

Government of Papua New Guinea

United Nations Development Programme

Project Document¹

Papua New Guinea: Climate Change Enabling Activity (Self -Assessment Exercise) (CCEA -PDF A)

Brief Description:

This Climate Change Enabling Activity (PDF A) will produce a project proposal to Global Environment Facility (GEF) to fund the production of a Second National Communication Report (SNC). The purpose of this enabling activity will be to undertake a self-assessment of the previously completed climate change enabling activities (CCEAP) of which a major focus will involve undertaking a stocktaking exercise through a highly consultative and participatory process with the objective to building upon existing activities, institutions and knowledge of mitigating climate change issues in PNG. Essential information on the gaps and needs and consultations with stakeholders will enable the identification of priority areas to be addressed in the SNC and the strategies to be adopted for the implementation will be prepared.

¹ This Project Document format corresponds to that specified by UNDP/BDP in January 2004 and supports the ERP

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SIGNATURE PAGE

Country: Papua New Guinea

UNDAF Outcome s: ? Enhanced Leadership and Participation
? Improved regional and global Integration

Expected Outcome/Indicators: *An enabling environment for the implementation of the United Nations Climate Change Convention is established in PNG*

Expected Output/Indicator: *Project proposal for the preparation of the Second National Communication.*

Implementing partner: Department of Environment and Conservation – DEC

Other Partners:

Programme Period:	2003 - 2007
Programme Component:	Climate Change
Project Title:	Climate Change Enabling Activity
Project ID:	00039026
UNDP GEF PIMS NO:	2967
Project Duration:	01.12.2004 - 31.03. 2004 (3 Months)
Management Arrangement:	National Execution (NEX)

Budget	USD 15,000
General Management Support Fee	N/A
Total budget:	USD 15,000
Allocated resources:	
• Government	N/A
• Regular (GEF)	USD 15,000
• Other:	N/A
• In kind contributions	

	Name/Title	Signature	Date
Agreed by Government of Papua New Guinea:	Mr. Mosilayola Kwayaila Deputy Secretary, DNP&RD		
Agreed by Department of Environment and Conservation:	Dr. Wari Iamo Secretary		
Agreed by UNDP:	Ms. Jacqueline Badcock Resident Representative		

Section I – PDF A proposal

Part I. & II. – Situational Analysis & Strategy

GEF - PDF BLOCK A – PAPUA NEW GUINEA

PART I - ELIGIBILITY	
1. Project name: Papua New Guinea : Climate Change Enabling Activity (Self -assessment exercise)	2. GEF Implementing Agency: UNDP.
3. Country in which the project is being implemented: Papua New Guinea	4. Country eligibility: Papua New Guinea ratified the UNFCCC on 16 th March 1993, and eligible under a financial mechanism of UNFCCC.
5. GEF focal area(s): Climate Change	6. Operational programme: Enabling Activity – CCEA
<p>7. Background activities related to the CCEA process : Papua New Guinea (PNG) signed the United Nations Framework on Climate Change Convention (UNFCCC) at the United Nations Conference on Environment and Development (UNCED) in Rio de Janeiro in June 1992 and ratified the UNCCC in April 1994. The initial PNG Climate Change Enabling Project – Phase I- was approved in 1998. Its main objective was to commence implementation of our reporting requirements under the UNFCCC.. Its main outcome, PNG’s Initial National Communication Report was approved by National Executive Council in January 2002 and submitted to the UNFCCC Secretariat in March 2003.</p> <p>Apart from the UNFCCC, PNG has also ratified the CBD and UNCCD. It is also a party to the following regional and global agreements relevant to CCEA process:</p> <p><i>Global</i></p> <ul style="list-style-type: none"> • Vienna Convention - 27 Oct 92 (Acc), 27 Jan 93 (F) • Montreal Protocol - 27 Oct 92 (Acc), 25 Jan 93 (F) • Kyoto Protocol - 28 March 02 (Rat) • CITES - 12 Dec 75 (Acc), 11 March 76 (F) • RAMSAR - 16 Jul 93 (F) • UNCLOS - 04 Dec 95 (Signature) • WHC - 08 Jul 97 (Acc) • POPs - 23 May 01 (Signature) • Basel - 01 Sep 95 (Acc), 30 Nov 95 (F) • MARPOL - 25 Oct 93 (Acc), 25 Jan 94 (F) <p><i>Regional</i></p> <ul style="list-style-type: none"> • Convention for the Protection of the Natural Resources and Environment of the South Pacific Region (Noumea) - 22 Aug 90 (F) • Protocol for the Prevention of Pollution of the South Pacific Region by Dumping - 18 Aug 90 (F) • Protocol concerning Cooperation in Combating Pollution Emergencies in the South Pacific Region - 18 Aug 90 (F) • Plant Protection Agreement for the Asia and the Pacific Region - 01 Jun 76 (Acc) • Agreement Establishing the South Pacific Commission - 16 Sep 75 (Acc) • South Pacific Fisheries Forum Agency Convention - 10 Jul 79 (F) • Convention on Conservation of Nature in the South Pacific (Apia) - 12 Jul 76 (signature) • The South Pacific Nuclear Free Zone Treaty (Rarotonga) - 15 Sep 89 (F) • Agreement establishing the South Pacific Regional Environment Programme (SPREP) - 31 Aug 95 (F) • Convention to ban the Importation into Forum Island Countries of Hazardous Wastes and Radioactive Wastes and to control the Trans-boundary Movement and Management of Hazardous Wastes with the South Pacific (Waigani) - 21 Oct 01 (F) <p>Over the past three years, Papua New Guinea has completed the following enabling activities or capacity assessments</p>	

