

**UNITED NATIONS DEVELOPMENT PROGRAMME
GLOBAL ENVIRONMENT FACILITY**

Regional Project for Asia and the Pacific (RBAP)

(Project of the Governments of the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Samoa, Solomon Island, Tonga, Tuvalu, Vanuatu and Papua New Guinea)

PROJECT DOCUMENT

Project Number: RAS/02/G35
Project Title: Pacific Islands Renewable Energy Project
Project Short Title: PIREP
Implementing Agent: United Nations Development Programme (UNDP)
Executing Agent: South Pacific Regional Environment Programme (SPREP)
Beneficiary Countries: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Samoa, Solomon Island, Tonga, Tuvalu, Vanuatu and Papua New Guinea
Estimated Start Date: August 2002
Estimated End Date: February 2004

Summary of UNDP and Cost-Sharing Financing (US\$)	
UNDP: TRAC	60,000
Other (GEF)	700,000
Sub Total:	760,000
Parallel Financing:	
Governments	51,000 (in-kind)
Sub Total:	51,000 (in-kind)
Total:	811,000

Summary:

The Pacific Island Countries (PICs) are currently heavily dependent on fossil fuels. Renewable energy (RE), mostly hydro, is estimated to contribute less than 10 percent of each PIC's commercial energy use and the region is characterized by scattered and fragmented efforts to promote RE technologies that are based on unreliable and unsubstantiated data on RE resource potentials. The Pacific Islands Renewable Energy Project (PIREP) will facilitate the promotion within the PICs of the widespread implementation and ultimately, commercialisation of RE technologies (RETs) through the establishment of a suitable enabling environment. The establishment of an environment conducive to the region-wide adoption and commercialisation of RETs would involve the design, development and implementation of appropriate policies, strategies and interventions addressing the fiscal, financial, regulatory, market, technical and information barriers to RE development and utilization. It will also involve the development of interventions for strengthening of the relevant institutional structures and national capacity for the coordination and the sustainable management (design, implementation, monitoring, maintenance, evaluation and the marketing) of RE initiatives in each PIC.

This Project Document has been revised to reflect minor changes suggested by SPREP at a meeting Friday the 6th of September 2002 between SPREP and UNDP to improve clarity concerning internal communications in SPREP between the CTA and the management level and external communications between SPREP and UNDP management levels. Refer to Part IV - Management Arrangements and the Terms of Reference in Appendix B, C, and D.

On behalf of:	Signature	Date	Name/Title
SPREP:	Signed by Tamari'i Tutangata, Director, on 13/9/02		
UNDP:	Signed by Joyce Yu, Resident Representative, on 7/10/02		

PART I: SITUATION ANALYSIS

The PICs are currently heavily dependent on fossil fuels, with petroleum products accounting for an estimated 80 percent of its primary commercial energy consumption. Electricity is mainly supplied through diesel-fired power generation units. Renewable Energy (RE), mostly hydro, is estimated to contribute less than 10 percent of each PIC's commercial energy use. The present dependence of the PICs in fossil fuels to meet their energy (bulk of which is electricity) is expected to continue unless other alternative cleaner and environment friendly energy forms like RE are widely used. This "business-as-usual" scenario in the region is expected to continue despite the PICs expressed commitment to prioritize RE in their national energy plans, energy strategies and in their initial National Communications to the Conference of the Parties (COP). This is mainly because various barriers and issues are hampering the prospects of sustainable RE development and utilization in the region.

Please refer to the Pacific Islands Renewable Energy Project (PIREP) MSP Brief in Annex A for a more detailed description of the current situation/baseline.

PART II: STRATEGY

The development goal of PIREP is the preparation of a regional approach to removing barriers to the development and commercialisation of RE systems in the PICs that influences country efforts to reduce the long-term growth of greenhouse gas (GHG) emissions from fossil fuel uses, especially diesel. The purpose of the project is the acceleration of the adoption and commercialisation of feasible and applicable RE technologies (RETs).

The proposed project will facilitate the promotion within the PICs of the widespread implementation and ultimately, commercialisation of RETs through the establishment of a suitable enabling environment. The establishment of such an environment conducive to the region-wide adoption and commercialisation of RETs would involve the design, development and implementation of appropriate policies, strategies and interventions addressing the fiscal, financial, regulatory, market, technical and information barriers to RE development and utilization. It will also involve the development of interventions for strengthening of the relevant institutional structures and national capacity for the coordination and the sustainable management (design, implementation, monitoring, maintenance, evaluation and the marketing) of RE initiatives in each PIC. Capacity building programs will also be designed under the project. Such programs will be aimed at enhancing the PICs capability in establishing workable and viable frameworks for the delivery of RE services with emphasis on the design, development, financing, implementation and management of such delivery mechanisms, having learnt from lessons of past renewable energy projects in the region. The successful implementation and sustainable replication of such RE delivery services are expected to contribute to the reduction of GHG emissions (equivalent to the amount emitted from the burning of the displaced fossil fuels). To enhance the promotion of RETs and the delivery of RE services, demonstration schemes to showcase the "business angle" of RE system projects as well as RE technical support and extension program will be developed under the project for subsequent technical assistance to the PICs. The implementation of the interventions that will be designed and developed by the proposed project will contribute to the facilitation of the growth of profitable transactions and a sustainable RE market both within and among the countries in the Pacific region that will facilitate up scaling the results of this project to a broader GEF intervention to support RE in the region.

The envisioned GEF-supported alternative to the “business-as-usual” scenario in the region is intended to prepare the much needed groundwork for a more comprehensive regional initiative that will contribute in countering the heavy reliance on fossil fuels through the promotion and facilitation of the widespread use of RE. Such a comprehensive regional project is expected to contribute to the region’s effort to mitigate climate change brought about by GHGs, as well as to achieving the PICs’ sustainable development objectives.

It is assumed that in the absence of the proposed GEF-supported regional project, the Pacific region will continue to be characterized by scattered and fragmented efforts to promote RE technologies that are based on unreliable and unsubstantiated data on RE resource potentials. The result will be a continued under-development of the region’s RE potential and thus significant GHG emissions from fossil fuel use for both electricity and non-electricity purposes.

PART III: RESULTS FRAMEWORK

Please note that the information in row A-D is identical for all 14 participating countries.

A. Intended Outcome as stated in the Country Results Framework: Global Environment concerns and commitments integrated in national development planning and policy			
B. Outcome indicator as stated in the Country Programme Results and Resources Framework, including baseline and target. The objectives and targets of the National strategy/Plan/Programme (for biodiversity, climate change and desertification) integrated in national development planning and policy framework; <u>Baseline:</u> Non-integration of global environmental concerns in the national planning of PICs. <u>Target:</u> Integration of interventions/policies/strategies aimed at achieving global environmental benefits in the national planning of PICS.			
C. Applicable Strategic Area of Support (from SRF) and TTF Service Line (if applicable): G3-SGN2-SASN2 – Global conventions and funding mechanisms			
D. Partnership Strategy: Global environmental concerns and commitments integrated in national development planning and policy			
E. Project title and number:			
Intended Outputs	Output Targets for (years)	Indicative Activities	Inputs
IN-COUNTRY ACTIVITIES			
1. Capacity Building on RE Policy Formulation			
Output 1.1: Persistent policy-related barriers to RE development, as well as gaps between what needs to be done in the area of RE policy making and planning and what have been done, are verified and evaluated.	Year 1: Lessons learned and all the major persistent policy-related barriers are identified in each PIC by 4 th month of project implementation	Review <i>existing</i> energy policies particularly on RE and policy instruments in each PIC including summary of the existing energy policies. Review <i>past and ongoing</i> energy policy studies, including summary of, and comments on, lessons	PIC Government’s support and cooperation in the provision of relevant information. Documentations of previous studies related to energy or RE policy in each PIC and/or in the region. Available adequate and qualified human resource

		<p>learned from previous and ongoing policy studies</p> <p>Review previous and ongoing studies, workshops, plans, policies, etc. to identify policy barriers to RE development and commercialisation in the country, including summary of persistent policy barriers.</p> <p>Outline what needs to be done in the area of policy making and planning to remove persistent policy barriers.</p>	<p>from PIC governments, technical assistance in energy/renewable energy policy from relevant national, regional, or international expertise provided through the funding from GEF and other donors.</p>
<p>Output 1.2: Capacity development needs of the PICs in the area of RE policy formulation; planning and decision-making are verified and evaluated, and relevant programs for training/continuing education in the policy aspects of RE development are recommended.</p>	<p>Year 1: Recommended capacity development program on RE policy and planning completed in all PICs by end of the 5th month of project implementation.</p>	<p>Evaluate via a SWOT workshop with all relevant national stakeholders the capacity development needs of each stakeholder in the area of RE policy formulation and planning.</p> <p>Based on the SWOT workshop prepare a capacity development programme in the area of energy policy and planning including outline relevant programmes for training/continuing education in the policy aspects of renewable energy development.</p>	<p>PIC Government's support and cooperation in the provision of the relevant information.</p> <p>Documentation of previous and/or ongoing capacity development activities in the PICs.</p> <p>Available adequate and qualified human resource from PIC governments, technical assistance in energy/renewable energy policy capacity building from relevant national, regional, or international expertise provided through the funding from GEF and other donors.</p>
<p>2. Dissemination of Information and Improving Public Awareness</p>			
<p>Output 2.1. Persistent barriers/issues related to</p>	<p>Year 1: Lessons learned and all the</p>	<p>Review of existing information and</p>	<p>PIC Governments' support and cooperation</p>

<p>information dissemination and awareness-raising in the area of RE development as well as lessons learned from previous information and advocacy programs on RE in the region are verified and evaluated.</p>	<p>major persistent barriers in the information and advocacy aspects of RE development are identified in each PIC by 5th month of project implementation</p>	<p>advocacy projects, programs, etc. particularly on RE and methodologies used in each PIC.</p> <p>Review of past energy information and advocacy programmes, programs, etc. including summary of, and comments on, lessons learned</p> <p>Review previous and ongoing studies, workshops, plans, projects, programmes, etc. in each PIC to identify information barriers to RE development and commercialisation in the country, including summary of persistent information barriers.</p> <p>Outline what needs to be done in the area information and advocacy to remove persistent barriers.</p>	<p>in the provision of the relevant information required.</p> <p>Documentation of previous advocacy and information dissemination campaigns in the PICs.</p> <p>Available adequate and qualified human resource from PIC governments, technical assistance on information dissemination and awareness raising in the area of RE development from relevant national, regional, or international expertise provided through the, funding from GEF and other donors.</p>
<p>Output 2.2: Capacity development needs of the PICs in the area of RE information dissemination and RE advocacy campaigns are verified and evaluated, and relevant programs for technical/financial assistance on these aspects of RE development are recommended.</p>	<p>Year 1: Recommended capacity development program on RE information dissemination and advocacy completed in all PICs by end of the 11th month of project implementation.</p>	<p>Evaluate via a SWOT exercise/workshop with all relevant national stakeholders the capacity development needs of each stakeholder in the area of RE information and advocacy</p> <p>Based on the SWOT exercise and wide consultation of the stakeholders prepare a capacity development programme in the area</p>	<p>Support and cooperation of PIC Governments and possibly the private sector in the PICs and region in the implementation of recommended programs.</p> <p>Available adequate and qualified human resource from PIC governments, possible technical assistance on capacity building regarding information dissemination and</p>

		of RE information and advocacy, including outline for relevant programmes for technical/financial assistance on these aspects of renewable energy development	awareness raising; in the area of RE development from relevant national, regional, or international expertise provided through the funding from GEF and other donors.
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3. Institutional Strengthening and Improving Coordination of In-country and Regional Organizations

