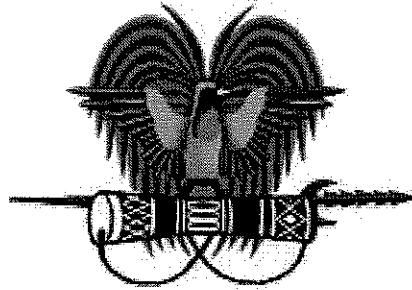


Government of Papua New Guinea

United Nations Development Programme



Department of Environment and Conservation Capacity Strengthening Project

Project ID:

Project Brief:

The project will support the Department of Environment and Conservation (DEC) to strengthen its capacity to mainstream environmental sustainability into national development planning to achieve the MDG 7, Environmental Sustainability. The activities of the project are to build internal DEC capacity to assist government to formulate and implement the National Strategy Plan on MDG 7. The two main outcomes of the project are

1. strengthening internal DEC institutional and policy making capacities to formulate the MDG 7 Strategy Plan, and
2. enhancing organizational mechanisms and building partnerships to implement the MDG 7 Strategy Plan to achieve Environmental Sustainability.

Through this support project DEC's capacities will be further enhanced in formulating and coordination national GEF programmes as a funding mechanism to achieve MDG 7. In addition, the project will enhance awareness and putting environmental sustainability issues higher on the national agenda through strengthened cooperation and increased involvement with key stakeholders, private sector partners and with other donors.

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Country: **Papua New Guinea**

UNDAF Outcome(s)/Indicator(s):

Objective 1: Enhanced Leadership and Participation
 Objective 2: Improved access quality and delivery of basic services
 Objective 3: Improved internal, regional and global integration

Expected Outcome(s)/Indicator (s):

DEC institutional and policy making capacity built and environmental sustainability mainstreamed into development planning at all levels and MDG 7 achieved
 PNG national MDG 7 Strategy Plan formulated and implemented through improved national coordination and planning.
 Partnerships and strategic resources framework developed and resources secured to implement the MDG 7 Strategic Plan

Expected Output(s)/Annual Targets:

Formulation of the PNG MDG 7 Strategic Plan
 Capacity building for the implementation of the Strategic Plan

Implementing partner: Department of Environment and Conservation

Responsible parties: Government of Papua New Guinea
 United Nations Development Programme

<p>Programme Period: 2006-2008 Programme Component: Energy and Environment Project Title: DEC Capacity Strengthening to achieve MDG 7</p> <p>Project ID: Project Duration: 1.5.2006 – 30.4. 2008 Management Arrangement: National Execution – Department of Environment and Conservation</p>	<p>Budget: US\$ 300,000 General Management Support Fee: Total budget: US\$ 300,000</p> <p>Allocated resources: _____</p> <ul style="list-style-type: none"> • Government _____ • UNDP TRAC 1 US\$ 300,000 • Other: <ul style="list-style-type: none"> ○ Donor _____ ○ Donor _____ ○ Donor _____ • In kind contributions _____ <p>Unfunded budget: _____</p>
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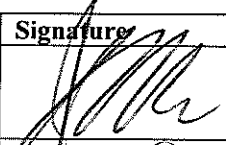

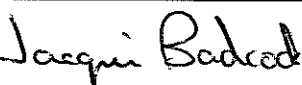
Agreed by:	Name/Title	Signature	Date
Government of Papua New Guinea (DNPM):	Mr. Valentine Kambouri Secretary, DNP&M		8/6/06
Department of Environment and Conservation: (Implementing Partner)	Dr. Wari Iamo Secretary, DEC		8/6/06
Agreed by UNDP:	Dr. Jacqui Badcock UNDP Resident Representative		8/6/06

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Acronyms

APRs	Annual Project Reports
CBD	Convention on Biological Diversity
CBOs	Community based Organizations
DAL	Department of Agriculture and Livestock
DEC	Department of Environment and Conservation
DNPM	Department of National Planning and Monitoring
GEF	Global Environment Facility
MDGs	Millennium Development Goals
MTDS	Medium term Development Strategy
NEX	National Execution
NFA	National Fisheries Authority
NGOs	Non-Government Organizations
PAC	Project Advisory Committee
PNG	Papua New Guinea Government
PNGFA	Papua New Guinea Forest Authority
POPs	Persistent Organic Pollutants
SBAA	Standard Basic Assistance Agreement
TOR	Terms of Reference
UN	United Nations
UNCCD	United Nations Convention to Combat Land Degradation and Desertification
UNCP	United Nations Country Programme
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Programme
UNDP CO	United Nations Development Programme Country Office
UNFCCC	United Nations Framework Convention on Climate Change

Section I - Background and Project Strategy

Part I Situational Analysis

The Government of Papua New Guinea has taken a more forward looking approach towards environment sustainability following the production and incorporation of the Millennium Development Goals (MDG) into the Government's Medium Term Development Strategy (MDTS). The Government has now realized that in order to reduce poverty, it must pursue environmentally sustainable economic development so that current socio-economic needs of the population are met without undermining the capacity of the environment to provide for these needs over the longer term.

