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Title RTA
Date submitted: 25 April 2015

1. Practice area : PBPS SDC	
2. Mission period (incl. of travel days) From: 20-21 April 2015	
3. Type of mission : Technical backstopping	4. Clients: UN-REDD focal points from Forest Department, MoEF, UNDP and FAO Country Offices
5. Purpose of mission: inception planning	6. Documents, materials, resources - Annex One: Table of activities and timelines till inception - ToR for the PMU positions
7. Mission members: Aki Kono with Ben Vickers, FAO	8. Costs: UN-REDD Global Programme Budget

9. Brief summary of the mission
The Government of Bangladesh (GoB) submitted a funding request of USD 2.3 million to the UN-REDD Programme Policy Board in 2013 to initiate the implementation of its REDD+ Readiness Roadmap. The request was approved in December 2013. The Policy Board then requested GoB to prepare and formalise a UN-REDD National Programme Document (NPD) within 6 months to start the implementation.

With some minor delays caused by internal procedures of UNDP and FAO, a little over 6 months were taken for the NPD preparation process to complete. A LPAC approved the NPD in mid-July 2013. Since that time, we have been waiting for the MoEF's signature on the NPD. The GoB's internal procedural requires clearance by the Economic Relations Division (ERD), Ministry of Finance, and this clearance process has been taking a very long time. Meanwhile, staff turnover at the senior level in the MoEF has also been a cause of the overall delay. Now, the NPD start-up is nearly one year behind schedule.

This brief mission was undertaken jointly with the FAO regional advisor to discuss with the Forest Department (FD) of the MoEF in order to address this current situation, and to ensure that there will not be any further delays in going through the inception phase, once the clearance has been given by the ERD.

9.a Findings

- ERD is now in the process of clearing the NDP and sending their delegation of authority to the MoEF to sign the NPD.
- Specific activities, timelines and roles and responsibilities of implementing partners to get through the inception phase as quickly as possible have been discussed and agreed between FAO, FD and UNDP (see Annex 1).
- Terms of Reference of PMU staff positions were reviewed, and FD will technically clear the ToR in one week.
- Due to lack of adequate funding in the NP, a discussion took place to decide on how to secure the necessary international policy advisory services for the NP between FAO, FD and UNDP. A recommendation was made to seek such services through the CTA of FAO's NFI project. The FAOR has discuss and agreed with USAID who is financing the NFI project to agree on 5% of the CTA time to be allocated to policy advisory services given to the NP. This would also enable greater synergy between the NP and NFI project to support the country in its overall REDD+ readiness effort.
- With this adjustment in staffing, the ToR for the Programme Manager position was revised to take on some CTA functions.
- UNDP CO will explore ways in which the PMU staff recruitment process can already begin before the completion of fund transfer.

9.b Results achieved (key outputs)

- Annex One: Table of activities and timelines till inception
- Revised ToR for the PMU positions

9.c Expected outcomes and impacts

The new national REDD+ focal point who has taken over from the previous one after his retirement has a better understanding of what needs to happen and who will do what during the inception phase.

10. Key counterparts

Mr. Nick Beresford (DCD UNDP) Mr. Alamgir Hossain (UNDP) Ms. Mariam Akhter (FAO)	Mr. Liam Costello (FAO) Mr. Md. Ynus Ali, Chief Conservator of Forests, FD Mr.Md. Mozaharul Islam, Conservator of Forests, FD
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11. Follow up action matrix		
Action to be taken	By whom	Expected completion date
Please see Annex 1		

12. Distribution list
UN-REDD Programme, Tim Clairs, relevant regional colleagues

Annex One: Table of activities and timelines till inception

No	Activity	Timeline	Note	Key roles
1.	Complete ProDoc signing	4 May		UNDP CO and FD (Mozaharul)
2.	Send ProDoc to Secretariat	10 May	Scanned copy to Secretariat within a week of signing. Hard copy for files.	UNRC
3.	Receive funds	31 May	Secretariat – MDTF – Agency HQs – Agency Cos. DoA for UNDP CO. Check up on FAO process	Regional team to follow up on progress
4.	Finalise PMU ToRs	10 May	Approval by CCF	UNDP CO (Alamgir), with support from Liam/Mariam
5.	Complete recruitment process for PMU staff	15 August	After ProDoc signing, one week to release ads, three week deadline, two weeks for interviews (FAOR and FD on panel), two months till all staff in post	UNDP CO to manage recruitment process.
6.	Nominate National Programme Director (NPD)	15 August	MoEF order. FD to advise on process. FD can communicate with MoEF to indicate their recommendation for NPD	UNDP CO to write letter to CCF, FD after ProDoc signing. Mozaharul to follow up
7.	Select Programme Executive Board (PEB) members	15 August	To be co-chaired by representatives of MoEF and UNRC, plus reps of UNDP CO, FAOR, CSOs, IPs and NPD. Recommend PEB initiated with minimum required members. Additional members/ observers can be added as required	FD to lead. Advised by UNDP CO and FAOR (Alamgir/Mariam)
8.	Induction of PMU	22 August	Regional joint mission	Regional advisory team
9.	Prepare for inception workshop and PEB	July - August	A list of participants and workshop agenda can already be prepared by UNDP and FAO CO and regional teams, and participants can be informed before PMU is established.	FD to lead with assistance of PMU. Support from UNDP CO (Alamgir), FAOR (Mariam/Liam)
10.	Hold inception (1day internal and ½ day external) workshops	27-29 August		Multi-stakeholder approval of Programme work plan
11.	First PEB meeting	31 August	PEB will review and approve its ToR, 2015 AWP, and anticipated risks and mitigation measures	FD to lead with assistance of PMU. Support from UNDP CO (Alamgir), FAOR (Mariam/Liam)