



**PROJECT PREPARATION GRANT (PPG)**  
**PROJECT TYPE: Full-sized Project**  
**TYPE OF TRUST FUND: LDCF**

**Submission date:** Aug. 27, 2012

**GEF PROJECT ID:**  
**GEF AGENCY PROJECT ID:** 4922  
**COUNTRY(IES):** Republic of Burundi  
**PROJECT TITLE:** Community disaster risk management in Burundi  
**GEF AGENCY(IES):** UNDP, (select), (select)  
**GEF FOCAL AREA(S):** Climate Change

**A. PROJECT PREPARATION TIMEFRAME**

Start date of PPG	December 2012
Completion date of PPG	December 2013

**B. PROPOSED PROJECT PREPARATION ACTIVITIES (\$)**

Activities undertaken during the preparatory phase will include the collection of baseline information, identifying and filling key gaps in information to strengthen the rationale and design of the project, gathering key data/information for the identification and articulation of projects' outputs, identifying and confirming (including completing a capacity assessment of) the lead implementing partner and implementation arrangements for the project, developing indicators for monitoring and evaluation both at the outcome and identifying and securing partnerships and other sources of financing and co-financing.

**COMPONENT 1: Needs Assessments**

Project formulation will be based on step-by-step project formulation guidance in UNDP's Adaptation Policy Framework's Document and UNDP/BDP/EEG's guidelines for developing adaptation projects. The project design will follow the *adaptive capacity approach* in formulating specific activities. This approach will ensure that the implementation of the NAPA follow-up project is not undertaken in isolation but contributes to ongoing activities executed by the government of Burundi and other partners already engaged in the development of the water sector.

**COMPONENT 2: Project Development**

The outputs of Component 1 will be used as technical input for the formulation of an UNDP Project Document for the proposed project. Technical assistance will be required by a national and international consultants who are experienced in (i) GEF project formulation; (ii) UNDP project implementation requirements; (iii) technically competent in climate change impacts on mitigate climate risk impact into the water sector and overall adaptation options for vulnerable communities; and (iv) familiar with the institutional setting in Burundi.

**COMPONENT 3: Consultation with key stakeholders**

PPG resources will be utilized to engage key stakeholders at the national/sub-national and community level during the project design phase. In alignment with the approved project objective, comprehensive stakeholder analysis will be conducted to determine stakeholder needs vis-à-vis adaptation to potential climate change impacts, the effectiveness of current local responses, barriers to adaptation, expertise that might be helpful in designing the implementing the project and those who may have been involved in similar initiatives or planning processes.

**COMPONENT 4: Develop a financial plan and co-funding scheme**

- Negotiate with the government to ensure full agreement with the Project Objective, Outcomes, Outputs including partnerships for support and co-funding;
- Develop partnerships and co-funding opportunities at various levels with private sector, bilateral and multi-lateral funding institutions as well as networking at the global level;
- Official endorsement letter with guarantee of co-financing will be collected from the Government and donors and submitted to the UNDP/BDP/EEG.

Table in below present keys activities and proposed budget.

Describe the PPG activities and justifications: the proposed LDCF project promote key elements of a programmatic approach to build local vulnerable people capacity on disaster risks preparedness and responses management to ensure long term and sustainable emergency and reconstruction phase in Bugesera, Mumirwa and Imbo Lowlands' regions, Republic of Burundi					
<b>List of Proposed Project Preparation Activities</b>	<b>Output of the PPG Activities</b>	<b>Trust Fund</b>	<b>Grant Amount (a)</b>	<b>Co-financing (b)</b>	<b>Total c = a + b</b>
Component 1: Needs assessment and technical feasibility of adaptation options and measures	<ul style="list-style-type: none"> <li>- Comprehensive baseline and problem analyses Clarifying</li> <li>- Additionality of Proposed Outcomes and Interventions</li> <li>- Capacity needs assessment and capacity building strategy</li> <li>- Identification of specific regions and sites for intervention Review of best practices</li> </ul>	LDCF	40,000	20,000	60,000
Component 2: Project Development	<ul style="list-style-type: none"> <li>- Defining the logical framework and work plan for the project</li> <li>- Definition of institutional arrangements, roles and responsibilities</li> <li>- Definition of a Monitoring and Evaluation Plan</li> <li>- Identification of quantitative and qualitative indicators</li> <li>-Exit Strategy (Sustainability)</li> </ul>	LDCF	7,500		7,500
Component 3: Consultation with key stakeholders	<ul style="list-style-type: none"> <li>- Mobilize and engage stakeholders</li> <li>- Determining priorities and forge expanded partnerships</li> <li>- Community Mobilization</li> </ul>	LDCF		45,000	45,000

