



**PROJECT DEVELOPMENT FACILITY  
REQUEST FOR PDF BLOCK A FOR MEDIUM SIZE PROJECT**

**AGENCY'S PROJECT ID:** 3708  
**GEFSEC PROJECT ID:**  
**COUNTRY:** Belize  
**COUNTRY ELIGIBILITY:** Ratification to CBD (30/12/93) and FCCC (31/10/94); Accession to CCD (23/07/98)  
**PROJECT TITLE:** Strengthening institutional capacities for coordinating multi-sectoral environmental policies and programmes  
**GEF AGENCY:** UNDP  
**OTHER EXECUTING AGENCY (IES):** N/A  
**DURATION:** PDF A: 3 months; MSP: 3 years  
**GEF FOCAL AREA:** Multi-focal area  
**GEF OPERATIONAL PROGRAM:** 0  
**GEF STRATEGIC PRIORITY:** CB-2: Cross Cutting Capacity Building  
**ESTIMATED STARTING DATE:** January 2006

<b>FINANCING PLAN (US\$)</b>	
<b>GEF PROJECT</b>	<b>500,000</b>
PDF A	25,000
<i>Sub-Total GEF</i>	<b>25,000</b>
<b>C0-FINANCING</b>	
GEF Agency (UNDP)	
National Contribution	
In Cash	
In Kind	4,500
Others	
<i>Sub-Total Co-financing:</i>	<b>4,500</b>
<i>Total PDF Financing:</i>	<b>29,500</b>

**RECORD OF ENDORSEMENT ON BEHALF OF THE GOVERNMENT:**

*Mr. Ismael Fabro (CEO Ministry of Natural Resources, Local Government and Environment)*

Date: (Month, Day, Year)

*Mr. Hugh O'Brien (CEO Ministry of National Development and GEF Operational Focal Point)*

Date: (Month, Day, Year)

This proposal has been prepared in accordance with GEF policies and procedures and meets the standards of the GEF Project Review Criteria for a PDF Block A approval.

Frank Pinto  
Executive Coordinator  
UNDP/GEF  
Date: December 21, 2005

Oliver Page,  
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## **Part II: Project Information**

### **1. GLOBAL SIGNIFICANCE AND PROBLEM STATEMENT**

The Government of Belize (GoB) has ratified the three major international environmental conventions, Convention on Biological Diversity (CBD), Convention to Combat Desertification (CCD), and the Framework Convention on Climate Change (FCCC). In so doing, the GoB has undertaken a wide range of activities to meet their obligations under the convention. This project focuses on a subset of the three conventions, in particular the following articles:

Article 22 of the CBD (relationship with other conventions); Articles 4(g) (avoid duplication), 5(e) (strengthen enabling environment) and 8 of the CCD (relationship with other conventions): This project sets out to develop the capacity necessary to reduce the risk that the implementation of the CBD, CCD and FCCC do not conflict with each other by strengthening the coordination of the various agencies responsible for convention policy implementation.

Article 4(e) of the FCCC (cooperation); Article 4(a) of the CCD (integrated approach): This project will strengthen cooperation among the various government agencies to facilitate Belize's adaptation to the impacts of climate change, the development and implementation of integrated coastal zone management plans, water resources and agriculture, and the protection and rehabilitation of areas affected by land degradation, including flooding.

Article 26 of the CBD (national reports); Article 26 of the CCD (national communications); Article 12 of the FCCC (national communications): This project will strengthen the capacity of the Government of Belize to coordinate the information requirements related to communicating steps taken to implement of the respective convention.

The National Capacity Self-Assessment (NCSA) exercise assessed the institutional framework within which the three conventions are implemented, and determined that Belize's approach to meeting its obligations under the CBD, CCD and FCCC are undertaken in an *ad hoc* manner. The inability of Belize to effectively and efficiently contribute to global environmental protection through the three international environmental conventions is due in large part to the ambiguity in roles and responsibilities among the various government ministries and departments that results from an overlap and duplication of key legislation. Programme formulation and implementation is therefore not easily coordinated. As a result, Belize is unable to maximize the opportunities available as signatory to the three conventions, and to achieve economies of scale in those activities that contribute to protecting the global environment.

