakeholders and government experts during project implementation. The project will continuously monitor this risk and take adaptive management measures as necessary if this risk appears to negatively affect the project's operational approach and effectiveness.</p>

⁸ Impact: effect on the project if the risk were to occur on a scale of 1 (low) to 5 (high)
Probability: estimate of the likelihood of the risk occurring on a scale of 1 (low) to 5 (high)

1.7. Logical Framework

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objectives	<p>Protect human health and environment from adverse effects of Persistent Organic Pollutants (POPs) and other hazardous substances especially in contaminated sites through enhancing the implementation capacity of POPs Regulation and Soil Contamination By-law.</p>	<ul style="list-style-type: none"> ▪ Contribution to the improved quality of life of citizens through protecting human health and environment from POPs. 	<ul style="list-style-type: none"> ▪ European Commission's Regular Reports from 2019 to 2022 ▪ European Environment Agency's State of Environment Reports ▪ Statistical data on environment and climate change ▪ Progress in the implementation of Sector Operational Programme: Environment and Climate Action ▪ Progress in the implementation of National Action Plan for EU Accession ▪ Progress in the implementation of Multi-annual Action Programme for Turkey on Environment and Climate Action 	<ul style="list-style-type: none"> ▪ Stable political climate and macro-economic situation ▪ Strong commitment and dedication of the stakeholders to participate and cooperate throughout project implementation ▪ Strong stakeholder coordination during project implementation ▪ Convergent views and decisions among stakeholders and relevant institutions ▪ Sufficient number of assigned personnel in charge of the project within relevant institutions ▪ Sufficient number of experienced and high qualified experts with satisfactory knowledge and perception of the Turkish context for each sector which will be dealt with within this project ▪ Coherence between the training subjects/campaigns and the target group
Specific objective	<p>The purpose of the project is to enhance Turkey's capacity on implementation of EU POPs Regulation through supporting central and local authorities on identification and remediation of contaminated sites with POPs.</p>	<ul style="list-style-type: none"> ▪ Strengthened Technical and institutional capacity for management of POPs contaminated sites ▪ Identified and classified contaminated sites with POPs ▪ Increased institutional experience for remediation of POPs contaminated sites 	<ul style="list-style-type: none"> ▪ European Commission's Regular Reports from 2017 to 2020 ▪ Statistical data on environment and climate change ▪ Monitoring Reports ▪ Project Progress Reports ▪ Project Final Report ▪ Project Evaluation Reports 	

Expected results				
Activities	<p>1. Technical and Institutional Capacity for Management of POPs Contaminated Sites Has Been Strengthened</p> <p>1.1. Trainings for staff that will be working on POPs/contaminated sites management from different target groups</p> <p>1.2. LGA/Guidance documents/publications preparation and update</p> <p>1.3. Study visits</p> <p>1.4. Establishment of Helpdesk Navigator Software Programme</p> <p>2: Contaminated Sites with Pops Have Been Identified and Classified</p> <p>2.1. Update of CSIS Software</p> <p>2.2. Identification and classification of POPs contaminated sites in Turkey</p>	<p>Means</p> <ul style="list-style-type: none"> ▪ Project Coordination Unit (PCU) ▪ Technical Assistant Team (TAT) ▪ Short term experts (STEs) ▪ Stakeholder engagement activity (e.g. consultative meetings, bilateral meetings, workshops, study tours) costs ▪ Assessment, research, study costs ▪ Web-based platform and software development and maintenance costs ▪ Training costs ▪ Project office costs ▪ Knowledge material development, visibility and dissemination costs 	<p>Cost</p> <ul style="list-style-type: none"> ▪ Covering the human resources, costs for travels, local office and services - details are indicated in the Budget for the Action. 	<p>Assumptions</p> <ul style="list-style-type: none"> ▪ Factors outside project management's control that may impact on the outcome linkage.
<p><i>Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened</i></p>	<ul style="list-style-type: none"> ▪ Approximately 490 staff were trained and certificated ▪ Study visits held to EU Countries were organized for information/experience exchange on contaminated sites remediation and soil pollution prevention 	<ul style="list-style-type: none"> ▪ Study visit materials, evaluation report and participants list ▪ Training of trainees' programme materials, evaluation report and participants list ▪ Training materials, evaluation report and participants list ▪ Number of certificates given to the participants ▪ Project Inception Report ▪ Activity Evaluation Reports ▪ Project Progress Reports ▪ PSC Meeting Minutes ▪ Project Final Report ▪ Project Evaluation Reports 	<ul style="list-style-type: none"> ▪ National and local institutions are committed to contaminated sites management. ▪ Owners of pilot sites are willing to cooperate in the project activities. ▪ Other national and local stakeholders are supporting project activities and participating. ▪ Trained staff members (national and local) remain in their posts during the entire duration of the project. 	
<p><i>Result 2. Contaminated sites with POPs have been identified and classified</i></p>	<ul style="list-style-type: none"> ▪ At least 10 number of POPs contaminated sites were identified, assessed and prioritized ▪ A Helpdesk for contaminated site remediation was established. 			
<p><i>Result 3. Institutional experience for remediation of POPs contaminated sites have been increased</i></p>	<ul style="list-style-type: none"> ▪ 2 number of pilot applications were implemented 			

<p>2.3. Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation</p> <p>2.4. Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3</p> <p>2.5. Preparation of Operational Plan for 2 pilot sites</p> <p>2.6. Preparation of a Supervision and Monitoring Plan for 2 pilot sites</p> <p>2.7. Preparation of Technical Specification for 2 Pilot Sites for Pilot Application</p> <p>2.8. Implementation of Supervision and Monitoring Plan for 2 Pilot Sites</p> <p>3. Works Component: Pilot Remediation Activities</p>			
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2. LEGAL CONTEXT ⁹

Where the country has signed the Standard Basic Assistance Agreement (SBAA)

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of (country) and UNDP, signed on (date). All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

This project will be implemented by Ministry of Environment and Urbanisation (“Implementing Partner”) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

⁹ 1. Responsibility for NIM projects rests with the government, as reflected in the Standard Basic Assistance Agreement signed by UNDP with the government, and with the implementing partner, as agreed in the country programme action plan or United Nations development assistance framework action plan and respective annual work plan.

2. Under NIM, UNDP is accountable for the effective and efficient use of resources for the achievement of programme results in conjunction with the implementing partner. This encompasses the design of projects, the assessment of capacities of implementing partners, the joint selection of implementing partners, and the financing and evaluation of programme activities. UNDP must monitor progress towards intended outputs and appropriate use of resources.

3. The project will undergo annual audit by a certified auditor according to UNDP rules and regulations.



Annex [#]. Social and Environmental Screening Template

The completed template, which constitutes the Social and Environmental Screening Report, must be included as an annex to the Project Document. Please refer to the Social and Environmental Screening Procedure and Toolkit for guidance on how to answer the 6 questions.

Project Information

Project Information	
1. Project Title	Identification and Remediation of Contaminated Sites with Persistent Organic Pollutants (POPs)
2. Project Number	00107003
3. Location (Global/Region/Country)	RBEC/Turkey CO

Part A. Integrating Overarching Principles to Strengthen Social and Environmental Sustainability

QUESTION 1: How Does the Project Integrate the Overarching Principles in order to Strengthen Social and Environmental Sustainability?

Briefly describe in the space below how the Project mainstreams the human-rights based approach

N/A

Briefly describe in the space below how the Project is likely to improve gender equality and women's empowerment

Understanding the relationship between gender and sound chemicals management is important for the overall effectiveness of any project on chemicals and wastes. Women and men are impacted differently by chemicals and through different routes. They have different experiences of dealing with sources of exposure, and different priorities, responsibilities and needs relating to the reduction of toxic chemicals and wastes. In many developing countries, women and men also often have different levels of access to participation, decision-making, information, education or justice, and face different constraints in their efforts to improve their environment and living conditions. They can also play different roles in making decisions about pollution prevention, waste management, identification of sources of chemical exposure, and building a safer environment for communities.

Means of project implementation:

Gender mainstreaming will be one of the main cross-cutting themes of the Project. Strengthening of gender mainstreaming approach will be done through the following:

- Composition of the trainees: Trainees of the training programs will be composed by a gender sensitive approach.
- Gender sensitive service delivery planning: Gender sensitive service delivery planning will be introduced as a new dimension in the multi-year investment planning. By this, creation of the grounds and instruments for more egalitarian resource allocation on gender basis is expected.

Briefly describe in the space below how the Project mainstreams environmental sustainability

MoEU will ensure policy-level sustainability of the Project. The Project is aligned with one of the four pillars of the 10th National Development Plan "Liveable places, sustainable environment" and international agreements such as Stockholm Convention on POPs. The Project will support policy-level sustainability mainly through the replicable pilot actions that will be fulfilled throughout the Project.

The Project includes specific measures to ensure institutional sustainability through training programs and public awareness activities.

Financial Aspect

The Project is geared towards establishment of required institutional capacity and the funds will be used for this specific purpose. As such, once the required institutional capacity is established and the MoEU is with the skills and tools, they will be able to expand the implementation of the recommendations of the Project from its own resources.

Institutional Level

The project will develop significant capacities both at the central level and the local levels through design and delivery of the training programs. At this point, it is important to note that the training modules will be used by the MoEU and others for further training programs to be delivered by their respective training departments. Trainings will be carried out as training of trainers modality in order to ensure the institutional sustainability of the project.

Part B. Identifying and Managing Social and Environmental Risks

QUESTION 2: What are the Potential Social and Environmental Risks?

Note: Describe briefly potential social and environmental risks identified in Attachment 1 – Risk Screening Checklist (based on any "Yes" responses). If no risks have been identified in Attachment 1 then note "No Risks Identified" and skip to Question 4 and Select "Low Risk". Questions 5 and 6 not required for Low Risk Projects.

QUESTION 3: What is the level of significance of the potential social and environmental risks?

Note: Respond to Questions 4 and 5 below before proceeding to Question 6

QUESTION 6: What social and environmental assessment and management measures have been conducted and/or are required to address potential risks (for Risks with Moderate and High Significance)?

Risk Description	Impact and Probability (1-5)	Significance (Low, Moderate, High)	Comments	Description of assessment and management measures as reflected in the Project design. If ESEA or SESA is required note that the assessment should consider all potential impacts and risks.
Risk 1: The Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts	I = 5 P = 1	Low	During the supervision part of the project, pilot activities may have such risk.	A state-of-art technical specification and operational plan will be prepared by top notch expertise on the area in order to decrease the potential risks posed by pilot activities of the project. In addition, although pilot activities will be carried out by the beneficiary of the project, all supervision related works will be carried out by PMU in order to mitigate this risk.
[add additional rows as needed]				

QUESTION 4: What is the overall Project risk categorization?		Comments
Select one (see SESP for guidance)		
Low Risk	<input checked="" type="checkbox"/>	
Moderate Risk	<input type="checkbox"/>	
High Risk	<input type="checkbox"/>	
QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are relevant?		Comments
Check all that apply		
Principle 1: Human Rights	<input type="checkbox"/>	
Principle 2: Gender Equality and Women's Empowerment	<input type="checkbox"/>	
1. Biodiversity Conservation and Natural Resource Management	<input type="checkbox"/>	
2. Climate Change Mitigation and Adaptation	<input type="checkbox"/>	
3. Community Health, Safety and Working Conditions	<input type="checkbox"/>	
4. Cultural Heritage	<input type="checkbox"/>	
5. Displacement and Resettlement	<input type="checkbox"/>	
6. Indigenous Peoples	<input type="checkbox"/>	
7. Pollution Prevention and Resource Efficiency	<input checked="" type="checkbox"/>	

Final Sign Off

Signature	Date	Description
	31.10.19	Nuri Özbagdatli, Portfolio Manager CCE
	31.10.2019	Öykü Uluçay, M&E Analyst
	31.10.2019	Seher Alacacı Ariner, ARR/P

SESP Attachment 1. Social and Environmental Risk Screening Checklist

Checklist Potential Social and Environmental Risks		Answer (Yes/No)
Principles 1: Human Rights		
1.	Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
2.	Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? ¹	No
3.	Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?	No
4.	Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them?	No
5.	Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?	No
6.	Is there a risk that rights-holders do not have the capacity to claim their rights?	No
7.	Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?	No
8.	Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?	No
Principle 2: Gender Equality and Women's Empowerment		
1.	Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?	No
2.	Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
3.	Have women's groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment?	No
4.	Would the Project potentially limit women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services? <i>For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being</i>	No
Principle 3: Environmental Sustainability: Screening questions regarding environmental risks are encompassed by the specific Standard-related questions below		
Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management		
1.1	Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services?	No

¹ Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.

	<i>For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i>	
1.2	Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	No
1.3	Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	No
1.4	Would Project activities pose risks to endangered species?	No
1.5	Would the Project pose a risk of introducing invasive alien species?	No
1.6	Does the Project involve harvesting of natural forests, plantation development, or reforestation?	No
1.7	Does the Project involve the production and/or harvesting of fish populations or other aquatic species?	No
1.8	Does the Project involve significant extraction, diversion or containment of surface or ground water? <i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i>	No
1.9	Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)	No
1.10	Would the Project generate potential adverse transboundary or global environmental concerns?	No
1.11	Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area? <i>For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.</i>	No
Standard 2: Climate Change Mitigation and Adaptation		
2.1	Will the proposed Project result in significant ² greenhouse gas emissions or may exacerbate climate change?	No
2.2	Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?	No
2.3	Is the proposed Project likely to directly or indirectly increase social and environmental vulnerability to climate change now or in the future (also known as maladaptive practices)? <i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i>	No
Standard 3: Community Health, Safety and Working Conditions		
3.1	Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?	No
3.2	Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No

² In regards to CO₂, 'significant emissions' corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.]



3.3	Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?	No
3.4	Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure)	No
3.5	Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?	No
3.6	Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)?	No
3.7	Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?	No
3.8	Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)?	No
3.9	Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)?	No
Standard 4: Cultural Heritage		
4.1	Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	No
4.2	Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?	No
Standard 5: Displacement and Resettlement		
5.1	Would the Project potentially involve temporary or permanent and full or partial physical displacement?	No
5.2	Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	No
5.3	Is there a risk that the Project would lead to forced evictions? ³	No
5.4	Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	No
Standard 6: Indigenous Peoples		
6.1	Are indigenous peoples present in the Project area (including Project area of influence)?	No
6.2	Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples?	No
6.3	Would the proposed Project potentially affect the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the Project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)? <i>If the answer to the screening question 6.3 is "yes" the potential risk impacts are considered potentially severe and/or critical and the Project would be categorized as either Moderate or High Risk.</i>	No

³ Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections.



6.4	Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	No
6.5	Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.6	Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?	No
6.7	Would the Project adversely affect the development priorities of indigenous peoples as defined by them?	No
6.8	Would the Project potentially affect the physical and cultural survival of indigenous peoples?	No
6.9	Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?	No
Standard 7: Pollution Prevention and Resource Efficiency		
7.1	Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	Yes
7.2	Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)?	No
7.3	Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs? <i>For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Conventions on Persistent Organic Pollutants or the Montreal Protocol</i>	No
7.4	Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health?	No
7.5	Does the Project include activities that require significant consumption of raw materials, energy, and/or water?	No

Design & Appraisal Stage Quality Assurance Report

Form Status: Approved

Overall Rating: Highly Satisfactory

Decision: Approve: The project is of sufficient quality to continue as planned. Any management actions must be addressed in a timely manner.

Portfolio/Project Number: 00107003

Portfolio/Project Title: Remediation of Contaminated Sites with POPs

Portfolio/Project Date: 2019-11-01 / 2022-11-30

Strategic

Quality Rating: Exemplary

1. Does the project specify how it will contribute to higher level change through linkage to the programme's Theory of Change?

3: The project is clearly linked to the programme's theory of change. It has an explicit change pathway that explains how the project will contribute to outcome level change and why the project's strategy will likely lead to this change. This analysis is backed by credible evidence of what works effectively in this context and includes assumptions and risks.

2: The project is clearly linked to the programme's theory of change. It has a change pathway that explains how the project will contribute to outcome-level change and why the project strategy will likely lead to this change.

1: The project document may describe in generic terms how the project will contribute to development results, without an explicit link to the programme's theory of change.

Evidence:

The overall objective is to improve environmental protection and the quality of life of citizens by protecting human health and environment from adverse effects of Persistent Organic Pollutants (POPs) and other hazardous substances especially in contaminated sites through enhancing the implementation capacity of EU POPs Regulation and Soil Contamination Strategy. The project will contribute on one of the trivets of general objective of the ESOP that is environmental protection through increasing the capacity of the MoEU for protection of soils from POPs and other dangerous pollutants. The project is also fitting the respective output of the ESOP which is the "Legislative reform and capacity building advanced in the areas of climate action, air quality, civil protection, marine environment, horizontal legislation and nature protection" since it will contribute capacity building for implementation of POPs Regulation and Point Source Contaminated Sites Legislation.

List of Uploaded Documents

#	File Name	Modified By	Modified On
1	ProDocPOPSIPA_Revisedfinal_2120_101 (https://intranet.undp.org/apps/ProjectQA/QAFormDocuments/ProDocPOPSIPA_Revisedfinal_2120_101.docx)	naz.ozguc@undp.org	10/30/2019 1:43:00 PM

2. Is the project aligned with the UNDP Strategic Plan?

3: The project responds to at least one of the development settings as specified in the Strategic Plan¹ and adapts at least one Signature Solution². The project's RRF includes all the relevant SP output indicators. (all must be true)

2: The project responds to at least one of the development settings as specified in the Strategic Plan⁴. The project's RRF includes at least one SP output indicator, if relevant. (both must be true)

1: The project responds to a partner's identified need, but this need falls outside of the UNDP Strategic Plan. Also select this option if none of the relevant SP indicators are included in the RRF.

Evidence:

The objective of the project is thematically aligned with the Outcome 1.3 of UNDCS (2016-2020) as well as linked to UNDP Strategic Plan's area of sustainable planet initiative. The intervention falls into the Eradicate Poverty in all its forms and dimensions setting and the signature solution is "promote nature based solutions for a sustainable planet".

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No documents available.

3. Is the project linked to the programme outputs? (i.e., UNDAF Results Group Workplan/CPD, RPD or Strategic Plan IRRF for global projects/strategic interventions not part of a programme)

Yes

No

Evidence:

The project is linked to Contributing Outcome (UN DCS Outcome): 1.3: "By 2020, improved implementation of more effective policies and practices on sustainable environment, climate change, biodiversity by national, local authorities and stakeholders including resilience of the system/communities to disasters" and CPD Output: 1.3.3: "Chemical waste prevented, managed and disposed of, and chemically contaminated sites managed in environmentally sound manner."

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No documents available.

Relevant

Quality Rating: Highly Satisfactory

4. Do the project target groups leave furthest behind?

3: The target groups are clearly specified, prioritising discriminated, and marginalized groups left furthest behind, identified through a rigorous process based on evidence.

2: *The target groups are clearly specified, prioritizing groups left furthest behind.*

1: The target groups are not clearly specified.

Evidence:

The following target groups can be considered under this action:

- The relevant staff of MoEU in central and provincial level from the following departments:
 - o Department of Chemicals Management
 - o Provincial directorates
- Line ministries
 - o Ministry of Agriculture and Forestry
 - o Ministry of Industry and Technology
 - o Ministry of Health
- Industrial Associations and Environmental NGOs (i.e. İstanbul Minerals and Metals Exporters Association (IMMIB), Chemicals Industry Associations, TEMA, etc.) Universities and Research Centers (METU, Kocaeli University, TUBITAK MRC, etc.)
- Industry especially potential target sectors that may have contaminated sites
- Public especially farmers, residents in highly industrialized areas

In addition to target groups the following departments of MoEU will be the stakeholders:

- Department of Water and Soil Management
- Directorate General of Geographic Information Systems

However, in addition to this, works component will have a specific targets groups as it will be implemented locally:

- Provincial directorate of Environment and Urbanization
- Other provincial directorates of line ministries
- Local municipality
- Local people living around the selected pilot contaminated site

While these target groups are mostly public authorities, the final beneficiaries of the project are local stakeholders, and vulnerable communities and citizens.

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No documents available.

5. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design?

- **3: Knowledge and lessons learned backed by credible evidence from sources such as evaluation, corporate policies/strategies, and/or monitoring have been explicitly used, with appropriate referencing, to justify the approach used by the project.**

2: The project design mentions knowledge and lessons learned backed by evidence/sources but have not been used to justify the approach selected.

1: There is little, or no mention of knowledge and lessons learned informing the project design. Any references made are anecdotal and not backed by evidence.

Evidence:

Turkey has signed the Stockholm Convention on Persistent Organic Pollutants in 2004 and ratified in 2009. In order to fulfill its obligations under the Convention Turkey prepared its National Implementation Plan (NIP) that includes the inventory of the country and the necessary action plans for implementation of the convention in the country. The inventory of POPs in the country and action plans in the NIP has been reviewed with the GEF support in 2013 since there has been addition of 9 new POPs in the annexes of the convention in between 2004-2011. As it is indicated in the NIP, one of the priority areas of the country on implementation of the Convention and the POPs Regulation is contaminated sites management since the country is in a fast-growing period and has intensive usage of such chemicals in various industrial sectors which may increase the uncontrolled contamination of soil with these chemicals.

The Project interventions will be based on the lessons learned (including maladaptation practices) and best practices in EU Member States as they have more experience than Turkey. At this point, focusing on identifying and solving problems rather than trying to match one or another model in different country will be the key. It is because each reform process is unique in terms of the solutions that can be applied. The challenge is to learn from other experiences but also to provide customized solutions for particular situations in the context of Turkey. For detailed information please see attached prodoc.

In addition; the ongoing GEF project will provide a technical background information for local authorities and central level staff with regard to current soil contamination regulation and its early implementation practices. This project is going to use this background level knowledge to build up their capacity with extensive trainings. In addition to this, GEF project brought the contaminated site registration system in a certain level to get registration of contaminated sites. This will foster the selection of priority sites however there is still room to develop the registration system as well as the evaluation and clean-up system

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No documents available.

6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national / regional / global partners and other actors?

3: *An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project, including identification of potential funding partners. It is clear how results achieved by partners will complement the project's intended results and a communication strategy is in place to communicate results and raise visibility vis-à-vis key partners. Options for south-south and triangular cooperation have been considered, as appropriate. (all must be true)*

2: Some analysis has been conducted on the role of other partners in the area where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project, with unclear funding and communications strategies or plans.

1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance.

Evidence:

Turkey has implemented the EU Project on Implementation of POPs Regulation in Turkey which is the implementing legislation of EU for the Stockholm Convention and at the moment preparing the POPs By-law for publication that is the output of the project. The prepared By-law was adopted in 2018. The EU Project supports Turkey to implement the fundamental legislation on POPs that is providing necessary framework measures and limits for POPs management however it does not consist specific provisions for implementation of the POPs Regulation such as management of POPs stockpiles, wastes, and contaminated sites. Under these circumstances, Turkey will start implementing the obligations of the Stockholm Convention (SC) and related EU POPs Regulation (EC) No 850/2004, which is the implementing regulation of EU for SC, in the upcoming years very tremendously and will need technical assistance for effective implementation of it. For this purpose, an EU Project for implementation of POPs Regulation in Turkey was conducted in 2013-2015 to harmonize the SC and related EU Regulation in Turkish acquis with a By-law on POPs. However, this project and its output draft By-law is not covering POPs contaminated sites and therefore there is still a need for a complementary project as proposed to enhance the technical and institutional contaminated sites management background all actors including policy makers, local implementing authorities and site owners and strengthen the enforcement capability of the POPs and Contaminated Sites legislation in the country. In output level, GEF project will provide a technical background information for local authorities and central level staff with regard to current soil contamination regulation and its early implementation practices. This project is going to use this background level knowledge to build up their capacity with extensive trainings. In addition to this, GEF project brought the contaminated site registration system in a certain level to get registration of contaminated sites. This will foster the selection of priority sites however there is still room to develop the registration system as well as the evaluation and clean-up system.

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No documents available.

Principled

Quality Rating: Highly Satisfactory

7. Does the project apply a human rights-based approach?

3: The project is guided by human rights and incorporates the principles of accountability, meaningful participation, and non-discrimination in the project's strategy. The project upholds the relevant international and national laws and standards. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. (all must be true)

2: *The project is guided by human rights by prioritizing accountability, meaningful participation and non-discrimination. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget. (both must be true)*

1: No evidence that the project is guided by human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered.

Evidence:

UNDP's support to countries on chemicals management is shaped by four important global agreements: Stockholm Convention on Persistent Organic Pollutants, Basel Convention on the control of transboundary movements of hazardous wastes and their disposal, Rotterdam Convention on the prior informed consent procedure for certain hazardous chemicals and Minamata Convention on Mercury.

The Project has already indicated its direct contribution to the Stockholm Convention on Persistent Organic Pollutants and the 2030 Agenda for Sustainable Development. The Project activities are directly in compliant with obligations of the conventions to reduce the adverse effects of POPs from human health and the environment through environmentally sound management of contaminated sites with POPs and other hazardous chemicals.

The project does not directly apply a human rights - based approach however, supporting remediation of contaminated sites improves people's right to reach clean soil and water which is one of the essential human right.

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No documents available.

8. Does the project use gender analysis in the project design?

3: *A participatory gender analysis has been conducted and results from this gender analysis inform the development challenge, strategy and expected results sections of the project document. Outputs and indicators of the results framework include explicit references to gender equality, and specific indicators measure and monitor results to ensure women are fully benefitting from the project. (all must be true)*

2: A basic gender analysis has been carried out and results from this analysis are scattered (i.e., fragmented and not consistent) across the development challenge and strategy sections of the project document. The results framework may include some gender sensitive outputs and/or activities but gender inequalities are not consistently integrated across each output. (all must be true)

1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the gender inequalities have not been clearly identified and reflected in the project document.

Evidence:

Understanding the relationship between gender and sound chemicals management is important for the overall effectiveness of any project on chemicals and wastes. Women and men are impacted differently by chemicals and through different routes.

They have different experiences of dealing with sources of exposure, and different priorities, responsibilities and needs relating to the reduction of toxic chemicals and wastes. In many developing countries, women and men also often have different levels of access to participation, decision-making, information, education or justice, and face different constraints in their efforts to improve their environment and living conditions. They can also play different roles in making decisions about pollution prevention, waste management, identification of sources of chemical exposure, and building a safer environment for communities.

Gender mainstreaming will be one of the main cross-cutting themes of the Project. Strengthening of gender mainstreaming approach will be done through the following:

- Composition of the trainees: Trainees of the training programs will be composed by a gender sensitive approach.
- Gender sensitive service delivery planning: Gender sensitive service delivery planning will be introduced as a new dimension in the multi-year investment planning. By this, creation of the grounds and instruments for more egalitarian resource allocation on gender basis is expected.

UNDP will utilize the cooperation with UNDP Gender Equality Team and relevant UN Agencies, including UN Women, UNEP and United Nations International Children's Emergency Fund (UNICEF) for the implementation of the relevant capacity development, technical know-how and legislation review activities on this subject.

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No documents available.

9. Did the project support the resilience and sustainability of societies and/or ecosystems?

3: *Credible evidence that the project addresses sustainability and resilience dimensions of development challenges, which are integrated in the project strategy and design. The project reflects the interconnections between the social, economic and environmental dimensions of sustainable development. Relevant shocks, hazards and adverse social and environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. (all must be true)*

2: The project design integrates sustainability and resilience dimensions of development challenges. Relevant shocks, hazards and adverse social and environmental impacts have been identified and assessed, and relevant management and mitigation measures incorporated into project design and budget. (both must be true)

1: Sustainability and resilience dimensions and impacts were not adequately considered.

Evidence:

The project has thus a “tools and solutions” approach and the context-specific/EU-aligned strategic entry points are the first step towards project sustainability. The combination of these strategic entry points will help achieve the priorities identified in the MAAP/ESOP such as enhancing chemicals management by implementing the relevant EU Regulations (REACH, POPs and PIC Regulations) and International Conventions (Stockholm and Rotterdam Conventions) and reduced and/or eliminated POPs and Mercury. The intervention modality proposed for implementation of the project includes a number of measures to optimize the multiplier effects and sustainability of the impact after completion of the project. These elements include, but are not limited to, improved decision-making tools, establishment of IT systems, comparative analysis reports. In addition to such outputs the project is expected to contribute significantly to the human resources capacity both at the central and local level through various training activities. The knowledge on other country experiences on local governance and know-how to be gained through the trainings will be used for future contaminated sites management work at policy, financial and technical levels.

MoEU will ensure policy-level sustainability of the Project. The Project is aligned with one of the four pillars of the 10th National Development Plan “Livable places, sustainable environment” and international agreements such as Stockholm Convention on POPs. The Project will support policy-level sustainability mainly through the replicable pilot actions that will be fulfilled throughout the Project. The Project includes specific measures to ensure institutional sustainability through training programs and public awareness activities.

And finally, the Project is increasing the soil contamination capacity of government and private sector which increase the resilience of target groups on environmental management.

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No documents available.

10. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? The SESP is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of reports, coordination of events, trainings, workshops, meetings, conferences and/or communication materials and information dissemination. [if yes, upload the completed checklist. If SESP is not required, provide the reason for the exemption in the evidence section.]

Yes

No

SESP not required because project consists solely of (Select all exemption criteria that apply)

- 1: Preparation and dissemination of reports, documents and communication materials
- 2: Organization of an event, workshop, training
- 3: Strengthening capacities of partners to participate in international negotiations and conferences
- 4: Partnership coordination (including UN coordination) and management of networks
- 5: Global/regional projects with no country level activities (e.g. knowledge management, inter-governmental processes)
- 6: UNDP acting as Administrative Agent

Evidence:

List of Uploaded Documents

#	File Name	Risk Category	Risk Requirements	Document Status	Modified By	Modified On
1	SESP-IPAP OPs_2120_110 (https://intranet.undp.org/apps/ProjectQA/Form Documents /SESP-IPA POPs_2120_110.docx)	Low		Final	naz.ozguc@undp.org	10/30/2019 3:24:00 PM

Management & Monitoring**Quality Rating: Exemplary**

11. Does the project have a strong results framework?

- 3: *The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators that measure the key expected development changes, each with credible data sources and populated baselines and targets, including gender sensitive, target group focused, sex-disaggregated indicators where appropriate. (all must be true)*
- 2: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of target group focused, sex-disaggregated indicators, as appropriate. (all must be true)
- 1: The project's selection of outputs and activities are not at an appropriate level; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators. (if any is true)

Evidence:

Monitoring and evaluation exercises of the project will be undertaken in compliance with the provisions of the Financial and Administrative Framework Agreement (Article 1. Focus on results) and the General Conditions (Article 10. Monitoring and Evaluation of the Action).

The expected results, activities, objectively verifiable indicators, sources of verification and assumptions listed in the Logical Framework constitutes the basis of the Project's M&E system. It will be further refined during the Inception Phase. The Organisation continuously tracks the progress of the Project based on the agreed indicators and all reporting will be carried out accordingly. Indicators will be based on objectives that are specific, measurable, attainable, realistic and time-based. Indicators for the contribution-specific agreement are linked to the more general indicators relevant for the whole Action, wherever possible.

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No documents available.

12. Is the project's governance mechanism clearly defined in the project document, including composition of the

project board?

- 3: *The project's governance mechanism is fully defined. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. (all must be true)*
- 2: The project's governance mechanism is defined; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The project document lists the most important responsibilities of the project board, project director/manager and quality assurance roles. (all must be true)
- 1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided.

Evidence:

Yes the governance mechanism is clearly defined in the Prodoc at 1.4 Management Structure section of the document. The MOEU/DGEM, Department of Environment Management is the End Recipient and IP of the Project, which has the overall responsibility of the Project results from the Government side. It gives official views and confirmations on all relevant activities, outputs, M&E etc. It is the chair of the Project Steering Committee (PSC) and the Operation Coordination Unit (OCU).

The UNDP Turkey will be responsible for the provision of technical and implementation support of the Project in line with its rules and regulations and as per Contribution Agreement signed with the MOEU/DGEUFR To this end, it provides technical guidance, promotes participation and facilitation, ensures coordination among relevant international projects, programmes and initiatives and establishes new partnerships.

UNDP is also responsible for mobilizing all required financial and human resources to ensure successful implementation, M&E and completion of the Project and the CCAGP in close cooperation with the End Recipient/Implementing Partner. At the top of the Project management structure, there is the Project Steering Committee (PSC). PSC will be chaired by the MOEU/DGEM and will convene on quarterly basis.

The Project Assurance role supports the Project Steering Committee by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed.

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No documents available.			

13. Have the project risks been identified with clear plans stated to manage and mitigate each risk?

- 3: *Project risks related to the achievement of results are fully described in the project risk log, based on comprehensive analysis drawing on the programme's theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis such as funding potential and reputational risk. Risks have been identified through a consultative process with key internal and external stakeholders, including consultation with the UNDP Security Office as required. Clear and complete plan in place to manage and mitigate each risk, including security risks, reflected in project budgeting and monitoring plans. (both must be true)*
- 2: Project risks related to the achievement of results are identified in the initial project risk log based on a minimum level of analysis and consultation, with mitigation measures identified for each risk.
- 1: Some risks may be identified in the initial project risk log, but no evidence of consultation or analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified, no initial risk log is included with the project document and/or no security risk management process has taken place for the project.

Evidence:

The project risks and assumptions are clearly detailed on the 1.6 Risks and Assumptions section of the prodoc. Mitigation actions are clearly defined and the risk log of the project will be updated in ATLAS regularly and the project team will follow the possible risks and mitigation actions timely.

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No documents available.			

Efficient

Quality Rating: Highly Satisfactory

14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include, for example:

- i) Using the theory of change analysis to explore different options of achieving the maximum results with the resources available.
- ii) Using a portfolio management approach to improve cost effectiveness through synergies with other interventions.

- iii) Through joint operations (e.g., monitoring or procurement) with other partners.
- iv) Sharing resources or coordinating delivery with other projects.
- v) Using innovative approaches and technologies to reduce the cost of service delivery or other types of interventions.

- Yes
- No

Evidence:

Yes. The the project build on past UNDP projects and results, ensuring cost efficiency and also port folio management approach is applying for cost ef fectiveness through synergies with interventions. The project is geared towards establishment of re quired institutional capacity and the funds will be used for this specific purpose. As such, once the r equired institutional capacity is established and th e MOEU and municipalities are with the skills and tools, they will be able to expand the implementati on of the recommendations of the Project from its own resources. In specific terms, the recommend ations for effective adaptation action, managemen t and financing, establishment of participatory me chanisms are expected to be continued with the o wnership and commitment of the municipalities, e ven after the Project ends. All activities will be bas ed on transparent procurement processes using U NDP's rules and regulations to ensure best value f or money. The project team regularly review its cos t in close coordination with the other ongoing proj ects within the CCE Portfolio. Since all procureme nt activities are reviewing by the CCE Portfolio Ad ministrator (Procurement) and also the delivery an d budgets of the projects in the portfolio are revie wing by CCE Projects Implementation Administrat or, complementarity among all ongoing projects u nder CCE portfolio is ensured. The project team al so pursues joint activities with other projects not only in CCE portfolio, but also others in different p ortfolios in UNDP CO to minimize costs and increa se efficiencies.

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No documents available.

15. Is the budget justified and supported with valid estimates?

3: *The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Realistic resource mobilisation plans are in place to fill unfunded components. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget. Adequate costs for monitoring, evaluation, communications and security have been incorporated.*

2: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget, but no funding plan is in place. Costs are supported with valid estimates based on prevailing rates.

1: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget.

Evidence:

Yes, the project has a detailed budget per year. Budget justifications are provided for each of the budget lines and in line with EU rules and regulations

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No documents available.

16. Is the Country Office / Regional Hub / Global Project fully recovering the costs involved with project implementation?

3: The budget fully covers all project costs that are attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.)

2: *The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant.*

1: The budget does not adequately cover project costs that are attributable to the project, and UNDP is cross-subsidizing the project.

Evidence:

Some of the UNDP staff costs required for project implementation have been included in the project budgets- earmarked as UNDP direct contributions . However, limited DPC is covered by the EU- as agreed with by RBEC and CO management. UNDP will establish a Technical Assistance Team (TAT), which will work in close cooperation with the End Recipient. The TAT will be composed of high-calibre national and international experts to be backed up by the UNDP direct project costed staff and supported by national and international short-term experts. Direct project costed staff costs are proportionally budgeted to the Project based on their direct and necessary involvement in the implementation of the Project.

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No documents available.

Effective

Quality Rating: Exemplary

17. Have targeted groups been engaged in the design of the project?

- 3: *Credible evidence that all targeted groups, prioritising discriminated and marginalized populations that will be involved in or affected by the project, have been actively engaged in the design of the project. The project has an explicit strategy to identify, engage and ensure the meaningful participation of target groups as stakeholders throughout the project, including through monitoring and decision-making (e.g., representation on the project board, inclusion in samples for evaluations, etc.)*
- 2: Some evidence that key targeted groups have been consulted in the design of the project.
- 1: No evidence of engagement with targeted groups during project design.
- Not Applicable

Evidence:

Yes as it is clearly explained in the 1.2 Target Groups section of the prodoc the targeted groups and key stakeholders were engaged in the design of the project. The target groups of the project are the relevant public institutions, local governments and municipalities, regional and provincial directorates, regional development agencies, chambers, unions, professional and business organisations, universities, research institutes and civil society organisations. The target groups of the operation include all relevant non-state stakeholders and citizens.

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No documents available.

18. Does the project plan for adaptation and course correction if regular monitoring activities, evaluation, and lesson learned demonstrate there are better approaches to achieve the intended results and/or circumstances change during implementation?

Yes

No

Evidence:

Yes, the project has detailed M&E plan with clear timelines to ensure course corrections can be made when needed. M&E Advisor for the portfolio, along with the project managers, will document the progress of all of the components, conduct monitoring visits, and organize of Steering Committee meeting where results, challenges and opportunities could be share among stakeholders.

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No documents available.

19. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.

- Yes
- No

Evidence:

This is a GEN1 project. The target group of the project consist of non-governmental organizations (NGOs) advocating women's rights. UNDP will utilize the cooperation with UNDP Gender Equality Team and relevant UN Agencies, including UN Women, UNEP and United Nations International Children's Emergency Fund (UNICEF) for the implementation of the relevant capacity development, technical know-how and legislation review activities on this subject.

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No documents available.			

Sustainability & National Ownership

Quality Rating: Satisfactory

20. Have national / regional / global partners led, or proactively engaged in, the design of the project?

- 3: National partners (or regional/global partners for regional and global projects) have full ownership of the project and led the process of the development of the project jointly with UNDP.
- 2: The project has been developed by UNDP in close consultation with national / regional / global partners.
- 1: The project has been developed by UNDP with limited or no engagement with national partners.

Evidence:

The project will provide technical assistance and capacity building with its TA and Works components to better implement the POPs By-law and By-law of Point Source Soil Contamination that are the baseline legislation for management of contaminated sites with POPs. The main responsible bodies in this regulation is the Chemicals Management Department and Soil and Water Management Department. These legislations are putting some roles and responsibilities to relevant line ministries and industry. For this reason, the project will also provide technical assistance to following Ministries and also other relevant groups. All these key partners engaged in the design of the project and the project will address needs of this target group through several training, scalable data and spatial tools, visibility and advocacy platforms for increased ownership of the contaminated sites legislation and POPs by-law in Turkey will be promoted in scope of the Project through the training and awareness raising programs and communication.

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No documents available.

21. Are key institutions and systems identified, and is there a strategy for strengthening specific / comprehensive capacities based on capacity assessments conducted?

3: The project has a strategy for strengthening specific capacities of national institutions and/or actors based on a completed capacity assessment. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly.

2: *A capacity assessment has been completed. There are plans to develop a strategy to strengthen specific capacities of national institutions and/or actors based on the results of the capacity assessment.*

1: Capacity assessments have not been carried out.

Not Applicable

Evidence:

Yes the capacity assessment has been conducted to the key stakeholder. Please see attached document for reference.

List of Uploaded Documents

#	File Name	Modified By	Modified On
1	FINAL_MicroAssessmentReport_ÇYGM_2120_121 (https://intranet.undp.org/apps/ProjectQA/QAFormDocuments/FINAL_MicroAssessmentReport_ÇYGM_2120_121.pdf)	naz.ozguc@undp.org	10/30/2019 3:49:00 PM

22. Is there is a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc..) to the extent possible?

Yes

No

Not Applicable

Evidence:

The UNDP Turkey will implement the Project through the Contribution Agreement that will be signed with the MOEU/DGEUFR as per the Financing Agreement between the European Commission (EC) and the Government of Turkey. To this end, it provides technical guidance, promotes participation and facilitation, ensures coordination among relevant international projects, programmes and initiatives and establishes new partnerships. The Organisation is also responsible for mobilizing all required financial and human resources to ensure successful implementation, M&E and completion of the Project and the CCAGP in close cooperation with the End Recipient. The project will follow UNDP's procurement rules and regulations as well as M&E procedures.

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No documents available.

23. Is there a clear transition arrangement / phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation and communications strategy)?

Yes

No

Evidence:

The intervention modality proposed for implementation of the Project includes a number of measures to optimize the multiplier effects and sustainability of the impact after completion of the Project. These elements include, but are not limited to, improved decision-making tools, establishment of IT systems, comparative analysis and best practice reports. In addition to such outputs the Project is expected to contribute significantly to the human resources capacity both at the central and local level through various training activities. The knowledge on other country experiences on local governance and know-how to be gained through the trainings will be used for future climate change adaptation work at policy, financial and technical levels to build a resilient society.

MOEU will ensure policy-level sustainability of the Project. The Project is aligned with one of the four pillars of the 10th National Development Plan "Liveable places, sustainable environment" and international agreements such as the 2030 Agenda for Sustainable Development and the Stockholm Convention. The Project will support policy-level sustainability mainly through the replicable pilot actions that will be fulfilled throughout the Project. The project will be very beneficial in order to provide strong institutional and technical capacity for the implementation of the POPs Regulation in Turkey specifically in the area of contaminated sites management. The Project itself will not have any adverse environmental impacts, other than those due to normal activities (e.g. transport). Additionally, efforts will be made to assure that establishment of contaminated sites management system and helpdesk in this project will be beneficial to the environment on the whole, taking into account the potential adverse impacts of the planned activities on other environmental fields.

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QA Summary/LPAC Comments

List of Abbreviations

DGoEUFR	General Directorate of European Union and Foreign Relations
DGEM	General Directorate of Environment Management
EC	European Commission
ESOP	Sector Operational Programme: Environment and Climate Action
EU	European Union
EUD	Delegation of the European Union to Turkey
FAFA	Financial and Administrative Framework Agreement
GIS	Geographical Information System
IPA	Instrument for Pre-Accession Assistance
M&E	Monitoring and Evaluation
MAAP	Multi-Annual Action Programme for Turkey on Environment and Climate Action
MoEU	Ministry of Environment and Urbanization
NGO	Non-governmental organization
PCU	Project Coordination Unit
POPs	Persistent Organic Pollutants
PRAG	Practical Guide to Contract Procedures for EU External Actions
PSC	Project Steering Committee
SDG	Sustainable Development Goals
SBD	Strategy and Budget Department
STE	Short Term Expert
TAT	Technical Assistance Team
ToT	Trainer of Trainers
UN	United Nations
UNDP	United Nations Development Programme

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1. Description of the Action

1.1. Summary of the Action

Title of the action:	Identification and Remediation of Contaminated Sites with Persistent Organic Pollutants (POPs)
Contracting Authority:	Ministry of Environment and Urbanisation, General Directorate of European Union and Foreign Relations Address: Mustafa Kemal Mahallesi Eskişehir Devlet Yolu (Dumlupınar Bulvarı) 9. km. No: 278 Çankaya Ankara / Turkey Telephone: +90 312 474 03 50/51 Telex/Fax: +90 312 474 03 52/53
Organisation:	For the Contribution Agreement: United Nations Development Programme (UNDP) Turkey Country Office UNDP, Yıldız Kule, Yukarı Dikmen Mahallesi, Turan Güneş Bulvarı, No:106, 06550, Çankaya, Ankara/Turkey Telephone: +90 312 454 11 00 Telex/Fax: +90 312 496 14 63
End Recipient:	Ministry of Environment and Urbanisation, General Directorate of Environmental Management, Chemicals Management Department Address : Mustafa Kemal Mahallesi Eskişehir Devlet Yolu (Dumlupınar Bulvarı) 9. km. No: 278 Çankaya Ankara / Turkey Telephone : +90 312 474 03 37/38 Telex/Fax : +90 312 474 03 35
Location of the action:	Turkey
Total duration of the action:	36 months
Total budget for the action:	EUR 2,030,000
EU and TR financing requested:	EU financing request: EUR 1,700,000 TR financing request: EUR 300,000
UNDP Co-financing	EUR 30,000
Objectives of the action:	The overall objective is to improve environmental protection and the quality of life of citizens by protecting human health and environment from adverse effects of Persistent Organic Pollutants (POPs) and other hazardous substances especially in contaminated sites through enhancing the implementation capacity of EU POPs Regulation and Soil Contamination Strategy.
Target groups ² :	The following target groups can be considered under this action:

² "Target groups" are the groups/entities who will directly benefit from the action at the action purpose level.

	<ul style="list-style-type: none"> • The relevant staff of MoEU in central and provincial level from the following departments: <ul style="list-style-type: none"> ○ Department of Chemicals Management ○ Provincial directorates • Line ministries <ul style="list-style-type: none"> ○ Ministry of Agriculture and Forestry ○ Ministry of Industry and Technology ○ Ministry of Health • Industrial Associations and Environmental NGOs (i.e. İstanbul Minerals and Metals Exporters Association (IMMIB), Chemicals Industry Associations, TEMA, etc.) Universities and Research Centers (METU, Kocaeli University, TÜBİTAK MRC, etc.) • Industry especially potential target sectors that may have contaminated sites • Public especially farmers, residents in highly industrialized areas <p>In addition to target groups the following departments of MoEU will be the stakeholders:</p> <ul style="list-style-type: none"> • Department of Water and Soil Management • Directorate General of Geographic Information Systems <p>However, in addition to this, works component will have a specific targets groups as it will be implemented locally:</p> <ul style="list-style-type: none"> • Provincial directorate of Environment and Urbanization • Other provincial directorates of line ministries • Local municipality • Local people living around the selected pilot contaminated site
Final beneficiaries ³ :	The final beneficiaries of the project are local stakeholders, and vulnerable communities and citizens.
Estimated results:	<p>Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened</p> <p>Result 2. Contaminated sites with POPs have been identified and classified</p> <p>Result 3. Institutional experience for remediation of POPs contaminated sites have been increased</p>

1.2. Relevance of the action

Relevance to the objectives/sectors/themes/specific priorities of the Action:

The project will contribute one of the trivets of general objective of the ESOP that is environmental protection through increasing the capacity of the MoEU for protection of soils from POPs and other dangerous pollutants. The project is also fitting the respective output of the ESOP which is the

³ “Final beneficiaries” are those who will benefit from the action in the long term at the level of the society or sector at large.

“Legislative reform and capacity building advanced in the areas of climate action, air quality, civil protection, marine environment, horizontal legislation and nature protection” since it will contribute capacity building for implementation of POPs Regulation and Point Source Contaminated Sites Legislation. Multi-annual Action Programme for Environment and Climate Action 2014-2016 and National Action Plan for EU Accession Phase-II (June 2015-June 2019) clearly state that Chemicals sector is one of the major sectors for putting EU Acquis into practice in the country.

Turkey has signed the Stockholm Convention on Persistent Organic Pollutants in 2004 and ratified in 2009. In order to fulfill its obligations under the Convention Turkey prepared its National Implementation Plan (NIP) that includes the inventory of the country and the necessary action plans for implementation of the convention in the country. The inventory of POPs in the country and action plans in the NIP has been reviewed with the GEF support in 2013 since there has been addition of 9 new POPs in the annexes of the convention in between 2004-2011. As it is indicated in the NIP, one of the prior areas of the country on implementation of the Convention and the POPs Regulation is contaminated sites management since the country is in a fast-growing period and has intensive usage of such chemicals in various industrial sectors which may increase the uncontrolled contamination of soil with these chemicals.

Turkey has implemented the EU Project on Implementation of POPs Regulation in Turkey which is the implementing legislation of EU for the Stockholm Convention and at the moment preparing the POPs By-law for publication that is the output of the project. The prepared By-law was adopted in 2018. The EU Project supports Turkey to implement the fundamental legislation on POPs that is providing necessary framework measures and limits for POPs management however it does not consist specific provisions for implementation of the POPs Regulation such as management of POPs stockpiles, wastes, and contaminated sites.

Moreover, the objective of the project is thematically aligned with the Outcome 1.3 of UNDCS (2016-2020) as well as linked to UNDP Strategic Plan’s area of sustainable planet initiative.

Under these circumstances, Turkey will start implementing the obligations of the Stockholm Convention (SC) and related EU POPs Regulation (EC) No 850/2004, which is the implementing regulation of EU for SC, in the upcoming years very tremendously and will need technical assistance for effective implementation of it. For this purpose, an EU Project for implementation of POPs Regulation in Turkey was conducted in 2013-2015 to harmonize the SC and related EU Regulation in Turkish acquis with a By-law on POPs. However, this project and its output draft By-law is not covering POPs contaminated sites and therefore there is still a need for a complementary project as proposed to enhance the technical and institutional contaminated sites management background all actors including policy makers, local implementing authorities and site owners and strengthen the enforcement capability of the POPs and Contaminated Sites legislation in the country. In addition, there is still a need for a legislative gap assessment, in order to define the level of compliance of Turkey for implementation of Stockholm Convention and related EU legislation on contaminated sites management. The POPs Regulation is covering the life-cycle management of POPs such as banning or severely restricting production/use/import/export of POPs chemicals, environmentally sound management of POPs stockpiles, wastes and contaminated sites. Within the scope of the regulation management of contaminated sites with POPs is the major deficiency in terms of regulatory and enforcement point of view. Due to the lack of specific European legislation, that would ensure

contaminated sites investigation and remediation, other national, regional and local policy strategies have been designed for management of contaminated sites.

For this reason, Turkey has initiated its Soil Contamination Control and Point Source Contaminated Sites Legislation that is the sister legislation for fulfilling the contaminated sites obligations of EU POPs Regulation as well as Stockholm Convention with lack of experience and technical capacity. In order to fill the technical and practical deficiencies of central and local authorities in the country such capacity building project has been proposed for this Sector Operation Program.

As it is indicated in ESOP document, complementarity of IPA II assistance with other donors has an added value for the sustainability and catalytic effect of the Programme. The proposed project will have such potential for increasing an added value between different donors such as GEF since there is an ongoing GEF project entitled POPs Stockpiles Elimination and POPs Releases Reduction Project (GEF POPs Project) in which there is a small component for contaminated site management. Under GEF POPs project that is being implemented by UNDP with a budget of 10.815.000 USD and which will be finalized on November, 2020, there is a separate component for contaminated sites management which consists some preliminary activities such as preparation of contaminated site remediation technologies guideline, delivering training to local authorities, preparation of contaminated sites financial mechanism, software support to Contaminated sites registration system and public awareness activities as well as prerequisite activities to this IPA Project such as identification and site assessment for selected potentially contaminated sites with POPs since there is a pilot remediation activity for 2 selected areas with internationally prioritized contaminant i.e. POPs, mercury, lead, etc., in the proposed project. In order to remediate contaminated sites there is no need for application of Environmental Impact Assessment procedure since for this activity EIA is not necessary since remediation activities are not listed in either Annex 1 or annex 2 of EIA By-law; however, a site assessment study is mandatory for selection of suitable remediation technique for the selected pilot sites as requested in the contaminated sites legislation in Turkey. The site assessment activity will be basis for the selection of pilot sites within the IPA project. All the potential sites will be selected from pre-registered sites in the contaminated sites registration system used by the MoEU Soil and Water Department. The selected pilot sites will priorly be orphan or state-owned sites that are under control of Government of Turkey. The potential pilot sites will be determined by an established committee consisting of MoEU and Implementing Agency as well as EUD as observer. The committee will prepare a guideline to evaluate the sites and define the potential pilot sites. Under the GEF project at the moment, technical assistance part (which is Component 4.1 in the GEF Project) is going to be completed by the end of 2020. Currently most of the training, public awareness and dissemination activities were completed. According to work plan of GEF project, the site assessment and pilot application phases will be executed in 2019-2020. In this circumstance the projects will be complementary in terms of activity basis. The complementary activities and remarks with GEF POPs and proposed IPA project can be summarized in the following table.

In output level, GEF project will provide a technical background information for local authorities and central level staff with regard to current soil contamination regulation and its early implementation practices. This project is going to use this background level knowledge to build up their capacity with extensive trainings. In addition to this, GEF project brought the contaminated site registration system in a certain level to get registration of contaminated sites. This will foster the selection of priority sites

however there is still room to develop the registration system as well as the evaluation and clean-up system.

Table 1. Complementary activities of ongoing GEF and proposed EU Project

Activity	GEF POPs Project	Proposed IPA Contaminated Sites Project
Support for upgrading contaminated sites software	Upgrade of Contaminated Sites Identification and Registration System including data mining.	Upgrade of Contaminated Sites Evaluation System and Contaminated Sites Clean-Up System
Trainings and study visits	There are two trainings for local staff which is the first step for the implementation of legislation.	There are several trainings for central and local level staff and for private companies and sites owners. In addition, there are two study visits for increasing the effectiveness of the regulation under this project.
Preparation of guidelines	Existing guidelines and a general contaminated sites remediation technology guideline will be produced and distributed to local authorities as a first step.	Existing guidelines will be revised and updated according to changes in the global trends in remediation of contaminated sites. In addition, 2 extra guidelines will be prepared.
Public awareness materials	Existing brochures will be revised and produced.	Preparation of video and brochures for dissemination activities.
Identification and classification of POPs contaminated sites	A primitive identification of contaminated sites with POPs will be conducted.	Identification and classification of POPs contaminated sites in Turkey (pollutant-specific, according to the pollution load, sectoral and geographical data), In addition there will be a prioritization of contaminated sites for a future funding activity.
Remediation of pilot sites	Site assessment of 10 potential sites will be conducted and a limited contribution to one site will be provided.	There will be two pilot remediation activity in the sites selected from GEF POPs Project assessment study.
Establishment of help-desk	No activity on this subject.	An electronic help desk will be established.

Table 2. Timelines of ongoing GEF and proposed EU Projects for complementary activities

Activities	2017	2018	2019	2020	2021
Support for upgrading contaminated sites software	GEF	GEF	EU	EU	EU
Trainings and study visits	GEF	-	EU	EU	-
Preparation of guidelines	GEF	GEF	EU	EU	-

Public awareness materials	GEF		EU	EU	-
Identification and classification of POPs contaminated sites	-	GEF	GEF/EU	EU	-
Remediation of pilot sites	-	GEF	GEF/EU	EU	EU
Establishment of help-desk	-	-	-	EU	EU

In terms of project implementation periods, the interlinked activities of the projects have been properly adjusted. Each activity set indicated above will be implemented consequently. As it is indicated in the rationale of the Action 3 of ESOP lack of technical and personnel capacity in local level which covers diverse stakeholders at national and local levels and necessitates a multi-dimensional and multi-sectoral perspective is much more obvious and the project will serve directly as capacity building of such deficient actors. Project will specifically focus on the technical assistance for chemicals management and soil protection that is described in Action 3 and will have directly related outputs as indicated in the results of the Action 3 that is Enhanced chemicals management by implementing the relevant EU Regulations (REACH, POPs and PIC Regulations) and International Conventions (Stockholm and Rotterdam Conventions) and reduced and/or eliminated POPs and Mercury.

Finally, the content of the project is fitting with the detailed Activities concerning the Acquis-related Institution Building under chemicals section in implementation of POPs Regulation.

Number of sites that need or are undergoing detailed investigation

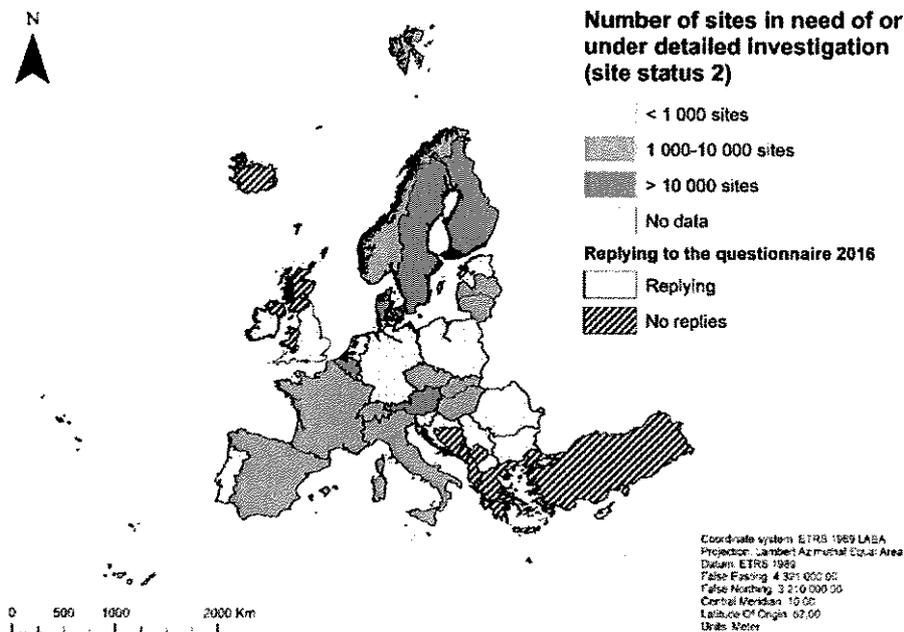


Figure 1. Number of sites that need or are undergoing detailed investigation⁴

By projection from EU data and comparing with Turkish overall site data it can be estimated that Turkey has potentially have to deal with more than 5000 potentially contaminated sites.

Financing contaminated sites is a burden for rapid implementation of legislation since, in average, remediation of a contaminated site cost around 124.000 EUR. However, when it comes to soil contamination with halogenated chemicals such as POPs or heavy metals like mercury the remediation cost can reach up to an average of 500.000 EUR³.

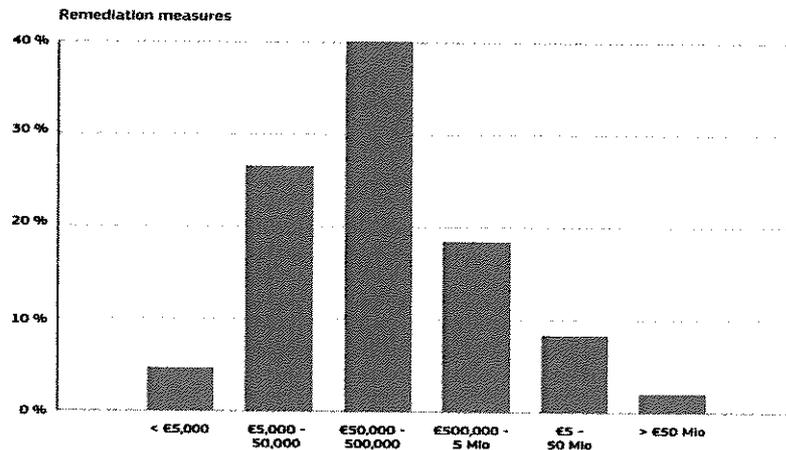


Figure 2. Average cost categories for site remediation measures in 2011⁵

Therefore, financing contaminated sites needs a public or private funding modalities as it is in most of the EU countries as shown below:

⁴ Ana Payá Pérez and Natalia Rodríguez Eugenio, Status of local soil contamination in Europe: Revision of the indicator "Progress in the management Contaminated Sites in Europe, EUR 29124 EN, Publications Office of the European Union, Luxembourg, 2018, ISBN 978-92-79-80072-6, doi:10.2760/093804, JRC107508

⁵ JRC. 2014. Progress in management of contaminated sites. Ispra, Italy, Joint Research Centre, European Commission. (also available at <http://publications.jrc.ec.europa.eu/repository/bitstream/JRC85913/lbna26376enn.pdf>).

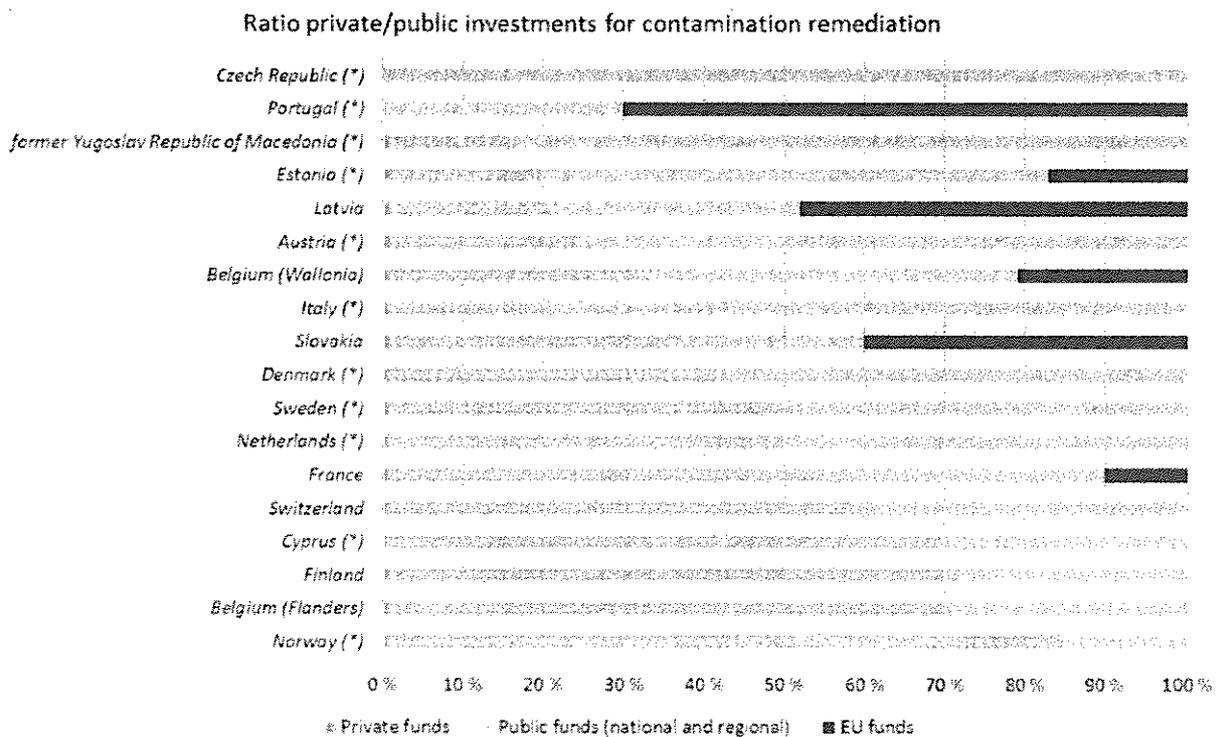


Figure 3. Private or public investments ratio in EU

Describe and define the target groups and final beneficiaries:

The project will provide technical assistance and capacity building with its TA and Works components to better implement the POPs By-law and By-law of Point Source Soil Contamination that are the baseline legislation for management of contaminated sites with POPs. The main responsible bodies in this regulation is the Chemicals Management Department and Soil and Water Management Department. These legislations are putting some roles and responsibilities to relevant line ministries and industry. For this reason, the project will also provide technical assistance to following Ministries and also other relevant groups:

- Ministry of Agriculture and Forestry
- Ministry of Industry and Technology
- Ministry of Health
- Industrial Associations and Environmental NGOs (i.e. İstanbul Minerals and Metals Exporters Association (IMMIB), Chemicals Industry Associations, TEMA, etc.) Universities and Research Centers (METU, Kocaeli University, TÜBİTAK MRC, etc.)
- Industry especially potential target sectors that may have contaminated sites
- Public especially farmers, residents in highly industrialized areas

In addition to target groups the following departments of MoEU will be the stakeholders:

- Department of Water and Soil Management
- Directorate General of Geographic Information Systems

However, in addition to this, works component will have a specific targets groups as it will be implemented locally:

- Provincial directorate of Environment and Urbanization
- Other provincial directorates of line ministries

- Local municipality
- Local people living around the selected pilot contaminated site

Particular added-value elements:

Gender Equality

Understanding the relationship between gender and sound chemicals management is important for the overall effectiveness of any project on chemicals and wastes. Women and men are impacted differently by chemicals and through different routes. They have different experiences of dealing with sources of exposure, and different priorities, responsibilities and needs relating to the reduction of toxic chemicals and wastes. In many developing countries, women and men also often have different levels of access to participation, decision-making, information, education or justice, and face different constraints in their efforts to improve their environment and living conditions. They can also play different roles in making decisions about pollution prevention, waste management, identification of sources of chemical exposure, and building a safer environment for communities.

