

Readiness Proposal

**with United Nations Development Programme (UNDP)
for Republic of Haiti**

05 June 2017 | NDA Strengthening & Country Programming



**GREEN
CLIMATE
FUND**

Readiness and Preparatory Support Proposal

How to complete this document?

- A [readiness guidebook](#) is available to provide information on how to access funding under the GCF Readiness and Preparatory Support programme. It should be consulted to assist in the completion of this proposal template.
 - This document should be completed by National Designated Authorities (NDAs) or focal points with support from their delivery partners where relevant.
- a) Please be concise. If you need to include any additional information, please attach it to the proposal.
 - b) Information on the indicative list of activities eligible for readiness and preparatory support and the process for the submission, review and approval of this proposal can be found on pages 11-13 of the guidebook

Where to get support?

- c) If you are not sure how to complete this document, or require support, please send an e-mail to countries@gcfund.org. We will aim to get back to you within 48 hours.
- d) You can also complete as much of this document as you can and then send it to countries@gcfund.org. We will get back to you within 5 working days to discuss your submission and the way forward.

Note: Environmental and Social Safeguards and Gender

Throughout this document, when answering questions and providing details, please make sure to pay special attention to environmental, social and gender issues, in particular to the situation of vulnerable populations, including women and men. Please be specific about proposed actions to address these issues. Consult page 4 of the readiness guidebook for more information.

SECTION 2: COUNTRY READINESS LOGICAL FRAMEWORK

Please complete the table below, which enables a country to assess its readiness for the GCF and set targets for strengthening its readiness, including proposed outputs and activities to improve the country's readiness. For further guidance on completing the table, please refer to the guidebook "Accessing the GCF Readiness and Preparatory Support Programme".

OUTCOMES ¹	BASELINE	TARGET	ACTIVITIES <i>(including key outputs or deliverables where applicable)</i>
1. Country capacity strengthened	2-8	6-8	
1.1 NDA/focal point lead effective coordination mechanism	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	a. Develop operational guidelines for the NDA and the national coordination mechanism b. Develop national arrangements for promotion, consideration and facilitation of funding proposals
1.2 No objection procedure established and implemented	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	c. Develop and validate the National No-objection procedure guidelines in French (1 workshop with 30 participants) d. Disseminate the guidelines brochure in French
1.3 Bilateral agreements between the country and the GCF executed	<input checked="" type="checkbox"/> 0 x1 <input type="checkbox"/> 2	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
1.4 Monitoring, oversight and streamlining of climate finance	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	e. Conduct trainings for NDA/FP staff and the TWG : A two-day training workshop on GCF modalities and on monitoring and streaming climate finance (a two-day training workshops with 30 participants per session. – International consultant
2. Stakeholders engaged in consultative processes	1-8	7-8	
2.1 Stakeholders engaged in consultative processes	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	f. Organize at the national level stakeholder's consultations with Government institutions, technical and finance partners (FAO, UNEP, IDB, WB, EU, AFD...) private sector, civil so (MEF, CIAT, MPCE) civil society (Plateforme de la societe Civile sur les changements climatiques, Societe Audubon) NGOs (Femmes en democratie, Oxfam Italia, AgroAction Allemande) to engage them in the process and facilitate stocktaking of climate change/investments in the country . (1 conference with 50 participants)
2.2 Country programmes, including adaptation priorities, developed and continuously updated	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	g. Identify Haiti's adaptation priorities with respect to the Fund, consistent with the country's existing Strategic Development Plan: Emerging Country by 2030, and the Fund's Initial results management framework h. Identify the roles of prospective public and private sector entities that may be accredited by

¹ Based on decisions: B.08/10, annexes XII, XIII & XIV; B.08/11; B.11/10, annex I; B.12/20, annex I

