



PROJECT DOCUMENT

Country GEORGIA

Project Title: Introduction of renewable energy practices for sustainable forest management and enhanced community resilience

Project Number: 01000347

Implementing Partner: UNDP (DIM)

Start Date: 1 April 2023

End Date: 31 March 2024 E-PAC Meeting date: 23 March 2023

Brief Description

The project, funded by the Government of Japan, aims to mitigate the vulnerability of the globally unique Colchic forest ecosystem in Protected Area of Machakheli Valley and reduce the risk of forest degradation caused by fuelwood over-exploitation, climate change and global human security challenges (war in Ukraine, COVID-19) through the introduction, promotion and adoption of energy-efficient technologies providing alternative, climate-friendly fuels and energy sources in local communities. Reduced costs and increased energy security, along with the prevention of forest degradation and reduction of risks of climate related natural disasters will increase overall human security in the project areas.

More specifically, the project will introduce solutions based on the renewable (solar) energy, take concrete steps for climate action and biodiversity conservation, as well as to address the needs of local communities. The project will introduce solar water heaters and on-grid solar photovoltaic (PV) panels in the villages of Machakheli valley. As a result, over 3000 residents of Machakhela valley, including 1,350 direct beneficiaries from the most-affected households of Machakhela National Park support zone will benefit from enhanced protection of the forests, reduced climate change associated risks and access to the clean and affordable energy, with primary target beneficiaries being local women, who also represent the majority of household caretakers.

Contributing Outcome (UNSDCF, CPD, RPD):

UNSDCF 2021-2025 Outcome 5: By 2025, all people, without discrimination, enjoy enhanced resilience through improved environmental governance, climate action and sustainable management, and the use of the natural resource(s) in Georgia.

CPD 2021-2025 Output 2.1 Environmental governance and institutional capacity enhanced to enable rational, equitable, and sustainable use of natural/land resources, to ensure the conservation of ecosystems, use of innovative and climate-friendly technologies for an inclusive green economy, energy efficiency, and clean energy production, and make communities more resilient to environmental shocks.

Strategic Plan 2022-25 Output 1.1: The 2030 Agenda, Paris Agreement and other intergovernmentally agreed frameworks integrated in national and local development plans, measures to accelerate progress put in place, and budgets and progress assessed using data-driven solutions.

Project: 01000347 Award/contract: 1023022

Gender marker: GEN 2

Total resources required:	USD 594,486 (o/w 588,600USD Programmable Budget and 5,886USD % RC Levy)	
Total resources allocated:	UNDP TRAC:	
	Government of Japan:	USD 594,486
	Government:	
	In-Kind:	
Unfunded:	0 USD	

Agreed by (signature):

DocuSigned by:

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Nick Beresford
Resident Representative
UNDP Georgia
Date: 12-Apr-2023

I. DEVELOPMENT CHALLENGE

Forests are critical for socio-economic development in Georgia, especially for the rural population that depends on forests for fuelwood, timber and other forest resources. Forests are also important to other sectors, such as hydropower, agriculture and tourism. However, the forest's ecosystems are vulnerable to a number of human and natural factors (including climate change impacts).

Evidence shows that Georgian forests have suffered over-exploitation, with canopy cover reaching critically low thresholds in more than 55 percent of forested areas. At these levels of canopy cover, forests begin losing their protective functions and regeneration capacities, which impacts biodiversity and other critical sustainability elements, reduces forests' capacities to provide goods and services, lowers forests' likelihood of adapting to climate change and reduces their carbon-capturing potential.

Climate change and the unsustainable over-harvesting of fuelwood are the key drivers of forest degradation. Climate change-related loss and damage to forest ecosystems in Adjara are already visible, as are the increased frequency and intensity of extreme events such as drought, floods, forest fires, high winds and storms.

The Colchic Rainforests and Wetlands have been added to the UNESCO's World Heritage List since 2021¹. The government of Georgia established the Machakhela National Park in order to protect the globally unique Colchic forest ecosystems of the lesser Caucasus mountains.² With financial support from the Global Environment Facility and, later, the Czech-UNDP Partnership fund, UNDP provided technical and expert support for functional establishment of the Machakhela National Park and the designation and legal establishment of an adjacent, new protected area, the Machakhela Protected Landscape (MaPL), which covers natural forest and riverine ecosystems, settlements and agricultural lands. The law on establishment of Machakhela Protected Landscape was adopted by the Parliament of Georgia in September 2022. Close to 3,000 people (over 500+ households) who live in the planned Protected Landscape depend on nearby forests for natural resources, mainly fuelwood (the main source of energy in rural areas).³

Current practices are not sustainable and healthy for rural households as dependency on forest resources increases. Also, considering the ongoing climate crises, lifting pressure from forests and introducing clean energy technologies is of utmost importance as it will not only enable adaptation to changing climate for locals, but also mitigate adverse impact of climate change on forest ecosystem, increase its carbon capture potential and improve livelihood and community resilience.

From 2016 to 2018, as part of a Global Environment Facility/UNDP Adjara Protected Areas Project's buffer zone support programme, UNDP initiated a pilot study to reduce the local population's dependence on fuelwood, thus decreasing demand and easing pressure on forests. During the programme, UNDP piloted and tested various alternatives to fuelwood in the buffer zone of the Machakhela National Park, which indeed had a positive impact on human security of rural population as well as addressed climate challenges.

Project successes include the introduction of alternative [to fuelwood] biomass fuel in the Machakhela valley (mainly hazelnut shells imported from other regions). Another measure, solar water heaters, proved to be an effective and viable alternative to fuelwood. A 2017 study found that the solar water heaters significantly reduced demand for fuelwood for hot water during the seven months of the year (April through October); increased comfort, especially for female household members; and reduced costs associated with procuring fuelwood. However, the scale of this initiative was limited due to lack of investment that would enable local households to move to the usage of such alternatives, such as solar water heaters, as initial investment for such a transition for rural households is not affordable.

With establishment of the Machakhela Protected Landscape, from 2023 the entire valley will have an official protected status, with associated restrictions on resource usage in place. This, along with limited availability of fuelwood in the forest, poses a serious challenge to local communities in supply of sufficient fuelwood for heating.

The increased geopolitical risks induced by the Ukraine war, has weighed adversely on economic conditions globally, as well as in the region. Inflation, food security, energy security and further supply-chain pressures are among the many challenges to the country's economy, that already quite already damaged by the Covid pandemic. At a time of high inflation, the impact being felt most among rural communities, where households have to cope with the increased food and fuel prices.

¹ <https://whc.unesco.org/en/list/1616/>

² The Colchic forest, located on the eastern Black Sea coast, is a relic temperate rainforest.

³ Considering the area of the planned Machakhela Protected Landscape (4,300 ha), this population number is quite high.

Notwithstanding successful introduction of alternative [to fuelwood] biomass fuel in the valley, which has partially solved the fuelwood issue over the winter months, fuelwood demand is still high throughout the year, including warmer periods (for water heating); At present local residents burn significant amount of fuelwood during spring - autumn period for heating of water for various household purposes. This increases annual consumption (and expenses) and thus demand for fuelwood, which is mostly sourced from nearby forests, leading to their further degradation. Alternatively, some locals are using electricity for water heating, which significantly increases electricity bill. Others, who cannot afford increased costs, often have to limit usage of warm water.

Forest degradation and limited access to water for household purposes particularly affect women, who are caretakers of households, especially those who are responsible for children, elderly, or family members with functional difficulties. Improving women's access to and control over energy resources or other natural assets (e.g. land) is a necessary element to achieving positive effects on women's economic empowerment. Such effects lead to higher incomes, better access to social services and overall improved livelihoods. In particular, access to energy allows for more household appliances that can reduce the time burdens of domestic responsibilities and create time for more productive, formal engagement in the local economy.

The planned establishment of the Machakhela Protected Landscape will be a major step forward towards expanding the coverage of protected areas, conservation of Colchic rainforests and reducing biodiversity loss in Georgia. However, current fuelwood usage trends make it challenging to conserve biodiversity and protect forests.

Under previous Adjara Protected Areas project UNDP successfully tested solar water heating systems in five households, However, its replication rate was low. The largest factor hampering further uptake was the relatively high initial investment costs, which the local population was unable to meet. Forestry agency and the National Park administrations are both struggling to supply sufficient fuelwood to the local population.

Japan's contribution will provide an opportunity for national and municipal authorities to introduce nature-based (solar energy powered) solutions, take concrete steps for climate action and to address the needs of local communities, particularly women, by empowering them with clean technologies and tools for domestic energy use.

II. STRATEGY

The key development challenges identified in the project target area include:

- Limited availability and overexploitation of forests resources for fuelwood, causing degradation of the globally unique Colchic forest ecosystem, and
- worsened human security due to the climate driven disasters and increased household expenses.

The project will address the identified challenges and reach its objective "to mitigate the vulnerability of the globally unique Colchic forest ecosystem and reduce the risk of forest degradation caused by fuelwood over-exploitation, climate change and global human security challenges" by introduction, promotion and adoption of energy-efficient technologies, providing alternative, climate-friendly fuels and energy sources in local communities.

Specifically, the project will provide and install in the settlements of Machakhela Protected Landscape two types of energy efficiency technologies: solar water heaters and the solar photovoltaic panels for the on-grid power systems.

The project strategy is built on lessons learned from the Fuelwood alternative Pilot programme, implemented under the UNDP-GEF Adjara Protected areas project and the EU ENPARD program on rural development. The project team will capitalize on successful piloting of suggested approaches and will widely introduce alternative energy technologies in the Machakhela projected Landscape territory.

As a result, over 1,350 residents from the vulnerable households of Machakhela PL will have access to clean and affordable energy, with primary target beneficiaries being local women and female household caretakers. Accordingly, the project will contribute to increased overall human security in the target area Along with the prevention of forest degradation and reduction of risks of climate related natural disasters.

Introduction of solar technologies will make transformative changes within local communities. According to initial estimates, a household that installs a solar water heater will be able to reduce its usage of fuelwood by up to 4.5 m³ (around 350 GEL / 130 USD) during the warmer period of the year (7 months). The projected installation of 200 heaters will, on average, yield a total of 900 m³ in savings. This is roughly equal to 300 trees, which have the capacity to capture around 7 tons of CO₂ per year. Because the average life expectancy of certified solar water heaters is 20 years, the project's placement of 200 solar water heaters will likely result in saving 1,470 tons of CO₂ over their lifetime.

The 2.8 kWp on-grid solar photovoltaic panel system will produce about 3,100 kWh energy per year (an average of 500 GEL /295 USD in annual savings per household). Based on the 40g CO₂ eq / kWh value, this will amount to 1.24 tons of CO₂ per unit — 87 tons of CO₂ savings for all 70 systems per year.

Understanding the importance of increasing renewables' share in the overall energy mix, the project will also assess options for alternative clean energy technologies that could be used in the target area and /or wider Adjara region. For instance, the use of biomass as an alternative energy source in Georgia, including in the target area, is still limited; however, the ongoing forest reform that applies sustainable forest management practices encourages the production and use of biomass (wood residues) in rural communities. Thus, the project will promote transitioning to such green solutions and will conduct a feasibility study to assess the potential and options for biomass production and utilization in the target area, or wider Adjara region. Such a study will assess potential for additional alternatives to fuelwood. By addressing several important aspects such as technical, environmental, financial and management, the result of such a study, combined with the market analysis, will justify further possible expansion of biomass fuel production and increase of its share in renewables. This activity will be implemented in close coordination with the Japanese embassy and the involvement of Japanese experts (academia, private sector) will be considered.

The proposed activities are fully aligned with the global framework of UNDP's flagship Climate Promise initiative. The project will support the achievement of both global Climate Promise pillars: 1. clean energy and net-zero pathways, in particular, driving investment in clean energy, which in this case means the provision of biofuel harvested from sustainable forest management practices to local communities, and 2. scale-up adaptation, resilience, and disaster risk reduction tools and ensuring they are available to marginalized groups. In this case, this would constitute the reduction of forest fires and improved livelihood for the local population. These aims are also aligned with the national targets and policies and more specifically with Georgia's updated NDC. The details for the Climate Promise global indicators are provided in the Results Framework below (please see section V).

