



PROJECT PREPARATION GRANT (PPG)

PROJECT TYPE: Full-sized Project

TYPE OF TRUST FUND: LDCF

Submission date: 05/21/2012

GEF PROJECT ID:

GEF AGENCY PROJECT ID: 5103

COUNTRY(IES): São Tomé and Príncipe

PROJECT TITLE: Strengthening Climate Information And Early Warning Systems In Western and Central Africa For Climate Resilient Development And Adaptation To Climate Change – São Tomé and Príncipe

GEF AGENCY(IES): UNDP, (select), (select)

GEF FOCAL AREA(s): Climate Change

A. PROJECT PREPARATION TIMEFRAME

Start date of PPG	07/15/2012
Completion date of PPG	07/15/2013

B. PROPOSED PROJECT PREPARATION ACTIVITIES (\$)

Describe the PPG activities and justifications:

The final product of the proposed PPG phase will be a UNDP-GEF compliant, full-sized project document for submission to the LDCF. The formulation will be guided by UNDP's toolkit for designing climate change adaptation initiatives (2010). The document will cover the following in detail:

- A detailed review of existing climate risk information and analysis at the district level, including current and projected changes in climatic parameters, exposure and vulnerability to floods, fire, droughts and windstorms. Existing risk and vulnerability assessments and hazard/zonation maps will be identified to assist in selecting locations and sectors which will benefit from the LDCF financed infrastructure and services;
- Review, analysis and summary of current and past project activities by government, donors, NGOs and private sector institutions that are related to EWS (including an updated report on co-operation and co-financing arrangements);
- Review and summary of existing Early Warning Systems, with particular emphasis on current climate-related impacts and threats. Identify current technologies, manufacturers and capabilities of existing trained personnel. Consultations with executing agencies to determine the most pressing needs in terms of observational equipment and infrastructure, training and capacity building to implement improved forecasting, tailored climate hazard products and their packaging into sectoral specific warnings/actions;
- Description and gap analysis of the current EWS implemented by the government and how it serves the information requirements of end-users. This will include a thorough evaluation of the information flow between government departments, systems used for information management related to vulnerability and climate risks, databases on past climate etc. This analysis should include a needs assessment for data sharing and communication protocols between different databases and departments;

- Assessments of potential locations for automatic weather stations, hydrological gauging stations, severe weather radars and upper air stations based on historical records of hydro-meteorological hazards, projected changes in climate parameters, availability of land for installing equipment, and expected socioeconomic impacts. This analysis should entail a detailed costing of combinations of weather/hydrological stations, radars, satellite imagery (including hardware and telemetry/communication costs), as well as estimates of running costs for equipment and personnel. An estimate of the potential human and material losses that will be minimised through the LDCF investment should be made for different equipment configurations, within the requirements of stakeholders and executing agencies;

Identify private sector clients who will be interested/willing to pay for EWS services, what they would expect of such a service (delivery formats, lead times etc) and how much they would be willing to pay etc. This information will be used to further suggest which types of equipment and locations may offer potential paid-for services;

- Specification of planned activities to be financed by the LDCF and their rationale (i.e. why and how are they will reduce vulnerabilities to climate hazards beyond what is already being done);
- Description of the geographic breakdown of EWS warnings in terms of districts and communities;
- Clear articulation of the outcomes and outputs, in the context of ongoing and planned baseline initiatives, as well as details of other ongoing adaptation projects (where applicable) with relevant and related key results;
- Definition of a Strategic Results Framework and a Monitoring and Evaluation (M&E) system with quantifiable and verifiable impact indicators at the outcome level. These indicators will be based on guidance by the LDCF results framework as well as the AMAT tracking tool for adaptation projects, but contextualised given the country-specific project outcomes. The indicators will be connected to a monitoring and evaluation plan, which will set out how and by whom these indicators will be measured and how verification data will be collected by the project;
- Definition of implementation and execution arrangements for the project with detailed roles and responsibilities of government entities (implementing partners), other partnering NGO/public/private sector entities including other national/international organisations (responsible partners) and a timeline for project implementation;
- Definition of a stakeholder involvement plan for the implementation phase of the project;
- Definition of project management and reporting arrangements;
- Securing relevant endorsement letters from the government and letters confirming co-financing commitments;
- A detailed set of Annexes including reports of PPG activities including all relevant stakeholder consultations.

List of Proposed Project Preparation Activities	Output of the PPG Activities	Trust Fund	Grant Amount (a)	Co-financing (b)	Total c = a + b
Technical definition	1.1. Project baseline	LDCF	40,000	178,500	218,500

and capacity needs assessment	<p>defined, based on local consultations and detailed analysis of existing initiatives</p> <p>1.2. Current and projected climate change risks are defined</p> <p>1.3. Specific sites and sectors for specific EWS messages are defined</p> <p>1.4 Options for equipment deployment are defined based on needs, budget and expected benefits</p> <p>1.5. Adaptation alternative assessed and summarized for each project Outcome</p> <p>1.6. Project integrated with national disaster risk reduction frameworks</p> <p>1.7. Project aligned with complementary climate risk management and adaptation projects</p>				
Institutional arrangements, monitoring and evaluation	<p>2.1. Strategic Results Framework, including verifiable results indicators, are formulated</p> <p>2.2. Monitoring and evaluation provisions and reporting arrangements are formulated</p> <p>2.3. Project implementation and execution</p>	LDCF	25,000	111,562	136,562