Output 3.1: Institutional barriers in the facilitation, consultation, cooperation and coordination of all aspects of RE program implementation are verified and evaluated, and relevant programs institutional capacity building is recommended.	Year 1: Lessons learned and all the major persistent barriers in the coordination and integration of programs on, and those related/relevant to, RE are identified in each PIC by 3 rd month of project implementation.	<p>Participation analysis to identify and evaluate stakeholders in the area of RE development both in the government, private and civil society sectors.</p> <p>Review of <i>existing</i> programs, projects, initiatives, etc. to strengthen the relevant institutions within each PIC and improve coordination of in-country and regional organizations</p> <p>Review of <i>past</i> programs, projects, initiatives, etc. to strengthen the relevant institutions within each PIC and improve coordination of in-country and regional organizations, including summary of, and comments on, lessons learned</p> <p>Review previous and ongoing studies, workshops, plans, projects, programmes, etc. in each PIC to identify institutional</p>	<p>PIC Governments' support and cooperation in the provision of relevant information.</p> <p>Documentations of previous studies related to energy or RE development in the region.</p> <p>Available adequate and qualified human resource from PIC governments, technical assistance regarding institutional strengthening and improving coordination from relevant national, regional, or international expertise facilitated by the provision of funds from GEF and donors.</p>
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		barriers in the facilitation, consultation, cooperation and coordination to RE development and commercialisation and barriers for improve coordination of in-country and regional organizations, including summary of persistent barriers.	
Output 3.2: Capacity development needs of the PICs in the area of program coordination and institutional strengthening are recommended.	Year 1: Recommended capacity development program on RE program integration and coordination completed in all PICs by mid-4 th month of project implementation.	<p>Survey among the relevant government agencies, private sector and civil society groups regarding program/project coordination in the PICs and in the region.</p> <p>Outline what needs to be done in the areas of institutional barriers and barriers with regard to coordination of in-country and regional organizations to remove persistent barriers.</p> <p>Propose an institutional strengthening and in-country and regional coordination program through wide consultation with stakeholders.</p>	<p>Support and cooperation of PIC Governments and possibly the private sector in the PICs and region in the implementation of recommended programs.</p> <p>Available adequate and qualified human resources from PIC governments, technical assistance regarding capacity building for institutional strengthening and improving coordination from relevant national, regional, or international expertise facilitated by the provision of funds from GEF and other donors.</p>
4. Developing Market Strategies for RE Business			
Output 4.1: Persistent barriers/issues related to RE market development, as well as lessons learned from previous initiatives to develop and sustain RE markets in the region are verified and evaluated.	Year 1: Lessons learned and all the major persistent barriers to market penetration of RE are identified in each PIC by 9 th month of project implementation.	Review of <i>existing</i> programs, projects, initiatives, etc. to strengthen the national market for renewable energy technologies and services within each PIC.	<p>PIC Governments' support and cooperation in the provision of relevant information.</p> <p>Documentations of previous studies related to the marketing of RE technology applications.</p>

		Review of <i>past</i> programs, projects, initiatives, etc. to strengthen the national market for renewable energy technologies and services, including summary of, and comments on, lessons learned	Available adequate and qualified human resources from PIC governments, technical assistance regarding RE market development from relevant national, regional, or international expertise made available with funding from GEF and other donors.
Output 4.2: Capacity development needs of the PICs in effectively addressing/removing barriers to RE market development are identified and evaluated, and relevant programs for technical/financial assistance to address/remove the persistent market barriers are recommended.	Year 1: Recommended capacity development program on RE market development completed in all PICs by mid-10 th month of project implementation.	Review previous and ongoing studies, workshops, plans, projects, programmes, etc. in each PIC to identify barriers impairing strengthening of the national market for renewable energy technologies and services, including summary of persistent barriers. Conduct as part of the above-mentioned activity a market survey to determine market-related barriers and issues such as consumers' ability to pay and willingness to pay for RE-based electricity service in remote areas.	Support and cooperation of PIC Governments and possibly the private sector in the PICs and region in the implementation of recommended programs. Available adequate and qualified human resources from PIC governments, technical assistance regarding capacity building on RE market development from relevant national, regional, or international expertise provided through the funds from GEF and other donors.
Output 4.3: RE market development strategy is identified for each PIC	Year 1: Recommended market development strategy specific to each PIC completed by end of the 11 th month of project implementation.	Asses existing conditions and opportunities in the RE market in each PIC. Outline what needs to be done in the areas of the RE market to remove persistent barriers. Propose market	Support and cooperation of PIC Governments and possibly the private sector in the PICs and region in the implementation of recommended market strategies for RETs. Available adequate and qualified human

		development strategy based on the RE goals, policies and RE potentials of each PIC	resources from PIC governments, technical assistance regarding capacity building on RE market development from relevant national, regional, or international expertise, and funding from GEF and other donors.
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5. RE Delivery Mechanisms

Output 5.1: Persistent problems/issues affecting the facilitation of RE delivery mechanisms are verified and evaluated	Year 1: Lessons learned and all the major persistent barriers to the facilitation of delivery mechanisms for RE power services are identified in each PIC by end of 10 th month of project implementation.	<p>Review of <i>existing</i> programs, projects, initiatives, etc. to strengthen RE delivery mechanisms within each PIC.</p> <p>Review of <i>past</i> programs, projects, initiatives, etc. to strengthen RE delivery mechanisms, including summary of, and comments on, lessons learned.</p> <p>Review <i>previous and ongoing</i> studies, workshops, plans, projects, programmes, etc. in each PIC to identify barriers impairing RE delivery mechanisms, including summary of persistent barriers</p> <p>Outline what needs to be done regarding renewable energy delivering mechanisms to remove persistent barriers.</p>	<p>PIC Governments' support and cooperation in the provision of relevant information is assured.</p> <p>Documentations of previous studies related to the design and application of RE delivery mechanisms in the region.</p> <p>Available adequate and qualified human resources from PIC governments, technical assistance regarding renewable energy delivery mechanisms from relevant national, regional, or international expertise provided through funding from GEF and other donors.</p>
Output 5.2: Capacity development needs of the PICs in effectively employing appropriate	Year 1: Recommended capacity development program on RE delivery mechanisms	Evaluate the viability of various RE delivery mechanisms in each PIC and recommend	Support and cooperation of PIC Governments and possibly the private sector in the PICs and

<p>delivery mechanisms for RE services are identified and evaluated, and relevant programs for the promotion of, and training on, all aspects of delivery mechanism implementation are recommended.</p>	<p>completed in all PICs by mid-11th month of project implementation.</p>	<p>appropriate delivery mechanisms</p> <p>Propose a design of technical support program for prospective RE Service Delivery Companies, including training needs</p> <p>Prepare a capacity development programme in the area renewable energy delivering mechanisms</p>	<p>region in the implementation of recommended programs.</p> <p>Available adequate and qualified human resources from PIC governments, technical assistance for capacity building efforts regarding renewable energy delivery mechanisms from relevant national, regional, or international expertise facilitated through the provision of funds from GEF and other donors.</p>
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6. Innovative Financing Mechanisms for RE Initiatives

<p>Output 6.1: Persistent barriers/issues related to financing of RE projects in the PIC are verified and evaluated.</p>	<p>Year 1: Lessons learned and all the major persistent financial barriers to RE development are identified in each PIC by end of 10th month of project implementation.</p>	<p>Review of <i>existing</i> programs, projects, initiatives, etc. to strengthen RE financing mechanisms within each PIC</p> <p>Review of <i>past</i> programs, projects, initiatives, etc. to strengthen financing mechanisms, including summary of, and comments on, lessons learned.</p> <p>Review <i>previous and ongoing</i> studies, workshops, plans, projects, programmes, etc. in each PIC to identify barriers impairing RE financing, including summary of persistent barriers.</p> <p>Outline what needs to be done regarding</p>	<p>PIC Governments' support and cooperation in the provision of relevant information.</p> <p>Documentations of previous studies related to the financing of energy or RE technology applications in each PIC and/or in the region.</p> <p>Available adequate and qualified human resources from PIC governments, technical assistance regarding financing mechanisms from relevant national, regional, or international expertise made available with funding from GEF and other donors.</p>
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		<p>renewable financing to remove persistent barriers</p> <p>Evaluate existing financing mechanisms for projects, including guidelines and investment criteria of existing funds and identify the gaps between expectations of lending institutions and expectations of borrowers, and the reasons for difficulties in obtaining financial support</p> <p>Prepare a capacity development programme in the area RE financing mechanisms, including outline for relevant programmes for technical/financial assistance on these aspects of renewable energy development</p>	
<p>Output 6.2: Capacity development needs of the PICs in effectively addressing financial barriers/issues to RE development are identified and evaluated, and relevant programs for the promotion of, and training on, all aspects of financing scheme design and implementation are recommended.</p>	<p>Year 1: Recommended capacity development program on RE financing schemes completed in all PICs by end of the 10th month of project implementation.</p>	<p>Outline relevant programmes for the promotion of, and training on, all aspects of financing scheme design and implementation</p>	<p>Support and cooperation of PIC Governments and possibly the private sector in the PICs in the implementation of recommended programs.</p> <p>Available adequate and qualified human resources from PIC governments, technical assistance on capacity building on RE financing schemes from national, regional, or international expertise made available with funding from GEF and other donors.</p>

7. Developing Technical Assistance to RE Industry

<p>Output 7.1: Persistent technical barriers to RE development, as well as gaps between what needs to be done in the area of RE technology application and what have been done, are verified and evaluated.</p>	<p>Year 1: Lessons learned and all the major persistent technical barriers to RE development are identified in each PIC by end of 8th month of project implementation.</p>	<p>Review of <i>existing</i> programs, projects, initiatives, etc. to strengthen the/a renewable energy industry within each PIC.</p> <p>Review of <i>past</i> programs, projects, initiatives, etc. to strengthen the/a renewable energy industry, including summary of, and comments on, lessons learned.</p> <p>Conduct a <i>survey</i> to identify and assess the major technical problems with regard to the quality of RE equipment sold, manufactured and used in PICs, as well as those related to the design, operation and maintenance of RE systems in these countries.</p> <p>Review previous and ongoing studies, workshops, plans, policies, etc. to identify barriers to the/a renewable energy industry in the country, including summary of persistent policy barriers</p> <p>Outline what needs to be done regarding renewable financing to remove persistent barriers</p>	<p>PIC Governments and relevant CROP organisations' support and cooperation in the provision of relevant information.</p> <p>Documentations of previous studies related to technology aspects of energy or RE applications in each PIC and/or in the region.</p> <p>Participation of relevant private sector entities in the survey of major technical problems related to the widespread development and application of RETs in the PICs.</p> <p>Available adequate and qualified human resources from PIC governments, technical assistance on renewable energy technology application from relevant national, regional, or international expertise made available with funding from GEF and other donors.</p>
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<p>Output 7.2: Capacity development needs of the PICs in the area of design, installation, operation and maintenance of NRE systems are verified and evaluated, and relevant programs for the provision of technical training/continuing education as well as technical/financial support are recommended.</p>	<p>Year 1: Recommended capacity development program on the technical aspects of RE system design, installation, operation and design completed in all PICs by mid-11th month of project implementation.</p>	<p>Determine the common technology support requirements of the PICs and prioritise the needs.</p> <p>Prepare a capacity development programme in the area renewable energy industry, including outline for relevant programmes for technical training /continuing education as well as technical/financial support</p>	<p>Support and cooperation of PIC Governments and possibly the private sector in the PICs in the implementation of recommended programs.</p> <p>Available adequate and qualified human resource from PIC governments, technical assistance for capacity development on the technical aspects of RE system design, installation, operation and design from relevant national, regional, or international expertise made available with funding from GEF and other donors.</p>
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8. Identifying Demonstration Sites

