

Support to the National Coordinator on Implementation of Sustainable Development Goals and Strengthening the Role of the Parliament in the Implementation of Sustainable Development Goals

Belarus

Project Title: Support to the National Coordinator on Implementation of Sustainable Development Goals and Strengthening the Role of the Parliament in the Implementation of Sustainable Development Goals

Project Number: 00100115

Implementing Partner: Ministry of Foreign Affairs of the Republic of Belarus

Start Date: May 2017

End Date: December 2017

PAC Meeting date: 03 February 2017

Brief Description

Project goal is to support the efforts of the Republic of Belarus in implementation of the Agenda for Sustainable Development for the period of up to 2030 and Sustainable Development Goals.

The project will focus on supporting the activities of the National Coordinator on implementation of Sustainable Development Goals and the activity of the Council for Sustainable Development, as well as supporting the efforts of members of the Parliament in implementation of Sustainable Development Goals by the Republic of Belarus.

The project will focus on three objectives:

1. Assistance to the National Coordinator on implementation of Sustainable Development Goals and the Council for Sustainable Development is provided.
2. Involvement of the Parliament in the issues of SDGs implementation is increased.
3. International cooperation in the context of SDGs is enhanced.

Under these objectives, the following results will be achieved:

- Support to the National Coordinator on implementation of Sustainable Development Goals is provided. Expert and technical assistance to the Ministry of Foreign Affairs as the Secretariat of National Coordinator on implementation of Sustainable Development Goals and the Council for Sustainable Development is provided.
- Informational support to the the Parliament on Sustainable Development Goals is provided.
- Exchange of expertise and best practices on implementation of Sustainable Development Goals through the National Coordinator on implementation of Sustainable Development Goals, Council for Sustainable Development and Parliament is organized.



Contributing Outcome (UNDAF/CPD):

UNDAF Outcome 1.2: By 2020, state institutions will ensure responsive, accountable and transparent governance to enable citizens to benefit from all human rights in line with international principles and standards.

CPD Output 1.1: Structures in place at central and local level to ensure progressive realization of human rights and efficient implementation of Universal Periodic Review recommendations, enabling civil society organizations and citizens, including young people, peaceful, increasingly active and meaningful participation in national decision-making.

Total resources required:	USD 200,000	
Total resources allocated:	USD 200,000	
	UNDP:	USD 200,000
	Government:	
	In-Kind:	
Unfunded:		

Agreed by (signatures):

UNDP	Implementing Partner
 Sanaka Samarasinha, Resident Representative of UNDP in Belarus	 Valentin B. Rybakov, Deputy Minister of Foreign Affairs of the Republic of Belarus
Date: 12.05.2017	Date: 15.05.2017

I. DEVELOPMENT CHALLENGE (1/4 PAGE – 2 PAGES RECOMMENDED)

The Agenda for Sustainable Development for the period until 2030 (Agenda 2030) was adopted at the UN Summit in 2015. Agenda 2030 sets out the principle "leave no one behind" and is supported by an interlinked set of 17 Sustainable Development Goals (SDGs). Each country is encouraged to implement the Agenda 2030 and the SDGs to track progress and to inform the UN on the progress of their implementation. The SDGs will be implemented and monitored against national indicators included in the national plans and development strategies. Thus, "localization" is one of the key elements in the implementation of the SDGs. The Parliament plays an important role in supporting all these efforts.

The SDGs replaced the Millennium Development Goals that were successfully achieved by the Republic of Belarus before the deadline. Belarus attaches great importance to the successful implementation of the Agenda 2030 and the SDGs. "Nationalization" of the SDGs has been initiated by the Republic of Belarus with the establishment of the post of National Coordinator on implementation of Sustainable Development Goals and the establishment under his/her leadership the Council for Sustainable Development. The Ministry of Foreign Affairs performs the function of the Secretariat of the National Coordinator on implementation of Sustainable Development Goals. Belarus has become one of 44 countries that will present national reviews on SDGs implementation at the political forum of the UN high-level forum on sustainable development in July 2017 at the headquarters of UN in New York.

The UNDP intends to support the efforts of the Government and the Parliament of the Republic of Belarus in implementation of the Agenda 2030 and the SDGs.

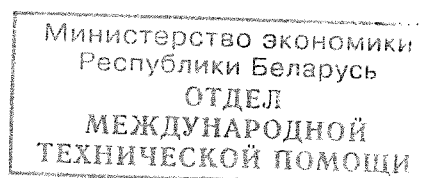
The undisputable importance of cooperation between the Parliament of the Republic of Belarus and the United Nations Development Programme stems from the overall shared commitment to support the Parliament's role in SDGs implementation.

UNDP signed the United Nations Development Assistance Framework (UNDAF) 2016-2020¹ jointly with the other UN agencies working in the country. This strategic document was elaborated by the UN agencies in cooperation with the Government, civil society organizations, private sector, representatives of vulnerable groups, national and international partners.

The UNDAF focuses on four strategic areas of response: Inclusive, Responsive and Accountable Governance; Sustainable Economic Development; Environmental Protection and Sustainable Development of Human Capital that are in line with the Agenda 2030. UNDP will provide support in all areas of the UNDAF and has opportunities for cooperation with the National Coordinator on implementation of Sustainable Development Goals, Council for Sustainable Development, Ministry of Foreign Affairs as the Secretariat, Parliament to support their efforts in implementation of SDGs.

The Parliament actively participates in the international relations both in framework of bilateral and multilateral cooperation with the parliaments and international organizations. The current project will enable legislature representatives participate in various international and interparliamentary events dedicated to the SDGs.

The Project will make it possible to support the activity of the National Coordinator on implementation of SDGs, Council for Sustainable Development and will provide technical, advisory and expert support; to increase the national capacity the implementation of Sustainable Development Goals.



¹ Approved by Decree of the Council of Ministers №457 on June 01, 2015

II. STRATEGY (1/2 PAGE - 3 PAGES RECOMMENDED)

Considering the national context in Belarus, the key Project objective is support to the National Coordinator on implementation of Sustainable Development Goals, strengthening the capacity of the Council for Sustainable Development and expanding access of representatives of the national legislature and executive authorities to best practices on implementation, monitoring and evaluation of SDGs implementation.

The project is funded by UNDP instrument of the Funding Window on Governance for peaceful and inclusive societies. Through the Funding Windows partners can contribute directly to supporting country-level efforts to achieve the SDGs, especially those related to poverty; inequality; sustainability; and peace, justice, and efficient state institutions. International partners determine which Funding Window they wish to support, and UNDP allocates funds to individual country, regional or global projects in that thematic area based on allocation criteria.

