



Global Environment Facility

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June 2, 2004

Dear Council Member:

UNEP, as the Implementing Agency for the project, ***Regional (Comoros, Kenya, Madagascar, Mauritius, Mozambique, Seychelles, South Africa, Tanzania): Addressing Land-based Activities in the Western Indian Ocean (WIO-LaB)***, has submitted the attached proposed project document for CEO endorsement prior to final approval of the project document in accordance with UNEP procedures.

The Secretariat has reviewed the project document. It is consistent with the proposal approved by the Council in May 2003, and the proposed project remains consistent with the Instrument and GEF policies and procedures. The attached explanation prepared by UNEP satisfactorily details how Council's comments and those of the STAP have been addressed. I am, therefore, endorsing the project document.

We have today posted the proposed project document on the GEF website at www.gefweb.org. If you do not have access to the Web, you may request the local field office of the World Bank or UNDP to download the document for you. Alternatively, you may request a copy of the document from the Secretariat. If you make such a request, please confirm for us your current mailing address.

Sincerely,

J Leonard Good
Chief Executive Officer and Chairman

cc: Alternate, Implementing Agencies, STAP



United Nations Environment Programme

برنامج الأمم المتحدة للبيئة • 联合国环境规划署
PROGRAMME DES NATIONS UNIES POUR L'ENVIRONNEMENT • PROGRAMA DE LAS NACIONES UNIDAS PARA EL MEDIO AMBIENTE
ПРОГРАММА ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ ПО ОКРУЖАЮЩЕЙ СРЕДЕ

DIVISION OF GEF COORDINATION

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TELEFAX TRANSMISSION

To:	Mr. K. King Assistant CEO	Date:	25 May 2004
	FAX: 1 202 522 3240		
	Attn: Programme Coordination		
Cc:	Alfred Duda, Andrea Merla International Waters Programme Managers		
From:	Ahmed Djoghla Director UNEP/Division of GEF Coordination		
Subject:	IW: OP10: FSP: Addressing Land-based Activities in the Western Indian Ocean (WIO-LaB) - RESUBMISSION		
			Page 1 of 1

UNEP is pleased to re-submit for the GEF CEO endorsement the Project Document for the project: "Addressing Land-based Activities in the Western Indian Ocean (WIO-LaB)" responding to programme manager comments from 12 May 2004. The project was approved at the May 2003 meeting of the GEF Council.

1. In response to the PM comments on the demonstration project, please find the following:

The demonstration projects will build on the outputs of the African Process MSP, both in terms of the hotspots and sensitive areas identified in the Process, as well as through adoption of the African Process for identifying hotspots and sensitive areas in those countries participating in WIO-LaB, but not originally part of the MSP. The demonstration projects could not have been selected and fully prepared during the Project Preparation Phase, because of lack of full information on the full range of potential demonstration projects, and the lack of time to implement the process of demo project development in all WIO-LaB countries as indicated above. The project Steering Committee agreed that since not all the countries in the WIO-LaB project were involved in the MSP, that it would be premature to make a final selection of the demo project during PDF-B stage. There is a need for those countries to go first through the hot spots and sensitive area identification process, which will occur in the first year of project implementation. Based on the full list of hot spots and sensitive areas, six demonstration projects will be selected by the Project Steering Committee, based on the criteria's described in Annex XIX to the project document, from the lists of hotspots and sensitive areas identified during African Process, together with new hotspots and sensitive areas identified during this project, Annex XIX provides more information on the geographical locations and the type of

demonstration project that will be developed and implemented during the project. Paragraphs 35-36 of the project document and the new Annex XIX responds to the Project manager comments.

2. Please note that the letter of co-financing from NORAD for \$3,395,650 is attached to this message.

3. The UNEP/GEF responses to the comments received from Sweden, USA and Germany can be found in Annex XXIII to the project document.

Regards.

UNITED NATIONS ENVIRONMENT PROGRAMME
PROJECT DOCUMENT
SECTION 1 – PROJECT IDENTIFICATION

- 1.1 Title of Sub-Programme:** International Waters – OP 10: Contaminant-based
- 1.2 Project title:** Addressing Land-based Activities in the Western Indian Ocean (WIO-LaB)
- 1.3 Project Number:** *[Implementing Agency Project Number not yet assigned]*
- 1.4 Geographical Scope:** Africa: Comoros, Kenya, Madagascar, Mauritius, Mozambique, Seychelles, South Africa and Tanzania
- 1.5 Implementing Agency:** United Nations Environment Programme (UNEP)
- 1.6 Executing Agencies:** UNOPS/Nairobi Convention Secretariat.
- 1.7 Duration:** 48 months
Commencing: June 2004
Completion: May 2008
- 1.8 Cost:**

		Million US\$
Cost to GEF:	Project:	4,186,140
	PDF-B :	0,325,000
	Subtotal GEF :	4,511,140
Co-financing:	UNEP (in kind):	375,000
	Government (in cash & kind) :	3,131,675
	Norway (in cash) :	3,395,650
	Subtotal Co-financing :	6,902,325
Total Project Cost		11,413,465

Signatures:

For the Executing Agency: United Nations
Office for Project Services (**UNOPS**):

For the UNEP Environment Fund:

Mr. David Rendall
Regional Manager, East and Southern Africa
Regional Office

Mr. Sergey **Kurdjukov**
Officer-in-Charge
Budget and Financial Management Service

Date:

Date:

LIST OF ACRONYMS

CBD	Convention on Biological Diversity
CD	Compact Disc
CCRF	Code of Conduct of Responsible Fisheries
CITES	Convention on International Trade in Endangered Species
COI	Indian Ocean Commission
COP	Conference of Parties
CORDIO	Coral Reef Degradation in the Indian Ocean
CRC	University of Rhode Island Coastal Resources Center
CZMC	Coastal Zone Management Center (Rijkwaterstaat, NL)
DANIDA	Danish International Development Agency
DIM	Data and Information Management
EAME	East African Marine Ecoregion
EIA	Environmental Impact Assessment
EMPS	Environmental Management Plan of the Seychelles
FAO	Food and Agricultural Organization
FINNIDA	Finnish International Development Agency
GCRMN	Global Coral Reef Monitoring Network
GEF	Global Environment Facility
GEMPA-EA	Group of Experts in Marine Protected Areas for Eastern Africa
GESAMP	Group of Expert on the Scientific Aspects of Marine Environmental Protection
GIS	Geographic Information System
GIWA	Global International Waters Assessment
GOOS	Global Ocean Observing System
GPA	Global Programme of Action for the Protection of the Marine Environment from Land-based Activities
HAB	Harmful Algal Bloom
ICRAN	International Coral Reef Action Network
ICRI	International Coral Reef Initiative
ICZM	Integrated coastal zone management
IMO	International Maritime Organization
IMS	Institute for Marine Sciences, Dar es Salaam, TZ
IOC	Intergovernmental Oceanographic Commission
IUCN	The World Conservation Union
IW	International Waters
LEARN	Learning Exchange and Resource Network
LME	Large Marine Ecosystem
NBSAP	National Biodiversity Strategy and Action Plan
MPA	Marine Protected Area
MPRU	Marine Parks and Reserves Unit
NEAP	National Environmental Action Plan
NEMC	National Environment Management Council (Tanzania)
NEPAD	New Partnership for Africa's Development
NFP	National Focal Point
NGFPA	National Government Focal Point Agencies
NGO	Non-Governmental Organization
NORAD	Norwegian Agency for Development Cooperation
OAU	Organization for African Unity
PC	Project Coordinator
PDF	Project Development Fund
PIP	Priority Investment Portfolio
PIR	Project Implementation Review
PPER	Project Performance and Evaluation Review
QA	Quality Assurance

QC	Quality Control
RCU	Regional Coordinating Unit (supports Nairobi Contention Secretariat in Seychelles)
SADC	South African Development Community
SAP	Strategic Action Programme
SC	Steering Committee
SEACAM	Secretariat for Eastern Africa Coastal Area Management
SGP	Small Grants Program
SIDA	Swedish International Development Agency
SIDS	Small Island Developing States
SWIOFP	South Western Indian Ocean Fisheries
SMC	Strategic Management Advisory Committee
TAFIRI	Tanzania Fisheries Research Institute
TDA	Transboundary Diagnostic Analysis
TOR	Terms of References
TPR	Tri-partite Review
UNCLOS	United Nations Convention on Law of the Sea
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNOPS	United Nations Office for Project Services
USAID	United States Agency for International Development
WB	World Bank
WCS	Wildlife Conservation Society
WINDOW	West Indian Ocean Waters
WIO	West Indian Ocean
WIO-LaB	GEF Project: Addressing land-based activities in the Western Indian Ocean
WIOMSA	West Indian Ocean Marine Sciences Association
WMU	WIO-LaB Managing Unit
WSSD	World Summit on Sustainable Development
WWF	World Wide Fund for Nature
WWW	World Wide Web

Identifiers of Project brief as approved by the GEF

1. Identifiers

Project Number	Project number not assigned
Project Name	Addressing land-based activities in the Western Indian Ocean (WIO-LaB)
Duration	Four years Commencing: January 2004 Completion: January 2008
Implementing Agency	United Nations Environment Programme (UNEP)
Executing Agency	UNOPS/ Nairobi Convention Secretariat
Requesting Country	Comoros, Kenya, Madagascar, Mauritius, Mozambique, Seychelles, South Africa, and Tanzania
Eligibility	Under paragraph 9(b) of the Instrument
GEF Focal Area	International waters
GEF Programming Framework	OP 10 Contaminant based, with relevance to the coastal, marine, and freshwater ecosystems Operational Programs.

2. Summary

This project proposal, *Addressing land-based activities in the Western Indian Ocean* (including TDA and SAP updates -- WIO-LaB), has a primary concentration on some of the major environmental problems and issues of the region: degradation of the marine and coastal environment due to land-based activities. The project focus on the Global Program for Action and OP 10 will result in the adoption and domestic resourcing of National Programmes of Action for abating land-based sources, as well as a regional GPA protocol for the existing Regional Environmental Convention (Nairobi Convention) with Annexes. This project is a direct follow-on to the African Process and the World Summit for Sustainable Development (WSSD), and addresses IW strategic priorities elucidated in the Draft IW support for WSSD decisions. The project focus on addressing major land-based activities in the region represents a strong partnership between the countries, the Norwegian government, UNEP, and the GEF. The project is designed to serve as a GPA demonstration project, as identified in OP 10 guidelines, to achieve three objectives. Three objectives have been developed for this GEF project: 1) Reduce stress to the ecosystem by improving water and sediment quality; 2) Strengthen regional legal basis for preventing land-based sources of pollution through GPA; and 3) Develop regional capacity and strengthen institutions for sustainable, less polluting development. A preliminary Transboundary Diagnostic Analysis and a preliminary Strategic Action Programme have been prepared, and these serve as the basis for preparation of this project proposal. The full GEF project will complete a geographically-specific TDA, a focused SAP with policy/ legal/ institutional reforms and needed investments for the transboundary problems and areas of important biomes in a state of decline, and specific NAPS with specific laws and investments included. This project builds on the African Process through adoption of their methodology for identifying hot spots, addressing hot spots identified in the African Process, and addressing sensitive areas identified in this process. For countries not participating in the MSP for the African Process, the African Process methodology will be followed to identify hot spots and sensitive areas for demonstration projects. The project focus on broad stakeholder participation will help assure the sustainability of the GPA Plans of Action. This project also builds on the four other GEF IW activities in the pipeline that are in the region,

representing a holistic approach. The private sector will be a focus for cooperation, as they also hold the key for long-term sustainability of actions.

3. Costs and Financing (Million US \$)

GEF:	Project *	:	\$4,186,140
	PDF - B	:	\$0,325,000
	Subtotal GEF	:	\$4,511,140
<hr/>			
Co-Financing:	UNEP	:	\$0,375,000
	Governments (in cash and kind)**	:	\$3,131,675
	Norway	:	\$3,395,650
	Subtotal Co-financing	:	\$6,902,325
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Total Project Cost		:	\$11,413,465

* Commitment sought by Council at its (May, 2003) session (including project support costs)

** Based on pledges at the time of project brief submission

4. Associated Financing (Million US \$):

Governments (baseline) : **\$97.662,796**

5. Operational Focal Point Endorsement(s):

Comoros: Mohamed Youssouf Oumouri, Director General of Environment, Ministry of Rural Development of Fisheries & Environment
Date: 11 March 2003

Kenya: Amb. Michael K. Koech, Director, National Environment Secretariat
Date: 7 march 2003

Madagascar: Refeno Germain, GEF Operational Focal Point , Secrétaire Général du Ministère de l'Environnement
Date: 7 March 2003

Mauritius: Guy Wong So, Director, Ministry of Economic Planning & Development.
Date: 8 March 2002

Mozambique: Evaristo Baquete, Permanent Secretary Ministry for the Co-ordination of Environmental Affairs.
Date: 3 March 2003

Seychelles: Alain Butler-Payette, Ministry of Foreign Affaires.
Date: 11 March 2003

South Africa: Dr. Crispian Olver, Director General, Department of Environmental Affairs and Tourism
Date: 5 March 2003

Tanzania: R.O.S Mollel, GEF Operational Focal Point, Vice President's Office.
Date: 1 March 2003

6. Implementing Agency Contact:

Mr. Ahmed Djoghlaflaf, Director, UNEP/DGEF Division for GEF Co-ordination, UNEP, Nairobi, Tel: 254 20 624166; Fax: 254 20 520825; Email: ahmed.djoghlaflaf@unep.org

2. BACKGROUND AND PROJECT CONTRIBUTION TO THE OVERALL SUB-PROGRAMME IMPLEMENTATION

2.1 Background and Context (Baseline Course of Action)

1. Marine and coastal environments, and the goods and services they provide, are under threat in many regions of the world. The 2001 report, prepared by the joint Group of Expert on the Scientific Aspects of Marine Environmental Protection, highlighted that on a global scale the productive capacity and ecological integrity of the marine environment, including estuaries and near-shore coastal waters, continued to be degraded and in many places the degradation even intensified. The sustainability of the services coasts and oceans provide is increasingly compromised by unsustainable consumption and production patterns and management practices.
2. Globally, the impact of sewage, physical alteration of coastal and marine ecosystems, and high nutrient levels merits priority for action over the period 2002-2006. Addressing these priorities cannot be achieved unilaterally or in isolation of the broader objectives of sustainable development. The causative relationship between poverty, human health, unsustainable consumption and production patterns, poorly managed social and economic development and the degradation of coastal and marine environments must be addressed through regionally integrated and cooperative action.
3. In this context, Paragraph 29 of the Plan of Implementation adopted by governments at the World Summit on Sustainable Development in Johannesburg, South Africa, 26 August – 4 September 2002, states “Oceans, seas, islands and coastal areas form an integrated and essential component of the Earth’s ecosystem and are critical for global food security and for sustaining economic prosperity and the well-being of many national economies, particularly in developing countries. Ensuring the sustainable development of the oceans requires effective coordination and cooperation, including at the global and regional levels....”
4. More specifically, the Johannesburg Plan of Implementation continues in Paragraph 32 to call upon the international community to “Advance implementation of the Global Programme of Action for the Protection of the Marine Environment from Land-based Activities and the Montreal Declaration on the Protection of the Marine Environment from Land-based Activities, with particular emphasis in the period 2002-2006 on municipal wastewater, the physical alteration and destruction of habitats, and nutrients, by actions at all levels to:
 - (a) Facilitate partnerships, scientific research and diffusion of technical knowledge; mobilize domestic, regional and international resources; and promote human and institutional capacity-building, paying particular attention to the needs of developing countries;
 - (b) Strengthen the capacity of developing countries in the development of their national and regional programmes and mechanisms to mainstream the objectives of the Global Programme of Action and to manage the risks and impacts of ocean pollution;
 - (c) Elaborate regional programmes of action and improve the links with strategic plans for the sustainable development of coastal and marine resources, noting in particular areas which are subject to accelerated environmental changes and development pressures;
 - (d) Make every effort to achieve substantial progress by the next Global Programme of Action conference in 2006 to protect the marine environment from land-based activities.
5. The proposed project described below will contribute to the realization of these commitments in the Western Indian Ocean (WIO) Region. The WIO region is comprised of five coastal States (Somalia, Kenya, Tanzania, Mozambique, and South Africa) and five island States (Mauritius, Comoros, Seychelles, Reunion-France, and Madagascar). These ten Western Indian Ocean nations are at different stages of both political and economic development. These differences are

reflected in the range of individual economic indicators from those with a *per capita* gross national product of over \$ 3,500 per annum, to those with less than \$ 500 *per capita*. Similarly National institutions reflect variations in strength and infrastructure, as seen in the recent collapse of institutions and governance structure in Somalia and the evolution of a working government in Mozambique after several decades of strife.

6. The region encompasses two geographical sub-groupings: the Mainland and Island states that reveal both similarities and differences, with similarities being closer within than between them. The island states (except Madagascar) are almost entirely coastal due to their geographical size and are much more exposed, as a whole, to the marine environment, relative to the mainland states. Urbanization pressures, poverty, structural adjustments problems and the strength of informal sector activities, are far more dominant in the mainland states, compared to the island states of Comoros, Mauritius, and Seychelles. The coastal region of the mainland states between Somalia and Mozambique is home to 25 million people. This represents 20% of the combined population of the mainland states on 12% of the land. Population trends indicate a doubling of population in about 25 years in the major coastal cities of Mombassa, Dar es Salaam, and Maputo, which are experiencing growth of 5.0%, 6.7% and 7.2% per annum, respectively.
7. The WIO is renowned for the attractiveness of its coastal zones, high marine biodiversity, and rich marine and coastal resources. In the 52 tropical inshore fish families endemism is high, 22% in the WIO region compared to 13% in the Red Sea and only 6% in the Eastern Indian Ocean. Furthermore five of the world's seven species of marine turtle nest on beaches in the region. Signs of environmental degradation, as well as a decline in natural resources and biodiversity, are beginning to become more obvious. This fact is attributed to the growing coastal population, as well as increasing land-based activities and sources of pollution such as industrial, urban, and agricultural activities.
8. The WIO States recognize the urgent need for better and more effective management of the coastal and marine resources for the purpose of improving the quality of life of the people, sustaining economies of the countries of the Region, and maintaining the productivity and diversity of the ecosystems. It was with this in mind that the First Meeting of the Contracting Parties to the Nairobi Convention in March 1997 approved the preparation of the Strategic Action Programme (SAP) for the Region. Preparation of the present project, together with the preliminary TDA and SAP, was facilitated through a Global Environment Project Development Facility Block-B (GEF PDF -B) grant.
9. During the past two decades, the WIO Region has received significant international support for the development of environmental management capacity, particularly in coastal areas. As a result, a number of initiatives have taken place at local, national, and regional levels which need better coordination. In 1985, the Eastern African States adopted the Convention for the Protection, Management and Development of the Marine and Coastal Environment (the Nairobi Convention). The Convention has two protocols: one for the protection of wild fauna and flora, and a second for combating marine pollution. The Convention also has an Action Plan (the Eastern African Regional Seas Action Plan). In 1993, the Ministers of Environment and Natural Resources of the Eastern African countries met in Arusha, Tanzania and signed a resolution recognizing the importance and value of the coastal zone and emphasizing the need for sustainable development and integrated management of coastal areas for the benefit of coastal communities. As a follow up to the Arusha Declaration, a Policy Conference on Integrated Coastal Zone Management in Eastern African and Island States, was convened in Seychelles in 1996. Policy makers from the region assessed the successes and failures in ICZM since the Arusha Declaration, and discussed and agreed on actions needed to improve the situation.
10. The primary objective of this project and its Preliminary SAP is to provide a firm basis to strengthen existing regional frameworks, secure policy/legal/institutional reform, attract essential investments for Transboundary issues, and catalyze regional coordination of existing and new

activities within the framework of the Nairobi Convention, and to address issues such as the lack of capacity, poor coordination, overlapping responsibilities, sectoral approaches to coastal and marine resource development, and inadequate enforcement within participating states. The SAP is consistent with the objectives of the Nairobi Convention, the protocols established thereunder, and with the objectives laid out in Agenda 21, Chapter 17, of the Rio Declaration. The present project and the SAP will further complement the objectives of the Southern African Development Community (SADC) and the Indian Ocean Commission (COI) initiatives.

11. The Preliminary SAP is based on the national environmental policies, plans, and on priorities identified at a national level. Risk assessment criteria were applied to identify priority regional threats, responses, and targets. A preliminary transboundary diagnostic analysis (TDA) was carried out to identify the supra-national/transboundary threats and responses. The TDA was based on national reports and analyses, and on extensive regional technical consultations and studies which took place in the past four years. The officially approved national reports have been prepared by Inter-Ministerial committees with broad-based consultation at the national level to identify the priorities of each country. The preliminary SAP describes a regional process for coordinating existing and new regional marine and coastal environment initiatives and identifies priority actions and identifies activities and programmes in relation to specific environmental quality objectives, targets, and associated actions designed to achieve a long-term balance between our growing populations and the carrying capacity of the coastal environment.

