

# THE PROJECT PREPARATION PHASE

UNFCCC LDC Expert Group

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UNITED NATIONS FRAMEWORK CONVENTION ON CLIMATE CHANGE

# Purpose and Scope

- To provide time and resources for full project development
  - Detailed project reasoning
  - Confirmed budgets and co-financing
  - Address remaining technical issues
  - Detailed implementation plans
- Typical PPP duration 12 months
- Average cost of a PPG 100,000\$ (with additional co-financing)

# Describing Project preparation activities

## ○ Common activities

- Project site selection
- Technical feasibility studies
- Institutional analyses – capacity assessments
- Local consultations
- Physical baseline assessments
- Project documentation
- Co-financing confirmations
- Final implementation arrangements and workplans  
(Monitoring and Evaluation, stakeholder engagement, indicators)

## ○ Usually grouped by project component, with description of expected outputs

# Costing Project preparation activities

- Personnel costs, consultancies, stakeholder consultations, etc.
- Costs have to be distributed
  - by project Component
  - by item of expenditure
- If working with more than one agency, the contribution of each agency should be spelled out (along with fees)

# Key issues during Preparatory Phase - PPG Management

- Hiring and management of consultants
  - Building a team
  - Estimating personnel costs
  - Developing terms of reference
- Workplanning
- Common hurdles in PPG management
  - Lack of human resources
  - Language
  - Administrative delays

# Sample PPP workplan and common delays

Element	01	02	03	04	05	06	07	08	09	10	11	12
Establish PPG fund management procedures - Sign Agreements and Transfer Funds	*											
Develop Terms of Reference for Project Development Team												
Develop workplan												
Recruit national and/or international consultants		*										
Undertake a desk analysis of available documentation (baseline, vulnerability studies, etc...)												
Project design consultations												
Undertake technical studies (feasibility studies, site selection, surveys) and local consultations												
Develop project logical framework and budget												
Identify, cost and confirm co-financing								*	*			
Confirm implementation institutional arrangements												
Develop project documentation												
Obtain letters of co-financing and endorsement										*	*	
Submit project												