



REQUEST FOR PERSISTENT ORGANIC POLLUTANTS ENABLING ACTIVITY

PROPOSAL FOR FUNDING UNDER THE GEF Trust Fund

PART I: PROJECT IDENTIFIERS

EA Title:	Enabling activities to review and update the national implementation plan for the Stockholm Convention on Persistent Organic Pollutants (POPs) in Sao Tome		
Country(ies):	Democratic Republic of São Tomé and Príncipe	GEF Project ID: ¹	5169
GEF Agency(ies):	UNIDO (select)	GEF Agency Project ID:	120082
Other Executing Partner(s):	Ministry of Public Works and Natural Resources	Submission Date:	26 Sept 2012
GEF Focal Area (s):	Persistent Organic Pollutants	Project Duration (Months)	12
Check if applicable:	NCSA <input type="checkbox"/> NAPA <input type="checkbox"/>	Agency Fee (\$):	17,000

A. EA FRAMEWORK*

EA Objective: The overall objective of the proposed Enabling Activities (EA) is to review and update the National Implementation Plan (NIP), and have it endorsed and submitted by the government to the Conference of Parties (COP) of the Stockholm Convention. Participating stakeholders will be able to manage the additional POPs with newly developed technical skills, expertise and awareness.					
EA Component	Grant Type	Expected Outcomes	Expected Outputs	Grant Amount (\$)	Confirmed Co-financing (\$)
1. Coordination mechanism and awareness raising	TA	Coordination mechanism in place with stakeholders aware of the risk of new POPs	1.1. Project coordination mechanism re-established and working groups formed and contracted (covered under co-financing and PMC); 1.2. Stakeholders and public informed, consulted and aware of new POPs risks and policy implications (Inception workshop held)	3,000	6,000
2. Inventories of new POPs and NIP review	TA	Validation of inventories of new POPs (and updating of initial 12 POPs) by relevant stakeholders	2.1. Inventories of initial 12 POPs updated and validated by stakeholders; 2.2. Inventories of new POPs conducted and validated by	97,320	75,000

¹ Project ID number will be assigned by GEFSEC.

			stakeholders		
3. National capacities assessment and priority setting for management of new POPs	TA	Identification of national capacities for new POPs management and priority setting of new POPs risk reduction options	3.1. National regulatory and policy framework and institutional capacities to manage new POPs assessed; 3.2. Prioritization of new POPs risk reduction options based on criteria, cost and benefit and inventory results completed	29,900	30,000
4. NIP formulation, endorsement and submission	TA	Government endorsement and submission of updated NIP to the SC Conference of Parties	4.1. Updated and reviewed NIP drafted 4.2. NIP endorsed by the Government and submitted to the SC Conference of Parties	14,780	16,000
	(select)				
	(select)				
	(select)				
	(select)				
	(select)				
5. Monitoring and evaluation	TA	Periodic Monitoring and terminal evaluation of project implementation	5.1. Periodic monitoring reports 5.2. Terminal evaluation report	10,000	10,000
Subtotal				155,000	137,000
EA Management Cost ²				15,000	13,000
Total EA Cost				170000	150000

^a List the \$ by EA components. Please attach a detailed project budget table that supports all the EA components in this table.

B. CO-FINANCING FOR THE EA BY SOURCE AND BY NAME

Sources of Co-financing	Name of Co-financier	Type of Co-financing	Amount (\$)
National Government	Ministry of Public Works and Natural Resources	In-kind	140,000
GEF Agency	UNIDO	Grant	10,000
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	

² This is the cost associated with the unit executing the project on the ground and could be financed out of trust fund or co-financing sources.

Total Co-financing			150,000
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C. GRANT RESOURCES REQUESTED BY AGENCY, FOCAL AREA AND COUNTRY

GEF Agency	Type of Trust Fund	Focal Area	Country Name/Global	EA Amount (a)	Agency Fee (b) ²	Total (c)=(a)+(b)
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
Total Grant Resources				0	0	0

D. EA MANAGEMENT COST

Cost Items	Total Estimated Person Weeks/Months	Grant Amount (\$)	Co-financing (\$)	EA Total (\$)
Local consultants*	22.00	11,440	11,440	22,880
International consultants*				0
Office facilities, equipment, vehicles and communications*		2,000	1,000	3,000
Travel*		1,560	560	2,120
Others**	Specify "Others" (1)			0
	Specify "Others" (2)			0
	Specify "Others" (3)			0
Total		15,000	13,000	28,000

* Details to be provided in Annex A. **For Others, to be clearly specified by overwriting fields (1)-(3)

ADDITIONAL INFORMATION FOR TABLE D, IF APPLICABLE:

If costs for office facilities, equipment, vehicles and communications, travels are requesting for GEF financing, please provide justification here: The costs for communications/ printing/ translation/ reporting are shared between GEF financing and the governmental co-financing contribution. It is foreseen that communications and translation activities are to be provided by the GEF financing, and purchase of office equipment (paper, toner, etc.) and equipment maintenance by national co-financing contributions. The total estimated person weeks/months for local consultants refers to the EA management costs in Annex A which are to be covered by the GEF grant only. The indicated co-financing budget will be used for additional national experts to be hired by the executing agency. Please refer to Annexes D and E for a total estimation of the GEF grant and co-financing budget breakdown. For travel expenses, it is planned that the local travel will be covered by both the GEF grant and the national co-financing contribution. It should be stressed that some of the institutions and companies to be engaged with the management of new POPs are not located in Sao Tome, the capital of the country.