2.2 Legislative Authority and Project Contribution to Overall Sub-programme Implementation

12. The design of the Preliminary SAP and the present project conform to the GEF objectives and priorities in OP 10: Contaminant based, with relevance to the coastal, marine, and freshwater ecosystems Operational Programs (including OP 9). Based on GEF guidance, the focus of this project is on the more continental countries (Kenya, Tanzania, Mozambique, South Africa, and Madagascar), although assistance is focused also on assisting the island nations (particularly Comoros) develop their respective land-based National Programmes of Action. The draft SAP attempts to address some of those problems which are particular to the WIO Region, as indicated in the TDA, namely:
 - a. Shortage and contamination of fresh water
 - b. Decline in harvests of marine living resources
 - c. Degradation of coastal habitats (mangroves, seagrass beds, and coral reefs), loss of biodiversity.
 - d. Overall water quality decline: Contamination of coastal waters, beaches and living resources.

The third and fourth problems identified above form the basis for the present GEF project, through OP 10.

13. This project conforms to the GEF objectives and priorities in the Contaminant-Based Operational Program (OP 10). In particular, this project demonstrates ways of overcoming barriers to the adoption of best practices, and contributes to the first short-term objective of OP 10: "demonstrate strategies for addressing land-based activities that degrade marine waters". This project effectively integrates portions of OP 9 with OP 10, by achieving prevention of damage to the threatened West Indian Ocean waters, through linkage to specific strategies to achieve that prevention.
14. Through implementation of this project, and ultimately the SAP, regional and by extension global environmental benefits will result, through protection of international waters and their resources, and sustainable use of resources in consistency with GEF Operational Programs. The proposed project components are essentially regional and transboundary in nature and will enable

the states of the Region to improve existing regional cooperative frameworks, adhere to international conventions, national laws, regulations, and management regimes, plus and where necessary design new and additional collaborative regional mechanisms to improve the sustainability of resource use and reduce existing and potential degradation.

15. The principal human beneficiaries of the project are the users of the freshwater, marine, and coastal water resources, and those whose livelihood depends on the rivers, coastal wetlands, the mangroves, beaches, reefs, seagrasses, and seas. National Environmental Agencies will play a key role in the implementation of project activities thus enhancing capacity within the institutions as well as complementing and strengthening existing national efforts to address environmental issues. At a global level, the project and its SAP put together regional and national activities into a coherent component of the global environmental protection effort. Implementation of the final SAP will thus assist in the conservation of marine and coastal biodiversity and assist the countries in complying with their national and regional obligations under various international legal agreements.
16. The Project Brief is also entirely consistent with the Global Program of Action for the Protection of the Marine Environment from Land Based Activities (GPA/LBA) for the Indian Ocean Region as the Project recognizes the fact that the main sources of marine pollution come from land-based activities including urbanization and coastal development, industries, and agriculture practices. Furthermore, the Project builds on the recognized priorities for action proposed in the regional approach to implementing the GPA/LBA in the West Indian Ocean Region, which include the strengthening of regional cooperative arrangements; strategies and programs for the identification of problems and causes; the establishment of targets and priorities of action; definition of specific management objectives; and the need to identify the elements required to support the proposed actions. In addition the project will assist participating states in meeting the objectives of the Nairobi Convention; the regional and global priorities identified under Agenda 21 (Chapter 17); the Convention on Biological Diversity; the Programme of Action for the Sustainable Development of Small Island Developing States (Barbados, 1994); the Pan-African Conference on Sustainable Integrated Coastal Management (Mozambique, 1998); the Arusha Resolution on Integrated Coastal Zone Management (ICZM) in Eastern Africa including the Island States (April, 1993); the Seychelles Conference Statement on ICZM (October, 1996); and the Marine Turtle Conservation and Action Plan for the WIO region..
17. The project also complements the commitments and priorities identified within the Environmental Component of the New Partnership for Africa's Development (NEPAD), thus further strengthening the institutional capacities of existing national and regional institutional structures. In a meeting held in Dakar 24-25 October, 2002, to launch the operational phase on - Development and Protection of Marine and Coastal Environment, a coordination - mechanism for a marine and coastal component of NEPAD to be supported by Regional Coordinating Units of the Abidjan and Nairobi Conventions was established. Subsequently under the Environment Initiative of NEPAD, a Thematic workshop on Conservation and Sustainable Use of Coastal and Marine and Freshwater resources in Abuja 24-25 February, 2003 endorsed the Abidjan and Nairobi Conventions as the Implementation Mechanism for the Coastal and Marine Subtheme of NEPAD Environmental Component. There are other ongoing, or planned, GEF interventions in the region.. The African Process identified a series of hot spots and sensitive areas in their review of the sub-Saharan countries, including the countries of Kenya, Mauritius, Mozambique, Seychelles, South Africa, and Tanzania. The extensive work arising from the African Process will serve as a basis for the present project selection of hot spots and sensitive areas for demonstration projects. The present project will also adopt the African Process as a means to identify hot spots and sensitive areas for those WIO-LaB countries not participating in the MSP project.

18. Also under GEF, the World Bank is developing a PDF-B for an open sea fisheries project (Southwest Indian Ocean Fisheries – SWIOFP), while the UNDP is in PDF-A phase for two projects. The first is a WIO-LME project; the second is a coastal biodiversity project. These projects are complementary with minimal overlap. In particular, coordination will take place (see Activity IIg) to share exchange of best practices, and avoid overlap in demonstration activities. The present project will enhance capabilities and strengthen institutions, which the later projects therefore can benefit from. The formal names of the projects are:

Development and protection of the coastal and marine environment in sub-Saharan Africa

An Ecosystem Approach to the Sustainable Use of the Resources of the Agulhas and Somali Current Large Marine Ecosystems (A&S LME Program), consisting of three separate projects:

- a) A regional, offshore, South Western Indian Ocean fisheries, project with components in institutional, management, and strategy development (World Bank).
 - b) An LME oceanographic/science data collection project (assessment of the physical, biological and chemical elements of near-shore and off-shore resources of both LMEs) that would feed information into the other two projects (UNDP). This approach is consistent with the World Bank description of the programmatic approach described in its recently approved Concept Note for the SWIOFP. While the more exact nature and description of activities to be undertaken in this project will be a subject of the proposed workshop, its intent is to begin development of country capacity for the countries of the WIO leading to similar regional capacity to that being developed by the countries that share the Benguela Current. The Benguela Current countries (Angola, Namibia and South Africa) have joined to form a regional entity called BENEFIT. The mission of BENEFIT is to provide on-going transboundary scientific advice to the three countries with regard to the Benguela Current Large Marine Ecosystem, or BCLME. The East Coast of Africa represents a wide range of oceanographic environments and the western Indian Ocean is the site of some of the most intense upwelling systems in the world. It is therefore essential to fully describe the impacts of these currents on the physical/chemical/biological environment of the proposed project area, which is the same area of that of the Fish Stock Assessment Project, as well as linkages to inshore coastal resources. This Oceanographic Component would be implemented by UNDP.
 - c) A series of community-based, site-specific, and results oriented demonstration projects in transboundary integrated marine and related land resources of the near-shore and coastal living resources of, initially, the Agulhas LME (UNDP).
19. As discussed in paragraphs 3 and 4 above, the present project directly addresses the conclusions of the World Summit for Sustainable Development (WSSD), by partially fulfilling the requirements outlined in Paragraph 32 of the Implementation Plan for the WSSD.
20. The present project also is consistent with the recent Draft GEF International Waters Focal Area- Strategic Priorities in Support of WSSD Outcomes for FY 2003-2006. This document lists various priorities, including:

Priority 2. Expand global coverage of foundational capacity building addressing the two key program gaps with a focus on cross-cutting aspects of African transboundary waters and support for targeted learning.

Priority 3. Undertake innovative demonstrations for reducing contaminants and addressing water scarcity issues with a focus on engaging the private sector and testing public-private partnerships.

The present project will assist in achieving the targets for these priorities for addressing African Transboundary waters and demonstration of the local feasibility of technology innovations in support of 4 or land-based pollution sources and protection of biodiversity

21. This project is entirely consistent with the priorities of the Eastern African governments as presented in the work programme for the Nairobi Convention, approved by the Contracting Parties in the Conference of the Parties held in Maputo, Mozambique, 57 December 2001. The project therefore, represents a strong partnership between the WIO countries, UNEP, the Government of Norway, and the GEF. The Government of Norway is providing a significant co-financing to the project, to strengthen the GPA demonstration approach.

3. NEEDS AND RESULTS

3.1 Needs

22. The Preliminary TDA identified the following list of major perceived problems and issues in the WIO region:
 - i) Shortage and contamination of fresh water
 - ii) Decline in harvests of marine living resources
 - iii) Degradation of coastal habitats (mangroves, seagrass beds, and coral reefs), loss of biodiversity
 - iv) Overall water quality decline: Contamination of coastal waters, beaches, and living resources

The WIO countries need to address these four identified problems and issues on a region-wide basis that would permit the sustained development of natural resources to satisfy national aspirations for industrial and social development in a manner that reduces harm to the sensitive coastal and marine ecosystems. Development and implementation of the regional SAP will assist the WIO countries to address the root causes of the identified MPPIs.

23. There are a number of barriers to environmental protection and remediation in the Western Indian Ocean. The issues raised by the preliminary TDA make it clear that the region as a whole lacks the capacity and the information base to address land-based activities affecting the coastal and marine resources of the WIO. This is the background from which the project has been formulated. The WIO states have demonstrated their commitment to regional co-operation for conservation of coastal and marine resources, however, through their approval of the Nairobi Convention.
24. The implementation of this project will complement existing national efforts to address environmental issues in the coastal and marine areas of the WIO. These efforts are reflected in, for example, National Environmental Action Plans, regulatory regimes for fisheries and mangrove management, plus coastal zone settlement planning, and integrated coastal zone management plans. Many of these national activities and management frameworks are not designed to assess, let alone manage transboundary impacts. Therefore the project with its SAP, *inter alia*, contain priority actions to enhance the ability of members of the Nairobi Convention to implement existing legal frameworks for the management of coastal and marine resources as well as regionally integrated national programmes of action for the protection of the marine environment from land-based activities, thus increasing the ability of WIO states to reduce

regional and transboundary environmental problems. The SAP focus is on policy/legal/institutional reform in the countries, combined with needed investments for priority Transboundary problems including affected biota and habitats. Countries will produce National Action Plans that will provide for specific laws and investments.

3.2 Results

25. The broad development goal of this project is to contribute to the environmentally-sustainable management and development of the West Indian Ocean region, by reducing land-based activities that harm rivers, estuaries, and coastal waters, as well as their biological resources.

26. Consistent with this development goal and the primary project objective, the project is subdivided into three major objectives, namely:

Objective 1: Reduce stress to the ecosystem by improving water and sediment quality

Objective 2: Strengthen regional legal basis for preventing land-based sources of pollution, including through the implementation of the Global Programme of Action for the Protection of the Marine Environment from land-based Activities

Objective 3: Develop regional capacity and strengthen institutions for sustainable, less polluting development, including the implementation of the Nairobi Convention and its action plan as approved by participating Governments

27. The need for these three objectives is supported by the preliminary Transboundary Diagnostic Analysis as well as by the preliminary Strategic Action Programme. The TDA identified the major perceived problems and issues, and then analyzed the root causes. In order to provide effective interventions, the three major objectives were set.

28. Practically, these objectives, when met, will produce:

- A geographically-focused, quantitative final TDA outlining priority environmental hotspots, and sensitive environments, supported by data.
- A specific SAP that is focused on policy/legal/institutional reform, with concrete investments addressing priority Transboundary concerns and problems.
- Country-specific National Action Plans that focus on specific legal reform, together with specific investments to tackle national priority problems.
- A negotiated protocol for the Nairobi Convention, with Annexes.

29. These objectives will be met through a series of interventions, focusing on:

- Demonstrations at a number of hotspots and sensitive areas, including some of those identified during the African Process
- Assistance with identifying specific laws and institutional strengthening in each country
- Broad stakeholder involvement in all phases of the project
- Private sector involvement to help secure sustainability

3.3 Assumptions to Achieve Results and Associated Risks

30. This project assumes both strong regional commitment to the project goals and objective as well as the necessary resources to carry out project activities. The WIO states have demonstrated their commitment to regional co-operation for conservation of coastal and marine resources through their approval of the Nairobi Convention, participation in the Arusha to Seychelles ICM process, and participation in the development of the SAP. There are risks, however, that some of the countries lack basic expertise necessary to successfully carry out all of the project activities. For these, the project needs to have built-in mechanisms early on to assist them. Nevertheless,

the risk of non-delivery by regional experts is small. Also, despite the demonstrated political commitment, the budgetary allocations and investments to the coastal management projects have not been significant due to economic problems facing most of these countries; most of the projects have largely been donor-funded. Thus, a significant risk is the adverse socio-economic conditions existing in some of the countries. Risks and assumptions are further outlined in the Logical Framework Matrix in Annex XVII.

4. ACTIVITIES , OUTPUTS, WORK PLAN AND TIMETABLE, BUDGET AND FOLLOW-UP

4.1 Project Activities and Outputs

31. The three major Objectives were developed for the Project based on the areas of threats identified by the preliminary TDA and SAP. These major objectives have associated outputs, components, and activities. These outputs will be developed not only under GEF funding, but also under the co-financing provided by the countries and the Norwegian government. Specific and more detailed Work Plans with breakdown of activities are presented in Annex II-IV.
32. The activities of this project will ensure synergies and build on ongoing programmes and initiatives in the East African region and be complementary to existing bilateral programmes of donor countries contributing to the project. For instance, the GEF medium sized project (MSP) Project on Development and Management of Marine and Coastal areas in Sub-Saharan Africa (SSA) also known as the African Process implemented by UNEP, has some synergistic objectives with the present project. Therefore, the present project will contribute to the overall implementation of the Recommendations of the African Process, by providing support for some of the proposals (e.g., demonstration projects). The present project will also build on the four GEF IW pipeline projects.
33. The major approach of this project will be that national or local authorities carry out all activities, with active support by the GPA, Secretariat for the Nairobi Convention and the EAF/RCU. While the Secretariat for the Nairobi Convention and the EAF/RCU are already playing a leading role in the region, the GPA project will further strengthen its capacity with respect to the integration of all-relevant coast and ocean-related activities at national and regional level. Thus strengthened, the Secretariat and the EAF/RCU will be able to facilitate and actively lead to the implementation of crosscutting issues identified by the GPA, African Process and the priority issues identified by Parties to the Nairobi Convention and ensure synergy in the region between each of these programme components. Simultaneously, it will coordinate project activities with all relevant stakeholders in the region, including the private sector, international and multilateral institutions, national and local governments, civil society and representatives of the freshwater community.
34. **Objective 1** focuses on establishing processes by which accurate regional assessments of land-based activities can be made. At present, the differing national approaches to monitoring, to reporting, to analysis, etc. make it impossible to draw an accurate regional assessment. Major components within Objective 1 include regional capacity building through training, institutional strengthening, scientific/ monitoring activities, regional assessment, establishment of water-quality based standards (EQS), and demonstration projects. Achievement of Objective 1 will pave the way to developing a quantitative, geographically-specific TDA, which at present is quite general due to lack of concrete scientific information.
35. The demonstration projects, a major component of this Objective, are designed to show the region how to reduce stresses and threats from land-based activities, in a replicable fashion, including from wastewater and the physical alteration and destruction of habitats. Close coordination with UNDP will occur to assure complementarity of the demonstration projects

in the “holistic” program for East Africa. These demonstration projects will build on the outputs of the African Process, both in terms of the hotspots and sensitive areas identified in the Process, as well as through adoption of the African Process for identifying hotspots and sensitive areas in those countries participating in WIO-LaB, but not originally part of the MSP. Hotspots and sensitive areas identified by the African Process include the following:

Country	Hot spots	Nature of the degradation
Mauritius	Grand Bay	<i>Pollution</i> from household waste water, hotel irrigation waters, boat emissions; over exploited area, excessive <i>land development</i>
Seychelles	La Digue	Rapid removal of forest cover; <i>loss and modification</i> of wetlands; no legally binding land use plan; over development of tourism.
South Africa	Richards Bay	1970 construction of deep harbor -> rapidly growing heavy industry area. Harbor development interrupted natural sediment drift, causing <i>sand accumulation</i> and destroyed dune field
Tanzania	Dar es Salaam City	The harbor is a protected harbor, thus the flushing rate is very low so <i>pollutants</i> are confined within the harbor area. Being a low-lying area, the beach is very susceptible to <i>erosion</i> . Degradation include: freshwater pollution, destructive fishing practices, overfishing, fishing of juveniles, mangrove harvesting and clearing, sedimentation due to boat movement, construction along the coast, and agricultural activities, coral mining, solar salt pans, sand mining

Country	Sensitive area	Threats
Kenya	Wasini channel	Loss of livelihood for the community, loss of productivity and biodiversity, overfishing, declining fish catches, coral destruction due to tourist activities. Extent: within and beyond channel
Mozambique	Quirimbas archipelago	Destruction of fishing habitats, use of dynamite fishing, population pressure, depletion of mangroves
Seychelles	Port Launay & Baie ternay marine parks	Unknown future uses for buildings and land; large proposed hotel development at Port Launay; overuse by marine tourism activities; sea surface To and sea level rise are threats
South Africa	Saldanha/ langebaan	Construction of breakwater and jetty between mainland and Marcus island divided Bay into 2, ongoing military activities, introduction of rabbits to inshore islands, spread of alien Acacia and Mytilus, shipping activities, contamination of Bay with heavy metals, pollution from mariculture, coastal erosion, fish factory effluent

36. Six demonstration projects will be selected by the Project Steering Committee, based on the criteria's described in Annex XIX, from the above lists of hotspots and sensitive areas, together with new hotspots and sensitive areas identified during this project, Annex XIX provides more information on the possible geographical locations and the type of demonstration project to be developed and implement during the project. Demonstration projects and pilot projects will be funded by the governments as co-financing, by GEF, and by the Government of Norway. The process for selecting demonstration projects and sites are covered by Activities Ig through Ii. The Demo projects will be executed by the participating countries will full support of two co-executing agencies. These demonstration projects will be designed to be replicable throughout the WIO region and beyond. A replication strategy will be developed within the context of the Nairobi Conventio, as well as focussing on the replication in western African country parties of the Abidjan Convention.
37. Components Ig), Ih) and Ii) comprise the bulk of the activities for the demonstration projects and will be coordinated and supervised by GPA. In particular, component Ig) will provide

demonstration projects for major land-leased activities. Total increment for this activity is \$907,180 (of which GEF funds \$493,680, the remainder coming from the countries). The RCU in collaboration with Nairobi Convention Secretariat will organize this activity, and will provide contracts to individuals, organizations, and/or private sector companies to carry out the demonstration projects. The RCU will monitor the progress of these activities carefully. Component Ih) will be administered by the RCU and supported by Norway; this component has no baseline and on increment (\$1,237,350) funded by Norway. Component Ih) is a precursor to both Ig) and Ii). Component Ii) is another source of funding for demonstration projects, also funded by Norway in its entirety (\$632,800).

38. **Objective 2** focuses on improving the policy and legislative basis for effective controls on land-based activities. It focuses on improving national policy and legislation, assisting countries in developing their National Plans of Action for Land-Based Activities, implementing the Global Programme of Action, reviewing the text of the Nairobi Convention and developing a regional protocol with annexes for the Nairobi Convention, on Land-Based Activities, and promoting ICARM principles.
39. **Objective 2** will also result in a regional coordination mechanism to encourage the establishment of links to other regional GEF International Waters projects and network between the projects to share best practices in Sub-Saharan Africa. The projects already identified include the UNDP-facilitated WIO-LME project, the UNDP-facilitated coastal biodiversity project, and two World Bank-facilitated projects – SWIOFP and the Western Indian Ocean Oil Spill Contingency Planning.
40. **Objective 3** represents the Stakeholder and institutional strengthening components, focusing on training, education, public-private sector partnerships, and small-grants program. Additionally, the objective provides for the establishment of a Project Coordination Unit in Nairobi, within the Nairobi Convention Secretariat, and strengthening the existing EAF/RCU, partly as an institutional strengthening operation. It also provides for the preparation of a geographically-specific, quantitative TDA, a concrete SAP with identified policy/legal/institutional reform and specific investments, and the development of a regional GPA clearinghouse mechanism.
41. **Objective 3** will prepare an updated TDA and SAP. These activities will be coordinated with the four other GEF IW pipeline projects. If all projects are on a similar schedule, all can contribute to the TDA and SAP at the same time. If these projects are phased, then the TDA and SAP can be viewed as “living documents” subject to periodic updating.
42. Project activities are outlined in the Detailed Activities in Annex I. The activities are summarized briefly in the table on the next page.