directly or indirectly related to the above three convention thematic areas.

NCSA - The National Capacity Self Assessment for Global Environment Management (NCSA) project currently under formulation will undertake a thorough assessment and analysis of the capacity needs and constraints faced by PNG in meeting its obligations under various international environmental conventions and agreements. This CCEA will complement these efforts through information sharing on priority areas, institutional setting, experience and knowledge networking.

PIREP - PNG is also a key participant in the UNDP GEF -funded Pacific Islands Renewable Energy Project (PIREP), which also involves capacity needs assessment in the area of renewable energy development and application as part of the Pacific Island Countries' (such as PNG) mitigation measure to climate change.

The Ozone ISP - The Institutional Strengthening Project on implementation of the Montreal Protocol was approved in 1997. It will be terminally closed at the end of 2003. A submission for extension has been endorsed by the DEC Secretary for submission to the Multilateral Fund by our international implementing agency GTZ Proklima. The extension is for period 2004 - 2005. The main objectives of the Project was to set up the ozone office, create awareness on the objectives of the Montreal Protocol and undertake control measures to protect the Ozone Layer.

The Terminal CFC Phase out Management Project - The Montreal Protocol Multilateral Fund approved this project in March 2003. Its objectives are to undertake control measures to phase out the use of CFCs by year 2008. It is implemented by GTZ Proklima and will run until 2008.

The National Action Plan under the UNCCD - This Project is yet to be undertaken. DEC -Green House Unit is currently working on the request for funding with SPREP and the UNCCD Secretariat.

The National Strategy Study on UNFCCC Clean Development Mechanism (CDM) -This project has been revived by the World Bank. Australia's Department of Environment and Heritage (Environment Australia) has been identified as the implementing agency. The proposal is yet to be finalized.

Biodiversity Strategy and Action Plan - A principal requirement of biodiversity conservation that has not been complied with by PNG since ratifying the Convention in 1993 is the National Biodiversity Strategy and Action Plan (NBSAP). However, the implementation of the CBD commenced in earnest with the development of the National Forest Conservation Action Plan (NFCAP) in the mid -1990s. A number of major NFCAP projects laid the foundations, however this momentum has not been maintained due to budgetary and capacity constraints. The PNG National Report was also to have been submitted to the CBD Secretariat by 1998 through the NBSAP Project, however this action program never eventuated as projected.

Persistent Organic Pollutants (POPs) Pilot Project - The objective of the project is to strengthen national capacity to manage persistent organic pollutants (POPs) and to assist the Government in meeting its obligations under the Stockholm POPs Convention. The project will assist in developing a National Implementation Plan (NIP) for POPs management, thus enabling the government to reduce an eventually eliminate the POPs emissions. Duration of the project is 24 months (1 May 2002 - 30 April 2004).

