

**UNITED NATIONS ENVIRONMENT PROGRAMME  
GLOBAL ENVIRONMENT FACILITY  
PROJECT DOCUMENT**

**SECTION 1 - PROJECT IDENTIFICATION**

- 1.1 Sub-Programme Title:** International Waters -10: Contaminants
- 1.2 Project Title:** Strengthening Global Capacity to Sustain Transboundary Waters: The International Waters Learning Exchange and Resource Network.
- 1.3 Project Number:** GFL / 2328 – 2732 – 4xxx  
PMS: GF/1020 – 04 - xx
- 1.4 Geographical Scope:** Global
- 1.5 Implementation:** United Nation Environment Programme/ Division of Early Warning and Assessment (UNEP/DEWA)  
Tel: +1-254-20-623231  
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- 1.6 Duration of the Project:** 48 months  
Commencing: August 2004  
Completion: July 2007

<b>1.7 Cost of the Project:</b>	<b>US\$</b>	<b>%</b>
<b>Cost to the GEF Trust Fund</b>	<b>1,346,534</b>	<b>50</b>
<b>Co-financing (in-kind):</b>		
UNEP	730,400	
<i>Sub-total</i>	<b>730,400</b>	<b>30</b>
<b>Co-financing (in-cash):</b>		
Environment fund	477,000	
<i>Sub-total</i>	<b>477,000</b>	<b>20</b>
<b>Total Cost of the Project</b>	<b>2,553,934</b>	<b>100</b>

**1.8 Project Summary**

The International Waters Learning Exchange and Resource Network (IW:LEARN) will be co-implemented in collaboration with UNDP and IBRD. UNEP led components are presented in this document as a sub-project, other complimenting activities that contribute to the overall objectives of IW:LEARN are described in the UNDP project document.

IW:LEARN aims to strengthen Transboundary Waters Management (TWM) by facilitating structured learning and information sharing among stakeholders. In pursuit of this global objective, the aim is to improve the GEF IW projects' information base and encourage better replication efficiency, transparency, stakeholder ownership and sustainability of benefits through:

- Facilitating access to information about transboundary water resources among GEF IW projects
- Structured learning among GEF projects and cooperating partners aimed at promoting inter-linkages in the Caribbean
- Testing innovative approaches to strengthen implementation of the IW portfolio through the development of a regional learning center for the South East Asia Region (SEA-RLC)

The project builds upon the achievements of the experimental pilot phase IW LEARN project, incorporating the findings of its final independent evaluation. In view of the great interest raised by and successes of the UNDP-implemented pilot, all three Implementing Agencies have committed to jointly propose and realize this operational phase IW:LEARN project and UNEP will oversee the implementation of the outlined components based on its comparative advantage as one of the implementing agencies in the GEF.

**For UNEP**

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## BACKGROUND AND PROJECT CONTRIBUTION TO OVERALL SUB-PROGRAMME IMPLEMENTATION

### I. DEVELOPMENT OBJECTIVE

Global Objective<sup>1</sup>

1 IW:LEARN's global development objective is –

*To strengthen Transboundary Waters Management (TWM) by facilitating learning and information sharing among GEF stakeholders.*

2 To help the GEF achieve its Strategic Priorities for International Waters as well as stated objectives of the Global Technical Support Component of OP10,<sup>2</sup> project targets towards this objective include:

- From 2006 onward, all waterbodies developing country-driven, adaptive TWM programs with GEF assistance benefit from participating in structured learning and information sharing facilitated by GEF via IW:LEARN.
- From 2008 onward, successful IW:LEARN structured learning and information sharing services are insitutionalized and sustained indefinitely through GEF and its partners.

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<sup>1</sup> Terminology for objectives derived from Juha Uitto. 2002. *GEF M&E Policies and Procedures, with Emphasis on Indicators for International Waters Projects* (Presentation to GEF IWC 2002, on-line via <http://www.iwlearn.org/iwc2002>):

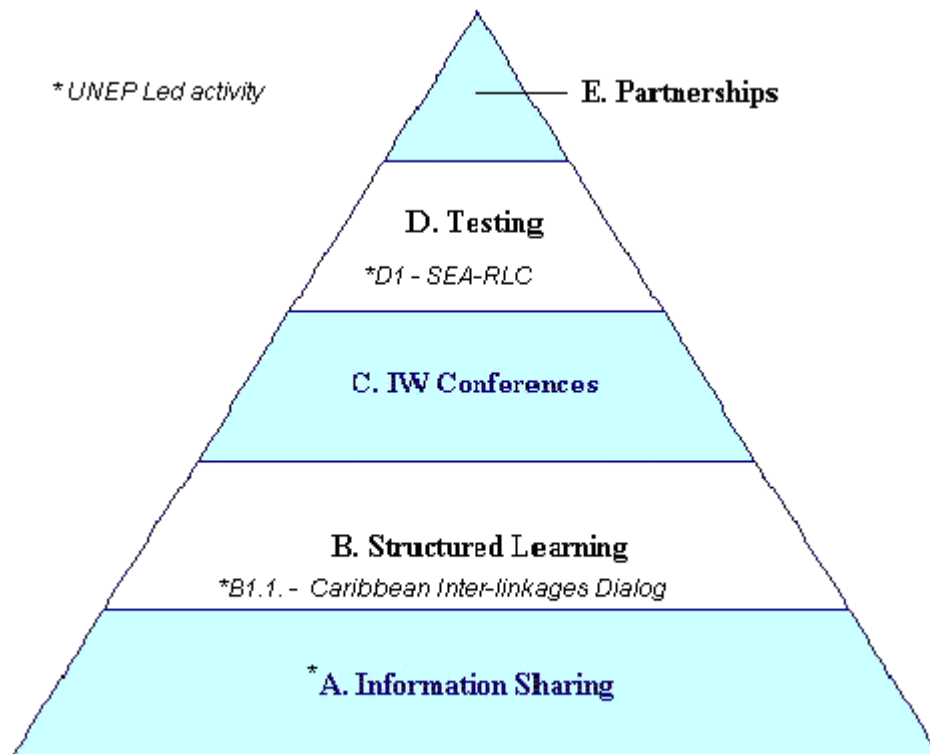
- **Goal** (Global Objective) – Higher objective to which this project, along with others, will contribute
- **Purpose** (Project Objective) – The impact of a project. The change in beneficiary behaviour, systems or institutional performance because of the combined output strategy and key assumptions.
- **Outcomes** (Immediate Objectives) – The main results [components of purpose] stemming from achievement of outputs.
- **Outputs** -- distinct from Outcomes -- is used here to describe the products and services delivered by the project; whereas
- **Activities** -- refers to the actions carried out by the project to create these outputs. (<http://www.undp.org/seed/unso/capacity/documents/lfa-support.pdf>)

<sup>2</sup> OP10, paragraph 10.4(d), as quoted here in Section 6.

## II. COMPONENTS, OBJECTIVES, OUTCOMES, OUTPUTS, AND ACTIVITIES

3 In pursuit of these targets, IW:LEARN will improve GEF IW projects' information base, replication efficiency, transparency, stakeholder ownership and sustainability of benefits through the following five components:

**Figure 1 The Five Components of the IW:LEARN Operational Phase Full-Sized Project, built upon information sharing and structured learning base**



\*A. Facilitating access to information about transboundary water resources among GEF IW projects

Outcome: TWM improved across GEF IW project areas through projects' and stakeholders' access to TWM data and information from across the GEF IW portfolio and its partners

\*B. Structured learning among GEF IW projects and cooperating partners

Outcome: Enhanced TWM capacity at project- and basin-levels through sharing of experiences among subsets of the GEF IW portfolio, including projects, their partners and counterparts

C. Organizing biennial International Waters Conferences

Outcome: GEF IW portfolio-wide increase in awareness and application of effective TWM approaches, strategies and best practices; numerous new and enhanced linkages and exchanges between GEF IW and other TWM projects with shared TWM challenges

- \*D. Testing innovative approaches to strengthen implementation of the IW portfolio  
Outcome: A widely available suite of tested and replicated ICT and other tools and approaches for strengthening TWM
- E. Fostering partnerships to sustain benefits of IW:LEARN and associated technical support  
Outcome: TWM learning and information sharing mechanisms are mainstreamed and institutionalized into GEF IA and ongoing projects, as well as institutional frameworks of completed projects (e.g., Regional Seas and freshwater basin secretariats)

4 UNEP/IW:LEARN components' objectives, outputs and activities are described below: Table 1 presents outputs by activity and year, as indicators of project performance. This is followed by a more detailed description of expected outcomes, and activities and outputs to realize those outcomes. The Logical Framework (Annex A) further characterizes key indicators and associated assumptions and risks.

#### COMPONENT A. Facilitating Access to Information on Transboundary Water Resources Among GEF IW Projects

5 Immediate Objective A: *To facilitate the integration, exchange and accessibility of data and information among GEF IW projects, their partners and stakeholders.*<sup>3</sup>

Result A: Partners/stakeholders access information and data across GEF IW portfolio, sharing ICT tools to improve TWM.

6 *Rationale:* The GEF's OP10 highlights the IW portfolio's need for increased access to and use of information to benefit transboundary waters management (TWM). Currently, data and information generated by IW GEF projects are often difficult to discover. For example, one GEF IW project has identified a score of environmental indicators to track progress towards improving its transboundary river ecosystem. Another project developed training modules to apply social marketing to support project-level IW outreach. A third project created an ICT tool for tracking over 100 partnerships involved in various project-related activities and initiatives. While virtually all GEF IW project documents include plans to create databases and Geographic Information Systems (GIS) to collect and disseminate relevant data and information, only less than 20% have made these information systems accessible on-line. In all these cases, there is virtually no means for other projects to discover and apply this valuable information.

7 The conventional approach to developing GEF IW information systems tends to focus entirely on gathering and repackaging information without addressing means of sustaining these efforts beyond the project cycle. Subsequent to projects' conclusion, GEF's investment in project-generated information is essentially lost to posterity. For instance, in the case of the recently concluded phase of the Black Sea Environmental Programme, links to certain applications and tools developed during the project are no longer referenced and have virtually disappeared since the end of the project cycle. Clearly there is a need to track and archive such useful project outputs.

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<sup>3</sup> Addresses priorities expressed in GEF Operational Program Number 10; "Program Objectives" section, paragraph 10.4(d) ([http://gefweb.org/Operational\\_Policies/Operational\\_Programs/OP\\_10\\_English.pdf](http://gefweb.org/Operational_Policies/Operational_Programs/OP_10_English.pdf)), the GEF Business Plan FY03-05 (GEF/C.19/10), GEF Council Meeting 19 Summary of the Charge (pagr. 61), GEF/C18/5 (pagr. 11), and *Priority Issues which STAP Should Address in GEF Phase III* (section 3). <http://stapgef.unep.org/documents/PRIORITY%20ISSUES%20III.doc>. Furthermore, this objective also facilitates the lead responsibility of GEF IAs and EAs to "disseminate project level information, including lessons learned," as expressed in the GEF's *Clarifying the Roles and Responsibilities of the GEF Entities*. [http://www.gefweb.org/Documents/Council\\_Documents/GEF\\_C19/C.19.8\\_Roles\\_and\\_Responsibilities.pdf](http://www.gefweb.org/Documents/Council_Documents/GEF_C19/C.19.8_Roles_and_Responsibilities.pdf)

8 Absent IW:LEARN, there is no single coordinated mechanism to capture and retain projects' outputs, intermediate data and information generated by these projects. Nor are projects generally aware of the information resources and ICT tools developed by one another to sustain their respective transboundary water bodies. Yet countries participating in TWM have expressed a strong need to access, adapt and apply such information. They also yearn to have analogous projects' information (e.g., TDA and SAP documents, contact information, etc.) at their fingertips, in order to spontaneously emulate models and seek and obtain answers to the various day-to-day operational questions critical to project success. Where these questions go unanswered, projects and their partners often meander in search of peer assistance or else re-invent the wheel, thus wasting limited time and scarce resources. They have limited ongoing interactions with their peers around the world since there is virtually no place where they can reliably find one another, on-line or off. They frequently have no idea where to go to find existing valuable TWM information amidst the vast but superfluous reaches of the Web.