Links to UNDP Programming

UNDP has a lot of experience of working in the area of the democratic governance and development at international level. UNDP provides technical assistance and support for parliamentary development designed to: build the capacity of legislators and technical staff, promote institutional reform, strengthen parliaments' relationships with the executive and judiciary branches of government and with civil society, enhance the equal participation and decision-making as well as the effectiveness of women members of parliament. On average, UNDP annually provides parliamentary support to approximately 70 countries of the world.

The project activities will considerably build on UNDP experience of providing support in preparation of the National Strategy for Sustainable Social and Economic Development of the Republic of Belarus for the period up to 2030, in assistance to the activities of the High-level Advisory Group on the Rule of Law and Access to Justice, as well as development and implementation of the Interagency National Human Rights Action Plan.

UNDP promotes human rights and gender equality working in every thematic area. Agenda 2030, approved by all member states of the UN, reiterated the importance of the observance of the Universal Declaration of Human Rights as well as other international documents on human rights and international law. For each project activity, equal women participation will be required and close monitoring of any unintended negative consequences of social or economic importance to women will be conducted and such risks avoided.

Based on the outcomes of Social and Environmental Screening, the project has been assessed as low risk impact against social and environmental standards (Annex 4).

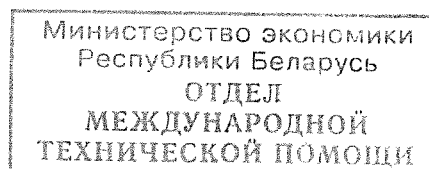
III. RESULTS AND PARTNERSHIPS (1.5 - 5 PAGES RECOMMENDED)

Expected Results

3.1. Impact

Strengthened capacity of the legislature and executive authorities in the implementation, monitoring and evaluation of SDGs.

3.2. Outcome



Outcome statement: support to the National Coordinator on implementation of Sustainable Development Goals and the Council for Sustainable Development, increased international cooperation on SDGs implementation.

3.3. Outputs

Output 1 Support to the National Coordinator on implementation of Sustainable Development Goals, Council for Sustainable Development and Ministry of Foreign Affairs as their Secretariat is provided.

Output 2 Involvement of the Parliament in the issues of SDGs implementation is increased.

Output 3 International cooperation in the context of SDGs implementation is enhanced.

3.4. Activities

Output 1. Support to the National Coordinator on implementation of Sustainable Development Goals and Council for Sustainable Development is provided.

Output / Activity 1 Result: *Support to the National Coordinator on implementation of Sustainable Development Goals, Council for Sustainable Development and Ministry of Foreign Affairs as their Secretariat is provided.*

Activity 1.1 Provide expert and technical assistance to state bodies and other organizations within the Council for Sustainable Development in the context of preparation and presentation of the national report of the Republic of Belarus on SDGs at the UN High-Level Political Forum on sustainable development on the subject "Eradicating poverty and promoting prosperity in a changing world".

Activity 1.2 Prepare communication materials (brochures, banners, booklets, web sites, etc) promoting the achievements and best practices of the Republic of Belarus on SDGs implementation.

Output 2. Involvement of the Parliament in the issues of SDGs implementation is increased.

Output / Activity 2 Result: *Informational support on SDGs is provided to the Parliament.*

Activity 2.1 Provide support to the National Coordinator on implementation of SDGs by promoting the events with the participation of national and foreign partners (parliamentary hearings, seminars, consultations, etc.) on SDGs.

Activity 2.2 Prepare information materials for promoting the activity of the National Coordinator on implementation of SDGs, including with the participation of the parliamentarians and the Council for Sustainable Development.

Output 3. International cooperation in the context of SDGs implementation is enhanced.

Output / Activity 3 Result: *Exchange of expertise and best practices on implementation of Sustainable Development Goals through the National Coordinator on implementation of Sustainable Development Goals, Council for Sustainable Development and Parliament is organized.*

Activity 3.1 Organize study visits abroad for the National Coordinator on implementation of Sustainable Development Goals and parliamentarians for experience exchange and promotion of best practices of achieving SDGs.

Activity 3.2 Provide technical assistance (translation of materials into the Russian/English language, organization of events, etc.) to the Parliament within its cooperation with foreign partners and international organizations on SDGs implementation at regional and global level.

Activity 3.3 Provide advisory and technical assistance in the preparation of national report of the Republic of Belarus on SDGs implementation.

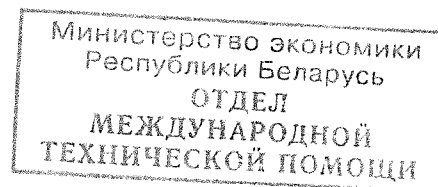
Partnerships

This project proposal has become the result of a joint work of the Ministry of Foreign Affairs of the Republic of Belarus, Council of the Republic of the National Assembly of the Republic of Belarus and the United Nations Development Program.

IV. PROJECT MANAGEMENT (1/2 PAGES - 2 PAGES RECOMMENDED)

Cost Efficiency and Effectiveness

The project will integrate many aspects of support to the National Coordinator on implementation of SDGs, Council for Sustainable Development and parliamentarians in one package of interventions, leveraging synergies across target areas. This approach ensures not only a more effective activity through better coordination among the various activities, but also more cost effective use of resources through a) coherent implementation strategies for each of the outputs; b) sharing of logistical resources across components; c) deployment, as much as possible, of project staff to work on common objectives.



Project Management

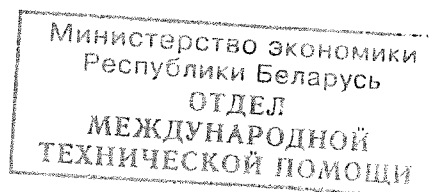
The Project's day-to-day implementation will be carried out by the Project management team composed of Project Manager (100%), Finance/Admin Specialist (50%), Communications Specialist (25%), supported by the Programme Officer and UNDP Programme Associate. The Project management team will be located in the premises rented in accordance with the requirements of the legislation of the Republic of Belarus.

Additional support shall be provided by the individual short-term consultants.

The UNDP will provide administrative support in terms of procurement, operations management, human resources, financial management, and other required administrative support.

UNDP's direct costs will be charged in line with its rules and regulations, as outlined in the project document and budget. Financial transactions and financial statements shall be subject to the internal and external auditing procedures laid down in the Regulations and Rules of UNDP.

Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP to the national partners shall be determined in accordance with the relevant policies and procedures of UNDP.



