



**REQUEST FOR GEF PROGRAM COORDINATING  
BUDGET (ACCESSIBLE TO ALL GEF AGENCIES)  
TRUST FUND TYPE: GEF Trust Fund**

**Submission date:** 08 January 2013

**GEF PROGRAM ID:** 4664

**GEF AGENCY PROGRAM ID:** 00792

**COUNTRY(IES):** Russian Federation

**PROGRAM TITLE:** GEF-Russian Federation Partnership on Sustainable Environmental Management in the Arctic Under a Rapidly Changing Climate (Arctic Agenda 2020)

**COORDINATING GEF AGENCY:** UNEP

**OTHER GEF AGENCY (IES) (IF APPLICABLE):** UNDP, WB, EBRD

**GEF FOCAL AREA(S):** Multi-focal Area (IW, BD and CCM)

**A. PROGRAM COORDINATION TIMEFRAME**

Start date of Program Coordination	02/01/2013
Completion date of Program Coordination	06/30/2018

**B. PROPOSED PROGRAM COORDINATION ACTIVITIES (\$)**

Describe the program coordination activities and justifications: This is a unique multi-focal area Programme involving four GEF Agencies with both technical assistance and investment initiatives over vast and not easily accessible areas of the Russian Arctic. The nature of this complex programme requires two level of coordination:

(a) among the GEF Secretariat and the four GEF Implementing Agencies involved in the programme (World Bank, UNEP, UNDP and EBRD); and

(b) among the several national Executing Agencies involved in the programme.

The proposed coordination mechanisms, mainly through the Strategic Council (SC), Project Implementation Monitoring Group (PIMG) and Inter-Agency Working Group (IAWG) are indicated in Section J, Part II of the Programme Framework Document and are also summarised in Annex B to this request. These are:

- The GEF Arctic Programme Strategic Council will be higher lever strategic programme coordination body to ensure coherence of the quite complex programmatic approach. The Council will make specific decisions on the direction of the programme implementation, approve terms of reference of various coordination mechanisms, and coordinate the development of and synergies between the projects;
- The Inter-Agency Working Group will be for the Russian inter-ministry and inter-sectoral coordination of the implementation of the AA2020 and all the component projects under the programme, and for reviewing key policy documents emanating from the Programme implementation. When there is a need for decisions by the Government, the Working Group will make recommendations; and
- A Programme Implementation Monitoring Group (PIMG) will produce annual programme performance reports in line with the GEF Annual Monitoring System. This mechanism solicits and

consolidates the information on the progress in component project implementation.

The requested coordination budget will support the following main tasks at the Programme level: (1) Coordination of the Programme's M&E and reporting (including preparation and submission of annual performance review reports); (2) organisation of periodic SC, PIMG and IAWG meetings; (3) maintaining a programme website and dissemination of the information on the programme and its results; and (4) preparation of input to and representation at the Arctic Council, GPA Inter-Governmental Review and other inter-governmental meetings to report on the progress in the implementation of the Programme. These activities and associated outputs are spelled out in more detail below.

<b>List of Proposed Program Coordination Activities</b>	<b>Output of the Coordination Activities</b>	<b>Trust Fund</b>	<b>Program Coordination Budget (a)</b>	<b>Co-financing (b)</b>	<b>Total (\$) C = a + b</b>
1. Coordination of the Programme's M&E, and reporting  IW = 81,000 BD = 75,000 CC = 144,000	1.1 A clear and efficient mechanism to ensure a coordinated Programme Monitoring and Evaluation (M&E) and reporting  1.2 Annual consolidated Programme Progress Reports, Mid-term and Terminal Evaluation Reports prepared in time in both Russian and English languages, and approved by SC and IAWG before submission to the GEF and wider circulation	GEF TF	300,000	1,000,000	1,300,000
2. Organisation of the periodic PA SC, PIMG and IAWG meetings  IW = 32,400 BD = 30,000 CC = 57,600	2.1 SC and IAWG meetings regularly organised in a timely and efficient fashion, with simple, clear and transparent procedures established and maintained by the MED and UNEP in collaboration with all programme implementing and executing partners		120,000	300,000	420,000