### **2. PROJECT LINKAGE TO NATIONAL PRIORITIES, ACTION PLANS, AND PROGRAMMES**

A priority of UNDP's 2002-2006 Country Cooperation Framework (CCF) for Belize is the development of human resource capacity and the strengthening of national partners, given the in-country capacity constraints. There are a wide range of national policies, programmes and plans

that prioritize the management of the country's natural resources, with the majority focusing on the goal of socio-economic development and poverty alleviation. The following are among the key national priorities, programmes and plans.

The political platform of the present government, known as the PUP (People's United Party) Manifesto, specifically calls for the protection of the country's natural resources and is used as the overarching policy that frames the government's environmental policy, programmes and projects. The Medium-Term Economic Strategy (2003-2005) is another important strategic framework for the GOB's action plan for economic development. As part of its overall goal for economic development, this strategy calls for improving land-use planning and environmental management. It is presently being revised.

The Belize National Environmental Action Plan (NEAP) provides the blueprint for the development and implementation of environmentally sustainable development, as well as the improvement of policy and programme coordination among the various government agencies, including the full range of non-governmental stakeholders.

The GEF-supported Belize Biodiversity Strategy and Action Plan (BSAP) was completed in 1998, recommending the establishment of a coordinating body for biodiversity conservation and the strengthening of human and institutional capacity and legislation to ensure Belize's compliance with the CBD. In the area of climate change, the National Meteorological Office led the initiative to develop the National Climate Change Adaptation Policy (CCAP) in response to helping meet the commitments of the FCCC. However, neither the BSAP nor the CCAP have been officially adopted as yet. Meeting the obligations of the CCD is even more challenging for the GoB. Several institutions and bodies share responsibility for land use planning, and the absence of a national land use policy contributes to the *ad hoc* manner in which such policy is implemented. Furthermore, coordinating among these many bodies poses further challenges in accessing the information needed to communicate steps taken to implement the CCD.

### **3. STAKEHOLDERS AND BENEFICIARIES INVOLVED IN THE PROJECT**

The stakeholders involved in project development and implementation include but are not limited to:

- Ministry of Natural Resources
- Ministry of Agriculture and Fisheries
- Ministry of National Development
- Ministry of Finance
- Ministry of Foreign Affairs
- Department of Environment
- Forest Department
- Fisheries Department
- Department of Geology and Petroleum
- Lands and Survey Department
- Department of Meteorology and Hydrology
- Belize Association of Conservation NGOs
- Belize Audubon Society
- Caribbean Community Climate Change Center
- Commodity Association (Sugar, Banana, Citrus)
- Belize Chamber of Commerce and Industry
- Programme for Belize
- University of Belize
- Galen University

#### **4. Rationale for GEF Involvement and Fit with GEF Operational Programmes and Strategic Priorities**

Project idea: The proposed MSP will strengthen the government's institutional capacities to coordinate the multitude of environmental policies to reduce the overlap of efforts and maximize efficiencies of existing governmental units. In particular, the proposed MSP would develop an improved environmental policy coordination structure/mechanism that institutionalizes a cross-cutting review of environmental policy in such a way that synergies and efficiencies are maximized to conserve biodiversity, adapt to and mitigate impacts of climate change, and reduce land degradation.

Baseline: The NCSA Initiative undertook an assessment of the existing policy and institutional framework that guides the work of the various organizations involved in environmental protection broadly. The results of the NCSA thematic assessments determined that there is a concentration of expertise and experience within very few organizations and individuals, with significant lack of expertise and experience in other important bodies. Furthermore, coordination of the existing limited capacities stymies Belize's ability to effectively implement international convention obligations.

