Project Document

UN environment
United Nations Environment Programme

Project Title: *Ideally, the title should reference the country/region where the project will be implemented and be less than 100 characters, approximately 10-15 words.*

Programme of Work Project No.:

Executive Summary:

Provide an executive summary of the project, starting with a two-line sentence on the project's objectives. Do not extend the box to the next page.

Include a brief overview on the context i.e. why UN Environment should carry out this project, brief explanation on Programme of Work (PoW) relevance/mandate including comparative advantage and complementarity to the work of others.

Include a brief justification of the project intervention, logic and approach including the results it will attempt to achieve, country, sub region/region specificities.

Explain how the project contributes to the achievement of higher-level results, such as Expected Accomplishments (EAs), overall Subprogramme (SP) objectives and ultimate 2030 goals as per outcome maps in the Mid-Term Strategy (MTS).

Approvals	
Name of Director: Signature: Date:_____/_____/20__	
Date of PRC:_____/_____/20__ Date of PRC report issuance: _____/_____/20__ Date of PRC clearance of ToC and Logframe:_____/_____/20__	Name and Signature:

Acronyms and Abbreviations

UNEP   United Nations Environment Programme

Table of Contents

Project Summary

Table 1: Project Information

1.	Identification	Insert PIMS no.: Insert Umoja no.:				
2.	**Project Number + Project Title**	*Insert PoW project No + Project Title*				
3.	**Division managing project**	*Insert Division*				
4.	**Project Manager and Org. Unit/Division or Region[1]**	*Insert name*	*Level*	*Role*	*Unit/Division or Region*	*Funding source [RB/EF/XB]*	*Percentage of staff time on project[2]*
5.	**Other Members of Project team**	*Insert name*	*Level*	*Role*	*Unit/Division or Region*	*Funding source [RB/EF/XB]*	*Percentage of staff time on project*
		Insert name	*Level*	*Role*	*Unit/Division or Region*	*Funding source [RB/EF/XB]*	*Percentage of staff time on project*
		Insert name	*Level*	*Role*	*Unit/Division or Region*	*Funding source [RB/EF//XB]*	*Percentage of staff time on project*
6.	**Name of Supervisor of Project Manager**	*Insert name*				
7.	**Name of person(s) who formulated the ProDoc**	*Insert name*	*Level*	*Role*	*Unit/Division or Region*		
		Insert name	*Level*	*Role*	*Unit/Division or Region*		
8.	**Name of Fund Manager**	*Insert name*				
9.	**Type/Location**	*Global; Regional; National. List as 'global' if no involvement of specific countries*				
10.	**Region (delete as appropriate)**	*Africa, Asia Pacific, Europe, Latin America and Caribbean, North America, West Asia*				
11.	**Names of Countries[3]**	*Enter country name(s)*				
12.	**Programme of Work**	*Biennium/biennia of the Programme of Work to which this project contributes*				
13.	**Subprogramme(s)**	*Insert name(s) of Subprogramme(s)*				

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1 *Projects can only have one accountable project manager.*
2 *Minimum 33% of his/her time for managing project, unless otherwise justified.*
3 *Countries must be identified when submitting Project Document to PRC.*

14. PoW Expected Accomplishment(s)	*Insert Subprogramme Expected Accomplishment(s) and Indicator(s) to which the project contributes*
15. Indicator(s) of the EA(s) to which the project contributes	*Insert the narrative of the specific indicator to which the project contributes*
16. Most relevant PoW Output(s) to which the project primarily contributes[4]	*Insert the most relevant PoW output(s) and output number(s) to which the project outputs contribute*
17. Relevant SDG Goals, target(s) and SDG indicator(s)[5]	*Insert the most relevant SDG target(s) and indicator(s) to which the project contributes*

18. Other Divisions/Regional Offices involved		
Any Division/Regional Office named here must be shown also in the Project Workplan and Budget sections showing what budget and responsibility is accorded		
19. Name(s) of Executing Partner(s)[6]	*Insert name of external executing partner*	*Date of Partnership Committee clearance*
	Insert name of external executing partner	

Table 2: Project Duration

20. Total duration in months (number):	*21. Expected start and end date: (mm/yyyy)*	*22. Project actual start and end date[7]: (mm/yyyy)*
23. Expected Mid-term Review or evaluation date (if project spans over more than one biennium) (mm/yyyy)	*24. Terminal Evaluation date: (mm/yyyy)[8]*	

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4 Must be consistent with the Logical Framework.
5 See The United Nations Environment Programme and the 2030 Agenda.
6 A legally recognized non-profit, third-party entity (e.g. national government entities, NGOs, INGOs, United Nations agencies, non-United Nations multi-lateral and inter-governmental entities, academia and research institutions) to which UN Environment transfers funds to implement an entire project or significant component thereof, and which is accountable for the achievement of agreed results.
7 Project actual start date is the date of project approval by the Division Director/Regional Office Director (month/year).
8 Terminal evaluation must commence at least 6 months before project end date.

Table 3: Budget Summary[9]

Type of funding	Source of funding	Details	Year 1	Year 2	Year 3	Total
Cash	Environment Fund (EF) activity budget					
	Regular Budget (RB) activity budget					
	Extra Budgetary Funding (XB) (posts + non-post + Programme Support Cost (PSC))	Secured (Donor 1)[10]				
		Unsecured XB funding				
		Programme Support Cost on Secured funds[11]				
		XB Sub-total				
	SUB- TOTAL					
In-kind	Other (include name of donor)					
	SUB- TOTAL					
TOTAL SECURED PROJECT BUDGET (without EF & RB post costs)						
In Kind EF & RB Posts	Environment Fund post costs					
	Regular Budget post costs					
TOTAL SECURED PROJECT BUDGET[12]						
TOTAL PLANNED PROJECT BUDGET						
Allocation to Regional Offices						

Regional budget	Africa		Year 1	Year 2	Year 3	Total
	Europe					
	Asia Pacific					
	West Asia					
	Latin America and the Caribbean					
	North America					
Divisional budget	Science					
	Ecosystems					
	Law					

9 The summary table can be extracted directly from the excel budget sheet accessible on WeCollaborate. The detailed project budget is to be presented as Annex B and must be consistent with the information in Table 3. The number of years/columns will be defined by the project duration/ budget template.
10 Rows to be added to include more sponsors as funding is secured.
11 Rows to be added to reflect different PSC.
12 This should exclude any unsecured funding sources and be linked to the results presented in the project logframe.