PART II: ENABLING ACTIVITY JUSTIFICATION

<p>A. ENABLING ACTIVITY BACKGROUND AND CONTEXT (Provide brief information about projects implemented since a country became party to the convention and results achieved):</p>	<p>The Stockholm Convention (SC) on Persistent Organic Pollutants (POPs) was adopted in May 2001 with the objective of protecting human health and the environment from toxic and hazardous POPs. The SC entered into force on 17 May 2004, initially listing 12 chemicals as POPs. At its 4th meeting of the Conference of Parties (COP) in May 2009, the SC was amended to include the following nine new POPs in Annex A (Alpha hexachlorocyclohexane, Beta hexachlorocyclohexane, Chlordane, Hexabromobiphenyl, Hexabromodiphenyl ether and heptabromodiphenyl ether, Lindane, Pentachlorobenzene (also listed in Annex C), Tetrabromodiphenyl ether and pentabromodiphenyl ether) and Annex B (Perfluorooctane sulfonic acid (PFOS), its salts and perfluorooctane sulfonyl fluoride. The amendments entered into force for most of the SC parties on 26 August 2010.</p> <p>According to Article 7 of the SC, parties are required to develop a National Implementation Plan (NIP) to demonstrate how the country will implement the obligations under the SC. The party is requested to submit the NIP to the COP within two years of the date on which the SC enters into force for the party. The Democratic Republic of Sao Tome and Principe ratified the SC on 11 July 2006 and in compliance to the above, submitted its NIP to the SC COP on 12 April 2007. The Ministry of Public Works and Natural Resources (MoPWNR) was nominated by the government as the National Focal Point for the SC on POPs in the country and was the executing agency for the development of the original NIP with the assistance from the United Nations Industrial Development Organisation (UNIDO), as a GEF implementing agency. The MoPWNR will be the Executing Agency for the review and update of the NIP. It acts as the unique focal point environment related conventions and is the authorized body in the country to establish standards and guidelines, to formulate policies, to develop co-operation with other ministries and stakeholders dealing with in environmental issues, to monitor the trends, to enforce the current legislation and to disseminate information related to the environment.</p> <p>The original NIP enabled the country to fulfill its obligations under the SC as well as support the mitigation of potential threats from POPs at the national and global level.</p> <p>Parties have been further requested to review and update their NIPs, as specified by a decision of the COP. At the fourth meeting of the COP held from 4 to 8 May 2009, the COP considered and decided on the listing of nine new POPs to Annexes A, B and C of the SC, as per recommendation of the POPs Review Committee (POPRC). Thus, most parties to the SC are now required to review, update and re-submit their NIPs by August 2012. The SC was further amended in the fifth meeting of the COP (April 2011) to include the chemical Endosulfan in Annex A, with specific exemptions. Hence, Endosulfan will be covered by the present EA project.</p> <p>The NIP update process will establish inventories of products and articles containing the 10 newly listed POPs and identify the industrial processes where these POPs are still employed or unintentionally produced. The NIP update will build on the existing national coordination mechanism and capacities established during the original NIP development. This includes a National Steering Committee (NSC) involving relevant ministries and stakeholders dealing with POPs management. The NSC will be strengthened by involving additional stakeholders and experts on new POPs management (e.g. regarding electronic appliances). UNIDO will engage the MoPWNR as the national executing organization, to provide services and perform the work as agreed in the sub-contract and detailed in the Terms of Reference (ToR), which will be prepared following the project approval. Subcontracts will be signed by an authorized official from the Ministry and UNIDO. UNIDO will oversee the implementation of the project through an assigned UNIDO project manager. The execution partner will also nominate a high-level official National Project Director (NPD) to chair the National Steering Committee (NSC) and a national project focal point from the Ministry to monitor the project implementation. A National Project Coordinator shall be recruited by the national executing organization under the subcontract to perform the administration of the project on the national level.</p>
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	<p>As the country already gained some experience in conducting inventories and drafting action plans for the elimination of pesticides, PCBs, DDT and unintentionally produced POPs (uPOPs), the elimination of new POPs pesticides may to a large extent be managed in a similar manner to the initial POPs pesticides. However, new approaches are required to manage industrial POPs such as brominated diphenyl ethers (PBDEs) and PFOS, due to their global use in industrial processes, products (especially electronic appliances) and recycling streams. For these chemicals, new inventory analyses in terms of supply chain, material flow and stakeholder analyses, are required to meet the challenge of mitigating/eliminating the hazards and risks associated with the new POPs in consumer products and on the market.</p> <p>Sao Tome and Principe is currently participating in a regional demonstration project on the “Environmentally Sound Management of PCB Liquids Waste and Transformers and Capacitors Containing PCBs”. The project commenced in January 2009 with an expected completion date in August 2013. The project has been designed to: i) enhance and provide regional harmonization of national regulatory infrastructure and sustainable mechanism, ii) enhance regional capacity for the environmentally sound management of PCB containing equipment in service; iii) establish a regional mechanism for the environmentally sound management of decommissioned PCB liquids and equipment, as well as to raise stakeholder awareness and facilitate project sustainability.</p> <p>Sao Tome and Principe is currently participating in the full-sized GEF UNIDO/UNEP regional project “Capacity Strengthening and Technical Assistance for the Implementation of the Stockholm Convention National Implementation Plans in African Least Developed Countries (LDCs) of the Economic Community of West African States (ECOWAS) Sub-region”. The project addresses legislative and regulatory frameworks, enforcement and administrative capacities, BAT/BEP for industrial production processes, reductions to POPs exposures, identification of contaminated land and the dissemination and sharing of experiences and good practices for the sustainable, effective and comprehensive implementation of the NIPs and related chemicals management objectives in the ECOWAS region. The project commenced in September 2010 and is expected to be fully implemented by August 2015.</p> <p>Building further on these activities and existing national coordinating mechanism, the GEF assistance for this EA shall equip the ministry to fulfill its specific obligations under the SC to review, update and submit the NIP to the COP. In addition, it is envisaged that economic sustainability and a sustainable administration of the project will be achieved through strengthening of the institutional POPs management structure, making of necessary policies and raising public awareness. High-level political involvement will be ensured through assigning a National Project Director (NPD), who will communicate and consult with relevant authorities and stakeholders on project matters. This will also be beneficial for a timely national endorsement of the NIP and its submission to the Stockholm Convention Secretariat (SCS). Periodic project monitoring as described in the Monitoring and Evaluation Plan (Part II, E) will help identify project implementation gaps and provide time for project adjustments. Social sustainability will be ensured by strengthening public participation strategies and ensuring equitable access to project outcomes to the general public (e.g. POPs website). In particular the local community, women's and children's groups will be consulted in the inventory process to ensure that relevant POPs information, problems and actions can be gathered and future mitigation strategies can be developed. At the same time, relevant public will be informed about POPs-related human health and environmental risks and the benefits from reducing and/or eliminating the production (if), use, storage, transport and disposal of POPs in an unsustainable and non-environmentally friendly manner. The design of prioritized post-NIP projects with assigned national responsibilities and timelines will be part of the reviewed and updated NIP and will provide the basis for the national implementation of the SC.</p> <p>Gender dimensions are also a critical component to be considered during the NIP review and update process. Recognizing that the level of exposure to POPs chemicals and its related impacts on human health are determined by social and biological factors, women, children and men might be exposed to different kinds, levels and frequency of new POPs chemicals (e.g. in the household, agriculture, industry, school, etc.); therefore, gender mainstreaming activities will be an integral part of this project. This will be addressed with due regard to UNIDO gender policy, mainly by involving women and vulnerable groups at the sector level (e.g. Ministry of Health, Ministry of Agriculture, etc.), in the project coordination unit (PCU) and national steering committee (NSC, Activity 1.1.1. and 1.1.2), at the stakeholder level (e.g. by involving relevant women's group in the workshops, Activity 1.2.1.), at the informational level (e.g. gathering POPs inventory data on current POPs management practices, on occupational health data, and consultation about potential and practical post-NIP interventions) and public awareness activities (Activity 1.2.2.). The national expert on socio-economic assessment will also emphasize his/her assessment (Activity 3.1.3.) on the benefits of new POPs reduction and use on human health, especially women and children, and the environment, as well as the use of new POPs in an environmentally sound manner. These involvements and results will be summarized in the inventory reports to provide a basis for prioritization, development of action plans and drafting of post-NIP projects.</p> <p>The GEF's promotion of enhanced global synergies is envisaged within the context of the proposed outcomes for the NIP update project. While efforts will be placed to address the specific country needs, the global coherence of activities will be considered. UNIDO will disseminate lessons learned from various NIP update projects, especially practical experiences gained from conducting new POPs inventories, and recommendations on inventory procedures.</p>
