



1818 H Street N.W., Washington, D.C. 20433, U.S.A. (202) 473-3202

APPLICATION FOR DIRECT ACCESS TO THE GEF TRUST FUND FOR PREPARATION OF REPORTS TO CONVENTIONS IN THE BIODIVERSITY FOCAL AREA

1. All recipient countries will have access to GEF resources, up to US\$500,000 to prepare national biodiversity and biosafety reports, revise national biodiversity strategies, and undertake Clearing-House Mechanism activities per their obligations as Parties to the Convention on Biological Diversity (CBD).
 2. To request support for biodiversity enabling activities, countries will use the template below to submit a proposal that includes a detailed description of the activities that will be carried out as well as their expected cost.
 3. To apply for the GEF resources, the recipient country would select a national agency to act as the *Executing agency* for the preparation of the reports in the biodiversity focal area which are obligations of the countries to the convention. The attached proposal template includes three parts: (1) the first part is the description of the activities eligible through Direct Access grant; (2) the second part is the financial management and procurement self-assessment questionnaire that applies to the selected Executing agency; (3) the third part is a basic procurement plan that the Executing agency can use to plan for contracting of consultants, providers or suppliers in order to implement the activities included in the first part of the template.
 4. Principles of transparency and inclusiveness of national stakeholders, including civil society and community based organizations, will be encouraged in the exercises.
 5. The GEF Operational Focal Point is responsible for submitting to GEF Secretariat (through GEF-DA-BD@thegef.org) the application prepared on the basis of template that follows. Instructions on how to fill in the template are provided in Annex 1. The **Output** is expected to be in a form of various reports, strategies and action plans submitted to CBD by the recipient country to fulfill its convention obligation. The country should submit the completed reports to CBD with a copy sent to the GEF Secretariat.
 6. Submit the application in Word format and in English language. The submission of the application by the Operational Focal Point will be considered as an OPF endorsement for this activity.
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GLOBAL ENVIRONMENT FACILITY
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GEF GRANT TF No: _____

**APPLICATION FOR DIRECT ACCESS TO THE GEF TRUST FUND FOR
 PREPARATION OF REPORTS TO CONVENTIONS IN THE BIODIVERSITY FOCAL AREA ¹
 Under the GEF Trust Fund**

PART I: DESCRIPTION OF PROPOSED PROJECT²

Summary Project Information			
Country	JORDAN		
Project Title	Revising the National Biodiversity Strategy and Action Plan , preparing the 5 th National report for CBD and undertaking CHM activities		
Executing Agency(ies)	Ministry of Environment(MoEnv)		
Objectives	To assist Jordan in preparing the National Report for CBD , , revising the National Biodiversity Strategy and Action Plan(NBSAP) and to undertake clearing house mechanism activities.		
Total Project Costs (\$)	460,000	GEF Grant Amount (\$)	220,000
Country Eligibility³ / Country Drivenness			
Date of Ratification of CBD:	1993		
Name/Position of OFP Endorsing this proposal:	<p>H.E Dr. Saleh Al Kharabsheh, Secretary General, Ministry of Planning and International Cooperation.</p> <p style="text-align: right;">Signature:</p>		
Implementation Details			

¹ Proposal preparation guidelines are provided in Annex 1.

² This project will identify and consult with the necessary stakeholders to carry out the work required to support the enabling activities (or preparation of the reports) supported through this grant. Please see Table 2 for further details taken from Conference of the Parties (COP) guidance.

³ The GEF requires that countries must have completed their third national report and/or NBSAP – if they received GEF funding for the same – before requesting funding under this project.
 - Least Developed Countries (LDCs) and Small Island Developing States (SIDS) are encouraged to apply early.

Start Date	7/2012	Proposal Submission Date	5/2012
Completion Date	7/2013	Project Duration (months)	12

I. DESCRIPTION OF PROPOSED PROJECT:

The overall goal of the Enabling Activity is to ensure effective implementation of the CBD and strengthen monitoring and reporting process.

The specific objectives are to:

- Align Jordan's NBSAP with the 10-Year Strategy of the CBD,
- Improve national reporting and review processes by strengthening stakeholders capacities for monitoring and assessment, including preparation and submission of 5th national report, and
- Provide effective information services to facilitate the implementation of the national biodiversity strategies and action plans.