Additionally, the project is in line with UNDP Georgia Country Programme Document 2021-2025 and United Nations Sustainable development Cooperation Framework (UNSDCF) 2021-2025 and contributes to UNSDCF Outcome 5/CPD Outcome 1: "By 2025, all people, without discrimination, enjoy enhanced resilience through improved environmental governance, climate action and sustainable management, and the use of the natural resource(s) in Georgia", as well as to CPD Output 2.1 "Environmental governance and institutional capacity enhanced to enable rational, equitable, and sustainable use of natural/land resources, to ensure the conservation of ecosystems, use of innovative and climate-friendly technologies for an inclusive green economy, energy efficiency, and clean energy production, and make communities more resilient to environmental shocks".

The project also corresponds Signature Solution 5 of UNDP Strategic Plan 2022-2025, according to which it is crucial to close gender gaps in access to modern energy and make energy investments to reduce time poverty. This solution focuses on increasing energy access promoting renewable energy and enhancing energy efficiency in a manner that is inclusive and responsive to the needs of local population, as well in line with the SDG 7.

III. RESULTS AND PARTNERSHIPS

3.1/ *Expected Results*

Project specific objective is to introduce alternative energy and energy efficiency approaches to households and reduce overall fuelwood demand in the support zone of the Machakhela National Park while ensuring strengthened resilience of the vulnerable groups of population.

Project output: The vulnerable households of Machakhela National Park support zone gain access to the clean and affordable energy, with primary target beneficiaries being local women and female household caretakers.

The project output contributes to achievement of specific outputs of Global **Climate Promise pillars**: including outputs 1.1 Driving investment in clean energy and 2.1 Scaling-up adaptation, resilience, and disaster risk reduction tools and ensuring they are available in fragile settings and to marginalized groups.

To deliver the project output the project will provide and install in the settlements of Machakheli Protected Landscape 2 types of energy efficiency technologies: solar water heaters and the solar photovoltaic panels for the on-grid power systems. Besides, the project will conduct the assessment of feasibility of other alternatives (e.g. Biomass production) in the valley and/or adjacent areas including technical, environmental, financial management and market feasibilities.

The project activities, results and associated actions are as follows:

Activity 1 Promoting usage of solar water heaters among Machakheli PA residents.

Action 1.1 Procurement and installation of up to 200 solar water heaters

Action 1.2 Training of beneficiaries to use the new equipment.

Result: up to 200 households have solar water heaters installed and are using them

This activity, which follows tested, successful UNDP implementation method, contributes to sustainable development, strengthening human security and conservation of the unique ecosystem. The suggested technology uses a renewable energy, increases carbon sequestration and reduces CO2 emissions, mitigates climate change effects, saves firewood and improves forest protection. Besides, it decreases household expenses, alleviates women's labour burdens, increases comfort levels and reduces poverty. At the same time, it provides a long-term benefit for a one-time investment.

Activity 2 Promoting usage of solar panels for on-grid solar power systems among Machakheli PA residents.

Action 2.1 Procurement and installation of 70 solar panels

Action 2.2 Trainings for beneficiaries to use the new equipment.

Result: 70 solar panels are installed, connected to grid and beneficiaries are trained in their usage.

This approach was also tested by UNDP in Adjara and other regions of Georgia under the EU ENPARD project. The solar power systems will be connected to the electrical grid and the consumer will have to pay only for the consumed surplus electricity. So, it will result in reduced or even zero electricity bills. With overall reduced electricity costs, consumers can utilize more power from the grid, thus reducing fuelwood usage for various needs (e.g. heating, cooking). In turn, this will save more trees and reduce poverty in a sustainable way.

The Beneficiary selection criteria for both activities will include households with high power/fuelwood demand, socially vulnerable families, multi-child families, women-run businesses and women-run households, considering the specificity.

Activity 3 Assessment of feasibility of other alternatives to the fuelwood (e.g. biomass production and utilization)

Action 3.1 Implement feasibility study on biomass fuel production

Action 3.2 Conduct awareness raising activities on alternative clean energy (e.g., biomass) production and utilization.

Result: The potential and options for other alternative clean energy options in the target area, or wider region is studied and the results are communicated to wider public and stakeholders.

Understanding the importance of increasing renewables' share in the overall energy mix, the project will also assess options for alternative clean energy technologies that could be used in the target area and /or wider Adjara region. The project will promote transitioning to such green solutions and will conduct a feasibility study to assess the potential and options for biomass production and utilization in the target area, or wider Adjara region. By addressing several important aspects such as technical, environmental, financial and management, the result of such a study, combined with the market analysis, will justify further possible expansion of biomass fuel production and increase of its share in renewables.

Expected Project results:

- Increased access to clean energy for the population in the Machakhela Protected Landscape.
- Reduced dependence on and decreased demand for fuelwood.
- Reduced pressure on forest biodiversity.
- Reduced CO2 emissions and increased carbon sink potential.
- Increased savings on fuel costs, reduce poverty.
- Increased level of comfort and improved health for local households, especially woman-led, multi-children and socially vulnerable families through the use of a greater volume of hot water and electricity without an increase in total costs

The project will also advance women's economic empowerment by targeting local women's groups (such as women-led small businesses and farming cooperatives), will reduce gender gaps in natural resource management by engaging women in nature-based solutions (a long-term UNDP focus), and will encourage gender-responsive climate action by introducing fuelwood alternatives.

In the future, the proposed approaches and lessons learned from implementation, can be adapted to other areas of Georgia, including other protected landscapes (the number of which is steadily growing) and in the buffer zones of many protected areas, where communities and protected area managers face similar issues.

3.2/ Resources Required to Achieve the Expected Results

The resources required for this programme include programmatic and operational costs needed to support implementation, including development effectiveness and implementation support arrangements. These include activities that directly support implementation, i.e. communications, human resources, procurement, finance, policy advisory, quality assurance, reporting, management, etc. In line with standard UNDP programming policies, 8% GMS

will be deducted from the overall amount of programmable JSB funding, totalling ~US\$43,600 out the total US\$ 588,600 dedicated to the project. In addition to project operational costs, such as office supplies, rental office space/equipment for project staff, miscellaneous costs, incl. monitoring visits, partnerships, etc.), and communication/visibility, the project will appoint Project Manager (50% NPSA 9). Financial and Admin Assistant (50% NPSA 7), and CO Environment and Energy portfolio manager (10%, NOB). Total operational cost, including staff costs totals to US\$ 45,000

3.3/ Partnerships

The project will be implemented directly by the UNDP country office, in partnership with the Government of Adjara Autonomous Republic, represented by the Ministry of Agriculture, and the Khelvachauri Municipality.

The Ministry of Agriculture of Adjara is the main regional government body responsible for forest management and rural development in Adjara Autonomous Republic. Its Forestry department will provide information on areas and villages with highest demand in fuelwood and where the unavailability of resources in the forest hampers the supply of fuelwood.

The Khelvachauri municipality, as responsible authority for managing Protected Landscape, through its local representation in the Machakheli valley will support communication with and active involvement of local residents and beneficiaries at various stages of project implementation. The municipality will also facilitate the prioritisation of beneficiaries among local residents, based on their socio-economic status and agreed selection criteria.

In addition, the project will regularly engage with the Machakhela National Park administration under the Agency of Protected Areas of Georgia, as another entity in the valley responsible for forest conservation and management within the boundaries of the National Park, as well as a limited supply of fuelwood to the local households.

To ensure coherence of this intervention with the national level ambition in the forest sector reform, the project will also liaise with the Biodiversity and Forestry Policy department of the Ministry of Environmental Protection and Agriculture of Georgia on various aspects of project planning and implementation and share the outcomes.

The project approach is based on UNDP's earlier experience in the field of renewables gained from recent 2 projects implemented in the target region, namely UNDP-GEF Adjara Protected areas Project in Machakheli valley and ENPARD Adjara project in covering different municipalities in Adjara (incl. Machakheli valley) and elsewhere in Georgia.

UNDP has successful track record of cooperation with Adjara Government institutions, including Ministries of Agriculture (MoA) and Finances and Economy (MoFEA), as well as their sub-structures – Non-Entrepreneurial/Non-commercial Legal Entities (NNLEs). The project will consider engaging Batumi Business Incubator and Agro-Service Centre as Responsible Parties of the project. Both of the above entities were involved and successfully implemented various assignments on delivery of energy efficiency and alternative energy solutions for local communities during 2017-2022, under the EU-UNDP ENPARD 2 and ENPARD 3 projects.

The long-term successful cooperation with the environmental NGOs, the Black Sea Eco-Academy and Mtirala /Machakhela PAs Friend Association, UNDP's local partners in the Machakheli valley, as well as the national NGO – Energy Efficiency Centre – Georgia will be considered for their potential involvement in relevant parts of the project activities, specifically in implementation of the feasibility study on alternative clean energy (e.g., biomass) production and utilization, communication of the results of study to wider public and conducting of awareness raising activities to the local population and schools in relation to the renewable energy and energy efficiency.

UNDP Country Office will coordinate the project implementation with the Embassy of Japan and JICA in Georgia, specifically the planning and implementation of the feasibility study for alternative clean energy (e.g., biomass) production and utilization in the valley. UNDP maintains good working contacts with the Japanese Embassy in Georgia through the ongoing JSB project and will continue consulting and requesting support from the Embassy in establishing links with relevant Japanese agencies or other potential counterparts, including from academia, NGO or private sector. These may include inviting relevant specialists/trainers for knowledge exchange on a wider usage of renewable energy in rural and environmentally sensitive areas, especially galvanizing new knowledge on gender and energy (Signature Solution 5). The project implementation progress will be regularly communicated to the Embassy of Japan.

3.4/ Risks and Assumptions

The project design stage included analysis of assumptions and assessment of potential risk. The initial overall assumption is that Government of Adjara Autonomous Republic and Khelvachauri Municipality are fully committed to the implementation of the project and achievement of the development objective. The proposed activities are in line with regional and national priorities and will indeed serve as an important contribution to the conservation globally unique biodiversity and improve local community livelihoods (particularly of women) through introduction of alternative energy and energy efficiency approaches.

The moderate risk to the achievement of the project objective is relatively limited timeframe for establishing strong partnerships, procurement and installation of all the necessary equipment and services. However, UNDP's previous and specific experience in the subject matter through GEF and EU supported projects, particularly related to the piloting of alternative energy approaches in the target area will greatly contribute to minimization of the mentioned risk.

Political instability or lockdown are seen as another challenge that may hamper timely implementation.

For more detailed risk log with the proposed mitigation measures, please refer to Annex 1.

3.5/ Stakeholder Engagement

The key beneficiaries of the project are up to 1,350 residents from the vulnerable most-affected households of Machakhela National Park support zone, who will have access to clean and affordable energy, with primary target beneficiaries being local women, who are also household caretakers.

Project key stakeholders include:

- The Ministry of Agriculture of Adjara and its Forestry department, which are the main regional government body responsible for forest management and rural development in Adjara Autonomous Republic.
- The Khelvachauri municipality, as responsible authority for managing Protected Landscape, through its local representation in the Machakheli valley, who will support communication with and active involvement of local residents and beneficiaries at various stages of project implementation.
- Machakhela National Park administration under the Agency of Protected Areas of Georgia, as another entity in the valley responsible for forest conservation and management within the boundaries of the National Park, as well as a limited supply of fuelwood to the local households.

The project will also liaise with the Biodiversity and Forestry Policy department of the Ministry of Environmental Protection and Agriculture of Georgia, which on various aspects of project planning and implementation and share the outcomes, to ensure coherence of this intervention with the national level ambition in the forest sector reform.

The project will ensure that direct beneficiaries of the project are aware of the existing Stakeholder Response Mechanism, which will allow them to submit their concerns about the social and environmental impacts of the project. The mechanism will be available when UNDP project-level stakeholder engagement processes have not successfully resolved issues of concern. UNDP Country Office management will lead Stakeholder Response. However, the beneficiaries will be informed that they have the option to file the request directly with the Stakeholder Response Mechanism at UNDP.

3.6/ Digital Solutions⁴

The project mainly focuses on the introduction of energy-saving and clean energy technologies, rather than bringing digital solutions. However, digital tools will be used in association with the provided solar energy technology, in particular, with the PV panels. The panels will be equipped with the data transfer devices transmitting real-time information about electricity generated during the certain period. The beneficiaries will have access to the online application with information about power generation and can monitor the performance of the PV panels continuously. This is also aligned with UNDP's Strategic plan enablers: finance, digitalization and innovation, by which UNDP is supporting partners to close gender gaps in access to and uses of digital technology.