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<p>B. ENABLING ACTIVITY GOALS, OBJECTIVES, AND ACTIVITIES (The proposal should briefly justify and describe the project framework. Identify also key stakeholders involved in the project including the private sector, civil society organizations, local and indigenous communities, and their respective roles, as applicable. Describe also how the gender dimensions are considered in project design and implementation.)</p>	<p>The overall goal of the EA is to fulfill the country's obligation under Article 7 of the SC which is to review and update the NIP and submit it to the COP within two years the amendments enter into force.</p> <p>The activities of the proposed EA will fill the gaps required to review and update the NIP. This will include: i) strengthening the national coordination mechanism by involving additional stakeholders on new POPs; ii) establishing working groups with expertise on new POPs; iii) updating and reviewing the original 12 POPs; iv) conducting a basic inventory of new POPs; v) assessing the regulatory and policy framework and institutional capacities to manage new POPs, and vi) prioritizing and drafting relevant objectives and action plans for reducing and phasing out new POPs. Relevant stakeholders will be consulted and engaged throughout the project implementation process. The updated, endorsed and submitted NIP will provide a basis for identifying activities to be implemented as post-NIP projects, in accordance with the requirements of the SC.</p> <p>The proposed EA project will focus on the attainment of the following outcomes:</p> <ul style="list-style-type: none"> • The updated National Implementation Plan (NIP) is endorsed and submitted by the Government to the COP; • Participating stakeholders are able to manage the additional POPs with newly developed technical skills, expertise and awareness.
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<p>C. DESCRIBE THE ENABLING ACTIVITY AND INSTITUTIONAL FRAMEWORK FOR PROJECT IMPLEMENTATION (discuss the work intended to be undertaken and the output expected from each activity as outlined in Table A).</p>	<p>EA Outcome 1. Coordination mechanism in place with stakeholders aware of new POPs risks and policy implications</p> <p>Output 1.1. Project coordination mechanism re-established, working groups formed and contracted</p> <p><i>Activity 1.1.1. Strengthen national coordination mechanism (to be covered by PMC and co-financing)</i></p> <p>The already existing institutional base and national capacity to manage POPs in the Ministry will be maintained and strengthened, if necessary. The Project Coordination Unit (PCU) will consist of NPC, and other experts. The main responsibilities of the PCU will be to draft the project work plan including assigned responsibilities amongst government and other stakeholders, the management of the project execution, initiation, final planning and budget. Strong emphasis will be placed on the participation of the private sector, civil society, and women's group to ensure their active involvement in the execution of the project and sensitization towards the issues of POPs.</p> <p>All responsibilities, timelines and budgets will be spelt out in order to guarantee the fast, safe and accurate execution of the project. Parallel executable activities will be underlined for a timely and effective implementation of the project.</p> <p>NGOs, especially women research groups and academic institutions, industrial and professional associations, will be invited to contribute to the attainment of the EA project objectives. Special emphasis will be placed on the participation of women group members in the NSC to ensure the active involvement of women groups throughout the project duration.</p> <p>The PCU will also monitor technical aspects of the project, organize the inception and other workshops, establish and contract the working groups and consult stakeholders throughout the project cycle.</p> <p><i>Activity 1.1.2. Establish the National Steering Committee (NSC) (to be covered by PMC and co-financing)</i></p> <p>The NSC, consisting of relevant ministry bodies, representatives from NGO's and universities was established during the original NIP development. The governmental and non-governmental bodies that had participated in the original NIP development will be involved in the NIP review and update process. Additional stakeholder representatives, ministries and women's groups in charge of dealing with new POPs (especially those involved with the import and export of articles containing new POPs, e.g. electronic appliances) and stakeholders from industry sectors affected by regulations on the production/disposal of waste and articles containing new POPs, will be consulted and included for participation in the NSC. The chair of NSC will lead the work of the NSC and will provide guidance on policy, institutional and legal issues, where needed. The NSC member selection will consider a gender balance.</p> <p><i>Activity 1.1.3. Draw up overall workplan, select working groups, national and international experts and assign responsibilities</i></p> <p>The PCU will develop a detailed workplan for the NIP Update. It will draw up the assigned responsibilities amongst government departments and the selection and nomination of relevant project stakeholders. All responsibilities, timelines and budget will be clearly spelled out in order to guarantee the fast, safe and accurate execution of the project. These activities will be underlined for a time effective implementation. The NSC will approve the workplan and relevant governmental institutions will be requested to allocate the necessary human and technical resources for project implementation.</p>
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	<p>Expertise not available amongst the pool of stakeholders will be compensated by national experts. The PCU will assure their selection and hiring. UNIDO will select and hire international experts to assist with specific project activities as outlined in the ToR. Strong emphasis will be placed on the participation of the private sector and civil society to ensure their active involvement in the execution of the workplan.</p> <p>Four working groups and national experts with expertise in specific areas will be responsible for conducting the inventories:</p> <ul style="list-style-type: none"> • The working group on institutional and legal issues will assess and prepare a gap analysis on the current legislative and institutional framework pertaining to the management of hazardous new POPs chemicals and waste. The results will be summarized in a report. • The three inventory working groups led by three national experts will be on (i) old and new POPs pesticides, (ii) old and new industrial POPs and (iii) old and new uPOPs. Each working group will update the existing POPs inventory and conduct new POPs inventory. The members of the working groups should be representatives from all relevant institutions and other stakeholders (industry, farmers, waste disposal and recycling etc.). <p>National and international experts will assist with the implementation of the project activities, outputs and drafting of the project documents.</p> <p>The national experts should lead in the development of a detailed work plan for updating the uPOPs inventory; collect available statistical data linked with old and new uPOPs in the country; develop special inventory forms to gather inventory data; coordinate the process of data collection; analyze the collected inventory data; create an updated inventory of the old and new uPOPs present in the country; summarize the results in a report; recommend a list of priorities; and draft the action plans on old and new uPOPs. The national experts will be selected and contracted by the PCU.</p> <p>The international expert will provide technical guidance in conducting inventory training on new POPs, participate in some relevant workshops and contribute with technical expertise on new POPs, assist in developing criteria, a list of priorities and specific action plans on new POPs and review the updated NIP and its endorsement. The international expert will be selected and contracted by UNIDO.</p> <p>Output 1.2. Stakeholders and public informed, consulted and aware of new POPs risks and policy implications</p> <p><i>Activity 1.2.1. Stakeholder Consultation (to be covered by PMC and co-financing)</i></p> <p>The Ministry, in close coordination with UNIDO project manager will be responsible to mobilize/ the support, cooperation and consultation of all relevant stakeholders. Special attention will be given to inform producers, importers and distributors of new POPs and/or articles containing new POPs regarding the obligations of the country to the SC and on their required involvement in the POPs inventory and priority setting processes. Feedback, suggestions and comments received from stakeholders will be reviewed, considered and answered by the project management team.</p>
