

United Nations Development Programme
Lebanon
Project Document



*Empowered lives.
Resilient nations.*

Project Title: Supporting Lebanese Communities, Promoting Stabilization and Social Cohesion in Lebanon – Access to renewable energy applications in Akkar.

UNDAF Outcome (5): By 2014, improved accessibility and management of natural resources and enhanced response to national and global environmental challenges.

UNDP Strategic Plan 2014-2017 Integrated Results and Resources Framework – Outcome 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.

UNDP Strategic Plan output 1.5.: Inclusive and sustainable solutions adopted to achieve increased energy efficiency and universal modern energy access (especially off-grid sources of renewable energy).

Expected CP Outcome(3): Climate change considerations mainstreamed in national priorities

Expected CPAP Output (3.1): National sustainable energy strategy developed and its implementation promoted.

Executing Entity/Implementing Agencies: United Nations Development Programme

Brief Description

Lebanon is facing a major crisis in terms of large numbers of refugees fleeing the war in Syria, and finding shelter within Lebanese cities and towns across the country. The influx of refugees is adding pressure on the existing social and infrastructure of Lebanon which is already in a delicate state. The UNDP, through its Energy and Environment Programme, is working with UNHCR to support Lebanese Host communities in the Akkar region in order to strengthen their resilience and support in meeting basic local needs in terms of energy supply and consumption. Energy was already a major problem in Lebanon even before the Syrian crisis. Now it has augmented with this crisis, where at least 9-12 hours of blackout occurs per day exist, and the delivery of hot water is not guaranteed.

The project aims at installing different types of renewable energy technologies in the region of Akkar, North Lebanon. Systems include photovoltaic street lighting, small-PV generation systems for household lighting, and solar hot water systems for facilities to deliver basic hot water for bathing and washing.

Programme Period:	2014-2017
Key Result Area (Strategic Plan)	Outcome 1 Output 1.5.
Atlas Award ID:	00077650
Atlas Project ID:	00090039
Start date (Phase I):	01 June 2014
End Date (Phase I):	31 Dec 2014
Start date (Phase II):	01 Jan 2015
PAC Meeting Date	N/A
Management Arrangements	DIM

Total resources required	1,650,000 USD
UNHCR	1,650,000 USD
In-kind	500,000 USD
Phase I	85,158 USD
Phase II	1,564,842 USD

Agreed by CDR: Mr. Nabil El Jisr, President

Agreed by UNDP: Mr. Luca Renda, Country Director



Handwritten signature and date: 24 July 2014

I. SITUATION ANALYSIS

Lebanon, a country of 4.5 million citizens, now hosts approximately 700,000 registered (with UNHCR) Syrian refugees, the largest number in the region. Prospects for a quick resolution of displacement appear bleak. With the conflict in Syria in its third year and showing no signs of abatement, the UNHCR expects that the country will host 1,000,000 refugees by the end of 2013. The Government of Lebanon estimates that a further 500,000 refugees from Syria reside in Lebanon without the support of the international community, implying a Syrian presence in Lebanon equivalent to almost a quarter of Lebanon's current population.

Over 1,400 localities are now hosting refugees and other persons who have fled Syria. The Government has maintained an open-door policy, extending public services to refugees, however local capacities are increasingly stretched. Schools have resorted to second shifts; and capacities to provide basic and affordable healthcare to local populations and refugees are limited. Water, waste management and power supply systems are under severe pressure.

According to 'Climate risks, vulnerability and adaptation assessment', conducted by the Ministry of Environment and the UNDP in 2010, the overall headcount poverty ratio in Lebanon has reached 28.5%. The majority of refugees are being hosted in communities that are among the poorest in the country, including the North of Lebanon, the Bekaa, and the South. These communities have limited means to expand local infrastructure to accommodate the increasing needs of refugees.

In many remote locations in Lebanon, street lighting is limited and/or the available public infrastructure has fallen into disrepair. Local communities and refugees report feelings of insecurity while moving around urban and sub-urban locations after dark. Measures to increase public safety are important to maintain a favourable environment for hosting increasing numbers of refugees. Municipalities have highlighted the promotion of community safety through installation of public lighting on main thoroughfares as a priority for support by the international community.