<p>Output 8.1: Feasible RE projects employing delivery mechanisms are identified for possible financing support for their implementation on a demonstration basis.</p>	<p>Year 1: Pipeline of RE delivery service projects, particularly in off-grid and remote areas, are already underway for two months.</p> <p>Year 2: Pipeline of RE delivery service projects, particularly in off-grid and remote areas by end of 15th month of project implementation</p>	<p>Develop a set of selection criteria and select projects that will be covered in the demonstration program.</p> <p>Evaluate potential RE projects for the demonstration program.</p> <p>Link the proposed RE projects with the financing mechanisms that were identified will assist in the financing of the schemes</p>	<p>Expression of interest by private sector entities in the region in developing RE delivery service projects on their own or in partnership with other companies.</p> <p>Available qualified and adequate human resource from PIC governments, technical assistance on renewable energy project identification from relevant national, regional, or international expertise provided through funds from GEF and other donors.</p>
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9. In-country Workshops

<p>Output 9.2: Barriers/issues and lessons learned in the area of RE development in each PIC is confirmed including the measures</p>	<p>Year 2: Country assessment report of each PIC completed by end 15th month of project implementation.</p>	<p>Present the findings of the renewable energy sector assessment to the government agencies, power utilities, and other interested</p>	<p>Proceedings of in-country workshops and in-country reports.</p> <p>Available adequate and qualified human</p>
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<p>recommended for the removal of the barriers, and the identified feasible demonstration schemes.</p>	<p>In-country Workshops held by 15th month of project implementation.</p>	<p>stakeholders from government, civil society and the private sector.</p> <p>Discuss the findings of the renewable energy sector assessment.</p> <p>Create agreement with the barriers identified and evaluated during the study, the measures recommended for the removal of the barriers (i.e., programs), and the identified feasible demonstration schemes. Conduct an objectives oriented project planning exercise to develop country RE development plans based on the findings of the RE sector assessment.</p>	<p>resources from PIC governments, technical assistance on objective oriented project planning exercises from relevant national, regional, or international expertise provided through funds from GEF and other donors.</p>
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REGIONAL LEVEL ACTIVITIES

10. Regional Planning and Consultative Meeting

<p>Output 10.1: Clear understanding of project proponents on the objectives and outputs of the MSP implementation.</p>	<p>Year 1: A regional planning and consultative meeting conducted 2nd month of project implementation.</p>	<p>Ensure that the MSP activities are clear.</p> <p>Present and agree on the work plan of the MSP.</p> <p>Ensure that the MSP that the implementation procedures are well understood and agreed to.</p> <p>Identify and prepare project management processes and reporting in terms of undertaking the MSP activities and later in the design of the comprehensive regional RE project</p>	<p>Established PIREP Country Teams, or at least, identified core members of the team.</p>
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11. Regional RE Assessment Report			
<p>Output 11.1: Synthesis of all findings and recommendations in the country assessment reports is prepared highlighting common barriers/issues on RE development in the region, common approaches to addressing the identified barriers and measures, which would be specific to each PIC.</p>	<p>Year 2: Regional Assessment Report completed by mid-14th month of project implementation.</p>	<p>Synthesize all findings and recommendations of the in-country reports.</p> <p>Provide a description of the generic barriers, as well as country -specific barriers.</p> <p>Outline common approaches to addressing the identified barriers and also measures which would be specific to a particular country.</p> <p>Specify demonstration projects identified in each PIC detailing the RET involved, the host site, identified costs and benefits and, if possible, the confirmed funding commitments (and/or other complementary activities) to each.</p> <p>Results of all the analyses made in each PIC.</p>	<p>In-country RE sector assessment reports.</p> <p>Technical assistance from relevant regional, or international expertise, and funding from GEF and other donors.</p>
12. Design of Regional RE Programs			
<p>Output 12.1: Regional RE database is designed.</p>	<p>Year 1: Regional RE database design been under way for 3½ month</p> <p>Year 2: Regional RE database designed by end 13th month of project implementation.</p>	<p>Prepare a regional RE database if suitable building on/having linkages to similar initiatives in the region.</p>	<p>Support and cooperation of PIC Governments and possibly the private sector in the PICs in the development and maintenance of the database.</p> <p>Technical assistance from relevant national, regional, or international expertise concerning database design, and funding from GEF and other donors.</p>

<p>Output 12.2: Regional website on RET development and promotion, including documentation of successful models of RE initiatives, is designed.</p>	<p>Year 1: Regional RET website design under way for 3 months</p> <p>Year 2: Regional RET website operational by mid-13th month of project implementation.</p>	<p>Website to include all country RE assessments, regional assessment, best practices in RE development and utilisation in PICs and other SIDS. If possible the website should preferably build on/have linkages to similar initiatives in the region and be hosted by an all ready existing organisation.</p>	<p>Relevant information shared to the project by various institutions in the PICs and the region.</p> <p>Support and cooperation of PIC Governments and possibly the private sector in the PICs in the development and maintenance of the website.</p> <p>Technical assistance from relevant regional, or international expertise concerning website design, and funding from GEF and donors.</p>
<p>Output 12.3: An appropriate financing mechanism for supporting RE projects in the region is designed.</p>	<p>Year 1: Proposed design of financing scheme for supporting RE initiatives in the region completed by end 12th month of project implementation.</p>	<p>Based on the in-country RE assessment reports, the regional RE assessment report, and the report of experiences and lessons learnt in other countries, with particular focus on SIDS and other developing countries, on financing schemes, prepare a regional program that will facilitating future financing of RE projects, and the replication and sustainability of RE development and commercialisation in the Pacific region.</p>	<p>Expression of interest by, or MOUS with, local banking/financing institutions in the PICs in participating in the PIREP and subsequent RE financing projects in the region in the future.</p> <p>Technical assistance from relevant regional, or international expertise concerning funding mechanisms, and funding from GEF and other donors.</p>
<p>Output 12.4: A regional RE demonstration program showcasing the “business angle” of RE project delivery is developed.</p>	<p>Year 1: Design of a RE demonstration program under way for 1 month.</p> <p>Year 2: Proposed design of a RE demonstration program in the region</p>	<p>Based on the report concerning international experiences, with particular focus on SIDS, and other developing countries, on different delivery mechanisms for off-grid power services, prepare</p>	<p>Expression of interest by, or MOUs with, private sector entities and/or NGOs, CBOs and financing institutions in the PICs or region in hosting the demonstration schemes.</p>

	completed by end 13 th month of project implementation.	a regional RE demonstration program showcasing the “business angle” of RE project delivery	Technical assistance from relevant regional, or international expertise, and funding from GEF and other donors.
Output 12.5: A regional RE technology support program is developed.	Year 2: Proposed design of a RE technology support program in the region completed by mid-16 th month of project implementation.	Prepare a RE technical support programme, which would include interventions concerning the development of RE system standards, and the provision of technical and financial assistance for RE equipment manufacturing improvement	Technical assistance from relevant regional, or international expertise, and funding from GEF and other donors.
13. MSP Results Workshop			
Output 13.1: Outputs and recommendations of all RE sector assessments (as described in the regional report), are presented and disseminated to stakeholders on RE in the region and interested donor parties.	Year 2: A project framework design for a follow up regional RE project based on the medium term plan on RE development by end 10 th month of project implementation	Disseminate outputs of the MSP activities as per the regional report. Present the findings and recommendations of the regional report particularly on the barriers Complete a logical framework analysis (ZOPP-LFA) for consensus building that will determine the inter-relationship of the barriers and decide the desirable outcomes that would result from appropriate barrier removal interventions in the long run Build up national and local support for long-term sustainability of the planned comprehensive regional RE project.	Active participation of relevant stakeholders in the project development exercise to design the envisioned RE project in the region.

14. In-country Activities for Implementation at the Regional Level			
Output 14.1: Successful models of RE project in the region, other SIDS and in other developing countries documented	Year 1: Report completed by 11 th month of project implementation	Desk study based on available literature and internet research	Technical assistance from relevant regional or international expertise, and funding from GEF and other donors.
Output 14.2: International experiences, with particular focus on SIDS, and other developing countries, on different delivery mechanisms for off-grid power services reviewed and assessed	Year 1: Report completed by 6 th month of project implementation	Desk study based on available literature and internet research	Technical assistance regarding delivery mechanisms from relevant regional or international expertise, and funding from GEF and other donors.
Output 14.3: Experiences and lessons learnt in other countries, with particular focus on SIDS and other developing countries, on financing schemes are reviewed and assessed	Year 1: Report completed by 10 th month of project implementation	Desk study based on available literature and internet research	National RE sector assessment reports. Technical assistance regarding financing mechanisms from relevant regional or international expertise, and funding from GEF and other donors.
Output 14.4: Potential funding sources for RE projects in the region are identified and evaluated.	Year 1: Confirmed commitment of identified donors/co-funders to support RE project in the region obtained by 12 th month of implementation	Review and assess a number of financing schemes to support RE projects based on other countries experience and lessons learnt, as well as domestic experience in the PICs. Conduct coordination meetings with financial institutions in the PICs.	Expression of interest by prospective donors and/or co-funders in supporting the project. Technical assistance regarding financing mechanisms from relevant regional or international expertise, and funding from GEF and other donors.

Part IV – Management Arrangements

The overall implementation framework of PIREP will be based on the well-established and successful Pacific Islands Climate Change Assistance Programme (PICCAP) framework¹. This means that it is designed to utilise and organise local expertise at the national levels for the bulk of the activities, with regional assistance where needed, to be able to address generic problems and needs of the participating countries in the area of renewable energy (RE) development and utilization. The PICCAP structure will, however, be modified to reflect the fact that PIREP is as an energy sector project in the context of climate change mitigation, and in this regard, will involve special emphasis on co-ordination arrangements with the energy sector departments and organisations at the national and regional level.

The South Pacific Regional Environment Programme (SPREP) will be the executing agency, and thus the sole agent responsible for overall planning, management, coordination and administration. SPREP will designate and recruit a Chief Technical Adviser (CTA) to plan, manage, coordinate and administrate PIREP.

Project management and coordination at the national level will be carried out in the context of PIREP Country Teams. The PIREP Country Teams will as a minimum consist of a senior officer from the PIC's Energy Unit/Office, the PICCAP Coordinator and a senior environment officer. The representative from the Energy Unit/Energy Office will be Coordinator of the PIREP Country Teams.

National government professionals and other relevant national stakeholders from the private sector and civil society will, to the extent possible, implement the PIREP in-country activities. The PIREP County Teams will be provided (upon request) external technical assistance via the CTA for implementation of specific in-country activities. Relevant regional organisations, national consultants, regional consultants or international consultants, in that order of priority, can provide this expertise. In-country activities will be subcontracted to and executed by the appropriate regional organisations with a comparative advantage vis-à-vis the activities. The CTA/SPREP will, in close consultation with a Project Advisory Committee (PAC), have the final decision in what kind of assistance (national, regional or international) is needed for the in-country activities in each participating PIC and which organisations will be subcontracted.