A number of national pieces of legislation addresses the management of land, such as the Land Utilization Act, Environmental Protection Act, and Coastal Zone Management Authority Act, however there is overlap in the implementation of these acts, contributing to the ambiguity in roles and responsibilities, and ultimately in poor monitoring and enforcement. In the absence of an overarching land utilization policy act, each ministry and their departments interpret the PUP manifesto and formulate their own policies and plans. The only overarching GoB policy at present is the National Poverty Elimination Strategy and Action Plan (1998-2003), which is presently being revised, and is considered a leading framework for government action. However, this Strategy and Action Plan does not make any reference to any of the three conventions.

Although many formal and informal mechanisms exist for inter-ministerial and departmental coordination, in practice they take place in a disaggregated manner, and serve mainly to exchange information on the activities of the respective agencies' activities. The numerous different committees, targeting specific environmental concerns, are considered ineffective since they do not result in significant incremental benefits in terms of effective policy and/or programme implementation.

For example, policy for biodiversity conservation in protected areas is coordinated separately through three different agencies: archeology, environment, and forestry. This does not include policy coordination on marine biodiversity. By institutionalizing a mechanism that ensures an integrative and strategic review of environmental policy, this MSP aims to improve the development and implementation of cross-cutting programmes and projects that better model complex human-ecologic interactions.

Policy coordination is also constrained due to the insufficiency of institutional capacities. For example, the Policy Unit in the MNRLG&E, while charged with coordinating environmental

policy among the various departments at the head of department level, is only staffed with one individual. Furthermore, government departmental action plans are not adequately integrated within national budgeting exercises and into medium- and long-term development planning.

A wide range of non-governmental organizations, notably conservation organizations, carries much of the work done towards meeting the obligations of the conventions out. However, their contribution towards the implementation of the three conventions is either not known or hampered by the ineffective communication and consultation among the NGO community and private sector. This results in overlapping projects that are sometimes duplicative and/or conflictual when resource use is mutually exclusive.

GEF Alternative: The proposed MSP will direct a series of capacity building activities to: a) institutionalize the strategic review of environmental policy across governmental agencies and departments with a view to meeting global environmental objectives; and b) strengthen an enabling environment for agencies to strategically coordinate the implementation of their environmental programmes and projects in keeping with the cross-cutting review. Improved policy coordination will facilitate and catalyze opportunities for enhanced cooperation among various governmental units to develop and implement programmes that reduce the overlapping relationships among biodiversity, climate change, and land degradation. Enhanced cooperation will also facilitate the GOB's work to communicate steps taken to implement the three conventions.

Building on the existing Policy Unit of the MNRLGE, the MSP will develop an institutional structure (an organizational unit) and mechanism (representational committee) to manage a process to coordinate all governmental policy decisions and implementation pertaining to CBD, CCD and FCCC. This structure will draw on the expertise and capacities from outside the government, notably the various non-governmental organizations, private sector and academic institutions. For example, NGOs, the private sector and research institutions could make an important contribution in assisting the government develop and implement national policies and programmes that effectively integrate the global concerns for the environment (as represented by the three conventions).

The MSP will also seek to formalize, as appropriate, relationships with these organizations in order to catalyze the development and implementation of integrated environmental programmes that not merely strengthen Belize's ability to meet the obligations of the CBD, CCD and FCCC, but maximize synergies and efficiencies in so doing. That is, improved policy coordination will allow for agencies to reduce overlap in the management of data and information, as well as to create innovation and synergies that arises from the sharing of expertise and experience across agencies. In particular, the success of improved policy coordination is expected to result in greater effectiveness and efficiency of the Government of Belize to meet its obligations under the three Rio Conventions.

Impact indicators could include, for example, a decrease in the lag time between policy formulation and policy implementation. Process indicators will also play an important role in the measurement of impact, e.g., the approval of sectoral departments' programmes and projects in

keeping with the cross-cutting review. Programme indicators would highlight the on-the-ground impact of synergies achieved through the implementation of the programmes on the basis of the cross-cutting review through a comparison with the baseline scenario.