3.7/ Knowledge

The project envisages conducting of the trainings for the project beneficiaries to ensure the correct utilization of solar water heaters and on-grid solar panels. Within this activity production of specific leaflets and publications are envisaged, which will include the information on the maintenance and benefits of introduced alternative energy technologies. This will enable local population to learn and further promote sustainable energy technology introduced within the scope of the project. Special emphasize will be made as well on the benefits of energy efficiency for households. As traditionally women manage housekeeping, it is crucial for them to know how to make their expenditures more cost-effective, what strategies could be used etc.

⁴ Please see the [Guideline "Embedding Digital in Project Design"](#).

Understanding the importance of increasing renewables' share in the overall energy mix, the project will assess options for alternative clean energy technologies that could be used in the target area and /or wider Adjara region. The study will assess the potential and options for biomass production and utilization in the target area, or wider Adjara region. By addressing several important aspects such as technical, environmental, financial and management, the result of such a study, combined with the market analysis, will justify further possible expansion of biomass fuel production and increase of its share in renewables.

Preparation and dissemination of the project impact and lessons learned report will contribute to wider introduction of renewable energy practices in other regions with similar socio-economic and environmental challenges.

3.8/ Sustainability and Scaling Up

The proposed project will contribute to the achievement of NDC targets through the application of renewable and energy efficient technologies and practices and consequently increasing carbon capturing capacity compared to 2015, and total GHG emissions reduction, improving livelihoods of rural communities, reducing the risk of climate-driven disasters. The project will also contribute to Georgia's efforts to achieve significant progress in ensuring nationwide access to affordable, reliable, and modern energy services (SDG 7.1.); promote the implementation of sustainable management of all types of forests, reduce deforestation, restore degraded forests, and increase afforestation and reforestation by 2030 (SDG Goal 15.1) and combat climate change (SDG goal 13). While the impact of the project could be assessed only after installation of alternative energy sources, lessons learned will be documented and analysed for the replicability in other regions of Georgia, and potential national level scale-up.

IV. PROJECT MANAGEMENT

4.1/ Cost Efficiency and Effectiveness

To deliver maximum results with available resources, the project will use a portfolio management approach to improve cost effectiveness by leveraging activities and partnerships with ongoing initiatives and projects. For example, the programme will co-finance the salaries of new and existing staff and consultants with other sources of funding in the Energy and Environment portfolio projects. In addition to ensuring the more effective use of budgetary resources, these shared positions will also be used to ensure greater policy and programmatic synergies within and across the programmes and team implementing the programme. Also, office space, transportation, administrative and operational services will be co-shared with other UNDP projects in the portfolio.

The project strategy is built on lessons learned from the Fuelwood alternative Pilot programme, implemented under the UNDP-GEF Adjara Protected areas project and the EU ENPARD program on rural development. The project team will utilize the experience available from those projects, including established partnership with the CSOs, technology and service providers to ensure timely and efficient provision of clean and affordable energy to most-affected households, with primary target beneficiaries being local women and female household caretakers.

The project team will closely cooperate with the key project partners, the Adjara Government institutions and Khelvachauri municipality in the process of procurement and distribution/installation of provided technology.

4.2/ Project Management

The project will be managed through Project Implementing Unit (Project Manager and Administrative/Finance Assistant) based in Batumi, Adjara, to ensure day-to-day implementation of the project and project reporting. More details under section VIII. Management and Governance Arrangements

V. RESULTS FRAMEWORK

Intended Outcome as stated in the UNSDCF 2021-2025 Programme Results and Resource Framework: By 2025, all people, without discrimination, enjoy enhanced resilience through improved environmental governance, climate action and sustainable management and use of natural resource(s) in Georgia						
Outcome indicators as stated in the Country Programme Document 2021-2025 Results and Resources Framework, including baseline and targets: 2.1. (UNSDCF indicator 5.1) [National SDG 13.2.1] Country communicated establishment of integrated policy/strategy/plan which increases country's ability to adapt to adverse impacts of climate change, and foster climate resilience and low greenhouse gas emissions development. Baseline (2015): In 2015 Georgia adopted intended nationally determined contributions (INDC). The following are prepared: (a) Climate action plan (CAP), 2021-2030; (b) Nationally determined contributions (NDC), 2021-2030; Target (2025): (a) Updated NDC approved by Government and submitted to UNFCCC; (b) National action plan for energy sector produced (2023); (c) Long-term low emissions development strategies (LTLEDS) elaborated/adopted (2021); (d) Third biennial update report (BUR) (2022); (e) Fourth national communication to UNFCCC (2021)						
Applicable Output(s) from the UNDP Strategic Plan 2022-2025: Output 1.1: The 2030 Agenda, Paris Agreement and other intergovernmentally-agreed frameworks integrated in national and local development plans, measures to accelerate progress put in place, and budgets and progress assessed using data-driven solutions						
Project title and Quantum Project Number: 01000347/ Introduction of renewable energy practices for sustainable forest management and enhanced community resilience						
EXPECTED OUTPUTS	OUTPUT INDICATORS	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)	DATA COLLECTION METHODS & RISKS
			Value	Year	Year 2024 (March) / FINAL	
Output 1 Over 1,350 residents from the most-affected households of Machakhela National Park support zone have access to the clean and affordable energy, with primary target beneficiaries being local women and female household caretakers	1.1 Number of solar water heaters installed in the Machakhela Protected Landscape (MPL)	<i>delivery acceptance acts</i>	10	2023	1.1 With 200 new solar water heaters installed, the total number of water heaters 210 in the Machakhela Protected Landscape (MPL) reaches at least 210 (including baseline)	<i>Responsible Party Progress Report</i>
	1.2 Number of MPL residents with access to the solar heated water during the warm months of the year (<i>disaggregated by: male, female, youth (15-24)</i>)	<i>Project Progress Report</i>	50	2023	1.2 1,050 MPL residents with access to the solar heated water during the warm months of the year	<i>Project/RP project progress Report</i>
	1.3 Number of on-grid solar power systems installed in the MPL	<i>delivery acceptance acts</i>	0	2023	1.3 70 on-grid solar power systems installed in the MPL	<i>Responsible Party Progress Report</i>
	1.4. Number of people benefiting from the on-grid solar systems with reduced electricity bill during the warm months of the year (<i>disaggregated by: male, female, youth (15-24)</i>)	<i>Project Progress Report</i>	0	2023	1.4. at least 300 individuals benefiting from the on-grid solar systems with reduced electricity bill during the warm months of the year	<i>Project/RP project progress Report</i>
	1.5 Feasibility of other alternatives (e.g. Biomass production) assessed in the valley and/or adjacent areas including technical, environmental, financial management and market feasibilities.	<i>Feasibility study report</i>	No	2023	1.5 Yes. Feasibility of other alternatives (e.g. Biomass production) assessed in the valley and/or adjacent areas	<i>Project report</i>
	1.6. Number of people involved in the awareness raising activities on alternative clean energy (e.g., biomass) production and utilization. (<i>Disaggregated by: male, female, youth (15-24)</i>)	<i>Awareness raising activities reports</i>	0	2023	1.6 At least 1500, including beneficiaries of Activities 1 and 2.	<i>Project report</i>

VI. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans:

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	Progress data against the results indicators in the RRF will be collected and analyzed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.		
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor involvement and participation of women beneficiaries in the project implementation. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Annually	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.		
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	Annually	Relevant lessons are captured by the project team and used to inform management decisions.		
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.		
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	In the middle of the project (after 6 months)	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.		
Project Report	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk log with mitigation measures, and any evaluation or review reports prepared over the period.	Annually, and at the end of the project (final report)			
Project Review (Project Board)	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	in the beginning and at the end of the project.	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.		

CLIMATE PROMISE CORE GLOBAL INDICATORS

CORE INDICATORS ⁵	DATA SOURCE	BASELINE		Pillar 1			Pillar 2	
		Value	Year	1.1 Driving investment in clean energy	1.2 Support to Ministries of Energy, Finance, Environment and Planning to address key energy-related decisions towards just transition	1.3 Alignment of energy targets in NDCs with net-zero pathways	2.1 Scaling-up adaptation, resilience, and disaster risk reduction tools and ensuring they are available in fragile settings and to marginalized groups	2.2 Aligning targets in NDCs with national adaptation strategies and plans
1.1 Tonnes of CO2 emissions avoided or reduced	<i>Khelvachauri municipality</i>	350 kg	2022	x				
1.2 Megawatts of renewable or low-emission energy capacity installed, generated or rehabilitated	<i>Khelvachauri Municipality</i>	0	2022	x				
1.3 Number of beneficiaries with new access to green/sustainable energy (<i>disaggregated by: male, female, youth (15-24) and indigenous people</i>)	<i>Khelvachauri municipality</i>	0	2022	x				
2.0 Number of direct beneficiaries with increased resilience to climate change (i.e more resilient physical and natural assets, diversified and strengthened livelihoods and sources of income, new/improved climate information systems) (<i>disaggregated by: male, female, youth (15-24) and indigenous people</i>)	<i>Khelvachauri Municipality</i>	0	2022				x	
3.0 Number of green/sustainable jobs created (<i>disaggregated by: male, female, youth (15-24) and indigenous people</i>)								
4.0 Number of people trained/educated/informed through technical transfers, dialogues, workshops, campaigns, and other efforts (<i>disaggregated by: male, female, youth (15-24) and indigenous people</i>)	<i>Khelvachauri Municipality</i>	0	2022	x			x	
5.0 Number of development or sectoral policies/plans/budgets that integrate NDC targets or net-zero goals								
Legislation								
Covid-19 response measures or assessments								
Development plans or roadmaps								

⁵ It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

VII. ANNUAL WORK PLAN (USD)

Atlas Output/Activity	Resp. Party (Impl. Agent)	Fund	Donor	Activity	Atlas Account Code	ATLAS Budget Description	Unit	# of unit	Unit rate	Total
Output 1: Over 1,350 residents from the most-affected households of Machakhela National Park support zone have access to the clean and affordable energy, with primary target beneficiaries being local women and female household caretakers	UNDP	32045	00141	1.1/ Identification of individual project beneficiaries to be supported by the project, supervision and quality check of procurement and installation and training of beneficiaries to use the new equipment	71300	Individual Consultants	days	40	500	20,000
	UNDP	32045	00141	1.2/ Promoting solar water heaters	72100	Contractual Services-Companies	units	200	1100	220,000
	UNDP	32045	00141	1.3/ Promoting solar PV panels	72100	Contractual Services-Companies	units	70	3000	210,000
	UNDP	32045	00141	1.4/ feasibility study on biomass fuel production considering Japanese experience	72100	Contractual Services-Companies	Lumpsum	1	40,000	40,000
	TOTAL OUTPUT 1									
Management	UNDP	32045	00141	DPC	71400	Project Manager (50% NPSA 9)	months	12	1,666.67	20,000
					71400	Financial and Admin Assistant (50% NPSA 7)	months	12	833.33	10,000
					64300	EE Team Leader (15%, NOB)	months	12	833.33	10,000
					64300	EE Programme Associate (10%, G6)	months	12	416.67	5,000
					74500	Miscellaneous Expenses (Office supplies, Rental, monitoring visits and Communication)	months	12	833.33	10,000
TOTAL DPC										55,000.00
Subtotal										545,000.00
GMS (8%)										43,600
Project Total										588,600.00
UN Coordination Levy (1%)										5,886.00
GRAND TOTAL										594,486.00

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

The project will be implemented directly by UNDP (DIM) in accordance with UNDP rules and regulations. UNDP Georgia will use the structures in place (office shared among EE portfolio projects) for the project implementation. It includes fully established working space, meeting room, ICT equipment, office furniture and supplies, transport means, security, insurance, communication, Internet and other means needed for proper functioning of the project office. The administrative and management costs for implementing the project will be charged proportionally in complementarity with other EE portfolio Projects.

UNDP Country Office in Georgia will provide operational support to the project implementation, including in recruitment, granting, procurement and financing. UNDP CO will ensure the project implementation and all processes therein takes place in accordance with the UNDP rules and regulations as stipulated in the Programme and Operations Policies and Procedures (POPP) and are in line with best international standards. As per UNDP's Financial Regulations and Rules, the following general principles must be given due consideration while executing granting or procurement on behalf of the organization: (1) Best Value for Money, (2) Fairness, Integrity and Transparency and (3) Effective Competition.

The UNDP Country Office will provide the operational and programmatic support and advice to the project, and will ensure troubleshooting and smooth decision-making, as needed. EE Team Leader's role will be instrumental here in her capacity, as portfolio manager. The EE Team Leader will be responsible for direct oversight and supervision of the project from portfolio perspective. In this role Team leader will be supported by EE Programme Associate and M&E Specialist. UNDP Georgia's Deputy Resident Representative (DRR) in close collaboration with UNDP Resident Representative (RR) will provide overall guidance on project related activities as well as on risks and mitigation measures.