The Project Advisory Committee (PAC) will support and guide the CTA/SPREP by providing expertise and knowledge. Each PAC committee member is responsible for the coordination of PIREP activities and activities of the organisations he/she represents to avoid duplication of effort. The PAC will also ensure that the PIREP project activities are fully in line with existing energy policies in the region. On request from the CTA/SPREP, the PAC will provide guidance on the execution of national level activities.

The CTA/SPREP will coordinate the work that will be carried out by the relevant regional organisations, which will have priority in implementing the PIREP regional activities and some in-country activities requested by the PICs. The regional activities will be subcontracted to and executed by the appropriate regional organisations, which have the comparative advantage vis-à-vis the activities. These subcontractors can either be regional or international consultants, with priority

¹ For a summary of lessons learned from PICCAP as well as from the South Pacific Biodiversity Conservation Programme (SPBCP), please refer to Annex F.

given to regional consultants. The CTA/SPREP will, in close consultation with the PAC, have the final decision regarding the exact delineation of responsibilities between the CTA/SPREP, relevant regional organisations, the GEF expert, and regional and international consultants.

Working in conjunction with the various project partners, UNDP-Apia, as the implementing agency, will be responsible for monitoring and evaluation, including organising project reviews, approving annual implementation work plans and budget revisions, monitoring progress, identifying problems, suggesting actions to improve project performance, facilitating timely delivery of project inputs, and provide linkages to its other regional and global initiatives. All M&E functions will be carried out in line with standard UNDP and UNDP-GEF procedures.

Regional Execution

PIREP was designed as a collective, regional endeavour of the 14 PICs. It is designed to identify and evaluate the common and collective needs of the PICs in order to enable each county to prepare the much-needed groundwork, baseline information and inputs for a comprehensive regional renewable energy initiative in the most effective manner. There are two main reasons for choosing a regional approach for this project. First, there are limited human and institutional resources in many PICs and they would thus probably have difficulty completing some of the PIREP in-country activities without the regional support network. PICs are fully aware of the limited available resources and have therefore opted for a collective and regional project. Secondly, previous experiences have shown that regionally executed projects are the most cost-effective way to implement homogenous activities across the countries of the region. This is especially true when - as it is the case with the PIREP – the overall in-country activities as a starting point are identical for all 14 participating PICs.

Executing Agency

SPREP, which on behalf of its member countries is the project proponent of PIREP, will be the executing agency. The primary reasons for selecting SPREP as the executing agency are as follows.

First, SPREP is the inter-governmental organisation in the Pacific that has the regional mandate for climate change interventions and in addition is the regional focal point to the United Nations Framework Convention on Climate Change (UNFCCC). SPREP currently has an extensive on-going climate change programme and PIREP will become part of such programme.

Secondly, SPREP is the executing agency for the Pacific Islands Climate Change Assistance Programme (PICCAP), which provides the basis and framework model for the PIREP project. PICCAP's first Multipartite Review (MPR) meeting agreed to change identification of mitigation options from a national to a regional activity, on the grounds that such an approach was consistent with the lack of technical capacity at national level and would also be more cost effective. The PICCAP Project Advisory Group (PAG) supported this change. A subsequent regional meeting endorsed the regional mitigation report that was prepared, highlighted the national level implications and recommended development of a renewable energy project – PIREP. At this meeting the PICs agreed that this regional renewable energy project should build on the work that has been undertaken under PICCAP on GHG mitigation. This is directly reflected in the development goal of PIREP - that is a reduction of the long-term growth of GHG emissions from fossil fuel uses.

Thirdly, SPREP has more than 10 years experience as GEF executing agency on several major regional based environment projects in the PICs. PICCAP, as mentioned earlier, is a US\$3.5 million project covering 10 PICs. Furthermore, SPREP has been executing agency for the South Pacific Biodiversity Conservation Programme (SPBCP). SPBCP is a US\$10 million project covering 13 PICs. More recently SPREP has been designated executing agency for the Strategic Action Programme (SAP) for the International Waters of the Pacific Small Island Developing States. SAP is a US\$20 million project covering all 14 PICs. SPREP has thus substantial experience with major GEF funded environment projects from a regional execution modality.

As the PIREP executing agency, SPREP will be the sole agent responsible for overall planning, management, coordination and administration of PIREP. PIREP will be part of SPREP's Climate Change Programme. SPREP will provide administrative, logistical and technical support for the CTA. SPREP, as part of its in-kind contribution to PIREP will, on a part-time basis, make available various staff with specialised expertise relevant for the project such as in the areas of climate change, capacity building (including training, etc), data base development, sustainable development, environmental impact assessment, etc. Additional actual costs related to project support and implementation will be charged to the project and monitored closely to ensure they are within agreed budgetary limits.

SPREP will be accountable to UNDP-Apia for the achievement of the project development objectives and for all reporting, including the submission of work plans and financial reports. SPREP will be responsible for financial control of the GEF project implementation using the National Execution (NEX) modality of UNDP. SPREP will make arrangements to enable, to the extent practicable, the decentralized management of the project. SPREP, working with the CTA, will assume responsibility for entering into the necessary work arrangements with other regional organizations to maximize efficient and effective project implementation. SPREP will also provide the CTA with full authority to engage services consistent with delegations provided by the Director under SPREP's Financial Regulations. SPREP will provide the CTA with full support in order to maintain a close record of all expenditures planned or made under the project in full accordance with UNDP's National Execution (NEX) procedures, as detailed in the NEX Manual. In addition to SPREP and UNDP, the CTA will also report to the PAC on the disbursement of funds under this project in order to ensure full transparency of action.

Chief Technical Adviser (CTA)

The CTA will assume responsibility for this project and report to the Director of SPREP and to the UNDP Resident Representative or designated representatives. The CTA will be selected through consultations with UNDP and CROP organizations, and will be designated and be based at SPREP's Headquarters in Apia. The CTA will work full time on the project and be responsible for overall planning, management, coordination and administration of the PIREP project activities. Please refer to annex B for the detailed Terms of Reference for the CTA. The CTA/SPREP will work and liaise closely with UNDP-Apia during the full project period.

The CTA will be accountable to SPREP and through SPREP to UNDP for the quality, timeliness and effectiveness of the services it provides and the activities it carries out, as well as for the use of funds provided to it, and work closely on a day-to-day basis with identified staff at the UNDP Apia office. The CTA/SPREP will be the focal point for communications to the participating countries, regional organizations, among others concerning the implementation of the project.

The CTA will, furthermore, provide a coordination and management structure for the implementation of PIREP and function in accordance with the rules and procedures of UNDP/GEF, as outlined in the Project Document, and SPREP. In situations where the nature of SPREP's rules and procedures and those of UNDP are conflicting/or mutually exclusive rules and procedures arise, solutions will be worked out on a case-by-case basis, thus ensuring that the requirements of the GEF and UNDP's National Execution (NEX) modality are fully met.

Implementing Agency

UNDP is the implementing agency for PIREP and the UNDP-Apia office will assist with project management and execution:

Being accountable to the funding agency, GEF, it will work with the various project partners to organise reviews to ensure that the project is being conducted in accordance with the policies of GEF, UNDP and SPREP, and within the scope of the terms established in the Project Document (Product).

In consultation with SPREP, it will review and approve annual implementation work plan and corresponding budget revision.

It will monitor the progress in light of the work plans, identify problems, if any, and report to SPREP for actions to improve project performance.

It will ensure that SPREP, through its CTA, is cognisant of any UNDP efforts that impinge upon the project.

Regional Coordination

Project Advisory Committee (PAC)

A Project Advisory Committee (PAC) will be established. The PAC will provide support (i.e., advice/guidance) to the CTA/SPREP. It will be responsible for specific coordination of PIREP activities and activities of the organizations that it comprises in order to avoid duplication of effort. It will ensure that the PIREP project activities are fully in line with existing energy policies in the region; and on request of the CTA/SPREP, provide guidance on the execution of national level activities. Please refer to Appendix C for the detailed Terms of Reference for the PAC.

The PAC will be made up of representatives from regional organizations involved with renewable energy/energy and climate change mitigation, as well as two country representatives.

The Council of Regional Organizations for the Pacific (CROP) has established sectoral working groups, one of which is the Energy Working Group (EWG). The purpose of the EWG is; a) to review, clarify and provide advice on the development of priorities in the energy sector; b) determine complementarities, overlaps, and potential gaps in the coverage of existing and proposed regional activities; and c) recommend implementation procedures for enhancing coordination and cooperation. The EWG is thus a very suitable working mechanism to ensure proper regional coordination of the PIREP project and, at the same time, due to their energy and climate change mitigation related expertise, knowledge and experience provide guidance on the execution of national level activities if needed. The permanent members of the EWG – i.e. PIFS, SOPAC, SPC,

SPREP, USP, PPA and UNDP – will thus be members of the PAC. UNDP-Apia will be the UNDP representative in the PAC in its capacity as GEF Implementing Agency for PIREP.

To ensure country level views and expertise and assist securing direct linkages and coordination between the PIREP regional level activities and the PIREP in-country level activities two (2) of the fourteen (14) PIREP countries will be represented in the PAC. The CTA/SPREP, in consultation of the participating countries and the CROP EWG, will decide which countries that will be part of the PAC.

Regional Activities

The major PIREP regional activities are as follows: A) preparation and implementation of a regional planning and consultative meeting; B) regional assessment report preparation; C) design of a regional renewable energy programme including a renewable energy database, a website, a regional programme for appropriate funding mechanisms, a regional demonstration programme showcasing the “business angle” of renewable energy project delivery, and a renewable energy technical support programme; D) preparation and implementation of MSP Results Presentation Workshop; and E) preparation of a Project Brief for an envisioned comprehensive regional renewable energy project to be build on PIREP.

In addition, the following in-country activities (as specified in the MSP Brief) are seen as most appropriate to be implemented at the regional level: F) report on successful models of RE project in the region, other SIDS and in other developing countries; G) report on international experiences, with particular focus on SIDS, and other developing countries, on different delivery mechanisms for off-grid power services; H) report on experiences and lessons learnt in other countries, with particular focus on SIDS and other developing countries, on financing schemes, and I) finance options for renewable energy projects proposed and discussed with potential funding agencies.

The activities A-C and F-I will be subcontracted to and executed by the appropriate regional organizations. The CTA/SPREP, in close consultation with the PAC, will have the final decision regarding the appropriate implementation arrangements between participating regional organizations. Confirmed implementation arrangements at the regional level will be forwarded to the CTA/SPREP and UNDP-Apia, as Memorandum of Agreement (MoA). Expertise will be called upon either from regional or international consultants - in that order of priority. The CTA/SPREP will have the final decision if and what kind of assistance (regional or international) is needed.

During the last part of the PIREP a GEF expert, in close cooperation with the participating countries, the PAC and the CTA/SPREP will prepare a project framework design for an envisioned comprehensive regional renewable energy project that will build on PIREP. The GEF expert will assist the CTA in the conduct of the MSP Results Presentation Workshop, since this workshop will provide important inputs to the design of the comprehensive regional renewable energy project. Please refer to Annex E for a detailed Terms of Reference (TOR) for the GEF expert.

National Level Project Execution and Coordination

PIREP Country Teams

A number of established executing and coordinating mechanisms exists within the PIC governments in the area of environment and energy. Because PIREP is a climate change mitigation

project, specifically addressing energy issues in the Pacific region, national level execution and coordination of the project activities will be based on the well-established and successful PICCAP framework. This framework is designed to utilise and organise local expertise at the national levels for the bulk of activities, with regional assistance where needed. The main reasons for using the existing PICCAP structure as a model framework and having direct link with it, by having the PICCAP Coordinator represented in the PIREP Country Team, is as follows.