Describe the PPG activities and justifications: the proposed LDCF project promote key elements of a programmatic approach to build local vulnerable people capacity on disaster risks preparedness and responses management to ensure long term and sustainable emergency and reconstruction phase in Bugesera, Mumirwa and Imbo Lowlands' regions, Republic of Burundi					
List of Proposed Project Preparation Activities	Output of the PPG Activities	Trust Fund	Grant Amount (a)	Co-financing (b)	Total c = a + b
Component 4: Develop a financial plan and co-funding scheme	<ul style="list-style-type: none"> <li>- Negotiate with Government Counterpart</li> <li>- Explore Multilateral and Bilateral funding opportunities</li> <li>- Obtain official endorsement letters and guarantees</li> </ul>	LDCF	22,500	5,000	27,500
<b>Total Project Preparation Financing</b>			<b>70,000</b>	<b>70,000</b>	<b>140,000</b>

**C. FINANCING PLAN SUMMARY FOR PROJECT PREPARATION GRANT: (\$)**

	Project Preparation	Agency Fee
Grant Amount	70,000	7,000
Co-financing	70,000	
<b>Total</b>	<b>140,000</b>	<b>7,000</b>

**D. PPG AMOUNT REQUESTED BY AGENCY(IES), FOCAL AREA(S) AND COUNTRY(IES) <sup>1</sup>**

Trust Fund	GEF Agency	Focal Area	Country Name/ Global	(in \$)		
				PPG (a)	Agency Fee (b)	Total c = a + b
LCDF	UNDP	Climate Change	Burundi	70,000	7,000	77,000
<b>Total PPG Amount</b>				<b>70,000</b>	<b>7,000</b>	<b>77,000</b>

<sup>1</sup> No need to provide information for this table if it is a single focal area, single country and single GEF Agency project.


**E. PPG BUDGET**

Cost Items	Total Estimated Person Weeks for Grant (PW)	Grant Amount (\$)	Co-financing (\$)	Total (\$)
Local consultants *	50.00		50,000	50,000
International consultants*	15.00	35,000		35,000
Travel		25,000	10,000	35,000
Mapping		10,000		10,000
Management			5,000	5,000
Professional services (translation & audit)			5,000	5,000
<b>Total PPG Budget</b>		<b>70,000</b>	<b>70,000</b>	<b>140,000</b>

\* Annex A for Consultant cost details should be prepared first before completing this table. See notes on Annex A for the required detailed information. This table is the sum of all local and international consultants presented in Annex A.

**F. GEF AGENCY(IES) CERTIFICATION**

This request has been prepared in accordance with GEF policies and procedures and meets the GEF LDCF/SCCF Trust Fund criteria for project identification and preparation.

Agency Coordinator, Agency Name	Signature	Date ( <i>Month, day, year</i> )	Project Contact Person	Telephone	Email Address
Yannick Glemarec Executive Coordinator UNDP/GEF		Aug. 27, 2012	Mame Dagou Diop (G-LECRD)	27718738 492	<a href="mailto:mame.diop@undp.org">mame.diop@undp.org</a>

**Annex A****Consultants Financed by the Project Preparation Grant (PPG)**

<b>Type of Consultant</b>	<b>Position / Titles</b>	<b>\$/ Person Week<sup>1</sup></b>	<b>Estimated PWs<sup>2</sup></b>	<b>Tasks to be Performed</b>
National	Climate Specialist	1000	10,00	<ul style="list-style-type: none"><li>– Provide information regarding anticipated weather forecasts, seasonal weather predictions and projected long-term climate trends are essential for understanding current climate-related hazards and potential future hazards in selected communes;</li><li>– Provide information for current environmental change and deviations from past practice, as well as identification of possible new trends for better-targeted and designed solution finding by local decision-makers</li><li>– Assess councilors and technical extension workers needs' on information related to opportunities and threats associated with long-term climate change and on real-time information to community-based decision-makers and communities at risk important to enable them to monitor the evolution of detected climate risks and opportunities;</li><li>– Assess needs on relevant climate information and hydro-meteorological advisories, high-resolution satellite data, other climate risk management tools (e.g. maps) and information on climate change impacts</li><li>– Support the validation of project's problem and barrier analysis</li><li>– Help determine the project's system boundaries and scope</li><li>– Support the articulation of additionality of proposed outcomes and activities in the project document</li><li>– Control quality of inputs and outputs of national consultant on climate risk</li></ul>
Local	VRA Specialist	1000	10.00	<ul style="list-style-type: none"><li>– Solicit community observations of climate change to complement the scientific information;</li><li>– Analyze impact of current and future climate hazards (events and conditions) on livelihoods</li><li>– Support identifying, understanding, quantifying and assessing the degree to which a rural community is vulnerable to climate change and variability, and its capacity to cope and adapt to anticipated impacts.</li></ul>