			the Fund in implementing Haiti's programming priorities with respect to the Fund
2.3 Stakeholder consultations conducted with equal representation of women	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<p>i. Develop the country programme including the adaptation priorities.</p> <p>j. Develop and implement a communication strategy for raising awareness and facilitating stakeholder engagement in the GCF processes – local consultant</p> <p>k. Multi-stakeholder, multi-sector and gender balanced consultation and workshops to do the enabling activities for the elaboration of country programme through the NAP process (including involvement of NGOs, civil society, private sector and vulnerable communities) (3 workshops with 50 participants per workshop in three different geographic area of Haiti) to ensure gender equality in participatory processes and gender mainstreaming in project selection, proposal development and implementation. – local consultants</p>
2.4 Annual participatory review of GCF portfolio in the country organized	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	l. Conduct 1 workshop session to review and validate GCF portfolio in the country (30 participants) – local consultants
3. Direct access realized	1-8	4-8	
3.1 Candidate entities identified and nominated for accreditation	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<p>m. Mapping of potential National Implementing Entities (NIEs)</p> <p>n. A one-day training sessions of 20 participants to help strengthening the prioritized direct access entities</p> <p>o. Undertake a gap assessment and action plan against the GCF accreditation standards and develop the missing policies, manuals and procedures - (International Consultant)</p> <p>p. Disseminate materials with concise information related to GCF accreditation process</p>
3.2 Direct access entity accredited	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	q. Three (3) workshop with 50 participants per session in 3 main regions of Haiti to conduct a Capacity assessment on national institution selected, vis-à-vis GCF fiduciary and operational requirements, ESS and Gender standards
3.3 Entity/ies annual/multi-annual work programme developed	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
3.4 Funding proposals through enhanced direct access modality approved	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
4. Access to finance	2-8	1-8	
4.1 Structured dialogue between the NDA/Accredited Entities and the GCF Secretariat organized	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
4.2 Country programmes, concept notes, including on adaptation, developed that implement high-	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	

<i>impact priorities identified in INDCs and other national strategies or plans</i>			
4.3 Project/programme preparation support, including for adaptation, to develop funding proposals provided	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
4.4 Funding proposals, including for adaptation, that are aligned with country priorities approved	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	
5. Private sector mobilization	0-8	0-8	0/8
5.1 Private sector engaged in country consultative processes	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
5.2 Enabling environment for crowding-in private sector investments at national, regional and international levels exists	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
5.3 Funding proposals for private sector projects/programmes, including for adaptation, approved	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
5.4 Funding proposals under the Private Sector Facility programmes (small- and medium-sized enterprises and mobilizing funds at scale) submitted and approved	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	
TOTAL	6-40	18-40	

SECTION 3: ADDITIONAL INFORMATION

Please explain how this grant will help deliver on the country's readiness needs as identified above and build on institutions, processes or existing work already underway in the country (*maximum 500 words*)

Haiti is the only Least Developed Country in the Western Hemisphere and is one of the countries that is most vulnerable to natural disasters – including impacts of climate change –, a scenario only aggravated by the significant environmental degradation caused by over-exploitation of forest, soil, quarries and inland and coastal water resources. The country has faced hurricane Matthew in October 2016. The damages caused by the latter class 4 cyclone, with winds in the order of 200 –250 km/h, were catastrophic.

Haiti is making an effort to tackle climate change in a systematic way, even in a context of very limited financial resources. In addition to the country's difficult economic situation, there is also a need to tackle: (i) enormous deficiencies in terms of qualified human resources and (ii) institutional weaknesses, despite capacity building efforts of the National Government and international partners. Such efforts are yet, however, to be directed at providing Haiti with adequate and systematic readiness support to strengthen its climate finance capacities; such support is a top priority for the early engagement with the Green Climate Fund. The financial needs for Haiti to be able to effectively mitigate and adapt to climate change are still substantial. Further, despite the ongoing experience in developing and managing projects, there are still institutional capacity gaps to ensure that the Government of Haiti can systematically access, sequence, manage, and monitor climate finance. The proposed project aims to address these capacity gaps.



**READINESS AND PREPARATORY SUPPORT
PROPOSAL TEMPLATE**

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SECTION 4: BUDGET, PROCUREMENT, IMPLEMENTATION AND DISBURSEMENT

GCF Readiness Outcome	Budget Description	Amount US\$ (year 1)	Amount US\$ (year 2)	Total Amount US\$	See budget note:*
GCF Readiness Outcome 1	International Consultants	60,000	-	60,000	1
	Local Consultants	25,000	-	25,000	2
	Travel	5,000	3,000	8,000	3
	Supplies	3,000	5,000	8,000	4
	Training, Workshops and Conferences	16,700	-	16,700	5
Total Outcome 1		109,700	8,000	117,700	
GCF Readiness Outcome 2	Local Consultants	30,000	25,000	55,000	6
	Travel	5,000	5,000	10,000	7
	Supplies	5,000	4,000	9,000	8
	Training, Workshops and Conferences	15,000	24,000	39,000	9
Total Outcome 2		55,000	58,000	113,000	
GCF Readiness Outcome 3	International Consultants	25,000	35,000	60,000	10