	Communications					
	Economics					

1. Project Preparation

1.1 Problem and Situation Analysis[13]

a. *Describe the problem(s) the project seeks to address as well as the context in which the intervention is planned. Provide quantifiable evidence for the problem(s) identified including country-specific baselines. Include further details in an annex, if necessary.*

b. *Explain the relationships between causes, barriers, problems and effects relevant to the problem identified above. Present the problem analysis in a problem tree diagram that maps out these causal relationships.*

c. *Specify the stakeholders that are affected by or those who could affect (positively or negatively) the project, in the narrative as well as in the problem tree diagram (see example in the Programme Manual). Include a gender analysis that is specific to the context the project operates in and the problem it is contributing to solve. For example, explain any differences in natural resource use between men and women or how their concerns, actions and impacts differ in relation to the problem at hand.[14]*

d. *When applicable, provide a basic map and coordinates (latitude/longitude) identifying sites that are addressed by the project[15]. When applicable, provide related baseline data (i.e. contextual indicators[16]) in spatial format to support the problem and situation analysis. (e.g. area of lost or degraded forest land, hazard exposure etc..)[17].*

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13 *In this section, you are expected to explain the situation analysis for all those who could be affected, positively and or negatively. Ideally, such problem analysis should be the product of a participatory process involving all project stakeholders. As you progress, you will need to check that these stakeholders remain relevant depending on the chosen intervention strategy. The full analysis in terms of their involvement is to be discussed in the following sections. For further guidance, refer to the UN Environment Programme Manual.*
14 *Guidance can be found in the Gender space on WeCollaborate.*
15 *For further Guidance visit the Geospatial Information Management WeCollaborate space.*
16 *Projects are expected to provide relevant indicators disaggregated by geographical location if they are known at the project design phase. Contextual indicators describe the situation of the target area and topic, i.e. demographic data, health changes, economic data, ecosystem services, landcover, land use, climate data, etc.*
17 *If project sites are to be selected during the project inception phase, clarify when they will be formally submitted as part of the first project revision. Changes from inception phase must be introduced immediately after inception phase, normally within 6 month of project initiation.*

2. Intervention Strategy

2.1 Theory of Change

a. *Describe the proposed project approach to address the problem(s) analysed in the previous section. Explain how the intervention strategy is informed by the situation baseline provided, including country or regional specificities, where relevant.*

b. *Provide a Theory of Change (ToC) that further explains the strategic option focusing on the causal pathways selected to solve the problems identified. Describe the intervention logic from project outputs to outcome(s)[18] and onward to the higher-level desired results (intermediate state including the PoW EA and impact[19]). Describe the project's drivers, which are the significant factors that need to be present in the intervention design to ensure achievement of the intended results and sustainability of such results. Also, discuss assumptions (positively formulated external risks) that are expected to contribute to realization of the intended results but are largely beyond the control of the project. Present the ToC in a diagram.[20]*

c. *Indicate where in the problem tree this intervention is situated. Best practice is to accompany the ToC by an objective tree diagram that converts the statements in the problem tree into objectives.*

d. *Explain how the project meets stakeholders' priorities and indicate ways in which stakeholders are already contributing of the project's causal pathways, if any. Explain how the chosen intervention strategy matches UN Environment expertise, capacities and available resources.*

e. *Explain the gender approach of this intervention.[21] What are the main gender gaps/differences, how does the project address these gaps/differences to advance equality, and which gender results are envisaged? Provide in Annex G a self-assessment of your project's gender marker code. When appropriate, gender dimensions need to be reflected in the workplan, budget and in the Logframe output/outcome statements, indicators, and targets.*

f. *Describe if there are substantial linkages to poverty alleviation or **economic livelihood, when applicable.** Does the project promote the meaningful participation of the poor or most vulnerable in decision making, including natural resource management, either directly or through relevant institutions (duty-bearers), as appropriate? Does the project ensure that any possible negative impact upon the*

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18 Outputs are the availability (for intended beneficiaries/users) of new products and services that result from the completion of activities and/or gains in knowledge, abilities and awareness of individuals or within institutions.
Outcomes are the use (i.e. uptake, adoption, application) of a product or service by intended beneficiaries, observed as changes in institutions or behavior, attitude or condition. For a full list of approved results definitions, see the UNEP Results Glossary.
19 Subprogramme objective, higher level impact in the 2030 outcome map.
20 Guidance for ToC preparation is available in the UN Environment Programme Manual.
21 A series of seven Gender Marker Briefs are available on WeCollaborate. From the briefs you can find UN Environment's criteria on gender and gender good practices in four subprogrammes. Visit UN Environment's gender website for more resources.

poor and most vulnerable in terms of livelihoods and access to resources will be mitigated? Any potential impacts need to be reflected in the project's safeguards analysis (refer to section 2.3).
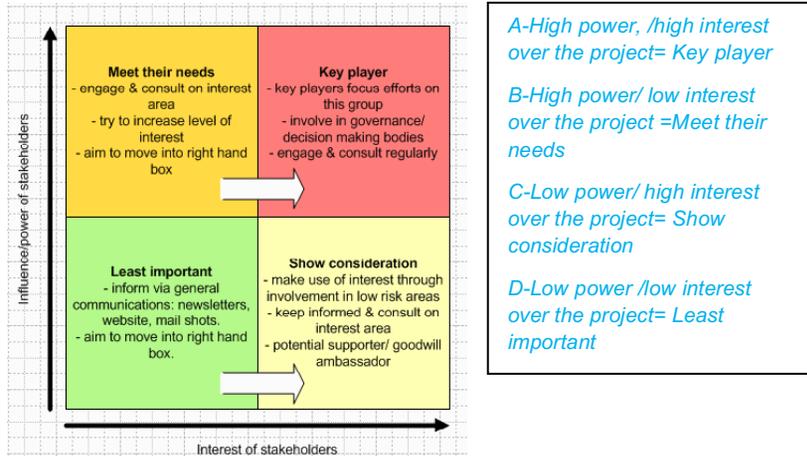
2.2 Stakeholders

a. *Elaborate on the individuals and groups most likely to affect or be affected by the project.[22] Explain how **stakeholders** participated in project design and how the project captures their priorities and concerns. Use Table 4 to provide an overview of all identified stakeholders categorized according to their level of power and interest in the project, as illustrated in the diagram below. Be specific about stakeholders' roles and responsibilities in project implementation.*

b. *Provide a stakeholder engagement plan or strategy that describes the timing and methods for meaningful and effective engagement with stakeholders throughout the project cycle, especially those who may be affected by the project. [23] The plan should include measures to remove obstacles to stakeholder participation and capture the views of affected groups, including those requiring culturally appropriate engagement methods. List engagement strategies and activities by stakeholder in Table 4 below. Ensure that stakeholder engagement activities and related resource requirements are reflected in the workplan and budget.*

c. *When appropriate, describe plans for engagement with the private sector. Explain the roles and responsibilities of private sector entities in the project, whether for achieving project outcomes or leveraging possible donor funding, and link these to the project workplan and logframe, where relevant.*

d. *Refer to any **marginalized or disadvantaged groups** that may potentially be affected (positively or negatively) by the project, including women, youth, older persons, persons with disabilities, indigenous peoples, minorities or others. Discuss the steps that will be taken ensure that vulnerable people are treated equitably in the distribution of benefits expected from the project, and to monitor, avoid and/or mitigate any potential negative impacts.[24] Explain whether the project approach benefits from **indigenous people's knowledge** of environmental management and if so, how it will be incorporated in the project. When relevant, confirm that indigenous groups have been sufficiently consulted and that free, prior and informed consent (FPIC) has been obtained.*

