



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)		
Country(ies):	Togolese Republic	GEF Project ID: ¹	5035
GEF Agency(ies):	UNIDO (select)	GEF Agency Project ID:	110028
Other Executing Partner(s):	Ministry of Environment and Forestry Resources (MoEFR)	Submission Date:	2012-07-02
GEF Focal Area (s):	Persistent Organic Pollutants	Project Duration (Months)	12
Check if applicable:	NCSA <input type="checkbox"/> NAPA <input type="checkbox"/>	Agency Fee (\$):	17,929

A. EA FRAMEWORK*

EA Objective: The overall objective of the proposed Enabling Activities (EA) is to update and review the National Implementation Plan (NIP), and have it endorsed and submitted by the Government to the Stockholm Convention Conference of Parties (COP). 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 new POPs risks and policy implications	1.1 Project coordination mechanism re-established (through PMC & co-financing) and working groups formed and contracted; 1.2 All stakeholders consulted (through PMC & co-financing) and aware of new POPs risks and policy implications.	6,580	11,500
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 stakeholders.	89,940	130,000
3. National	TA	Identification of	3.1 National	37,510	38,500

¹ Project ID number will be assigned by GEFSEC.

capacities assessment and priority setting for management of new POPs		national capacities for new POPs management and priority setting of new POPs risk reduction options	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.		
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	19,510	22,500
	(select)				
5. Monitorin and evaluation	(select)			10,000	10,000
Subtotal				163,540	212,500
EA Management Cost²				15,750	22,500
Total EA Cost				179290	235000

^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 Cofinancing	Amount (\$)
National Government	Ministry of Environment and Forestry Resources (MoEFR)	In-kind	225,000
GEF Agency	UNIDO	Grant	10,000
(select)		(select)	
Total Co-financing			235,000

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.

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*	27.00	11,750	16,000	27,750
International consultants*				0
Office facilities, equipment, vehicles and communications*		1,500	3,000	4,500
Travel*		2,500	3,500	6,000
Others**	Specify "Others" (1)			0
	Specify "Others" (2)			0
	Specify "Others" (3)			0
Total		15,750	22,500	38,250

* 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 partner. 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 GEF grant and the national co-financing contribution. It should be stressed that some of the institutions and companies to be engaged in the management of new POPs are not located in 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, Chloredecone, 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 they will implement the obligations under the SC. A party is requested to submit its NIP to the COP within two years from the date in which the SC legally enters into force within the country. The Togolese Republic ratified the SC on 22nd July 2004 and in compliance to the above, submitted its NIP to the SC Conference of Parties (COP) on 13th October 2006. The Ministry of Environment and Forestry Resources (MoEFR), through the Department of Environment (former Department of General Ecology and Environmental Rehabilitation) was nominated as the National Focal Point for the SC on POPs in Togo and was also the executing agency for the development of the original NIP with the assistance from UNIDO, as a GEF implementing agency.</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 4th to 8th 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 also be covered by the present EA project.</p> <p>The NIP update process will enable the country to 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 will be updated based 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 MoEFR as the national executing organization, to provide services and perform the work as agreed in the subcontract and detailed in the Terms of Reference (ToR), which will be prepared following the project approval. UNIDO will oversee the implementation of the project through an assigned project manager. The MoEFR will nominate a high-level official, a National Project Director (NPD), to chair the NSC. The NPD will also ensure that the project coordination is facilitated for the government. A National Project Manager (NPM) and Assistant Project Manager (APM) shall be recruited through the subcontract to manage the project.</p> <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 .</p> <p>However, new approaches are required to manage industrial POPs such as polybrominated.</p>
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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 articles and on the market.

The proposed EA will also utilize capacities that have been put in place through the implementation of previous and existing projects in the country. Following the completion of the original NIP, several projects related to POPs management have or are currently being implemented by the MoEFR as follows:

- Between August 2008 and August 2009, Togo developed its National Plan for Implementation of the Rotterdam Convention (and synergies).