Furthermore, given the significant periods of power cuts in Lebanon, where some regions have at least 9-12 hours of power cuts per day, the need to deliver urgent and basic energy for lighting not only for public street lighting but also at the vulnerable household level, and the need to provide hot water for bathing is urgent. This need is especially acute in the cold seasons. These utilities are needed by both the host-communities as well as the Syrian refugees to ensure safety, well-being and security.

II. STRATEGY

UNDP Lebanon has been supporting the Government of Lebanon in moving forward its sustainable energy programme for the past six years through a key large-scale project entitled CEDRO or Country Energy Efficiency and Renewable Energy Demonstration Project for the Recovery of Lebanon.

The programme managed to coordinate with the different public sector institutions, including the Ministry of Energy and Water, Electricite Du Liban, Ministry of Environment, Ministry of Education, Ministry of Interior and Municipalities as well as local municipalities, the private sector and the academic sector. The programme is currently in its fourth phase including one sub project (MEDSOLAR project).

On the other hand, given the current influx of Syrian refugees to Lebanon and the significant periods of power cuts already facing many of the rural communities that are also hosting refugees, the need to deliver urgent and basic energy for public street lighting, indoor lighting, heating and hot water needs for bathing is essential to ensure safety, well-being and security for both communities.

The UNHCR approached the UNDP, Energy and Environment Programme given it' s success in piloting different renewable energy systems on the ground and would like to use this programme to support host-communities in providing such basic services that meet their energy needs while reducing household expenditure on fuel, saving on natural resources and mitigating against climate change.

The above mentioned activity (Access to renewable energy applications in Akkar) falls within a wider programme funded by UNHCR and implemented by different UNDP Portfolios. This wider programme includes 6 components of which the Access to renewable energy applications in Akkar:

Component		Goal
1	Devco 4 activities	To strengthen the coordination and capacity building at central and local level to promote social cohesion within communities
2	Economic Impact Study of Humanitarian Aid on Lebanon	To assess the extent of the positive impact of the UN and International Humanitarian Aid provided to the Syrian Refugees in Lebanon on the Lebanese Economy.
3	Information Management Officer to Social Cohesion Sector	To support the Social Cohesion Sector through an Information Management officer
4	Supporting Lebanese Communities Affected by the Syrian Crisis through Community Support Projects (CSPs)	To prevent tensions between refugees and local communities through community empowerment and self-reliance
5	Solar energy project in Akkar	To Support Lebanese Host Communities and the Syrian refugees in Akkar, North Lebanon through Renewable Energy Applications
6	Mexico fund activities in Bekaa	Promoting stabilization and social cohesion in the Bekaa: Priority Interventions to Support Children, Youth, Livelihoods & Healthcare

Component 5 (Solar energy project in Akkar) is originally funded by the Kingdom of Saudi Arabia through the Saudi Fund for Development; and as agreed with the direct donor (UNHCR) it will be implemented in two consecutive phases:

Phase I:

The implementation period for phase I extends from 01 June 2014 to 31 December 2014 with a total budget of 85,158 USD.

It consists on establishing a small implementation team (Field Coordinator and Driver) in Akkar who will work under the direct supervision of CEDRO Project Manager.

In addition to the preparation of all logistics (recruitment, rental of office and car, ...), the main activities of this phase are as follows:

- 1- Visit all potential sites/beneficiaries in Akkar, determine and document the exact location of all sites; The actual locations/beneficiaries of the project will be selected upon completion of detailed assessment and in close coordination with UNHCR and other partners. The activities will need to be presented at and endorsed by Akkar Community Support Projects (CSP) Committee.
- 2- Under the supervision of CEDRO Team, design the systems and select the most convenient technology per identified site;
- 3- Draft ITB TORs for street lighting poles, PV systems, Pico-PV and SHW. The actual procurement process will only occur once the second and main tranche of funds will be transferred to UNDP.

Phase II:

The implementation period for Phase II will start in 2015 upon commitment of the remaining amount of 1,564,842 USD by UNHCR.

This phase will start with launching the procurement of items identified in the previous phase, based on the prepared ITBs/TORs.

The current Project Document sets forward the action plans and results and resources framework for both phases, noting that only the budget for 2014 will be allocated and that 2015 plans and targets might change depending on 1) the outcome of the field assessment, 2) the technical assessments of equipment, and 3) on the new agreement (or amendment of the current one) conditions to be worked on with UNHCR.

