**GUIDANCE MAP ON ENVIRONMENTAL VERTICAL FUND (GEF & GCF) TEMPLATES, PROCEDURES AND POLICIES IN THE POPP**

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*PIMS+ Workspace with all GEF & GCF Guidance:* [*https://co.undpgefpims.org/workspace*](https://co.undpgefpims.org/workspace)

| **Project Stage** | **Name** | **Link to the POPP** | **Where to find it in the POPP** |
| --- | --- | --- | --- |
| **Project Inception Phase** | **Project Origination SOPs** | [Project Origination Standard Operating Procedures](https://popp.undp.org/node/1496)[PISC CO Submission Form](https://popp.undp.org/node/1756)[PISC CO Assessment template](https://popp.undp.org/node/1751)[PISC Lead Unit Submission Form for Global and Regional Projects](https://popp.undp.org/node/1766) [PISC Assessment template for Global and Regional Projects](https://popp.undp.org/node/1791)[PISC CO Submission & Assessment Form for GEF EAs and CBIT](https://popp.undp.org/node/276) | Design -> Formulate Programmes and Projects -> 3.0 Procedures -> Formulate Development Projects ->Step 1.1 ALT |
| **GEF RACI for NIM Projects** | [GEF RACI for NIM Projects](https://popp.undp.org/node/1881) | Design -> Formulate Programmes and Projects -> 3.0 Procedures -> Formulate Development Projects -> Step 1.1 ALT |
| **GCF RACI for NIM Projects** | [GCF RACI for NIM Projects](https://popp.undp.org/node/1886) | [Design -> Formulate Programmes and Projects -> 3.0 Procedures -> Formulate Development Projects](https://popp.undp.org/node/10826) -> Step 1.1 ALT |
| **Vertical Fund Time Tracking Sheet- Guidance Note** | [Vertical Fund Time Tracking Sheet - Guidance Note](https://popp.undp.org/node/786) | Design -> Formulate Programmes and Projects -> 3.0 Procedures -> Formulate Development Projects -> Step 1.1 ALT |
| **Oversight Readiness Capacity Assessment****(ORCA) User Guide** | [VF Needs Assessment Tool User Guide](https://popp.undp.org/node/1826)*The ORCA Assessment tool can be accessed through the CO dashboard in* [*PIMS+ platform*](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpims.undp.org%2Fsite%2Findex&data=05%7C01%7Cisabella.muthoni%40undp.org%7Cdff465c9201e4fbe6fdb08daf4464aee%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C638090879975801852%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=R28WEbVDIoFFIBJAnzTDtxGsSi6ZqLH%2BRQ%2F7l6nUytQ%3D&reserved=0)*.* | Design -> Formulate Programmes and Projects -> 3.0 Procedures -> Formulate Development Projects -> Step 1.1 ALT |
| **Oversight Readiness Capacity****Assessment (ORCA) Tool - FAQ** | [Frequently Asked Questions (FAQ)- Oversight Readiness Capacity](https://popp.undp.org/node/1821%22%20%5Ct%20%22_blank)[Assessment (ORCA) Tool](https://popp.undp.org/node/1821%22%20%5Ct%20%22_blank) | Design -> Formulate Programmes and Projects -> 3.0 Procedures -> Formulate Development Projects -> Step 1.1 ALT |
| **Guidance on GEF Project Budget Costing** | [Guidance on GEF Project Budget Costing](https://popp.undp.org/node/1456)Refer to the detailed procedures for Costing and Budgeting of projects funded by the following partners:* [European Union (EU)](https://popp.undp.org/node/1701)
* [GEF funded](https://popp.undp.org/node/1456)
* [Global Fund (GF)](https://popp.undp.org/node/1706)
 | Design -> Formulate Programmes and Projects -> 3.0 Procedures Formulate Development Projects -> Step 3.2  |
| **Project Budget Templates** | [Budget Template (Multi-Year Work Plan)](https://intranet.undp.org/unit/ofrm/_layouts/15/WopiFrame.aspx?sourcedoc=/unit/ofrm/Financial%20Resource%20Management%20Policies/Budget%20template%20-%20UNDP_5_.xlsx&action=default) [Detailed list of components to be budgeted](https://intranet.undp.org/unit/ofrm/_layouts/15/WopiFrame.aspx?sourcedoc=/unit/ofrm/Financial%20Resource%20Management%20Policies/Major%20Budget%20lines.docx&action=default)[Evaluation Budget Calculation](http://web.undp.org/evaluation/guideline/documents/Template/section-3/Sec%203%20Individual%20Evaluation%20Budget%20considerations%20and%20calculation%20example.docx) | Design -> Formulate Programmes and Projects -> 3.0 Procedures Formulate Development Projects -> Step 3.2  |
| **GEF Templates for Project Identification Forms (PIFs) and CEO Endorsements/Approvals** | [GEF Templates for Project Identification Forms (PIFs) and CEO Endorsement/Approvals.](https://www.thegef.org/documents/templates) | [Design -> Formulate Programmes and Projects -> 3.0 Procedures -> Formulate Development Projects](https://popp.undp.org/node/10826) -> Step 1.0 |
| **GCF Concept Note Template** | [GCF Concept Note](https://www.greenclimate.fund/document/concept-note-template) | Design -> Formulate Programmes and Projects -> 3.0 Procedures -> Formulate Development Projects -> Step 1.0 |