The main strategic decision-making body for the project will be the **Project Board**, where UNDP will be representing project executive's role, Embassy of Japan will be represented as a senior supplier, while Ministry of Agriculture of Adjara and Khelvachauri Municipality will stand for senior beneficiary. The Project Board is responsible for taking corrective action as needed to ensure the project achieves the desired results. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. The members of the PB shall seek to reach consensus on all decisions. In case consensus cannot be reached within the Board, the UNDP Resident Representative (or their designate) will mediate to find consensus and, if this cannot be found, will take the final decision to ensure project implementation is not unduly delayed. The Project Board will meet once upon project inception and once upon completion of the project. The ToR of the Project Board is provided in the Annex 4.

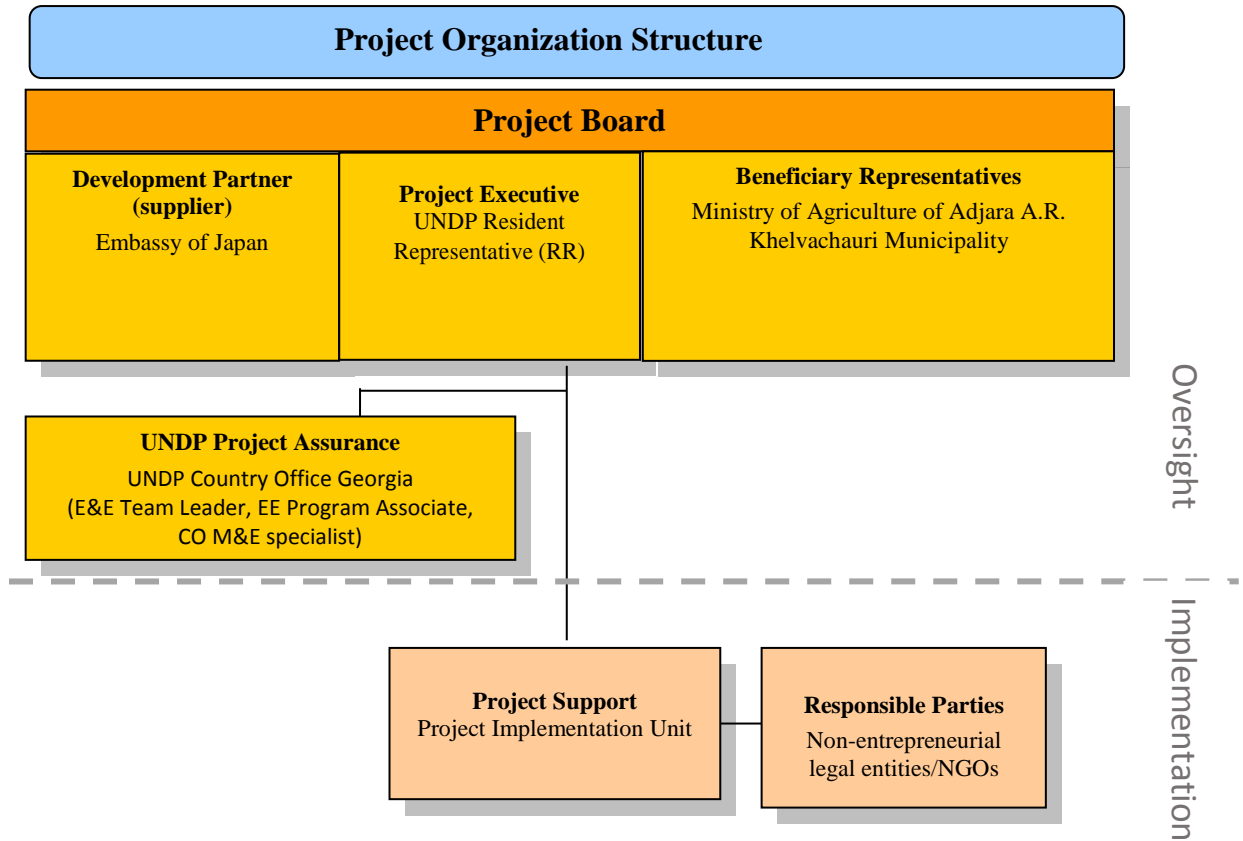
Based on track record of successful cooperation under previous programs, UNDP will consider engaging several responsible parties including government institutions such as NNLE Agro-service Centre and Business incubator, and Civil Society Organisations, such as Energy Efficiency Centre - Georgia, the Black Sea Eco-Academy, Machakhela PA friends Association.

Partnership opportunities will be further explored with Japanese authorities and businesses to introduce relevant expertise, knowledge and experience in sustainable forest management practices, clean energy, or other related areas in Georgia. Such partnership may also include the transfer of international/Japanese expertise and /or technologies, where possible.

The project will be managed through Project Implementing Unit (Project Manager and Administrative/Finance Assistant) to ensure day-to-day implementation of the project and project reporting, which will include submission of the final narrative within three months after the completion of the project and financial report within one year after the completion of the Project. The final report will also include, to the extent possible, calculating the outcome of carbon capture. **The project will consider project launching (inception) as well as project closure events. For these, and other events, such as site visits, trainings or other project milestones, UNDP will make efforts to maintain high visibility (issue press releases, ensure social and TV media coverage, photo/video stories) and ensure continuous engagement and partnership with the Japanese Embassy in Georgia, and other stakeholders.**

The project will build on successful communication campaign – **Forest My Friend**⁶ carried out under the ongoing Japanese-funded project on sustainable forest management, including examples of the project visibility products, such the manga animation and national media coverage This will include a press release, human interest stories, and photo/video stories. Japan’s logo will be placed on supplies and other visibility, to ensure that end beneficiaries are aware of the generous contribution of the Government of Japan. The project team will be in regular contact with the UNDP Communications Unit as well as with communications units of involved partners (municipality, ministries, agencies). UNDP will use its own and partners’ social media platforms (Facebook, Instagram and Twitter) to disseminate information on the impact of this partnership. A close engagement with the Embassy of Japan and JICA will be made, including regular communication and a joint field visit where possible.

Project organisation structure is presented in the organigram below:



⁶ <https://www.undp.org/georgia/press-releases/forest-my-friend>

IX. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Georgia and UNDP, signed on 1-Jul-1994. All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.” The project will be implemented by the UNDP (“Implementing partner”) in accordance with its financial regulations, rules, practices and procedures.

X. RISK MANAGEMENT

1. UNDP as the Implementing Partner will comply with the policies, procedures and practices of the United Nations Security Management System (UNSMS.)
2. UNDP as the Implementing Partner will undertake all reasonable efforts to ensure that none of the project funds are used to provide support to individuals or entities associated with terrorism, that the recipients of any amounts provided by UNDP hereunder do not appear on the United Nations Security Council Consolidated Sanctions List, and that no UNDP funds received pursuant to the Project Document are used for money laundering activities. The United Nations Security Council Consolidated Sanctions List can be accessed via <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.
3. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
4. UNDP as the Implementing Partner will: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
5. In the implementation of the activities under this Project Document, UNDP as the Implementing Partner will handle any sexual exploitation and abuse (“SEA”) and sexual harassment (“SH”) allegations in accordance with its regulations, rules, policies and procedures.
6. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.
7. UNDP as the Implementing Partner will ensure that the following obligations are binding on each responsible party, subcontractor, and sub-recipient:
 - a. Consistent with the Article III of the SBAA [*or the Supplemental Provisions to the Project Document*], the responsibility for the safety and security of each responsible party, subcontractor and sub-recipient and its personnel and property, and of UNDP’s property in such responsible party’s, subcontractor’s and sub-recipient’s custody, rests with such responsible party, subcontractor and sub-recipient. To this end, each responsible party, subcontractor and sub-recipient shall:
 - i. put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
 - ii. assume all risks and liabilities related to such responsible party’s, subcontractor’s and sub-recipient’s security, and the full implementation of the security plan.
 - b. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the responsible party’s, subcontractor’s and sub-recipient’s obligations under this Project Document.
 - c. Each responsible party, subcontractor and sub-recipient (each a “sub-party” and together “sub-parties”) acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the sub-parties, and other entities involved in Project implementation, either as contractors or

subcontractors and their personnel, and any individuals performing services for them under the Project Document.

(a) In the implementation of the activities under this Project Document, each sub-party shall comply with the standards of conduct set forth in the Secretary General's Bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse" ("SEA").

(b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, each sub-party, shall not engage in any form of sexual harassment ("SH"). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. SH may occur in the workplace or in connection with work. While typically involving a pattern of conduct, SH may take the form of a single incident. In assessing the reasonableness of expectations or perceptions, the perspective of the person who is the target of the conduct shall be considered.

- d. In the performance of the activities under this Project Document, each sub-party shall (with respect to its own activities), and shall require from its sub-parties (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include: policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, sub-parties will and will require that their respective sub-parties will take all appropriate measures to:
- (i) Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;
 - (ii) Offer employees and associated personnel training on prevention and response to SH and SEA, where sub-parties have not put in place its own training regarding the prevention of SH and SEA, sub-parties may use the training material available at UNDP;
 - (iii) Report and monitor allegations of SH and SEA of which any of the sub-parties have been informed or have otherwise become aware, and status thereof;
 - (iv) Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and
 - (v) Promptly and confidentially record and investigate any allegations credible enough to warrant an investigation of SH or SEA. Each sub-party shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the relevant sub-party shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.
- e. Each sub-party shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the relevant sub-party to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.
- f. Each responsible party, subcontractor and sub-recipient will ensure that any project activities undertaken by them will be implemented in a manner consistent with the UNDP Social and Environmental Standards and shall ensure that any incidents or issues of non-compliance shall be reported to UNDP in accordance with UNDP Social and Environmental Standards.
- g. Each responsible party, subcontractor and sub-recipient will take appropriate steps to prevent misuse of funds, fraud, corruption or other financial irregularities, by its officials, consultants, subcontractors and sub-recipients in implementing the project or programme or using the UNDP funds. It will ensure that its financial management, anti-corruption, anti-fraud and anti money laundering and countering the financing of terrorism policies are in place and enforced for all funding received from or through UNDP.
- h. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to each responsible party, subcontractor and sub-recipient: (a) UNDP Policy on Fraud and other Corrupt Practices (b) UNDP Anti-Money Laundering and Countering the Financing of Terrorism Policy; and (c) UNDP Office of Audit and Investigations Investigation Guidelines. Each responsible party, subcontractor and sub-recipient agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.
- i. In the event that an investigation is required, UNDP will conduct investigations relating to any aspect of UNDP programmes and projects. Each responsible party, subcontractor and sub-recipient will provide its full cooperation, including making available personnel, relevant documentation, and granting access to its (and its consultants', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on

reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with it to find a solution.

- j. Each responsible party, subcontractor and sub-recipient will promptly inform UNDP as the Implementing Partner in case of any incidence of inappropriate use of funds, or credible allegation of fraud, corruption other financial irregularities with due confidentiality.

Where it becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, each responsible party, subcontractor and sub-recipient will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). It will provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

- k. *Choose one of the three following options:*

Option 1: UNDP will be entitled to a refund from the responsible party, subcontractor or sub-recipient of any funds provided that have been used inappropriately, including through fraud corruption, other financial irregularities or otherwise paid other than in accordance with the terms and conditions of this Project Document. Such amount may be deducted by UNDP from any payment due to the responsible party, subcontractor or sub-recipient under this or any other agreement. Recovery of such amount by UNDP shall not diminish or curtail any responsible party's, subcontractor's or sub-recipient's obligations under this Project Document.

Where such funds have not been refunded to UNDP, the responsible party, subcontractor or sub-recipient agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to such responsible party, subcontractor or sub-recipient for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud, corruption or other financial irregularities, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

- l. Each contract issued by the responsible party, subcontractor or sub-recipient in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from it shall cooperate with any and all investigations and post-payment audits.
- m. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project or programme, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
- n. Each responsible party, subcontractor and sub-recipient shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to its subcontractors and sub-recipients and that all the clauses under this section entitled "Risk Management Standard Clauses" are adequately reflected, *mutatis mutandis*, in all its sub-contracts or sub-agreements entered into further to this Project Document.