The preparation of the MSP will determine the best institutional structure/mechanism to be implemented during the MSP.

## **5. Expected Goal, Objectives and Outcomes of Final Project and Relevance to Outcome to CPD and UNDAF**

**Project Objective Statement:** The proposed MSP will create a new policy coordination structure (an organizational entity) and mechanism (representational committee) by streamlining the existing multiple and overlapping ones. This new structure and mechanism will facilitate and catalyze the strategic review of Belize's many environmental policies with the aim of maximizing synergies and efficiencies to conserve biodiversity, adapt to and mitigate impacts of climate change, and reduce land degradation.

**Key Outcomes:** The implementation of the proposed MSP is expected to result in: a) the minimization of overlap, ambiguity, and competing policy development among the various governmental agencies that have a stake in the implementation of the CBD, CCD and FCCC; b) improved coordination among the various governmental agencies to develop integrated management plans for their respective programmes, e.g., coastal zone management, water resource management, and agriculture, as well as options for mitigating and adapting to climate change.

**Key Outputs:** The above-mentioned outcomes will be produced by a set of specific outputs, to be developed further through consultation during the preparation of the MSP, namely:

- A) *Improved inter-ministerial consultative mechanism and structure:* The governmental inter-ministerial consultative process, a representational committee, will be strengthened by the establishment, or strengthening of an existing mechanism such as the one being implemented by the Department of the Environment that will allow for national policy coordination targeted to meeting the overall obligations of the CBD, CCD and FCCC. Such a mechanism would also include coordinating national policy with respect to other international conventions, such as the Ramsar Convention, Law of the Sea, and Montreal Protocol. This institutional mechanism will be designed so as to ensure long-term commitment at the highest level within each ministry to ensure implementation of policy and programme recommendations.

This consultative process will be supported by the development of a Policy Coordination Unit under the aegis of the MNRLGE. The Policy Coordination Unit will be strengthened to better access and facilitate the sharing of key data and information. This will build on the GoB parallel project to develop a national environmental and geomatics information system (NEGIS).

In establishing the consultative process and Policy Coordinating Unit, the MSP will clarify roles and responsibilities with respect to Belize's implementation of the three conventions, eliminating ambiguity, and setting forth a clear pathway for the preparation of the various reports and communications to the Conference of the Parties' respective conventions.

- B) *Improved consultation process with NGOs, CBOs, and the private sector and research institutions:* An institutional appendage of the inter-ministerial consultative mechanism would take the form of a consultative committee that includes representatives of key stakeholders groups. This mechanism will serve the purpose of ensuring inclusiveness in the policy and programme recommendations emanating for the inter-ministerial consultative mechanism, as well as a means to coordinate the effective implementation of activities relevant to the CBD, CCD, FCCC. This process would also be supported by the newly establishment Policy Coordination Unit under the aegis of the MNRLGE, in collaboration with a partner umbrella non-governmental body.

The MSP will facilitate improved public awareness of the conventions through the participation of non-governmental organizations in the consultative process. This is critical to the sustainability of the MSP, as all stakeholders must have a clear understanding of how the conventions provide benefits to Belize.

## Part II: Information on Block A Activities

### 6. EXPECTED OUTCOMES/COSTS AND COMPLETION DATES OF THE PDF A

PDF A resources (Government and GEF) will be used to undertake consultations to design a Medium-Size Project that will meet the objectives stated above. PDF A activities include the following:

- a) Stakeholder analysis and stocktaking exercise: Building on the NCSA process, the PDF A will undertake a detailed analysis of the SWOT analysis and recommendation made in the Stocktaking, Thematic Assessments and Cross-cutting Assessment reports. In particular, the PDF A will take stock of the existing institutional structures and mechanisms, and assess stakeholders concerns about their respective effectiveness and efficiency.
- b) Feasibility study and cost estimations: The PDF A will analyze the feasibility of achieving the objectives stated above, and determine the extent to which the anticipated outcomes can be realistically achieved in a cost-effective manner. Output indicators will be developed to demonstrate global environmental benefits. The cost of the planned outputs will be determined, and the sources of funding identified.
- c) Consultations and public awareness: Building on the momentum and achievements of the NCSA process, the PDF A will undertake consultations with key stakeholders early on. These consultations will take the form of focal group discussions and individual interviews, serving to inform and engage stakeholders in the design and eventual participation in the implementation of the MSP.
- d) Preparation of the MSP document: The PDF A will cover the costs associated with the development of a MSP proposal that fulfils Belize's identified needs and meets UNDP/GEF requirements. The MSP will include output indicators to demonstrate the global environmental benefits expected to accrue as a result of the project.
- e) Stakeholder consultation workshop: The organization of the workshop will ensure the full representation of key stakeholders, and be facilitated to receive feedback on the design of the proposed MSP, as well as secure validation of the project. In particular, the workshop will seek to validate the legitimacy and accountability of the proposed new policy coordination structure/mechanism and strategy designed to improve cross-cutting policy coordination for global environmental benefits, taking into account national priorities.
- f) Project Implementation Unit (PIU): The PDF A will finance a small PIU for 3 months to support implementation of the above-mentioned activities.



## 7. Total Work plan and Budget

<b>Work Plan</b>			
<b>Activity</b>	<b>Month 1</b>	<b>Month 2</b>	<b>Month 3</b>
a) Stocktaking and stakeholder analysis			
b) Feasibility study and cost estimations			
c) Consultations and public awareness			
d) Preparation of MSP proposal/document			
e) Stakeholder consultation workshop			
f) International consultant support			

<b>TOTAL PDF A PROJECT BUDGET</b>						
<b>Award ID: 00042508</b>						
<b>Award Title: PIMS 3708 MFA: PDF-A Bhutan:</b> Strengthening institutional capacities for coordinating multi-sectoral environmental policies and programmes						
<b>1. Project ID: 00049051</b>						
<b>Project Title: PIMS 3708 MFA: PDF-A Bhutan:</b> Strengthening institutional capacities for coordinating multi-sectoral environmental policies and programmes						
<b>Implementing Partner/ExA: NEX - UNDP</b>						
<b>GEF Outcome/Atlas Activity</b>	<b>Responsible Party</b>	<b>Source of Funds</b>	<b>Atlas Code</b>	<b>ERP/ATLAS Budget Description/Input</b>	<b>2006 (USD)</b>	<b>Total (USD)</b>
<b>OUTCOME 1: MSP prepared through consultative process</b>	UNDP	GEF	71300	National consultant	9,000	9,000
		GEF	71200	International consultant	9,000	9,000
		GEF	71600	Mission costs and Travel	2,000	2,000
		GEF	71400	Contractual Services/Individual	2,000	2,000
		GEF	74500	Miscellaneous Expenses	1,000	1,000
		GEF	72100	Contractual Services/Companies	2,000	2,000
						<b>sub-total</b>
					<b>TOTAL</b>	25,000

## PART III: MANAGEMENT ARRANGEMENTS

### 8. Roles and Responsibilities of the Parties, including financial and administrative modalities

Project activities will be implemented according to UNDP procedures for National Execution (NEX) modality with the administrative support of the UNDP CO.

A Steering Committee will be formed, modeled after that National Environmental Appraisal Committee, (NEAC), to provide policy and programme guidance on the implementation of the PDF A and design of the MSP. The committee will be chaired by the CEO of the Ministry of

Natural Resources, Local Government and Environment (MNRLGE). The Steering Committee will be comprised of representatives from the key ministries, and include two umbrella NGO representatives (that can effectively demonstrate the wide representation of NGOs), as well as two representatives from business associations and a representative from a civil society organization.