First, over the past years PICCAP has built capacity in 10 of the participating 14 PIREP PICs (and given support and assistance to the other four) with regard to climate change related issues including national mitigation options and strategies. PICCAP was designed to strengthen the capacities of the 10 participating PICs through training, institutional strengthening and planning activities to fulfil their reporting obligations under the United Nations Framework Convention on Climate Change (UNFCCC). The project had six capacity building components that, among others, led to evaluation of climate change mitigation options and the preparation of a national implementation plan for each participating PIC.

Secondly, no other region wide and national based cross-sector and interagency structure in the Pacific similar to PICCAP exists that address climate change issues including GHG mitigation options. The PICCAP Country Teams include experts with broad based representation from government, NGOs, and private sector interest.

PIREP Country Teams will be established in each of the participating countries to be responsible for management and coordination of the in-country project activities. The PIREP Coordinator will be responsible for day-to-day management and coordination of the PIREP in-country activities. The PIREP Country Team will meet prior to any initial PIREP activities and determine, clarify, and confirm the wider involvement of appropriate and relevant stakeholders at the national level; determine status for the planned in-country activities; determine if and to what extent external expertise/technical assistance is required; and inform the CTA about the scope of external expertise/technical assistance deemed necessary and what kind of external expertise/technical assistance (regional organisations, national consultants, regional consultants and/or international consultants) is preferred. In addition, the PIREP Country Teams will cooperate and coordinate with external experts and provide them with necessary input and assistance; inform the CTA about progress and delays; and inform ministries and other agencies of government (professionals and politicians) about the PIREP project and its outcomes (e.g. via the PICCAP Country Teams). Please refer to Annex D for a detailed Terms of Reference (TOR). All confirmed implementation arrangements at the national level should be provided to the CTA/SPREP and through SPREP to UNDP-Apia as comprehensive Memorandum of Agreement (MoA).

The PIREP Country Team will consist of a senior representative from the country's Energy Unit/Office, the PICCAP Coordinator and a senior environment officer, and be supplemented with other members, if necessary. The representative from the Energy Unit/Office will act as the Coordinator of the PIREP Country Teams. In elaborating this mechanism, it is acknowledged that other representatives may also be involved in PIREP as is appropriate to the potential national activities, such as specific private sector involvement and representatives from civil society.

In-Country/National Activities

The major in-country activities for PIREP are as follows: 1) Capacity Building on RE Policy Formulation, 2) Dissemination of Information and Improving Public Awareness, 3) Institutional

Strengthening and Improving Coordination of In-country and Regional Organizations, 4) Developing Market Strategies for RE Business, 5): RE Delivery Mechanisms, 6) Innovative Financing Mechanisms for RE Initiatives, 7) Developing Technical Assistance to RE Industry, 8) Identification of Demonstration Sites; and, 9) In-country Workshops.

The in-country activities will, to the extent possible be implemented by national professionals, other relevant national stakeholders from civil society and the private sector. Using national professionals promotes a strong sense of national ownership of the outputs, and fosters national capacity building efforts in a well-defined group over a longer period of time. National professionals will be in a much better position to know the needs and issues in the country concerning RE development and utilisation.

If needed, external technical assistance will be requested via the CTA/SPREP. Relevant regional organisations (such as SPC, SOPAC, PIFS, USP and PPA), national consultants, regional consultants or international consultants - in that order of priority, can provide this expertise. The regional organisations have first priority. By doing so, the strengthening of regional institutions is facilitated/enhanced and thus builds a foundation for future activities in the PICs. Regional organisations and national consultants are preferred since their involvement help ensure that technical assistance is provided in a socially and culturally sensitive manner, an important consideration in the PICs. The CTA/SPREP, in close consultation with the PAC, will have the final decision when deciding the kind of assistance (national, regional or international) that is needed for the in-country activities in each participating PIC.

Project Monitoring, Reporting and Evaluation

The project will be monitored and evaluated periodically in line with the UNDP and UNDP/GEF rules and procedures. The framework for overall monitoring, reporting and evaluation are mentioned below.

Monitoring

The project will be subject to a Multipartite Review (joint review by representatives of participating governments, the Executing Agency, CROP members, and the UNDP) organized by UNDP. The project will also be subject to an annual GEF Project Implementation Review (PIR). The Executing Agency will prepare and submit to UNDP an Annual Project Report (APR) two months prior to the Multipartite review meeting. Additional monitoring activities may be requested as necessary by UNDP during project implementation. UNDP will also undertake annual monitoring and evaluation visits to project sites, as it deems necessary to view project developments in accordance with UNDP procedures for Monitoring and Evaluation.

Project monitoring will be provided in accordance with UNDP established procedures and will be provided by the UNDP-Apia with support from UNDP-GEF.

The main co-ordinating organisations SPREP, the PAC, and the PIREP Country Teams will undertake continuous, self-monitoring using the Target Outputs (success indicators) specified in the Results Framework (Part III of this Product). These performance indicators will be assessed continuously by the CTA. The PAC and the PIREP Country Teams will assess the performance every time they meet or when needed.

Reporting & Dissemination

The CTA will prepare and submit through SPREP Management quarterly accomplishment reports to UNDP-Apia.

The PIREP Country Team Coordinators, in cooperation with the PIREP Country Teams, will prepare and submit quarterly accomplishment reports to the CTA/SPREP.

The CTA will prepare and submit through SPREP Management to the UNDP-Apia and UNDP-GEF for examination one month before each 12-month project period, an Annual Project Report (APR) as well as other reports requested by UNDP and GEF.

The accomplishments reports shall be concise describing activities undertaken, issues confronting the project and the progress of work with respect to work accomplished and budgets expended.

Financial Monitoring: Financial Reports will be prepared by CTA/SPREP and submitted to UNDP on a quarterly basis in accordance with the *Guidelines for National Execution*.

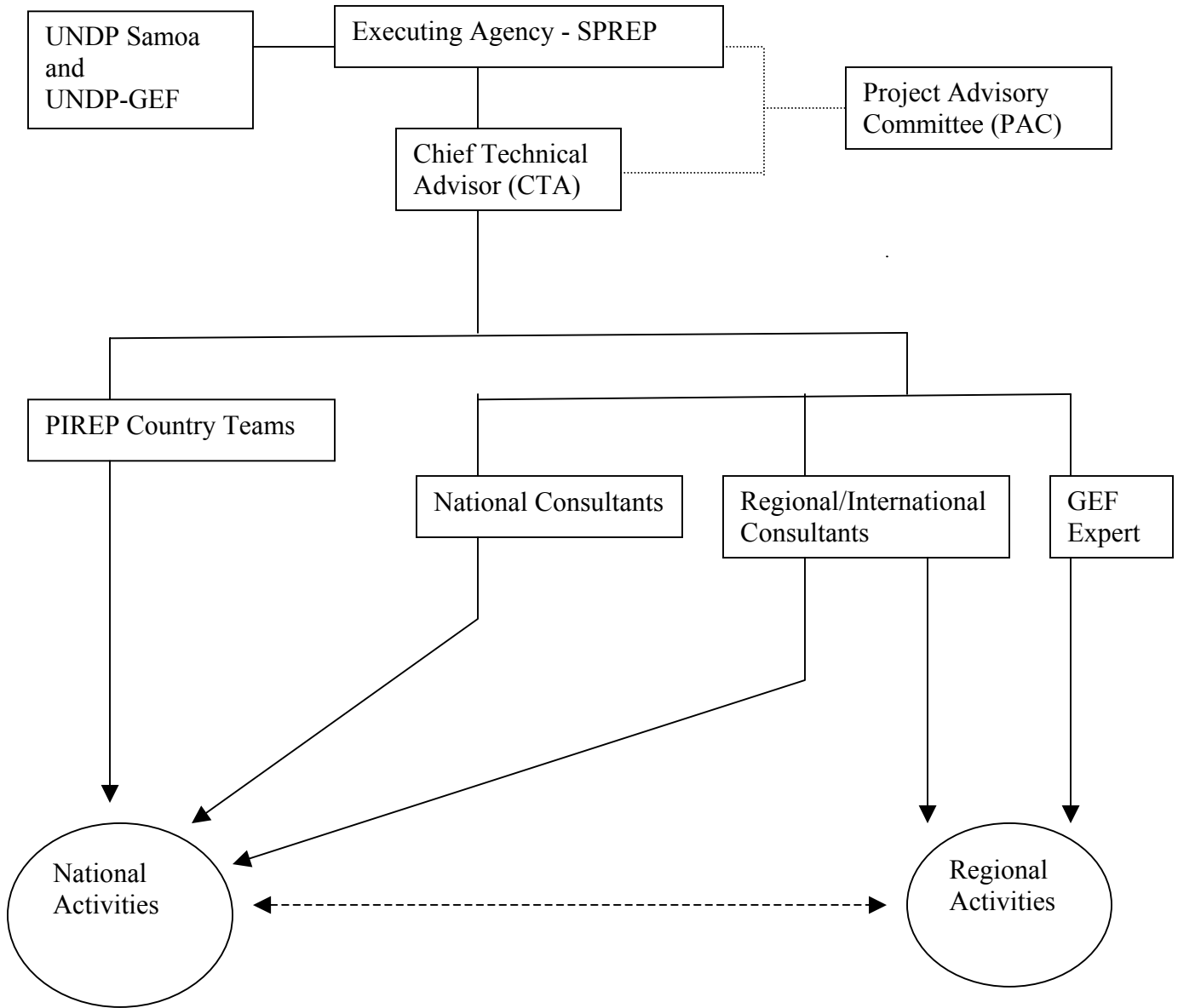
Project Reviews

Multipartite Reviews: The project will be subject to reviews by representatives of the executing agency (SPREP), UNDP and the participating countries. During review meetings, the project performance will be measured against established work plans, expenditures will be reviewed and the overall technical performance will be discussed.

Evaluation

Final Evaluation: The project shall be subject to an evaluation. Funds have been included in the budget for a consultant to perform the final evaluation. The project terminal evaluation report will be prepared for consideration at the terminal Multipartite Review (MPR) meeting that will be held back-to-back with the MSP Results Presentation Workshop. The evaluation report shall be prepared in draft sufficiently in advance (one month prior to the meeting) to allow review by SPREP, Governments, PAC and UNDP.

PIREP Organizational Chart



Part V: Legal Context

This Project Document (Product) shall be the legal instrument for the management of the all project activities and UNDP funding.

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

- Revisions in, or additions of, any of the annexes of the Product.
- Revisions, which do not involve significant changes in the immediate objective, outputs or activities of the project, but are caused by the rearrangements of inputs already agreed to or by cost increases due to inflation.
- Mandatory annual revisions, which re-phase the delivery of, agreed programme inputs, or reflect increased expert or other costs due to inflation, or take into account agency expenditure flexibility.

The project shall be subject to an annual audit.