The Government has taken several initiatives to ensure environmental sustainability is mainstreamed into national development planning. One such programme is the Government's MDG 7 Environment Sustainability Project Initiative, where it has entered into partnership with the Colombia University to formulate a PNG MDG 7 Strategy Plan to move PNG towards achieving environment sustainability. The main focus of the project is to conduct a major review into the natural resources-related national agency legislations and policies and make recommendations to the Government on key policy changes for mainstreaming environment sustainability into sectoral development policies and programmes. The main outcome of these reviews will be a PNG Strategy Plan that will provide PNG with a road-map in working towards successfully achieving the objectives of Environmental Sustainability under the United Nations MDGs. In parallel with the MDG 7 initiative, the Government has also drafted a policy on Carbon Trading, recognizing that PNG's natural rainforest is a global asset and international community derives considerable benefits from its careful management, the government intends to explore options for the inclusion of natural rainforest under the Kyoto carbon trade mechanism.

The Department of Environment and Conservation is the national government agency responsible for managing Papua New Guinea's environment and environmental legislations. DEC is required to coordinate with other national level departments and authorities who have specific sectoral responsibilities, including the Departments of National Planning and Monitoring (DNPM), Lands and Physical Planning, Agriculture and Livestock (DAL), Works, Mining, Petroleum and Energy, Health, the PNG Forest Authority (PNG FA) and the National Fisheries Authority (NFA). The Department is also responsible for coordinating the implementation of PNG's obligations under various Multilateral Environmental Agreements PNG has ratified, in particular the UN Convention of Biological Diversity (CBD), UN Framework Convention on Climate Change (UNFCCC) and the UN Convention to Combat Desertification (UNCCD) and, is also the National Operational Focal Point agency for coordinating the formulation and implementation of national environmental programmes under the Global Environmental Facility funding mechanism.

The Department of Environment and Conservation however is limited by inadequate funding, staffing and technical capacity to handle all its assigned functions nationwide. The limited national budget support to DEC is attributed to the low priority accorded by the government and indicative of the lack of political will to seriously address environmental issues in Papua New Guinea. The result is a lack of departmental capacity; the absence of a well-articulated system of internal and external departmental coordination framework and organizational structure that strategically places financial and human resources to effectively coordinate and implement the Environment Act, all points to the failure of the past government to integrate environment sustainability considerations into the country's economic and development planning processes.

With the government now focusing on mainstreaming environmental sustainability into the national development agenda, DEC urgently needs technical support to increase its capacity to meeting the challenges of working collaboratively at all levels and to gain their support in mainstreaming environmental sustainability into respective sector development programmes. In order to meet these challenges, DEC needs to enhance its technical and financial resource capacity and to set up the

necessary mechanisms to facilitate for active involvement and participation of all key stakeholders in moving towards achieving environmental sustainable economic development.

UNDP supports the Government of Papua New Guinea in integrating its environmental commitments with the national development goals and policies; in developing technical environmental capacity and in fulfilling the obligations of the international environmental conventions PNG is party to. In partnership with other organizations UNDP facilitates the Government's efforts towards achieving a sustainable use of natural resources with special focus on poverty reduction and the Millennium Development Goals. In addition to drawing on its own resources, UNDP mobilizes resources from the bilateral donors and multilateral funds such as Global Environmental Facility. In line with the UNCP, UNDP projects, programmes and activities in PNG are designed to contribute towards the achievement of the MTDS development priorities and the MDGs. UNDP is assisting PNG in developing sustainable environmental management practices that will improve the livelihoods and security of the poor. This UNDP project will provide support to build the institutional and policy development and coordination capacity of the Department of Environment and Conservation (DEC) who is tasked with the responsibilities for managing and coordinating the implementation of the government MDG 7 project initiative to move PNG towards achieving environmental sustainable development. Thus the purpose of this UNDP support project is to strengthen DEC's capacities in the areas of strategic policy formulation, coordination and implementation and resources mobilization. Through this project, UNDP intends to support DEC with a view that in the longer term DEC will have attained full capacity to formulate, initiate, and implement policies and programmes that promote environment sustainability, which is essential for achieving all the other MDGs addressing poverty reduction, illiteracy, hunger, discrimination against women, unsafe drinking water and environmental degradation in PNG.

The project aims to achieve two main outcomes:

1. Strengthened DEC Institutional and Policy framework to achieve MDG 7 - Environment Sustainability.

This component will be focusing on assisting DEC with a range of activities associated with improving internal institutional mechanisms and policy formulation processes for developing and implementing the PNG MDG 7 Strategic Plan. The main activity will be to strengthen the department's capacity to develop policy options for mainstreaming environment sustainability into national development planning.

2. Improved Networking and Partnership built for achieving MDG 7.

This component will consist of activities to assist DEC in improving departmental coordination mechanisms and systems for building partnership among internal and external stakeholders during the MDG 7 project implementation. A major activity is to assist DEC with developing a Resource Mobilization Strategy through partnership building with strategic internal and international partners to secure technical expertise and funding for implementation of the MDG 7 Strategy Plan. Particular focus will be to strengthen partnership with GEF as a major partner in funding national, regional and global programmes that will lead to the achievement of MDG 7 -environmental sustainability in the longer term.

Part II Project Strategy

The Department of Environment and Conservation has been mandated by the Government to support the implementation of the MDG 7 project with the objective of achieving environmentally sustainable economic development in line with the MDTS. With this objective, this UNDP support project is to improve the internal capacity of DEC to manage the national, regional and global environment for environmental sustainability. The strategy with which the project will be implemented will have two primary threads, the production and implementation of the PNG MDG 7 Strategic Plan and building up strategic partnerships and to the mobilization of resources for the implementation of the Strategic Plan.