UNU Interlinkages PNG Case Study

The most recent capacity-related project PNG has been involved with is the UNU Interlinkages Report, which examined possibilities for interlinkages and synergies between obligations under Multilateral Environment Agreements. As part of the UNU project a case study examining barriers to successful implementation of MEAs in PNG was conducted, endorsed by the UNU, DEC and the UNDP. This case study found that capacity constraints are a significant barrier to PNG meeting their responsibilities under MEAs to global environmental management, and recommended that PNG conduct an NCSA to identify gaps in capacity and opportunities to develop capacity.

8. GEF national operational focal point and date of country endorsement:

Dr. Wari Iamo -Secretary
Department of Environment and Conservation

Date: 2 August 1994

<p>9. Project rationale and objectives:</p> <p>The purpose of this Climate Change enabling activity is to conduct a thorough needs assessment and analysis of the critical priorities areas for United Nations Framework on Climate Change Convention (UNFCCC) implementation in Papua New Guinea. In accordance with the Global Environment Facility (GEF) Operational Procedures for the Expedited Financing of the National Communication from Non Annex 1 (GEF/C.22/Inf.160), Papua New Guinea has secured initial funding from the GEF to conduct this self-assessment of climate change related activities that are either completed or under preparation that are relevant to the formulation of the Second Climate Change National Communication Report (SNC). The main objective is to undertake a highly consultative and participatory process of needs assessment to identify and validate the critical priorities for further in-depth studies during the preparation of the SNC. Central element of the assessment is the stocktaking exercise that will gather relevant technical and institutional information to assist in the identification of the critical priority areas to be addressed in the SNC and the strategies to be adopted for their implementation. The stocktaking exercise is considered as the first but critical step in preparing the proposal for the SNC to UNFCCC. On the basis of a full stocktaking and stakeholder consultation, PNG will prepare and submit a proposal for the preparation of its Second National Communication to the Global Environment Facility for further funding through the United Nations Development Programme (UNDP). Related objectives of this assessment or stocktaking will be the identification of gaps, uncertainties, new studies and areas of work to be undertaken under the SNC. It will help to ensure that the SNC is built upon previous activities, studies, experiences and institutional setting. Such highly consultative and participatory process will help collating of information on financial resources and technical support for the preparation of the SNC to be provided by GEF for inclusion in the National Communication. It will also help PNG to prepare a description of existing institutional arrangements relevant to the preparation of its communication on a continued basis.</p>
<p>PART II - INFORMATION ON BLOCK A PDF ACTIVITIES</p>
<p>10. Expected outcomes: The stocktaking process will lead to the generation of the essential information for the preparation and submission of the second National Communication project proposal to GEF for funding. This will be achieved through a highly consultative and participatory process of information gathering through assessment of the needs and gaps identification and priority areas of intervention.</p>
<p>11. Planned activities to achieve outcomes:</p> <p>To achieve the outcomes above, at minimum the following activities will be carried out:</p> <ol style="list-style-type: none"> 1. Conduct workshop on the SNC as an information for, and promotion to the stakeholders of the importance and requirements of the stocktaking to ensure stakeholders cooperation and support. 2. Compilation of information on work carried out under the previous activities especially the Initial National Communication (INC) so as to identify gaps and uncertainties. 3. Identification of new areas of studies that were not covered under the INC. 4. Development of a set of priority activities that will form the basis of approach and strategies for the SNC to concentrate on. 5. Identification and Strategizing how the SNC will build on related activities carried out under other projects such as the National Capacity Self Assessment Project (NCSA) the Pacific Islands Renewable Energy Programme (PIREP) and the PNG Institution of Biodiversity Programme (PINBIO) 6. Compilation of information on technical experiences gained in the development of the INC including lessons learned from management and implementation of the Climate Change Assistance Project (CCAP), which produced the INC.
<p>12. Without limiting the possible stakeholders that may identified during the design of the SNC proposal, it is anticipated that the following stakeholders will be involved:</p> <ol style="list-style-type: none"> 1 Stakeholders' consultation is important for the preparation of the proposal for the SNC. Consultations will be based on a multi-sector approach similar to the process followed for the INC as well as the recently completed NCSA consultation process. It will involve both direct (one-on-one) consultations and multi-sector workshops. The stakeholders are those involved in the development of the INC as well as those involved in related previous and ongoing environment development activities in the PNG. The stakeholder consultation is important, as it will ensure national ownership of the SNC development and its implementation. This will be the means to, <ul style="list-style-type: none"> • Validate the stocktaking exercise and national priorities addressed by the SNC, • Agree on institutional arrangements proposed for the preparation of the SNC

- Clarify the roles and responsibilities of the stakeholders to be involved
- Engage all relevant stakeholders and ensure adequate consultation for SNC.