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	<p>The decision to list the additional chemicals to the SC means that the number of chemicals to be addressed under the SC have almost doubled. Hence, additional stakeholders will be required during the inventory and action plan development process. To this end, the first step of the project is to re-evaluate and if needed, identify new stakeholders for inclusion in the project. This process will culminate in a stakeholders meeting, where the key partners for the NIP update will be selected.</p> <p>Activity 1.2.2. Public participation and awareness of the new POPs and EA project development</p> <p>The SC strongly promotes the participation and involvement of the public in the preparation and implementation of NIP-related activities as a major driving force for initiating environmental health improvements. The project seeks public participation by consulting those potentially affected by the production, use and management of new POPs. Relevant community groups, agricultural groups, women and children groups will be involved in new POPs inventory activities and at the same time informed about the human and environmental risks associated with POPs. The information will be assessed to provide a basis for the inventory reports and design of action plans to implement the SC.</p> <p>The communication strategy will include activities for informing the general public on planned activities and achieved results of the EA project in a timely manner. Special information releases will be prepared and distributed to relevant public organizations and CSO, especially to women's groups, agricultural groups and press media. These groups will be involved in stakeholder consultations, especially for providing information on the use of new POPs, and at the same time in the awareness raising strategies to inform about new POPs risks and their potential effects on human health and the environment. For outlining a detailed communication strategy, the UNEP guidance "Developing a communications strategy for National Implementation Plans (NIPs) under the Stockholm Convention on POPs" may be referred to.</p> <p>The POPs website will be continuously updated on project activities. Feedback, suggestions and comments received from public organizations will be reviewed, considered and answered by the project management team.</p> <p>Activity 1.2.3. Hold inception workshop for high-level commitment</p> <p>An inception workshop will be held to raise awareness of this project amongst the range of stakeholders (government institutions, industry and industrial associations, NGOs, university, etc) and to gain a full understanding of the integrated approach needed for the NIP update, governmental endorsement and transmission to the COP. The activities involve assigning responsibilities (amongst the government, stakeholders and project participants), conducting the inventories, assessing national capacity, prioritizing, drafting of action plans, stakeholder review of draft updated NIP, NIP endorsement by the government, and the submission to the SC Secretariat through the official diplomatic channel. Assuring the high-level commitment throughout the project is essential for reviewing and updating the NIP in terms of providing the necessary financial and human resources as well as the requested in-kind contributions by the government and participating stakeholders in the implementation process in an effective and timely manner.</p> <p>The workshop will focus on the presentation and discussion of the project workplan, planned activities, assigning responsibilities and tasks among all relevant project participants, and timeframes necessary for meeting the current obligations of the SC. The principal output of the workshop is to have the high level participants at this meeting committed to the endorsement of the NIP update in writing. The one-day workshop is an excellent opportunity for awareness raising at the country level.</p> <p>EA Outcome 2. Validation of inventories of new POPs and updating of initial 12 POPs by relevant stakeholders</p> <p>Output 2.1. Inventories of initial 12 POPs updated and validated by stakeholders</p> <p>Activity 2.1.1. Update and validate initial 12 POPs inventories</p> <p>The working groups will be the main actors within project component 2. Each working group will gather relevant information and update inventories of the initial 12 POPs in order to establish a solid baseline for the reviewing and setting of priorities. This process will also assess the effectiveness, efficiency and progress of the NIP implementation process.</p>
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	<p>The updated inventory and assessment reports will be submitted to UNIDO for evaluation and consequent inventory revision, if needed. The revised assessment reports will be further submitted to the NSC for approval.</p> <p>The following inventories and assessments will be developed or updated:</p> <ul style="list-style-type: none"> • Annex A POPs pesticides; • Annex A, industrial chemicals; • Annex B chemicals; • Releases of Annex C chemicals; • Stockpiles, contaminated sites and wastes; • Requirements for exemptions; • Monitoring and environmental and human health impacts; • Awareness and education; • Relevant activities of non-governmental stakeholders; • Review of available technical infrastructure for analysis, monitoring of POPs; • Threats to public health and environmental quality and social implications; • System for the assessment and listing of new chemicals; • System for the assessment and regulation of chemicals already in the market; • Review and update list of existing regulations on POPs, including conducting a gap-analysis; • Review of institutional linkages of relevant stakeholders working on POPs issues and their future cooperation. <p><i>Activity 2.1.2 Hold validation meeting for initial POPs inventories</i></p> <p>The final draft preliminary inventories and assessment reports on the initial POPs will be submitted to the NSC for approval. The PCU will organize a meeting to validate and discuss the outcomes of the updated inventories. For the meeting on the preliminary inventories and external independent review of initial national POPs inventories an expert team will be assigned to review the progress of the inventories preparation and provide advice on questions raised at the initial stages of the preparation. The inventories should be sent to both the expert reviewer and all the representatives in the NSC for comments.</p> <p>All working group members, national experts, PCU and relevant stakeholders will be invited for participation in the meeting.</p> <p>Output 2.2. Inventories of new POPs conducted and validated by stakeholders</p> <p><i>Activity 2.2.1. Train working groups in charge of inventories</i></p> <p>A training workshop will be held on new POPs inventory procedures for the working groups and national experts identified at the inception workshop. International and national experts will conduct the training, which will elaborate on the following:</p>
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	<ul style="list-style-type: none"> • Procedures for gathering new POPs-related information; • conducting new POPs inventories of trade, use, stocks and contaminated sites according to new POPs guidelines; • assessing the national institutional and policy framework; • assessing the current national level of public awareness on new POPs; • assessing socio-economic implications of new POPs utilization, elimination and reduction; • obligations under the Stockholm Convention with respect to new POPs management. <p>Activity 2.2.2. Conduct new POPS inventories</p> <p>The major gap in the NIP update process is that potential users of the new industrial POPs are not known and there is a lack of capacity within the government to address such matters. The inventory of the new POPs will closely look at the potential industries that might use these chemicals. To guide the conduction of inventories for new POPs, UNIDO together with UNITAR and the SC Secretariat are currently developing the guidelines for reviewing and updating the NIPs, under the GEF project <i>"Development of the Guidelines for updating of the National Implementation Plans under the Stockholm Convention taking into account the new POPs added to the Convention"</i>. The inventory guidance documents include a step-by-step approach for how to conduct inventories on PBDEs and PFOS. These draft guidance documents have undergone a peer review, are being pilot tested and are already in the final stages of completion. Several training activities on the use of the guidelines involving implementing agencies and relevant stakeholders have been planned by SC.</p> <p>The working groups lead by national experts will conduct a preliminary inventory of the national presence of new POPs, and will decide on which new POPs or articles containing new POPs need a basic national inventory. The working groups on new POPs pesticides, industrial POPs and uPOPs will gather relevant baseline data on production, distribution, use, import and export of new POPs and on types and quantities of articles containing new POPs (especially e-waste products). Each working group will consider stockpiles, contaminated sites, as well as new POPs alternatives identified at the international level, in their overall assessments. The new POPs inventories will be designed and prepared to support the definition of national priorities for POPs management.</p> <p>The draft inventory and assessment reports will be submitted to UNIDO for evaluation and consequent inventory revision, if needed. The revised inventory and assessment reports will be further submitted to the NSC for approval.</p> <p>The working groups will gather relevant baseline information on the following inventories and assessments of new POPs:</p> <ul style="list-style-type: none"> • Annex A POPs pesticides (production, distribution, use, import and export of new POPs, and types and stockpiles of new POPs); • Annex A industrial chemicals (production, distribution, use, import and export of new POPs, and types and quantities of articles containing new POPs (especially e-waste products)); • Annex B chemicals (production, distribution, use, import and export of new POPs); • Releases of Annex C chemicals; • Stockpiles, contaminated sites and wastes; • Requirements for exemptions; • Monitoring and environmental and human health impacts; • Awareness and education;