III. PLANNED RESULTS AND ACTIVITIES

Project Objective: Providing access to energy and enhancing well-being of people in host communities through the installation of renewable energy systems.

Installation of Renewable Energy Technologies:

Given the current shortage in electricity supply in the country, especially in regions like Akkar that suffer from long hours of black-outs, using solar energy seems to be the only way to provide these rural communities with an additional cost-effective and independent source of electricity and energy. The use of renewable energy systems, such as the ones proposed, saves on household and municipal spending while ensuring basic needs of Syrian refugees and local host-communities are met. The four types of systems proposed are as follows:

1. **Public solar lighting** is a cost effective means of providing street lighting to growing communities on a sustainable and continuous basis. They provide good quality light in public areas that can reduce feelings of insecurity, reduce accidents, and promote active participation in public life. Over time, the installation of energy efficient lighting solutions in refugee hosting areas will also mitigate the potential environmental impact of extending electric utilities in line with increasing demand. The expected lifetime of public solar street lighting is up to 10 years.
 2. **Pico-PV** is a small decentralized solar electricity delivering system capable of lighting a small number of energy efficient light bulbs. The system comes in a kit and each kit enables the lighting of 3 rooms. These systems will be provided to households hosting Syrian refugees and the systems could be handed over to them once the refugees leave. This could contribute to enforce the acceptance of the host community of refugees in their house.
 3. **15 Amperes PV system;** A full PV system, with dual-mode inverter, 48V battery storage, controller, and the rest of balance of system components will provide the complete electricity requirements of larger-scale institutions.
 4. **Solar water heating systems** can range from small (serving households of 4 – 5 persons) to large sized systems (for hospitals with 100 beds or more). The systems will provide hot water for bathing and washing for most of the year using energy generated from the sun. Such units may save up to 80% of the cost of the heating bill of a household and/or facility.
- These systems will be procured based on the UNDP procurement guidelines which involves tendering on the international and local markets based on detailed technical designs per site. Standards per type of system will be set as qualifying criteria for potential suppliers to ensure the highest quality of goods are purchased at competitive market prices.
 - The specific locations for installation of public lights, pico-PVs, 15-amperes photovoltaic systems and solar hot water systems will be decided in consultation with UNHCR field office and with respective municipalities and local actors.
 - It must be noted that some of the sites mentioned in the log frame may be changed once the technical design are detailed given that some of the facilities may not have the required set-up to accommodate some of these systems; however, the team will try to ensure that the below sites remain included in the project implementation.
 - It is envisaged to collaborate with existing shelter partners in the most effective use of Pico-PV at household level in a sustainable manner.

Project Management

For the day-to-day management of the project, the UNDP CO will recruit a technical project staff or Field Coordinator (service contract) who will work in coordination with the existing UNDP-CEDRO Project Manager and Team who will provide the technical support (including an expected 5 days per month – in the least, to be based in Qobayat as well). The CEDRO team has the required technical know-how and expertise to implement and manage the installation of renewable energy technologies in Lebanon, having already installed similar systems in over 120 locations across the country. The work will be integrated within and managed by the on-going Energy and Environment Portfolio which currently runs over 20 projects in the field of energy conservation and environment. UNDP will also ensure that the results are communicated to the Government of Lebanon.

At the field level, the project will coordinate its work with the UNDP North Field Office, UNHCR Qobayat Office as well as the local municipalities and NGOs/CSO in the area.

The Engineering technical specifications of the project will be handled from the Country Office/CEDRO, including all the procurement once the second phase of the project begins.

The project will benefit and coordinate from/with the existing agencies working in the Akkar region (other than UNDP North Office), including but not limited to the UNHCR field office, Polish Center for International Aid (PCPM), Norwegian Refugee Council (NRC), International Medical Corps (IMC), and others which will ensure compatibility with existing assistance and will augment the work being done.

Lastly, newsletters, website material, and media coverage will be undertaken on a local and national level to cover all project activities and outputs.