Key government ministries focused on Climate Change issues are ministries of:

- The Department of Environment and Conservation (DEC)
 - The PNG Forest Authority (PNGFA)/ National Forest Service (NFS)
 - The Department of Mining (DOM)
 - The Department of Agriculture and Livestock (DAL)
 - The Department of Petroleum and Energy
 - The Department of Mining
 - The National Weather Service
- Other Government ministries with responsibilities of cross-cutting nature, in particular:
 - The Department of National Planning and Rural Development
 - The Department of Law and Justice
 - The Department of Provincial and Local Level Government
 - The Department of Foreign Affairs and Immigration
 - The Department of Prime Minister and NEC
 - National Fisheries Authority
 - Representatives from local and provincial level governments, with individuals to be identified during SNC proposal process.
 - Representatives of private sector, academia, CBOs, NGOs and civil society, research institutions and professional associates. These will be further identified and the list refined during the NSC proposal process, but it is anticipated the following stakeholders will be involved:
 - ⇒ Representatives from the private sector, such as from the PNG Manufacturers Council and other industry bodies, including from forestry, farming, fisheries and oil palm production.
 - ⇒ Representatives from the University of PNG and the National Research Institute
 - ⇒ Representatives from NGOs operating in PNG, including
 - The Nature Conservancy
 - World Wildlife Fund
 - Green-peace
 - PNG Eco-Forestry Forum
 - Center for Environmental Law and Community Rights
 - Conservation International
 - Conservation Melanesia

Other stakeholders may be identified and refined during the process of stakeholder consultation process.

13. Total budget and information on how costs will be met:

The PDF A is funded by GEF budget under the GEF Climate Change Programme as outlined in the table below. It is anticipated that the PDF A activities will commence December 2004 with the formulation of the SNC Project Document finalized by end February 2005 and submitted to GEF thereafter.

Budget	GEF	Cost Sharing	In-kind	Total
Stocktaking Exercise	3,000			3,000
Stakeholder Consultation	7,000			7,000
Preparation of draft proposal	5,000			5,000