Means of project implementation:

Gender mainstreaming will be one of the main cross-cutting themes of the Project. Strengthening of gender mainstreaming approach will be done through the following:

- Composition of the trainees: Trainees of the training programs will be composed by a gender sensitive approach.
- Gender sensitive service delivery planning: Gender sensitive service delivery planning will be introduced as a new dimension in the multi-year investment planning. By this, creation of the grounds and instruments for more egalitarian resource allocation on gender basis is expected.

UNDP will utilize the cooperation with UNDP Gender Equality Team and relevant UN Agencies, including UN Women, UNEP and United Nations International Children's Emergency Fund (UNICEF) for the implementation of the relevant capacity development, technical know-how and legislation review activities on this subject.

Sustainable Development Goals (SDGs)

On 25 September 2015, the Member States of the UN agreed on the 17 Sustainable Development Goals (SDGs) of the Post-2015 Development Agenda. The SDGs build on the Millennium Development Goals, the global agenda that was pursued from 2000 to 2015 and will guide global action on sustainable development until 2030. The themes of the project make direct contribution to several SDGs:

- SDG-3: *“Ensure healthy lives and promote wellbeing for all at all ages*
SDG 3.9: By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination.
- SDG-6: *“Clean water and sanitation”*
SDG 6.3: By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally.
- SDG-12: *“Ensure sustainable consumption and production patterns”* as the project will be targeting to decrease the adverse effects of hazardous chemicals into soil caused by industrial production.
SDG 12.4: By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment.

The project will also make indirect contribution to several SDGs such as SDG-5: Gender equality, SDG-9: Industry, innovation and infrastructure, SDG-17: Partnerships for goals.

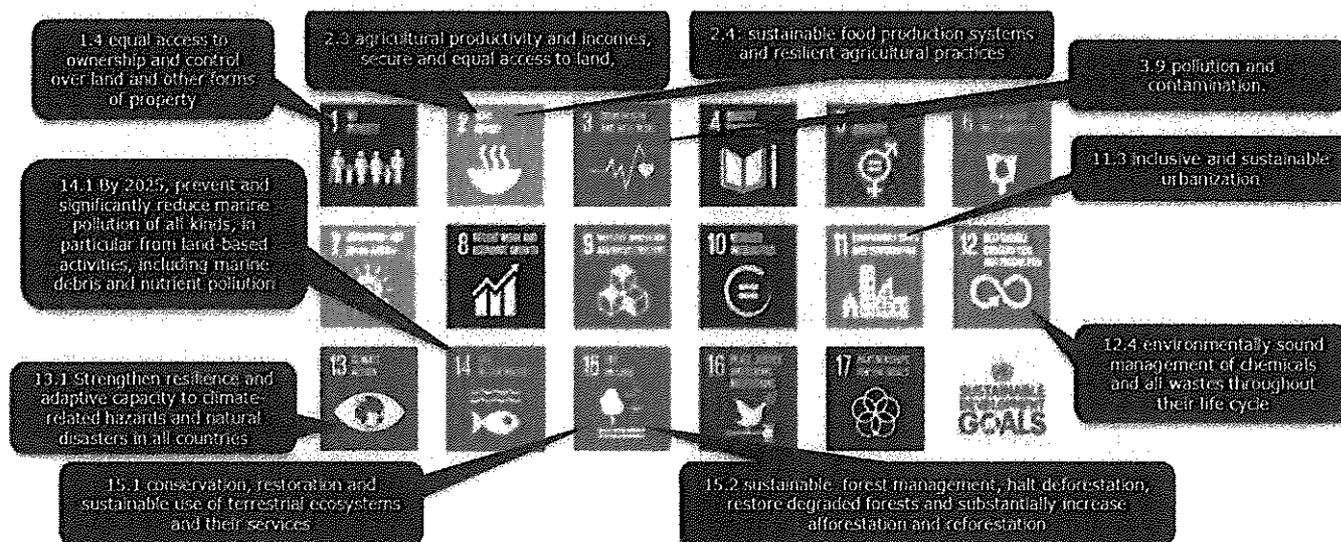


Figure 4. SDG and CSM relationship

Means of project implementation:

Within this framework, the Project will also promote localizing SDGs by central and local authorities and the public at large through the following interventions:

- Involvement of specific sessions on SDGs in the capacity development programs addressing the MoEU and other ministries and other associations, as well as social service units such as Women Center at the local level,
- Integrate the policies on effective chemicals management with reference to specific SDGs,
- Mainstream the SDGs in basic standards and principles of service delivery and performance management tools to be developed under the Project.

International agreements

UNDP's support to countries on chemicals management is shaped by four important global agreements: Stockholm Convention on Persistent Organic Pollutants, Basel Convention on the control of transboundary movements of hazardous wastes and their disposal, Rotterdam Convention on the prior informed consent procedure for certain hazardous chemicals and Minamata Convention on Mercury.

Means of project implementation

The Project has already indicated its direct contribution to the Stockholm Convention on Persistent Organic Pollutants and the 2030 Agenda for Sustainable Development. The Project activities are directly in compliant with obligations of the conventions to reduce the adverse effects of POPs from human health and the environment through environmentally sound management of contaminated sites with POPs and other hazardous chemicals.

Leveraging

UNDP has a strong track record of leveraging financial resources throughout its projects on climate change and environment. This Project will build on existing efforts such as the private sector partnership programme of UNDP Turkey and the Istanbul International Center for Private Sector in Development. Both offices are already collaborating on establishing a "Connecting Business Initiative" Network in Turkey to promote

private sector partnership and financing. The Project will also seek actively other means to engage with the private sector, the IFIs and public institutions to raise financial resources for contaminated sites management.

Means of project implementation

Remediation of contaminated sites is a long standing and costly business for site owners. For this reason, effective financial mechanisms are crucial for countries to tackle with this issue. At this, UNDP's capability to leveraging financial resources can be used either during or after the project implementation.

Environment

The project will be very beneficial in order to provide strong institutional and technical capacity for the implementation of the POPs Regulation in Turkey specifically in the area of contaminated sites management. The Project itself will not have any adverse environmental impacts, other than those due to normal activities (e.g. transport). Nevertheless, as an example to others and as a matter of principle, the environmental impact of activities must be minimized as far as possible, e.g. by conserving paper. Additionally; efforts will be made to assure that establishment of contaminated sites management system and helpdesk in this project will be beneficial to the environment on the whole, taking into account the potential adverse impacts of the planned activities on other environmental fields.

1.3. Description

UNDP is responsible for efficient and effective implementation of the Project through the Contribution Agreement, signed between the MOEU Directorate General of European Union and Foreign Relations (DGEUFR) and UNDP and endorsed by Delegation of the European Union to Turkey (EUD).

Inception Phase:

The project will start with an inception phase aiming at establishment of a suitable working structure for the Action and fine-tuning the Project activities through an assessment of the current needs against the defined results of the Project. The Inception Phase will also be needed for the UNDP to orient itself to the Project and reflect its collective experience and best judgement to the specifics of the Project. During the Inception Phase, the UNDP will develop fine-tuned and more detailed activity and resource schedule (Work Plan). Thus, the time plans, and resources allocated to activity groups mentioned hereinafter are indicative and will be finalized during the Inception Phase. The inception Phase shall not exceed 12 weeks.

During the Inception Phase, the UNDP will determine the scope of the visibility actions in close collaboration with the Beneficiary and the EUD that are required for successful implementation of the Project. These will include designing, setting up and maintaining a bi-lingual (Turkish and English) Project website and designing project newsletters, business cards, banners, posters etc. for the Project. Moreover, a communication action plan will be prepared during this period.

During the Inception Phase the following preparatory activities will be realized;

- ***IPI. Establishment of Technical Assistance Team (TAT) and Office***

The TAT, composed of a project manager and support staff along with key experts, will be established during the inception phase.

There will be two offices, one in the MoEU and the other one in the UNDP, equipped according to working structure of the Project, will be established at the UNDP (mainly for administrative functions) and MOEU (mainly for technical functions) premises within one month after the commencement of the Project as agreed by the MoEU and the UNDP, in line with UNDP rules and regulations. The location and the size of the project offices were discussed with the Beneficiary and a consensus is reached.

Renting a project office and its pertaining costs are considered as part of the Action; project office costs are necessary and arising as a consequence of implementation of the Action. The office costs in Annex III includes proportional project office costs that corresponds to the activity directly attributable to the Action. UNDP does not possess enough office space for projects in its normal functioning. Hence, for each initiating project, an office space is rented from the premises where UNDP is currently occupied, and this rented office is emptied at the end of project duration. Moreover, the necessary equipment for the project office is also included in the project budget for the afore-mentioned reasons. The Project Office will be used by the project staff (please see details of the team composition under Technical Assistance Team) for the Action throughout the Project duration.

- ***IP2. Kick-off meeting (first Management Meeting)***

The action will be launched with a kick-off meeting to be organized within the first month of the commencement of the Project, which will be participated by the MoEU (both end recipient and CA), UNDP, and the EUD. At the kick-off meeting, the UNDP will present the project activities. Also, the additional members of the Steering Committee and monitoring and evaluation of project's activities will be discussed and agreed on with the MoEU and the EUD. The kick-off meeting will be held in either the UNDP or the MoEU premises.

- ***IP3. Launch Event***

Successful implementation and finalization of the Project call for a number of measures. Visibility of the Project carries outmost importance both for the Government of Turkey and the EU. Thus, a high-profile Launch Event will be organized in Ankara. The Launch Event will help inform the public and the stakeholders (approximately 150 participants) about the Project and its activities in general.

The organizational expenses including but not limited to food and beverages, venue rent, stationary as well as travel and accommodation costs of participants coming outside Ankara (approx. 100 people) - will be covered from the Project budget.

The inception phase will be finalized with a report composed of technical and administrative details including minutes of inception workshop, annual work plan and budget of the project, within 12 weeks upon the project signature. Approval of the inception report will be the end of inception phase and beginning of the implementation phase.

Implementation Phase: The project was designed using an analytical and participative process to ensure alignment with the EU acquis on chemicals and contaminated sites management and respond to the national dynamics.

Complementarities with other actions:

It should be clarified that the present Project feeds into a larger operation "Identification and Remediation of Contaminated Sites with Persistent Organic Pollutants (POPs)" that has two main modules:

Part A – Technical Assistance for strengthening technical and institutional capacity for management of POPs contaminated sites and identification and classification of contaminated sites with POPs: This component aims to improve the capacity of all relevant stakeholders at central and local level so that (i) there is a strengthened technical and institutional capacity for management of POPs contaminated sites, and (ii) POPs contaminated sites were properly identified and classified.

- **Part B** – Works for increasing the institutional experience for remediation of POPs contaminated sites: This component aims to build a "capacity" for implementation of remediation activities in Turkey in line with EU regulations and standards.

The Part A related to Technical Assistance is executed by UNDP through the signature of the Contribution Agreement between UNDP and the Ministry of Environment and Urbanization and is referred to as “Project” throughout the present Description of the Action. Accordingly, UNDP is responsible and accountable for implementation of the Part A only.

The Part B related to Works Component is executed through the Ministry of Environment and Urbanization.⁶ Accordingly, accountability and responsibility of the Part B, which involves tendering and contracting a works company, vests with the Ministry of Environment and Urbanization.

Within the scope of the “project”, in other words, Part A, UNDP will provide technical assistance with regards to preparation and monitoring works of Part B. Pertaining activities of this assistance are elaborated in the section below (under Activity 2).

The project has thus a “tools and solutions” approach and the context-specific/EU-aligned strategic entry points are the first step towards project sustainability. The combination of these strategic entry points will help achieve the priorities identified in the MAAP/ESOP such as enhancing chemicals management by implementing the relevant EU Regulations (REACH, POPs and PIC Regulations) and International Conventions (Stockholm and Rotterdam Conventions) and reduced and/or eliminated POPs and Mercury.

In this context, the present Description of the Action only explains the content of the Project governed by the Contribution Agreement as remaining under UNDP’s purview.

Part A. Technical Assistance for strengthening technical and institutional capacity for management of POPs contaminated sites and identification and classification of contaminated sites with POPs

Turkey has ratified Stockholm Convention in 2010 and published its secondary legislations on POPs in 2018 and on Contaminated Sites rather recently, in 2015; which means there is still room for improvement in the country for effective implementation of contaminated sites management targeted Convention and related EU regulation. For this reason, this component was designed to fill in the gap of the country in central and local level as well as private sector dealing with different parts of contaminated sites management i.e. site assessment, remediation and monitoring. In order to achieve the country to have necessary technical and institutions capacity for implementation of POPs regulation in the area of POPs contaminated sites management the project will focus on providing necessary capacity building activities to government staff and private sector, enhancing legislative instruments, experiencing EU practices in the field and establishing a help desk to provide an adequate information in a sustainable way.

Although the details of each activity under two components will be elaborated during the inception phase, contents of each activity are provided as indicative as below:

Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened

Activity 1.1: Trainings for staff that will be working on POPs/contaminated sites management from different target groups

Contaminated sites management for POPs requires inclusion of different compartments of government and private sector including central level staff of Ministry of Environment and Urbanization (MoEU) which is

⁶ Works component will be conducted by MoEU/DGoEUFR as per the elaborated information (including but not limited to) in pertaining OIS document.

responsible for policy making and development of contaminated sites registration and implementation systems, local level of MoEU which has direct role for implementation of the environmental legislation in the country including POPs legislation and contaminated sites legislation, private companies that were accredited by MoEU to properly implement the legislation on contaminated sites and finally site owners has their own responsibility to register for the contaminated sites registration and implementation system (CSIS). Based on their roles and responsibilities, each partner in the system needs capacity building trainings. These training activities will be held with the Training of Trainers modality in order to achieve the sustainability of the project. Experts from European Environment Agency (EEA) or Joint Research Center (JRC) will be invited for these trainings.

During the inception phase of the project, Training Needs Assessment will be conducted. The training curriculums will be prepared as a result of the Training Needs Assessment, by Technical Assistance Team, in consultation with the MoEU. To this end, the following training sessions will be carried out:

Activity 1.1.1. Central level staff training

MoEU and line ministries staff in Ankara shall be attending these trainings. Trainings shall aim to strengthen capacity of central level staff of Ministry on contaminated sites regulation and its implementation in Turkey. Each training will be delivered by a national and an international expert and each training shall have a training report at the end. Each training in Activity 1.1 will be held in a location that will be defined during the inception phase, out of Ankara.

Activity 1.1.1.1. Training on Determination of Soil Pollution Capacity for Assessment

30 participants from MoEU and line ministries staff at central level will attend the training on soil pollution assessment. The training, which will last for 3 days, shall provide Turkish legislation, international legislation including EU acquis and international best practices. It is expected that the attendees of the training will have an increased capacity for implementation of the Turkish legislation in terms of contaminated site assessment; thus, the training shall also include case studies. The training, that will be conducted in accordance with the technical guidance documents of the current legislation on contaminated sites and Persistent Organic Pollutants (POPs), will have two main components as follows:

- a. Sampling, tools and equipment training
- b. Risk assessment analysis and conceptually modeling training course

Activity 1.1.1.2. Training on Determination of the Cleaning Targets

30 participants from MoEU and line ministries staff at central level will attend the training on cleaning targets assessment. The training will include legislative training, as well as case studies. The training, which will last for 3 days, shall be conducted in accordance with the technical guidance documents of the current legislation on contaminated sites, will have two main components as follows:

- a. The identification of soil remediation training
- b. Remediation operations planning and assessment training

Activity 1.1.1.3. Training on Contaminated Sites Monitoring

As per the legislation, MoEU staff evaluates contaminated sites risk, based on the computer-based risk modelling conducted by accredited companies. This training will provide case studies on the risk modelling programme over computer.

The model will be taught to the attendees of this training with all its infrastructure, approach, the operation principles. At the end of training, MoEU staff knows how the system operates and used and will be able to review and analyze the model results well enough to be able to assess soil contamination risks. 30 participants from MoEU staff at central level will attend the training that will last for 3 days.

Activity 1.1.2 Provincial level staff training

MoEU staff in provincial directorates and staff of MoEU Chemicals and Soil Departments shall attend these trainings. Trainings shall aim to strengthen capacity of provincial level staff of Ministry on contaminated sites regulation and its implementation in Turkey. Training Needs Assessment for central level staff and provincial level staff will be done separately to identify the different needs of two different target groups. For instance, technical experts in provincial directorates are engaged with site work more than the central staff at MoEU. It is expected that the Training Needs Assessment which will be done in Inception Phase will be used to tailor more fruitful training programme for each target group.

Each training will be delivered by a national and an international expert and each training shall have a training report at the end. Each training in Activity 1.1.2 will be held in a location that will be defined during the inception phase, out of Ankara.

Activity 1.1.2.1. Detection and Assessment of Pollution Load to the Soil

180 participants from provincial level and staff of MoEU Chemicals and Soil Departments staff will attend the training detection and assessment of pollution load to the soil. The training will last for 3 days. It will provide information on how to evaluate contaminated sites at first in provincial level. There will be specific case studies tailored for the target group to increase skills at hands-on-experience.

Activity 1.1.2.2. Contaminated Sites Information System Training

180 participants from provincial level staff and staff of MoEU Chemicals and Soil Departments will attend the 3-days training on CSIS system, its infrastructure, approach and implementation. The training aims to strengthen the capacity of provincial staff to use CSIS efficiently. There will be case studies to increase CSIS use skills.

Activity 1.1.2.3. Legislation Training

180 participants from provincial level staff and staff of MoEU Chemicals and Soil Departments will attend the 3-days training on legislation. It is essential for provincial staff to understand Turkish legislation on contaminated sites and POPs; while also having a perspective of international legislation, as well. Since the provincial staff are generally the first contact points with the contaminated site, the contaminated site owner, the accredited company which is working on the site for the assessment; it is very important that provincial staff is knowledgeable on the contaminated sites legislation, POPs legislation, and their technical guidance documents.

Activity 1.1.3. Training for Companies Certified by MoEU with Proficiency on Contaminated Site Remediation

There are companies accredited by MoEU on contaminated sites remediation. It is important to strengthen their capacity in terms of information with regards to legislation; so that they can better perform. It is aimed that number of queries of Companies to MoEU will decrease as a result of increased capacity on legislation. Moreover, it is a good opportunity to learn their experiences in the field, trying to implement

the legislation. Thus, a part of the training will be conducted in an interactive manner. Training will last for 2 days in Ankara. It is expected that around 70 participants will attend the meeting.

Activity 1.1.4. Sectoral Trainings for Potential POPs Contaminated Site Owners Selected from Contaminated Sites Registration System

TAT will conduct an analysis prior to realizing this training. Sectors with a potential of POPs use, contaminated sites problem will be identified through their NACE codes and the invitee list of the training will be shaped as a result of this study. It is aimed that 5 priority sectors will be identified through this analysis. However, the invitees of this training will not be limited to these sectors, only.

The training, which will last for 2 days, will be held in Ankara, with 70 participants.

Activity 1.2. Legal Gap Assessment (LGA)/Guidance Documents/Publications Preparation and Update

Within the project, legislative instruments will be aligned for effective implementation of the POPs regulation in the country. This alignment contains a legislative gap analysis of By-law on POPs and Contaminated Sites Legislation, updating of currently available technical guidelines related to Contaminated Sites Assessment, Remediation, Monitoring and Risk Assessment and technical forms available in the annex of legislation, development of a new guidance specifically targeting POPs contaminated sites and dissemination of legislation through public awareness tools. To cover this, the following activities will be carried out:

Activity 1.2.1. Conducting LGA for Determination of Deficiencies of the Existing By-Laws on POPs and Contaminated Sites Management.

Existing legislation on contaminated sites assessment and POPs; their guidance documents constitute a large piece of regulative instrument. However, until so far, there have not been a cross check between these two legislation pieces on contaminated sites and POPs. This activity aims at conducting a detailed legal gap analysis between these legislations.

Activity 1.2.1.1. Assessment of Legal Instruments and Preparing Legal Gap Analysis

Activity 1.2.1.1. will entail the comparison of these two legislations, identify their gaps and incompliances.

The study will be conducted by TAT, along with a consultative meeting with the participation of 20 to 30 attendees for one day, in Ankara. The attendees will include MoEU staff, university and accredited companies on contaminated sites remediation, which have experience on implementation of relevant legislation(s).

Activity 1.2.1.2. Recommendation Draft Legislation on Contaminated Sites Legislation and POPs By-Law

This activity, in alignment with Activity 1.2.1.1. will identify a set of recommendations to be prepared as a result of the gaps in both legislations. The recommendations for improvement in both legislations will be prepared by TAT and the draft legislation(s) and the set of recommendations will be submitted to relevant departments of MoEU.

Activity 1.2.2. Preparation of Dissemination Materials

Preparation of a public video on general information on POPs contaminated sites (3-6 minutes) and brochures (brochures will be prepared for the prioritized sectors) on POPs contaminated sites, registration and remediation information for contaminated sites, information on post-monitoring activities will be prepared.

Activity 1.2.3. Current Guidelines Elaborating of Documents

Under this activity current guidelines/forms will be revised and updated and a new guideline for POPs contaminated sites will be generated.

Activity 1.2.3.1. Elaborating on Soil Pollution of the Technical Guide

Technical guidelines on “Contaminated Sites Assessment, Remediation, Monitoring and Risk Assessment” will be reviewed and analyzed by TAT. The findings in Activity 1.2.1.2 will be taken into consideration. The TAT will also conduct a consultative meeting on the current guidance document, in order to submit a recommendation, set and a revised version of the technical guidance document.

The consultative meeting will have 20 to 30 attendees for one day in Ankara. The attendees will include MoEU staff, university and accredited companies on contaminated sites remediation, which have experience on implementation of relevant legislation(s).

Activity 1.2.3.2. Updating of the Report Forms Provided in the Annexes (3, 5, 6 and 7) to Soil Contamination By-law

Annexes of Soil Contamination Legislation will be reviewed and analyzed by TAT. The findings in Activity 1.2.1.2 will be taken into consideration. The TAT will also conduct a consultative meeting on the current guidance document, in order to submit a recommendation, set and a revised version of the technical guidance document.

The consultative meeting will have 20 to 30 attendees for one day in Ankara. The attendees will include MoEU staff, university and accredited companies on contaminated sites remediation, which have experience on implementation of relevant legislation(s).

Activity 1.2.3.3. Analysis of Relevant International Guidance Documents that are Specific to POPs Contaminated Sites and Preparation of a Technical Guidance Document on POPs

TAT will analyze relevant international guidance documents on POPs contaminated sites and in consultation with academia, private sector and MoEU, it is aimed that the international best practice in this field will be adapted to Turkey’s conditions and legislation to generate a Technical Guidance Document on POPs contaminated sites.

The consultative meeting will have 20 to 30 attendees for one day in Ankara. The attendees will include MoEU staff, university and accredited companies on contaminated sites remediation, which have experience on implementation of relevant legislation(s).

Activity 1.3. Study visits

Training and legislative enhancement will be strengthened via two study visits aiming to observe one-member state and one coordination agency within EU. This study visit will be 5 days (excluding the days

for travel) and will be conducted with the participation of indicatively 15 staff of (MoEU central level, technical staff, Department Head(s), Head of Division(s)) from Chemicals Management and Water and Soil Management Department and Environment Reference Lab and provincial level staff of the provinces with the highest number of contaminated sites.

It is expected that the staff attending study visits will increase their knowledge and experience on POPs and contaminated sites management. 2 experts from TAT of UNDP will also participate to the study visit.

The Member state will be selected according to its experience on POPs contaminated sites (such as Germany, UK or Czechia). Before planning study visits, Chief Technical Advisor (CTA) will conduct a study on international best practices in terms of contaminated sites remediation and POPs contaminated sites. The CTA will also develop a methodology to identify the most convenient country for the study visit to be conducted.

CTA will also analyze / review Soil Unit of European Environment Agency or Joint Research Center in ISPRA and provide a decision on which institution to visit.

The list of study visit participants shall be notified to EUD before MoEU approval and the EUD is to clear the list of attendees within 2 weeks after submission. MoEU approval shall only be sought after “no objection” is received from EUD.

Activity 1.3.1. Visiting an EU country with Contaminated Sites with Different Pollutants and Soil Remediation Techniques

It is expected that 15 MoEU staff will attend the study visit for 5 days to increase experience sharing, learning about the best practices, visiting companies that are conducting remediation of contaminated sites and if possible, to visit a site where a remediation is being made.

Activity 1.3.2. A Study Visit to Soil Unit of European Environment Agency or Joint Research Center in ISPRA (Institute for Environment and Sustainability).

It is expected that 15 MoEU staff will attend the study visit in Soil Unit of European Environment Agency or Joint Research Center in ISPRA (to be determined during the inception phase) for 5 days to increase experience sharing, conduct meetings with different departments. It is aimed that as a result of collaboration with EU institutions in this field, Turkey status in Europe with regards to contaminated sites will be better understood. This study visit also aims at increasing opportunities for data sharing of Turkey with these EU institutions, with an intention to be visible in technical publications of these institutions.

Activity 1.4. Establishment of Helpdesk Navigator Software Programme

MoEU receives a lot of queries about contaminated sites management and several specific contaminants. This both increases the workload and presents a possibility that some queries may remain unresponded for a period.

Helpdesk Navigator Programme will be established in order to respond to queries of site owners, remediation companies, provincial directorates of Ministry of Environment and Urbanization, universities, NGOs, public participants, etc. The Programme will enable the relevant stakeholders to ask their questions on contaminated sites directly to the software instead of trying to reach directly to the MoEU staff. The Programme is planned to categorize contaminated site related queries (including CSIS entries, remediation techniques, enforcement of regulation, etc.) and ensure effective tracking of the query response system within the Ministry.

This helpdesk will provide people with the responses of Frequently Asked Questions, if relevant and will direct the query owner to the right focal point. It is also aimed that this system tracks the condition of response.

It is expected that Programme will increase the effective registration and remediation as well as to decrease the workload on the responsible unit. The sustainability of this helpdesk will be secured by DGs for Environmental Management and Geographical Information System of MoEU. The objective of this activity is to provide assistance to establish a Helpdesk at the MoEU to facilitate guidance of the contaminated site owners. To this end, the following activities will be carried out:

Activity 1.4.1. Organization of a one-day Workshop

A one-day workshop will be organized to develop the Framework of Helpdesk Navigator Programme jointly with MoEU General Directorate of Environmental Management (GDEM) experts and MoEU Information Technologies (IT) Department staff.

The workshop will have 20 to 30 attendees for one day in Ankara. The attendees will include MoEU staff. It is aimed that relevant software, hardware and requirements for helpdesk will be identified as a result of this workshop.

Activity 1.4.2. Establishment of a Helpdesk Navigator Program

Assigned staff of TAT (Key Expert 2 and Software Developer) will work with relevant MoEU staff to develop the mentioned helpdesk as per the identified needs in Activity 4.1.

Activity 1.4.3. Putting the Internet Website of the Helpdesk into Operation

The developed HelpDesk programme in Activity 4.3. will be integrated into MoEU web site.

Result 2. Contaminated sites with POPs have been identified and classified.

Activity 2.1. Update of CSIS Software

This activity is aimed to provide targeted technical assistance to MoEU central and local level authorities in various detailed aspects of implementing the three basic component steps and associated information systems that form the basis for a national contaminated sites management program as envisioned in the regulatory framework currently being activated.

The main parts of this software cover the following modules: “registration”, “identification”, “evaluation”, and “clean up and remediation action”, “monitoring”, “lab/analysis”. However, currently only one module (registration) exists and the software needs improvement of five more modules. Assistance provided by the Project as described below will focus on updating the software for obtaining data related to POPs contaminated sites from contaminated sites registration system. This software development will allow MoEU staff to collect and easy monitoring of remediation of POPs contaminated sites as well as retrieving data for using in reporting obligation of Turkey for SC and European Environment Agency. The sustainability of this software will be secured by Directorate General for Geographical Information System of MoEU.

International and national consultant(s) in TAT will work together in order to improve the programme through strengthening of available modules and adding modules as per the needs identified in consultation with MoEU.

Activity 2.1.1. Analysis of Current Registration System and Inventory System and underlying Infrastructure and Utilization

TAT will conduct an analysis with regards to the necessities as per the current legislative requirements and identify the current modules; the needs for strengthening in these modules and the modules that needs to be added into the software. This activity will ensure that a list of requirements for improvement of the system is prepared; a detailed road map and a workplan is drafted in order to complete CSIS programme.

Activity 2.1.2. Update of CSIS Software

International and national experts(s) on IT and software development in TAT will work together to update the CSIS Software as per the identified requirements and in alignment with the detailed workplan in Activity 2.1.1. This software will be fully updated in MoEU IT Infrastructure. In order to decrease bugs and to serve for the needs of different relevant MoEU departments, will be consulted continuously by TAT.

Activity 2.1.3. Organization of a Training about the Fully Developed CSIS Software

The fully developed/updated CSIS software will be explained to the direct users of the software in Ankara. There will be 100 participants, mainly from the provincial level of MoEU staff; as well as central level staff of MoEU. It is expected that software programme with all of its modules will provided as a training so that the direct users of the software will have decreased difficulties in using the software and this way the number of queries with regards to the software programme will be decreased, as well. The training will provide the trainees the opportunity to use the programme over case studies.

Activity 2.2. Identification and Classification of POPs Contaminated Sites in Turkey

Contaminated sites management is rather an expensive field in environmental management. It brings an economic burden, both for the need of specialized human resources and the most updated technology in this field. Hence; there is a need for a systematized methodology to prioritize certain contaminated sites out of several contaminated sites, to allocate the financial resources in a most efficient, effective and rational way.

This activity will serve for the need to prioritize the contaminated sites for a step-by-step approach to deal with all sites in a sustainable manner. Currently, there is a disaggregated big data in the field of contaminated sites. The data shall be processed in accordance with the developed methodology within the scope of this activity; and as a result, a rational approach shall be obtained for decision makers to manage contaminated sites sustainably.

To have a clear picture in the pollution map of the country, collected data in the Contaminated Sites Information System (CSIS) will be assessed and necessary data will be filtered according to following classifications below:

- i. Pollutant type-specific
- ii. Pollution load-specific
- iii. Sector-specific
- iv. Geography-specific

As a result of this study, a map of contaminated sites will be prepared. Definite and potential areas for the presence of contaminated sites, as per different filters, will be identified. This activity will enable a baseline for systematized inventory, monitoring plan, rational decision-making tool for contaminated sites management in Turkey.

This activity will cover the following sub-activities:

Activity 2.2.1. Organization of a One-Day Workshop to Define the Scope of Contaminants and Sectors

In order to produce a methodology for contaminated sites management, it is important to define the scope with different contaminants and sectors. It is essential that this workshop is held with the presence of MoEU staff and academia. It is aimed that 5 priority sectors and priority contaminants will be identified in an interactive workshop, with 30 to 40 participants in Ankara.

Activity 2.2.2. Integration of this data into CSIS

It is expected that TAT will ensure the integration of the outputs of Activity 2.2.1 into CSIS system, so that the updated system also allows for the identified methodology to be implemented over CSIS system, i.e. filtering all data as per the prioritization criteria such as sectors, contaminants, etc. Activity 2.2.2. will provide input for Activity 2.1. in this regard.

Activity 2.2.3. Preparation of a List of Classified Contaminated Sites in Turkey

While within Activity 2.2. will provide a methodology to classify contaminated sites. This list shall also be supported with a financial approach and try to estimate the needed financial resources to remediate the prioritized contaminated sites in Turkey.

TAT will verify the list of classified areas listed by CSIS system in accordance with the contaminated sites status in real conditions.

Activity 2.2.4. Organization of a one-day dissemination seminar

The studies conducted within the scope of Activity 2.2. will be disseminated through a seminar in Ankara, with the participation of 50 attendees from MoEU staff, university, representatives of prioritized sectors/accredited companies in the field of contaminated sites.

Activity 2.3. Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation

Activity 2.2.3 provides a list of POPs/Persistent Toxic Substances contaminated sites in different classifications, such as per priority sectors, as per pollutants, etc. Within the scope of this activity, a prioritization will be made among several POPs contaminated sites, through a committee (to be established by MoEU staff and UNDP-TAT) that will discuss different parameters for prioritization of contaminated sites i.e. size, pollution density, closeness to water resources and biota (The committee will use Multi-Criteria-Decision-Making tools in order to obtain more scientific and reliable results.)

POPs Contaminated Site Prioritization Toolkit that has been created as part of the World Bank Regional Capacity Building Program for Health Risk Management of Persistent Organic Pollutants (POPs) in South East Asia Project will also be benefited from while the method for prioritization will be prepared and the POPs contaminated sites are prioritized (<http://www.popstoolkit.com/prioritization/prioritizationtool.aspx>).

Activity 2.3.1. Organization of a One-Day Workshop to Define the Parameters for Prioritization of Contaminated Sites

For a consultative and participatory approach, a one-day workshop will be held in Ankara with 30 to 40 attendees. MoEU staff, university, private sector (prioritized sector) and accredited companies shall be

invited to this meeting. It is expected the parameters for prioritization will be identified as a result of this workshop.

Activity 2.3.2. Prioritization of POPs POPs/Persistent Toxic Substances Contaminated Sites

TAT will work as per the identified parameters and develop a methodology in prioritization of POPs contaminated sites. Then, a committee will be established by MoEU staff and UNDP-TAT to prepare a list of prioritized POPs/Persistent Toxic Substances contaminated sites. This list shall also be supported with a financial approach and try to estimate the needed financial resources to remediate the prioritized contaminated sites in Turkey, within a one-year period scenario and an estimate workplan.

Activity 2.4. Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3

Activity 2.3. will identify a methodology and a list of POPs/Persistent Toxic Substances that is prepared in accordance with this methodology. TAT will define two pilot sites within this list as per the financial resources needed (as per the estimated financial resource need in Activity 2.3). Two pilot sites will be selected from the list of prioritized contaminated sites, by an Evaluation Committee, which is formed by MoEU staff and UNDP-TAT. These two pilot sites will also be notified to MoEU/DGoEUFR for the ease of preparation for Part B of the overall operation.

Activity 2.5. Preparation of Operational Plan for 2 pilot sites

TAT will prepare a detailed operational plan for remediation and describe in detail how the work of remediation will be applied by the selected Contractor as a result of the Part B of the overall operation. TAT will undertake conceptual site survey/mapping, theoretical quantity estimation, calculations and a detailed budget estimation for remediation of the contaminated site.

Activity 2.6. Preparation of a Supervision and Monitoring Plan for 2 pilot sites

TAT will prepare a detailed supervision and monitoring plan, which will provide Technical Assistance for the works component, how this supervision and monitoring will be done. Duration, the team for supervision, and the framework during the supervision will be explained in the Supervision and Monitoring Plan Document.

Activity 2.6.1. Operational on-site Technical Supervision including Reporting of the Work for 2 pilot sites

TAT will prepare an operational plan and identifies supervision and monitoring needs within the scope of this operational plan. The outputs of this activity will be provided as an input for the preparation of the Technical Specifications Document. At the same time, the operational plan and pertaining supervision and monitoring needs that are prepared within the scope of this activity will serve for Activity 2.8, which is towards hands-on-implementing the supervision and monitoring plan.

Activity 2.6.2. Recommendations respecting Post Remediation Plan for 2 pilot sites

TAT will also prepare the Post Remediation Plan, which explains what needs to be done after the works component is realized. This will both form an exit strategy for the Contractor to be selected in Part B of the operation. Both MoEU and site owner shall be following the steps and recommendations identified in the Post Remediation Plan.

The outputs of Activity 2.5 and Activity 2.6 will be provided as an input for the preparation of the Technical Specifications Document.

Activity 2.7. Preparation of Technical Specification for 2 Pilot Sites for Pilot Application

TAT will prepare a Technical Specification Document to be submitted for MoEU IPA Unit which will engage information in operational plan, supervision and monitoring plan and post remediation plan to identify technical criteria including Tender Documents⁷ with Terms of Reference, budget estimation, Contract Notice (CN) and other relevant technical documents that will be submitted to MoEU/DGoEUFR for tendering the works for 2 pilot areas in Part B of this operation. UNDP will ensure that prepared documents are shared with MoEU/DGoEUFR in due time as per the Project workplan, provide relevant revisions until it is approved by EUD and keep MoEU/DGoEUFR in consultation regularly. Tender Document will also include,

- Properties of sites (location, dimensions, etc.)
- Possible remediation options and their time frames
- Operation plan details, and any alternatives
- Budget estimation

Activity 2.8. Implementation of Supervision Support and Monitoring Plan for 2 Pilot Sites

UNDP will provide supervision support of the to-be-selected Contractor and monitor Part B of this operation, as per the operational plan, workplan of Project and monitoring plan, in consultation with MoEU including MoEU/DGoEUFR. UNDP will not be responsible for the execution or supervision of the works contract.

Closure Event:

Contribution Agreement will have a high-profile Closure Event to be organized in Ankara. The closure event will help inform the public and the stakeholders (approximately 150 participants) about the Action results and achievements in general. The organizational expenses including but not limited to food and beverages, venue rent, stationary as well as travel and accommodation costs of participants coming outside Ankara (approx. 100 people) - will be covered from the Project budget.

1.4. Methodology

Methods

In implementation of the Project activities, the TAT will bring together its ability to improve human capacity, augment implementation efforts at local and national level, and impact evaluation frame as well as to advocate, advice, promote dialogue, achieve consensus and build data-driven and accountable networks in line with international norms and standards. Promotion of change in the field of POPs contaminated sites management through better governance, strategic planning at system level and result oriented interventions both through upstream actions targeting institutional and policy level interventions and downstream actions for strengthened government and private sector actors will be key in Project interventions. This will be enabled by efforts to foster data driven 'decision making tools' and 'capacity' for expertise, dialogue, coordination and collaborative action, especially in design and implementation of activities concerning legislative and policy development.

For all activities:

⁷ PRAG/FIDIC procedures would apply in Tender Documents of Part B of overall programme under the responsibility of the MoEU and accordingly only binding for the MoEU.

- Number of participants, days and events are stated indicatively, which may show slight differences. If the numbers diverge considerably, necessary measures will be taken by UNDP in order to ensure the expected results to be reached.
- Exact days/locations/venue/agenda/program of the events/activities will be agreed with MoEU/DGEM at least 20 days before the event/activity. All stakeholders (including the EUD) will be informed by UNDP and/or MoEU/DGEM about exact dates/locations of the events/activities at least 1 weeks before the event/activity to make possible of participation (if required by them) to activities and close monitoring of the general implementation of the Project.
- No per diems will be paid to the civil servants but their costs will be reimbursed based on the actual cost incurred by them.
- The costs of the travel and accommodation of the event participants that are travelling from other provinces to the event location will be covered under project budget and the justifications are provided in budget justification part.
- In order to assure inclusive participation, social and environmental coherence, and mainstreaming gender equality, all related actors will also be invited to the relevant meetings, if needed.
- In addition to the Project Assistant/Interpreter, some interpretation and translation services will be acquired for other professional work (such as simultaneous interpretation in high-profile events and professional translation of legislative pieces).

For all capacity building activities:

- The training modules should be adapted and modified over time, and in response to local demand. This will require a regular and periodic evaluation.
- Promote efforts to develop Trainer of Trainers (ToT) Programs building around the training modules. The implementation of these ToT programs would help to develop a geographically dispersed team of trainers capable of delivering the concerned modules.
- Trainers, experts, activity venues etc. will be decided in consultation with the MoEU/DGEM at least 20 days before the activity.
- Agenda and attendance sheet will be prepared for each day of the activities.
- Venue rent, cost of technologic equipment (if needed), costs of stationery and documentation and meeting package will be covered by the Project budget. The meeting package refers to the costs for lunch, tea and coffee breaks. The cost of the technical equipment refers to the sound system equipment and relevant equipment for the interpretation services, if needed. Stationery and documentation refer to any expenditure for the printing and procurement of supporting documents to be distributed to the participants.
- The costs of the travel and accommodation of the trainees that are travelling from other provinces to the event location will be covered under project budget and the justifications are provided in budget justification part.
- Evaluation forms both before and after the trainings and technical visits will be distributed to the participants in order to assess the effectiveness of the activity and assessment for further improvement.

- Durations stated for the technical visits (study visits, training, etc.) do not include the travel days unless it is proven to be more cost effective (e.g. some activities can be carried out during the arrival/departure day).

Other than the above, the following methodology will be adopted in achieving the overall objective of the project and enhance climate change adaptation in Turkey:

1. Capacity development activities will strengthen the profile of interested and assigned staff from public and private entities in order to build a pool of expertise. The training modules and solutions will be tailor made and will be agreed with the MoEU/DGEM 20 days before the delivery. The programme will be built on the capacities and needs of people and institutions. The availability of a pool of expertise is a key requirement.
2. Build knowledgeable and responsible institutions. Activities will support public institutions in their duties for planning, regulation and implementation. The way they perceive contaminated sites management, the challenges they face and the ways they address them will be analyzed and understood.
3. Ensure the availability and accessibility of a knowledge base. Activities will actively seek to build on existing studies to both gather them and use them for project activities. The availability of an accessible knowledge base will promote studies and work outside the project scope and act as a catalyst for collaborative work.
4. Wide participation of all relevant stakeholders in design and implementation of the Project interventions will be ensured. In that respect, age, gender and local specific approaches will be sought. Among other results/objectives, participation will also increase the likelihood of sustainability.
5. Find solutions for problems instead of imitating models. The Project interventions will be based on the lessons learned and best practices in EU Member States. At this point, focusing on identifying and solving problems rather than trying to match one or another model in different country will be the key. It is because each reform process is unique in terms of the solutions that can be applied. The challenge is to learn from other experiences but also to provide customized solutions for particular situations in the context of Turkey.
6. Visibility and advocacy platforms for increased ownership of the contaminated sites legislation and POPs by-law in Turkey will be promoted in scope of the Project through the training and awareness raising programs and communication.
7. Regarding geographical targeting, the selection of pilots will be representative to the current context of Turkey, in terms of highly present pollutant and the interest and demand of the government sector rather than private.

Management Structure and Team

Management Structure

UNDP is responsible for efficient and effective implementation of the present project through the Contribution Agreement concluded with the MoEU/General Directorate of European Union and Foreign Relations (MoEU/ DGoEUFR) acting as the Contracting Authority on behalf of the EU. MoEU/General Directorate of Environment Management (DGEM) is the End Recipient of the Project.

Project management structure illustrating the level of hierarchy in terms of project implementation in the Figure 2. Reporting lines and detailed functions are described in following pages.

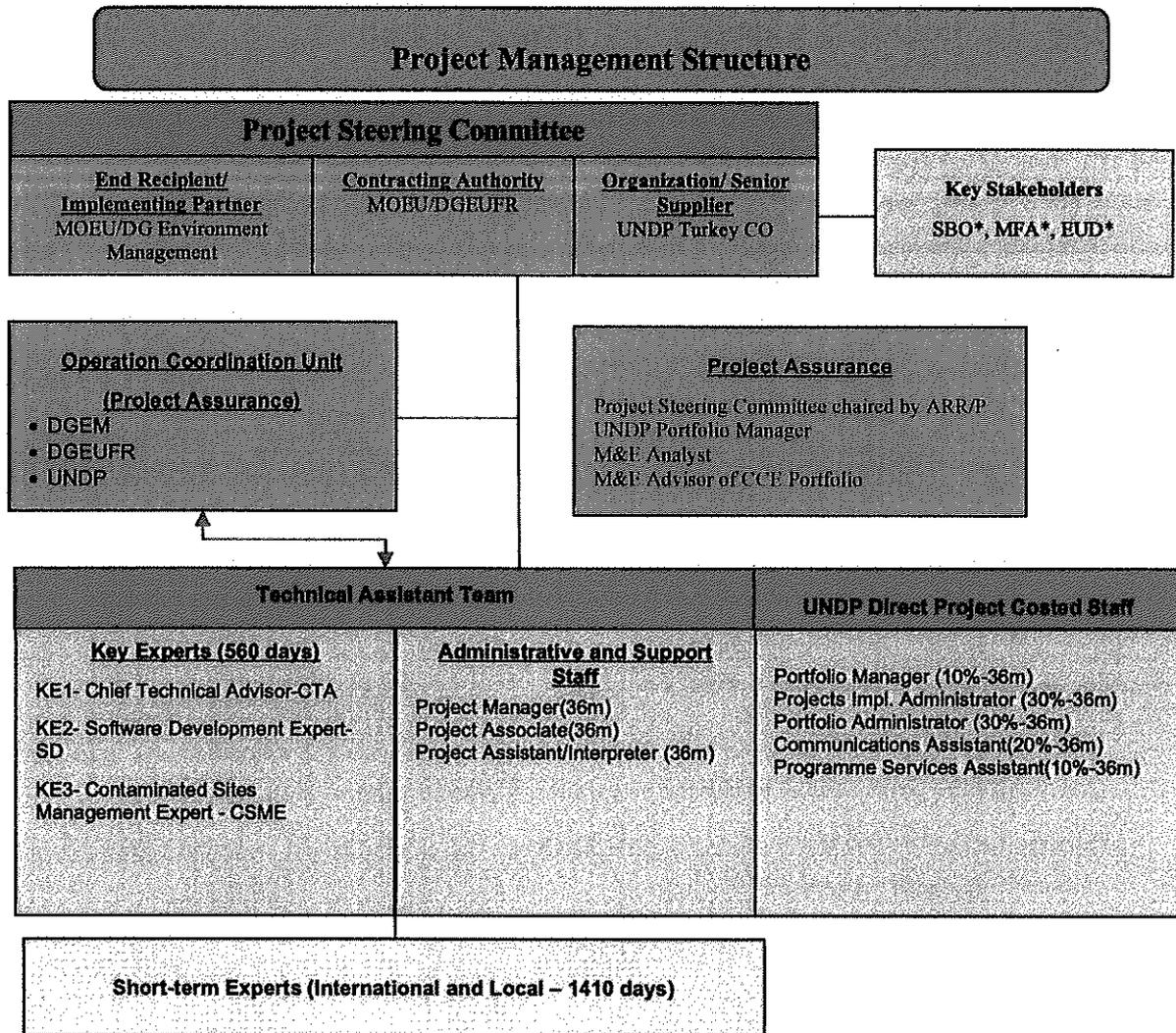


Figure 1. Project Management Structure

*SBO (Strategy and Budget Office, Presidency) and MFA (Ministry of Foreign Affairs) are natural members of the PSC with a role to link the project results to the national development policy and oversight for international agreements. EUD that carries out ex-ante control over the Project attends the PSC meetings as an observer

End Recipient/ Implementing Partner:

The MoEU Directorate General of Environmental Management, Department of Chemicals Management is the End Recipient and IP of the Project, which has the overall responsibility of the Project results from the Government side. It gives official views and confirmations on all relevant activities, outputs, M&E etc. It is the chair of the Steering Committee and the Operation Coordination Unit (OCU).

Organisation/ Senior Supplier:

UNDP Turkey will be responsible for the provision of technical and implementation support of the Project in line with its rules and regulations and as per Contribution Agreement that will be signed with the MoEU/DGoEUFR as per the Financing Agreement between the European Commission and

the Government of Turkey. To this end, it provides technical guidance, promotes participation and facilitation, ensures coordination among relevant international projects, programmes and initiatives and establishes new partnerships.

UNDP is also responsible for mobilizing all required financial and human resources to ensure successful implementation, M&E and completion of the project in close cooperation with the End Recipient/Implementing Partner. It contracts senior and junior national and international staff/experts to provide technical assistance on specific activities. To ensure high quality expertise, particularly EU know-how and scientific knowledge is benefitted. The UNDP is responsible for ensuring high quality deliverables and effective capacity building and it will rely on EU-acquis to do so. More specifically, it will (i) promote EU technologies and services to open the market and connect interested parties with capable providers, and (ii) make strategic choices for the mobilization of technical expertise during the project. The UNDP will also benefit from the regional and global UNDP hub, the UN Agencies and use its network of country offices in the region to identify and mobilize the most relevant EU institutions and expertise.

UNDP will establish a Technical Assistance Team (TAT), which will work in close cooperation with the End Recipient. The TAT will be composed of high-caliber national and international experts to be backstopped by the UNDP and supported by national and international short-term experts. The TAT will be technically coordinated by the Chief Technical Advisor (CTA) and day-to-day administrated by Project Manager.

The Project will comply with UNDP equal opportunity policies, by recruiting personnel and selecting consultants in accordance with official policies and practices. The TAT responsibilities include:

- Maintaining liaison with government authorities to determine what the immediate and mid-term priorities of the project are including the preparation of plans to address these priorities;
- Management of the project activities in order to ensure that immediate and mid-term priorities are within the scope of the project;
- Acting as the secretariat for the Steering Committee and OCU.

The End Recipient will task relevant staff as counterpart to cooperate with the TAT and liaise with the TAT on day-to-day project activities and provide guidance. For day-to-day interactions, the TAT Chief Technical Advisor and the counterpart from the End Recipient/ Implementing Partner or his/her delegate will be the main contact persons for the project stakeholders.

UNDP is also represented in the Steering Committee and the Operation Coordination Unit at the highest level possible.

Contracting Authority

The MoEU General Directorate of European Union and Foreign Relations (MoEU/DGoEUFR) is the Contracting Authority. It implements all necessary procedures with regard to the Contribution Agreement to be signed with UNDP in line with the Financing Agreement between the European Commission and the Government of Turkey. The CA is also represented in the Steering Committee and the Operation Coordination Unit.

Project Steering Committee (PSC)

At the top of the project management structure, there is the Steering Committee. PSC will be chaired by the MoEU/DGEM and will convene on quarterly basis in the premises of the MoEU. The PSC will consist of

representatives of the MoEU/DGEM, the Contracting Authority (MoEU/DGoEUFR) and UNDP and other stakeholders, when deemed necessary. Delegation of the European Union to Turkey that carries out ex-ante control over the project attends the Steering Committee meetings as observer. The PSC will meet twice a year to discuss the progress of the project, verify the achievement of the outputs and mandatory results and discuss actions to be undertaken or whenever deemed necessary by its members. The MoEU/DGEM, when necessary, may invite other relevant participants in the PSC meetings. The responsibility for the organization of the PSC meetings including preparation of minutes lies with the Technical Assistant Team (TAT). It acts as the advisory body that will provide high-level strategic guidance and oversight on the implementation of the project.

The Steering Committee will operate under the following set of rules/tasks:

- To verify the achievement of the outputs and results specified in the action or as amended
- To discuss actions to be undertaken in following quarters in terms of achievement of indicators in the action
- To design and monitor the outreach and communications activities among relevant partner/target institutions
- To coordinate involvement of the partner/target organisations for effective follow up of progress made and ensure the timely flow of information between these institutional partners
- To monitor the progress made towards project indicators in line with the log frame or propose changes where appropriate. Review and approve any change from the defined work plan
- To monitor and facilitate linkage among different project components/contracts and the project linked with the activities of other projects, donors or through national fund
- To coordinate among different project components/contracts ensuring effective sequencing between interrelated components
- To assess the progress of the project components as per the utilization of the allocated budget, such as for procurement, and contract management within the scope of grant agreement. Recommend eventual amendment of the project timeline
- Reporting and monitoring will be undertaken in accordance with UNDP rules and regulations and Article 10 of the Annex II to the Contribution Agreement.

Operation Coordination Unit (OCU)

The MoEU/DGEM will establish an Operation Coordination Unit (OCU), in Ankara which will be composed of at least 4 staff members (one counterpart and 3 back-up staff) of the End Recipient. The OCU, which will be chaired by the Steering Committee. The End Recipient, TAT and Contracting Authority (when necessary) will form the OCU that coordinates the implementation of the project under the overall guidance of the Steering Committee. Relevant administrative and technical staff/experts to be contracted by UNDP may also participate in the meetings of the OCU when deemed necessary.

A management meeting will be called on monthly basis to effectively manage the progress of the project and take corrective measures deem necessary. OCU management meetings will be held at either the MoEU

premises or at the UNDP premises in Ankara. The TAT is responsible to call and to take the minutes of this OCU meeting.

Project Assurance

The Project Assurance role supports the Project Steering Committee by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed.

Project Assurance has to be independent of the Project Manager; therefore, the Project Steering Committee cannot delegate any of its assurance responsibilities to the Project Manager. There are two levels of project assurance. The first one is at the Project Steering Committee (PSC) level chaired by ARR/P. The PSC reviews and monitors project outcomes in its quarterly meetings and makes recommendations on the basis of this analysis to the implementing partner. At UNDP Country Office level, Project Assurance function belongs to Portfolio Manager and M&E Analyst as well as the M&E Advisor of the CCE Portfolio, with a clear mandate for oversight and monitoring functions.

Technical Assistant Team (TAT)

UNDP will establish a Technical Assistant Team (TAT), which will work in close cooperation with the MoEU/DGEM. TAT will be composed of long and short term high-caliber experts to be backstopped by the UNDP. The TAT will be technically coordinated by the Chief Technical Advisor (CTA) and day-to-day administrated by Project Manager.

The MoEU/DGEM will also task relevant staff to cooperate with the TAT and liaise with the TAT on day-to-day project activities, as detailed in Operation Coordination Unit (OCU). For day-to-day interactions, the TAT Chief Technical Advisor and the staff assigned by the MoEU/DGEM will be the main contact persons for the project stakeholders. The TAT responsibilities include:

- Maintaining liaison with government authorities to determine what the immediate and mid-term priorities of the Project are including the preparation of plans to address these priorities;
- Management of Project activities in order to ensure that immediate and mid-term priorities are within the scope of the Project;
- Monitoring of the project progress with reference to the log-frame matrix;
- Acting as the secretariat for the PSC.

All recruitment would be carried out in accordance with UNDP rules and regulations.

TAT will be composed of Key Experts, key experts or short term local and international experts, and administrative support staff as detailed below:

Key Experts

Key Expert 1 (Chief Technical Advisor-CTA)

The CTA is a Key Expert (KE) to be recruited for 360 w/days. The CTA shall be mainly responsible for technical compliance of the project activities. S/he shall be responsible for smooth implementation of the Project, providing technical inputs to all components and all reporting and documentation. His/her functions do not include managerial, supervisory and/or representative functions. S/he will report to UNDP Climate Change and Environment Portfolio Manager and UNDP Chemicals and Waste Cluster Lead.

Qualification and skills:

- Master's degree in a relevant technical discipline (such as chemical engineering, chemistry, environmental sciences or any other relevant discipline);

- University degree in a relevant technical discipline (such as chemical engineering, chemistry, environmental sciences or any other relevant discipline);
- Good command of spoken and written English;

General professional experience:

- Minimum 15 years of relevant professional experience;
- Minimum 5 years of professional experience in working for international institutions/organizations.

Specific Professional Experience:

- Minimum 5 years of specific working experience in provision of technical assistance on implementation of contaminated sites management initiatives preferably in POPs/PTS contaminated sites;
- Experience in at least 2 international projects as a specialist or expert in the contaminated sites management.

Key Expert 2 (Software Development Expert- SD)

The SD will be providing technical expertise for the achievement of the results under Component 1. SD will work for 100 days during the project lifetime. S/he will provide technical inputs to Activity 1.4., Activity 2.1., and Activity 2.3. SD will also support the CTA. The SD will report to the UNDP Climate Change and Environment Portfolio Manager and UNDP Chemicals and Waste Cluster Lead.

Qualification and skills:

- University degree in related field (such as computer engineering, software development, or any other relevant field.);
- Master's degree in related fields will be an asset;
- Good command of spoken and written English.

General professional experience:

- Minimum 10 years of relevant professional experience;

Specific Professional Experience:

- Minimum 3 years of specific working experience in developing and/or analyzing chemicals/contaminated sites/waste registry, remediation and/or monitoring system;
- Local experience in Turkey is an asset,
- Experience in at least 2 international/national projects as a specialist or expert in chemicals/contaminated sites management.

Key Expert 3 (Contaminated Sites Management Expert- CSME)

The CSM will be providing technical expertise for the achievement of the results under Component 1. CSM will work for 100 days during the project lifetime. S/he will provide technical inputs to Activity 1.2., Activity 2.2., Activity 2.3., and Activity 2.4. CSM will also support the CTA. The CSM will report to the UNDP Climate Change and Environment Portfolio Manager and UNDP Chemicals and Waste Cluster Lead.

Qualification and skills:

- University degree in a relevant technical discipline (such as chemical engineering, chemistry, environmental sciences or any other relevant discipline);
- Master's degree in related fields will be an asset;
- Good command of spoken and written English.

General professional experience:

- Minimum 10 years of relevant professional experience;

Specific Professional Experience:

- Minimum 5 years of specific working experience in guideline preparation on contaminated sites/ technical specification/TOR development or operational plan development in contaminated sites/ in chemicals/waste/contaminated sites management;
- Local experience in Turkey is an asset
- Experience in at least 3 international/national projects as a specialist or expert in contaminated sites management,
- Experience with contaminated sites with POPs/PTS will be an asset.

Administrative and Support Staff

Project Manager (PM; Full time - 36 months)

The PM will be provided for full time during the implementation period (36 months). The PM will be in charge of managing operational issues (i.e. mobilization of short-term experts, procurement, payments etc.) as well as managing contractual relations with the Contracting Authority. PM will work in collaboration with the CTA in terms of technical framework, while CTA will be providing the overall technical framework under the supervision of the Portfolio Manager and the Cluster Lead. S/he will ensure that all reporting be carried as defined in the General Conditions of the Agreement (Annex-II). S/he shall be responsible for reviewing progress reports and output related substantial documentation, as well as liaising with national and international stakeholders at the institutional level. S/he will report to the UNDP Climate Change and Environment Portfolio Manager and Chemicals and Waste Cluster Lead.

Qualifications and skills:

- Master's degree in environment sciences, advanced degrees in the same fields preferred (in any other related fields). In the absence of an advanced degree, equivalent professional experience of minimum 12 years in the relevant fields will be compensating the absence of the graduate degree;
- PhD degree in relevant fields will be an asset;
- Good command of spoken and written English;

General professional experience:

- Minimum 10 years of relevant professional experience.

Specific professional experience:

- Minimum 5 years of experience working with national/international institutions/organizations in the field of chemicals/waste/contaminated sites management;
- Minimum 5 years of experience in project cycle management

- Experience in at least 1 project in collaboration with governmental organizations;
- Experience in at least 1 project within the rules and contractual procedures of EU will be an asset;
- Local experience in Turkey is an asset;
- Experience in at least 1 project within the rules and contractual procedures of UNDP will be an asset.

Project Associate (PAS – Full time 36 months)

The PAS will be provided for full time during the project period (36 months). The PAS will assist primarily the CTA in fulfilling his/her duties and tasks. The PAS shall be responsible for drafting progress reports and output related substantial documentation, as well as liaising with national and international stakeholders at the institutional level. S/he will also provide soft-assistance to the government counterpart at the MoEU and other key experts, as deemed necessary by the CTA. S/he will report to the PM.

Qualifications and skills:

- University degree in political/administrative sciences or environmental sciences or any other related field;
- Good command of spoken and written English.

General professional experience:

- Minimum 6 years of relevant professional experience.

Specific professional experience:

- Minimum 2 years of experience working with international institutions/organizations;
- Local experience in Turkey is an asset;
- Experience in at least 1 project in collaboration with governmental organizations will be an asset.

Project Assistant/Interpreter (PA - Full time 36 months)

The PA will be provided for full time during the project period (36 months). The PA will provide the TAT with sufficient administrative support. In addition to their daily routine, the PA will also fulfil the tasks to be assigned by the PM. The PA will be tasked to assist the experts (including STEs) who cannot speak Turkish to interact with the Project's stakeholders most of whom are not fluent in English, to translate outputs of the project. S/he will report to the PM.

Qualifications and skills:

- University degree in business administration or environmental sciences or translation and interpretation;
- Good command of spoken and written English.

General professional experience:

- Minimum 3 years of relevant professional experience.

Specific professional experience:

- Experience in fully working for at least 1 project in collaboration with international institutions/organizations;
- Local experience in Turkey is an asset;
- Experience in at least 1 project within the rules and contractual procedures of EU will be an asset.

UNDP DIRECT PROJECT COSTED STAFF AND ROLES

In addition to the Project staff, depending on the nature of the work and complexity a number of technical and administrative roles and services are covered by the UNDP country office and are cost-shared within the office. The role of these staff is not provision of guidance or overseeing the implementation, but rather directly implementing the action themselves in proportions indicated below. These positions are not horizontal; they are totally considered as a direct part of the activities that the European Union finances as described. Direct project costed staff costs are proportionally budgeted to the Project based on their direct and necessary involvement in the implementation of the Project.

Difference between the Technical Assistance Team and direct project costed staff is that direct costed staff do not only serve for this project, but they also serve for some other projects as well according to the direct attribution to the respective projects. This brings in the know how, synergy potentials, standardization and efficiency in implementation, serving for the institutional memory, sustainability in terms of follow-up aftermaths of project implementation at portfolio level.

Portfolio Manager (10% time allocation for 36 months)

The Portfolio Manager will supervise the Cluster Lead and Project Manager to provide thematic guidance, in relation to climate change and environment portfolio. S/he will serve as a senior representative and engage with stakeholders accordingly. S/he will ensure the delivery of the Project and will be prepared to represent UNDP at the national/regional/international level. In specific terms, the Portfolio Manager will provide strategic guidance for the sustainability of the Project and for better service delivery in line with “UNDP Programme and Project Management Procedures”. In addition, the

Portfolio Manager will ensure coordination and coherence with other projects/programs of UNDP and other organizations in the fields of climate change adaptation, SDGs, gender equality, natural resources and biodiversity, chemicals and waste, etc. S/he will directly participate to the project activities to perform roles mentioned above.

Chemicals and Waste Cluster Lead (30% time allocation for 36 months)

The Chemicals and Waste Cluster Lead will supervise the TAT and provide thematic guidance to the PM and CTA, in relation to chemicals and waste cluster. S/he will ensure high quality and timely delivery of the project and will be prepared to represent UNDP at the national/regional/international level. In specific terms, the Cluster Lead will contribute implementation of the project in line with “UNDP Programme and Project Management Procedures”. S/he will directly participate to the project activities to perform roles mentioned above.

