



REQUEST FOR PROJECT PREPARATION GRANT (PPG)

PROJECT TYPE: Full-sized Project

THE Least Developed Countries Fund (LDCF)

Submission date: May 11, 2010
Re-submission date: July 15, 2010

GEFSEC PROJECT ID:

GEF AGENCY PROJECT ID: PIMS 4439

COUNTRY(IES): Liberia

PROJECT TITLE: Enhancing Resilience to Climate Change by Mainstreaming Adaptation Concerns into Agricultural Sector Development in Liberia

GEF AGENCY(IES): UNDP

OTHER EXECUTING PARTNER(S): Ministry of Agriculture (MOA)

GEF FOCAL AREA: Climate Change Adaptation

A. PROJECT PREPARATION TIMEFRAME

Start date	June 2010
Completion date	June 2011

B. PROJECT PREPARATION ACTIVITIES

i) Justification

1. This LDCF project will support key elements of a programmatic approach to adaptation in Liberia. The end-product of the preparatory phase will be a LDCF/GEF CEO Endorsement Document and UNDP Project Document which will outline the following in detail:
 - Clear description of baseline activities and related sources of financing;
 - Explicit specification of all adaptation activities to be financed under the LDCF and their additionality rationale (why and how they are supposed to reduce vulnerability and/or increase adaptive capacity above and beyond what is already being done);
 - Definition of goals, objectives, strategies, outcomes and outputs;
 - Logframe and description of the Monitoring and Evaluation system, including impact indicators. These indicators will focus on capacity, institutional strengthening, policy formulation, replication capacity and specifically address adaptation relevant impacts; and
 - Stakeholder involvement plan for the design, preparation and implementation phases, and for M&E, including public participation.
2. The proposed NAPA activities which underlie this proposal (see submitted PIF for details) will be evaluated during the preparatory phase, and those deemed most aligned with the overall project objective and programmatic approach to adaptation in Liberia will be selected for LDCF support implementation.

ii) Description of Proposed Preparation Activities

3. Activities undertaken during the preparatory phase will include the collection of baseline information, identifying and filling key gaps in information to strengthen the design of the project, gathering key data/information for the design of the approved outcomes and outputs, identifying and confirming the lead implementing partner and implementation arrangements for each component, developing indicators for monitoring and evaluation both at the outcome and output levels and identifying and securing partnerships and other sources of financing and co-financing.
4. An important PPG activity will be the identification and comprehensive baseline assessment of a small number of representative agricultural communities/systems that will serve as demonstration sites in the full project.
5. The PPG grant will finance the costs for national and international consultants who will provide, under the guidance of UNDP-GEF, technical input towards the project design, as well as logistic support for the activities listed above and described in detail below.

COMPONENT 1: Assessment of needs and of technical feasibility of adaptation options and measures

6. Project formulation will be based on step-by-step project formulation guidance, as articulated in UNDP's Adaptation Policy Framework's Document and UNDP-GEF's guidelines for developing adaptation projects. Project formulation will follow the *adaptive capacity approach* in formulating specific activities. This approach will ensure that the implementation of the NAPA priority profiles is not undertaken in isolation but contributes to ongoing activities executed by the government of Liberia and other donors already actively engaged in agricultural development.

(a) Assessment of climate change risks associated with high-risks agricultural areas and sub-sectors

7. PPG resources will be used to undertake a rigorous review of the available information on climate, climate change and its likely physical and socio-economic impacts on agricultural systems and agricultural areas in Liberia. Based on the existing information, the review will undertake an in-depth problem (root-cause) analysis of vulnerability will assess existing adaptation capacity and will identify what the likely impacts are, their likely geographical distribution, and their scale and anticipated timing. It will provide a scientific-based explanation of how climate change and variability will affect agricultural areas and associated livelihood systems in Liberia. PPG resources will also be used to determine suitable methodologies for assessing the costs of the likely impacts of climate change on agricultural areas and economies assuming no adaptation interventions are undertaken. The review will take stock of the range of climate and socio-economic scenarios on which these impacts are projected. The findings of this risks analysis will guide the identification and confirmation of the project adaptation responses and will inform the detailed outcomes and outputs that the project will deliver.
8. This work will also help identify representative areas suitable for implementing pilot and demonstration activities.