ANNEXES:

- 1/ Risk Log
- 2/ Social and Environmental Screening Procedure (SESP) report
- 3/ Project Quality Assurance Report
- 4/ Terms of Reference of the Project Board

Annex 1:

Risk Log

As per standard UNDP requirements, the Project Manager will monitor risks at least annually and report on the status of risks to the UNDP Country Office. Risks will be reported as critical when the impact and probability are high (i.e. when impact is rated as 5, and when impact is rated as 4 and probability is rated at 3 or higher).

Project Title: Introduction of renewable energy practices for sustainable forest management and enhanced community resilience					Project Number: 01000347		Award/Contract #: 1023022	
#	Event	Cause	Impact(s)	Risk Category	Impact and Likelihood = Risk Level	Risk Treatment / Management Measures	Risk Owner	Risk Valid From/To
1	Lack of high-level political willingness and commitment	Could occur if there are structural changes or changes in the senior officials of the MoA of Adjara A.R. and Khelvachauri Municipality.	Delay may occur for certain activities	Political	Text L =1 I = 2 Low	Close monitoring and if the risk probability becomes higher, apply advocacy for uninterrupted services	Project Manager	April 2023 – March 2024
2	Unpredictable development of Covid19 pandemics	Travel restrictions; limitations in logistics/delivery of equipment	the project implementation will be slowed down.	Operational	L =2 I = 3 Low	To mitigate COVID-19 related risks, the project will review plans, and apply on-line methods and tools wherever possible.	Project Manager	April 2023 – March 2024
3.	Escalation of conflict in the region	Delay/restrictions in purchase/ transport of the equipment	The project implementation will be slowed down	Operational	L=3 I=4 Moderate	To moderate the risks the project will consider all possible alternatives of diversified service/ product providers	Project Manager	April 2023 – March 2024
4.	Potential failure of tenders and limited timeframe of the project implementation	Limited participation of potential suppliers	Delay in project implementation	Operational	L=1 I=3 Low	Project Team will ensure good planning of procurements. Incl. engagement of responsible parties with recent successful experience of delivery and installation of solar technology	Project Manager	April 2023 – March 2024
5.	Exchange rate Loss / Inflation	Local currency instability	Insufficient funds to procure planned number of equipment	Operational	L=3 I=3 Moderate	Early detection and re-allocation of funds	Project Manager	April 2022-03 – March

SOCIAL AND ENVIRONMENTAL SCREENING TEMPLATE (2021 SESP TEMPLATE, VERSION 1)

<i>Project Information</i>	
1. Project Title	Introduction of renewable energy practices for sustainable forest management and enhanced community resilience
2. Project Number (i.e. Atlas project ID, PIMS+)	1023022
3. Location (Global/Region/Country)	Georgia
4. Project stage (Design or Implementation)	Implementation
5. Date	22-Mar-2023

Part A. Integrating Programming Principles to Strengthen Social and Environmental Sustainability

QUESTION 1: How Does the Project Integrate the Programming Principles in Order to Strengthen Social and Environmental Sustainability?

Briefly describe in the space below how the project mainstreams the human rights-based approach

Meaningful stakeholder engagement and a commitment to human rights are key commitments of UNDP's Social and Environmental Standards and therefore the Programme will support capacities for stakeholder engagement through a human rights-based approach as a critical aspect of identifying integrated and sustainable solutions.

Because this project encompasses a wide range of activities at different scales, stakeholder engagement and human rights considerations will need to be assessed and contextualized. To ensure this is being done, a stakeholder engagement will be ensured for the funded activities and will be part of what is reported on and the related lessons learned captured.

In addition to proactive stakeholder engagement and assessing human rights considerations, UNDP's Social and Environmental Standards are underpinned by a corporate Accountability Mechanism (www.undp.org/secu-srm) that provides a mechanism for affected people to submit their concerns and complaints to UNDP with formal processes to respond. As part of any stakeholder engagement plan prepared as part of this Programme for activities that may have a direct impact on people and the environment, this will include ensuring stakeholders are informed of UNDP's Accountability Mechanism and any local or project grievance redress mechanisms that may be in place. The Programme will also support capacity building within UNDP related to these grievance mechanisms.

Briefly describe in the space below how the project is likely to improve gender equality and women's empowerment

Gender equality and women's empowerment issues are critical to implementation of UNDP's Strategic Plan and Signature Solutions. The UNDP approach to gender mainstreaming is a dual one: it supports the empowerment of women and girls through gender-responsive targeted interventions and addresses gender concerns in the process of designing, planning, developing, implementing and evaluating of all policies and programmes. This work is supported by diagnostic tools and participatory consultations and analysis that identifies existing gender gaps, capacity needs of public and civil society organizations, and engages women, men, and youth to promote women's empowerment and gender equality.

Introduction of renewable energy alternatives to the fuelwood, along with cutting the household expenses and increased level of comfort and improved health, also advances women's economic empowerment by targeting local women's groups (such as women led households, women-led small businesses and farming

cooperatives). The project will reduce gender gaps in natural resource management by engaging women in nature-based solutions (a long-term UNDP focus), and will encourage gender-responsive climate action by introducing fuelwood alternatives.

Increased access to renewable energy, like other modern sources of energy, benefits women in the following areas:

- Expanded household access to clean energy reduces traditional fuel-gathering tasks that typically fall to women. This creates more time for productive, educational, and leisure activities for women and girls.
- Reduced health risks associated with burning fossil or biomass fuels are important for women who are usually responsible for cooking.
- Women have expanded opportunities for energy-based livelihoods and income-generating activities with reliable, and sustainable energy services.
- Expanded household access to clean energy reduces the vulnerability of girls and women traveling long distances on foot to gather fuel. Expanded street and public space lighting can reduce women’s vulnerability at night.

UNDP’s Social and Environmental Standards (SES) also underpin UNDP’s commitment to mainstream gender, linked social issues and environmental sustainability in all projects. The SES includes a Social and Environmental Screening Procedure. The SES require that all UNDP projects enhance positive social and environmental opportunities and benefits as well as ensure that adverse social and environmental risks and impacts are avoided, minimized, and mitigated. They are grounded in a set of overarching Principles including Human Rights, Gender Equality and Women’s Empowerment, and Environmental Sustainability. They include a Stakeholder Response Mechanism that ensures women, youth, local groups and other stakeholders affected by UNDP projects have access to procedures for addressing project-related grievances; and a Review process to respond to claims that UNDP is not in compliance with its SES policies. The project activities are based on the abovementioned frameworks and envisages that the beneficiaries of the project are selected carefully including gender considerations and improving gender equality over time.

Briefly describe in the space below how the project mainstreams sustainability and resilience

Introduction of renewable energy alternatives to up to 270 households will have immediate positive effects on the forests of Machakhela Protected Areas through reduction of usage of the fuelwood for heating, availability of which in the forests is limited. The sustainability of this approach is assured by the long life expectancy of the provided technology - around 20 years. Over this period, significant amount of the fuelwood will be saved and forest conservation improved, resulting in exponential growth carbon capture capacity of the forests and reduced CO2 emissions, ultimately contributing to the mitigation of climate change effects in the region.

The reduction of dependence of local communities on the scarcely available fuelwood in the forests, on the other hand, contributes to Increased savings on fuel costs and reduced household expenses as well as risks associated with fuelwood extraction. Increases comfort levels and improved health for local households, especially women-led, multi-children and socially vulnerable families through the use of a greater volume of hot water and electricity without an increase in total costs. Eventually project contributes to alleviation of women's labour burdens, reduces poverty and helps building resilience of local communities.

Briefly describe in the space below how the project strengthens accountability to stakeholders

Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).

UNDP as the Implementing Partner will: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.

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Part B. Identifying and Managing Social and Environmental Risks

QUESTION 2: What are the Potential Social and Environmental Risks? <i>Note: Complete SESP Attachment 1 before responding to Question 2.</i>	QUESTION 3: What is the level of significance of the potential social and environmental risks? <i>Note: Respond to Questions 4 and 5 below before proceeding to Question 5</i>			QUESTION 6: Describe the assessment and management measures for each risk rated Moderate, Substantial or High
<i>Risk Description (broken down by event, cause, impact)</i>	<i>Impact and Likelihood (1-5)</i>	<i>Significance (Low, Moderate Substantial, High)</i>	<i>Comments (optional)</i>	<i>Description of assessment and management measures for risks rated as Moderate, Substantial or High</i>
Risk 1 Possible discontent from part of the local population who will not receive solar water heater or PV panels	I = 3 L = 1	Low		Design objective criteria (clearly defined, measurable and verifiable) for identification of recipients of solar energy technologies. The priority will be given to women led, multi-children households, socially vulnerable families, women led businesses, households from the villages/areas with low fuelwood availability in the nearby forests, high power and/or fuelwood demand /consumption. The detailed criteria will be designed involving and agreed with the project beneficiaries.
QUESTION 4: What is the overall project risk categorization?				
<i>Low Risk</i> <input checked="" type="checkbox"/>				
<i>Moderate Risk</i> <input type="checkbox"/>				
<i>Substantial Risk</i> <input type="checkbox"/>				
<i>High Risk</i> <input type="checkbox"/>				
QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are triggered? (check all that apply)				
<i>Question only required for Moderate, Substantial and High Risk projects</i>				
<i>Is assessment required? (check if "yes")</i>	<input type="checkbox"/>			<i>Status? (completed, planned)</i>
<i>if yes, indicate overall type and status</i>		<input type="checkbox"/>	Targeted assessment(s)	
		<input type="checkbox"/>	ESIA (Environmental and Social Impact Assessment)	
		<input type="checkbox"/>	SESA (Strategic Environmental and Social Assessment)	
<i>Are management plans required? (check if "yes")</i>	<input type="checkbox"/>			
<i>If yes, indicate overall type</i>		<input type="checkbox"/>	Targeted management plans (e.g. Gender Action Plan, Emergency Response Plan, Waste Management Plan, others)	

		<input type="checkbox"/>	ESMP (Environmental and Social Management Plan which may include range of targeted plans)	
		<input type="checkbox"/>	ESMF (Environmental and Social Management Framework)	
	<i>Based on identified risks, which Principles/Project-level Standards triggered?</i>		Comments (not required)	
	<i>Overarching Principle: Leave No One Behind</i>			
	<i>Human Rights</i>	<input type="checkbox"/>		
	<i>Gender Equality and Women's Empowerment</i>	<input type="checkbox"/>		
	<i>Accountability</i>	<input type="checkbox"/>		
	<i>1. Biodiversity Conservation and Sustainable Natural Resource Management</i>	<input type="checkbox"/>		
	<i>2. Climate Change and Disaster Risks</i>	<input type="checkbox"/>		
	<i>3. Community Health, Safety and Security</i>	<input type="checkbox"/>		
	<i>4. Cultural Heritage</i>	<input type="checkbox"/>		
	<i>5. Displacement and Resettlement</i>	<input type="checkbox"/>		
	<i>6. Indigenous Peoples</i>	<input type="checkbox"/>		
	<i>7. Labour and Working Conditions</i>	<input type="checkbox"/>		
	<i>8. Pollution Prevention and Resource Efficiency</i>	<input type="checkbox"/>		

Final Sign Off

Final Screening at the design-stage is not complete until the following signatures are included

Signature	Date	Description
QA Assessor: Nino Antadze, E&E Team Leader	25.03.23	UNDP staff member responsible for the project, typically a UNDP Programme Officer. Final signature confirms they have "checked" to ensure that the SESP is adequately conducted.
QA Approver: Anna Chernyshova, DRR	25.03.23	UNDP senior manager, typically the UNDP Deputy Country Director (DCD), Country Director (CD), Deputy Resident Representative (DRR), or Resident Representative (RR). The QA Approver cannot also be the QA Assessor. Final signature confirms they have "cleared" the SESP prior to submittal to the PAC.
PAC Chair: Nick Beresford, RR	25.03.23	UNDP chair of the PAC. In some cases PAC Chair may also be the QA Approver. Final signature confirms that the SESP was considered as part of the project appraisal and considered in recommendations of the PAC.