Major Objectives and Project Components

Objectives	I) Reduce stress to the ecosystem by improving water and sediment quality	II) Strengthen regional legal basis for preventing land-based sources of pollution, including through the implementation of the Global Programme of Action for the Protection of the Marine Environment from land-based Activities	III) Develop regional capacity and strengthen institutions for sustainable, less polluting development, including the implementation of the Nairobi Convention and its action plan as approved by participating Governments
Components	Ia) Establish common methods for assessing water and sediment quality, including bioassays of coastal biota	IIa) Review gaps in national legislation/ regulatory/ institutional frameworks	IIIa) Establish a Project Coordinating Unit within the Nairobi Convention Secretariat in Nairobi for managing the GEF project
	Ib) Fill gaps in knowledge of priority pollutants (contaminant levels) in water and sediments, and major sources of pollutants (contaminant inputs)	IIb) Review status of ratification of appropriate international conventions by countries, and assist countries in developing plans for ratifying those not yet ratified	IIIb) Strengthen the Secretariat of the Nairobi Convention and the EAF/RCU as the recognized and effective Regional Seas coordinating Unit for all regional policies and activities related to coastal and marine resources*
	Ic) Estimate the carrying capacity of the coastal waters, using an ecosystem-based approach	IIc) Implement effective regional EIA processes	IIIc) Determine and satisfy training needs in region for LB activities and sources
	Id) Determine coastal hot spots of pollution, building on the outcome of the African Process	IId) Assist countries in developing realistic and regionally integrated National Programmes of Action for land-based sources and activities*	IIId) Develop educational programs at all levels on LB activities and sources
	Ie) Establish regional Environmental Quality Objectives and Environmental Quality Standards (EQO/EQS) for water and sediment quality	IIe) Develop and obtain approval for Protocol to the Nairobi Convention with Annexes, on Land Based Activities and Sources of Pollution	IIIe) Develop Regional/ Governmental/ Private Sector/ Public Sector partnerships on LB activities and sources
	If) Develop compliance and long-term trend monitoring protocols and reporting (requires data base management and decision-support systems)	IIIf) Promote and enhance the integrated management of river basin and coastal zone through application of the ICARM principles*	IIIIf) Identify, strengthen, and involve Stakeholders in LBS issues in the Region, including Monitoring and Evaluation, development of performance indicators

Objectives	I) Reduce stress to the ecosystem by improving water and sediment quality	II) Strengthen regional legal basis for preventing land-based sources of pollution, including through the implementation of the Global Programme of Action for the Protection of the Marine Environment from land-based Activities	III) Develop regional capacity and strengthen institutions for sustainable, less polluting development, including the implementation of the Nairobi Convention and its action plan as approved by participating Governments
	Ig) Implement six demonstration projects for major land-based activities and pollutant sources, building on the African Process results which identified specific hot spots requiring intervention	Iig) Establish a regional IW coordination mechanism with UNDP and WB projects to share best practices in Sub-Saharan Africa.	IIIg) Implement small-grants programme for broader stakeholder participation
Components	Ih) Develop guidelines on best practices and procedures to address wastewater and implement demonstration projects*		IIIh) Update TDA and SAP
	Ii) Implement action in specific locations to reduce and prevent the degradation of the coastal and marine environment caused by physical alteration and destruction of habitats, using the African Process results as a starting point*		IIIi) Develop an East African regional node of the GPA Clearinghouse Mechanism*

4.2 Project Risks and Sustainability

43. The WIO states have demonstrated their commitment to regional co-operation for conservation of coastal and marine resources through their approval of the Nairobi Convention, participation in the Arusha to Seychelles ICM process, and participation in the development of the SAP. The First Meeting of the Contracting Parties to the Nairobi Convention held in March 1997 approved the project on preparation of the TDA and SAP for the marine and coastal environment of the WIO region. The regional governments have demonstrated their political commitment and contribution to the project through the preparation of the national reports which were the basis for the preliminary TDA and the draft SAP. Furthermore, the governments have endorsed their respective national reports and draft SAP. An earlier version of the SAP was adopted by a Meeting of Ministers in 1998, showing their commitment to the GEF Project.
44. The nature of risks and measures adopted in the Project to reduce risks are summarised in Table 1. These risks are of two types, national (or internal) and international (or external).

Table 1
Possible Risks

Risk	Risk Rating	Risk Minimisation Measure(s)
Internal risks: Less concern on the part of state authorities about problems of environmental protection.	N	Ensuring the involvement of all federal stakeholders and their commitment to the development and adoption of a Strategic Action Program.
Economic downturn and social instability, which may result in the decrease in financing on the part of the individual states.	S	Education, stakeholder involvement, and concrete demonstration projects will help to secure the commitment of the governments in spite of internal unrest.

N – not significant

S - significant

45. As noted previously in Section 3.3 of this document, one set of internal risks associated with the Project relate to social and economic conditions within the Eastern African Region. Difficult social, economic, and environmental conditions will continue to stress the focus of the countries on the environment. However, the WIO-LaB project contains significant outreach and intergovernmental/ interministerial cooperation and coordination, to help secure broad support and sustainability for this project.
46. The second types of risks are those associated with external factors bearing on the Project, particularly the need for continuing support by the African States. This is essential in order to ensure both a sympathetic international context for the Project and adequate co-financing. The Project is bound with the Global Programme of Action for the Protection of the Marine Environment from Land-Based Activities. The Intergovernmental BPA Review in Montreal confirmed the importance of the measures undertaken to protect the world seas from contamination for the implementation of the entire GPA. The priorities related to the GPA are unlikely to change during the life of the Project. Thus, overall, the external risks to the Project appear not so serious as to endanger its satisfactory execution and completion.
47. Many of the national considerations relating to internal risks bear equally on the issue of sustainability. Moreover, adoption and implementation of a Strategic Action Programme (SAP) within the current Project will help assure a legacy of sustained and systematic national interventions with a view of environmental protection following the completion of the Project. There is little doubt that the demonstration of the Project's successes and the associated social and political benefits of a national and international nature should be a valuable incentive for the continuation of the targeted efforts of the Project. The life of the Project is long enough to provide a basis for institutional sustainability including provisions for the maintenance of environmental sustainability and management of ecologically viable use of resources.
48. Risks are further discussed in the Logical Framework Matrix, Annex B. Here, risks for each individual Objective and Component are addressed. Annex B also lists indicators for evaluating the success of implementation of each objective and component, as well as the source of verification (e.g., reports, RCU files, etc.)

4.3 Work Plan and Timetable

49. The work plan for the co-ordination and management of the Project is shown in Annex 2

4.4 Budget

50. The summary budget (output-based) as presented in the Project Brief is shown Annex III.

4.5 Cash Advance Requirements

51. An initial cash advance from the UNEP contribution will be made upon signature of the project document and will cover expenditures expected to be incurred by the Project Office during the first three months together with some lead time for the processing of the subsequent quarter's cash advance. Subsequent cash advances are to be made quarterly, subject to:

- (i) Confirmation by the Project Office, at least two weeks before the payment is due, that the expected rate of expenditure and actual cash position necessitate the payment, including a reasonable amount to cover "lead time" for the next remittance, using format in Annex IV;
- (ii) The presentation of:
 - o a satisfactory financial report showing expenditures incurred for the past quarter, under each project using the format in Annex XII;
 - o timely and satisfactory progress reports on project implementation.

4.6 Follow-Up

52. During the Project, a donor exit strategy will be developed to ensure that ongoing activities begun as a part of the Project will continue past the Project end. The resolution of the problems encountered during the Project implementation will undoubtedly require considerable investments. Replicability of Project activities, including demonstration projects, will be a key focus in order to gain the most benefits from the Project. It appears unlikely that any requests for additional GEF interventions in this field will be forthcoming following the completion of the Project.

5. INSTITUTIONAL FRAMEWORK

5.1 Institutional Framework

53 The GEF supported the development of the WIO-LaB project through an initial PDF B grant of USD 325,000 and approved, in 2002 a full-scale project for an additional USD 4,186,140. The Government of Norway is providing counterpart funding amounting to USD3,395,650. In addition in-kind contribution, valued at USD 3, 132,000 will be provided by the countries participating in the project and will cover office space and furnishings, staff time office equipment etc. UNEP co-financing will amount to USD375,000 and consists mainly of technical assistance and supervision. The UNOPS and Nairobi Convention Secretariat will jointly execute the project under the overall supervision of the UNEP/GEF and UNEP/GPA Coordination Office. The Nairobi Convention Secretariat will establish a small project office to manage the day-to-day running of the project. A Program Manager, a Scientific Officer and a secretary/administrative assistant will staff the project office. The project office reports to UNOPS, the Nairobi Convention Secretariat and ultimately to the UNEP/GEF Executive Coordinator and Coordinator of the GPA. All activities under this programme will be carried out in cooperation with Governments, international organizations, the National Focal Points for the Nairobi Convention and GEF Projects, NGO's and national and international consultants. With regard to the planned collaboration between UNEP and UNOPS reference is hereby made to the Memorandum of Understanding dated 12/02/2001 between UNEP and UNOPS covering all respective issues. Annex XVIII represents Institutional Arrangements for the implementation of the project.

54. The project will cover related personnel costs of staff of UNOPS, the project office of the Nairobi Convention Secretariat and the GPA Coordination Office. It also covers the costs of the activities as detailed in the project document and the UNON Programme Support Costs.
55. A Steering Committee consisting of National Focal Points, and representatives of the donor organizations will be established to provide strategic guidance on the implementation of the project. The Steering Committee will meet regularly to review annual work plans and facilitate coordination between the various implementing partners and stakeholders. Representatives of the private sector and civil society will be encouraged to participate in the Steering Committee.
56. The work will be carried out by a series of national consultants and national organizations, including educational, research, governmental, NGO, and so on. This network will work closely through the National Focal Points to assure the government will endorse their work products, but the Nairobi Convention Secretariat and the project office will retain some independence in naming these individuals to assure a broad representation across the stakeholders. A few international consultants will be involved where there is a need for capacity building.
57. The development of the draft SAP has been a participatory process demonstrating the broad commitment of the WIO States. National reports were prepared for WIO States with the direct involvement of diverse local experts from a range of disciplines. During the implementation, governments will be directly involved in the regionally co-ordinated activities through the participation of national institutions and experts in activities planned under this project. Regional and international NGOs such as IUCN and WWF will also be involved as appropriate.
58. In particular, the private sector will be actively involved in this process. Without the buy-in of the private sector, effectiveness and sustainability will be at risk. Therefore, the RCU will work with the countries to include the private sector in their activities.

5.2 Co-Executing Agencies Arrangements

59. The Project shall be executed through the support of the United Nations Office for Project Services, transitioning with time to the Nairobi Convention Secretariat Office as capacity is built there. Overall Financial Responsibility for the GEF funds will remain under the supervision of UNOPS for the entire project, though as many execution tasks should be transitioned to the Nairobi Secretariat Office as soon as possible, with active capacity-building undertaken by the UNOPS. Nairobi Convention Secretariat will be responsible for the technical issues related to the implementation of the whole project.

5.3 Management and Administrative Structure

60. The management and administrative structure for the Project shall consist of the following elements: Co-executing Agencies, Steering Committee, and Project Office in Nairobi.

5.4 Project Office

61. The administration and implementation of the project will take place through a network of national agencies responsible for various activities, operating according to a common workplan. A small Project Office will be established within the Nairobi Convention Secretariat in Nairobi, consisting of a Project Manager, a Project Scientific Officer, and a Secretary. The Secretariat for the Nairobi convention will support the project office as need arises through national or regional consultants. This Project Office will be responsible for managing daily activities of the project. The GPA will provide guidance to the project office in the implementation of the activities that

are co-financed by Norway. The Project Office will report to the Executing Agencies and operate within the work programme of the Nairobi Convention, and will work closely with the Secretariat to help develop capacity even further.

5.5 Steering Committee

62. The Steering Committee will be composed of senior government officials chosen by the participating governments to act as the National Focal Points for the Nairobi Convention and the GEF Project, or their designees, as well as representatives from the international partners, NGO representatives, and the Civil Society. The Steering Committee shall be convened annually. The Steering Committee for the Project will be responsible for approving strategic decisions and annual workplans, setting program direction, reviewing WIO-Lab progress, and identifying new and additional funding related to implementation of projects under the WIO-Lab. A regional or local NGO and the private sector will be invited as observers to sit at the Steering Committee Meetings. The Steering Committee will provide policy-level liaison to national governments, through Intersectoral Coordination in each country, regarding implementation of the program on the country level, and will provide direction to the Project Office regarding preparation of the Regional Strategic Action Programme (SAP) and National Action Plans (NAPs). The Steering Committee will be chaired by an elected senior government official (one year term) from the participating countries. The Project Manager will serve as the Secretary to the Steering Committee.

Each country will have its Ministerial Coordinating Committee, facilitated by the National Focal Point, to help assure effective coordination and communication amongst all ministries, at all project stages. The National Focal Points (NFP) will help assure intersectoral coordination within their countries, as a step towards sustainability.

5.6 Coordination of the Stakeholders

63. A Stakeholder participation plan for the Project has been developed. It indicates how the various stakeholders will be involved, and at what stages. In order to attain sustainability, the activities are designed to address interests of large groups of stakeholders, and thus nearly ¼ of the budget is designed for this task.
64. The project will assist participating states in meeting the objectives of the Nairobi Convention; the regional and global priorities identified under Agenda 21 (Chapter 17); the Convention on Biological Diversity; the Programme of Action for the Sustainable Development of Small Island Developing States (Barbados, 1994); the Pan-African Conference on Sustainable Integrated Coastal Management (Mozambique, 1998); the Arusha Resolution on Integrated Coastal Zone Management (ICZM) in Eastern Africa including the Island States (April, 1993); the Seychelles Conference Statement on ICZM (October, 1996); and the Marine Turtle Conservation and Action Plan for the WIO region. The project also complements the commitments and priorities identified within the Environmental Component of the New Partnership for Africa's Development (NEPAD), thus further strengthening the institutional capacities of existing national and regional institutional structures.
65. There are other ongoing, or planned, GEF interventions in the region, which this project will coordinate with (budget has been allocated). The "African Process" medium-sized project addressed a subset of the present countries (focuses on sub-Saharan countries) and on ICZM activities. The African Process identified a series of hot spots and sensitive areas in their review of the sub-Saharan countries, including the countries of Kenya, Mauritius, Mozambique, Seychelles, South Africa, and Tanzania. The extensive work arising from the African Process will serve as a basis for the present project selection of hot spots and sensitive areas for demonstration projects. The present project will also adopt the African Process as a means to identify hot spots and sensitive areas for those WIO-LaB countries not participating in the MSP project.

66. Also under GEF, the World Bank is developing a PDF-B for an open sea fisheries project (Southwest Indian Ocean Fisheries – SWIOFP), while the UNDP is in PDF-A phase for two projects. The first is a WIO-LME project; the second is a coastal biodiversity project. These projects are complementary with minimal overlap. In particular, coordination will take place (see Activity IIg) to share exchange of best practices, and avoid overlap in demonstration activities. The present project will enhance capabilities and strengthen institutions, which the later projects therefore can benefit from. The formal names of the projects are:

An Ecosystem Approach to the Sustainable Use of the Resources of the Agulhas and Somali Current Large Marine Ecosystems (A&S LME Program), consisting of three separate projects:

- a) A regional, offshore, South Western Indian Ocean fisheries, project with components in institutional, management, and strategy development (World Bank).
 - b) An LME oceanographic/science data collection project (assessment of the physical, biological and chemical elements of near-shore and off-shore resources of both LMEs) that would feed information into the other two projects (UNDP). This approach is consistent with the World Bank description of the programmatic approach described in its recently approved Concept Note for the SWIOFP. While the more exact nature and description of activities to be undertaken in this project will be a subject of the proposed workshop, its intent is to begin development of country capacity for the countries of the WIO leading to similar regional capacity to that being developed by the countries that share the Benguela Current. The Benguela Current countries (Angola, Namibia and South Africa) have joined to form a regional entity called BENEFIT. The mission of BENEFIT is to provide on-going transboundary scientific advice to the three countries with regard to the Benguela Current Large Marine Ecosystem, or BCLME. The East Coast of Africa represents a wide range of oceanographic environments and the western Indian Ocean is the site of some of the most intense upwelling systems in the world. It is therefore essential to fully describe the impacts of these currents on the physical/chemical/biological environment of the proposed project area, which is the same area of that of the Fish Stock Assessment Project, as well as linkages to inshore coastal resources. This Oceanographic Component would be implemented by UNDP.
 - c) A series of community-based, site-specific, and results oriented demonstration projects in transboundary integrated marine and related land resources of the near-shore and coastal living resources of, initially, the Agulhas LME (UNDP).
67. As discussed above, the present project directly addresses the conclusions of the World Summit for Sustainable Development (WSSD), by partially fulfilling the requirements outlined in Paragraph 32 of the Implementation Plan for the WSSD (include the quote).
68. The present project also is consistent with the recent Draft GEF International Waters Focal Area- Strategic Priorities in Support of WSSD Outcomes for FY 2003-2006. The present project will assist in achieving the targets for these priorities for addressing African Transboundary waters and demonstration of the local feasibility of technology innovations in support of reducing land-based pollution sources and protection of biodiversity. By facilitating coordination amongst these various regional efforts, enhanced communications will occur.

5.7 Consultations and Communications

69. Allowance has been made within the Project Work Plan and Timetable to ensure regular communication (it is not only communication but coordination) between the project office and UNEP in Nairobi and the GPA Secretariat in The Hague. UNEP in Nairobi and the GPA

Secretariat in The Hague represent the primary international co-ordination centres for the protection of the African coast and the marine environment respectively from land-based activities. They therefore provide a means of independent evaluation of Project progress and of the extent to which the goals of these two organisations are met by Project activities (GPA is actually a big part of the project itself so not sure how independent it can be). Besides the management of the Project will keep necessary consultations with UN, UNEP and GEF organisations implementing projects in the African region to exclude repetition of efforts.

70. All engaged organisations and nations (stakeholders) would be provided with regular updates of activities and progress in the execution of the Project by the Project Coordinating Unit and the Co-executing Agencies. Such distribution shall also include dissemination to national and international organisations, including those representing indigenous peoples' interests and those having interests or responsibilities in environmental protection.

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6. MONITORING, EVALUATION AND REPORTING

6.1 Project Monitoring and Evaluation

71. Monitoring and evaluation includes a series of linked activities, including a complete Project Document, Tripartite Reviews, Annual Project Reports (and hence to the UNEP Project Implementation Review Process), and mid-term and final project Evaluations. Monitoring and evaluation begins with preparation of this Project Document, complete with Logical Framework Matrix (Logframe) developed according to strict M&E procedures, including clear indicators of implementation progress and means of verification. This Project Document includes the required Logframe Matrix with progress indicators and verifiers.

6.2 Half-Yearly Progress Reports

72 Detailed half-yearly (i.e., biannual) (by 30 June and 31 December each year) reports shall be prepared and submitted to UNEP/DGEF by the Project Manager and Project Financial Management Officer. These reports shall contain a summary of progress since the previous

biannual report, specification of any foreseen impediments to Project implementation and up-to-date financial information regarding GEF and co-financing expenditures.

73. The annual programme/project report (APR) is designed to obtain the independent views of the main stakeholders of a project on its relevance, performance and the likelihood of its success. The APR form has two parts. Part I asks for a numerical rating of project relevance and performance as well as an overall rating of the project. Part II asks for a textual assessment of the project, focusing on major achievements, early evidence of success, issues and problems, recommendations and lessons learned. The APR will be prepared by the Project Manager, after consultation with the relevant Stakeholders, and will be submitted to UNEP-Nairobi. The Stakeholder review will focus on the logical framework matrix and the performance indicators. Stakeholders could include a letter to the UNEP-Nairobi that they have been consulted and their views taken into account.
74. A mid-term project evaluation will be conducted. At the end of 18 months, the mid-term evaluation will be made. It focuses on relevance; performance (effectiveness, efficiency and timeliness); issues requiring decisions and actions; and initial lessons learned about project design, implementation and management. A final evaluation, which occurs at the end of project implementation, focuses on the same issues as the mid-term evaluation but also looks at early signs of potential impact and sustainability of results, including the contribution to capacity development and the achievement of global environmental goals. It should also provide recommendations for follow-up activities.
75. In summary tabular form, the M&E process for the WIO-LaB will be as follows:

Table 3. M&E Activities, Timeframes and Responsibilities

Activity	Responsibilities	Timeframes
Drafting Project Planning Documents: Prodoc, Logframe (including indicators), M&E Plan	Project Manager together with the Secretariat for the Nairobi Convention Project Office Staff and consultants and other stakeholders	During project design stage
Annual Programme/Project Report (APR)	Project Manager in consultation with Project stakeholders	Annually
Tripartite Review (TPR)	The Government, Project Coordinator , project team, beneficiaries and other stakeholders	At 24 months
Project Implementation Review (PIR)	Project Manager, UNEP/GEF headquarters, project team, GEF's M&E team	Annually, between June and September
Mid-term and Final evaluations	Project team, UNEP/GEF headquarters	Mid-point and end of project
Financial Reporting	Project Office	31 March, 30 June, 30 September, 31 December

UNEP, as the Implementing Agency, shall also be responsible for monitoring Project performance to ensure conformity with Project objectives and advising the Co-executing Agencies on implementation issues.

6.3 Terminal Reports

76. A Terminal Report shall be filed jointly by the Co-executing Agencies within 60 days of the completion of the Project. The format of this report is shown at Annex XV. This report shall provide the basis for an independent terminal evaluation conducted by the Co-ordinating Office UNEP/DGEF.

6.4 External Reporting

77. The WIO-LaB project will be subject to tripartite review (TPR) once during the project (at the end of the second year). The tripartite review (TPR) is a policy-level meeting of the parties directly involved in the implementation of a project. The participants include the Government, UNEP, project management, the direct beneficiaries, and other stakeholders. On these occasions, the Project Manager will submit an updated workplan (if required) and the latest Annual Project Report (APR), and formulate recommendations for eventual adjustments of strategies and activities. A draft APR shall be prepared at least two months in advance of the TPR to allow review by UNEP prior to the meeting. The Executing Agency (UNOPS with the Nairobi Convention Secretariat) assures that the recommendations of the TPR are carried out. Full Procedures for conducting the TRP are presented in the M&E Info Kit. Annual TPRs are not required because the Steering Committee Meetings will address many of the issues normally addressed in a TPR.
78. The project will also participate in the GEF Project Implementation Review (PIR) process, in addition to the APR and TPR. The PIR is mandatory for all GEF projects that have been under implementation for at least a year at the time that the exercise is conducted. The PIR, which is carried out between June and September, contains sections on basic project data, financial status, procurement data, impact achievement and progress in implementation. The basic outline tends to follow the structure of the Logframe or PPM, with indicators assigned to development objectives, immediate objectives, means of verification, and assumptions. The PIR questionnaire is sent to the Project Coordinator, usually around the beginning of June. Project Coordinators have on average 1.5- 2 months to collect the necessary information, and submit it to UNEP/Nairobi.