9 Moreover, a large portion of GEF IW projects still have little or no Web presence themselves, outside of their profiles in the GEF IWRC ([www.iwlearn.net](http://www.iwlearn.net)), developed and maintained by IW:LEARN. Most use email, but few employ more advanced, yet increasingly accessible ICTs for project coordination (e.g., instant messaging, Internet-based teleconferencing, shared document editing, etc.). All this limits the ability of their national, sub-national and NGO partners – as well as key stakeholders – to keep appraised and fully involved in project activities. It also prevents “incidental” discovery of useful project information by their peers through Internet searches.

10 Past efforts of the GEF in collaboration with UNEP have put in place a mechanism for coordinated reporting of project related information that is visualized through the GEF Project Tracking System ([www.gefonline.org](http://www.gefonline.org)). Recently, UNEP developed a prototype that enhanced the GEF Project Mapping System to demonstrate how data and information generated by projects could be captured. The prototype linked in real-time with information from another GEF-sponsored initiative, the “Environment-Directory” (<http://www.environment-directory.org>). Thus, a two-way stream of project related information can be archived and customized for specific purposes by building upon the existing business process and Internet applications already in place.

11 While this demonstration illustrated the utility of an established and coordinated information sharing process among Implementing Agencies, there still remains a need for an ongoing mechanism to capture data and information made available through the Internet (via project websites) from the various stakeholders involved in GEF IW projects. At the same time, stakeholders also seek a well-known access point and channels for sharing data, information and knowledge sharing that benefits all GEF projects and their on-the-ground constituencies – a two way channel.

12 This component will catalyse the synthesis, collection and integration of information resources pertinent to TWM – both within and from outside the GEF IW portfolio -- thereby enhancing information sharing among GEF IW project regions and their access to priority water information. Specific objectives are to:

- build a globally-accessible electronic repository of useful GEF IW project data and information – as well as of technical resources to address priority TWM information needs – which, for many project stakeholders, is currently difficult (sometimes impossible) to acquire;
- implement policies and processes to capture and disseminate transferable TWM experiences gained through GEF projects' execution;
- facilitate the development, application and inter-project replication of valuable ICT tools to support improved TWM at the project-level as well as to increase both contribution and use of pertinent information resources by those who need and can most benefit across all GEF IW projects and their on-the-ground constituencies
- foster information exchange among the IW learning portfolio, including sharing, synthesis and dissemination of information resources developed by cross-sections of the GEF IW portfolio and their non-GEF counterparts

13 Through a systematic approach to information sharing, the GEF can increase IW projects' efficiency, effectiveness, transparency and stakeholder ownership. This component develops such an alternative.

14 Activity A1 Establish a central metadata directory of all available IW project data and information (GEF IW Information Management System: IW-IMS)

Output A1.1: IW-IMS prototype established through use of protocols to inter-link IW Resource Center, projects' and partners' Web sites by 2005.

Output A1.2: At least 4 IW-IMS modules support information sharing among specific subsets of the GEF IW portfolio (e.g., Africa, groundwater/aquifers, coral reefs) by 2008.

Output A1.3: An inter-agency GEF IW help desk (&/or water-net) uses IW-IMS resources to research and respond to at least 4IW community-driven TWM requests per month by 2006.

15 The International Waters Information System (IW-IMS) will serve as single entry point for access to GEF IW information. This activity will develop, test and institutionalize a supporting mechanism to enhance access to high quality data and information. Extending the International Waters Resource Center (IWRC) information system created during the IW:LEARN Pilot Phase, and utilizing the UNEP.Net Frame Work,<sup>4[3]</sup> the IW-IMS will include a central database with supporting utilities that provide remote search and transparent access to project profiles, contact information, publications, geo-referenced data, news, etc., that are available on-line and are relevant to GEF priority areas (e.g. project websites, thematic portals and clearing houses, other Resource Centers). Its interface will consist of a series of user prioritized "modules" that readily address IW stakeholders' information needs and questions by harvesting and customizing information from a broader network of information partners.

16 Activity A2 Provide technical assistance to GEF IW projects to develop or strengthen Web sites and apply appropriate ICT tools according to defined ICT quality criteria,<sup>5</sup> and connect all GEF IW project Web sites to the GEF IW-IMS.

Output A2.1: At least 2 ICT training workshops over 4 years, through 2008.

Output A2.2: 95% of GEF IW projects have developed Web sites with ICT tools & information resources inter-linked & accessible through IW-IMS by 2008.

17 The objective of this activity is to create and make GEF IW projects' and partners' Web sites interoperable, build capacity for their continued upkeep and utility, and to assist projects in developing and applying ICT solutions to TWM. It also repackages and applies the tools developed in Activity A1, and serves as a feedback mechanism for practical refinement of the functions and services offered by the IW-IMS.

## COMPONENT B. Structured Learning Among IW Projects and Cooperating Partners

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<sup>4[3]</sup> UNEP.Net is a framework consisting of two distinct utilities:

- a *discovery mechanism* for UNEP and its partners to share and publicize high quality data and information about the environment that they own or manage;
- *supporting tools* that allow users to use UNEP.Net to create and complement their own services;

<sup>5</sup> ICT quality criteria include elements such as usability, accessibility in low-bandwidth contexts, and metadata standards for effective information searching and discovery via search engines.



18 Immediate Objective B: *To establish and technically support a series of face-to-face and electronically-mediated structured learning activities<sup>6</sup> – or learning exchanges – among related projects within the GEF IW portfolio.*

Result B: Enhanced TWM capacity in at least half of all GEF IW projects through sharing of experiences among subsets of the portfolio.

19 *Rationale*: As presented in the Context section above, GEF IW projects and their partners have expressed tremendous interest in learning from one another how to improve TWM.. The IW:LEARN solution addresses this demand through three types of South to South structured learning activities:

- 1) Peer-to-peer blended learning for subsets of the IW portfolio (e.g., LME projects or African projects) through a series of 2-3 facilitated face-to-face meetings, bridged by periodic electronic dialogue (Activities B1 and B2)
- 2) Multi-week learning missions, whereby partners from one project area visit another project in order to experience first-hand the approaches used and challenges faced by their counterparts working on similar IW issues or under similar circumstances, or to acquire hands-on experience regarding a specific IW issue or TWM approach (Activity B3)
- 3) Targeted training to fill critical gaps in many projects' TWM capacity (Activity B4 and some sub-activities under B1 and B2).

20 *Learning Missions*: The inter-project stakeholder exchange activity (B3) aims to ramp up the global transfer of TWM practical experience by increasing institutional capacity to replicate best practices and learn from lessons among the GEF International Waters projects and their partners.

21 A six-month pilot program in 2003 tested the utility and mechanism for project-proposed stakeholder exchanges. IW:LEARN requested that exchanges focus on one or more project management and/or ecological issues identified as priorities by GEF IW projects and partners (e.g., as surveyed at the 2002 GEF International Waters Conference in Dalian, China). Despite strong demand (exhibited by the number of inquiries and proposals received), pilot funds limited support to a handful of “small” exchanges (<\$10,000 each). Seven exchanges spanning all GEF-supported regions and IAs, including lakes, rivers, bays, and marine ecosystems were selected. Selection of exchange candidates was based on pragmatic objectives for knowledge transfer and relevance to assessed GEF IW priorities.

22 *Targeted Training*: At the last International Waters Conference (September 2002), 50 participants from GEF IW projects and partners identified “public participation” (P2) as their highest priority area of need for further capacity building. GEF mandates that IW projects develop and implement stakeholder involvement plans (SIPs) as part of the TDA/SAP process. Partners are also encouraged to promote more effective IW decision-making by providing the public access to relevant information, meaningful opportunities to participate in the decision-making process, and access to justice to redress harms that might arise. Projects aim to do so through their respective SAP processes, legal frameworks, and institutions for governing transboundary waters. Unfortunately, there is often a paucity of local, national, and regional experience to guide and realize public participation efforts.

23 Across GEF IW projects and the wider international environmental community, however, there exist a number of tested approaches, models, and tools for promoting more sustainable water governance through improved public participation. These could be readily adapted and applied to achieve Transboundary Waters Management (TWM) objectives at the local through basin-wide scales, from the early stages of project

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<sup>6</sup> E.g., conferences, meetings, workshops, virtual forums and e-learning exchanges.

formulation through to the implementation of transboundary agreements by permanent coordinating institutions. There is thus a strong unfulfilled need to be met through capacity-building training for results-oriented P2 in IW management.

24 Overall: Blended learning meets the needs of subsets of the learning portfolio through ongoing opportunities to share respective experiences and lessons among similar TWM programs. Missions allow for more intensive experiential learning to address specific capacity needs of either one or a reciprocating pair of IW projects. Training, meanwhile, addresses highest priority learning needs expressed across the portfolio and its partners by delivering specific expertise through series of instructional modules. The multi-institutional Portfolio Coordination Team will ensure that all three types of activities provide sufficient external structure to meet projects' outstanding learning needs.

25 Activity B1 Organize 2-5 multi-project learning exchanges on a regional scale.

#### Output B1.1: Caribbean Inter-linkages Dialog (in cooperation with UNEP and OAS)

26 This activity aims to enhance the implementation of regional subsets of the GEF IW portfolio by increasing the overall capacity of managers, transferring capacity from within these portions and from outside partners, and strengthening communication and learning exchanges across networks of GEF IW managers within these regions.

27 As indicated by the DeltAmerica MSP and the GEF-IW-LAC fora of the IW:LEARN pilot phase, facilitated dialog among different projects in the Caribbean geographic area may lead to improved efficiency and effectiveness. This activity facilitates discourse among GEF projects in IW and other focal areas. As such, it addresses STAP's 2004 discussion on such inter-linkages and supports the Barbados Programme of Action (BPoA) for the sustainable development of Small Island Developing States (SIDS). With guidance from the IWTF, UNEP's Caribbean Environmental Programme (CEP) is well situated to realize this activity through its mandate under Cartagena Convention for the Protection and Development of the Marine Environment of the Wider Caribbean Region (1983). CEP will link projects across GEF focal areas in dialog over a 3-year period. This dialog for inter-project collaboration will be launched in conjunction with the fifth Inter-American Dialog on Water (IAD5) in fall 2005 and continue through facilitated electronic fora, a potential WWF4 side event in 2006, and a final face-to-face wrap-up event in 2008.

28 The African exchange will aim to develop a network of mutually supportive GEF IW projects in the region. The Eurasian exchange, meanwhile, will focus on supporting a subset of nationally-driven "Capacity for Water Collaboration" training workshops under development in partnership with the UNECE Transboundary Waters Convention Secretariat and regional NGOs over the 2004-2006 period.

#### COMPONENT D. Testing Innovative Approaches to Strengthen Implementation of the IW Portfolio

29 Immediate Objective D: *To test, evaluate and replicate novel approaches and ICT tools to meet IW stakeholder needs.*<sup>7</sup>

Result D: GEF agencies develop, test and, where successful, replicate regional, sub-regional and thematic demonstrations to improve Transboundary Water Management among GEF IW projects.

30 *Rationale*: A set of highly successful demonstration activities were realized during the IW:LEARN Pilot Phase, in partnership with GEF IW stakeholders in all regions. Those most pertinent to the GEF IW learning portfolio are now being scaled-up and operationalized, through Components A-C above. This underscores the utility of continued support for testing innovative approaches to enhance information sharing and structured learning across the portfolio. Within this component, four activities test a set of approaches that, if successful, can be

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<sup>7</sup> GEF OP 10, paragraph 10.4(d).

mainstreamed by lead partners to benefit GEF IW stakeholders during and beyond the Operational Phase IW:LEARN FSP:

31 Activity D1 Develop South East Asia Regional Learning Center (SEA-RLC)

Output D1.1: SEA-RLC established by 2005 to address regional TWM needs and leverage regional expertise to benefit global TWM

Output D1.2: SEA-RLC Web site provides roster of (>100) experts and (>1000) other information resources to address IW projects' needs, by 2008

Output D1.3: Regional GIS database on-line by 2006, with at least 3 GIS-based decisions support system (GIS-DSS) applications developed and applied in the field by Southeast Asian GEF IW projects by 2008.

