



PROJECT PREPARATION GRANT (PPG)

PROJECT TYPE: Full-sized Project

TYPE OF TRUST FUND: GEF Trust Fund

Submission date: February 24, 2012

GEF PROJECT ID: 4730

GEF AGENCY PROJECT ID: 4327

COUNTRY(IES): Azerbaijan

PROJECT TITLE: Increasing Representation of Effectively Managed Marine Ecosystems in the Protected Area System

GEF AGENCY(IES): UNDP

GEF FOCAL AREA(S): Biodiversity

A. PROJECT PREPARATION TIMEFRAME

Start date of PPG (tentative)	01/04/2012
Completion date of PPG (tentative)	31/03/2013

B. PROPOSED PROJECT PREPARATION ACTIVITIES (\$)

Describe the PPG activities and justifications:

PPG Activity 1. Elaborate on and analyse the ‘baseline project investments’ -- with particular focus on finance for Coastal and Marine Protected Area (CMPA) expansion and improved CMPA management throughout the country

This activity will seek to expand the description of the ‘baseline project’ contained in the PIF. This description will need to be much more detailed at PRODOC stage. Apart from producing data on existing and planned investments that are of relevance to the project, the ancillary aim of this activity is to programme co-financing.

- Collect detailed data on the government’s investments in the environment sector in general and relating to biodiversity and PA management more specifically, with an emphasis on Coastal and Marine Protected Areas and biodiversity. This will be done in close collaboration with the Ministry of Finance and the Ministry of Ecology and Natural Resource (MENR). Results will be broken down by type and purpose of investment, and by recipient body (including government institutions at the national and local levels). An analysis of expenditure will be undertaken (e.g. delivery/ current and near future funding situations, relative to objectives, as well as longer-term financing trends).
- Confirm data on donor-funded, non-governmental and private sector investments in the environment sector in general and in the arena of coastal and marine biodiversity and CMPA management more specifically. The information can be presented in matrix form, where the different interventions will be identified and described; the sources of funding, committed amounts in USD-equivalent and respective duration of the interventions will be documented and the key beneficiaries and implementing agents mentioned.
- Analyze whether the overall level of investments in environment in general and in coastal and marine biodiversity and CMPA management more specifically are able to meet the needs of an expanded PA estate. This will be based on information derived under the above sub-activities and will assess needs against current investment levels, trends, and planned investments in the near future.
- Complete the UNDP Financial Sustainability Scorecard for Azerbaijan’s CMPA system,

considering in particular prospects for expanding the PA estate. The analysis should prioritise comments to be added to the Scorecard on whether the current level of investments and trends in CMPAs finance will meet the management needs of the expanded estate, including the targeted operationalisation of the Qizilağac National Park.

- Identify the key barriers to an effective investment in coastal and marine protected area management, taking into account the planned expansion of the protected area estate, the prospects for growth in the economy and different constraining factors, such as capacity, information management and transaction costs, among others.

PPG Activity 2. Complete baseline assessment for sites to be targeted by the project for enhancing management effectiveness (PA site-level survey)

The aim of this activity is to plan the rehabilitation works to be undertaken in select PAs (namely the Qizilağac State Nature Reserve and Malyy (Lesser) Qizilağac State Nature Sanctuary and the proposed Qizilağac National Park,) under Component 2 of the FSP. The following sub activities will be undertaken:

- Application of the PA Management Effectiveness Tracking Tools (or METT) for each of the three sites. More specifically, for each site, and using the new GEF Tracking Tools for Biodiversity in MS Excel format (workbook comprised of several sheets), the specific worksheet '*Objective 1. Section II*' is to be thoroughly completed, one sheet per site. PA managers, relevant MENR staff, park rangers, community leaders should be consulted in the exercise. The applicable Tracking Tools questionnaires are to be completed with sufficiently detailed comments for each of the questions, both for the threat analysis section (with 12 categories of threats in all) and for METT Assessment scores (with 30 METT topics in all).
- Assess the status of ecosystems in these three protected areas, including and in particular the critical ecosystems for strict protection, and the main threats to the CMPAs' biodiversity¹ (this will be based first and foremost on existing data) – maps, rates of deforestation / land conversion, species population assessments, etc. may all be appropriate ways to assess the status of the ecosystems and landscapes in the target PAs.
- Survey the current protected area staff complement and its adequacy (how many staff, where they are based, what their functions and training levels are, who they report to and how etc.); interview key PA staff as necessary.
- Survey protected area infrastructures and their status of maintenance (roads, buildings, fences, etc.), as well as equipment, their use and adequacy vis-à-vis the needs (vehicles, computers, GPS, etc.).
- Obtain information on PA budgets and flows of funds for each of the sites (to verify the national assessment).
- Assess the governance frameworks for the management of sites: Is there a PA management board or council? How does it function? What is the PA management model? Are communities involved in or consulted upon PA management decisions? Who are the key stakeholders in PA management? What are the existing and prospective partnerships for PA management?
- Briefly assess the tourism potential of project sites.
- Analyse the potential for job creation and revenue generation for local communities deriving from the rehabilitation of targeted protected areas.
- Produce maps for all three sites, as well as for the entire project (the later with focus on the expansion of the existing CMPA estate).
- Analyse the level of operationalisation of the three protected areas, building an overall picture for each of them, based on the surveys and assessments described above.
- Define goals and milestones for the establishment of the Qizilağac National Park and