Projects Implementation Administrator (30% time allocation for 36 months)

The Projects Implementation Administrator (PIA) supports the Project by ensuring that it remains compliant with UNDP Rules and Regulations, with respect financial management and human resources management. S/he liaises with the Programmes Service Centre. Recruitment processes will be made by the PIA. This will also include complex HR, budget and financing processes, where there will be need of direct involvement of PIA. S/he will maintain a close working relationship with the PM and will provide further assistance to the TAT, as required. PIA will report to Portfolio Manager.

Portfolio Administrator (30% time allocation for 36 months)

The Portfolio Administrator (PIA) supports the Project by ensuring that it remains compliant with UNDP Rules and Regulations, with respect to procurement. S/he liaises with the Procurement Unit. The procurement of goods and services will be made by the PA-Procurement. This will also include complex procurement processes including, where there will be need of direct involvement of PA-Procurement. S/he will maintain a close working relationship with the PM and will provide further assistance to the TAT, as required. PA-Procurement will report to Portfolio Manager.

Communications Assistant (20% time allocation for 36 months)

The Communications Assistant will maintain an appropriate degree of communications for the Project and in accordance with the EC-UN Joint Visibility Guidelines. The duties will include, but not be limited to, drafting of strategic communications, ensuring the quality of the promotional materials, drafting of speeches and presentations for public events, reporting (in relation to Project communications) via the UNDP and other approved websites by the stakeholders, management of project media content in line with UNDP practices. The Communications Assistant will provide direct support to TAT, with a 20% time allocation to ensure that Joint visibility guidelines for EC-UN actions in the field are followed in the implementation of the Project activities. Therefore, the Project will use internal UNDP resources to ensure effective and coherent communication activities, for a better standardized approach in

communication, as outlined in Communication and Visibility Plan under the Project. The Communication Assistant at UNDP will closely work with the full time Communication Assistant of the project.

Programme Services Centre Assistant (10% time allocation for 36 months)

The Programme Support Centre Assistant will execute the duties of the Programme Services Centre for the Project and will report to the Programme Services Centre Associate. The Programme Service Centre Assistant will work closely with the Projects Implementation Administrator to ensure that all payments are made in a timely manner. Further, s/he will be responsible for the identification of local vendors as well as management and filing of Project documentation (relating to Project documents, financial records and reports, local procurement actions and staff contracts). The Programme Services Centre Assistant will ensure that all transactions and payments in the Project will be made timely and in line with the rules and procedures of UNDP.

Project Office Equipment:

The Project Office includes personal and shared furniture and equipment for the use of TAT and short terms and/or key experts as well as for meetings with stakeholders. The details of the equipment and furniture are provided in the Budget. The equipment purchased under the Project will be transferred to the MoEU at the end of the Project.

Short Term Senior International and Local Experts

Short-Term Senior and Junior Experts (1410 days)

A total of 1410 working days of short-term expertise will be mobilized for a number of activities. Two short-term expert categories, i.e. senior and junior, have been identified and are presented below for ease of reference and consistency.

	Senior International STE	Senior Local STE	Junior Local STE
Professional experience (years)	Min. 10	Min. 10	Min. 5
International experience (years)	Min. 2	N/A	N/A
Local experience (years)	N/A	Min. 5	Min. 5

The following table shows the number of days to be invested by STEs as per each project activity:

	Senior International STE	Senior Local STE	Junior Local STE
Part A	50	1100	260

The STEs, both local and international, will support the TAT in specialized areas of the project activities. The duration of short-term assignment might vary in accordance with the specific requirements of the relevant assignment. A detailed resource schedule will be developed by the TAT during the Inception Phase.

To ensure that high quality expertise, particularly STEs from the EU member states, is effectively identified, recruited and deployed. UNDP will also benefit and get into engagement with other international organizations, think tanks, universities or NGOs working in the field in EU and Turkey.

1.4.3 Visibility

The Budget of the Project includes a sizable amount of funds for actions related to the visibility of the Project and its outcomes. All necessary measures will be taken to ensure the visibility of the European Union and the Republic of Turkey. All visibility actions will be carried out in accordance with the General Conditions (ANNEX-II - General Conditions to the Contribution Agreements, Article 8). The actions on visibility of the Project will follow the “ Joint Action Plan on Visibility (2006)” and the “Visibility Guidelines for EC-UN Actions in the Field (2014)”, the links to the guidelines are: https://ec.europa.eu/europeaid/sites/devco/files/un-visibility-action-plan-2006_en_0.pdf and https://ec.europa.eu/europeaid/sites/devco/files/guidelines-joint-visibility-eu-un_en.pdf.

The EU-Turkey cooperation logo should be accompanied by the following text:

This project is funded by the European Union and the Republic of Turkey.

Confirmation must be sought from the MOEU/DGEM, MOEU/DGEUFR and the EUD regarding the visibility items.

Due to the need for intensive, coherent and specialized visibility actions, a certain amount of the funds set aside for visibility will be utilized. All equipment, if applicable, shall have a solidly fixed and durable label, as appropriate for each piece of equipment, with the standard EU-Turkey cooperation logo.

The entire visibility actions will be discussed and reviewed in detail during Inception Phase in agreement with the MOEU/DGEM, MOEU/DGEUFR and EUD.

In specific terms, the following visibility related activities will be carried out during the lifetime of the Project at hand, which are detailed Communication and Visibility Plan:

- Preparing and maintaining a Project website: Project description, events and activities will be published on this specific Project website.

- Forming and maintaining Project social media presence: Project will have social media accounts updated daily and integrated with UNDP Turkey's accounts.
- Preparing success and human stories to be used on website and social media: These will be the main content for social media and website. They will be prepared by the UNDP Turkey Communications team.
- Organizing field visits to support communications of Project results: Project outcomes and results should be turned in to visibility content.
- Preparing one different documentary style short movie: The main content of project's visibility is 10 high-quality documentary style short movie.
- Preparing and distributing visibility materials: theme based flyers, brochures, info-sheets, messages and other materials including Project paper file, pen, notebook, USB, sticker; booklet about the scope and objectives of the Project and its activities at the local level.
- Media Packages for various events and social media, which will include the details of the events which will be conducted in the scope of the Project. The information will include the agenda, objectives and the key messages to be conveyed to the public about the climate change adaptation processes.

Reporting

Obligations regarding information and reporting of the Project are conducted in line with the provisions of the Financial and Administrative Framework Agreement in place between the EU and the UN (Amended FAFA on 31.12.2018) and the General Conditions of the Contribution Agreement. The UNDP will be in charge of reporting of the Project activities in collaboration with the End Recipient and as requested by the Contracting Authority.

Reports, that are mentioned below shall be submitted to the MOEU and the EUD, via an e-mail first, at the end of each reporting period specified below. The comments and/or corrections on the reports will be submitted to UNDP via e-mail within 15 calendar days after the receipt of them. The UNDP shall revise the report based on the comments and re-submit it within 10 calendar days via e-mail. If no comments are sent within 5 calendar days, the final version can be processed as hard copy. In case of further comments and/or corrections, the same cycle as outlined above will be done; however, for the purpose of timely finalization of the report, the parties may agree on different time limits. Once the final version is agreed by all parties, UNDP will prepare and submit the hard copy of the reports/documents as the final version within 10 calendar days for approval.

The reports must be submitted both in hard copy and in electronic version (readable by a Microsoft Office application). All reporting will be done in English and Turkish. The Turkish version of the reports should be prepared within 15 days after the approval of English version and will also be submitted to

the MOEU and EUD within the framework of the cycle outlined above. This approval and submission cycle will be valid for inception report, progress reports and final report of the project.

Inception Report

Within 12 weeks of commencement of the Project, UNDP will implement the inception phase and prepare and submit for approval an Inception Report to the MOEU and the EUD within 15 days of the completion of the inception period through e-mail. MOEU and EUD will provide their comments within 5 calendar days and UNDP will review the report as per these comments within 5 calendar days. The hard copy report will be submitted to MOEU and EUD within one month after the completion of the inception phase, providing an outline of the general approach, methodology and timetable for preparation and implementation of all activities funded under the Project. The Inception Report will include a detailed work plan for the 12-month activities and a work plan with estimated budget for the next 24 months.

Progress Report

A Progress Report will be submitted at the end of each year to MOEU and the EUD in line with Article 3 of the General Conditions. It will serve for the minimum requirement of the Commission as a yearly narrative and financial report. The progress report will present the status of Project's implementation during a specific interval of time (12 months) and assess the progress made towards achieving the Project's intended results and outputs, detailed action plan for the rest of the Project duration. The report also will identify future challenges and actions recommended to address them. Progress reports shall be submitted within sixty (60) days after the period covered by the report.

Final Report

A Final Report will be submitted to MoEU (CA) and EUD in line with Article 3 of the General Conditions following completion of project implementation period. The Final Report will document and comment on overall achievements against the original plan, highlight lessons learned and make recommendations on any follow-up actions required.

Name of Report	Time of submission*	Recipients
Inception Report (Turkish & English)	Within 4 months of commencement of the Project.	MoEU (CA) and EUD
Progress Report (Narrative and Financial) (Turkish & English)	Within 60 days after the period covered by such report. (as per Article 3.9 of the General Conditions)	MoEU (CA) and EUD
Activity Reports	Two weeks before each Steering Committee Meeting,	MoEU (CA) and EUD and all members of SC

(Narrative, Turkish and English, to be submitted to Steering Committee Meetings)	to summarize all completed activities within the period covered for the Steering Committee supported with annexes and the planned activities for the next coming period, if applicable.	
Final Report (Narrative and Financial) (Turkish & English)	Not later than 6 months after the end of the implementation period of the Project (as per Article 3.9 of the General Conditions)	MoEU (CA) and EUD

**time of submission of the hard-copy version (final version) of the reports*

Project Monitoring and Evaluation

Monitoring and evaluation exercises will be undertaken in compliance with the provisions of the Financial and Administrative Framework Agreement (Article 1. Focus on results) and the General Conditions (Article 10. Monitoring and Evaluation of the Action).

The expected results, activities, objectively verifiable indicators, sources of verification and assumptions listed in the Logical Framework constitutes the basis of the Project's M&E system. It will be further refined during the Inception Phase. UNDP continuously tracks the progress of the Project based on the agreed indicators and all reporting will be carried out accordingly. Indicators will be based on objectives that are specific, measurable, attainable, realistic and time-based. Indicators for the contribution-specific agreement are linked to the more general indicators relevant for the whole Action, wherever possible.

The success and effectiveness of the trainings for capacity building purpose will be evaluated through a "2 level approach".

Level 1 – Reaction: Measuring trainees' reactions to the relevance and usefulness of the materials through questionnaires.

Level 2 – Learning: Measuring trainees' knowledge and skills through tests during and after the trainings,

Monitoring and evaluation system of the project will be shared with the MOEU and EUD, as soon as they are finalized. EUD representatives shall be invited to participate in the main monitoring and in the evaluation missions. The results of M&E exercises shall be reported to the MOEU and the EUD. Moreover; as far as possible and appropriate, UNDP and the EUD will explore carrying out jointly the M&E activities.

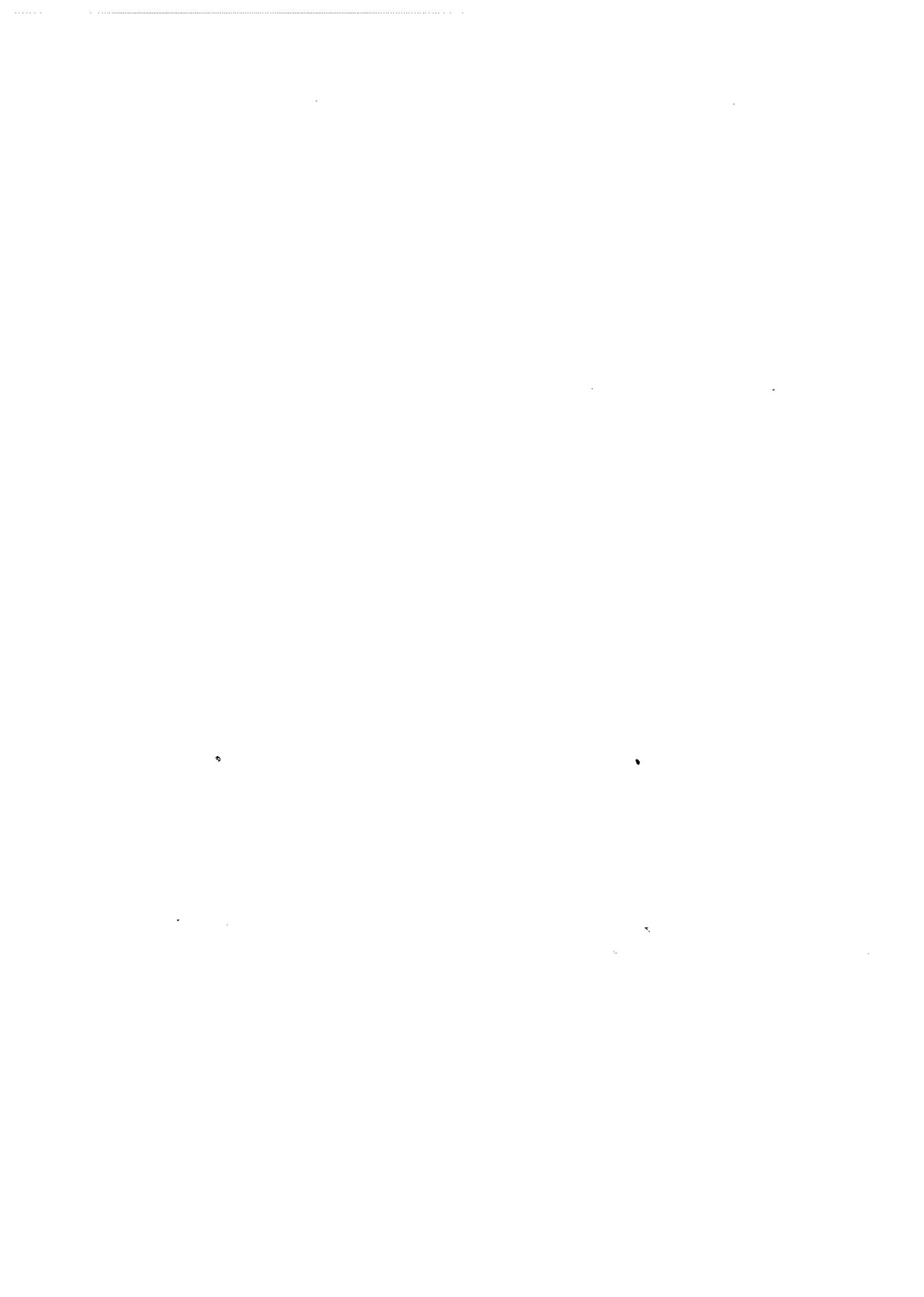
The Project will be evaluated (technical evaluation) independently. The evaluation is expected to be conducted in the last year of the Project.

The assessment will be on the substance and immediate concrete results of the Project, and will, by no means, include any form of expenditure verification (or Audit) etc. As a result of the assessment, the

impacts of the results achieved, lessons learned and good practices in terms of substance will be assessed in a report. Besides, the level of communication and visibility as well as recommendations for sustainability will also be explored in the said assessment.

Project Audit

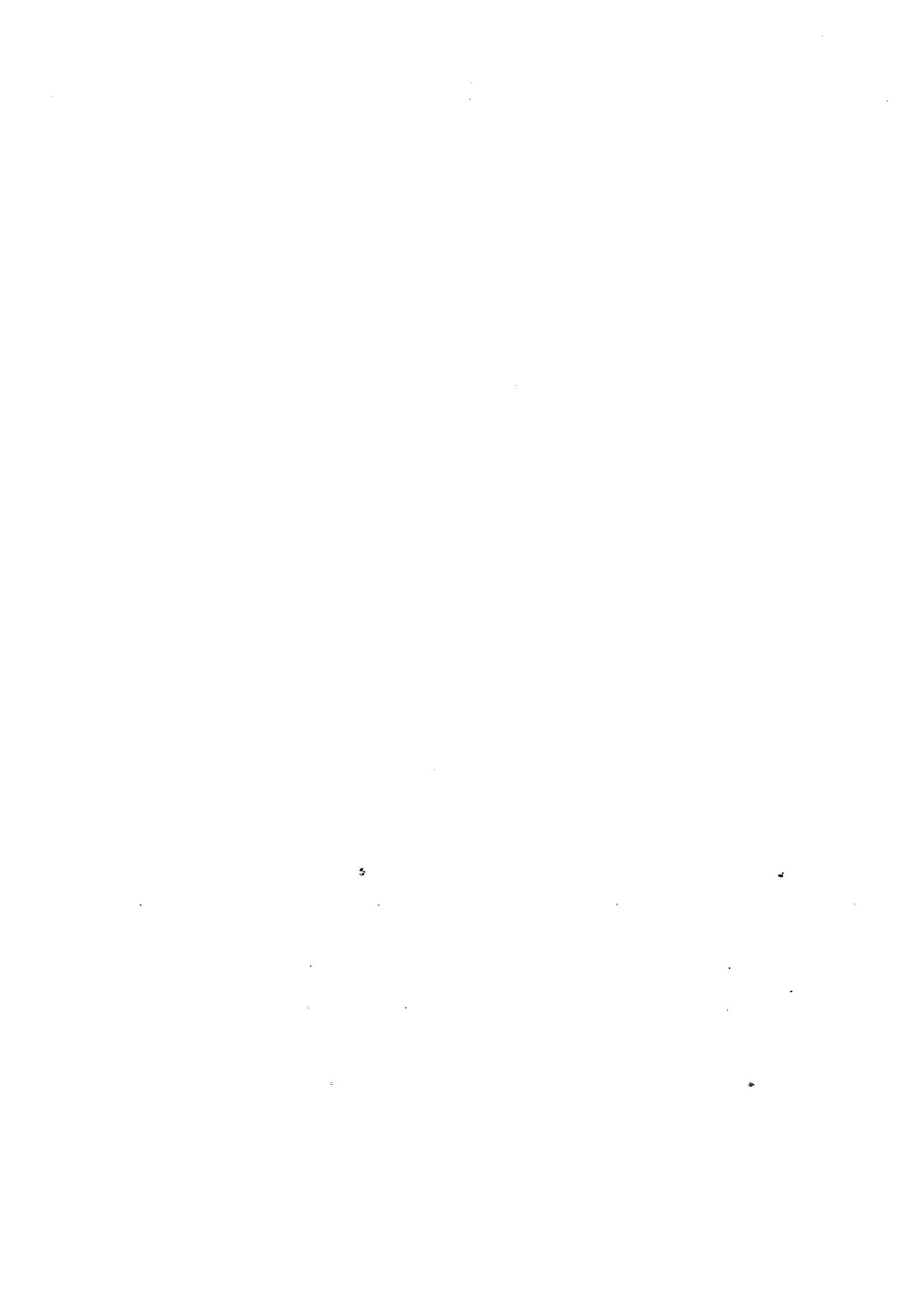
In line with the Financial and Administrative Framework Agreement (FAFA) and the General Conditions, the financial transactions and financial statements shall be subject to the internal and external auditing procedures laid down in the Financial Regulations, Rules and directives of UNDP.



1.5. Duration and indicative action plan for implementing the action

The duration of the action will be 36 months.

	2019			2020					2021					2022		
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
0. INCEPTION PHASE																
0.1. Establishment of Technical Assistance Team (TAT) and Office	X															
0.2. Kick-off meeting (first Management Meeting)	X															
0.3. Launch Event	X															
1. TECHNICAL AND INSTITUTIONAL CAPACITY FOR MANAGEMENT OF POPS CONTAMINATED SITES HAS BEEN STRENGTHENED																
1.1. Trainings for staff that will be working on POPs contaminated sites management from different target groups		X	X	X	X	X										
1.2. LGA/Guidance documents/publications preparation and update	X	X	X	X	X	X										
1.3. Study visits					X							X				
1.4. Establishment of Helpdesk Navigator Software Programme										X	X	X	X	X		
2. CONTAMINATED SITES WITH POPS HAVE BEEN IDENTIFIED AND CLASSIFIED																
2.1. Update of CSIS Software	X	X	X	X	X	X										X
2.2. Identification and classification of POPs contaminated sites in Turkey		X	X													



1.6. Sustainability of the action

Expected Results

The project is expected to create three results:

Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened

Result 2. Contaminated sites with POPs have been identified and classified

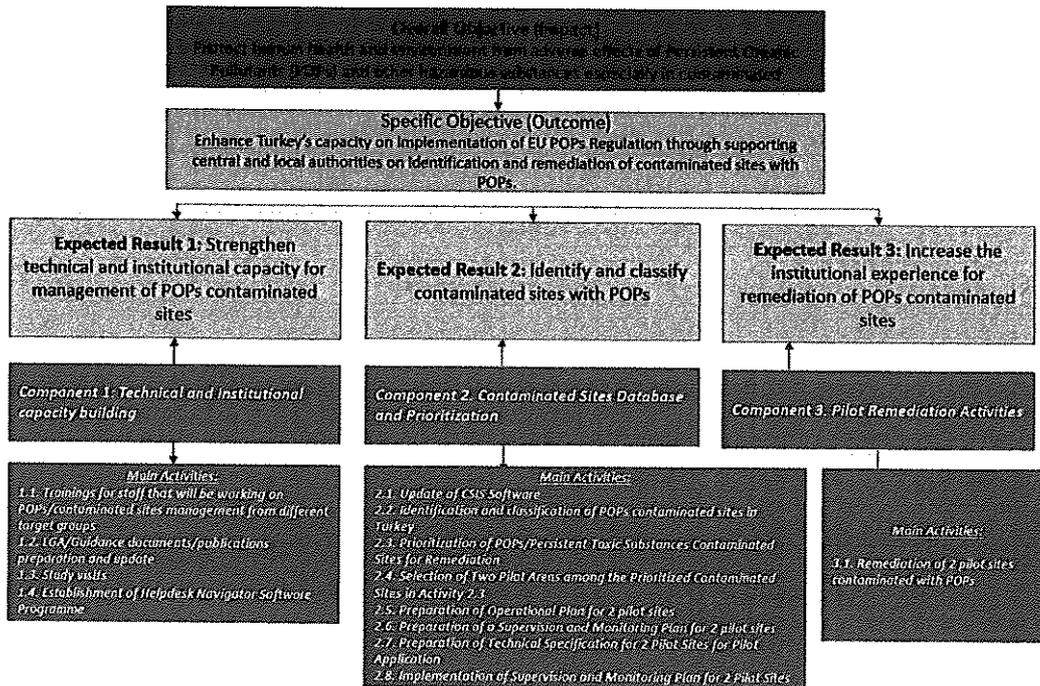
Result 3. Institutional experience for remediation of POPs contaminated sites have been increased

Expected Impact on Target Groups/Beneficiaries

The project is expected to generate the following impacts:

1. National capacity and decision-making process enhanced through trainings, update of guidelines, study visits, software development and establishment of helpdesk,
2. Institutional capacity of central and local authorities of MoEU increased in terms of effective implementation of contaminated sites legislation,
3. Public awareness on contaminated sites management enhanced through institutional and individual capacity enhancement programmes,
4. Knowledge base and expertise pool enhanced through networking efforts between national institutions with EU centres and Member states,
5. Implementation capacity enhanced through pilot remediation activities.

The graph below illustrates the process between overall objective, specific objective, expected results, components and main activities.



Concrete Outputs

The following outputs will be achieved with envisaged delivery date which are indicatively identified in line with the Section 1.5:

Component 0 – Inception

	<u>Main activities</u>	<u>Expected output</u>
0.1	Establishment of Technical Assistance Team (TAT) and office	Inception report Media package Project website, project newsletters, business cards, banners, posters etc. Envisaged delivery date: 12 weeks after the project start date.
0.2	Kick-off meeting (first management meeting)	
0.3	Launch event	

Component 1 - Technical and institutional capacity for management of POPs contaminated sites has been strengthened

	<u>Main activities</u>	<u>Expected output</u>
1.1	Trainings for staff that will be working on POPs/contaminated sites management from different target groups	<ul style="list-style-type: none"> • Training need assessment report • Training module and reports Envisaged delivery date: 18 months after the project start date.

1.2	LGA/Guidance documents/publications preparation and update	<ul style="list-style-type: none"> • Legal gap analysis • Recommendation for draft legislation • A public video on general information on POPs contaminated sites • Brochures on general information on POPs contaminated sites, registration and remediation information for contaminated sites, information on post-monitoring activities • Revised guidelines (Technical guidelines on Contaminated Sites Assessment, Remediation, Monitoring and Risk Assessment) • A new guideline on POPs contaminated sites management • Updated report forms of Annexes of Contaminated sites legislation <p>Envisaged delivery date: 15 months after the project start date.</p>
1.3	Study visits	<ul style="list-style-type: none"> • Study visit reports <p>Envisaged delivery date: 24 months after the project start date.</p>
1.4	Establishment of Helpdesk Navigator Software Programme	<ul style="list-style-type: none"> • Helpdesk Navigator Software Programme <p>Envisaged delivery date: 30 months after the project start date.</p>

Component 2 - Contaminated sites with POPs have been identified and classified

	<u>Main activities</u>	<u>Expected output</u>
2.1	Update of CSIS Software	<ul style="list-style-type: none"> • Updated CSIS Software <p>Envisaged delivery date: 36 months after the project start date.</p>
2.2	Identification and classification of POPs contaminated sites in Turkey	<ul style="list-style-type: none"> • POPs contaminated sites identification and classification report <p>Envisaged delivery date: 9 months after the project start date.</p>
2.3	Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation	<ul style="list-style-type: none"> • Prioritized list of POPs contaminated sites <p>Envisaged delivery date: 12 months after the project start date.</p>
2.4	Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3	<ul style="list-style-type: none"> • Pilot Site Selection Report <p>Envisaged delivery date: 12 months after the project start date.</p>
2.5	Preparation of Operational Plan for 2 pilot sites	<ul style="list-style-type: none"> • Technical specification and operational plan of two pilot sites <p>Envisaged delivery date: 15 months after the project start date.</p>
2.6	Preparation of a Supervision and Monitoring Plan for 2 pilot sites	<ul style="list-style-type: none"> • On-site Technical Supervision and Monitoring <p>Envisaged delivery date: 15 months after the project start date.</p>
2.7	Preparation of Technical Specification for 2 Pilot Sites for Pilot Application	<p>Recommendations respecting Post Remediation Plan</p> <p>Envisaged delivery date: 15 months after the project start date.</p>

Multiplier effects

The intervention modality proposed for implementation of the project includes a number of measures to optimize the multiplier effects and sustainability of the impact after completion of the project. These elements include, but are not limited to, improved decision-making tools, establishment of IT systems, comparative analysis reports. In addition to such outputs the project is expected to contribute significantly to the human resources capacity both at the central and local level through various training activities. The knowledge on other country experiences on local governance and know-how to be gained through the trainings will be used for future contaminated sites management work at policy, financial and technical levels.

Sustainability

MoEU will ensure policy-level sustainability of the Project. The Project is aligned with one of the four pillars of the 10th National Development Plan “Liveable places, sustainable environment” and international agreements such as Stockholm Convention on POPs. The Project will support policy-level sustainability mainly through the replicable pilot actions that will be fulfilled throughout the Project.

The Project includes specific measures to ensure institutional sustainability through training programs and public awareness activities.

Financial Aspect

The Project is geared towards establishment of required institutional capacity and the funds will be used for this specific purpose. As such, once the required institutional capacity is established and the MoEU is with the skills and tools, they will be able to expand the implementation of the recommendations of the Project from its own resources.

Institutional Level

The project will develop significant capacities both at the central level and the local levels through design and delivery of the training programs. At this point, it is important to note that the training modules will be used by the MoEU and others for further training programs to be delivered by their respective training departments. Trainings will be carried out as training of trainers’ modality in order to ensure the institutional sustainability of the project.

Assumptions and risks

The project was designed on several assumptions and risks taking account the current situation. Table below is for identifying mitigation measures for described risks as per their impact and probability rates.

Assumptions:

- The Project will have a dynamic approach in making necessary adjustments in the timelines for project activities;
- National and local institutions are fully committed to the development and implementation of policies and institutional changes required to be in line with the Paris Agreement;
- Central and local authorities willing to cooperate and ready for the assistance as foreseen by the project intervention;
- Enhanced interest of the central and local authorities to adjust decision-making tools and policies in line with EU *Acquis*;
- Trained staff members remain in their posts during the entire duration of the Project.

Description	Impact & Probability ⁸	Mitigation Measures
<p>Insufficient institutional coordination at national and local level to effectively implement key policies and regulations on chemicals and contaminated sites management</p>	<p>Impact = 3 Probability = 2</p>	<p>The overall strategic direction of the project will be provided by a Project Steering Committee (PSC), consisting of representatives of the MOEU/DGEM, the contracting authority (MOEU/DGEUFR), UNDP and other stakeholders when deemed necessary. While this multi-sectoral structure will enhance the coordination among institutions at several levels, it is also planned to specifically promote an inter-sectoral coordination mechanism, which will serve as the primary mitigation measure to this risk.</p>
<p>Insufficient output-outcome linkages due to factors outside the control area of the project</p>	<p>Impact = 3 Probability = 2</p>	<p>The PSC will operate several functions where verifying the achievement of the outputs and results of the project is the main one as a primary mitigation measure to this risk. Close coordination between the PSC and technical team will be assured by Operation Coordination Unit (OCU) for proactive management of risks and outside factors. The OCU will be formed by the MOEU/DGEM representative, technical assistant team (TAT) and Contracting Authority (when necessary) and meet monthly basis to effectively manage the progress of the projects to take corrective measures deem necessary.</p>
<p>Inadequate stakeholder and technical expertise engagement related to potential institutional change.</p>	<p>Impact = 3 Probability = 2</p>	<p>The project has built in specific mechanisms to support coordination and interaction. However, Turkey is currently undergoing some national political changes that may result in changes to institutional structures or mandates in the coming years. In this context of institutional change, it may be difficult for the project to effectively engage all necessary stakeholders and government experts during project implementation. The project will continuously monitor this risk and take adaptive management measures as necessary if this risk appears to negatively affect the project's operational approach and effectiveness.</p>

⁸ Impact: effect on the project if the risk were to occur on a scale of 1 (low) to 5 (high)

Probability: estimate of the likelihood of the risk occurring on a scale of 1 (low) to 5 (high)

1.7. Logical Framework

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objectives	Protect human health and environment from adverse effects of Persistent Organic Pollutants (POPs) and other hazardous substances especially in contaminated sites through enhancing the implementation capacity of POPs Regulation and Soil Contamination By-law.	<ul style="list-style-type: none"> ▪ Contribution to the improved quality of life of citizens through protecting human health and environment from POPs. 	<ul style="list-style-type: none"> ▪ European Commission's Regular Reports from 2019 to 2022 ▪ European Environment Agency's State of Environment Reports ▪ Statistical data on environment and climate change ▪ Progress in the implementation of Sector Operational Programme: Environment and Climate Action ▪ Progress in the implementation of National Action Plan for EU Accession ▪ Progress in the implementation of Multi-annual Action Programme for Turkey on Environment and Climate Action 	<ul style="list-style-type: none"> ▪ Stable political climate and macro-economic situation ▪ Strong commitment and dedication of the stakeholders to participate and cooperate throughout project implementation ▪ Strong stakeholder coordination during project implementation ▪ Convergent views and decisions among stakeholders and relevant institutions ▪ Sufficient number of assigned personnel in charge of the project within relevant institutions ▪ Sufficient number of experienced and high qualified experts with satisfactory knowledge and perception of the Turkish context for each sector which will be dealt with within this project ▪ Coherence between the training subjects/campaigns and the target group
Specific objective	The purpose of the project is to enhance Turkey's capacity on implementation of EU POPs Regulation through supporting central and local authorities on identification and remediation of contaminated sites with POPs.	<ul style="list-style-type: none"> ▪ Strengthened Technical and institutional capacity for management of POPs contaminated sites ▪ Identified and classified contaminated sites with POPs ▪ Increased institutional experience for remediation of POPs contaminated sites 	<ul style="list-style-type: none"> ▪ European Commission's Regular Reports from 2017 to 2020 ▪ Statistical data on environment and climate change ▪ Monitoring Reports ▪ Project Progress Reports ▪ Project Final Report ▪ Project Evaluation Reports 	

<p>Expected results</p>	<p><i>Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened</i></p>	<ul style="list-style-type: none"> ▪ Approximately 490 staff were trained and certificated ▪ Study visits held to EU Countries were organized for information/experience exchange on contaminated sites remediation and soil pollution prevention 	<ul style="list-style-type: none"> ▪ Study visit materials, evaluation report and participants list ▪ Training of trainees' programme materials, evaluation report and participants list ▪ Training materials, evaluation report and participants list ▪ Number of certificates given to the participants ▪ Project Inception Report ▪ Activity Evaluation Reports ▪ Project Progress Reports ▪ PSC Meeting Minutes ▪ Project Final Report ▪ Project Evaluation Reports 	<ul style="list-style-type: none"> ▪ National and local institutions are committed to contaminated sites management. ▪ Owners of pilot sites are willing to cooperate in the project activities. ▪ Other national and local stakeholders are supporting project activities and participating. ▪ Trained staff members (national and local) remain in their posts during the entire duration of the project.
<p>Activities</p>	<p>1. Technical and Institutional Capacity for Management of POPs Contaminated Sites Has Been Strengthened</p> <p>1.1. Trainings for staff that will be working on POPs/contaminated sites management from different target groups</p> <p>1.2. LGA/Guidance documents/publications preparation and update</p> <p>1.3. Study visits</p> <p>1.4. Establishment of Helpdesk Navigator Software Programme</p> <p>2. Contaminated Sites with Pops Have Been Identified and Classified</p> <p>2.1. Update of CSIS Software</p> <p>2.2. Identification and classification of POPs contaminated sites in Turkey</p>	<p>Means</p> <ul style="list-style-type: none"> ▪ Project Coordination Unit (PCU) ▪ Technical Assistant Team (TAT) ▪ Short term experts (STEs) ▪ Stakeholder engagement activity (e.g. consultative meetings, bilateral meetings, workshops, study tours) costs ▪ Assessment, research, study costs ▪ Web-based platform and software development and maintenance costs ▪ Training costs ▪ Project office costs ▪ Knowledge material development, visibility and dissemination costs 	<p>Cost</p> <ul style="list-style-type: none"> ▪ Covering the human resources, costs for travels, local office and services - details are indicated in the Budget for the Action. 	<p>Assumptions</p> <ul style="list-style-type: none"> ▪ Factors outside project management's control that may impact on the outcome linkage.

<p>2.3. Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation</p> <p>2.4. Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3</p> <p>2.5. Preparation of Operational Plan for 2 pilot sites</p> <p>2.6. Preparation of a Supervision and Monitoring Plan for 2 pilot sites</p> <p>2.7. Preparation of Technical Specification for 2 Pilot Sites for Pilot Application</p> <p>2.8. Implementation of Supervision and Monitoring Plan for 2 Pilot Sites</p> <p>3. Works Component: Pilot Remediation Activities</p>			
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2. LEGAL CONTEXT ⁹

Where the country has signed the Standard Basic Assistance Agreement (SBAA)

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of (country) and UNDP, signed on (date). All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

This project will be implemented by Ministry of Environment and Urbanisation (“Implementing Partner”) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

⁹ 1. Responsibility for NIM projects rests with the government, as reflected in the Standard Basic Assistance Agreement signed by UNDP with the government, and with the implementing partner, as agreed in the country programme action plan or United Nations development assistance framework action plan and respective annual work plan.

2. Under NIM, UNDP is accountable for the effective and efficient use of resources for the achievement of programme results in conjunction with the implementing partner. This encompasses the design of projects, the assessment of capacities of implementing partners, the joint selection of implementing partners, and the financing and evaluation of programme activities. UNDP must monitor progress towards intended outputs and appropriate use of resources.

3. The project will undergo annual audit by a certified auditor according to UNDP rules and regulations.

Annex [#]. Social and Environmental Screening Template

The completed template, which constitutes the Social and Environmental Screening Report, must be included as an annex to the Project Document. Please refer to the Social and Environmental Screening Procedure and Toolkit for guidance on how to answer the 6 questions.

Project Information

Project Information	
1. Project Title	Identification and Remediation of Contaminated Sites with Persistent Organic Pollutants (POPs)
2. Project Number	00107003
3. Location (Global/Region/Country)	RBEC/Turkey CO

Part A. Integrating Overarching Principles to Strengthen Social and Environmental Sustainability

QUESTION 1: How Does the Project Integrate the Overarching Principles in order to Strengthen Social and Environmental Sustainability?

Briefly describe in the space below how the Project mainstreams the human-rights based approach

N/A

Briefly describe in the space below how the Project is likely to improve gender equality and women's empowerment

Understanding the relationship between gender and sound chemicals management is important for the overall effectiveness of any project on chemicals and wastes. Women and men are impacted differently by chemicals and through different routes. They have different experiences of dealing with sources of exposure, and different priorities, responsibilities and needs relating to the reduction of toxic chemicals and wastes. In many developing countries, women and men also often have different levels of access to participation, decision-making, information, education or justice, and face different constraints in their efforts to improve their environment and living conditions. They can also play different roles in making decisions about pollution prevention, waste management, identification of sources of chemical exposure, and building a safer environment for communities.

Means of project implementation:

Gender mainstreaming will be one of the main cross-cutting themes of the Project. Strengthening of gender mainstreaming approach will be done through the following:

- Composition of the trainees: Trainees of the training programs will be composed by a gender sensitive approach.
- Gender sensitive service delivery planning: Gender sensitive service delivery planning will be introduced as a new dimension in the multi-year investment planning. By this, creation of the grounds and instruments for more egalitarian resource allocation on gender basis is expected.

Briefly describe in the space below how the Project mainstreams environmental sustainability



MoEU will ensure policy-level sustainability of the Project. The Project is aligned with one of the four pillars of the 10th National Development Plan "liveable places, sustainable environment" and international agreements such as Stockholm Convention on POPs. The Project will support policy-level sustainability mainly through the replicable pilot actions that will be fulfilled throughout the Project.

The Project includes specific measures to ensure institutional sustainability through training programs and public awareness activities.

Financial Aspect

The Project is geared towards establishment of required institutional capacity and the funds will be used for this specific purpose. As such, once the required institutional capacity is established and the MoEU is with the skills and tools, they will be able to expand the implementation of the recommendations of the Project from its own resources. Institutional Level

The project will develop significant capacities both at the central level and the local levels through design and delivery of the training programs. At this point, it is important to note that the training modules will be used by the MoEU and others for further training programs to be delivered by their respective training departments. Trainings will be carried out as training of trainers modality in order to ensure the institutional sustainability of the project.

Part B. Identifying and Managing Social and Environmental Risks

QUESTION 2: What are the Potential Social and Environmental Risks?

Note: Describe briefly potential social and environmental risks identified in Attachment 1 – Risk Screening Checklist (based on any "Yes" responses). If no risks have been identified in Attachment 1 then note "No Risks Identified" and skip to Question 4 and Select "Low Risk". Questions 5 and 6 not required for Low Risk Projects.

QUESTION 3: What is the level of significance of the potential social and environmental risks?

Note: Respond to Questions 4 and 5 below before proceeding to Question 6

QUESTION 6: What social and environmental assessment and management measures have been conducted and/or are required to address potential risks (for Risks with Moderate and High Significance)?

Risk Description	Impact and Probability (1-5)	Significance (Low, Moderate, High)	Comments	Description of assessment and management measures as reflected in the Project design. If EISA or SESA is required note that the assessment should consider all potential impacts and risks.
Risk 1: The Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts	I = 5 P = 1	Low	During the supervision part of the project, pilot activities may have such risk.	A state-of-art technical specification and operational plan will be prepared by top notch expertise on the area in order to decrease the potential risks posed by pilot activities of the project. In addition, although pilot activities will be carried out by the beneficiary of the project, all supervision related works will be carried out by PMU in order to mitigate this risk.
[add additional rows as needed]				



QUESTION 4: What is the overall Project risk categorization?			Comments
Select one (see SESP for guidance)			
Low Risk	<input checked="" type="checkbox"/>		
Moderate Risk	<input type="checkbox"/>		
High Risk	<input type="checkbox"/>		
QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are relevant?			Comments
Check all that apply			
Principle 1: Human Rights			<input type="checkbox"/>
Principle 2: Gender Equality and Women's Empowerment			<input type="checkbox"/>
1. Biodiversity Conservation and Natural Resource Management			<input type="checkbox"/>
2. Climate Change Mitigation and Adaptation			<input type="checkbox"/>
3. Community Health, Safety and Working Conditions			<input type="checkbox"/>
4. Cultural Heritage			<input type="checkbox"/>
5. Displacement and Resettlement			<input type="checkbox"/>
6. Indigenous Peoples			<input type="checkbox"/>
7. Pollution Prevention and Resource Efficiency			<input checked="" type="checkbox"/>

Final Sign Off

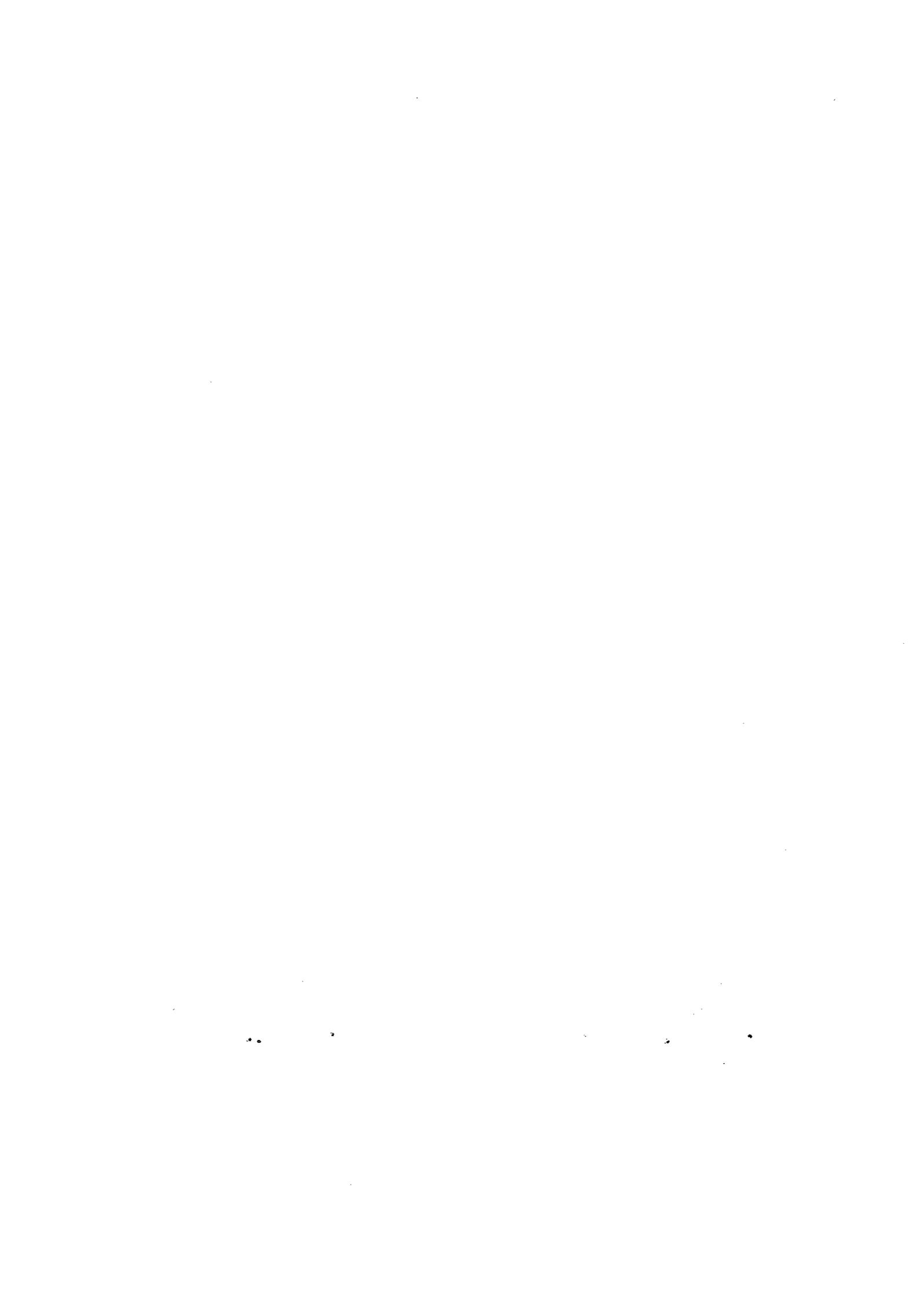
Signature	Date	Description
	31.10.19	Nuri Özbağdatlı, Portfolio Manager CCE
	31.10.2019	Öykü Uluçay, M&E Analyst
	31.10.2019	Seher Alacacı Arner, ARR/P



SESP Attachment 1. Social and Environmental Risk Screening Checklist

Checklist Potential Social and Environmental Risks		
Principles 1: Human Rights		Answer (Yes/No)
1.	Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
2.	Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? ¹	No
3.	Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?	No
4.	Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them?	No
5.	Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?	No
6.	Is there a risk that rights-holders do not have the capacity to claim their rights?	No
7.	Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?	No
8.	Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?	No
Principle 2: Gender Equality and Women's Empowerment		
1.	Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?	No
2.	Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
3.	Have women's groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment?	No
4.	Would the Project potentially limit women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services? <i>For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being</i>	No
Principle 3: Environmental Sustainability: Screening questions regarding environmental risks are encompassed by the specific Standard-related questions below		
Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management		
1.1	Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services?	No

¹ Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.



	<i>For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i>	
1.2	Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	No
1.3	Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	No
1.4	Would Project activities pose risks to endangered species?	No
1.5	Would the Project pose a risk of introducing invasive alien species?	No
1.6	Does the Project involve harvesting of natural forests, plantation development, or reforestation?	No
1.7	Does the Project involve the production and/or harvesting of fish populations or other aquatic species?	No
1.8	Does the Project involve significant extraction, diversion or containment of surface or ground water? <i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i>	No
1.9	Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)	No
1.10	Would the Project generate potential adverse transboundary or global environmental concerns?	No
1.11	Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area? <i>For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.</i>	No
Standard 2: Climate Change Mitigation and Adaptation		
2.1	Will the proposed Project result in significant ² greenhouse gas emissions or may exacerbate climate change?	No
2.2	Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?	No
2.3	Is the proposed Project likely to directly or indirectly increase social and environmental vulnerability to climate change now or in the future (also known as maladaptive practices)? <i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i>	No
Standard 3: Community Health, Safety and Working Conditions		
3.1	Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?	No
3.2	Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No

² In regards to CO₂, 'significant emissions' corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.]



3.3	Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?	No
3.4	Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure)	No
3.5	Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?	No
3.6	Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)?	No
3.7	Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?	No
3.8	Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)?	No
3.9	Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)?	No
Standard 4: Cultural Heritage		
4.1	Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	No
4.2	Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?	No
Standard 5: Displacement and Resettlement		
5.1	Would the Project potentially involve temporary or permanent and full or partial physical displacement?	No
5.2	Would the Project possibly result in economic displacement (e.g. loss of assets or access-to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	No
5.3	Is there a risk that the Project would lead to forced evictions? ³	No
5.4	Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	No
Standard 6: Indigenous Peoples		
6.1	Are indigenous peoples present in the Project area (including Project area of influence)?	No
6.2	Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples?	No
6.3	Would the proposed Project potentially affect the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the Project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)? <i>If the answer to the screening question 6.3 is "yes" the potential risk impacts are considered potentially severe and/or critical and the Project would be categorized as either Moderate or High Risk.</i>	No

³ Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections.



6.4	Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	No
6.5	Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.6	Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?	No
6.7	Would the Project adversely affect the development priorities of indigenous peoples as defined by them?	No
6.8	Would the Project potentially affect the physical and cultural survival of indigenous peoples?	No
6.9	Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?	No
Standard 7: Pollution Prevention and Resource Efficiency		
7.1	Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	Yes
7.2	Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)?	No
7.3	Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs? <i>For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Conventions on Persistent Organic Pollutants or the Montreal Protocol</i>	No
7.4	Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health?	No
7.5	Does the Project include activities that require significant consumption of raw materials, energy, and/or water?	No

Design & Appraisal Stage Quality Assurance Report

Form Status: Approved

Overall Rating: Highly Satisfactory

Decision: Approve: The project is of sufficient quality to continue as planned. Any management actions must be addressed in a timely manner.

Portfolio/Project Number: 00107003

Portfolio/Project Title: Remediation of Contaminated Sites with POPs

Portfolio/Project Date: 2019-11-01 / 2022-11-30

Strategic

Quality Rating: Exemplary

1. Does the project specify how it will contribute to higher level change through linkage to the programme's Theory of Change?

3: The project is clearly linked to the programme's theory of change. It has an explicit change pathway that explains how the project will contribute to outcome level change and why the project's strategy will likely lead to this change. This analysis is backed by credible evidence of what works effectively in this context and includes assumptions and risks.

2: The project is clearly linked to the programme's theory of change. It has a change pathway that explains how the project will contribute to outcome-level change and why the project strategy will likely lead to this change.

1: The project document may describe in generic terms how the project will contribute to development results, without an explicit link to the programme's theory of change.

Evidence:

The overall objective is to improve environmental protection and the quality of life of citizens by protecting human health and environment from adverse effects of Persistent Organic Pollutants (POPs) and other hazardous substances especially in contaminated sites through enhancing the implementation capacity of EU POPs Regulation and Soil Contamination Strategy. The project will contribute on one of the trivets of general objective of the ESOP that is environmental protection through increasing the capacity of the MoEU for protection of soils from POPs and other dangerous pollutants. The project is also fitting the respective output of the ESOP which is the "Legislative reform and capacity building advanced in the areas of climate action, air quality, civil protection, marine environment, horizontal legislation and nature protection" since it will contribute capacity building for implementation of POPs Regulation and Point Source Contaminated Sites Legislation.

List of Uploaded Documents

#	File Name	Modified By	Modified On
1	ProDocPOPSIPA_Revisedfinal_2120_101 (https://intranet.undp.org/apps/ProjectQA/QAFormDocuments/ProDocPOPSIPA_Revisedfinal_2120_101.docx)	naz.ozguc@undp.org	10/30/2019 1:43:00 PM

2. Is the project aligned with the UNDP Strategic Plan?

3: *The project responds to at least one of the development settings as specified in the Strategic Plan¹ and adapts at least one Signature Solution². The project's RRF includes all the relevant SP output indicators. (all must be true)*

2: The project responds to at least one of the development settings as specified in the Strategic Plan⁴. The project's RRF includes at least one SP output indicator, if relevant. (both must be true)

1: The project responds to a partner's identified need, but this need falls outside of the UNDP Strategic Plan. Also select this option if none of the relevant SP indicators are included in the RRF.

Evidence:

The objective of the project is thematically aligned with the Outcome 1.3 of UNDCS (2016-2020) as well as linked to UNDP Strategic Plan's area of sustainable planet initiative. The intervention falls into the Eradicate Poverty in all its forms and dimensions setting and the signature solution is "promote nature based solutions for a sustainable planet".

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No documents available.

3. Is the project linked to the programme outputs? (i.e., UNDAF Results Group Workplan/CPD, RPD or Strategic Plan IRRF for global projects/strategic interventions not part of a programme)

Yes

No

Evidence:

The project is linked to Contributing Outcome (UN DCS Outcome): 1.3: "By 2020, improved implementation of more effective policies and practices on sustainable environment, climate change, biodiversity by national, local authorities and stakeholders including resilience of the system/communities to disasters" and CPD Output: 1.3.3: "Chemical waste prevented, managed and disposed of, and chemically contaminated sites managed in environmentally sound manner."

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No documents available.

Relevant

Quality Rating: Highly Satisfactory

4. Do the project target groups leave furthest behind?

3: The target groups are clearly specified, prioritising discriminated, and marginalized groups left furthest behind, identified through a rigorous process based on evidence.

2: *The target groups are clearly specified, prioritizing groups left furthest behind.*

1: The target groups are not clearly specified.

Evidence:

The following target groups can be considered under this action:

- The relevant staff of MoEU in central and provincial level from the following departments:
 - o Department of Chemicals Management
 - o Provincial directorates
- Line ministries
 - o Ministry of Agriculture and Forestry
 - o Ministry of Industry and Technology
 - o Ministry of Health
- Industrial Associations and Environmental NGOs (i.e. Istanbul Minerals and Metals Exporters Association (IMMIB), Chemicals Industry Associations, TEMA, etc.) Universities and Research Centers (METU, Kocaeli University, TÜBİTAK MRC, etc.)
- Industry especially potential target sectors that may have contaminated sites
- Public especially farmers, residents in highly industrialized areas

In addition to target groups the following departments of MoEU will be the stakeholders:

- Department of Water and Soil Management
- Directorate General of Geographic Information Systems

However, in addition to this, works component will have a specific target groups as it will be implemented locally:

- Provincial directorate of Environment and Urbanization
- Other provincial directorates of line ministries
- Local municipality
- Local people living around the selected pilot contaminated site

While these target groups are mostly public authorities, the final beneficiaries of the project are local stakeholders, and vulnerable communities and citizens.

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No documents available.

5. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design?

• **3: Knowledge and lessons learned backed by credible evidence from sources such as evaluation, corporate policies/strategies, and/or monitoring have been explicitly used, with appropriate referencing, to justify the approach used by the project.**

2: The project design mentions knowledge and lessons learned backed by evidence/sources but have not been used to justify the approach selected.

1: There is little, or no mention of knowledge and lessons learned informing the project design. Any references made are anecdotal and not backed by evidence.

Evidence:

Turkey has signed the Stockholm Convention on Persistent Organic Pollutants in 2004 and ratified in 2009. In order to fulfill its obligations under the Convention Turkey prepared its National Implementation Plan (NIP) that includes the inventory of the country and the necessary action plans for implementation of the convention in the country. The inventory of POPs in the country and action plans in the NIP has been reviewed with the GEF support in 2013 since there has been addition of 9 new POPs in the annexes of the convention in between 2004-2011. As it is indicated in the NIP, one of the priority areas of the country on implementation of the Convention and the POPs Regulation is contaminated sites management since the country is in a fast-growing period and has intensive usage of such chemicals in various industrial sectors which may increase the uncontrolled contamination of soil with these chemicals.

The Project interventions will be based on the lessons learned (including maladaptation practices) and best practices in EU Member States as they have more experience than Turkey. At this point, focusing on identifying and solving problems rather than trying to match one or another model in different country will be the key. It is because each reform process is unique in terms of the solutions that can be applied. The challenge is to learn from other experiences but also to provide customized solutions for particular situations in the context of Turkey. For detailed information please see attached prodoc.

In addition; the ongoing GEF project will provide a technical background information for local authorities and central level staff with regard to current soil contamination regulation and its early implementation practices. This project is going to use this background level knowledge to build up their capacity with extensive trainings. In addition to this, GEF project brought the contaminated site registration system in a certain level to get registration of contaminated sites. This will foster the selection of priority sites however there is still room to develop the registration system as well as the evaluation and clean-up system

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No documents available.

6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national / regional / global partners and other actors?

3: An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project, including identification of potential funding partners. It is clear how results achieved by partners will complement the project's intended results and a communication strategy is in place to communicate results and raise visibility vis-à-vis key partners. Options for south-south and triangular cooperation have been considered, as appropriate. (all must be true)

2: Some analysis has been conducted on the role of other partners in the area where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project, with unclear funding and communications strategies or plans.

1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance.

Evidence:

Turkey has implemented the EU Project on Implementation of POPs Regulation in Turkey which is the implementing legislation of EU for the Stockholm Convention and at the moment preparing the POPs By-law for publication that is the output of the project. The prepared By-law was adopted in 2018. The EU Project supports Turkey to implement the fundamental legislation on POPs that is providing necessary framework measures and limits for POPs management however it does not consist specific provisions for implementation of the POPs Regulation such as management of POPs stockpiles, wastes, and contaminated sites. Under these circumstances, Turkey will start implementing the obligations of the Stockholm Convention (SC) and related EU POPs Regulation (EC) No 850/2004, which is the implementing regulation of EU for SC, in the upcoming years very tremendously and will need technical assistance for effective implementation of it. For this purpose, an EU Project for implementation of POPs Regulation in Turkey was conducted in 2013-2015 to harmonize the SC and related EU Regulation in Turkish acquis with a By-law on POPs. However, this project and its output draft By-law is not covering POPs contaminated sites and therefore there is still a need for a complementary project as proposed to enhance the technical and institutional contaminated sites management background all actors including policy makers, local implementing authorities and site owners and strengthen the enforcement capability of the POPs and Contaminated Sites legislation in the country. In output level, GEF project will provide a technical background information for local authorities and central level staff with regard to current soil contamination regulation and its early implementation practices. This project is going to use this background level knowledge to build up their capacity with extensive trainings. In addition to this, GEF project brought the contaminated site registration system in a certain level to get registration of contaminated sites. This will foster the selection of priority sites however there is still room to develop the registration system as well as the evaluation and clean-up system.³

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No documents available.

Principled

Quality Rating: Highly Satisfactory

7. Does the project apply a human rights-based approach?

3: The project is guided by human rights and incorporates the principles of accountability, meaningful participation, and non-discrimination in the project's strategy. The project upholds the relevant international and national laws and standards. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. (all must be true)

2: *The project is guided by human rights by prioritizing accountability, meaningful participation and non-discrimination. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget. (both must be true)*

1: No evidence that the project is guided by human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered.

Evidence:

UNDP's support to countries on chemicals management is shaped by four important global agreements: Stockholm Convention on Persistent Organic Pollutants, Basel Convention on the control of transboundary movements of hazardous wastes and their disposal, Rotterdam Convention on the prior informed consent procedure for certain hazardous chemicals and Minamata Convention on Mercury.

The Project has already indicated its direct contribution to the Stockholm Convention on Persistent Organic Pollutants and the 2030 Agenda for Sustainable Development. The Project activities are directly in compliance with obligations of the conventions to reduce the adverse effects of POPs from human health and the environment through environmentally sound management of contaminated sites with POPs and other hazardous chemicals.

The project does not directly apply a human rights-based approach however, supporting remediation of contaminated sites improves people's right to reach clean soil and water which is one of the essential human right.

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No documents available.

8. Does the project use gender analysis in the project design?

3: A participatory gender analysis has been conducted and results from this gender analysis inform the development challenge, strategy and expected results sections of the project document. Outputs and indicators of the results framework include explicit references to gender equality, and specific indicators measure and monitor results to ensure women are fully benefitting from the project. (all must be true)

2: A basic gender analysis has been carried out and results from this analysis are scattered (i.e., fragmented and not consistent) across the development challenge and strategy sections of the project document. The results framework may include some gender sensitive outputs and/or activities but gender inequalities are not consistently integrated across each output. (all must be true)

1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the gender inequalities have not been clearly identified and reflected in the project document.

Evidence:

Understanding the relationship between gender and sound chemicals management is important for the overall effectiveness of any project on chemicals and wastes. Women and men are impacted differently by chemicals and through different routes.

They have different experiences of dealing with sources of exposure, and different priorities, responsibilities and needs relating to the reduction of toxic chemicals and wastes. In many developing countries, women and men also often have different levels of access to participation, decision-making, information, education or justice, and face different constraints in their efforts to improve their environment and living conditions. They can also play different roles in making decisions about pollution prevention, waste management, identification of sources of chemical exposure, and building a safer environment for communities.

Gender mainstreaming will be one of the main cross-cutting themes of the Project. Strengthening of gender mainstreaming approach will be done through the following:

- Composition of the trainees: Trainees of the training programs will be composed by a gender sensitive approach.
- Gender sensitive service delivery planning: Gender sensitive service delivery planning will be introduced as a new dimension in the multi-year investment planning. By this, creation of the grounds and instruments for more egalitarian resource allocation on gender basis is expected.

UNDP will utilize the cooperation with UNDP Gender Equality Team and relevant UN Agencies, including UN Women, UNEP and United Nations International Children's Emergency Fund (UNICEF) for the implementation of the relevant capacity development, technical know-how and legislation review activities on this subject.

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No documents available.

9. Did the project support the resilience and sustainability of societies and/or ecosystems?

- *3: Credible evidence that the project addresses sustainability and resilience dimensions of development challenges, which are integrated in the project strategy and design. The project reflects the interconnections between the social, economic and environmental dimensions of sustainable development. Relevant shocks, hazards and adverse social and environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. (all must be true)*
- 2: The project design integrates sustainability and resilience dimensions of development challenges. Relevant shocks, hazards and adverse social and environmental impacts have been identified and assessed, and relevant management and mitigation measures incorporated into project design and budget. (both must be true)
- 1: Sustainability and resilience dimensions and impacts were not adequately considered.

Evidence:

The project has thus a “tools and solutions” approach and the context-specific/EU-aligned strategic entry points are the first step towards project sustainability. The combination of these strategic entry points will help achieve the priorities identified in the MAAP/ESOP such as enhancing chemicals management by implementing the relevant EU Regulations (REACH, POPs and PIC Regulations) and International Conventions (Stockholm and Rotterdam Conventions) and reduced and/or eliminated POPs and Mercury. The intervention modality proposed for implementation of the project includes a number of measures to optimize the multiplier effects and sustainability of the impact after completion of the project. These elements include, but are not limited to, improved decision-making tools, establishment of IT systems, comparative analysis reports. In addition to such outputs the project is expected to contribute significantly to the human resources capacity both at the central and local level through various training activities. The knowledge on other country experiences on local governance and know-how to be gained through the trainings will be used for future contaminated sites management work at policy, financial and technical levels.

MoEU will ensure policy-level sustainability of the Project. The Project is aligned with one of the four pillars of the 10th National Development Plan “Liveable places, sustainable environment” and international agreements such as Stockholm Convention on POPs. The Project will support policy-level sustainability mainly through the replicable pilot actions that will be fulfilled throughout the Project. The Project includes specific measures to ensure institutional sustainability through training programs and public awareness activities.

And finally, the Project is increasing the soil contamination capacity of government and private sector which increase the resilience of target groups on environmental management.

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No documents available.

10. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? The SESP is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of reports, coordination of events, trainings, workshops, meetings, conferences and/or communication materials and information dissemination. [if yes, upload the completed checklist. If SESP is not required, provide the reason for the exemption in the evidence section.]

Yes

No

SESP not required because project consists solely of (Select all exemption criteria that apply)

- 1: Preparation and dissemination of reports, documents and communication materials
- 2: Organization of an event, workshop, training
- 3: Strengthening capacities of partners to participate in international negotiations and conferences
- 4: Partnership coordination (including UN coordination) and management of networks
- 5: Global/regional projects with no country level activities (e.g. knowledge management, inter-governmental processes)
- 6: UNDP acting as Administrative Agent

Evidence:

List of Uploaded Documents

#	File Name	Risk Category	Risk Requirements	Document Status	Modified By	Modified On
1	SESP-IPAP OPs_2120_110 (https://intranet.un.org/apps/ProjectQA/QA/Form Documents/SESP-IPAP POPs_2120_110.docx)	Low		Final	naz.ozguc@undp.org	10/30/2019 3:24:00 PM

Management & Monitoring**Quality Rating: Exemplary**

11. Does the project have a strong results framework?

3: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators that measure the key expected development changes, each with credible data sources and populated baselines and targets, including gender sensitive, target group focused, sex-disaggregated indicators where appropriate. (all must be true)

2: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of target group focused, sex-disaggregated indicators, as appropriate. (all must be true)

1: The project's selection of outputs and activities are not at an appropriate level; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators. (if any is true)

Evidence:

Monitoring and evaluation exercises of the project will be undertaken in compliance with the provisions of the Financial and Administrative Framework Agreement (Article 1. Focus on results) and the General Conditions (Article 10. Monitoring and Evaluation of the Action).