	Total	15,000		15,000
PART III - INFORMATION ON THE APPLICANT INSTITUTION				
<p>14. Name: The Department of Environment and Conservation (DEC) is the executing agency for the activities with UNDP being the Implementation Agency.</p>	<p>15. Date of establishment, membership, and leadership: The Department of Environment and Conservation was established in 1984. The political head is the Minister for Environment and Conservation and the Administrative Head is the Secretary of the Department.</p>			
<p>16. Mandate/terms of reference: The Department of Environment and Conservation is the National Government Agency responsible for biodiversity conservation and environment protection issues in the country. It is also responsible for negotiating, collaboration and implementation of international and regional instruments on biodiversity conservation and environment protection including UNFCCC, CBD and UNCCD. In respect to international instruments, it works closely with other relevant government ministries, CBOs, NGOs, private sector and other stakeholders. It takes its mandate from the Fourth Goal of the National Constitution, which addresses the country's natural resources and environment.</p>	<p>17. Sources of revenue: The Department of Environment and Conservation, being a national government agency, receives appropriations from the National Government budget. It is also supported by donor agencies through bilateral and multilateral arrangements. This project will be supported by funding from Global Environment Facility under the UNCCC funding mechanism to member countries.</p>			
<p>18. Recent activities/programmes, in particular those relevant to the GEF: There are a number of GEF Projects, both recent and ongoing that have or are being implemented in PNG. Under the CBD, completed projects are:</p> <ul style="list-style-type: none"> • GEF/ICAD projects, such as Lak project, Bismarck Ramu project, and Biodiversity Conservation and Resource Management Programme. • IPR Project, • Bio-diversity Data Management Project (UNEP), and • PNG Country Study on Biological Diversity (UNEP). <p>Ongoing projects are:</p> <ul style="list-style-type: none"> • NBSAP project, and • Milne Bay Marine project. (Community based Integrated Biodiversity Conservation) • GEF small grants projects • GEF Operational Focal Point Establishment <p>Under the National Capacity Self Assessment Programme, financial assistance was obtained through the GEF, which will produce a plan of action for enhancing national capacity to effectively implement obligations of International Environmental Conventions signed by PNG. PNG is also a key participant of the regional Pacific Islands Renewable Energy Project (PIREP), executed by SPREP. The project will identify and assess the various barriers to the widespread development and application of renewable energy systems in all the Pacific Island Countries (PICs), and come up with a comprehensive regional renewable energy project proposal addressing the specific barriers in each of the PICs. Some funding has been received to hold the initial workshop on Land Degradation under UNCCD in April 2004. Under the International Waters Program a Project Identification Mission from SPREP was in PNG during the 1st part of 2001 to hold discussions with different Government Agencies. The project has already commenced in the country. Under POP's Enabling Activities, the procedures and processes for "domesticating" the convention have been completed.</p>				
PART IV – INFORMATION TO BE COMPLETED BY IMPLEMENTING AGENCY				
<p>19. Project identification number: PIMS 3073</p>				
<p>20. Implementing agency contact person: Tony Torea, Programme Officer, UNDP Papua New Guinea. E-mail: tony . Torea@undp.org Joe Turia, Assistant Resident Representative, UNDP -Papua New Guinea. Email: joe.turia@undp.org Manuel Soriano, Regional Coordinator Climate Change, UNDP -GEF-RBAP Regional Service Unit, Kuala Lumpur. E-mail:manuel.soriano@undp.org</p>				

21. Project linkage to implementing agency programme:

In addition to the links to specific UNDP projects listed in section 18 above, the proposal responds to the United Nations Development Cooperation Framework (UNDAF) 2003 -2007 Objectives 1, Enhanced Leadership and Participation as well as Objective 3, Improved Internal, regional and global integration. The overarching goal is *“To support PNG’s national development strategies for achieving sustainable human development and poverty reduction through equality and participation and the sustainable use of the country’s resources while ensuring environmental conservation”*.

In the UNDP Country Programme 2003 -2007 this overarching goal is operationalized through a focus on capacity building and human resource development for: 1) Good governance and 2) Poverty reduction and sustainable livelihoods whereas 2) also includes environmental conservation.

Thus, a National Communication addresses both issues of environment sustainability and capacity building, with regard to developing and adopting appropriate policies to address issues relating to Climate Change. Only through the identification of gaps and needs can a comprehensive strategy to address these issues be developed. It complements the UNDP Environment Programme and directly supports the UNDAF and Country Programme goals and objectives and the MDG..