6.5 Financial Reports

79. Financial reports shall be prepared by UNOPS/the Project Office in accordance with normal accounting practices:
- (i) Details of expenditures shall be reported on an activity-by-activity basis, in line with Project budget codes as set out in the Project Document, as at 31 March, 30 June, 30 September and 31 December, using the format given in Annex XII (Quarterly Expenditures Report). All expenditure accounts shall be dispatched to UNEP within 30 days of the end of the three-month period to which they refer, certified by a duly authorised official of the Project Office and signed by the Project Manager;
 - (ii) The expenditure account as at 31 December is to be received by UNEP by 15 of February each year.
 - (iii) A final statement of account in line with UNEP project budget codes, reflecting actual final expenditures under the project, when all obligations have been liquidated.
 - (iv) Any portion of cash advances remaining unspent or uncommitted by the Project Office on completion of the Project shall be reimbursed to UNEP within one month of the presentation of the final statement of accounts. In the event that there is any delay in

such disbursement, the Project Office shall be financially responsible for any adverse movement in the exchange rates.

81. The Project Office shall retain, for a period of three years, all supporting documents relating to financial transactions under the Project. If requested, the Project Office shall facilitate an audit by the United Nations Board of Auditors and/or the Audit Service of the accounts of the Project.

6.6 Co-Financing Report

82. A report on co-financing will be completed as of 31 December of each year using the format given in Annex XIV.

7. TERMS AND CONDITIONS

7.1 Non-Expendable (Capital) Equipment

83. The secretariat for the Nairobi convention and UNOPS will maintain records of non-expendable equipment (items costing \$1,500 or more as well as items of attraction such as pocket calculators) purchased with UNEP funds (or with trust funds or counterpart funds administered by UNEP), and will submit an inventory of all such equipment to UNEP once a year indicating description, serial number (if any), date of purchase, cost and present condition of each item attached to the progress report submitted on 31 December. Within 60 days of the completion of the project UNOPS will submit to UNEP a final inventory of all non-expendable equipment purchased under the project indicating description, serial number (if any), date of purchase, cost and present condition, together with UNOPS proposal for the disposal of the equipment. Non-expendable equipment purchased with funds administered by UNEP remains the property of UNEP until its disposal is authorized by UNEP, in consultation with UNOPS. The executing agency shall be responsible for any loss of or damage to equipment purchased with UNEP funds. The proceeds from the sale of equipment (duly authorized by UNEP) shall be credited to the accounts of UNEP, or of the appropriate trust fund or counterpart fund.

7.2 Responsibility for Cost Overruns

84. The executing agencies are authorised to enter into commitments or incur expenditures up to a maximum of 20 per cent over and above the annual amount foreseen in the project budget under any budget subline, provided the total cost of the UNEP annual contribution is not exceeded. This may be done without prior authorization, but once the need for these additional funds becomes apparent, a revised budget request should be submitted to UNEP immediately. Cost overruns are the responsibility of UNOPS/ The Project Office, unless a revised budget has been agreed with UNEP.
85. Any cost overrun (expenditure in excess of the budgeted amount) on a specific budget subline over and above the 20 per cent flexibility mentioned above should be met by the organization which originally assumed responsibility for authorizing the expenditure, unless a revision has been agreed to by UNEP prior to the authorization to cover it. Savings in one budget subline may not be applied to overruns of over 20 per cent in other sublines, even if the total cost to UNEP remains unchanged, unless this is specifically authorized by UNEP upon presentation of the request. In such a case, a revision to the project document amending the budget will be issued by UNEP.

7.3 Claims by third parties against UNEP

86. UNOPS shall be responsible for dealing with any claims which may be brought by third parties against UNEP and its staff, and shall indemnify UNEP and its staff against any claims or liabilities resulting from operations carried out by UNOPS under this project document, except where such claims or liabilities arise from negligence or misconduct of the staff of UNEP.

7.4 Modification

87. Any modification or change to this Project Document shall be approved in writing by the Parties to this Project Document.

7.5 Termination

88. Either party may terminate this Contract with sixty days' advanced written notice to the other. In the event of such termination, each party shall provide the corresponding funding in accordance with its obligations herein to cover any Project costs up until the termination date, including, but not limited to, the costs of complying with third-party commitments made pursuant to the Project that may run beyond the termination date and which cannot be revoked without incurring liability.

8. PUBLICATIONS

89. This project document provides for printing distribution/sales of UNEP publications emanating from UNEP programmes. All publications must be produced/published, according to the UNEP publications manual with the approval of the UNEP Editorial Committee to ensure peer review of manuscripts, and distribution and marketing strategies. UNEP thereby affirms itself as copyright-holder of the said manuscripts.
90. Funds for printing/publishing will only be released upon approval by the UNEP Editorial Committee. The new book/Publications Proposal form (blue) should be countersigned by the Chief, [Information Centre] and the Fund Management Officer, as well as annexes to the project file. For publications issued under the sole imprint of UNEP and printed internally, both the cover and the title page of the publication will carry the logo of UNEP and the title United Nations Environment Programme.
91. For publications issued with cooperating and supporting agencies, both the cover and the title page of the publication will carry the logo of UNEP and the title United Nations Environment Programme, together with that of the cooperating or supporting agencies. The cooperating or supporting agency will submit three copies of any manuscript prepared under the project for clearance prior to their publication in final form. UNEP's views on the publication and any suggestions for amendments of wording will be conveyed expeditiously to the agency, with an indication of any disclaimer or recognition which UNEP might wish to see appear in the publication.
92. Copyright and royalties, as well as free copies, will normally be claimed by UNEP on publications produced under a UNEP project and financed by UNEP; the rate of royalties payable to UNEP and the number of free copies, will be negotiated with each individual commercial publisher. Royalties received from commercial publishers will be deposited in UNEP Revolving Fund (Information). Attention: Five copies of each publication need to be deposited by the responsible Division in the UNEP Library. Four copies need to be sent to the Communications and Public Information (CPI) Branch, which is the first "port of call" for

requests on publications. The UNEP Library will forward two copies of the five copies received to the UN Library in New York Headquarters.

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Annex I
Detailed List of Activities and responsibilities.

Objective	Component	Activities	Lead Agency / Responsibilities	Proposed stakeholders and institutions that will implement various activities.
I) Reduce stress to the ecosystem by improving water and sediment quality	Ia) Establish common methods for assessing water and sediment quality	i) Select national institutions to participate in the development of guidelines	Project Office	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Reseadann704 rch Institutions, Universities
		ii) Regional workshop on monitoring and assessment methods for water, sediment, and biota used in the region as well as international	Project Office	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities, CBOs, NGOs, Tourism Sector, Industrial Sector, Agriculture, River Authorities, Mining Authorities
		iii) Development of written guidelines for monitoring and assessment of water, sediment, and biota quality	Ministries and Agencies dealing with Environment and National Standards Bureaus	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities, Mining Authorities
		iv) Demonstration of regional monitoring and assessment methods for water, sediment, and biota quality	Project Office	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities, , CBO,s, NGO,s, Tourism Sector, Industrial Sector, Agriculture, River Authorities, Mining Authorities
	Ib) Fill gaps in knowledge of priority pollutants (contaminant levels) and major sources of	i) Develop common format for assessment and reporting knowledge gaps	Project Office	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities

Objective	Component	Activities	Lead Agency / Responsibilities	Proposed stakeholders and institutions that will implement various activities.
	pollutants (contaminant inputs)	ii) National summary assessments of priority land-based activities, sources of contaminants, and pollutant levels in water and sediments; include national legislative and regulatory water and sediment quality standards	National experts selected by Project Office in consultation with Focal Points	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities
		iii) Targeted monitoring of riverine, estuarine, and coastal waters, sediments, and biota for purposes of filling gaps in knowledge and identification of major hot spots of pollution from land-based activities	Project Office and selected national Research Institutions	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities . River Authorities, Mining Authorities, Industrial Sector, Tourism Sector
	Ic) Estimate the carrying capacity of the coastal waters, using an ecosystem-based approach	i) Using available information from existing sources, identify the major ecotones of the region, and their biological and physical components	Project Office through selected National institutions	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural Resources, Research Institutions, Universities,
		ii) Estimate the carrying capacity of the priority ecotones, based on distribution of living resources, knowledge of water and sediment quality, and literature on ecotones response to pollution;	Selected National Institutions	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities
	Id) Determine coastal hot spots of pollution	i) Using information from 1c (i) and (ii), redefine the hot spots of pollution as listed in 1b(iii) in the environment, hot spots of sources of land-based pollution and land-based activities, and hot spots of ecotones at risk	Selected National Institutions	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities , Port Authorities
		ii) Write and publish a Hot Spot Analysis documenting their pollution level and sources, land-based activities and sources, and ecotones at risk	Selected National Institutions	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities, Port Authorities

Objective	Component	Activities	Lead Agency / Responsibilities	Proposed stakeholders and institutions that will implement various activities.
	Ie) Establish regional Environmental Quality Objectives and Environmental Quality Standards (EQO/EQS) for water and sediment quality	i) Based on activity Ib. i and Ia i and taking into account the existing international standards prepare national standards for water and sediment quality.	Project Office	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities, Regional institutions, Regional Economic Communities
		ii) Draft document on Regional Water and Sediment EQOs/EQs, based on use and values of ecotones	Project Office	
		iii) Regional workshop of experts to agree on Regional Environmental Quality (EQO) and Environmental Quality Standards (EQS) for surface waters and sediments	Project Office	
	If) Develop and adopt compliance and long-term trend monitoring system and reporting	i) Based on EQOs/EQs, and on monitoring methods of activity Ia. iii and Ia. iv., 1e (iii) develop recommendations for compliance and long-term trend monitoring	Project Office and selected national experts	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities, Regional institutions, Regional Economic Communities, Data institutions
		ii) Support the further development of data-base management system and GIS capabilities at the Nairobi Convention Secretariat, through hiring a GIS expert	Project Office	
		iii) Input existing and new data in to DBMS, and develop basic GIS products (regional maps, overlays) to support regional monitoring and assessments of land-based sources and activities	Project Office	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities, Regional institutions, Regional Economic Communities, Data institutions

Objective	Component	Activities	Lead Agency / Responsibilities	Proposed stakeholders and institutions that will implement various activities.
	Ig) Implement six demonstration projects for major land-based activities and pollutant sources	i) Host regional workshop/symposium on best available technologies and best environmental practices addressing land-based activities and sources; broadly disseminate results from the symposium	Project Office	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities, tourism sector, private and industrial sector, chamber of commerce
		ii) Based on activity Id ii, and Igi select demonstration sites for six representative demonstration projects: agriculture, tourism, industry, and solid waste, storm water run-off, community sewage, and integrated river basin management.	Project Office	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities
		iii) Implement demonstration projects using the selected best technologies and to build capacity through use of various GPA supportive tools such as innovative financing, voluntary agreement, to ensure their sustainability	Project Office, Focal Points	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities
		iv) Monitor and report on progress of demonstration projects	Project Office	
		v) Disseminate lessons learned from demonstration projects through GPA CHM and other methods and encourage their application elsewhere in the region.	Project Office	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities
	Ih) Develop guidelines on best practices and procedures to address wastewater and implement demonstration projects*(This	i) Adapt the GPA guidelines to national/regional context and ensure political endorsement. ii) In the light of the adopted guidelines development of detailed outline of selected long-term project proposals to be submitted to financing institutions	Project Office	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities, Industrial and Tourism Sectors, Municipalities, Chambers of Commerce and Industry

Objective	Component	Activities	Lead Agency / Responsibilities	Proposed stakeholders and institutions that will implement various activities.
	component will be integrated in Ig)	ii) Progress/coordination meetings in 2005 and 2007, as a follow-up to the on-going activities on Municipal Wastewater and PADH in the Eastern Africa region to further refine the identified priorities issues for funding and to follow-up and share experience from demonstration activities (ref Ig)	Project Office and Research Institutions/Regional Institutions	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities, Industrial and Tourism Sectors, Municipalities,
	Ii) Implement actions to reduce and prevent the degradation of the coastal and marine environment caused by physical alteration and destruction of habitats*	i) A regional workshop to internalise and adopt the GPA PADH checklist and guidelines	Project Office	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities
		ii) Select and implement demonstration projects on: replenishment of eroded beaches, Mangrove rehabilitation/restoration, Small scale mariculture, and tourism	Project Office and National Institutions	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities, NGOs, CBOs
		iii.) Based on experience and knowledge acquired from Ii ii, develop a detailed proposal on promoting environmental sustainability within the Tourism and mariculture sectors	Project Office	Ministries of Environment National Standards Bureaus, M/Fisheries, M/Public Utilities, Water Authorities, M/Natural resources, Research Institutions, Universities, M/Tourism, Tourism Sector, CBOs, NGOs, Hotel Associations, Chambers of Commerce and Industry
Objective	Component	Activities	Responsibilities	Proposed stakeholders and institutions that will implement various activities.
II) Strengthen regional legal basis for preventing	IIa) Review gaps in national legislation/regulatory frameworks.	i) Update the existing GPA studies (national/regional) on policy, legal, and regulatory frameworks, judicial decisions relevant to marine and coastal areas and institutional structure	National experts selected by the respective national focal points	Ministries and agencies responsible for coastal and marine environment, legal affairs, judicial organs, representative of the private sector, and civil society

Objective	Component	Activities	Lead Agency / Responsibilities	Proposed stakeholders and institutions that will implement various activities.
land-based sources of pollution, including implementation of the GPA	Iib) Review status of ratification of appropriate international conventions by countries, and assist countries in developing plans for ratifying those not yet ratified	ii) Regional Workshop to review national frameworks, and recommend more unified policy/legislative/regulatory frameworks; identify gaps and recommendations for economic incentives/disincentives for reductions in land-based activities and sources. i) Preparation of National reports (from Iia.i) including summary reports on status of ratification of countries to international conventions relevant to land-based sources and activities (e.g., Biological Diversity, Ramsar, CITES)	Project Office Project Office and National experts selected by the respective national focal points	National focal points, Ministries and agencies responsible for coastal and marine environment, legal affairs, judicial organs, representative of the private sector, and civil society Ministries and agencies responsible for coastal and marine environment, legal affairs, judicial organs, representative of the private sector, and civil society, International, inter-governmental and regional institutions
		ii) Provide assistance to countries to develop capacity, institutional arrangements and to promote public opinion for ratifying and implementing outstanding international conventions	Project Office	Ministries and agencies responsible for coastal and marine environment, legal affairs, judicial organs, representative of the private sector, and civil society, International, and inter-governmental and regional institutions
	Iic) Establish and Implement effective regional EIA guidelines	i)Preparation of National reports (from Iia. i) on the National EIA processes	Project Office and National experts	Ministries and agencies responsible for coastal and marine environment, legal affairs, judicial organs, representative of the private sector, and civil society, International, inter-governmental and regional institutions
		ii) Conduct Regional Workshop to review national EIA processes, (the Convention, on Environment Impact Assessment in a Trans-boundary context using ESPOO as a model)	Project Office	Ministries and agencies responsible for coastal and marine environment, legal affairs, judicial organs, representative of the private sector, and civil society, International, inter-governmental and regional institutions

Objective	Component	Activities	Lead Agency / Responsibilities	Proposed stakeholders and institutions that will implement various activities.
		ii) Draft Regional EIA guidelines, and review them in a regional workshop; and recommend for adoption and onward submission to COP for endorsement in 2006;	Project Office	Ministries and agencies responsible for coastal and marine environment, legal affairs, judicial organs, representative of the private sector, and civil society, International, inter-governmental and regional institutions
	IId) Assist countries in developing realistic and integrated National Programmes of Action for land-based sources and activities	i) Identify countries committed to develop NPA following the GPA guidelines ii) Develop criteria to select countries requiring assistance in developing NPA	Developed by Project Office and approved by GPA	Ministries and agencies relevant to coastal and marine environments
		ii) Assist four countries identified in IId i to develop their National Programmes of Action, by providing, capacity building and funds	Project Office in collaboration with the relevant Ministries and agencies responsible for coastal and marine environment in the four countries	Ministries and agencies relevant to coastal and marine environments and NGO and representative of the private sector
		iii) Assist Tanzania in further developing its national programme into a mature, targeted and domestically resourced programme that incorporates pro-active interventions, legislative review, capacity building and public spending	Project Office in collaboration of NEMC	GPA, international and regional org, government departments and agencies, Municipalities.
	IIE) Develop and obtain approval for Protocol to the Nairobi Convention with Annexes, on Land Based Activities	i) Establish a Task Force (TF) with terms of references	Project Office	Focal point, GPA, countries of the region, regional intergovernmental and international organisations
		ii) TF to develop a Workplan, and produce zero draft	Project Office and Task Force	Focal point, GPA, countries of the region, regional intergovernmental and international organisations

Objective	Component	Activities	Lead Agency / Responsibilities	Proposed stakeholders and institutions that will implement various activities.
	and Sources of Pollution	iii) Hold first drafting meeting and circulate the draft	Project Office and TF	Focal point, GPA, countries of the region, regional intergovernmental and international organisations
		iv) National consultative meetings on the draft produced by the TF	National Focal Points and Project Office	Focal point, GPA, countries of the region, regional intergovernmental and international organisations
		v) Regional consultative meetings to consider the second draft produced by the TF upon incorporation of the national recommendations	Project Office and TF	Focal point, GPA, countries of the region, regional intergovernmental and international organisations
		vi) TF to develop final draft and circulate	Project Office and TF	
		vii) Plenipotentiaries meeting to develop final text	Project Office, TF, National Focal Point	
		viii) Adoption by COP	Project Office and TF Project Office	
	IIf) Promote and enhance the integrated management of river basin and coastal zone through application of the ICARM principles*	i) Strengthen and collaborate with the existing regional group of experts from Mozambique, South Africa and Swaziland.	Project Office and the tri-partite committee responsible for the river basin management	Authorities for Water resources management, Agriculture, Environment and Coastal Management Civil society and private sector
		ii) Review the existing River Incomati initiative and identify knowledge gaps	Project Office and the tri-partite committee responsible for the river basin management	Authorities for Water resources management, Agriculture, Environment and Coastal Management Civil society and private sector
		i) Based on outcomes of IIf ii, provide technical support to improve effectiveness of the Incomati River Basin Management Committee ii) Review and document the experience for wider application/dissemination	Project Office and tri-partite Basin Management Committee	

Objective	Component	Activities	Lead Agency / Responsibilities	Proposed stakeholders and institutions that will implement various activities.
	IIg) Establish a regional IW coordination mechanism with relevant partners to share best practices	i) Organise annually informal regional water forum to discuss ongoing and planned projects and activities and to identify new areas of collaborations	Project Office	NEPAD Secretariat, UNDP, WB etc ¹ and other relevant organisations
III) Develop regional capacity and strengthen institutions for sustainable, less polluting development, including the implementation of the Nairobi Convention	IIIa) Establish small WIO-LaB project unit within Nairobi Convention Secretariat in Nairobi for its management	i) Hire Project Manager, environmental scientist/Deputy Project Manager, and Administrative Manager/Secretary.	Nairobi Convention Secretariat	NCS, Focal Points Forum, GPA, GEF
		ii) Establish office at UNEP in Nairobi	Nairobi Convention Secretariat (NCS)	NCS, NFP, GPA, GEF
		iii) Strengthen capacity of Nairobi Convention Secretariat and RCU; Staff time -one person in the secretariat	NCS, UNON	NCS, NFP, GPA, GEF
	IIIb) Strengthen EAF/RCU as the recognized and effective Regional Seas co-ordinating unit for all regional policies and activities related to coastal and marine resources*	i) Conduct national and regional level workshops to consult with all stakeholders as a means of deciding on measures and partnerships to address priority concerns – Linked to Objectives 1 & 2	NCS	Nairobi Convention Secretariat; Business Associations (Chambers of Commerce; Tourism Local Authorities
		ii) 2 weeks training for 2 EAF/RCU staff at the HELCOM Secretariat under the Twinning Arrangement	NCS	HELCOM
		iii) Support experts to attend technical Meetings relevant to the development of LBA Protocol.	NCS	National Focal Points
		iv) Provide support to the Focal Points to prepare annual status reports on the implementation of GPA and Programme of Work of Nairobi Convention at a national level	Project Office	National Focal Points