The expected results, activities, objectively verifiable indicators, sources of verification and assumptions listed in the Logical Framework constitutes the basis of the Project's M&E system. It will be further refined during the Inception Phase. The Organisation continuously tracks the progress of the Project based on the agreed indicators and all reporting will be carried out accordingly. Indicators will be based on objectives that are specific, measurable, attainable, realistic and time-based. Indicators for the contribution-specific agreement are linked to the more general indicators relevant for the whole Action, wherever possible.

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No documents available.

12. Is the project's governance mechanism clearly defined in the project document, including composition of the

project board?

- 3: *The project's governance mechanism is fully defined. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. (all must be true)*
- 2: The project's governance mechanism is defined; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The project document lists the most important responsibilities of the project board, project director/manager and quality assurance roles. (all must be true)
- 1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided.

Evidence:

Yes the governance mechanism is clearly defined in the Prodoc at 1.4 Management Structure section of the document. The MOEU/DGEM, Department of Environment Management is the End Recipient and IP of the Project, which has the overall responsibility of the Project results from the Government side. It gives official views and confirmations on all relevant activities, outputs, M&E etc. It is the chair of the Project Steering Committee (PSC) and the Operation Coordination Unit (OCU).

The UNDP Turkey will be responsible for the provision of technical and implementation support of the Project in line with its rules and regulations and as per Contribution Agreement signed with the MOEU/DGEUFR. To this end, it provides technical guidance, promotes participation and facilitation, ensures coordination among relevant international projects, programmes and initiatives and establishes new partnerships.

UNDP is also responsible for mobilizing all required financial and human resources to ensure successful implementation, M&E and completion of the Project and the CCAGP in close cooperation with the End Recipient/Implementing Partner. At the top of the Project management structure, there is the Project Steering Committee (PSC). PSC will be chaired by the MOEU/DGEM and will convene on a quarterly basis.

The Project Assurance role supports the Project Steering Committee by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed.

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No documents available.			

13. Have the project risks been identified with clear plans stated to manage and mitigate each risk?

3: *Project risks related to the achievement of results are fully described in the project risk log, based on comprehensive analysis drawing on the programme's theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis such as funding potential and reputational risk. Risks have been identified through a consultative process with key internal and external stakeholders, including consultation with the UNDP Security Office as required. Clear and complete plan in place to manage and mitigate each risk, including security risks, reflected in project budgeting and monitoring plans. (both must be true)*

2: Project risks related to the achievement of results are identified in the initial project risk log based on a minimum level of analysis and consultation, with mitigation measures identified for each risk.

1: Some risks may be identified in the initial project risk log, but no evidence of consultation or analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified, no initial risk log is included with the project document and/or no security risk management process has taken place for the project.

Evidence:

The project risks and assumptions are clearly detailed on the 1.6 Risks and Assumptions section of the prodoc. Mitigation actions are clearly defined and the risk log of the project will be updated in ATLAS regularly and the project team will follow the possible risks and mitigation actions timely.

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No documents available.			

Efficient

Quality Rating: Highly Satisfactory

14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include, for example:

- i) Using the theory of change analysis to explore different options of achieving the maximum results with the resources available.
- ii) Using a portfolio management approach to improve cost effectiveness through synergies with other interventions.

- iii) Through joint operations (e.g., monitoring or procurement) with other partners.
- iv) Sharing resources or coordinating delivery with other projects.
- v) Using innovative approaches and technologies to reduce the cost of service delivery or other types of interventions.

- Yes
- No

Evidence:

Yes. The the project build on past UNDP projects and results, ensuring cost efficiency and also portfolio management approach is applying for cost effectiveness through synergies with interventions. The project is geared towards establishment of required institutional capacity and the funds will be used for this specific purpose. As such, once the required institutional capacity is established and the MOEU and municipalities are with the skills and tools, they will be able to expand the implementation of the recommendations of the Project from its own resources. In specific terms, the recommendations for effective adaptation action, management and financing, establishment of participatory mechanisms are expected to be continued with the ownership and commitment of the municipalities, even after the Project ends. All activities will be based on transparent procurement processes using UNDP's rules and regulations to ensure best value for money. The project team regularly review its cost in close coordination with the other ongoing projects within the CCE Portfolio. Since all procurement activities are reviewing by the CCE Portfolio Administrator (Procurement) and also the delivery and budgets of the projects in the portfolio are reviewing by CCE Projects Implementation Administrator, complementarity among all ongoing projects under CCE portfolio is ensured. The project team also pursues joint activities with other projects not only in CCE portfolio, but also others in different portfolios in UNDP CO to minimize costs and increase efficiencies.

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No documents available.

15. Is the budget justified and supported with valid estimates?

- 3: *The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Realistic resource mobilisation plans are in place to fill unfunded components. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget. Adequate costs for monitoring, evaluation, communications and security have been incorporated.*
- 2: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget, but no funding plan is in place. Costs are supported with valid estimates based on prevailing rates.
- 1: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget.

Evidence:

Yes, the project has a detailed budget per year. Budget justifications are provided for each of the budget lines and in line with EU rules and regulations

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No documents available.

16. Is the Country Office / Regional Hub / Global Project fully recovering the costs involved with project implementation?

- 3: The budget fully covers all project costs that are attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.)
- 2: *The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant.*
- 1: The budget does not adequately cover project costs that are attributable to the project, and UNDP is cross-subsidizing the project.

Evidence:

Some of the UNDP staff costs required for project implementation have been included in the project budgets- earmarked as UNDP direct contributions . However, limited DPC is covered by the EU- as agreed with by RBEC and CO management. UNDP will establish a Technical Assistance Team (TAT), which will work in close cooperation with the End Recipient. The TAT will be composed of high-calibre national and international experts to be backed up by the UNDP direct project costed staff and supported by national and international short-term experts. Direct project costed staff costs are proportionally budgeted to the Project based on their direct and necessary involvement in the implementation of the Project.

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No documents available.

Effective

Quality Rating: Exemplary

17. Have targeted groups been engaged in the design of the project?

3: Credible evidence that all targeted groups, prioritising discriminated and marginalized populations that will be involved in or affected by the project, have been actively engaged in the design of the project. The project has an explicit strategy to identify, engage and ensure the meaningful participation of target groups as stakeholders throughout the project, including through monitoring and decision-making (e.g., representation on the project board, inclusion in samples for evaluations, etc.)

2: Some evidence that key targeted groups have been consulted in the design of the project.

1: No evidence of engagement with targeted groups during project design.

Not Applicable

Evidence:

Yes as it is clearly explained in the 1.2 Target Groups section of the prodoc the targeted groups and key stakeholders were engaged in the design of the project. The target groups of the project are the relevant public institutions, local governments and municipalities, regional and provincial directorates, regional development agencies, chambers, unions, professional and business organisations, universities, research institutes and civil society organisations. The target groups of the operation include all relevant non-state stakeholders and citizens.

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No documents available.

18. Does the project plan for adaptation and course correction if regular monitoring activities, evaluation, and lesson learned demonstrate there are better approaches to achieve the intended results and/or circumstances change during implementation?

Yes

No

Evidence:

Yes, the project has detailed M&E plan with clear timelines to ensure course corrections can be made when needed. M&E Advisor for the portfolio, along with the project managers, will document the progress of all of the components, conduct monitoring visits, and organize of Steering Committee meeting where results, challenges and opportunities could be share among stakeholders.

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No documents available.

19. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.

- Yes
- No

Evidence:

This is a GEN1 project. The target group of the project consist of non-governmental organizations (NGOs) advocating women's rights. UNDP will utilize the cooperation with UNDP Gender Equality Team and relevant UN Agencies, including UN Women, UNEP and United Nations International Children's Emergency Fund (UNICEF) for the implementation of the relevant capacity development, technical know-how and legislation review activities on this subject.

List of Uploaded Documents

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No documents available.			

Sustainability & National Ownership

Quality Rating: Satisfactory

20. Have national / regional / global partners led, or proactively engaged in, the design of the project?

- *3: National partners (or regional/global partners for regional and global projects) have full ownership of the project and led the process of the development of the project jointly with UNDP.*
- 2: The project has been developed by UNDP in close consultation with national / regional / global partners.
- 1: The project has been developed by UNDP with limited or no engagement with national partners.

Evidence:

The project will provide technical assistance and capacity building with its TA and Works components to better implement the POPs By-law and By-law of Point Source Soil Contamination that are the baseline legislation for management of contaminated sites with POPs. The main responsible bodies in this regulation is the Chemicals Management Department and Soil and Water Management Department. These legislations are putting some roles and responsibilities to relevant line ministries and industry. For this reason, the project will also provide technical assistance to following Ministries and also other relevant groups. All these key partners engaged in the design of the project and the project will address needs of this target group through several training, scalable data and spatial tools, visibility and advocacy platforms for increased ownership of the contaminated sites legislation and POPs by-law in Turkey will be promoted in scope of the Project through the training and awareness raising programs and communication.

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No documents available.

21. Are key institutions and systems identified, and is there a strategy for strengthening specific / comprehensive capacities based on capacity assessments conducted?

3: The project has a strategy for strengthening specific capacities of national institutions and/or actors based on a completed capacity assessment. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly.

2: *A capacity assessment has been completed. There are plans to develop a strategy to strengthen specific capacities of national institutions and/or actors based on the results of the capacity assessment.*

1: Capacity assessments have not been carried out.

Not Applicable

Evidence:

Yes the capacity assessment has been conducted to the key stakeholder. Please see attached document for reference.

List of Uploaded Documents

#	File Name	Modified By	Modified On
1	FINAL_MicroAssessmentReport_ÇYGM_2120_121 (https://intranet.undp.org/apps/ProjectQA/QAFormDocuments/FINAL_MicroAssessmentReport_ÇYGM_2120_121.pdf)	naz.ozguc@undp.org	10/30/2019 3:49:00 PM

22. Is there is a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc..) to the extent possible?

Yes

No

Not Applicable

Evidence:

The UNDP Turkey will implement the Project through the Contribution Agreement that will be signed with the MOEU/DGEUFR as per the Financing Agreement between the European Commission (EC) and the Government of Turkey. To this end, it provides technical guidance, promotes participation and facilitation, ensures coordination among relevant international projects, programmes and initiatives and establishes new partnerships. The Organisation is also responsible for mobilizing all required financial and human resources to ensure successful implementation, M&E and completion of the Project and the CCAGP in close cooperation with the End Recipient. The project will follow UNDP's procurement rules and regulations as well as M&E procedures.

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No documents available.

23. Is there a clear transition arrangement / phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation and communications strategy)?

* Yes

No

Evidence:

The intervention modality proposed for implementation of the Project includes a number of measures to optimize the multiplier effects and sustainability of the impact after completion of the Project. These elements include, but are not limited to, improved decision-making tools, establishment of IT systems, comparative analysis and best practice reports. In addition to such outputs the Project is expected to contribute significantly to the human resources capacity both at the central and local level through various training activities. The knowledge on other country experiences on local governance and know-how to be gained through the trainings will be used for future climate change adaptation work at policy, financial and technical levels to build a resilient society.

MOEU will ensure policy-level sustainability of the Project. The Project is aligned with one of the four pillars of the 10th National Development Plan "Liveable places, sustainable environment" and international agreements such as the 2030 Agenda for Sustainable Development and the Stockholm Convention. The Project will support policy-level sustainability mainly through the replicable pilot actions that will be fulfilled throughout the Project. The project will be very beneficial in order to provide strong institutional and technical capacity for the implementation of the POPs Regulation in Turkey specifically in the area of contaminated sites management. The Project itself will not have any adverse environmental impacts, other than those due to normal activities (e.g. transport). Additionally, efforts will be made to assure that establishment of contaminated sites management system and helpdesk in this project will be beneficial to the environment on the whole, taking into account the potential adverse impacts of the planned activities on other environmental fields.

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No documents available.

QA Summary/LPAC Comments

List of Abbreviations

DGoEUFRR	General Directorate of European Union and Foreign Relations
DGEM	General Directorate of Environment Management
EC	European Commission
ESOP	Sector Operational Programme: Environment and Climate Action
EU	European Union
EUD	Delegation of the European Union to Turkey
FAFA	Financial and Administrative Framework Agreement
GIS	Geographical Information System
IPA	Instrument for Pre-Accession Assistance
M&E	Monitoring and Evaluation
MAAP	Multi-Annual Action Programme for Turkey on Environment and Climate Action
MoEU	Ministry of Environment and Urbanization
NGO	Non-governmental organization
PCU	Project Coordination Unit
POPs	Persistent Organic Pollutants
PRAG	Practical Guide to Contract Procedures for EU External Actions
PSC	Project Steering Committee
SDG	Sustainable Development Goals
SBD	Strategy and Budget Department
STE	Short Term Expert
TAT	Technical Assistance Team
ToT	Trainer of Trainers
UN	United Nations
UNDP	United Nations Development Programme

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1. Description of the Action

1.1. Summary of the Action

Title of the action:	Identification and Remediation of Contaminated Sites with Persistent Organic Pollutants (POPs)
Contracting Authority:	Ministry of Environment and Urbanisation, General Directorate of European Union and Foreign Relations Address: Mustafa Kemal Mahallesi Eskişehir Devlet Yolu (Dumlupınar Bulvarı) 9. km. No: 278 Çankaya Ankara / Turkey Telephone: +90 312 474 03 50/51 Telex/Fax: +90 312 474 03 52/53
Organisation:	For the Contribution Agreement: United Nations Development Programme (UNDP) Turkey Country Office UNDP, Yıldız Kule, Yukarı Dikmen Mahallesi, Turan Güneş Bulvarı, No:106, 06550, Çankaya, Ankara/Turkey Telephone: +90 312 454 11 00 Telex/Fax: +90 312 496 14 63
End Recipient:	Ministry of Environment and Urbanisation, General Directorate of Environmental Management, Chemicals Management Department Address : Mustafa Kemal Mahallesi Eskişehir Devlet Yolu (Dumlupınar Bulvarı) 9. km. No: 278 Çankaya Ankara / Turkey Telephone : +90 312 474 03 37/38 Telex/Fax : +90 312 474 03 35
Location of the action:	Turkey
Total duration of the action:	36 months
Total budget for the action:	EUR 2,030,000
EU and TR financing requested:	EU financing request: EUR 1,700,000 TR financing request: EUR 300,000
UNDP Co-financing	EUR 30,000
Objectives of the action:	The overall objective is to improve environmental protection and the quality of life of citizens by protecting human health and environment from adverse effects of Persistent Organic Pollutants (POPs) and other hazardous substances especially in contaminated sites through enhancing the implementation capacity of EU POPs Regulation and Soil Contamination Strategy.
Target groups ² :	The following target groups can be considered under this action:

² "Target groups" are the groups/entities who will directly benefit from the action at the action purpose level.

	<ul style="list-style-type: none"> • The relevant staff of MoEU in central and provincial level from the following departments: <ul style="list-style-type: none"> ○ Department of Chemicals Management ○ Provincial directorates • Line ministries <ul style="list-style-type: none"> ○ Ministry of Agriculture and Forestry ○ Ministry of Industry and Technology ○ Ministry of Health • Industrial Associations and Environmental NGOs (i.e. İstanbul Minerals and Metals Exporters Association (IMMIB), Chemicals Industry Associations, TEMA, etc.) Universities and Research Centers (METU, Kocaeli University, TÜBİTAK MRC, etc.) • Industry especially potential target sectors that may have contaminated sites • Public especially farmers, residents in highly industrialized areas <p>In addition to target groups the following departments of MoEU will be the stakeholders:</p> <ul style="list-style-type: none"> • Department of Water and Soil Management • Directorate General of Geographic Information Systems <p>However, in addition to this, works component will have a specific targets groups as it will be implemented locally:</p> <ul style="list-style-type: none"> • Provincial directorate of Environment and Urbanization • Other provincial directorates of line ministries • Local municipality • Local people living around the selected pilot contaminated site
Final beneficiaries ³ :	The final beneficiaries of the project are local stakeholders, and vulnerable communities and citizens.
Estimated results:	<p>Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened</p> <p>Result 2. Contaminated sites with POPs have been identified and classified</p> <p>Result 3. Institutional experience for remediation of POPs contaminated sites have been increased</p>

1.2. Relevance of the action

Relevance to the objectives/sectors/themes/specific priorities of the Action:

The project will contribute one of the trivets of general objective of the ESOP that is environmental protection through increasing the capacity of the MoEU for protection of soils from POPs and other dangerous pollutants. The project is also fitting the respective output of the ESOP which is the

³ “Final beneficiaries” are those who will benefit from the action in the long term at the level of the society or sector at large.

“Legislative reform and capacity building advanced in the areas of climate action, air quality, civil protection, marine environment, horizontal legislation and nature protection” since it will contribute capacity building for implementation of POPs Regulation and Point Source Contaminated Sites Legislation. Multi-annual Action Programme for Environment and Climate Action 2014-2016 and National Action Plan for EU Accession Phase-II (June 2015-June 2019) clearly state that Chemicals sector is one of the major sectors for putting EU Acquis into practice in the country.

Turkey has signed the Stockholm Convention on Persistent Organic Pollutants in 2004 and ratified in 2009. In order to fulfill its obligations under the Convention Turkey prepared its National Implementation Plan (NIP) that includes the inventory of the country and the necessary action plans for implementation of the convention in the country. The inventory of POPs in the country and action plans in the NIP has been reviewed with the GEF support in 2013 since there has been addition of 9 new POPs in the annexes of the convention in between 2004-2011. As it is indicated in the NIP, one of the prior areas of the country on implementation of the Convention and the POPs Regulation is contaminated sites management since the country is in a fast-growing period and has intensive usage of such chemicals in various industrial sectors which may increase the uncontrolled contamination of soil with these chemicals.

Turkey has implemented the EU Project on Implementation of POPs Regulation in Turkey which is the implementing legislation of EU for the Stockholm Convention and at the moment preparing the POPs By-law for publication that is the output of the project. The prepared By-law was adopted in 2018. The EU Project supports Turkey to implement the fundamental legislation on POPs that is providing necessary framework measures and limits for POPs management however it does not consist specific provisions for implementation of the POPs Regulation such as management of POPs stockpiles, wastes, and contaminated sites.

Moreover, the objective of the project is thematically aligned with the Outcome 1.3 of UNDCS (2016-2020) as well as linked to UNDP Strategic Plan’s area of sustainable planet initiative.

Under these circumstances, Turkey will start implementing the obligations of the Stockholm Convention (SC) and related EU POPs Regulation (EC) No 850/2004, which is the implementing regulation of EU for SC, in the upcoming years very tremendously and will need technical assistance for effective implementation of it. For this purpose, an EU Project for implementation of POPs Regulation in Turkey was conducted in 2013-2015 to harmonize the SC and related EU Regulation in Turkish acquis with a By-law on POPs. However, this project and its output draft By-law is not covering POPs contaminated sites and therefore there is still a need for a complementary project as proposed to enhance the technical and institutional contaminated sites management background all actors including policy makers, local implementing authorities and site owners and strengthen the enforcement capability of the POPs and Contaminated Sites legislation in the country. In addition, there is still a need for a legislative gap assessment, in order to define the level of compliance of Turkey for implementation of Stockholm Convention and related EU legislation on contaminated sites management. The POPs Regulation is covering the life-cycle management of POPs such as banning or severely restricting production/use/import/export of POPs chemicals, environmentally sound management of POPs stockpiles, wastes and contaminated sites. Within the scope of the regulation management of contaminated sites with POPs is the major deficiency in terms of regulatory and enforcement point of view. Due to the lack of specific European legislation, that would ensure

contaminated sites investigation and remediation, other national, regional and local policy strategies have been designed for management of contaminated sites.

For this reason, Turkey has initiated its Soil Contamination Control and Point Source Contaminated Sites Legislation that is the sister legislation for fulfilling the contaminated sites obligations of EU POPs Regulation as well as Stockholm Convention with lack of experience and technical capacity. In order to fill the technical and practical deficiencies of central and local authorities in the country such capacity building project has been proposed for this Sector Operation Program.

As it is indicated in ESOP document, complementarity of IPA II assistance with other donors has an added value for the sustainability and catalytic effect of the Programme. The proposed project will have such potential for increasing an added value between different donors such as GEF since there is an ongoing GEF project entitled POPs Stockpiles Elimination and POPs Releases Reduction Project (GEF POPs Project) in which there is a small component for contaminated site management. Under GEF POPs project that is being implemented by UNDP with a budget of 10.815.000 USD and which will be finalized on November, 2020, there is a separate component for contaminated sites management which consists some preliminary activities such as preparation of contaminated site remediation technologies guideline, delivering training to local authorities, preparation of contaminated sites financial mechanism, software support to Contaminated sites registration system and public awareness activities as well as prerequisite activities to this IPA Project such as identification and site assessment for selected potentially contaminated sites with POPs since there is a pilot remediation activity for 2 selected areas with internationally prioritized contaminant i.e. POPs, mercury, lead, etc., in the proposed project. In order to remediate contaminated sites there is no need for application of Environmental Impact Assessment procedure since for this activity EIA is not necessary since remediation activities are not listed in either Annex 1 or annex 2 of EIA By-law; however, a site assessment study is mandatory for selection of suitable remediation technique for the selected pilot sites as requested in the contaminated sites legislation in Turkey. The site assessment activity will be basis for the selection of pilot sites within the IPA project. All the potential sites will be selected from pre-registered sites in the contaminated sites registration system used by the MoEU Soil and Water Department. The selected pilot sites will priorly be orphan or state-owned sites that are under control of Government of Turkey. The potential pilot sites will be determined by an established committee consisting of MoEU and Implementing Agency as well as EUD as observer. The committee will prepare a guideline to evaluate the sites and define the potential pilot sites. Under the GEF project at the moment, technical assistance part (which is Component 4.1 in the GEF Project) is going to be completed by the end of 2020. Currently most of the training, public awareness and dissemination activities were completed. According to work plan of GEF project, the site assessment and pilot application phases will be executed in 2019-2020. In this circumstance the projects will be complementary in terms of activity basis. The complementary activities and remarks with GEF POPs and proposed IPA project can be summarized in the following table.

In output level, GEF project will provide a technical background information for local authorities and central level staff with regard to current soil contamination regulation and its early implementation practices. This project is going to use this background level knowledge to build up their capacity with extensive trainings. In addition to this, GEF project brought the contaminated site registration system in a certain level to get registration of contaminated sites. This will foster the selection of priority sites

however there is still room to develop the registration system as well as the evaluation and clean-up system.

Table 1. Complementary activities of ongoing GEF and proposed EU Project

Activity	GEF POPs Project	Proposed IPA Contaminated Sites Project
Support for upgrading contaminated sites software	Upgrade of Contaminated Sites Identification and Registration System including data mining.	Upgrade of Contaminated Sites Evaluation System and Contaminated Sites Clean-Up System
Trainings and study visits	There are two trainings for local staff which is the first step for the implementation of legislation.	There are several trainings for central and local level staff and for private companies and sites owners. In addition, there are two study visits for increasing the effectiveness of the regulation under this project.
Preparation of guidelines	Existing guidelines and a general contaminated sites remediation technology guideline will be produced and distributed to local authorities as a first step.	Existing guidelines will be revised and updated according to changes in the global trends in remediation of contaminated sites. In addition, 2 extra guidelines will be prepared.
Public awareness materials	Existing brochures will be revised and produced.	Preparation of video and brochures for dissemination activities.
Identification and classification of POPs contaminated sites	A primitive identification of contaminated sites with POPs will be conducted.	Identification and classification of POPs contaminated sites in Turkey (pollutant-specific, according to the pollution load, sectoral and geographical data), In addition there will be a prioritization of contaminated sites for a future funding activity.
Remediation of pilot sites	Site assessment of 10 potential sites will be conducted and a limited contribution to one site will be provided.	There will be two pilot remediation activity in the sites selected from GEF POPs Project assessment study.
Establishment of help-desk	No activity on this subject.	An electronic help desk will be established.

Table 2. Timelines of ongoing GEF and proposed EU Projects for complementary activities

Activities	2017	2018	2019	2020	2021
Support for upgrading contaminated sites software	GEF	GEF	EU	EU	EU
Trainings and study visits	GEF	-	EU	EU	-
Preparation of guidelines	GEF	GEF	EU	EU	-

Public awareness materials	GEF		EU	EU	-
Identification and classification of POPs contaminated sites	-	GEF	GEF/EU	EU	-
Remediation of pilot sites	-	GEF	GEF/EU	EU	EU
Establishment of help-desk	-	-	-	EU	EU

In terms of project implementation periods, the interlinked activities of the projects have been properly adjusted. Each activity set indicated above will be implemented consequently. As it is indicated in the rationale of the Action 3 of ESOP lack of technical and personnel capacity in local level which covers diverse stakeholders at national and local levels and necessitates a multi-dimensional and multi-sectoral perspective is much more obvious and the project will serve directly as capacity building of such deficient actors. Project will specifically focus on the technical assistance for chemicals management and soil protection that is described in Action 3 and will have directly related outputs as indicated in the results of the Action 3 that is Enhanced chemicals management by implementing the relevant EU Regulations (REACH, POPs and PIC Regulations) and International Conventions (Stockholm and Rotterdam Conventions) and reduced and/or eliminated POPs and Mercury.

Finally, the content of the project is fitting with the detailed Activities concerning the Acquis-related Institution Building under chemicals section in implementation of POPs Regulation.

Number of sites that need or are undergoing detailed investigation

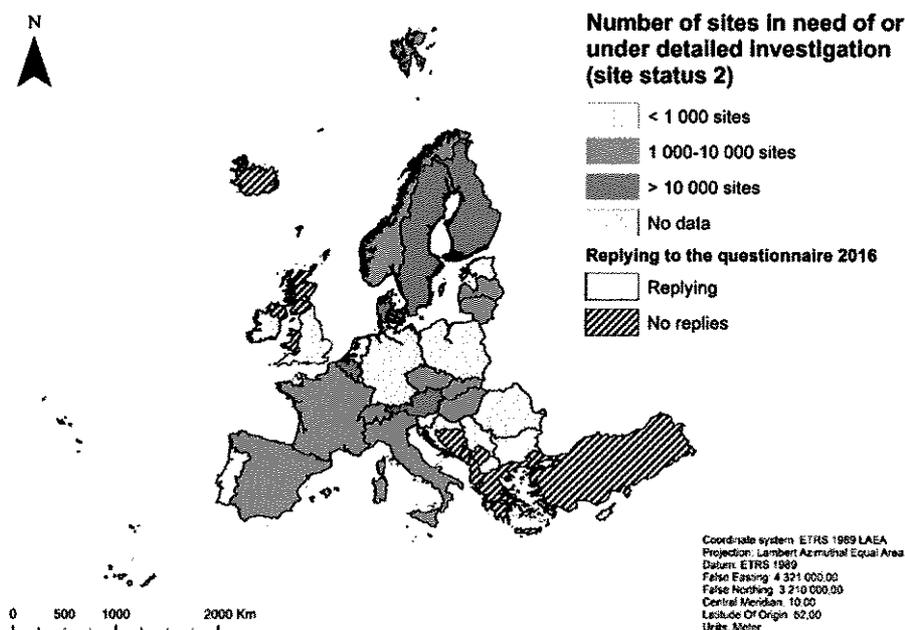


Figure 1. Number of sites that need or are undergoing detailed investigation⁴

By projection from EU data and comparing with Turkish overall site data it can be estimated that Turkey has potentially have to deal with more than 5000 potentially contaminated sites.

Financing contaminated sites is a burden for rapid implementation of legislation since, in average, remediation of a contaminated site cost around 124.000 EUR. However, when it comes to soil contamination with halogenated chemicals such as POPs or heavy metals like mercury the remediation cost can reach up to an average of 500.000 EUR³.

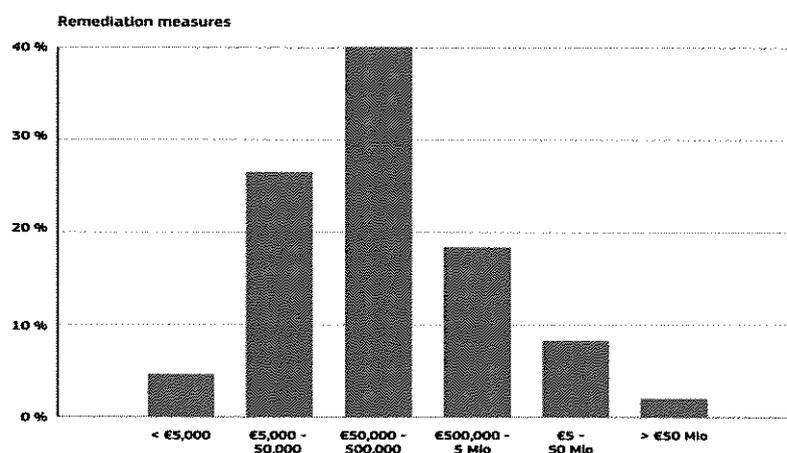


Figure 2. Average cost categories for site remediation measures in 2011⁵

Therefore, financing contaminated sites needs a public or private funding modalities as it is in most of the EU countries as shown below:

⁴ Ana Payá Pérez and Natalia Rodríguez Eugenio, Status of local soil contamination in Europe: Revision of the indicator “Progress in the management Contaminated Sites in Europe, EUR 29124 EN, Publications Office of the European Union, Luxembourg, 2018, ISBN 978-92-79-80072-6, doi:10.2760/093804, JRC107508

⁵ JRC. 2014. Progress in management of contaminated sites. Ispra, Italy, Joint Research Centre, European Commission. (also available at <http://publications.jrc.ec.europa.eu/repository/bitstream/JRC85913/lbna26376enn.pdf>).

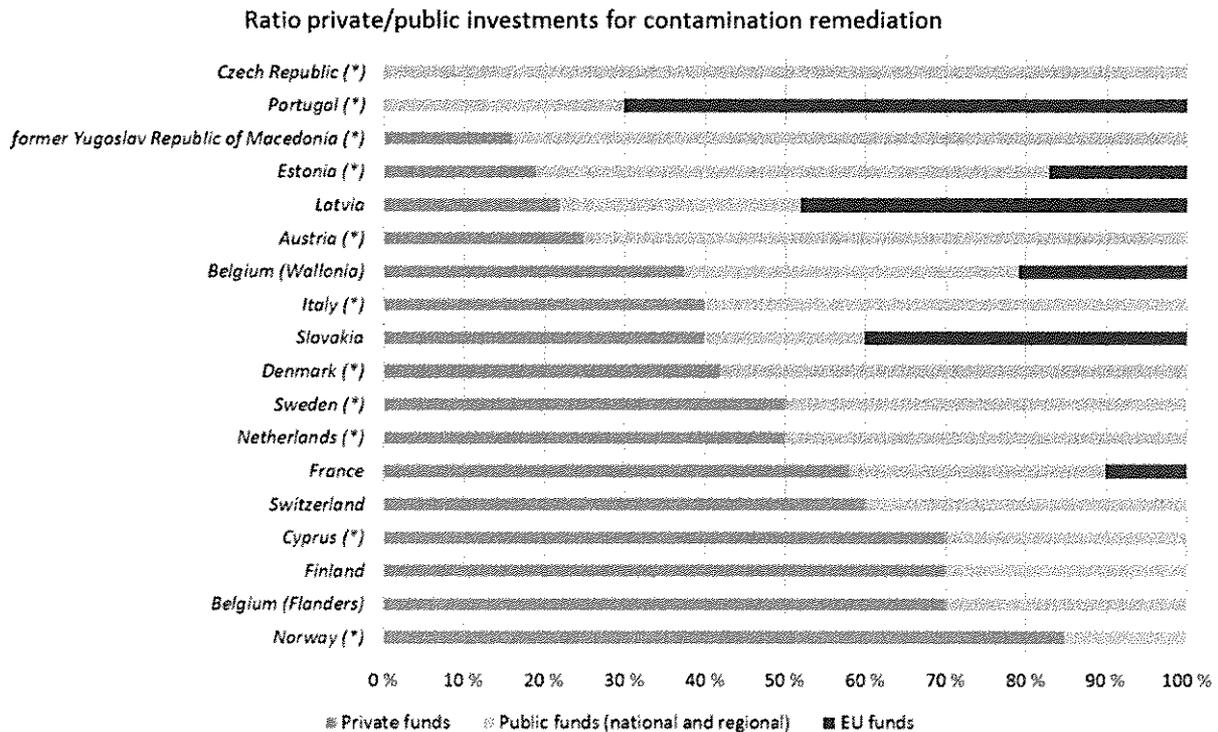


Figure 3. Private or public investments ratio in EU

Describe and define the target groups and final beneficiaries:

The project will provide technical assistance and capacity building with its TA and Works components to better implement the POPs By-law and By-law of Point Source Soil Contamination that are the baseline legislation for management of contaminated sites with POPs. The main responsible bodies in this regulation is the Chemicals Management Department and Soil and Water Management Department. These legislations are putting some roles and responsibilities to relevant line ministries and industry. For this reason, the project will also provide technical assistance to following Ministries and also other relevant groups:

- Ministry of Agriculture and Forestry
- Ministry of Industry and Technology
- Ministry of Health
- Industrial Associations and Environmental NGOs (i.e. İstanbul Minerals and Metals Exporters Association (IMMIB), Chemicals Industry Associations, TEMA, etc.) Universities and Research Centers (METU, Kocaeli University, TÜBİTAK MRC, etc.)
- Industry especially potential target sectors that may have contaminated sites
- Public especially farmers, residents in highly industrialized areas

In addition to target groups the following departments of MoEU will be the stakeholders:

- Department of Water and Soil Management
- Directorate General of Geographic Information Systems

However, in addition to this, works component will have a specific targets groups as it will be implemented locally:

- Provincial directorate of Environment and Urbanization
- Other provincial directorates of line ministries

- Local municipality
- Local people living around the selected pilot contaminated site

Particular added-value elements:

Gender Equality

Understanding the relationship between gender and sound chemicals management is important for the overall effectiveness of any project on chemicals and wastes. Women and men are impacted differently by chemicals and through different routes. They have different experiences of dealing with sources of exposure, and different priorities, responsibilities and needs relating to the reduction of toxic chemicals and wastes. In many developing countries, women and men also often have different levels of access to participation, decision-making, information, education or justice, and face different constraints in their efforts to improve their environment and living conditions. They can also play different roles in making decisions about pollution prevention, waste management, identification of sources of chemical exposure, and building a safer environment for communities.

Means of project implementation:

Gender mainstreaming will be one of the main cross-cutting themes of the Project. Strengthening of gender mainstreaming approach will be done through the following:

- Composition of the trainees: Trainees of the training programs will be composed by a gender sensitive approach.
- Gender sensitive service delivery planning: Gender sensitive service delivery planning will be introduced as a new dimension in the multi-year investment planning. By this, creation of the grounds and instruments for more egalitarian resource allocation on gender basis is expected.

UNDP will utilize the cooperation with UNDP Gender Equality Team and relevant UN Agencies, including UN Women, UNEP and United Nations International Children's Emergency Fund (UNICEF) for the implementation of the relevant capacity development, technical know-how and legislation review activities on this subject.

Sustainable Development Goals (SDGs)

On 25 September 2015, the Member States of the UN agreed on the 17 Sustainable Development Goals (SDGs) of the Post-2015 Development Agenda. The SDGs build on the Millennium Development Goals, the global agenda that was pursued from 2000 to 2015 and will guide global action on sustainable development until 2030. The themes of the project make direct contribution to several SDGs:

- SDG-3: *“Ensure healthy lives and promote wellbeing for all at all ages*
SDG 3.9: By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination.
- SDG-6: *“Clean water and sanitation”*
SDG 6.3: By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally.
- SDG-12: *“Ensure sustainable consumption and production patterns”* as the project will be targeting to decrease the adverse effects of hazardous chemicals into soil caused by industrial production.
SDG 12.4: By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment.

The project will also make indirect contribution to several SDGs such as SDG-5: Gender equality, SDG-9: Industry, innovation and infrastructure, SDG-17: Partnerships for goals.

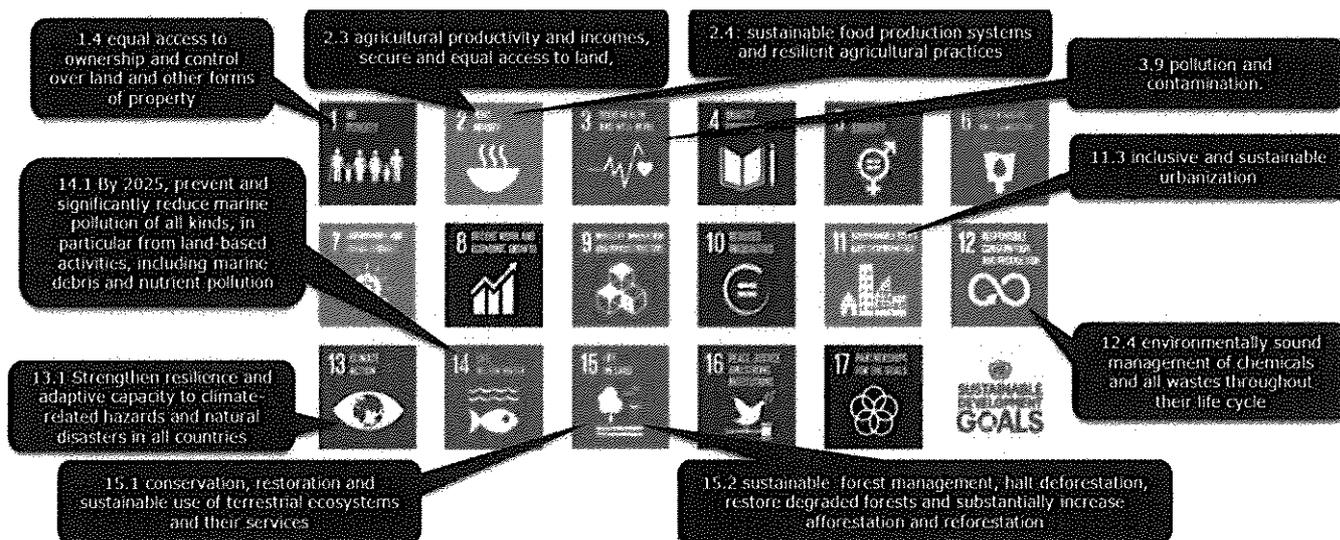


Figure 4. SDG and CSM relationship

Means of project implementation:

Within this framework, the Project will also promote localizing SDGs by central and local authorities and the public at large through the following interventions:

- Involvement of specific sessions on SDGs in the capacity development programs addressing the MoEU and other ministries and other associations, as well as social service units such as Women Center at the local level,
- Integrate the policies on effective chemicals management with reference to specific SDGs,
- Mainstream the SDGs in basic standards and principles of service delivery and performance management tools to be developed under the Project.

International agreements

UNDP’s support to countries on chemicals management is shaped by four important global agreements: Stockholm Convention on Persistent Organic Pollutants, Basel Convention on the control of transboundary movements of hazardous wastes and their disposal, Rotterdam Convention on the prior informed consent procedure for certain hazardous chemicals and Minamata Convention on Mercury.

Means of project implementation

The Project has already indicated its direct contribution to the Stockholm Convention on Persistent Organic Pollutants and the 2030 Agenda for Sustainable Development. The Project activities are directly in compliant with obligations of the conventions to reduce the adverse effects of POPs from human health and the environment through environmentally sound management of contaminated sites with POPs and other hazardous chemicals.

Leveraging

UNDP has a strong track record of leveraging financial resources throughout its projects on climate change and environment. This Project will build on existing efforts such as the private sector partnership programme of UNDP Turkey and the Istanbul International Center for Private Sector in Development. Both offices are already collaborating on establishing a “Connecting Business Initiative” Network in Turkey to promote

private sector partnership and financing. The Project will also seek actively other means to engage with the private sector, the IFIs and public institutions to raise financial resources for contaminated sites management.

Means of project implementation

Remediation of contaminated sites is a long standing and costly business for site owners. For this reason, effective financial mechanisms are crucial for countries to tackle with this issue. At this, UNDP's capability to leveraging financial resources can be used either during or after the project implementation.

Environment

The project will be very beneficial in order to provide strong institutional and technical capacity for the implementation of the POPs Regulation in Turkey specifically in the area of contaminated sites management. The Project itself will not have any adverse environmental impacts, other than those due to normal activities (e.g. transport). Nevertheless, as an example to others and as a matter of principle, the environmental impact of activities must be minimized as far as possible, e.g. by conserving paper. Additionally; efforts will be made to assure that establishment of contaminated sites management system and helpdesk in this project will be beneficial to the environment on the whole, taking into account the potential adverse impacts of the planned activities on other environmental fields.

1.3. Description

UNDP is responsible for efficient and effective implementation of the Project through the Contribution Agreement, signed between the MOEU Directorate General of European Union and Foreign Relations (DGEUFR) and UNDP and endorsed by Delegation of the European Union to Turkey (EUD).

Inception Phase:

The project will start with an inception phase aiming at establishment of a suitable working structure for the Action and fine-tuning the Project activities through an assessment of the current needs against the defined results of the Project. The Inception Phase will also be needed for the UNDP to orient itself to the Project and reflect its collective experience and best judgement to the specifics of the Project. During the Inception Phase, the UNDP will develop fine-tuned and more detailed activity and resource schedule (Work Plan). Thus, the time plans, and resources allocated to activity groups mentioned hereinafter are indicative and will be finalized during the Inception Phase. The inception Phase shall not exceed 12 weeks.

During the Inception Phase, the UNDP will determine the scope of the visibility actions in close collaboration with the Beneficiary and the EUD that are required for successful implementation of the Project. These will include designing, setting up and maintaining a bi-lingual (Turkish and English) Project website and designing project newsletters, business cards, banners, posters etc. for the Project. Moreover, a communication action plan will be prepared during this period.

During the Inception Phase the following preparatory activities will be realized;

- ***IP1. Establishment of Technical Assistance Team (TAT) and Office***

The TAT, composed of a project manager and support staff along with key experts, will be established during the inception phase.

There will be two offices, one in the MoEU and the other one in the UNDP, equipped according to working structure of the Project, will be established at the UNDP (mainly for administrative functions) and MOEU (mainly for technical functions) premises within one month after the commencement of the Project as agreed by the MoEU and the UNDP, in line with UNDP rules and regulations. The location and the size of the project offices were discussed with the Beneficiary and a consensus is reached.

Renting a project office and its pertaining costs are considered as part of the Action; project office costs are necessary and arising as a consequence of implementation of the Action. The office costs in Annex III includes proportional project office costs that corresponds to the activity directly attributable to the Action. UNDP does not possess enough office space for projects in its normal functioning. Hence, for each initiating project, an office space is rented from the premises where UNDP is currently occupied, and this rented office is emptied at the end of project duration. Moreover, the necessary equipment for the project office is also included in the project budget for the afore-mentioned reasons. The Project Office will be used by the project staff (please see details of the team composition under Technical Assistance Team) for the Action throughout the Project duration.

- ***IP2. Kick-off meeting (first Management Meeting)***

The action will be launched with a kick-off meeting to be organized within the first month of the commencement of the Project, which will be participated by the MoEU (both end recipient and CA), UNDP, and the EUD. At the kick-off meeting, the UNDP will present the project activities. Also, the additional members of the Steering Committee and monitoring and evaluation of project's activities will be discussed and agreed on with the MoEU and the EUD. The kick-off meeting will be held in either the UNDP or the MoEU premises.

- ***IP3. Launch Event***

Successful implementation and finalization of the Project call for a number of measures. Visibility of the Project carries utmost importance both for the Government of Turkey and the EU. Thus, a high-profile Launch Event will be organized in Ankara. The Launch Event will help inform the public and the stakeholders (approximately 150 participants) about the Project and its activities in general.

The organizational expenses including but not limited to food and beverages, venue rent, stationary as well as travel and accommodation costs of participants coming outside Ankara (approx. 100 people) - will be covered from the Project budget.

The inception phase will be finalized with a report composed of technical and administrative details including minutes of inception workshop, annual work plan and budget of the project, within 12 weeks upon the project signature. Approval of the inception report will be the end of inception phase and beginning of the implementation phase.

Implementation Phase: The project was designed using an analytical and participative process to ensure alignment with the EU acquis on chemicals and contaminated sites management and respond to the national dynamics.

Complementarities with other actions:

It should be clarified that the present Project feeds into a larger operation "Identification and Remediation of Contaminated Sites with Persistent Organic Pollutants (POPs)" that has two main modules:

Part A – Technical Assistance for strengthening technical and institutional capacity for management of POPs contaminated sites and identification and classification of contaminated sites with POPs: This component aims to improve the capacity of all relevant stakeholders at central and local level so that (i) there is a strengthened technical and institutional capacity for management of POPs contaminated sites, and (ii) POPs contaminated sites were properly identified and classified.

- **Part B** – Works for increasing the institutional experience for remediation of POPs contaminated sites: This component aims to build a "capacity" for implementation of remediation activities in Turkey in line with EU regulations and standards.

The Part A related to Technical Assistance is executed by UNDP through the signature of the Contribution Agreement between UNDP and the Ministry of Environment and Urbanization and is referred to as “Project” throughout the present Description of the Action. Accordingly, UNDP is responsible and accountable for implementation of the Part A only.

The Part B related to Works Component is executed through the Ministry of Environment and Urbanization.⁶ Accordingly, accountability and responsibility of the Part B, which involves tendering and contracting a works company, vests with the Ministry of Environment and Urbanization.

Within the scope of the “project”, in other words, Part A, UNDP will provide technical assistance with regards to preparation and monitoring works of Part B. Pertaining activities of this assistance are elaborated in the section below (under Activity 2).

The project has thus a “tools and solutions” approach and the context-specific/EU-aligned strategic entry points are the first step towards project sustainability. The combination of these strategic entry points will help achieve the priorities identified in the MAAP/ESOP such as enhancing chemicals management by implementing the relevant EU Regulations (REACH, POPs and PIC Regulations) and International Conventions (Stockholm and Rotterdam Conventions) and reduced and/or eliminated POPs and Mercury.

In this context, the present Description of the Action only explains the content of the Project governed by the Contribution Agreement as remaining under UNDP’s purview.

Part A. Technical Assistance for strengthening technical and institutional capacity for management of POPs contaminated sites and identification and classification of contaminated sites with POPs

Turkey has ratified Stockholm Convention in 2010 and published its secondary legislations on POPs in 2018 and on Contaminated Sites rather recently, in 2015; which means there is still room for improvement in the country for effective implementation of contaminated sites management targeted Convention and related EU regulation. For this reason, this component was designed to fill in the gap of the country in central and local level as well as private sector dealing with different parts of contaminated sites management i.e. site assessment, remediation and monitoring. In order to achieve the country to have necessary technical and institutions capacity for implementation of POPs regulation in the area of POPs contaminated sites management the project will focus on providing necessary capacity building activities to government staff and private sector, enhancing legislative instruments, experiencing EU practices in the field and establishing a help desk to provide an adequate information in a sustainable way.

Although the details of each activity under two components will be elaborated during the inception phase, contents of each activity are provided as indicative as below:

Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened

Activity 1.1: Trainings for staff that will be working on POPs/contaminated sites management from different target groups

Contaminated sites management for POPs requires inclusion of different compartments of government and private sector including central level staff of Ministry of Environment and Urbanization (MoEU) which is

⁶ Works component will be conducted by MoEU/DGoEUFR as per the elaborated information (including but not limited to) in pertaining OIS document.

responsible for policy making and development of contaminated sites registration and implementation systems, local level of MoEU which has direct role for implementation of the environmental legislation in the country including POPs legislation and contaminated sites legislation, private companies that were accredited by MoEU to properly implement the legislation on contaminated sites and finally site owners has their own responsibility to register for the contaminated sites registration and implementation system (CSIS). Based on their roles and responsibilities, each partner in the system needs capacity building trainings. These training activities will be held with the Training of Trainers modality in order to achieve the sustainability of the project. Experts from European Environment Agency (EEA) or Joint Research Center (JRC) will be invited for these trainings.

During the inception phase of the project, Training Needs Assessment will be conducted. The training curriculums will be prepared as a result of the Training Needs Assessment, by Technical Assistance Team, in consultation with the MoEU. To this end, the following training sessions will be carried out:

Activity 1.1.1. Central level staff training

MoEU and line ministries staff in Ankara shall be attending these trainings. Trainings shall aim to strengthen capacity of central level staff of Ministry on contaminated sites regulation and its implementation in Turkey. Each training will be delivered by a national and an international expert and each training shall have a training report at the end. Each training in Activity 1.1 will be held in a location that will be defined during the inception phase, out of Ankara.

Activity 1.1.1.1. Training on Determination of Soil Pollution Capacity for Assessment

30 participants from MoEU and line ministries staff at central level will attend the training on soil pollution assessment. The training, which will last for 3 days, shall provide Turkish legislation, international legislation including EU acquis and international best practices. It is expected that the attendees of the training will have an increased capacity for implementation of the Turkish legislation in terms of contaminated site assessment; thus, the training shall also include case studies. The training, that will be conducted in accordance with the technical guidance documents of the current legislation on contaminated sites and Persistent Organic Pollutants (POPs), will have two main components as follows:

- a. Sampling, tools and equipment training
- b. Risk assessment analysis and conceptually modeling training course

Activity 1.1.1.2. Training on Determination of the Cleaning Targets

30 participants from MoEU and line ministries staff at central level will attend the training on cleaning targets assessment. The training will include legislative training, as well as case studies. The training, which will last for 3 days, shall be conducted in accordance with the technical guidance documents of the current legislation on contaminated sites, will have two main components as follows:

- a. The identification of soil remediation training
- b. Remediation operations planning and assessment training

Activity 1.1.1.3. Training on Contaminated Sites Monitoring

As per the legislation, MoEU staff evaluates contaminated sites risk, based on the computer-based risk modelling conducted by accredited companies. This training will provide case studies on the risk modelling programme over computer.

The model will be taught to the attendees of this training with all its infrastructure, approach, the operation principles. At the end of training, MoEU staff knows how the system operates and used and will be able to review and analyze the model results well enough to be able to assess soil contamination risks. 30 participants from MoEU staff at central level will attend the training that will last for 3 days.

Activity 1.1.2 Provincial level staff training

MoEU staff in provincial directorates and staff of MoEU Chemicals and Soil Departments shall attend these trainings. Trainings shall aim to strengthen capacity of provincial level staff of Ministry on contaminated sites regulation and its implementation in Turkey. Training Needs Assessment for central level staff and provincial level staff will be done separately to identify the different needs of two different target groups. For instance, technical experts in provincial directorates are engaged with site work more than the central staff at MoEU. It is expected that the Training Needs Assessment which will be done in Inception Phase will be used to tailor more fruitful training programme for each target group.

Each training will be delivered by a national and an international expert and each training shall have a training report at the end. Each training in Activity 1.1.2 will be held in a location that will be defined during the inception phase, out of Ankara.

Activity 1.1.2.1. Detection and Assessment of Pollution Load to the Soil

180 participants from provincial level and staff of MoEU Chemicals and Soil Departments staff will attend the training detection and assessment of pollution load to the soil. The training will last for 3 days. It will provide information on how to evaluate contaminated sites at first in provincial level. There will be specific case studies tailored for the target group to increase skills at hands-on-experience.

Activity 1.1.2.2. Contaminated Sites Information System Training

180 participants from provincial level staff and staff of MoEU Chemicals and Soil Departments will attend the 3-days training on CSIS system, its infrastructure, approach and implementation. The training aims to strengthen the capacity of provincial staff to use CSIS efficiently. There will be case studies to increase CSIS use skills.

Activity 1.1.2.3. Legislation Training

180 participants from provincial level staff and staff of MoEU Chemicals and Soil Departments will attend the 3-days training on legislation. It is essential for provincial staff to understand Turkish legislation on contaminated sites and POPs; while also having a perspective of international legislation, as well. Since the provincial staff are generally the first contact points with the contaminated site, the contaminated site owner, the accredited company which is working on the site for the assessment; it is very important that provincial staff is knowledgeable on the contaminated sites legislation, POPs legislation, and their technical guidance documents.

Activity 1.1.3. Training for Companies Certified by MoEU with Proficiency on Contaminated Site Remediation

There are companies accredited by MoEU on contaminated sites remediation. It is important to strengthen their capacity in terms of information with regards to legislation; so that they can better perform. It is aimed that number of queries of Companies to MoEU will decrease as a result of increased capacity on legislation. Moreover, it is a good opportunity to learn their experiences in the field, trying to implement

the legislation. Thus, a part of the training will be conducted in an interactive manner. Training will last for 2 days in Ankara. It is expected that around 70 participants will attend the meeting.

Activity 1.1.4. Sectoral Trainings for Potential POPs Contaminated Site Owners Selected from Contaminated Sites Registration System

TAT will conduct an analysis prior to realizing this training. Sectors with a potential of POPs use, contaminated sites problem will be identified through their NACE codes and the invitee list of the training will be shaped as a result of this study. It is aimed that 5 priority sectors will be identified through this analysis. However, the invitees of this training will not be limited to these sectors, only.

The training, which will last for 2 days, will be held in Ankara, with 70 participants.

Activity 1.2. Legal Gap Assessment (LGA)/Guidance Documents/Publications Preparation and Update

Within the project, legislative instruments will be aligned for effective implementation of the POPs regulation in the country. This alignment contains a legislative gap analysis of By-law on POPs and Contaminated Sites Legislation, updating of currently available technical guidelines related to Contaminated Sites Assessment, Remediation, Monitoring and Risk Assessment and technical forms available in the annex of legislation, development of a new guidance specifically targeting POPs contaminated sites and dissemination of legislation through public awareness tools. To cover this, the following activities will be carried out:

Activity 1.2.1. Conducting LGA for Determination of Deficiencies of the Existing By-Laws on POPs and Contaminated Sites Management.

Existing legislation on contaminated sites assessment and POPs; their guidance documents constitute a large piece of regulative instrument. However, until so far, there have not been a cross check between these two legislation pieces on contaminated sites and POPs. This activity aims at conducting a detailed legal gap analysis between these legislations.

Activity 1.2.1.1. Assessment of Legal Instruments and Preparing Legal Gap Analysis

Activity 1.2.1.1. will entail the comparison of these two legislations, identify their gaps and incompliances.

The study will be conducted by TAT, along with a consultative meeting with the participation of 20 to 30 attendees for one day, in Ankara. The attendees will include MoEU staff, university and accredited companies on contaminated sites remediation, which have experience on implementation of relevant legislation(s).

Activity 1.2.1.2. Recommendation Draft Legislation on Contaminated Sites Legislation and POPs By-Law

This activity, in alignment with Activity 1.2.1.1. will identify a set of recommendations to be prepared as a result of the gaps in both legislations. The recommendations for improvement in both legislations will be prepared by TAT and the draft legislation(s) and the set of recommendations will be submitted to relevant departments of MoEU.

Activity 1.2.2. Preparation of Dissemination Materials

Preparation of a public video on general information on POPs contaminated sites (3-6 minutes) and brochures (brochures will be prepared for the prioritized sectors) on POPs contaminated sites, registration and remediation information for contaminated sites, information on post-monitoring activities will be prepared.

Activity 1.2.3. Current Guidelines Elaborating of Documents

Under this activity current guidelines/forms will be revised and updated and a new guideline for POPs contaminated sites will be generated.

Activity 1.2.3.1. Elaborating on Soil Pollution of the Technical Guide

Technical guidelines on “Contaminated Sites Assessment, Remediation, Monitoring and Risk Assessment” will be reviewed and analyzed by TAT. The findings in Activity 1.2.1.2 will be taken into consideration. The TAT will also conduct a consultative meeting on the current guidance document, in order to submit a recommendation, set and a revised version of the technical guidance document.

The consultative meeting will have 20 to 30 attendees for one day in Ankara. The attendees will include MoEU staff, university and accredited companies on contaminated sites remediation, which have experience on implementation of relevant legislation(s).

Activity 1.2.3.2. Updating of the Report Forms Provided in the Annexes (3, 5, 6 and 7) to Soil Contamination By-law

Annexes of Soil Contamination Legislation will be reviewed and analyzed by TAT. The findings in Activity 1.2.1.2 will be taken into consideration. The TAT will also conduct a consultative meeting on the current guidance document, in order to submit a recommendation, set and a revised version of the technical guidance document.

The consultative meeting will have 20 to 30 attendees for one day in Ankara. The attendees will include MoEU staff, university and accredited companies on contaminated sites remediation, which have experience on implementation of relevant legislation(s).

Activity 1.2.3.3. Analysis of Relevant International Guidance Documents that are Specific to POPs Contaminated Sites and Preparation of a Technical Guidance Document on POPs

TAT will analyze relevant international guidance documents on POPs contaminated sites and in consultation with academia, private sector and MoEU, it is aimed that the international best practice in this field will be adapted to Turkey’s conditions and legislation to generate a Technical Guidance Document on POPs contaminated sites.

The consultative meeting will have 20 to 30 attendees for one day in Ankara. The attendees will include MoEU staff, university and accredited companies on contaminated sites remediation, which have experience on implementation of relevant legislation(s).

Activity 1.3. Study visits

Training and legislative enhancement will be strengthened via two study visits aiming to observe one-member state and one coordination agency within EU. This study visit will be 5 days (excluding the days

for travel) and will be conducted with the participation of indicatively 15 staff of (MoEU central level, technical staff, Department Head(s), Head of Division(s)) from Chemicals Management and Water and Soil Management Department and Environment Reference Lab and provincial level staff of the provinces with the highest number of contaminated sites.

It is expected that the staff attending study visits will increase their knowledge and experience on POPs and contaminated sites management. 2 experts from TAT of UNDP will also participate to the study visit.

The Member state will be selected according to its experience on POPs contaminated sites (such as Germany, UK or Czechia). Before planning study visits, Chief Technical Advisor (CTA) will conduct a study on international best practices in terms of contaminated sites remediation and POPs contaminated sites. The CTA will also develop a methodology to identify the most convenient country for the study visit to be conducted.

CTA will also analyze / review Soil Unit of European Environment Agency or Joint Research Center in ISPRA and provide a decision on which institution to visit.

The list of study visit participants shall be notified to EUD before MoEU approval and the EUD is to clear the list of attendees within 2 weeks after submission. MoEU approval shall only be sought after “no objection” is received from EUD.

Activity 1.3.1. Visiting an EU country with Contaminated Sites with Different Pollutants and Soil Remediation Techniques

It is expected that 15 MoEU staff will attend the study visit for 5 days to increase experience sharing, learning about the best practices, visiting companies that are conducting remediation of contaminated sites and if possible, to visit a site where a remediation is being made.

Activity 1.3.2. A Study Visit to Soil Unit of European Environment Agency or Joint Research Center in ISPRA (Institute for Environment and Sustainability).

It is expected that 15 MoEU staff will attend the study visit in Soil Unit of European Environment Agency or Joint Research Center in ISPRA (to be determined during the inception phase) for 5 days to increase experience sharing, conduct meetings with different departments. It is aimed that as a result of collaboration with EU institutions in this field, Turkey status in Europe with regards to contaminated sites will be better understood. This study visit also aims at increasing opportunities for data sharing of Turkey with these EU institutions, with an intention to be visible in technical publications of these institutions.

Activity 1.4. Establishment of Helpdesk Navigator Software Programme

MoEU receives a lot of queries about contaminated sites management and several specific contaminants. This both increases the workload and presents a possibility that some queries may remain unresponded for a period.

Helpdesk Navigator Programme will be established in order to respond to queries of site owners, remediation companies, provincial directorates of Ministry of Environment and Urbanization, universities, NGOs, public participants, etc. The Programme will enable the relevant stakeholders to ask their questions on contaminated sites directly to the software instead of trying to reach directly to the MoEU staff. The Programme is planned to categorize contaminated site related queries (including CSIS entries, remediation techniques, enforcement of regulation, etc.) and ensure effective tracking of the query response system within the Ministry.

This helpdesk will provide people with the responses of Frequently Asked Questions, if relevant and will direct the query owner to the right focal point. It is also aimed that this system tracks the condition of response.

It is expected that Programme will increase the effective registration and remediation as well as to decrease the workload on the responsible unit. The sustainability of this helpdesk will be secured by DGs for Environmental Management and Geographical Information System of MoEU. The objective of this activity is to provide assistance to establish a Helpdesk at the MoEU to facilitate guidance of the contaminated site owners. To this end, the following activities will be carried out:

Activity 1.4.1. Organization of a one-day Workshop

A one-day workshop will be organized to develop the Framework of Helpdesk Navigator Programme jointly with MoEU General Directorate of Environmental Management (GDEM) experts and MoEU Information Technologies (IT) Department staff.

The workshop will have 20 to 30 attendees for one day in Ankara. The attendees will include MoEU staff. It is aimed that relevant software, hardware and requirements for helpdesk will be identified as a result of this workshop.

Activity 1.4.2. Establishment of a Helpdesk Navigator Program

Assigned staff of TAT (Key Expert 2 and Software Developer) will work with relevant MoEU staff to develop the mentioned helpdesk as per the identified needs in Activity 4.1.

Activity 1.4.3. Putting the Internet Website of the Helpdesk into Operation

The developed HelpDesk programme in Activity 4.3. will be integrated into MoEU web site.

Result 2. Contaminated sites with POPs have been identified and classified.

Activity 2.1. Update of CSIS Software

This activity is aimed to provide targeted technical assistance to MoEU central and local level authorities in various detailed aspects of implementing the three basic component steps and associated information systems that form the basis for a national contaminated sites management program as envisioned in the regulatory framework currently being activated.

The main parts of this software cover the following modules: “registration”, “identification”, “evaluation”, and “clean up and remediation action”, “monitoring”, “lab/analysis”. However, currently only one module (registration) exists and the software needs improvement of five more modules. Assistance provided by the Project as described below will focus on updating the software for obtaining data related to POPs contaminated sites from contaminated sites registration system. This software development will allow MoEU staff to collect and easy monitoring of remediation of POPs contaminated sites as well as retrieving data for using in reporting obligation of Turkey for SC and European Environment Agency. The sustainability of this software will be secured by Directorate General for Geographical Information System of MoEU.

International and national consultant(s) in TAT will work together in order to improve the programme through strengthening of available modules and adding modules as per the needs identified in consultation with MoEU.

Activity 2.1.1. Analysis of Current Registration System and Inventory System and underlying Infrastructure and Utilization

TAT will conduct an analysis with regards to the necessities as per the current legislative requirements and identify the current modules; the needs for strengthening in these modules and the modules that needs to be added into the software. This activity will ensure that a list of requirements for improvement of the system is prepared; a detailed road map and a workplan is drafted in order to complete CSIS programme.

Activity 2.1.2. Update of CSIS Software

International and national experts(s) on IT and software development in TAT will work together to update the CSIS Software as per the identified requirements and in alignment with the detailed workplan in Activity 2.1.1. This software will be fully updated in MoEU IT Infrastructure. In order to decrease bugs and to serve for the needs of different relevant MoEU departments, will be consulted continuously by TAT.

Activity 2.1.3. Organization of a Training about the Fully Developed CSIS Software

The fully developed/updated CSIS software will be explained to the direct users of the software in Ankara. There will be 100 participants, mainly from the provincial level of MoEU staff; as well as central level staff of MoEU. It is expected that software programme with all of its modules will provided as a training so that the direct users of the software will have decreased difficulties in using the software and this way the number of queries with regards to the software programme will be decreased, as well. The training will provide the trainees the opportunity to use the programme over case studies.