	2.2 Programme Progress and M&E Reports endorsed by PIMG and IAWG, before submission to the GEF.				
3. Communication and Outreach (Arctic Council, GPA Inter-governmental review, etc.)  IW = 21,600 BD = 20,000 CC = 38,400	3.1 Inputs (e.g. progress reports, issue papers, outreach and awareness raising materials, etc.) for relevant national and international fora where Arctic issues are discussed, including i.e. the Arctic Council and its working group meetings, the GPA Inter-Governmental Review meetings, and other inter-governmental and Arctic Governments' and CSO meetings in the Arctic Region  3.2 A central bi-lingual Programme website is established and maintained, with links to all projects and showcasing the overall progress, documents and achievements of the Arctic Programme  3.3 The reports of the Arctic Council and global meetings recognising the contribution of the Programme to the improved environmental conditions	GEF TF	80,000	200,000	280,000
<b>Total Program Coordination Financing</b>			<b>500,000</b>	<b>1,500,000</b>	<b>2,000,000</b>

### C. COORDINATION BUDGET REQUESTED BY FOCAL AREA(S) AND COUNTRY(IES)

Trust Fund	Focal Area	Country Name/ Regional/ Global	Program Coordination (\$)
GEF TF	International Waters	Russian Federation	138,513
GEF TF	Biodiversity	Russian Federation	126,521
GEFTF	Climate Change	Russian Federation	234,966
<b>Total Program Coordination Budget</b>			<b>500,000</b>


### D. PROGRAM COORDINATION BUDGET

Cost Items	Total Estimated Person Weeks (PW) for Coordination	Coordination Budget (\$)	Co-financing (\$)	Total(\$)
Local consultants *	163.6	180,000	290,000	470,000
International program staff*	50.6	167,212	782,788	950,000
Travel		37,500	197,212	234,712
coordination meetings and operational costs		100,000	200,000	300,000
Communications (website, translations, etc.)		15,288	30,000	45,288
<b>Total Budget</b>		500,000	1,500,000	2,000,000

\* 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 criteria for program coordination.
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Agency Coordinator, Agency Name	Signature	Date (Month, day, year)	Project Contact Person	Telephone	Email Address
Maryam Niamir-Fuller, Director, GEF Coordination Office, UNEP		January 08, 2013	Takehiro Nakamura	+254-20- 7623886	Takehiro.nakamura@unep.org

**Annex A**

**Consultants Financed by the Program Coordination Budget**

<b>Type of Consultant/program staff</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>
International	UNEP Programme Coordinator	3300	50.6	<p>1. Be responsible for all UNEP Coordination of the programme</p> <p>All following tasks with be performed in close coordination with, and in support of Programme Advisor and the Programme Assistant:</p> <ul style="list-style-type: none"> <li>• Attract and facilitate a coordinated response of multilateral and bilateral agencies as well as other stakeholders in support of the program</li> <li>• Assist in the mobilization of additional resources within the agreed programmatic framework</li> <li>• Prepare coordinated execution arrangements for the Programme, to be discussed and agreed at the SC and PIMG meetings</li> <li>• Coordinate preparation of mid-term review and terminal evaluation reports, as well as the submission to the GEF Secretariat of the annual performance review report for the programme</li> <li>• Submit required documentation and reports on programme's activities to the GEF in accordance with the GEF programme policy</li> <li>• Prepare reports to the Arctic Council and its related meetings, UNEP Global Programme of Action for the Protection of the Marine Environment from Land-based Activities (GPA), and its related inter-government review and other meetings, and any other related inter-governmental meetings</li> <li>• Attend these meetings to</li> </ul>

				<p>provide input and report on the progress in the implementation of the Programme</p> <ul style="list-style-type: none"> <li>• Prepare documentation for the SC and PIMG meetings based on the input from GEF and executing agencies</li> <li>• Prepare and circulate reports of the SC and PIMG meetings</li> <li>• Oversee the set-up and maintenance of the programme website</li> </ul>
Local	Programme Advisor	1,100	163.6	<p>1. Be responsible for providing overall technical advice to the National Programme Coordinator (NPC) and UNEP Programme Coordinator (UPC) in overseeing the Programme implementation, including:</p> <ul style="list-style-type: none"> <li>- preparing proposals of NPC to the Programme Strategic Council (SC) and PIMG, and his comments on all documents to be discussed at their meetings and draft minutes of meetings;</li> <li>- preparing documents to the Interagency Working Group (IAWG) meetings based on the input from the GEF Executing Agencies and other participants of the Programme;</li> <li>- preparing reports and draft minutes of IAWG meetings;</li> <li>- assistance to NPC and UPC in coordination of development of project documents within the Programme in due course;</li> <li>- preparing comments to NPC and UPC on draft project documents developed by appropriate GEF Executing Agencies;</li> <li>- review, comments and evaluation of compliance with national policy and requirements of all substantive documents prepared within the Programme, first of all related to projects executed by the Ministry of Economic Development of the Russian Federation;</li> <li>- assistance to NPC and UPC in interaction with national authorities, companies, GEF Executing Agencies and other participants of the Programme;</li> <li>- identification of any deviations</li> </ul>