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22 The definition of stakeholders should have started at the problem and situation analysis stage, however it will need to be refined based on the chosen intervention strategy. Key groups may include: implementing partners; government officials and duty bearers (e.g. national focal points, coordinators); civil society leaders (e.g. associations and networks) and beneficiaries (e.g. households, tradespeople, disadvantaged groups, members of civil society etc). UN Environment recognizes the nine major groups as defined in Agenda 21: Business and Industries, Children & Youth, Farmers, Indigenous People and their Communities, Local Authorities, NGO's, the Scientific & Technological Community, Women, Workers and Trade Unions. Stakeholder needs and interests should be disaggregated by gender (especially focusing on differentiated intervention strategies to address the needs of women and children) and representation (e.g. marginalised groups, indigenous peoples etc).

23 Consult the UNEP Environment and Social Sustainability Framework for further guidance on stakeholder engagement. LINK PENDING

24 Refer to the Policy Guidance on Environment, Human Rights and Addressing Inequalities.

A-High power, /high interest over the project= Key player

B-High power/ low interest over the project =Meet their needs

C-Low power/ high interest over the project= Show consideration

D-Low power /low interest over the project= Least important

Table 4: Stakeholder analysis

Stakeholders	*Explain the power they hold over the project results or implementation and their level of interest in the project*	*Explain their participation in project design and how their concerns are addressed by the project [26]*	*Explain the potential roles & responsibilities in project implementation*	*Explain how they will be engaged*	*Explain the behaviour changes expected through implementation of the project*
Type A: High power / high interest = Key player					
Type B: High power / low interest over the project = Meet their needs					
Type C: Low power / high interest over the project = Show consideration					

26 The full project design process needs to be explained in Annex E.

Type D: Low power / low interest over the project = Least important	

2.3 Project Management Risks

a. *Based on the problem and situation analysis and ToC proposed project approach, identify the potential management risks and corresponding management actions that are foreseen, with a focus on high impact/high likelihood risks. Management risks refer to potential challenges in achieving project results resulting emerging from the context and chosen intervention strategy. Fill out Table 5.*

b. *Ensure that risks have corresponding mitigation/ management actions to avoid or minimize such risks with responsible staff. Risk management activities and related resource requirements should be captured in the project workplan and budget.*

2.4 Environmental and Social Safeguard Risks and Mitigation approach

a. *Consult the Safeguards Advisor on safeguard risk identification and the necessary actions to be taken during project development and before the project review and approval. Provide a summary of the project's key safeguard risks, which should be consistent with those laid out in the Environmental, Social and Economic Review Note (Annex D).*

b. *For projects in the moderate or high-risk category, describe the management approach proposed. Summarize what measures will be taken (e.g. stakeholder consultations, experts' interventions, site visits, monitoring reports by the implementing partners), by whom (UNEP, partner, contracted entities), how, when (when the issue arises and/or regular monitoring) and with what budget (consultants and/or site visits). Provide additional safeguard assessment and management plans as attachments, if available.*

Table 5: Project Management Risk Log

Risk Description/ Analysis		Category	(I) Impact Severity 1-5	(L) Likelyhood 1-5	I x L Overall Risk rating	Risk Management Strategy & Actions[27]	By When/ Whom?
1	Description	Economic	3	5	15	Brief text	Date/Person
2		Political					
3		Organization					
4		Financial					
8		Gender-responsiveness					
9		Administrative					
10		Data and information					
...		Other					

27 Risk management strategies need to be reflected as activities in the workplan and related budget, and when necessary through specific outputs in the logframe.

3. Results Targeted

3.1 Logical Framework

The Log frame should be derived from the intervention logic described in Section 2. If an output is delivered in a certain period within the project's lifespan, indicate this next to the output. The Log Frame should match the results formulation in the donor agreement.[28]

Table 7: UN Environment Logical Framework

Relevant Expected Accomplishment(s) in the Programme of Work: Insert the Expected Accomplishment indicator(s) from the Programme of Work to which this project directly contributes[29]		
1. Project Outcome[30]	**Indicators[31]**	**Relevant Subprogramme Expected Accomplishment(s) and Indicator(s)[32]**
Insert project outcome	*Insert Indicator(s) (Baseline/Target)*	*Insert EA indicator(s)*
Project outcome milestones		*Milestone attainment date[33]*
M1 Insert one milestone[34] for the first six-month period for the first project outcome		*Insert Month/Year*
M2 Insert one milestone[35] for the second six-month period for the first project outcome		*Insert Month/Year*

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28 Refer to the Guidelines for ensuring that all stakeholders agree on the project design's expected results (impact, outcomes and outputs) <mark>LINK PENDING</mark>

29 Provide at least two and ideally three indicators per outcome. Outcome indicators must be clearly connected to EA and its indicator(s). For outcomes with more than one relevant EA indicator, indicate which outcome indicator corresponds to each EA indicator. Indicators need to be SMART (specific, measurable, attainable, relevant and time bound) and/or CREAM (clear, relevant, economic, adequate and monitorable)?

30 Refer to the UNEP Results Glossary for a full list of results definitions.

31 Relevant projects that have a spatial information management plan need to include at least one spatial indicator per outcome.

32 When a project is relevant to more than one Expected Accomplishment indicator, provide outcomes and outputs for each EA indicator in order to enable budget details per output and EA.

33 1 per reporting period: June and December of each year

34 A milestone is a verifiable scheduled event or achievement that represents a major stage in the progress of the project towards expected output(s) and/or intended result(s). Milestone attainment should be strictly answerable with a "Yes" or "No" answer. Milestones need to be defined within the secured funding only. Outcome milestones show progress on a particular outcome indicator target, but can also be, especially at the beginning of the project, a major significance benchmark necessary for outcome achievement.

35 A milestone is a verifiable scheduled event or achievement that represents a major stage in the progress of the project towards expected output(s) and/or intended result(s). Milestone attainment should be strictly answerable with a "Yes" or "No" answer. Milestones need to be defined within the secured funding only. Outcome milestones show progress on a particular outcome indicator target, but can also be, especially at the beginning of the project, a major significance benchmark necessary for outcome achievement.