Part VI: Budget

BUDGET for GEF CONTRIBUTION

Budget Line	Description	Year 1		Year 2		TOTAL	
		w/days	\$	w/days	\$	w/days	\$
10	PROJECT PERSONNEL						
11.01	Chief Technical Adviser (CTA)		70,000		35,000		105,000
11.52	Regional/international Consultants	408	122,400	246	73,800	654	196,200
11.99	Sub-total	408	192,400	246	108,800	654	301,200
15	MONITORING & EVALUATION						
15.01	CTA Travel		20,000		10,000		30,000
15.02	Regional Consultants Travel		68,000		31,900		99,900
15.99	Sub-total		88,000		41,900		129,900
16	MISSION COSTS						
16.01	Monitoring and Evaluation		10,000		10,000		20,000
16.99	Sub-total		10,000		10,000		20,000
17	NATIONAL CONSULTANTS						
17.01	National Consultants	670	67,000	336	33,600	1,006	100,600
17.99	Sub-total	670	67,000	336	33,600	1,006	100,600
19	PERSONNEL COMPONENT TOTAL	1,078	357,400	582	194,300	1,660	551,700
30	TRAINING, MEETINGS AND WORKSHOPS						
32.01	Project Advisory Committee (PAC) Meetings		5,000				5,000
32.02	In-country Workshops				30,000		30,000
32.03	Regional Planning & Consultative Meeting		40,000				40,000
32.04	MSP Results Presentation Workshop				50,000		50,000
39	COMPONENT TOTAL		45,000		80,000		125,000
52.02	Auditing		3,000		3,000		6,000
52.03	Communications		6,000		6,000		12,000
52.99	sub-total		9,000		9,000		18,000
53.01	Sundries		2,800		2,500		5,300
53.99	sub-total		2,800		2,500		5,300
59	COMPONENT TOTAL		11,800		11,500		23,300
99	GEF PROJECT TOTAL	1,078	414,200	582	285,800	1,660	700,000

BUDGET FOR REGIONAL TRAC CONTRIBUTION

Budget Line	Description	Year 1		Year 2	TOTAL		
		w/days	\$	\$	w/days	\$	
11.02	GEF Expert (salary)			17	10,200	17	10,200
15.03	GEF Expert (travel)				5,800		5,800
32.01	PAC Meetings				4,000		4,000
32.02	In-country Workshops				20,000		20,000
52.01	National/Regional Reports publications & distb.				20,000		20,000
99	REGIONAL TRAC BUDGET TOTAL			17	60,000	17	60,000

PACIFIC ISLANDS IN-KIND CONTRIBUTION TO THE BUDGET

Budget Line	Description	Year 1		Year 2	TOTAL	
		w/days	\$	\$	w/days	\$
13.01	Local Staff Time & Facilities		24,700	12,300		37,000
32.01	National Workshops expenses		9,400	4,600		14,000
99	IN-KIND CONTRIBUTIONS BUDGET		34,100	16,900		51,000

ANNEX A
PIREP MSP BRIEF

ANNEX B

TERMS OF REFERENCE CHIEF TECHNICAL ADVISOR (CTA)

The development goal of the Pacific Islands Renewable Energy Project (PIREP) is the preparation of a regional approach to removing barriers to the development and commercialisation of renewable energy systems in the Pacific Island Countries (PICs) that influences country efforts to reduce the long-term growth of greenhouse gas (GHG) emissions from fossil fuel uses, especially diesel. The purpose of PIREP is the acceleration of the adoption and commercialisation of feasible and applicable renewable energy technologies. PIREP is a 1½-year project financed by the Global Environmental Facility (GEF), through the United Nations Development Programme (UNDP) and executed by the South Pacific Regional Environment Programme (SPREP).

Background

The regional greenhouse gas (GHG) mitigation study undertaken in 10 Pacific Island Countries (PICs) under the Pacific Island Climate Change Assistance Programme (PICCAP) identified RE, energy efficiency and forestry as priority areas for a regional GHG mitigation program. In considering the findings of the study, the PICs in a regional meeting held in Vanuatu in 1998 agreed that a regional RE project, building on the work that has been undertaken under PICCAP on GHG mitigation, be pursued to reduce GHG emissions and promote sustainable development in the PICs. In February 1999, the PICs reaffirmed their support for the development of a regional RE project to be funded by the GEF under Operational Programme 6 (OP-6). Ten PICs completed their initial National Communications in 1999 and 2000. In all of the national communications, the PICs reaffirmed their strong commitment to sustainable development and to the reduction of their GHG emissions. They further reiterated that RE, energy efficiency and forestry are priority program areas for reducing their GHG emissions.

Relevant outputs from the enabling activities of the PICs partly constitute the foundations on which further project development work will build. Further to the submissions of National Communications, several consultative meetings on the draft project proposal were held in the Cook Islands on April 4th and 7th 2000. These meetings were attended by the 14 PICs that have ratified the UNFCCC, regional and international agencies, other SIDS and donors. The meetings supported the plan to implement a regional RE project that will be applied for funding from GEF. These meetings also appreciated the need to properly develop and subsequently implement a GEF-eligible project on promoting renewable energy in the region.

The development, submission, and subsequent GEF approval of the Pacific Islands Renewable Energy Project (PIREP) Medium Size Project (MSP) Brief constitutes together with the GEF and UNDP approved PIREP Project Document (Product) basis for this Terms of Reference.

Main Functions

The CTA, operating as an employee and member of the SPREP Secretariat, will liaise with national PIREP Country Teams and a regional Project Advisory Committee (PAC) as well as UNDP-Apia, in coordinating the annual work plan for the project. The work plan will provide guidance on the day-to-day implementation of the project activities and on the integration of parallel initiatives.

He/She will be responsible for the project execution, which will be fully in line with UNDP national execution procedures, as described in the NEX Manual, and for the achievement of project development objectives. He/She will also be responsible for providing to UNDP all required reports, including the submission of work plans and financial reports. The SPREP on the advice of the CTA shall recruit as appropriate experts to undertake activities at regional and national levels in cooperation with the participating Pacific Island Countries and the PAC. The CTA will work with a GEF expert on a full project proposal for the region for subsequent implementation among a wider range of stakeholders, partners and collaborating organizations. The CTA shall be responsible for all substantive, managerial and financial reports from the project. In the context of SPREP the CTA will work exclusively with the PIREP project.

The CTA, as a staff member of SPREP, will consult and coordinate closely with the SPREP Management and other representatives of SPREP, reporting periodically to the SPREP Director and to the UNDP Resident Representative in Samoa or their delegated representatives on developments and progress on the project. Supplementary technical guidelines will be provided by UNDP-Apia/GEF.

In particular the CTA will:

- Assume general responsibility for the day-to-day management and implementation of all project activities and ensure the realization of project objectives.
- Prepare the annual work plans of the project, in a manner consistent with the reporting, budgeting, monitoring and evaluation procedures of SPREP, and UNDP's guidelines for National Execution (NEX), on the basis of the Project Document, and in close consultation and cooperation with the national PIREP Country Teams and regional PAC.
- Coordinate and monitor the activities described in the work plan.
- Ensure that project activities conform to the agreed Project Document (Product).
- Be overall responsible for the preparation of a Regional Planning and Consultative Meeting to provide a clear understanding of project proponents on the objectives and outputs of the MSP implementation.
- Facilitate the detailed in-country assessments of the participating countries' renewable energy sector.
- Coordinate with experts the preparation and implementation of In-country Workshops in each of the participating PICs to present the preliminary findings of the national renewable energy assessment studies.
- Assist a GEF expert in the preparation and implementation of the PIREP MSP Results Presentation Workshop.
- Work with the GEF expert in the development of a project framework design for an envisioned regional renewable energy project that will build on PIREP based upon guidance from UNDP-GEF to be submitted to UNDP-Apia, UNDP-GEF and other relevant and interested agencies and organizations.
- Prepare and oversee the development of Terms of References for the necessary contractors and consultants.
- Prepare progress reports in accordance with SPREP and UNDP requirements and procedures.
- Provide guidance to the contractors and consultants.
- Review consultants' reports.
- Facilitate liaison and networking between and among the 14 PIREP Country Teams, regional organisations, key stakeholders and other individuals involved in project implementation.
- Serve as the Secretary of the PAC.

- Foster and establish links with other related Pacific programmes and projects, and other GEF regional renewable energy programmes and projects, in particular the GEF funded Caribbean Renewable Energy Development Project (CREDP).
- Ensure consistency between the various PIREP project elements and related activities provided or funded by other donor organisations.
- Coordinate and oversee the preparation of the substantive and operational reports for PIREP implementation.
- Prepare progress reports concerning project activities.
- Prepare financial reports.

Deliverables

The CTA is responsible for the submission of the following deliverables: a) minutes of the Regional Planning and Consultative Meeting, b) the 14 national RE sector assessment reports, c) a report on successful models of renewable energy projects in the region, other SIDS and in other developing countries, d) a report on international experiences on renewable energy delivery mechanisms, e) the regional assessment report, f) the regional renewable energy program, g) minutes of the MSP Results Presentation Workshop, and f) a draft GEF full size regional RE project proposal.

Schedule

This assignment is to be undertaken over an 18 months period.

Qualifications

The CTA shall have the following basic required qualifications and expertise:

- Advanced university degree (at least M.Sc. or equivalent) in engineering, energy, environmental management or other field relevant to the project;
- Extensive knowledge and experience with the policy, legal, institutional, financial and regulatory framework of the energy sector in the Pacific;
- Previous experience in the operational aspects of large UN-funded projects or similar regional/multi-country projects, as well as experience with funding organisations such as the GEF;
- Demonstrated very good and adequate capacity for project leadership and management;
- Practical experience with the design, installation, monitoring and evaluation of various renewable energy technologies in developing countries;
- Practical experience with GEF funded renewable energy projects/programmes;
- Excellent working knowledge of English;

Other essential requirements include: the ability to manage the work of consultants/sub-contractors; a proven ability to work as part of an interdisciplinary and/or multi-cultural team; the ability to meet project deadlines; and an ability to work live and work within Pacific island communities.

ANNEX C

TERMS OF REFERENCE PIREP PROJECT ADVISORY COMMITTEE (PAC)

Purpose

Support and guide the CTA in planning, managing and co-ordinating PIREP.

Main Functions

The PAC has the main functions:

- Provide expertise, experience and knowledge from the Pacific Region in the areas of renewable energy, climate change and energy in general.
- Be responsible for the coordination of PIREP activities and activities of the organisations the committee members represent to avoid duplication of effort.
- Ensure that the PIREP project activities are fully in line with existing energy policies in the region.
- On request of the CTA/SPREP, provide guidance on the execution of national level activities under the PIREP framework. (Note: PIREP Country Teams course their requests for technical assistance through the CTA.)
- On request of the CTA/SPREP, provide advice to what kind of technical assistance (national, regional or international) that is most optimal for implementing in-country activities.
- On request from the CTA/SPREP provide advice on the division of responsibility between the CTA/SPREP and relevant regional organisations, the incremental costs expert, and regional and international consultants regarding implementation of regional level activities.

Additional functions can be added as required

Members

The following will be member of the PAC:

SPREP – the CTA
SOPAC – EWG representative
SPC – EWG representative
USP – EWG representative
ForSec – EWG representative
PPA – EWG representative
UNDP- EWG representative
Two (2) country representatives
The CTA will chair the meetings.

Meeting Frequency

The PAC will meet in person minimum four times during the project period. The first time will be at the Regional Planning and Consultation Meeting at the beginning of the project and the final one at the MSP Results Presentation Workshop at the end of PIREP. The two other meetings will preferably be held with ½-year intervals, but otherwise held when the need and opportunity arises. The PAC will use e-mails, e-mail distribution lists, phone, conference calls, fax, etc. for communication in-between the meetings.

Since the majority of the PAC members are EWG representatives the PAC meetings will naturally be held back-to-back with the EWG meetings.