Targeted Locations/Beneficiaries

System Description	Targeted Beneficiaries	Locations	Number of Refugees targeted per Location
<p>1. Public Solar Lighting</p> <p>In coordination with local municipalities.</p>	Approximately 300 poles distributed across several villages in Akkar region (esp. the Wadi Khalid region) having high concentration of Syrian refugees	<p>Halba El Bireh Mashta Hammoud Mashta Hassan Aidamoun Kherbet Daoud Andket Tall Ebbes Mafraq Kousha Akroum Others...</p>	All refugees and host communities can
<p>2. Pico-PV</p> <p>In coordination with the Polish Center for International Aid (PCPM)</p>	6 villages where Syrian Refugees are staying in shelters that do not have continuous access to electricity or cannot afford the rising costs of electricity. Approximately 350 families will benefit from these systems.	<p>El Bireh Mashta Hammoud Aidamoun Kherbet Daoud Mashta Hassan Andket</p>	<p>125 families 60 families 60 families 50 families 30 families 25 families</p>
<p>3. 15-Amperes PV System</p> <p>In coordination with the International Medical Corps (IMC) organization</p>	The 6 clinics in Akkar that cater for the medical needs of the Lebanese Syrian refugees, and which require continuous electricity for the medical equipment and lighting. The systems would ensure power is received to run vaccine fridges, lighting, dental machines and other equipment. Average of 90 patients per day (approximately 45% of which are Syrian Refugees).	<p>Aleman Clinic- Bebnine Halba Clinic Makassed Clinic Machha Clinic Hlisa Clinic- Sahel Akkar Rafic El Hariri Clinic- El Bireh</p>	<p>50 Lebanese patients per day 40 Syrian patients per day</p>
<p>4. Solar Water Heating Systems</p> <p>In coordination with the Norwegian Council (NRC)</p>	<p>Collective system (6,000L) for Al-Salam Hospital in Qbayet, receiving around 1000 patients monthly, 50% (i.e. 500 patients) of which are Syrian refugees and a further 500 Lebanese patients from the Wadi Khaled and Akkar areas.</p> <p>Approximately 100 residential solar hot water systems (300L) that will provide the hot water needs of Syrian refugees lodged in Lebanese households that have problem in securing additional hot water for the Syrian refugees.</p>	<p>Hospital Al-Salam- Qbayet</p> <p>Tall Ebbes Mafraq Kousha El Bireh Akroum Mashta Hammoud</p>	<p>500 Syrian patients per month</p> <p>+/- 20 per village</p>

IV. RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the Country Programme Results and Resource Framework:

Outcome 3 - Climate change considerations mainstreamed in national priorities

Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:

(Indicator) Market transformation towards more sustainable energy use observed

(Baseline) Low use of sustainable energy observed

(Target) increased number of sustainable energy projects implemented at national level

Applicable Key Result Area (from 2014-2017 Strategic Plan): Outcome 1 - Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.

Project title and ID (ATLAS Award ID): Supporting Lebanese Communities, Promoting Stabilization and Social Cohesion in Lebanon – Access to renewable energy applications in Akkar - Award ID 00077650 – Project ID 00090039

INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output 1: Increased community security, access to energy, and enhanced well-being of people in host communities through the installation of renewable energy systems for lighting and heating.</p> <p>Baseline: Limited electricity supply and limited application of renewable energy technologies in Akkar region.</p> <p>Indicators:</p> <p>Availability of end-use renewable energy units</p> <p>Number of persons with increased access to energy</p>	<p>Targets Year 2014</p> <ul style="list-style-type: none"> - Management team set-up in Akkar - Exact Identification of all targeted beneficiary sites - Design of systems (PV street lighting, Pico PV, 15 Amperes PV systems, solar water heating systems) per identified site - Tender documents prepared <p>Targets Year 2015</p> <ul style="list-style-type: none"> - Bidding process launched - Providers are selected through competitive process - Systems/units are distributed/installed and commissioned at identified beneficiaries in Akkar - Visibility campaigns completed 	<p>Activity Result Phase I (2014): Providing management and technical support for the needs assessment at identified beneficiaries.</p> <ul style="list-style-type: none"> ▪ Timely implementation of the project and efficient monitoring of the activities and coordination with other agencies and stakeholders. ▪ Appointment of Field Coordinator and Driver and set up office in Akkar. ▪ Assessment, selection, validation and documentation of sites and beneficiaries ▪ Preparation of technical designs and tender documents for each type of system/unit and per site when applicable. Systems/units are: street lighting poles, PV systems, Pico-PV and SHW systems. <p>Activity Result Phase II (2015): Providing management and technical support for the purchase and installation of RE applications.</p> <ul style="list-style-type: none"> ▪ Timely implementation of the project and efficient monitoring of the activities and coordination with other agencies and stakeholders. ▪ Selection of equipment/supplies providers based on competitive bidding process. ▪ Receipt of equipment and supplies, and distribution and installation on site. ▪ Capacity building for maintenance of systems and commissioning. ▪ Design and printing of plaques, stickers and banners for partners visibility. ▪ Collect success stories for dissemination on website, newsletters and other media. ▪ Undertake inauguration campaigns if security situation permits. 	<p>UNDP</p>	<p>Phase I (2014): 85,158 USD</p> <p>Phase II (2015): 1,564,842 USD</p>