32 The SEA-RLC (Regional Learning Centre) tests the decentralization of IW:LEARN structured learning and information management through partnership with a university partner in Bangkok to develop sustaining capacity to serve and foster enhanced cross-fertilization among a regional subset of freshwater and marine projects in South East Asia.

33 The SEA-RLC will establish a regional IW Web site interlinked with the sites and data archives GEF IW projects in the region and the broader IW-IMS. This site will include a regional roster of IW experts and a virtual library of resource materials, both to be maintained by the center. The activity will then develop, deploy and maintain a regional GIS database for IW projects, along with dissemination of materials relating its application to TWM decision-making. Finally SEA-RLC will address GEF IW projects need for guidance regarding financial sustainability through links to potential co-financing and aid and development agencies, information regarding the generation of revenue streams for sustaining management-related activities concerned with the aquatic environment

**Table 1. IW:LEARN Project Timeline with Outputs (indicators of project performance) by Activity and Year**

Component/Activity	Year 1	Year 2	Year 3	Year 4
<b>A. Information Sharing:</b> <i>&gt;75% projects use IW-IMS and &gt;50% of users obtain needed info by 2008.</i>				
A1. IW Info. Mgmt. System (IW-IMS)	IW-IMS protocols established, prototype in place; 1 new module (Africa)	IW-IMS populated; Helpdesk operational, proactive & responsive; 1 new module (groundwater/aquifers)	Helpdesk responds to 24 requests/yr; 1 new module (TBD)	Helpdesk fielding 48+ requests/yr; 1 new module (TBD)
A2. ICT Technical Assistance	1 ICT Training Workshop; 25% of projects' Websites linked to IW-IMS	50% of projects' Websites linked to IW-IMS	1 ICT Workshop; 75% of projects' Websites linked to IW-IMS	95% of projects' Websites linked to IW-IMS
<b>B. Structured Learning:</b> <i>30+ projects apply lessons from IW:LEARN structured learning to improve TWM in the basins by 2008.</i>				
B1. Regional Multi-Project Exchanges		One regional exchange launched to build synergies among GEF projects in the Caribbean		Learning products on IW-IMS
<b>D. Testing Innovative Approaches:</b> <i>GEF IW projects and partners benefit from a set of demonstration activities integrating TWM information sharing and structured learning.</i>				
D1. S.E. Asia Regional Learning Center (SEA-RLC)	SEA-RLC established to address projects TWM needs; Web site launched and linked to IW-IMS	Regional GEF IW GIS on-line, connected to IW-IMS	Roster of >100 experts addresses projects' needs; 3 GIS DSS modules featured	>1000 IW resources added to IW-IMS; SEA IW project applying GIS modules

### III. RISKS, ASSUMPTIONS, SUSTAINABILITY

#### Risks and Assumptions

34 Risks and assumptions referenced in the Logical Framework primarily partners' receptivity to establishing institutional infrastructure at the project's outset and leadership thereafter to sustain IW:LEARN services and support beyond the end of the Operational Phase FSP. It is assumed that most or all of GEF IW services (activities) will be evaluated as highly successful and beneficial to GEF IW portfolio members, thus meriting continuation beyond four years. The project's designers also expect that partners internal and external to the current GEF will both remain committed and capable of obtain and allocating resources to to assign staff and procure funds to support successful activities in perpetuity. If such is not the case, IW:LEARN PCU will alert the project's Steering Committee and consult in depth with those partner of concern at the earliest possible opportunity, in order to resolve such issues early and thoroughly.

35 Semi-annual Steering Committee meetings will also help to adjust project plans as necessary to adapt to unforeseen geopolitical conditions, such as regional or global travel restrictions, that may require adjustments to the design and resources required to realize scheduled activities.

36 Further detail regarding each project activity's assumptions and risks can be found in the enclosed Logical Framework (Annex A).

#### **Sustainability**

37 Project design includes Component E in order to ensure that strategic partnerships adopt and sustain IW:LEARN benefits beyond the conclusion of the project. Activities E1 and E2 explicitly relate to implementation of sustainability plans, while E3 provides outreach which promotes the ongoing utility of and mandate for the IW learning portfolio to participate in wider IW community events and venues for knowledge sharing. All component A-D activities are being developed with respective sustainability plans, which will be integrated and implemented from the outset of the project, then revised following mid-term evaluation. Specific elements of sustainability and replicability include:

#### **Institutional Sustainability**

38 The project's institutional sustainability is grounded in its ability to integrate broad collaborative partnerships of, by and for GEF IW projects and their stakeholders. Through Component E activities, IW:LEARN will define sustainability plans, foster partnerships and obtain commitments to establish sustaining capacity within the respective GEF Implementing and Executing agencies as well as with external partners. Wherever appropriate, IW:LEARN products and services may be progressively managed directly by international agencies or NGO partners, in order to ensure institutional ownership as momentum grows over the course of the project – thereby fostering longevity beyond the project's end.<sup>8</sup> Thus, by conclusion of the project in 2008, all services and benefits developed by IW:LEARN, and independently evaluated as successful and in continuing demand, will be either mainstreamed into the GEF's IW projects and programs or else well-established with appropriate service providers.

39 Facilitating dialog and collaboration across the three IAs and major EAs over the course of the project will fully integrate IW:LEARN support mechanisms for TWM within these agencies. As the GEF IW community matures over the next four years, a culture of inter-project information sharing, learning exchange, and collaboration should become steadily operationalized into projects' lifecycles and more thoroughly supported through the GEF's information management systems.<sup>9</sup> As a result, the project's primary objective will be realized through progressive institutionalization and decentralization of services and benefits.

#### **Financial Sustainability**

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<sup>8</sup> Section 14 of the IW:LEARN Concept Paper provides additional details regarding ensuring financial sustainability of the project. [http://www.iwlearn.org/ftp/iwl2\\_concept.pdf](http://www.iwlearn.org/ftp/iwl2_concept.pdf)

<sup>9</sup> As measured by the level of spontaneous interaction amongst GEF projects, unprompted by and independent of external facilitation.

40 The extended financial viability of the IW: LEARN project relies on its ability to leverage incremental and catalytic GEF funding into long-term sustainability through partnerships. Since this project primarily serves the GEF IW portfolio, GEF and/or IA financing commitments will be needed to sustain many of its core activities. A variety of collaborations and financing mechanisms will contribute to project cost-sharing for IW:LEARN services during and beyond project implementation.

41 NGO partners are pursuing specific grants and service models to integrate the project activities they manage into their long-term programs. In addition, GEF IW representatives from all three IAs have agreed in principle that new projects should include specific budget lines to cover substantial services they receive via IW:LEARN. Market-based mechanisms tested during the pilot project will also be further refined and deployed (e.g., cost-recovery workshops, fee-for-service technical support to non-GEF IW projects). This does not preclude the possibility of sustainability plans evolving such that IW:LEARN may become either a corporate program of the GEF or its IAs, or else an independent NGO, if these structures would be most effective at enabling key service areas to be financially self-sustaining.

42 The GEF Secretariat may also wish to consider whether it is appropriate to integrate the IW:LEARN approach across focal areas into its core programs upon the conclusion of the FSP.

#### **Environmental Sustainability**

43 The project directly contributes to the improvement of many IW projects' respective process indicators for environmental sustainability.<sup>10</sup> Increased efficiency in GEF IW project implementation, combined with greater integration with core IA programs and resources, is expected to expedite and increase achievement of positive environmental impacts and concomitant change in environmental status. IW:LEARN-fostered interaction between GEF IW projects and the Commission on Sustainable Development (CSD) and other institutions may further promote enhanced environmental sustainability across GEF operational programs and among related initiatives.

#### **Replicability**

44 Replication is intrinsic to this project's design. The project fosters replication and adaptation of best practices, ICT tools, information products and expertise across GEF IW projects. Demonstrations of capacity-building will be regularly co-developed with, transferred among, and replicated by project partners, with funding from GEF and other donors, partners and market-based mechanisms. Whenever possible, capacity to further adapt and replicate will be strengthened or transferred to on-the-ground project proponents and partners, as a means to foster on-going replication of tested practical approaches at multiple scales within project regions.

45 The project will work with existing capacity-building institutions, such as UNDP's Cap-Net, to develop cross-cutting regional and thematic stakeholder alliances to strengthen and replicate its service lines. Furthermore, by contributing the increment of *transboundary* knowledge-sharing to existing institutions which address aspects of GEF projects' needs, and aligning GEF IW projects as partners and contributors in the wider network of IW-related initiatives, IW:LEARN will ensure that its products and services are widely adapted and replicated through GEF IW partner institutions.

46 Additional complementarities and synergies will be realized in positioning the GEF IW structured learning among the GEF's contributions to the CSD framework as well as upcoming World Water Forums.

47 The GEF Secretariat may also consider, as part of the mid-term and/or final project review, replicating or enlarging successes from the IW:LEARN approach to serve other GEF focal areas. IW:LEARN will work with each IA and EA to build their dedicated capacity to replicate across GEF focal areas demand-driven services

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<sup>10</sup> GEF. 22 April 2002 [Draft]. *Monitoring and Evaluation Indicators for GEF International Waters Projects*. Washington, D.C. p. 9

[http://www.gefweb.org/ResultsandImpact/Monitoring\\_\\_Evaluation/Evaluationstudies/M\\_E\\_WP\\_\\_10.pdf](http://www.gefweb.org/ResultsandImpact/Monitoring__Evaluation/Evaluationstudies/M_E_WP__10.pdf)

initiated by IW:LEARN. Support for an operational “GEF Learning Exchange and Resource Network” staff lead within each IA may be explored as a means to expand provision of these services and benefits across focal areas. This could open opportunities to more fully leverage the comparative advantages of IAs and EAs across focal areas.

48 IW:LEARN demonstrated that IW:LEARN’s products and services are valuable commodities among partner organizations interested in adopting them in whole or in part. As a result, IW:LEARN will work throughout the FSP to identify opportunities to “spin-off” portions of its activities to realize further co-financing for its core initiatives.

#### **IV. PRIOR OBLIGATIONS AND PREREQUISITES**

49 Successful FSP launch and ongoing sustainability should greatly benefit from an institutional host to provide facilities, telecommunication and administrative assistance – and to promote the long-term viability of IW:LEARN services to the GEF IW portfolio. IW:LEARN SC members have also emphasized that IW:LEARN must have a physical presence along the New York to Washington corridor, close to GEF Secretariat and US-based IAs. With these issues in mind, the SC will review options for hosting PCU in this region at its May 2004 meeting, thus to be decided prior to signature of this Project Document.

50 Proposed 25% increase in the number of GEF-sponsored participants at future IW Conferences (relative to past conferences) could result in a shortfall of up to \$37,000 for the IWC4 unless resources are conserved or additional cost-share is identified. Stock-taking prior and subsequent to IWC3 will ensure that IWC4 plans are made accordingly.

51 Recent scope reductions, co-finance constraints and delay prior to FSP approval or final signature could adversely impact the ability to realize one or more of the demonstration activities. PCU personnel will work with its Steering Committee, IAs demonstration partners to map out contingency plans accordingly.

52 TWM managers and policy makers, particularly in developing countries, have little time, inclination, confidence or quality of internet connection to burrow deeply into rich and complex data bases or books. Hence, the IW:LEARN’s core products will need to be well targeted both in terms of their contents and delivery format (e.g., as far as practicable stand-alone information services with option for further on-line exploration identified but not assumed).

53 Details regarding the IWRM Roundtables and CSD-related elements of the IWC3 will further materials as an output from IW:LEARN’s participation in CSD-12 in April 2004. After this event, both activities should be notably refined.