This proposal consists of the following components:

I. Updating the National Biodiversity Strategy and Action Plan (NBSAP)

Due to the strategic location of Jordan among three continents; Asia, Africa and Europe, Jordan treasure astonishing biological diversity, including terrestrial, wetland and marine ecosystems. The country has diverse topography, considerable climatic variations, and several habitat types. Wild plants constitute a very important component of Jordan's biological diversity. Conservation of this natural heritage is listed high on the priorities of the government. The total number of plant species recorded in Jordan exceeds 2500 species of which 100 are endemic

Jordan has ratified the CBD since 1993. The National Biodiversity Strategy and Action Plan (NBSAP) has been formulated as a response to the obligations of CBD and has been developed as a guide to the implementation of the CBD in the country. The NBSAP has been published by the Ministry of Environment in 2002 based on a national consultation process.

The main strategic goals of the NBSAP are:

1. Conserve biodiversity and use biological resources in a sustainable manner by protecting the various species of animals, plants and micro-organisms in their different agricultural environments; and productivity of environmental systems, especially wildlife habitat, forests, grazing land and agricultural land within a balanced environmental order.
2. Improve the understanding of ecosystems, increase resource management capability, and promote an understanding of the need to conserve biodiversity by using biological resources in a sustainable manner.
3. Manage natural resources and distribute roles among institutions in a way that conserves the basic natural resources which are necessary for human growth and survival, such as soil, water, plant cover and climate, developing these elements and using them

appropriately in a sustainable manner.

4. Maintain or develop incentives and legislation that support the conservation of biodiversity and the sustainable use of biological resources; and
5. Work with other countries to conserve biodiversity, use biological resources in a sustainable manner and share equitably the benefits that arise from the utilization of genetic resources.

Since then, there have been new threats to biodiversity, new issues have arisen and priorities have changed. New and updated approaches need to be addressed. In addition, the COP has adopted the 10 year strategy (2008-2018) for the CBD, the Aichi- Nagoya targets and the Global Strategy for Plant Conservation. In light of the local and global developments, this proposal for updating the NBSAP is submitted under the Enabling Activity program of the GEF.

The main components of the project are:

- Stocktaking and assessment
- Setting national targets, principles, & main priorities of the strategy
- Strategy and action plan development
- Development of implementation plans and related activities
- Institutional, monitoring, reporting and exchange

This proposal is in line with the National Agenda of Jordan (2006-2015) objectives aiming at formulating a long term policy to conserve biodiversity and integrate it in national sustainable development policies. The update of the NBSAP will contribute also in implementation of other sectoral strategies like the Agriculture Strategy (2012-2015), the Water Strategy (2008-2022). The proposal also contributes to the implementation of the Executive Plan of the Ministry of Environment strategy (2008-2012) aiming at implementing the NBSAP in cooperation with all stakeholders.

By implementing the above mentioned components and their associated activities, it is expected that the human and scientific capacity for NBSAP alignment and reporting process will be strengthened at different governmental and non governmental institutions including academia.

A wide range of stakeholders would be involved in the implementation of the project, as the NBSAP alignment and reporting require active participation of all major stakeholders in the process. Moreover, their involvement would be crucial to ensure ownership of the aligned NBSAP at the national levels. The key stakeholders include concerned ministries, governorates line departments, civil society and community organizations, women forums, NGOs, private sector organization, multi and bi-lateral donors financing, mass media, academia, etc...

Gender considerations will be an integral part of the overall approach to be adopted for NBSAP alignment, and CBD reporting processes. This will be ensured by including both men and women in the national consultations to be undertaken for NBSAP alignment and reporting processes, collecting gender related baseline information and identification priorities, and analysis of gender related priorities in the aligned NBSAP and national reporting. Particularly, the role of women in implementation of aligned NBSAP and their contribution for realizing CBD objectives will be highlighted.

Different governmental entities will benefit from this proposal through involving them in implementation of the different activities of the proposal. Their participation in the Steering Committee which will be established for the project will strengthen the Government's commitments towards implementation of the CBD and will insure sustaining project results beyond the project's lifetime.