V. ANNUAL WORK PLAN

EXPECTED OUTPUTS	PLANNED ACTIVITIES	RESPONSIBLE PARTY	Funding Source	Planned Budget (USD)		
				Budget Description	2014	2015
<p>Output 1: Increased community security, access to energy, and enhanced well-being of people in host communities through the installation of renewable energy systems for lighting and heating.</p> <p><i>Baseline:</i> Limited electricity supply and limited application of renewable energy technologies in Akkar region.</p> <p><i>Indicators:</i> Availability of end-use renewable energy units</p> <p>Number of persons with increased access to energy</p> <p><i>Targets:</i> Access to sustainable lighting and heating applications</p> <p><i>Related CP outcome:</i> Climate change considerations mainstreamed in national priorities</p>	<p>Activity Result (2014): - Providing management and technical support for the needs assessment at identified beneficiaries.</p> <p>Activity Result (2015): - Providing management and technical support for the purchase and installation of RE applications.</p>	UNDP	UNHCR Fund: 30000 Donor: 00040	71300- Local consultant	4,993.00	<i>Budget breakdown will be completed based on finalisation of Phase II Agreement and conditions with UNHCR. However budget will include staffing, operational costs/running costs, and equipment / supplies costs</i>
				71400- Contractual services - Individual	29,500.00	
				71600-Travel	9,600.00	
				72200- Equipment and Furniture	4,000.00	
				72400- Communication & Audio Visual Equipment	500.00	
				72800- Information Technology Equipment	4,000.00	
				73100- Rental & Maintenance - Premises	4,250.00	
				73400- Rental & Maintenance of Other Equipment	15,000.00	
				74200- Audio Visual & Print Prod Costs	2,000.00	
				73500- Direct Project Costing	5,007.00	
				75100- Facilities and Administration (8%)	6,308.00	
				Total	85,158	1,564,842

Schedule of Implementation:

ID	Task Name	Year	2014						2015
		Month	July	Aug	Sep	Oct	Nov	Dec	
1	Task 1: Establishment of team in Akkar		x						
2	Task 2: Identification of Beneficiaries and validation		x	x	x				
3	Task 3: Preparation of tendering documents (designs and technical specifications)					x	x	x	
4	Task 4: Completion of procurement process and selection of providers								x
5	Task 5: Receipts, distribution and installation of equipment to beneficiaries								x
6	Project Management and Monitoring		x	x	x	x	x	x	x