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	<ul style="list-style-type: none"> • Relevant activities of non-governmental stakeholders; • Overview of technical infrastructure; • Threats to public health and environmental quality and social implications; • System for the assessment and listing of new chemicals; • System for the assessment and regulation of chemicals already in the market. <p>The inventories and assessments will focus on the:</p> <ul style="list-style-type: none"> • Review and update of all existing national legislation relating to new POPs chemicals and waste management; • Review and update of the list of existing national legislations relating to new POPs and associated wastes, as provided in the initial NIP; • Gap-analysis of the reviewed and updated existing legislation in correspondence to their implementation under the SC; • Review of the institutional linkages of relevant stakeholders, organizations, and other institutions working on POPs issues and their future linkages to new POPs issues, including research and development; • New POPs pesticides, industrial POPs and uPOPs related information and will establish a database concerning their production, import, export, use, stocks, and releases, including stockpiles, contaminated sites as well as new POPs alternatives identified at the international level in their overall assessment; • Available infrastructure for their analysis, monitoring and disposal including the analysis of potential environmental and health effects. <p>The working groups will carry out the following tasks (Annex A):</p> <p><u>Local experts on old and new POPs pesticides inventory</u></p> <ul style="list-style-type: none"> • Develop a comprehensive work plan for reviewing and updating the pesticides inventory; • Develop special inventory forms to facilitate the inventory process; • Describe the step-by-step methodology for inventory preparation; • Coordinate the process of data collection; • Collect and assess statistical data linked to POPs pesticides and obsolete POPs pesticides presence in the country • Create an updated inventory of: <ul style="list-style-type: none"> - Annex A POPs pesticides - Stockpiles, contaminated sites and wastes. <p>As part of the action plan development the expert team will be responsible to develop the following plans in consultation with the relevant authorities, NGOs:</p> <ul style="list-style-type: none"> • Activity: production, import and export, use, stockpiles and wastes of Annex A POPs pesticides; • Activity: measures to reduce releases from stockpiles and wastes (Article 6); • Activity: manage stockpiles and appropriate measures for handling and disposal of articles in use;
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	<ul style="list-style-type: none"> • Strategy: identification of contaminated sites (Annex A, B and C chemical and remediation in an environmentally sound manner. <p><u>Local experts on old and new industrial POPs inventory:</u></p> <ul style="list-style-type: none"> • Develop comprehensive work plan for reviewing and updating the inventories on POPs industrial chemicals; • Develop special inventory forms to facilitate the inventory process; • Assist the laboratory analysis of the collected samples; • Describe the step-by-step methodology for inventory definition; • Coordinate the process of data collection; • Collect available statistical data linked with the new industrial POPs; • Organize regular meetings with the working group members; • Assess the collected inventory data; • Create the following inventories: <ul style="list-style-type: none"> - Annex A industrial chemicals - Annex B chemicals <p>As part of the action plan development the expert team will be responsible to develop the following plans in consultation with the relevant authorities, NGOs and other stakeholders:</p> <ul style="list-style-type: none"> • Activity: production, import and export, use, identification, labeling, removal, storage and disposal of industrial POPs; • Activity: production, import and export, use, stockpiles and wastes of Annex B chemicals if used in the country; • Activity: register for specific exemptions and the continuing need for exemptions (Article 4) • Strategy: identification of stockpiles, articles in use and wastes <p><u>Local experts on old and new uPOPs inventory</u></p> <ul style="list-style-type: none"> • Create a plan for estimation of the uPOPs releases in the selected media (air, water, product, residue); • Collect information on the national technical infrastructure for POPs analysis, handling, transportation, disposal, monitoring capacity and other relevant technical expertise; • Create a list for potential sources for new uPOPs in the country; • Develop comprehensive work plans; • Organize regular meetings with the working group members; • Collect data gained through emission estimation; • Create the following POPs inventories: <ul style="list-style-type: none"> - Releases of Annex C chemicals; - Overview of technical infrastructure. <p>As part of the action plan development the expert team will be responsible for developing the following plans in consultation with the relevant authorities, NGOs:</p> <ul style="list-style-type: none"> • Action plan: measures to reduce releases from unintentional production (Article 5); • Activity: research, development and monitoring (Article 11); • Activity: technical and financial assistance (Articles 12 and 13).
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	<p>Activity 2.2.3. Hold workshop on inventory validation</p> <p>The PCU will organize workshop to validate and discuss the key outcomes of the new POPs inventory. All working group members, the NSC and relevant stakeholders will be invited to the workshop.</p> <p>EA component 3. National capacities assessment and priority setting for management of new POPs</p> <p>Output 3.1. National regulatory and policy framework and institutional capacities to manage new POPs assessed</p> <p>Activity 3.1.1. Review the legislative and regulatory framework pertaining to new POPs management</p> <p>The working group will gather information and perform a gap analysis between the existing legislative and regulatory framework in place and requirements needed for meeting the obligations of the SC on new POPs. The information present in the original NIP will serve as a good starting point. Changes to the legal and institutional framework following the completion of the original NIP, relevant to POPs management, will also be reviewed and updated in the database. An assessment report will be drafted and submitted to the NSC for review and approval.</p> <p>Activity 3.1.2. Assess monitoring, analytical and enforcement capacities for new POPs</p> <p>The PTS and other experts will gather relevant information and assess the national monitoring, analytical and enforcement capacity with respect to new POPs management. An assessment report will be drafted and submitted to the NSC for review and approval.</p> <p>Activity 3.1.3. Assess socio-economic implications on new POPs use and reduction</p> <p>The national expert on socio-economic implications of new POPs use and reduction will gather relevant basic data on these issues, especially on gender dimensions and children. Occupational roles for women and children, especially agricultural and household activities, have an impact on the level of new POPs exposure and thus effects on human health. The assessment will emphasize on management of new POPs pesticides and activities related to the production of u-POPs. Products containing PBDEs (esp. electronic waste) and PFOS will also be assessed using the guidance material (UNEP/POPS/COP.3/INF/8). A draft version of the assessment report will be submitted to the NSC for review and approval.</p> <p>Output 3.2. Prioritization of new POPs risk reduction options based on criteria, cost and benefit and inventory results completed</p> <p>Activity 3.2.1. Develop criteria for prioritization</p> <p>The NSC and all relevant stakeholders will develop criteria for prioritizing the mitigation (and where feasible elimination) of health and environmental risks posed by POPs, based on inventory data, assessment reports and recommendations made by the working groups. These criteria will also take into account socio-economic impacts and the availability of alternative solutions to new POPs. Based on these criteria, priority issues to address the management of new POPs and a set of objectives to guide preliminary country-specific activities relevant to new POPs will be developed. This step will take into account and adjust, where necessary, the POPs priority areas outlined in the original NIP. The proposed criteria, objectives and national priorities will be submitted to the NSC for review and approval.</p>
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	<p>Activity 3.2.2. Hold national priority validation workshop</p> <p>A national priority validation workshop for all working group members, national and international experts, the PCU, NSC and relevant stakeholders will be held to validate the national criteria, objectives and priorities established by the NSC. The development of these criteria and priorities will be tailored to the specific requirements the country needs to draft specific action plans, complete the NIP and endorse the NIP for submission to the SC. Following the meeting, the project coordinator will prepare a report, setting out the criteria, national objectives and priorities taking into account comments made by the NSC and other participants.</p> <p>EA component 4. NIP formulation, endorsement and submission</p> <p>Output 4.1. Updated and reviewed NIP drafted</p> <p>Activity 4.1.1. Formulate specific action plans on new POPs management</p> <p>With support from international consultants, where needed, the project coordinator and project experts will formulate action plans for reaching the agreed national objectives, assign responsibilities and clearly define the implementing mechanisms for the environmentally sound management of POPs. Further, each section of the original NIP (e.g. country profile, action plans on POPs pesticides and on measures to reduce or eliminate releases from unintentional production) will be reviewed and updated, where necessary.</p> <p>The drafting of action plans on new POPs will build on lessons learned from the original NIP development. Action plans for the updated NIP will generally include the: (i) identification of management options, including phasing out and risk reduction options; (ii) determination of the need for the introduction of technologies, including technology transfer and possibilities for developing alternatives; (iii) assessment of the costs and benefits of management options, and (iv) development of a national strategy for information exchange, education, communication and awareness raising, taking into account the risk perception of POPs by the public. Regarding the PBDEs the action plans should address the need to identify the presence of articles containing these chemicals in the recycling and waste streams and then assess appropriate disposal technologies. The development of action plans for PFOS, its salts, and perfluorooctane sulfonyl fluoride (PFOS-F) should build on the basic inventory of PFOS uses and acceptable purposes and specific exemptions for the production and use of PFOS for which the country has registered.</p> <p>The following action plans will be developed:</p> <ul style="list-style-type: none"> • Activity: institutional and regulatory strengthening measures; • Activity: measures to reduce or eliminate releases from intentional production and use; • Activity: production, import and export, use, stockpiles and wastes of POPs pesticides (Annex A chemicals) • Activity: production, import and export, use, identification, labeling, removal, storage and disposal of industrial POPs (Annex A chemicals) • Activity: production, import and export, use, stockpiles and wastes and Annex B chemicals if used in the country • Activity: register for specific exemptions and the continuing need for exemptions (Article 4)