- Under the Strategic Approach to International Chemicals Management (SAICM) Quick Start Program Trust Fund, Togo implemented a project with support from the United Nations Institute for Training and Research (UNITAR) to strengthen Togo's capacity for a national SAICM Implementation through "*Enabling Activities for the Development of a SAICM Implementation Plan within an Integrated National Programme for the Sound Management of Chemicals and Supporting GHS Capacity Building*" (2011-2013).

- Togo is currently participating in a programme for the national self-assessment of capacity building for global and national environmental management (2009-2012), supported by the GEF and United Nations Development Programme (UNDP). The main objective of the programme is on increasing institutional capacity, individual and systemic management of sustainable environmental approach through "learning by doing." The programme is structured around five priority components: (i) institutional development, policy strategies and instruments of environmental management, (ii) management of forestecosystems, (iii) mitigation and adaptation to climate change, (iv) protection against land degradation and (v) the fight against pollution and nuisances. The expected results from the project include the accessibility to tools and instruments for the sustainable management of environment and natural resources as well as increased capacity in ecosystem management, mitigation and adaptation to climate change.

- The Chemical Information Exchange Network (CIEN) was launched by UNEP in 2000 to promote and strengthen the capacity of countries to access and exchange information necessary for decision making at the national level. Togo commenced its participation in the programme to help establish national and regional networks, and provided training and equipment for the management of chemicals. In 2009, Togo held its regional workshop on the network for chemical information exchange network in Lome. Through the CIEN project Togo hopes to further:

- Promote and strengthen the capacity of countries to access and exchange information necessary for decision making at the national level;
- Create the framework for access to chemical information and its exchange;
- Provide computer equipment and help appropriate government departments to access the Internet;
- Provide training for managers of chemicals and stakeholders, and
- Encourage the establishment of a national and regional exchange of relevant information on chemicals between stakeholders in chemicals management.

- In addition to the above, Togo is currently participating in the Full-sized regional project of UNIDO/UNEP/GEF entitled "*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 the legislative and regulatory frameworks, enforcement and administrative capacities, BAT/BEP for industrial production processes, reduction to POPs exposures, identification of contaminated land and the dissemination and

	<p>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. Wherever possible, opportunities for coordinating Togo's NIP update process along this project will be taken into consideration in order to make the most effective useage of financial, human and knowledge-based resources.</p> <p>Building further on these activities and existing national coordinating mechanism, the GEF assistance for the proposed EA shall equip the MoEFR to fulfill its specific obligations under the SC to review, update and submit the NIP to the COP. It is envisaged that the created awareness, inventory and technical capacity will lead to a sustainable administration of new POPs through strengthening of the POPs management structure and creation of necessary policies. The GEF's promotion for enhanced global synergies is envisaged within the context of the proposed outcomes of 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 will be shared.</p>
<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 proposed 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.
<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 MoEFR will be maintained and strengthened, if necessary. The Project Coordination Unit (PCU) will consist of the National Project Manager (NPM) and an Assistant Project Manager (APM) recruited under the subcontract and under the supervision of the National Project Director (NPD) appointed in the government. The main responsibilities of the PCU will be to draft the project workplan and assign responsibilities amongst government and other stakeholders, the management of the project execution, initiation, final planning and budget.</p>

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 project and sensitization towards the issues of POPs. 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.

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 on the National Steering Committee (NSC) to ensure the active involvement of women groups throughout the project duration. Gender-specific indicators will be set for project monitoring. Further CSO representatives will be involved in the NSC as necessary.

The PCU will monitor the technical aspects of the project, organize the inception and other workshops, establish and contract the working groups and consult with stakeholders throughout the project cycle.