Although special focus is placed on the MDG 7 Initiative, this UNDP project is designed to address both the immediate and long term capacity needs of DEC in a holistic and integrated way in the areas of policy development, coordination and resource mobilization to achieve the national environmental sustainable economic development priorities and the associated MDG. This will involve improving the necessary internal organizational management and coordination framework and mechanisms within DEC's organizational and functional priorities. This project will support three positions and will utilize the opportunity created under the current departmental restructuring to have two staff placed within the Environment Division of the Department while one staff member will be based in the UNDP office.

The project will fund the following positions:

National Environment Policy Advisor:

UNDP will be seconding a Senior Officer to the DEC whose main role and activity will be to support DEC to build capacity regarding the review of current national policies and programmes and to make recommendations to government on structural and policy changes needed to move PNG towards achieving environmental sustainability. The outcome of the sectoral reviews will be the production and adoption of the PNG MDG 7 Strategic Plan. Working with DEC counterpart officers, the National Policy Advisor will assist with providing policy advisory support to the Secretary with sector policy options based on experience, available data, lessons learnt and good practices from other regions. Given the importance of developing the MDG 7 Strategic Plan, special attention will be given to support DEC in enhancing its policy making processes and networking and partnership building capacities. The incumbent will be supported by UNDP's global network where lessons learnt and good practices from other regions on MDG 7 implementation can be drawn from. (TOR Annex 3)

International Partnership & Resource Mobilization Specialist (UNV):

The Specialist will assist the DEC in building capacity to formulate and adopt long term resource mobilization strategies by improving networking and building strategic partnerships both internally within government agencies and institutions as well as externally with the donor community, multilateral organizations, NGOs/CBOs, private sector and with the wider community. This advisory support will be crucial to assist the Government achieving the MDG 7 and is in line with the overall importance the government has placed on achieving the MDGs as reflected in the MTDS 2005-10. Support in terms of enhancing capacity in mobilizing funds and project development skills will be emphasized as areas of development for DEC to successfully implement the PNG MDG 7 Strategy Plan. One major area of focus will be to build-up the department's GEF programming portfolio through exposure and skills enhancement pertaining to GEF programming policies and procedures. (TOR Annex 5)

Environment Programme Officer (UNV):

The Environment Programme Officer will be directly placed in the UNDP Environment unit to support the UNDP environmental programme with specific attention to the development of the UNDP/GEF portfolio and to support the implementation of respective projects. The officer will further assist UNDP to enhance and foster the dialogue and partnership between UNDP and the DEC to ensure that national environmental priorities are linked with GEF/UNDP environmental programming priorities and eligibilities. (TOR Annex 4)

Linkages to on-going activities

NCSA - The National Capacity Self Assessment for Global Environment Management (NCSA) project currently under implementation will undertake a through assessment and analysis of the capacity needs and constraints faced by PNG in meeting its obligations under various international environmental conventions and agreements. This Sustainable Land Management programme will complement these efforts through information sharing on priority areas, institutional setting, experience and knowledge networking.

Community-based Coastal and Marine Conservation Project is a GEF funded Marine Conservation Programme with a component on Sustainable Land Management and Nutrition Programme, which aims to address over harvesting and managing both marine and land-based resources in a sustainable manner. The overall goal of the programme is to develop long-term integrated approach focusing on strengthening household food production while addressing a wide range of issues including health, traditional knowledge, sustainable marine and terrestrial resource and environmental management within the small island communities of Milne Bay Province.

GEF Small Grant Programme is a Programme focusing on supporting Non government organizations and community based organizations to protect global environment through funding projects that addresses sustainable management issues in biodiversity, climate change, international waters, ozone layer depletion and those that combat land degradation, desertification as they relate to focal areas.

The Remote Sensing Land Use Initiative Project is a UNDP supported project which aims to provide open access to the citizens, information about the status of land-use in the country. Land use planning is conducted with limited information that does not reflect the real situation. The project has been producing spatial account of the land use patters across the country, thereby equipping these managing land assets with reliable data on which to base their decisions and activities.

The formulation of the National Action Plan under the UNCCD is in the initial stages of development and will seek to collect relevant data to develop the proposals for the NAP. DEC-UNCCD Unit recently secured funding from UNCCD and has completed a series of stakeholders' workshops. A Medium Size Project formulation is underway to mainstream sustainable land management into all levels of development planning.

The National Strategy Study on UNFCCC Clean Development Mechanism (CDM) -This project has been revived by the World Bank. Australia's Department of Environment and Heritage (Environment Australia) has been identified as the implementing agency. The proposal is yet to be finalized.

National Biodiversity Strategy and Action Plan - A principal requirement of Convention on Biological Diversity conservation that has not been complied with by PNG since ratifying the Convention in 1993 is the National Biodiversity Strategy and Action Plan (NBSAP). The implementation of the CBD commenced in earnest with the development of the National Forest Conservation Action Plan (NFCAP) in the mid-1990s. A number of major NFCAP projects laid the foundations, however this momentum has not been maintained due to budgetary and capacity constraints. The PNG National Report was also to have been submitted to the CBD Secretariat by 1998 through the NBSAP Project; however this action program never eventuated. However, with the call for the Third National Report, PNG has begun work on formulating the Framework for the National Biodiversity Strategy and Action Plan.