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	<ul style="list-style-type: none"> • Action plan: measures to reduce releases from unintentional production (Article 5) • Activity: measures to reduce releases from stockpiles and wastes (Article 6) • Strategy: identification of stockpiles, articles in use and wastes • Activity: manage stockpiles and appropriate measures for handling and disposal of articles in use • Strategy: identification of contaminated sites (Annex A, B and C chemicals) and remediation in an environmentally sound manner • Activity: facilitating or undertaking information exchange and stakeholder involvement • Activity: public awareness, information and education (Article 10) • Activity: effectiveness evaluation (Article 16) • Activity: reporting • Activity: research, development and monitoring (Article 11) • Activity: technical and financial assistance (Articles 12 and 13) <p>In addition special attention will be given to the drafting of Project Identification Forms (PIFs) for post-NIP projects which will assist in speeding up implementation of the NIP in the country. Costing of the proposed action plans will be made and funding request packages will be prepared. These funding packages will establish implementation timetables consistent with meeting the country's obligations under the SC.</p> <p>Activity 4.1.2. Draft the updated NIP</p> <p>The NIP update will be drafted by the PCU and an international consultant will review and comment on the draft NIP, taking into account the requirements set out in the SC and in the <i>“Interim Guidance for developing a NIP for the Stockholm Convention”</i>. The revised NIP will be submitted to UNIDO and all relevant stakeholders for written comments. The circulation of a questionnaire along with the draft NIP (prepared by the independent consultant who reviewed the document) will aid this process. Written submissions will be gathered by the project coordinator and will be taken into account for the final draft NIP.</p> <p>Output 4.2. NIP endorsed by the Government and submitted to the SC Conference of Parties</p> <p>Activity 4.2.1. Hold endorsement workshop for the updated NIP</p> <p>A one-day endorsement workshop will be held for all relevant governmental bodies and stakeholders to review, comment and endorse the final updated NIP. An international consultant or UNIDO representative will also attend the workshop for reviewing and finalizing the NIP and seeking high-level commitment for the successful implementation of the NIP.</p> <p>Activity 4.2.2. Endorse and submit the updated NIP to the SC Conference of Parties</p> <p><i>Reviewed and updated NIP made available to the public</i></p> <p>The reviewed and updated NIP will be published at the national POPs website for public viewing.</p> <p><i>Endorsement and submission of the updated NIP by the Government and transmission to the SC Conference of Parties</i></p> <p>The NIP shall be incorporated into the national development planning and sustainable development objectives and need to be approved by the government. The government obliges the related institutions to undertake activities for the forthcoming NIP implementation. The government might also dedicate upcoming financial resources for certain NIP update implementation activities (Post-NIP projects). The reviewed NIP will be endorsed by the Government and transmitted to the SC Conference of Parties.</p>
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<p>D. DESCRIBE, IF POSSIBLE, THE EXPECTED <u>COST-EFFECTIVENESS</u> OF THE PROJECT:</p>	<p>EA implementation will be supported by available capacities and expertise existing in São Tomé and Príncipe after initial NIP development. In hiring international consultants other EA projects in the region managed by UNIDO, similar activities during the same period of time could be found to save travel and administration costs. To ensure cost-effectiveness, infrastructures at the Ministry of Public Works and Natural Resources and human resources available in São Tomé and Príncipe and abroad will be wisely utilized. Priority will be given to experts from São Tomé and Príncipe to advance local capacity building. The lesser need for international experts reduces the labor and project travel costs to and within São Tomé and Príncipe.</p> <p>However, project travel costs from Vienna to the capital city São Tomé during low season (March, for instance) are in the range of \$3,945 USD to \$4,326 USD for air fares, which are much higher if compared to those for other destinations in the Central African region. The budget calculation for São Tomé and Príncipe assessed carefully the cost for national experts that are in the range of \$1,600 USD to \$2,400 USD per month, which is in line with costs expected for this lower-middle-income economy with average earning between \$1,026 USD to \$4,035 USD per month, according to the World Bank. This situation and the fact that São Tomé and Príncipe is an Island state that is not easily accessible by air, thus increasing significantly the travel costs, are the main reasons for requesting \$170,000 USD, a budget that is lower in comparison to neighboring countries like Gabon.</p> <p>For São Tomé and Príncipe only one national project coordinator, covering both administrative and technical issues, will be hired in combination with the national experts (with more working weeks than in other NIP update proposals). They will be able to carry out the tasks assigned. This arrangement is due to the limited national human resource capacities in a small country like this. Notwithstanding the short project duration (one year), the plan optimizes participation of staff and consultants, as well as the logistics to bring the costs down. Both financial and human resources in UNIDO will be maximized to ensure dissemination of lesson learned and knowledge sharing within the region.</p>
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E. DESCRIBE THE BUDGETED M&E PLAN:	<p>Day to day monitoring of implementation progress will be the responsibility of the PCU, based on the project’s work plan. The PCU will inform UNIDO of any delays or difficulties faced during implementation so that appropriate support or corrective measures can be adopted in a timely and remedial fashion.</p> <p>Periodic monitoring of implementation progress will also be undertaken by UNIDO. This will allow the PCU to troubleshoot any problems pertaining to the project in a timely fashion and ensure the smooth implementation of project activities. Two major technical reviews are planned. The first one will look at the preliminary inventories of POPs, the other one at the draft NIP.</p> <p>UNIDO requires periodic progress reports and a final evaluation carried out according to UNIDO’s evaluation policy. The progress reports will monitor the project implementation progress. These reports will focus on the effectiveness, efficiency and timelines of project implementation, will highlight issues requiring decisions and actions, and will present initial lessons learned about project design, implementation and management.</p> <p>The self evaluation will look at the overall performance of the project and its results, assessing project relevance, effectiveness, efficiency and sustainability of results, including the contribution to capacity development and the achievement of global environmental goals. The final evaluation should also provide recommendations for post-NIP activities. It will be undertaken by UNIDO. Findings of this report will be incorporated as recommendations for the design of similar projects.</p> <p>Monitoring and Evaluation Plan</p> <table><tr><th>Monitoring tool</th><th>Deadline</th><th>GEF Budget (US\$)</th></tr><tr><td colspan="3">Technical</td></tr><tr><td>Technical review of the updated POPs inventory and assessment reports</td><td>6th project month</td><td>2,000</td></tr><tr><td>Peer review of the updated NIP document</td><td>10th project month</td><td>2,000</td></tr><tr><td colspan="3">Implementation progress</td></tr><tr><td>Inception workshop report and progress report</td><td>3rd project month</td><td>included in project management cost</td></tr><tr><td>Submission of validated POPs inventories and project progress report</td><td>7th project month</td><td>included in project management cost</td></tr><tr><td>Endorsement workshop report and submission of the final NIP to UNIDO</td><td>12th project month</td><td>included in project management cost</td></tr><tr><td colspan="3">Self evaluation</td></tr><tr><td>Terminal evaluation</td><td>At project closure</td><td>6,000</td></tr><tr><td colspan="2">Total cost</td><td>10,000</td></tr></table>	Monitoring tool	Deadline	GEF Budget (US\$)	Technical			Technical review of the updated POPs inventory and assessment reports	6 th project month	2,000	Peer review of the updated NIP document	10 th project month	2,000	Implementation progress			Inception workshop report and progress report	3 rd project month	included in project management cost	Submission of validated POPs inventories and project progress report	7 th project month	included in project management cost	Endorsement workshop report and submission of the final NIP to UNIDO	12 th project month	included in project management cost	Self evaluation			Terminal evaluation	At project closure	6,000	Total cost		10,000
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Self evaluation																																		
Terminal evaluation	At project closure	6,000																																
Total cost		10,000																																