SESP Attachment 1. Social and Environmental Risk Screening Checklist

Checklist Potential Social and Environmental Risks		
INSTRUCTIONS: The risk screening checklist will assist in answering Questions 2-6 of the Screening Template. Answers to the checklist questions help to (1) identify potential risks, (2) determine the overall risk categorization of the project, and (3) determine required level of assessment and management measures. Refer to the SES toolkit for further guidance on addressing screening questions.		
Overarching Principle: Leave No One Behind		Answer (Yes/No)
Human Rights		
P.1	Have local communities or individuals raised human rights concerns regarding the project (e.g. during the stakeholder engagement process, grievance processes, public statements)?	No
P.2	Is there a risk that duty-bearers (e.g. government agencies) do not have the capacity to meet their obligations in the project?	No
P.3	Is there a risk that rights-holders (e.g. project-affected persons) do not have the capacity to claim their rights?	No
<i>Would the project potentially involve or lead to:</i>		
P.4	adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
P.5	inequitable or discriminatory impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups, including persons with disabilities? ⁷	No
P.6	restrictions in availability, quality of and/or access to resources or basic services, in particular to marginalized individuals or groups, including persons with disabilities?	No
P.7	exacerbation of conflicts among and/or the risk of violence to project-affected communities and individuals?	No
Gender Equality and Women's Empowerment		
P.8	Have women's groups/leaders raised gender equality concerns regarding the project, (e.g. during the stakeholder engagement process, grievance processes, public statements)?	No
<i>Would the project potentially involve or lead to:</i>		
P.9	adverse impacts on gender equality and/or the situation of women and girls?	No
P.10	reproducing discrimination against women based on their sex, gender, age, ethnicity, religion, disability, social status (or other characteristics) especially regarding participation in design and implementation or access to opportunities and benefits?	No
P.11	limitations on women's ability to use, develop and protect natural resources, taking into account different gender roles, social status, access to resources and positions of women and men in accessing environmental goods and services? <i>For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being</i>	No
P.12	exacerbation of risks of gender-based violence (including SH/SEA)? <i>For example, through the influx of workers to a community, changes in community and household power dynamics, increased exposure to unsafe public places and/or transport, etc.</i>	No
Sustainability and Resilience: Screening questions regarding risks associated with sustainability and resilience are encompassed by the Standard-specific questions below		
Accountability		
<i>Would the project potentially involve or lead to:</i>		
P.13	exclusion of any potentially affected stakeholders, in particular marginalized groups and excluded individuals (including persons with disabilities), from fully participating in decisions that may affect them?	No
P.14	grievances or objections from potentially affected stakeholders?	Yes
P.15	risks of retaliation or reprisals against stakeholders who express concerns or grievances, or who seek to participate in or to obtain information on the project?	

⁷ Prohibited grounds of discrimination include race, ethnicity, sex, age, language, disability, sexual orientation, gender identity, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender and transsexual people.

Project-Level Standards		
Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management		
<i>Would the project potentially involve or lead to:</i>		
1.1	adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services? <i>For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i>	No
1.2	activities within or adjacent to critical habitats and/or environmentally sensitive areas, including (but not limited to) legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	No
1.3	changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	No
1.4	risks to endangered species (e.g. reduction, encroachment on habitat)?	No
1.5	exacerbation of illegal wildlife trade?	No
1.6	introduction of invasive alien species?	No
1.7	adverse impacts on soils?	No
1.8	harvesting of natural forests, plantation development, or reforestation?	No
1.9	significant agricultural production?	No
1.10	animal husbandry or harvesting of fish populations or other aquatic species?	No
1.11	significant extraction, diversion or containment of surface or ground water? <i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i>	No
1.12	handling or utilization of genetically modified organisms/living modified organisms? ⁸	No
1.13	utilization of genetic resources? (e.g. collection and/or harvesting, commercial development) ⁹	No
1.14	adverse transboundary or global environmental concerns?	
Standard 2: Climate Change and Disaster Risks		
<i>Would the project potentially involve or lead to:</i>		
2.1	areas subject to hazards such as earthquakes, floods, landslides, severe winds, storm surges, tsunami or volcanic eruptions?	No
2.2	outputs and outcomes sensitive or vulnerable to potential impacts of climate change or disasters? <i>For example, through increased precipitation, drought, temperature, salinity, extreme events, earthquakes</i>	No
2.3	increases in vulnerability to climate change impacts or disaster risks now or in the future (also known as maladaptive or negative coping practices)? <i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i>	No
2.4	increases of greenhouse gas emissions, black carbon emissions or other drivers of climate change?	No
Standard 3: Community Health, Safety and Security		
<i>Would the project potentially involve or lead to:</i>		
3.1	construction and/or infrastructure development (e.g. roads, buildings, dams)? (Note: the GEF does not finance projects that would involve the construction or rehabilitation of large or complex dams)	No
3.2	air pollution, noise, vibration, traffic, injuries, physical hazards, poor surface water quality due to runoff, erosion, sanitation?	No
3.3	harm or losses due to failure of structural elements of the project (e.g. collapse of buildings or infrastructure)?	No
3.4	risks of water-borne or other vector-borne diseases (e.g. temporary breeding habitats), communicable and noncommunicable diseases, nutritional disorders, mental health?	No
3.5	transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No
3.6	adverse impacts on ecosystems and ecosystem services relevant to communities' health (e.g. food, surface water purification, natural buffers from flooding)?	No

⁸ See the [Convention on Biological Diversity](#) and its [Cartagena Protocol on Biosafety](#).

⁹ See the [Convention on Biological Diversity](#) and its [Nagoya Protocol](#) on access and benefit sharing from use of genetic resources.

3.7	influx of project workers to project areas?	No
3.8	engagement of security personnel to protect facilities and property or to support project activities?	No
Standard 4: Cultural Heritage		
<i>Would the project potentially involve or lead to:</i>		
4.1	activities adjacent to or within a Cultural Heritage site?	No
4.2	significant excavations, demolitions, movement of earth, flooding or other environmental changes?	No
4.3	adverse impacts to sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	No
4.4	alterations to landscapes and natural features with cultural significance?	No
4.5	utilization of tangible and/or intangible forms (e.g. practices, traditional knowledge) of Cultural Heritage for commercial or other purposes?	No
Standard 5: Displacement and Resettlement		
<i>Would the project potentially involve or lead to:</i>		
5.1	temporary or permanent and full or partial physical displacement (including people without legally recognizable claims to land)?	No
5.2	economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	No
5.3	risk of forced evictions? ¹⁰	No
5.4	impacts on or changes to land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	No
Standard 6: Indigenous People		
<i>Would the project potentially involve or lead to:</i>		
6.1	areas where indigenous people are present (including project area of influence)?	No
6.2	activities located on lands and territories claimed by indigenous people?	No
6.3	impacts (positive or negative) to the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)? <i>If the answer to screening question 6.3 is “yes”, then the potential risk impacts are considered significant and the project would be categorized as either Substantial Risk or High Risk</i>	No
6.4	the absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	No
6.5	the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.6	forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources? <i>Consider, and where appropriate ensure, consistency with the answers under Standard 5 above</i>	No
6.7	adverse impacts on the development priorities of indigenous peoples as defined by them?	No
6.8	risks to the physical and cultural survival of indigenous peoples?	No
6.9	impacts on the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices? <i>Consider, and where appropriate ensure, consistency with the answers under Standard 4 above.</i>	No
Standard 7: Labour and Working Conditions		
<i>Would the project potentially involve or lead to: (note: applies to project and contractor workers)</i>		
7.1	working conditions that do not meet the standard of national labour laws and international commitments?	No

¹⁰ Forced eviction is defined here as the permanent or temporary removal against their will of individuals, families or communities from the homes and/or land which they occupy, without the provision of, and access to, appropriate forms of legal or other protection. Forced evictions constitute gross violations of a range of internationally recognized human rights.

7.2	working conditions that may deny freedom of association and collective bargaining?	No
7.3	use of child labour?	No
7.4	use of forced labour?	No
7.5	discriminatory working conditions and/or lack of equal opportunity?	No
7.6	occupational health and safety risks due to physical, chemical, biological and psychosocial hazards (including violence and harassment) throughout the project life-cycle?	No
Standard 8: Pollution Prevention and Resource Efficiency		
<i>Would the project potentially involve or lead to:</i>		
8.1	the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	No
8.2	the generation of waste (both hazardous and non-hazardous)?	No
8.3	the manufacture, trade, release, and/or use of hazardous materials and/or chemicals?	No
8.4	the use of chemicals or materials subject to international bans or phase-outs? <i>For example, DDT, PCBs and other chemicals listed in international conventions such as the Montreal Protocol, Minamata Convention, Basel Convention, Rotterdam Convention, Stockholm Convention</i>	No
8.5	the application of pesticides that may have a negative effect on the environment or human health?	No
8.6	significant consumption of raw materials, energy, and/or water?	No

Design & Appraisal Stage Quality Assurance Report

Form Status:	Form is filled off-line, will be entered online once platform is available
Overall Rating:	Satisfactory
Decision:	Anna Chernyshova
Portfolio/Project Number:	1023022
Portfolio/Project Title:	JSB Machakhela PA
Portfolio/Project Date:	2023-03-20 / 2023-12-31

Strategic	Quality Rating: Exemplary
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1. Does the project specify how it will contribute to higher level change through linkage to the programme's Theory of Change?

3: The project is clearly linked to the programme's theory of change. It has an explicit change pathway that explains how the project will contribute to outcome level change and why the project's strategy will likely lead to this change. This analysis is backed by credible evidence of what works effectively in this context and includes assumptions and risks.

2: The project is clearly linked to the programme's theory of change. It has a change pathway that explains how the project will contribute to outcome-level change and why the project strategy will likely lead to this change.

1: The project document may describe in generic terms how the project will contribute to development results, without an explicit link to the programme's theory of change.

Evidence: [The project is linked to CPD 2021-2025, as well as SP 2021-2025 \(cover, 2/ Strategy, RRF\).](#)

List of Uploaded Documents

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No documents available.		

2. Is the project aligned with the UNDP Strategic Plan?

3: The project responds to at least one of the development settings as specified in the [Strategic Plan¹](#) and adapts at least one [Signature Solution²](#). The project's RRF includes all the relevant SP output indicators. (all must be true)

2: The project responds to at least one of the development settings as specified in the [Strategic Plan⁴](#). The project's RRF includes at least one SP output indicator, if relevant. (both must be true)

1: The project responds to a partner's identified need, but this need falls outside of the UNDP Strategic Plan. Also select this option if none of the relevant SP indicators are included in the RRF.

Evidence: [Yes, the project is linked to SP Output 1.1: The 2030 Agenda, Paris Agreement and other intergovernmentally agreed frameworks integrated in national and local development plans, measures to accelerate progress put in place, and budgets and progress assessed using data-driven solutions; It also responds to the signature solution 5: Energy.](#)

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No documents available.		

3. Is the project linked to the programme outputs? (i.e., UNDAF Results Group Workplan/CPD, RPD or Strategic Plan IRRF for global projects/strategic interventions not part of a programme)

Yes

No

Evidence: Yes, project is linked to UNSDCF 2021-2025 Outcome 5: By 2025, all people, without discrimination, enjoy enhanced resilience through improved environmental governance, climate action and sustainable management, and the use of the natural resource(s) in Georgia and CPD 2021-2025 Output 2.1 Environmental governance and institutional capacity enhanced to enable rational, equitable, and sustainable use of natural/land resources, to ensure the conservation of ecosystems, use of innovative and climate-friendly technologies for an inclusive green economy, energy efficiency, and clean energy production, and make communities more resilient to environmental shocks.

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No documents available.

Relevant

Quality Rating: Satisfactory

4. Do the project target groups leave furthest behind?

3: The target groups are clearly specified, prioritising discriminated, and marginalized groups left furthest behind, identified through a rigorous process based on evidence.

2: The target groups are clearly specified, prioritizing groups left furthest behind.

1: The target groups are not clearly specified.

Evidence: The target groups (direct and indirect) beneficiaries are clearly defined in section s2/ Strategy and 3.5/ Stakeholder Engagement

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No documents available.

5. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design?

3: Knowledge and lessons learned backed by credible evidence from sources such as evaluation, corporate policies/strategies, and/or monitoring have been explicitly used, with appropriate referencing, to justify the approach used by the project.

2: The project design mentions knowledge and lessons learned backed by evidence/sources but have not been used to justify the approach selected.

1: There is little, or no mention of knowledge and lessons learned informing the project design. Any references made are anecdotal and not backed by evidence.

Evidence: Section 2/Strategy mentions that the project strategy is built on lessons learned from the Fuelwood alternative Pilot programme, implemented under the UNDP-GEF Adjara Protected areas project and the EU ENPARD program on rural development.

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No documents available.

6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national / regional / global partners and other actors?