¹ Together with those shown under footnote 1

Objective	Component	Activities	Lead Agency / Responsibilities	Proposed stakeholders and institutions that will implement various activities.
	IIIc) Determine and satisfy training needs in the region for LBA	i) Identify training needs for different categories of stakeholders including Legislators; Decision makers; Private sector; Community groups, through needs assessment surveys; NB: Link with Obj. IIe	Project Office	Ministries and agencies responsible for coastal and marine environment, academic institutions, representative of the private sector, and civil society
		ii) Select priority training requirements for the region, addressing land-based activities, and develop training curricula using existing capacity and existing courses, where possible	Project Office	Ministries and agencies responsible for coastal and marine environment, representative of the private sector, and civil society, academic institutions, International, inter-governmental and regional institutions
		iii) Conduct training in the countries/region	Project Office	Ministries and agencies responsible for coastal and marine environment, representative of the private sector, and civil society, academic institutions, International, inter-governmental and regional institutions
	IIIId) Provide Support in the Development of relevant environmental education programs at all levels on LBA	i) Identify on-going activities on curriculum development for environmental education	Project Management with relevant national agencies as guided by National Focal Points	MOE; Curriculum Development Institutions NGOs Volunteer Services
		ii) Contribute to on-going activities eg. School competitions; open days	Project Office	Ministries and agencies responsible for coastal and marine environment, representative of the private sector, and civil society, academic institutions, International, inter-governmental and regional institution
		iii) Develop awareness materials for schools and learning institutions	Project Office	Ministry of Education
		iv) Training for school teachers on LBA themes and encourage formation of environmental clubs in schools	Project Office	Ministry of Education and NGOs
		v) Provide support to MPAs to train professional guides for school programmes	Project Office	MPAs, Marine and Reserves Authorities, private sector, NGOs
		vi) Provide support to school to visit MPAs and theme parks	Project Office	MPAs, Marine and Reserves Authorities

Objective	Component	Activities	Lead Agency / Responsibilities	Proposed stakeholders and institutions that will implement various activities.
	IIIe) Develop Regional/National/Public-Private Partnerships on LB activities	i) Establish Platform for Public-Private Partnerships as part of the implementation LBA activities particularly in the selected demonstration projects, as well as identifying and securing funding for up-scaling lessons from the projects	Project Office and Focal Points	Ministries of Environment Departments of Tourism Local Authorities Departments of Industry Departments of Agricultures Private Sectors Associations (Tourism Associations)
	IIIff) Identify, strengthen, and involve Stakeholders in LBA in the Region	i) Identity and organise local communities within the selected demonstration projects (hotspots) – Link with Ii, Ih,	Project Office	CBOs
		ii) Provide support to targeted CBOs to address specific local tasks – linked to IIIg	Project Office	CBOs,
	IIIg) Implement small-grants programme for broader stakeholder participation to address LBA	i) Develop detailed TORs for a small-grants programme, and select institutions as appropriate to co-ordinate the implementation the small-grants programme, through competitive selection process	Project Office	CBOs, National Agencies, NGOs, regional organizations
		ii) Award two rounds of small-grants competition in selected hotspots in the region to relieve stress on the ecosystems	Project Office	CBOs, NGO, national institutions, and national Focal Points
		iii) Monitor implementation of small grants	Project Office	NFP
		iv) Develop lessons learned in small grants activities, and publicize through the PPA process (IIIe)	Project Office	NGOs, NFP
	IIIh) Update TDA and SAP for improvement of long-term planning of the Nairobi Convention	i) Review and update National TDA and SAP Reports	Project Office with relevant national agencies as guided by NFP	National institutions, civil society, private sector, regional and international organizations
		ii) Prepare draft updated Regional TDA and SAP	Project Office, Selected experts	National institutions, civil society, private sector, regional and international organizations

Objective	Component	Activities	Lead Agency / Responsibilities	Proposed stakeholders and institutions that will implement various activities.
		iii) Review at regional workshop and finalise TDA/SAP	Project Office Selected experts, NFP	National institutions, civil society, private sector, regional and international organizations
		iv) Present to the COP for endorsement	NCS	COP
	IIIi) Develop an East African regional node of the GPA Clearinghouse Mechanism*	i) Conduct a Needs Evaluation and prepare a strategic Workplan for the establishment of regional and/or national GPA nodes*	Project Office with relevant national agencies as guided by NFP	National Institutions
		ii) Improve the existing databases including regional compatibility with other databases with content derived primarily from existing GPA relevant information and data as identified in the Needs Evaluation	Project Office with relevant national agencies as guided by NFP	National Institutions

Annex III Detailed Budget

See Excel file

Annex IV
Format for Cash Advance Statement

CASH ADVANCE STATEMENT

Statement of cash advance as of
And cash requirements for the quarter of

Name of co-operating agency/
Supporting organisation _____
Project No. _____
Project title _____

I. Cash statement

1. Opening cash balance as at US\$ _____
2. Add: cash advances received:

Date	Amount
.....
.....
.....
.....

3. Total cash advanced to date US\$ _____
4. Less: total cumulative expenditures incurred US\$ (_____)
5. Closing cash balance as at US\$ _____

II. Cash requirements forecast

5. Estimated disbursements for quarter
ending US\$ _____
7. Less: closing cash balance (see item 5, above) US\$ (_____)
8. Total cash requirements for the
quarter US\$ _____

Prepared by _____ Request approved by _____
Duly authorised official of co-operating agency/ supporting organisation

Annex V

Terms of Reference for Project Office

Background: The Project Office will serve as the project management office for this project. It will have a small staff, to be co-located with the Nairobi Convention Secretariat in Nairobi, Kenya. The Project Office staff will consist of an internationally-recruited Project Manager at approximately a L4 level, an Environmental Scientist/Associate Project Officer, and a secretary. Their TORs are attached as Annex VI.

Tasks: The Project Office will have the following tasks:

- Perform project management for the WIO -LaB project;
- Create detailed TORs for all regional consultants, international consultants, and subcontracts in close coordination with GPA on specifically the Norway funding);
- Assist the Executing Agency in hiring the consultants and subcontractors, by providing technical review of qualifications;
- Create an annual detailed work plan for adoption by the Steering Committee;
- Track the work plan using project management software such as Microsoft Project, and manage actively to correct deficiencies in project progress;
- Serve as Secretariat to the Steering Committee;
- Liaise with the implementing and executing agencies, and with other international partners and participants;
- Review and approve all final work products;
- Prepare a semi-annual project newsletter for broad distribution within the region;
- Liaise with other GEF and non-GEF projects in the region, to assure synergy and minimize overlap

Annex VI (a)
Terms of Reference for Project Office Personnel

Terms of Reference for:

Project Manager - L4 (budget line 1101)

1. Overall responsibility:

The overall responsibility of the Project Manager is effective management of the UNEP/GEF Project entitled “**Addressing Land-based Activities in the Western Indian Ocean (WIO -LaB)**” in accordance with the signed Project Document, with a view to timely and proper implementation of the Project in its entirety.

The project has a strong partnership between the countries of the East African region, GEF, GPA and the Norwegian Government, consequently the Project Manager will maintain a strong involvement of the supporting partners in the project execution

2. Duties and Responsibilities:

Under the guidance of Programme Officer responsible for the Nairobi Convention, the Project Manager will in particular be responsible for the implementation of the GPA/GEF WIO-LaB project in close consultation with UNOPS and GEF.

Project Manager shall specifically ensure that the activities specified within the project document are carried out in such a manner as to achieve the objectives specified in the project document, and assist national institutions in the region to perform the roles assigned to them.

In general terms the Projects Manager shall undertake the following:

- Consult periodically within UNEP, and with other partners on issues relevant to the project, as well as matters related to the administrative and financial arrangements in connection with the project;
- Consult regularly with UNEP, UNON, UNOPS and the Secretariat for the Nairobi Convention and the GPA on administrative and policy matters in order to reflect UNEP’s policy in the execution of the project;
- Maintain close liaison with member states of the Eastern African Region participating in the project, and plan through correspondence with the designated national institutions of member states the activities delegated to the institutions, and assist them on implementation of the activities;
- *Liase with relevant inter-governmental and United Nations agencies and other partners e.g., World Bank, IUCN, WWF etc working in the region, in order to ensure efficient implementation and use of outputs of the project;*
- Develop other activities, which will enhance the objectives of the project, and present the same to the UNEP Secretariat of the Nairobi Convention for consideration.

More specifically, the Project Manager will:

- i. Develop systems and processes necessary for the tracking, planning and execution of the project.
- ii. Identify project priority activities and their related costs within the countries of the region;

- iii. Request technical/legal/policy information on the implementation of the project through the Nairobi Convention Focal Points;
- iv. Monitor the project implementation at all stages, including the analysis of implementation difficulties and initiating remedial actions, as well as monitoring of the mid-term review and facilitation of the terminal independent evaluation;
- v. Liaise with the Co-executing Agencies, Steering Committee, UNEP, GEF and other donors;
- vi. Oversee and maintain liaison between all parties concerned with the project to facilitate any changes or modifications and to facilitate resolution of project problems;
- vii. Organise and supervise expert meetings, interagency consultations and training workshops or seminars as required by the project;
- viii. Prepare working documents for discussion at the meetings of task teams and working groups;
- ix. Prepare draft reports on the status of the implementation of the project at the regional level, focusing on gaps to be filled;
- x. Prepare TORs for consultancy contracts and monitoring of their execution;
- xi. Present the six-monthly Cash Advance Request with substantiation for the GEF funds for the Project to UNEP;
- xii. Present detailed draft annual work plans on the Project implementation and of the required financing to be approved by the Steering Committee;
- xiii. Undertake technical approval of candidates for consultancy contracts with local and international experts and supervision of their work;
- xiv. Ensure the preparation of substantive, financial and other Project reports stipulated under the Project for submission to UNEP;
- xv. Ensure completion of deliverables and adherence to timelines; analyse and resolve issues that have the potential to jeopardise performance and/or ability to meet agreed upon deliverables; analyse financial and operational reports;
- xvi. Undertake any other tasks as may be assigned to him/her in the field of his/her competence.

3. Job requirements:

- Advanced university degree in the field of environment, including marine-related sciences;
- At least a minimum of 8 years of professional relevant experience;
- High level of fluency in written and spoken English and a working knowledge in French;
- Familiarity with UN system an asset;
- Demonstrated competence in the management of large international projects including budget planning, financial management, monitoring and evaluation;
- Ability to use microcomputers and related software for data management, information management and retrieval, as well as word-processing and project fund management using spreadsheets;
- Good knowledge of the countries of the region and the EAF Action Plan, and of the national marine-related institutions as well as the working environment of the region;
- Demonstrated experience in national and international negotiations;
- Demonstrated capacity for networking;
- In-depth experience in project design and formulation according to UNEP-GEF or UNDP specifications;

4. Type of contract:

Contract with the Project Manager will be for 12 months per year for the duration of the Project.

5. Supervision given to the post:

The work of the Project Manager Post will be supervised by the Co-executing Agencies, and the Steering Committee. More specifically, the Nairobi Convention Secretariat will be responsible for supervising all technical and substantive issues of the project while UNOPS will supervise and provide guidance on all administrative issues.

Project Office Personnel –VI (b)

Terms of Reference for:

Environmental Scientist / Associate Project Officer - L3 (budget line 1102)

1. Overall responsibility

The overall responsibility of the Environmental Scientist / Associate Project Officer is to assist the Project Manager and co-ordinate actions for effective management of the UNEP/GEF Project entitled “**Addressing Land-based Activities in the Western Indian Ocean (WIO-LaB)**” in accordance with the signed Project Document, with a view to timely and proper implementation of the Project in its entirety.

2. Duties and responsibilities

Assist the Project Manager:

- in the follow-up of the implementation of all activities specified in the Project Document and their timely completion;
- in the preparation of materials for detailed annual work plans and in the follow-up of their implementation;
- in facilitating distribution and, when required, publication of substantive reports and other materials resulting from Project activities;
- in drafting work plans for implementation of the project in the selected countries and service all meetings under the project.
- in organizing meetings to be held in the framework of the Project;
- in all financial and administrative matters including necessary coordination within UNEP; follow up on Personnel, Fund, Finance, Travel and General Services issues and with implementing agencies, participating countries and focal points;
- in drafting MOUs with collaborating agencies and partners obtain technical inputs from relevant officers, checks and verifies the proposal and cost estimates received from countries;
- in preparing draft terms of reference for consultants, progress reports, annual reports, half-yearly reports on status of implementation, annual budget reports to donor Government and ad-hoc financial reports as and when requested.
- in preparing the working documents for task teams and working groups; and
- in any other tasks which the Project Manager may deem necessary for the Project implementation.

3. Job requirements:

- University degree in social sciences or its equivalent.
- Good knowledge and familiarity with the United Nations system.
- Fluency in English with a working knowledge of French;
- At least 8 years of work experience of which 2 years in international and national projects;
- Familiarity in the work related to the coastal and marine environment an asset;
- Ability to use microcomputers and related software for data management required. Experience in project and report writing and general office management essential.
- Organizational skills;
- Good communication skills;
- Ability to take initiative;
- Ability to prioritise workload and work under pressure.

4. Type of contract:

Contract with Environmental Scientist / Associate Project Officer will be for 12 months per year for the duration of the Project

5. Supervision given to the post:

The work of the Environmental Scientist / Associate Project Officer will be supervised by the Project Manager.

Project Office Personnel- VI©

Terms of Reference for:

Project Secretary-G4/G5 (budget line 1103)

1. Overall responsibility

The overall responsibility of the Secretary is to assist the Project Manager for effective management of the UNEP/GEF Project entitled “**Addressing Land-based Activities in the Western Indian Ocean (WIO-LaB)**” in accordance with the signed Project Document, with a view to timely and proper implementation of the Project in its entirety.

2. Duties and responsibilities:

- Coordinate information flow by processing and drafting routine correspondence and responses in English as appropriate for supervisor's signature, take dictation and transcribe, type letters, memoranda, reports, faxes, etc;
- Assist in the organization of the supervisor's work; make travel arrangements, hotel bookings and prepare documentation required for missions;
- Handle inquiries pertaining to the substantive office (in English); answer routine queries and receive visitors for the Project Manager;
- Assist in setting up of meetings, liaise with relevant offices at UNEP regarding allocation of meeting rooms, process documents for the meetings, type the agenda, list of participants and working documents for the meetings as well as sending out invitations and paying of DSA to the meeting participants. Provide secretarial servicing by typing and distributing minutes/reports of the meetings as required;
- Filing: Establish an up-to-date and maintain suitable filing system for the office; maintain an updated computerized mailing list of supervisor's contacts, focal points, experts and Ministers of Environment for the Nairobi and Abidjan Conventions; disseminate public information awareness by distributing public awareness material to national institutions of participating countries;
- Assist in increasing efficiency and effectiveness of the information flow by coordinating and processing incoming mail, e-mails and faxes, and outgoing information faster and at less cost;
- Processing and subsequent follow -up of travel authorizations, organizing for tickets in liaison with travel unit and the travel agency, application and follow -up on visa acquisition, making accommodation arrangements, arranging for travel advance with Payments Unit, preparing documentation for meetings and Missions;
- Assist in the logistics of international meetings and conferences including assisting the participants with their travel arrangements, payment of DSA and making accommodation arrangements;
- Maintain mailing links with all participating countries and advisory centres, such as, WIOMSA, IUCN, WWF, SEACAM, and maintain all the MOUs signed for the project's implementation;

- Prepare pre-encumbrance for stock requisitions for the office and ensuring adequate supplies at all times.

3. Job requirements:

- Secondary schools education or its equivalent and formal secretarial training.
- Minimum of five years working experience in secretarial related duties and office management in a busy multi-national organization.
- Fluency in written and spoken English essential and knowledge of any other UN language an advantage.
- Ability to take shorthand dictation and transcribe it into final form.
- Proficiency in the use and operation of the computer, including advanced skills in windows and its programmes.
- Ability to plan, co-ordinate and monitor own work plan, have a great sense of accuracy.
- Must have excellent interpersonal, oral and written communication and organisational skills.
- Have client orientation and satisfaction as part of the day to day duties.
- Ability to work under pressure.

4. Type of contract:

Contract with Project Secretary will be for 12 months per year for the duration of the Project

5. Supervision given to the post:

The work of the Project Secretary will be supervised by the Project Manager.

Annex VII
Terms of Reference for Consultants
And Sub-Contracts

Background: In most of the cases, activities requiring consultants will be contracted through letters of agreement and Memoranda of Understanding to selected institutions within the region that have demonstrated the capacity to undertake regional projects. Only institutions with competent human resources and infrastructure and have a regional network, will be eligible to undertake activities that are in line with the institutional mandate. International consultants will be used to coordinate and support National Consultants in the region. Though considerable capacity exists in the region for much of the work to be carried out in this project, there is still a need for internationally recruited experts to assist with specific parts of this work.

The International Experts will report to the Programme Officer responsible for the Secretariat for the Nairobi Convention, through the Project Manager and will fulfil detailed Terms of Reference to be completed by the Project Manager and his/her staff. The major consultants to be used for this project, as included in the budgeting, are listed below by component/task.

Tasks: INTERNATIONAL CONSULTANTS

Component IA - task 2: An international consultant will be hired for 15 days to assist the Project office and regional consultants in developing written guidelines for monitoring and assessment of water, sediment and biota quality (such as mussel watch projects). The international consultant will be responsible for working with national consultants to develop a comprehensive, practical monitoring protocol limited to the aims of the present project.

Component IC – task 2: An international consultant will be hired for not more than 12 days to assist at a regional workshop defining the carrying capacity of the ecotones, based on distribution of the living resources, knowledge of the water and sediment quality, and existing literature. The international consultant will be responsible for defining the notion of carrying capacity as it addresses the needs of the present project, and will facilitate the meeting to attain estimates of that carrying capacity.

Component ID – task 2: An international expert will be hired for not more than 15 days to work with local experts to synthesize information from existing reports (including national reports) to create a hot spot analysis based on land-based sources of pollution and activities, and overlay with ecological information to define major ecotones at risk.

Component IE – activities 2 and 3: An international consultant will be hired for a total of 8 days to assist local scientists in developing Environmental Quality Objectives and Standards for coastal waters and sediments, and assist at a 3-day regional workshop designed to draft these EQOs and EQSs.

Component IF – activity 1: An international consultant will be hired for a total of 10 days to assist the region to develop simple compliance and trend monitoring addressing the needs of the present project, based on the agreed EQOs and EQSs. This consultant may be the same as hired to assist in Component IE activities.

Component IG – activities 2 and 4: An international consultant will be hired for no more than 80 days to assist the Project Office in hosting a regional workshop on best available technologies and best practices addressing land-based activities; and will also assist the region in selecting and monitoring the Demonstration Projects for land-based activities under this component.

Component IIA – Activity 2: An international expert will be hired for a total of 8 days to assist the RCU in a workshop to review national environmental policy, legal and regulatory

frameworks, to identify major gaps, and to recommend specific changes to national and regional policy and legislation to fill those gaps.

Component IIB – activity 2: An international consultant will be hired for a total of 30 days to assist the region in reviewing their commitment and participation in international environmental conventions, and to assist them in developing capacity to ratify and implement those conventions.

Component IIC – activities 1 and 2: An international expert will be hired for a total of 13 days to assist the region at a workshop discussing the needs and directions for a regional EIA process, and to assist in drafting a Regional EIA for discussion/adoption at a Regional Experts Workshop, followed by approval by the Steering Committee for consideration by the governments.

Component IID – activity 2: An international expert will be hired for a total of 30 days to assist the countries in developing their national plans of action (NPA), by providing training and capacity building for those teams in each country primarily responsible for preparing the National Plans of Action.

Component IIE – activities 1 through 5: An international expert will be hired for not more than 50 days to assist regional experts with preparation of a Protocol to the Nairobi Convention, with annexes, on Land-Based Activities and Sources of Pollution. The expert will attend two working sessions on this matter, and work with regional consultants to develop a document that is to be ratified by the Conference of Parties to the Convention.

Component IIIC – activity 1: An international consultant will be hired for a total of 10 days to assist the region with identifying training needs for land-based activities. These training needs will be identified via national surveys in each country, which will be collated and then used as the basis for establishing training modules that will be subcontracted out as Activity 2.

Component IIIF – activities 1 and 2: An international expert will be hired for a total of 75 days to assist the region with developing a detailed Public Participation Plan for the Project (15 days), and 15 days each year to assist the region in carrying out and evaluating the Public Participation in the project.

Component IIIG – activities 1 and 3: An international expert will be hired for a total of five days to develop, with the Secretariat for the Nairobi Convention, TORs for a small-grants program. The Project Office, with the assistance of the international expert, will select a sub-contractor to execute the small-grants program. The international expert then will participate, for a total of 10 days for each of the last three project years, in selecting and evaluating the results of the awarded small grants. The consultant will work closely with the Project Manager in this effort.

Component IIIH – activities 2 and 4: An international expert will be hired for a total of 75 days to assist the region in developing a Final TDA and a final SAP for the project. This will include at least three trips to the region to attend workshops and working meetings, and to help present the TDA and SAP to the region.

TASKS: NATIONAL CONSULTANTS

National consultants will be hired to perform the majority of the work in the project. Needs for national consultants are summarized below. In addition to these individual tasks for national consultants, various subcontracts will be issued (see below) for larger subsets of the work to be done.

Component IA: 120 days to assist in establishing common methods for monitoring, and demonstration of those methods.

Component IC: 240 days to estimate carrying capacity of coastal waters of the WIO.

Component ID: 270 days to perform hot spot analysis of coastal waters.

Component IE: 50 days of local consultants to prepare EQOs and EQSs for the region, working with the international consultant.

Component IF: 1110 days of local consultants to perform tasks related to the data base and information management system for the project.

Component IG: 180 days of local consultants to monitor and report on the progress of the demonstration projects for reducing land-based activities.

Component IIA: 140 days of national consultants to perform review of existing national policy, legal, and regulatory frameworks, and recommend concrete improvements to those frameworks.