	<p>arrangements, roles and responsibilities are defined (based on a capacity assessment of possible Implementing partners)</p> <p>2.4. Project sustainability strategy defined (including plans for project replication, upscaling and knowledge management) with potential revenue from the private and public sectors</p>				
Stakeholder consultations	<p>3.1. National and local project stakeholders are mobilized and engaged in defining the project</p> <p>3.2. Project partnerships and stakeholders are defined</p> <p>3.3. Recipients of EWS messages are identified, as well as the required EWS information</p>	LDCF	25,000	111,562	136,562
Financial planning and cofinancing	<p>4.1. Government negotiations and consultations on project-related issues are facilitated</p> <p>4.2. Multilateral and bilateral co-funding opportunities are explored</p> <p>4.3. Project budget is defined</p> <p>4.4. Official endorsement and co-financing letters are prepared</p>	LDCF	10,000	44,625	54,625

		(select)			0
		(select)			0
		(select)			0
		(select)			0
		(select)			0
		(select)			0
		(select)			0
		(select)			0
Total Project Preparation Financing			100,000	446,249	546,249

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

	Project Preparation	Agency Fee
Grant Amount	100,000	10,000
Co-financing	446,249	
Total	546,249	10,000

D. PPG AMOUNT REQUESTED BY AGENCY(IES), FOCAL AREA(S) AND COUNTRY(IES)¹

Trust Fund	GEF Agency	Focal Area	Country Name/ Global	(in \$)		
				PPG (a)	Agency Fee (b)	Total c = a + b
LDCF	UNDP	Climate Change	São Tomé and Príncipe	100,000	10,000	110,000
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
Total PPG Amount				100,000	10,000	110,000

¹ 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 *	40.00	40,000	178,500	218,500
International consultants*	15.00	45,000	200,812	245,812
Travel		15,000	66,937	81,937
				0

				0
				0
Total PPG Budget		100,000	446,249	546,249

* 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 (Month, day, year)	Project Contact Person	Telephone	Email Address
Yannick Glemarec, Executive Coordinator, UNDP/GEF		May 21, 2012	Mark Tadross	+27 (0)21 6502884	mark.tadross@undp.org

Annex A

Consultants Financed by the Project Preparation Grant (PPG)

Type of Consultant	Position / Titles	\$/ Person Week¹	Estimated PWs²	Tasks to be Performed
International	Project Development Specialist, Climate Change	3000	15.00	<p>Responsibility to lead the the drafting of a UNDP-GEF compliant project document under the guidance of UNDP;</p> <ul style="list-style-type: none">- Guide and coordinate input by the National Consultant in the context of preparing the project document;- Building on the log frame in the PIF, and based on input by the National Consultant, and stakeholder input, articulate a Results Framework (including clear outputs, outcome level Indicators and risks/Assumptions) and outline indicative project activities;- Validate problem analysis of the project;- Guide the determination of the scope and strategy for implementing the project and achieving intended results;- Frame a consistent climate change additionality argument for each outcome and output in line with findings from field assessments;- Consider alternative ways in which the project outcomes can be achieved, including their costing. This information should be used to outline why the chosen approach for rolling out the project is deemed cost-effective;- based on discussions with all key stakeholders and based on results of capacity assessments, formulate an effective project management, reporting and evaluation arrangements and define an organigram for the project;- Facilitate the finalization of a financing and co-financing package for this project and ensure that co-financing letters are obtained in time for submission;- Facilitate stakeholder consultations on project preparation, including finalization of a detailed budget and TOR for all inputs in line with UNDP-GEF criteria and eligibility principles

				<ul style="list-style-type: none"> - Compile project Annexes and prepare the CEO endorsement template <p>Based on the finalized project document, prepare a project profile summary based on UNDP-GEF guidance for the Govt to communicate the intended scope of the project</p>
Local	Project Development And Climate Change Adaptation Expert	1000	40.00	<ul style="list-style-type: none"> - Analyze the project baseline in terms of current policies, projects and stakeholders that are relevant to the project; - Identify specific sites for project intervention and collect baseline information about the socio-economic situation in the target communities; - Organize and Coordinate consultations with government and non-government agencies, local project stakeholders and potential project partners; - Organize and facilitate technical and consultative meetings with local government and community stakeholders to assist project definition; - Propose, based on participatory stakeholder consultations, a capacity development strategy for the project in line with the expected scope of the project; - Develop a communication strategy with communities and facilitate their participation; - Define project roles and responsibilities and propose suitable project management, implementation and reporting arrangements; - Assist in the design of the project's Knowledge Management and Communications strategy; - Develop a sustainability and exit strategy for the project (i.e. a way forward once LDCF funding is exhausted); - Help build financing partnerships and mobilize co-financing resources;
(Select)				
(Select)				
(Select)				
(Select)				
(Select)				
(Select)				

¹ Provide dollar amount per person week.

² Provide person weeks needed to carry out the task