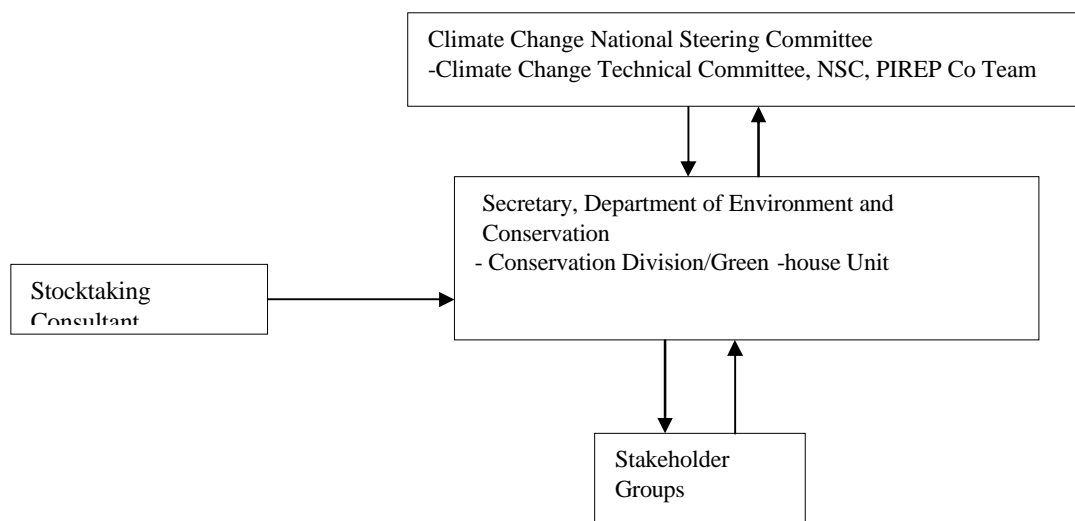
Part III. Management Arrangements

The project will be implemented using National Execution (NEX) modality whereas UNDP PNG is the GEF Implementing Agency (IA) and the Department of Environment and Conservation (DEC) the Executing Agency (Implementing Partner). The NEX execution modality is subject to the rules and regulations as laid out in the UNDP Programming Manual (Chapter 6.2.2, page 5, National Execution) and the UNDP ‘Procedures for National Execution’, UNDP 1998).

Institutional Arrangements

The Overall responsibility for project implementation will lie with the Department of Environment Conservation (DEC). It will thus take the lead in executing of the self-assessment exercise through its Green House Unit. The Manager for the Green House Unit will be responsible for the coordination of the self-assessment exercise in close consultation with the Climate Change Steering Committee, the Stocktaking Consultant and UNDP. The First Assistant Secretary for the Environmental Division will provide overall project management and supervision to ensure activities are in line with approved workplan and budget and achievement of the agreed deliverables. UNDP will be represented jointly by UNDP Papua New Guinea and UNDP -GEF.

Institutional structure for implementation



Stocktaking Consultant

A short-term consultant will be recruited to assist in carrying out the stocktaking exercise and prepare the SNC proposals. The incumbent will be a person recruited through open advertisement, or where cause is shown that this is not feasible, considering the short period (3months) in which to implement this project, a waiver to open recruitment will be considered by the recruitment panel to be set up and approved by UNDP in consultation with DEC. He/She will be provided with all relevant information and data gathered from the consultation process and available documentations to enable him/her to draft the report of the self assessment exercise and the assist with the development of proposal for the SNC. The UNDP PNG Country Office will provide support services for the project as laid out in the attached 'Letter of Agreement for Provision of Support Services' (Annex 3). Project payments will be done directly by UNDP or through advances to a DEC trust account to be specified by DEC.

Stakeholder Consultation

The Stocktaking consultant will conduct stakeholder consultations initially on an individual basis with relevant stakeholders and facilitate a national stakeholder consultation to finalize the proposal. The national stakeholder consultation will gauge input from the stakeholders on key aspects of the SNC process, objectives of the SNC proposal, roles and responsibilities during implementation and other issues pertinent to the SNC.

UNDP Port Moresby will co-implement the activity with DEC. They will provide monitoring, funds management and disbursement to facilitate implementation of the self-assessment exercise.

PART IV: Monitoring and Evaluation

Climate Change Steering Committee

The Climate Change Steering Committee will provide guidance and direction to the NSC stocktaking assessment and project proposal formulation processes. The Steering Committee will meet as soon as practical, but will at least hold its first meeting following the finalization of the stock take assessment report to review the report. The Departmental Secretary of DEC will have specific responsibility for overseeing and ensuring that planned activities are implemented in a timely and effective manner and will liaise with the Climate Change Steering Committee as well as other stakeholders to prepare and finalize the needs assessment report as well as the formulation of the SNC project proposal.

Part V. 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 Papua New Guinea and the United Nations Development Programme, signed by the parties on 7 April 1981. The host country-implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government co-operating agency described in that Agreement.

The following types of revisions may be made to this project document with the signature of the UNDP Resident Representative only, provided he or she is assured that the other signatories of the project document have no objections to the proposed changes:

- a. Revisions in, or addition of, any of the annexes of the project document (with the exception of the Standard Legal Text for non-SBAA countries which may not be altered and the agreement to which is a pre-condition for UNDP assistance);

- b. Revisions which do not involve significant changes in the immediate objectives, outputs or activities of a project, but are caused by rearrangement of inputs agreed to or by cost increases due to inflation; and
- c. Mandatory annual revisions, which rephase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.