| **GCF Project Preparation Facility Templates** | [GCF Project Preparation Facility Templates](https://www.greenclimate.fund/projects/process) | Design -> Formulate Programmes and Projects -> 3.0 Procedures -> Formulate Development Projects -> Step 1.0 |
| **GEF Initiation Plan Template (GEF project preparation grant)** | [Initiation Plan template to prepare a project preparation grant (PPG);](https://popp.undp.org/node/1486) | Design -> Formulate Programmes and Projects -> 3.0 Procedures -> Formulate Development Projects ->Step 2.2 OPT |
| **GEF Project Document Template** | [GEF Project Document Template](https://popp.undp.org/node/1991) | Design -> Formulate Programmes and Projects -> 3.0 Procedures -> Formulate Development Projects ->Step 3.0  |
| **GCF Project Document Template** | [GCF Project Document Template](https://popp.undp.org/node/1741) | Design -> Formulate Programmes and Projects -> 3.0 Procedures -> Formulate Development Projects ->Step 3.0  |
| **Guidance on Governance Arrangements for VF Programming** | [Guidance on Governance Arrangements for VF Programming](https://popp.undp.org/node/1736) | Design -> Formulate Programmes and Projects -> 3.0 Procedures -> Formulate Development Projects -> Step 3.0 |
| **Project Approval Stage** | **Delegation of Authority – Text in the PPM Policies** | For projects funded with Environmental and Climate Vertical Fund resources (including GEF, GCF, AF, etc), the UNDP Nature, Climate and Energy Executive Coordinator shall operate as the primary focal point for UNDP towards the governing bodies of the vertical funds (notably GEF Council, GCF Board and AF Board). In that capacity, the UNDP Nature, Climate and Energy Executive Coordinator shall also have the delegated authority to sign the legal project level funding agreements with these vertical funds for and on behalf of UNDP. The authority to sign a relevant vertical fund project document is further delegated to the Resident Representative through a project level delegation of authority agreement,, which shall be signed by (i) the UNDP Nature, Climate and Energy Executive Coordinator, (ii) the BPPS Assistant Administrator and Director, (iii) the Regional Bureau Director and (iv) the Resident Representative. By signing this Delegation of Authority for acceptance: 1. the UNDP Resident Representative assumes full responsibility and accountability to ensure the timely implementation of the vertical fund supported project, as approved, and to ensure that the project complies with all vertical fund specific requirements and is implemented in accordance with the all terms and conditions set out in the governing legal agreements. The Resident Representative shall provide oversight and quality assurance of tasks undertaken by the Implementing Partner and/or Responsible Parties and assumes full accountability for ensuring that all requirements set out in UNDP’s policy framework (UNDP POPP), UNDP’s Financial Rules and Regulations and UNDP’s Internal Control Framework are applied to the project;
2. the Regional Bureau, represented by the Regional Bureau Director, assumes full responsibility and accountability to provide oversight to the Country Office implementing the vertical fund supported project to ensure compliance with all UNDP rules and regulations.
3. The UNDP Nature, Climate and Energy Executive Coordinator, through the UNDP Nature Climate and Energy Principal (PTA), Regional Technical Advisors (RTA) and Regional Team Leaders (RTL), shall be responsible to perform the technical oversight services and oversight required to ensure that the project complies with the vertical fund specific policy requirements and procedures. This shall includeproject management issues including project workplans, key management decisions, budget revisions, annual progress reports and project evaluations
 | [Design -> Appraise and Approve -> 2.0 Policies -> page 1-2](https://popp.undp.org/node/10441) |
| **Delegation of Authority Agreement for GEF Projects (Master Template) – GEF Trust Fund LDCF SCCF NPIF**  | [Delegation of Authority Agreement for GEF projects (Master Template) – GEF Trust Fund LDCF SCCF NPIF](https://popp.undp.org/node/1971) | Design -> Appraise and Approve -> 3.0 Procedures -> Development Projects -> Step 2.1 VERT  |
| **Delegation of Authority Agreement for GCF Full Funding Proposal (Master Template)** | [Delegation of Authority Agreement for GCF Full Funding Proposal (Master Template)](https://popp.undp.org/node/1806) | Design -> Appraise and Approve -> 3.0 Procedures -> Development Projects -> Step 2.1 VERT |