(b) Comprehensive baseline and problem analyses

9. The assessment will include a review of on-going and planned Government and UNDP projects, of policies, laws, executive regulations and decrees relevant to agricultural development. Ongoing agricultural programmes and plans will be assessed. This will clarify baseline (non-climate driven) development issues pertaining to agricultural development, sector resilience and related poverty reduction issues. A review of relevant national documents as well as UNDAF, CPAP, etc shall be undertaken. The review will focus on strengths and weaknesses and gaps of the existing system (as well as proposed interventions) to overcome anticipated impacts on rural agricultural communities.

10. The information collected in this exercise will contribute towards outlining a clear and detailed problem analysis, covering both non-climate related issues as well as climate change. It will cover assess the national and local drivers of vulnerability and risk. This will feed into the identification of barrier-removal solutions that can be built into the project design.

(c) Identification of specific regions and sites for intervention

11. Based on the information in (a) and (b) and clearly defined criteria (including vulnerability to climate change and variability), a selection will be made of a small number of high priority areas that this project will focus on. This will lead to the selection of 1-2 Counties and 3-4 agricultural communities for in-depth capacity development and for demonstration activities. The selected communities will be at high risk to climate change, with low adaptation capacity, yet with ability to innovate with LDCF support. A participatory stakeholder approach to site selection and to develop interventions and will be employed and outlined in the full size project document.
12. Next, a full assessment of the selected demonstration communities will be undertaken, including an in-depth problem analysis.)

(d) Clarifying the Adaptation Alternative of Proposed Outcomes and Interventions

13. The *adaptation alternative* of the proposed project will be formulated (based on the initial strategy outlined in the PIF). A comprehensive explanation will be provided on how LDCF funding will be directed towards the additional cost of ensuring that baseline activities are transformed into ones that incorporates climate change concerns (i.e. the adaptation scenario). Towards this end, a detailed assessment, including stakeholder consultations, will be undertaken of activities that are taking place or have taken place in the relevant communities. Based on the in-depth climate risks assessment and problem analysis of the on-going baseline interventions, the relevance and feasibility of the adaptation options and measures identified in the NAPA will be assessed and confirmed. The adaptation alternative of the proposed interventions (with respect to address climate change pressures on agricultural communities) will be systematically established. The details on the baseline and additional activities will contribute towards clarifying how the baseline situation will be amended through the proposed project in order that risks associated with climate change, including variability, are addressed.
14. The above review will also include an inventory of who is doing what (and at what scale) so that the LDCF project can be designed to build on ongoing and planned activities. This inventory, together with the main findings of the climate risks assessment (see above), will contribute towards explicitly confirming and describing the most urgent and appropriate adaptation responses. PPG resources will then be utilized to assess the technical feasibility of possible project interventions, using cost/benefits analysis and feasibility criteria (e.g. likelihood of success, alignment with local capacities and scalability). Project responses to be assessed will include strategies and measures geared towards adjusting/modifying the institutional, policy and regulatory framework, building institutional and individual capacity and piloting on-the-ground climate risks actions in selected vulnerable areas.
15. The review and stakeholder consultations will also facilitate discussions with local, national and international institutions that are pursuing similar objectives/outcomes and thereby identify important potential partnerships, including co-financing opportunities. It will also facilitate discussions with other agencies such as FAO, WB, USAID, NGOs, etc, whereby the comparative advantage of these agencies can be brought to bear on the design and implementation of this project.

(e) Integration with Regional/National Development Plans and Policies

16. The project sets out to integrate climate change concerns into relevant national and county level development plans and policies, and also to be aligned with core UN activities in Liberia. In order to identify climate change linkages into national development plans and policies, a review of

relevant national development policies will be undertaken. Useful documents in this regards are (i) Poverty Reduction Strategy Paper (PRSP); (ii) National Millennium Development Goal Report (National MDG Report) (iii) County Development Agendas (iv) Comprehensive African Agriculture Development Programme (v) the Liberian Agriculture Sector Investment Programme (vi) UN Common Country Assessment (CCA).