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V. RESULTS FRAMEWORK

Intended Outcome as stated in the UNDAF Programme Results and Resource Framework:	
UNDAF Outcome 1.2: By 2020, state institutions will ensure responsive, accountable and transparent governance to enable citizens to benefit from all human rights in line with international principles and standards.	
Outcome indicators as stated in the UNDP Country Programme Results and Resources Framework, including baseline and targets:	
Output 1.2: National legislation aligned with recognized principles of international law and the provisions of international agreements of Belarus; international conventions and constitutional provisions are systematically applied and implemented by justice and law enforcement institutions.	
Output 2.2: Inclusive and sustainable socioeconomic policies developed and implemented in selected sectors.	
Applicable Output(s) from the UNDP Strategic Plan: Output 2.1 - Parliaments, constitution making bodies and electoral institutions enabled to perform core functions for improved accountability, participation and representation.	
Project title and Atlas Project Number: Support to the National Coordinator on Implementation of Sustainable Development Goals and Strengthening the Role of the Parliament in the Implementation of Sustainable Development Goals 00100115	

EXPECTED OUTPUTS	OUTPUT INDICATORS	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)		DATA COLLECTION METHODS & RISKS
			Value	Year 2016	Year 2017	FINAL	
Output 1 Support to the National Coordinator on implementation of Sustainable Development Goals and Council for Sustainable Development is provided	1.1 Expert and technical assistance provided to the Ministry of Foreign Affairs as the Secretariat of the National Coordinator on implementation of Sustainable Development Goals and Council for Sustainable Development	Project reports	Yes/No	No	Yes	Yes	Feedback questionnaires and Assessments results and conclusions
	1.2 Availability of the informational materials on SDGs	Project reports	Yes/No	No	Yes	Yes	Brochures, banners, booklets, web sites, etc
Output 2 Involvement of the Parliament in the issues of SDGs	2.1 Number of events with the participation of national and foreign partners on implementation of SDGs by the Republic of Belarus	Client surveys	Number	0	2	At least 2	Feedback questionnaires and Assessments results and conclusions

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<p><i>implementation is increased</i></p> <p>Output 3 <i>International cooperation in the context of SDGs implementation is enhanced</i></p>	<p>2.2 Availability of information materials for promoting the activity of the National Coordinator on implementation of SDGs, including with participation of the parliamentarians and the Council for Sustainable Development</p>	Project reports	Yes/No	No	Yes		Yes	Analysis of Beneficiaries Reports
	<p>3.1 Number of study visits abroad of the National Coordinator on implementation of SDGs and parliamentarians for experience exchange and promotion of best practices including the presentation of the national report by the National Coordinator on implementation of SDGs in New York (USA)</p>	Project reports	Number	0	2		At least 2	Analysis of Beneficiaries Reports
	<p>3.2 Availability of technical assistance to the Parliament in the framework of cooperation with international organizations on SDGs implementation by the Republic of Belarus</p>	Project reports	Yes/No	No	Yes		Yes	Analysis of Beneficiaries Reports, Translation of materials into the Russian/English language
	<p>3.3 Availability of advisory and technical assistance in the preparation of the national report of the Republic of Belarus on SDGs implementation</p>	Project reports	Yes/No	No	Yes		Yes	Analysis of Beneficiaries Reports

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VI. MONITORING AND EVALUATION

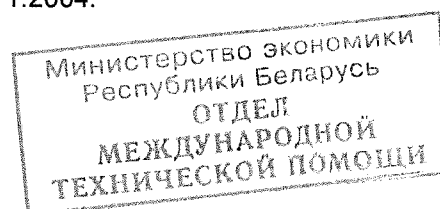
In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans:

The project defines a comprehensive framework of indicators and targets, allowing for evidence-based monitoring and evaluation of project results at outcome, output and activity level. While the outcome and output level indicators will be instrumental for measuring the results and development impact, the activity level indicators shall allow for monitoring the pace of implementation and delivery of specific products of the project (see the Project Results and Resources Framework). Indicators data shall be disaggregated by sex, age, the type of vulnerability, which shall allow for tracing the underlying factors of multiple vulnerabilities of the groups targeted with project.

The project will promote evidence-based reporting, which shall place a strong emphasis on soliciting feedback from end users. The Project shall develop end-user based monitoring procedures ensuring consistent and continuous user feedback on the quality, relevance and timeliness of activities, and assessing the contribution of actions to achievement of impact at different stages of implementation. It will combine both quantitative and qualitative assessment methods and indicators and will include an impact assessment from the point of view of the end users. Considering the specific focus of the project, where feasible monitoring frameworks will ensure that project reports and collected data capture the project's impact on men and women and on different categories of vulnerable groups etc.

Within the annual cycle, the following will be carried out:

- Based on the initial risk analysis submitted, a risk log shall be activated and updated by reviewing the external environment that may affect the project implementation. Changes to project intervention logic will be subject to approval by the Project Board.
- A project lessons-learned log shall be activated from the project inception phase and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project.
- A monitoring schedule plan shall be activated in ATLAS and updated to track key management actions/event. The project's monitoring plan shall be updated at regular intervals.
- Periodic monitoring through site visits shall be conducted based per the schedule set out in the project's annual work plan to assess the first-hand project progress. Upon request, members of the Project Board may also join these field visits.
- The established project monitoring framework will be updated and progress recorded towards the completion of key results, based on the project management module.
- Project monitoring will be fulfilled in compliance with the requirements of Decree of the Council of Ministers of the Republic of Belarus No 1513 dated 26.11.2004.



Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.		
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.		
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least once during the Project lifetime	Relevant lessons are captured by the project team and used to inform management decisions.		
Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	At least once during the Project lifetime	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.		
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least once during the Project lifetime	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.		
Project Report	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined targets at the output level, the annual project quality rating summary, an updated risk long with mitigation measures, and any evaluation or	Final report at the end of the project			

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	review reports prepared over the period.				
Project Review (Project Board)	<p>The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Work Plan to ensure realistic budgeting over the life of the project. At the final meeting, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.</p>	At Project Board meetings	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.		

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VII. WORK PLAN ²³

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year				RESPONSIBLE PARTY	PLANNED BUDGET	
		Y 1	Y 2	Y 3	Y 4		Funding Source	Amount
Output 1 Support to the National Coordinator on implementation of Sustainable Development Goals and Council for Sustainable Development is provided	Activity 1 Result: Support to the National Coordinator on implementation of Sustainable Development Goals is provided. Expert and technical assistance to the Ministry of Foreign Affairs as the Secretariat of the Council for Sustainable Development is provided					Ministry of Foreign Affairs	UNDP	12,500
								71400 Contractual Services – Individ
								72500 Supplies
								73100 Rental & Maintenance-Premises
								64398/74598 - Staff Mgmt Costs - IP Staff/General Operational Expenses
	1.1 Activity Expert and technical assistance to state bodies and other organizations within the Council for Sustainable Development as well as parliamentarians on SDGs, including on preparation and presentation of the national report of the Republic of Belarus on SDGs at the UN High-Level Political Forum on sustainable development on the subject "Eradicating poverty and promoting prosperity in a changing world"							10,000
								71300 Local Consultants
								72100 Contractual Services-Companies
								16,000

² Cost definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32

³ Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.