- 3: An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project, including identification of potential funding partners. It is clear how results achieved by partners will complement the project's intended results and a communication strategy is in place to communicate results and raise visibility vis-à-vis key partners. Options for south-south and triangular cooperation have been considered, as appropriate. (all must be true)
- 2: Some analysis has been conducted on the role of other partners in the area where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project, with unclear funding and communications strategies or plans.
- 1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance.

Evidence: UNDP is best fit for implementing this project, as UNDP provided technical and expert support for functional establishment of the Machakhela National Park and the designation and legal establishment of an adjacent, new protected area, the Machakhela Protected Landscape. UNDP's support was instrumental in adoption of the Protected Landscape law by the Parliament of Georgia. Current project represents follow-up and further expansion of the technical support provided to UNDP to Machakhela Protected Area.

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No documents available.

Principled

Quality Rating: Satisfactory

7. Does the project apply a human rights-based approach?

- 3: The project is guided by human rights and incorporates the principles of accountability, meaningful participation, and non-discrimination in the project's strategy. The project upholds the relevant international and national laws and standards. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. (all must be true)
- 2: The project is guided by human rights by prioritizing accountability, meaningful participation and non-discrimination. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget. (both must be true)
- 1: No evidence that the project is guided by human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered.

Evidence: Meaningful stakeholder engagement and a commitment to human rights are key commitments of UNDP's Social and Environmental Standards and therefore the Programme will support capacities for stakeholder engagement through a human rights-based approach as a critical aspect of identifying integrated and sustainable solutions.

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No documents available.

8. Does the project use gender analysis in the project design?

- 3: A participatory gender analysis has been conducted and results from this gender analysis inform the development challenge, strategy and expected results sections of the project document. Outputs and

indicators of the results framework include explicit references to gender equality, and specific indicators measure and monitor results to ensure women are fully benefitting from the project. (all must be true)

2: A basic gender analysis has been carried out and results from this analysis are scattered (i.e., fragmented and not consistent) across the development challenge and strategy sections of the project document. The results framework may include some gender sensitive outputs and/or activities but gender inequalities are not consistently integrated across each output. (all must be true)

1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the gender inequalities have not been clearly identified and reflected in the project document.

Evidence: [The results framework includes gender disaggregated indicators and data, wherever applicable. Also, project identifies existing gaps and challenges in the related areas.](#)

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No documents available.

9. Did the project support the resilience and sustainability of societies and/or ecosystems?

3: Credible evidence that the project addresses sustainability and resilience dimensions of development challenges, which are integrated in the project strategy and design. The project reflects the interconnections between the social, economic and environmental dimensions of sustainable development. Relevant shocks, hazards and adverse social and environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. (all must be true)

2: The project design integrates sustainability and resilience dimensions of development challenges. Relevant shocks, hazards and adverse social and environmental impacts have been identified and assessed, and relevant management and mitigation measures incorporated into project design and budget. (both must be true)

1: Sustainability and resilience dimensions and impacts were not adequately considered.

Evidence: [The project aims at increasing sustainability and resilience of forest ecosystem. All relevant risks have been assessed through SESP.](#)

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No documents available.

10. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? The SESP is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of reports, coordination of events, trainings, workshops, meetings, conferences and/or communication materials and information dissemination. [if yes, upload the completed checklist. If SESP is not required, provide the reason for the exemption in the evidence section.]

Yes

No

SESP not required because project consists solely of (Select all exemption criteria that apply)

1: Preparation and dissemination of reports, documents and communication materials

2: Organization of an event, workshop, training

- 3: Strengthening capacities of partners to participate in international negotiations and conferences
- 4: Partnership coordination (including UN coordination) and management of networks
- 5: Global/regional projects with no country-level activities(e.g.activities such as knowledge management, inter-governmental processes)
- 6: UNDP serves as Administrative Agent
- 7: Development Effectiveness projects and Institutional Effectiveness projects

Evidence: [SESP has been conducted \(uploaded\)](#).

Risk category: [Low](#).

List of Uploaded Documents

#	File Name	Risk Category	Risk Requirements	Document Status	Modified By	Modified On
1						

Management & Monitoring

Quality Rating: Satisfactory

11. Does the project have a strong results framework?

- 3: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators that measure the key expected development changes, each with credible data sources and populated baselines and targets, including gender sensitive, target group focused, sex-disaggregated indicators where appropriate. (all must be true)
- 2: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of target group focused, sex-disaggregated indicators, as appropriate. (all must be true)
- 1: The project's selection of outputs and activities are not at an appropriate level; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators. (if any is true)

Evidence: [Yes, the project's indicators are concrete and measurable, baseline/targets and data sources are provided](#).

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No documents available.

12. Is the project's governance mechanism clearly defined in the project document, including composition of the project board?

- 3: The project's governance mechanism is fully defined. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. (all must be true)
- 2: The project's governance mechanism is defined; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The project document lists the most important responsibilities of the project board, project director/manager and quality assurance roles. (all must be true)
- 1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided.

Evidence: The project's governing mechanism (Project Board) and its role is well described in section 8/ Governance and Management Arrangement. Besides, Project Board Tor is also attached.

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No documents available.

13. Have the project risks been identified with clear plans stated to manage and mitigate each risk?

- 3: Project risks related to the achievement of results are fully described in the project risk log, based on comprehensive analysis drawing on the programme's theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis such as funding potential and reputational risk. Risks have been identified through a consultative process with key internal and external stakeholders, including consultation with the UNDP Security Office as required. Clear and complete plan in place to manage and mitigate each risk, including security risks, reflected in project budgeting and monitoring plans. (both must be true)
- 2: Project risks related to the achievement of results are identified in the initial project risk log based on a minimum level of analysis and consultation, with mitigation measures identified for each risk.
- 1: Some risks may be identified in the initial project risk log, but no evidence of consultation or analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified, no initial risk log is included with the project document and/or no security risk management process has taken place for the project.

Evidence: Yes, the project has developed risk log (Annex 1)

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No documents available.

Efficient

Quality Rating: Highly Satisfactory

14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include, for example:

- i) Using the theory of change analysis to explore different options of achieving the maximum results with the resources available.
- ii) Using a portfolio management approach to improve cost effectiveness through synergies with other interventions.
- iii) Through joint operations (e.g., monitoring or procurement) with other partners.
- iv) Sharing resources or coordinating delivery with other projects.
- v) Using innovative approaches and technologies to reduce the cost of service delivery or other types of interventions.

- Yes
- No

Evidence: Section 4.1/ Cost Efficiency and Effectiveness discusses the issues of efficiency and effectiveness.

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No documents available.

15. Is the budget justified and supported with valid estimates?

- 3: The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Realistic resource mobilisation plans are in place to fill unfunded components. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget. Adequate costs for monitoring, evaluation, communications and security have been incorporated.
- 2: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget, but no funding plan is in place. Costs are supported with valid estimates based on prevailing rates.
- 1: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget.

Evidence: [The project has detailed, activity based budget.](#)

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No documents available.

16. Is the Country Office / Regional Hub / Global Project fully recovering the costs involved with project implementation?

- 3: The budget fully covers all project costs that are attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.)
- 2: The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant.
- 1: The budget does not adequately cover project costs that are attributable to the project, and UNDP is cross-subsidizing the project.

Evidence: [The project will recover DPC costs.](#)

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No documents available.

Effective

Quality Rating: Needs Improvement

17. Have targeted groups been engaged in the design of the project?

- 3: Credible evidence that all targeted groups, prioritising discriminated and marginalized populations that will be involved in or affected by the project, have been actively engaged in the design of the project. The project has an explicit strategy to identify, engage and ensure the meaningful participation of target groups as stakeholders throughout the project, including through monitoring and decision-making (e.g., representation on the project board, inclusion in samples for evaluations, etc.)
- 2: Some evidence that key targeted groups have been consulted in the design of the project.
- 1: No evidence of engagement with targeted groups during project design.
- Not Applicable

Evidence: [The design of the project and proposed renewable energy solutions were based on highly positive feedback received from the households \(particularly women\) involved in the piloting phase of](#)

fuelwood alternatives - solar water heaters, during the earlier UNDP project. UNDP has been active in the Machakheli valley since 2014 and maintains close contacts with local community representatives, including direct beneficiaries of fuelwood alternatives pilot program, who highly praise introduced solution for their effectiveness and increased comfort. In addition, during the design process the proposed solutions were discussed with the representatives of Machakhela NP administration and Adjara Forestry department, the institutions that will be directly benefitting from the project outcomes - reduced fuelwood demand and improved state of the forests.

The project was designed in consultation with the Government of Adjara Autonomous Republic, represented by the Ministry of Agriculture of Adjara, and the Khelvachauri Municipality, responsible authority for managing Protected Landscape, through its local representation in the Machakheli valley. The project is also coordinated with Biodiversity and Forestry Policy department of the Ministry of Environmental Protection and Agriculture of Georgia on various aspects of project planning and implementation and share the outcomes.

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No documents available.

18. Does the project plan for adaptation and course correction if regular monitoring activities, evaluation, and lesson learned demonstrate there are better approaches to achieve the intended results and/or circumstances change during implementation?

- Yes
 No

Evidence: The Project Board will serve as a mechanism for addressing changes in the programmatic context.

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No documents available.

19. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.

- Yes
 No

Evidence: The project was assigned GEN2. The prodoc has been reviewed by Gender focal point and gender equality principles has been mainstreamed.

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No documents available.

Sustainability & National Ownership

Quality Rating: Satisfactory

20. Have national / regional / global partners led, or proactively engaged in, the design of the project?

- 3: National partners (or regional/global partners for regional and global projects) have full ownership of the project and led the process of the development of the project jointly with UNDP.
 2: The project has been developed by UNDP in close consultation with national / regional / global

partners.

- 1: The project has been developed by UNDP with limited or no engagement with national partners.

Evidence: [See response to Q17](#)

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No documents available.

21. Are key institutions and systems identified, and is there a strategy for strengthening specific / comprehensive capacities based on capacity assessments conducted?

- 3: The project has a strategy for strengthening specific capacities of national institutions and/or actors based on a completed capacity assessment. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly.

2: A capacity assessment has been completed. There are plans to develop a strategy to strengthen specific capacities of national institutions and/or actors based on the results of the capacity assessment.

- 1: Capacity assessments have not been carried out.

Not Applicable

Evidence: [HACT for responsible parties will be conducted in due course.](#)

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No documents available.

22. Is there is a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc.) to the extent possible?

Yes

No

Not Applicable

Evidence: [The project is DIM, and UNDP will use its own rules and procedures.](#)

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No documents available.

23. Is there a clear transition arrangement / phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation and communications strategy)?

Yes

No

Evidence: [Exit and sustainability is discussed in section 3.8/ Sustainability and Scaling Up.](#)

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No documents available.

QA Summary/LPAC Comments

UNDP Standard Terms of Reference (ToR) for the Project Board
“Support to sustainable and climate-friendly forest management practices in Georgia”

Project Number: 1023022

I. BACKGROUND

All UNDP projects are governed by a multi-stakeholder board or committee established to review performance based on established monitoring and evaluation metrics and high-level implementation issues to ensure quality delivery of results. For the purpose of this ToR and to ensure standardization, henceforth, as regards project documentation, such a body shall only be referred to by the name: ‘Project Board’. The Project Board is the most senior, dedicated oversight body for a UNDP ‘Development Project’, which is an instrument where UNDP “Delivers outputs where UNDP has accountability for design, oversight and quality assurance of the entire project.”

II. DUTIES AND RESPONSIBILITIES

The two prominent (mandatory) roles of the Project Board are as follows:

- 1) **High-level oversight of the project** This is the primary function of the Project Board. The Project Board reviews evidence of project performance based on monitoring, evaluation and reporting, including progress reports, monitoring missions' reports, evaluations, risk logs, quality assessments, and the combined delivery report. The Project Board is the main body responsible for taking corrective actions as needed to ensure the project achieves the desired results. And its function includes oversight of annual (and as-needed) assessments of any major risks to the programme or project, and related decisions/agreements on any management actions or remedial measures to address them effectively.

The Project Board also carries the role of quality assurance of the project taking decisions informed by, among other inputs, the project quality assessment. In this role the Board is supported by the quality assurer, whose function is to assess the quality of the project against the corporate standard criteria. This function is performed by a UNDP programme or monitoring and evaluation officer to maintain independence from the project manager regardless of the project ‘s implementation modality.

The Project Board reviews updates to the project risk log.

- 2) **Approval of key project execution decisions** The Project Board has an equally important, secondary role in approving certain adjustments above provided tolerance levels, including substantive programmatic revisions (major/minor amendments), budget revisions, requests for suspension or extension and other major changes (subject to additional funding partner/donor requirements).