¹ Direct threats to biodiversity should be categorized under the following headings (after the Millennium Ecosystem Assessment): (1) habitat / land use change; (2) overexploitation; (3) invasive alien species; (4) pollution; (5) climate change.

enhancement of Management Effectiveness of the three protected areas targeted by the project, identifying and elaborating on the key barriers to it and establishing the ideal timeline for implementation.

PPG Activity 3. Assess the project's baseline on policy, legal and institutional frameworks, on CMPA management capacity, and develop the argument on Azerbaijan's global biodiversity significance (100% co-financed)

A number of other baseline assessments related to the management of Azerbaijan CMPA network will be carried out between March and December 2012 with finance from UNDP and the government. Key topics in these assessments include policy and regulatory frameworks issues, an analysis of the institutional set-up, capacity assessments with focus on CMPA management and literature research on Azerbaijan's coastal and marine biodiversity importance. The results of these assessments will also contribute to the preparation of this project and they are hence part of this PPG.

Key sub-activities include:

- The existing legal and regulatory frameworks will be assessed to identify specific areas where additional legislation / regulations will be required. Other areas to be addressed will include identifying legislative and regulatory changes required to implement improvement of CMPA management structures and funding mechanisms, co-management agreements, zoning, enforcement, fishing and licensing requirements.
- The existing institutional frameworks will be assessed to identify capacities and capacity gaps at all levels. Capacity needs for national and local PA management will be identified. This includes an analysis of capacity in related government departments as well as local communities, resource users' associations, tourism operators, local government agencies and NGOs to determine their suitability for participating in CMPA management. Further training or staff development requirements for effective participation in coastal/marine conservation management will be also identified;

PPG Activity 4. Feasibility and risk analysis, strategy development and budget

1. The specific activities include:

- a) Detailed incremental-cost analysis as per GEF guidance: precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome (and output if applicable); presentation of results of the incremental cost-analysis in matrices
- b) Evaluating the alternatives in order to define the project's strategy and establishing the cost-effectiveness analysis of the preferred strategy and suite of activities.
- c) Selecting the key project indicators and monitoring strategy for the project, including biodiversity benefits. This will include an evaluation of current M&E systems used by the different stakeholders in Azerbaijan to measure impacts on coastal and marine biodiversity and impacts of conservation actions. It will also include consultations with experts on indicators and the identification of baseline values for these indicators.
- d) Evaluating the environmental, social, financial, and institutional sustainability of the proposed project activities.
- e) Quantified presentation of global environmental benefits.
- f) Definition of the replication strategy for project activities.
- g) Validating the final details of the project's outcomes, outputs, and activities summarized in the results framework and the results of the studies undertaken in activities 1, 2 and 3. This will include further identification of project risks and definition of risk mitigation measures, as well as final validation of indicators and quantified targets.
- h) Defining the implementing strategy for the FSP, including institutional arrangements to support

project implementation, costs of the project management unit, inputs required for implementation (consultant/contracts and their terms of reference [ToRs] – equipment, travel, etc.), and developing a financing plan, including identification of co-financing sources and securing commitments through co-financing letters.

- i) Development of the project monitoring and evaluation plan.
- j) Costing the expected project outcomes and outputs, and ensuring that the focal area funding is in line with GEF requirements.

Formulating the project’s M&E strategies, including baseline levels, indicators, methodologies, and targets to track the project’s progress and effectiveness; developing a cost-effectiveness analysis protocol to identify optimal interventions; evaluating lessons learned and outlining replication strategies; and quantifying the cost of the M&E strategy.