Persistent Organic Pollutants (POPs) Pilot Project – The objective of the project is to strengthen national capacity to manage persistent organic pollutants (POPs) and to assist the Government in meeting its obligations under the Stockholm POPs Convention. The project has completed a National Implementation Plan (NIP) for POPs management, thus enabling the government to initiate programmes to reduce and eventually eliminate POPs emissions.

Part III Management Arrangements

The project will be nationally executed (NEX) by the Department of Environment and Conservation as Executing Agency. The NEX executing modality shall be subjected to the rules and regulations as laid down in the UNDP Programming Manual, Procedures of National Execution as well as the UNDP User Guide.

The overall responsibility for project implementation will lie with the Department of Environment and Conservation as nationally executing agency while UNDP will be providing project support services including the recruitment of project staff as well as project procurement and administration of financial resources and contracts.

The DEC will appoint a National Project Director (NPC, Deputy Secretary Environment Division, TOR attached in Annex 3) who will have the responsibility for overseeing the implementation of project activities, including the development of work plans which will be undertaken in consultation with UNDP. While UNDP will directly subversive the Environment Officer (UNV) to be placed in the UNDP Office as well as the UNDP Senior Officer seconded under the project to DEC (National Policy Advisor), the International Partnership & Resource Mobilization Specialist (UNV) will be supervised by the NPD in close consultation with UNDP and the Project Advisory Committee (PAC, TOR Annex 2). The NPD will be responsible for ensuring internal departmental as well as external coordination with government agencies for the day-to-day operations of project implementation.

The National Policy Advisor as well as International Partnership & Resource Mobilization Specialist (UNV) will be placed in the DEC MDG 7 unit where office space will be provided as in-kind contribution to the project by the DEC. The MDG 7 project secretariat Unit will have adequate and appropriate computer and telecommunication facilities, including access to the Internet to enable them to efficiently and effectively undertake their activities.

DEC Capacity Strengthening Project Advisory Committee

The Project Advisory Committee (PAC) will form the Project Management Team and will provide direction and advice on the implementation of this DEC capacity building project. The PAC will also provide technical and management oversight to the project, facilitated by the DEC Secretary who will be assisted by the NPD, who will be responsible for the operational programme of project implementation.

Part IV Monitoring and Evaluation

Project Advisory Committee:

The PAC will meet 2-3 times per year to review project implementation and provide technical and strategic guidance. The minutes of these meetings will be shared with all participating institutions. Annual independent financial audits may be conducted as per UNDP rules and regulations.

Monitoring Responsibilities and Events

A detailed schedule of project review meetings will be developed by the PAC, in consultation with DEC and incorporated in the minutes of the first Project Advisory Committee Meeting and will include: (i) tentative time frames for PAC meeting and (ii) project related Monitoring and Evaluation activities.

Day-to-Day Monitoring of Implementation Progress

This will be the responsibility of the NPD based on the project's Annual Work Plan and its indicators. The NPD will inform the DEC Secretary and UNDP of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted in a timely and remedial fashion.

Project Monitoring Reporting

The National Project Director is responsible for the preparation and submission of the following reports that form part of the monitoring process.

- i) Quarterly Progress Reports on the substantive progress made on achieving the agreed outputs
- ii) Annual Project Report (APR)

Part V Legal Context

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement (SBAA) between the Government of Papua New Guinea and the United Nations Development Programme, signed by the parties on 7 April 1981. The host country implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government co-operating agency described in that Agreement.

The following types of revisions may be made to this project document with the signature of the UNDP Resident Representative only, provided he or she is assured that the other signatories of the project document have no objections to the proposed changes:

- (a) Revisions in, or addition of, any of the annexes of the project document (with the exception of the Standard Legal Text for non-SBAA countries which may not be altered and the agreement to which is a precondition for UNDP assistance);
- (b) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of a project, but are caused by rearrangement of inputs agreed to or by cost increases due to inflation; and
- (c) Mandatory annual revisions, which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.

Section II - Results and Resources Framework

Intended Outputs	Output Targets	Indicative Activities	Inputs
<p>1. PNG MDG 7 Strategic Plan</p>	<p>1.1. MDG 7 Project secretariat office established and functioning</p> <p>1.2. DEC internal policy and coordination mechanisms formalized and MDG 7 Project implemented.</p> <p>1.3. Review of policies and programme of key natural resources agencies and institutions and policy option papers developed</p> <p>1.4. MDG 7 Strategic Plan drafted</p> <p>1.5. NEC submission</p>	<p>1.1.1. Recruitment of Partnership & Resource Mobilization Advisor (UNV), National Policy Advisor (Seconded by UNDP) and Environmental Programme Officer (UNV based at UNDP)</p> <p>1.1.2. DEC counterpart officers identified and office established.</p> <p>1.1.3. Internal working committees TOR and work plans</p> <p>1.1.4. Review team setup, timelines secured for review process</p> <p>1.2.1. Collation of sector specific policy options case studies and experiences</p> <p>1.3.1. Sector policy options papers developed</p> <p>1.3.2. Department position on key sector policy options and incorporated in department submissions.</p> <p>1.4.1. National MDG 7 Strategy Plan finalized and endorsed by Government</p>	<p>USD 300,000</p>
<p>2. Support to the Implementation of the MDG 7 Strategic Plan</p>	<p>2.1. Establishment of Implementation Framework</p> <p>2.2. National Advocacy and Awareness framework developed and implemented</p> <p>2.3. Partnerships between DEC and key stakeholders formed to implement strategic plan.</p>	<p>2.1.1. Establishment of key stakeholders' roles and responsibilities during implementation.</p> <p>2.2.1. Establishment of website and communication network to promote MDG 7 Strategic Plan</p> <p>2.3.1. Relationships and interactive contacts with government, GEF, donors, private sector on MDG 7 implementation</p>	