M3 Insert one milestone[36] for the third six-month period for the first project outcome	*Insert Month/Year*
…	*Insert Month/Year …*

2. Project Outputs[37]	**Indicators**	
A) Insert first project output	*Insert Indicator(s) (Baseline/Target)*	
Project output Milestones:		**Milestone attainment date[29]**
M1 Insert one milestone for the first six-month period for the first project output		*Insert Month/Year*
M2 Insert one milestone for the second six-month period for the first project output		*Insert Month/Year*
M3 Insert one milestone for the third six-month period for the first project output		*Insert Month/Year…*
B) Insert second project output	*Insert Indicator(s) (Baseline/Target)*	
Project output Milestones:		**Milestone attainment date[29]**
M1 Insert one milestone for the first six-month period for the second project output		*Insert Month/Year*
M2 Insert one milestone for the second six-month period for the second project output		*Insert Month/Year*
M3 Insert one milestone for the third six-month period for the second project output		*Insert Month/Year*
…		*Insert Month/Year…*

3.2. Activities and Workplan Summary

Provide a narrative on the activities which deliver the project outputs. Elaborate on their sequence and logic. The project workplan needs to be included in Annex C.

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36 A milestone is a verifiable scheduled event or achievement that represents a major stage in the progress of the project towards expected output(s) and/or intended result(s). Milestone attainment should be strictly answerable with a "Yes" or "No" answer. Milestones need to be defined within the secured funding only. Outcome milestones show progress on a particular outcome indicator target, but can also be, especially at the beginning of the project, a major significance benchmark necessary for outcome achievement.

4. Relevance

4.1. Relevance to UN Environment Programme of Work

a. *Explain the project's **contribution** to specific Subprogramme(s), including to Expected Accomplishments and corresponding indicators, and how the project helps advance the Medium-Term Strategy.*

b. *State the relevant **Sustainable Development Goal** targets and corresponding indicators and explain the project's contribution to their achievement. Describe any recent or ongoing interventions related to the project by UN Environment or other actors. Elaborate further how this project complements these or addresses gaps within them.*

c. *Explain **comparative advantage** of UN Environment in delivering this project.*

4.2. Relevance to Regional, National or Subnational Priorities

a. *Describe how the project is consistent with regional, national or sub-national **strategies**, including, where appropriate, national or sub-national **development plans**, poverty reduction strategies, national communications, or national adaptation programmes of action, or other relevant instruments and mechanisms, such as the Multilateral Environmental Agreements (MEAs), United Nations Development Cooperation Frameworks (UNDCFs), Voluntary National Reports (VNRs) and OneUN programming, where relevant.*

b. *If the proposal is aligned to a given country's (or set of countries') **UN Development Cooperation Frameworks** (redesigned UNDAFs); please explicitly mention the links to UNDCF targets and indicators.*

c. *When applicable, describe how the project will use **South-South Cooperation** as a mechanism for the implementation. Does the project promote the use of SSC through cooperation and sharing of knowledge, innovation, skills, expertise, and/or technology transfer among two or more countries of the Global South, from the same region or across regions?*[38]

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38 *The cooperating country and/or entities may also involve member(s) of the Global North in which case, this will be South-South and Triangular Cooperation.*

5. Implementation Arrangements

5.1 Governance

*Show the project **management structure** through an organizational diagram. Describe how decisions will be made and explain key **roles and relationships, including:***

a. Project manager, first reporting supervisor and fund manager;

b. Lines of responsibility of **project team** members. If new project staff are to be hired, explain the cost-effectiveness of this choice versus subcontracting partner agencies with relevant expertise.

c. **Divisions and Regional Offices** involved in the project stating what each is to provide and achieve;

d. The composition of the **Project Steering Committee**[39] including details on the roles and responsibilities of partners in the decision-making process.

e. In addition, provide **Terms of Reference** for key project team and contract positions in Annex I, including information on Results Based Management skills of the project manager.

5.2 Partners

a. *Describe how the project is implemented through **partners/partnerships**[40] and explain how the partnerships will bring transformative change and offer potential for leveraging impact at a larger scale, or how working with partners will facilitate upscaling of the project approach. Complete Table 8 with information on partners.*

b. *Provide information on **legal agreements** foreseen with partners and include any draft agreement as an annex.*

c. *When the project is creating a new partnership agreement, **partnership due diligence** review needs to be documented[41,] Confirm that executing **partners** have requisite capacities to deliver the project and explain any capacity development activities factored. Provide information on UN Environment's broader experiences with these partners, if relevant.*

d. *Explain what results are expected from engagement with private sector partnerships, when applicable. What is the intent of the partnership in relation to the project? Are MoU/agreements signed with the private sector linked to the delivery of results for the project and to the Programme of Work? Should no private sector partnerships be currently contemplated, please indicate here any interest or future plans for engaging with the private sector.*

e. *Indicate how the project will ensure both **accountability** of, and **coordination** between different relevant national authorities and partners, and explore how other UN Environment project(s) could*

39 Guidance on project steering committee is provided in the revised UN Environment Programme Manual.
40 Ensure consistency in the ProDoc between partners mentioned in Table 1, those mentioned in this section and those listed under the budget sheet under contracts.
41 Refer to the Partnership policy available on WeCollaborate:

help in liaising with them. When projects are managed globally, and working in specific regions or countries, the project must demonstrate Regional and Country Office acknowledgement of regional and country partners and agencies identified for implementation.

f. *Explain the grant selection mechanism for projects with an on-granting component.*

Table 8: Partners' information

Partner	Expertise	Strength	Agreed roles/responsibilities in project implementation	Date of UN Environment Partnership Committee approval/ Due diligence process

5.3 Resource Mobilization

a. For projects without full funding or aiming at future phases, describe how the project will **mobilize resources** during implementation. Should full funding not materialize, identify implementation priorities including the strategy that enables a scaled down project[42].

b. Are the unsecured resources being pursued or considered under a regional or subprogramme resource mobilization strategy? Explain briefly the resource mobilization efforts being made, including the funding sources targeted and project team members or stakeholders involved.

c. Where partners are involved in resource mobilization for this project, explain their concrete roles and **responsibilities** (this should be reflected in Table 8 above). Be sure to include the roles of private sector stakeholders and partners, where relevant.

d. State who is **accountable** for resource mobilization. Fill in Table 9 below. Provide in Annexes any evidence of donor interest for funding the project.

Table 9: Donor Action Plan by partner/donor[43]

Partner/Donor	Project(s)/Funds	RM target	Action	Responsible	Timeline/ Deadline	Status

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42 *Outputs produced with existing funding need to be prioritized in the budget and workplan.*
43 *Plan can be adjusted or expanded: by source of funding, category or sector, etc.*

5.4 Cost-effectiveness

e. Describe the cost-effectiveness of the project, including:

a. The size of operational and management budgets versus percentage of operational budget over the total budget.

b. Is the allocation of budgets, locations and assignment of staff appropriate to the project's implementation locations? Are staff located far from the project implementation sites adequately justified? Are these decisions justified from a cost-effectiveness perspective?

c. Why UN Environment's intervention (in comparison to other entities) provides value for money.

d. Is the size and cost of staffing for this project reasonable and cost effective?

