



**REQUEST FOR PROJECT PREPARATION GRANT (PPG)**  
**PROJECT TYPE: Full-sized Project**  
**THE GEF TRUST FUND**

Submission date: 05/06/2010

**GEF PROJECT ID<sup>1</sup>:**  
**GEF AGENCY PROJECT ID:**  
**COUNTRY(IES):** Brazil  
**PROJECT TITLE:** Mitigation options of greenhouse gas emissions in key sectors in Brazil  
**GEF AGENCY(IES):** UNEP, (select), (select)  
**OTHER EXECUTING PARTNER(S):** MINISTRY OF SCIENCE AND TECHNOLOGY  
**GEF FOCAL AREA(s):** Climate Change  
**GEF-4 STRATEGIC PROGRAM(S):** Enabling Activity  
**NAME OF PARENT/PROGRAM/UMBRELLA PROJECT (if applicable):** None

**A. PROJECT PREPARATION TIMEFRAME**

Start date of PPG	June 2010
Completion date of PPG	October 2010

**B. PAST PROJECT PREPARATION ACTIVITIES (\$)**

List of Past Project Preparation Activities	Output of the Activities	Project Preparation Amount (a)	Co-financing (b)	Total c = a + b
<b>Total Project Preparation Financing</b>		0	0	0

**C. PROPOSED PROJECT PREPARATION ACTIVITIES (\$)**

**Describe the PPG activities and justifications:** Preparation of a detailed project document to assist the Government of Brazil to strengthen its technical capacity in supporting the implementation of its mitigation actions for greenhouse gas emissions in key economic sectors (energy; forests; industry; agriculture and animal husbandry; transportation; civil construction; residues) (including costs), as identified in the Brazilian National Policy and Plan on Climate Change. The project proposal will be developed in close cooperation with government ministries and public agencies as well as private sector parties.

In particular, the PPG activities will comprise the following tasks:

1. Preparatory activities

- Review of the preliminary project design as described in the Project Identification Form (PIF) and supporting documents to determine the key data and information required for the development of a full project document; and
- Establishment of a detailed work plan.

2. Collection and analysis of additional data

- Identification of key information required for the project development process;
- Collection of baseline data/information on the past performance of the economy as a whole or of special sectors;

<sup>1</sup> Project ID number will be assigned by GEFSEC or the same ID number as PIF will be used.

- Baseline analysis to assess the past and present conditions for the development of long range emission scenarios and the identification of mitigation cost and efficiency opportunities for different sectors (energy; forests; industry; agriculture and animal husbandry; transportation; civil construction; residues);
- Baseline analysis to assess the past and present conditions for applying GBEP methodological framework in the assessment of reduction of GHG emissions from the use of bio-fuels.
- Preliminary assessment of the major barriers (policy, institutional, technical, financial, and market) for the development of long range emission scenarios and the identification of mitigation cost and efficiency opportunities for different sectors (energy; forests; industry; agriculture and animal husbandry; transportation; civil construction; residues);
- Preliminary assessment of the major barriers (policy, institutional, technical, financial, and market) for applying GBEP methodological framework in the assessment of reduction of GHG emissions from the use of bio-fuels;
- Detailed barrier analysis and identification of best stakeholder involvement practice(s); and
- Identification of barriers and ways of overcoming such barrier under the project proposal.

### 3. Stakeholder consultation

Stakeholders were consulted during the preparation of the PIF for the project. More detailed consultations, focusing on the specific components of the project and the roles and contributions of the key stakeholders (including co-financing), will take place during the PPG.

#### *3.1 Consultations with government and institutional stakeholders*

Government ministries and state agencies associated to this project will be consulted to discuss their views on the detailed objectives and implementation arrangements of the project, assess whether their involvement in its execution can be enlarged, secure their commitment to critical outputs, and agree on the activities that public entities will undertake as a part of the project. These discussions will be organized by the Ministry of Science and Technology through bilateral and multilateral consultations with relevant parties at the national level.

#### *3.2 Consultations with private sector including private parties and NGOs*

Some private sector parties were consulted during the preparation of the PIF, but further consultations with them are required to determine the type of cooperation that can be arranged with stakeholders from the private sector and civil society. Consultations will also serve to coordinate arrangements for the engagement of stakeholders, including through co-financing. This will take place through bilateral and multilateral meetings with major market parties and their associations. The team of experts participating in the PPG activities will cooperate with the Ministry of Science and Technology and its partners to involve as much as possible the private sector in the project.

### 4: Cost-Effectiveness and Sustainability Analysis

Cost effectiveness and sustainability analyses will feed project design. These considerations will ensure proper anchoring of the proposed information system at the institutional level as well as its technical and financial endurance upon project completion.

Mechanisms to set criteria to verify, at least preliminary, mitigation potential in different sectors will be developed in collaboration with stakeholders as part of full project preparation. However, it must be taken into account that the identification of mitigation cost and efficiency opportunities for different sectors (energy; industry; transportation; civil construction; etc.) represent the outcomes of a specific project component and cannot be anticipated in the preparation of project document.