F. EXPLAIN THE DEVIATIONS FROM TYPICAL COST RANGES (WHERE APPLICABLE):	Labor costs in São Tomé and Príncipe are slightly lower than in other countries of the region, most of them oil exporting countries. However travel costs are much higher than to other countries. São Tomé and Príncipe has been able to provide limited co-financing for the project and without the needed GEF support São Tomé and Príncipe will not be able to update their NIPs as mandated by the SC COP. This will greatly delay related aspects such as national awareness, training and capacity building on core issues related to POPs management. Adequate funding for the EA needs to be in place in order to undertake qualitative assessments of existing data, new data and gaps, which in turn will provide the necessary basis for decision-makers to delegate the national approach to eliminating and reducing POPs releases into the environment. The GEF grant of \$170,000 USD is requested for the EA, in order to guarantee that the reviewed and updated NIP is of appropriate quality (to guide future activities) and further, to support its sustainability by building robust capacities to manage POPs chemicals and to meet the recommendations and requirements set out in the Stockholm Convention.
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PART III: APPROVAL/ENDORSEMENT BY GEF OPERATIONAL FOCAL POINT(S) AND GEF AGENCY(IES)

A. RECORD OF ENDORSEMENT OF GEF OPERATIONAL FOCAL POINT(S) ON BEHALF OF THE GOVERNMENT(S):


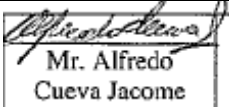
(Please attach the [country endorsement letter\(s\)](#) with this template).

NAME	POSITION	MINISTRY	DATE (Month, day, year)
Arlindo de Ceita Carvalho	Director of Environment/GEF Operational Focal Point	Ministry of Public Works and Natural Resources	16/03/2012

B. CONVENTION PARTICIPATION

CONVENTION	DATE OF RATIFICATION/ACCESSION (mm/dd/yy)	NATIONAL FOCAL POINT
UNCBD	09/29/1999	MINISTRY OF PLANNING AND DEVELOPMENT
UNFCCC	09/29/1999	MINISTRY OF PUBLIC WORKS AND NATURAL RESOURCES
UNCCD	07/08/1998	MINISTRY OF PUBLIC WORKS AND NATURAL RESOURCES
STOCKHOLM CONVENTION	04/12/2006	MINISTRY OF PUBLIC WORKS AND NATURAL RESOURCES

B. GEF AGENCY(IES) CERTIFICATION

Agency Coordinator, Agency name	Signature	Date (Month, day, year)	Project Contact Person	Telephone	E-mail Address
Mr. Dmitri Piskounov, Managing Director UNIDO GEF Focal Point		2012/12/10	 Mr. Alfredo Cueva Jacome	+43-1- 26026 5228	A.Cueva-Jacome@unido.org

ANNEX A

CONSULTANTS TO BE HIRED FOR THE ENABLING ACTIVITY

<i>Position Titles</i>	<i>\$/ Person Week</i>	<i>Estimated Person Weeks</i>	<i>Tasks to be Performed</i>
For EA Management			
Local			
National Project Coordinator (NPC)	520	22	The PC will: (a) liaise with UNIDO for assistance with project implementation, including technical directives for project activities or assistance in identifying and engaging experts; (b) liaise regularly with project team and ensure project team decisions and recommendations are fully incorporated within the project scope; (c) Monitor the progress of the project and the project staff, including administration of the project in conjunction with UNIDO, accounting for the project and the timelines of project implementation; (d) be responsible to transmit the reviewed and updated NIP to the SC COP
International			
External Evaluator (to be covered under Monitoring & Evaluation)	3,000	2	The expert should: (a) carry out terminal evaluation of the project by visiting project sites and interviewing those who are involved in the administration and technical aspects of the project; (b) prepare a terminal evaluation report.
For Technical Assistance			
Local			

National Project Coordinator (NPC)	465	32	<p>The PC will:</p> <p>(e) work in close consultation with key stakeholders i.e. ministries, government commissions, major private sector associations and NGOs relevant to the project, to ensure the project objectives are met and to raise awareness and provide strategic guidance on POPs issues;</p> <p>(f) ensure that all national stakeholders are identified and are adequately informed of and involved in the project.</p> <p>(g) build-up milestones for building capacities of the institutions responsible for the action plans regarding the new POPs;</p> <p>(h) be fully aware of and familiar with all financial and technical rules, regulations and procedures relevant to the project implementation (both GEF and UNIDO)</p> <p>(i) ensure the implementation of workshops, training and inventories</p> <p>(j) provide expert advice to the Steering Committee when required;</p> <p>(k) be responsible for daily communication with project partners and assigned project work (such as organizing workshops/meetings/training, preparation of background documents);</p> <p>(l) manage the national coordination of the project and project implementation</p> <p>(m) participate in project team and Steering Committee meetings and ensure the preparation of the meeting minutes and day-to-day records of project implementation.</p> <p>(n) assist activities related to stakeholder consultation;</p> <p>(o) maintain the national POPs website and with guidance from the PTS, will inform the public on project activities.</p>
Local experts on institutional and legal issues	400	22	<p>The expert(s) should:</p> <p>(a) consult relevant governments, NGOs and stakeholders familiar with new POPs and waste issues;</p> <p>(b) update the list/database of institutions/organizations being engaged with original and new POPs management. The list should also contain roles and responsibilities of related institutions/organizations in POPs management;</p> <p>(c) gather and process relevant data on institutional and legal issues;</p> <p>(d) prepare a gap analysis of the existing legal and institutional framework with respect to the implementation of the SC;</p> <p>(e) update and review the specific action plans on institutional and legal issues; and</p> <p>(f) recommend a priority list.</p>