Activity 1.1.2. Establish the National Steering Committee (NSC) (to be covered by PMC and co-financing)

The NSC, consisting of relevant ministerial bodies and representatives from NGOs and universities, was established during the initial NIP development. The governmental and non-governmental bodies that had participated in the original NIP development will be involved in the NIP update process. Additional stakeholder representatives and ministries 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 NPD will chair the NSC and will provide guidance on policy, institutional and legal issues, where needed. The NSC's member selection will consider gender balance.

Activity 1.1.3. Draw up overall workplan, select working groups, national and international experts and assign responsibilities

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. The NSC will approve the workplan. Relevant governmental institutions will be requested to allocate the necessary human and technical resources for project implementation.

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 Terms of Reference (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. All responsibilities, timelines and budget will be clearly spelled out in order to guarantee the fast, safe and accurate execution of the project. The parallel executable activities will be underlined for a time effective implementation.

Four working groups and national experts with expertise in specific areas will be responsible for conducting the inventories:

- a 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.
- 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.

	<p>from all relevant institutions and other stakeholders (industry, farmers, waste disposal and recycling etc.).</p> <p>National and international experts will assist with the implementation of the project activities, outputs and drafting of the project documents. The national experts will be selected and contracted by the PCU under the subcontract, and the international expert will be selected and recruited by UNIDO particularly taking into consideration of gender balance.</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.</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.</p> <p>Output 1.2. Stakeholders and public informed, consulted and aware of new POPs risks and policy implications</p> <p>Activity 1.2.1. Stakeholder Consultation (to be covered by PMC and co-financing)</p> <p>The MoEFR in close coordination with the 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 and on the obligations of the country under the SC (e.g. 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> <p>The decision to list the additional chemicals to the SC means that the number chemicals needing to be addressed under the convention has almost doubled. Hence, additional stakeholders may be required within 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. Develop strategy on public information and awareness on the new POPs</p> <p>The SC strongly promotes the involvement of the public in the preparation and implementation of NIP related activities as a major driving force for initiating environmental health improvements. Thus, the communication strategy of the EA project will include activities for informing the public on planned activities and achieved results in a timely manner. Special information releases will be prepared and distributed to different public organizations and press media. In particular, the importance of reaching out women will be emphasized by setting up indicators.</p> <p>The MoEFR 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 widest possible 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.</p>
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The integrated approach involves steps, activities, 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 and NIP endorsement by the government and the SC Secretariat.

Assuring the high-level commitment throughout the duration of the project is key for ascertaining the necessary financial and human resource contributions such as governmental and stakeholder in-kind co-financing commitments, and hence, an effective and timely project implementation process.

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 commit to the endorsement of the NIP update in writing.

EA Outcome 2. Validation of inventories of new POPs (and updating of initial 12 POPs) by relevant stakeholders

Output 2.1. Inventories of initial 12 POPs updated and validated by stakeholders

Activity 2.1.1. Update and validate initial 12 POPs inventories

The working groups will be the main actors of project component 2. Each working group will gather relevant information and update inventories of the initial 12 POPs in order to have a solid baseline for priority review/setting. This process will also assess the effectiveness, efficiency and progress of the NIP implementation process.

The draft inventory database and assessment reports will be submitted to UNIDO for evaluation and consequent inventory revision, if needed. The revised database and assessment reports will be further submitted to the NSC for approval.

The following inventories and assessments will be developed or updated:

- 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
- 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

Activity 2.1.2 Hold validation meeting for initial POPs inventories

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. All working group members, national experts, PCU and relevant stakeholders will be invited to the meeting.

Output 2.2. Inventories of new POPs conducted and validated by stakeholders

Activity 2.2.1. Train working groups and national experts in charge of inventories

A training workshop will be held on new POPs inventory procedures for the working groups and national experts identified at the inception workshop. International experts will conduct the training, which will elaborate on the following:

- 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 SC with respect to new POPs management.