17. A review of the UN/UNDP programming documents such as the *United Nation Development Assistance Framework (UNDAF)* and *UNDP Country Programme Document (CPD)* will also be undertaken to ensure that the project is anchored into relevant ongoing UN development programmes/projects.

COMPONENT 2: Project Development

18. The outputs of Component 1 will be used as technical inputs to the formulation of the GEF CEO Endorsement document and UNDP Project Document. Technical assistance will be required by national and international consultants who are experienced in (i) GEF project formulation; (ii) UNDP project implementation requirements; (iii) climate change, vulnerability and adaptation (iv) rural and agricultural development in Liberia; and (iv) institutional analysis and strengthening.

(a) Defining the logical framework and work plan for the project

19. PPG resources will be utilized to prepare a detailed logical framework that elaborates the project goal, objective, outcomes, outputs and activities, and identifies objective and outcome indicators and a fully developed work plan and time frame for implementation.

(b) Definition of institutional arrangements, roles and responsibilities

20. A detailed delivery strategy, with clearly identified roles and responsibilities of specific institutions for the overall management of the project will be specified. An in-depth analysis will be undertaken of the capacity of the Ministry of Agriculture (MOA) and/or other appropriate institutions that could implement the full size project. Details on oversight of technical activities including requisite reporting procedures will be established. UNDP guidelines, as articulated in the Results Based Management Framework, will be followed in formulating these details.

(d) Definition of a Monitoring and Evaluation Plan

21. A detailed M&E work plan and delivery strategy will be defined including clear identification of responsibilities and institutions, as well as an appropriate budget allocation (based on best practices and UNDP guidelines). This will also reflect the requirements of the GEF M&E Policy and Adaptation M&E framework. The Monitoring Plan will include qualitative and quantitative indicators that will measure the state of adaptive capacity at various stages of project implementation. The M&E plan will include provisions for independent evaluation and provision to ensure learning of lessons from implementation.

(e) Identification of quantitative and qualitative indicators

22. Using a participatory stakeholder approach, resources will be used to define the monitoring and evaluation indicators (both qualitative and quantitative) for measuring and verifying the successful delivery of the Project Objective and Outcomes. Emphasis will also be given to those indicators that can be used to monitor progress at various stages of project implementation. The M&E framework will be based on the guidance provided by the new GEF M&E framework for adaptation drafted by UNDP and amended appropriately given the context of the proposed project.

(f) Exit strategy (sustainability)

23. A sustainability strategy will be defined in order to ensure continuation of the outcomes promoted through this project, including replication, subsequent to completion of the project cycle.

COMPONENT 3: Consultation with key stakeholders

24. PPG resources will be utilized to engage key stakeholders at the national/county and community levels during the project design phase. In alignment with the approved project objective, a comprehensive stakeholder analysis will be conducted to determine stakeholder needs vis-à-vis adaptation to potential climate change impacts, barriers to adaptation, expertise that might be helpful in designing and implementing the project, and those who may have been involved in similar initiatives or planning processes. The following activities will be undertaken:

(a) Mobilize and engage project beneficiaries and partners

25. Participatory development of a detailed delivery work-plan approved and endorsed by the key stakeholders. The successful completion of the preparatory phase will require the participation of a number of key stakeholders. For example, partnership will be established with:

- Public, private and international institutions that monitor and produce information related to climate change and agricultural development; and,
- A wide array of national agencies coordinated by the MOA and local municipalities, NGOs, international technical cooperation bodies, and local communities.

26. A plan for project management and stakeholders' involvement during the implementation phase of the FSP will be discussed and finalized during the preparatory phase. Standard UNDP reporting, monitoring and evaluation procedures will apply to this project and will be elaborated in the full Project Document through the normal preparatory phase process.