ANNEX D

TERMS OF REFERENCE PIREP COUNTRY TEAMS

Purpose

Management and coordination of PIREP in-country level activities.

Main Functions

- Decide the exact size and composition of the PIREP Country Team.
- Prepare a preliminary meeting schedule based on the implementation plan/schedule of activities specified in the UNDP Project Document (Product).
- Prepare a national status paper for each of the proposed in-country activities in PIREP and thereby determine exactly which, if any, of the proposed activities that does not need to be implemented in the country (since they already have been undertaken).
- Based on the status paper, and in consultation with the CTA/SPREP, determine exactly which of the in-country activities that will be implemented by national professionals and other relevant national stakeholders from the private sector and civil society in the country.
- Determine the exact work of responsibility between the identified national stakeholders.
- Forward as Memorandum of Agreement (MoA) comprehensive and confirmed implementation arrangements for the in-country activities to the CTA/SPREP and UNDP-Apia.
- Be responsible for the PIREP in-country activities that are to be implemented by national stakeholders (from government, private sector and civil society).
- Through the CTA/SPREP, request external expertise/technical assistance for those specific in-country activities that are deemed not possible to implement by national stakeholders (e.g. due to lack of capacity, knowledge, etc), if needed, and indicate what kind of expertise is preferred (regional organisations, national consultants, regional consultants and international consultants – in that order of priority).
- Cooperate and coordinate with external experts (regional organisations, national consultants, regional consultants and/or international consultants) and provide them with necessary input and assistance.
- Review external experts draft reports.
- Submit quarterly progress reports to the CTA/SPREP.
- Inform, and justify to, the CTA/SPREP about any possible delays during the project.
- Inform ministries and other agencies of government (professionals and politicians) about the PIREP project and its outcomes (e.g. via the PICCAP Country Teams).

Members

The PIREP Country Teams as a minimum will consist of:

- A senior officer from the country's Energy Unit/Office
- The PICCAP Coordinator
- A senior environment officer

The representative from the Energy Unit/Energy Office will be Coordinator of the PIREP Country Teams. The PIREP Country Team could consider involving all staff/management of the country's Energy Unit/Energy Office in meetings on matters related to the PIREP project.

Meeting Frequency

The PIREP Country Teams will meet at least once a month, and when the need arises.

Annex E

TERMS OF REFERENCE REGIONAL/INTERNATIONAL RE EXPERTS

The Pacific Islands Renewable Energy Project (PIREP) Medium Sized Project (MSP) will involve the implementation of several national and regional activities. SPREP, as the executing agency for the project will hire/appoint regional/international RE expert(s) who will be taking the lead in the implementation of the regional activities, as well as assist in the implementation of national activities whenever necessary. These experts will be reporting directly under the CTA.

Tasks

Under the CTA's guidance and in consultation with the participating countries and the members of the Project Advisory Committee (PAC) and other relevant stakeholders, the RE expert shall:

- Document successful models of RE project in the region, other SIDS and in other developing countries
- Review and assess international experiences, with particular focus on SIDS, and other developing countries, on different delivery mechanisms for off-grid power services.
- Review and assess experiences and lessons learnt in other countries, with particular focus on SIDS and other developing countries, on financing schemes.
- Identify and evaluate potential funding sources for RE projects in the region.
- Synthesize into a regional RE assessment report all findings and recommendations in the country assessment reports highlighting common barriers/issues on RE development in the region, common approaches to addressing the identified barriers and measures, which would be specific to each PIC.
- Design a regional RE database
- Design a regional website on RET development and promotion, including documentation of successful models of RE initiatives.
- Design an appropriate financing mechanism for supporting RE projects in the region.
- Design and develop a regional RE demonstration program showcasing the “business angle” of RE project delivery.
- Design and develop a regional RE technology support program
- Assist the CTA in the presentation of outputs and recommendations of all RE sector assessments to stakeholders on RE in the region and interested donor parties.

Outputs

- Report on the results of the review/assessment of:
 - Successful models of RE project in the region, other SIDS and in other developing countries
 - International experiences, with particular focus on SIDS, and other developing countries, on different delivery mechanisms for off-grid power services
 - Experiences and lessons learnt in other countries, with particular focus on SIDS and other developing countries, on financing schemes
 - Identified and recommended feasible funding sources for RE projects in the region

- Regional RE Assessment Report
- Design of Regional RE Programs
 - Regional RE database
 - Regional website on RET development and promotion, including documentation of successful models of RE initiatives.
 - An appropriate financing mechanism for supporting RE projects in the region
 - Regional RE demonstration program showcasing the “business angle” of RE project delivery
 - Regional RE technology support program is developed.
- Mission reports

Qualifications

The regional/international RE experts shall have the following basic required qualifications and expertise:

- Advanced university degree (at least M.Sc. or equivalent) in engineering, energy (particularly NRE systems);
- Extensive experience and in-depth knowledge in technical, economic, institutional, regulatory, and financing aspects of renewable energy preferably in developing countries.
- Working knowledge and experience with the energy sector in small island states such as those in the Pacific;
- Practical experience with the design, installation, monitoring and evaluation of various renewable energy technologies in developing countries;
- Practical experience with GEF funded renewable energy projects/programmes; and,
- Excellent working knowledge of English.

Annex F

TERMS OF REFERENCE NATIONAL RE EXPERTS

The Pacific Islands Renewable Energy Project (PIREP) Medium Sized Project (MSP) will involve the implementation of several national and regional activities. SPREP, as the executing agency for the project will hire/appoint national RE expert(s) who may be assigned to specific Pacific Island Country(ies) to assist in the implementation of the regional activities. These experts will be reporting directly under the CTA.

Tasks

Under the CTA's guidance and in consultation with the participating countries and the members of the Project Advisory Committee (PAC) and other relevant stakeholders the RE expert shall carry out any of the following tasks that would be assigned to him/her:

- Review and assessment of existing documentations on energy policies particularly on RE and policy instruments, information and advocacy projects/programs on RE, institutional framework of the energy sector, financial/banking policies, and RE technology applications in the PICs
- Identification and evaluation of various barriers (policy/regulatory, institutional, market, financial, technical and information) to the widespread development, utilization and commercialization of RE technologies (RETs) in the PICs
- Identification and evaluation of present and planned actions in each PIC to address barriers to RE development and utilization.
- Provision of recommended interventions to remove barriers to RE development and utilization, as well as commercialization of RETs.
- Evaluation of all relevant national stakeholders in the RE sector as to their roles and capacity development needs in the area of RE development and utilization.
- Development of capacity development program for the PICs in the various aspects of RE development and utilization.
- Development of a demonstration program for showcasing the commercial viability of RE-based energy project, including the identification and evaluation of suitable RETs, as well as the selection criteria and select projects that will be covered in the demonstration program.
- Evaluation of potential RE projects for the demonstration program that will be linked to the financing mechanisms that will be developed under the project.
- Presentation of the findings of the renewable energy sector assessment to the government agencies, power utilities, and other interested stakeholders from government, civil society and the private sector.
- Conduct of an objectives oriented project planning exercise to develop country RE development plans based on the findings of the RE sector assessment.

Outputs

Depending on the tasked assigned to National RE Expert, a report documenting any or all of the following is expected:

- Assessment of existing documentations on energy policies particularly on RE and policy instruments, information and advocacy projects/programs on RE, institutional framework of the energy sector, financial/banking policies, and RE technology applications.
- Evaluation of various barriers (policy/regulatory, institutional, market, financial, technical and information) to the widespread development, utilization and commercialization of RE technologies (RETs) in the PICs, including the present and planned actions in each PIC to address the identified barriers.
- Recommended interventions to remove barriers to RE development and utilization, as well as commercialization of RETs.
- Stakeholders' analysis in the RE sector as to their roles and capacity development needs in the area of RE development and utilization.
- Capacity development program in the various aspects of RE development and utilization.
- A demonstration program for showcasing the commercial viability of RE-based energy project, including the evaluation of suitable RETs, as well as the selection criteria and select projects that will be covered in the demonstration program.
- Evaluation of potential RE projects for the demonstration program that will be linked to the financing mechanisms that will be developed under the project.
- Findings of the renewable energy sector assessments in each country he/she worked in.
- Country RE development plans based on the findings of the RE sector assessment.

Qualifications

The National RE experts shall have the following basic required qualifications and expertise:

- Advanced university degree (at least M.Sc. or equivalent) in engineering, energy (particularly NRE systems);
- Extensive experience and in-depth knowledge in technical, economic, institutional, regulatory, and financing aspects of renewable energy in the PICs.
- Working knowledge and experience with the energy sector in the PICs;
- Practical experience with the design, installation, monitoring and evaluation of various renewable energy technologies in developing countries;
- Practical experience with GEF funded renewable energy projects/programmes; and,
- Excellent working knowledge of English.

Annex G

Terms of Reference PIREP GEF Expert

The UNDP-GEF has approved the Pacific Islands Renewable Energy Project (PIREP) Medium Sized Project (MSP). PIREP will come up with regional and national interventions that will remove the identified barriers to renewable energy development that are common to most of the Pacific Island Countries (PICs), and to level the playing field for renewable energy development in the light of the substantial contribution of fossil fuels in the region's energy mix.

PIREP will prepare the much-needed groundwork for a more comprehensive regional initiative that will contribute in countering the heavy reliance on fossil fuels through the promotion and facilitation of the widespread use of renewable energy. Such a comprehensive regional project is expected to contribute to the region's effort to mitigate climate change brought by greenhouse gases (GHGs), as well as to achieving the PICs sustainable development efforts.

The South Pacific Regional Environment Programme (SPREP) is the executing agency for the PIREP. SPREP is seeking a GEF expert that will assist the Chief Technical Advisor (CTA) with the preparation of a regional approach to removing barriers to the development and commercialisation of renewable energy systems in the Pacific Island Countries (PICs) that influences country efforts to reduce the long-term growth of greenhouse gas (GHG) emissions from fossil fuel uses, especially diesel.

Tasks

In cooperation with the CTA and in consultation with the participating countries and the members of the Project Advisory Committee (PAC) and other relevant stakeholders the GEF expert shall:

- Assist the CTA in the conduct of the Medium Size Project (MSP) Results Workshop. This workshop will include an objectives oriented planning exercise to develop and plan a regional renewable energy project based on the findings and inputs of the regional renewable energy sector assessment.
- Prepare a project framework design for an envisioned regional renewable energy project that will build on PIREP. This will be the major task of the expert's assignment.
- Prepare plans for resource mobilisation activities/consultation meetings with other co-funders/donors for the envisioned comprehensive regional renewable energy project

Material Available

The following materials will be available for the expert:

- PIREP Country renewable energy sector reports.
- PIREP regional renewable energy sector report.
- PIREP Medium Size Project (MSP) Brief.
- PIREP UNDP Project Document (Product).

Outputs

- Proceedings of the MSP Results Workshop
- Mission report from the MSP Results Workshop
- UNDP-GEF Project Brief under Operational Programme 6, in the official GEF Project Brief format (including the incremental cost annex) for delivery to UNDP-Apia and to the UNDP-GEF
- Revised Project Brief incorporating comments and suggestions of participating countries, the Council of Regional Organisations for the Pacific (CROP), Energy Working Group (EWG), UNDP-Apia and UNDP-GEF.

Qualifications

The expert must have:

- Extensive experience and in-depth knowledge in technical, economic, institutional, regulatory, and financing aspects of renewable energy preferably in developing countries.
- Extensive experience with GEF project development and formulation of GEF project briefs.
- Familiarity with GEF operational strategy and operational programs.
- Experience in estimating incremental costs and log-framework approach.
- Preferably working experience in the Pacific or in other Small Island Developing States (SIDS) regions.