Activity 2.2.2. Conduct new POPS inventories

The major gap in the NIP update process is that potential users of the new industrial POPs are not known and there is 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 inventories, UNIDO together with UNITAR and the Secretariat of the Stockholm Convention (SSC) are currently developing the guidelines for reviewing and updating the NIPs under the SC, under the GEF project "*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*". The guidelines, among others, include a step-by-step approach for how to conduct inventories on PBDEs and PFOS. These draft guidelines 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 are being planned by the SC Secretariat and also by UNIDO for international experts, national consultants and implementing agencies.

The working groups led 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 national experts and 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 shall also consider stockpiles, contaminated sites, as well as new POPs alternatives identified at the international level in their overall assessments. A database on baseline new POPs inventories will be designed for determining the national priorities for post-NIP POPs management.

The draft inventory database and assessment reports will be submitted to UNIDO for evaluation and consequent inventory revision, if needed. The revised database and assessment reports will be further submitted to the NSC for approval.

The working groups will gather relevant baseline information on the following inventories and assessments of new POPs:

- 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);
- 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;
- 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.

The inventories and assessments will focus on the:

- 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.

The working groups will carry out the following tasks (Annex A):

Local experts on old and new POPs pesticides inventory

- 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:
 - Annex A POPs pesticides
 - Stockpiles, contaminated sites and wastes.

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:

- 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 chemical and remediation in an environmentally sound manner)

Local experts on old and new industrial POPs inventory:

- 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;
- Assess the collected inventory data;
- Create the following inventories:
 - Annex A industrial chemicals
 - Annex B chemicals

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:

- 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

Local experts on old and new uPOPs inventory

- 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 database 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:
 - Releases of Annex C chemicals;
 - Overview of technical infrastructure.

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:

- 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).

Activity 2.2.3. Hold workshop on inventory validation

The PCU will organize a workshop to validate and discuss the key outcomes of the new POPs inventory. All working group members, PCU and relevant stakeholders will be invited to the workshop.

EA Outcome 3: Identification of national capacities for new POPs management and priority setting of new POPs risk reduction options

Output 3.1. National regulatory and policy framework and institutional capacities to manage new POPs assessed

Activity 3.1.1. Review the legislative and regulatory framework pertaining to new POPs management

The working group (led by the national expert) 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. An assessment report will be drafted and submitted to the NSC for review and approval.

Local Experts on institutional and legal issues

The expert team will:

- consult relevant governments, NGOs and stakeholders familiar with new POPs and waste issues;
- update the list of institutions/organizations being engaged in original and new POPs management. The list should also contain roles and responsibilities of related institutions/organizations in POPs management; and
- coordinate the activities of the working groups on institutional and legal issues.

Activity 3.1.2. Assess monitoring, analytical and enforcement capacities for new POPs

The PCU will gather relevant information and assess the national monitoring and 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.

Activity 3.1.3. Assess socio-economic implications on new POPs use and reduction

The national expert on socio-economic implications on new POPs use and reduction will gather relevant basic data on socio-economic implications on national new POPs use and reduction. The assessment will also take into consideration the gender implications of national new POPs use and reduction as harmful chemicals can impact women and children differently than men within societies. The assessment will separately consider the impacts of women and children handling new POPs and will elaborate on the benefits that may be brought about by the environmentally sound management of new POPs (and their use reduction). Women's groups will be also encouraged to contribute information on the use of new POPs. The draft guidance on socio-economic assessment for national implementation plan development and implementation under the SC (UNEP/POPS/COP.3/INF/8) will be used as guidance material. A draft version of the assessment report will be submitted to the NSC for review and approval.

Output 3.2. Prioritization of new POPs risk reduction options based on criteria, cost and benefit and inventory results completed

Activity 3.2.1. Develop criteria for prioritization

The national expert and the working group 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 objective 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.

Activity 3.2.2. Hold national priority validation workshop

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 criteria, national objectives and priorities established by the NSC. The development of these criteria and priorities will be tailored to the specific requirements Togo needs to draft specific action plans, including calculations of action plan costs, which shall receive more attention than other areas and be considered for drafting post-NIP projects for NIP implementation. 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.