The Steering Committee will provide oversight of the PDF A, which will be implemented by a Project Implementation Unit (PIU). The PIU will be housed in the Department of the Environment, and headed by a national consultant who will be contracted as Project Manager to oversee the daily execution of the PDF. The Project Manager will report to the Steering Committee via the CEO of the MNRLGE.

In addition to the Project manager, the PIU will be staffed with a locally contracted project assistant. The PIU will undertake the stakeholder analysis, stocktaking exercise and the feasibility study, with support from the Department of the Environment and the Policy Unit of the MNRLGE. Early in the execution of the PDF A, the Steering Committee will facilitate the work of the Project Manager to ensure his/her access to stakeholders, as well as their active participation in the development of the MSP and the stakeholder consultation workshop.

An international consultant will be contracted to help initiate the preparation of the MSP in the first month of the PDF-A, and to help finalize the MSP at the time of the stakeholder consultation workshop.

### **Information on Applicant Institution (Mandate (capacity assessment) and sources of revenue)**

The stated mission of the Ministry of Natural Resources, Local Government and Environment is “To improve the quality of life for all Belizeans through the responsible management of our renewable and non-renewable natural resources and the regulation of the environment and industry in order to foster the sustainable development of Belize.”

The Ministry’s areas of responsibility are administered through its central administration and five departments, that administer, among others, the National Lands Act, the Registered Lands Act, the Land Utilization Act, the Land Tax Act<sup>1</sup>, the Forest Act, the Wildlife Protection Act, the Geology and Petroleum Act, the Environmental Protection Act, and National Protected Areas Systems Act.

The primary source of financing for the Ministry of Natural Resources, Local Government and the Environment is Recurrent Expenditure provided by the GOB through annual budgetary exercises. Other sources of Capital II allocations are derived from surpluses realized by the government and are provided as complimentary funds for externally funded programmes or projects.

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<sup>1</sup> Please note that these four Land Acts are compartmentalized, contributing the overlap and ambiguity in their implementation. There is no over-arching Land Act.

## **9. Monitoring & Evaluation**

Project monitoring and evaluation will be conducted in accordance with established UNDP and GEF procedures and will be provided by the project team and the UNDP Country Office (UNDP-CO) with support from UNDP/GEF.

The PIU will provide regular updates on the progress on PDF A execution to the Steering Committee (via the CEO of the MNRLGE) at least once a month, and more regularly to the CEO MNRLGE and UNDP. PDF A execution will be evaluated on a timely basis by the MNRLGE and UNDP with a view to modifying PDF A activities accordingly.

Monitoring of the PDF A execution will be done by UNDP in Belmopan, with support from the UNDP/GEF Regional Office in Panama. Audit of project expenditure will be done in accordance with agreed UNDP and GEF requirements.

## **10. Legal Context**

This Project Document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the Government of Belize and the United Nations Development Programme, signed by the parties on 7<sup>th</sup> June 1982. 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 UNDP Resident Representative in (insert) is authorized to effect in writing the following types of revision to this Project Document, provided that he/she has verified the agreement thereto by the UNDP-GEF Unit and is assured that the other signatories to the Project Document have no objection to the proposed changes:

- a) Revision of, or addition to, any of the annexes to the Project Document;
- b) Revisions that do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation;
- 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; and
- d) Inclusion of additional annexes and attachments only as set out here in this Project Document

## **ANNEXES**

- Annex 1:** Terms of References: Project Manager; Project Assistant; and International Consultant
- Annex 2:** Letter of Endorsement from GEF Operational Focal Point

## **Annex 1: Terms of References for the Development of a Cross-Cutting Capacity Development MSP for BELIZE**

### **A. Project Manager (National Consultant)**

#### **1. Background**

The GEF as a financial mechanism of the CBD, CCD, FCCC has prioritize the issue of building capacities in developing countries to enable their participation in adhering to the principles of these global conventions. The Government of Belize has requested UNDP to provide assistance in the preparation of a Medium-Size Project reflecting National Capacity Building Needs relevant to these three conventions.