Section II – Project Results and Resources Framework

Intended Outcome as stated in the Country Results Framework:			
1. Policies developed and implemented to promote national, provincial, local level government and community commitment to sustainable development and environmental protection			
2. Increased government commitment to monitor UN Agreements and Conventions			
Outcome indicator as stated in the Country Programme Results and Resources Framework, including baseline and target:			
Implementation of National reporting requirements under the United Nations Framework on Climate Change Convention, National MDG Reporting			
Applicable MYFF Service Line: N/A			
Partnership Strategy: NEX Execution through partnership with the Department of Environment and Conservation (DEC), Other partners and stakeholders: include a wide range of government departments, environmental NGOs/CSOs..			
Project title and ID: 00039026, Climate Change Enabling Activity- Self Assessment Exercise PDF A (CCEA – PDF A)			
Intended Outputs	Output Targets for (years)	Indicative Activities	Inputs
1 Action plan for stocktaking exercise formulated	N/A	1.1 Finalize the work plan of activities 1.2 Inception consultation meetings 1.3 Develop scope of work and TORs	<ul style="list-style-type: none"> Service Contract for S/T Consultant – US\$7,000
2 Production of the Stock take Report		1.1 Take stock of activities relevant to National Communication and prepare a stock taking matrix 1.2 Identify priority areas of action 1.3 Identify linkages and synergies with other projects 1.4 Write a stocktaking report	<ul style="list-style-type: none"> Information and data acquisition and collection – US\$3000
3 Stakeholders Consultation Workshop conducted.		1.1 Stakeholder analysis – List of stakeholders 1.2 Meeting with stakeholders to validate the methodology, areas of priority 1.3 Workshop to validate the project proposal for SNC	<ul style="list-style-type: none"> Cost workshop venues, travel and logistical - US\$ 5,000
4. Project proposal for SNC formulated		1.1 Write draft project document 1.2 Circulate it for comments and incorporated 1.3 LPAC convened and ProDoc endorsement 1.4 Submission to GEF	

Section III - Total Workplan and Budget

Papua New Guinea; Climate Change Enabling Activity (Self Assessment Exercise for SNC)

Award No. 00036447

Annual Budget Distribution 2004-2005

Project ID	Expected Output	Key Activities	Timeframe				Resp. Partner	Planned Budget			Amount
			Q1/05	Q2	Q3	Q4/04		Fund	Donor	Budget Description	
32173	Project Document for Second National Communication for Climate Change Programme	Stocktaking Exercise				X	DEC	62000	10003	71400 Contractual Services	3,000.00
		Stakeholder workshops	X				DEC	62000	10003	73100 Rental of Premises	7,000.00
		Development of SNC project proposal	X				DEC	6200	10003	74500 Miscellaneous Expenses	5,000.00
Total 2004										15,000.00	

Annex 1. Terms of Reference for National Consultant

Under the direct supervision of the Secretary of the Department of Environment and Conservation (DEC) and in close consultation with the CCEA Focal Point in the UNDP country office, the lead technical advisor will take overall responsibility for ensuring the eligibility and readiness of the GEF Enabling Activity proposal for funding for the Climate Change Project. Specifically the lead technical advisor will:

1. Review the background material prepared by the Department of Environment and Conservation (DEC):
 - The analysis of established priorities, capacity constraints and needs and gaps in these
 - Information on available national expertise in capacity development
 - Information on the full range of sectoral agencies and institutions involved in the process
 - Information on the other ongoing processes and activities relevant to the SNC
2. Assist and guide the DEC in completing gaps in the background information and processes through an internal DEC workshop with duration of one week
3. Assist and guide the DEC in developing the SNC process and institutional mechanisms for coordination, implementation and supervision.
4. Draft the final proposal to GEF, including the preparation of a full SNC Project Brief and accompanying standard UNDP Project Document (i.e. an additional cover page, legal agreement, line item budget, work plan, and key Terms of Reference)
5. Present the final proposal to all key stakeholders

Qualifications

- A university advanced degree in environmental, applied social sciences or similar field, with significant background and experience working experience in Climate Change related activities.
- Experience facilitating multisectoral consultative processes, preferably in the environment field
- Experience facilitating organizational management and change processes
- Experience working with government agencies and institutions in Papua New Guinea, especially with the DEC
- Excellent writing and communication skills
- Proven track record of preparing projects for GEF funding

Duration 3 months

Annex 2; Terms of Reference - Project Steering Committee

In order to ensure a successful implementation of the UNDP -GEF climate change projects, the Department of Environment and Conservation as the Executing Agency of these projects has established the National Climate Change Steering Committee endorsed by the National Executive Council, chaired by the Secretary of DEC and composed of senior officials from the relevant ministries, research institutions, UNDP, NGOs and academia.