II. Preparing the 4th national report on CBD implementation

Jordan has submitted its first, second, third and fourth national reports on CBD implementation in 2002, 2004, 2006 and 2009 respectively. In decision X/10 of COP 10, The Conference of the Parties (COP) re-emphasized that national reporting is the obligation for all Parties under Article 26 of the Convention and that timely submission of national reports by all Parties is essential for reviewing the implementation of the Convention as required in Article 23. By that decision, the COP adopted the guidelines for the fifth national report as contained in the annex to that decision, and decided that all Parties should submit their fifth national report by 31 March 2014. Under this component of the proposal, Jordan is applying for financial assistance to cover cost associated with this process. The The Ministry of Environment, as the Executing Agency and the focal point for CBD, will insure participation of all stakeholders in the reporting process to insure sustaining reporting capacities beyond the project's lifetime.

III. Undertaking clearing house mechanism activities

The Clearing-House Mechanism (CHM) of the Convention on Biological Diversity has been established further to Article 18.3 of the Convention. Its mission is to contribute significantly to the implementation of the Convention on Biological Diversity and its Strategic Plan for Biodiversity 2011-2020, through effective information services and other appropriate means in order to promote and facilitate scientific and technical cooperation, knowledge sharing and information exchange, and to establish a fully operational network of Parties and partners. Jordan has not yet undertaken CHM activities and this proposal is submitted to GEF to realize the following major goals:

- Provide effective information services to facilitate the implementation of the national biodiversity strategies and action plans.
- Expand the clearing-house mechanism network and services between different partners at the global and national level.

The Ministry of Environment, as the Executing Agency and the focal point for CBD, will insure participation of all stakeholders in the CHM activities to insure sustaining capacities beyond the project's lifetime.

IV. STATUS OF EARLIER ASSISTANCE RECEIVED UNDER ENABLING ACTIVITIES:

Please complete table below. If the country has received additional funding for undertaking capacity needs assessments in priority areas of the CBD, and/or for establishment and operationalization of the Clearing House Mechanism, please complete the second and, as applicable, the third part of the table.

1) National Reporting to CBD			
Reports	Date of Submission to CBD Secretariat	Current Status*	Comments
National Biodiversity Strategy and Action Plan	2002	1	
Revision of NBSAP		0	
1 st National Report	2002	1	
2 nd National Report	2004	1	
3 rd National Report	2006	1	
4 th National Report	2009	1	
1 st Biosafety Report			
2 nd Biosafety Report	2011		
* Indicate the status of plans/reports by selecting 0 if the report is still under finalization or implementation, and select 1 if the report has been endorsed by government or parliament as relevant. Please provide any additional comments.			
2) Capacity Needs Assessments carried out YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
Start Date:		End Date:	
Please list all of the CBD Program of Work and cross-cutting themes that were addressed in the Biodiversity Enabling Activities Capacity Needs Assessments:			<u>Date</u>
•			
▪			
▪			
▪			
▪			
▪			
3) Clearing House Mechanism (CHM) established? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
CHM link:			
Is the CHM website maintained up to date?			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
How many people currently operate and maintain the national CHM?			
How many people visited the national CHM website in the past 12 months?			
Note: add any note on the status of any Biodiversity Enabling Activities and Add-on projects and the status of the National CHM site.			

III. ACTIVITIES AND BUDGET:⁴

A) PROPOSED DETAILED BUDGET FOR BIOSAFETY REPORT (US\$)

Implementation Period:	Start:	End:
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⁴ In preparing these proposed GEF funding tables, please consult Annex 1 for guidelines as well as the sample budget for each activity. The sample budget for each activity is an average cost for each activity which provides as cost benchmark.

Output	Activities	Proposed GEF Grant	Co-Financing		Total Project Financing	GEF Grant as % of Total*
			Cash	In-kind		
Biosafety Report	Sectoral consultation/ stocktaking led by national competent authorities					
	Report production					
	National consultative workshop					
Total Project Cost						

*Total GEF grant as percentage of total project cost.