## V. IMPLEMENTATION AND EXECUTION

### Project Implementation

The project duration is estimated to be 4 years. The proposed project will be guided by a Project Steering Committee composed of representatives from all three agencies and the GEF Secretariat. A representative from the collaborating executing agency (UNOPS) will also be invited to participate in the Steering Committee C. The Steering Committee will approve project work plans and major project outputs. It is the responsibility of the UNOPS/PCU to produce and distribute for comments all Steering Committee correspondence including minutes of Steering Committee meetings. The Steering Committee will schedule its meetings at least every six months and will be supported with funds provided by GEF through the Implementing Agency.

Implementation of the activities outlined in the log frame matrix (Table 3) as UNEP led (i.e. Components A, Activities B1.1 and D1), will be the responsibility of UNEP under the guidance of the UNEP/DEWA technical staff and the UNEP/DGEF office in close consultation with UNDP and IBRD led activities through the Project Coordination Unit (UNOPS/PCU). The UNOPS/CTA will work in close coordination with the UNEP appointed Task Manager to ensure that activities being implemented by the other partner agencies are linked and coordinated with the UNEP led activities. The UNEP Task Manager and the UNOPS/PCU will jointly develop a unified annual work plan for the project for Steering committee approval. In addition, UNOPS/PCU may support aspects of the implementation of UNEP led activities through Terms of Reference provided in the UNDP implemented project documents.

On a quarterly basis, UNEP will prepare a status report of outputs, implementation issues and problems encountered (if any) for Steering Committee attention, in accordance with the work plan and submit to the UNOPS/PCU within three weeks of end of quarter. In addition, UNEP will prepare on a quarterly basis the “QIR” which will be a bulleted summary of project impacts and submit to the UNOPS/PCU within three weeks of end of quarter.

Every two weeks on an alternating basis, UNEP will initiate a teleconference with UNOPS/PCU or RLC-TCC (see Annex B, Organization Chart) to assess progress relative to the work plan, and adjust plans accordingly to meet expectations and to coordinate respective actions.

The project will be managed by the UNEP appointed Task Manager whom will liaise with the UNOPS/PCU. UNEP/DEWA will hire a Technical Component Coordinators responsible for the timely execution of component A and B1.1 and will coordinate the execution of component D1. Component D1 will be executed by START RC and overseen by the UNEP appointed Task Manager. Modalities for the execution of component D1 will be detailed in an MOU between START RC and UNEP in consultation with UNOPS/PCU prior to execution of any of the activities outlined under Component D1.

UNEP through DEWA, and as the GEF Implementing Agency of this project, will be responsible for overall project supervision to ensure consistency with GEF and UNEP policies and procedures, and will provide guidance on linkages with related UNEP and GEF funded activities. UNEP also has the responsibility for regular liaison with the UNOPS/PCU on substantive and administrative matters; assisting the Technical Component Coordinators and related technical staff. The UNEP/GEF Coordination Office will provide assistance and advice to UNEP/DEWA in project management (e.g. revisions of workplan and budgets) and policy guidance in relation to GEF procedures, requirements and schedules.

The UNEP/DGEF Office in close collaboration with UNEP/DEWA will be responsible for clearance and transmission of financial and progress reports to the Global Environment Facility. The UNEP/DEWA in close collaboration with UNEP/DGEF Office retains responsibility for review and approval of the substantive and technical reports and outputs produced in accordance with the work plan.



The following Annexes provide further details:

- Annex B describes the implementation structure for the overall projects' execution and coordination;
- Annex C outline terms of reference for personnel and sub-contracts.

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## VI. MONITORING, EVALUATION, REPORTING, AND DISSEMINATION

54 IW:LEARN's Logical Framework (Annex B) includes both "output" (performance) and "outcome" (impact) indicators.<sup>11</sup> Performance will be gauged according to specific milestones towards achieving outputs, as documented in the project document and annual work plans. Data to measure outcomes will be derived from follow-up surveys and interviews with participating stakeholders and beneficiaries in conjunction with successive iterations of each activity. On a quarterly basis, project progress, as measured by these indicators, will be reported to IW:LEARN's SC and interested stakeholders, and key impacts included in IW:LEARN's Quarterly Operational Report (QOR) to the GEF.

55 Each May, progress will be assessed by a Tripartite Review (TPRs), comprised of representatives of the Executing and Implementing Agencies which serve on the SC (UNOPS, UNDP/GEF, UNEP and the World Bank). This annual review will focus on both performance (including effectiveness, efficiency and timeliness) and impact. As part of this process, the Project Coordinating Unit (PCU) will submit and present a consolidated APR/PIR (Annual Project Report/Project Implementation Review) in line with UNDP and GEF reporting requirements.

56 Each November, the SC will meet again to review semi-annual progress, to recommend incremental changes to the annual work plan, and to address any emerging needs among the GEF IW projects or new operational challenges faced by the project. GEF STAP's IW leads and other experts may also be invited to participate and provide their guidance during this meeting.

57 Independent mid-term (year 2) and final (year 4) Project Performance Reviews will help to further assess progress and impact, as well as refine implementation (mid-term) and sustainability (final) of IW:LEARN activities. These external reviews will also be presented at the following TPR, permitting the SC to endorse or adapt independent findings or recommendations to subsequently guide the project.

66 Within 30 days of the end of reporting period, UNEP/DEWA will submit to UNEP/DGEF Coordination, using the format given in Annex F, Half-Yearly Progress Reports as at 30 June and 31 December.

67 Within 60 days of the completion of the project, UNEP/DEWA will submit to UNEP/DGEF Coordination a Final Report, using the format in Annex G, detailing the activities taken under the Project Document

## VII. BUDGET

58 The total GEF grant financing to realize this FSP is US\$ 6,000,000 over four years for which UNEP led activities account for US\$ 1,346,534 . The annual breakdown of the UNEP portion of the budget is provided in ANNEX H . Such contributions will come primarily from UNEP/DEWA, Executing Agencies (EAs) and NGO partners in IW:LEARN's project management

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<sup>11</sup> "**Outputs** are the specific products and services which emerge from processing inputs through [...] activities. Outputs, therefore, relate to the completion (rather than the conduct) of activities and are the type of result over which managers have a high degree of influence. **Outcomes** are actual or intended changes in development conditions that [...] interventions are seeking to support. They describe a change in development conditions between the completion of outputs and the achievement of impact." UNDP. 1 December 2000. *Results Framework Draft Technical Note (Revision 5)*.

## ANNEX A: PROJECT LOGICAL FRAMEWORK

(Refer to activities A1, A2, B1.1 and D1 for UNEP led activities)

<b><u>PROJECT GOAL:</u></b> <i>To strengthen Transboundary Waters Management (TWM) by facilitating structured learning and information sharing among GEF stakeholders.</i>			
<u>Internal, Specific Targets:</u>			
<u>Project Strategy</u>	<u>Indicators</u>	<u>Means of Verification</u>	<u>Assumptions</u>
IWL1. Coverage of Benefits (Components A-D)	From 2006 onward, all waterbodies developing country-driven, adaptive TWM programs with GEF assistance benefit from participating in structured learning and information sharing facilitated by GEF via IW:LEARN.	Participation lists and proceedings; After Action Reports, information access and post-intervention surveys and interviews, as synthesized for each activity into Quarterly Operational Reports.	Stakeholders have sufficient capacity-building needs, awareness of IW:LEARN plans, & resources (time, funding, ...) to participate in IW:LEARN activities and convey their experience to IW:LEARN PCU; partners can obtain post-intervention feedback regarding benefits.
IWL2. Continuity of Services (Component E)	From 2008 onward, successful IW:LEARN structured learning and information sharing services will be insitutionalized and sustained indefinitely through GEF and its partners.	Development (through 2007) and documented implementation of 2008 work plan by sustaining partners.	A subset of services (activities) will be independently evaluated as "successful;" partners remain committed and able to procure funds to support their successful activities.

**COMPONENT A: FACILITATING ACCESS TO INFORMATION ABOUT TRANSBOUNDARY WATER RESOURCES**

IA oversight: UNEP; GEF \$ 838,316 [Activity \$412,500; PCU \$370,093; EA \$54,843 ], Total co-finance: \$1,207,400

Immediate Objective A: *To facilitate the integration, exchange and accessibility of data and information among GEF IW projects, partners and stakeholders*

Outcome A: *TWM improved across GEF IW project areas through projects' and stakeholders' access to TWM data and information from across the GEF IW portfolio and its partners.*

<u>Project Strategy</u>	<u>Indicators/Outputs<sup>12</sup></u>	<u>Means of Verification</u>	<u>Assumptions</u>
Result A: Partners/stakeholders access information and data across GEF IW portfolio, sharing ICT tools to improve TWM.	By 2008, >75% of projects use the GEF's comprehensive IW Information Management System ("IW-IMS" including helpdesk) and >50% of its users obtain needed TWM data, information and/or tools; stakeholders increasingly use IWRC to obtain project data and information.	Results of surveys at 2007 IW Conference [IWC] and on-line, included in M&E reports to GEF  IW-IMS usage statistics (e.g., system administrator records documenting source and number of data and information requests)	Projects continue to be willing and able to use Web software and ICT tools to help address TWM issues.
Activity A1 Establish a central metadata directory of all available IW project data and information as well as external information resources of benefit to GEF IW projects (GEF IW	A1.1 Demand-Driven System Design Protocols and Prototype IW-IMS (linking IAs' project info.) by 2005  A1.2 IW-IMS includes at least 4 modules focused on regional,	IWRC and IW project Web sites; agreements with TWM content providers; Frequently Asked Questions (FAQ) posted to IWRC; archive of email correspondence between helpdesk and inquirers; results	GEFSEC & IAs promote or mandate IW projects' participation in IW-IMS; interest and commitment of partners to share data and information

<sup>12</sup> For this logical framework, the indicators for a specific activity include that activity's output.

<b>COMPONENT A: FACILITATING ACCESS TO INFORMATION ABOUT TRANSBOUNDARY WATER RESOURCES</b> IA oversight: UNEP; GEF \$ 838,316 [Activity \$412,500; PCU \$370,093; EA \$54,843 ], Total co-finance: \$1,207,400			
Information Management System: IW-IMS)  \$ 505,130 GEF \$ 267,500 Activity \$ 204,584 PCU \$ 33,046 EA	thematic or process-based subsets of TWM information resources by 2008  A1.3 By 2006, help desk (or water-net) responds to at least 4 IW community requests per month, extending IW-IMS contents with demand-driven research	of user surveys.	Web continues to be effective for global sharing of data and information; all projects recognize benefit of & access sufficient technical capability and resources to develop inter-linked Web sites.
Activity A2 Provide technical assistance to GEF IW projects to develop or strengthen their Web sites and ICT tools according to defined ICT quality criteria, and connect all GEF IW project Web sites to the GEF IW-IMS  \$ 333,187 GEF \$ 145,000 Activity \$ 166,839 PCU \$ 21,797 EA	A2.1 At least 2 ICT Training Workshops over 4 years  A2.2 By 2008, 95% of IW projects have developed Web sites, with ICT tools and information resources inter-linked and accessible through IW-IMS (in years 1 (25%), 2 (50%), 3 (75%) and 4 (95%))	Guidance posted to IWRC and disseminated to projects; IW project dossiers; workshop participant lists, affiliations, and post-training action plans; IWRC Web site. ICT solutions showcased at IWC3 and IWC4 (see Component C)  IW project Web sites' addresses, data, news and information listed, linked, accessible through International Waters Resource Centre [IWRC] Web site (central metadata directory) and other IW-IMS nodes	<u>IW IATF consensus on minimum essential criteria for Web sites supported by GEF</u> ; continued co-location of workshops with other annual events; continued project demand to co-develop/adapt Web sites & ICT tools with IW:LEARN. <u>GEF establishes policy requirement for IW projects to provide key information</u> . Technical capabilities can be efficiently transferred to participating countries.