Annex H

Lessons Learnt from Other GEF Projects in the Pacific

Since the implementation framework of PIREP will be based on the Pacific Islands Climate Change Assistance Programme (PICCAP) structure, this section will primarily focus on the lessons learnt from PICCAP regarding management arrangements. In addition, lessons from another regionally executed project by SPREP - the South Pacific Biodiversity Conservation Programme (SPBCP) - will also be considered, since these are deemed relevant. SPREP is currently the executing agency for the Strategic Action Programme (SAP) for the International Waters of the Pacific Small Island Developing States, but it is too early in the project cycle to draw any substantial conclusions for this regionally executed project concerning management arrangements and in addition no detailed and systematic evaluation information is available.

Pacific Islands Climate Change Assistance Programme (PICCAP)

Below are mentioned the most relevant lessons learnt and recommendations from the Pacific Islands Climate Change Assistance Programme (PICCAP) with regard to management arrangements based on the *GEF Review of Climate Change Enabling Activities: Pacific Islands Regional Case Study*.

General

- Amongst the lessons learnt and successful practices the following have been identified: inclusiveness and transportability of the PICCAP “model”; robustness of the project design and effective management; the critical roles and capabilities of the Country Teams; the emphases and priorities of PICCAP including capacity building, preparatory studies rather than implementation projects, use of national and regional consultants, the importance of participatory and consultative approaches.
- PICCAP employs a Country Team approach in recognition that the tasks required a collaborative effort by many actors from different sectors, and over a long period of time. This approach involves the national government designating an agency to host a team of sectoral representatives, national experts and other stakeholders and players, who in turn facilitate policy and decision making on climate change issues. In order to provide timely and relevant technical assistance, PICCAP also utilises a network of partner institutions. The partner institutions assist in implementing PICCAP in participating countries, and facilitate training in the tasks and activities undertaken at the national level.
- Problems and events that altered project results and/or delayed progress of activities include; a lengthy project start up, the lack of national capacity; functioning of the Country Teams; the regional rather than national approach to mitigation activities; timing of activities related to the national communications; and political change and uncertainty.

Country Level Management

- The project has been implemented predominantly through the effort of national consultants or national government employees.

- The strategy of building national expertise prior to, or as start of, undertaking the technical studies has come at a price. Despite the considerable progress attributable to PICCAP, three years has not been sufficient time to progress far from the near zero human resource base.
- With regard to project start up a significant delay related to difficulties in initiating activities at national level (the focus of PICCAP) in particular consultations, endorsement, work plans and budgets related to the establishment and operation of the country teams took up to one year of the three year project.
- With regard to lack of capacity the Multipartite Project Reviews (MPRs) and other evaluations have repeatedly emphasised the difficulties PICCAP countries face due to the lack of capacity to address climate change issues, in terms of people, institutional arrangements and the availability and accessibility of good quality information. These shortcomings have been a major problem for PICCAP, which has gone a long way to addressing them over the project cycle. A related issue is the fact that many PICCAP Coordinators do not work on the project full time – they have additional work responsibilities, reflecting the multiple demands typically placed on those who have relevant knowledge and skills.
- While much of the success of PICCAP can be attributed to the effective work of the Country Teams, problems have been experienced. Most relate to the diverse roles and responsibilities the PICCAP Coordinators must fulfil, the sometimes less than desirable selection and participation by sector representatives and the apparent ambivalence of some governments to the activities, outputs and recommendations of the Country Team. The most successful Country Teams are those that have a clear mandate and line of responsibility, operate in a transparent manner, with effective use of members time and where the Coordinator adopts an inclusive approach.
- Flexibility, within the constraints of the Project Document, has been a key attribute of PICCAP.
- Concerning the PICCAP Coordinators additional benefit to the project, and especially to the participating countries, would likely occur if senior officials represented national governments from one of the relevant line ministries.
- In a similar manner, PICCAP did not make full use of the expertise and experience available to it through the Project Advisory Group (PAG). The PAG might have been better used, to give feedback to individual countries. However, most country teams were apparently unaware that their draft National Communications could be peer reviewed and many were unaware of the roles (actual and potential) of the PAG.
- Funds allocated to some countries were insufficient for the activities identified in the Memorandum of Understanding with PICCAP, despite financial contributions from host governments.
- Countries with previous involvement in enabling activities were allocated fewer funds, with the intention that by the end of the project all countries could be at the same stage. While equitable from one point of view, the “penalised” countries felt there was little tangible advantage in having undertaken the earlier studies.

- Issues of intellectual property rights need to be anticipated and addressed, including those relating to the ownership of the project outputs and access to, and ownership of, national data. Some of the latter is sensitive and countries may object to it being accessible to non-nationals.
- In hindsight, many countries believe that the decision to accelerate preparation and submission of their National Communications was somewhat counterproductive, impairing quality and impeding consultation and political ownership.
- The Country Team provides a mechanism that is more robust than being dependent on one person – the national PICCAP coordinator. But tokenism and expediency in the membership of the country teams needs to be avoided. If more commitment from the Country Team is required, this will likely come only if there is more commitment from government.
- PICCAP made a conscious decision to focus on building the expertise and confidence of one person in each country – the PICCAP Coordinator. While this approach brings with it obvious limitations and risks, it also represents effective use of the limited project resources.
- The roles, responsibilities and rights of the Country Team must be clear, including relationships with the national implementing agency and other government departments. Members of Country Teams who are representatives of government agencies should be encouraged to report back to the senior officials and the relevant Minister. Attempts to have the Country Team represent all interest and areas of expertise in climate change leads to a team of unwieldy size.
- For a PICCAP Phase II more focus on:
 - Inclusion of private sector and civil society in climate change activities rather than preoccupation with the involvement of the government sector is recommended;
 - Building a broad base of human expertise, rather than emphasis on one person in each country is recommended;
 - National projects than regional activities is recommended;
 - Increased clarity in the roles, responsibility and rights of the PICCAP coordinators, Country Teams, and implementing and host agencies at the national level are recommended;
 - Use of in-country expertise, rather than assistance from regional experts is recommended;
 - Country-specific responses to national and local needs, rather than assistance from regional experts is recommended.

Regional Level Management

- Given their limited human, institutional and financial resources, the PICCAP countries would have had difficulty completing many of the enabling activities in the absence of a regional support network. With regard to the project design the regional approach is efficient, and particular appropriate for the Pacific islands region.
- Regionally based technical cooperation and assistance has helped ensure that support is provided in a socially and culturally sensitive manner, an important consideration in the Pacific island region.

- Moreover, there has been harmonisation of project outputs with regional environmental and developmental strategies and priorities and a strengthening of regional institutions, thus building a solid foundation of future activities
- Where regional consultants have been used by PICCAP, they have been required to work with national counterparts and transfer knowledge and expertise in ways that enhance human resources in a sustainable manner.
- The regional approach has its obvious merits, but PICCAP countries are at different levels in terms of enabling activities so they must have the ability to build on prior experience and understanding and move further ahead. The regional approach was appropriate at the start of the project, as there was little or no in-country expertise. It is important that the project reflect the fact that different countries were at different starting points and have developed capacity at different speeds.
- SPREP's prior experience in executing major regional projects, and its technical, administrative, financial, and other resources have also been utilised.
- With only two full time staff in the regional PICCAP team it has not been possible to deal with all the advanced technical and policy issues that have arisen in the ten PICCAP countries – the result has been that PICCAP staff have been “acting at the remote, advisory level”. Most countries expected SPREP to provide more guidance and constructive critical comment during the writing of the National Communications.
- There is a need for more direct and transparent communication – SPREP unintentionally tends to block communication between countries and GEF/UNDP.
- Concerns also have been expressed about the timeliness and effectiveness of communication between PICCAP management and UNDP – the requirements and methods to be used, including reporting lines and level of detail required are not explicit in the Project Document (Product).

South Pacific Biodiversity Conservation Programme (SPBCP)

Below are mentioned some of the lessons learnt from the South Pacific Biodiversity Conservation Programme (SPBCP). All the information is extracted from the *Draft Report of the Terminal Evaluation Mission, October 2001* prepared by Watson et al. It must be emphasised that the focus, scope, budget, timeframe and institutional set up of SPBCP is very much different from PIREP. SPBCP is a US\$10 million coastal and ocean conservation and management project implemented over a 10 years in period in 13 PICs with more main actors part of the institutional set up,

General

- Most of the problems experienced during the project can be put down to the Programme being overoptimistic. It took on too big a job, across too many countries and too many projects, for the capacity available to do what was expected. The programme was too ambitious for the means and time for delivery.

- Regarding management the key lesson is that SPBCP should have been run as a programme incorporating a series of projects, and that in order to be effective, projects must be allowed to be reasonable autonomous in their administration and management, with authorities and resources devolved to the local project manager.
- The cumbersome administrative arrangements and the multi-tired governance and management structures also worked against efficiency.
- Regarding effectiveness the conclusion is not that a regionally based programme cannot be effective, but rather that special approaches are required. In summary, hands on project implementation should be left to suitably resourced agencies in counties, with the supporting regional organisation providing technical advice, coordination and information services.
- Never design a project that removes accountability and responsibility of ownership from the institutions that need to carry out the project activities.

Regional Level Management

- A large time of the Programme Manager's time was spent in completing various reporting and other administrative tasks. There was little time for him to act as a mentor to the country level activities, except during workshops.
- The Project Manager and other project staff carried out duties other than those directly related to the project, which subsidised the operation of SPREP and distracted the execution of the project. It is concluded that there is a need to guard against these tendencies if only to focus sufficiently on the large, challenging task of a project.
- Given the cumulative and substantial impact of various constraining factors, and with the benefit of hindsight, the regional management needed to change, to become facilitations and coordinators of a series of semi-autonomous projects with the hands-on management being taken by Lead Agencies on the national level.
- The arrangements between regional management and national level activities appear to have suffered from the classical cycle of management "not delegating and not getting responsible behaviour in return". There was virtually no delegation of discretionary authority. The working arrangement between the two management levels should have been strengthening, constructive, flexible partnerships built on mutual trust and understanding.

Country Level Management

- On the country level the Letters of Understanding were very generalised and provided more an agreement in principle to be involved rather than any prescriptive detail of the obligations of all parties.
- A general observation was that government (environment) departments did not appear to be well equipped to develop a strong role as Lead Agencies. This is very likely to reflect low staff levels combined with a heavy workload for the agencies, including competing workshops and international meetings obligations. As a result the project became a low priority.

- Hands on project implementation should be left to suitable resourced agencies in countries (if available) with the supporting regional organisation providing technical advice, coordination and information services.
- Such a geographically broad programme required that country Lead Agencies have their capacities built so that they could properly support the in-country level activities on a day-to-day basis.
- Capacity to carry out activities had to be developed at the same time as the activities themselves were to be undertaken because of the tight timeframe of the Programme – this was a virtually impossible task.

Conclusion

The above-mentioned lessons learnt and recommendations from PICCAP and SPBCP have been directly and indirectly reflected in the PIREP management arrangements to the highest degree possible. Even though a few of them is not reflected there is still value of them being mentioned explicit in the Project Document since they then will come to the direct attention of the major PIREP actors and in particular the Chief Technical Advisor (CTA), SPREP as executing agency, the Project Advisory Committee (PAC), and the PIREP Country Teams.