(b) Determining priorities and forging expanded partnerships

27. Participatory negotiation with the local communities and stakeholders to determine priority adaptation needs and to address partnership requirements for support and co-funding at various levels and within various sectors including government, NGO, private sector and bilateral partnership arrangements, will be undertaken. Public-private-institutional-community partnership including media will be engaged under a defined communication strategy aimed at performing policy advocacy, and dissemination of lessons learned.

(c) Community Mobilization

28. A detailed work plan based on a participatory stakeholder approach will be developed to mobilize relevant local communities in implementing relevant components of the project. This may include community participation in tracking the delivery of specific project outcomes.

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

(a) Negotiate with Government Counterparts

29. Negotiate with the government to ensure full agreement on the Project Objective, Outcomes and Outputs, including partnerships for support and co-funding.

(b) Explore Multilateral and Bilateral funding opportunities

30. Develop partnerships and co-funding opportunities at various levels with bilateral and multi-lateral funding institutions, as well as networking at the global level.

(c) Obtain official endorsement letters and guarantees

31. Official endorsement letter with guarantee of co-financing will be collected from the Government and donors, and submitted to the UNDP-GEF.

iii) Outputs from Preparation Activities

32. The final product of the proposed PPG phase will be a UNDP-GEF compliant full-sized Project Document for submission to the LDCF and a GEF CEO Endorsement document. The expected outputs from the preparation phase, based on assessments undertaken under Components 1-4, which will feed into the Project Document are:

- Summary of the relevant baseline development plans and investment programmes of the public and private sector in Liberia focusing on rural agricultural development that describes possible inter-linkages and entry points for the proposed LDCF intervention;
- Review and summary of the existing policy and regulatory framework;
- Description of demonstration sites;
- Review of the past and ongoing related activities of other donors and private sector, and an updated report on the co-operation and co-financing possibilities in the frame of the envisaged LDCF project;
- Supporting reports to justify the proposed project interventions and to leverage financing for the proposed activities;
- A complete, costed Project Logical Framework;
- M&E framework for the project that focuses on adaptation to climate change including variability. This will include a list of indicators and an associated monitoring and evaluation plan (with a clear definition of how these indicators would be measured and how verification data would be collected through the monitoring programme);
- A work plan with detailed roles and responsibilities for implementation;
- A stakeholder participation plan, with a clear focus on community involvement;
- Endorsement letters from the government and letters confirming co-financing commitments;
- Project Document and GEF CEO Endorsement document as per GEF and UNDP requirements, including completed UNDP checklist for preparing adaptation projects; and
- Other reports from project relevant stakeholder consultations.

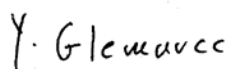
Project Preparation Activities	LDCF	Co-financing	Total
Component 1: Needs assessment and technical feasibility of adaptation options	40,000	5,000	45,000
Component 2: Project Development	10,000	15,000	25,000
Component 3: Consultations with key stakeholders	15,000	22,500	37,500
Component 4: Financial plan and co-funding scheme	10,000	2,500	12,500
PPG Management Budget Costs*	0	30,000	30,000
Total project preparation financing	75,000	75,000	150,000

NB: The PPG management budget covers in-country operational management costs and expenditures related to the facilitation of PPG activities and delivery of PPG outcomes. No UNDP Implementing Agency Services costs will be charged to the PPG Management Budget. All such costs will be charged to the IA fee.

C. PPG BUDGET REQUESTING LDCF/SCCF FINANCING

Cost Items	Total Estimated Person weeks (pw)	LDCF (\$)	Co-financing (\$)	Total (\$)
Local consultants	47	32,000	15,000	47,000
International consultants	17	36,000	15,000	51,000
Communication, technical workshops, travel		7,000	15,000	22,000
Management		0	30,000	30,000
Total PPG Budget		75,000	75,000	150,000

D. GEF AGENCY(IES) CERTIFICATION

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

Consultants Financed by the Project Preparation Grant (PPG)