| **SOPs for GEF Full Size Projects**  | [SOPs for GEF Full-Size Projects to meet the new GEF submission and disbursement deadlines](https://intranet.undp.org/unit/bpps/sdev/gef/Templates1/SOP%20FSP%20for%20Meeting%20new%20GEF%20submission%20and%20disbursement%20deadlines%20revised%20final%2031%20July.docx?Web=1) | Design -> Appraise and Approve -> 3.0 Procedures -> Development Projects -> Step 2.1 VERT |
| **SOPs for GEF Medium Size Projects**  | [SOPs for GEF Medium-Size Projects to meet the new GEF submission and disbursement deadlines](https://intranet.undp.org/unit/bpps/sdev/gef/Templates1/SOP%20MSP%20for%20Meeting%20new%20GEF%20submission%20and%20disbursement%20deadlines%20final%2011%20July%202019.docx?Web=1) | Design -> Appraise and Approve -> 3.0 Procedures -> Development Projects -> Step 2.1 VERT |
| **SOPs for GCF Post-Approval Process**  |  [SOPs for Post-Approval Process of GCF Funded Projects](https://pims.undp.org/workspace/file/download?id=82) | Design -> Appraise and Approve -> 3.0 Procedures -> Development Projects -> Step 2.1 VERT |
| **Implementation Stage** | **Project Revisions for GEF Projects**  | [Guidance and procedures for GEF project revisions during project implementation](https://popp.undp.org/node/1681) | Implement -> Manage Change -> 3.0 Procedures -> Project revisions -> Step 3.0 |
| **Project Revisions for GCF Projects** | [GCF policy on restructuring and cancellation](https://www.greenclimate.fund/sites/default/files/document/policy-restructuring-cancellation.pdf) | Implement -> Manage Change -> 3.0 Procedures -> Project revisions -> Step 3.0 |
| **Project Extensions for GEF projects** | [Project Extension Guidance for GEF Projects](https://pims.undp.org/workspace/file/download?id=49) | Implement -> Manage Change -> 3.0 Procedures -> Project Revisions -> Step 3.0 ALT  |
| **Project Extensions for GCF projects**  | [Project Extension Guidance for GCF Projects](https://pims.undp.org/workspace/file/download?id=200&index=0) | Implement -> Manage Change -> 3.0 Procedures -> Project Revisions -> Step 3.0 ALT |
| **Standard Operating Procedures to manage GEF/GCF/AF project risks escalated to the Executive Coordinator – Environmental Finance.** | [SOP for the development of UNDP management actions for Vertical Fund projects escalated for action to the Executive Coordinator Environmental Finance](https://popp.undp.org/node/1796) | Implement -> Manage Change -> 3.0 Procedures -> Project Revisions -> Step 3.0 ALT |
| **GEF Annual Project Implementation Report**  | The GEF Annual Project Implementation Report (PIR) is completed online using the BPPS Nature, Climate and Energy [PIMS+ system](https://pir.pims.undp.org/site/login). | Implement -> Report -> 3.0 Procedures -> Report (projects)-> Step 4.0 |
| **GCF Annual Performance Report**  | The GCF Annual Performance Report is completed online using the BPPS Nature, Climate and Energy [PIMS+ system.](https://pir.pims.undp.org/site/login) | Implement -> Report -> 3.0 Procedures -> Report (projects)-> Step 4.0 |
| **GEF Project Implementation Report Guidance** | [GEF PIR - Annual Monitoring Process Guidance](https://pims.undp.org/workspace?current_directory_id=258)  | Implement -> Report -> 3.0 Procedures -> Report (projects)-> Step 4.0 |
| **GCF Annual Performance Report Guidance** | [GCF APR Guidance](https://pims.undp.org/workspace?current_directory_id=41) | Implement -> Report -> 3.0 Procedures -> Report (projects)-> Step 4.0 |
| **Mid-Term and Terminal Evaluations text in the PPM Procedures** | Mid-Term/Interim and Terminal Evaluations of Environmental Vertical Fund financed projects must meet both UNDP and the relevant vertical fund requirements.  Documents are accessible on the UNDP Independent Evaluation Office website in Spanish, French, and English (click on the GEF Project Evaluation tab). For evaluations of GCF and AF financed projects, please consult the Nature, Climate and Energy team.The [RACI matrix](https://popp.undp.org/node/1881) sets out the roles and accountability for this stage of GEF-financed projects. | Close and Transition -> 3.0 Procedures -> Projects -> Step 2.0 |
| **Mid-Term Evaluation Guidance for GEF-financed projects** | [Guidance on conducting a mid-term evaluation](http://web.undp.org/evaluation/documents/guidance/GEF/mid-term/Guidance_Midterm%20Review%20_EN_2014.pdf) | Close and Transition -> 3.0 Procedures -> Projects -> Step 2.0 |
| **Terminal Evaluation Guidance for GEF-financed projects** | [Guidance on conducting a Terminal Evaluation](http://web.undp.org/evaluation/guideline/documents/GEF/TE_GuidanceforUNDP-supportedGEF-financedProjects.pdf) | Close and Transition -> 3.0 Procedures -> Projects -> Step 2.0 |