5.5 Budget and Staff Alignment

a. Provide a summary of costs per year by project outcome and output, including main staffing and operational costs such as evaluation. Full results-based budget must be provided in separate Excel file in the correct format as Annex B.[44]

5.6 Monitoring Plan

a. Describe the project's monitoring plan, including organizational arrangements, responsibilities, and tools for monitoring and reviewing project implementation. Explain how information generated by the monitoring system will inform project steering and decision-making, including measures to adapt or improve project management and execution, when appropriate.

b. Explain how the project will track progress against logframe indicators toward the delivery of project outputs and achievement of outcomes. Describe the data sources, collection methods and frequency of monitoring activities, as well as the roles and responsibilities of project team members (e.g. project manager, FMO) and partners. Where relevant, explain how stakeholders will be involved.

c. Explain how the project will monitor progress and challenges in stakeholder engagement, gender-responsive measures and knowledge/ communications activities and products, where appropriate.

d. Discuss how the project will monitor project management and social and environmental safeguard risks identified in Section 2, as well as any other unanticipated adverse impacts attributable to project implementation.

e. State who will be responsible for reporting on project milestones through the Project Information and Management System (PIMS) on a six-monthly basis. Refer to plans to comply with any additional reporting requirements of the donor(s), if applicable.

f. Ensure that sufficient funding is allocated to these monitoring and reporting activities in the budget.

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44 Budget format is available on WeCollaborate.

6. Communication and Learning

6.1. Communication strategy

g. Describe the communication strategy, including awareness raising, advocacy, social mobilisation and behaviour change as contemplated in your project's theory of change.

h. Outline the project's communication strategy for achieving the objectives and show how adequate resources have been budgeted. State the role of Communications Division[45].

i. Further elaborate on the project's stakeholder engagement strategy or plan, specifically the measures that will be taken to ensure that all stakeholders have timely access to relevant, appropriate, understandable information on the project.[46] Where possible, include details on venues, language, methods, timing and frequency of information sharing for different categories of stakeholders. Some stakeholders (especially the rights-holders) may need to be engaged with care and sensitivity due to culture, religion and/or social hierarchy.

6.2. Information and Knowledge Management

a. Describe how lessons learnt, self-assessment findings and adaptive management and evaluation findings and recommendations of the previous phase(s) or work have contributed to or influenced the design of this proposal.

b. How is the project utilizing existing UN Environment knowledge and country /regional resources?

c. Explain which are the key learnings to be established through this project, and/or what is being demonstrated. Describe how the project approach and its lessons learned will be communicated internally within UN Environment and to other relevant organizations–including recommendations and findings from evaluations (Mid-Term and Terminal).

d. Explain what geospatial data/environmental data will be generated through the project and how it will be hosted, managed, licensed, shared and published. Describe which of the datasets generated by the project will be used as core elements of the communications strategy and which datasets will be made open and public. Explain if any of the data collected by the project will need to be visualized/published in the World Environment Situation Room or other open data platforms.[47]

e. *Describe the methodology to generate/collect the data (i.e. field survey, Earth observation[48], in situ sensors and Internet of Things (IoT) devices, geospatial analysis, etc.)*

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45 It is mandatory to liaise with the Communications Division on points a-c of the communication strategy section.
46 Refer to UNEP's Access to Information Policy.

47 Criteria for publishing data in the World Environment Situation Room are explained in the Geospatial Information Management space on WeCollaborate.

48 Earth observation is the gathering of information about planet Earth's physical, chemical and biological systems. It involves monitoring and assessing the status of, and changes in, the natural and man-made environment.

f. Explain which technologies will be used to manage and transform data into information and knowledge (i.e. cloud computing, artificial intelligence/machine learning, blockchain, mobile applications, etc.)

   i. *Explain the data management plan, hosting licensing, and sharing.*

   ii. *Explain the human resources that will be used (staff, consultants) for data science and analytics, geographic information systems (GIS) and remote sensing, coding / backend developers, web design and UX/UI.*

g. Explain the budget breakdown for the information and knowledge management plan.

6.3. Evaluation Plans

a. Explain how the project evaluations will follow UN Environment's Evaluation Policy. Consult the Evaluation Office for advice on appropriate budget allocation for evaluations of this project (Mid-Term, Terminal). For projects running across two biennia, a mid-term review/evaluation is required. State that the evaluations will be managed by UN Environment Evaluation Office.

b. All projects are subject to an evaluation and must have an evaluation budget.

c. The following standard text can be inserted in the ProDoc, after consultation with Evaluation Unit:

The Evaluation Office will be responsible for the Terminal Evaluation (TE) and will liaise with the project manager throughout the process. The TE will provide an independent assessment of project performance (in terms of relevance, effectiveness and efficiency), and determine the likelihood of impact and sustainability. It will have two primary purposes: (i) to provide evidence of results to meet accountability requirements, and (ii) to promote learning, feedback, and knowledge sharing through results and lessons learned among UN Environment and executing partners. The direct costs of the evaluation will be charged against the project evaluation budget. The TE will be initiated no earlier than six months prior to the completion of project activities and, if a follow-on phase of the project is envisaged, should be completed prior to completion of the project and the submission of the follow-on proposal.

The draft TE report will be sent by the Evaluation Office to project stakeholders for comment. Formal comments on the report will be shared by the Evaluation Office in an open and transparent manner. The project performance will be assessed against standard evaluation criteria using a six point rating scheme. The final determination of project ratings will be made by the Evaluation Office when the report is finalized A management response is required from the PM and will be included, along with any response from the Evaluation Office, in the final evaluation report. The evaluation report will be publically disclosed and will be followed by a recommendation compliance process. The evaluation recommendations will be converted into a Recommendations Implementation Plan by the EOU in conjunction with the project team. The EOU will monitor compliance with this plan every six months for a total period of 18 months. Compliance performance is then reported on to the DED on a six-monthly basis and within the Biennial Evaluation Synthesis Report.

Ideally, the project should briefly explain how the information management strategy will support the monitoring and evaluation process and help determine the overall project impact.

7. Project Sustainability

7.1. Sustainability

a. *Describe what approach will be taken to develop the capacities (human, knowledge and skill sets) necessary to sustain the benefits of the project (outputs and outcomes) beyond the project lifespan:*

   i. *financing mechanism;*

   ii. *institutional support and country ownership*

   iii. *project's exit strategy*

   iv. *data/information management, archive and operation strategy*

b. *In some cases, a capacity needs assessment may need to be developed to ensure clear understanding on which capacities should be in place for sustaining the project results once the project is completed. Please provide this capacity needs assessment in an Annex.*

7.2. Uptake

a. Describe the catalytic effect of the project in terms of triggering action on the part of others towards achieving the same results, i.e.: the creation of a multiplier effect expected beyond the simple sharing of lessons learned. Describe the efforts taken to engage with UN Country Team to ensure uptake of pilots.

b. Describe the efforts that will be made to ensure or promote the significant scaling up of the initiative during or after project completion.

c. Explain how the geospatial data/environmental data will be utilized by relevant stakeholders to sustain and scale-up the project outcomes.