Position/Titles	US\$/ person week (p/w)	Estimate d P/Ws	Tasks to be performed
Local			
Climate Change adaptation expert	1,000	22	<ul style="list-style-type: none">• Help coordinate all PPG activities and ensure the quality of outputs;• Lead negotiations and consultations with potential partners;• Based on existing regional models, and knowledge of climate in Liberia, identify a range of climate scenarios, with particular reference to agricultural ecosystems;• Undertake vulnerability and climate risks assessments and provide report on likely climate impacts in project intervention areas;• Contribute to identification of demonstration sites and analysis of sites;• Outline a detailed problem analysis (root-causes, barriers, etc...);• Help identify appropriate adaptation options and measures;• Organize and facilitate a series of technical workshops and consultative workshops;• Help design Knowledge Management and M&E component (including learning mechanisms and impacts indicators);• Develop the project's replication and exit strategies (sustainability);• Oversee efforts to build partnerships and mobilize resources.
Agricultural Systems specialist	1,000	17	<ul style="list-style-type: none">• Establish the baseline situation/scenario as regards on-going and planned investments in the agriculture sector• Identify additional investments and strategies required to adapt to climate change – including potential adaptation measures;• Undertake the assessment of the pilot communities to determine their vulnerability to climate change and to identify possible adaptation measures;• Support the design of on-the-ground pilot adaptation measures and prepare the pre-feasibility studies and the costs/benefits analyses;• Help build partnerships and mobilize resources.

<p>Institutional and partnerships expert</p>	<p>1,000</p>	<p>8</p>	<ul style="list-style-type: none"> • Review and analyze existing policies and regulatory and institutional frameworks, including adaptation incentives and disincentives, barriers, etc ; • Conduct institutional and individual capacity gaps and needs analysis; • Help design the project’s policy, institutional and capacity development strategy and action plan; • Define roles and responsibilities and confirm suitable institutional/implementation arrangements, and propose suitable institutional/implementation arrangements; • Conduct Stakeholders Analysis and develop Stakeholders Participation Plan, including community mobilization strategy; • Help organize and implement a series of technical workshops and consultative workshops; • Help build partnerships and mobilize resources.
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International			
Climate change risk management expert	3,000	3	<ul style="list-style-type: none"> • Assist in identification of most appropriate climate scenarios; • Assist in qualitative scaling down of scenarios to Liberia situation and help prepare scenarios for climate change in rural areas of Liberia; • Help initial vulnerability and climate risk assessment for rural agricultural communities and systems in Liberia;; • Help estimate the effects of climate change and increasing climate variability on the agriculture sector in the absence of adaptation; • Help prepare pre-feasibility studies and cost/benefits analyses for risks management measures to be supported by the project; • Assist in clarifying additionality of proposed outcomes and activities.
GEF/LDCF climate change adaptation specialist	3,000	11	<ul style="list-style-type: none"> • Lead the team of consultants and help scope PPG activities and workplan; • Control the quality of inputs and outputs of all consultants and subcontractors; • Contribute substantively to all project deliverables; • Develop criteria and process for identifying and selecting demonstration sites; • Help design and oversee the studies to be undertaken at the selected demonstration sites; • Help design and oversee the institutional, policy and capacity assessments undertaken at national and county level; • Help develop and validate project's problem and barrier analysis; • Help determine the project's system boundaries and scope; • Lead a process that defines the logical framework, work plan and budget for the project; • Clarify the additionality of proposed outcomes and activities; • Investigate potential options for the project's institutional and implementation arrangements; • Develop the project's sustainability strategy; • Demonstrate cost-effectiveness of the project's interventions; • Help identify co-funding, and develop financing plans; • Stimulate partnerships and help mobilize resources.

Agricultural expert	3,000	3	<ul style="list-style-type: none"> • Assess existing policy, plans and programmes and identify vulnerabilities to climate change; • Identify key agriculture sector stakeholders – national, local, public, private and non-governmental - and help map out roles and responsibilities; • Help design studies of demonstration sites to ensure that they focus on assessing vulnerability to climate change and on identifying adaptation options; • Help identify alternative approaches to agricultural development that decrease vulnerability to climate change; • Provide costed recommendations for strategies/activities to be included in the full project.
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