Component IIE: 540 days of national consultants to formulate, draft, and obtain approval by the Conference of Parties for the Protocol to the Nairobi Convention, with Annexes, for Land-based Activities and Sources of Pollution.

Component IIC: 140 days of national consultants to identify training needs in the region for raising awareness of land-based activities and means to address land-based activities.

Component IID: 3660 days of national consultants to develop and implement Public Participation Plan for the project, including community-driven development.

Component IIE: 700 days of national consultants to finalize the TDA and SAP, working closely with the International Consultant. The national consultant teams will provide both national perspectives, as well as regional perspectives, on the issues of land-based activities.

TASKS: SUBCONTRACTS

Various subcontracts will be issued as part of this project. The major subcontracts are listed below:

Component IA: IAEA or IOC of UNESCO will be subcontracted for \$25,000 to assist in developing a targeted monitoring program for the WIO, addressed land-based activities. This sum is expected to leverage additional IAEA resources to assist in other parts of the project. This subcontract will be developed through an interagency MOU between the Executing Agency and IAEA/ IOC of UNESCO.

Component IB – activity 1: National reports for each of the nine countries, summarizing the environmental status of the countries and their land-based activities (including gaps), will be contracted out. The Project Office will develop a detailed outline for each national report, to assure consistency.

Component IB – activity 2: IAEA or IOC of UNESCO will be subcontracted out for up to \$150,000 to analyse sediment and water samples taken as part of the gap-filling of contaminant levels. The matrices of sampling and their locations will be determined following review of the national reports and their gaps.

Component IF: Subcontracts for a total of \$6,000 will be let to train the Data and Information Management staff in requisite areas of database management, GIS, and information management. Training needs will be determined once the staff are selected.

Component IG: Five subcontracts will be let for a maximum of \$445,000, to conduct demonstration projects on various aspects of minimizing the effects of land-based activities. This sum

includes workshops and working groups to conduct a process to identify and select the demonstration projects.

Component IIB: Up to three subcontracts will be let to conduct public awareness campaigns related to the adoption and implementation of international conventions. Targets for the public awareness will be national governments, ministries, parliaments, private sector, and the Public.

Component IID: Subcontracts will be let on a need basis to assist the countries to develop National Plans of Action. These subcontracts are expected to be let to governmental stakeholder groups to assist in developing political will and adoption of the NPAs. These subcontracts will be let only to countries so far lacking NPAs.

Component IIC: Up to two subcontracts will be let to recognized organizations having proven capacity and strengths in regional training for addressing land-based activities and sources. Training will be provided in all nine countries of the region, for broad stakeholder groups, based on priorities set in the early phases of this component.

Component IID: Up to two subcontracts will be let to recognized organizations having proven capacity and strengths in regional education for addressing land-based activities and sources. Based on the priorities set in Component IIC, up to two courses will be developed for school-age children on this topic, to be taught in both English and French, in all nine countries of the region. These subcontracts will pay for course and material preparation for all nine countries, and targeted demonstration in two countries of teaching methods.

Component IIIF – activity 6: Up to three subcontracts will be let to recognized organizations having proven capacity and strengths in regional training for addressing land-based activities and sources, to develop capacity in community-driven development. These subcontracts will provide demonstrations of how community-based development may occur, and will serve as demonstrations for broader implementation in all nine countries.

Component IIIG – activity 2: A matched small-grant activity will be developed and implemented in the region to foster broader stakeholder participation in the issues addressing land-based activity. The small grants will be awarded competitively in two tranches of \$116,000 each. The small grants will range in value from \$3000 to \$20,000, and must be matched by a 50% in-kind or cash contribution. In other words, to obtain a Grant of \$3000, the applicant must show in-kind or cash contribution of \$1500, for a total project “cost” of \$4500. The detailed terms of reference for this small-grants project will be developed under activity 1 of this Component.

Annex VIII

Terms of Reference for the Steering Committee of the Project

Background: The WIO-LaB Steering Committee will direct the activities of the WIO-LaB. The WIO-LaB Steering Committee will also act as the Steering Committee for any other projects that are incorporated under the WIO-LaB umbrella (at which time additional donors to the WIO-LaB may designate a Steering Committee member from their agency). The WIO-LaB Steering Committee will make decisions based on the consensus principle.

Membership: Initial Steering Committee membership will include a Focal Point from each of the participating countries as well as one each from GEF/UNEP, GPA, UNOPS and the Nairobi Convention Secretariat. The Project Manager will act as Secretary of the Steering Committee. Additional members can be added at the discretion of the Steering Committee. The Steering Committee will consider adding representatives from the Private Sector and NGO community at a later date.

Tasks:

- Provide overall strategic policy and management direction to the Project;
- Annually review and assess the progress of the Programme and its projects;
- Annually review and approve the work plan and comment on the budgets of the Programme and its projects, and provide strategic direction on the work plan;
- Provide guidance to the Project Office in coordinating and managing the Projects;
- Create mechanisms for interaction with the Private Sector; and
- Seek additional funding to support the outputs and activities of the WIO-LaB.

Annex IX

Terms of Reference for the Ministerial Coordinating Committees

Background: The Ministerial Coordinating Committees will provide guidance and ensure coordination of a wide range of National institutions and organizations directly responsible for the implementation of the Project at the National level. The Ministerial Coordinating Committee will have a full time, small secretariat (national and donor-supported) reporting to (under the direction of) the National Focal Points, and will serve as the liaison with the Secretariat for the Nairobi Convention.

Tasks

- Ensure an integrated and coordinated approach to facilitating the sectoral changes need for the long-term rehabilitation of the WIO-LaB ecosystem
- Identify national modalities for the implementation of various Components of WIO-LaB
- Coordinate and ensure timely delivery of national contributions to the Project
- Assume responsibility for national contributions to Transboundary Diagnostic Analysis (TDA) and Strategic Action Programme (SAP), and preparation of National Action Plan (NAP)
- Develop proposals for submittal to the Nairobi Convention Secretariat
- Liaison with the Secretariat for the Nairobi Convention
- Facilitate national and donor contributions to necessary 'baseline' activities needed to rehabilitate the WIO-LaB environment.

Annex X
Format for Half-yearly Progress Report

As at 30 June and 31 December
(Please attach a current inventory of outputs/Services when submitting this report)

1. Background Information

1.1 Project Number:

1.2 Project Title:

1.3 Division/Unit:

1.4 Coordinating Agency or Supporting Organization (if relevant):

1.5 Reporting Period (the six months covered by this report):

1.6 Relevant UNEP Programme of Work (2002-2003) Subprogramme No:

1.7 Staffing Details of Cooperating Agency/ Supporting Organization (Applies to personnel / experts/ consultants paid by the project budget):

Functional Title	Nationality	Object of Expenditure (1101, 1102, 1201, 1301 etc..)

1.8 Sub-Contracts (if relevant):

Name and Address of the Sub-Contractee	Object of expenditure (2101, 2201, 2301 etc..)

2. Project Status

2.1 Information on the delivery of outputs/services

	Output/Service (as listed in the approved project document)	Status (Complete/ Ongoing)	Description of work undertaken during the reporting period	Description of problems encountered; Issues that need to be addressed; Decisions/Actions to be taken
1.				
2.				
3.				

2.2 If the project is not on track, provide reasons and details of remedial action to be taken:

3. Discussion acknowledgment (To be completed by UNEP)

Project Coordinator's General	First Supervising Officer's General
Comments/Observations	Comments
Name: _____ Date: _____ Signature: _____	Name: _____ Date: _____ Signature: _____

Attachment to Half-Yearly Progress and Terminal Reports: Format for Inventory of Outputs/Services

a) Meetings (UNEP-convened meetings only)

No	Meeting Type (note 4)	Title	Venue	Dates	Convened by	Organized by	# of Participants	List attached Yes/No	Report issued as doc no	Language	Dated
1.											
2.											
3.											

List of Meeting Participants

No.	Name of the Participant	Nationality

b) Printed Materials

No	Type (note 5)	Title	Author(s)/Editor(s)	Publisher	Symbol	Publication Date	Distribution List Attached Yes/No
1.							
2.							
3.							

c) Technical Information / Public Information

No	Description	Date
1.		
2.		
3.		

d) Technical Cooperation

No	Type (note 6)	Purpose	Venue	Duration	For Grants and Fellowships		
					Beneficiaries	Countries/Nationalities	Cost (in US\$)
1.							
2.							

e) Other Outputs/Services (e.g. Networking, Query-response, Participation in meetings etc.)

No	Description	Date
1.		
2.		
3.		

Note 4

Meeting types (Inter-governmental Meeting, Expert Group Meeting, Training Workshop/Seminar, Other)

Note 5

Material types (Report to Inter-governmental Meeting, Technical Publication, Technical Report, Other)

Note 6

Technical Cooperation Type (Grants and Fellowships, Advisory Services, Staff Mission, Others)

Annex XI Format for Terminal Report

Implementing Organisation _____

Project No.: _____

Project Title: _____

1. Project Objectives - Re-state the following:

Objectives:

Needs:

Results:

2. Project activities

Describe the activities actually undertaken under the project. Give reasons **why some activities, planned at the outset, were not undertaken, if any.**

Activities actually undertaken	Activities planned but not undertaken (reason for failure)

3. Project outputs

Compare the outputs generated with the ones listed in the Project Document.

Actual Outputs (generated)	Outputs envisaged under the project
a)	
b)	
c)	
d)	
* Below, provide more information on the outputs listed on this section:	

Further information on outputs listed above:

(a) MEETINGS

Inter-governmental (IG) Mtg.	Expert Group Mtg	Training Seminar/Workshop	Others
Title: _____ Venue _____ Dates _____ Convened by _____ Organised by _____ Report issued as doc. No/Symbol _____ Dated _____ Languages _____	Title: _____ Venue _____ Dates _____ Convened by _____ Organised by _____ Report issued as doc. No/Symbol _____ Dated _____ Languages _____	Title: _____ Venue _____ Dates _____ Convened by _____ Organised by _____ Report issued as doc. No/Symbol _____ Dated _____ Languages _____	Title: _____ Venue _____ Dates _____ Convened by _____ Organised by _____ Report issued as doc. No/Symbol _____ Dated _____ Languages _____
Please complete list of participants below, giving their names and nationalities.		Please complete list of participants below, giving their names and nationalities.	

Participants List
(Attach a separate list for each meeting)

Name	Nationality

(b) PRINTED MATERIALS

Report to IG Mtg	Technical Publication	Technical Report	Others
Title _____ Author(s)/ Editor(s) _____ Publisher _____ Symbol (UN/UNEP/ ISBN/ISSN) _____ Date of publication _____ (When reports/ publications have been distributed, complete distribution list below or attach a separate list)	Title _____ Author(s)/ Editor(s) _____ Publisher _____ Symbol (UN/UNEP/ ISBN/ISSN) _____ Date of publication _____ (Complete distribution list below or attach a separate list)	Title _____ Author(s)/ Editor(s) _____ Publisher _____ Symbol (UN/UNEP/ ISBN/ISSN) _____ Date of publication _____ (Complete distribution list below or attach a separate list)	Title _____ Author(s)/ Editor(s) _____ Publisher _____ Symbol (UN/UNEP/ ISBN/ISSN) _____ Date of publication _____ (Complete distribution list below or attach a separate list)

Distribution List (IG Meeting reports/ technical reports or publications)

Title of Report	Name of Recipient (Agency/individual recipient)

(c) INFORMATION

TECHNICAL INFORMATION	PUBLIC INFORMATION
Description _____ _____ _____	Description _____ _____ _____
Dates _____	Dates _____

(d) TECHNICAL COOPERATION

Grants and Fellowships	Advisory Services	Others (materials & equipment donated)
Purpose _____	Purpose _____	Purpose _____
Place _____	Place _____	Place _____
Duration _____	Duration _____	Duration _____
For Grants/Fellowships, please indicate cost (in US\$) _____	Please indicate cost (in US\$) _____	Please indicate cost (in US\$) _____
<u>Beneficiaries</u> and their nationalities	<u>Beneficiaries</u> and their nationalities	<u>Beneficiaries</u> and their nationalities

(e) OTHER OUTPUTS/SERVICES

For example: Centre of excellence, Network, Environmental Academy, Convention, Protocol, University Chair, etc. _____
--

4. Use of outputs

State the use made of the outputs.

5. Degree of achievement of the objectives/results

On the basis of facts obtained during the follow-up phase, describe how the Project Document outputs and their use were or were not instrumental in realising the objectives/results of the project.

6. Conclusions

Enumerate the lessons learned during the project execution. Concentrate on the management of the project, indicating the principal factors that determined success or failure in meeting the objectives set down in the Project Document.

7. Recommendations

Make recommendations to:

- (a) Improve effect and impact of similar projects in the future;
- (b) Indicate what further action might be needed to meet the project objectives/results.

8. Non-expendable equipment (value over US\$1,500)

Please attach to the terminal report a **final** inventory of all non-expendable equipment (if any) purchased under this project, indicating the following: Date of purchase, description, serial number, quantity, cost, location and present condition, together with your **proposal** for the disposal of the said equipment (**see separate inventory format**).

Annex XII
Format for Quarterly Project Expenditure Accounts for Co-operating Agencies

Quarterly project statement of allocation (budget), expenditure and balance (Expressed in US\$) covering the period to.....

Project No. Agency name

Project title:

Project commencing: Project ending:

Object of expenditure by UNEP budget code	Project budget allocation for year.....		Total expenditure for quarter *	Total unliquidated obligations.....	Cumulative expenditure for year	Unspent balance of budget allocation for year	
	m/m (1)	Amount (2)				m/m (6)	Amount (2)-(5)
1100 Project personnel							
1200 Consultants							
1300 Administrative support							
1400 Volunteers							
1600 Travel							
2100 Sub-contracts							
2200 Sub-contracts							
2300 Sub-contracts							
3100 Fellowships							
3200 Group training							
3300 Meetings/conferences							
4100 Expendable equipment							
4200 Non-expendable equipment							
4300 Premises							
5100 Operation							
5200 Reporting costs							
5300 Sundry							
5400 Hospitality							
99 GRAND TOTAL							

*breakdown of expenditures per quarter with related information such as name of person hired, duration of contract, fees, purpose...should be reported in a separate annex.

Signed: _____
Duly authorised official of co-operating agency

Annex XIII

Format for Inventory of Non -Expendable Equipment

**INVENTORY OF NON-EXPENDABLE EQUIPMENT PURCHASED AGAINST UNEP PROJECTS
UNIT VALUE US\$ 1,500 AND ABOVE AND ITEMS OF ATTRACTION**

As at _____

Project No. _____
 Project Title _____
 Implementing Agency _____
 Internal/SO/CA (UNEP use only) _____
 FPMO (UNEP use only) _____

Description	Serial No.	Date of Purchase	Original Price (US\$)	Present Condition	Location	Remarks/ Recommendation for disposal

The physical verification of the items was done by:

Name: _____ Signature: _____
 (Duly authorised official)
 Title: _____ Date: _____

Non-expendable Equipment

The implementing agency will maintain records of **non-expendable equipment** (items for US\$1,500 or more or with a serviceable lifetime of 5 years or more) as well as items of attraction such as pocket calculators, cameras, etc. costing more than US\$500) purchased with UNEP funds (or with Trust Funds of Counterpart Funds administered by UNEP) and will submit to UNEP an inventory of all such equipment following the inventory format attached, indicating description, serial number, date of purchase, original cost, present condition and location of each item. This list should be attached to the half-yearly progress report.

Non-expendable equipment purchased with funds administered by UNEP remains the property of UNEP until its disposal is authorised by UNEP. The (Implementing agency) will be responsible for any loss or damage to equipment purchased with UNEP funds. The proceeds from the sale of the equipment, (duly authorised by UNEP) shall be credited to the accounts of UNEP, or the appropriate trust fund or counterpart funds, upon completion of the project.

The implementing agency shall attach to the terminal report, a **final inventory of all non-expendable** equipment purchased under the project, including a **proposal** for the disposal of the said equipment. The inventory will include information such as equipment description, serial number, date of purchase, original cost, present condition and location of each item. The equipment is deemed to have been physically verified by a duly authorised official of the implementing agency.

Annex XIV
Format for Report on Co-Financing

Title of Project:							
Project Number:							
Name of Executing Agency:							
Project Duration:	From:		To:				
Reporting Period <i>(to be done annually):</i>							
Source of Cofinance	Cash Contributions			In-kind Contributions			Comments
	Budget original (at time of approval by GEF)	Budget latest revision	Received to date	Budget original (at time of approval by GEF)	Budget latest revision	Received to date	
Total	0	0	0	0	0	0	

Name:

Position:

Date:

***All amounts in US
dollars***

Annex XV
Letters of co-financing

See attached file.

ANNEX XVI
Logical Framework Matrix

Logical Framework Matrix

Component	Intervention Logic	Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks
	<p>Long-term development / Environment Objectives: environmentally-sustainable management and development of the WIO and its watershed: reducing land-based activities that harm rivers, estuaries, and coastal waters</p>	<ul style="list-style-type: none"> • Regional coordination office set-up by end of year 1; • Revised TDA available and agreed by end of year 4; • Revised SAP available and endorsed at Ministerial level by middle of year 4; • Agreed set of environmental indicators (process, stress reduction, and environmental status) to monitor progress of SAP implementation by middle of year 3; • Protocol to the Nairobi Convention of land-based activities, with annexes, available by middle of year 1; • National Plans of Action for five countries available by end of year 3. 	<p>Steering Committees (SC) annual reports; WMU documents; WMU and technical reports; Working group reports; Annual project review.</p>	<p>Assumes continued national commitment to the regional program at each sector level, including offer of national resources. The ability of the SC and WMU to formulate and implement community-based solutions relies on the support of national agencies through coordinated (but independent) actions. The GEF project will create a model that can be adopted in the future as a permanent activity of the individual national sectors. Broad stakeholder participation will be essential to achieve sustainability.</p>
	<p>Project purpose: Formulation of a Transboundary Diagnostic Analysis (TDA) and a Strategic Action Programme (SAP). Facilitation of the initial steps of implementing SAP to manage shared marine resources and achieve sustainable development for the West Indian Ocean. Develop a mechanism to objectively measure effects of management actions</p>		<p>TDA published and broadly disseminated; Countries endorse SAP; National and donor commitments to financing SAP; WMU and technical reports.</p>	<p>Remedial actions can be costly and/or unpopular in some sectors. A well-designed monitoring and evaluation program will provide objective technical information with which to assess the success (or failure) of specific management actions and can be used to adjust future actions.</p>

LOGICAL FRAMEWORK MATRIX (continued)

Objective I. Reduce stress to the ecosystem by improving water and sediment quality		Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks
OUTPUTS	<ul style="list-style-type: none"> • Common regional monitoring methods agreed and pilot monitoring carried out • Improved knowledge of priority pollutants and carrying capacity • Regionally agreed EQOs and water-based EQSs • Six demonstration projects successfully implemented 	<ul style="list-style-type: none"> • Reports on monitoring methods and monitoring results • SAP focuses on priority pollutants • Signed protocol on EQO/EQS 	<ul style="list-style-type: none"> • Reports, annual project reviews • WMU files • Steering Committee Reports • Completion reports on demonstration projects 	Relies on continued regional cooperation and commitment to the environmental agenda
ACTIVITIES	<p>la) Establish common methods for assessing water and sediment quality, including bioassays of coastal biota</p> <ul style="list-style-type: none"> • I) Regional workshop, with participation of IAEA, on local and international methods of water, sediment, and biota monitoring and assessment (including sampling, analysis, risk assessment) • ii) Development of written guidelines for monitoring and assessment of water, sediment, and biota quality (including mussel-watch type monitoring) • iii) Demonstration of regional methods for water, sediment, and biota quality monitoring and assessment • iv) Purchase and distribution of minimal quantities of sampling equipment for water, sediment, and biota 	<ul style="list-style-type: none"> • Workshop report • Published guidelines • Report on demonstration activity • Purchase orders/shipping documents; Sampling reports 	<ul style="list-style-type: none"> • WMU files, APR • WMU files, www site • WMU files • WMU files, Executing Agency 	None

Objective I. Reduce stress to the ecosystem by improving water and sediment quality	Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks
<p data-bbox="344 302 653 386">Ib) Fill gaps in knowledge of priority pollutants (contaminant levels) and major sources of pollutants (contaminant inputs)</p> <ul data-bbox="344 391 653 703" style="list-style-type: none"> <li data-bbox="344 391 653 570">• I) Written national summary assessments of priority land-based activities, sources of contaminants, and pollutant levels in water and sediments; include national legislative and regulatory water and sediment quality standards <li data-bbox="344 574 653 703">• ii) Targeted monitoring of riverine, estuarine, and coastal waters, sediments, and biota for purposes of identifying major hot spots of pollution and land-based activities 	<ul data-bbox="674 391 1045 597" style="list-style-type: none"> <li data-bbox="674 391 1045 553">• National reports <li data-bbox="674 574 1045 597">• Regional monitoring report; TDA 	<ul data-bbox="1066 391 1404 597" style="list-style-type: none"> <li data-bbox="1066 391 1404 423">• WMU files, www site <li data-bbox="1066 574 1404 597">• WMU files, working group reports 	<p data-bbox="1430 302 1992 318">Assume countries allow monitoring of their fresh and coastal waters</p>
<p data-bbox="344 719 653 781">Ic) Estimate the carrying capacity of the coastal waters, using an ecosystem-based approach</p> <ul data-bbox="344 786 653 1070" style="list-style-type: none"> <li data-bbox="344 786 653 915">• I) Using available information from existing sources, including the African Process, identify the major ecotones of the region, and their biological and physical components <li data-bbox="344 920 653 1070">• ii) Estimate the carrying capacity of each of these ecotones, based on distribution of living resources, knowledge of water and sediment quality, and literature on ecotones response to pollution 	<ul data-bbox="674 786 1045 915" style="list-style-type: none"> <li data-bbox="674 786 1045 808">• GIS maps <li data-bbox="674 899 1045 915">• Report on carrying capacity 	<ul data-bbox="1066 786 1404 915" style="list-style-type: none"> <li data-bbox="1066 786 1404 808">• TDA; WMU files <li data-bbox="1066 899 1404 915">• TDA; WMU files 	<p data-bbox="1430 719 2001 756">Assumes that sufficient scientific data and literature exist to perform a theoretical carrying capacity assessment.</p>

Objective I. Reduce stress to the ecosystem by improving water and sediment quality	Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks	
	<p>Id) Determine coastal hot spots of pollution</p> <ul style="list-style-type: none"> • I) Using information from the two activities above, combined with results from the African Process, identify the hot spots of pollution in the environment, hot spots of sources of land-based pollution and land-based activities, and hot spots of ecotones at risk • ii) Publish a Hot Spot Analysis documenting hot spots of pollution, land-based activities and sources, and ecotones at risk, updating the African Process work. 	<ul style="list-style-type: none"> • TDA incorporates information on pollution hot spots • Report on Hot Spot Analysis 	<ul style="list-style-type: none"> • WMU files • TDA, WMU files, www site, working group reports 	None if two previous activities are successful.
	<p>Ie) Establish regional Environmental Quality Objectives and Environmental Quality Standards (EQO/EQS) for water and sediment quality</p> <ul style="list-style-type: none"> • I) Based on activity Ib.i, summarize existing national standards for water and sediment quality, and compare to international standards • ii) Regional workshop of experts on Regional Environmental Quality Objectives (EQO) and Environmental Quality Standards (EQS) for surface waters and sediments • iii) Draft document on Regional Water and Sediment EQOs/EQs, based on use and values of ecotones • iv) Regional workshop of experts to review and agree on regional water and sediment EQOs/EQs 	<ul style="list-style-type: none"> • National reports • Workshop report • Draft EQO/EQS protocol • Workshop report with signed agreed EQO/EQS protocol 	<ul style="list-style-type: none"> • WMU files, www site, annual project review • WMU files • WMU files, www site • WMU files 	Assumes all countries will agree to a single regional water quality set of standards.