7.3. Replicability

a. *Describe efforts that the project makes to catalyse replication by partners/stakeholders of its approaches/methods/tools (efforts made to take the model of the TOC and lessons learned to replicate it elsewhere) and possible financing of major replications.*

b. *Projects implementing South-South Cooperation should describe the potential for the approaches, methods, toolkits and/or products to be replicated in other countries and/or regions in the global South with relevant adaptation to fit their needs and circumstances.*

Additional Information

Annex A. Completed ProDoc Checklist

ProDoc Section	Project Manager	Head of Branch	PRC
Project Summary Table 1: Project Information Table 2: Project Duration Table 3: Budget Summary			
1. Project Preparation 1.1 Problem and Situation analysis			
2. Intervention Strategy 2.1 Theory of Change			
2.2 Stakeholders			
2.3 Project Management Risks			
2.4 Safeguard Risks and Management Plans			
3. Results Targeted 3.1 Logical Framework			
3.2 Activities and Workplan Summary			
4. Relevance 4.1 Relevance to UN Environment			
4.2 Relevance to Regional, National or Subnational Priorities			
5. Implementation Arrangements 5.1 Governance			
5.2 Partners			
5.3 Resource Mobilization			
5.4 Cost-effectiveness			
5.5 Budget and Staff Alignment			
5.6 Monitoring Plan			
6. Communication and Learning 6.1 Communication strategy			
6.2 Information and Knowledge Management			
6.3 Evaluation Plans			
7. Project Sustainability 7.1 Sustainability			
7.2 Uptake			
7.3 Replicability			
Additional Information Annex A ProDoc Checklist			
Annex B Budget/ Proof of Secured Funds			
Annex C Detailed Project Workplan			
Annex D Environmental Social and Economic Review Note			
Annex E Design Process			
Annex F. Draft Donor Agreements			
Annex G. Gender Marker Self-Assessment			
Annex H Spatial Data Management Checklist			
Annex I Terms of Reference			

Annex B. Budget /Proof of Secured Funds

a. *Insert the budget template as Annex B, by project output and UN Environment budget lines[49] available on:* https://wecollaborate.unep.org/display/TEMPLATES/Templates

b. *Budget must include columns to indicate when resources are spent through regional offices, and when resources are spent at a country level, and must also provide clear understanding of which expenditures are being covered by the secured available funding, including gender related activities as specified in the work plan.*

c. *Provide evidence of donor interest or secured funds.*

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49 It is mandatory to liaise with the UN Environment Gender and Safeguards Unit to determine and specify budget lines for both gender activities and gender-sensitive arrangements.

Annex C. Detailed Project Workplan

Describe the activities that will deliver your outputs and outcomes. Include gender activities or specify gender-sensitive arrangements[50] in the activities or in a footnote. Complete Table 11 below.

For projects with unsecured funding, clearly indicate which outputs and activities will be covered by the secured funding.

Table 11: Project Work Plan

ID	Project Outputs & Activities	Responsible Division/ Regional Office	Partner(s)	Year 1				Year 2				Year 3				Year 4			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	A) Project Output: as in Logical Framework	*Name Division / Org Unit*																	
1	*State the activity*		*Name Partner*																
2	*State the activity*		*Name Partner*																
	B) Project Output: as in Logical Framework	*Name Division / Org Unit*																	
1	*State the activity*		*Name Partner*																
2	*State the activity*		*Name Partner*																
	C) Project Output: as in Logical Framework	*Name Division / Org Unit*																	
3	*State the activity*		*Name Partner*																
4	*State the activity*		*Name Partner*																
Etc.	*D) Project Output ..etc.*																		

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50 An example of a gender activity is a gender workshop or a workshop that includes a gender session, while a gender-sensitive arrangement might mean that a workshop seeks to increase the number of female participants. Both are needed unless not feasible or not applicable.

Annex D. Environmental Social and Economic Review Note

I. Project Overview

Identification	Insert Project ID# from Programme Framework Table
Project Title	*Insert title*
Managing Division	*Insert Division*
Type/Location	*[Global/Normative; Regional; National]*
Region	*(Africa/ Europe/ North America/ Asia Pacific/ Latin America Caribbean/ West Asia)*
List Countries	*Enter country name(s)*
Project Description	*Provide the project summary and description in 2-3 paragraphs*
Estimated duration of project:	*Provide the duration estimate in months from project kickoff to completion. Do not include time spent on concept or design.*
Estimated cost of the project:	*Provide the estimated cost for entire project in USD.*

II.   Environmental Social and Economic Screening Determination

A.   Summary of the Safeguard Risks Triggered

Safeguard Standard Triggered by the Project	Impact of Risk[51] (1-5)	Probability of Risk (1-5)	Significance of Risk (L, M, H)
SS 1: Biodiversity, natural habitat and Sustainable Management of Living Resources			
SS 2: Resource Efficiency, Pollution Prevention and Management of Chemicals and Wastes			
SS 3: Safety of Dams			
SS 4: Involuntary resettlement			
SS 5: Indigenous peoples			
SS 6: Labor and working conditions			
SS 7: Cultural Heritage			
SS 8: Gender equity			
SS 9: Economic Sustainability			
Additional Safeguard questions for projects seeking GCF-funding (Section IV)			

B.   ESE Screening Decision[52] (Refer to the UNEP ESES Framework (Chapter 2) and the UNEP's ESES Guidelines.)

Low risk ☐   Moderate risk ☐   High risk ☐   Additional information required ☐

C.   Development of ESE Review Note and Screening Decision:

Prepared by: Name: _____   Date: _____

Safeguard Advisor: Name: _____   Date: _____

Project Manager: Name: _____   Date: _____

D.   Recommended further action from the Safeguard Advisor

Moderate risk: Potential negative impacts, but less significant; few if any impacts irreversible; impact amenable to management using standard mitigation measures; limited environmental or social analysis may be required to develop a ESEMP. Straightforward application of good practice may be sufficient without additional study.
High risk: Potential for significant negative impacts, possibly irreversible, ESEA including a full impact assessment may be required, followed by an effective safeguard management plan.

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51 Refer to the Environment, Social and Economic Sustainability (ESES): Implementation Guidance Note to assign values to the Impact of Risk and the Probability of Risk to determine the overall significance of Risk (Low, Moderate or High).
52 Low risk: Negative impacts negligible, no further study or impact management required.