Output 2 <i>Involvement of the Parliament in the issues of SDGs implementation increased</i>	1.2 Activity Prepare communication materials (brochures, banners, booklets, web sites, expert and technical assistance to Belarusian Statistical Committee in establishment of the reporting platform on SDGs, etc) promoting the achievements and best practices of the Republic of Belarus on SDGs implementation									72800 Information Technology Equipmnt	10,650
										74200 Audio Visual&Print Prod Costs	10,000
	Sub-Total for Output 1										75,800
	Activity 2 Result: Informational support on SDGs is provided to the Parliament									71400 Contractual Services – Individ	12,400
										73100 Rental & Maintenance-Premises	2,300
										64398/74598 - Staff Mgmt Costs - IP Staff/General Operational Expenses	3,350
										72100 Contractual Services-Companies	10,000
										71300 Local Consultants	3,000
Output 3 <i>International cooperation in the context of SDGs is enhanced</i>	2.2 Activity Prepare information materials for promoting the activity of the National Coordinator on implementation of SDGs, with the participation of the parliamentarians and the Council for Sustainable Development									74200 Audio Visual&Print Prod Costs	5,000
	Sub-Total for Output 2										36,050
	Activity 3 Result: Exchange of expertise and best practices on implementation of Sustainable Development Goals through the National Coordinator on implementation of Sustainable Development Goals, Council for Sustainable Development and Parliament is organized									71400 Contractual Services – Individ	12,500
										73100 Rental & Maintenance-Premises	2,300
										64398/74598 - Staff Mgmt Costs - IP Staff/General Operational Expenses	3,300
										71600 Travel	50,000
										72100 Contractual Services-Companies	2,000
Output 3 <i>International cooperation in the context of SDGs is enhanced</i>	3.1 Activity Organize study visits abroad for the National Coordinator on implementation of SDGs and parliamentarians for experience exchange and promotion of best practices of achieving SDGs at national, regional and global level									74200 Audio Visual&Print Prod Costs	2,000
	3.2 Activity Provide technical assistance (translation of materials into the Russian/English language, organization of seminars in the Republic of Belarus)										

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	events, etc.) to the Parliament within its cooperation with international organizations on SDGs											71300 Local Consultants	2,000
	3.3 Activity Provide advisory and technical assistance in the preparation of national report of the Republic of Belarus on SDGs implementation											74500 Miscellaneous Expenses	966
	Sub-Total for Output 3												75,066
General Management Support (7%)													13,084
TOTAL													200,000

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VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

The project will be implemented in the national implementation modality in accordance with the UNDP rules and procedures. Ministry of Foreign Affairs will act as the national Implementing Partner for the project. The National Project Coordinator is the National Coordinator on implementation of SDGs. National Project Coordinator will coordinate the project activities.

Acting as the national Implementing Partner, Ministry of Foreign Affairs of the Republic of Belarus will be responsible for general coordination of the project progress, effective utilization of the project resources and achievement of the intended results.

Ministry of Foreign Affairs of the Republic of Belarus is a Republican body of governance reporting to the Government of the Republic of Belarus. Ministry of Foreign Affairs conducts the state policy in the sphere of external relations and coordinating foreign policy and foreign economic activity of the country.

To achieve the project outputs, UNDP will ensure necessary support and conditions for the implementation of the project by the national Implementing Partner. In order to achieve these outputs, UNDP may propose alternative project activities or addition to those identified in this Project Document subject to the approval of the national Implementing Partner.

The Project Board will be set up. The Project Board is responsible for making management decisions for the project and providing guidance to the Project Manager in case of significant deviations in the delivery of project outputs from established time and budget limits. During the running of the project, the Project Board will meet at least at the beginning and at the end of the project to assess the project's progress against planned outputs, give strategic directions to the implementation of the project and identify any corrective action to be taken, and to assess how well the outputs were achieved.

Project Board

The Project Board is the group responsible for making by consensus management decisions for a project. In order to ensure UNDP's accountability, Project Board decisions will be made in accordance to standards⁴ that shall ensure management for development results, best value to money, fairness, integrity, transparency and effective international competition. Project reviews by the Project Board will be made at least at the beginning and at the end of the Project, or as necessary when raised by the Project Manager. The Project Board will be consulted by the Project Manager for decisions when PM tolerances (normally in terms of time and budget) have been exceeded. The National Coordinator of the Project will be the Chair of the Project Board and will approve its members.

The Project Board may review and approve project work plan when required as well as authorize any major deviation from the agreed plans. It is authorized to sign the completion of each plan phase as well as authorize the start of the next plan phase. It ensures that required resources are

⁴ UNDP Financial Rules and Regulations: Chapter E, Regulation 16.05: a) The administration by executing entities or, under the harmonized operational modalities, implementing partners, of resources obtained from or through UNDP shall be carried out under their respective 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.