<b>COMPONENT B. STRUCTURED LEARNING AMONG IW PROJECTS AND COOPERATING PARTNERS</b> IA oversight: UNEP [B1.1], IBRD [B1.2-1.3, B2], and UNDP [B3, B4]; GEF \$ 2,875,522 [Activity \$1,855,000; PCU \$832,403; EA \$188,118] Total co-finance: \$1,963,000			
<u>Immediate Objective B:</u> <i>To establish and technically support a series of face-to-face and electronically-mediated structured learning activities – or learning exchanges – among related projects within the GEF IW portfolio.</i>			
<u>Outcome B:</u> <i>Enhanced TWM capacity at project- and basin-levels through sharing of experiences among subsets of the GEF IW portfolio, including projects, their partners and counterparts.</i>			
<u>Project Strategy</u>	<u>Indicators/Outputs</u>	<u>Means of Verification</u>	<u>Assumptions</u>
Result B: Enhanced TWM capacity in at least half of GEF IW projects through sharing of experiences among subsets of the portfolio	30+ projects apply lessons from IW:LEARN structured learning activities to improve TWM within their respective basins by 2008.	Survey results and presentations at 2007 GEF IW Conference, posted thereafter to IW-IMS (accessible via IWRC); missions reports and recommendation documents; specific measures implemented by projects	Demand continues for structured learning activities. Stakeholders have (time and financial) resources to participate  Political stability and security permit exchanges via international travel or viable alternative (virtual) means
Activity B1 Organize 3-5 multi-project learning exchanges on a regional scale  \$ 551,848 GEF \$ 355,000 Activity \$ 160,746 PCU \$ 36,102 EA	By 2008, 3 multi-project regional TWM learning exchanges organized to assist total of at least 10 projects: B1.1 Caribbean Inter-linkages Dialog B1.2 Africa IW Network B1.3 Southeastern Europe and Mediterranean	Participants' lists, proceedings, summaries of lessons learned via exchanges; primers documenting exchanges' insights, lessons as enduring knowledge products to address ongoing needs; lists of actions pursued by stakeholders as a result of	Sufficient regional interest and capacity to support exchanges; Co-localization with larger relevant events wherever possible, to increase participation and reduce travel and logistical expenses

<b>COMPONENT B. STRUCTURED LEARNING AMONG IW PROJECTS AND COOPERATING PARTNERS</b> IA oversight: UNEP [B1.1], IBRD [B1.2-1.3, B2], and UNDP [B3, B4]; GEF \$ 2,875,522 [Activity \$1,855,000; PCU \$832,403; EA \$188,118] Total co-finance: \$1,963,000			
		these exchanges	
Activity B2 Organize and conduct multi-project learning exchanges for 3-5 subsets of similar projects in the GEF portfolio.  <u>\$ 1,437,686 GEF</u> \$ 1,040,000 Activity \$ 303,632 PCU \$ 94,054 EA	By 2008, 5 multi-project thematic learning exchanges organized on a transboundary ecosystem basis assist at total of at least 15 projects: B2.1 Freshwater B2.1.1 Groundwater/Aquifers B2.1.2 River Basins B2.1.3 Lake Basins B2.2 LMEs (incl. MPAs) B2.3 Coral Reefs	Participants' lists, proceedings, summaries of lessons learned via exchanges; primers documenting exchanges' insights, lessons as enduring knowledge products to address ongoing needs; lists of actions pursued by stakeholders as a result of these exchanges	World Bank Institute Water Program leadership, coordination & in-kind contributions (leadership/management); partnerships w/recognized leaders and providers of thematic expertise; Sufficient stakeholder interest and capacity to participate in exchanges; Co-localization with larger relevant events wherever possible
Activity B3 Coordinate inter-project exchanges between GEF IW projects and their partners or counterparts  <u>\$ 375,825 GEF</u> \$ 160,000 Activity \$ 191,238 PCU \$ 24,587 EA	5-7 multi-week staff/stakeholder exchanges between pairs of 10-14 new (or pipeline) projects and experienced projects, at a rate of 1-4 exchanges per year for 4 years.	Mission reports from participants documenting experiences and lessons learned for future community reference	Projects or their stakeholder beneficiaries will have the time to write and assure co-finance for proposals, participate in exchanges

<b>COMPONENT B. STRUCTURED LEARNING AMONG IW PROJECTS AND COOPERATING PARTNERS</b> IA oversight: UNEP [B1.1], IBRD [B1.2-1.3, B2], and UNDP [B3, B4]; GEF \$ 2,875,522 [Activity \$1,855,000; PCU \$832,403; EA \$188,118] Total co-finance: \$1,963,000			
Activity B4 Provide face-to-face and virtual training to enhance public participation  \$ 510,163 GEF \$ 300,000 Activity \$ 176,788 PCU \$ 33,375 EA	Training for a least 15 projects (5 government-NGO partnerships trained each year for 3-4 years) to jointly develop, refine and/or implement activities to increase public access and involvement in IW decision-making	Training materials, proceedings, participants' evaluations, documented action plans posted to workshops' Web sites.  Stakeholder Involvement Plans (SIPs); public participation protocols; specific measures implemented to increase public access/involvement (e.g., social marketing campaign); pre- and post-training basin-wide assessments of water governance	GEF IW projects' success and sustainability are contingent upon effective public access and stakeholder involvement; projects, governments and (NGO) stakeholders are receptive and committed to develop SIPs, public participation protocols/measures via training process.  Governments & NGOs willing/able to cooperate in development, assessment & exchange of lessons re: IW projects' progress towards public access & involvement.



**COMPONENT C. BIENNIAL INTERNATIONAL WATERS CONFERENCES**

IA oversight: UNDP; GEF \$ 948,056 [Activity \$ 763,364; PCU \$122,670; \$62,022 EA]; Total co-finance :\$ 355,000

Immediate Objective C: *To hold GEF IW conferences in 2004 and 2006, gathering the IW community for sharing experience among GEF IW projects, stakeholders, evaluators and other IW programs and institutions.*

Outcome C: *GEF IW portfolio-wide increase in awareness and application of effective TWM approaches, strategies and best practices; numerous new and enhanced linkages and exchanges between GEF IW and other TWM projects with shared TWM challenges*

<u>Project Strategy</u>	<u>Indicators/Outputs</u>	<u>Means of Verification</u>	<u>Assumptions</u>
Result C: The GEF hosts two global conferences (2005, 2007) for the GEF IW portfolio, including exchange of experience within the portfolio and with related transboundary waters programs.	Representatives from all GEF IW projects (including TWM agencies, governments, project principals, IAs, EAs, NGOs and private sector) participate in review of portfolio accomplishments, evaluate replication and partnership potentials at two IW conferences, as well as key preparatory or follow-up activities	Session agendas and proceedings reflecting considerations and insights from participating nations, project principals, GEF IAs, EAs, and other partners  Evaluation surveys of participants	2005 and 2007 IWCs provide valuable benchmarks to evaluate the continuing successes of projects within the IW portfolio.  Session agendas based on solid communication and on-going sharing of goals and accomplishments.
Activity C1 and C2 Organize 3rd & 4th GEF International Waters Conferences (2005, 2007) to bring together full spectrum of IW project stakeholders.	2 IWCs, with biennial needs assessments and portfolio-wide interactions, in 2005 (C1 in Brazil) and 2007 (C2 in South Africa)  Documented recommendations	Posting to IW-IMS and dissemination of primers, conference participants lists, proceedings, summaries of lessons learned at conferences and results of needs assessment; lists of actions	IW project principals and stakeholders actively engage in efforts to share best practices and develop mechanisms to support partnership strategies. Sufficient coordination w/ and substantive contributions from

<b>COMPONENT C. BIENNIAL INTERNATIONAL WATERS CONFERENCES</b>			
IA oversight: UNDP; GEF \$ 948,056 [Activity \$ 763,364; PCU \$122,670; \$62,022 EA]; Total co-finance :\$ 355,000			
C1: IWC3 + CSD \$ 255,836 GEF \$ 161,764 Activity \$ 77,335 PCU \$ 16,737 EA  C2: IWC4 \$ 692,220 GEF \$ 601,600 Activity \$ 45,334 PCU \$ 45,285 EA	from GEF IW portfolio to CSD-13 Policy Session (Spring 2005)	pursued by stakeholders as a result of these conferences; archive of electronic discourse among participants; submission on behalf of GEF IW portfolio to CSD-13	GEF Entities and their partners. Continued outreach to, interest of, contributions by and travel support for nations, NGO partners. Venue accessibility and geopolitical stability permit broad participation (GEF and non-GEF projects and donors)

**COMPONENT D. TESTING INNOVATIVE APPROACHES TO STRENGTHEN IMPLEMENTATION OF THE IW PORTFOLIO**

IA oversight: UNEP [D1], IBRD [D2, D3]; GEF \$874,994 [Activity \$610,000; PCU \$ 207,704; EA \$57,239]; Total co-finance: \$ 2,110,400

Immediate Objective D: *To test, evaluate and replicate novel approaches and ICT tools to meet IW stakeholder needs.*

Outcome D: *A widely available suite of tested and replicated ICT and other tools and approaches for strengthening TWM.*

<u>Project Strategy</u>	<u>Indicators/Outputs</u>	<u>Means of Verification</u>	<u>Assumptions</u>
Result D: GEF agencies develop, test and, where successful, replicate demonstrations for improving TWM among GEF IW projects.	GEF IW projects and partners benefit from a set of demonstration projects integrating information sharing and structured learning	Participant lists, evaluations and follow-up assessments of impacts from participation.	Project partners and stakeholders have the time, interest and resources to participate in structured learning and information sharing demos.
Activity D1 Develop South East Asia Regional Learning Centre (SEA-RLC)  \$ 351,197 GEF \$ 280,000 Activity \$ 48,221 PCU \$ 22,975 EA	D1.1 In 2004, SEA-RLC established to address regional TWM project needs (as identified during PDF-B)  D1.2 SEA-RLC Web site launched (by 2005), addressing project needs through roster of IW experts (>100 by 2007) and other information resource (>1000 by 2008)  D1.3 Regional IW GIS database operational online by 2006, with	Outreach materials disseminated to all GEF IW projects & partner institutions in region  IWRC template online and customized to SEA region; updates to metadata database of information resources and linked to GEF IW-IMS.  Regional GIS database and demonstration applications, SEA-RLC Library of Practical	RLC partners able to solicit, access and provide sufficient TWM & ICT expertise to address identified needs of GEF projects/partners; GEF IW projects in region committed to contributing to and benefiting from SEA-RLC services  Host has technical capacity to adapt develop ICT tools to meet project needs, adequate human resources to maintain

<b>COMPONENT D. TESTING INNOVATIVE APPROACHES TO STRENGTHEN IMPLEMENTATION OF THE IW PORTFOLIO</b> IA oversight: UNEP [D1], IBRD [D2, D3]; GEF \$874,994 [Activity \$610,000; PCU \$ 207,704; EA \$57,239]; Total co-finance: \$ 2,110,400			
	at least 3 prototype GIS-based decision support applications featured by 2007 and applied by SEA projects by 2008	Experience and TWM distance learning materials online and interlinked w/SEA node of GEF IW-IMS	outreach, assess and respond to GEF IW projects/partners needs, and research & catalogue relevant information resources  National partners responsive to SEA-RLC solicitation of needs & offer of service; potential national data and information sharing restrictions
Activity D2 Provide face-to-face and virtual training, knowledge sharing and capacity building, cooperation between stakeholders in Southeastern Europe and Mediterranean sub-region  \$ 216,499 GEF \$ 130,000 Activity \$ 72,335 PCU \$ 14,163 EA	D2.1 Five (5) 3-day Southeastern Europe Transboundary Waters Roundtables for senior officials and experts by 2006.  D2.2 Internet-based targeted information exchange network on Transboundary Waters (for Southeastern Europe Transboundary River Basin and Lakes Management Program) launched by 2005, sustained through regional partners by 2006.	Participant lists and evaluations; rapporteurs' reports from Roundtables (posted to IW-IMS)  Archives and evaluations of electronic discourse; information disseminated by GWP-Mediterranean via IW-IMS (and other media)	GWP brings expert facilitator(s) and rapporteur(s) to both Roundtables and network discussions  GWP able to organize roundtables starting June 2004. Beneficiary countries willing and able to send senior officials and experts to participate. GEF projects in region have sufficient experience and resources to contribute.