Activity 2.2. Identification and Classification of POPs Contaminated Sites in Turkey

Contaminated sites management is rather an expensive field in environmental management. It brings an economic burden, both for the need of specialized human resources and the most updated technology in this field. Hence; there is a need for a systematized methodology to prioritize certain contaminated sites out of several contaminated sites, to allocate the financial resources in a most efficient, effective and rational way.

This activity will serve for the need to prioritize the contaminated sites for a step-by-step approach to deal with all sites in a sustainable manner. Currently, there is a disaggregated big data in the field of contaminated sites. The data shall be processed in accordance with the developed methodology within the scope of this activity; and as a result, a rational approach shall be obtained for decision makers to manage contaminated sites sustainably.

To have a clear picture in the pollution map of the country, collected data in the Contaminated Sites Information System (CSIS) will be assessed and necessary data will be filtered according to following classifications below:

- i. Pollutant type-specific
- ii. Pollution load-specific
- iii. Sector-specific
- iv. Geography-specific

As a result of this study, a map of contaminated sites will be prepared. Definite and potential areas for the presence of contaminated sites, as per different filters, will be identified. This activity will enable a baseline for systematized inventory, monitoring plan, rational decision-making tool for contaminated sites management in Turkey.

This activity will cover the following sub-activities:

Activity 2.2.1. Organization of a One-Day Workshop to Define the Scope of Contaminants and Sectors

In order to produce a methodology for contaminated sites management, it is important to define the scope with different contaminants and sectors. It is essential that this workshop is held with the presence of MoEU staff and academia. It is aimed that 5 priority sectors and priority contaminants will be identified in an interactive workshop, with 30 to 40 participants in Ankara.

Activity 2.2.2. Integration of this data into CSIS

It is expected that TAT will ensure the integration of the outputs of Activity 2.2.1 into CSIS system, so that the updated system also allows for the identified methodology to be implemented over CSIS system, i.e. filtering all data as per the prioritization criteria such as sectors, contaminants, etc. Activity 2.2.2. will provide input for Activity 2.1. in this regard.

Activity 2.2.3. Preparation of a List of Classified Contaminated Sites in Turkey

While within Activity 2.2. will provide a methodology to classify contaminated sites. This list shall also be supported with a financial approach and try to estimate the needed financial resources to remediate the prioritized contaminated sites in Turkey.

TAT will verify the list of classified areas listed by CSIS system in accordance with the contaminated sites status in real conditions.

Activity 2.2.4. Organization of a one-day dissemination seminar

The studies conducted within the scope of Activity 2.2. will be disseminated through a seminar in Ankara, with the participation of 50 attendees from MoEU staff, university, representatives of prioritized sectors/accredited companies in the field of contaminated sites.

Activity 2.3. Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation

Activity 2.2.3 provides a list of POPs/Persistent Toxic Substances contaminated sites in different classifications, such as per priority sectors, as per pollutants, etc. Within the scope of this activity, a prioritization will be made among several POPs contaminated sites, through a committee (to be established by MoEU staff and UNDP-TAT) that will discuss different parameters for prioritization of contaminated sites i.e. size, pollution density, closeness to water resources and biota (The committee will use Multi-Criteria-Decision-Making tools in order to obtain more scientific and reliable results.)

POPs Contaminated Site Prioritization Toolkit that has been created as part of the World Bank Regional Capacity Building Program for Health Risk Management of Persistent Organic Pollutants (POPs) in South East Asia Project will also be benefited from while the method for prioritization will be prepared and the POPs contaminated sites are prioritized (<http://www.popstoolkit.com/prioritization/priorizationtool.aspx>).

Activity 2.3.1. Organization of a One-Day Workshop to Define the Parameters for Prioritization of Contaminated Sites

For a consultative and participatory approach, a one-day workshop will be held in Ankara with 30 to 40 attendees. MoEU staff, university, private sector (prioritized sector) and accredited companies shall be

invited to this meeting. It is expected the parameters for prioritization will be identified as a result of this workshop.

Activity 2.3.2. Prioritization of POPs POPs/Persistent Toxic Substances Contaminated Sites

TAT will work as per the identified parameters and develop a methodology in prioritization of POPs contaminated sites. Then, a committee will be established by MoEU staff and UNDP-TAT to prepare a list of prioritized POPs/Persistent Toxic Substances contaminated sites. This list shall also be supported with a financial approach and try to estimate the needed financial resources to remediate the prioritized contaminated sites in Turkey, within a one-year period scenario and an estimate workplan.

Activity 2.4. Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3

Activity 2.3. will identify a methodology and a list of POPs/Persistent Toxic Substances that is prepared in accordance with this methodology. TAT will define two pilot sites within this list as per the financial resources needed (as per the estimated financial resource need in Activity 2.3). Two pilot sites will be selected from the list of prioritized contaminated sites, by an Evaluation Committee, which is formed by MoEU staff and UNDP-TAT. These two pilot sites will also be notified to MoEU/DGoEUFR for the ease of preparation for Part B of the overall operation.

Activity 2.5. Preparation of Operational Plan for 2 pilot sites

TAT will prepare a detailed operational plan for remediation and describe in detail how the work of remediation will be applied by the selected Contractor as a result of the Part B of the overall operation. TAT will undertake conceptual site survey/mapping, theoretical quantity estimation, calculations and a detailed budget estimation for remediation of the contaminated site.

Activity 2.6. Preparation of a Supervision and Monitoring Plan for 2 pilot sites

TAT will prepare a detailed supervision and monitoring plan, which will provide Technical Assistance for the works component, how this supervision and monitoring will be done. Duration, the team for supervision, and the framework during the supervision will be explained in the Supervision and Monitoring Plan Document.

Activity 2.6.1. Operational on-site Technical Supervision including Reporting of the Work for 2 pilot sites

TAT will prepare an operational plan and identifies supervision and monitoring needs within the scope of this operational plan. The outputs of this activity will be provided as an input for the preparation of the Technical Specifications Document. At the same time, the operational plan and pertaining supervision and monitoring needs that are prepared within the scope of this activity will serve for Activity 2.8, which is towards hands-on-implementing the supervision and monitoring plan.

Activity 2.6.2. Recommendations respecting Post Remediation Plan for 2 pilot sites

TAT will also prepare the Post Remediation Plan, which explains what needs to be done after the works component is realized. This will both form an exit strategy for the Contractor to be selected in Part B of the operation. Both MoEU and site owner shall be following the steps and recommendations identified in the Post Remediation Plan.

The outputs of Activity 2.5 and Activity 2.6 will be provided as an input for the preparation of the Technical Specifications Document.

Activity 2.7. Preparation of Technical Specification for 2 Pilot Sites for Pilot Application

TAT will prepare a Technical Specification Document to be submitted for MoEU IPA Unit which will engage information in operational plan, supervision and monitoring plan and post remediation plan to identify technical criteria including Tender Documents⁷ with Terms of Reference, budget estimation, Contract Notice (CN) and other relevant technical documents that will be submitted to MoEU/DGoEUFR for tendering the works for 2 pilot areas in Part B of this operation. UNDP will ensure that prepared documents are shared with MoEU/DGoEUFR in due time as per the Project workplan, provide relevant revisions until it is approved by EUD and keep MoEU/DGoEUFR in consultation regularly. Tender Document will also include,

- Properties of sites (location, dimensions, etc.)
- Possible remediation options and their time frames
- Operation plan details, and any alternatives
- Budget estimation

Activity 2.8. Implementation of Supervision Support and Monitoring Plan for 2 Pilot Sites

UNDP will provide supervision support of the to-be-selected Contractor and monitor Part B of this operation, as per the operational plan, workplan of Project and monitoring plan, in consultation with MoEU including MoEU/DGoEUFR. UNDP will not be responsible for the execution or supervision of the works contract.

Closure Event:

Contribution Agreement will have a high-profile Closure Event to be organized in Ankara. The closure event will help inform the public and the stakeholders (approximately 150 participants) about the Action results and achievements in general. The organizational expenses including but not limited to food and beverages, venue rent, stationary as well as travel and accommodation costs of participants coming outside Ankara (approx. 100 people) - will be covered from the Project budget.

1.4. Methodology

Methods

In implementation of the Project activities, the TAT will bring together its ability to improve human capacity, augment implementation efforts at local and national level, and impact evaluation frame as well as to advocate, advice, promote dialogue, achieve consensus and build data-driven and accountable networks in line with international norms and standards. Promotion of change in the field of POPs contaminated sites management through better governance, strategic planning at system level and result oriented interventions both through upstream actions targeting institutional and policy level interventions and downstream actions for strengthened government and private sector actors will be key in Project interventions. This will be enabled by efforts to foster data driven 'decision making tools' and 'capacity' for expertise, dialogue, coordination and collaborative action, especially in design and implementation of activities concerning legislative and policy development.

For all activities:

⁷ PRAG/FIDIC procedures would apply in Tender Documents of Part B of overall programme under the responsibility of the MoEU and accordingly only binding for the MoEU.

- Number of participants, days and events are stated indicatively, which may show slight differences. If the numbers diverge considerably, necessary measures will be taken by UNDP in order to ensure the expected results to be reached.
- Exact days/locations/venue/agenda/program of the events/activities will be agreed with MoEU/DGEM at least 20 days before the event/activity. All stakeholders (including the EUD) will be informed by UNDP and/or MoEU/DGEM about exact dates/locations of the events/activities at least 1 weeks before the event/activity to make possible of participation (if required by them) to activities and close monitoring of the general implementation of the Project.
- No per diems will be paid to the civil servants but their costs will be reimbursed based on the actual cost incurred by them.
- The costs of the travel and accommodation of the event participants that are travelling from other provinces to the event location will be covered under project budget and the justifications are provided in budget justification part.
- In order to assure inclusive participation, social and environmental coherence, and mainstreaming gender equality, all related actors will also be invited to the relevant meetings, if needed.
- In addition to the Project Assistant/Interpreter, some interpretation and translation services will be acquired for other professional work (such as simultaneous interpretation in high-profile events and professional translation of legislative pieces).

For all capacity building activities:

- The training modules should be adapted and modified over time, and in response to local demand. This will require a regular and periodic evaluation.
- Promote efforts to develop Trainer of Trainers (ToT) Programs building around the training modules. The implementation of these ToT programs would help to develop a geographically dispersed team of trainers capable of delivering the concerned modules.
- Trainers, experts, activity venues etc. will be decided in consultation with the MoEU/DGEM at least 20 days before the activity.
- Agenda and attendance sheet will be prepared for each day of the activities.
- Venue rent, cost of technologic equipment (if needed), costs of stationery and documentation and meeting package will be covered by the Project budget. The meeting package refers to the costs for lunch, tea and coffee breaks. The cost of the technical equipment refers to the sound system equipment and relevant equipment for the interpretation services, if needed. Stationery and documentation refer to any expenditure for the printing and procurement of supporting documents to be distributed to the participants.
- The costs of the travel and accommodation of the trainees that are travelling from other provinces to the event location will be covered under project budget and the justifications are provided in budget justification part.
- Evaluation forms both before and after the trainings and technical visits will be distributed to the participants in order to assess the effectiveness of the activity and assessment for further improvement.

- Durations stated for the technical visits (study visits, training, etc.) do not include the travel days unless it is proven to be more cost effective (e.g. some activities can be carried out during the arrival/departure day).

Other than the above, the following methodology will be adopted in achieving the overall objective of the project and enhance climate change adaptation in Turkey:

1. Capacity development activities will strengthen the profile of interested and assigned staff from public and private entities in order to build a pool of expertise. The training modules and solutions will be tailor made and will be agreed with the MoEU/DGEM 20 days before the delivery. The programme will be built on the capacities and needs of people and institutions. The availability of a pool of expertise is a key requirement.
2. Build knowledgeable and responsible institutions. Activities will support public institutions in their duties for planning, regulation and implementation. The way they perceive contaminated sites management, the challenges they face and the ways they address them will be analyzed and understood.
3. Ensure the availability and accessibility of a knowledge base. Activities will actively seek to build on existing studies to both gather them and use them for project activities. The availability of an accessible knowledge base will promote studies and work outside the project scope and act as a catalyst for collaborative work.
4. Wide participation of all relevant stakeholders in design and implementation of the Project interventions will be ensured. In that respect, age, gender and local specific approaches will be sought. Among other results/objectives, participation will also increase the likelihood of sustainability.
5. Find solutions for problems instead of imitating models. The Project interventions will be based on the lessons learned and best practices in EU Member States. At this point, focusing on identifying and solving problems rather than trying to match one or another model in different country will be the key. It is because each reform process is unique in terms of the solutions that can be applied. The challenge is to learn from other experiences but also to provide customized solutions for particular situations in the context of Turkey.
6. Visibility and advocacy platforms for increased ownership of the contaminated sites legislation and POPs by-law in Turkey will be promoted in scope of the Project through the training and awareness raising programs and communication.
7. Regarding geographical targeting, the selection of pilots will be representative to the current context of Turkey, in terms of highly present pollutant and the interest and demand of the government sector rather than private.

Management Structure and Team

Management Structure

UNDP is responsible for efficient and effective implementation of the present project through the Contribution Agreement concluded with the MoEU/General Directorate of European Union and Foreign Relations (MoEU/ DGoEUFR) acting as the Contracting Authority on behalf of the EU. MoEU/General Directorate of Environment Management (DGEM) is the End Recipient of the Project.

Project management structure illustrating the level of hierarchy in terms of project implementation in the Figure 2. Reporting lines and detailed functions are described in following pages.

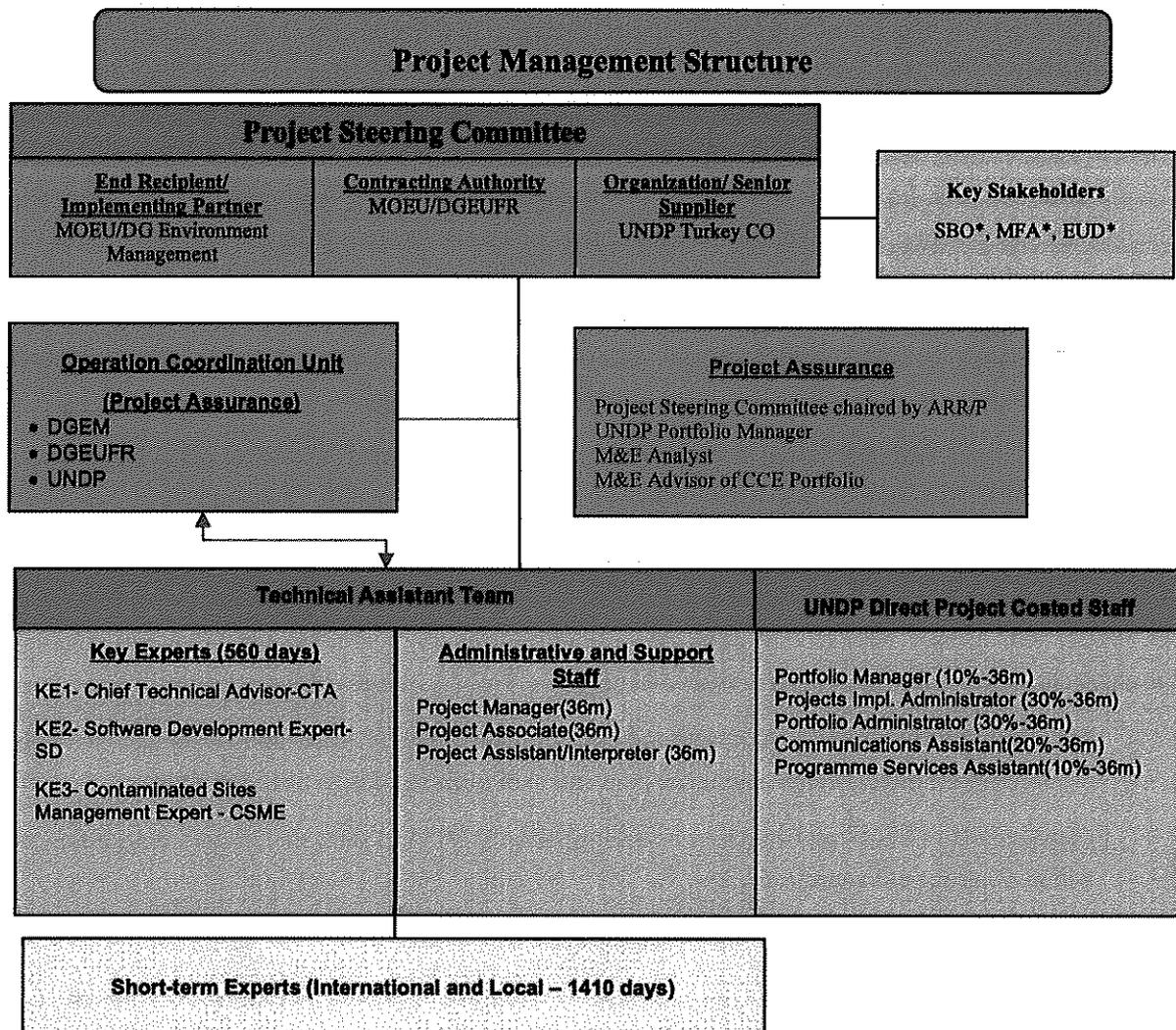


Figure 1. Project Management Structure

*SBO (Strategy and Budget Office, Presidency) and MFA (Ministry of Foreign Affairs) are natural members of the PSC with a role to link the project results to the national development policy and oversight for international agreements. EUD that carries out ex-ante control over the Project attends the PSC meetings as an observer

End Recipient/ Implementing Partner:

The MoEU Directorate General of Environmental Management, Department of Chemicals Management is the End Recipient and IP of the Project, which has the overall responsibility of the Project results from the Government side. It gives official views and confirmations on all relevant activities, outputs, M&E etc. It is the chair of the Steering Committee and the Operation Coordination Unit (OCU).

Organisation/ Senior Supplier:

UNDP Turkey will be responsible for the provision of technical and implementation support of the Project in line with its rules and regulations and as per Contribution Agreement that will be signed with the MoEU/DGoEUFR as per the Financing Agreement between the European Commission and

the Government of Turkey. To this end, it provides technical guidance, promotes participation and facilitation, ensures coordination among relevant international projects, programmes and initiatives and establishes new partnerships.

UNDP is also responsible for mobilizing all required financial and human resources to ensure successful implementation, M&E and completion of the project in close cooperation with the End Recipient/Implementing Partner. It contracts senior and junior national and international staff/experts to provide technical assistance on specific activities. To ensure high quality expertise, particularly EU know-how and scientific knowledge is benefitted. The UNDP is responsible for ensuring high quality deliverables and effective capacity building and it will rely on EU-acquis to do so. More specifically, it will (i) promote EU technologies and services to open the market and connect interested parties with capable providers, and (ii) make strategic choices for the mobilization of technical expertise during the project. The UNDP will also benefit from the regional and global UNDP hub, the UN Agencies and use its network of country offices in the region to identify and mobilize the most relevant EU institutions and expertise.

UNDP will establish a Technical Assistance Team (TAT), which will work in close cooperation with the End Recipient. The TAT will be composed of high-caliber national and international experts to be backstopped by the UNDP and supported by national and international short-term experts. The TAT will be technically coordinated by the Chief Technical Advisor (CTA) and day-to-day administrated by Project Manager.

The Project will comply with UNDP equal opportunity policies, by recruiting personnel and selecting consultants in accordance with official policies and practices. The TAT responsibilities include:

- Maintaining liaison with government authorities to determine what the immediate and mid-term priorities of the project are including the preparation of plans to address these priorities;
- Management of the project activities in order to ensure that immediate and mid-term priorities are within the scope of the project;
- Acting as the secretariat for the Steering Committee and OCU.

The End Recipient will task relevant staff as counterpart to cooperate with the TAT and liaise with the TAT on day-to-day project activities and provide guidance. For day-to-day interactions, the TAT Chief Technical Advisor and the counterpart from the End Recipient/Implementing Partner or his/her delegate will be the main contact persons for the project stakeholders.

UNDP is also represented in the Steering Committee and the Operation Coordination Unit at the highest level possible.

Contracting Authority

The MoEU General Directorate of European Union and Foreign Relations (MoEU/DGoEUFR) is the Contracting Authority. It implements all necessary procedures with regard to the Contribution Agreement to be signed with UNDP in line with the Financing Agreement between the European Commission and the Government of Turkey. The CA is also represented in the Steering Committee and the Operation Coordination Unit.

Project Steering Committee (PSC)

At the top of the project management structure, there is the Steering Committee. PSC will be chaired by the MoEU/DGEM and will convene on quarterly basis in the premises of the MoEU. The PSC will consist of

representatives of the MoEU/DGEM, the Contracting Authority (MoEU/DGoEUFR) and UNDP and other stakeholders, when deemed necessary. Delegation of the European Union to Turkey that carries out ex-ante control over the project attends the Steering Committee meetings as observer. The PSC will meet twice a year to discuss the progress of the project, verify the achievement of the outputs and mandatory results and discuss actions to be undertaken or whenever deemed necessary by its members. The MoEU/DGEM, when necessary, may invite other relevant participants in the PSC meetings. The responsibility for the organization of the PSC meetings including preparation of minutes lies with the Technical Assistant Team (TAT). It acts as the advisory body that will provide high-level strategic guidance and oversight on the implementation of the project.

The Steering Committee will operate under the following set of rules/tasks:

- To verify the achievement of the outputs and results specified in the action or as amended
- To discuss actions to be undertaken in following quarters in terms of achievement of indicators in the action
- To design and monitor the outreach and communications activities among relevant partner/target institutions
- To coordinate involvement of the partner/target organisations for effective follow up of progress made and ensure the timely flow of information between these institutional partners
- To monitor the progress made towards project indicators in line with the log frame or propose changes where appropriate. Review and approve any change from the defined work plan
- To monitor and facilitate linkage among different project components/contracts and the project linked with the activities of other projects, donors or through national fund
- To coordinate among different project components/contracts ensuring effective sequencing between interrelated components
- To assess the progress of the project components as per the utilization of the allocated budget, such as for procurement, and contract management within the scope of grant agreement. Recommend eventual amendment of the project timeline
- Reporting and monitoring will be undertaken in accordance with UNDP rules and regulations and Article 10 of the Annex II to the Contribution Agreement.

Operation Coordination Unit (OCU)

The MoEU/DGEM will establish an Operation Coordination Unit (OCU), in Ankara which will be composed of at least 4 staff members (one counterpart and 3 back-up staff) of the End Recipient. The OCU, which will be chaired by the Steering Committee. The End Recipient, TAT and Contracting Authority (when necessary) will form the OCU that coordinates the implementation of the project under the overall guidance of the Steering Committee. Relevant administrative and technical staff/experts to be contracted by UNDP may also participate in the meetings of the OCU when deemed necessary.

A management meeting will be called on monthly basis to effectively manage the progress of the project and take corrective measures deem necessary. OCU management meetings will be held at either the MoEU

premises or at the UNDP premises in Ankara. The TAT is responsible to call and to take the minutes of this OCU meeting.

Project Assurance

The Project Assurance role supports the Project Steering Committee by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed.

Project Assurance has to be independent of the Project Manager; therefore, the Project Steering Committee cannot delegate any of its assurance responsibilities to the Project Manager. There are two levels of project assurance. The first one is at the Project Steering Committee (PSC) level chaired by ARR/P. The PSC reviews and monitors project outcomes in its quarterly meetings and makes recommendations on the basis of this analysis to the implementing partner. At UNDP Country Office level, Project Assurance function belongs to Portfolio Manager and M&E Analyst as well as the M&E Advisor of the CCE Portfolio with a clear mandate for oversight and monitoring functions

Technical Assistant Team (TAT)

UNDP will establish a Technical Assistant Team (TAT), which will work in close cooperation with the MoEU/DGEM. TAT will be composed of long and short term high-caliber experts to be backstopped by the UNDP. The TAT will be technically coordinated by the Chief Technical Advisor (CTA) and day-to-day administrated by Project Manager.

The MoEU/DGEM will also task relevant staff to cooperate with the TAT and liaise with the TAT on day-to-day project activities, as detailed in Operation Coordination Unit (OCU). For day-to-day interactions, the TAT Chief Technical Advisor and the staff assigned by the MoEU/DGEM will be the main contact persons for the project stakeholders. The TAT responsibilities include:

- Maintaining liaison with government authorities to determine what the immediate and mid-term priorities of the Project are including the preparation of plans to address these priorities;
- Management of Project activities in order to ensure that immediate and mid-term priorities are within the scope of the Project;
- Monitoring of the project progress with reference to the log-frame matrix;
- Acting as the secretariat for the PSC.

All recruitment would be carried out in accordance with UNDP rules and regulations.

TAT will be composed of Key Experts, key experts or short term local and international experts, and administrative support staff as detailed below:

Key Experts

Key Expert 1 (Chief Technical Advisor-CTA)

The CTA is a Key Expert (KE) to be recruited for 360 w/days. The CTA shall be mainly responsible for technical compliance of the project activities. S/he shall be responsible for smooth implementation of the Project, providing technical inputs to all components and all reporting and documentation. His/her functions do not include managerial, supervisory and/or representative functions. S/he will report to UNDP Climate Change and Environment Portfolio Manager and UNDP Chemicals and Waste Cluster Lead.

Qualification and skills:

- Master's degree in a relevant technical discipline (such as chemical engineering, chemistry, environmental sciences or any other relevant discipline);

- University degree in a relevant technical discipline (such as chemical engineering, chemistry, environmental sciences or any other relevant discipline);
- Good command of spoken and written English;

General professional experience:

- Minimum 15 years of relevant professional experience;
- Minimum 5 years of professional experience in working for international institutions/organizations.

Specific Professional Experience:

- Minimum 5 years of specific working experience in provision of technical assistance on implementation of contaminated sites management initiatives preferably in POPs/PTS contaminated sites;
- Experience in at least 2 international projects as a specialist or expert in the contaminated sites management.

Key Expert 2 (Software Development Expert- SD)

The SD will be providing technical expertise for the achievement of the results under Component 1. SD will work for 100 days during the project lifetime. S/he will provide technical inputs to Activity 1.4., Activity 2.1., and Activity 2.3. SD will also support the CTA. The SD will report to the UNDP Climate Change and Environment Portfolio Manager and UNDP Chemicals and Waste Cluster Lead.

Qualification and skills:

- University degree in related field (such as computer engineering, software development, or any other relevant field.);
- Master's degree in related fields will be an asset;
- Good command of spoken and written English.

General professional experience:

- Minimum 10 years of relevant professional experience;

Specific Professional Experience:

- Minimum 3 years of specific working experience in developing and/or analyzing chemicals/contaminated sites/waste registry, remediation and/or monitoring system;
- Local experience in Turkey is an asset,
- Experience in at least 2 international/national projects as a specialist or expert in chemicals/contaminated sites management.

Key Expert 3 (Contaminated Sites Management Expert- CSME)

The CSM will be providing technical expertise for the achievement of the results under Component 1. CSM will work for 100 days during the project lifetime. S/he will provide technical inputs to Activity 1.2., Activity 2.2., Activity 2.3., and Activity 2.4. CSM will also support the CTA. The CSM will report to the UNDP Climate Change and Environment Portfolio Manager and UNDP Chemicals and Waste Cluster Lead.

Qualification and skills:

- University degree in a relevant technical discipline (such as chemical engineering, chemistry, environmental sciences or any other relevant discipline);
- Master's degree in related fields will be an asset;
- Good command of spoken and written English.

General professional experience:

- Minimum 10 years of relevant professional experience;

Specific Professional Experience:

- Minimum 5 years of specific working experience in guideline preparation on contaminated sites/ technical specification/TOR development or operational plan development in contaminated sites/ in chemicals/waste/contaminated sites management;
- Local experience in Turkey is an asset
- Experience in at least 3 international/national projects as a specialist or expert in contaminated sites management,
- Experience with contaminated sites with POPs/PTS will be an asset.

Administrative and Support Staff

Project Manager (PM; Full time - 36 months)

The PM will be provided for full time during the implementation period (36 months). The PM will be in charge of managing operational issues (i.e. mobilization of short-term experts, procurement, payments etc.) as well as managing contractual relations with the Contracting Authority. PM will work in collaboration with the CTA in terms of technical framework, while CTA will be providing the overall technical framework under the supervision of the Portfolio Manager and the Cluster Lead. S/he will ensure that all reporting be carried as defined in the General Conditions of the Agreement (Annex-II). S/he shall be responsible for reviewing progress reports and output related substantial documentation, as well as liaising with national and international stakeholders at the institutional level. S/he will report to the UNDP Climate Change and Environment Portfolio Manager and Chemicals and Waste Cluster Lead.

Qualifications and skills:

- Master's degree in environment sciences, advanced degrees in the same fields preferred (in any other related fields). In the absence of an advanced degree, equivalent professional experience of minimum 12 years in the relevant fields will be compensating the absence of the graduate degree;
- PhD degree in relevant fields will be an asset;
- Good command of spoken and written English;

General professional experience:

- Minimum 10 years of relevant professional experience.

Specific professional experience:

- Minimum 5 years of experience working with national/international institutions/organizations in the field of chemicals/waste/contaminated sites management;
- Minimum 5 years of experience in project cycle management

- Experience in at least 1 project in collaboration with governmental organizations;
- Experience in at least 1 project within the rules and contractual procedures of EU will be an asset;
- Local experience in Turkey is an asset;
- Experience in at least 1 project within the rules and contractual procedures of UNDP will be an asset.

Project Associate (PAS – Full time 36 months)

The PAS will be provided for full time during the project period (36 months). The PAS will assist primarily the CTA in fulfilling his/her duties and tasks. The PAS shall be responsible for drafting progress reports and output related substantial documentation, as well as liaising with national and international stakeholders at the institutional level. S/he will also provide soft-assistance to the government counterpart at the MoEU and other key experts, as deemed necessary by the CTA. S/he will report to the PM.

Qualifications and skills:

- University degree in political/administrative sciences or environmental sciences or any other related field;
- Good command of spoken and written English.

General professional experience:

- Minimum 6 years of relevant professional experience.

Specific professional experience:

- Minimum 2 years of experience working with international institutions/organizations;
- Local experience in Turkey is an asset;
- Experience in at least 1 project in collaboration with governmental organizations will be an asset.

Project Assistant/Interpreter (PA - Full time 36 months)

The PA will be provided for full time during the project period (36 months). The PA will provide the TAT with sufficient administrative support. In addition to their daily routine, the PA will also fulfil the tasks to be assigned by the PM. The PA will be tasked to assist the experts (including STEs) who cannot speak Turkish to interact with the Project's stakeholders most of whom are not fluent in English, to translate outputs of the project. S/he will report to the PM.

Qualifications and skills:

- University degree in business administration or environmental sciences or translation and interpretation;
- Good command of spoken and written English.

General professional experience:

- Minimum 3 years of relevant professional experience.

Specific professional experience:

- Experience in fully working for at least 1 project in collaboration with international institutions/organizations;
- Local experience in Turkey is an asset;
- Experience in at least 1 project within the rules and contractual procedures of EU will be an asset.

UNDP DIRECT PROJECT COSTED STAFF AND ROLES

In addition to the Project staff, depending on the nature of the work and complexity a number of technical and administrative roles and services are covered by the UNDP country office and are cost-shared within the office. The role of these staff is not provision of guidance or overseeing the implementation, but rather directly implementing the action themselves in proportions indicated below. These positions are not horizontal; they are totally considered as a direct part of the activities that the European Union finances as described. Direct project costed staff costs are proportionally budgeted to the Project based on their direct and necessary involvement in the implementation of the Project.

Difference between the Technical Assistance Team and direct project costed staff is that direct costed staff do not only serve for this project, but they also serve for some other projects as well according to the direct attribution to the respective projects. This brings in the know how, synergy potentials, standardization and efficiency in implementation, serving for the institutional memory, sustainability in terms of follow-up aftermaths of project implementation at portfolio level.

Portfolio Manager (10% time allocation for 36 months)

The Portfolio Manager will supervise the Cluster Lead and Project Manager to provide thematic guidance, in relation to climate change and environment portfolio. S/he will serve as a senior representative and engage with stakeholders accordingly. S/he will ensure the delivery of the Project and will be prepared to represent UNDP at the national/regional/international level. In specific terms, the Portfolio Manager will provide strategic guidance for the sustainability of the Project and for better service delivery in line with “UNDP Programme and Project Management Procedures”. In addition, the

Portfolio Manager will ensure coordination and coherence with other projects/programs of UNDP and other organizations in the fields of climate change adaptation, SDGs, gender equality, natural resources and biodiversity, chemicals and waste, etc. S/he will directly participate to the project activities to perform roles mentioned above.

Chemicals and Waste Cluster Lead (30% time allocation for 36 months)

The Chemicals and Waste Cluster Lead will supervise the TAT and provide thematic guidance to the PM and CTA, in relation to chemicals and waste cluster. S/he will ensure high quality and timely delivery of the project and will be prepared to represent UNDP at the national/regional/international level. In specific terms, the Cluster Lead will contribute implementation of the project in line with “UNDP Programme and Project Management Procedures”. S/he will directly participate to the project activities to perform roles mentioned above.

Projects Implementation Administrator (30% time allocation for 36 months)

The Projects Implementation Administrator (PIA) supports the Project by ensuring that it remains compliant with UNDP Rules and Regulations, with respect financial management and human resources management. S/he liaises with the Programmes Service Centre. Recruitment processes will be made by the PIA. This will also include complex HR, budget and financing processes, where there will be need of direct involvement of PIA. S/he will maintain a close working relationship with the PM and will provide further assistance to the TAT, as required. PIA will report to Portfolio Manager.

Portfolio Administrator (30% time allocation for 36 months)

The Portfolio Administrator (PIA) supports the Project by ensuring that it remains compliant with UNDP Rules and Regulations, with respect to procurement. S/he liaises with the Procurement Unit. The procurement of goods and services will be made by the PA-Procurement. This will also include complex procurement processes including, where there will be need of direct involvement of PA-Procurement. S/he will maintain a close working relationship with the PM and will provide further assistance to the TAT, as required. PA-Procurement will report to Portfolio Manager.

Communications Assistant (20% time allocation for 36 months)

The Communications Assistant will maintain an appropriate degree of communications for the Project and in accordance with the EC-UN Joint Visibility Guidelines. The duties will include, but not be limited to, drafting of strategic communications, ensuring the quality of the promotional materials, drafting of speeches and presentations for public events, reporting (in relation to Project communications) via the UNDP and other approved websites by the stakeholders, management of project media content in line with UNDP practices. The Communications Assistant will provide direct support to TAT, with a 20% time allocation to ensure that Joint visibility guidelines for EC-UN actions in the field are followed in the implementation of the Project activities. Therefore, the Project will use internal UNDP resources to ensure effective and coherent communication activities, for a better standardized approach in

communication, as outlined in Communication and Visibility Plan under the Project. The Communication Assistant at UNDP will closely work with the full time Communication Assistant of the project.

Programme Services Centre Assistant (10% time allocation for 36 months)

The Programme Support Centre Assistant will execute the duties of the Programme Services Centre for the Project and will report to the Programme Services Centre Associate. The Programme Service Centre Assistant will work closely with the Projects Implementation Administrator to ensure that all payments are made in a timely manner. Further, s/he will be responsible for the identification of local vendors as well as management and filing of Project documentation (relating to Project documents, financial records and reports, local procurement actions and staff contracts). The Programme Services Centre Assistant will ensure that all transactions and payments in the Project will be made timely and in line with the rules and procedures of UNDP.

Project Office Equipment:

The Project Office includes personal and shared furniture and equipment for the use of TAT and short terms and/or key experts as well as for meetings with stakeholders. The details of the equipment and furniture are provided in the Budget. The equipment purchased under the Project will be transferred to the MoEU at the end of the Project.

Short Term Senior International and Local Experts

Short-Term Senior and Junior Experts (1410 days)

A total of 1410 working days of short-term expertise will be mobilized for a number of activities. Two short-term expert categories, i.e. senior and junior, have been identified and are presented below for ease of reference and consistency.

	Senior International STE	Senior Local STE	Junior Local STE
Professional experience (years)	Min. 10	Min. 10	Min. 5
International experience (years)	Min. 2	N/A	N/A
Local experience (years)	N/A	Min. 5	Min. 5

The following table shows the number of days to be invested by STEs as per each project activity:

	Senior International STE	Senior Local STE	Junior Local STE
Part A	50	1100	260

The STEs, both local and international, will support the TAT in specialized areas of the project activities. The duration of short-term assignment might vary in accordance with the specific requirements of the relevant assignment. A detailed resource schedule will be developed by the TAT during the Inception Phase.

To ensure that high quality expertise, particularly STEs from the EU member states, is effectively identified, recruited and deployed. UNDP will also benefit and get into engagement with other international organizations, think tanks, universities or NGOs working in the field in EU and Turkey.

1.4.3 Visibility

The Budget of the Project includes a sizable amount of funds for actions related to the visibility of the Project and its outcomes. All necessary measures will be taken to ensure the visibility of the European Union and the Republic of Turkey. All visibility actions will be carried out in accordance with the General Conditions (ANNEX-II - General Conditions to the Contribution Agreements, Article 8). The actions on visibility of the Project will follow the “ Joint Action Plan on Visibility (2006)” and the “Visibility Guidelines for EC-UN Actions in the Field (2014)”, the links to the guidelines are: https://ec.europa.eu/europeaid/sites/devco/files/un-visibility-action-plan-2006_en_0.pdf and https://ec.europa.eu/europeaid/sites/devco/files/guidelines-joint-visibility-eu-un_en.pdf.

The EU-Turkey cooperation logo should be accompanied by the following text:

This project is funded by the European Union and the Republic of Turkey.

Confirmation must be sought from the MOEU/DGEM, MOEU/DGEUFR and the EUD regarding the visibility items.

Due to the need for intensive, coherent and specialized visibility actions, a certain amount of the funds set aside for visibility will be utilized. All equipment, if applicable, shall have a solidly fixed and durable label, as appropriate for each piece of equipment, with the standard EU-Turkey cooperation logo.

The entire visibility actions will be discussed and reviewed in detail during Inception Phase in agreement with the MOEU/DGEM, MOEU/DGEUFR and EUD.

In specific terms, the following visibility related activities will be carried out during the lifetime of the Project at hand, which are detailed Communication and Visibility Plan:

- Preparing and maintaining a Project website: Project description, events and activities will be published on this specific Project website.

- Forming and maintaining Project social media presence: Project will have social media accounts updated daily and integrated with UNDP Turkey's accounts.
- Preparing success and human stories to be used on website and social media: These will be the main content for social media and website. They will be prepared by the UNDP Turkey Communications team.
- Organizing field visits to support communications of Project results: Project outcomes and results should be turned in to visibility content.
- Preparing one different documentary style short movie: The main content of project's visibility is 10 high-quality documentary style short movie.
- Preparing and distributing visibility materials: theme based flyers, brochures, info-sheets, messages and other materials including Project paper file, pen, notebook, USB, sticker; booklet about the scope and objectives of the Project and its activities at the local level.
- Media Packages for various events and social media, which will include the details of the events which will be conducted in the scope of the Project. The information will include the agenda, objectives and the key messages to be conveyed to the public about the climate change adaptation processes.

Reporting

Obligations regarding information and reporting of the Project are conducted in line with the provisions of the Financial and Administrative Framework Agreement in place between the EU and the UN (Amended FAFA on 31.12.2018) and the General Conditions of the Contribution Agreement. The UNDP will be in charge of reporting of the Project activities in collaboration with the End Recipient and as requested by the Contracting Authority.

Reports, that are mentioned below shall be submitted to the MOEU and the EUD, via an e-mail first, at the end of each reporting period specified below. The comments and/or corrections on the reports will be submitted to UNDP via e-mail within 15 calendar days after the receipt of them. The UNDP shall revise the report based on the comments and re-submit it within 10 calendar days via e-mail. If no comments are sent within 5 calendar days, the final version can be processed as hard copy. In case of further comments and/or corrections, the same cycle as outlined above will be done; however, for the purpose of timely finalization of the report, the parties may agree on different time limits. Once the final version is agreed by all parties, UNDP will prepare and submit the hard copy of the reports/documents as the final version within 10 calendar days for approval.

The reports must be submitted both in hard copy and in electronic version (readable by a Microsoft Office application). All reporting will be done in English and Turkish. The Turkish version of the reports should be prepared within 15 days after the approval of English version and will also be submitted to

the MOEU and EUD within the framework of the cycle outlined above. This approval and submission cycle will be valid for inception report, progress reports and final report of the project.

Inception Report

Within 12 weeks of commencement of the Project, UNDP will implement the inception phase and prepare and submit for approval an Inception Report to the MOEU and the EUD within 15 days of the completion of the inception period through e-mail. MOEU and EUD will provide their comments within 5 calendar days and UNDP will review the report as per these comments within 5 calendar days. The hard copy report will be submitted to MOEU and EUD within one month after the completion of the inception phase, providing an outline of the general approach, methodology and timetable for preparation and implementation of all activities funded under the Project. The Inception Report will include a detailed work plan for the 12-month activities and a work plan with estimated budget for the next 24 months.

Progress Report

A Progress Report will be submitted at the end of each year to MOEU and the EUD in line with Article 3 of the General Conditions. It will serve for the minimum requirement of the Commission as a yearly narrative and financial report. The progress report will present the status of Project's implementation during a specific interval of time (12 months) and assess the progress made towards achieving the Project's intended results and outputs, detailed action plan for the rest of the Project duration. The report also will identify future challenges and actions recommended to address them. Progress reports shall be submitted within sixty (60) days after the period covered by the report.

Final Report

A Final Report will be submitted to MoEU (CA) and EUD in line with Article 3 of the General Conditions following completion of project implementation period. The Final Report will document and comment on overall achievements against the original plan, highlight lessons learned and make recommendations on any follow-up actions required.

Name of Report	Time of submission*	Recipients
Inception Report (Turkish & English)	Within 4 months of commencement of the Project.	MoEU (CA) and EUD
Progress Report (Narrative and Financial) (Turkish & English)	Within 60 days after the period covered by such report. (as per Article 3.9 of the General Conditions)	MoEU (CA) and EUD
Activity Reports	Two weeks before each Steering Committee Meeting,	MoEU (CA) and EUD and all members of SC

(Narrative, Turkish and English, to be submitted to Steering Committee Meetings)	to summarize all completed activities within the period covered for the Steering Committee supported with annexes and the planned activities for the next coming period, if applicable.	
Final Report (Narrative and Financial) (Turkish & English)	Not later than 6 months after the end of the implementation period of the Project (as per Article 3.9 of the General Conditions)	MoEU (CA) and EUD

**time of submission of the hard-copy version (final version) of the reports*

Project Monitoring and Evaluation

Monitoring and evaluation exercises will be undertaken in compliance with the provisions of the Financial and Administrative Framework Agreement (Article 1. Focus on results) and the General Conditions (Article 10. Monitoring and Evaluation of the Action).

The expected results, activities, objectively verifiable indicators, sources of verification and assumptions listed in the Logical Framework constitutes the basis of the Project's M&E system. It will be further refined during the Inception Phase. UNDP continuously tracks the progress of the Project based on the agreed indicators and all reporting will be carried out accordingly. Indicators will be based on objectives that are specific, measurable, attainable, realistic and time-based. Indicators for the contribution-specific agreement are linked to the more general indicators relevant for the whole Action, wherever possible.

The success and effectiveness of the trainings for capacity building purpose will be evaluated through a "2 level approach".

Level 1 – Reaction: Measuring trainees' reactions to the relevance and usefulness of the materials through questionnaires.

Level 2 – Learning: Measuring trainees' knowledge and skills through tests during and after the trainings,

Monitoring and evaluation system of the project will be shared with the MOEU and EUD, as soon as they are finalized. EUD representatives shall be invited to participate in the main monitoring and in the evaluation missions. The results of M&E exercises shall be reported to the MOEU and the EUD. Moreover; as far as possible and appropriate, UNDP and the EUD will explore carrying out jointly the M&E activities.

The Project will be evaluated (technical evaluation) independently. The evaluation is expected to be conducted in the last year of the Project.

The assessment will be on the substance and immediate concrete results of the Project, and will, by no means, include any form of expenditure verification (or Audit) etc. As a result of the assessment, the

impacts of the results achieved, lessons learned and good practices in terms of substance will be assessed in a report. Besides, the level of communication and visibility as well as recommendations for sustainability will also be explored in the said assessment.

Project Audit

In line with the Financial and Administrative Framework Agreement (FAFA) and the General Conditions, the financial transactions and financial statements shall be subject to the internal and external auditing procedures laid down in the Financial Regulations, Rules and directives of UNDP.

1.5. Duration and indicative action plan for implementing the action

The duration of the action will be 36 months.

	2019				2020				2021				2022			
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
0. INCEPTION PHASE																
<i>0.1. Establishment of Technical Assistance Team (TAT) and Office</i>	X															
<i>0.2. Kick-off meeting (first Management Meeting)</i>	X															
<i>0.3. Launch Event</i>	X															
1. TECHNICAL AND INSTITUTIONAL CAPACITY FOR MANAGEMENT OF POPS CONTAMINATED SITES HAS BEEN STRENGTHENED																
<i>1.1. Trainings for staff that will be working on POPs/contaminated sites management from different target groups</i>		X	X	X												
<i>1.2. LGA/Guidance documents/publications preparation and update</i>	X	X	X	X												
<i>1.3. Study visits</i>									X							
<i>1.4. Establishment of Helpdesk Navigator Software Programme</i>										X	X	X	X	X		
2. CONTAMINATED SITES WITH POPS HAVE BEEN IDENTIFIED AND CLASSIFIED																
<i>2.1. Update of CSIS Software</i>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
<i>2.2. Identification and classification of POPs contaminated sites in Turkey</i>		X	X													

1.6. Sustainability of the action

Expected Results

The project is expected to create three results:

Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened

Result 2. Contaminated sites with POPs have been identified and classified

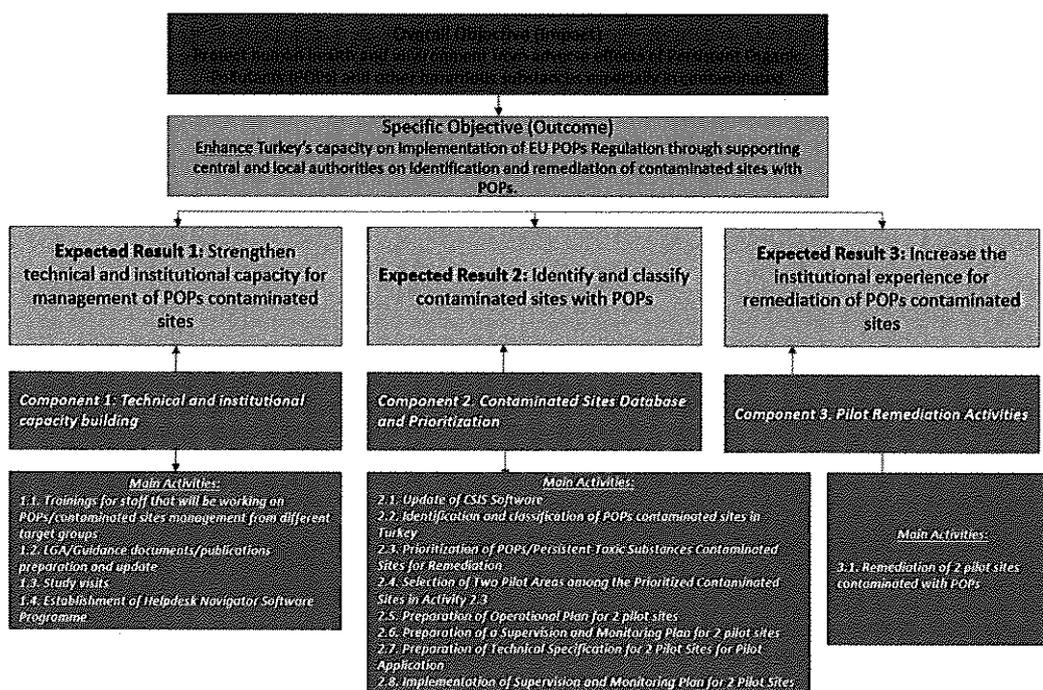
Result 3. Institutional experience for remediation of POPs contaminated sites have been increased

Expected Impact on Target Groups/Beneficiaries

The project is expected to generate the following impacts:

1. National capacity and decision-making process enhanced through trainings, update of guidelines, study visits, software development and establishment of helpdesk,
2. Institutional capacity of central and local authorities of MoEU increased in terms of effective implementation of contaminated sites legislation,
3. Public awareness on contaminated sites management enhanced through institutional and individual capacity enhancement programmes,
4. Knowledge base and expertise pool enhanced through networking efforts between national institutions with EU centres and Member states,
5. Implementation capacity enhanced through pilot remediation activities.

The graph below illustrates the process between overall objective, specific objective, expected results, components and main activities.



Concrete Outputs

The following outputs will be achieved with envisaged delivery date which are indicatively identified in line with the Section 1.5:

Component 0 – Inception

	<u>Main activities</u>	<u>Expected output</u>
0.1	Establishment of Technical Assistance Team (TAT) and office	Inception report Media package Project website, project newsletters, business cards, banners, posters etc. Envisaged delivery date: 12 weeks after the project start date.
0.2	Kick-off meeting (first management meeting)	
0.3	Launch event	

Component 1 - Technical and institutional capacity for management of POPs contaminated sites has been strengthened

	<u>Main activities</u>	<u>Expected output</u>
1.1	Trainings for staff that will be working on POPs/contaminated sites management from different target groups	<ul style="list-style-type: none"> • Training need assessment report • Training module and reports Envisaged delivery date: 18 months after the project start date.

1.2	LGA/Guidance documents/publications preparation and update	<ul style="list-style-type: none"> • Legal gap analysis • Recommendation for draft legislation • A public video on general information on POPs contaminated sites • Brochures on general information on POPs contaminated sites, registration and remediation information for contaminated sites, information on post-monitoring activities • Revised guidelines (Technical guidelines on Contaminated Sites Assessment, Remediation, Monitoring and Risk Assessment) • A new guideline on POPs contaminated sites management • Updated report forms of Annexes of Contaminated sites legislation <p>Envisaged delivery date: 15 months after the project start date.</p>
1.3	Study visits	<ul style="list-style-type: none"> • Study visit reports <p>Envisaged delivery date: 24 months after the project start date.</p>
1.4	Establishment of Helpdesk Navigator Software Programme	<ul style="list-style-type: none"> • Helpdesk Navigator Software Programme <p>Envisaged delivery date: 30 months after the project start date.</p>

Component 2 - Contaminated sites with POPs have been identified and classified

	<u>Main activities</u>	<u>Expected output</u>
2.1	Update of CSIS Software	<ul style="list-style-type: none"> • Updated CSIS Software <p>Envisaged delivery date: 36 months after the project start date.</p>
2.2	Identification and classification of POPs contaminated sites in Turkey	<ul style="list-style-type: none"> • POPs contaminated sites identification and classification report <p>Envisaged delivery date: 9 months after the project start date.</p>
2.3	Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation	<ul style="list-style-type: none"> • Prioritized list of POPs contaminated sites <p>Envisaged delivery date: 12 months after the project start date.</p>
2.4	Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3	<ul style="list-style-type: none"> • Pilot Site Selection Report <p>Envisaged delivery date: 12 months after the project start date.</p>
2.5	Preparation of Operational Plan for 2 pilot sites	<ul style="list-style-type: none"> • Technical specification and operational plan of two pilot sites <p>Envisaged delivery date: 15 months after the project start date.</p>
2.6	Preparation of a Supervision and Monitoring Plan for 2 pilot sites	<ul style="list-style-type: none"> • On-site Technical Supervision and Monitoring <p>Envisaged delivery date: 15 months after the project start date.</p>
2.7	Preparation of Technical Specification for 2 Pilot Sites for Pilot Application	<p>Recommendations respecting Post Remediation Plan</p> <p>Envisaged delivery date: 15 months after the project start date.</p>

Multiplier effects

The intervention modality proposed for implementation of the project includes a number of measures to optimize the multiplier effects and sustainability of the impact after completion of the project. These elements include, but are not limited to, improved decision-making tools, establishment of IT systems, comparative analysis reports. In addition to such outputs the project is expected to contribute significantly to the human resources capacity both at the central and local level through various training activities. The knowledge on other country experiences on local governance and know-how to be gained through the trainings will be used for future contaminated sites management work at policy, financial and technical levels.

Sustainability

MoEU will ensure policy-level sustainability of the Project. The Project is aligned with one of the four pillars of the 10th National Development Plan “Liveable places, sustainable environment” and international agreements such as Stockholm Convention on POPs. The Project will support policy-level sustainability mainly through the replicable pilot actions that will be fulfilled throughout the Project.

The Project includes specific measures to ensure institutional sustainability through training programs and public awareness activities.

Financial Aspect

The Project is geared towards establishment of required institutional capacity and the funds will be used for this specific purpose. As such, once the required institutional capacity is established and the MoEU is with the skills and tools, they will be able to expand the implementation of the recommendations of the Project from its own resources.

Institutional Level

The project will develop significant capacities both at the central level and the local levels through design and delivery of the training programs. At this point, it is important to note that the training modules will be used by the MoEU and others for further training programs to be delivered by their respective training departments. Trainings will be carried out as training of trainers’ modality in order to ensure the institutional sustainability of the project.

Assumptions and risks

The project was designed on several assumptions and risks taking account the current situation. Table below is for identifying mitigation measures for described risks as per their impact and probability rates.

Assumptions:

- The Project will have a dynamic approach in making necessary adjustments in the timelines for project activities;
- National and local institutions are fully committed to the development and implementation of policies and institutional changes required to be in line with the Paris Agreement;
- Central and local authorities willing to cooperate and ready for the assistance as foreseen by the project intervention;
- Enhanced interest of the central and local authorities to adjust decision-making tools and policies in line with EU *Acquis*;
- Trained staff members remain in their posts during the entire duration of the Project.

Description	Impact & Probability ⁸	Mitigation Measures
Insufficient institutional coordination at national and local level to effectively implement key policies and regulations on chemicals and contaminated sites management	Impact = 3 Probability = 2	The overall strategic direction of the project will be provided by a Project Steering Committee (PSC), consisting of representatives of the MOEU/DGEM, the contracting authority (MOEU/DGEUFR), UNDP and other stakeholders when deemed necessary. While this multi-sectoral structure will enhance the coordination among institutions at several levels, it is also planned to specifically promote an inter-sectoral coordination mechanism, which will serve as the primary mitigation measure to this risk.
Insufficient output-outcome linkages due to factors outside the control area of the project	Impact = 3 Probability = 2	The PSC will operate several functions where verifying the achievement of the outputs and results of the project is the main one as a primary mitigation measure to this risk. Close coordination between the PSC and technical team will be assured by Operation Coordination Unit (OCU) for proactive management of risks and outside factors. The OCU will be formed by the MOEU/DGEM representative, technical assistant team (TAT) and Contracting Authority (when necessary) and meet monthly basis to effectively manage the progress of the projects to take corrective measures deem necessary.
Inadequate stakeholder and technical expertise engagement related to potential institutional change.	Impact = 3 Probability = 2	The project has built in specific mechanisms to support coordination and interaction. However, Turkey is currently undergoing some national political changes that may result in changes to institutional structures or mandates in the coming years. In this context of institutional change, it may be difficult for the project to effectively engage all necessary stakeholders and government experts during project implementation. The project will continuously monitor this risk and take adaptive management measures as necessary if this risk appears to negatively affect the project's operational approach and effectiveness.

⁸ Impact: effect on the project if the risk were to occur on a scale of 1 (low) to 5 (high)
Probability: estimate of the likelihood of the risk occurring on a scale of 1 (low) to 5 (high)

1.7. Logical Framework

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objectives	<p>Protect human health and environment from adverse effects of Persistent Organic Pollutants (POPs) and other hazardous substances especially in contaminated sites through enhancing the implementation capacity of POPs Regulation and Soil Contamination By-law.</p>	<ul style="list-style-type: none"> ▪ Contribution to the improved quality of life of citizens through protecting human health and environment from POPs. 	<ul style="list-style-type: none"> ▪ European Commission's Regular Reports from 2019 to 2022 ▪ European Environment Agency's State of Environment Reports ▪ Statistical data on environment and climate change ▪ Progress in the implementation of Sector Operational Programme: Environment and Climate Action ▪ Progress in the implementation of National Action Plan for EU Accession ▪ Progress in the implementation of Multi-annual Action Programme for Turkey on Environment and Climate Action 	<ul style="list-style-type: none"> ▪ Stable political climate and macro-economic situation ▪ Strong commitment and dedication of the stakeholders to participate and cooperate throughout project implementation ▪ Strong stakeholder coordination during project implementation ▪ Convergent views and decisions among stakeholders and relevant institutions ▪ Sufficient number of assigned personnel in charge of the project within relevant institutions ▪ Sufficient number of experienced and high qualified experts with satisfactory knowledge and perception of the Turkish context for each sector which will be dealt with within this project ▪ Coherence between the training subjects/campaigns and the target group
Specific objective	<p>The purpose of the project is to enhance Turkey's capacity on implementation of EU POPs Regulation through supporting central and local authorities on identification and remediation of contaminated sites with POPs.</p>	<ul style="list-style-type: none"> ▪ Strengthened Technical and institutional capacity for management of POPs contaminated sites ▪ Identified and classified contaminated sites with POPs ▪ Increased institutional experience for remediation of POPs contaminated sites 	<ul style="list-style-type: none"> ▪ European Commission's Regular Reports from 2017 to 2020 ▪ Statistical data on environment and climate change ▪ Monitoring Reports ▪ Project Progress Reports ▪ Project Final Report ▪ Project Evaluation Reports 	

Expected results					
Activities		Means	Cost	Assumptions	
<p><i>Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened</i></p>	<p><i>Approximately 490 staff were trained and certificated</i></p> <p><i>Study visits held to EU Countries were organized for information/experience exchange on contaminated sites remediation and soil pollution prevention</i></p>	<p><i>At least 10 number of POPs contaminated sites were identified, assessed and prioritized</i></p> <p><i>A Helpdesk for contaminated site remediation was established.</i></p>	<p><i>Study visit materials, evaluation report and participants list</i></p> <p><i>Training of trainees' programme materials, evaluation report and participants list</i></p> <p><i>Training materials, evaluation report and participants list</i></p> <p><i>Number of certificates given to the participants</i></p> <p><i>Project Inception Report</i></p> <p><i>Activity Evaluation Reports</i></p> <p><i>Project Progress Reports</i></p> <p><i>PSC Meeting Minutes</i></p> <p><i>Project Final Report</i></p> <p><i>Project Evaluation Reports</i></p>	<ul style="list-style-type: none"> ▪ National and local institutions are committed to contaminated sites management. ▪ Owners of pilot sites are willing to cooperate in the project activities. ▪ Other national and local stakeholders are supporting project activities and participating. ▪ Trained staff members (national and local) remain in their posts during the entire duration of the project. 	
<p><i>Result 2. Contaminated sites with POPs have been identified and classified</i></p>	<p><i>2 number of pilot applications were implemented</i></p>				
<p><i>Result 3. Institutional experience for remediation of POPs contaminated sites have been increased</i></p>					
	<p>1. Technical and Institutional Capacity for Management of POPs Contaminated Sites Has Been Strengthened</p> <p>1.1. Trainings for staff that will be working on POPs/contaminated sites management from different target groups</p> <p>1.2. LGA/Guidance documents/publications preparation and update</p> <p>1.3. Study visits</p> <p>1.4. Establishment of Helpdesk Navigator Software Programme</p> <p>2. Contaminated Sites with Pops Have Been Identified and Classified</p> <p>2.1. Update of CSIS Software</p> <p>2.2. Identification and classification of POPs contaminated sites in Turkey</p>	<ul style="list-style-type: none"> ▪ Project Coordination Unit (PCU) ▪ Technical Assistant Team (TAT) ▪ Short term experts (STEs) ▪ Stakeholder engagement activity (e.g. consultative meetings, bilateral meetings, workshops, study tours) costs ▪ Assessment, research, study costs ▪ Web-based platform and software development and maintenance costs ▪ Training costs ▪ Project office costs ▪ Knowledge material development, visibility and dissemination costs 	<ul style="list-style-type: none"> ▪ Covering the human resources, costs for travels, local office and services - details are indicated in the Budget for the Action. 	<ul style="list-style-type: none"> ▪ Factors outside project management's control that may impact on the outcome linkage. 	

<p>2.3. Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation</p> <p>2.4. Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3</p> <p>2.5. Preparation of Operational Plan for 2 pilot sites</p> <p>2.6. Preparation of a Supervision and Monitoring Plan for 2 pilot sites</p> <p>2.7. Preparation of Technical Specification for 2 Pilot Sites for Pilot Application</p> <p>2.8. Implementation of Supervision and Monitoring Plan for 2 Pilot Sites</p> <p>3. Works Component: Pilot Remediation Activities</p>			
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2. LEGAL CONTEXT ⁹

Where the country has signed the Standard Basic Assistance Agreement (SBAA)

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of (country) and UNDP, signed on (date). All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

This project will be implemented by Ministry of Environment and Urbanisation (“Implementing Partner”) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

⁹ 1. Responsibility for NIM projects rests with the government, as reflected in the Standard Basic Assistance Agreement signed by UNDP with the government, and with the implementing partner, as agreed in the country programme action plan or United Nations development assistance framework action plan and respective annual work plan.

2. Under NIM, UNDP is accountable for the effective and efficient use of resources for the achievement of programme results in conjunction with the implementing partner. This encompasses the design of projects, the assessment of capacities of implementing partners, the joint selection of implementing partners, and the financing and evaluation of programme activities. UNDP must monitor progress towards intended outputs and appropriate use of resources.

3. The project will undergo annual audit by a certified auditor according to UNDP rules and regulations.

Annex [#]. Social and Environmental Screening Template

The completed template, which constitutes the Social and Environmental Screening Report, must be included as an annex to the Project Document. Please refer to the Social and Environmental Screening Procedure and Toolkit for guidance on how to answer the 6 questions.

Project Information

Project Information	
1. Project Title	Identification and Remediation of Contaminated Sites with Persistent Organic Pollutants (POPs)
2. Project Number	00107003
3. Location (Global/Region/Country)	RBEC/Turkey CO

Part A. Integrating Overarching Principles to Strengthen Social and Environmental Sustainability

QUESTION 1: How Does the Project Integrate the Overarching Principles in order to Strengthen Social and Environmental Sustainability?

Briefly describe in the space below how the Project mainstreams the human-rights based approach

N/A

Briefly describe in the space below how the Project is likely to improve gender equality and women's empowerment

Understanding the relationship between gender and sound chemicals management is important for the overall effectiveness of any project on chemicals and wastes. Women and men are impacted differently by chemicals and through different routes. They have different experiences of dealing with sources of exposure, and different priorities, responsibilities and needs relating to the reduction of toxic chemicals and wastes. In many developing countries, women and men also often have different levels of access to participation, decision-making, information, education or justice, and face different constraints in their efforts to improve their environment and living conditions. They can also play different roles in making decisions about pollution prevention, waste management, identification of sources of chemical exposure, and building a safer environment for communities.

Means of project implementation:

Gender mainstreaming will be one of the main cross-cutting themes of the Project. Strengthening of gender mainstreaming approach will be done through the following:

- Composition of the trainees: Trainees of the training programs will be composed by a gender sensitive approach.
- Gender sensitive service delivery planning: Gender sensitive service delivery planning will be introduced as a new dimension in the multi-year investment planning. By this, creation of the grounds and instruments for more egalitarian resource allocation on gender basis is expected.