	Travel	5,000	5,000	10,000	11
	Supplies	4,500	4,368	8,868	12
	Training, Workshops and Conferences	5,000	26,700	31,700	13
Total Outcome 3		39,500	71,068	110,568	
Total operation costs (Outcome 1+2+3)		204,200	137,068	341,268	
Contingency (max. 5% of total operation costs)	Miscellaneous Expenses	10,210	6,853	17,063	14
Total operation costs + Contingency		214,410	143,921	358,331	
Project management costs (max. 10% of total operation costs with Contingency)	Contractual Services - Individ	10,855	21,723	32,578	15
Total Project management costs		10,855	21,723	32,578	
TOTAL PROJECT COSTS EXCLUDING DP FEE		225,265	165,644	390,909	
DP fee (10%)		22,527	16,564	39,091	
TOTAL PROJECT COSTS INCLUDING DP FEE		247,792	182,208	430,000	

*** Budget notes are mandatory**

1. International consultant to develop NDA operational guidelines and no objection procedure (\$40,000) and terms of reference and scope of work for the establishment of the technical working group (\$20,000)
2. Two (2) Local consultants to develop the national arrangements for the promotion, consideration and facilitation of funding proposals and assist the International consultant during the scoping mission and the background stocktaking (\$25,000)
3. Travel associated with training attendance, experience exchange with other government focal institutions; decision makers and information session for Private sector (20 persons including consultants, government official and staff, private sector representatives, decision makers)



- 4.** Cost of printing knowledge products, handouts, documentation, etc.
- 5.** Costs of logistics and contracting event management for
 - A two-day training workshop with 30 participants per session on GCF modalities and monitoring and streamlining climate finance process (\$11,300 for: printing materials/\$500; office supplies for working group/\$500); the venue with lunch and coffee break/\$2,500; reporting and translation required/\$600; DSA for the participants ($\$120 \times 30 \times 2 = \$7,200$)
 - One-day workshop with 30 participants to present and validate the No-objection procedures guidelines (\$5,400 for: printing materials/\$300; office supplies for working group/\$200); the venue with lunch and coffee break/\$2500; reporting and translation required/\$400; DSA for the ten participants coming from other regions ($\$120 \times 10 = \$1,200$); bus service to facilitate transportation (\$800)
- 6.** Two (2) local consultants to undertake the development and implementation of a communication strategy/ and conduct workshops and stakeholder's consultation in all 11 departments of the country/ enabling activities for country programme to be developed (\$30,000) and development of gender-centered consultation mechanisms for periodic review and update of the country programme that will be develop through the NAP process (\$25,000);
- 7.** Travel associated with training, information and meeting government focal institutions; stakeholder's consultation and information session for Private sector (20 persons including consultants, government official and staff, private sector representatives)
- 8.** Cost of Supplies for NDA Office - communication materials
- 9.** Costs of logistics and contracting event management for One (1) conference with 50 participants in port au prince to engage stakeholders from various sectors and regions in the consultative process (\$7,000 for: printing materials/\$500; office supplies for working group/\$500); the venue with lunch and coffee break/\$3,600; reporting/\$600; DSA for the fifteen participants coming from other regions ($\$120 \times 15 = \$1,800$) • Three (3) consultative/participative workshops with 50 participants per workshop in 3 main region of Haiti: South, North and Center to work on the development of the GCF country programme with involvement of vulnerable communities, civil society, private sector... ensuring gender equality nationwide; with visits to the regions/countryside. (\$28,000 for: printing materials/\$500; office supplies for working group/\$500); the venue with lunch and coffee break/ $\$2,000 \times 3 = \$6,000$; reporting/\$600; DSA for the participants and 6 "government staff" ($\$100 \times 50 \times 3 + \$150 \times 6 \times 6 = \$20,400$) • One (1) workshop in port au prince with 30 participants to review and validate the GCF portfolio in the country at the central level. (\$4,000 for: printing materials, banners/\$300; office supplies for working group/\$100); the venue with lunch and coffee break/\$2,000; reporting/\$400; DSA for the ten participants coming from other regions ($\$120 \times 10 = \$1,200$););
- 10.** International consultant to map potential National Implementing Entities (NIEs), facilitate nomination of a national accreditation body (\$25,000) and to undertake a baseline gap assessment of and develop a multi-year work plan for the NIE (\$35,000)
- 11.** Travel associated with meeting government focal institutions; stakeholder's consultation and information session for Private sector (20 persons including consultants, government official and staff, private sector representatives)
- 12.** Printing of information materials for the conference, meetings, and workshop
- 13.** Costs of logistics and contracting event management for
 - One (1) training session for 20 participants to help strengthening the nominated prioritized entity and support in the process of accreditation (\$3,700 for: printing materials/\$400; office supplies for working group/\$300); the venue with lunch and coffee break/\$1,600; reporting/\$400; bus service to facilitate transportation (\$1000);
 - Three workshops with 50 participants per session to conduct a Capacity assessment nationwide: in 3 main region of Haiti: South, North and Center to conduct a Capacity assessment on national institution selected, vis-à-vis GCF fiduciary and operational requirements, ESS and Gender standards with involvement of vulnerable communities, civil society, private sector... ensuring gender equality; with visits to the regions/countryside. In this budget line, we cover DSA for participants who will come from other regions. (\$28,000 for: printing materials/\$500; office supplies for working group/\$500); the venue with lunch and coffee break/ $\$2,000 \times 3 = \$6,000$; reporting and translation/\$600; DSA for the participants and 6 "Government staff" coming from/going to other regions ($\$100 \times 50 \times 3 + \$150 \times 6 \times 6 = \$20,400$)
- 14.** Miscellaneous expenses
- 15.** Costs of project manager to coordinate, manage project day to day activities; and prepare the reporting of financial and administrative work