<b>COMPONENT D. TESTING INNOVATIVE APPROACHES TO STRENGTHEN IMPLEMENTATION OF THE IW PORTFOLIO</b> IA oversight: UNEP [D1], IBRD [D2, D3]; GEF \$874,994 [Activity \$610,000; PCU \$ 207,704; EA \$57,239]; Total co-finance: \$ 2,110,400			
	D2.3 Network for dissemination of Mediterranean experience in transboundary aquifer management [for Mediterranean Shared Aquifers Management Program] – realized in conjunction with Activity B2.1		Coordination with Component A permits rapid deployment of network through IW-IMS; e.g., interlinking Web sites of GWP-Med., GEF projects & MAP. Participants are willing and able to convey inquiries and insights via Internet and contribute to electronic version  Networks are developed and sustained in a manner responsive and useful to stakeholders
Activity D3 CSD/GEF Roundtable  \$ 307,248 GEF \$ 200,000 Activity \$ 87,148 PCU \$ 20,100 EA	D3 One global roundtable meeting to clarify the role of IWRM or related IW issue of common priority to the CSD and the GEF (in 2004) – e.g., bringing together select nations to build IWRM capacity to meet Millennium Development Goal for national IWRM strategies in 2005 and to support water-focus of CSD-12/CSD-13 biennium (2004-05)	Participant lists and evaluations; rapporteurs' reports and guidance from roundtables (posted to IW-IMS and disseminated at IWC, CSD, WWF4, etc.)	Cap-Net brings expert facilitator(s) and rapporteur(s) to roundtable  Cap-Net and IW:LEARN able to organize roundtables starting June 2004. Beneficiary countries willing and able to send senior officials and experts to participate.

**COMPONENT E. FOSTERING PARTNERSHIPS TO SUSTAIN BENEFITS OF IW:LEARN AND ASSOCIATED TECHNICAL SUPPORT**

IA oversight: all IAs; GEF \$ 713,162 [Activity \$ 168,000; PCU \$498,507; EA 46,655]; Total co-finance: \$170,000

Immediate Objective E: *To sustain and institutionalize information sharing and learning exchanges across GEF IW projects and GEF entities.*

Outcome E: *TWM learning and information sharing mechanisms mainstreamed and institutionalized into GEF IA and ongoing projects, as well as transboundary institutional frameworks of completed projects (e.g., Regional Seas and freshwater basin secretariats)*

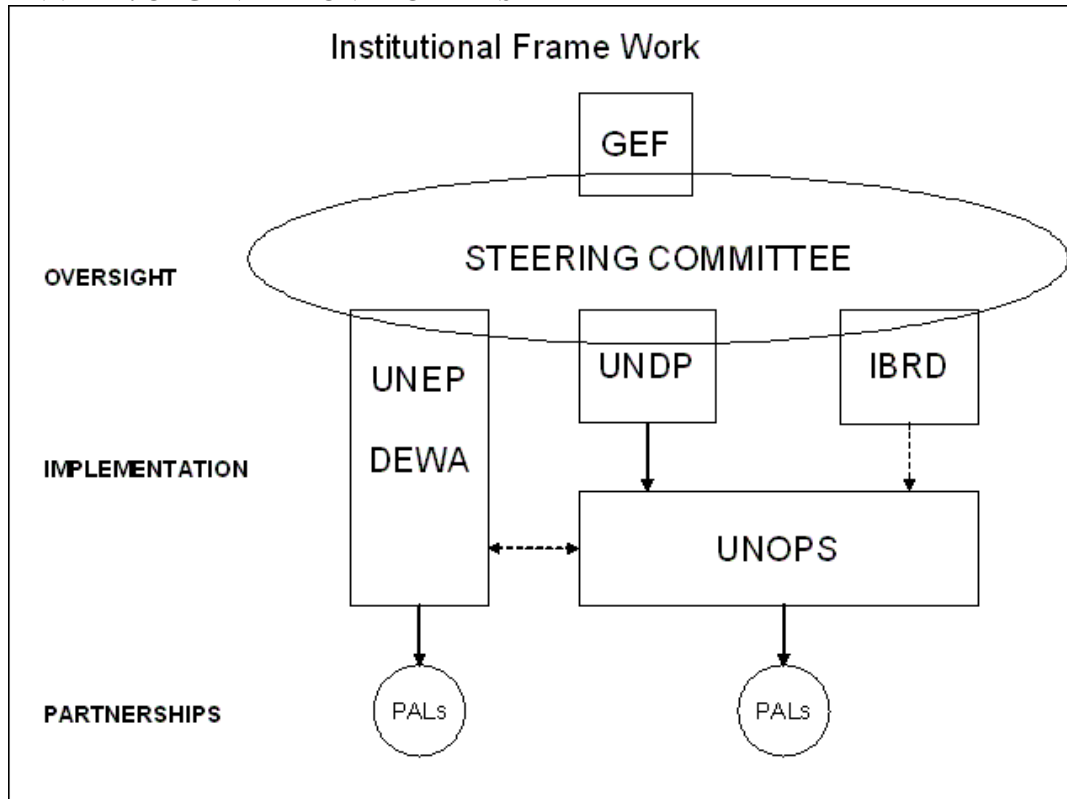
<u>Project Strategy</u>	<u>Indicators/Outputs</u>	<u>Means of Verification</u>	<u>Assumptions</u>
Result E: GEF agencies have designed, evaluated and implemented strategic plans to provide services & make benefits of IW:LEARN and its technical support available to GEF IW community on an on-going basis.	By 2008, successful IW:LEARN structured learning and information sharing services insitutionalized and sustained indefinitely through GEF and its partners.  Partners' strategic plans include role in sustaining one or more FSP product or service.	Development (through 2007) and documented implementation of 2008 work plan by sustaining partners.  Annual work plans, PIRs an TPRs, as well as mid-term Review and Final Independent Evaluation  Partners' strategic plans (e.g., business plans, work plans, etc.)	A subset of FSP activities evaluated as "successful;" partners leverage GEF funds to commit and procure resources to support their successful activities beyond FSP  Projects and NGO stakeholders are receptive to sustaining partners and continue to benefit from services and support.
Activity E1: Develop partnerships to sustain IW:LEARN's benefits	By 2008, Sustainability Plans implemented, including 1 transfer of various services to	Annual FSP and partner work plans; Sustainability Strategy documented, ratified by SC;	IAs & Eas will take on responsibility to build sustaining capacity for IWL

<b>COMPONENT E. FOSTERING PARTNERSHIPS TO SUSTAIN BENEFITS OF IW:LEARN AND ASSOCIATED TECHNICAL SUPPORT</b> IA oversight: all IAs; GEF \$ 713,162 [Activity \$ 168,000; PCU \$498,507; EA 46,655]; Total co-finance: \$170,000			
through dialog with GEF Implementing Agencies (IAs), Executing Agencies (EAs), and external organizations.  \$ 390,019 GEF \$ - \$ 364,503 PCU \$ 25,515 EA	appropriate organizations, SC acceptance of associated financing and personnel TORs, etc.  By end of project, IW:LEARN products and services are maintained and enriched in perpetuity through a network of partners	MOUs established; Activity-level Sustainability Plans; TORs for financing and dedicated staff for 1 year beyond end of FSP	OP activities they respectively lead to serve full GEF IW portfolio in perpetuity.  External partners will build capacity to sustain services and benefits they respectively lead to serve GEF IW portfolio; Co-financed partnerships will catalyze process of tapered transition to full partner financing.  Sustaining activities is contingent upon effective outreach and stakeholder involvement, to ensure utility of services and support provided through partnerships.
Activity E2: Promote GEF IW contributions to sustainable development and participation of GEF IW projects in broader TWM community  \$ 323,144 GEF	E2.1 Side events at TWM meetings (e.g., CSD, WWF4, IUCN Assembly): 2 GEF IW presentations, information kiosks, or side events per year for 4 years; 2-3 GEF IW projects/year receive cost-sharing to participate	Proceedings and presentations from side-events, archived and accessible via IW-IMS; participants lists, mission reports;  IW-related articles and news posted items prepared and/or	Mutual acceptance between GEF and meeting hosts regarding GEF IW projects' participation side-events  Sufficient source materials available to efficiently compile outreach materials, including

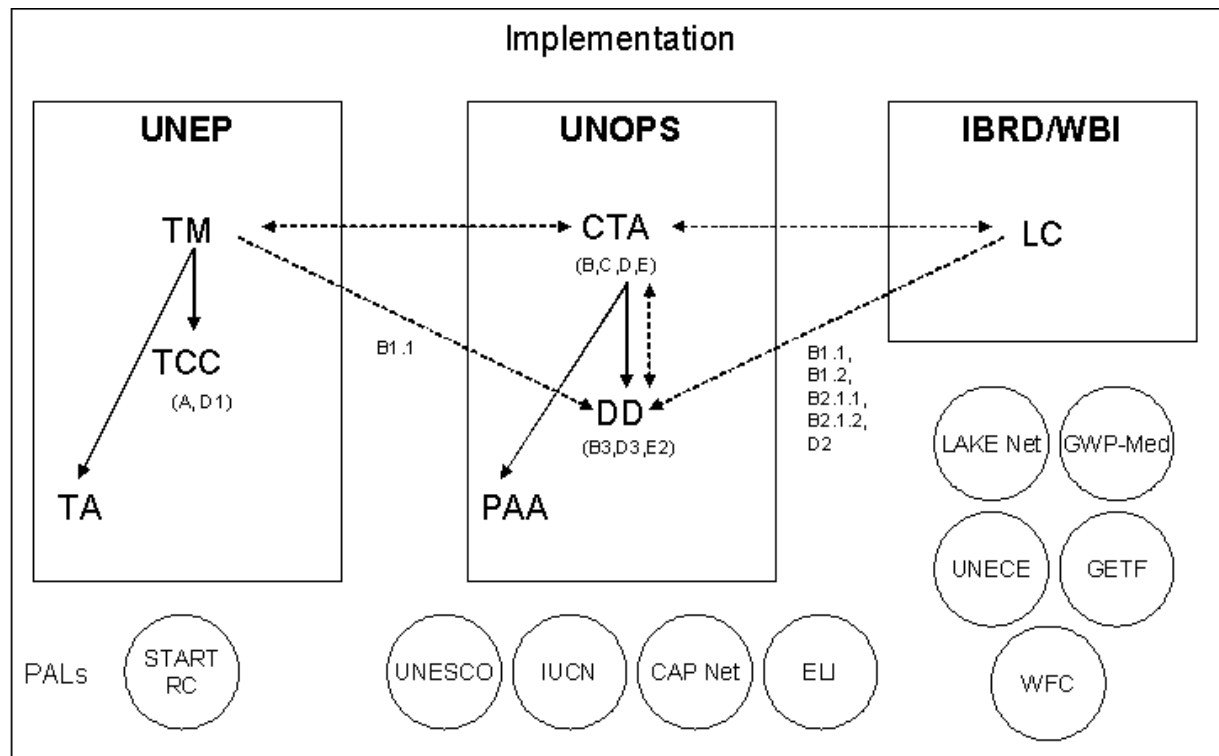
<b>COMPONENT E. FOSTERING PARTNERSHIPS TO SUSTAIN BENEFITS OF IW:LEARN AND ASSOCIATED TECHNICAL SUPPORT</b> IA oversight: all IAs; GEF \$ 713,162 [Activity \$ 168,000; PCU \$498,507; EA 46,655]; Total co-finance: \$170,000				
\$ 168,000 Activity \$ 134,004 PCU \$ 21,040 EA	E2.2 Outreach Materials: 1-2 GEF IW outreach publications, syntheses, videos and/or (IW-IMS) CD-ROMs circulated to TWM community – including a co-produced LME video documentary – ea. year for 4 years.  E2.3 Gender and Water Exhibit (co-produced with Gender & Water Alliance)	GEF IW project proponent submission of papers and news to scholarly and IW-community Publications and/or syntheses available on IW-IMS and CD.  Gender and Water exhibit featured at IWCs, IAD5, WWF4 and at invitation of communities in GEF IW beneficiary countries.	some historical footage for LME video.  Community-based initiatives in GEF IW project countries able to host traveling exhibit; GEF IW project proponents receptive to working with community-based gender & water organizations to generate contributions to exhibit.	