#### **2. Duties and Responsibilities**

Under the supervision of the Department of Environment, and with support from the Focal Points for the CBD, CCD and FCCC, and the guidance of the International Consultant, the Project Manager will engage in the formulation of a MSP project document. The MSP document should be developed in line with the operational principles for capacity building as demonstrated in GEF's Strategic Approach to Enhance Capacity Building. The consultant will be charged with:

- Gathering and collating national priority areas/activities from available reports and incorporating this information in a framework concept for the approval of the MNRLGE and UNDP;
- Coordinate and undertake consultations with the government of Belize (relevant line ministries), key civil society organizations, NGOs, and the private sector in order to provide guidance to gather information as to the initiatives they would like to be addressed in the planned MSP;
- Assist in the preparation and submission to UNDP and the Government of Belize, Ministry of Natural Resources, a draft MSP document developed in accordance with the GEF procedures in line with the stipulations for funding under the Interim Guidelines for Financing Cross-cutting Capacity Building Projects; and
- Incorporating modifications to the draft project documents according to the comments provided by UNDP, key civil society stakeholders, NGOs, private sector, and the Government of Belize.

#### **3. Duration**

The Project Manager will be recruited for a period to three (3) months.

#### **4. Qualifications**

- M.Sc. Degree in Natural Resources Management, with a minimum of 5 years experience in project proposal design, development and writing.
- Proven experience in planning for capacity building.
- Ability to work as an independent consultant is essential.
- Familiarity with the new GEF MSP project brief format and related requirements
- Knowledge on local governmental structure.

## **5. Languages**

Required: English. Spanish is considered an asset.

## **B. Project Assistant (National Consultant)**

### **1. Background**

The GEF as a financial mechanism of the CBD, CCD, FCCC has prioritize the issue of building capacities in developing countries to enable their participation in adhering to the principles of these global conventions. The Government of Belize has requested UNDP to provide assistance in the preparation of a Medium-Size Project reflecting National Capacity Building Needs relevant to these three conventions.

### **2. Duties and Responsibilities**

Under the supervision of the Project Manager, the Project Assistant will support the PIU in carrying out PDF A activities, including, but not limited to:

- Collecting and collating information necessary for the preparation of the MSP document;
- Undertake logistic arrangements for the stakeholder consultations, International Consultant travel, stakeholder consultation workshop, among other logistic arrangements that may arise; and
- Provide administrative support to the Project Manager and International Consultant.

### **3. Duration**

The Project Assistant will be recruited for a period to three (3) months, on a half-time basis.

### **4. Qualifications**

- Associates Degree in Accounting/Book-keeping, with a minimum of 5 years experience in project proposal design, development and writing. Knowledge of the UNDP Procurement Procedures will be an asset.
- Proven experience in planning for capacity building.
- Ability to work as an independent consultant is essential.
- Familiarity with the new GEF MSP project brief format and related requirements
- Knowledge on local governmental structure.

## **5. Languages**

Required: English. Spanish is considered an asset.

## **C. International Consultant**

### **1. Background**

The GEF as a financial mechanism of the CBD, CCD, FCCC has prioritize the issue of building capacities in developing countries to enable their participation in adhering to the principles of these global conventions. The Government of Belize has requested UNDP to provide assistance in the preparation of a Medium-Size Project reflecting National Capacity Building Needs relevant to these three conventions.