Local experts on old and new POPs pesticides inventory	500	30	<p>The expert (s) will:</p> <p>(a) develop a comprehensive work plan for reviewing and updating the pesticide inventory;</p> <p>(b) develop special inventory forms to facilitate the inventory process;</p> <p>(c) describe the step-by-step methodology for inventory preparation;</p> <p>(d) coordinate the process of data collection;</p> <p>(e) collect and assess statistical data linked with POPs pesticides and obsolete POPs pesticides presence in the country;</p> <p>(f) create an updated inventory of:</p> <ul style="list-style-type: none"> • Annex A POPs pesticides • Stockpiles, contaminated sites and wastes <p>(g) develop action plans on</p> <ul style="list-style-type: none"> • Activity: production, import and export, use, stockpiles and wastes of Annex A POPs pesticides; • Activity: measures to reduce releases from stockpiles and wastes (article 6); • Activity: manage stockpiles and appropriate measures for handling and disposal of articles in use; • Strategy: identification of contaminated sites (Annex A, B and C Chemicals) and remediation in an environmentally sound manner.
Local experts on old and new industrial POPs inventory	500	30	<p>The expert (s) will</p> <p>(a) develop comprehensive work plan for reviewing and updating the inventories on POPs industrial chemicals;</p> <p>(b) develop special inventory forms to facilitate the inventory process;</p> <p>(c) assist the laboratory analysis of the collected samples;</p> <p>(d) describe the step-by-step methodology for inventory definition;</p> <p>(e) coordinate the process of data collection;</p> <p>(f) collect available statistical data linked with the new industrial POPs;</p> <p>(g) organize regular meetings with the workgroup members;</p> <p>(h) assess the collected inventory data;</p> <p>(i) create the following inventories:</p> <ul style="list-style-type: none"> • Annex A, industrial chemicals • Annex B chemicals • develop action plans on <ul style="list-style-type: none"> • Activity: production, import and export, use, identification, labelling, storage and disposal of industrial POPs; • Activity: production, import and export, use, stockpiles and wastes of Annex B chemicals, if used in the country; • Activity: register for specific exemptions and the continuing need for exemptions (article 4); • Strategy: identification of stockpiles, articles in use and wastes.

Local experts on old and new U-POPs inventory	500	30	<p>The expert (s) will:</p> <p>(a) create a plan for estimation of the U-POPs releases in the selected media (air, water, land , product, residue);</p> <p>(b) collect information on the national technical infrastructure for POPs analysis, handling, transportation, disposal, monitoring capacity and other relevant technical expertise;</p> <p>(c) create a database for potential sources for new u-POPs in the country;</p> <p>(d) develop comprehensive work plans;</p> <p>(e) organize regular meetings with the workgroup members;</p> <p>(f) collect data gained through emission estimation;</p> <p>(g) create the following POPs inventories:</p> <ul style="list-style-type: none"> • Releases of Annex C chemicals; • Overview of technical infrastructure <p>(h) develop action plans on:</p> <ul style="list-style-type: none"> • Action plan: measures to reduce releases from unintentional production (article 5); • Activity: research, development and monitoring (article 11); • Activity: technical and financial assistance (articles 12 and 13).
Expert on socio-economic assessment	400	10	<p>The expert will:</p> <p>- gather information and should assess socio-economic implications on new POPs use and their health and environmental effects related to new POPs exposure and summarize the findings in a comprehensive report;</p> <p>- emphasise the assessment report on gender dimensions of national new POPs use and reduction, and will elaborate the potential benefits by the reduction of new POPs use and/or the use of new POPs in an environmentally sound manner.</p>
International			

Expert on new POPs management	3,000	5	<p>The expert will:</p> <p>(a) assist in the assessment of national institutional capacities for POPs management, national POPs legislative, regulatory and enforcement capacities, national POPs socio-economic / health / environmental impacts; socio-economic implications of POPs reduction/elimination and POPs monitoring and research and development capacity;</p> <p>(b) provide relevant training and advice to the task teams and review documents and reports;</p> <p>(c) assist in development of criteria for prioritizing POPs and options for POPs reduction and elimination;</p> <p>(d) provide advice on identifying barriers to the phase-out, reduction, remediation and disposal of POPs and actions to remove them, raising awareness and information exchange mechanisms, necessary capacity-building activities technology and know-how transfer needs and estimation of investment costs;</p> <p>(e) lead the work related to identification of NIP targets, timeframes and indicators;</p> <p>(f) conduct the initial cost estimate for NIP execution.</p>
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OPERATIONAL GUIDANCE TO FOCAL AREA ENABLING ACTIVITIES

Biodiversity

- [GEF/C.7/Inf.11, June 30, 1997, Revised Operational Criteria for Enabling Activities](#)
- [GEF/C.14/11, December 1999, An Interim Assessment of Biodiversity Enabling Activities](#)
- [October 2000, Revised Guidelines for Additional Funding of Biodiversity Enabling Activities \(Expedited Procedures\)](#)

Climate Change

- [GEF/C.9/Inf.5, February 1997, Operational Guidelines for Expedited Financing of Initial Communications from Non-Annex 1 Parties](#)
- [October 1999, Guidelines for Expedited Financing of Climate Change Enabling Activities – Part II, Expedited Financing for \(Interim\) Measures for Capacity Building in Priority Areas](#)
- [GEF/C.15/Inf.12, April 7, 2000, Information Note on the Financing of Second National Communications to the UN Framework Convention on Climate Change](#)
- [GEF/C.22/Inf.15/Rev.1, November 30, 2007, Updated Operational Procedures for the Expedited Financing of National Communications from Non-Annex 1 Parties](#)

Persistent Organic Pollutants

- [GEF/C.17/4, April 6, 2001, Initial Guidelines for Enabling Activities for the Stockholm Convention on Persistent Organic Pollutants](#)
- [GEF/C.39/Inf.5, October 19, 2010, Guidelines for Reviewing and Updating the NIP under the Stockholm Convention on POPs](#)

Land Degradation

- [\(ICCD/CRIC\(5\)/Inf.3, December 23, 2005, National Reporting Process of Affected Country Parties: Explanatory Note and Help Guide](#)

National Capacity Self-Assessment (NCSA)

- [Operational Guidelines for Expedited Funding of National Self Assessments of Capacity Building Needs, September 2001](#)
- [A Guide for Self-Assessment of Country Capacity Needs for Global Environmental Management, September 2001](#)

National Adaptation Plan of Action (NAPA)

- [GEF/C.19/Inf.7, May 8, 2002, Notes on GEF Support for National Adaptation Plan of Action,](#)