### 5: Full Size Project Document

- Review and finalization of the project outcomes, outputs and activities under the project, description of the global environmental benefits;
- Advice on the international best practices and lessons learned with regard to the design and implementation of similar projects;
- Finalization of the project scope and recommendations with regard to the design and strategic objectives of the project;
- Development of a project replication strategy;

- Preparation of the M&E plan for the project, which includes a set of measurable impact and progress indicators and validation of proposed risk mitigation strategy;
- Assessment of the sustainability of envisaged project outcomes and outputs;
- Identification and finalization of engagements/commitments by national counterparts and associated technical and institutional capacity building;
- Guidance for the preparation of the full-sized project (FSP) proposal, as required;
- Preparation of the incremental cost analysis and the cost-effectiveness analysis between the baseline scenario and the GEF-supported alternative scenario;
- Development of a logical framework for the project with sets of appropriate indicators;
- Finalization of the budget for the project including the co-financing arrangements following consultation with the Ministry of Science and Technology and other partners;
- Development of a draft FSP proposal in accordance with GEF standards;
- Circulation of the draft FSP to the Brazilian government and stakeholders, UNEP/DGEF, and other relevant agencies as applicable;
- Finalization of the FSP proposal for submission to the GEF taking into account the comments received; and
- On the basis of feedback from GEFSEC, STAP, GEF agencies, GEF Council Members etc., preparation of necessary responses and/or revisions as required.

<b>List of Proposed Project Preparation Activities</b>	<b>Output of the PPG Activities</b>	<b>Project Preparation Amount (a)</b>	<b>Co-financing (b)</b>	<b>Total c = a + b</b>
Review of the preliminary project design and design of detailed workplan	Detail work plan of PPG activities developed	3,000		3,000
Collecting and analyzing additional data	Report related to baseline data/information and barrier analyses for dissemination of best practices within project framework finalized	12,000		12,000
Consulting with public and private sector stakeholders regarding the project objective, seek the collaboration of market parties and NGOs	Stakeholder consultation report completed	7,500		7,500
Analyzing cost-effectiveness and sustainability plan	Cost-effectiveness and sustainability report completed	3,000		3,000
Detailing final project design, implementation arrangements, and the M&E plan	Draft project document developed	21,773		21,773
<b>Total Project Preparation Financing</b>		<b>47,273</b>		<b>47,273</b>

**D. FINANCING PLAN SUMMARY FOR PROJECT PREPARATION GRANT: (\$)**

	<b>Project Preparation</b>	<b>Agency Fee</b>
GEF financing	47,273	4,727

Co-financing		
<b>Total</b>	47,273	4,727

**E. PPG REQUESTED BY AGENCY(IES), FOCAL AREA(S) AND COUNTRY(IES)<sup>1</sup>**

GEF Agency	Focal Area	Country Name/ Global	(in \$)		
			PPG (a)	Agency Fee (b)	Total c = a + b
(select)	(select)				
(select)	(select)				
(select)	(select)				
<b>Total PPG Requested</b>			0	0	0

<sup>1</sup> No need to provide information for this table if it is a single focal area, single country and single GEF Agency project.


**F. PPG BUDGET REQUEST**

Cost Items	Total Estimated Person Weeks for GEF Grant (PW)	GEF (\$)	Co-financing (\$)	Total (\$)
Local consultants *	33	33,000		33,000
International consultants*	5	7,500		7,500
Travel		4,773		4,773
Miscellaneous		2,000		2,000
<b>Total PPG Budget</b>		47,273		47,273

\* the Annex A for Consultant cost details should be prepared first before completing this table. See notes on Annex A for the required detailed information.

**G. GEF AGENCY(IES) CERTIFICATION**

This request has been prepared in accordance with GEF policies and procedures and meets the GEF criteria for project identification and preparation.

Agency Coordinator, Agency name	Signature	Date (Month, day, year)	Project Contact Person	Telephone	Email Address
Maryam Niamir-Fuller Director DGEF UNEP		05/06/2010	Edu Hassing Task Manager Climate Change DGEF UNEP	+33 01 44 37 14 72	edu.hassing@ unep.org