Procurement plan

UNDP will manage the readiness funding and responsible for providing and contracting the services described in this proposal, as well as reporting on the progress of this implementation in close coordination and under supervision of the NDA/FP. The procurement will be processed in accordance with the procurement guidelines and policies of UNDP. As UNDP has been accredited by the Fund as an implementing entity at the Fund's ninth Board meeting, the Fund will not undertake a due diligence on the fiduciary management capacity of UNDP, replacing the process with its accreditation process.

The NDA/FP will approve the interim progress report and completion report provided by the delivery partner.

UNDP, in collaboration with the NDA/FP, will competitively procure services consistent with its procurement policies:

- Consultants will be procured on a competitive basis and the terms of reference of consultants will be developed further to include the tasks outlined in the request summary above. The NDA/FP may also add other tasks to the ToRs of the consultants in accordance with the Fund's defined scope of work on NDA/FP strengthening within the resource envelope in this proposal and any supplementary resources secured from other sources.
- For items such as venues and travel for stakeholder workshops to be organized, a shopping method will be used to procure such services consistent with UNDP's procurement policies.

Information on the process and the results of procurement to undertaken will be included in the inception report where such information can be provided in advance, and in any case, in interim progress or completion reports when such procurement has been undertaken and completed.

Description of good/service procured	Value of good/service US\$	Procurement Method	Threshold associated to method
Service Contractor	32,578	Desk Review/Expert Roster	US 100,000
International Consultants	120,000	International RFQ	US 10,000 to US 149,999
Local Consultants	80,000	Desk Review/Expert Roster	US 100,000
supplies	25,868	Micro Canvass (Multiple)	US 10,000
Workshop planning/ logistics	87,400	Local RFQ	US 10,000 to US 149,999
Travel	28,000	Direct Contracting/LTA	N/A



Disbursement schedule

Specify the proposed schedule for requesting disbursements from the GCF, including amounts and periodicity. For amounts requested, keep to multiples of USD 5,000, and for periodicity, specify whether it's quarterly, bi-annually or annually only.

This readiness grant is expected to start implementation in June 2017, for an 18-month period. Disbursement request will be managed at portfolio level by UNDP-GEF MPSU in NY, as agreed in the "Framework Readiness and Preparatory Support Grant Agreement" between GCF and UNDP. Under Clause 4 of said Framework Agreement, "the Delivery Partner shall be entitled to submit two Requests for Disbursement each year. Each such Request for Disbursement must be submitted to the Fund within 30 days of receipt by the Fund of the Portfolio Report referred to in Section 9.02."

UNDP-GEF is entitled to submit its first request for disbursement at any time for newly approved projects. Thereafter, UNDP-GEF will submit cash disbursement requests for six months (portfolio level) twice a year.

Additional information

This box provides an opportunity to include further explanations related to the budget, procurement plan and disbursement schedule, including any details on the assumptions to justify costs presented in the budget.

SECTION 5: IMPLEMENTATION ARRANGEMENTS AND OTHER INFORMATION

Please attach an “implementation map” or describe how funds will be managed by the NDA/FP or delivery partner

If the entity implementing the readiness support is not an accredited entity of the GCF, please complete the [Financial Management Capacity Assessment \(FMCA\)](#) questionnaire and submit it with this proposal.

The Government of Haiti has identified UNDP as its delivery partner for the readiness programme. UNDP will take responsibility, under the leadership and guidance of the NDA/FP, for the implementation of the proposed programme including fiduciary management.