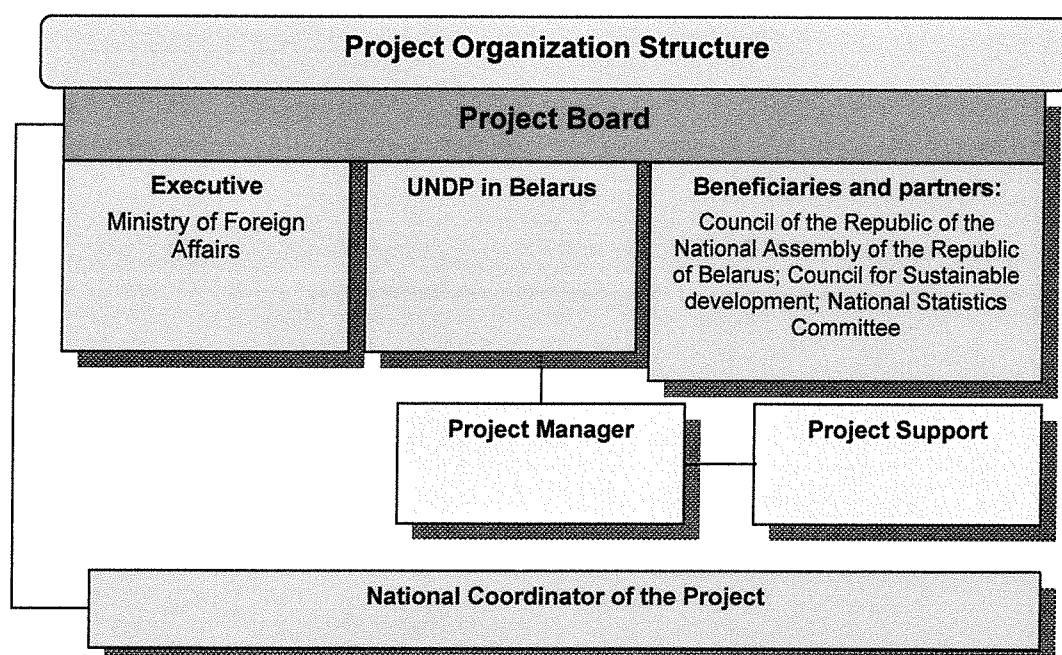
committed and arbitrates on any conflicts within the project or negotiates a solution to any problems between the project and external bodies. In addition, it approves the appointment and responsibilities of the Project Manager and any delegation of its Project Assurance responsibilities. The Project Board plays a critical role in UNDP commissioned outcome evaluations by quality assuring the evaluation process and products, and using evaluations for performance improvement, accountability and learning.

The Project Board chaired by the National Coordinator includes representatives:

- Ministry of Foreign Affairs;
- UNDP through Deputy Resident Representative (or Programme Officer);
- Representatives of the National Assembly of the Republic of Belarus;
- Representatives of the Council for Sustainable Development;
- National Statistics Committee of the Republic of Belarus.

The role of Project assurance, including project oversight and monitoring functions, is assumed by the Project Board while UNDP Programme Assistant/Officer carries out daily project oversight and monitoring functions. Terms of Reference for the Project Board is provided in Annex.

Overall management and coordination of the UNDP Project will be performed by Project Manager (Terms of Reference is available in Annex 2). Project Manager is responsible for day-to-day management and decision-making for the project, within the responsibilities specified in the Terms of Reference. The Project Manager's primary responsibility is to ensure that the project produces the outputs specified in the project document, to the required standard of quality and within the specified constraints of time and costs. Project Manager will be supported by Administrative and Financial Assistant (Terms of Reference is available in Annex 2).

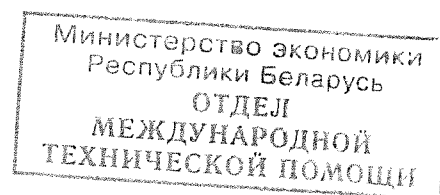


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IX. LEGAL CONTEXT AND RISK MANAGEMENT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Belarus and UNDP, signed on 24 September 1992. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

1. Consistent with the Article III of the SBAA, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
 - a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
 - b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.
2. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.
3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.



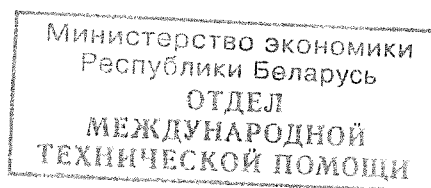
X. ANNEXES

ANNEX 1. Provision of UNDP Country Office support services in execution of the project “Support to the National Coordinator on Implementation of Sustainable Development Goals and Strengthening the Role of the Parliament in the Implementation of Sustainable Development Goals”

ANNEX 2. Project Board Terms of Reference and Terms of Reference of key management positions

ANNEX 3. Risk analysis

ANNEX 4. Social and Environmental Screening



ANNEX 1. Provision of UNDP Country Office support services in execution of the project “Support to the National Coordinator on Implementation of Sustainable Development Goals and Strengthening the Role of the Parliament in the Implementation of Sustainable Development Goals”

The UNDP country office may provide at the request of the Implementing Partner the following support services for the activities of the project:

- Payments, disbursements and other financial transactions
- Recruitment of project personnel and consultants
- Procurement of goods and services
- Organization of training activities, conferences and workshops

The procurement of goods and services and the recruitment of project personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures.

The support services provided by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Direct project costs incurred with regards to UNDP support services are to be recovered to UNDP.

Pursuant to the relevant provisions of the Standard Basic Assistance Agreement (SBAA) between the Government of Belarus and UNDP, signed on 24 September 1992, and provisions of the project document, the provisions on liability and privileges and immunities shall apply. The Government shall retain overall responsibility for the nationally managed project by the Implementing Partner. The responsibility of the UNDP country office for the provision of the support to the Implementing Partner shall be limited to the services detailed in the table below.

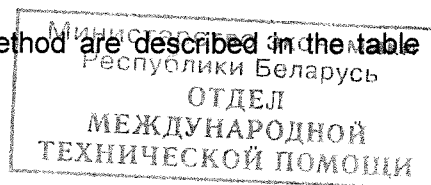
Any claim or dispute arising under or in connection with the provision of support by the UNDP country office shall be handled pursuant to the relevant provisions of the SBAA.

In accordance with the provisions of the project “Support to the National Coordinator on Implementation of Sustainable Development Goals and Strengthening the Role of the Parliament in the Implementation of Sustainable Development Goals”, the UNDP country office shall provide support at the request of the Implementing Partner as described in the table below. Cost recovery by UNDP country office for providing support services to Implementing Partner shall be funded from the project budget in a way specified in the Table below:

- Inclusion of the cost of country office staff involved in provision of support services into the project budget.

The percentage of working time of Programme Associate / Programme Analyst, confirmed by the time sheets, will be reimbursed from the project funds in accordance with the UNDP rules and procedures.

Schedule for the provision of the support services, cost and method are described in the table below.



If the requirements for support services by the country office change during the life of a project, the annex may be revised with the mutual agreement of the UNDP Resident Representative and the National Assembly of the Republic of Belarus.

International Public Sector Accounting Standards are financial reporting standards used in UNDP.