The Project Board is responsible for making management decisions by consensus when required, including the approval of project plans and revisions, and the project manager’s tolerances. The Project Board approves annual work plans and reviews updates to the project risk log.

Within the overall governance and management arrangements of the project, the role of the Project Board as regards these two key functions (*‘High-level oversight of the project’* and *‘Approval of key project execution decisions’*) is distinct from the roles of entities involved in the implementation of the project, namely the implementing partner (IP), responsibilities parties (if applicable), service providers and project staff.

Specific responsibilities of the Project Board include the following:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints, and promote gender equality and social inclusion (LNOB) in the project implementation;
- Review project performance based on monitoring, evaluation and reporting, including standard quality assurance checks, progress reports, risk logs, spot checks/audit reports and the combined delivery report; ☑ Address any high-level project issues as raised by the project manager and project assurance;
- Provide guidance on emerging and/or pressing project risks and agree on possible mitigation and management actions to address specific risks (including ensuring compliance with UNDP's Social and Environmental Standards, Fraud/corruption, Sexual Exploitation and Abuse and Sexual Harassment);
- Agree or decide on project manager's tolerances as required, within the parameters set by UNDP ([Manage Change](#) in the PPM) and the donor, and provide direction and decisions for exceptional situations when the project manager's tolerances are exceeded;
- Advise on major and minor amendments to the project within the parameters set by UNDP and the donor;
- Agree or decide on a project suspension or cancellation, if required; (note that for GEF and GCF projects it is UNDP that decides to suspend or cancel and project and the Project Board is informed/consulted only).
- Provide high-level direction and recommendations to the project management unit to ensure that the agreed deliverables are produced satisfactorily according to plans.
- Receive and address project level grievance, including overseeing whatever specific compliance and stakeholder response (or grievance) mechanisms have been put in place so that individuals and communities potentially affected by the project have access to effective mechanisms and procedures for raising concerns about the social and environmental performance of the project¹¹.
- Engage in the low value grant selection process where there is no Grant Selection Committee, as guided by the [Low Value Grants – UNDP Operational Guide](#).

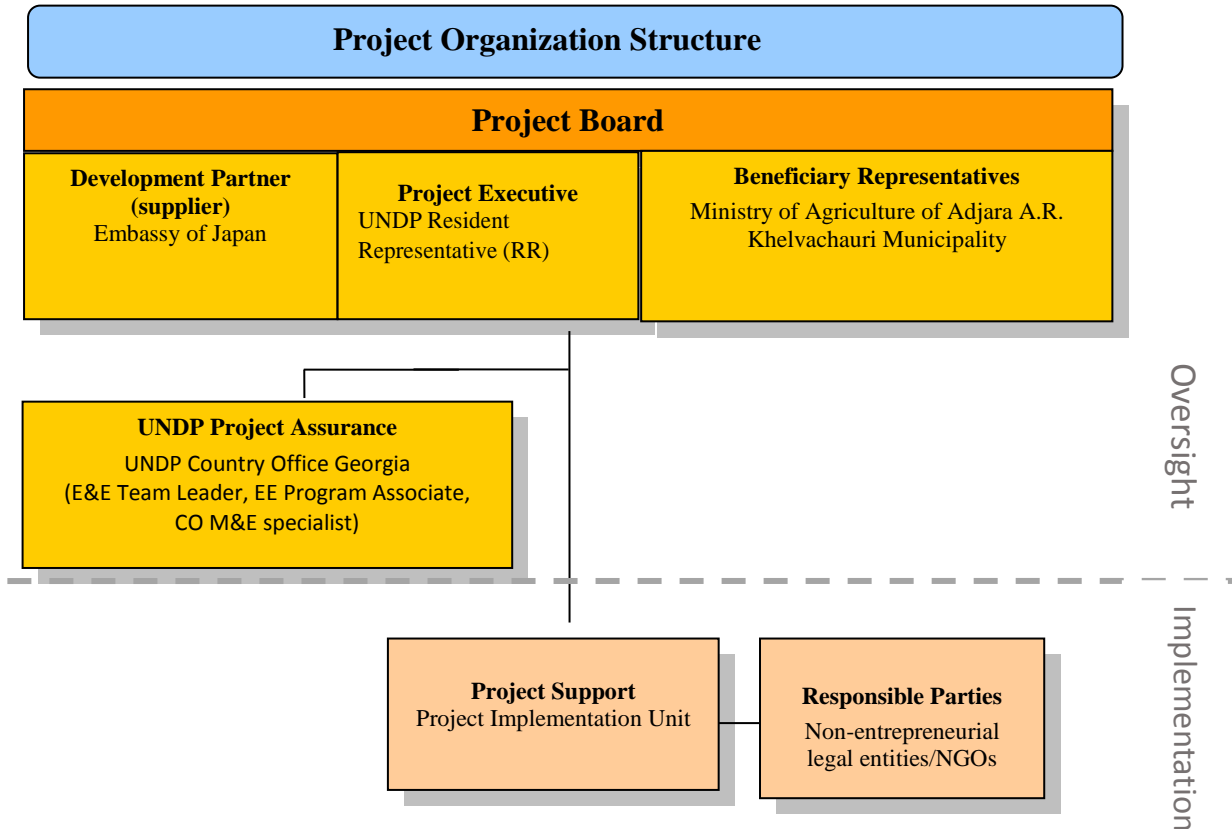
Additional responsibilities of the Project Board can include, but are not limited to, the following:

- Act as an informal consultation mechanism for stakeholders;
- Review the final project report package during an end-of-project review meeting to discuss lessons learned and opportunities for scaling up;
- Set up tolerance levels for project stages in terms of time and financial resources.
- Reviews and clears Annual Work Plan (AWP)
- Based on the approved annual work plan (AWP), reviews and approves project plan and authorize any major deviation from these agreed stage plan. The PEB will evaluate submitted documents and be in charge of approving plans and budgets.
- Arbitrates any conflicts within the project or negotiates a solution to any problems between the project and external bodies;
- Discuss issues/risks to the project implementation and makes decision for any required follow up.

III. Composition of the Project Board

¹¹ The responsibilities of the board in this regard should follow [UNDP's Social and Environmental Standards](#) (SES) as codified in the PPM. It should be noted that while a project board can play a role in addressing or assisting with the compliance and stakeholder response (or grievance) mechanisms put in place for a given project (as part of their quality assurance and oversight function), this will be in addition to and does not substitute for UNDP's core responsibility to ensure compliance with the SES throughout the project management cycle as part of UNDP's Programming Quality Assurance system.

As noted in the diagram below, Project Board has three categories of formal members (e.g. voting members). The role of every formal Project Board member corresponds to one of these three roles.



The three categories of Project Board members are the following:

- 1) **The Executive/UNDP**: represents ownership of the project and chairs (or co-chairs) the Project Board. The executive usually is the most senior national counterpart for nationally implemented projects (typically from the same entity as the Implementing Partner) and it must be UNDP for projects that are direct implementation (DIM). The executive is ultimately responsible for the project, supported by the Senior User/Beneficiary and Senior Supplier. The Executive's role is to ensure that the project is focused throughout its life cycle on achieving its outputs. The Executive has to ensure that the project has a cost-conscious approach, balancing the demands of the user (or beneficiary) and supplier. The project Executive is UNDP Resident Representative or Deputy Resident Representative.
- 2) **Beneficiary Representative(s)**: Represents the interests of those groups of stakeholders who will ultimately benefit from the project. Beneficiary is responsible for specification of the needs of all those who will be primarily using or benefiting from the project outputs, for user liaison with the project team and for monitoring that the solution will meet those needs. Their primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries – the Machakheli valley local community representatives. The Beneficiary Representative(s) are Ministry of Agriculture of Adjara (MOA) and Khelvachauri Municipality.
- 3) **Development Partner/Supplier(s)**: Individuals representing the interests of the parties concerned that provide funding, strategic guidance and/or technical expertise to the project¹². The Senior Supplier is accountable for the quality of the outputs delivered by the supplier(s). The Senior Supplier role must have the authority to commit or acquire supplier resources required. The Development Partner/Supplier(s) representative(s) is: Embassy of Japan - Ambassador Extraordinary and

¹² With the exception of responsible parties or any firms/entities engaged by the project to provide technical expertise with project funds ³ UNDP has this special right since the ultimate legal and fiduciary accountability for a UNDP project, irrespective of modality, rests with UNDP and UNDP must (in line with its obligations to donors and to the Executive Board) be able to ensure that no action is taken by any body in a UNDP project that contravenes UNDP rules and regulations. ⁴ Including audit reports and spot checks.

Plenipotentiary of Japan to Georgia or Counsellor, Deputy Chief of Mission, Embassy of Japan to Georgia

IV. STANDARD PROJECT BOARD PROTOCOLS

This Project Board will meet twice: once upon project inception and once upon completion of the project;

Project Board members cannot receive remuneration from project funds for their participation in the Board. However, it is allowable for board members to be reimbursed from project funds for certain reasonable, qualified expenses related to travel or lodging to attend board meetings.

Project Board decisions are made by unanimous consensus. If a consensus cannot be reached within the Board, the final decision shall rest with the UNDP representative on the Project Board or a UNDP staff member with delegated authority as the programme manager.³

It is required that as per internationally recognized professional standards and principles of sound governance, conflicts of interest affecting board members in performing their duties must be formally disclosed if not avoidable. Where a board member has a specific personal conflict of interest with a given matter before the board, he/she must recuse oneself from their participation in a decision. No board member can vote or deliberate on a question in which he/she has a direct personal or pecuniary interest not common to other members of the board.

V. STANDARD OUTPUTS OF PROJECT BOARD MEETINGS

In its oversight function, the Project Board will (at a minimum) review and assess the following project-related evidence at each meeting:

- Assessment of project progress to date against project output indicators (as documented in the project document results framework)
- Approval/review of annual work plans
- Assessment of the relevant Monitoring & Evaluation mechanisms, including all evaluations⁴
- Review and assessment of the Project Risk Log (with updating/amendments as needed)
- Assessment of project spending, based on a review of the combined delivery report.

This will be in addition to the review and approval of any required project execution decisions.

The output of every Project Board should be a written record (minutes) that captures the agenda and issues discussed and the agreed upon action items and decisions (if applicable). Each report should clearly document the members attending the meeting (as well as all participants in the meeting) and the modality used to agree on a certain action or decision (whether formal voting or no-objection or other mechanism). All records of board meetings should be documented and kept by UNDP in their quality assurance function (see next section).

VI. SUPPORT FUNCTIONS TO THE PROJECT BOARD

There are two main entities/functions outside the Project Board structure whose role is to report to the Project Board and support board members in effectively fulfilling their roles: project assurance and project management.

Project Assurance: Project assurance is the responsibility of each Project Board member; however, UNDP has a distinct assurance role for all UNDP projects in carrying out objective and independent project oversight and monitoring functions. UNDP performs quality assurance and supports the Project Board (and Project Management Unit) by carrying out objective and independent project oversight and monitoring functions, including applying UNDP's social and environmental management system to ensure the SES are applied through the project cycle. The Project Board cannot delegate any of its quality assurance responsibilities to the project manager.

A designated representative of UNDP playing the project assurance role is expected to attend all Project Board meetings and support board processes as a non-voting representative. It should be noted that while

in certain cases UNDP's project assurance role across the project may encompass activities happening at several levels (e.g. global, regional), at least one UNDP representative playing that function must, as part of their duties, specifically attend board meetings and provide board members with the required documentation required to perform their duties.

The UNDP representative playing the main project assurance function is: Nino Antadze/Team Leader, Energy & Environment Portfolio, UNDP Georgia. This function will also be fulfilled by Program Associate, Energy & Environment Portfolio, UNDP Georgia and M&E Specialist.

Project Support, this function is often covered by the Project Management Unit: The Project Manager (PM) is the senior most representative of the Project Management Unit (PMU) and is responsible for the overall management of the project on behalf of the Implementing Partner, including the mobilization of all project inputs, supervision over project staff, responsible parties, consultants and sub-contractors. The project manager typically presents key deliverables and documents to the Board for review and approval, including progress reports, annual work plans, adjustments to tolerance levels and risk logs.

A designated representative of the PMU is expected to attend all board meetings and present the required progress reports and other documentation needed to support board processes as a non-voting representative.

The primary PMU representative attending board meetings are: Irakli Goradze, Project Manager and Lika Turkia, Project Admin/Finance Associate.