Type of Consultant	Position / Titles	\$/ Person Week <sup>1</sup>	Estimated PWs <sup>2</sup>	Tasks to be Performed
				<ul style="list-style-type: none"> <li>– Support vulnerable communities to establish strategies for coping with historic climate variability, and to introduce new strategies to adjust to new climatic experiences.</li> <li>– Support the identification of priority strategies for climate-resilient livelihoods at individual and household level.</li> </ul>
Local	Socio economist	1000	10.00	<ul style="list-style-type: none"> <li>– Identify resources important to livelihoods;</li> <li>– Analyze access to and control over critical livelihoods resources for different groups;</li> <li>– Conduct gender analysis to understand differential vulnerability between men and women:</li> <li>– Identify social groups that are particularly vulnerable to climate change</li> <li>– Identify livelihood groups or economic sectors that are particularly vulnerable to climate change;</li> <li>– Evaluate current coping strategies for effectiveness and sustainability;</li> <li>– Identify priority adaptation issues in the target area, and to develop strategies to address these issues at household/individual levels.</li> <li>– Identify priority strategies for climate-resilient livelihoods at individual and household level:</li> <li>– Establish the baseline situation/scenario as regards on-going and planned investments at local level</li> <li>– Conduct gender sensitive assessment of adaptation options and provide gender sensitive indicators</li> <li>– Support design of on-the-ground pilot adaptation measures and prepare pre-feasibility studies and costs/benefits analysis;</li> <li>– Stakeholder analysis/input/ID capacity barriers &amp; opportunities, engagement plans FSP.</li> </ul>
Local	Hydrologist	1000	10.00	<ul style="list-style-type: none"> <li>– Analyze hydrological plans to determine opportunities and barriers for adaptation</li> </ul>

Type of Consultant	Position / Titles	\$/ Person Week <sup>1</sup>	Estimated PWs <sup>2</sup>	Tasks to be Performed
				<ul style="list-style-type: none"> <li>– Conduct gap and need analysis institutional and individual capacity to support revision of hydrological plans;</li> <li>– Develop methodology for integrating effective climate risk management into local development plan and enable more climate-smart investment</li> <li>– Support design of on-the-ground pilot adaptation measures and prepare pre-feasibility studies and costs/benefits analysis;</li> <li>– Stakeholder analysis/input/ID capacity barriers &amp; opportunities, engagement plans FSP.</li> </ul>
Local	Agro-pastoralist and Sustainable Land Management specialist	1000	5.00	<ul style="list-style-type: none"> <li>– Conduct gap and need analysis institutional and individual capacity to support revision of land tenure plans;</li> <li>– Develop methodology for integrating effective climate risk management into local development plan and enable more climate-smart investment</li> <li>– Support design of on-the-ground pilot adaptation measures and prepare pre-feasibility studies and costs/benefits analysis</li> <li>– Stakeholder analysis/input/ID capacity barriers &amp; opportunities, engagement plans FSP.</li> </ul>
Local	Forest expert	1000	5.00	<ul style="list-style-type: none"> <li>– Develop methodology for integrating effective climate risk management into local development plan and enable more climate-smart investment</li> <li>– Support design of on-the-ground pilot adaptation measures and prepare pre-feasibility studies and costs/benefits analysis</li> <li>– Stakeholder analysis/input/ID capacity barriers &amp; opportunities, engagement plans FSP.</li> </ul>
International	Gef/Ldcf Climate Change Adaptation Specialists	2500	10.00	<ul style="list-style-type: none"> <li>– Lead a team to implement PPG activities according to an agreed work plan</li> <li>– Control quality of inputs and outputs of all consultants and subcontractors</li> <li>– Validate the problem statement, underlying causes, preferred solution and barrier analysis</li> </ul>

Type of Consultant	Position / Titles	\$/ Person Week <sup>1</sup>	Estimated PWs <sup>2</sup>	Tasks to be Performed
				<ul style="list-style-type: none"> <li>– Determine, through analysis and consultations, the project’s system boundaries and scope</li> <li>– Based on stakeholder consultations and findings of other assessments, define the logical framework, work plan and budget for the project</li> <li>– Articulate the additionality of proposed outcomes (and associated SMART indicators), outputs and activities (relative to baseline development orientated outcomes and outputs) in the project document</li> <li>– Demonstrate, based on analysis, cost-effectiveness of the project’s interventions</li> <li>– Investigate potential options for the project’s institutional and implementation arrangements including capacity assessments of the IP</li> <li>– Design a M&amp;E component (including learning mechanisms) )</li> <li>– Develop the project’s Replication and Exit Strategy</li> <li>– Develop the project’s sustainability strategy</li> <li>– Develop co-funding and financing partnerships</li> <li>– Stimulate partnerships and help leverage resources from relevant ongoing/planned programmes and projects</li> <li>– Provide input towards the development of a UNDP/LDCF Prodod</li> </ul>
International	Early Warning System Specialist	2,000	5	<ul style="list-style-type: none"> <li>– Support the feasibility and design of an EWS that can be implemented through this project</li> <li>– Assist in clarifying additionality of proposed outcomes and activities;</li> </ul>