Description of UNDP Country Office Support Services in execution of the project "Support to the National Coordinator on Implementation of Sustainable Development Goals and Strengthening the Role of the Parliament in the Implementation of Sustainable Development Goals"

Support Services	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
Processing of payments	Based on request for payment	Cost of dedicated staff in accordance with agreed percentage	Periodic billing based on actual staff cost and agreed percentage
Procurement of goods and services	Based on request and project annual work plan	Cost of dedicated staff in accordance with agreed percentage	Periodic billing based on actual staff cost and agreed percentage
Staff and consultants' selection and recruitment process	Based on request and project annual work plan	Cost of dedicated staff in accordance with agreed percentage	Periodic billing based on actual staff cost and agreed percentage
Travel arrangements	Based on request and project annual work plan	Cost of dedicated staff in accordance with agreed percentage	Periodic billing based on actual staff cost and agreed percentage
Administrative support service (pouch service, visa support, customs clearance, etc.)	Based on request and project annual work plan	Cost of dedicated staff in accordance with agreed percentage	Periodic billing based on actual staff cost and agreed percentage
IT support service	Based on request and project annual work plan	Cost of dedicated staff in accordance with agreed percentage	Periodic billing based on actual staff cost and agreed percentage

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ANNEX 2. Project Board Terms of Reference and Terms of Reference of key management positions

Project Board Terms of Reference

The Project Board is the group responsible for making by consensus management decisions for the project when guidance is required by the Project Manager, including recommendations for UNDP/Implementing Partner approval of project plans and revisions. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance to the standards under UNDP Financial Rules and Regulations that shall ensure best value to money, fairness, integrity transparency and effective international competition. Project reviews by this group are made at designated decision points during the running of a project, or as necessary when raised by the Project Manager. This group is consulted by the Project Manager for decisions when PM tolerances (normally in terms of time and budget) have been exceeded. The Project Board meetings are chaired by the National Coordinator.

Composition and organization:

The Project Board, chaired by the National Coordinator of the Project, includes representatives of the following agencies, organizations and institutions:

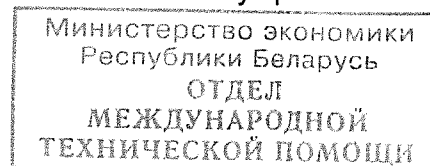
- Ministry of Foreign Affairs;
- UNDP through Deputy Resident Representative (or Programme Officer);
- Representatives of the National Assembly of the Republic of Belarus;
- Representatives of the Council for Sustainable Development;
- National Statistics Committee of the Republic of Belarus.

Summary of key functions:

- Analysis and elaboration of recommendations on the project implementation strategy and long-term planning.
- Support to the implementation of the project.
- Consideration and approval of project progress and final reports.
- Consideration and approval of annual work plans and other key project documentation if necessary.
- Evaluation of the attained project results.

Project implementation:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;



- Address project issues as submitted by the Project Manager for the consideration by the Project Board;
- Provide guidance and agree on possible countermeasures/management actions to address specific risks;
- Coordinate actions with already existing initiatives and projects on related issues, in order to avoid duplication, seek to create complimentary and synergies.
- Agree on Project Manager's tolerances in the Annual Work Plan and quarterly plans when required;
- Conduct regular meetings to review the Project Quarterly Progress Report and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans.
- Review Combined Delivery Reports (CDR) prior to certification by the Implementing Partner;
- Review and approve end project report, make recommendations for follow-on actions;
- Provide ad-hoc direction and advice for exceptional situations when project manager's tolerances are exceeded;
- Assess and decide on project changes through revisions;

Project Closure:

- Assure that all Project deliverables have been produced satisfactorily;
- Review and approve the Final Project Review Report, including Lessons-learned;
- Make recommendations for follow-on actions;
- Certify operational completion of the project.

1. PROCEDURES

The Project Board will meet at least at the beginning and at the end of the project to assess progress against planned results, determining the strategic directions of the project implementation and corrective measures, as well as to measure results. The first meeting of the PB members shall be organized immediately after project registration.

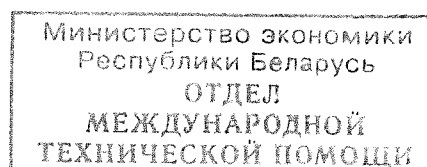
The Project Manager shall act as the PB executive secretary. He/she shall also be responsible for the preparation of the materials required for the PB sittings. The executive secretary does not vote on the PB decisions but has an advisory function.

The time and venue of the sittings shall be coordinated by the executive secretary with its members. Each PB member must be informed on the venue, time and agenda in advance.

The PB sittings shall be legally competent if quorum is in place when at least half of the PB members are present. In exceptional cases, the PB members may be polled by telephone or email.

All organizations involved in the project are entitled to submit proposals to the PB.

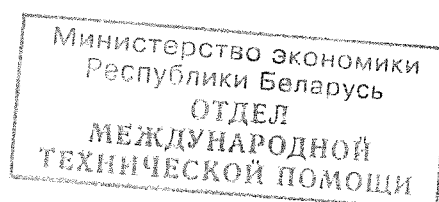
The PB sitting minutes shall be signed by the Chairperson.



The PB decisions shall be taken on the basis of the consensus of the participants.

Representatives of appropriate state structures, business associations and NGOs can be invited to the PB sittings as deemed necessary.

The decision on the recipient of equipment procured within the project will be taken by PB members during the PB sitting.



Terms of Reference for key management positions

Position: Project Manager

Location – Minsk

The Project Manager assumes overall responsibility for the successful implementation of all project activities and the achievement of planned project outputs. He/she works under supervision of UNDP. The Project Manager will conduct the necessary consultations with the National Coordinator on the implementation of decisions of the Project Board. The purpose of the work of the project Manager The objective of the assignment of the Project Manager is to ensure effective project management and monitoring.

Duties and Responsibilities:

- Supervise and coordinate the project to ensure its results are in accordance with the Project Document and the rules and procedures established in the UNDP Programming Manual;
- Supervise and coordinate the work of the Project team;
- Assume primary responsibility for the daily project management - both organizational and substantive matters, budgeting, planning and general monitoring of the project;
- Facilitates transfer of project funds to partners for their respective components, ensures adequate coordination and information sharing with them for the purposes of the project planning, implementation, reporting and visibility;
- Prepare detailed work plans, to be approved by the Project Board, ensure adherence thereto;
- Prepare terms of reference for national consultants and subcontractors in line with relevant UNDP procedures;
- Prepare annual/final project reports (APR) in line with UNDP requirements and donor reporting rules, as well as any other reports requested by the National Executing Entity or UNDP;
- Monitor the expenditures, commitments and balance of funds under the project budget lines;
- Assume overall responsibility for meeting financial delivery targets set out in the agreed work plans, reporting on project funds and related record keeping;
- Guide and coordinate the work of national and international consultants and subcontractors and oversee its compliance with the agreed work plan;
- Organize and supervise workshops and trainings needed during the project;
- Liaise with relevant ministries, national institutes and other relevant institutions in order to involve their staff in project activities as necessary and gather and disseminate information relevant to the project;
- Ensure adequate information flow, discussions and feedback among the various stakeholders of the project;
- Coordinate project activities with other related technical assistance programs in Belarus;
- Maintain regular contact with UNDP Country Office and the National Coordinator of the Project on project implementation issues of their respective competence;
- Undertake any other actions related to the project as requested by UNDP or the National Coordinator of the Project.