III.   Safeguards
(Section III and IV should be retained in UNEP)

Precautionary Approach
The project will take precautionary measures even if some cause and effect relationships are not fully established scientifically and there is risk of causing harm to the people or to the environment.
Human Rights Principle
The project will make an effort to include any potentially affected stakeholders, in particular vulnerable and marginalized groups; from the decision making process that may affect them.
The project will respond to any significant concerns or disputes raised during the stakeholder engagement process.
The project will make an effort to avoid inequitable or discriminatory negative impacts on the quality of and access to resources or basic services, on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups.[53]
Transparency and Accountability
The project will conduct risk analyses in the environmental and social safeguards assessment for relevant screening points, and the spatial and environmental data that has been used for the assessment will be shared among stakeholders to ensure the transparency and accountability of the assessment process on the environmental and social safeguard.
Grievance Redress
UNEP is committed to avoid or minimize, where avoidance is not possible, and mitigate adverse environmental and social impacts associated with the project activities. As an extension of such commitment, UNEP, through the Stakeholder Response Officer (SRO), provides affected people the opportunity to seek either compliance review or dispute resolution in regard to project activities. Issues that have failed to be resolved at the project level can be elevated to UNEP SRO via web-based request (https://www.unenvironment.org/about-un-environment/why-does-un-environment-matter/un-environment-project-concern).

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53 Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, 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 people and transsexuals.

Screening checklist	Y/N/Maybe	Comment
Safeguard Standard 1: Biodiversity, natural habitat and Sustainable Management of Living Resources		
Will the proposed project support directly or indirectly any activities that significantly convert or degrade biodiversity and habitat including modified habitat, natural habitat and critical natural habitat?		
Will the proposed project likely convert or degrade habitats that are legally protected?		
Will the proposed project likely convert or degrade habitats that are officially proposed for protection? (e.g.; National Park, Nature Conservancy, Indigenous Community Conserved Area, (ICCA); etc.)		
Will the proposed project likely convert or degrade habitats that are identified by authoritative sources for their high conservation and biodiversity value?		
Will the proposed project likely convert or degrade habitats that are recognized- including by authoritative sources and /or the national and local government entity, as protected and conserved by traditional local communities?		
Will the proposed project approach possibly not be legally permitted or inconsistent with any officially recognized management plans for the area?		
Will the proposed project activities result in soils deterioration and land degradation?		
Will the proposed project interventions cause any changes to the quality or quantity of water in rivers, ponds, lakes or other wetlands?		
Will the proposed project possibly introduce or utilize any invasive alien species of flora and fauna, whether accidental or intentional?		
Safeguard Standard 2: Resource Efficiency, Pollution Prevention and Management of Chemicals and Wastes		
Will the proposed project likely result in the significant release of pollutants to air, water or soil?		
Will the proposed project likely consume or cause significant consumption of water, energy or other resources through its own footprint or through the boundary of influence of the activity?		
Will the proposed project likely cause significant generation of Green House Gas (GHG) emissions during and/or after the project?		
Will the proposed project likely generate wastes, including hazardous waste that cannot be reused, recycled or disposed in an environmentally sound and safe manner?		

Screening checklist	Y/N/Maybe	Comment
Will the proposed project use, cause the use of, or manage the use of, storage and disposal of hazardous chemicals, including pesticides?		
Will the proposed project involve the manufacturing, trade, release and/or use of hazardous materials subject to international action bans or phase-outs, such as DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Convention on Persistent Organic Pollutants or the Montreal Protocol?		
Will the proposed project require the procurement of chemical pesticides that is not a component of integrated pest management (IPM)[54] or integrated vector management (IVM)[55] approaches?		
Will the proposed project require inclusion of chemical pesticides that are included in IPM or IVM but high in human toxicity?		
Will the proposed project have difficulty in abiding to FAO's International Code of Conduct[56] in terms of handling, storage, application and disposal of pesticides?		
Will the proposed project potentially expose the public to hazardous materials and substances and pose potentially serious risk to human health and the environment?		
Safeguard Standard 3: Safety of Dams		
Will the proposed project involve constructing a new dam(s)?		
Will the proposed project involve rehabilitating an existing dam(s)?		
Will the proposed project activities involve dam safety operations?		
Safeguard Standard 4: Involuntary resettlement		
Will the proposed project likely involve full or partial physical displacement or relocation of people?		

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54 "Integrated Pest Management (IPM) means the careful consideration of all available pest control techniques and subsequent integration of appropriate measures that discourage the development of pest populations and keep pesticides and other interventions to levels that are economically justified and reduce or minimize risks to human health and the environment. IPM emphasizes the growth of a healthy crop with the least possible disruption to agro-ecosystems and encourages natural pest control mechanisms: http://www.fao.org/agriculture/crops/thematic-sitemap/theme/pests/ipm/en/

55 "IVM is a rational decision-making process for the optimal use of resources for vector control. The approach seeks to improve the efficacy, cost-effectiveness, ecological soundness and sustainability of disease-vector control. The ultimate goal is to prevent the transmission of vector-borne diseases such as malaria, dengue, Japanese encephalitis, leishmaniasis, schistosomiasis and Chagas disease."
(http://www.who.int/neglected_diseases/vector_ecology/ivm_concept/en/)

56 Find more information from http://www.fao.org/fileadmin/templates/agphome/documents/Pests_Pesticides/Code/CODE_2014Sep_ENG.pdf

Screening checklist	Y/N/Maybe	Comment
Will the proposed project involve involuntary restrictions on land use that deny a community the use of resources to which they have traditional or recognizable use rights?		
Will the proposed project likely cause restrictions on access to land or use of resources that are sources of livelihood?		
Will the proposed project likely cause or involve temporary/permanent loss of land?		
Will the proposed project likely cause or involve economic displacements affecting their crops, businesses, income generation sources and assets?		
Will the proposed project likely cause or involve forced eviction?		
Will the proposed project likely affect land tenure arrangements, including communal and/or customary/traditional land tenure patterns negatively?		
Safeguard Standard 5: Indigenous peoples[57]		
Will indigenous peoples be present in the proposed project area or area of influence?		
Will the proposed project be located on lands and territories claimed by indigenous peoples?		
Will the proposed project likely affect livelihoods of indigenous peoples negatively through affecting the rights, lands and territories claimed by them?		
Will the proposed project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?		
Will the project negatively affect the development priorities of indigenous peoples defined by them?		
Will the project potentially affect the traditional livelihoods, physical and cultural survival of indigenous peoples?		
Will the project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?		
Safeguard Standard 6: Labor and working conditions		