1 2 3 4 5

6 7 8 9 10

	<p>2.4. Programme and Resources Mobilization Plan formulated and implementation supported</p>	<p>2.4.1. Sector officials involve in pilot project implementation 2.4.2. New Proposals develop and funded led by various levels of government, NGO/CBOs implementing environmental sustainable programme</p>	
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Section III - Total Work plan and Budget

1. Total Budget

PROJECT NAME: DEC Capacity Strengthening Project

AWARD No:

PROJECT ID

TOTAL BUDGET

Project ID	Expected Output	Key Activities	Timeframe				Resp. Partner	Planned Budget			Amount
			Q1	Q2	Q3	Q4		Fund	Donor	Budget Description	
	Capacity Building for Department of Environment and Conservation	MDG 7 Strategic Action Plan Formulation					DEC	04000	00012	71400 Contractual Services Indiv.	50,000.00
		Capacity Building for MDG 7 SAP Implementation					DEC	04000	00012	71500 UN Volunteers	120,000.00
							DEC	04000	00012	71500 UN Volunteers	120,000.00
							DEC	04000	00012	72400 Communic & Audio Visual Equip	4,000.00
							DEC	04000	00012	72200 Equipment and Furniture	2,000.00
							DEC	04000	00012	72500 Supplies	1,000.00
							DEC	04000	00012	74200 Audio Visual & Print Prod Costs	3,000.00
										Total	300,000.00

Section IV - Annexes

Annex 1: Letter of Agreement for Provision of Support Services


LETTER OF AGREEMENT BETWEEN UNDP AND THE DEPARTMENT OF ENVIRONMENT AND ENERGY FOR THE PROVISION OF SUPPORT SERVICES TO THE "DEC CAPACITY STRENGTHENING PROJECT"

Dear Secretary,

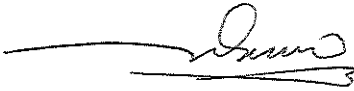
1. Reference is made to consultations between officials of the Department of Environment and Conservation (hereinafter referred to as "the Executing Agency") and officials of UNDP with respect to the provision of support services by the UNDP country office for the 'DEC Capacity strengthening support to PNG Strategy Plan formulation and Implementation project'. UNDP and the DEC hereby agree that the UNDP country office may provide such support services at the request of DEC in the relevant project document, as described.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of DEC is strengthened to enable it to carry out such activities directly.
3. In addition, the UNDP country office may provide, at the request of the DEC, the following support services for implementation activities:
 - a) Identification and assistance with and/or recruitment of project personnel;
 - b) Procurement of goods and services;
 - c) Access to UNDP-managed global information systems, including rosters of consultants and providers of development services
4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in Annex 1c to the project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.
5. The DEC shall retain overall responsibility for the execution of the project or programme. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex 1c to the project document.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the Project Document Agreement.
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex 1c to the programme support document or project document.
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between DEC and UNDP on the terms and conditions for the provision of support services by the UNDP country office for this project.

Yours sincerely,



Signed on behalf of UNDP
Dr. Jacquie Badcock
Resident Representative



Signed of behalf the Department of Environment and Conservation
Dr. Wari Iamo
Secretary
Department of Environment and Conservation

Annex 2: Terms of Reference Project Advisory Committee (PAC)

1. Institutional Background

The Project Advisory Committee (PAC) is being established to oversee and direct project implementation in conformity with the project execution modality: The project is Nationally Executed (NEX) with the Department of Environment and Conservation (DEC) as executing partner.

2. Project Advisory Committee

The Project Advisory Committee membership shall consist of:

- (i) The Secretary of the Department of Environment and Conservation, or his/her alternate (Chairperson);
- (ii) The Director of the Aid Coordination & Policy Division of the Department of National Planning and Monitoring, or his/her alternate;
- (iii) The UNDP Programme Coordinator, or his/her designated officer (Deputy Chairperson)
- (iv) The DEC MDG 7 Unit Coordinator
- (v) An ex-officio/secretary from UNDP (project desk officer), or his/her alternate;

3. Meetings and quorum of the Project Steering & Advisory Committee

The PAC shall meet 2-3 times per year or as required by the Chairman. Every PAC meeting may be called to take place at such date, venue and time as may be determined by:

- (i) The Chairperson; or
 - (ii) The Deputy Chairperson; or
- a) Written notice of a meeting of the Committee shall be given by the NPD to each member of the Committee at least seven (7) days before the time appointed for the holding of the meeting.
 - b) Notice of a meeting given under paragraph (a) shall specify the general nature of the business to be transacted at the meeting and any other business the members present at the meeting unanimously agree to treat as urgent business.
 - c) Three (3) members of the PAC shall constitute a quorum for the transaction of the business of a meeting of the Committee if at least one (1) Government and one (1) UNDP representative is present.
 - d) In the event of a lack of quorum the meeting stands adjourned for such period as the members present may agree to and shall set another time convenient.
 - e) At a meeting of the PSAC:
 - (i) The Chairperson or, in the Chairpersons absence, the Deputy-Chairperson shall preside; or
 - (ii) If the Chairperson and the Deputy Chairperson are absent one of the remaining members of the Committee may be chosen by the members present at the meeting shall preside.
 - (iii) The NPD should be present as observer and to report on the progress of the project. The NPD will submit a written progress report to PAC members at least 7 days before the meeting takes place.