B) PROPOSED DETAILED BUDGET FOR NBSAP REVISION AND RELATED ACTIVITIES (US\$)

Implementation Period: Start: 2012		End: 2012				
Components	Activities	Proposed GEF Grant	Co-Financing		Total Project Financing	GEF Grant as % of Total
			Cash	In-kind		
I. Stocktaking and assessment	1. Rapid stocktaking and review of relevant plans, policies and reports	8,000		8000	16,000	50
	2. Identification of stakeholders; consultations and awareness	5,000		5,000	5,000	50
	3. Rapid assessment of the causes and consequences of biodiversity loss highlighting the value of biodiversity and ecosystem services and their contribution to Human well-being	13,000		13,000	26,000	50
II. Setting national targets, principles, & main priorities of the strategy	4. Setting national targets, principles, & main priorities of the strategy through national consultations	22,000		22,000	44,000	50
III. Strategy and action plan development	5. Developing the strategy and actions to implement the agreed targets through national consultations	45,000		45,000	90,000	50
	6. Application of the NBSAP to sub-national entities through sub-national and local consultations	18,000		18,000	36,000	50
	7. Sectoral integration including mainstreaming into development, poverty reduction and climate change plans through sectoral consultations	12,000		12,000	24,000	50
IV. Development	8. Development of a plan for capacity development for NBSAP	5,000		5,000	10,000	50

of Implementation plans and related activities	implementation.					
	9. Technology needs assessment	10,000		10,000	20,000	50
	10. Development of a communication and outreach strategy for the NBSAP.	5,000		5,000	10,000	50
	11. Development of a plan for resource mobilization for NBSAP implementation	8,000		8,000	16,000	50
V. Institutional, monitoring, reporting and exchange	12. Establishment/ strengthening of national coordination structures	4,000		4,000	8,000	50
	13. CHM development.	15,000		15,000	30,000	50
	14. Development of indicators and monitoring approach	10,000		10,000	20,000	50
	15. Fifth national reports	20,000		20,000	40,000	50
Total		200,000		200,000	400,000	50

C) SUMMARY BUDGET FOR THE PROPOSED INITIATIVES (US\$)

Project Components (activity description in table above)	Proposed GEF Grant	Co-Financing		Total Project Financing	GEF Grant as % of Total
		Cash	In-kind		
1. Biosafety National Report					
2. NBSAP Revision (including 5 th National Report on Biodiversity and CHM activities)	200,000		200,000	400,000	50
3.					
4.					
Project Management Cost*	20,000		20,000	60,000	50
Total Project Cost	220,000		220,000	460,000	48

* Please provide details of project management cost in the tables below (Tables D & E)

D) PROJECT MANAGEMENT COST (US\$)

Cost Items ⁵	Total Estimated Person Weeks/Months	Grant Amount	Co-financing	Project Total
Local consultants (Project coordinator)	52 weeks	20,000	20,000	40,000
International consultants				
Office facilities, equipment, materials and communications			20,000	
Travel				
Others ⁶				
Total		20,000	40,000	60,000

E) CONSULTANTS TO BE HIRED FOR THE PROJECT (US\$)

Position Title	\$/Person Week ⁷	Estimated Person Weeks ⁸	Tasks To Be Performed
For Project Management			
Local			
Project coordinator	385	52	Follow up projects activities
International			
Justification for travel, if any:			
For Technical Assistance			
Local			
Biodiversity expert	1500	40	Activity I.1, I.3 , III.7, V.13,V.14,V.15
policy and strategy development expert	1500	30	Activity II.4, III.5,
Capacity building and resources mobilization expert	1500	17	Activities

⁵ Details to be provided in the following table (Table E).

⁶ For others, to be clearly specified by overwriting fields (1) and (2).

⁷ Provide dollar rate per person week.

⁸ Total person weeks needed to carry out the tasks.

			III.6,IV.8,IV.9,IV.11,IV.12
Awareness raising expert	1500	14	Activity IV.10
IT consultant for CHM	1000	6	Activities V.13
National experts for preparing the national report on CBD implementation (8)	500	4	Activity V.15
International			
Justification for travel, if any:			

IV. INSTITUTIONAL ARRANGEMENTS FOR IMPLEMENTATION

The Ministry of Environment (MoEnv) will be the Executing Agency of the project. In order to insure coordinated and facilitated implementation of the project, the MoEnv will formulate a Steering Committee comprising members from governmental and non governmental relevant stakeholders .The Steering Committee will assume the following responsibilities:

- Oversight implementation of the activities of the project and suggest recommendations to overcome any difficulties;
- Assist in drafting TOR for consultants including identification, recruiting and selecting of qualified consultants based on local bidding.
- Recommend appropriate meeting participants, and facilitate necessary arrangements for the activities/ meetings.
- Assist in developing communications campaign to inform all stakeholders including local citizens of the projects' activities and need for their participation.