Qualifications:

- Higher education in economics, law, social studies education and humanities or related fields; advanced degree or academic training in these areas would be considered an asset;

- Extensive project implementation experience, with skills in facilitation and coordination of development activities, and demonstrated ability to work in an independent manner;
- Working experience in the area covered by the project is highly desirable;
- Working knowledge of UNDP rules and regulations is an asset;
- At least 10 years of relevant professional experience in the field.
- At least 5 years of project management experience.
- International project management experience is an advantage.

Competencies:

- Clear and careful oral and written communication skills.
- Self-starter, with strong sense of ownership, assertive follow-through, and orientation towards results.
- Ability to perform well under pressure, adapt to change, and meet deadlines in a fast-paced environment.
- Ability to communicate with staff and constituencies from multiple organizations, and to provide strategic guidance in a collaborative, consultative, and positive manner.
- Excellent analytical, problem solving skills, and strong attention to detail.
- Ability to build consensus and to work through others in achieving desired results and objectives.
- Consistent ability to set and deliver against a work plan in a fast-paced environment.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Computer literacy;
- Excellent written and spoken English and Russian are required.

Position: Finance/Admin Specialist

Location - Minsk

Under the guidance and direct supervision of the Project Manager, the Administrative and Financial Assistant provides execution of administrative and financial services for the successful implementation of project activities and the achievement of planned project results. He/she is responsible for all accounting (disbursements, record-keeping, cash management) matters under the project.

He/she promotes a client-oriented approach consistent with UNDP rules and regulations and works in close collaboration with the national partners and other key project partners, including international organizations and NGOs, for resolving complex finance-related issues and information delivery.

Summary of Key Functions :

- Accounting and administrative support;
- Provide financial monitoring and reporting.

Accounting and administrative support focusing on achievement of the following results:

- Provide support in administrative and personnel issues to ensure the effective running of the project management unit;

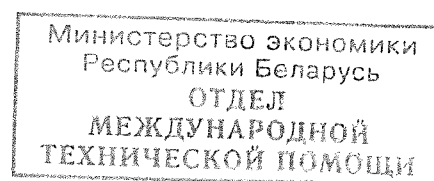
- Assist Project Manager in drafting project correspondence and documents; prepare correspondence of administrative nature;
- Prepare draft job descriptions, vacancy announcements, compiling matrixes in consultation with Project Manager for UNDP HR approval;
- Assist in collection, preparation and submission of support documents for IC recruitment using UNDP recruitment system;
- Provide maintenance and monitoring of staff monthly and annual attendance records for CO review;
- Under Project Manager's coordination provide services for performance evaluation review of project personnel;
- Assist Project Manager in responding to telephone inquiries, fax, post and e-mail transmissions, and co-ordinate appointments;
- Provide proper accounting to the project by controlling the supporting documents for payments and reviewing financial reports sub-contractors and sub-recipients;
- Prepare submission of payment requests with proper support documentation to UNDP CO;
- Prepare and submit travel documents to UNDP CO in accordance with UNDP requirements;
- Provide necessary financial and logistical support to visits of foreign experts and delegations (visa support, transportation, hotel accommodation etc.);
- Collect and keep files of project documents, expert reports and ensure general circulation of documents;
- Provide English translation as required;

Provide financial monitoring and reporting focusing on achievement of the following results:

- Provide financial support to ensure an effective running of the project management unit in compliance with UNDP rules, regulations and policies of financial activities, financial recording/reporting system;
- Provide follow-up on audit recommendations;
- Implement effective internal controls and ensure proper functioning of a client-oriented financial resources management system;
- Contribute to preparation of periodic financial reports required by relevant national and/or donor procedures for project, donors, government and other parties involved in implementation and funding of activities;
- Ensure timely submission and verification of correctness of reports;
- Provide advice to the international organizations in proper planning, handling and reporting to UNDP with regard to disbursed resources and in accordance with UNDP rules.
- Interact with UNDP CO to request funds transfer, verify financial reports, budget revisions;
- Provide financial monitoring over project commitments and expenditures, and assist the PM in assuring proper project delivery;
- Control the usage of non-expendable equipment (record keeping, drawing up regular inventories);
- Draft project correspondence and documents and finalize correspondence of financial nature;
- Edit reports and other documents for correctness of form and content in financial issues;

Other:

- Perform any other administrative and financial duties as requested by the Project Manager.



Qualifications:

- Advanced university degree in economics, finance, administration or management;
- At least 2 years of relevant finance experience;
- Excellent finance and budgeting skills;
- Working knowledge of UNDP rules and regulations is an asset;
- Previous experience in administering UNDP projects is an asset;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems;
- Fluency in written and spoken English and Russian is mandatory, including the ability to draft, edit and finalize documents in English and in Russian.

Competencies:

- Demonstrates corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Outstanding analytical, organizational and administrative skills;
- Remains calm, in control and in good disposition even under pressure;
- Demonstrates strong oral and written communication skills.

Position: Communications Specialist

Location - Minsk

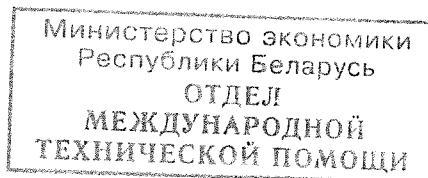
The Communications Specialist will be based in Minsk and will be responsible for coordination of public relations activities and provision of the informational support to UNDP projects.

Summary of key functions:

1. Establish and maintain relationships with new media in the digital space, broadcast media and traditional media outlets in Belarus.
2. Conduct media outreach.
3. Provide communications expertise for UNDP advocacy and information activities, and provide front-line media relations at such events.
4. Manage and coordinate press-briefings, press-conferences, media interviews and other related activities.

Skills and Experience Required:

- Advanced university degree in journalism, communications, public relations, media relations.
- At least 5 years proven experience in managing media relations and in work with national, foreign and international media outlets.
- Excellent communication skills; active user of social media, MS Office software package, Photoshop, CorelDraw applications, and web tools.
- Strong writing and editing skills.
- Fluency in English, Russian, knowledge of Belarusian is an advantage.
- Experience working with government agencies, experience working with the Parliament is an advantage.