Briefly describe in the space below how the Project mainstreams environmental sustainability

MoEU will ensure policy-level sustainability of the Project. The Project is aligned with one of the four pillars of the 10th National Development Plan "Liveable places, sustainable environment" and international agreements such as Stockholm Convention on POPs. The Project will support policy-level sustainability mainly through the replicable pilot actions that will be fulfilled throughout the Project.

The Project includes specific measures to ensure institutional sustainability through training programs and public awareness activities.

Financial Aspect

The Project is geared towards establishment of required institutional capacity and the funds will be used for this specific purpose. As such, once the required institutional capacity is established and the MoEU is with the skills and tools, they will be able to expand the implementation of the recommendations of the Project from its own resources.

Institutional Level

The project will develop significant capacities both at the central level and the local levels through design and delivery of the training programs. At this point, it is important to note that the training modules will be used by the MoEU and others for further training programs to be delivered by their respective training departments. Trainings will be carried out as training of trainers modality in order to ensure the institutional sustainability of the project.

Part B. Identifying and Managing Social and Environmental Risks

QUESTION 2: What are the Potential Social and Environmental Risks? <i>Note: Describe briefly potential social and environmental risks identified in Attachment 1 – Risk Screening Checklist (based on any "Yes" responses). If no risks have been identified in Attachment 1 then note "No Risks Identified" and skip to Question 4 and Select "Low Risk". Questions 5 and 6 not required for Low Risk Projects.</i>	QUESTION 3: What is the level of significance of the potential social and environmental risks? <i>Note: Respond to Questions 4 and 5 below before proceeding to Question 6</i>	QUESTION 6: What social and environmental assessment and management measures have been conducted and/or are required to address potential risks (for Risks with Moderate and High Significance)?		
Risk Description	Impact and Probability (1-5)	Significance (Low, Moderate, High)	Comments	Description of assessment and management measures as reflected in the Project design. If ESIA or SESA is required note that the assessment should consider all potential impacts and risks.
Risk 1: The Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts [add additional rows as needed]	I = 5 P = 1	Low	During the supervision part of the project, pilot activities may have such risk.	A state-of-art technical specification and operational plan will be prepared by top notch expertise on the area in order to decrease the potential risks posed by pilot activities of the project. In addition, although pilot activities will be carried out by the beneficiary of the project, all supervision related works will be carried out by PMU in order to mitigate this risk.

QUESTION 4: What is the overall Project risk categorization?		Comments
Select one (see SESP for guidance)		
Low Risk	<input checked="" type="checkbox"/>	
Moderate Risk	<input type="checkbox"/>	
High Risk	<input type="checkbox"/>	
QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are relevant?		Comments
Check all that apply		
Principle 1: Human Rights	<input type="checkbox"/>	
Principle 2: Gender Equality and Women's Empowerment	<input type="checkbox"/>	
1. Biodiversity Conservation and Natural Resource Management	<input type="checkbox"/>	
2. Climate Change Mitigation and Adaptation	<input type="checkbox"/>	
3. Community Health, Safety and Working Conditions	<input type="checkbox"/>	
4. Cultural Heritage	<input type="checkbox"/>	
5. Displacement and Resettlement	<input type="checkbox"/>	
6. Indigenous Peoples	<input type="checkbox"/>	
7. Pollution Prevention and Resource Efficiency	<input checked="" type="checkbox"/>	

Final Sign Off

Signature	Date	Description
	31.10.19	Nuri Özbagdatli, Portfolio Manager CCE
	31.10.2019	Öykü Uluçay, M&E Analyst
	31.10.2019	Seher Alacaci Ariner, ARR/P

SESP Attachment 1. Social and Environmental Risk Screening Checklist

Checklist Potential Social and Environmental Risks		Answer (Yes/No)
Principles 1: Human Rights		
1.	Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
2.	Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? ¹	No
3.	Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?	No
4.	Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them?	No
5.	Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?	No
6.	Is there a risk that rights-holders do not have the capacity to claim their rights?	No
7.	Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?	No
8.	Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?	No
Principle 2: Gender Equality and Women's Empowerment		
1.	Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?	No
2.	Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
3.	Have women's groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment?	No
4.	Would the Project potentially limit women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services? <i>For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being</i>	No
Principle 3: Environmental Sustainability: Screening questions regarding environmental risks are encompassed by the specific Standard-related questions below		
Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management		
1.1	Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services?	No

¹ Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.

<i>For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i>		
1.2	Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	No
1.3	Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	No
1.4	Would Project activities pose risks to endangered species?	No
1.5	Would the Project pose a risk of introducing invasive alien species?	No
1.6	Does the Project involve harvesting of natural forests, plantation development, or reforestation?	No
1.7	Does the Project involve the production and/or harvesting of fish populations or other aquatic species?	No
1.8	Does the Project involve significant extraction, diversion or containment of surface or ground water? <i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i>	No
1.9	Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)	No
1.10	Would the Project generate potential adverse transboundary or global environmental concerns?	No
1.11	Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area? <i>For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.</i>	No
Standard 2: Climate Change Mitigation and Adaptation		
2.1	Will the proposed Project result in significant ² greenhouse gas emissions or may exacerbate climate change?	No
2.2	Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?	No
2.3	Is the proposed Project likely to directly or indirectly increase social and environmental vulnerability to climate change now or in the future (also known as maladaptive practices)? <i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i>	No
Standard 3: Community Health, Safety and Working Conditions		
3.1	Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?	No
3.2	Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No

² In regards to CO₂, 'significant emissions' corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.]

3.3	Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?	No
3.4	Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure)	No
3.5	Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?	No
3.6	Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)?	No
3.7	Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?	No
3.8	Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)?	No
3.9	Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)?	No
Standard 4: Cultural Heritage		
4.1	Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	No
4.2	Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?	No
Standard 5: Displacement and Resettlement		
5.1	Would the Project potentially involve temporary or permanent and full or partial physical displacement?	No
5.2	Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	No
5.3	Is there a risk that the Project would lead to forced evictions? ³	No
5.4	Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	No
Standard 6: Indigenous Peoples		
6.1	Are indigenous peoples present in the Project area (including Project area of influence)?	No
6.2	Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples?	No
6.3	Would the proposed Project potentially affect the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the Project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)? <i>If the answer to the screening question 6.3 is “yes” the potential risk impacts are considered potentially severe and/or critical and the Project would be categorized as either Moderate or High Risk.</i>	No

³ Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections.

6.4	Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	No
6.5	Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.6	Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?	No
6.7	Would the Project adversely affect the development priorities of indigenous peoples as defined by them?	No
6.8	Would the Project potentially affect the physical and cultural survival of indigenous peoples?	No
6.9	Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?	No
Standard 7: Pollution Prevention and Resource Efficiency		
7.1	Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	Yes
7.2	Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)?	No
7.3	Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs? <i>For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Conventions on Persistent Organic Pollutants or the Montreal Protocol</i>	No
7.4	Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health?	No
7.5	Does the Project include activities that require significant consumption of raw materials, energy, and/or water?	No

Design & Appraisal Stage Quality Assurance Report

Form Status: Approved

Overall Rating:	Highly Satisfactory
Decision:	Approve: The project is of sufficient quality to continue as planned. Any management actions must be addressed in a timely manner.
Portfolio/Project Number:	00107003
Portfolio/Project Title:	Remediation of Contaminated Sites with POPs
Portfolio/Project Date:	2019-11-01 / 2022-11-30

Strategic

Quality Rating: Exemplary

1. Does the project specify how it will contribute to higher level change through linkage to the programme's Theory of Change?

- *3: The project is clearly linked to the programme's theory of change. It has an explicit change pathway that explains how the project will contribute to outcome level change and why the project's strategy will likely lead to this change. This analysis is backed by credible evidence of what works effectively in this context and includes assumptions and risks.*

2: The project is clearly linked to the programme's theory of change. It has a change pathway that explains how the project will contribute to outcome-level change and why the project strategy will likely lead to this change.

1: The project document may describe in generic terms how the project will contribute to development results, without an explicit link to the programme's theory of change.

Evidence:

The overall objective is to improve environmental protection and the quality of life of citizens by protecting human health and environment from adverse effects of Persistent Organic Pollutants (POPs) and other hazardous substances especially in contaminated sites through enhancing the implementation capacity of EU POPs Regulation and Soil Contamination Strategy. The project will contribute one of the trivets of general objective of the ESOP that is environmental protection through increasing the capacity of the MoEU for protection of soils from POPs and other dangerous pollutants. The project is also fitting the respective output of the ESOP which is the "Legislative reform and capacity building advanced in the areas of climate action, air quality, civil protection, marine environment, horizontal legislation and nature protection" since it will contribute capacity building for implementation of POPs Regulation and Point Source Contaminated Sites Legislation.

List of Uploaded Documents

#	File Name	Modified By	Modified On
1	ProDocPOPSIPA_Revisedfinal_2120_101 (https://intranet.undp.org/apps/ProjectQA/QAFormDocuments/ProDocPOPSIPA_Revisedfinal_2120_101.docx)	naz.ozguc@undp.org	10/30/2019 1:43:00 PM

2. Is the project aligned with the UNDP Strategic Plan?

- 3: *The project responds to at least one of the development settings as specified in the Strategic Plan¹ and adapts at least one Signature Solution². The project's RRF includes all the relevant SP output indicators. (all must be true)*

2: The project responds to at least one of the development settings as specified in the Strategic Plan⁴. The project's RRF includes at least one SP output indicator, if relevant. (both must be true)

1: The project responds to a partner's identified need, but this need falls outside of the UNDP Strategic Plan. Also select this option if none of the relevant SP indicators are included in the RRF.

Evidence:

The objective of the project is thematically aligned with the Outcome 1.3 of UNDCS (2016-2020) as well as linked to UNDP Strategic Plan's area of sustainable planet initiative. The intervention falls into the Eradicate Poverty in all its forms and dimensions setting and the signature solution is "promote nature based solutions for a sustainable planet".

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No documents available.

3. Is the project linked to the programme outputs? (i.e., UNDAF Results Group Workplan/CPD, RPD or Strategic Plan IRRF for global projects/strategic interventions not part of a programme)

• Yes

No

Evidence:

The project is linked to Contributing Outcome (UN DCS Outcome): 1.3: "By 2020, improved implementation of more effective policies and practices on sustainable environment, climate change, biodiversity by national, local authorities and stakeholders including resilience of the system/communities to disasters" and CPD Output: 1.3.3: "Chemical waste prevented, managed and disposed of, and chemically contaminated sites managed in environmentally sound manner."

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No documents available.

Relevant

Quality Rating: Highly Satisfactory

4. Do the project target groups leave furthest behind?

3: The target groups are clearly specified, prioritising discriminated, and marginalized groups left furthest behind, identified through a rigorous process based on evidence.

• 2: *The target groups are clearly specified, prioritizing groups left furthest behind.*

1: The target groups are not clearly specified.

Evidence:

The following target groups can be considered under this action:

- The relevant staff of MoEU in central and provincial level from the following departments:
 - o Department of Chemicals Management
 - o Provincial directorates
- Line ministries
 - o Ministry of Agriculture and Forestry
 - o Ministry of Industry and Technology
 - o Ministry of Health
- Industrial Associations and Environmental NGOs (i.e. İstanbul Minerals and Metals Exporters Association (IMMIB), Chemicals Industry Associations, TEMA, etc.) Universities and Research Centers (METU, Kocaeli University, TÜBİTAK MRC, etc.)
- Industry especially potential target sectors that may have contaminated sites
- Public especially farmers, residents in highly industrialized areas

In addition to target groups the following departments of MoEU will be the stakeholders:

- Department of Water and Soil Management
- Directorate General of Geographic Information Systems

However, in addition to this, works component will have a specific targets groups as it will be implemented locally:

- Provincial directorate of Environment and Urbanization
- Other provincial directorates of line ministries
- Local municipality
- Local people living around the selected pilot contaminated site

While these target groups are mostly public authorities, the final beneficiaries of the project are local stakeholders, and vulnerable communities and citizens.

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No documents available.

5. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design?

- *3: Knowledge and lessons learned backed by credible evidence from sources such as evaluation, corporate policies/strategies, and/or monitoring have been explicitly used, with appropriate referencing, to justify the approach used by the project.*
2: The project design mentions knowledge and lessons learned backed by evidence/sources but have not been used to justify the approach selected.
1: There is little, or no mention of knowledge and lessons learned informing the project design. Any references made are anecdotal and not backed by evidence.

Evidence:

Turkey has signed the Stockholm Convention on Persistent Organic Pollutants in 2004 and ratified in 2009. In order to fulfill its obligations under the Convention Turkey prepared its National Implementation Plan (NIP) that includes the inventory of the country and the necessary action plans for implementation of the convention in the country. The inventory of POPs in the country and action plans in the NIP has been reviewed with the GEF support in 2013 since there has been addition of 9 new POPs in the annexes of the convention in between 2004-2011. As it is indicated in the NIP, one of the priority areas of the country on implementation of the Convention and the POPs Regulation is contaminated sites management since the country is in a fast-growing period and has intensive usage of such chemicals in various industrial sectors which may increase the uncontrolled contamination of soil with these chemicals.

The Project interventions will be based on the lessons learned (including maladaptation practices) and best practices in EU Member States as they have more experience than Turkey. At this point, focusing on identifying and solving problems rather than trying to match one or another model in different country will be the key. It is because each reform process is unique in terms of the solutions that can be applied. The challenge is to learn from other experiences but also to provide customized solutions for particular situations in the context of Turkey. For detailed information please see attached prodoc.

In addition; the ongoing GEF project will provide a technical background information for local authorities and central level staff with regard to current soil contamination regulation and its early implementation practices. This project is going to use this background level knowledge to build up their capacity with extensive trainings. In addition to this, GEF project brought the contaminated site registration system in a certain level to get registration of contaminated sites. This will foster the selection of priority sites however there is still room to develop the registration system as well as the evaluation and clean-up system

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No documents available.

6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national / regional / global partners and other actors?

3: *An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project, including identification of potential funding partners. It is clear how results achieved by partners will complement the project's intended results and a communication strategy is in place to communicate results and raise visibility vis-à-vis key partners. Options for south-south and triangular cooperation have been considered, as appropriate. (all must be true)*

2: Some analysis has been conducted on the role of other partners in the area where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project, with unclear funding and communications strategies or plans.

1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance.

Evidence:

Turkey has implemented the EU Project on Implementation of POPs Regulation in Turkey which is the implementing legislation of EU for the Stockholm Convention and at the moment preparing the POPs By-law for publication that is the output of the project. The prepared By-law was adopted in 2018. The EU Project supports Turkey to implement the fundamental legislation on POPs that is providing necessary framework measures and limits for POPs management however it does not consist specific provisions for implementation of the POPs Regulation such as management of POPs stockpiles, wastes, and contaminated sites. Under these circumstances, Turkey will start implementing the obligations of the Stockholm Convention (SC) and related EU POPs Regulation (EC) No 850/2004, which is the implementing regulation of EU for SC, in the upcoming years very tremendously and will need technical assistance for effective implementation of it. For this purpose, an EU Project for implementation of POPs Regulation in Turkey was conducted in 2013-2015 to harmonize the SC and related EU Regulation in Turkish acquis with a By-law on POPs. However, this project and its output draft By-law is not covering POPs contaminated sites and therefore there is still a need for a complementary project as proposed to enhance the technical and institutional contaminated sites management background all actors including policy makers, local implementing authorities and site owners and strengthen the enforcement capability of the POPs and Contaminated Sites legislation in the country. In output level, GEF project will provide a technical background information for local authorities and central level staff with regard to current soil contamination regulation and its early implementation practices. This project is going to use this background level knowledge to build up their capacity with extensive trainings. In addition to this, GEF project brought the contaminated site registration system in a certain level to get registration of contaminated sites. This will foster the selection of priority sites however there is still room to develop the registration system as well as the evaluation and clean-up system.

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No documents available.

Principled

Quality Rating: Highly Satisfactory

7. Does the project apply a human rights-based approach?

3: The project is guided by human rights and incorporates the principles of accountability, meaningful participation, and non-discrimination in the project's strategy. The project upholds the relevant international and national laws and standards. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. (all must be true)

- 2: *The project is guided by human rights by prioritizing accountability, meaningful participation and non-discrimination. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget. (both must be true)*

1: No evidence that the project is guided by human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered.

Evidence:

UNDP's support to countries on chemicals management is shaped by four important global agreements: Stockholm Convention on Persistent Organic Pollutants, Basel Convention on the control of transboundary movements of hazardous wastes and their disposal, Rotterdam Convention on the prior informed consent procedure for certain hazardous chemicals and Minamata Convention on Mercury.

The Project has already indicated its direct contribution to the Stockholm Convention on Persistent Organic Pollutants and the 2030 Agenda for Sustainable Development. The Project activities are directly in compliant with obligations of the conventions to reduce the adverse effects of POPs from human health and the environment through environmentally sound management of contaminated sites with POPs and other hazardous chemicals.

The project does not directly apply a human rights-based approach however, supporting remediation of contaminated sites improves people's right to reach clean soil and water which is one of the essential human right.

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No documents available.

8. Does the project use gender analysis in the project design?

- * *3: A participatory gender analysis has been conducted and results from this gender analysis inform the development challenge, strategy and expected results sections of the project document. Outputs and indicators of the results framework include explicit references to gender equality, and specific indicators measure and monitor results to ensure women are fully benefitting from the project. (all must be true)*
- 2: A basic gender analysis has been carried out and results from this analysis are scattered (i.e., fragmented and not consistent) across the development challenge and strategy sections of the project document. The results framework may include some gender sensitive outputs and/or activities but gender inequalities are not consistently integrated across each output. (all must be true)*
- 1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the gender inequalities have not been clearly identified and reflected in the project document.*

Evidence:

Understanding the relationship between gender and sound chemicals management is important for the overall effectiveness of any project on chemicals and wastes. Women and men are impacted differently by chemicals and through different routes.

They have different experiences of dealing with sources of exposure, and different priorities, responsibilities and needs relating to the reduction of toxic chemicals and wastes. In many developing countries, women and men also often have different levels of access to participation, decision-making, information, education or justice, and face different constraints in their efforts to improve their environment and living conditions. They can also play different roles in making decisions about pollution prevention, waste management, identification of sources of chemical exposure, and building a safer environment for communities.

Gender mainstreaming will be one of the main cross-cutting themes of the Project. Strengthening of gender mainstreaming approach will be done through the following:

- Composition of the trainees: Trainees of the training programs will be composed by a gender sensitive approach.
- Gender sensitive service delivery planning: Gender sensitive service delivery planning will be introduced as a new dimension in the multi-year investment planning. By this, creation of the grounds and instruments for more egalitarian resource allocation on gender basis is expected.

UNDP will utilize the cooperation with UNDP Gender Equality Team and relevant UN Agencies, including UN Women, UNEP and United Nations International Children's Emergency Fund (UNICEF) for the implementation of the relevant capacity development, technical know-how and legislation review activities on this subject.

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No documents available.

9. Did the project support the resilience and sustainability of societies and/or ecosystems?

- *3: Credible evidence that the project addresses sustainability and resilience dimensions of development challenges, which are integrated in the project strategy and design. The project reflects the interconnections between the social, economic and environmental dimensions of sustainable development. Relevant shocks, hazards and adverse social and environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. (all must be true)*
- 2: The project design integrates sustainability and resilience dimensions of development challenges. Relevant shocks, hazards and adverse social and environmental impacts have been identified and assessed, and relevant management and mitigation measures incorporated into project design and budget. (both must be true)
- 1: Sustainability and resilience dimensions and impacts were not adequately considered.

Evidence:

The project has thus a “tools and solutions” approach and the context-specific/EU-aligned strategic entry points are the first step towards project sustainability. The combination of these strategic entry points will help achieve the priorities identified in the MAAP/ESOP such as enhancing chemicals management by implementing the relevant EU Regulations (REACH, POPs and PIC Regulations) and International Conventions (Stockholm and Rotterdam Conventions) and reduced and/or eliminated POPs and Mercury. The intervention modality proposed for implementation of the project includes a number of measures to optimize the multiplier effects and sustainability of the impact after completion of the project. These elements include, but are not limited to, improved decision-making tools, establishment of IT systems, comparative analysis reports. In addition to such outputs the project is expected to contribute significantly to the human resources capacity both at the central and local level through various training activities. The knowledge on other country experiences on local governance and know-how to be gained through the trainings will be used for future contaminated sites management work at policy, financial and technical levels.

MoEU will ensure policy-level sustainability of the Project. The Project is aligned with one of the four pillars of the 10th National Development Plan “Liveable places, sustainable environment” and international agreements such as Stockholm Convention on POPs. The Project will support policy-level sustainability mainly through the replicable pilot actions that will be fulfilled throughout the Project. The Project includes specific measures to ensure institutional sustainability through training programs and public awareness activities.

And finally, the Project is increasing the soil contamination capacity of government and private sector which increase the resilience of target groups on environmental management.

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No documents available.

10. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? The SESP is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of reports, coordination of events, trainings, workshops, meetings, conferences and/or communication materials and information dissemination. [if yes, upload the completed checklist. If SESP is not required, provide the reason for the exemption in the evidence section.]

• Yes

No

SESP not required because project consists solely of (Select all exemption criteria that apply)

- 1: Preparation and dissemination of reports, documents and communication materials
- 2: Organization of an event, workshop, training
- 3: Strengthening capacities of partners to participate in international negotiations and conferences
- 4: Partnership coordination (including UN coordination) and management of networks
- 5: Global/regional projects with no country level activities (e.g. knowledge management, inter-governmental processes)
- 6: UNDP acting as Administrative Agent

Evidence:

List of Uploaded Documents

#	File Name	Risk Category	Risk Requirements	Document Status	Modified By	Modified On
1	SESP -IPAP OPs_2120_110 (https://intranet.undp.org/apps/ProjectQA/Form Documents /SES P-IPA POPs _2120_110.docx)	Low		Final	naz.ozguc@undp.org	10/30/2019 3:24:00 PM

Management & Monitoring

Quality Rating: Exemplary

11. Does the project have a strong results framework?

- **3:** *The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators that measure the key expected development changes, each with credible data sources and populated baselines and targets, including gender sensitive, target group focused, sex-disaggregated indicators where appropriate. (all must be true)*
- **2:** The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of target group focused, sex-disaggregated indicators, as appropriate. (all must be true)
- **1:** The project's selection of outputs and activities are not at an appropriate level; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators. (if any is true)

Evidence:

Monitoring and evaluation exercises of the project will be undertaken in compliance with the provisions of the Financial and Administrative Framework Agreement (Article 1. Focus on results) and the General Conditions (Article 10. Monitoring and Evaluation of the Action).

The expected results, activities, objectively verifiable indicators, sources of verification and assumptions listed in the Logical Framework constitutes the basis of the Project's M&E system. It will be further refined during the Inception Phase. The Organisation continuously tracks the progress of the Project based on the agreed indicators and all reporting will be carried out accordingly. Indicators will be based on objectives that are specific, measurable, attainable, realistic and time-based. Indicators for the contribution-specific agreement are linked to the more general indicators relevant for the whole Action, wherever possible.

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No documents available.

12. Is the project's governance mechanism clearly defined in the project document, including composition of the

project board?

- 3: *The project's governance mechanism is fully defined. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. (all must be true)*
- 2: The project's governance mechanism is defined; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The project document lists the most important responsibilities of the project board, project director/manager and quality assurance roles. (all must be true)
- 1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided.

Evidence:

Yes the governance mechanism is clearly defined in the Prodoc at 1.4 Management Structure section of the document. The MOEU/DGEM, Department of Environment Management is the End Recipient and IP of the Project, which has the overall responsibility of the Project results from the Government side. It gives official views and confirmations on all relevant activities, outputs, M&E etc. It is the chair of the Project Steering Committee (PSC) and the Operation Coordination Unit (OCU).

The UNDP Turkey will be responsible for the provision of technical and implementation support of the Project in line with its rules and regulations and as per Contribution Agreement signed with the MOEU/DGEUFR To this end, it provides technical guidance, promotes participation and facilitation, ensures coordination among relevant international projects, programmes and initiatives and establishes new partnerships.

UNDP is also responsible for mobilizing all required financial and human resources to ensure successful implementation, M&E and completion of the Project and the CCAGP in close cooperation with the End Recipient/Implementing Partner. At the top of the Project management structure, there is the Project Steering Committee (PSC). PSC will be chaired by the MOEU/DGEM and will convene on a quarterly basis.

The Project Assurance role supports the Project Steering Committee by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed.

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No documents available.			

13. Have the project risks been identified with clear plans stated to manage and mitigate each risk?

- *3: Project risks related to the achievement of results are fully described in the project risk log, based on comprehensive analysis drawing on the programme's theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis such as funding potential and reputational risk. Risks have been identified through a consultative process with key internal and external stakeholders, including consultation with the UNDP Security Office as required. Clear and complete plan in place to manage and mitigate each risk, including security risks, reflected in project budgeting and monitoring plans. (both must be true)*
- 2: Project risks related to the achievement of results are identified in the initial project risk log based on a minimum level of analysis and consultation, with mitigation measures identified for each risk.
- 1: Some risks may be identified in the initial project risk log, but no evidence of consultation or analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified, no initial risk log is included with the project document and/or no security risk management process has taken place for the project.

Evidence:

The project risks and assumptions are clearly detailed on the 1.6 Risks and Assumptions section of the prodoc. Mitigation actions are clearly defined and the risk log of the project will be updated in ATLAS regularly and the project team will follow the possible risks and mitigation actions timely.

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#	File Name	Modified By	Modified On
No documents available.			

Efficient

Quality Rating: Highly Satisfactory

14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include, for example:

- i) Using the theory of change analysis to explore different options of achieving the maximum results with the resources available.
- ii) Using a portfolio management approach to improve cost effectiveness through synergies with other interventions.

- iii) Through joint operations (e.g., monitoring or procurement) with other partners.
- iv) Sharing resources or coordinating delivery with other projects.
- v) Using innovative approaches and technologies to reduce the cost of service delivery or other types of interventions.

- Yes
- No

Evidence:

Yes. The the project build on past UNDP projects and results, ensuring cost efficiency and also port folio management approach is applying for cost ef fectiveness through synergies with interventions. The project is geared towards establishment of re quired institutional capacity and the funds will be used for this specific purpose. As such, once the r equired institutional capacity is established and th e MOEU and municipalities are with the skills and tools, they will be able to expand the implementati on of the recommendations of the Project from its own resources. In specific terms, the recommend ations for effective adaptation action, managemen t and financing, establishment of participatory me chanisms are expected to be continued with the o wnership and commitment of the municipalities, e ven after the Project ends. All activities will be bas ed on transparent procurement processes using U NDP's rules and regulations to ensure best value f or money. The project team regularly review its cos t in close coordination with the other ongoing proj ects within the CCE Portfolio. Since all procureme nt activities are reviewing by the CCE Portfolio Ad ministrator (Procurement) and also the delivery an d budgets of the projects in the portfolio are revie wing by CCE Projects Implementation Administrat or, complementarity among all ongoing projects u nder CCE portfolio is ensured. The project team al so pursues joint activities with other projects not only in CCE portfolio, but also others in different p ortfolios in UNDP CO to minimize costs and increa se efficiencies.

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No documents available.

15. Is the budget justified and supported with valid estimates?

- 3: *The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Realistic resource mobilisation plans are in place to fill unfunded components. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget. Adequate costs for monitoring, evaluation, communications and security have been incorporated.*
- 2: *The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget, but no funding plan is in place. Costs are supported with valid estimates based on prevailing rates.*
- 1: *The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget.*

Evidence:

Yes, the project has a detailed budget per year. Budget justifications are provided for each of the budget lines and in line with EU rules and regulations

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No documents available.

16. Is the Country Office / Regional Hub / Global Project fully recovering the costs involved with project implementation?

- 3: *The budget fully covers all project costs that are attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.)*
- 2: *The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant.*
- 1: *The budget does not adequately cover project costs that are attributable to the project, and UNDP is cross-subsidizing the project.*

Evidence:

Some of the UNDP staff costs required for project implementation have been included in the project budgets- earmarked as UNDP direct contributions . However, limited DPC is covered by the EU- as agreed with by RBEC and CO management. UNDP will establish a Technical Assistance Team (TAT), which will work in close cooperation with the End Recipient. The TAT will be composed of high-calibre national and international experts to be backed up by the UNDP direct project costed staff and supported by national and international short-term experts. Direct project costed staff costs are proportionally budgeted to the Project based on their direct and necessary involvement in the implementation of the Project.

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No documents available.

Effective

Quality Rating: Exemplary

17. Have targeted groups been engaged in the design of the project?

- *3: Credible evidence that all targeted groups, prioritising discriminated and marginalized populations that will be involved in or affected by the project, have been actively engaged in the design of the project. The project has an explicit strategy to identify, engage and ensure the meaningful participation of target groups as stakeholders throughout the project, including through monitoring and decision-making (e.g., representation on the project board, inclusion in samples for evaluations, etc.)*
- 2: Some evidence that key targeted groups have been consulted in the design of the project.
- 1: No evidence of engagement with targeted groups during project design.
- Not Applicable

Evidence:

Yes as it is clearly explained in the 1.2 Target Groups section of the prodoc the targeted groups and key stakeholders were engaged in the design of the project. The target groups of the project are the relevant public institutions, local governments and municipalities, regional and provincial directorates, regional development agencies, chambers, unions, professional and business organisations, universities, research institutes and civil society organisations. The target groups of the operation include all relevant non-state stakeholders and citizens.

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No documents available.

18. Does the project plan for adaptation and course correction if regular monitoring activities, evaluation, and lesson learned demonstrate there are better approaches to achieve the intended results and/or circumstances change during implementation?

- Yes
- No

Evidence:

Yes, the project has detailed M&E plan with clear timelines to ensure course corrections can be made when needed. M&E Advisor for the portfolio, along with the project managers, will document the progress of all of the components, conduct monitoring visits, and organize of Steering Committee meeting where results, challenges and opportunities could be share among stakeholders.

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No documents available.

19. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.

- Yes
- No

Evidence:

This is a GEN1 project. The target group of the project consist of non-governmental organizations (NGOs) advocating women's rights. UNDP will utilize the cooperation with UNDP Gender Equality Team and relevant UN Agencies, including UN Women, UNEP and United Nations International Children's Emergency Fund (UNICEF) for the implementation of the relevant capacity development, technical know-how and legislation review activities on this subject.

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No documents available.

Sustainability & National Ownership

Quality Rating: Satisfactory

20. Have national / regional / global partners led, or proactively engaged in, the design of the project?

- *3: National partners (or regional/global partners for regional and global projects) have full ownership of the project and led the process of the development of the project jointly with UNDP.*
- 2: The project has been developed by UNDP in close consultation with national / regional / global partners.
- 1: The project has been developed by UNDP with limited or no engagement with national partners.

Evidence:

The project will provide technical assistance and capacity building with its TA and Works components to better implement the POPs By-law and By-law of Point Source Soil Contamination that are the baseline legislation for management of contaminated sites with POPs. The main responsible bodies in this regulation is the Chemicals Management Department and Soil and Water Management Department. These legislations are putting some roles and responsibilities to relevant line ministries and industry. For this reason, the project will also provide technical assistance to following Ministries and also other relevant groups. All these key partners engaged in the design of the project and the project will address needs of this target group through several training, scalable data and spatial tools, visibility and advocacy platforms for increased ownership of the contaminated sites legislation and POPs by-law in Turkey will be promoted in scope of the Project through the training and awareness raising programs and communication.

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No documents available.

21. Are key institutions and systems identified, and is there a strategy for strengthening specific / comprehensive capacities based on capacity assessments conducted?

3: The project has a strategy for strengthening specific capacities of national institutions and/or actors based on a completed capacity assessment. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly.

* 2: *A capacity assessment has been completed. There are plans to develop a strategy to strengthen specific capacities of national institutions and/or actors based on the results of the capacity assessment.*

1: Capacity assessments have not been carried out.

Not Applicable

Evidence:

Yes the capacity assessment has been conducted to the key stakeholder. Please see attached document for reference.

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#	File Name	Modified By	Modified On
1	FINAL_MicroAssessmentReport_ÇYGM_2120_121 (https://intranet.undp.org/apps/ProjectQA/QAFormDocuments/FINAL_MicroAssessmentReport_ÇYGM_2120_121.pdf)	naz.ozguc@undp.org	10/30/2019 3:49:00 PM

22. Is there is a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc..) to the extent possible?

Yes

No

Not Applicable

Evidence:

The UNDP Turkey will implement the Project through the Contribution Agreement that will be signed with the MOEU/DGEUFR as per the Financing Agreement between the European Commission (EC) and the Government of Turkey. To this end, it provides technical guidance, promotes participation and facilitation, ensures coordination among relevant international projects, programmes and initiatives and establishes new partnerships. The Organisation is also responsible for mobilizing all required financial and human resources to ensure successful implementation, M&E and completion of the Project and the CCAGP in close cooperation with the End Recipient. The project will follow UNDP's procurement rules and regulations as well as M&E procedures.

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No documents available.

23. Is there a clear transition arrangement / phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation and communications strategy)?

- Yes
- No

Evidence:

The intervention modality proposed for implementation of the Project includes a number of measures to optimize the multiplier effects and sustainability of the impact after completion of the Project. These elements include, but are not limited to, improved decision-making tools, establishment of IT systems, comparative analysis and best practice reports. In addition to such outputs the Project is expected to contribute significantly to the human resources capacity both at the central and local level through various training activities. The knowledge on other country experiences on local governance and know-how to be gained through the trainings will be used for future climate change adaptation work at policy, financial and technical levels to build a resilient society.

MOEU will ensure policy-level sustainability of the Project. The Project is aligned with one of the four pillars of the 10th National Development Plan "Liveable places, sustainable environment" and international agreements such as the 2030 Agenda for Sustainable Development and the Stockholm Convention. The Project will support policy-level sustainability mainly through the replicable pilot actions that will be fulfilled throughout the Project. The project will be very beneficial in order to provide strong institutional and technical capacity for the implementation of the POPs Regulation in Turkey specifically in the area of contaminated sites management. The Project itself will not have any adverse environmental impacts, other than those due to normal activities (e.g. transport). Additionally, efforts will be made to assure that establishment of contaminated sites management system and helpdesk in this project will be beneficial to the environment on the whole, taking into account the potential adverse impacts of the planned activities on other environmental fields.

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No documents available.

QA Summary/LPAC Comments

List of Abbreviations

DGoEUFR	General Directorate of European Union and Foreign Relations
DGEM	General Directorate of Environment Management
EC	European Commission
ESOP	Sector Operational Programme: Environment and Climate Action
EU	European Union
EUD	Delegation of the European Union to Turkey
FAFA	Financial and Administrative Framework Agreement
GIS	Geographical Information System
IPA	Instrument for Pre-Accession Assistance
M&E	Monitoring and Evaluation
MAAP	Multi-Annual Action Programme for Turkey on Environment and Climate Action
MoEU	Ministry of Environment and Urbanization
NGO	Non-governmental organization
PCU	Project Coordination Unit
POPs	Persistent Organic Pollutants
PRAG	Practical Guide to Contract Procedures for EU External Actions
PSC	Project Steering Committee
SDG	Sustainable Development Goals
SBD	Strategy and Budget Department
STE	Short Term Expert
TAT	Technical Assistance Team
ToT	Trainer of Trainers
UN	United Nations
UNDP	United Nations Development Programme

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1. Description of the Action

1.1. Summary of the Action

Title of the action:	Identification and Remediation of Contaminated Sites with Persistent Organic Pollutants (POPs)
Contracting Authority:	Ministry of Environment and Urbanisation, General Directorate of European Union and Foreign Relations Address: Mustafa Kemal Mahallesi Eskişehir Devlet Yolu (Dumlupınar Bulvarı) 9. km. No: 278 Çankaya Ankara / Turkey Telephone: +90 312 474 03 50/51 Telex/Fax: +90 312 474 03 52/53
Organisation:	For the Contribution Agreement: United Nations Development Programme (UNDP) Turkey Country Office UNDP, Yıldız Kule, Yukarı Dikmen Mahallesi, Turan Güneş Bulvarı, No:106, 06550, Çankaya, Ankara/Turkey Telephone: +90 312 454 11 00 Telex/Fax: +90 312 496 14 63
End Recipient:	Ministry of Environment and Urbanisation, General Directorate of Environmental Management, Chemicals Management Department Address : Mustafa Kemal Mahallesi Eskişehir Devlet Yolu (Dumlupınar Bulvarı) 9. km. No: 278 Çankaya Ankara / Turkey Telephone : +90 312 474 03 37/38 Telex/Fax : +90 312 474 03 35
Location of the action:	Turkey
Total duration of the action:	36 months
Total budget for the action:	EUR 2,030,000
EU and TR financing requested:	EU financing request: EUR 1,700,000 TR financing request: EUR 300,000
UNDP Co-financing	EUR 30,000
Objectives of the action:	The overall objective is to improve environmental protection and the quality of life of citizens by protecting human health and environment from adverse effects of Persistent Organic Pollutants (POPs) and other hazardous substances especially in contaminated sites through enhancing the implementation capacity of EU POPs Regulation and Soil Contamination Strategy.
Target groups ² :	The following target groups can be considered under this action:

² "Target groups" are the groups/entities who will directly benefit from the action at the action purpose level.

	<ul style="list-style-type: none"> • The relevant staff of MoEU in central and provincial level from the following departments: <ul style="list-style-type: none"> ○ Department of Chemicals Management ○ Provincial directorates • Line ministries <ul style="list-style-type: none"> ○ Ministry of Agriculture and Forestry ○ Ministry of Industry and Technology ○ Ministry of Health • Industrial Associations and Environmental NGOs (i.e. İstanbul Minerals and Metals Exporters Association (IMMIB), Chemicals Industry Associations, TEMA, etc.) Universities and Research Centers (METU, Kocaeli University, TÜBİTAK MRC, etc.) • Industry especially potential target sectors that may have contaminated sites • Public especially farmers, residents in highly industrialized areas <p>In addition to target groups the following departments of MoEU will be the stakeholders:</p> <ul style="list-style-type: none"> • Department of Water and Soil Management • Directorate General of Geographic Information Systems <p>However, in addition to this, works component will have a specific targets groups as it will be implemented locally:</p> <ul style="list-style-type: none"> • Provincial directorate of Environment and Urbanization • Other provincial directorates of line ministries • Local municipality • Local people living around the selected pilot contaminated site
Final beneficiaries ³ :	The final beneficiaries of the project are local stakeholders, and vulnerable communities and citizens.
Estimated results:	<p>Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened</p> <p>Result 2. Contaminated sites with POPs have been identified and classified</p> <p>Result 3. Institutional experience for remediation of POPs contaminated sites have been increased</p>

1.2. Relevance of the action

Relevance to the objectives/sectors/themes/specific priorities of the Action:

The project will contribute one of the trivets of general objective of the ESOP that is environmental protection through increasing the capacity of the MoEU for protection of soils from POPs and other dangerous pollutants. The project is also fitting the respective output of the ESOP which is the

³ “Final beneficiaries” are those who will benefit from the action in the long term at the level of the society or sector at large.

“Legislative reform and capacity building advanced in the areas of climate action, air quality, civil protection, marine environment, horizontal legislation and nature protection” since it will contribute capacity building for implementation of POPs Regulation and Point Source Contaminated Sites Legislation. Multi-annual Action Programme for Environment and Climate Action 2014-2016 and National Action Plan for EU Accession Phase-II (June 2015-June 2019) clearly state that Chemicals sector is one of the major sectors for putting EU Acquis into practice in the country.

Turkey has signed the Stockholm Convention on Persistent Organic Pollutants in 2004 and ratified in 2009. In order to fulfill its obligations under the Convention Turkey prepared its National Implementation Plan (NIP) that includes the inventory of the country and the necessary action plans for implementation of the convention in the country. The inventory of POPs in the country and action plans in the NIP has been reviewed with the GEF support in 2013 since there has been addition of 9 new POPs in the annexes of the convention in between 2004-2011. As it is indicated in the NIP, one of the prior areas of the country on implementation of the Convention and the POPs Regulation is contaminated sites management since the country is in a fast-growing period and has intensive usage of such chemicals in various industrial sectors which may increase the uncontrolled contamination of soil with these chemicals.

Turkey has implemented the EU Project on Implementation of POPs Regulation in Turkey which is the implementing legislation of EU for the Stockholm Convention and at the moment preparing the POPs By-law for publication that is the output of the project. The prepared By-law was adopted in 2018. The EU Project supports Turkey to implement the fundamental legislation on POPs that is providing necessary framework measures and limits for POPs management however it does not consist specific provisions for implementation of the POPs Regulation such as management of POPs stockpiles, wastes, and contaminated sites.

Moreover, the objective of the project is thematically aligned with the Outcome 1.3 of UNDCS (2016-2020) as well as linked to UNDP Strategic Plan’s area of sustainable planet initiative.

Under these circumstances, Turkey will start implementing the obligations of the Stockholm Convention (SC) and related EU POPs Regulation (EC) No 850/2004, which is the implementing regulation of EU for SC, in the upcoming years very tremendously and will need technical assistance for effective implementation of it. For this purpose, an EU Project for implementation of POPs Regulation in Turkey was conducted in 2013-2015 to harmonize the SC and related EU Regulation in Turkish acquis with a By-law on POPs. However, this project and its output draft By-law is not covering POPs contaminated sites and therefore there is still a need for a complementary project as proposed to enhance the technical and institutional contaminated sites management background all actors including policy makers, local implementing authorities and site owners and strengthen the enforcement capability of the POPs and Contaminated Sites legislation in the country. In addition, there is still a need for a legislative gap assessment, in order to define the level of compliance of Turkey for implementation of Stockholm Convention and related EU legislation on contaminated sites management. The POPs Regulation is covering the life-cycle management of POPs such as banning or severely restricting production/use/import/export of POPs chemicals, environmentally sound management of POPs stockpiles, wastes and contaminated sites. Within the scope of the regulation management of contaminated sites with POPs is the major deficiency in terms of regulatory and enforcement point of view. Due to the lack of specific European legislation, that would ensure

contaminated sites investigation and remediation, other national, regional and local policy strategies have been designed for management of contaminated sites.

For this reason, Turkey has initiated its Soil Contamination Control and Point Source Contaminated Sites Legislation that is the sister legislation for fulfilling the contaminated sites obligations of EU POPs Regulation as well as Stockholm Convention with lack of experience and technical capacity. In order to fill the technical and practical deficiencies of central and local authorities in the country such capacity building project has been proposed for this Sector Operation Program.

As it is indicated in ESOP document, complementarity of IPA II assistance with other donors has an added value for the sustainability and catalytic effect of the Programme. The proposed project will have such potential for increasing an added value between different donors such as GEF since there is an ongoing GEF project entitled POPs Stockpiles Elimination and POPs Releases Reduction Project (GEF POPs Project) in which there is a small component for contaminated site management. Under GEF POPs project that is being implemented by UNDP with a budget of 10.815.000 USD and which will be finalized on November, 2020, there is a separate component for contaminated sites management which consists some preliminary activities such as preparation of contaminated site remediation technologies guideline, delivering training to local authorities, preparation of contaminated sites financial mechanism, software support to Contaminated sites registration system and public awareness activities as well as prerequisite activities to this IPA Project such as identification and site assessment for selected potentially contaminated sites with POPs since there is a pilot remediation activity for 2 selected areas with internationally prioritized contaminant i.e. POPs, mercury, lead, etc., in the proposed project. In order to remediate contaminated sites there is no need for application of Environmental Impact Assessment procedure since for this activity EIA is not necessary since remediation activities are not listed in either Annex 1 or annex 2 of EIA By-law; however, a site assessment study is mandatory for selection of suitable remediation technique for the selected pilot sites as requested in the contaminated sites legislation in Turkey. The site assessment activity will be basis for the selection of pilot sites within the IPA project. All the potential sites will be selected from pre-registered sites in the contaminated sites registration system used by the MoEU Soil and Water Department. The selected pilot sites will priorly be orphan or state-owned sites that are under control of Government of Turkey. The potential pilot sites will be determined by an established committee consisting of MoEU and Implementing Agency as well as EUD as observer. The committee will prepare a guideline to evaluate the sites and define the potential pilot sites. Under the GEF project at the moment, technical assistance part (which is Component 4.1 in the GEF Project) is going to be completed by the end of 2020. Currently most of the training, public awareness and dissemination activities were completed. According to work plan of GEF project, the site assessment and pilot application phases will be executed in 2019-2020. In this circumstance the projects will be complementary in terms of activity basis. The complementary activities and remarks with GEF POPs and proposed IPA project can be summarized in the following table.

In output level, GEF project will provide a technical background information for local authorities and central level staff with regard to current soil contamination regulation and its early implementation practices. This project is going to use this background level knowledge to build up their capacity with extensive trainings. In addition to this, GEF project brought the contaminated site registration system in a certain level to get registration of contaminated sites. This will foster the selection of priority sites

however there is still room to develop the registration system as well as the evaluation and clean-up system.

Table 1. Complementary activities of ongoing GEF and proposed EU Project

Activity	GEF POPs Project	Proposed IPA Contaminated Sites Project
Support for upgrading contaminated sites software	Upgrade of Contaminated Sites Identification and Registration System including data mining.	Upgrade of Contaminated Sites Evaluation System and Contaminated Sites Clean-Up System
Trainings and study visits	There are two trainings for local staff which is the first step for the implementation of legislation.	There are several trainings for central and local level staff and for private companies and sites owners. In addition, there are two study visits for increasing the effectiveness of the regulation under this project.
Preparation of guidelines	Existing guidelines and a general contaminated sites remediation technology guideline will be produced and distributed to local authorities as a first step.	Existing guidelines will be revised and updated according to changes in the global trends in remediation of contaminated sites. In addition, 2 extra guidelines will be prepared.
Public awareness materials	Existing brochures will be revised and produced.	Preparation of video and brochures for dissemination activities.
Identification and classification of POPs contaminated sites	A primitive identification of contaminated sites with POPs will be conducted.	Identification and classification of POPs contaminated sites in Turkey (pollutant-specific, according to the pollution load, sectoral and geographical data), In addition there will be a prioritization of contaminated sites for a future funding activity.
Remediation of pilot sites	Site assessment of 10 potential sites will be conducted and a limited contribution to one site will be provided.	There will be two pilot remediation activity in the sites selected from GEF POPs Project assessment study.
Establishment of help-desk	No activity on this subject.	An electronic help desk will be established.

Table 2. Timelines of ongoing GEF and proposed EU Projects for complementary activities

Activities	2017	2018	2019	2020	2021
Support for upgrading contaminated sites software	GEF	GEF	EU	EU	EU
Trainings and study visits	GEF	-	EU	EU	-
Preparation of guidelines	GEF	GEF	EU	EU	-

Public awareness materials	GEF		EU	EU	-
Identification and classification of POPs contaminated sites	-	GEF	GEF/EU	EU	-
Remediation of pilot sites	-	GEF	GEF/EU	EU	EU
Establishment of help-desk	-	-	-	EU	EU

In terms of project implementation periods, the interlinked activities of the projects have been properly adjusted. Each activity set indicated above will be implemented consequently. As it is indicated in the rationale of the Action 3 of ESOP lack of technical and personnel capacity in local level which covers diverse stakeholders at national and local levels and necessitates a multi-dimensional and multi-sectoral perspective is much more obvious and the project will serve directly as capacity building of such deficient actors. Project will specifically focus on the technical assistance for chemicals management and soil protection that is described in Action 3 and will have directly related outputs as indicated in the results of the Action 3 that is Enhanced chemicals management by implementing the relevant EU Regulations (REACH, POPs and PIC Regulations) and International Conventions (Stockholm and Rotterdam Conventions) and reduced and/or eliminated POPs and Mercury.

Finally, the content of the project is fitting with the detailed Activities concerning the Acquis-related Institution Building under chemicals section in implementation of POPs Regulation.

Number of sites that need or are undergoing detailed investigation

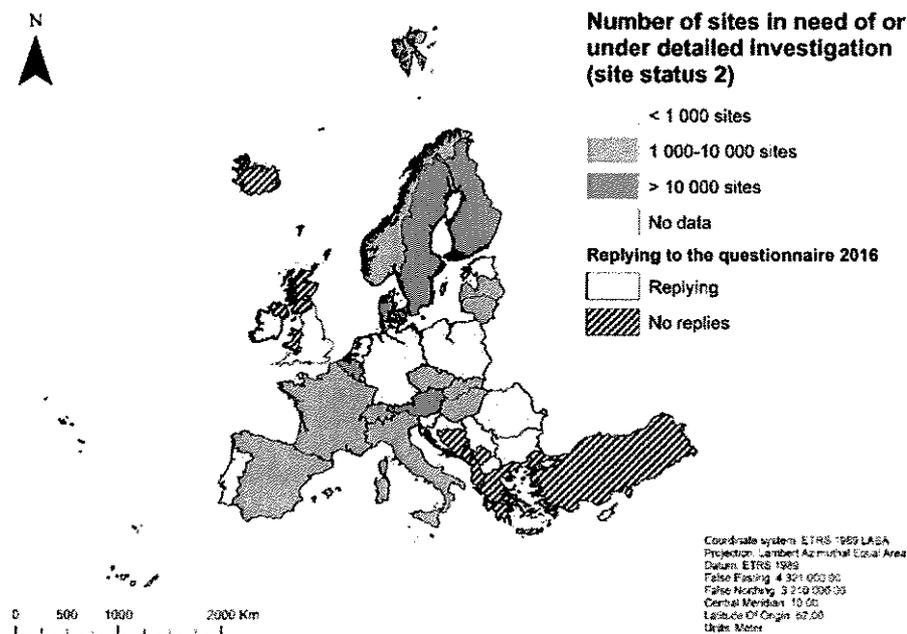


Figure 1. Number of sites that need or are undergoing detailed investigation⁴

By projection from EU data and comparing with Turkish overall site data it can be estimated that Turkey has potentially have to deal with more than 5000 potentially contaminated sites.

Financing contaminated sites is a burden for rapid implementation of legislation since, in average, remediation of a contaminated site cost around 124.000 EUR. However, when it comes to soil contamination with halogenated chemicals such as POPs or heavy metals like mercury the remediation cost can reach up to an average of 500.000 EUR³.

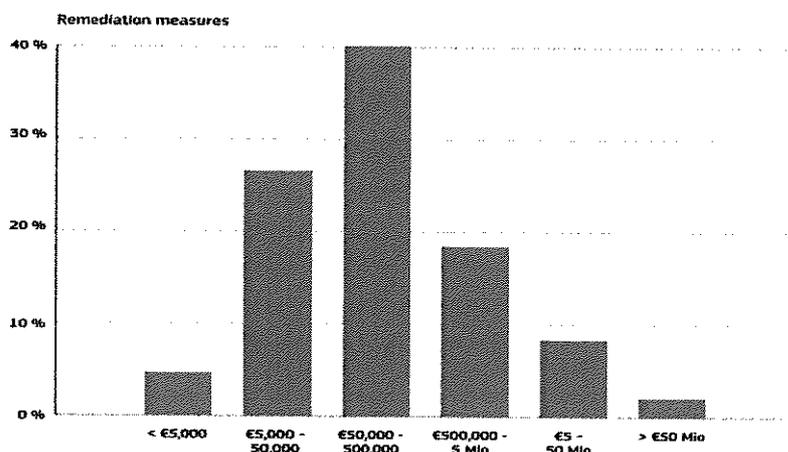


Figure 2. Average cost categories for site remediation measures in 2011⁵

Therefore, financing contaminated sites needs a public or private funding modalities as it is in most of the EU countries as shown below:

⁴ Ana Payá Pérez and Natalia Rodríguez Eugenio, Status of local soil contamination in Europe: Revision of the indicator "Progress in the management Contaminated Sites in Europe, EUR 29124 EN, Publications Office of the European Union, Luxembourg, 2018, ISBN 978-92-79-80072-6, doi:10.2760/093804, JRC107508

⁵ JRC. 2014. Progress in management of contaminated sites. Ispra, Italy, Joint Research Centre, European Commission. (also available at <http://publications.jrc.ec.europa.eu/repository/bitstream/JRC85913/Ibna26376enn.pdf>).

Ratio private/public investments for contamination remediation

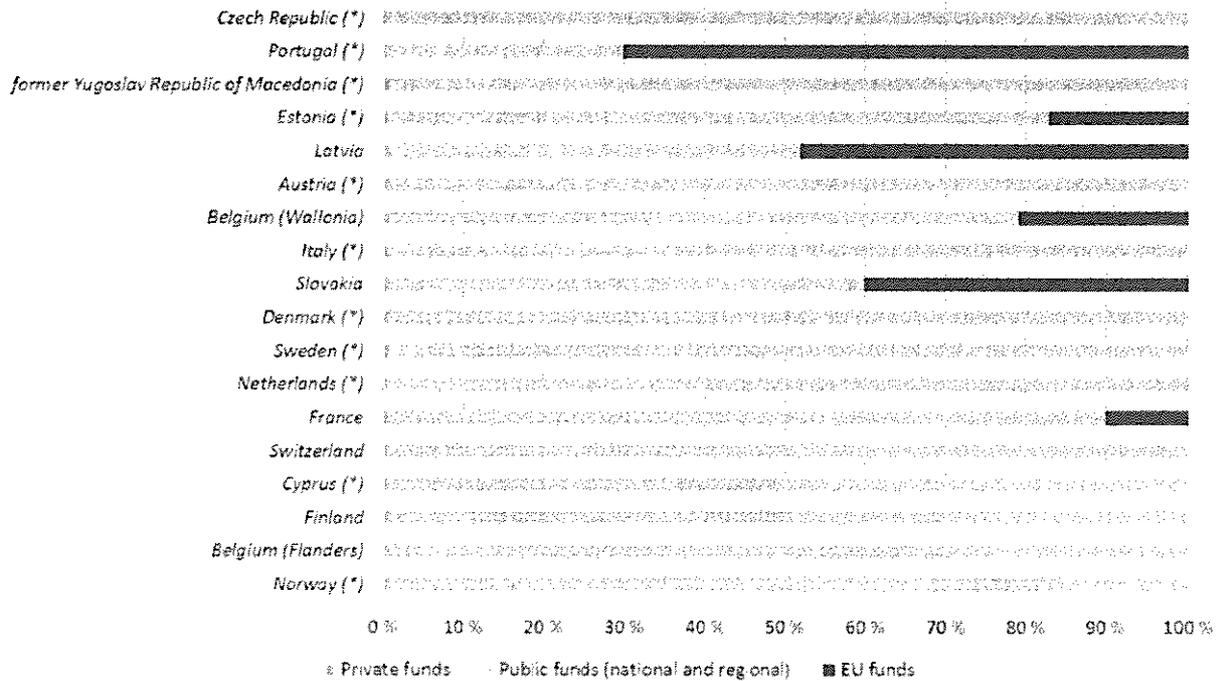


Figure 3. Private or public investments ratio in EU

Describe and define the target groups and final beneficiaries:

The project will provide technical assistance and capacity building with its TA and Works components to better implement the POPs By-law and By-law of Point Source Soil Contamination that are the baseline legislation for management of contaminated sites with POPs. The main responsible bodies in this regulation is the Chemicals Management Department and Soil and Water Management Department. These legislations are putting some roles and responsibilities to relevant line ministries and industry. For this reason, the project will also provide technical assistance to following Ministries and also other relevant groups:

- Ministry of Agriculture and Forestry
- Ministry of Industry and Technology
- Ministry of Health
- Industrial Associations and Environmental NGOs (i.e. İstanbul Minerals and Metals Exporters Association (IMMIB), Chemicals Industry Associations, TEMA, etc.)
- Universities and Research Centers (METU, Kocaeli University, TÜBİTAK MRC, etc.)
- Industry especially potential target sectors that may have contaminated sites
- Public especially farmers, residents in highly industrialized areas

In addition to target groups the following departments of MoEU will be the stakeholders:

- Department of Water and Soil Management
- Directorate General of Geographic Information Systems

However, in addition to this, works component will have a specific targets groups as it will be implemented locally:

- Provincial directorate of Environment and Urbanization
- Other provincial directorates of line ministries

- Local municipality
- Local people living around the selected pilot contaminated site

Particular added-value elements:

Gender Equality

Understanding the relationship between gender and sound chemicals management is important for the overall effectiveness of any project on chemicals and wastes. Women and men are impacted differently by chemicals and through different routes. They have different experiences of dealing with sources of exposure, and different priorities, responsibilities and needs relating to the reduction of toxic chemicals and wastes. In many developing countries, women and men also often have different levels of access to participation, decision-making, information, education or justice, and face different constraints in their efforts to improve their environment and living conditions. They can also play different roles in making decisions about pollution prevention, waste management, identification of sources of chemical exposure, and building a safer environment for communities.

Means of project implementation:

Gender mainstreaming will be one of the main cross-cutting themes of the Project. Strengthening of gender mainstreaming approach will be done through the following:

- Composition of the trainees: Trainees of the training programs will be composed by a gender sensitive approach.
- Gender sensitive service delivery planning: Gender sensitive service delivery planning will be introduced as a new dimension in the multi-year investment planning. By this, creation of the grounds and instruments for more egalitarian resource allocation on gender basis is expected.

UNDP will utilize the cooperation with UNDP Gender Equality Team and relevant UN Agencies, including UN Women, UNEP and United Nations International Children's Emergency Fund (UNICEF) for the implementation of the relevant capacity development, technical know-how and legislation review activities on this subject.

Sustainable Development Goals (SDGs)

On 25 September 2015, the Member States of the UN agreed on the 17 Sustainable Development Goals (SDGs) of the Post-2015 Development Agenda. The SDGs build on the Millennium Development Goals, the global agenda that was pursued from 2000 to 2015 and will guide global action on sustainable development until 2030. The themes of the project make direct contribution to several SDGs:

- SDG-3: *“Ensure healthy lives and promote wellbeing for all at all ages*
SDG 3.9: By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination.
- SDG-6: *“Clean water and sanitation”*
SDG 6.3: By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally.
- SDG-12: *“Ensure sustainable consumption and production patterns”* as the project will be targeting to decrease the adverse effects of hazardous chemicals into soil caused by industrial production.
SDG 12.4: By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment.

The project will also make indirect contribution to several SDGs such as SDG-5: Gender equality, SDG-9: Industry, innovation and infrastructure, SDG-17: Partnerships for goals.

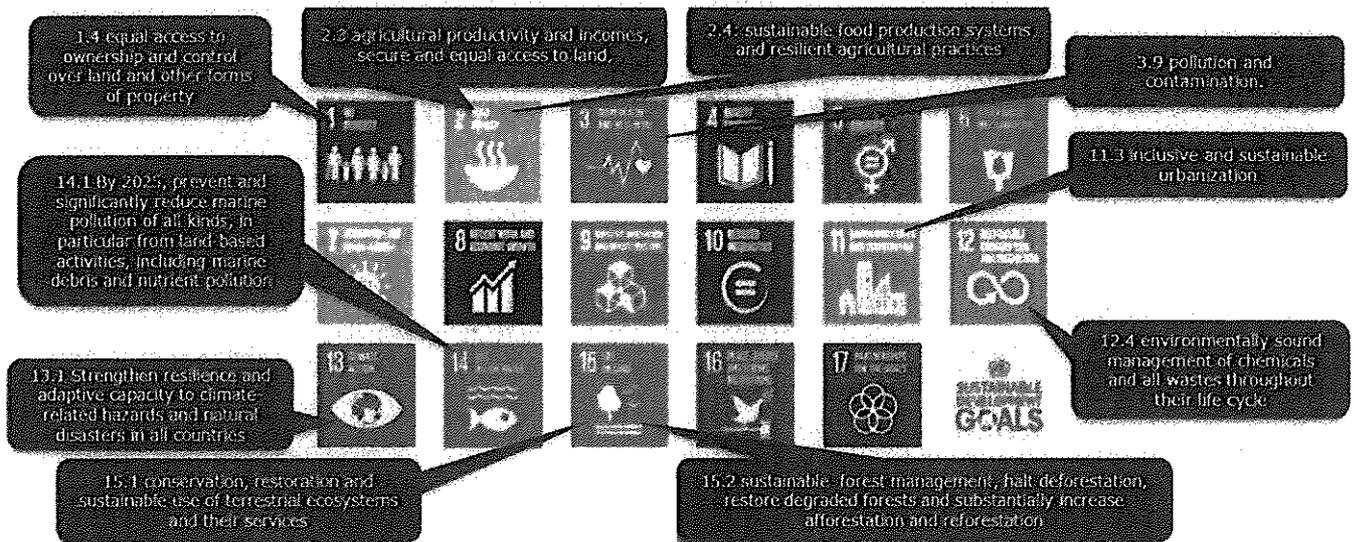


Figure 4. SDG and CSM relationship

Means of project implementation:

Within this framework, the Project will also promote localizing SDGs by central and local authorities and the public at large through the following interventions:

- Involvement of specific sessions on SDGs in the capacity development programs addressing the MoEU and other ministries and other associations, as well as social service units such as Women Center at the local level,
- Integrate the polices on effective chemicals management with reference to specific SDGs,
- Mainstream the SDGs in basic standards and principles of service delivery and performance management tools to be developed under the Project.

International agreements

UNDP's support to countries on chemicals management is shaped by four important global agreements: Stockholm Convention on Persistent Organic Pollutants, Basel Convention on the control of transboundary movements of hazardous wastes and their disposal, Rotterdam Convention on the prior informed consent procedure for certain hazardous chemicals and Minamata Convention on Mercury.

Means of project implementation

The Project has already indicated its direct contribution to the Stockholm Convention on Persistent Organic Pollutants and the 2030 Agenda for Sustainable Development. The Project activities are directly in compliant with obligations of the conventions to reduce the adverse effects of POPs from human health and the environment through environmentally sound management of contaminated sites with POPs and other hazardous chemicals.

Leveraging

UNDP has a strong track record of leveraging financial resources throughout its projects on climate change and environment. This Project will build on existing efforts such as the private sector partnership programme of UNDP Turkey and the Istanbul International Center for Private Sector in Development. Both offices are already collaborating on establishing a "Connecting Business Initiative" Network in Turkey to promote

private sector partnership and financing. The Project will also seek actively other means to engage with the private sector, the IFIs and public institutions to raise financial resources for contaminated sites management.

Means of project implementation

Remediation of contaminated sites is a long standing and costly business for site owners. For this reason, effective financial mechanisms are crucial for countries to tackle with this issue. At this, UNDP's capability to leveraging financial resources can be used either during or after the project implementation.

Environment

The project will be very beneficial in order to provide strong institutional and technical capacity for the implementation of the POPs Regulation in Turkey specifically in the area of contaminated sites management. The Project itself will not have any adverse environmental impacts, other than those due to normal activities (e.g. transport). Nevertheless, as an example to others and as a matter of principle, the environmental impact of activities must be minimized as far as possible, e.g. by conserving paper. Additionally; efforts will be made to assure that establishment of contaminated sites management system and helpdesk in this project will be beneficial to the environment on the whole, taking into account the potential adverse impacts of the planned activities on other environmental fields.

1.3. Description

UNDP is responsible for efficient and effective implementation of the Project through the Contribution Agreement, signed between the MOEU Directorate General of European Union and Foreign Relations (DGEUFR) and UNDP and endorsed by Delegation of the European Union to Turkey (EUD).

Inception Phase:

The project will start with an inception phase aiming at establishment of a suitable working structure for the Action and fine-tuning the Project activities through an assessment of the current needs against the defined results of the Project. The Inception Phase will also be needed for the UNDP to orient itself to the Project and reflect its collective experience and best judgement to the specifics of the Project. During the Inception Phase, the UNDP will develop fine-tuned and more detailed activity and resource schedule (Work Plan). Thus, the time plans, and resources allocated to activity groups mentioned hereinafter are indicative and will be finalized during the Inception Phase. The inception Phase shall not exceed 12 weeks.