VI. MANAGEMENT ARRANGEMENTS

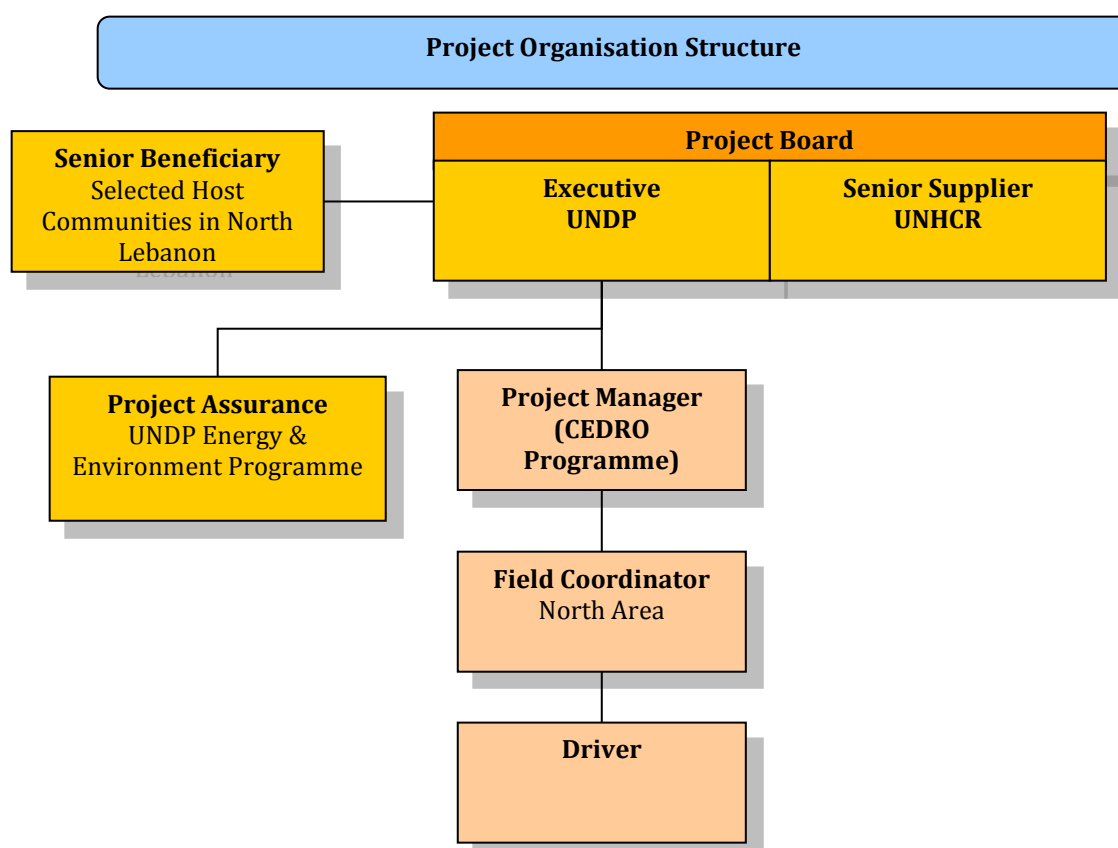
i. Execution Modality

The Project will be executed under the UNDP Direct Implementation Modality (DIM), whereby UNDP will act as the executing agency.

Daily coordination on the ground between the UNDP and UNHCR will continue throughout the implementation. The activities will be managed by the UNDP-CEDRO project team to be set up between the Akkar region and Beirut. Other agencies, as identified by UNHCR, such as the Danish Refugee Council (DRC), Norwegian Refugee Council (NRC), Polish Center for International Aid (PCPM), and the International Medical Corps (IMC), will also be involved and assist in target identification. A steering committee based in Akkar will be in set up to ensure proper coordination of works on the ground between the involved agencies.

The UNDP will monitor the progress towards intended results, and will ensure high-quality managerial, technical and financial implementation of the project, and will be responsible for monitoring and ensuring proper use of administrated funds to the assigned activities, timely reporting of implementation progress as well as undertaking of mandatory and non-mandatory evaluations. Furthermore, the procurement of goods and services and the recruitment of personnel shall be provided in accordance with UNDP guidelines, procedures and regulations.

A 'Project Board' will be set up and will be responsible for making, by consensus, management decisions for the project when guidance is required by the Project Manager, including recommendation for UNDP approval of project plans and revisions. The Project Board decisions should be made in accordance to standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. The Project Board will also provide expertise and ensure the various studies carried out and recommendations are in line with national priorities and are well coordinated with other on-going activities within the sector. The Project Board will consist of concerned national counterparts, including but not limited to the donor agency, and the UNDP.



ii. Management Services

The UNDP country office will provide, at the request of the designated institution, the following support services, covered by direct support charges, for the activities of the programme/project:

- Payments, disbursements and other financial transactions
- Recruitment of staff, project personnel, and consultants
- Procurement of services and equipment, including disposal
- Organization of training activities, conferences, and workshops, including fellowships
- Travel including visa requests, ticketing, and travel arrangements
- Shipment, custom clearance, vehicle registration, and accreditation
- Security management service and Malicious Acts Insurance Policy
- External access to ATLAS for project managers and other staff, Payroll management services and Medical Clearance Services for all staff

The UNDP country office will provide the following general oversight and management services (General Management Support – GMS) recovered with a flat rate of 8 % for the activities of the project which include the following:

- General oversight and monitoring, including participation in project reviews
- Briefing and de-briefing of project staff and consultants
- Resource management and reporting
- Thematic and technical backstopping

iii. Audit

The audit of DIM projects is made through the regular external (UN Board of Auditors) or internal audits (audits managed by UNDP's Office of Audit and Investigations).

iv. Visibility

UNDP will ensure that the UNHCR and the respective donors to the project will receive the maximum visibility possible. UNDP will be responsible for determining when its name and logo are to be displayed and prior written authorisation must be granted by the UNDP Resident Representative on a case by case basis.