The Steering Committee will work in close cooperation and coordination with the National Committee on Biodiversity to insure successful delivery of the aligned NBSAP and improved reporting mechanism.

In order to insure close supervision and implementation of project activities, a project coordinator will be recruited by the MoEnv through the Steering Committee via competitive interviews. The project coordinator will work in close cooperation with the MoEnv, the Steering Committee and the National Committee on Biodiversity and will report regularly to the Steering Committee on implementation of the activities. The Project coordinator will be responsible for day-to-day management and decision-making for the project. His/her prime responsibility is to ensure that the project produces the results specified in the project document to the required standard of quality and within the specified constraints of time and cost. The project coordinator will be assisted by the MoEnv and the consultants who will be hired to implement the activities listed in the project. National consultants will be recruited to assist in conducting activities as identified in Section E of this proposal. The national consultants will be recruited by the MoEnv through the Steering Committee of the project.

The MoEnv had already implemented several projects that were funded by the WB/ GEF and has both the technical and financial capacity to implement this project. As a governmental institution, the financial governmental rules and regulations shall be used in implementation of the project. .The MoEnv in coordination with all stakeholders will be responsible for the planning and overall management of project activities including reporting, accounting and monitoring of the project, recruitment, procurement and services solicitation, supervision of the implementing partner and for the management of project resources. The Director of Financial Affairs and the Director of Nature Protection at the MoEnv will be tasked with providing necessary financial and technical support to insure adequate implementation of the project. The lead person for overall accountability will be the Director of Nature Protection at the MoEnv.

June 22, 2011

PART II. FINANCIAL MANAGEMENT AND PROCUREMENT SELF-ASSESSMENT

(Instructions on responding to this Self-Assessment are provided in Annex 2)

Grant Recipient's Name: Ministry of Environment
No.

Grant

Information to be provided by the Executing Agency	
1. Name and contact information of the Executing Agency	Ministry of Environment P.O.Box 1408 11941 Amman-Jordan
2. Year of registration (establishment) and years of operations	2003
3. Experience with World Bank operations (projects financed from WB loans or credits or grants)	Have experience in working with WB
4. Are there sub-grants for the operation? What are the amounts involved for sub-grants? To which entities are sub-grants allocated?	no
5. If there are sub-grants, have you checked the WB list for debarment list to ensure eligibility of the sub-grants recipients? http://intranet.worldbank.org/servlet/main?theSitePK=278020&querycontentMDK=64069700&pagePK=64147837&pagePK=64147838&menuPK=60000357&contentMDK=64069844	NA
6. Information about financial management (FM) arrangements for the operation:	
• Does the Executing agency have an FM or Operating Manual that describes the internal control system and FM operational procedures?	Yes
• What accounting system is used? Is a computerized or a manual?	computerized
• What is the staffing for accounting, auditing, and reporting functions? Does the Executing Agency have a qualified accountant? Full time or part time? Who will be in charge of the grant? What are qualifications and experiences of the accountant assigned to the grant?	The Ministry of Environment is a governmental institution and works in accordance with the adopted governmental financial rules and regulations
• Disbursement Arrangements (e.g. disbursement methods applied, supporting documentation requirements)	As per governmental rules