The duties, responsibilities of the NSC are as follows:

NSC provide assistance and support to the National Project Coordinator and national experts and counterparts during the implementation process of all project activities

NSC review and make necessary comments for all draft documents prepared by the national climate change project team

NSC to receive information on a regular basis pertaining to the status of the implementation of project activities and problems facing effective implementation. The report on the status of the implementation of project activities shall be submitted by the DEC National Project Coordinator.

NSC meets no less than twice during the SNC project formulation stages and six monthly during the full project implementation. In special cases, the NSC shall meet upon the initiative of the National Project Director

Members of the NSC shall be appointed/removed in a written notice by the National Project Director

In principle, the NSC shall operate on the basis of consensus. If consensus cannot be reached, then the case discussion might be put to a vote. Voting is performed through a secret balloting.

Annex 2: Project Workplan

	Task (Months)	December	January 2005	February	March
1	Conducting initial workshop and agreeing to the workplan of activities	X			
2	Collecting and collating information and data relevant to the National Communication and preparation of the stocktaking matrix.	X			
3	Desktop studies to identify gaps, uncertainties, new areas requiring further studies, linkages and synergies to SNC.	X			
4	Identifying and agreeing to priority areas of work and writing of stock take report		X		
5	Identifying and consulting relevant stakeholders and developing list of stakeholders.		X		
6	Convening meeting with stakeholder to validate methodology, areas of priority for the SNC.		X		
7	Conduct workshop to validate project proposal for SNC		X		
8	Formulation of the project document			X	
9	Circulate for comments and incorporated			X	
10	Convening ILPAC and securing endorsement of key stakeholder				X
11	Submission of SNC Project document to GEF				X

Annex 3: Letter of Agreement for Provision of Support Services

LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT OF Papua New Guinea FOR THE PROVISION OF SUPPORT SERVICES TO ‘Climate Change Enabling Activity – Self Assessment GEF/PDF A’ - PROJECT

Dear Dr. Iamo,

1. Reference is made to consultations between officials of the Government of Papua New Guinea (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for the project ‘Climate Change –Enabling Activity’ (GEF PDF A, SNC proposal preparation). UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant project document, as described.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government -designated institution is strengthened to enable it to carry out such activities directly.
3. In addition, the UNDP country office may provide, at the request of the designated institution/Executing Agent, the following support services for implementation activities:
 - (a) Identification and assistance with and/or recruitment of project personnel;
 - (b) Procurement of goods and services;
 - (c) Access to UNDP -managed global information systems, including rosters of consultants and providers of development services
4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above are detailed in the project document. If the requirements for support services by the country office changes during the life of the project, the changes in the support services described in this agreement shall be revised through a mutual agreement between the UNDP Resident Representative and the designated institution.
5. The relevant provisions of Article 1 of the SBAA between the Government of Papua New Guinea and UNDP signed on the 7th April 1981 (the “SBAA”), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally executed project or programme through its designated institution/Executing Agent. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the project document.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.
7. In accordance with the mutual agreement reached by the UNDP country office and the designated institution as well as according to the GEF regulations for PDF A projects, the UNDP country office will provide the support services to the SNC PDF A project described in paragraph 3 free of charge.
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.
10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for this project.

Yours sincerely,

Ms. Jacqueline Badcock
UNDP Resident Representative
Signed on behalf of UNDP

Dr. Wari Iamo
Secretary
For the Department of Environment and Conservation
(Implementing Partner/Designated Institution)

Mr. Mosilayola Kwayaila
Acting Deputy Secretary
Department of National Planning & Rural Development
For the Government of Papua New Guinea