Proposed Project Preparation Activities	Outputs of the PPG Activities	Trust Fund	Grant Amount (a)	Co-financing (b)	Total c = a + b
1. Establish ‘baseline project investments’	<ul style="list-style-type: none"> – Baseline project investments with respect to the environment and biodiversity/PA management in general and CMPA/coastal and marine biodiversity specifically are duly assessed and trends analyzed. – Application of the UNDP Financial Sustainability Scorecard for CMPA management is reviewed in light of CMPA expansion plans – Key barriers to effective investment in protected area management are identified. 	GEFTF	15,000	29,555	44,555
2. Site-level survey	<ul style="list-style-type: none"> – The current needs for enhanced management effectiveness of Qizilağac State Nature Reserve and Malyy (Lesser) Qizilağac State Nature Sanctuary and the proposed Qizilağac National Park are thoroughly assessed. – The status of the CMPA ecosystems and seascapes is established and maps and other key products are produced. – Community involvement in and governance frameworks for PA management in target sites are analysed. <p>METT is applied in a thorough manner for all three target sites.</p>	GEFTF	15,000	46,324	61,324
3. Other baseline assessments.	<ul style="list-style-type: none"> – Other relevant baseline assessments for CMPA systems management are carried out (policy, institutional, capacity) – The global significance argument is made for Azerbaijan 	GEFTF	0	142,890	142,890
4. Feasibility and risk analysis, strategy development and budget.	<ul style="list-style-type: none"> – Feasibility and risk analysis, strategy development and budget 	GEFTF	42,136	26,493	68,629
Total Project Preparation Financing			72,136	245,262	317,398

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

	Project Preparation	Agency Fee
Grant Amount	72,136	7,214
Co-financing	245,262	
Total	317,398	7,214

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

Trust Fund	GEF Agency	Focal Area	Country Name/ Global	(in \$)		
				PPG (a)	Agency Fee (b)	Total c = a + b
GEF TF	UNDP	Biodiversity	Azerbaijan	72,136	7,214	79,350
Total PPG Amount				72,136	7,214	79,350

¹ No need to provide information for this table if it is a single focal area, single country and single GEF Agency project.

E. PPG BUDGET

Cost Items	Total Estimated Person Weeks for Grant (PW)	Grant Amount (\$)	Co-financing (\$)	Total (\$)
Local consultants *	40	29,000	97,864	126,864
International consultants*	12	30,000	0	30,000
Travel**		10,000	14,321	24,321
Workshops & consultation***		3,136	133,077	136,213
Total PPG Budget		72,136	245,262	317,398

* Annex A for Consultant cost details should be prepared first before completing this table. See notes on Annex A for the required detailed information.

** Travel costs: Travel cost will cover: a) local travel for consultants to CMPAs (cost for terrestrial travel and per diems); and b) travel to Azerbaijan and per diems for international project planning and monitoring expert.

*** Miscellaneous cost under co-financing covers cash and in-kind contributions from project partners (i.e., Government and NGOs) associated with PPG management and administrative costs including: contracting of consultant and follow-up; participation of staff in project design; document translation; office space and equipment; and financial management and reporting. Workshop costs include a PPG inception workshop and consultation meetings with multiple stakeholders for project formulation.

F. GEF AGENCY CERTIFICATION

This request has been prepared in accordance with GEF policies and procedures and meets the GEF Trust Fund criteria for project identification and preparation.					
Agency Coordinator, Agency Name	Signature	Date (Month, day, year)	Project Contact Person	Telephone	Email Address
Yannick Glemarec, Executive Coordinator, UNDP/GEF		February 24, 2012	Johan Robinson, Regional Technical Advisor,EBD	+421 259337299	johan.robinson@undp.org

Annex A

Consultants Financed by the Project Preparation Grant (PPG)

Type of Consultant	Position / Titles	\$/Person Week¹	Estimated PWs²	Tasks to be Performed
Local	Operational/CMPA Expert	800	20	<p>The Operational/CMPA Expert is responsible for coordinating the work of all other national and international consultants, and will ensure the quality and timely preparation of all reports and documentation. He/she is responsible for the following tasks:</p> <ul style="list-style-type: none"> – Defining operational strategies and resource needs, and providing administrative support for effective project design. – Providing methodological orientation to local experts and the Government of Azerbaijan (GoAz) to ensure a harmonized approach to data collection and consultation with stakeholders. This will include: i) review of methodologies proposed by different experts for data collection and reports, and ii) organization and support of meetings, consultations (i.e., threats analysis, logical framework, institutional and participation arrangements) with the different stakeholders. – Compiling a detailed description of threats and impacts to CMPAs and marine-coastal biodiversity. – Defining the implementation needs and participation mechanisms for national and local stakeholders, including the fishing sector groups. – Developing a stakeholder involvement plan jointly with the Socioeconomic Expert and in coordination with the International Project Planning and Monitoring Expert. – Providing support to the International Project Planning and Monitoring Expert in the drafting of the project documentation in full and following UNDP and GEF guidelines. Support will include: baseline analysis, project logical framework and indicators, incremental-cost analysis, quantified description of the global environmental benefits of the project, risk analysis and mitigation strategy, sustainability of proposed project activities, replication of project activities, project budget, and definition of the ToRs for the key consultants/contracts to be employed by the project. In addition, the consultant will be responsible for carrying out the tasks related to PPG Activity 2, i.e. Complete baseline assessments for sites to be targeted by the project for enhancing management effectiveness (refer to the thorough descriptions in the PPG)
Local	Environment Economist & Financial Expert	650	20	<p>The consultant will be responsible for carrying out the tasks related to PPG Activity 1, i.e. Elaborate on and analyze the ‘baseline project investments’ –with</p>