				<p>from the planned implementation of the Programme, and decisions of the SC, and preparing proposals to NPC and UPC about elimination of deviations;</p> <ul style="list-style-type: none"> <li>- assistance to UPC in preparation of draft Annual Programme Performance Reports for submission to the GEF and other progress reports on the Programme;</li> <li>- preparing, jointly with UPC, reports and information documents to be presented at various national and international forums, including the Arctic Council;</li> <li>- providing substantive input to achieve the goal and objectives of the Programme.</li> </ul>

<sup>1</sup> Provide dollar amount per person week.

<sup>2</sup> Provide person weeks needed to carry out the task

## **Programme coordination mechanism**

## **Annex B**

The programme will be implemented by four GEF agencies: UNEP, UNDP, World Bank and EBRD. Each of the GEF Agencies will take on a GEF implementing agency role for the components described in Table A, Part I of PFD. For each of the proposed projects, a national focal point is identified (either Ministry of Economic Development or Ministry of Natural Resources and Ecology) for coordination among the Russian stakeholders for each of the projects and for working closely with the designated executing agency(ies).

The UNEP/GEF project, “Russian Federation: Support to the National Plan of Action for the Protection of the Arctic Marine Environment (NPA-Arctic)”, established an institutional coordination mechanism comprised of the Project Steering Committee, Supervisory Council and Inter-Agency Working Group for the purpose of overseeing the project implementation as well as enhancing Russian inter-ministry coordination. The Inter-Agency Working Group (IAWG), composed of representatives of Russian federal and regional ministries, administrations and institutions, as well as indigenous people association, research institutes and key companies operating in the Arctic was considered to be a successful mechanism to drive agreement on the strategic action programme. IAWG was comprised of key relevant ministries and regions belonging to the Russian Arctic, and functioned as inter-ministry coordination for the implementation of the NPA-Arctic project.

For the current Programme, UNEP is designated as the GEF Programme Coordination Agency for purposes of coordinating GEF agencies with the national counterparts. UNEP will carry out the tasks of the GEF Programme Coordination Agency as defined in GEF/C.38/5/Rev.1. Within Russia, the Ministry of Economic Development (MED) in cooperation with the Ministry of Natural Resources and Ecology (MNBRE) will coordinate activities of Russian institutions participating in the programme and delivery of expected outputs. The MED will be tasked to convene and chair the Inter-Agency Working Group (see below) to be supported by the Programme Coordination Agency for the successful delivery of all programme components and achievement of the programme goal.

The GEF programme is established as the programme to implement the SAP-Arctic, which has been adopted by the Russia Maritime Board and noted by the Arctic Council. For monitoring the implementation of the programme, the following mechanism will be established, building upon the existing successful institutional and management framework of the NPA-Arctic Project:

- The GEF Arctic Program Strategic Council will be higher lever strategic programme coordination body to ensure coherence of this quite complex programmatic approach. The Council could be established right after the PFD approval by the GEF Council in order to coordinate the preparation of individual projects, to oversee the overall programme implementation progress and to provide strategic directions to the programme and to assure coordination among all programme partners. GEF agencies, MED, MNRE, GEF Secretariat and key programme co-financiers will constitute such strategic programme coordination group, chaired by the PCA;
- The Inter-Agency Working Group of the NPA-Arctic project will be reformed into the Inter-Agency Working Group (IAWG) for the Russian inter-ministry and inter-sectoral coordination of the implementation of the AA2020 and all the component projects under the programme, and for monitoring the implementation of the SAP-Arctic. The membership of the Working Group will be reviewed and will be expanded to include Russian institutions that will play a key role in the implementation of the SAP-Arctic and the GEF programme; and
- A Programme Implementation Monitoring Group (PIMG) will be established, comprising of the GEF Agencies and main international and Russian executing agencies for the component projects under the programme. PIMG will be co-convened and co-chaired by the GEF Programme Coordination Agency and MED. The PIMG will meet in conjunction with the project steering mechanism for the improvement of environmental governance and coordination of SAP-Arctic Implementation project and in line with the GEF Annual Monitoring System. This mechanism solicits and consolidates the information on the progress in component project implementation and prepares Annual Programme Performance Reports for submission to the GEF.