EA Outcome 4. Government endorsement and submission of updated NIP to the SC Conference of Parties

Output 4.1. Updated and reviewed NIP drafted

Activity 4.1.1. Formulate specific action plans on new POPs management

With support from international consultants, where needed, the NPM, APM 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.

The drafting of action plans on new POPs will build on lessons learned from the original NIP development. The action plans for the updated NIP will be based on the results of the inventory, and the priority validation workshop. They will be the main components for the reviewed and updated NIP in order to meet the requirements for eliminating or phasing out POPs under the SC. 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 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.

The following action plans will be developed:

- 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

	<p>In addition special attention will be given to the consideration of 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 obligations of the country under the SC.</p> <p>Activity 4.1.2. Draft the updated NIP</p> <p>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>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 NPM 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 and 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 on 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 might also dedicate future financial resources to be used for certain NIP update implementation activities (Post-NIP projects).</p> <p>The reviewed NIP will be endorsed by the government and transmitted to the Conference of Parties of the Stockholm Convention.</p>
<p>D. DESCRIBE, IF POSSIBLE, THE EXPECTED <u>COST-EFFECTIVENESS</u> OF THE PROJECT:</p>	<p>The proposed project aims to utilize available capacities that were established during the development of the initial NIP. These infrastructures and human resources have been maintained and are ready in the country. The intention is to integrate new POPs related management issues into the currently working system. This will also reduce the need for international expertise, thus reduce the costs. Both financial and human resources in UNIDO will be maximized to ensure dissemination of lesson learned and knowledge sharing within the region. In hiring international consultants other EA projects in the region managed by UNIDO could fund similar activities during the same period of time to save travel and administration costs.</p>

E. DESCRIBE THE BUDGETED M&E PLAN:

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.

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.

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.

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.

Monitoring and Evaluation Plan

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 and progress report	3 rd project month	included in PMC
Submission of validated POPs inventories and project progress report	7 th project month	included in PMC
Endorsement workshop report and submission of the final NIP to UNIDO	12 th project month	included in PMC
Self evaluation		
Terminal evaluation	at project closure	6,000
Total cost		10,000

F. EXPLAIN THE DEVIATIONS FROM TYPICAL COST RANGES (WHERE APPLICABLE):	N/A
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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).

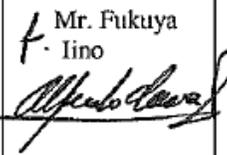
NAME	POSITION	MINISTRY	DATE (Month, day, year)
Yao Djiwonu Folly	Director of Forestry and Environmental Inspection / GEF Operational Focal Point	MINISTRY OF ENVIRONMENT AND FOREST RESOURCES	03/22/2012

B. CONVENTION PARTICIPATION

CONVENTION	DATE OF RATIFICATION/ ACCESSION (mm/dd/yy)	NATIONAL FOCAL POINT
UNCBD		
UNFCCC		
UNCCD		
STOCKHOLM CONVENTION	07/22/2004	MR. THIYU KOHOGA ESSOBIYOU

B. GEF AGENCY(IES) CERTIFICATION

This request has been prepared in accordance with GEF policies and procedures and meets the standards of the GEF Project Review Criteria for Persistent Organic Pollutants Enabling Activity approval.

Agency Coordinator, Agency name	Signature	Date (Month, day, year)	Project Contact Person	Telephone	E-mail Address
Mr. Dmitri Piskounov Managing Director, PTC UNIDO GEF Focal Point		26 July 2012	f. Mr. Fukuya f. Iino 	+43 1 26026 5218	f.iino@unido.org