## ANNEX B: ORGANIZATIONAL CHARTS



PALs = Partnership Activity Leads



UNEP Task Manager (TM)  
 Technical Component Coordinator (TCC)  
 Technical Assistant (TA)

Chief Technical Advisor (CTA)  
 Deputy Director (DD)  
 Project Admin Assistant (PAA)

Learning Coordinator (LC)

## **ANNEX C: TERMS OF REFERENCE**

### **UNEP/IW:LEARN Task Manager (TM)**

Co-Financed by UNEP (100%)

Directly manages overall execution of UNEP led activities under the IW:LEARN project.

Supervises all UNEP staff assigned to the project.

Works in close consultation and coordination with the UNOPs/PCU (i.e. CTA and DD)

Collates and delivers timely status and quarterly reports to CTA

Oversees SEA-START-RC's timely and quality delivery of Activity D3 deliverables, according to Project Timeline and within that activity's budget.

#### **Activity B1.1**

- Supports and participates in collaborative goal and objective-setting strategic planning process.
  - Leads planning, organization and implementation of a regional consultative workshop (provisionally planned in conjunction with IAD5 in Jamaica, late 2005) bringing together representatives of all GEF projects in the Wider Caribbean region, virtually facilitated follow-up, and side event in conjunction with WWF4 in Mexico, 2006.
  - Ensures that logistical planning and preparations are adequately staffed, supplied, and carried out in a timely manner, including working with workshop partners to develop and disseminate background information and participant support materials for the consultative workshop.
  - Works with partners to prepare and implement a regional information and communications strategy to support publicizing the coordination process and mtgs, ensure documentation of workshop outputs, and support follow-on actions to promote on-going coordination across GEF focal areas in the Wider Caribbean.
  - Engages subcontractors as needed for dialogue process facilitation and workshop organizing, preparation and delivery.
  - Leads evaluative assessment of workshop outcomes, ensure preparation of reports and budget reconciliation for the mtg
- Oversees reporting and evaluation inputs from activity
- Contributes to IW:LEARN's long-term sustainability planning (Activity E1).

### **Technology Component Coordinator (TCC)**

Co-Financed by UNEP (50%)

#### **Component A**

Directly manages tasks, technology development assistant, and various sub-contractors to ensure timely and quality delivery of Component A deliverables according to Project Timeline (Table 1 of ProDoc, pp. 19-20), staying on schedule and within budget.

- Submits reporting and evaluation inputs from this component to the Task Manager.

#### **Activity B1.1**

Provides information and communications technology support to this activity.

Ensures interlinking with activity partners' information management systems and capture of outputs in IW-IMS.

- TCC reports to UNEP Task Manager on substantive, administrative and managerial matters, and consults with the PCU Deputy Director for strategic guidance.

#### **Activity B1.2**

Technically assists (or direct technical team to technically assist) and responds to ICT needs of partner activity leads (PALs).

Implements interlinkages with Africa module of IW-IMS

- TCC reports to UNEP Task Manager on substantive, administrative and managerial matters, and consults with the PCU Deputy Director for strategic guidance.

#### Activity B1.3

Technically assists (or direct technical team to technically assist) and responds to ICT needs of partner activity leads (PALs).

Implements interlinkages with GEF IW-IMS.

TCC reports to UNEP Task Manager on substantive, administrative and managerial matters, and consults with the PCU Deputy Director for strategic guidance.

#### Component D1

Works in close coordination with the START RC technical leads to ensure timely and quality delivery of Activity D3 deliverables, according to Project Timeline and within that activity's budget.

Implements interlinkages with GEF IW-IMS.

- TCC reports to UNEP Task Manager on substantive, administrative and managerial matters, and consults with the PCU Deputy Director for strategic guidance.

#### Component D2

Technically assists (or direct technical team to technically assist) and responds to ICT needs of partner activity leads (PALs).

Implements interlinkages with GEF IW-IMS

- TCC reports to the UNEP Task Manager and consults with DD on substantive, administrative and managerial matters, and to World Bank GEF lead for strategic guidance.

#### Component D3

- Incorporates D3 outputs in IW-IMS.

#### **Technical Assistant (TA)**

Co-financed by UNEP (100%)

#### Component A

Supports TCC in realization of IW:LEARN's Component A and ICT-related products and services.

Reports to UNEP Task Manager.

**MEMORANDUM**

**To:** Ahmed Djoghlaif  **Date:** 22/06/04

**From:** Steve Lonergan

**Subject:** UNEP/DEWA, Letter of Commitment in support of GEF-IW:LEARN

On behalf of the United Nations Environment Programme and the Division of Early warning and Assessment (DEWA), I would like to affirm that DEWA shares IW:LEARN's aims to strengthen transboundary waters management (TWM) through structured learning and information sharing among stakeholders.

DEWA and other cooperating branches expect to be working in partnership with IW:LEARN, GEF agencies and cooperating NGOs towards these ends. Through the GEF-supported IW:LEARN Operational Phase Full-Sized Project, we will be pursuing the following collaborative activities over the 2004-2008 period:

- Component A: Facilitating Access to Information on Transboundary Water Resources Among GEF IW Projects;
- Component B1.1: Caribbean inter-linkages dialog (with UNEP and in conjunction with 5<sup>th</sup> Inter-American Dialog on Water (IADS and/or World Water Forum 4); and,
- Component D.1: Develop South East Asia Regional Learning Center (SEA-RLC);

Over the 2004-2008 project period, DEWA will coordinate and manage its own personnel time and funds in collaboration with the South East Asia Global Change System for Analysis, Research and Training Center, the GEF Agencies and, UNDP/UNOPS Project Coordination Unit towards strategic guidance and implementation of these activities.

DEWA will put forth a best effort to raise contributions from various sources for a monetary equivalent of at least US\$1,207,400 co-financing for the above mentioned components, including US\$477,000 in cash funding and US\$730,400 in-kind.

I look forward to cooperating with your division to ensure that this joint activity is catalytic towards realizing our common agenda to improve TWM worldwide and hence forth request that you convey our commitment to UNDP as the lead GEF Implementing Agency for this project.



No. 0512.62/47.090

23 April 2004

Dann M. Sklarew, Ph.D., Director  
IW:LEARN  
1630 Connecticut Avenue, 3rd Floor  
Washington, DC 20009  
USA

Dear Dr. Sklarew,

On behalf of the South East Asia Global Change System for Analysis, Research and Training - for IGBP, WCRP and IHDP - Regional Centre (SEA START RC), located at Chulalongkorn University, Bangkok, Thailand, I would like to affirm that our organization shares IW:LEARN's aims to strengthen transboundary waters management (TWM) through learning and information sharing among stakeholders.

SEA START RC expects to be working in partnership with the UNEP-GEF South China Sea project and in collaboration with IW:LEARN, towards these ends. Within the context of the SEA-START RC programme, we will be pursuing the following joint activity over the 2004-2008 period:

IW:LEARN Component D1 South East Asia Regional Learning Centre (SEA-RLC): the SEA-RLC will be established, with a website interlinked with the GEF IW-IMS (International Waters Information Management System, to be developed in conjunction with UNEP.net), containing a regional roster of experts, TWM information resources, and online GIS decision support tools.

SEA START RC's efforts represent an equivalent of at least \$290,400 over the 2004 -2008 period towards the implementation of this joint activity, which will contribute to achieving our common goals.

I look forward to cooperating with you to ensure that our respective organizational activities are mutually supportive, complementary and catalytic towards realizing our common agenda to improve TWM world-wide.

Respectfully Yours,

Anond Snidvongs  
Director  
SEA START RC

Encl: Co-financing from SEA START RC

Cc: Dr. John Pernetta, UNEP/GEF South China Sea Project Director

*Southeast Asia START Regional Center (SEA START RC),  
Old SWU Pathumwan Building 5, 5<sup>th</sup> Floor, Henri Dunant Road, Bangkok 10330, Thailand  
Tel: (66 2) 218 9464 to 9 Fax: (66 2) 251 9416 E-mail: [info@start.or.th](mailto:info@start.or.th) URL: <http://www.start.or.th>*

***START** - the Global Change SysTem for Analysis, Research and Training  
Of the International Human Dimensions of Global Environmental Change Programme (IHDP),  
The International Geosphere-Biosphere Programme (IGBP), and the World Climate Research Programme (WCRP)*

## ANNEX E: DETAILED WORKPLAN FOR YEAR 1 (2004-2005)

### Component A

Lead Mgr Initials	Item Ref#	Activity/Output/Task Description	Start Year	Start Qtr	End Year	End Qtr
TCC	A1.1-1 (Year 1)	<u>Prototype IW-IMS in place (updated and adapted from existing IWRC), with protocols established</u>	<u>2004</u>	<u>2</u>	<u>2005</u>	<u>3</u>
“	A1.1-1a	Initial protocol/system design workshop with key partners (UNEP, FAO, LakeNet, ICRI, IUCN, developmentgateway...)	2004	3	2004	3
“	A1.1-1b	Prototype (alpha) design, incl. shared protocols and IWRC updates	2004	4	2005	1
“	A1.1-1c	User needs assessment, feedback on prototype	2004	3	2004	4
“	A1.1-1d	Prototype (beta) deployed	2005	1	2005	2
“	A1.2-1	<u>Africa module developed and operational via IW IMS helpdesk</u>	<u>2005</u>	<u>1</u>	<u>2005</u>	<u>2</u>
“	A2.2-1	<u>25% of projects' Websites linked to IW-IMS</u>	<u>2005</u>	<u>3</u>	<u>2005</u>	<u>4</u>

### Activity B1.1

Lead Org	Lead Mgr Initials	Item Ref#	Activity/Output/Task Description	Start Year	Start Qtr	End Year	End Qtr
UNEP	IWL DD	B1.1-1 (Year 1)	Liase with each IA focal point for respective projects and engage them in identifying goals and objectives for coordination across GEF focal areas' projects. <u>Output:</u> Regional Work shop planning team.	<u>2004</u>	<u>3</u>	<u>2005</u>	<u>2</u>
“	“	B1.1-1a	Prepare background document for dissemination to participants via preparatory e-dialogue prior to consultative workshop <u>Output:</u> Background documents	2005	2	2005	3

Lead Org	Lead Mgr Initials	Item Ref#	Activity/Output/Task Description	Start Year	Start Qtr	End Year	End Qtr
“	“	B1.1-1b	Identify and engage facilitator to moderate preparatory dialogue and workshop <u>Output: TOR for facilitator</u>	2005	2	2005	3
“	“	B1.1-1c	Identify and engage participants in facilitated e-dialogue <u>Output: background materials disseminated and discussed w/ participants</u>	2004	2	2005	3
“	“	B1.1-1d	Conduct consultative workshop in conjunction with IAD5 <u>Output: Strategic Action Plan for collaboration across GEF focal areas</u>	2005	3	2005	4
“	“	B1.1-1e	Plan/implement follow-up e-dialogue support to follow IAD5 workshop	<u>2006</u>	<u>1</u>	<u>2006</u>	<u>3</u>

#### Activity D1

Activity	2004		2005			
	3	4	1	2	3	4
Appointment of a Content Editor						
Appointment of an Outreach Manager						
Strategic planning for interactive IW SEA-RLC website/portal						
Identifying, editing and integrating data and information						
Seeking commitments from all GEF IW Projects in SEA region						
Visits to GEF IW projects in SEA region						
Appointment of a Computer System Specialist						
Development of website databases and dynamic content						
SEA-RLC website/portal officially launched						
Establishment of ‘virtual IW communities of practice’:						
(1) Development of specialist networks						
(2) Development of IW expert roster						
Establishment of ‘Library of Practical Experience’:						
(1) Module on demonstration site management						
Exploration for sustaining RLC beyond GEF phase						

Overview of links to GEF IW and other IW/IWM activities in SEA						
Provide direct IT service to some GEF IW Projects in SEA						
Kickoff Meeting						



## **ANNEX F: FORMAT FOR HALF-YEARLY PROGRESS REPORT**

As at 30 June and 31 December

(Please attach a current inventory of outputs/Services when submitting this report)

### **1. Background Information**

**1.1 Project Number:**

**1.2 Project Title:**

**1.3 Division/Unit:**

**1.4 Coordinating Agency or Supporting Organization (if relevant):**

**1.5 Reporting Period (the six months covered by this report):**

**1.6 Relevant UNEP Programme of Work (2002-2003) Subprogramme No:**

**1.7 Staffing Details of Cooperating Agency/ Supporting Organization (Applies to personnel / experts/ consultants paid by the project budget):**

<b>Functional Title</b>	<b>Nationality</b>	<b>Object of Expenditure (1101, 1102, 1201, 1301 etc..)</b>

**1.8 Sub-Contracts (if relevant):**

<b>Name and Address of the Sub-Contractee</b>	<b>Object of expenditure (2101, 2201, 2301 etc..)</b>

### **2. Project Status**

#### **2.1 Information on the delivery of outputs/services**

	<b>Output/Service (as listed in the approved project document)</b>	<b>Status (Complete/ Ongoing)</b>	<b>Description of work undertaken during the reporting period</b>	<b>Description of problems encountered; Issues that need to be addressed; Decisions/Actions to be taken</b>
1.				
2.				
3.				