As per the Framework Readiness and Preparatory Support Grant Agreement, the project will be implemented under Direct Implementation Modality following UNDP POPP guidance available here: <https://info.undp.org/global/popp/frm/Pages/direct-implementation-dim-modality.aspx>. UNDP Haiti will be responsible for services related to recruitment of project staff and consultants, travel, sub-contracting, and organization of national workshops. Related costs of UNDP Haiti services will be borne from the Project Management Cost budget. UNDP-GEF will delegate spending authority to the UNDP Country Office. UNDP-GEF will approve the budget, and UNDP Country Office can spend within the approved spending limits established by UNDP-GEF. The project will be overseen by the UNDP-GEF Global GCF Readiness Coordinator while day-to-day management will be undertaken by the Individual Contractor (budget lines 3, 8, and 13), performing the role of national coordinator.

UNDP-GEF will provide financial and technical oversight services for the outcomes and outputs of the project. UNDP will ensure that project monitoring and evaluation run according to an agreed schedule, and in line with UNDP and GCF requirements.

For these purposes, the NDA and UNDP will establish implementation arrangements, as described below:

Entity	Role	Responsibility
Ministry of Environment	GCF Focal Point/NDA	Ensure implementation of the GCF Readiness grant upholds country ownership
UNDP CO	Delivery Partner	Implement the programme and responsible for services related to recruitment of project staff and consultants, travel, sub-contracting, and organization of national workshops.
UNDP contractual staff (individual contractor)	project management and coordination	Undertake the day-to-day programme management activities
(Ministry of Finance/ Ministry of Environment, Ministry of Planning)	Technical working Group	Advise the FP /NDA

Other relevant information

This box provides an opportunity to include any important information you wish to bring to the attention of the GCF Secretariat, but did not have an opportunity to provide in the sections above.

The initial proposal for readiness activity areas 1 and 2, e.g. strengthening of the NDA and development of a country programme was approved early 2016 pending clearance of the FMCA. As the FMCA was not approved, Haiti conducted an internal process of selected a delivery partner/accredited entity to implement the GCF support. UNDP was selected and will be acting as the Accredited Entity for this proposal that contains a new component to support the selection and accreditation of National Implementing Entities.

Some additional information:

- The Focal Point has been working with the Secretariat on readiness proposal, project concept note and a draft P&I agreement.
- The Focal Point attended the first GCF readiness regional workshop.
- Information Meetings with the Ministry of Finances on GCF Accreditation Process were organized by the FP
- A draft P&I agreement was sent to the NDA for feedback and a meeting was organized with the Haiti Permanent Mission to the UN. The NDA will follow-up and facilitate the resolution of legal issues with the Ministry of Foreign Affairs.
- Haiti aims at submitting at least one full proposal by the end of the implementation of this readiness grant
- The readiness activities will focus on raising awareness of the private sector and explore investment opportunities

Annex I: Project Manager terms of reference

TERMS OF REFERENCE: PROJECT MANAGER

Under the direct supervision of the UNDP Country Office Chief of Unit and in close coordination with the GCF focal point in Ministry of Environment and dedicated team in the ministry, the Project Manager will be responsible for the following tasks:

- Coordinate and monitor the Project Implementation activities;
- Facilitate the day-to-day management of the project; responsible for the timely delivery of all project outputs
- Prepare annual work plan of activities in consultation with the National Focal Point;
- Prepare the annual budget and the annual procurement plans;
- Monitor project activities, including financial matters, prepare quarterly and annual progress reports
- Manage human and financial resources to achieve results in line with the outputs and activities outlined in the project document;
- Liaise with the various UNDP units, including General Services, Personnel, Accounting, Travel, Environment, and UNDP-GEF Headquarters and follow-up on project activities for good project execution;
- Monitoring and assist with logistical arrangements for field trips for national and international consultants in accordance with UNDP procedures;
- Lead procurement processes required for the project
- Verify inventory of materials and equipment for the project;
- Follow-up for financial requests, disbursement of funds, purchasing actions;
- Maintain project accounts in accordance with existing UNDP Haiti procedures and regularly monitor payments with UNDP accounts;
- Prepare regular budgetary and financial monitoring reports, as requested by UNDP-GEF HQ for the GCF
- Controlling and monitoring the statement of expenditure with the Accounting Department and the PMSU of the UNDP office

Required Competencies

- At least 5 years of relevant experience in project management/quality assurance and monitoring associated with climate change adaptation and mitigation and/or climate finance;
- Master's degree in the following areas: climate change, climate financing (GCF), energy, environment or related science;
- Acting as a team player and facilitating team work;
- Possesses knowledge of organizational policies and procedures relating to project management/ sustainable development