Objective I. Reduce stress to the ecosystem by improving water and sediment quality	Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks	
	<p>If) Develop compliance and long-term trend monitoring protocols and reporting (requires data base management and decision-support systems)</p> <ul style="list-style-type: none"> • I) Based on EQOs/EQs, and on monitoring methods of activity Ia.ii and Ia.iii, develop recommendations for compliance and long-term trend monitoring • ii) Further develop data-base management system and GIS capabilities at the Nairobi Convention Secretariat, by selecting and implementing an existing DBMS and GIS capability from other GEF projects • iii) Insert existing data in to DBMS, and develop basic GIS products (regional maps, overlays) to support regional monitoring and assessments of land-based sources and activities 	<ul style="list-style-type: none"> • Report on recommended national monitoring protocols • Data base management system accessible from all countries and externally • GIS products available on disk and widely distributed 	<ul style="list-style-type: none"> • WMU files; WIO-LaB web site, working group reports • TDA, WMU files; WIO-LaB web site • TDA, WIO-LaB web site 	None

Objective I. Reduce stress to the ecosystem by improving water and sediment quality	Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks
<p>lg) Implement demonstration projects for major land-based activities and pollutant sources</p> <ul style="list-style-type: none"> • I) Based on activity Id.ii, select demonstration sites for six representative demonstration projects: agriculture, tourism, industry, solid waste, storm water run-off, community sewage. • ii) Host regional workshop/symposium on best available technologies and best environmental practices addressing land-based activities and sources; broadly disseminate results from the symposium • iii) Select technologies/practices, and implement demonstration projects • iv) Monitor and report on progress of demonstration projects • v) Disseminate lessons learned from demonstration projects: encourage their application elsewhere in the region 	<ul style="list-style-type: none"> • Working paper on demonstration projects • Workshop report • Contracts awarded • Monitoring reports • Final project completion reports, news releases 	<ul style="list-style-type: none"> • WMU files, annual project review • WMU files, www site • WMU files, www site, Executing Agency • WMU files, annual project review • WMU files, www site, annual project review 	<ul style="list-style-type: none"> • Countries must agree on types of projects • Countries must agree on demonstration project locations • Capable and responsible parties execute the six projects

Objective I. Reduce stress to the ecosystem by improving water and sediment quality	Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks	
	<p>lh) Develop guidelines on best practices and procedures to address wastewater and implement demonstration projects*</p> <ul style="list-style-type: none"> • Hold progress/ coordination meetings every two years as a follow-up to the regional meeting on Municipal Wastewater in the Eastern Africa region to develop inventories on best practices and further selection of pilot projects* • Draft detailed outline of 2-3 selected fundable long-term pilot project proposals to be submitted to financing institutions* • iii) Develop training programmes within the context of the pilot projects which are supported by the global knowledge base and the interactive GPA Clearinghouse mechanism* 	<ul style="list-style-type: none"> • Meeting reports, pilot projects selected • Detailed outlines of pilot projects, outlines submitted to financing institutions • Completion report on training programmes 	<ul style="list-style-type: none"> • Project Office files, meeting reports • Project Office files • Project Office files 	<ul style="list-style-type: none"> • Countries must agree on types of projects • Countries must agree on location of projects • Financing must be available for projects • Capable and responsible parties execute the projects

Objective I. Reduce stress to the ecosystem by improving water and sediment quality	Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks	
	<p>II) Implement actions to reduce and prevent the degradation of the coastal and marine environment caused by physical alteration and destruction of habitats, using the African Process results as a starting point *</p> <ul style="list-style-type: none"> • Finalize various tools and guidelines which outline how all parties should address physical alteration and destruction of habitats in a sustainable and cost effective manner* • Set up pilot projects to illustrate sustainable use and management of coastal zones* • Identify and prioritize pilot projects within specific economic sectors of regional significance for pre-investment studies and actions that demonstrate alternative practices* • Contribute to the development of Training Modules & Programmes through cooperation with the Coastal Area Management Center in the Netherlands and with other regional institutions* 	<ul style="list-style-type: none"> • Workshop report, guidelines published • Completion Reports on pilot projects • Outlines of 2-3 pilot projects completed • Completion Reports on Training Modules and Programmes 	<ul style="list-style-type: none"> • Project Office files, Clearinghouse Mechanism GPA • Project Office files • Project Office files • Project Office files, GPA Clearinghouse Mechanism 	<ul style="list-style-type: none"> • Countries must agree on types of projects • Countries must agree on location of projects • Capable and responsible parties execute the projects

LOGICAL FRAMEWORK MATRIX (continued)

Objective II) Strengthen regional legal basis for preventing land-based sources of pollution, including implementation of the GPA		Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks
OUTPUTS	<ul style="list-style-type: none"> • Gaps identified in legal/regulatory regimes, ratification of international agreements • Regional EIA process • National Programmes of Action • Regional agreement on land-based sources 	<ul style="list-style-type: none"> • TDA • Signed protocol for regional EIA • Signed NPAs (5) • Protocol to Nairobi Convention on LBS 	<ul style="list-style-type: none"> • TDA • Nairobi Convention Secretariat • WMU • Annual Project Review 	<ul style="list-style-type: none"> • Assumes countries will support need for regional EIA process, and have budget to support it • Assumes countries will sign protocol on LBS
ACTIVITIES	<p>lia) Review gaps in national legislation/ regulatory frameworksI</p> <p>National reports on policy, legal, and regulatory frameworks, and institutional structure</p> <ul style="list-style-type: none"> • ii) Workshop to review national frameworks, and recommend more unified policy/legislative/regulatory frameworks; identify gaps and recommendations for economic incentives/ disincentives for reductions in land-based activities and sources 	<ul style="list-style-type: none"> • National reports • Workshop reports 	<ul style="list-style-type: none"> • WMU, www site • WMU, www site 	None
	<p>lib) Review status of ratification of appropriate international conventions by countries, and assist countries in developing plans for ratifying those not yet ratified</p> <ul style="list-style-type: none"> • I) National reports (from Iia.i) include summary of status of ratification of countries to international conventions relevant to land-based sources and activities • ii) Assistance to countries to develop capacity and institutional arrangements for ratifying and implementing outstanding international conventions 	<ul style="list-style-type: none"> • National reports • Contract for consultants to develop capacity 	<ul style="list-style-type: none"> • WMU files, www site, TDA • WMU, APR, Executing Agency 	None

Objective II) Strengthen regional legal basis for preventing land-based sources of pollution, including implementation of the GPA	Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks	
	<p>lic) Implement effective regional EIA processes</p> <ul style="list-style-type: none"> • I) Workshop to discuss national EIA processes, the Espoo Convention, and framework for a regional EIA process • ii) Draft Regional EIA process for possible, and review in a regional workshop; adopt regional EIA and submit to CoP for endorsement in 2004 	<ul style="list-style-type: none"> • Workshop report • Workshop report with regional EIA protocol: EIA protocol submitted to CoP 	<ul style="list-style-type: none"> • WMU • WMU; Nairobi Convention Secretariat 	Assumes countries support need and budget for regional EIA.
	<p>lid) Assist countries in developing realistic and regionally integrated National Programmes of Action for land-based sources and activities</p> <ul style="list-style-type: none"> • I) Identify which countries require assistance in developing National Programmes of Action • ii) Assist five countries in developing their National Programmes of Action, by providing training, capacity building, and funds for development of NPAs. • Assist one country (Tanzania) in further developing its national programme into a mature, targeted and domestically resourced programme that incorporates pro-active interventions, legislative review, capacity building and public spending* 	<ul style="list-style-type: none"> • Memo to Steering Committee • Contracts to countries to develop NPAs; NPAs developed • Contract to Tanzania to develop NPA; NPA developed 	<ul style="list-style-type: none"> • WMU files • WMU, APR, Executing Agency • Project Office, Executing Agency, GPA Clearinghouse Mechanism 	Assumes countries use NPA money wisely, and develop NPAs.

Objective II) Strengthen regional legal basis for preventing land-based sources of pollution, including implementation of the GPA	Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks	
	<p>Iie) Develop and obtain approval for Protocol to the Nairobi Convention with Annexes, on Land Based Activities and Sources of Pollution</p> <ul style="list-style-type: none"> • I) Draft a Protocol on LBA/S • ii) Conduct regional workshop to review draft Protocol on LBA/S, and identify required technical annexes for Protocol • iii) Revise draft Protocol, and develop draft Annexes • iv) Regional workshop to adopt Protocol, and review/ approve Annexes • v) Develop final Protocols and Annexes, and submit to Conference of Parties for adoption 	<ul style="list-style-type: none"> • Draft protocol distributed • Workshop report • Second draft distributed • Workshop report; Protocol and annexes approved • Final protocol with annexes developed and submitted to CoP 	<ul style="list-style-type: none"> • WMU, APR • WMU • WMU • WMU • WMU and Nairobi Convention Secretariat 	None

Objective II) Strengthen regional legal basis for preventing land-based sources of pollution, including implementation of the GPA	Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks
<p>lif) Promote and enhance the integrated management of river basin and coastal zone through application of the ICARM principles*</p> <ul style="list-style-type: none"> • Develop an environmental and socio-economic profile for the Incomati River and coastal area, including an inventory of the state of the river and coastal area and identification of issues for the management of the river basin and coastal area* • Analyse the possible relations (impacts and/or interactions) between Incomati River and coastal area for priority issues* • Countries and stakeholders hold discussions on priorities, possible measures and finding consensus* • Conduct joint strategic planning of the river basin and coastal area* • Communicate results of the Incomati pilot projects with representatives of other cases in sub-Saharan Africa to raise awareness of the need for integrated management of shared river basin and coastal areas* 	<ul style="list-style-type: none"> • Environmental and socio-economic profile developed • Completed analysis • Workshop and meeting reports, consensus developed • Workshop and meeting reports • Report on communications 	<ul style="list-style-type: none"> • Project Office files, GPA Clearinghouse Mechanism • Project Office files, GPA Clearinghouse Mechanism • Project Office files • Project Office files • Project Office files, GPA Clearinghouse Mechanism 	None
<p>IIg) Establish a regional coordination mechanism for IW projects.</p> <ul style="list-style-type: none"> • Conduct periodic coordination meetingsDevelop an environmental and socio-economic profile for the Incomati River and coastal area, including an inventory of the state of the river and coastal area and identification of issues for the management of the river basin * 	<ul style="list-style-type: none"> • Meeting minutes 	<ul style="list-style-type: none"> • UNEP/GEF and Project Office files 	None

LOGICAL FRAMEWORK MATRIX (continued)

Objective: III) Develop regional capacity and strengthen institutions for sustainable, less polluting development, including the implementation of the Nairobi Convention and its protocol		Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks
OUTPUTS	<ul style="list-style-type: none"> • Sustainable framework for managing land-based sources • Capacity developed for sustainable environmental management in region • Full involved stakeholders and improved civil society 	<ul style="list-style-type: none"> • WMU in place and functioning • 100 people trained formally on LBA • Workshop reports; contracts to stakeholders 	<ul style="list-style-type: none"> • APR • WMU • WMU, Executing Agency 	<ul style="list-style-type: none"> • Assumes countries and stakeholders work together well and contribute to project success. • Assumes WMU is effective.
ACTIVITIES	<p>IIIa) Establish Project Coordinating Unit within Nairobi Convention Secretariat in Nairobi for managing the GEF/UNEP project</p> <ul style="list-style-type: none"> • i) Hire Project Manager, environmental scientist, Administrative Manager, and secretary • ii) Establish office at UNEP in Nairobi • iii) Strengthen capacity of Nairobi Convention Secretariat and RCU 	<ul style="list-style-type: none"> • Executing Agency records • Physical presence • Letter from UNOPS 	<ul style="list-style-type: none"> • UNOPS • UNEP/Nairobi, UNOPS • UNOPS/UNEP-Nairobi 	None

<p>Objective: III) Develop regional capacity and strengthen institutions for sustainable, less polluting development, including the implementation of the Nairobi Convention and its protocol</p>	<p>Objectively Verifiable Indicators</p>	<p>Sources of Verification</p>	<p>Assumptions and Risks</p>
<p>IIIb) Strengthen The Secretariat for the Nairobi Convention and the EAF/RCU as the recognized and effective Regional Seas coordinating unit for all regional policies and activities related to coastal and marine resources*</p> <ul style="list-style-type: none"> • Consult with all stakeholders, at national and regional levels, as a means of deciding on measures and partnerships to address priority concerns, identifying activities and key stakeholders* • Build capacity at the Secretariat for the Nairobi Convention and the EAF/RCU through the further implementation of the Twinning Arrangement with HELCOM, which will provide assistance and constitute an important partner in the implementation of priorities of the work programme for the Nairobi Convention* • Provide support and build capacity to enable the Secretariat for the Nairobi Convention and the EAF/RCU to adequately implement the various GPA supportive tools (e.g., innovative financing, voluntary agreements)* • iv) Provide support and build capacity in the Secretariat for the Nairobi Convention and the EAF/RCU in the field of compliance and enforcement of environmental legislation, in the field of institutional mechanisms and improved ocean governance, in international cooperation, and in mobilizing resources for awareness-building and public outreach* 	<ul style="list-style-type: none"> • Workshop and/or meeting notes • Report on Twinning Arrangement with HELCOM • Progress reports on GPA/EAF and its components • Targeted inventories of ongoing activities, progress/coordination meeting reports 	<ul style="list-style-type: none"> • Project Office files, GPA Clearinghouse Mechanism • Project Office files • Project Office files, UNON, UNEP/GPA coordinating unit, GPA Clearinghouse Mechanism • Project Office files, UNON, UNEP/GPA coordinating unit 	<p>None</p>

Objective: III) Develop regional capacity and strengthen institutions for sustainable, less polluting development, including the implementation of the Nairobi Convention and its protocol	Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks
<p>IIIc) Determine and satisfy training needs in region for LB activities and sources</p> <ul style="list-style-type: none"> • i) Conduct survey of Project National Focal Points on training needs in Land-Based activities and sources (for high officials, mid-level government, community, experts, industry, etc.) • ii) Select five priority training requirements for the region, addressing land-based activities and sources, and develop training curricula using existing capacity and existing courses, where possible • iii) Conduct training in the Region, leaving full course material to each attendee 	<ul style="list-style-type: none"> • Consultant report • Consultant report, training curricula developed • Letters from governments acknowledging training 	<ul style="list-style-type: none"> • WMU, Steering Committee report • WMU, www site • WMU, annual project review 	<p>Assumes national capacity exists to perform training</p>
<p>III d) Develop educational programs at all levels on LB activities and sources</p> <ul style="list-style-type: none"> • i) Conduct survey of National Focal Points on educational needs to support reduction of land-based activities and sources • ii) Select three top priority educational needs, and develop activities to address those needs • iii) Implement the activities to address three top priority regional educational needs, in appropriate languages 	<ul style="list-style-type: none"> • Memorandum; Steering Committee Report • Memorandum to files, activities developed • Contracts awarded, and educational materials completed 	<ul style="list-style-type: none"> • WMU, Steering Committee • WMU files, • WMU, Executing Agency, annual project review 	<ul style="list-style-type: none"> • Assumes Steering Committee can agree on top priorities • Assumes national capacity exists to develop educational materials

<p>Objective: III) Develop regional capacity and strengthen institutions for sustainable, less polluting development, including the implementation of the Nairobi Convention and its protocol</p> <p>IIIe) Develop Regional/Governmental/Private Sector/Public Sector partnerships on LB activities and sources</p> <ul style="list-style-type: none"> • i) Establish a Project Steering Committee consisting of Project National Focal Points, the Nairobi Convention Secretariat, local institutions, an NGO representative, and two representatives from private sector • ii) Integrate private sector into activities of this project, as appropriate as sub-contractor, consultant, or co-sponsor of specific activities • iii) Working with private sector, identify and secure financing to replicate the demonstration projects in other areas of the region 	<p>Objectively Verifiable Indicators</p> <ul style="list-style-type: none"> • Steering Committee Meeting reports • Steering Committee Meeting reports, sub-contractor contracts awarded • Demonstration project completion reports, financing secured for replication 	<p>Sources of Verification</p> <ul style="list-style-type: none"> • WMU files, Steering Committee Meeting reports, Executing Agency • WMU files, Steering Committee Meeting reports, Executing Agency • Demonstration project completion reports, WMU files, annual project review 	<p>Assumptions and Risks</p> <p>Assumes WMU staff is familiar with Private Sector, and can convince them to participate in the project.</p>
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<p>Objective: III) Develop regional capacity and strengthen institutions for sustainable, less polluting development, including the implementation of the Nairobi Convention and its protocol</p>	<p>Objectively Verifiable Indicators</p>	<p>Sources of Verification</p>	<p>Assumptions and Risks</p>
<p>III(f) Identify, strengthen, and involve Stakeholders in LBS issues in the Region, including Monitoring and Evaluation, development of performance indicators</p> <ul style="list-style-type: none"> • i) Develop a public participation and awareness (PPA) work plan for the Project • ii) Implement the PPA workplan through a PPA committee, involving national experts, private sector, NGOs, and other interested parties • iii) Perform external annual reviews of the PPA process, and update the workplan based on strengths and weaknesses identified in the review • iv) Provide training in Stakeholder activism and involvement, to assist region in broadening Stakeholder empowerment in environmental issues • v) Create regional information center for broad dissemination of environmental materials to Stakeholders; develop newsletters, web-based informational packages, etc. • vi) Develop and demonstrate community-driven development, including education, local industry, training, and empowerment in environmental decision-making • vii) Involve stakeholders in Monitoring and Evaluation Process • viii) Develop concrete performance indicators for the Project 	<ul style="list-style-type: none"> • Work plan developed • Contracts awarded • Consultant report to WMU • Contracts awarded for training, consultant reports on training • Materials prepared and distributed • Newspaper articles or project-led activities 	<ul style="list-style-type: none"> • WMU files • WMU, Executing Agency • WMU, APR • WMU, Executing Agency, consultant reports on training • WMU, www site, newsletter • WMU files, www site 	<ul style="list-style-type: none"> • Assumes broad stakeholder participation is permitted by governments, and that civil society is adequately strengthened • Assumes central governments permit community-level involvement

Objective: III) Develop regional capacity and strengthen institutions for sustainable, less polluting development, including the implementation of the Nairobi Convention and its protocol	Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks
<p>IIIg) Implement small-grants programme for broader stakeholder participation</p> <ul style="list-style-type: none"> • i) Develop detailed TORs for a small-grants programme, and select a contractor to implement the small-grants programme based on competitive tender • ii) Implement two rounds of small-grants competition • iii) Award and monitor small grants to winning applications • iv) Develop lessons learned in small grants activities, and publicize through the PPA process (IIIi) 	<ul style="list-style-type: none"> • TORs developed, Contract awarded to contractor • Reports of grant competition • Contracts in place • Report by contractor 	<ul style="list-style-type: none"> • WMU, Executing Agency • WMU, Contractor, Executing Agency • WMU, Executing Agency • WMU, SAP, www site 	None
IIIh) Update TDA and SAP	TDA and SAP updated	WMU, Executing Agency, annual project review	None
<p>IIIi) Develop an East African regional node of the GPA Clearinghouse Mechanism*</p> <ul style="list-style-type: none"> • Conduct a Needs Evaluation and prepare a strategic Workplan for the establishment of regional and/or national GPA nodes* • Develop and launch a regional Prototype Node based on national inputs, with content derived primarily from existing GPA relevant information and data as identified in the Needs Evaluation* • Develop a Project Evaluation and Sustainability Plan to ascertain if goals and objectives have been met, including a donor-exit strategy* 	<ul style="list-style-type: none"> • Report on regional and/or national needs and Strategic Workplan • Regional Prototype Node in place • Evaluation and sustainability report 	<ul style="list-style-type: none"> • Project Office files • Project Office, Executing Agency, GPA Clearinghouse Mechanism • Project Office files, Executing Agency 	None

***Components and activities to be supported by the Government of Norway**

UNEP Responses to the Comments on WIO -Lab Project (Addressing Land-based Activities in the Western Indian Ocean) from GEF Council Members: Sweden, USA, Germany

Sweden

- It is important that the project is developed and implemented in close collaboration with the Regional Activity Centre of the Nairobi Convention in the Seychelles, who has a co-ordination responsibility for policy and convention issues with the Joint Secretariat in Nairobi. This does not indicate that these organisations should have an implementation responsibility. They are both small with limited resources and capacities. Co-ordination with the convention is important in order to ensure that the project is implemented in a way that supports – not undermines - the regional processes that are developing around the Nairobi Convention.
- The comparatively large amounts of resources that are available should be directed towards activities that reduce contamination of regional relevance. Plans for additional national contributions after the project is finished must be realistic in relation to the countries' technical and economic capacity and interest. Discussions about additional efforts should be consistent with the work plan of the Nairobi Convention.