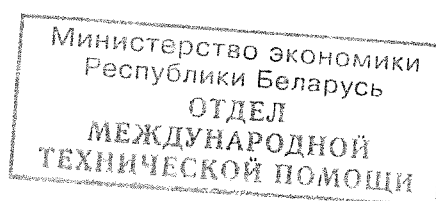


ANNEX 3. Risk analysis

Project Information	
Project Title	Support to the National Coordinator on Implementation of Sustainable Development Goals and Strengthening the Role of the Parliament in the Implementation of Sustainable Development Goals
Project Number	
Location (Global/Region/Country)	BELARUS

Risk Analysis – Initial Risk Log

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Management response	Owner	Submitted, updated by	Last Update	Status
1	<i>Relations with the international partners may impact project results</i>	<i>Project Initiation phase</i>	<i>Structural</i>	<i>P = 2 I = 2</i>	<i>The project will closely monitor the international relations background to preempt any negative consequences</i>	<i>Project Developer</i>	<i>Project Developer</i>		
2	<i>Duration of the national project approval procedures preceding the project launch</i>	<i>Project Initiation phase</i>	<i>Operational</i>	<i>P = 3 I = 1</i>	<i>Regular consultations with the competent government authorities involved in the project approval and registration processes</i>	<i>Project Developer</i>	<i>Project Developer</i>		



ANNEX 4. Social and Environmental Screening

Project Information	
Project Title	Support to the National Coordinator on Implementation of Sustainable Development Goals and Strengthening the Role of the Parliament in the Implementation of Sustainable Development Goals
Project Number	
Location (Global/Region/Country)	BELARUS

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

The project directly contributes to the Parliament's understanding of the international human rights standards and to the Parliament's capacities to ensure that legislation is in line with Belarus' international commitments.

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

The project has a specific focus on promoting gender equality and capacity building on the gender-related issues. For each project activity, equal women participation will be required and close monitoring of any unintended negative consequences of social or economic importance to women will be conducted and such risks avoided.

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

The project will follow the internationally recognized environmental norms.

Part B. Identifying and Managing Social and Environmental Risks

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.
	I = 2 P = 1	low		
	Select one (see SESP for guidance)			Comments
	Low Risk		<input checked="" type="checkbox"/>	
	Moderate Risk		<input type="checkbox"/>	
	High Risk		<input type="checkbox"/>	

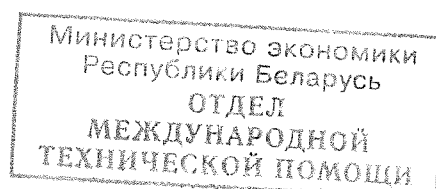
Check all that apply	Comments
Principle 1: Human Rights	<input type="checkbox"/>
Principle 2: Gender Equality and Women's Empowerment	<input type="checkbox"/>
1. Biodiversity Conservation and Natural Resource Management	<input type="checkbox"/>
2. Climate Change Mitigation and Adaptation	<input type="checkbox"/>
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 type="checkbox"/>

Final Sign Off

Signature	Date	Description
QA Assessor		UNDP staff member responsible for the Project, typically a UNDP Programme Officer. Final signature confirms they have "checked" to ensure that the SESP is adequately conducted.
QA Approver		UNDP senior manager, typically the UNDP Deputy Country Director (DCD), Country Director (CD), Deputy Resident Representative (DRR), or Resident Representative (RR). The QA Approver cannot also be the QA Assessor. Final signature confirms they have "cleared" the SESP prior to submittal to the PAC.
PAC Chair		UNDP chair of the PAC. In some cases PAC Chair may also be the QA Approver. Final signature confirms that the SESP was considered as part of the project appraisal and considered in recommendations of the PAC.

ESP Attachment 1. Social and Environmental Risk Screening Checklist

Checklist Potential Social and Environmental Risks	
Principles 1: Human Rights	Answer (Yes/No)
1. <i>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?</i>	No
2. <i>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?</i>	No
3. <i>Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?</i>	No
4. <i>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?</i>	No
5. <i>Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?</i>	No
6. <i>Is there a risk that rights-holders do not have the capacity to claim their rights?</i>	No
7. <i>Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?</i>	No
8. <i>Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project- affected communities and individuals?</i>	No
Principle 2: Gender Equality and Women's Empowerment	
1. <i>Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?</i>	No
2. <i>Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?</i>	No



3. <i>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?</i>	No
4. <i>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> <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

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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 <i>Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services? For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i>	No
1.2 <i>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?</i>	No
1.3 <i>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)</i>	No
1.4 <i>Would Project activities pose risks to endangered species?</i>	No
1.5 <i>Would the Project pose a risk of introducing invasive alien species?</i>	No
1.6 <i>Does the Project involve harvesting of natural forests, plantation development, or reforestation?</i>	No
1.7 <i>Does the Project involve the production and/or harvesting of fish populations or other aquatic species?</i>	No
1.8 <i>Does the Project involve significant extraction, diversion or containment of surface or ground water? For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i>	No
1.9 <i>Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)</i>	No
1.10 <i>Would the Project generate potential adverse transboundary or global environmental concerns?</i>	No
1.11 <i>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? 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 <i>Will the proposed Project result in significant greenhouse gas emissions or may exacerbate climate change?</i>	No
2.2 <i>Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?</i>	No
2.3 <i>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)? 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

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Standard 3: Community Health, Safety and Working Conditions	
3.1 <i>Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?</i>	No
3.2 <i>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)?</i>	No
3.3 <i>Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?</i>	No
3.4 <i>Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure)</i>	No
3.5 <i>Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?</i>	No
3.6 <i>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)?</i>	No
3.7 <i>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?</i>	No
3.8 <i>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)?</i>	No
3.9 <i>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)?</i>	No
Standard 4: Cultural Heritage	
4.1 <i>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)</i>	No
4.2 <i>Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?</i>	No
Standard 5: Displacement and Resettlement	
5.1 <i>Would the Project potentially involve temporary or permanent and full or partial physical displacement?</i>	No
5.2 <i>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)?</i>	No
5.3 <i>Is there a risk that the Project would lead to forced evictions?</i>	No
5.4 <i>Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?</i>	No
Standard 6: Indigenous Peoples	
6.1 <i>Are indigenous peoples present in the Project area (including Project area of influence)?</i>	No
6.2 <i>Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples?</i>	No

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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)?	No
<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>	
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
7: Standard Pollution Prevention and Resource Efficiency	
7.1 Would the Project potentially result in the release of pollutants to the environment due to routine or nonroutine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	No
7.2 Would the proposed Project potentially result in the generation of waste (both hazardous and nonhazardous)?	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?	No
<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>	
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