4. Voting on Decisions by the Project Advisory Committee

- (a) Questions arising at a meeting of the PAC shall be determined by a simple majority of the votes of members present at the meeting;
- (b) Each member present at a meeting of the Committee is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote;
- (c) All decisions shall be recorded in the minutes of the respective PAC meeting;
- (d) All minutes shall be approved at the beginning of subsequent PAC meeting.

5. Scope of Responsibility

The Project Steering and Advisory Committee shall oversee the implementation of the project including:

- (a) Setting policy directions and guidelines in the implementation of the project;
- (b) Shall in the light of progress of project implementation, deliberate and make decision conducive to the advancement of the project;
- (c) Shall comment on and endorse work plans submitted by the NPD;
- (d) Provide instructions and guidance to the NPD on the coordination of the project implementation;
- (e) Shall take any other decisions with regard to the project to ensure its proper execution and delivery;

Annex 3: Terms of Reference National Project Director (NPD)

The Government of Papua New Guinea (Executing Agency, Department of Environment and Conservation - DEC) shall appoint a National Project Director (NPD) to be overall responsible, on behalf of the Government, for the project implementation and the timely undertaking and delivery of all project activities and outputs.

The NPD will be a senior government official appointed from within the executing agency (DEC) as part of the Government's in-kind contribution to the project. Under broad direction of the Project Advisory Committee and in close collaboration with UNDP the NPD's specific tasks and key responsibilities include but might not limited to:

- ◆ Provide leadership and strategic direction for the project.
- ◆ To serve as focal point for project interaction with Government institutions and other stakeholders (donors, NGOs, academic institutions and the private sector);
- ◆ To ensure appropriate and adequate office space is provided to the project team as part of the Government's in-kind contribution to the project;
- ◆ To insure the government inputs to the project are forthcoming in a timely and effective manner.
- ◆ To ensure achievement of the overall objectives and specific outputs of the project, by utilizing project resources in an efficient, effective and transparent manner;
- ◆ To provide overall leadership to project staff and project consultants
- ◆ To ensure that project reports are consistent, in line with the Project Document and UNDP requirements
- ◆ To authorize project fund disbursements according to the UNDP NEX guidelines, Project Work Plan and in accordance with UNDP financial rules and regulations
- ◆ To ensure that project progress reports are produced in time and as outlined in the Project Document and submitted to UNDP and Project Advisory Committee (PAC)
- ◆ To liaise closely with UNDP on all matters relating to the project;
- ◆ To coordinate between different institutions linked with the project to ensure that all project activities are implemented efficiently and as planned

Qualifications:

- ◆ The NPD must be a senior government official at the Secretary or Deputy Secretary Level of the Executing Agency (DEC);
- ◆ Very good knowledge of government policies and strategies;
- ◆ Good understanding of global and national environmental issues;
- ◆ Very good interaction with line ministries and other stakeholders;
- ◆ Demonstrate a good leadership and partnership; and
- ◆ Demonstrate ability in liaison and fostering cooperation between agencies, including government, academic and NGOs as well as the donor community

Annex 3: Terms of Reference - National Environment Policy Advisor:

Post Title:	National Environment Policy Advisor (Service Contract, staff member to be seconded from UNDP)
Project Name and Number:	DEC Capacity Strengthening Project
Duty Station:	Port Moresby, Department of Environment and Conservation
Duration of Appointment:	12 months (with possibility of extension subject to satisfactory performance)
Starting Date:	June 2006

Supervision:

Since the staff member is seconded from UNDP the direct supervisor will be the UNDP Programme Coordinator. However, supervision and development of individual workplans will be undertaken in close consultation with the National Project Director and Project Advisor Committee.

Content and methodology of supervision:

The incumbent's activities and outputs during the assignment will be identified, monitored, and evaluated based on an overall and quarterly results-oriented workplans to be established at the beginning of the assignment. The workplans include specific deliverables against which the performance of the incumbent will be appraised and evaluated.

Background

UNDP supports Government of Papua New Guinea in integrating its environmental commitments with the national development goals and policies; in developing capacity on environment and in fulfilling the obligations of the international environmental conventions PNG is party to. In partnership with other organizations UNDP facilitates government's efforts towards sustainable use of natural resources with special focus on poverty reduction and the Millennium Development Goals.

In addition to drawing on its own resources, UNDP mobilizes resources from the bilateral donors and multilateral funds such as Global Environmental Facility.

Under the guidance and direct supervision of the UNDP Programme Coordinator, the National Policy Advisor will support capacity building within the Environment and Energy Portfolio. The Policy Advisor will support the Department of Environment and Conservation on policy and programme development, partnership building, advocacy and results-oriented rights-based management in the area of the Energy and Environment.

The Policy Advisor is a member of the MDG 7 Team located within DEC office and works in close collaboration with the various divisional staff of DEC, UNDP programme staff and other UN Agencies, Government officials, technical advisors, donors and other partners.

