



United Nations Environment Programme



Distr.
LIMITED



UNEP/OzL.Pro/ExCom/6/7
3 February 1992

ORIGINAL: ENGLISH

Executive Committee of the
Interim Multilateral Fund for the
Implementation of the Montreal Protocol

Sixth Meeting
Montreal, 27-28 February 1992

DRAFT GUIDELINES FOR PRESENTATION OF PROJECTS TO THE EXECUTIVE COMMITTEE

INTRODUCTION

Pursuant to decision II/8 of the Second Meeting of The Parties to The Montreal Protocol and, as further elaborated in Section I of the interim Implementation Guidelines approved by the Executive Committee (UNEP/OzL.Pro/ExCom/3/18/Rev.1), all project proposals, where the agreed incremental costs exceed \$500,000, must be submitted to the Executive Committee for consideration and approval.

The aim of these guidelines is to provide information on the appropriate content and level of detail required for the submission of projects to the Executive Committee.

THE PROJECT DOCUMENT

The project document should contain the following information preferably in the sequence shown below when being submitted directly by a Party. If the submission is being made by one of The Fund's implementing agencies then such an agency can utilize formats that are consistent with their own internal procedures and operations provided they include the information requested here. It is anticipated that the complete project document would not exceed ten typed single-spaced pages in length:

Cover Sheet

The project document should contain a cover sheet providing the information as shown in Annex I.

Project Title

A concise title of the project.

Sector Data

Brief background information on the amount of controlled substances used in the sector or sectors affected by the project and the corresponding percentage to the total consumption of controlled substances in the country. If the project is intended to phase-out the production of a controlled substance or substances then the relevant production data on the affected substance or substances and the corresponding percentage to the total production and consumption of controlled substances must also be provided.

Project Description

The project description usually begins with the identification of the problem and followed by the formulation of the objectives of the project and their relationship to and priority within the country programme or to the national strategy for the implementation of The Montreal Protocol. This section should also address the technical aspects of the project, for example, the availability and intended use of alternative technologies. In addition, the activities to accomplish the project must also be clearly indicated. A good project description should explain:

- (a) why the project is needed (rationale, justification, and explanation of the problem the project is to address);
- (b) what private sector firms, if any, are involved in or affected by the project;
- (c) what are the project's long-term objectives;
- (d) what are the project's short-term objectives, if successfully completed;
- (e) what actions/activities are needed to accomplish the overall objectives;
- (f) what non-monetary inputs are needed to realize the objectives;
- (g) what is the best estimate of the cost effectiveness of the project (phase-out costs per kg.).

Project Timeframe

Information on the anticipated start-up date and the termination date for the implementation of the project including a projected schedule for implementation of the various activities designed to accomplish the objectives of the project.

Outputs

This section will address the expected outcome of the project in order to achieve the objectives addressed in the project description. Included here would be information on the projected phase-out/reduction in consumption of controlled substances (in tonnes x ODP) and other direct or indirect outputs, for example, human resource development and/or enhancement of institutional capability.

Budget

An indicative budget figure showing all projected expenditures and the anticipated timing of disbursements. There should also be a description of each budget item and a rationale for the budget estimates as well as explanations of any in-kind contributions.

Implementation Arrangements

Information on which implementing agency or agencies (UNDP, UNEP, World Bank, Other) would be undertaking the project, the national agency responsible for co-ordinating the project, and the financial intermediary contracted for the receipt and disbursement of funds and the financial reporting on the project. A copy of any agreement between the submitting Party and the participating agencies should also be provided as well as a brief resumé on the capability of the implementing agency to successfully implement the project if it is other than one of The Fund's implementing agencies.

Institutional Framework

This section should define the role and responsibilities of the co-operating agency or supporting organization. It should also clarify who is the ultimate authority in managing the project, what is the machinery for consultation among the various agencies and organizations involved in the project, and to which parties and for what purpose are the project results reported.

Technical Appraisal

A copy of any technical review reports of the project, if available.

ANNEX I
SAMPLE PROJECT COVER SHEET

COUNTRY OR REGION:

SECTOR(S) COVERED:

ODS CONSUMPTION IN AFFECTED SECTOR(S):

PROJECT TITLE:

PROJECT DURATION:

Yrs.

Mths.

PROJECT IMPACT: ODSs PHASE-OUT _____ OTHERS _____

PROPOSED BUDGET:

IMPLEMENTING AGENCY: UNDP _____ UNEP _____ World Bank _____
Other _____

NATIONAL COORDINATING AGENCY:

PROJECT SUMMARY

(Address technical, institutional, and policy issues)