<ul style="list-style-type: none"> Does the Executing agency have in place basic arrangements to support flow of funds, and timely accountability of funds? (E.g. bank and cash procedures, funds flow diagram) 	yes, it is a governmental body
<ul style="list-style-type: none"> Does the Executing agency keep adequate records of financial transactions, including funds received and paid, and of the balances of funds held? (E.g. cash book, cash count minute, bank book, bank statement, bank reconciliation). Who is authorizing the payments? Who is making the payments? 	yes, it follows governmental procedures.
<ul style="list-style-type: none"> How often does the Executing agency produce interim financial reports? What information are presented in the financial reports. 	Interim financial reports may be issued as per projects financial requirements
<ul style="list-style-type: none"> Is the Executing Agency audited? If yes, by which auditor? How often the EA is audited? What are the types of audit carried out e.g. financial audit, performance audit, procurement audit? Are the audit reports made public? Please attach a copy of the last (1-2) audit reports (or provide link to the site where these can be downloaded). 	Yes, by Audit Bureau and Ministry of Finance
7. Information about Procurement arrangements for the operation:	
<ul style="list-style-type: none"> Does the Executing agency have procurement procedures, rules or regulations in writing? Where are the responsibilities and delegation of authority for those who have control of procurement decisions described? 	Yes, it follows governmental procedures.
<ul style="list-style-type: none"> Who does procurement in the Executing agency (which unit(s) is responsible for selecting & contracting consulting firms, individual consultants, equipment & materials) ; what are the qualifications of staff responsible for procurement? 	Special committees exist and follow government procedures.
<ul style="list-style-type: none"> Does the Executing agency have qualified procurement staff that are familiar with Bank procurement Guidelines and standard procurement documents? 	yes
<ul style="list-style-type: none"> Does the recipient use procurement plans for planning and managing its own procurement activities? If yes, what are the elements of such procurement plans (minimum information). Please attach a copy of the template or an example of one of the plans. Is there a track record of adhering to and regularly updating such procurement plans? 	yes,

Who prepares it and who approves them?	
<ul style="list-style-type: none"> Do simple templates of procurement documents exist for the procurement methods applicable to the operation(i.e. selection of consultants and/or procurement of goods)? If yes, provide copies of such templates/forms. 	yes,
<ul style="list-style-type: none"> Does the Executing agency maintain adequate written records of all procurement and contract documents? Where and for how long are such records kept? 	yes, records may be kept as per projects requirements
<ul style="list-style-type: none"> Does the Executing agency use a contract monitoring system? If not, how does the recipient do monitoring of contracts' execution? Attach a sample report if available. 	contracts follow governmental procedures
<ul style="list-style-type: none"> Does the Executing Agency maintain a "black list" of contractors and/or consultants who are not eligible for contracts award. If yes, explain the blacklisting application. Is such list public? 	no
<ul style="list-style-type: none"> How are complaints related to selection/procurement processes and award of contracts handled by the Executing agency? 	awards of contracts is made available for public access . Copmplaints are received and delat with by the MoEnv.

PART III. SIMPLIFIED PROCUREMENT PLAN

Grant Recipient's Name: Ministry of Environment

Grant No.

List all planned contracts for both the Biosafety and NBSAP activities. If consultants are to be hired under project management, contract for the consultant should also be listed here.

List of Planned Contracts	Estimated Cost	Procurement Method	Start Date	Completion Date	Prior/Post review by the Bank	Remarks
Consulting Services (including hiring consultants for workshops and project management)						
Biodiversity experts	60,000	Local bidding	7/2012	3/2012	N.A	
Policy and strategy development experts	45,000	Local bidding	7/2012	1/2013	N.A	
Capacity building expert and resources mobilization expert	25,000	Local bidding	8/2012	11/2012	N.A	
Awareness raising expert	20,000	Local bidding	9/2012	11/2012	N.A	
Report formulation experts	15,000	Local bidding	2/2013	4/2013	N.A	
IT expert for CHM	6,000	Local bidding	9/2012	10/2012	N.A	
CHM Website development	7,000	Local bidding	1/2013	2/2013	N.A	
Project management	20,000	Local bidding	7/2012	7/2013	N.A	
Estimated Consultants Total:						
Goods						
Estimated Goods Total:						
Training (excluding hiring consultants for workshops activities, includes logistical expenses only)						
		Not applicable				

Project inception workshop	5,000		7/2012	7/2012		
National workshops For setting national targets, principles, & main priorities of the NBSAP	5,000		8/2012	8/2012		
National workshops to discuss the aligned NBSAP ,its action plan, awareness and resources mobilization strategy	6,000		5/2013	5/2013		
National report validation workshop	4,000		5/2013	5/2013		
National workshop for CHM	2,000		1/2013	1/2013		
Estimated Training Total:	22,000					
Total Estimated Cost:	220,000					