Duties and Responsibilities:

The Policy Advisor will have the principal responsibility to provide policy advisory support to DEC in the formulation and implementation of MDG 7 Strategy Plan in the following critical areas. (i) Represent UNDP and promote at a higher government level the rationale for mainstreaming MDG 7 in National Development Planning (ii) provide analytical and policy work focusing on sector policy options focusing

on MDG 7 through best practices and experiences using UNDP global network (iii) facilitate for access to information and data and networking within UNDP programmes and projects pertaining to MDG 7(iv) promote environmental policies that are linked to Sustainable Development and the creation of sustainable livelihood strategies and opportunities.

Specific Duties

- Provide policy advisory support in the preparation of the MDG 7 National Strategy Plan. This will include reviewing existing natural resource sector agency strategies and advising on policy options based on UNDP global lesson learnt and best practices.
- Lead the UNDP MDG 7 capacity support project activities relevant MDG 7 related quick wins at the DEC departmental level.
- Identify and translate analytical and operational lessons so that they can be applied more broadly.
- Provide guidance and support MDG 7 issues to the Deputy Secretary and Secretary of DEC
- Liaise with international and national environmental focused organizations to share MDG 7 activities and inputs
- Oversee preparations, implementations, evaluations and reporting of UNDP/GEF sponsored environmental programmes and project support to Government.
- Develop and maintain long-term fund-raising strategies and nurture relationship with UNDP and DEC
- In collaborations with DEC, implement UNDP Country Environmental Programme.

Competencies

- Ability to engage, build and sustain effective partnership with government agencies in formulating and implementation of UN supported Environmental Programmes.
- Focus on impact and result for the client
- Committed to enhancing public sector capacities through positive and constructive interactions and information exchange.
- Ability to gather comprehensive information analysis, and identify key issues required to resolve problems
- Good networking ability and builds strong relationships with key stakeholders and partners
- Responds positively to critical feedback and differing points of view

Qualifications:

- Post graduate/advance degree in a subject related to environment and Resources Management or Sustainable Development.
- At least 10 years professional experience in management of conservation/sustainable development programme.
- Extensive knowledge of global and national conservation and sustainable development policy issues
- Experience in strategic management and leadership of networks as well as fund-raising
- Ability to lead and motivate a team within a government department setting.
- Networking and resources mobilization skills.

Annex 4: Terms of Reference - Environment Programme Officer (UNV)

Post Title:	Environment Programme Officer (internationally recruited UNV)
Project Name and Number:	DEC Capacity Strengthening Project
Duty Station:	Port Moresby, UNDP Office
Duration of Appointment:	12 months (with possibility of extension subject to satisfactory performance)
Starting Date:	June 2006

Supervision:

The staff member will be based in the UNDP office to strengthen the Country Office environmental unit the direct supervisor will be the UNDP Environment Programme Analyst with over all supervision of the UNDP Programme Coordinator.

Content and methodology of supervision:

The incumbent's activities and outputs during the assignment will be identified, monitored, and evaluated based on an overall and quarterly results-oriented workplans to be established at the beginning of the assignment. The workplans include specific deliverables against which the performance of the incumbent will be appraised and evaluated.

Background

UNDP supports Government of Papua New Guinea in integrating its environmental commitments with the national development goals and policies; in developing capacity on environment and in fulfilling the obligations of the international environmental conventions PNG is party to. In partnership with other organizations UNDP facilitates government's efforts towards sustainable use of natural resources with special focus on poverty reduction and the Millennium Development Goals. In addition to drawing on its own resources, UNDP mobilizes resources from the bilateral donors and multilateral funds such as Global Environmental Facility.

The Environment Programme Officer will support capacity building and will assist the head of the environment unit (Environment Programme Analyst) in managing the CO's Environment and Energy Portfolio including programme development, partnership building, advocacy and results-oriented rights-based management in the area of the Energy and Environment.

Duties and Responsibilities

- Ensure development, strengthening, implementation and management of Country Office Environment programme. Advise on policy and substantive issues in the area of Environment and Energy. Contribute to formulation of Country Office strategies and targets.
- Assist in effective oversight of all aspects of programme implementation and monitoring with result-orientation and focus on identification of areas of support and interventions, accountability for achieving Unit delivery targets, identification of operational problems and programme impact. Provide special management and implementation support to PNG MDG 7 Strategic Plan formulation and Implementation with the specific focus on partnerships development.
- Contribute to knowledge building and management with the specific focus on active participation in partnership networks on environment, sound contributions within the office and to government

and other partners, dissemination and application of knowledge, best practices and lessons learned in the area of environment, especially on multilateral environmental agreements, climate change, biodiversity and environmental governance.

- Actively seek for opportunities for effective and systematic advocacy and exchange of knowledge with all government and non-governmental partners to promote strategic partnerships and mobilize resources.
- Any other duties as assigned by the supervisor

Qualifications

The UNV Environment Specialist must have the following qualifications:

Education

- Advanced University Degree in one of the following: Environmental Sciences, Environmental Management, Natural Sciences, Natural Resource Management or generic Development studies with environmental specialization. This should be reflected in a good understanding of development issues, and policies and programmes relating to environment and natural resources management and their impacts on growth, human development and poverty reduction.