The UNDP, in coordination with the UNHCR, will ensure that all the actions implemented will receive the required donor visibility through plaques, stickers and banners. Furthermore, the UNDP will undergo several inauguration campaigns for the implemented sites, in coordination with the UNHCR and the Saudi Fund for Development, if the security situation permits.

VII. MONITORING FRAMEWORK AND EVALUATION

i. Overall Monitoring Framework

UNDP Country Office and CEDRO Project Team will undertake periodic monitoring (weekly) of the progress through regular meetings with the project team in Akkar. The team in Akkar is expected to work in close coordination with the UNHCR Team in Akkar and monthly progress reports will be shared. This will allow parties to take stock and to troubleshoot any problems pertaining to the project in a timely manner and to ensure smooth implementation of project activities. Furthermore, UNDP will be responsible for financial monitoring and reporting on all disbursements of the programme to donors.

Monitoring will be a continuous and systematic process review of the various activities and will be intended to;

- measure input, output, and performance indicators;
- provide regular and up-to-date information on the progress towards meeting the overall Project Objectives;
- alert the implementing partners with problems in implementation, and provide basis on which performance may be improved, and
- determine whether the relevant stakeholders are responding as expected.

ii. Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by UNDP to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see section X), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Quarterly Progress Reports (QPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- A project lesson-learned log shall be activated 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/events

iii. Annually (if applicable)

Annual Review Report: An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.

Annual Project Review: Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

iv. Donor Reporting

The Project shall submit to UNHCR, through the Quality Assurance, the following reports - Financial Report (Part 1) and Performance Report (Part 2) narrative as set out below (using the Donor's templates):

- By 15 August for the period ending 31 July (Parts 1 and 2);
- By 10 October for the period ending 30 September (Part 1);
- By 20 December interim report for the period ending 31 December (Part 1);
- By 15 February final report for the period ending 31 December (Parts 1 and 2);

The financial reports will be prepared in accordance with UNDP's financial regulations, rules, policies, procedures, and administrative instructions.

Other reports (specify titles and due dates):

- 1 Narrative and financial inputs for donor reports
- 2 Monthly inputs into Activity info database.

To track progress towards objectives, UNDP/UNHCR staff will conduct throughout the project implementation joint performance monitoring visits as provided by Annex E of the agreement signed between UNDP and UNHCR in July 2014.

VIII. QUALITY MANAGEMENT FOR PROJECT ACTIVITY RESULTS

OUTPUT 1: Supporting Lebanese Communities, Promoting Stabilization and Social Cohesion in Lebanon – Access to renewable energy applications in Akkar		
Activity Result 1 2014	Providing management and technical support for the needs assessment at identified beneficiaries	Start Date: July 2014 End Date: December 2014
Purpose	Increased community security, access to energy, and enhanced well-being of people in host communities through the installation of renewable energy systems for lighting and heating	
Description	<ul style="list-style-type: none"> - Project Management and technical support for implementation of the project - Identification of beneficiaries and sites - Preparation of technical specification and tendering documents for required equipment and systems. 	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification: what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Project Management and Monitoring	Timely financial and narrative reporting	December 2014
Coordination and technical support for the validation of beneficiaries and sites	<ul style="list-style-type: none"> - Assessment results submitted and approved by stakeholders - Tendering documents and technical specifications/designs completed 	December 2014

OUTPUT 1: Supporting Lebanese Communities, Promoting Stabilization and Social Cohesion in Lebanon – Access to renewable energy applications in Akkar		
Activity Result 1 2015	Providing management and technical support for the purchase and installation of RE applications.	Start Date: 2015
Purpose	Increased community security, access to energy, and enhanced well-being of people in host communities through the installation of renewable energy systems for lighting and heating	
Description	<ul style="list-style-type: none"> - Project Management and technical support for implementation of the project - Procurement and distribution/implementation of renewable energy equipment and systems 	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification: what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Project Management and Monitoring	Timely financial and narrative reporting	2015
Selection of equipment/systems providers	Contracts awarded and equipment received and installed	2015
Distribution and installation of equipment and systems. Commissioning	Visits to beneficiaries	2015

IX. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Lebanon and UNDP, signed on 10 February 1986. UNDP as the Implementing Partner shall comply with the policies, procedures and practices of the United Nations safety and security management system.