RESPONSE:

Point 1: The project has been designed to be executed by the Nairobi Convention Secretariat headquartered in Nairobi, in cooperation with the Regional Activity Centre in the Seychelles. Capacity building has been included in the project to help strengthen the Nairobi Convention in both its secretariat (Nairobi) and activity center (Seychelles). Full coordination with the Convention is envisioned within this project.

Point 2: An output of this project will be a Protocol on Land-Based Activities within the Nairobi Convention. As such a protocol would have to be agreed by the Convention Parties, the substance of the Protocol as well as the work elements agreed to implement the Protocol will be subject to agreement at a Conference of Parties.

USA

- *Addressing Land Degradation Activities in the Western Indian Ocean (UNEP)* has no outcome indicators and the indicators that are included are not quantified (e.g., mostly counts the number of meetings and workshops). All the development and project-purpose indicators look like output indicators.

RESPONSE: The Logical Framework matrix has been modified to provide appropriate indicators.

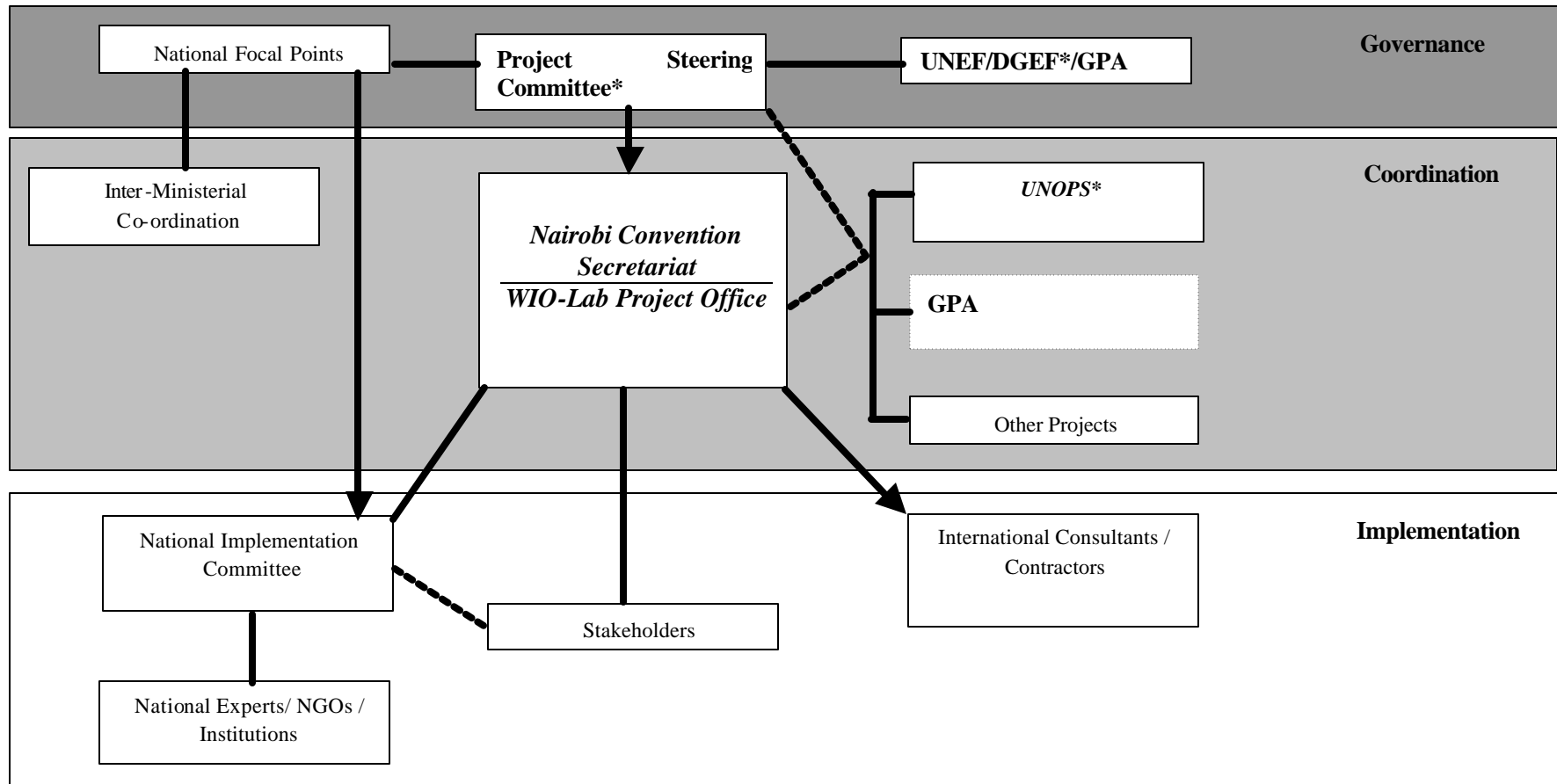
Germany

Next to capacity building, a focus is set on the implementation of six demonstration projects. As the number of participating countries comprises of 8 (Comoros, Kenya, Madagascar, Mauritius, Mozambique, Seychelles, South Africa and Tanzania), it should be assessed if demonstration projects could be implemented in all countries.

Recommendation:

It is recommended to take the above comments into account during further project planning and implementation.

RESPONSE: The intent of the demonstration projects is not to provide one for each country, but rather to identify needs within the regions, and implement the demonstration projects wherever it is most appropriate. Previous guidance by GEF Secretariat encourages such identification of demonstration projects based on need, not on the number of countries. Therefore, the project retains its six demonstration projects, whose implementation will be decided during the full project phase. The replication strategy for demo projects will be developed during project implementation and some of the demos will be replicated in other countries.



Coordination Reporting

*Tri-Partite Review Process

A line with no arrows indicate the relationship goes both directions

Annex XIX Geographical location for Demonstration Sites, their nature and selection criteria.

Issues affecting sites at hot-spots and sensitive areas, locations of Demonstration Projects, as elucidated by the African Process and during the PDF Phase of the WIO-LaB process. Note that this list is not comprehensive, in part since some countries were not included in the African Process (e.g., Madagascar and Comoros).

Major concern	Issues	Kenya	Mauritius	Mozambique	Seychelles	South Africa	Tanzania
I: Stream flow shortage	1. Modification in stream flow	Malindi-Ungwana Bay		Zambesi delta	Mahe wetland	False Bay, Knysna, Maputaland, Pondoland	
	2. Pollution of existing supplies			Maputo bay			
	3. Lowering of water table				La Digue	Maputaland	
II: Pollution	4. Microbiological	Mombasa Malindi bay M/WatamuM P			La Digue Anse Volbert		Dar.es.sal. Tanga mun. Zanzibar
	5. Eutrophication (harmful algal blooms)		P.a.Sables		E. coast Mahe P.LaunayMP Mahe wetland		
	6. Chemical		P.a.Sables Palmar/ Belle Mahe			False Bay, Richards Bay, Saldanha/Lang	
	7. Suspended solids	Mombasa Malindi bay M/WatamuM P	Grand Bay Rodrigues P.a.Sables				
	8. Solid wastes			Maputo bay Nacala bay			
	9. Thermal						
	10. Radionuclide						
	11. Spills				E. coast Mahe	Saldanha/ Lang	

Major concern	Issues	Kenya	Mauritius	Mozambique	Seychelles	South Africa	Tanzania
III: Habitat and community modification	12/13. Loss and Modification of habitats	Wasini chanl Ngomeni Malindi bay Ungwana bay M/WatamuM P (All SAs) Bee-keeping in the Mida mangrove forest	Flic en Flac Grand Bay Rodrigues Riambel (All HSs)	Nacala bay Bazaruto Inhaca reserve Quirimbas Zambesi delta (All SAs)	E. coast Mahe Cosmeledo Mahe wetland La Digue Anse Volbert P.LaunayMP	False Bay, Richards Bay Knysna, Saldanha/Lang (All HSs)	Dar.es.sal. Tanga mun. Zanzibar Rufiji Tanga coast. Bagamoyo (All sites)
IV: Unsustainable exploitation of fisheries & other living resources.	14. Over-exploitation	Mombasa Malindi bay Ungwana bay M/WatamuMP Wasini chanl	Flic en Flac Grand Bay Rodrigues Palmar Riambel	Maputo bay Sofala bay Bazaruto Quirimbas Zambesi delta	P.LaunayMP Cosmeledo	Richards Bay Knysna, Maputaland, Pondoland	Tanga coast. Bagamoyo, Zanzibar municipality
	15. Excessive bycatch & discards	Ungwana Bay		Sofala bay			Bagamoyo
	16. Destructive fishing practices	Ungwana bay Wasini chanl		Sofala bank Bazaruto Quirimbas			Dar.es.sal. Tanga mun. Zanzibar Rufiji Tanga coast.
	18. Impact on biological and genetic diversity			Inhaca Isl			
V: Global changes	19. Changes in hydrological cycle				Mahé wetlands		
	20. Sea level change				Anse Volbet Cosmeledo		
VI. Other	23. Coastal erosion			Macaneta Peninsula	Praslin Island		Dar Es Salaam
	24. Encroachment Human settlement						

Major concern	Issues	Kenya	Mauritius	Mozambique	Seychelles	South Africa	Tanzania
	25. degradation of infrastructure (cultural heritage)			Nacala bay			Rufiji-Mafia archipelago
	26. Shoreline change		Flic en Flac Palmar Riambel				Dar Es Salaam
	27. Ecotourism						Chumbe Island Coral Park Project

NATURE OF DEMONSTRATION PROJECTS

The pilot projects offer the opportunity to demonstrate innovative, sustainable and replicable strategies on how the WIO region can reduce stresses and threats to the coastal and marine environment, from land-based activities at hotspots and sensitive areas. The results of the pilot projects also offer useful lessons for replication in both in rural and urban areas of the region. In particular, wide stakeholder participation in these projects will assure both the sustainability and replicability of the activities. Presently, the differing national approaches to monitoring, to reporting, to analysis, etc. make it impossible to draw an accurate regional assessment.

Some pilot/demonstration projects have been identified during the African Process. These are described below. During the Full GEF Project, the countries will review these projects, and consider additional ones from countries that were not part of the African Process. The six demonstration projects will be selected on the basis of this expanded list, using criteria as outlined below.

Demonstration projects identified by participating countries, during the SSA MSP

Coastal Erosion

1. COS 1 Hotspots and sensitive areas: -Restoration of the areas and the mitigation of erosion upon scientific study, environmental impact assessment, testing of different options and, finally in consultation with all stakeholders, decide on the optimum option
2. COS 2 Support and development of Integrated Coastal Area Management (ICAM).
3. COS 3 Vulnerability to climate change.

Management of key habitat

4. HAB – 1 Conservation of biodiversity by creating Marine Protected Areas (MPAs).
5. HAB – 2 promoting the establishment of RAMSAR sites.

- 6. HAB –3 Rehabilitation of mangrove and the creation of alternative sources of energy and building materials.
- 7. HAB -4 Protection and stability of coral reefs and associated Communities : establishment of “nursery areas” in coral reefs; alternative fishing gear; introduction of small-scale aquaculture (clams, oysters, seaweeds, crabs etc). Projects incomplete.
- 8. HAB5 Development of sound land-use practices and reduction of suspended solids in estuaries and lagoons

Sustainable use of living

- 9. RES –1 Assessment and Mitigation of the Ecological and Socio-economic Impacts of Destructive Fishing Practices- Development of Beach Management Units
- 10. RES – 2 Mariculture development: Encourage CBOs, NGOs and private companies to build partnerships and to submit proposals for financial and technical assistance in developing mariculture initiatives in priority areas.

Tourism

- 11. TOU 2: Promoting environmental sustainability within the tourism Industry through implementation of an eco-certification and labelling pilot programme for hotels.
- 12. TOU 4 Pilot Measures to demonstrate best practice in Mitigating Environmental Impacts of Tourism: -Reef Recreation Management using buoys systems.

Pollution

- 13. POL 1 Municipal Solid Waste Management and Enhancement of Environmental Quality.
- 14. POL 2 Management of Municipal Sewage in sub-Saharan Africa through Appropriate Technologies.

Descriptions of some categories demonstration projects, identified during the African Process, include:

a Promote integrated management of major and international water basins

Problem definition	Depletion and contamination of freshwaters in major river basins)	
Objective of activity	Stabilise and improve water supply and quality in the major regional rivers	
Focus of activity	River agreements and integrated plans, groundwaters, pollution hotspots	
Targets	Water quality, water supply in major and international river basins, international river boundaries, island aquifers.	
Regional activity	Meeting Regional Criteria	Expected results
<ul style="list-style-type: none"> Measures to secure international agreements on sharing of waters and water quality. Preparation of integrated management plans for river basins Address hotspots/ key factors contributing to contamination. Identify and remove policy conflicts. 	<ul style="list-style-type: none"> Proposed by the SSA process; seems some high level discussion indicating political commitment. Has some funding agreements with Netherlands. The problem is relevant and will yield lesson to the wider WIO region. 	<ul style="list-style-type: none"> International agreements on shared water basins prepared. Integrated management of major water basins planned. Measures taken to reduce pollution of major rivers to regional target levels. Socio-technical solutions for groundwater in varied coastal geomorphologies tested Mutually supporting economic and environmental policy instruments created.

B. Design and groyne structures to replenish/protect the beach at Langebaan, South Africa

Problem definition	Beach loss due to aggressive shore erosion.	
Objective of activity	Partially replenish/protect loss of wetlands.	
Focus of activity	Ramsar site;	
Targets	Wetlands, shore habitats, human settlements.	
Regional activity	Meeting Regional Criteria	Expected results
<ul style="list-style-type: none"> Design, Construct, and test groynes. Monitor beach replenishment process. Share results/lessons in WIO. 	<ul style="list-style-type: none"> Proposed by SSA process, Provincial Administration (West Cape Province) and involvement of South African National parks etc – ownership. High-level involvement of the Ministry of Environment Affairs/Tourism shows Commitment. Cost is reasonable and proposed to involve Local Banking Private sector Participation. 	<ul style="list-style-type: none"> Appropriate optional/adaptation technology/design. Mitigation options/data available, public participation. Region experience on protecting coastal wetlands.

Implementation: Department of Environment Affairs and Tourism.
 South African National Parks (West Coast national Park).
 Development Bank of South Africa.
 Provincial Administration of the West Cape Province.

c. Design and test novel protective (groynes) at Ocean Road and Oyster bay Area Dar-es-slaam, Tanzania.

Problem definition	Modification of habitat and economic loss due to shoreline erosion.	
Objective of activity	Model Coastal hydrodynamics and test protective measures against beach erosion.	
Focus of activity	Tourism Infrastructure.	
Targets	Stabilization of beach area.	
Regional activity	Meeting Regional Criteria	Expected results
For S. Africa	<ul style="list-style-type: none"> • SSA Process. • Innovative methods, Training, public participation. • Cost is moderate. • Commitment from Government/IMS. 	<ul style="list-style-type: none"> • Database of demographic and Natural Resources. • Restored Zones, Stable Socio-economic Benefits, and stable Biodiversity. • Train Man Power, Public Participation. • Replicable Lessons.
<ul style="list-style-type: none"> • Assess Population/Resources at threat. • Design, Construct and test groynes. • Train personnel. • Share results/lessons in WIO. 		

Implementer: Department of Environment, Institute of Marine Sciences.

d. Construction wetlands for the management of sewage wastewater.

Problem definition	Contamination of seawater from sewage.	
Objective of activity	Reduce pollution in coastal water.	
Focus of activity	Pollution hotspot.	
Targets	Water quality, wetland buffers, community participation.	
Regional activity	Meeting Regional Criteria	Expected results
Details to be filled when documentation is availed	<ul style="list-style-type: none"> • Already agreed upon by the Municipal wastewater. • Task Force in the WIO Region. 	Details to be filled when documentation is availed

e. Wastewater Management.

Problem definition	Managing storm water.
Objective of activity	Reduce contamination by storm water into coastal zones.
Focus of activity	Hotspot.

Targets	Water quality, community participation.	
Regional activity	Meeting Regional Criteria	Expected results
Details to be filled when documentation is availed	<ul style="list-style-type: none"> Already agreed upon by the municipal wastewater Task Force. 	Details to be filled when documentation is availed

f. Mangrove Rehabilitation and Creation of Alternative Sources of Energy/Building Materials.

Problem definition	Overexploitation and destruction of mangrove Forests.	
Objective of activity	Rehabilitate Mangroves forests.	
Focus of activity	Degraded areas, hot spots, and estuaries.	
Targets	Restoration of Hydrological Regimes, Community Participation, Restore Fisheries.	
Regional activity	Meeting Regional Criteria	Expected results
<ul style="list-style-type: none"> Identify localities/communities, and restore hydrological regime in areas to be restored. Mobilize community, Develop and teach propagation techniques (nurseries). Prepare land in areas to be restored. Plant Propagues. Encourage use of other sources of fuel. Encourage alternative activities (bee keeping). 	<ul style="list-style-type: none"> Agreed at SSA Process, and the GPA Socio-economic study. Expertise/some experience exists in the region. Commitment from Governments is certainly there. NGOs would be available to undertake Community Mobilization etc. Small costs of US\$ 1,000 can create a number of such projects. 	<ul style="list-style-type: none"> Established Mangrove Reserves. Community wood lots. Fisheries restored. Increased incomes. Alternative livelihoods (bee keeping).

Criteria for Steering Committee Selection of Demonstration Projects

The preparation and Steering Committee selection of the Demonstration Projects will be guided *inter alia* by the following:

- A. *Global, regional, sub-regional and multinational nature of projects:* The Demonstration Projects should clearly respond to the environmental benefits in the region and contribute to overall global environmental benefits. In this respect Projects developed and selected may have a sub-regional or regional outlook or involve several countries.
- B. *Specificity:* The Demonstrations projects must target the hot spots and sensitive areas identified by the countries during Sub Saharan MSP and new hot spots and sensitive areas identified during the project implementation using the methodology based on the GIWA approach as agreed by the Steering Committee. Its lessons and best practices will be then replicated in the other hot spots areas within the WIO region.
- C. *Multi-focus:* Projects should aim as far as possible at integrating the thematic coverage within LBA concept.

- D. *Participatory nature:* Projects should demonstrate development and implementation through a participatory approach with strong ownership with all partners including the government, the private sector, civil society including NGOs and the scientific community, the projects should also have a gender balance;
- E. *Programmatic approach:* Projects should be integrated in a comprehensive, programmatic and, as far as possible, strategic approach;
- F. *Sustainable Development Perspective:* Projects should be designed taking into account the need to alleviate poverty and promote economic growth;
- G. *Capacity Building:* Projects should integrate capacity development needs as part of their planned activities
- H. *Maximize utilization of Regional expertise:* Projects should aim at maximizing the utilization of local experts and institutions;
- I. *High rate of replication:* Projects should be designed to ensure replication and dissemination of good practices and experiences.
- J. *Sustainability of activities:* Projects should have activities whose benefits are sustainable beyond the life cycle of the interventions;
- K. *Funding and Co-Financing:* Only projects likely to attract adequate domestic funding and/or external support shall be considered. Projects demonstrating strong co-financing shall be given priority.
- L. *Promote sharing of experiences and learning:* Projects should aim at promoting sharing of experiences, enhancing regional co-operation and collective learning;
- M. *Performance criteria:* Projects should contain clear objectives, performance indicators and monitoring mechanisms;
- N. *Thematic balance:* Balance between the thematic areas should be sought;
- O. *Geographical balance:* Balance between the 8 GEF-eligible WIO Countries should be sought.