Experience and skills

- 5 years post degree relevant experience at the national or international level in providing advisory services in the area of environment and/or energy. Experience in development, implementation, monitoring and evaluation of development projects in the area of Environment and Energy.
- Knowledge of international environmental conventions and environmental governance would be an asset
- Experience in collaboration with government and the international development community in Asia would be an asset
- Experience in poverty reduction and livelihood work would be an asset
- Proven communication and coordination skills.
- The ability to take initiative, ensure efficient follow up, and work flexibly and effectively in multicultural teams
- Computer literacy, ability to use information technology effectively as a tool and resource
- Previous volunteer experience is an asset
- Fluency in English. Knowledge of Tok Pidgin would be an asset.

Competencies

- Works to achieve the strategic goals of UNDP and promotes the vision, mission and values of UNDP
- Translates strategic aims into clear achievable plans with established priorities and monitors them
- Builds and maintains lasting relationships with key constituents (government, donors, partners, other institutions and other UNDP offices and bureau
- Focuses on impacts and results for the client
- Leads teams effectively – motivates and manages teams well, inspiring confidence and admiration in others, manages matrix fluidity by encouraging staff to work collaboratively with other units and offices
- Recognizes and responds appropriately to the ideas, interests and concerns of others; encourages and contributes creative solutions to address challenging situations
- Promotes a learning environment, facilitates the development of individual and team knowledge, skills and competencies; provides constructive coaching and feedback
- Seeks, applies and shares knowledge and information
- Empowers staff to address their development needs and promotes an open atmosphere of mutual feedback and support

- Demonstrates strong analytical and communication (written, verbal, and interpersonal) skills
- Demonstrates ability to work in the organized and systematic manner and under pressure in multi-disciplinary and multi-cultural teams

Annex 5: Terms of Reference - International Partnerships & Resource Mobilization Specialist (UNV)

Post Title:	International Partnerships & Resource Mobilization Specialist (internationally recruited UNV)
Project Name and Number:	DEC Capacity Strengthening Project
Duty Station:	Port Moresby, Department of Environment and Conservation
Duration of Appointment:	12 months (with possibility of extension subject to satisfactory performance)
Starting Date:	June 2006

Supervision

Under the guidance and direct supervision of the Department of Environment and Conservation National Project Director, the International Partnership Specialist will be a member of the MDG 7 support team who will support the DEC with national strategy setting to develop and implement the collaborative and joint programmes, to monitor progress towards the Millennium Development Goals 7 Environmental Sustainability and other Multilateral Environmental Agreements and UN Protocols PNG has entered.

The Partnership and Resource Mobilization Specialist will work in close collaboration with DEC and UNDP by linking with UNDP environment programming with national environment programming priorities, and developing partnerships and resources mobilization framework to implementation the MDG 7 Strategic Plan through collaborations with other Government agencies, NGOs, Multi-lateral and bi-lateral donors and civil society.

Duties and Responsibilities

Ensures creation of strategic partnerships and implementation of the resource mobilization strategy for MDG 7 Strategic formulation and implementation focusing on achievement of the following results:

- Development of partnerships with IFI's, government institutions, bi-lateral and multi-lateral donors, private sector, civil society.
- Analysis and research of information on donors, preparation of substantive briefs on donor strategies and national environment management and development strategies, provision of advice to National Project Director on ensuring synchronicity, alignment and complementarily between these strategies and MDG 7 activities
- Coordination of the substantive preparations of the partnership and resources Mobilization Strategy Plan, roundtables and other key events in close consultation with appropriate counterparts in government, bilateral and multilateral partners.
- Provision of advisory support on partnerships and resources mobilization potential to DEC, ensuring full participation by UN Agencies, Government, civil society, multilateral and bilateral institutions and coordination of the draft Partnership and Resources Mobilization Strategic Plan preparation.

- Establishment of effective partnership networks and mechanisms for implementation and monitoring of environment programme based on the Partnership and Resources Mobilization Strategic Plan.
- Provision of advice on adjusting strategies and implementation modalities, cost-effective and efficient implementation of joint national environment programmes.
- Development of strategies, policies and programmes in close consultation with NPD aimed at reaching the MDGs and establishment of the system for monitoring the progress towards the MDGs and Multi-lateral Environment Agreements and Conventions.

Qualifications

- Master's Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or related field.
- 7 years of relevant experience at the national or international level in providing management advisory services,
- Hands-on experience in partnership building and resources mobilization during design, monitoring and evaluation of development projects. Knowledge about the GEF and donor community is a necessary.
- Experience in the usage of computers and office software packages, experience in handling of web based management systems.

Experience and Skills

- Ability to lead the design and implementation of partnership and resources mobilization framework and activities, strengthening of strategic partnerships for MDG implementation.
- Ability to build and sustain effective partnerships with key environment related organizations and main constituents, advocate effectively, communicate sensitively across different constituencies.
- Demonstrates excellent knowledge and experience with GEF and donor policies, and approaches to environmental and development programming
- Establishes priorities for self and other members of the team; schedules activities to ensure optimum use of time and resources; monitors performance against development and other objectives and corrects deviations from the course
- In providing advice to the NPD, has the capacity to gather comprehensive information on complex problems or situations; evaluates information accurately and identifies key issues required to resolve problems
- Demonstrates excellent oral and written communication skills
- Builds strong relationships with clients and external actors
- Demonstrates openness to change and ability to manage complexities
- Responds positively to critical feedback and differing points of view