57 Refer to the Toolkit for the application of the UNEP Indigenous Peoples Policy Guidance for further information.

Screening checklist	Y/N/Maybe	Comment
Will the proposed project involve the use of forced labor and child labor?		
Will the proposed project cause the increase of local or regional un-employment?		
Safeguard Standard 7: Cultural Heritage		
Will the proposed project potentially have negative impact on objects with historical, cultural, artistic, traditional or religious values and archeological sites that are internationally recognized or legally protected?		
Will the proposed project rely on or profit from tangible cultural heritage (e.g., tourism)?		
Will the proposed project involve land clearing or excavation with the possibility of encountering previously undetected tangible cultural heritage?		
Will the proposed project involve in land clearing or excavation?		
Safeguard Standard 8: Gender equity		
Will the proposed project likely have inequitable negative impacts on gender equality and/or the situation of women and girls?		
Will the proposed project potentially discriminate against women or other groups based on gender, especially regarding participation in the design and implementation or access to opportunities and benefits?		
Will the proposed project have impacts that could negatively affect women's and men's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services?		
Safeguard Standard 9: Economic Sustainability		
Will the proposed project likely bring immediate or short-term net gain to the local communities or countries at the risk of generating long-term economic burden (e.g., agriculture for food vs. biofuel; mangrove vs. commercial shrimp farm in terms of fishing, forest products and protection, etc.)?		
Will the proposed project likely bring unequal economic benefits to a limited subset of the target group?		

IV. Additional Safeguard Questions for Projects seeking GCF-funding

Community Health, Safety, and Security			
Will there be potential risks and negative impacts to the health and safety of the Affected Communities during the project life-cycle?			
Will the proposed project involve design, construction, operation and decommissioning of the structural elements such as new buildings or structures?			
Will the proposed project involve constructing new buildings or structures that will be accessed by public?			
Will the proposed project possibly cause direct or indirect health-related risks and impacts to the Affected Communities due to the diminution or degradation of natural resources, and ecosystem services?			
Will the proposed project activities potentially cause community exposure to health issues such as water-born, water-based, water-related, vector-borne diseases, and communicable diseases?			
In case of an emergency event, will the project team, including partners, have the capacity to respond together with relevant local and national authorities?			
Will the proposed project need to retain workers to provide security to safeguard its personnel and property?			
Labor and Supply Chain			
Will UNEP or the implementing/executing partner(s) involve suppliers of goods and services who may have high risk of significant safety issues related to their own workers?			

Annex E. Design Process

Provide documentation to show the consultation process; which stakeholders and partners where consulted and how; which locations were visited. How the ESES consultation has been developed and how peers have been consulted. Any efforts in research and analysis during project design process must be documented.

When a ProDoc has been developed following a prior donor agreement, it is expected that the donor agreement can stand as the ProDoc to which all relevant information (tables and Annexes) of the UNEP ProDoc would be added.

Annex F. Draft Donor Agreements

Provide any draft donor agreement for funding the implementation of this proposal, or any relevant documentation that will inform the drafting of donor agreement.

Annex G. Gender Marker Self-Assessment

Please refer to the criteria table below to assess the gender marker code of your project. A short explanation is needed to justify the code that your project deserves. For more information about the Gender Marker, please refer to the Briefs available on:
https://wecollaborate.unep.org/display/GENDER/Gender?preview=/17793784/30146590/UNEP_GenderMarker_2PagerSeries.zip

Code	Meaning	Criteria
0	Gender-blind	*Gender relevance is evident but not at all reflected in the project document.*
1	Gender partially mainstreamed	*Gender is reflected in the context, implementation, logframe, OR the budget*
2a	Gender well mainstreamed	*Gender is reflected in the context, implementation, logframe, AND the budget*
2b	Targeted action on gender	*The main purpose of the project is to advance gender equality.*
N/A	Not applicable	*A gender analysis reveals that the project does not have direct interactions with and/or impacts on people, therefore, gender is considered not applicable.*

Annex H. Spatial Data Management Checklist

Screening checklist[58]	Y/N/Other	Comment
1. Geospatial/Environmental Data Quality		
Will the geospatial data be managed in machine-readable format (e.g., shapefile (.shp), GeoTIFF (.tif), CSV (.csv), or GeoJSON (.geojson))?		
Will the geospatial data have an adequate set of metadata including the method used to create the latitude/longitude coordinates, data source, description, data license, spatial reference system, etc.?		
Will the metadata be provided in English?		
Will the project provide a data inventory list?		
Will the source data that will be used for geospatial analysis be provided to ensure reproducibility and accountability?		
Will the project apply quality assurance measurements to the geospatial data/environmental data generated/collected?		
2. Data Risk		
Will collecting data at the intended level of geographic detail pose substantial risk?		
Will data collection activities at the intended level of geographic detail require field data collection in insecure environments that may lead to safety concerns?		
Will publicly releasing the data at the current level of geographic detail pose substantial risk?		
Will storing data by private companies or other project partners pose substantial risk?		
Will storing data by UNEP pose substantial risk?		
Will the project include privacy data?		
If yes for the question above, has the risk information been shared among stakeholders and has the mitigation measure been discussed and agreed?		
3. Data/Information Management and Operation		
Will a geospatial database be prepared to manage the geospatial data generated/collected in the project?		
Will the geospatial data be accessible to relevant stakeholders?		
Will the project generate/collect sensitive data that cannot be open to the public?		
If yes to the question above, will the geospatial database have a function to control access?		
Will the geospatial database have a sufficient information security measures?		

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58 For more information, visit the Geospatial Information Management space on WeCollaborate.

Screening checklist[58]	Y/N/Other	Comment
Will the geospatial database ensure the interoperability with UNEP environmental data management platforms (World Environment Situation Room/MapX)?		
Has the project identified the resources to sustain and scale up the operation concerning geospatial/environmental data management after project closure?		
Will project develop a dedicated website or platform?		
If yes to the question above, has the project identified the resources to sustain and scale up the operation of website or platform after project closure?		
Will the project have an operation plan regarding IT infrastructure management, security update, software update, contents update, communication work to ensure the sustainability of geospatial/environmental data management as well as website and platform operation?		
Will the project agree with the stakeholders on a resource mobilization and operation plan regarding geospatial/environmental data management as well as website and platform operation?		
4. Technology and Tools		
Will the project use frontier technology in implementation, monitoring & evaluation, and information management? [59]		
If yes to the question above, will the project identify the risks of using frontier technologies and will the risks be shared and discussed among stakeholders?		
What technology/tools does the project use for data collection?		
What technology/tools does the project use for data analysis?		
What technology/tools does the project use for data visualization and reporting?		
What technology/tools does the project use for data sharing and catalyzing?		
Will the team have a plan to access technical expertise to apply frontier technologies to the project? Has the project identified the right partners and domain experts needed for implementation?		

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59 Frontier technology includes cloud computing, machine learning, Earth observation (satellites and drones), IoT sensors, mobile apps, blockchain, etc.

Annex I. Terms of Reference

Provide Terms of Reference for key project team and contract positions, including information on Results Based Management skills/ training requirements, where relevant.