The executing agency agrees to undertake all reasonable efforts to ensure that none of the project funds 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 this Project Document.

The UNDP Resident Representative in Lebanon is authorized to effect in writing the following types of revisions to the Project Document, after consultation with the project partners:

- Revision of, or addition to, any of the annexes to the Project Document;
- Revisions which do not involve significant changes to the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of inputs already agreed to or by cost increases due to inflation;
- Mandatory annual revisions which re-phase the delivery of agreed project outputs or increased expert or other costs due to inflation, or take into account agency expenditure flexibility; and
- Inclusion of additional annexes and attachments

X. RISK LOG TEMPLATE

Project Title: Supporting Lebanese Communities, Promoting Stabilization and Social Cohesion in Lebanon – Access to renewable energy applications in Akkar	Award ID: 00077650	Date:
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#	Description	Date Identified	Type	Impact & Probability (1= low, 5=high)	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Political instability and security situation in the country	Project initiation	Security/Political	$P = 4$ $I = 3$	Close coordination with UN Department of Safety and Security (UNDSS)	UNDP			
2	Willingness of other institutions to collaborate	Project initiation	Operational	$P = 5$ $I = 4$	UNHCR to support UNDP to ensure the participation of all concerned stakeholders	UNDP/ UNHCR			
3	Site conditions do not match initial assessment	Project initiation	Operational	$P = 3$ $I = 4$	UNDP to engage qualified Field Coordinator to confirm assessment to minimize risks	UNDP			
4	Willingness of beneficiaries to manage and maintain the installed equipment.	Project initiation	Operational	$P = 4$ $I = 4$	UNDP to engage the beneficiaries and to build capacity to ensure knowledge about operation and maintenance and is acquired.	UNDP/ UNHCR			

Annex 1: Description of UNDP Country Office Support Services

1. Reference is made to the Cost Sharing Agreement between the Donor and UNDP signed on July 2014, and with respect to the provision of support services by the UNDP country office for the nationally managed project ID 00090039 "Supporting Lebanese Communities, Promoting Stabilization and Social Cohesion in Lebanon – Access to renewable energy applications in Akkar", *"the Project"*; The UNDP country office shall provide support services for the *Project* as described below.

2. Support services to be provided:

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services	Method of reimbursement of UNDP (Biannually)
1. Financial Services (Finance and Programme)	Project duration	1.5 days	GLJE
2. Human Resources Services	Project duration	1day	GLJE
3. Procurement services (Procurement Unit and Programme)	Project duration	1.75 days	GLJE
4. Travel Services	Project duration	1 day	GLJE
5. General Administration Services	Project duration	0.5 day	GLJE
6. Revenue Management Services	Project duration	0.5 day	GLJE

3. Description of functions and responsibilities of the parties involved:

Support services	Description
Financial Services	<ul style="list-style-type: none"> - Payment process - Issue check - Vendor profile
Human Resources Services	<ul style="list-style-type: none"> - Staff selection and recruitment process (advertising, short-listing, interviewing) - Staff HR & Benefits Administration & Management (at issuance of a contract, and again at separation) - Recurrent personnel management services: staff Payroll & Banking Administration & Management (Payroll validation, disbursement, performance evaluation, extension, promotion, entitlements, leave monitoring) - Interns Management
Procurement services	<ul style="list-style-type: none"> - Consultant recruitment (advertising, short-listing and selection, contract issuance) - Procurement process involving local CAP and/or ITB, RFP requirements (Identification & selection, contracting/issue purchase order, follow-up) - Procurement not involving local CAP; low value procurement (Identification & selection, issue purchase order, follow-up) - Disposal of equipment
Travel Services	<ul style="list-style-type: none"> - Travel authorization - F10 settlement
General Administration Services	<ul style="list-style-type: none"> - Issue/Renew IDs (UN LP, UN ID, etc.) - Shipment, customs clearance, vehicle registration - Issuance of visas, telephone lines
Revenue Management Services	<ul style="list-style-type: none"> - AR Management Process (Create/apply receivable pending item, Issue/Apply Deposit)