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 Manager	580	10	<p>The NPM will:</p> <ul style="list-style-type: none"> - liaise with UNIDO for assistance with project implementation, including technical directives for project activities or assistance in identifying and engaging experts; - liaise regularly with project team and ensure project team decisions and recommendations are fully incorporated within the project scope; - 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; -be responsible to transmit the reviewed and updated NIP to the SC Conference of Parties -be required to prepare and submit all progress reports to the NSC and UNIDO -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; - build-up milestones for building capacities of the institutions responsible for the action plans regarding the new POPs; -provide expert advice to the Steering Committee when required; -manage the national coordination of the project and project implementation

Assistant Project Manager	350	17	<p>The APM will:</p> <ul style="list-style-type: none"> - ensure daily communication with the NPM and project partners - ensure that all national stakeholders are identified and are adequately informed of and involved in the project. -ensure the implementation of workshops, training and inventories -be responsible for daily communication with project partners and assigned project work (such as organizing workshops/meetings/training, preparation of background documents); - participate in project team and Steering Committee meetings and ensure the preparation of the meeting minutes and day-to-day records of project implementation. -assist activities related to stakeholder consultation; -maintain the national POPs website and with guidance from NPM and inform the public on project activities.
International			
External Evaluator (Monitoring & Evaluation)	3,000	2	<p>The expert should:</p> <ul style="list-style-type: none"> - 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; and - prepare a terminal evaluation report.
For Technical Assistance			
Local			
National Project Manager	580	42	<p>The NPM will:</p> <ul style="list-style-type: none"> -be responsible to formulate the reviewed and updated NIP - be responsible for verifying the work for the various task teams, ensuring the technical validity of their work and products; - organize and/or provide (with or without international technical expert assistance) training and guidance to the task teams; - closely cooperate with the international expert in his or her field of expertise and provide the international expert with necessary local support - ensure highly technical documents are translated into a non-technical language for the decision and policy-makers, stakeholders, and the broader public. - to coordinate, monitor, and supervise the activities of consultants and expert teams; -Provide technical advice to project partners, consultants and Steering Committee

Assistant Project Manager	350	35	<p>The APM will:</p> <ul style="list-style-type: none"> -be required to prepare and submit all progress reports to the NPM, the NSC and UNIDO - be responsible for compiling the products of the task team work and for producing the final reports as agreed with the NPM; -propose candidates for the task teams and prepare the terms of references for their positions
Local experts on institutional and legal issues	500	22	<p>The expert(s) will:</p> <ul style="list-style-type: none"> - consult relevant governments, NGOs and stakeholders familiar with new POPs and waste issues; - update the list/database of institutions/organizations being engaged in original and new POPs management. The list should also contain roles and responsibilities of related institutions/organizations in POPs management; - gather and process relevant data on institutional and legal issues; - prepare a gap analysis of the existing legal and institutional framework with respect to the implementation of the SC; - update and review the specific action plans on institutional and legal issues; and - recommend a priority list.
Local experts on old and new POPs pesticides inventory	600	18	<p>The expert (s) will:</p> <ul style="list-style-type: none"> - develop comprehensive work plan for reviewing and updating the pesticide 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 with 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 - develop action plans on <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	600	18	<p>The expert (s) will</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 workgroup (s) members; - assess the collected inventory data; - create the following inventories: <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 uPOPs inventory	600	18	<p>The expert (s) will:</p> <ul style="list-style-type: none"> - create a plan for estimation of the uPOPs releases in the selected media (air, water, land , product, residue); - collect information on the national technical infrastructure for POPs analysis, handling, transportation, disposal, monitoring capacity and other relevant technical expertise; - create a database for potential sources for new uPOPs in the country; - develop comprehensive work plans; - organize regular meetings with the workgroup 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 - develop action plans on: <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	The expert will 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.
International			
Expert on new POPs management	3,000	5	<p>The expert will:</p> <ul style="list-style-type: none"> - 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; - provide relevant training and advice to the task teams and review documents and reports; - assist in development of criteria for prioritizing POPs and options for POPs reduction and elimination; - 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; - lead the work related to identification of NIP targets, timeframes and indicators; - conduct the initial cost estimate for NIP execution.

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,](#)