During the Inception Phase, the UNDP will determine the scope of the visibility actions in close collaboration with the Beneficiary and the EUD that are required for successful implementation of the Project. These will include designing, setting up and maintaining a bi-lingual (Turkish and English) Project website and designing project newsletters, business cards, banners, posters etc. for the Project. Moreover, a communication action plan will be prepared during this period.

During the Inception Phase the following preparatory activities will be realized;

- ***IPI. Establishment of Technical Assistance Team (TAT) and Office***

The TAT, composed of a project manager and support staff along with key experts, will be established during the inception phase.

There will be two offices, one in the MoEU and the other one in the UNDP, equipped according to working structure of the Project, will be established at the UNDP (mainly for administrative functions) and MOEU (mainly for technical functions) premises within one month after the commencement of the Project as agreed by the MoEU and the UNDP, in line with UNDP rules and regulations. The location and the size of the project offices were discussed with the Beneficiary and a consensus is reached.

Renting a project office and its pertaining costs are considered as part of the Action; project office costs are necessary and arising as a consequence of implementation of the Action. The office costs in Annex III includes proportional project office costs that corresponds to the activity directly attributable to the Action. UNDP does not possess enough office space for projects in its normal functioning. Hence, for each initiating project, an office space is rented from the premises where UNDP is currently occupied, and this rented office is emptied at the end of project duration. Moreover, the necessary equipment for the project office is also included in the project budget for the afore-mentioned reasons. The Project Office will be used by the project staff (please see details of the team composition under Technical Assistance Team) for the Action throughout the Project duration.

- ***IP2. Kick-off meeting (first Management Meeting)***

The action will be launched with a kick-off meeting to be organized within the first month of the commencement of the Project, which will be participated by the MoEU (both end recipient and CA), UNDP, and the EUD. At the kick-off meeting, the UNDP will present the project activities. Also, the additional members of the Steering Committee and monitoring and evaluation of project's activities will be discussed and agreed on with the MoEU and the EUD. The kick-off meeting will be held in either the UNDP or the MoEU premises.

- ***IP3. Launch Event***

Successful implementation and finalization of the Project call for a number of measures. Visibility of the Project carries utmost importance both for the Government of Turkey and the EU. Thus, a high-profile Launch Event will be organized in Ankara. The Launch Event will help inform the public and the stakeholders (approximately 150 participants) about the Project and its activities in general.

The organizational expenses including but not limited to food and beverages, venue rent, stationary as well as travel and accommodation costs of participants coming outside Ankara (approx. 100 people) - will be covered from the Project budget.

The inception phase will be finalized with a report composed of technical and administrative details including minutes of inception workshop, annual work plan and budget of the project, within 12 weeks upon the project signature. Approval of the inception report will be the end of inception phase and beginning of the implementation phase.

Implementation Phase: The project was designed using an analytical and participative process to ensure alignment with the EU acquis on chemicals and contaminated sites management and respond to the national dynamics.

Complementarities with other actions:

It should be clarified that the present Project feeds into a larger operation "Identification and Remediation of Contaminated Sites with Persistent Organic Pollutants (POPs)" that has two main modules:

Part A – Technical Assistance for strengthening technical and institutional capacity for management of POPs contaminated sites and identification and classification of contaminated sites with POPs: This component aims to improve the capacity of all relevant stakeholders at central and local level so that (i) there is a strengthened technical and institutional capacity for management of POPs contaminated sites, and (ii) POPs contaminated sites were properly identified and classified.

- **Part B** – Works for increasing the institutional experience for remediation of POPs contaminated sites: This component aims to build a "capacity" for implementation of remediation activities in Turkey in line with EU regulations and standards.

The Part A related to Technical Assistance is executed by UNDP through the signature of the Contribution Agreement between UNDP and the Ministry of Environment and Urbanization and is referred to as “Project” throughout the present Description of the Action. Accordingly, UNDP is responsible and accountable for implementation of the Part A only.

The Part B related to Works Component is executed through the Ministry of Environment and Urbanization.⁶ Accordingly, accountability and responsibility of the Part B, which involves tendering and contracting a works company, vests with the Ministry of Environment and Urbanization.

Within the scope of the “project”, in other words, Part A, UNDP will provide technical assistance with regards to preparation and monitoring works of Part B. Pertaining activities of this assistance are elaborated in the section below (under Activity 2).

The project has thus a “tools and solutions” approach and the context-specific/EU-aligned strategic entry points are the first step towards project sustainability. The combination of these strategic entry points will help achieve the priorities identified in the MAAP/ESOP such as enhancing chemicals management by implementing the relevant EU Regulations (REACH, POPs and PIC Regulations) and International Conventions (Stockholm and Rotterdam Conventions) and reduced and/or eliminated POPs and Mercury.

In this context, the present Description of the Action only explains the content of the Project governed by the Contribution Agreement as remaining under UNDP’s purview.

Part A. Technical Assistance for strengthening technical and institutional capacity for management of POPs contaminated sites and identification and classification of contaminated sites with POPs

Turkey has ratified Stockholm Convention in 2010 and published its secondary legislations on POPs in 2018 and on Contaminated Sites rather recently, in 2015; which means there is still room for improvement in the country for effective implementation of contaminated sites management targeted Convention and related EU regulation. For this reason, this component was designed to fill in the gap of the country in central and local level as well as private sector dealing with different parts of contaminated sites management i.e. site assessment, remediation and monitoring. In order to achieve the country to have necessary technical and institutions capacity for implementation of POPs regulation in the area of POPs contaminated sites management the project will focus on providing necessary capacity building activities to government staff and private sector, enhancing legislative instruments, experiencing EU practices in the field and establishing a help desk to provide an adequate information in a sustainable way.

Although the details of each activity under two components will be elaborated during the inception phase, contents of each activity are provided as indicative as below:

Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened

Activity 1.1: Trainings for staff that will be working on POPs/contaminated sites management from different target groups

Contaminated sites management for POPs requires inclusion of different compartments of government and private sector including central level staff of Ministry of Environment and Urbanization (MoEU) which is

⁶ Works component will be conducted by MoEU/DGoEUFR as per the elaborated information (including but not limited to) in pertaining OIS document.

responsible for policy making and development of contaminated sites registration and implementation systems, local level of MoEU which has direct role for implementation of the environmental legislation in the country including POPs legislation and contaminated sites legislation, private companies that were accredited by MoEU to properly implement the legislation on contaminated sites and finally site owners has their own responsibility to register for the contaminated sites registration and implementation system (CSIS). Based on their roles and responsibilities, each partner in the system needs capacity building trainings. These training activities will be held with the Training of Trainers modality in order to achieve the sustainability of the project. Experts from European Environment Agency (EEA) or Joint Research Center (JRC) will be invited for these trainings.

During the inception phase of the project, Training Needs Assessment will be conducted. The training curriculums will be prepared as a result of the Training Needs Assessment, by Technical Assistance Team, in consultation with the MoEU. To this end, the following training sessions will be carried out:

Activity 1.1.1. Central level staff training

MoEU and line ministries staff in Ankara shall be attending these trainings. Trainings shall aim to strengthen capacity of central level staff of Ministry on contaminated sites regulation and its implementation in Turkey. Each training will be delivered by a national and an international expert and each training shall have a training report at the end. Each training in Activity 1.1 will be held in a location that will be defined during the inception phase, out of Ankara.

Activity 1.1.1.1. Training on Determination of Soil Pollution Capacity for Assessment

30 participants from MoEU and line ministries staff at central level will attend the training on soil pollution assessment. The training, which will last for 3 days, shall provide Turkish legislation, international legislation including EU acquis and international best practices. It is expected that the attendees of the training will have an increased capacity for implementation of the Turkish legislation in terms of contaminated site assessment; thus, the training shall also include case studies. The training, that will be conducted in accordance with the technical guidance documents of the current legislation on contaminated sites and Persistent Organic Pollutants (POPs), will have two main components as follows:

- a. Sampling, tools and equipment training
- b. Risk assessment analysis and conceptually modeling training course

Activity 1.1.1.2. Training on Determination of the Cleaning Targets

30 participants from MoEU and line ministries staff at central level will attend the training on cleaning targets assessment. The training will include legislative training, as well as case studies. The training, which will last for 3 days, shall be conducted in accordance with the technical guidance documents of the current legislation on contaminated sites, will have two main components as follows:

- a. The identification of soil remediation training
- b. Remediation operations planning and assessment training

Activity 1.1.1.3. Training on Contaminated Sites Monitoring

As per the legislation, MoEU staff evaluates contaminated sites risk, based on the computer-based risk modelling conducted by accredited companies. This training will provide case studies on the risk modelling programme over computer.

The model will be taught to the attendees of this training with all its infrastructure, approach, the operation principles. At the end of training, MoEU staff knows how the system operates and used and will be able to review and analyze the model results well enough to be able to assess soil contamination risks. 30 participants from MoEU staff at central level will attend the training that will last for 3 days.

Activity 1.1.2 Provincial level staff training

MoEU staff in provincial directorates and staff of MoEU Chemicals and Soil Departments shall attend these trainings. Trainings shall aim to strengthen capacity of provincial level staff of Ministry on contaminated sites regulation and its implementation in Turkey. Training Needs Assessment for central level staff and provincial level staff will be done separately to identify the different needs of two different target groups. For instance, technical experts in provincial directorates are engaged with site work more than the central staff at MoEU. It is expected that the Training Needs Assessment which will be done in Inception Phase will be used to tailor more fruitful training programme for each target group.

Each training will be delivered by a national and an international expert and each training shall have a training report at the end. Each training in Activity 1.1.2 will be held in a location that will be defined during the inception phase, out of Ankara.

Activity 1.1.2.1. Detection and Assessment of Pollution Load to the Soil

180 participants from provincial level and staff of MoEU Chemicals and Soil Departments staff will attend the training detection and assessment of pollution load to the soil. The training will last for 3 days. It will provide information on how to evaluate contaminated sites at first in provincial level. There will be specific case studies tailored for the target group to increase skills at hands-on-experience.

Activity 1.1.2.2. Contaminated Sites Information System Training

180 participants from provincial level staff and staff of MoEU Chemicals and Soil Departments will attend the 3-days training on CSIS system, its infrastructure, approach and implementation. The training aims to strengthen the capacity of provincial staff to use CSIS efficiently. There will be case studies to increase CSIS use skills.

Activity 1.1.2.3. Legislation Training

180 participants from provincial level staff and staff of MoEU Chemicals and Soil Departments will attend the 3-days training on legislation. It is essential for provincial staff to understand Turkish legislation on contaminated sites and POPs; while also having a perspective of international legislation, as well. Since the provincial staff are generally the first contact points with the contaminated site, the contaminated site owner, the accredited company which is working on the site for the assessment; it is very important that provincial staff is knowledgeable on the contaminated sites legislation, POPs legislation, and their technical guidance documents.

Activity 1.1.3. Training for Companies Certified by MoEU with Proficiency on Contaminated Site Remediation

There are companies accredited by MoEU on contaminated sites remediation. It is important to strengthen their capacity in terms of information with regards to legislation; so that they can better perform. It is aimed that number of queries of Companies to MoEU will decrease as a result of increased capacity on legislation. Moreover, it is a good opportunity to learn their experiences in the field, trying to implement

the legislation. Thus, a part of the training will be conducted in an interactive manner. Training will last for 2 days in Ankara. It is expected that around 70 participants will attend the meeting.

Activity 1.1.4. Sectoral Trainings for Potential POPs Contaminated Site Owners Selected from Contaminated Sites Registration System

TAT will conduct an analysis prior to realizing this training. Sectors with a potential of POPs use, contaminated sites problem will be identified through their NACE codes and the invitee list of the training will be shaped as a result of this study. It is aimed that 5 priority sectors will be identified through this analysis. However, the invitees of this training will not be limited to these sectors, only.

The training, which will last for 2 days, will be held in Ankara, with 70 participants.

Activity 1.2. Legal Gap Assessment (LGA)/Guidance Documents/Publications Preparation and Update

Within the project, legislative instruments will be aligned for effective implementation of the POPs regulation in the country. This alignment contains a legislative gap analysis of By-law on POPs and Contaminated Sites Legislation, updating of currently available technical guidelines related to Contaminated Sites Assessment, Remediation, Monitoring and Risk Assessment and technical forms available in the annex of legislation, development of a new guidance specifically targeting POPs contaminated sites and dissemination of legislation through public awareness tools. To cover this, the following activities will be carried out:

Activity 1.2.1. Conducting LGA for Determination of Deficiencies of the Existing By-Laws on POPs and Contaminated Sites Management.

Existing legislation on contaminated sites assessment and POPs; their guidance documents constitute a large piece of regulative instrument. However, until so far, there have not been a cross check between these two legislation pieces on contaminated sites and POPs. This activity aims at conducting a detailed legal gap analysis between these legislations.

Activity 1.2.1.1. Assessment of Legal Instruments and Preparing Legal Gap Analysis

Activity 1.2.1.1. will entail the comparison of these two legislations, identify their gaps and incompliances.

The study will be conducted by TAT, along with a consultative meeting with the participation of 20 to 30 attendees for one day, in Ankara. The attendees will include MoEU staff, university and accredited companies on contaminated sites remediation, which have experience on implementation of relevant legislation(s).

Activity 1.2.1.2. Recommendation Draft Legislation on Contaminated Sites Legislation and POPs By-Law

This activity, in alignment with Activity 1.2.1.1. will identify a set of recommendations to be prepared as a result of the gaps in both legislations. The recommendations for improvement in both legislations will be prepared by TAT and the draft legislation(s) and the set of recommendations will be submitted to relevant departments of MoEU.

Activity 1.2.2. Preparation of Dissemination Materials

Preparation of a public video on general information on POPs contaminated sites (3-6 minutes) and brochures (brochures will be prepared for the prioritized sectors) on POPs contaminated sites, registration and remediation information for contaminated sites, information on post-monitoring activities will be prepared.

Activity 1.2.3. Current Guidelines Elaborating of Documents

Under this activity current guidelines/forms will be revised and updated and a new guideline for POPs contaminated sites will be generated.

Activity 1.2.3.1. Elaborating on Soil Pollution of the Technical Guide

Technical guidelines on “Contaminated Sites Assessment, Remediation, Monitoring and Risk Assessment” will be reviewed and analyzed by TAT. The findings in Activity 1.2.1.2 will be taken into consideration. The TAT will also conduct a consultative meeting on the current guidance document, in order to submit a recommendation, set and a revised version of the technical guidance document.

The consultative meeting will have 20 to 30 attendees for one day in Ankara. The attendees will include MoEU staff, university and accredited companies on contaminated sites remediation, which have experience on implementation of relevant legislation(s).

Activity 1.2.3.2. Updating of the Report Forms Provided in the Annexes (3, 5, 6 and 7) to Soil Contamination By-law

Annexes of Soil Contamination Legislation will be reviewed and analyzed by TAT. The findings in Activity 1.2.1.2 will be taken into consideration. The TAT will also conduct a consultative meeting on the current guidance document, in order to submit a recommendation, set and a revised version of the technical guidance document.

The consultative meeting will have 20 to 30 attendees for one day in Ankara. The attendees will include MoEU staff, university and accredited companies on contaminated sites remediation, which have experience on implementation of relevant legislation(s).

Activity 1.2.3.3. Analysis of Relevant International Guidance Documents that are Specific to POPs Contaminated Sites and Preparation of a Technical Guidance Document on POPs

TAT will analyze relevant international guidance documents on POPs contaminated sites and in consultation with academia, private sector and MoEU, it is aimed that the international best practice in this field will be adapted to Turkey’s conditions and legislation to generate a Technical Guidance Document on POPs contaminated sites.

The consultative meeting will have 20 to 30 attendees for one day in Ankara. The attendees will include MoEU staff, university and accredited companies on contaminated sites remediation, which have experience on implementation of relevant legislation(s).

Activity 1.3. Study visits

Training and legislative enhancement will be strengthened via two study visits aiming to observe one-member state and one coordination agency within EU. This study visit will be 5 days (excluding the days

for travel) and will be conducted with the participation of indicatively 15 staff of (MoEU central level, technical staff, Department Head(s), Head of Division(s)) from Chemicals Management and Water and Soil Management Department and Environment Reference Lab and provincial level staff of the provinces with the highest number of contaminated sites.

It is expected that the staff attending study visits will increase their knowledge and experience on POPs and contaminated sites management. 2 experts from TAT of UNDP will also participate to the study visit.

The Member state will be selected according to its experience on POPs contaminated sites (such as Germany, UK or Czechia). Before planning study visits, Chief Technical Advisor (CTA) will conduct a study on international best practices in terms of contaminated sites remediation and POPs contaminated sites. The CTA will also develop a methodology to identify the most convenient country for the study visit to be conducted.

CTA will also analyze / review Soil Unit of European Environment Agency or Joint Research Center in ISPRA and provide a decision on which institution to visit.

The list of study visit participants shall be notified to EUD before MoEU approval and the EUD is to clear the list of attendees within 2 weeks after submission. MoEU approval shall only be sought after “no objection” is received from EUD.

Activity 1.3.1. Visiting an EU country with Contaminated Sites with Different Pollutants and Soil Remediation Techniques

It is expected that 15 MoEU staff will attend the study visit for 5 days to increase experience sharing, learning about the best practices, visiting companies that are conducting remediation of contaminated sites and if possible, to visit a site where a remediation is being made.

Activity 1.3.2. A Study Visit to Soil Unit of European Environment Agency or Joint Research Center in ISPRA (Institute for Environment and Sustainability).

It is expected that 15 MoEU staff will attend the study visit in Soil Unit of European Environment Agency or Joint Research Center in ISPRA (to be determined during the inception phase) for 5 days to increase experience sharing, conduct meetings with different departments. It is aimed that as a result of collaboration with EU institutions in this field, Turkey status in Europe with regards to contaminated sites will be better understood. This study visit also aims at increasing opportunities for data sharing of Turkey with these EU institutions, with an intention to be visible in technical publications of these institutions.

Activity 1.4. Establishment of Helpdesk Navigator Software Programme

MoEU receives a lot of queries about contaminated sites management and several specific contaminants. This both increases the workload and presents a possibility that some queries may remain unresponded for a period.

Helpdesk Navigator Programme will be established in order to respond to queries of site owners, remediation companies, provincial directorates of Ministry of Environment and Urbanization, universities, NGOs, public participants, etc. The Programme will enable the relevant stakeholders to ask their questions on contaminated sites directly to the software instead of trying to reach directly to the MoEU staff. The Programme is planned to categorize contaminated site related queries (including CSIS entries, remediation techniques, enforcement of regulation, etc.) and ensure effective tracking of the query response system within the Ministry.

This helpdesk will provide people with the responses of Frequently Asked Questions, if relevant and will direct the query owner to the right focal point. It is also aimed that this system tracks the condition of response.

It is expected that Programme will increase the effective registration and remediation as well as to decrease the workload on the responsible unit. The sustainability of this helpdesk will be secured by DGs for Environmental Management and Geographical Information System of MoEU. The objective of this activity is to provide assistance to establish a Helpdesk at the MoEU to facilitate guidance of the contaminated site owners. To this end, the following activities will be carried out:

Activity 1.4.1. Organization of a one-day Workshop

A one-day workshop will be organized to develop the Framework of Helpdesk Navigator Programme jointly with MoEU General Directorate of Environmental Management (GDEM) experts and MoEU Information Technologies (IT) Department staff.

The workshop will have 20 to 30 attendees for one day in Ankara. The attendees will include MoEU staff. It is aimed that relevant software, hardware and requirements for helpdesk will be identified as a result of this workshop.

Activity 1.4.2. Establishment of a Helpdesk Navigator Program

Assigned staff of TAT (Key Expert 2 and Software Developer) will work with relevant MoEU staff to develop the mentioned helpdesk as per the identified needs in Activity 4.1.

Activity 1.4.3. Putting the Internet Website of the Helpdesk into Operation

The developed HelpDesk programme in Activity 4.3. will be integrated into MoEU web site.

Result 2. Contaminated sites with POPs have been identified and classified.

Activity 2.1. Update of CSIS Software

This activity is aimed to provide targeted technical assistance to MoEU central and local level authorities in various detailed aspects of implementing the three basic component steps and associated information systems that form the basis for a national contaminated sites management program as envisioned in the regulatory framework currently being activated.

The main parts of this software cover the following modules: “registration”, “identification”, “evaluation”, and “clean up and remediation action”, “monitoring”, “lab/analysis”. However, currently only one module (registration) exists and the software needs improvement of five more modules. Assistance provided by the Project as described below will focus on updating the software for obtaining data related to POPs contaminated sites from contaminated sites registration system. This software development will allow MoEU staff to collect and easy monitoring of remediation of POPs contaminated sites as well as retrieving data for using in reporting obligation of Turkey for SC and European Environment Agency. The sustainability of this software will be secured by Directorate General for Geographical Information System of MoEU.

International and national consultant(s) in TAT will work together in order to improve the programme through strengthening of available modules and adding modules as per the needs identified in consultation with MoEU.

Activity 2.1.1. Analysis of Current Registration System and Inventory System and underlying Infrastructure and Utilization

TAT will conduct an analysis with regards to the necessities as per the current legislative requirements and identify the current modules; the needs for strengthening in these modules and the modules that needs to be added into the software. This activity will ensure that a list of requirements for improvement of the system is prepared; a detailed road map and a workplan is drafted in order to complete CSIS programme.

Activity 2.1.2. Update of CSIS Software

International and national experts(s) on IT and software development in TAT will work together to update the CSIS Software as per the identified requirements and in alignment with the detailed workplan in Activity 2.1.1. This software will be fully updated in MoEU IT Infrastructure. In order to decrease bugs and to serve for the needs of different relevant MoEU departments, will be consulted continuously by TAT.

Activity 2.1.3. Organization of a Training about the Fully Developed CSIS Software

The fully developed/updated CSIS software will be explained to the direct users of the software in Ankara. There will be 100 participants, mainly from the provincial level of MoEU staff; as well as central level staff of MoEU. It is expected that software programme with all of its modules will provided as a training so that the direct users of the software will have decreased difficulties in using the software and this way the number of queries with regards to the software programme will be decreased, as well. The training will provide the trainees the opportunity to use the programme over case studies.

Activity 2.2. Identification and Classification of POPs Contaminated Sites in Turkey

Contaminated sites management is rather an expensive field in environmental management. It brings an economic burden, both for the need of specialized human resources and the most updated technology in this field. Hence; there is a need for a systematized methodology to prioritize certain contaminated sites out of several contaminated sites, to allocate the financial resources in a most efficient, effective and rational way.

This activity will serve for the need to prioritize the contaminated sites for a step-by-step approach to deal with all sites in a sustainable manner. Currently, there is a disaggregated big data in the field of contaminated sites. The data shall be processed in accordance with the developed methodology within the scope of this activity; and as a result, a rational approach shall be obtained for decision makers to manage contaminated sites sustainably.

To have a clear picture in the pollution map of the country, collected data in the Contaminated Sites Information System (CSIS) will be assessed and necessary data will be filtered according to following classifications below:

- i. Pollutant type-specific
- ii. Pollution load-specific
- iii. Sector-specific
- iv. Geography-specific

As a result of this study, a map of contaminated sites will be prepared. Definite and potential areas for the presence of contaminated sites, as per different filters, will be identified. This activity will enable a baseline for systematized inventory, monitoring plan, rational decision-making tool for contaminated sites management in Turkey.

This activity will cover the following sub-activities:

Activity 2.2.1. Organization of a One-Day Workshop to Define the Scope of Contaminants and Sectors

In order to produce a methodology for contaminated sites management, it is important to define the scope with different contaminants and sectors. It is essential that this workshop is held with the presence of MoEU staff and academia. It is aimed that 5 priority sectors and priority contaminants will be identified in an interactive workshop, with 30 to 40 participants in Ankara.

Activity 2.2.2. Integration of this data into CSIS

It is expected that TAT will ensure the integration of the outputs of Activity 2.2.1 into CSIS system, so that the updated system also allows for the identified methodology to be implemented over CSIS system, i.e. filtering all data as per the prioritization criteria such as sectors, contaminants, etc. Activity 2.2.2. will provide input for Activity 2.1. in this regard.

Activity 2.2.3. Preparation of a List of Classified Contaminated Sites in Turkey

While within Activity 2.2. will provide a methodology to classify contaminated sites. This list shall also be supported with a financial approach and try to estimate the needed financial resources to remediate the prioritized contaminated sites in Turkey.

TAT will verify the list of classified areas listed by CSIS system in accordance with the contaminated sites status in real conditions.

Activity 2.2.4. Organization of a one-day dissemination seminar

The studies conducted within the scope of Activity 2.2. will be disseminated through a seminar in Ankara, with the participation of 50 attendees from MoEU staff, university, representatives of prioritized sectors/accredited companies in the field of contaminated sites.

Activity 2.3. Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation

Activity 2.2.3 provides a list of POPs/Persistent Toxic Substances contaminated sites in different classifications, such as per priority sectors, as per pollutants, etc. Within the scope of this activity, a prioritization will be made among several POPs contaminated sites, through a committee (to be established by MoEU staff and UNDP-TAT) that will discuss different parameters for prioritization of contaminated sites i.e. size, pollution density, closeness to water resources and biota (The committee will use Multi-Criteria-Decision-Making tools in order to obtain more scientific and reliable results.)

POPs Contaminated Site Prioritization Toolkit that has been created as part of the World Bank Regional Capacity Building Program for Health Risk Management of Persistent Organic Pollutants (POPs) in South East Asia Project will also be benefited from while the method for prioritization will be prepared and the POPs contaminated sites are prioritized (<http://www.popstoolkit.com/prioritization/prioritizationtool.aspx>).

Activity 2.3.1. Organization of a One-Day Workshop to Define the Parameters for Prioritization of Contaminated Sites

For a consultative and participatory approach, a one-day workshop will be held in Ankara with 30 to 40 attendees. MoEU staff, university, private sector (prioritized sector) and accredited companies shall be

invited to this meeting. It is expected the parameters for prioritization will be identified as a result of this workshop.

Activity 2.3.2. Prioritization of POPs POPs/Persistent Toxic Substances Contaminated Sites

TAT will work as per the identified parameters and develop a methodology in prioritization of POPs contaminated sites. Then, a committee will be established by MoEU staff and UNDP-TAT to prepare a list of prioritized POPs/Persistent Toxic Substances contaminated sites. This list shall also be supported with a financial approach and try to estimate the needed financial resources to remediate the prioritized contaminated sites in Turkey, within a one-year period scenario and an estimate workplan.

Activity 2.4. Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3

Activity 2.3. will identify a methodology and a list of POPs/Persistent Toxic Substances that is prepared in accordance with this methodology. TAT will define two pilot sites within this list as per the financial resources needed (as per the estimated financial resource need in Activity 2.3). Two pilot sites will be selected from the list of prioritized contaminated sites, by an Evaluation Committee, which is formed by MoEU staff and UNDP-TAT. These two pilot sites will also be notified to MoEU/DGoEUFR for the ease of preparation for Part B of the overall operation.

Activity 2.5. Preparation of Operational Plan for 2 pilot sites

TAT will prepare a detailed operational plan for remediation and describe in detail how the work of remediation will be applied by the selected Contractor as a result of the Part B of the overall operation. TAT will undertake conceptual site survey/mapping, theoretical quantity estimation, calculations and a detailed budget estimation for remediation of the contaminated site.

Activity 2.6. Preparation of a Supervision and Monitoring Plan for 2 pilot sites

TAT will prepare a detailed supervision and monitoring plan, which will provide Technical Assistance for the works component, how this supervision and monitoring will be done. Duration, the team for supervision, and the framework during the supervision will be explained in the Supervision and Monitoring Plan Document.

Activity 2.6.1. Operational on-site Technical Supervision including Reporting of the Work for 2 pilot sites

TAT will prepare an operational plan and identifies supervision and monitoring needs within the scope of this operational plan. The outputs of this activity will be provided as an input for the preparation of the Technical Specifications Document. At the same time, the operational plan and pertaining supervision and monitoring needs that are prepared within the scope of this activity will serve for Activity 2.8, which is towards hands-on-implementing the supervision and monitoring plan.

Activity 2.6.2. Recommendations respecting Post Remediation Plan for 2 pilot sites

TAT will also prepare the Post Remediation Plan, which explains what needs to be done after the works component is realized. This will both form an exit strategy for the Contractor to be selected in Part B of the operation. Both MoEU and site owner shall be following the steps and recommendations identified in the Post Remediation Plan.

The outputs of Activity 2.5 and Activity 2.6 will be provided as an input for the preparation of the Technical Specifications Document.

Activity 2.7. Preparation of Technical Specification for 2 Pilot Sites for Pilot Application

TAT will prepare a Technical Specification Document to be submitted for MoEU IPA Unit which will engage information in operational plan, supervision and monitoring plan and post remediation plan to identify technical criteria including Tender Documents⁷ with Terms of Reference, budget estimation, Contract Notice (CN) and other relevant technical documents that will be submitted to MoEU/DGoEUFR for tendering the works for 2 pilot areas in Part B of this operation. UNDP will ensure that prepared documents are shared with MoEU/DGoEUFR in due time as per the Project workplan, provide relevant revisions until it is approved by EUD and keep MoEU/DGoEUFR in consultation regularly. Tender Document will also include,

- Properties of sites (location, dimensions, etc.)
- Possible remediation options and their time frames
- Operation plan details, and any alternatives
- Budget estimation

Activity 2.8. Implementation of Supervision Support and Monitoring Plan for 2 Pilot Sites

UNDP will provide supervision support of the to-be-selected Contractor and monitor Part B of this operation, as per the operational plan, workplan of Project and monitoring plan, in consultation with MoEU including MoEU/DGoEUFR. UNDP will not be responsible for the execution or supervision of the works contract.

Closure Event:

Contribution Agreement will have a high-profile Closure Event to be organized in Ankara. The closure event will help inform the public and the stakeholders (approximately 150 participants) about the Action results and achievements in general. The organizational expenses including but not limited to food and beverages, venue rent, stationary as well as travel and accommodation costs of participants coming outside Ankara (approx. 100 people) - will be covered from the Project budget.

1.4. Methodology

Methods

In implementation of the Project activities, the TAT will bring together its ability to improve human capacity, augment implementation efforts at local and national level, and impact evaluation frame as well as to advocate, advice, promote dialogue, achieve consensus and build data-driven and accountable networks in line with international norms and standards. Promotion of change in the field of POPs contaminated sites management through better governance, strategic planning at system level and result oriented interventions both through upstream actions targeting institutional and policy level interventions and downstream actions for strengthened government and private sector actors will be key in Project interventions. This will be enabled by efforts to foster data driven 'decision making tools' and 'capacity' for expertise, dialogue, coordination and collaborative action, especially in design and implementation of activities concerning legislative and policy development.

For all activities:

⁷ PRAG/FIDIC procedures would apply in Tender Documents of Part B of overall programme under the responsibility of the MoEU and accordingly only binding for the MoEU.

- Number of participants, days and events are stated indicatively, which may show slight differences. If the numbers diverge considerably, necessary measures will be taken by UNDP in order to ensure the expected results to be reached.
- Exact days/locations/venue/agenda/program of the events/activities will be agreed with MoEU/DGEM at least 20 days before the event/activity. All stakeholders (including the EUD) will be informed by UNDP and/or MoEU/DGEM about exact dates/locations of the events/activities at least 1 weeks before the event/activity to make possible of participation (if required by them) to activities and close monitoring of the general implementation of the Project.
- No per diems will be paid to the civil servants but their costs will be reimbursed based on the actual cost incurred by them.
- The costs of the travel and accommodation of the event participants that are travelling from other provinces to the event location will be covered under project budget and the justifications are provided in budget justification part.
- In order to assure inclusive participation, social and environmental coherence, and mainstreaming gender equality, all related actors will also be invited to the relevant meetings, if needed.
- In addition to the Project Assistant/Interpreter, some interpretation and translation services will be acquired for other professional work (such as simultaneous interpretation in high-profile events and professional translation of legislative pieces).

For all capacity building activities:

- The training modules should be adapted and modified over time, and in response to local demand. This will require a regular and periodic evaluation.
- Promote efforts to develop Trainer of Trainers (ToT) Programs building around the training modules. The implementation of these ToT programs would help to develop a geographically dispersed team of trainers capable of delivering the concerned modules.
- Trainers, experts, activity venues etc. will be decided in consultation with the MoEU/DGEM at least 20 days before the activity.
- Agenda and attendance sheet will be prepared for each day of the activities.
- Venue rent, cost of technologic equipment (if needed), costs of stationery and documentation and meeting package will be covered by the Project budget. The meeting package refers to the costs for lunch, tea and coffee breaks. The cost of the technical equipment refers to the sound system equipment and relevant equipment for the interpretation services, if needed. Stationery and documentation refer to any expenditure for the printing and procurement of supporting documents to be distributed to the participants.
- The costs of the travel and accommodation of the trainees that are travelling from other provinces to the event location will be covered under project budget and the justifications are provided in budget justification part.
- Evaluation forms both before and after the trainings and technical visits will be distributed to the participants in order to assess the effectiveness of the activity and assessment for further improvement.

- Durations stated for the technical visits (study visits, training, etc.) do not include the travel days unless it is proven to be more cost effective (e.g. some activities can be carried out during the arrival/departure day).

Other than the above, the following methodology will be adopted in achieving the overall objective of the project and enhance climate change adaptation in Turkey:

1. Capacity development activities will strengthen the profile of interested and assigned staff from public and private entities in order to build a pool of expertise. The training modules and solutions will be tailor made and will be agreed with the MoEU/DGEM 20 days before the delivery. The programme will be built on the capacities and needs of people and institutions. The availability of a pool of expertise is a key requirement.
2. Build knowledgeable and responsible institutions. Activities will support public institutions in their duties for planning, regulation and implementation. The way they perceive contaminated sites management, the challenges they face and the ways they address them will be analyzed and understood.
3. Ensure the availability and accessibility of a knowledge base. Activities will actively seek to build on existing studies to both gather them and use them for project activities. The availability of an accessible knowledge base will promote studies and work outside the project scope and act as a catalyst for collaborative work.
4. Wide participation of all relevant stakeholders in design and implementation of the Project interventions will be ensured. In that respect, age, gender and local specific approaches will be sought. Among other results/objectives, participation will also increase the likelihood of sustainability.
5. Find solutions for problems instead of imitating models. The Project interventions will be based on the lessons learned and best practices in EU Member States. At this point, focusing on identifying and solving problems rather than trying to match one or another model in different country will be the key. It is because each reform process is unique in terms of the solutions that can be applied. The challenge is to learn from other experiences but also to provide customized solutions for particular situations in the context of Turkey.
6. Visibility and advocacy platforms for increased ownership of the contaminated sites legislation and POPs by-law in Turkey will be promoted in scope of the Project through the training and awareness raising programs and communication.
7. Regarding geographical targeting, the selection of pilots will be representative to the current context of Turkey, in terms of highly present pollutant and the interest and demand of the government sector rather than private.

Management Structure and Team

Management Structure

UNDP is responsible for efficient and effective implementation of the present project through the Contribution Agreement concluded with the MoEU/General Directorate of European Union and Foreign Relations (MoEU/ DGoEUFR) acting as the Contracting Authority on behalf of the EU. MoEU/General Directorate of Environment Management (DGEM) is the End Recipient of the Project.

Project management structure illustrating the level of hierarchy in terms of project implementation in the Figure 2. Reporting lines and detailed functions are described in following pages.

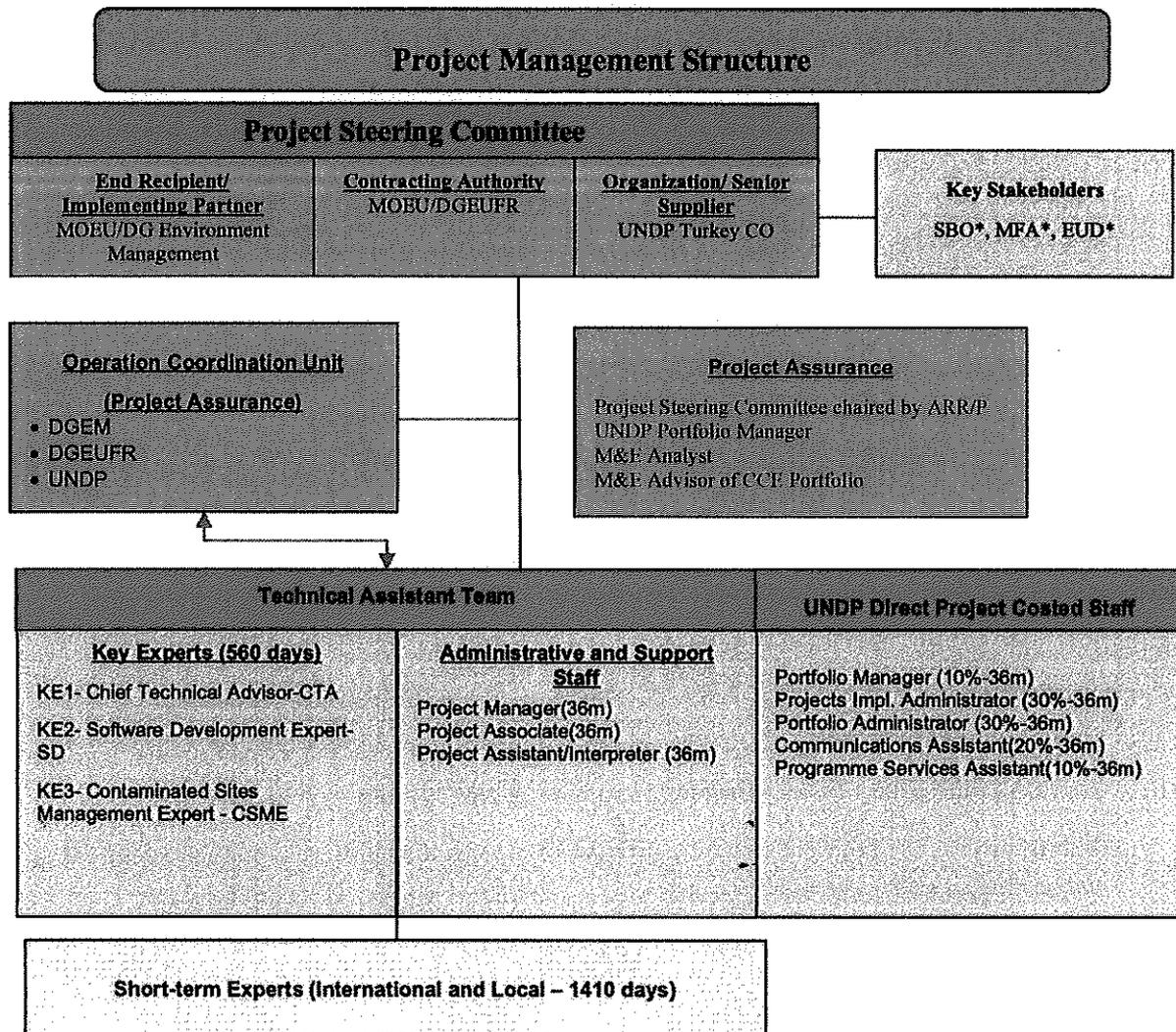


Figure 1. Project Management Structure

*SBO (Strategy and Budget Office, Presidency) and MFA (Ministry of Foreign Affairs) are natural members of the PSC with a role to link the project results to the national development policy and oversight for international agreements. EUD that carries out ex-ante control over the Project attends the PSC meetings as an observer

End Recipient/ Implementing Partner:

The MoEU Directorate General of Environmental Management, Department of Chemicals Management is the End Recipient and IP of the Project, which has the overall responsibility of the Project results from the Government side. It gives official views and confirmations on all relevant activities, outputs, M&E etc. It is the chair of the Steering Committee and the Operation Coordination Unit (OCU).

Organisation/ Senior Supplier:

UNDP Turkey will be responsible for the provision of technical and implementation support of the Project in line with its rules and regulations and as per Contribution Agreement that will be signed with the MoEU/DGoEUFR as per the Financing Agreement between the European Commission and

the Government of Turkey. To this end, it provides technical guidance, promotes participation and facilitation, ensures coordination among relevant international projects, programmes and initiatives and establishes new partnerships.

UNDP is also responsible for mobilizing all required financial and human resources to ensure successful implementation, M&E and completion of the project in close cooperation with the End Recipient/Implementing Partner. It contracts senior and junior national and international staff/experts to provide technical assistance on specific activities. To ensure high quality expertise, particularly EU know-how and scientific knowledge is benefitted. The UNDP is responsible for ensuring high quality deliverables and effective capacity building and it will rely on EU-acquis to do so. More specifically, it will (i) promote EU technologies and services to open the market and connect interested parties with capable providers, and (ii) make strategic choices for the mobilization of technical expertise during the project. The UNDP will also benefit from the regional and global UNDP hub, the UN Agencies and use its network of country offices in the region to identify and mobilize the most relevant EU institutions and expertise.

UNDP will establish a Technical Assistance Team (TAT), which will work in close cooperation with the End Recipient. The TAT will be composed of high-caliber national and international experts to be backstopped by the UNDP and supported by national and international short-term experts. The TAT will be technically coordinated by the Chief Technical Advisor (CTA) and day-to-day administrated by Project Manager.

The Project will comply with UNDP equal opportunity policies, by recruiting personnel and selecting consultants in accordance with official policies and practices. The TAT responsibilities include:

- Maintaining liaison with government authorities to determine what the immediate and mid-term priorities of the project are including the preparation of plans to address these priorities;
- Management of the project activities in order to ensure that immediate and mid-term priorities are within the scope of the project;
- Acting as the secretariat for the Steering Committee and OCU.

The End Recipient will task relevant staff as counterpart to cooperate with the TAT and liaise with the TAT on day-to-day project activities and provide guidance. For day-to-day interactions, the TAT Chief Technical Advisor and the counterpart from the End Recipient/ Implementing Partner or his/her delegate will be the main contact persons for the project stakeholders.

UNDP is also represented in the Steering Committee and the Operation Coordination Unit at the highest level possible.

Contracting Authority

The MoEU General Directorate of European Union and Foreign Relations (MoEU/DGoEUFR) is the Contracting Authority. It implements all necessary procedures with regard to the Contribution Agreement to be signed with UNDP in line with the Financing Agreement between the European Commission and the Government of Turkey. The CA is also represented in the Steering Committee and the Operation Coordination Unit.

Project Steering Committee (PSC)

At the top of the project management structure, there is the Steering Committee. PSC will be chaired by the MoEU/DGEM and will convene on quarterly basis in the premises of the MoEU. The PSC will consist of

representatives of the MoEU/DGEM, the Contracting Authority (MoEU/DGoEUFR) and UNDP and other stakeholders, when deemed necessary. Delegation of the European Union to Turkey that carries out ex-ante control over the project attends the Steering Committee meetings as observer. The PSC will meet twice a year to discuss the progress of the project, verify the achievement of the outputs and mandatory results and discuss actions to be undertaken or whenever deemed necessary by its members. The MoEU/DGEM, when necessary, may invite other relevant participants in the PSC meetings. The responsibility for the organization of the PSC meetings including preparation of minutes lies with the Technical Assistant Team (TAT). It acts as the advisory body that will provide high-level strategic guidance and oversight on the implementation of the project.

The Steering Committee will operate under the following set of rules/tasks:

- To verify the achievement of the outputs and results specified in the action or as amended
- To discuss actions to be undertaken in following quarters in terms of achievement of indicators in the action
- To design and monitor the outreach and communications activities among relevant partner/target institutions
- To coordinate involvement of the partner/target organisations for effective follow up of progress made and ensure the timely flow of information between these institutional partners
- To monitor the progress made towards project indicators in line with the log frame or propose changes where appropriate. Review and approve any change from the defined work plan
- To monitor and facilitate linkage among different project components/contracts and the project linked with the activities of other projects, donors or through national fund
- To coordinate among different project components/contracts ensuring effective sequencing between interrelated components
- To assess the progress of the project components as per the utilization of the allocated budget, such as for procurement, and contract management within the scope of grant agreement. Recommend eventual amendment of the project timeline
- Reporting and monitoring will be undertaken in accordance with UNDP rules and regulations and Article 10 of the Annex II to the Contribution Agreement.

Operation Coordination Unit (OCU)

The MoEU/DGEM will establish an Operation Coordination Unit (OCU), in Ankara which will be composed of at least 4 staff members (one counterpart and 3 back-up staff) of the End Recipient. The OCU, which will be chaired by the Steering Committee. The End Recipient, TAT and Contracting Authority (when necessary) will form the OCU that coordinates the implementation of the project under the overall guidance of the Steering Committee. Relevant administrative and technical staff/experts to be contracted by UNDP may also participate in the meetings of the OCU when deemed necessary.

A management meeting will be called on monthly basis to effectively manage the progress of the project and take corrective measures deem necessary. OCU management meetings will be held at either the MoEU

premises or at the UNDP premises in Ankara. The TAT is responsible to call and to take the minutes of this OCU meeting.

Project Assurance

The Project Assurance role supports the Project Steering Committee by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed.

Project Assurance has to be independent of the Project Manager; therefore, the Project Steering Committee cannot delegate any of its assurance responsibilities to the Project Manager. There are two levels of project assurance. The first one is at the Project Steering Committee (PSC) level chaired by ARR/P. The PSC reviews and monitors project outcomes in its quarterly meetings and makes recommendations on the basis of this analysis to the implementing partner. At UNDP Country Office level, Project Assurance function belongs to Portfolio Manager and M&E Analyst as well as the M&E Advisor of the CCE Portfolio with a clear mandate for oversight and monitoring functions

Technical Assistant Team (TAT)

UNDP will establish a Technical Assistant Team (TAT), which will work in close cooperation with the MoEU/DGEM. TAT will be composed of long and short term high-caliber experts to be backstopped by the UNDP. The TAT will be technically coordinated by the Chief Technical Advisor (CTA) and day-to-day administrated by Project Manager.

The MoEU/DGEM will also task relevant staff to cooperate with the TAT and liaise with the TAT on day-to-day project activities, as detailed in Operation Coordination Unit (OCU). For day-to-day interactions, the TAT Chief Technical Advisor and the staff assigned by the MoEU/DGEM will be the main contact persons for the project stakeholders. The TAT responsibilities include:

- Maintaining liaison with government authorities to determine what the immediate and mid-term priorities of the Project are including the preparation of plans to address these priorities;
- Management of Project activities in order to ensure that immediate and mid-term priorities are within the scope of the Project;
- Monitoring of the project progress with reference to the log-frame matrix;
- Acting as the secretariat for the PSC.

All recruitment would be carried out in accordance with UNDP rules and regulations.

TAT will be composed of Key Experts, key experts or short term local and international experts, and administrative support staff as detailed below:

Key Experts

Key Expert 1 (Chief Technical Advisor-CTA)

The CTA is a Key Expert (KE) to be recruited for 360 w/days. The CTA shall be mainly responsible for technical compliance of the project activities. S/he shall be responsible for smooth implementation of the Project, providing technical inputs to all components and all reporting and documentation. His/her functions do not include managerial, supervisory and/or representative functions. S/he will report to UNDP Climate Change and Environment Portfolio Manager and UNDP Chemicals and Waste Cluster Lead.

Qualification and skills:

- Master's degree in a relevant technical discipline (such as chemical engineering, chemistry, environmental sciences or any other relevant discipline);

- University degree in a relevant technical discipline (such as chemical engineering, chemistry, environmental sciences or any other relevant discipline);
- Good command of spoken and written English;

General professional experience:

- Minimum 15 years of relevant professional experience;
- Minimum 5 years of professional experience in working for international institutions/organizations.

Specific Professional Experience:

- Minimum 5 years of specific working experience in provision of technical assistance on implementation of contaminated sites management initiatives preferably in POPs/PTS contaminated sites;
- Experience in at least 2 international projects as a specialist or expert in the contaminated sites management.

Key Expert 2 (Software Development Expert- SD)

The SD will be providing technical expertise for the achievement of the results under Component 1. SD will work for 100 days during the project lifetime. S/he will provide technical inputs to Activity 1.4., Activity 2.1., and Activity 2.3. SD will also support the CTA. The SD will report to the UNDP Climate Change and Environment Portfolio Manager and UNDP Chemicals and Waste Cluster Lead.

Qualification and skills:

- University degree in related field (such as computer engineering, software development, or any other relevant field.);
- Master's degree in related fields will be an asset;
- Good command of spoken and written English.

General professional experience:

- Minimum 10 years of relevant professional experience;

Specific Professional Experience:

- Minimum 3 years of specific working experience in developing and/or analyzing chemicals/contaminated sites/waste registry, remediation and/or monitoring system;
- Local experience in Turkey is an asset,
- Experience in at least 2 international/national projects as a specialist or expert in chemicals/contaminated sites management.

Key Expert 3 (Contaminated Sites Management Expert- CSME)

The CSM will be providing technical expertise for the achievement of the results under Component 1. CSM will work for 100 days during the project lifetime. S/he will provide technical inputs to Activity 1.2., Activity 2.2., Activity 2.3., and Activity 2.4. CSM will also support the CTA. The CSM will report to the UNDP Climate Change and Environment Portfolio Manager and UNDP Chemicals and Waste Cluster Lead.

Qualification and skills:

- University degree in a relevant technical discipline (such as chemical engineering, chemistry, environmental sciences or any other relevant discipline);
- Master's degree in related fields will be an asset;
- Good command of spoken and written English.

General professional experience:

- Minimum 10 years of relevant professional experience;

Specific Professional Experience:

- Minimum 5 years of specific working experience in guideline preparation on contaminated sites/ technical specification/TOR development or operational plan development in contaminated sites/ in chemicals/waste/contaminated sites management;
- Local experience in Turkey is an asset
- Experience in at least 3 international/national projects as a specialist or expert in contaminated sites management,
- Experience with contaminated sites with POPs/PTS will be an asset.

Administrative and Support Staff

Project Manager (PM; Full time - 36 months)

The PM will be provided for full time during the implementation period (36 months). The PM will be in charge of managing operational issues (i.e. mobilization of short-term experts, procurement, payments etc.) as well as managing contractual relations with the Contracting Authority. PM will work in collaboration with the CTA in terms of technical framework, while CTA will be providing the overall technical framework under the supervision of the Portfolio Manager and the Cluster Lead. S/he will ensure that all reporting be carried as defined in the General Conditions of the Agreement (Annex-II). S/he shall be responsible for reviewing progress reports and output related substantial documentation, as well as liaising with national and international stakeholders at the institutional level. S/he will report to the UNDP Climate Change and Environment Portfolio Manager and Chemicals and Waste Cluster Lead.

Qualifications and skills:

- Master's degree in environment sciences, advanced degrees in the same fields preferred (in any other related fields). In the absence of an advanced degree, equivalent professional experience of minimum 12 years in the relevant fields will be compensating the absence of the graduate degree;
- PhD degree in relevant fields will be an asset;
- Good command of spoken and written English;

General professional experience:

- Minimum 10 years of relevant professional experience.

Specific professional experience:

- Minimum 5 years of experience working with national/international institutions/organizations in the field of chemicals/waste/contaminated sites management;
- Minimum 5 years of experience in project cycle management

- Experience in at least 1 project in collaboration with governmental organizations;
- Experience in at least 1 project within the rules and contractual procedures of EU will be an asset;
- Local experience in Turkey is an asset;
- Experience in at least 1 project within the rules and contractual procedures of UNDP will be an asset.

Project Associate (PAS – Full time 36 months)

The PAS will be provided for full time during the project period (36 months). The PAS will assist primarily the CTA in fulfilling his/her duties and tasks. The PAS shall be responsible for drafting progress reports and output related substantial documentation, as well as liaising with national and international stakeholders at the institutional level. S/he will also provide soft-assistance to the government counterpart at the MoEU and other key experts, as deemed necessary by the CTA. S/he will report to the PM.

Qualifications and skills:

- University degree in political/administrative sciences or environmental sciences or any other related field;
- Good command of spoken and written English.

General professional experience:

- Minimum 6 years of relevant professional experience.

Specific professional experience:

- Minimum 2 years of experience working with international institutions/organizations;
- Local experience in Turkey is an asset;
- Experience in at least 1 project in collaboration with governmental organizations will be an asset.

Project Assistant/Interpreter (PA - Full time 36 months)

The PA will be provided for full time during the project period (36 months). The PA will provide the TAT with sufficient administrative support. In addition to their daily routine, the PA will also fulfil the tasks to be assigned by the PM. The PA will be tasked to assist the experts (including STEs) who cannot speak Turkish to interact with the Project's stakeholders most of whom are not fluent in English, to translate outputs of the project. S/he will report to the PM.

Qualifications and skills:

- University degree in business administration or environmental sciences or translation and interpretation;
- Good command of spoken and written English.

General professional experience:

- Minimum 3 years of relevant professional experience.

Specific professional experience:

- Experience in fully working for at least 1 project in collaboration with international institutions/organizations;
- Local experience in Turkey is an asset;
- Experience in at least 1 project within the rules and contractual procedures of EU will be an asset.

UNDP DIRECT PROJECT COSTED STAFF AND ROLES

In addition to the Project staff, depending on the nature of the work and complexity a number of technical and administrative roles and services are covered by the UNDP country office and are cost-shared within the office. The role of these staff is not provision of guidance or overseeing the implementation, but rather directly implementing the action themselves in proportions indicated below. These positions are not horizontal; they are totally considered as a direct part of the activities that the European Union finances as described. Direct project costed staff costs are proportionally budgeted to the Project based on their direct and necessary involvement in the implementation of the Project.

Difference between the Technical Assistance Team and direct project costed staff is that direct costed staff do not only serve for this project, but they also serve for some other projects as well according to the direct attribution to the respective projects. This brings in the know how, synergy potentials, standardization and efficiency in implementation, serving for the institutional memory, sustainability in terms of follow-up aftermaths of project implementation at portfolio level.

Portfolio Manager (10% time allocation for 36 months)

The Portfolio Manager will supervise the Cluster Lead and Project Manager to provide thematic guidance, in relation to climate change and environment portfolio. S/he will serve as a senior representative and engage with stakeholders accordingly. S/he will ensure the delivery of the Project and will be prepared to represent UNDP at the national/regional/international level. In specific terms, the Portfolio Manager will provide strategic guidance for the sustainability of the Project and for better service delivery in line with “UNDP Programme and Project Management Procedures”. In addition, the

Portfolio Manager will ensure coordination and coherence with other projects/programs of UNDP and other organizations in the fields of climate change adaptation, SDGs, gender equality, natural resources and biodiversity, chemicals and waste, etc. S/he will directly participate to the project activities to perform roles mentioned above.

Chemicals and Waste Cluster Lead (30% time allocation for 36 months)

The Chemicals and Waste Cluster Lead will supervise the TAT and provide thematic guidance to the PM and CTA, in relation to chemicals and waste cluster. S/he will ensure high quality and timely delivery of the project and will be prepared to represent UNDP at the national/regional/international level. In specific terms, the Cluster Lead will contribute implementation of the project in line with “UNDP Programme and Project Management Procedures”. S/he will directly participate to the project activities to perform roles mentioned above.

Projects Implementation Administrator (30% time allocation for 36 months)

The Projects Implementation Administrator (PIA) supports the Project by ensuring that it remains compliant with UNDP Rules and Regulations, with respect financial management and human resources management. S/he liaises with the Programmes Service Centre. Recruitment processes will be made by the PIA. This will also include complex HR, budget and financing processes, where there will be need of direct involvement of PIA. S/he will maintain a close working relationship with the PM and will provide further assistance to the TAT, as required. PIA will report to Portfolio Manager.

Portfolio Administrator (30% time allocation for 36 months)

The Portfolio Administrator (PIA) supports the Project by ensuring that it remains compliant with UNDP Rules and Regulations, with respect to procurement. S/he liaises with the Procurement Unit. The procurement of goods and services will be made by the PA-Procurement. This will also include complex procurement processes including, where there will be need of direct involvement of PA-Procurement. S/he will maintain a close working relationship with the PM and will provide further assistance to the TAT, as required. PA-Procurement will report to Portfolio Manager.

Communications Assistant (20% time allocation for 36 months)

The Communications Assistant will maintain an appropriate degree of communications for the Project and in accordance with the EC-UN Joint Visibility Guidelines. The duties will include, but not be limited to, drafting of strategic communications, ensuring the quality of the promotional materials, drafting of speeches and presentations for public events, reporting (in relation to Project communications) via the UNDP and other approved websites by the stakeholders, management of project media content in line with UNDP practices. The Communications Assistant will provide direct support to TAT, with a 20% time allocation to ensure that Joint visibility guidelines for EC-UN actions in the field are followed in the implementation of the Project activities. Therefore, the Project will use internal UNDP resources to ensure effective and coherent communication activities, for a better standardized approach in

communication, as outlined in Communication and Visibility Plan under the Project. The Communication Assistant at UNDP will closely work with the full time Communication Assistant of the project.

Programme Services Centre Assistant (10% time allocation for 36 months)

The Programme Support Centre Assistant will execute the duties of the Programme Services Centre for the Project and will report to the Programme Services Centre Associate. The Programme Service Centre Assistant will work closely with the Projects Implementation Administrator to ensure that all payments are made in a timely manner. Further, s/he will be responsible for the identification of local vendors as well as management and filing of Project documentation (relating to Project documents, financial records and reports, local procurement actions and staff contracts). The Programme Services Centre Assistant will ensure that all transactions and payments in the Project will be made timely and in line with the rules and procedures of UNDP.

Project Office Equipment:

The Project Office includes personal and shared furniture and equipment for the use of TAT and short terms and/or key experts as well as for meetings with stakeholders. The details of the equipment and furniture are provided in the Budget. The equipment purchased under the Project will be transferred to the MoEU at the end of the Project.

Short Term Senior International and Local Experts

Short-Term Senior and Junior Experts (1410 days)

A total of 1410 working days of short-term expertise will be mobilized for a number of activities. Two short-term expert categories, i.e. senior and junior, have been identified and are presented below for ease of reference and consistency.

	Senior International STE	Senior Local STE	Junior Local STE
Professional experience (years)	Min. 10	Min. 10	Min. 5
International experience (years)	Min. 2	N/A	N/A
Local experience (years)	N/A	Min. 5	Min. 5

The following table shows the number of days to be invested by STEs as per each project activity:

	Senior International STE	Senior Local STE	Junior Local STE
Part A	50	1100	260

The STEs, both local and international, will support the TAT in specialized areas of the project activities. The duration of short-term assignment might vary in accordance with the specific requirements of the relevant assignment. A detailed resource schedule will be developed by the TAT during the Inception Phase.

To ensure that high quality expertise, particularly STEs from the EU member states, is effectively identified, recruited and deployed. UNDP will also benefit and get into engagement with other international organizations, think tanks, universities or NGOs working in the field in EU and Turkey.

1.4.3 Visibility

The Budget of the Project includes a sizable amount of funds for actions related to the visibility of the Project and its outcomes. All necessary measures will be taken to ensure the visibility of the European Union and the Republic of Turkey. All visibility actions will be carried out in accordance with the General Conditions (ANNEX-II - General Conditions to the Contribution Agreements, Article 8). The actions on visibility of the Project will follow the “ Joint Action Plan on Visibility (2006)” and the “Visibility Guidelines for EC-UN Actions in the Field (2014)”, the links to the guidelines are: https://ec.europa.eu/europeaid/sites/devco/files/un-visibility-action-plan-2006_en_0.pdf and https://ec.europa.eu/europeaid/sites/devco/files/guidelines-joint-visibility-eu-un_en.pdf.

The EU-Turkey cooperation logo should be accompanied by the following text:

This project is funded by the European Union and the Republic of Turkey.

Confirmation must be sought from the MOEU/DGEM, MOEU/DGEUFR and the EUD regarding the visibility items.

Due to the need for intensive, coherent and specialized visibility actions, a certain amount of the funds set aside for visibility will be utilized. All equipment, if applicable, shall have a solidly fixed and durable label, as appropriate for each piece of equipment, with the standard EU-Turkey cooperation logo.

The entire visibility actions will be discussed and reviewed in detail during Inception Phase in agreement with the MOEU/DGEM, MOEU/DGEUFR and EUD.

In specific terms, the following visibility related activities will be carried out during the lifetime of the Project at hand, which are detailed Communication and Visibility Plan:

- Preparing and maintaining a Project website: Project description, events and activities will be published on this specific Project website.

- Forming and maintaining Project social media presence: Project will have social media accounts updated daily and integrated with UNDP Turkey's accounts.
- Preparing success and human stories to be used on website and social media: These will be the main content for social media and website. They will be prepared by the UNDP Turkey Communications team.
- Organizing field visits to support communications of Project results: Project outcomes and results should be turned in to visibility content.
- Preparing one different documentary style short movie: The main content of project's visibility is 10 high-quality documentary style short movie.
- Preparing and distributing visibility materials: theme based flyers, brochures, info-sheets, messages and other materials including Project paper file, pen, notebook, USB, sticker; booklet about the scope and objectives of the Project and its activities at the local level.
- Media Packages for various events and social media, which will include the details of the events which will be conducted in the scope of the Project. The information will include the agenda, objectives and the key messages to be conveyed to the public about the climate change adaptation processes.

Reporting

Obligations regarding information and reporting of the Project are conducted in line with the provisions of the Financial and Administrative Framework Agreement in place between the EU and the UN (Amended FAFA on 31.12.2018) and the General Conditions of the Contribution Agreement. The UNDP will be in charge of reporting of the Project activities in collaboration with the End Recipient and as requested by the Contracting Authority.

Reports, that are mentioned below shall be submitted to the MOEU and the EUD, via an e-mail first, at the end of each reporting period specified below. The comments and/or corrections on the reports will be submitted to UNDP via e-mail within 15 calendar days after the receipt of them. The UNDP shall revise the report based on the comments and re-submit it within 10 calendar days via e-mail. If no comments are sent within 5 calendar days, the final version can be processed as hard copy. In case of further comments and/or corrections, the same cycle as outlined above will be done; however, for the purpose of timely finalization of the report, the parties may agree on different time limits. Once the final version is agreed by all parties, UNDP will prepare and submit the hard copy of the reports/documents as the final version within 10 calendar days for approval.

The reports must be submitted both in hard copy and in electronic version (readable by a Microsoft Office application). All reporting will be done in English and Turkish. The Turkish version of the reports should be prepared within 15 days after the approval of English version and will also be submitted to

the MOEU and EUD within the framework of the cycle outlined above. This approval and submission cycle will be valid for inception report, progress reports and final report of the project.

Inception Report

Within 12 weeks of commencement of the Project, UNDP will implement the inception phase and prepare and submit for approval an Inception Report to the MOEU and the EUD within 15 days of the completion of the inception period through e-mail. MOEU and EUD will provide their comments within 5 calendar days and UNDP will review the report as per these comments within 5 calendar days. The hard copy report will be submitted to MOEU and EUD within one month after the completion of the inception phase, providing an outline of the general approach, methodology and timetable for preparation and implementation of all activities funded under the Project. The Inception Report will include a detailed work plan for the 12-month activities and a work plan with estimated budget for the next 24 months.

Progress Report

A Progress Report will be submitted at the end of each year to MOEU and the EUD in line with Article 3 of the General Conditions. It will serve for the minimum requirement of the Commission as a yearly narrative and financial report. The progress report will present the status of Project's implementation during a specific interval of time (12 months) and assess the progress made towards achieving the Project's intended results and outputs, detailed action plan for the rest of the Project duration. The report also will identify future challenges and actions recommended to address them. Progress reports shall be submitted within sixty (60) days after the period covered by the report.