### **2. Duties and Responsibilities**

Under the supervision of the Department of Environment, and with support from the Focal Points for the CBD, CCD and FCCC, the International Consultant will engage in the formulation of a MSP project document. The MSP document should be developed in line with the operational principles for capacity building as demonstrated in GEF's Strategic Approach to Enhance Capacity Building. The international consultant will be charged with:

- Undertaking consultations with the government of Belize (relevant line ministries), key civil society organizations, NGOs, and the private sector in order to provide guidance to gather information as to the initiatives to be addressed in the planned MSP;
- The preparation and submission to UNDP and the Government of Belize, Ministry of Natural Resources, a draft MSP document developed in accordance with GEF procedures and in line with the stipulations for funding under the Interim Guidelines for Financing Cross-cutting Capacity Building Projects;
- Incorporating modifications to the draft project document according to the comments provided by UNDP, key civil society stakeholders, NGOs, private sector, and the Government of Belize;
- Identify portals for co-financing; and
- Participate in the confirmation of co-financing

### **3. Duration**

The level of effort of this consultancy is fifteen (15) working days (days are not necessarily consecutive) with the consultant spending at minimal ten (10) working days on mission in Belize.

### **4. Qualifications**

- M.Sc. Degree in Natural Resources Management or related field.
- Over five (5) years experience in project proposal design, development and writing.
- Proven experience in planning for capacity building.
- Ability to work as an independent consultant is essential.
- Familiarity with the new GEF MSP project brief format/ requirements
- Knowledge on local governmental structure will be considered an asset.

**5. Languages :** Required: English. Spanish is considered an asset.

**Annex 2: Letter of Endorsement from GEF Operational Focal Point**



**GOVERNMENT OF BELIZE**

**Ministry of National Development,  
Investment & Culture**

**Fax: (501) 822-3673  
Tel: (501) 822-2526/822-2527  
Our Ref: IA/JN/1/12/05(13)  
Your Ref:**

**P.O. Box 42  
Administration Building  
Belmopan  
Belize, Central America**

November 21<sup>st</sup>, 2005

Ms. Dianne Wade-Moore  
Environmental Programme Officer  
United Nations Development Programme  
United Nations House  
Constitution Drive, Belmopan City  
Belize

Dear Ms. Wade-Moore,

The Ministry of National Development, Investment & Culture in its capacity as GEF Operational Focal Point for Belize, wishes to inform you of its endorsement for the Project Concept entitled **“Strengthening Institutional Capacity for Coordinating Multi-Sectoral Environmental Policies and Programmes”**

We believe that this project will give Belize the opportunity to strengthen its technical competence to address the challenges of coordinating cross-cutting activities with relation to our Environmental Policies.

Sincerely,

  
**Hugh O'Brien  
GEF Operational Focal Point - Belize  
Ministry of National Development**





## SIGNATURE PAGE

Country: Belize

UNDAF Outcome(s)/Indicator(s): N/A

Expected Outcome(s)/Indicator(s):

Goal 3: Managing Energy and Environment for Sustainable Development  
Service line 3.1: Frameworks and Strategies for Sustainable Development  
Indicator: National Sustainable Development Plan inclusive of various Cross cutting environmental development/ management themes, which are complementary and not isolated in implementation.

Implementing partner:

Ministry of Natural Resources, Local Government and The Environment

Other Partners:

Ministry of Agriculture and Fisheries, Ministry of National Development

Programme Period: 2004-2006  
Programme Component:  
Project Title: PIMS 3708 MFA: PDF A Belize:  
Strengthening institutional capacities for coordinating multi-sectoral environmental policies and programmes  
PIMS No: 3708  
Award ID: 00042508  
Project ID: 00049051  
Project Duration: 3 months  
Management Arrangement: NEX

General Management	
Support Fee	N/A
<b>Total budget:</b>	<b><u>\$25,000</u></b>
Allocated resources:	
A) Regular	<u>\$ 0</u>
B) GEF	<u>\$ 25,000</u>

**Name:**

**Date:**

**Agreed by:** \_\_\_\_\_

**Hugh O'Brien**  
**Chief Executive Officer, Ministry of National Development**

**Agreed by (UNDP):** \_\_\_\_\_

**Beat Rohr**  
**UNDP Resident Representative**