**2.2 If the project is not on track, provide reasons and details of remedial action to be taken:**

### 3. Discussion acknowledgment (To be completed by UNEP)

<b>Project Coordinator's General Comments/Observations</b>	<b>First Supervising Officer's General Comments</b>
Name: _____ Date: _____ Signature: _____ _____	Name: _____ Date: _____ Signature: _____ _____

Attachment to Half-Yearly Progress Report: Format for Inventory of Outputs/Services

**a) Meetings (UNEP-convened meetings only)**

No	Meeting Type (note 4)	Title	Venue	Dates	Convened by	Organized by	# of Participants	List attached Yes/No	Report issued as doc no	Language	Dated
1.											
2.											
3.											

**List of Meeting Participants**

No.	Name of the Participant	Nationality

**b) Printed Materials**

No	Type (note 5)	Title	Author(s)/Editor(s)	Publisher	Symbol	Publication Date	Distribution List Attached Yes/No
1.							
2.							
3.							

**c) Technical Information / Public Information**

No	Description	Date
1.		
2.		
3.		

**d) Technical Cooperation**

No	Type (note 6)	Purpose	Venue	Duration	For Grants and Fellowships		
					Beneficiaries	Countries/Nationalities	Cost (in US\$)
1.							
2.							

**e) Other Outputs/Services (e.g. Networking, Query-response, Participation in meetings etc.)**

No	Description	Date
1.		
2.		
3.		

Note 4: Meeting types (Inter-governmental Meeting, Expert Group Meeting, Training Workshop/Seminar, Other)

Note 5: Material types (Report to Inter-governmental Meeting, Technical Publication, Technical Report, Other)

Note 6: Technical Cooperation Type (Grants and Fellowships, Advisory Services, Staff Mission, Others)

## ANNEX G: FINAL INTERNAL PROJECTS

1. **Project Title:**
2. **Project Number:** (include number of latest revision)
3. **UNEP Programme of Work (2000-2001) Component Number: (3 digits), or Relevant UNEP Programme of Work (2002-2003) Subprogramme Number and Specific Objective Number**  
Include a statement of how effective the project has been in attaining this component/objective and its contribution to overall Subprogramme implementation
4. **Performance Indicators:**  
UNEP Programme of Work: {State the relevant Performance Indicators (with the Quantity figure) from the Programme of Work, and compare against actual results}
5. **Scope:**
6. **Duration:**
  - (a) Initial {(as indicated in the original project document)  
List day/month/year of start and end of project.  
List project duration in terms of total months}.
  - (b) Actual {(as indicated in the latest project revision)  
List day/month/year of start and end of the project.  
List project duration in terms of total months}.
  - (c) Reasons for the variance {When there is a difference between the initial and actual duration, list the consecutive project revisions (number and date of approval), and summarize justification for each revision}.
7. **Cost:**
  - (a) Initial {(as indicated in the project document)  
List the total project cost (UNEP and "Others") and give breakdown by funding source.  
Give actual figures and contribution in terms of percentages}.
  - (b) Actual {(as indicated in the latest project revision)  
List the total project cost (UNEP and "Others") and give breakdown by funding source.  
Give actual figures and contribution in terms of percentages}.
  - (c) Reasons for the variance {(When there is a difference between the initial and actual cost, list the consecutive project revisions (number and date of approval) involved in amending the project costs. List any other reasons for discrepancy}.
  - (d) Relate expenditure to achievement of outputs (e.g. 100% expenditure and 82% output completion).
8. **Needs:**
  - (a) Identified needs (as indicated in the original project document).
  - (b) Satisfied/realized needs (List needs fulfilled due to implementation of the project).
9. **Results:**
  - (a) Expected Results (as indicated in the original project document).
  - (b) Actual Results (indicate actual results achieved/attained from project implementation).
  - (c) Reasons for the variance (state the reasons for the difference between expected and actual results).
  - (d) State corrective action(s) to be taken.
10. **Outputs:**
  - (a) Expected Outputs (as indicated in the original project document).
  - (b) Actual Outputs (List actual outputs resulting from project implementation emphasizing activities undertaken).
  - (c) Reasons for the variance (state reasons for the difference between expected and actual outputs).
  - (d) State corrective action(s) to be taken.

**11. What are the catalytic effects of the project on other agencies or governments?**

- (a) Intellectual:
- (b) Financial:

**12. Describe the problems encountered during project implementation:**

<u>Problems:</u>	<u>Causes:</u>	<u>Consequences:</u>
(a) Substantial/Programmatic		
(b) Institutional		
(c) Financial		

**13. On Gender - describe:**

- (a) Project's contribution to the advancement of women with regard to their participation in ecosystem management and control of environmental degradation as envisioned by UNEP's commitment to related provisions of Agenda 21, Chapter 24.
- (b) Gender sensitive activities carried out by the project, for example level of participation in decision making process in the planning and development and implementation of the project and women's participation in capacity building and awareness activities.

**14. On Sustainability:**

Describe sustainability of the project sustainability in terms of enabling environment (e.g. national or regional legislation and policies; institutional capacity (human resource and planning and management systems); and financial sustainability (reliability of funding sources).

**15. Lessons learned from the achievement and/or weaknesses of the project:**

**16. Recommendations:**

Make recommendations to:

- (a) Improve effect and impact of similar projects in the future;
- (b) Indicate what further action might be needed to meet the project needs/results.

**17. Further follow-up action required:**

(a) Action Required:      (b) Responsible unit(s):      (c) Schedule:

**18. Evaluated by:**

Name and position of Evaluator:

\_\_\_\_\_  
Date: \_\_\_\_\_

**19. Approved by:**

Name of Programme Manager/Regional Director:      Chief, Project Design and Evaluation Unit:

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

## ANNEX H: BUDGET IN UNEP FORMAT

			2004	2005	2006	2007	Total
<b>10 PROJECT PERSONNEL COMPONENT</b>							
1100	Project Personnel	Title Grade w/m					
1101	Technology Comp. Coordinator (Part time 50%)		65,000	65,000	65,000	65,000	260,000
<b>1199</b>	<b>Total</b>		<b>65,000</b>	<b>65,000</b>	<b>65,000</b>	<b>65,000</b>	<b>260,000</b>
1200	Consultants (Description of activity/service)	w/m					
1201	Consultants		5,000	5,000	5,000	5,000	20,000
1202	Expert - Interlinkage between Carrib & GEF		10,000	10,000	10,000	10,000	40,000
<b>1299</b>	<b>Total</b>		<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>60,000</b>
1300	Administrative support	Title Grade w/m					
1321	Temporary Assistance		10,000	10,000	10,000	10,000	40,000
<b>1399</b>	<b>Total</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>40,000</b>
1600	Travel on official business						
1601	Staff Travel		25,000	25,000	15,000	15,000	80,000
<b>1699</b>	<b>Total</b>		<b>25,000</b>	<b>25,000</b>	<b>15,000</b>	<b>15,000</b>	<b>80,000</b>
<b>1999 Component Total</b>			<b>115,000</b>	<b>115,000</b>	<b>105,000</b>	<b>105,000</b>	<b>440,000</b>

## 20 SUB CONTRACT COMPONENT

2200 Sub-contracts (MOUs/LAs for supporting organizations)

2201	Activity A1.1: IW-IMS	100,000	25,000	25,000	25,000	175,000
2202	Activity A1.2: Modules	25,000	25,000	25,000	25,000	100,000
2203	Activity A1.3: Help-desk IW	15,000	5,000	5,000	5,000	30,000
2204	Activity D 1: SEA START RC	70,000	70,000	70,000	70,000	280,000
<b>2299</b>	<b>Total</b>	<b>210,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>585,000</b>

<b>2999 Component Total</b>	<b>210,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>585,000</b>
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### 30 TRAINING COMPONENT

#### 3200 Group Training

3201	Activity A 2.1: Workshops, ICT	-	45,000	-	45,000	90,000
<b>3299</b>	<b>Total</b>	<b>-</b>	<b>45,000</b>	<b>-</b>	<b>45,000</b>	<b>90,000</b>

#### 3300 Meetings/conferences (Title)

3301	Caribbean W/shop	-	100,000	30,000	30,000	160,000
<b>3399</b>	<b>Total</b>	<b>-</b>	<b>100,000</b>	<b>30,000</b>	<b>30,000</b>	<b>160,000</b>

<b>3999 Component Total</b>	<b>-</b>	<b>145,000</b>	<b>30,000</b>	<b>75,000</b>	<b>250,000</b>
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### 40 EQUIPMENT AND PREMISES COMPONENT

#### 4100 Expendable equipment (items under \$1,500 each)

4101	Office supplies	1,000	1,000	1,000	1,000	4,000
4102	Software	10,000	10,000			20,000
<b>4199</b>	<b>Total</b>	<b>11,000</b>	<b>11,000</b>	<b>1,000</b>	<b>1,000</b>	<b>24,000</b>

#### 4200 Non-expendable equipment (see items listed on budget worksheet)



4201	Computer Hardware	5,000	5,000	-		10,000
<b>4299</b>	<b>Total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>
<b>4999 Component Total</b>		<b>16,000</b>	<b>16,000</b>	<b>1,000</b>	<b>1,000</b>	<b>34,000</b>

#### 50 MISCELLANEOUS COMPONENT

5100	Operation and maintenance of equipment					
5101	Miscellaneous	2,500	2,500	2,000	2,534	9,534
<b>5199</b>	<b>Total</b>	<b>2,500</b>	<b>2,500</b>	<b>2,000</b>	<b>2,534</b>	<b>9,534</b>
5200	Reporting cost					
5220	Translation/Publication/Edition/Printing	5,000	5,000	5,000	5,000	20,000
<b>5299</b>	<b>Total</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>20,000</b>
5300	Sundry					
5301	Communications (telephone, fax, internet services)	2,000	2,000	2,000	2,000	8,000
<b>5399</b>	<b>Total</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>8,000</b>
<b>5999 Component Total</b>		<b>9,500</b>	<b>9,500</b>	<b>9,000</b>	<b>9,534</b>	<b>37,534</b>

<b>99 GRAND TOTAL</b>		<b>334,500</b>	<b>394,500</b>	<b>270,000</b>	<b>315,534</b>	<b>1,346,534</b>
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