Final Report

A Final Report will be submitted to MoEU (CA) and EUD in line with Article 3 of the General Conditions following completion of project implementation period. The Final Report will document and comment on overall achievements against the original plan, highlight lessons learned and make recommendations on any follow-up actions required.

Name of Report	Time of submission*	Recipients
Inception Report (Turkish & English)	Within 4 months of commencement of the Project.	MoEU (CA) and EUD
Progress Report (Narrative and Financial) (Turkish & English)	Within 60 days after the period covered by such report. (as per Article 3.9 of the General Conditions)	MoEU (CA) and EUD
Activity Reports	Two weeks before each Steering Committee Meeting,	MoEU (CA) and EUD and all members of SC

(Narrative, Turkish and English, to be submitted to Steering Committee Meetings)	to summarize all completed activities within the period covered for the Steering Committee supported with annexes and the planned activities for the next coming period, if applicable.	
Final Report (Narrative and Financial) (Turkish & English)	Not later than 6 months after the end of the implementation period of the Project (as per Article 3.9 of the General Conditions)	MoEU (CA) and EUD

**time of submission of the hard-copy version (final version) of the reports*

Project Monitoring and Evaluation

Monitoring and evaluation exercises will be undertaken in compliance with the provisions of the Financial and Administrative Framework Agreement (Article 1. Focus on results) and the General Conditions (Article 10. Monitoring and Evaluation of the Action).

The expected results, activities, objectively verifiable indicators, sources of verification and assumptions listed in the Logical Framework constitutes the basis of the Project's M&E system. It will be further refined during the Inception Phase. UNDP continuously tracks the progress of the Project based on the agreed indicators and all reporting will be carried out accordingly. Indicators will be based on objectives that are specific, measurable, attainable, realistic and time-based. Indicators for the contribution-specific agreement are linked to the more general indicators relevant for the whole Action, wherever possible.

The success and effectiveness of the trainings for capacity building purpose will be evaluated through a "2 level approach".

Level 1 – Reaction: Measuring trainees' reactions to the relevance and usefulness of the materials through questionnaires.

Level 2 – Learning: Measuring trainees' knowledge and skills through tests during and after the trainings,

Monitoring and evaluation system of the project will be shared with the MOEU and EUD, as soon as they are finalized. EUD representatives shall be invited to participate in the main monitoring and in the evaluation missions. The results of M&E exercises shall be reported to the MOEU and the EUD. Moreover; as far as possible and appropriate, UNDP and the EUD will explore carrying out jointly the M&E activities.

The Project will be evaluated (technical evaluation) independently. The evaluation is expected to be conducted in the last year of the Project.

The assessment will be on the substance and immediate concrete results of the Project, and will, by no means, include any form of expenditure verification (or Audit) etc. As a result of the assessment, the

impacts of the results achieved, lessons learned and good practices in terms of substance will be assessed in a report. Besides, the level of communication and visibility as well as recommendations for sustainability will also be explored in the said assessment.

Project Audit

In line with the Financial and Administrative Framework Agreement (FAFA) and the General Conditions, the financial transactions and financial statements shall be subject to the internal and external auditing procedures laid down in the Financial Regulations, Rules and directives of UNDP.

1.5. Duration and indicative action plan for implementing the action

The duration of the action will be 36 months.

	2019				2020				2021				2022			
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
0. INCEPTION PHASE																
0.1. Establishment of Technical Assistance Team (TAT) and Office	X															
0.2. Kick-off meeting (first Management Meeting)	X															
0.3. Launch Event	X															
1. TECHNICAL AND INSTITUTIONAL CAPACITY FOR MANAGEMENT OF POPS CONTAMINATED SITES HAS BEEN STRENGTHENED																
1.1. Trainings for staff that will be working on POPs contaminated sites management from different target groups		X	X	X												
1.2. IGA/Guidance documents/publications preparation and update	X	X	X	X												
1.3. Study visits					X							X				
1.4. Establishment of Helpdesk Navigator Software Programme							X	X	X	X						
2. CONTAMINATED SITES WITH POPS HAVE BEEN IDENTIFIED AND CLASSIFIED																
2.1. Update of CSIS Software	X	X	X	X								X	X	X	X	
2.2. Identification and classification of POPs contaminated sites in Turkey		X	X													

1.6. Sustainability of the action

Expected Results

The project is expected to create three results:

Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened

Result 2. Contaminated sites with POPs have been identified and classified

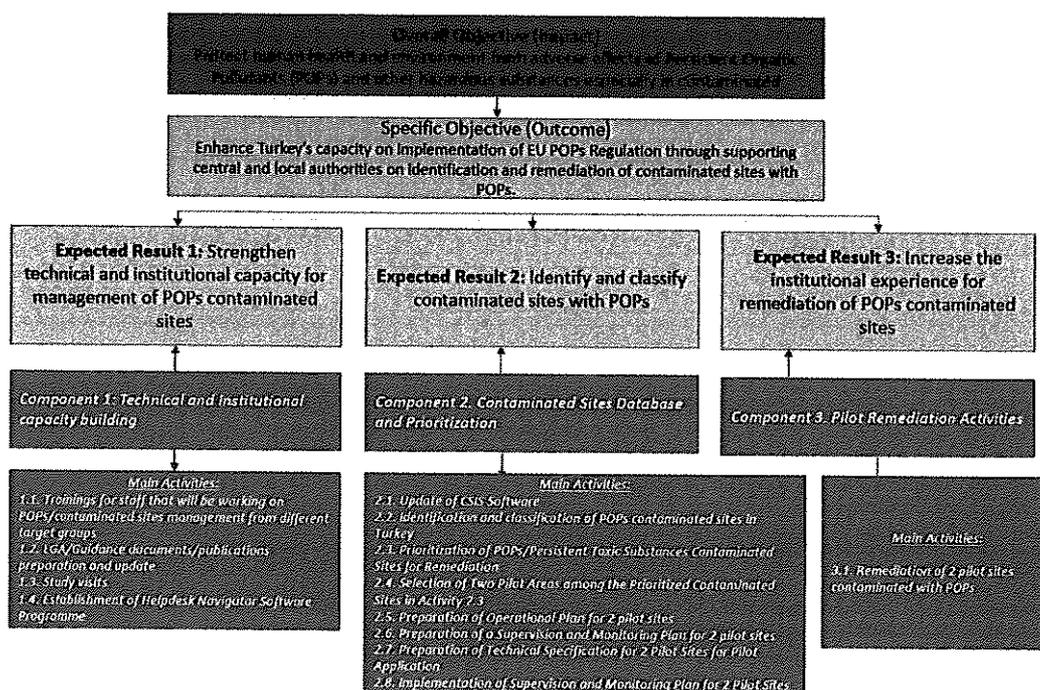
Result 3. Institutional experience for remediation of POPs contaminated sites have been increased

Expected Impact on Target Groups/Beneficiaries

The project is expected to generate the following impacts:

1. National capacity and decision-making process enhanced through trainings, update of guidelines, study visits, software development and establishment of helpdesk,
2. Institutional capacity of central and local authorities of MoEU increased in terms of effective implementation of contaminated sites legislation,
3. Public awareness on contaminated sites management enhanced through institutional and individual capacity enhancement programmes,
4. Knowledge base and expertise pool enhanced through networking efforts between national institutions with EU centres and Member states,
5. Implementation capacity enhanced through pilot remediation activities.

The graph below illustrates the process between overall objective, specific objective, expected results, components and main activities.



Concrete Outputs

The following outputs will be achieved with envisaged delivery date which are indicatively identified in line with the Section 1.5:

Component 0 – Inception

	<u>Main activities</u>	<u>Expected output</u>
0.1	Establishment of Technical Assistance Team (TAT) and office	Inception report Media package Project website, project newsletters, business cards, banners, posters etc. Envisaged delivery date: 12 weeks after the project start date.
0.2	Kick-off meeting (first management meeting)	
0.3	Launch event	

Component 1 - Technical and institutional capacity for management of POPs contaminated sites has been strengthened

	<u>Main activities</u>	<u>Expected output</u>
1.1	Trainings for staff that will be working on POPs/contaminated sites management from different target groups	<ul style="list-style-type: none"> • Training need assessment report • Training module and reports Envisaged delivery date: 18 months after the project start date.

1.2	LGA/Guidance documents/publications preparation and update	<ul style="list-style-type: none"> • Legal gap analysis • Recommendation for draft legislation • A public video on general information on POPs contaminated sites • Brochures on general information on POPs contaminated sites, registration and remediation information for contaminated sites, information on post-monitoring activities • Revised guidelines (Technical guidelines on Contaminated Sites Assessment, Remediation, Monitoring and Risk Assessment) • A new guideline on POPs contaminated sites management • Updated report forms of Annexes of Contaminated sites legislation <p>Envisaged delivery date: 15 months after the project start date.</p>
1.3	Study visits	<ul style="list-style-type: none"> • Study visit reports <p>Envisaged delivery date: 24 months after the project start date.</p>
1.4	Establishment of Helpdesk Navigator Software Programme	<ul style="list-style-type: none"> • Helpdesk Navigator Software Programme <p>Envisaged delivery date: 30 months after the project start date.</p>

Component 2 - Contaminated sites with POPs have been identified and classified

	<u>Main activities</u>	<u>Expected output</u>
2.1	Update of CSIS Software	<ul style="list-style-type: none"> • Updated CSIS Software <p>Envisaged delivery date: 36 months after the project start date.</p>
2.2	Identification and classification of POPs contaminated sites in Turkey	<ul style="list-style-type: none"> • POPs contaminated sites identification and classification report <p>Envisaged delivery date: 9 months after the project start date.</p>
2.3	Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation	<ul style="list-style-type: none"> • Prioritized list of POPs contaminated sites <p>Envisaged delivery date: 12 months after the project start date.</p>
2.4	Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3	<ul style="list-style-type: none"> • Pilot Site Selection Report <p>Envisaged delivery date: 12 months after the project start date.</p>
2.5	Preparation of Operational Plan for 2 pilot sites	<ul style="list-style-type: none"> • Technical specification and operational plan of two pilot sites <p>Envisaged delivery date: 15 months after the project start date.</p>
2.6	Preparation of a Supervision and Monitoring Plan for 2 pilot sites	<ul style="list-style-type: none"> • On-site Technical Supervision and Monitoring <p>Envisaged delivery date: 15 months after the project start date.</p>
2.7	Preparation of Technical Specification for 2 Pilot Sites for Pilot Application	<p>Recommendations respecting Post Remediation Plan</p> <p>Envisaged delivery date: 15 months after the project start date.</p>

Multiplier effects

The intervention modality proposed for implementation of the project includes a number of measures to optimize the multiplier effects and sustainability of the impact after completion of the project. These elements include, but are not limited to, improved decision-making tools, establishment of IT systems, comparative analysis reports. In addition to such outputs the project is expected to contribute significantly to the human resources capacity both at the central and local level through various training activities. The knowledge on other country experiences on local governance and know-how to be gained through the trainings will be used for future contaminated sites management work at policy, financial and technical levels.

Sustainability

MoEU will ensure policy-level sustainability of the Project. The Project is aligned with one of the four pillars of the 10th National Development Plan “Liveable places, sustainable environment” and international agreements such as Stockholm Convention on POPs. The Project will support policy-level sustainability mainly through the replicable pilot actions that will be fulfilled throughout the Project.

The Project includes specific measures to ensure institutional sustainability through training programs and public awareness activities.

Financial Aspect

The Project is geared towards establishment of required institutional capacity and the funds will be used for this specific purpose. As such, once the required institutional capacity is established and the MoEU is with the skills and tools, they will be able to expand the implementation of the recommendations of the Project from its own resources.

Institutional Level

The project will develop significant capacities both at the central level and the local levels through design and delivery of the training programs. At this point, it is important to note that the training modules will be used by the MoEU and others for further training programs to be delivered by their respective training departments. Trainings will be carried out as training of trainers’ modality in order to ensure the institutional sustainability of the project.

Assumptions and risks

The project was designed on several assumptions and risks taking account the current situation. Table below is for identifying mitigation measures for described risks as per their impact and probability rates.

Assumptions:

- The Project will have a dynamic approach in making necessary adjustments in the timelines for project activities;
- National and local institutions are fully committed to the development and implementation of policies and institutional changes required to be in line with the Paris Agreement;
- Central and local authorities willing to cooperate and ready for the assistance as foreseen by the project intervention;
- Enhanced interest of the central and local authorities to adjust decision-making tools and policies in line with EU *Acquis*;
- Trained staff members remain in their posts during the entire duration of the Project.

Description	Impact & Probability ⁸	Mitigation Measures
<p>Insufficient institutional coordination at national and local level to effectively implement key policies and regulations on chemicals and contaminated sites management</p>	<p>Impact = 3 Probability = 2</p>	<p>The overall strategic direction of the project will be provided by a Project Steering Committee (PSC), consisting of representatives of the MOEU/DGEM, the contracting authority (MOEU/DGEUFR), UNDP and other stakeholders when deemed necessary. While this multi-sectoral structure will enhance the coordination among institutions at several levels, it is also planned to specifically promote an inter-sectoral coordination mechanism, which will serve as the primary mitigation measure to this risk.</p>
<p>Insufficient output-outcome linkages due to factors outside the control area of the project</p>	<p>Impact = 3 Probability = 2</p>	<p>The PSC will operate several functions where verifying the achievement of the outputs and results of the project is the main one as a primary mitigation measure to this risk. Close coordination between the PSC and technical team will be assured by Operation Coordination Unit (OCU) for proactive management of risks and outside factors. The OCU will be formed by the MOEU/DGEM representative, technical assistant team (TAT) and Contracting Authority (when necessary) and meet monthly basis to effectively manage the progress of the projects to take corrective measures deem necessary.</p>
<p>Inadequate stakeholder and technical expertise engagement related to potential institutional change.</p>	<p>Impact = 3 Probability = 2</p>	<p>The project has built in specific mechanisms to support coordination and interaction. However, Turkey is currently undergoing some national political changes that may result in changes to institutional structures or mandates in the coming years. In this context of institutional change, it may be difficult for the project to effectively engage all necessary stakeholders and government experts during project implementation. The project will continuously monitor this risk and take adaptive management measures as necessary if this risk appears to negatively affect the project's operational approach and effectiveness.</p>

⁸ Impact: effect on the project if the risk were to occur on a scale of 1 (low) to 5 (high)

Probability: estimate of the likelihood of the risk occurring on a scale of 1 (low) to 5 (high)

1.7. Logical Framework

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objectives	Protect human health and environment from adverse effects of Persistent Organic Pollutants (POPs) and other hazardous substances especially in contaminated sites through enhancing the implementation capacity of POPs Regulation and Soil Contamination By-law.	<ul style="list-style-type: none"> ▪ Contribution to the improved quality of life of citizens through protecting human health and environment from POPs. 	<ul style="list-style-type: none"> ▪ European Commission's Regular Reports from 2019 to 2022 ▪ European Environment Agency's State of Environment Reports ▪ Statistical data on environment and climate change ▪ Progress in the implementation of Sector Operational Programme: Environment and Climate Action ▪ Progress in the implementation of National Action Plan for EU Accession ▪ Progress in the implementation of Multi-annual Action Programme for Turkey on Environment and Climate Action 	<ul style="list-style-type: none"> ▪ Stable political climate and macro-economic situation ▪ Strong commitment and dedication of the stakeholders to participate and cooperate throughout project implementation ▪ Strong stakeholder coordination during project implementation ▪ Convergent views and decisions among stakeholders and relevant institutions ▪ Sufficient number of assigned personnel in charge of the project within relevant institutions ▪ Sufficient number of experienced and high qualified experts with satisfactory knowledge and perception of the Turkish context for each sector which will be dealt with within this project ▪ Coherence between the training subjects/campaigns and the target group
Specific objective	The purpose of the project is to enhance Turkey's capacity on implementation of EU POPs Regulation through supporting central and local authorities on identification and remediation of contaminated sites with POPs.	<ul style="list-style-type: none"> ▪ Strengthened Technical and institutional capacity for management of POPs contaminated sites ▪ Identified and classified contaminated sites with POPs ▪ Increased institutional experience for remediation of POPs contaminated sites 	<ul style="list-style-type: none"> ▪ European Commission's Regular Reports from 2017 to 2020 ▪ Statistical data on environment and climate change ▪ Monitoring Reports ▪ Project Progress Reports ▪ Project Final Report ▪ Project Evaluation Reports 	

<p>Expected results</p>	<p><i>Result 1. Technical and institutional capacity for management of POPs contaminated sites has been strengthened</i></p> <p><i>Result 2. Contaminated sites with POPs have been identified and classified</i></p> <p><i>Result 3. Institutional experience for remediation of POPs contaminated sites have been increased</i></p>	<ul style="list-style-type: none"> ▪ Approximately 490 staff were trained and certificated ▪ Study visits held to EU Countries were organized for information/experience exchange on contaminated sites remediation and soil pollution prevention ▪ At least 10 number of POPs contaminated sites were identified, assessed and prioritized ▪ A Helpdesk for contaminated site remediation was established. ▪ 2 number of pilot applications were implemented 	<ul style="list-style-type: none"> ▪ Study visit materials, evaluation report and participants list ▪ Training of trainees' programme materials, evaluation report and participants list ▪ Training materials, evaluation report and participants list ▪ Number of certificates given to the participants ▪ Project Inception Report ▪ Activity Evaluation Reports ▪ Project Progress Reports ▪ PSC Meeting Minutes ▪ Project Final Report ▪ Project Evaluation Reports 	<ul style="list-style-type: none"> ▪ National and local institutions are committed to contaminated sites management. ▪ Owners of pilot sites are willing to cooperate in the project activities. ▪ Other national and local stakeholders are supporting project activities and participating. ▪ Trained staff members (national and local) remain in their posts during the entire duration of the project.
<p>Activities</p>	<p>1. Technical and Institutional Capacity for Management of POPs Contaminated Sites Has Been Strengthened</p> <p>1.1. Trainings for staff that will be working on POPs/contaminated sites management from different target groups</p> <p>1.2. LGA/Guidance documents/publications preparation and update</p> <p>1.3. Study visits</p> <p>1.4. Establishment of Helpdesk Navigator Software Programme</p> <p>2. Contaminated Sites with Pops Have Been Identified and Classified</p> <p>2.1. Update of CSIS Software</p> <p>2.2. Identification and classification of POPs contaminated sites in Turkey</p>	<p>Means</p> <ul style="list-style-type: none"> ▪ Project Coordination Unit (PCU) ▪ Technical Assistant Team (TAT) ▪ Short term experts (STEs) ▪ Stakeholder engagement activity (e.g. consultative meetings, bilateral meetings, workshops, study tours) costs ▪ Assessment, research, study costs ▪ Web-based platform and software development and maintenance costs ▪ Training costs ▪ Project office costs ▪ Knowledge material development, visibility and dissemination costs 	<p>Cost</p> <ul style="list-style-type: none"> ▪ Covering the human resources, costs for travels, local office and services - details are indicated in the Budget for the Action. 	<p>Assumptions</p> <ul style="list-style-type: none"> ▪ Factors outside project management's control that may impact on the outcome linkage.

<p>2.3. Prioritization of POPs/Persistent Toxic Substances Contaminated Sites for Remediation</p> <p>2.4. Selection of Two Pilot Areas among the Prioritized Contaminated Sites in Activity 2.3</p> <p>2.5. Preparation of Operational Plan for 2 pilot sites</p> <p>2.6. Preparation of a Supervision and Monitoring Plan for 2 pilot sites</p> <p>2.7. Preparation of Technical Specification for 2 Pilot Sites for Pilot Application</p> <p>2.8. Implementation of Supervision and Monitoring Plan for 2 Pilot Sites</p> <p>3. Works Component: Pilot Remediation Activities</p>			
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2. LEGAL CONTEXT ⁹

Where the country has signed the Standard Basic Assistance Agreement (SBAA)

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of (country) and UNDP, signed on (date). All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

This project will be implemented by Ministry of Environment and Urbanisation (“Implementing Partner”) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

⁹ 1. Responsibility for NIM projects rests with the government, as reflected in the Standard Basic Assistance Agreement signed by UNDP with the government, and with the implementing partner, as agreed in the country programme action plan or United Nations development assistance framework action plan and respective annual work plan.

2. Under NIM, UNDP is accountable for the effective and efficient use of resources for the achievement of programme results in conjunction with the implementing partner. This encompasses the design of projects, the assessment of capacities of implementing partners, the joint selection of implementing partners, and the financing and evaluation of programme activities. UNDP must monitor progress towards intended outputs and appropriate use of resources.

3. The project will undergo annual audit by a certified auditor according to UNDP rules and regulations.

Annex [#]. Social and Environmental Screening Template

The completed template, which constitutes the Social and Environmental Screening Report, must be included as an annex to the Project Document. Please refer to the Social and Environmental Screening Procedure and Toolkit for guidance on how to answer the 6 questions.

Project Information

<i>Project Information</i>	
1. Project Title	Identification and Remediation of Contaminated Sites with Persistent Organic Pollutants (POPs)
2. Project Number	00107003
3. Location (Global/Region/Country)	RBEC/Turkey CO

Part A. Integrating Overarching Principles to Strengthen Social and Environmental Sustainability

QUESTION 1: How Does the Project Integrate the Overarching Principles in order to Strengthen Social and Environmental Sustainability?

Briefly describe in the space below how the Project mainstreams the human-rights based approach

N/A

Briefly describe in the space below how the Project is likely to improve gender equality and women's empowerment

Understanding the relationship between gender and sound chemicals management is important for the overall effectiveness of any project on chemicals and wastes. Women and men are impacted differently by chemicals and through different routes. They have different experiences of dealing with sources of exposure, and different priorities, responsibilities and needs relating to the reduction of toxic chemicals and wastes. In many developing countries, women and men also often have different levels of access to participation, decision-making, information, education or justice, and face different constraints in their efforts to improve their environment and living conditions. They can also play different roles in making decisions about pollution prevention, waste management, identification of sources of chemical exposure, and building a safer environment for communities.

Means of project implementation:

Gender mainstreaming will be one of the main cross-cutting themes of the Project. Strengthening of gender mainstreaming approach will be done through the following:

- Composition of the trainees: Trainees of the training programs will be composed by a gender sensitive approach.
- Gender sensitive service delivery planning: Gender sensitive service delivery planning will be introduced as a new dimension in the multi-year investment planning. By this, creation of the grounds and instruments for more egalitarian resource allocation on gender basis is expected.

Briefly describe in the space below how the Project mainstreams environmental sustainability

MoEU will ensure policy-level sustainability of the Project. The Project is aligned with one of the four pillars of the 10th National Development Plan "Liveable places, sustainable environment" and international agreements such as Stockholm Convention on POPs. The Project will support policy-level sustainability mainly through the replicable pilot actions that will be fulfilled throughout the Project.

The Project includes specific measures to ensure institutional sustainability through training programs and public awareness activities.

Financial Aspect

The Project is geared towards establishment of required institutional capacity and the funds will be used for this specific purpose. As such, once the required institutional capacity is established and the MoEU is with the skills and tools, they will be able to expand the implementation of the recommendations of the Project from its own resources.

Institutional Level

The project will develop significant capacities both at the central level and the local levels through design and delivery of the training programs. At this point, it is important to note that the training modules will be used by the MoEU and others for further training programs to be delivered by their respective training departments. Trainings will be carried out as training of trainers modality in order to ensure the institutional sustainability of the project.

Part B. Identifying and Managing Social and Environmental Risks

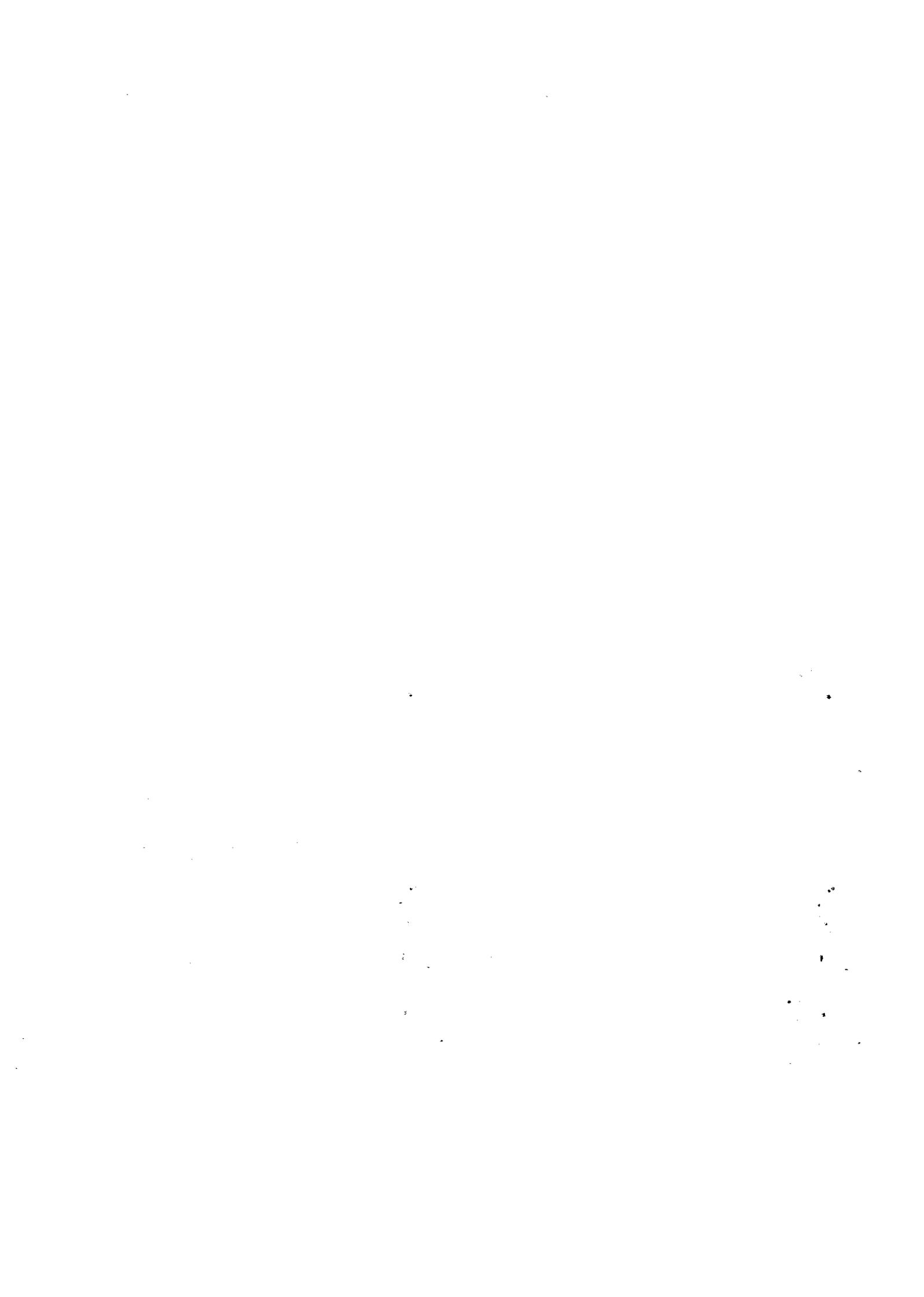
QUESTION 2: What are the Potential Social and Environmental Risks? <i>Note: Describe briefly potential social and environmental risks identified in Attachment 1 – Risk Screening Checklist (based on any "Yes" responses). If no risks have been identified in Attachment 1 then note "No Risks Identified" and skip to Question 4 and Select "Low Risk". Questions 5 and 6 not required for Low Risk Projects.</i>	QUESTION 3: What is the level of significance of the potential social and environmental risks? <i>Note: Respond to Questions 4 and 5 below before proceeding to Question 6</i>	QUESTION 6: What social and environmental assessment and management measures have been conducted and/or are required to address potential risks (for Risks with Moderate and High Significance)?
Risk Description	Impact and Probability (1-5)	Description of assessment and management measures as reflected in the Project design. If ESIA or SESA is required note that the assessment should consider all potential impacts and risks.
Risk 1: The Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts	I = 5 P = 1	A state-of-art technical specification and operational plan will be prepared by top notch expertise on the area in order to decrease the potential risks posed by pilot activities of the project. In addition, although pilot activities will be carried out by the beneficiary of the project, all supervision related works will be carried out by PMU in order to mitigate this risk.
[add additional rows as needed]		



QUESTION 4: What is the overall Project risk categorization?			Comments
Select one (see SESP for guidance)			
Low Risk	<input checked="" type="checkbox"/>		
Moderate Risk	<input type="checkbox"/>		
High Risk	<input type="checkbox"/>		
QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are relevant?			Comments
Check all that apply			
Principle 1: Human Rights	<input type="checkbox"/>		
Principle 2: Gender Equality and Women's Empowerment	<input type="checkbox"/>		
1. Biodiversity Conservation and Natural Resource Management	<input type="checkbox"/>		
2. Climate Change Mitigation and Adaptation	<input type="checkbox"/>		
3. Community Health, Safety and Working Conditions	<input type="checkbox"/>		
4. Cultural Heritage	<input type="checkbox"/>		
5. Displacement and Resettlement	<input type="checkbox"/>		
6. Indigenous Peoples	<input type="checkbox"/>		
7. Pollution Prevention and Resource Efficiency	<input checked="" type="checkbox"/>		

Final Sign Off

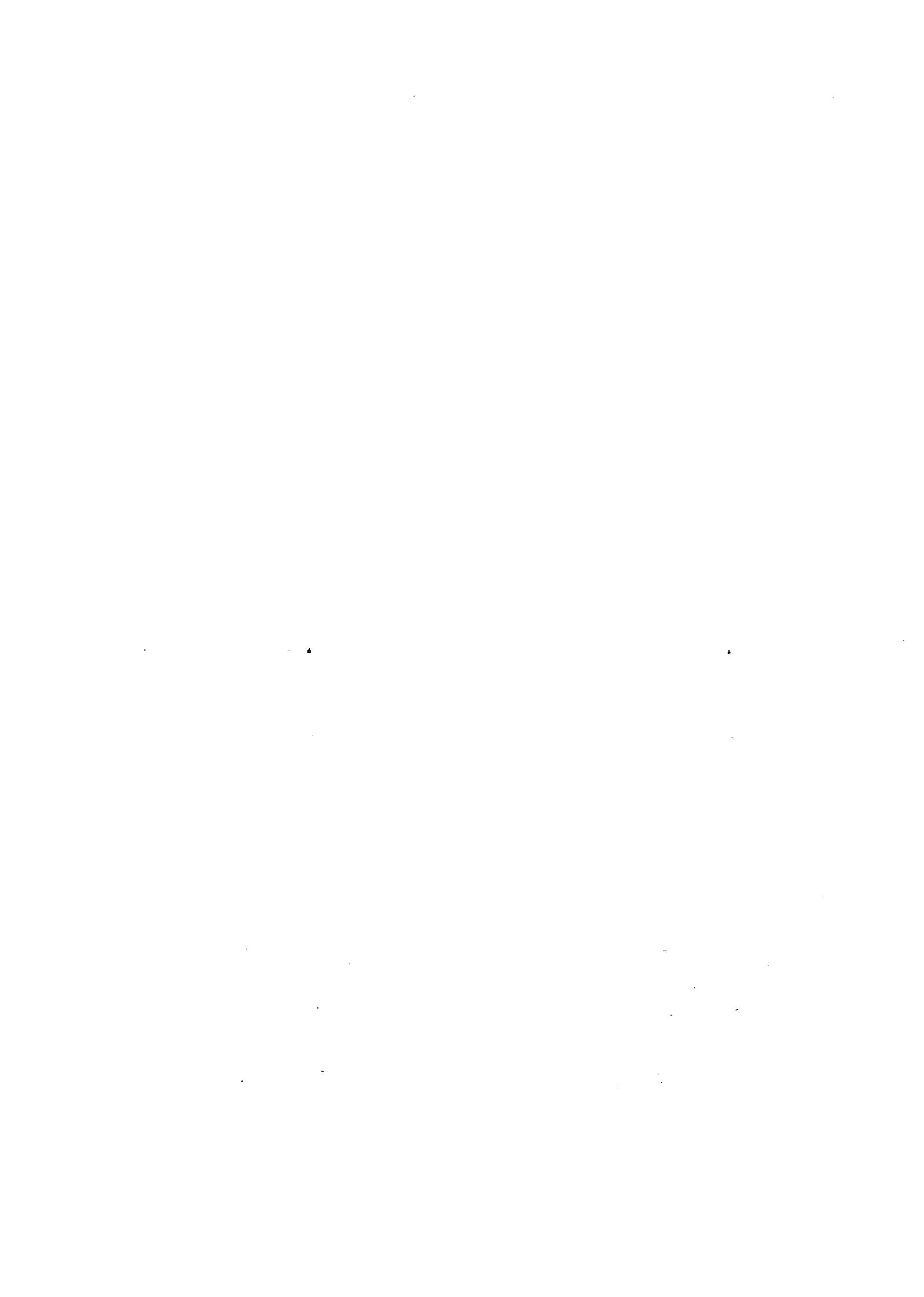
Signature	Date	Description
	31.10.19	Nuri Özbağdatlı, Portfolio Manager CCE
	31.10.2019	Öykü Uluçay, M&E Analyst
	31.10.2019	Seher Atacacı Arner, ARR/P



SESP Attachment 1. Social and Environmental Risk Screening Checklist

Checklist Potential Social and Environmental Risks		
Principles 1: Human Rights		Answer (Yes/No)
1.	Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
2.	Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? ¹	No
3.	Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?	No
4.	Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them?	No
5.	Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?	No
6.	Is there a risk that rights-holders do not have the capacity to claim their rights?	No
7.	Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?	No
8.	Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?	No
Principle 2: Gender Equality and Women's Empowerment		
1.	Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?	No
2.	Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
3.	Have women's groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment?	No
4.	Would the Project potentially limit women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services? <i>For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being</i>	No
Principle 3: Environmental Sustainability: Screening questions regarding environmental risks are encompassed by the specific Standard-related questions below		
Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management		
1.1	Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services?	No

¹ Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.



	<i>For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i>	
1.2	Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	No
1.3	Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	No
1.4	Would Project activities pose risks to endangered species?	No
1.5	Would the Project pose a risk of introducing invasive alien species?	No
1.6	Does the Project involve harvesting of natural forests, plantation development, or reforestation?	No
1.7	Does the Project involve the production and/or harvesting of fish populations or other aquatic species?	No
1.8	Does the Project involve significant extraction, diversion or containment of surface or ground water? <i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i>	No
1.9	Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)	No
1.10	Would the Project generate potential adverse transboundary or global environmental concerns?	No
1.11	Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area? <i>For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.</i>	No
Standard 2: Climate Change Mitigation and Adaptation		
2.1	Will the proposed Project result in significant ² greenhouse gas emissions or may exacerbate climate change?	No
2.2	Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?	No
2.3	Is the proposed Project likely to directly or indirectly increase social and environmental vulnerability to climate change now or in the future (also known as maladaptive practices)? <i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i>	No
Standard 3: Community Health, Safety and Working Conditions		
3.1	Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?	No
3.2	Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No

² In regards to CO₂, 'significant emissions' corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.]



3.3	Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?	No
3.4	Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure)	No
3.5	Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?	No
3.6	Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)?	No
3.7	Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?	No
3.8	Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)?	No
3.9	Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)?	No
Standard 4: Cultural Heritage		
4.1	Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	No
4.2	Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?	No
Standard 5: Displacement and Resettlement		
5.1	Would the Project potentially involve temporary or permanent and full or partial physical displacement?	No
5.2	Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	No
5.3	Is there a risk that the Project would lead to forced evictions? ³	No
5.4	Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	No
Standard 6: Indigenous Peoples		
6.1	Are indigenous peoples present in the Project area (including Project area of influence)?	No
6.2	Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples?	No
6.3	Would the proposed Project potentially affect the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the Project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)? <i>If the answer to the screening question 6.3 is "yes" the potential risk impacts are considered potentially severe and/or critical and the Project would be categorized as either Moderate or High Risk.</i>	No

³ Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections.



6.4	Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	No
6.5	Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.6	Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?	No
6.7	Would the Project adversely affect the development priorities of indigenous peoples as defined by them?	No
6.8	Would the Project potentially affect the physical and cultural survival of indigenous peoples?	No
6.9	Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?	No
Standard 7: Pollution Prevention and Resource Efficiency		
7.1	Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	Yes
7.2	Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)?	No
7.3	Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs? <i>For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Conventions on Persistent Organic Pollutants or the Montreal Protocol</i>	No
7.4	Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health?	No
7.5	Does the Project include activities that require significant consumption of raw materials, energy, and/or water?	No



Design & Appraisal Stage Quality Assurance Report

Form Status: Approved

Overall Rating: Highly Satisfactory

Decision: Approve: The project is of sufficient quality to continue as planned. Any management actions must be addressed in a timely manner.

Portfolio/Project Number: 00107003

Portfolio/Project Title: Remediation of Contaminated Sites with POPs

Portfolio/Project Date: 2019-11-01 / 2022-11-30

Strategic

Quality Rating: Exemplary

1. Does the project specify how it will contribute to higher level change through linkage to the programme's Theory of Change?

3: The project is clearly linked to the programme's theory of change. It has an explicit change pathway that explains how the project will contribute to outcome level change and why the project's strategy will likely lead to this change. This analysis is backed by credible evidence of what works effectively in this context and includes assumptions and risks.

2: The project is clearly linked to the programme's theory of change. It has a change pathway that explains how the project will contribute to outcome-level change and why the project strategy will likely lead to this change.

1: The project document may describe in generic terms how the project will contribute to development results, without an explicit link to the programme's theory of change.

Evidence:

The overall objective is to improve environmental protection and the quality of life of citizens by protecting human health and environment from adverse effects of Persistent Organic Pollutants (POPs) and other hazardous substances especially in contaminated sites through enhancing the implementation capacity of EU POPs Regulation and Soil Contamination Strategy. The project will contribute on one of the trivets of general objective of the ESOP that is environmental protection through increasing the capacity of the MoEU for protection of soils from POPs and other dangerous pollutants. The project is also fitting the respective output of the ESOP which is the "Legislative reform and capacity building advanced in the areas of climate action, air quality, civil protection, marine environment, horizontal legislation and nature protection" since it will contribute capacity building for implementation of POPs Regulation and Point Source Contaminated Sites Legislation.

List of Uploaded Documents

#	File Name	Modified By	Modified On
1	ProDocPOPSIPA_Revisedfinal_2120_101 (https://intranet.undp.org/apps/ProjectQA/QAFormDocuments/ProDocPOPSIPA_Revisedfinal_2120_101.docx)	naz.ozguc@undp.org	10/30/2019 1:43:00 PM

2. Is the project aligned with the UNDP Strategic Plan?

3: *The project responds to at least one of the development settings as specified in the Strategic Plan¹ and adapts at least one Signature Solution². The project's RRF includes all the relevant SP output indicators. (all must be true)*

2: The project responds to at least one of the development settings as specified in the Strategic Plan⁴. The project's RRF includes at least one SP output indicator, if relevant. (both must be true)

1: The project responds to a partner's identified need, but this need falls outside of the UNDP Strategic Plan. Also select this option if none of the relevant SP indicators are included in the RRF.

Evidence:

The objective of the project is thematically aligned with the Outcome 1.3 of UNDCS (2016-2020) as well as linked to UNDP Strategic Plan's area of sustainable planet initiative. The intervention falls into the Eradicate Poverty in all its forms and dimensions setting and the signature solution is "promote nature based solutions for a sustainable planet".

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No documents available.

3. Is the project linked to the programme outputs? (i.e., UNDAF Results Group Workplan/CPD, RPD or Strategic Plan IRRF for global projects/strategic interventions not part of a programme)

Yes

No

Evidence:

The project is linked to Contributing Outcome (UN DCS Outcome): 1.3: "By 2020, improved implementation of more effective policies and practices on sustainable environment, climate change, biodiversity by national, local authorities and stakeholders including resilience of the system/communities to disasters" and CPD Output: 1.3.3: "Chemical waste prevented, managed and disposed of, and chemically contaminated sites managed in environmentally sound manner."

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No documents available.

Relevant

Quality Rating: Highly Satisfactory

4. Do the project target groups leave furthest behind?

3: The target groups are clearly specified, prioritising discriminated, and marginalized groups left furthest behind, identified through a rigorous process based on evidence.

2: The target groups are clearly specified, prioritizing groups left furthest behind.

1: The target groups are not clearly specified.

Evidence:

The following target groups can be considered under this action:

- The relevant staff of MoEU in central and provincial level from the following departments:
 - o Department of Chemicals Management
 - o Provincial directorates
- Line ministries
 - o Ministry of Agriculture and Forestry
 - o Ministry of Industry and Technology
 - o Ministry of Health
- Industrial Associations and Environmental NGOs (i.e. Istanbul Minerals and Metals Exporters Association (IMMIB), Chemicals Industry Associations, TEMA, etc.) Universities and Research Centers (METU, Kocaeli University, TÜBİTAK MRC, etc.)
- Industry especially potential target sectors that may have contaminated sites
- Public especially farmers, residents in highly industrialized areas

In addition to target groups the following departments of MoEU will be the stakeholders:

- Department of Water and Soil Management
- Directorate General of Geographic Information Systems

However, in addition to this, works component will have a specific target groups as it will be implemented locally:

- Provincial directorate of Environment and Urbanization
- Other provincial directorates of line ministries
- Local municipality
- Local people living around the selected pilot contaminated site

While these target groups are mostly public authorities, the final beneficiaries of the project are local stakeholders, and vulnerable communities and citizens.

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No documents available.

5. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design?

3: *Knowledge and lessons learned backed by credible evidence from sources such as evaluation, corporate policies/strategies, and/or monitoring have been explicitly used, with appropriate referencing, to justify the approach used by the project.*

2: The project design mentions knowledge and lessons learned backed by evidence/sources but have not been used to justify the approach selected.

1: There is little, or no mention of knowledge and lessons learned informing the project design. Any references made are anecdotal and not backed by evidence.

Evidence:

Turkey has signed the Stockholm Convention on Persistent Organic Pollutants in 2004 and ratified in 2009. In order to fulfill its obligations under the Convention Turkey prepared its National Implementation Plan (NIP) that includes the inventory of the country and the necessary action plans for implementation of the convention in the country. The inventory of POPs in the country and action plans in the NIP has been reviewed with the GEF support in 2013 since there has been addition of 9 new POPs in the annexes of the convention in between 2004-2011. As it is indicated in the NIP, one of the priority areas of the country on implementation of the Convention and the POPs Regulation is contaminated sites management since the country is in a fast-growing period and has intensive usage of such chemicals in various industrial sectors which may increase the uncontrolled contamination of soil with these chemicals.

The Project interventions will be based on the lessons learned (including maladaptation practices) and best practices in EU Member States as they have more experience than Turkey. At this point, focusing on identifying and solving problems rather than trying to match one or another model in different country will be the key. It is because each reform process is unique in terms of the solutions that can be applied. The challenge is to learn from other experiences but also to provide customized solutions for particular situations in the context of Turkey. For detailed information please see attached prodoc.

In addition; the ongoing GEF project will provide a technical background information for local authorities and central level staff with regard to current soil contamination regulation and its early implementation practices. This project is going to use this background level knowledge to build up their capacity with extensive trainings. In addition to this, GEF project brought the contaminated site registration system in a certain level to get registration of contaminated sites. This will foster the selection of priority sites however there is still room to develop the registration system as well as the evaluation and clean-up system

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No documents available.

6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national / regional / global partners and other actors?

* *3: An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project, including identification of potential funding partners. It is clear how results achieved by partners will complement the project's intended results and a communication strategy is in place to communicate results and raise visibility vis-à-vis key partners. Options for south-south and triangular cooperation have been considered, as appropriate. (all must be true)*

2: Some analysis has been conducted on the role of other partners in the area where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project, with unclear funding and communications strategies or plans.

1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance.

Evidence:

Turkey has implemented the EU Project on implementation of POPs Regulation in Turkey which is the implementing legislation of EU for the Stockholm Convention and at the moment preparing the POPs By-law for publication that is the output of the project. The prepared By-law was adopted in 2018. The EU Project supports Turkey to implement the fundamental legislation on POPs that is providing necessary framework measures and limits for POPs management however it does not consist specific provisions for implementation of the POPs Regulation such as management of POPs stockpiles, wastes, and contaminated sites. Under these circumstances, Turkey will start implementing the obligations of the Stockholm Convention (SC) and related EU POPs Regulation (EC) No 850/2004, which is the implementing regulation of EU for SC, in the upcoming years very tremendously and will need technical assistance for effective implementation of it. For this purpose, an EU Project for implementation of POPs Regulation in Turkey was conducted in 2013-2015 to harmonize the SC and related EU Regulation in Turkish acquis with a By-law on POPs. However, this project and its output draft By-law is not covering POPs contaminated sites and therefore there is still a need for a complementary project as proposed to enhance the technical and institutional contaminated sites management background all actors including policy makers, local implementing authorities and site owners and strengthen the enforcement capability of the POPs and Contaminated Sites legislation in the country. In output level, GEF project will provide a technical background information for local authorities and central level staff with regard to current soil contamination regulation and its early implementation practices. This project is going to use this background level knowledge to build up their capacity with extensive trainings. In addition to this, GEF project brought the contaminated site registration system in a certain level to get registration of contaminated sites. This will foster the selection of priority sites however there is still room to develop the registration system as well as the evaluation and clean-up system.

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No documents available.

Principled

Quality Rating: Highly Satisfactory

7. Does the project apply a human rights-based approach?

3: The project is guided by human rights and incorporates the principles of accountability, meaningful participation, and non-discrimination in the project's strategy. The project upholds the relevant international and national laws and standards. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. (all must be true)

2: *The project is guided by human rights by prioritizing accountability, meaningful participation and non-discrimination. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget. (both must be true)*

1: No evidence that the project is guided by human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered.

Evidence:

UNDP's support to countries on chemicals management is shaped by four important global agreements: Stockholm Convention on Persistent Organic Pollutants, Basel Convention on the control of transboundary movements of hazardous wastes and their disposal, Rotterdam Convention on the prior informed consent procedure for certain hazardous chemicals and Minamata Convention on Mercury.

The Project has already indicated its direct contribution to the Stockholm Convention on Persistent Organic Pollutants and the 2030 Agenda for Sustainable Development. The Project activities are directly in compliant with obligations of the conventions to reduce the adverse effects of POPs from human health and the environment through environmentally sound management of contaminated sites with POPs and other hazardous chemicals.

The project does not directly apply a human rights - based approach however, supporting remediation of contaminated sites improves people's right to reach clean soil and water which is one of the essential human right.

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No documents available.

8. Does the project use gender analysis in the project design?

3: *A participatory gender analysis has been conducted and results from this gender analysis inform the development challenge, strategy and expected results sections of the project document. Outputs and indicators of the results framework include explicit references to gender equality, and specific indicators measure and monitor results to ensure women are fully benefitting from the project. (all must be true)*

2: A basic gender analysis has been carried out and results from this analysis are scattered (i.e., fragmented and not consistent) across the development challenge and strategy sections of the project document. The results framework may include some gender sensitive outputs and/or activities but gender inequalities are not consistently integrated across each output. (all must be true)

1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the gender inequalities have not been clearly identified and reflected in the project document.

Evidence:

Understanding the relationship between gender and sound chemicals management is important for the overall effectiveness of any project on chemicals and wastes. Women and men are impacted differently by chemicals and through different routes.

They have different experiences of dealing with sources of exposure, and different priorities, responsibilities and needs relating to the reduction of toxic chemicals and wastes. In many developing countries, women and men also often have different levels of access to participation, decision-making, information, education or justice, and face different constraints in their efforts to improve their environment and living conditions. They can also play different roles in making decisions about pollution prevention, waste management, identification of sources of chemical exposure, and building a safer environment for communities.

Gender mainstreaming will be one of the main cross-cutting themes of the Project. Strengthening of gender mainstreaming approach will be done through the following:

- Composition of the trainees: Trainees of the training programs will be composed by a gender sensitive approach.
- Gender sensitive service delivery planning: Gender sensitive service delivery planning will be introduced as a new dimension in the multi-year investment planning. By this, creation of the grounds and instruments for more egalitarian resource allocation on gender basis is expected.

UNDP will utilize the cooperation with UNDP Gender Equality Team and relevant UN Agencies, including UN Women, UNEP and United Nations International Children's Emergency Fund (UNICEF) for the implementation of the relevant capacity development, technical know-how and legislation review activities on this subject.

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No documents available.

9. Did the project support the resilience and sustainability of societies and/or ecosystems?

- 3: *Credible evidence that the project addresses sustainability and resilience dimensions of development challenges, which are integrated in the project strategy and design. The project reflects the interconnections between the social, economic and environmental dimensions of sustainable development. Relevant shocks, hazards and adverse social and environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. (all must be true)*
- 2: The project design integrates sustainability and resilience dimensions of development challenges. Relevant shocks, hazards and adverse social and environmental impacts have been identified and assessed, and relevant management and mitigation measures incorporated into project design and budget. (both must be true)
- 1: Sustainability and resilience dimensions and impacts were not adequately considered.

Evidence:

The project has thus a “tools and solutions” approach and the context-specific/EU-aligned strategic entry points are the first step towards project sustainability. The combination of these strategic entry points will help achieve the priorities identified in the MAAP/ESOP such as enhancing chemicals management by implementing the relevant EU Regulations (REACH, POPs and PIC Regulations) and International Conventions (Stockholm and Rotterdam Conventions) and reduced and/or eliminated POPs and Mercury. The intervention modality proposed for implementation of the project includes a number of measures to optimize the multiplier effects and sustainability of the impact after completion of the project. These elements include, but are not limited to, improved decision-making tools, establishment of IT systems, comparative analysis reports. In addition to such outputs the project is expected to contribute significantly to the human resources capacity both at the central and local level through various training activities. The knowledge on other country experiences on local governance and know-how to be gained through the trainings will be used for future contaminated sites management work at policy, financial and technical levels.

MoEU will ensure policy-level sustainability of the Project. The Project is aligned with one of the four pillars of the 10th National Development Plan “Liveable places, sustainable environment” and international agreements such as Stockholm Convention on POPs. The Project will support policy-level sustainability mainly through the replicable pilot actions that will be fulfilled throughout the Project. The Project includes specific measures to ensure institutional sustainability through training programs and public awareness activities.

And finally, the Project is increasing the soil contamination capacity of government and private sector which increase the resilience of target groups on environmental management.

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No documents available.

10. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? The SESP is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of reports, coordination of events, trainings, workshops, meetings, conferences and/or communication materials and information dissemination. [if yes, upload the completed checklist. If SESP is not required, provide the reason for the exemption in the evidence section.]

Yes

No

SESP not required because project consists solely of (Select all exemption criteria that apply)

- 1: Preparation and dissemination of reports, documents and communication materials
- 2: Organization of an event, workshop, training
- 3: Strengthening capacities of partners to participate in international negotiations and conferences
- 4: Partnership coordination (including UN coordination) and management of networks
- 5: Global/regional projects with no country level activities (e.g. knowledge management, inter-governmental processes)
- 6: UNDP acting as Administrative Agent

Evidence:

List of Uploaded Documents

#	File Name	Risk Category	Risk Requirements	Document Status	Modified By	*Modified On
1	SESP -IPAP OPs_2120_110 (https://intranet.undp.org/apps/ProjectQA/Form Documents /SEP-IPA POPs_2120_110.docx)	Low		Final	naz.ozguc@undp.org	10/30/2019 3:24:00 PM

Management & Monitoring**Quality Rating: Exemplary**

11. Does the project have a strong results framework?

3: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators that measure the key expected development changes, each with credible data sources and populated baselines and targets, including gender sensitive, target group focused, sex-disaggregated indicators where appropriate. (all must be true)

2: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of target group focused, sex-disaggregated indicators, as appropriate. (all must be true)

1: The project's selection of outputs and activities are not at an appropriate level; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators. (if any is true)

Evidence:

Monitoring and evaluation exercises of the project will be undertaken in compliance with the provisions of the Financial and Administrative Framework Agreement (Article 1. Focus on results) and the General Conditions (Article 10. Monitoring and Evaluation of the Action).

The expected results, activities, objectively verifiable indicators, sources of verification and assumptions listed in the Logical Framework constitutes the basis of the Project's M&E system. It will be further refined during the Inception Phase. The Organisation continuously tracks the progress of the Project based on the agreed indicators and all reporting will be carried out accordingly. Indicators will be based on objectives that are specific, measurable, attainable, realistic and time-based. Indicators for the contribution-specific agreement are linked to the more general indicators relevant for the whole Action, wherever possible.

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No documents available.

12. Is the project's governance mechanism clearly defined in the project document, including composition of the

project board?

- 3: *The project's governance mechanism is fully defined. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. (all must be true)*
- 2: The project's governance mechanism is defined; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The project document lists the most important responsibilities of the project board, project director/manager and quality assurance roles. (all must be true)
- 1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided.

Evidence:

Yes the governance mechanism is clearly defined in the Prodoc at 1.4 Management Structure section of the document. The MOEU/DGEM, Department of Environment Management is the End Recipient and IP of the Project, which has the overall responsibility of the Project results from the Government side. It gives official views and confirmations on all relevant activities, outputs, M&E etc. It is the chair of the Project Steering Committee (PSC) and the Operation Coordination Unit (OCU).

The UNDP Turkey will be responsible for the provision of technical and implementation support of the Project in line with its rules and regulations and as per Contribution Agreement signed with the MOEU/DGEUFR To this end, it provides technical guidance, promotes participation and facilitation, ensures coordination among relevant international projects, programmes and initiatives and establishes new partnerships.

UNDP is also responsible for mobilizing all required financial and human resources to ensure successful implementation, M&E and completion of the Project and the CCAGP in close cooperation with the End Recipient/Implementing Partner. At the top of the Project management structure, there is the Project Steering Committee (PSC). PSC will be chaired by the MOEU/DGEM and will convene on quarterly basis.

The Project Assurance role supports the Project Steering Committee by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed.

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

13. Have the project risks been identified with clear plans stated to manage and mitigate each risk?

3: Project risks related to the achievement of results are fully described in the project risk log, based on comprehensive analysis drawing on the programme's theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis such as funding potential and reputational risk. Risks have been identified through a consultative process with key internal and external stakeholders, including consultation with the UNDP Security Office as required. Clear and complete plan in place to manage and mitigate each risk, including security risks, reflected in project budgeting and monitoring plans. (both must be true)

2: Project risks related to the achievement of results are identified in the initial project risk log based on a minimum level of analysis and consultation, with mitigation measures identified for each risk.

1: Some risks may be identified in the initial project risk log, but no evidence of consultation or analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified, no initial risk log is included with the project document and/or no security risk management process has taken place for the project.

Evidence:

The project risks and assumptions are clearly detailed on the 1.6 Risks and Assumptions section of the prodoc. Mitigation actions are clearly defined and the risk log of the project will be updated in ATLAS regularly and the project team will follow the possible risks and mitigation actions timely.

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

Efficient

Quality Rating: Highly Satisfactory

14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include, for example:

- Using the theory of change analysis to explore different options of achieving the maximum results with the resources available.
- Using a portfolio management approach to improve cost effectiveness through synergies with other interventions.

- iii) Through joint operations (e.g., monitoring or procurement) with other partners.
- iv) Sharing resources or coordinating delivery with other projects.
- v) Using innovative approaches and technologies to reduce the cost of service delivery or other types of interventions.

- Yes
- No

Evidence:

Yes. The the project build on past UNDP projects and results, ensuring cost efficiency and also portfolio management approach is applying for cost effectiveness through synergies with interventions. The project is geared towards establishment of required institutional capacity and the funds will be used for this specific purpose. As such, once the required institutional capacity is established and the MOEU and municipalities are with the skills and tools, they will be able to expand the implementation of the recommendations of the Project from its own resources. In specific terms, the recommendations for effective adaptation action, management and financing, establishment of participatory mechanisms are expected to be continued with the ownership and commitment of the municipalities, even after the Project ends. All activities will be based on transparent procurement processes using UNDP's rules and regulations to ensure best value for money. The project team regularly review its cost in close coordination with the other ongoing projects within the CCE Portfolio. Since all procurement activities are reviewing by the CCE Portfolio Administrator (Procurement) and also the delivery and budgets of the projects in the portfolio are reviewing by CCE Projects Implementation Administrator, complementarity among all ongoing projects under CCE portfolio is ensured. The project team also pursues joint activities with other projects not only in CCE portfolio, but also others in different portfolios in UNDP CO to minimize costs and increase efficiencies.

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No documents available.

15. Is the budget justified and supported with valid estimates?

3: *The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Realistic resource mobilisation plans are in place to fill unfunded components. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget. Adequate costs for monitoring, evaluation, communications and security have been incorporated.*

2: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget, but no funding plan is in place. Costs are supported with valid estimates based on prevailing rates.

1: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget.

Evidence:

Yes, the project has a detailed budget per year. Budget justifications are provided for each of the budget lines and in line with EU rules and regulations

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No documents available.

16. Is the Country Office / Regional Hub / Global Project fully recovering the costs involved with project implementation?

3: The budget fully covers all project costs that are attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.)

2: *The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant.*

1: The budget does not adequately cover project costs that are attributable to the project, and UNDP is cross-subsidizing the project.

Evidence:

Some of the UNDP staff costs required for project implementation have been included in the project budgets- earmarked as UNDP direct contributions . However, limited DPC is covered by the EU- as agreed with by RBEC and CO management. UNDP will establish a Technical Assistance Team (TAT), which will work in close cooperation with the End Recipient. The TAT will be composed of high-calibre national and international experts to be backed up by the UNDP direct project costed staff and supported by national and international short-term experts. Direct project costed staff costs are proportionally budgeted to the Project based on their direct and necessary involvement in the implementation of the Project.

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No documents available.

Effective

Quality Rating: Exemplary

17. Have targeted groups been engaged in the design of the project?

3: Credible evidence that all targeted groups, prioritising discriminated and marginalized populations that will be involved in or affected by the project, have been actively engaged in the design of the project. The project has an explicit strategy to identify, engage and ensure the meaningful participation of target groups as stakeholders throughout the project, including through monitoring and decision-making (e.g., representation on the project board, inclusion in samples for evaluations, etc.)

2: Some evidence that key targeted groups have been consulted in the design of the project.

1: No evidence of engagement with targeted groups during project design.

Not Applicable

Evidence:

Yes as it is clearly explained in the 1.2 Target Groups section of the prodoc the targeted groups and key stakeholders were engaged in the design of the project. The target groups of the project are the relevant public institutions, local governments and municipalities, regional and provincial directorates, regional development agencies, chambers, unions, professional and business organisations, universities, research institutes and civil society organisations. The target groups of the operation include all relevant non-state stakeholders and citizens.

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No documents available.

18. Does the project plan for adaptation and course correction if regular monitoring activities, evaluation, and lesson learned demonstrate there are better approaches to achieve the intended results and/or circumstances change during implementation?

Yes

No

Evidence:

Yes, the project has detailed M&E plan with clear timelines to ensure course corrections can be made when needed. M&E Advisor for the portfolio, along with the project managers, will document the progress of all of the components, conduct monitoring visits, and organize of Steering Committee meeting where results, challenges and opportunities could be share among stakeholders.

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No documents available.

19. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.

- Yes
- No

Evidence:

This is a GEN1 project. The target group of the project consist of non-governmental organizations (NGOs) advocating women's rights. UNDP will utilize the cooperation with UNDP Gender Equality Team and relevant UN Agencies, including UN Women, UNEP and United Nations International Children's Emergency Fund (UNICEF) for the implementation of the relevant capacity development, technical know-how and legislation review activities on this subject.

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No documents available.

Sustainability & National Ownership

Quality Rating: Satisfactory

20. Have national / regional / global partners led, or proactively engaged in, the design of the project?

3: National partners (or regional/global partners for regional and global projects) have full ownership of the project and led the process of the development of the project jointly with UNDP.

2: The project has been developed by UNDP in close consultation with national / regional / global partners.

1: The project has been developed by UNDP with limited or no engagement with national partners.

Evidence:

The project will provide technical assistance and capacity building with its TA and Works components to better implement the POPs By-law and By-law of Point Source Soil Contamination that are the baseline legislation for management of contaminated sites with POPs. The main responsible bodies in this regulation is the Chemicals Management Department and Soil and Water Management Department. These legislations are putting some roles and responsibilities to relevant line ministries and industry. For this reason, the project will also provide technical assistance to following Ministries and also other relevant groups. All these key partners engaged in the design of the project and the project will address needs of this target group through several training, scalable data and spatial tools, visibility and advocacy platforms for increased ownership of the contaminated sites legislation and POPs by-law in Turkey will be promoted in scope of the Project through the training and awareness raising programs and communication.

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No documents available.

21. Are key institutions and systems identified, and is there a strategy for strengthening specific / comprehensive capacities based on capacity assessments conducted?

3: The project has a strategy for strengthening specific capacities of national institutions and/or actors based on a completed capacity assessment. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly.

2: *A capacity assessment has been completed. There are plans to develop a strategy to strengthen specific capacities of national institutions and/or actors based on the results of the capacity assessment.*

1: Capacity assessments have not been carried out.

Not Applicable

Evidence:

Yes the capacity assessment has been conducted to the key stakeholder. Please see attached document for reference.

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#	File Name	Modified By	Modified On
1	FINAL_MicroAssessmentReport_ÇYGM_2120_121 (https://intranet.undp.org/apps/ProjectQA/QAFormDocuments/FINAL_MicroAssessmentReport_ÇYGM_2120_121.pdf)	naz.ozguc@undp.org	10/30/2019 3:49:00 PM

22. Is there is a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc..) to the extent possible?

Yes

No

Not Applicable

Evidence:

The UNDP Turkey will implement the Project through the Contribution Agreement that will be signed with the MOEU/DGEUFR as per the Financing Agreement between the European Commission (EC) and the Government of Turkey. To this end, it provides technical guidance, promotes participation and facilitation, ensures coordination among relevant international projects, programmes and initiatives and establishes new partnerships. The Organisation is also responsible for mobilizing all required financial and human resources to ensure successful implementation; M&E and completion of the Project and the CCAGP in close cooperation with the End Recipient. The project will follow UNDP's procurement rules and regulations as well as M&E procedures.

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No documents available.

23. Is there a clear transition arrangement / phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation and communications strategy)?

Yes

No

Evidence:

The intervention modality proposed for implementation of the Project includes a number of measures to optimize the multiplier effects and sustainability of the impact after completion of the Project. These elements include, but are not limited to, improved decision-making tools, establishment of IT systems, comparative analysis and best practice reports. In addition to such outputs the Project is expected to contribute significantly to the human resources capacity both at the central and local level through various training activities. The knowledge on other country experiences on local governance and know-how to be gained through the trainings will be used for future climate change adaptation work at policy, financial and technical levels to build a resilient society.

MOEU will ensure policy-level sustainability of the Project. The Project is aligned with one of the four pillars of the 10th National Development Plan "Liveable places, sustainable environment" and international agreements such as the 2030 Agenda for Sustainable Development and the Stockholm Convention. The Project will support policy-level sustainability mainly through the replicable pilot actions that will be fulfilled throughout the Project. The project will be very beneficial in order to provide strong institutional and technical capacity for the implementation of the POPs Regulation in Turkey specifically in the area of contaminated sites management. The Project itself will not have any adverse environmental impacts, other than those due to normal activities (e.g. transport). Additionally, efforts will be made to assure that establishment of contaminated sites management system and helpdesk in this project will be beneficial to the environment on the whole, taking into account the potential adverse impacts of the planned activities on other environmental fields.

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No documents available.

QA Summary/LPAC Comments