## Annex A

### Consultants Financed by the Project Preparation Grant (PPG)

Position Titles	\$/ Person Week*	Estimate d PWS**	Tasks to be performed
<b>Local</b>			
Lead project development Expert	1,000	17	<ul style="list-style-type: none"> <li>• Review of the preliminary project design as described in the Project Identification Form (PIF) and supporting documents to determine the key data and information required for the development of a full project document;</li> <li>• Establishment of a detailed work plan;</li> <li>• Coordinate the collection and analysis of additional data;</li> <li>• Coordinate the stakeholder consultation;</li> <li>• Conduct cost-effectiveness and sustainability analysis;</li> <li>• Define strategy to assure institutional and financial sustainability;</li> <li>• Coordinate the finalization of the full cycle project document;</li> <li>• Review and finalization of the project outcomes, outputs and activities under the project, description of the global environmental benefits;</li> <li>• Identification and finalization of engagements/commitments by national counterparts and associated technical and institutional capacity building;</li> <li>• Guidance for the preparation of the full-sized project (FSP) proposal, as required;</li> <li>• Development of a logical framework for the project with sets of appropriate indicators;</li> <li>• Finalization of the budget for the project including the co-financing arrangements following consultation with the Ministry of Science and Technology and other partners;</li> <li>• Development of a draft FSP proposal in accordance with GEF standards;</li> <li>• Circulation of the draft FSP to the Brazilian government and stakeholders, UNEP/DGEF, and other relevant agencies as applicable;</li> <li>• Coordinate the preparation of the M&amp;E plan for the project, which includes a set of measurable impact and progress indicators and validation of proposed risk mitigation strategy;</li> <li>• Finalization of the FSP proposal for submission to the GEF taking into account the comments received; and</li> </ul>

			<ul style="list-style-type: none"> <li>• On the basis of feedback from GEFSEC, STAP, GEF agencies, GEF Council Members etc., preparation of necessary responses and/or revisions as required.</li> <li>• Ensure GEF eligibility and integrity of final documentation including CEO endorsement, UNEP Project Document and required Annexes.</li> </ul>
Expert on long range emission scenarios	1,000	4	<ul style="list-style-type: none"> <li>• Collection of baseline data/information on the past performance of the economy as a whole or of special sectors;</li> <li>• Baseline analysis to assess the past and present conditions for the development of long range emission scenarios for different sectors (energy; forests; industry; agriculture and animal husbandry; transportation; civil construction; residues);</li> <li>• Preliminary assessment of the major barriers (policy, institutional, technical, financial, and market) for the development of long range emission scenarios;</li> <li>• Detailed barrier analysis and identification of best stakeholder involvement practice(s); and</li> <li>• Identification of barriers and ways of overcoming such barrier under the project proposal.</li> </ul>
Expert on mitigation cost and efficiency opportunities for different sectors	1,000	4	<ul style="list-style-type: none"> <li>• Collection of baseline data/information on the past performance of the economy as a whole or of special sectors;</li> <li>• Baseline analysis to assess the past and present conditions for the identification of mitigation cost and efficiency opportunities for different sectors (energy; industry; transportation; civil construction; etc);</li> <li>• Preliminary assessment of the major barriers (policy, institutional, technical, financial, and market) for the identification of mitigation cost and efficiency opportunities for different sectors (energy; industry; transportation; civil construction; etc);</li> <li>• Detailed barrier analysis and identification of best stakeholder involvement practice(s); and</li> <li>• Identification of barriers and ways of overcoming such barrier under the project proposal.</li> </ul>
Expert on biofuels and GBEP methodological framework	1,000	4	<ul style="list-style-type: none"> <li>• Baseline analysis to assess the past and present conditions for applying GBEP methodological framework in the assessment of reduction of GHG emissions from the use of biofuels.</li> <li>• Preliminary assessment of the major barriers (policy, institutional, technical, financial, and market) for applying GBEP methodological framework in the assessment of reduction of GHG emissions from the use of biofuels;</li> <li>• Detailed barrier analysis and identification of best stakeholder involvement practice(s); and</li> <li>• Identification of barriers and ways of overcoming such barrier under the project proposal.</li> </ul>

Stakeholder assessment expert	1,000	4	<ul style="list-style-type: none"> <li>• Conduct stakeholder analysis and consultations, including governmental and private sector stakeholders and NGOs, with regard to the project components;</li> <li>• Detailed barrier analysis and identification of best stakeholder involvement practice(s); and</li> <li>• Prepare a stakeholder analysis matrix listing stakeholders' position vis-a-vis the project and their possible involvement /contribution to project activities (including indication of co-financing).</li> </ul>
<b>International</b>			
Project Design Expert	1,500	4	<ul style="list-style-type: none"> <li>• Review the detailed final project design;</li> <li>• Review implementation arrangements;</li> <li>• Review stakeholder assessment report;</li> <li>• Review the M&amp;E plan.</li> <li>• Review cost-effectiveness and sustainability analysis;</li> <li>• Assist lead project coordinator in defining strategy to assure institutional and financial sustainability;</li> <li>• Ensure GEF eligibility and integrity of final documentation including CEO endorsement, UNEP Project Document and required Annexes.</li> </ul>
Monitoring and Evaluation Expert	1,500	1	<ul style="list-style-type: none"> <li>• Develop a monitoring and evaluation plan</li> <li>• Develop monitoring tools</li> <li>• Develop follow-up and impact indicators</li> <li>• Develop mechanisms and tools to handle the feedback provided by users of the system</li> </ul>