Type of Consultant	Position / Titles	\$/Person Week ¹	Estimated PWs ²	Tasks to be Performed
				<p>particular focus on finance for Coastal and Marine Protected Areas (CMPA) expansion and improved CMPA management throughout the country (refer to the thorough descriptions in the PPG)</p> <ul style="list-style-type: none"> – Through these activities, the consultant will be pivotal in the mobilisation of co-financing for the project and in raising awareness among key conservation stakeholders on the project and its objectives and strategy. <p><u>Key products will include:</u></p> <ul style="list-style-type: none"> – A detailed report analysing the overall level of investment in environment in general, and in biodiversity and PA management, with emphasis on CMPAs, more specifically, in light of the needs of an expanded CMPA estate. – Completed and thoroughly reviewed Financial Sustainability Scorecard for Azerbaijan's CMPA system, considering in particular the prospects for expansion of the PA estate. – An analysis of the financial barriers for an effective CMPA system management in Azerbaijan, particularly in light of planned expansion activities.
International	Project Planning and Monitoring Expert	2,500	12	<p>The International Project Planning and Monitoring Expert will closely coordinate with the Operational/MPA Expert and the team of experts, with two missions to Azerbaijan as well as home-based work. The consultant will be primarily responsible for carrying out the tasks related to PPG Activity 4, i.e. <i>Final preparation of project proposal including feasibility and risk analysis, strategy development and budget</i> (refer to thorough descriptions in the PPG). Furthermore, the consultant will play a team leader role vis-à-vis other PPG activities.</p> <p>In executing PPG Activity 4 and supporting the other PPG Activities, the consultant will carry out the following tasks:</p> <ul style="list-style-type: none"> – Providing an overall orientation to the PPG team in relation to GEF requirements for project planning and monitoring. – Providing methodological guidance for data collection related to project planning and monitoring with particular attention given to the description and quantification of the baseline investments. – Defining and validating the project outcomes, outputs, and activities based on a logical framework analysis and the results of the PPG studies undertaken by the team of experts. – Collate relevant information on existing policies, legal, regulatory, institutional and financial frameworks for CMPA System management in Azerbaijan and compose an analysis of it providing the 'baseline' picture and the justification for the

Type of Consultant	Position / Titles	\$/Person Week ¹	Estimated PWs ²	Tasks to be Performed
				<p>project.</p> <ul style="list-style-type: none"> - Determine the needs for effective CMPA management in target sites and in the entire and expanded CMPA estate, building this analysis into proposed activities and outputs. - Assessing existing monitoring and evaluation systems of relevant institutions for coastal and marine biodiversity in Azerbaijan and providing guidance and orientation to define indicators and quantify targets to track project progress and effectiveness. - Developing the results framework of the project. - Compiling the final baseline/situational analysis for the project based on the inputs from local experts and in close cooperation with the key national stakeholders. This will include a precise definition of baseline projects, activities, budgets, goals, and co-financing links to GEF outcomes; definition of GEF incremental value per outcome and output; and development of incremental cost matrices. - Preparing a quantified assessment of the project's global environmental benefits for biodiversity conservation based on inputs from local experts and international standard criteria for effective CMPA management. - - Review and comment on the application of relevant tools, in particular the METT and UNDP's PA Management Capacity Development Scorecard and the Financial Sustainability Scorecard. . - Provide recommendations on the institutional capacity development for effective CMPA planning, expansion and management including the capacity of local communities, associations, local agencies and CSO/NGOs. - Developing the Stakeholder Involvement and Public Participation Plan based on input from national experts, including an action plan for the incorporation of gender aspects into the project. - Drafting ToRs for the key consultants/contracts to be employed by the project. - Define recommended project monitoring and evaluation indicators. - Performing final reviews of the required project documentation.

¹ Dollar amount per person week.

² Person weeks needed to carry out the task.

Note: Split between local and International consultants is indicative and subject to procurement guidelines or agencies and governments. Consultants will be hired in line with UNDP rates and procedures. Also, in accordance with both UNDP and GEF policies, no GEF project resources will be used to pay any government, agency, or NGO personnel.