

Project Management for PCB elimination projects

Distribution of roles and suggested structures



National Coordination



Project Management – Roles and Responsibilities



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WHY

?

WHAT

?

WHEN

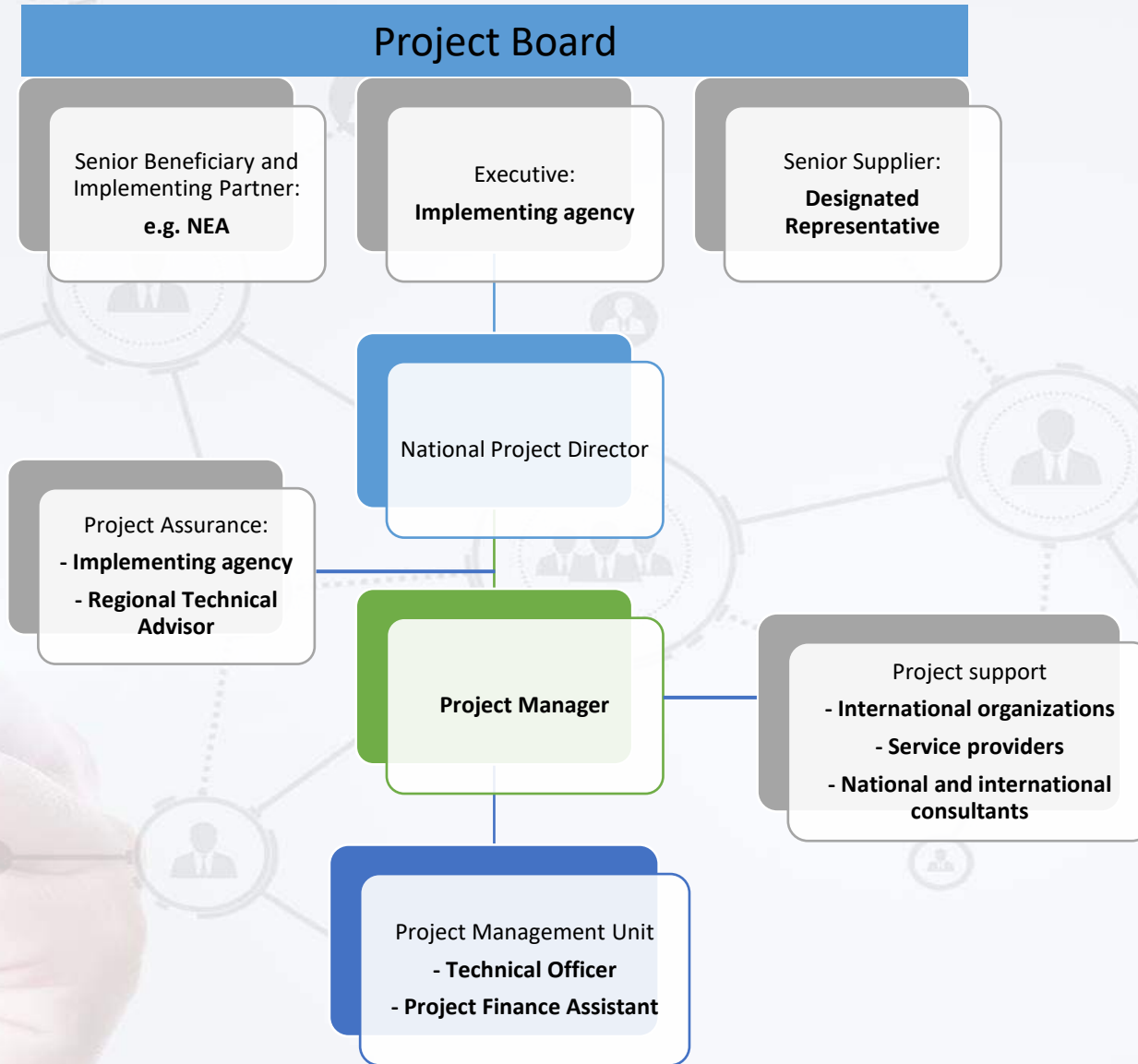
?

HOW

Project Management and reporting

The project organisation structure

Example project The Gambia



Project Coordinating Team (PC)

Based at the Executing Agency
premises

Composed of Project
Coordinator, Technical Assistant
and Financial Officer

PC Role:

1. Coordinates activities of the project
2. Liaises with Parties and ensures work is done smoothly
3. Maintain regular contacts with IA

Coordinates activities of the project

Liaises with Parties and ensures work is done smoothly

Maintains regular contacts with IA

Leads the project activities and work

Takes decisions on the project

Coordinates Consultants' work

Requests project extensions and reports problems

Represents the project

Project Manager

runs the project on a day-to-day basis

Provides technical input into the project

Ensures that the project meets technical basic criteria

Assess technical work and provides suggestions as needed

Establishes, in close consultation with the Project Coordinator, technical groups

Moderates technical meetings and provides technical guidance

Develops, in some cases, technical reports for the project

First line of clearance for the technical work



Technical Officer



Financial
Officer

Revises budget and ensures proper funding is allocated for activities

Prepares financial reports

Authorizes funds disbursements according to organization and UNEP rules

Prepares cash advance request

Prepares terms of reference for auditor

Keeps good records of expenditures



Project Board or Project
Steering Committee
(PSC)



Make management decisions by consensus



Approves project plans and revisions



Assess progress made in the project and address project issues



Takes corrective action as needed



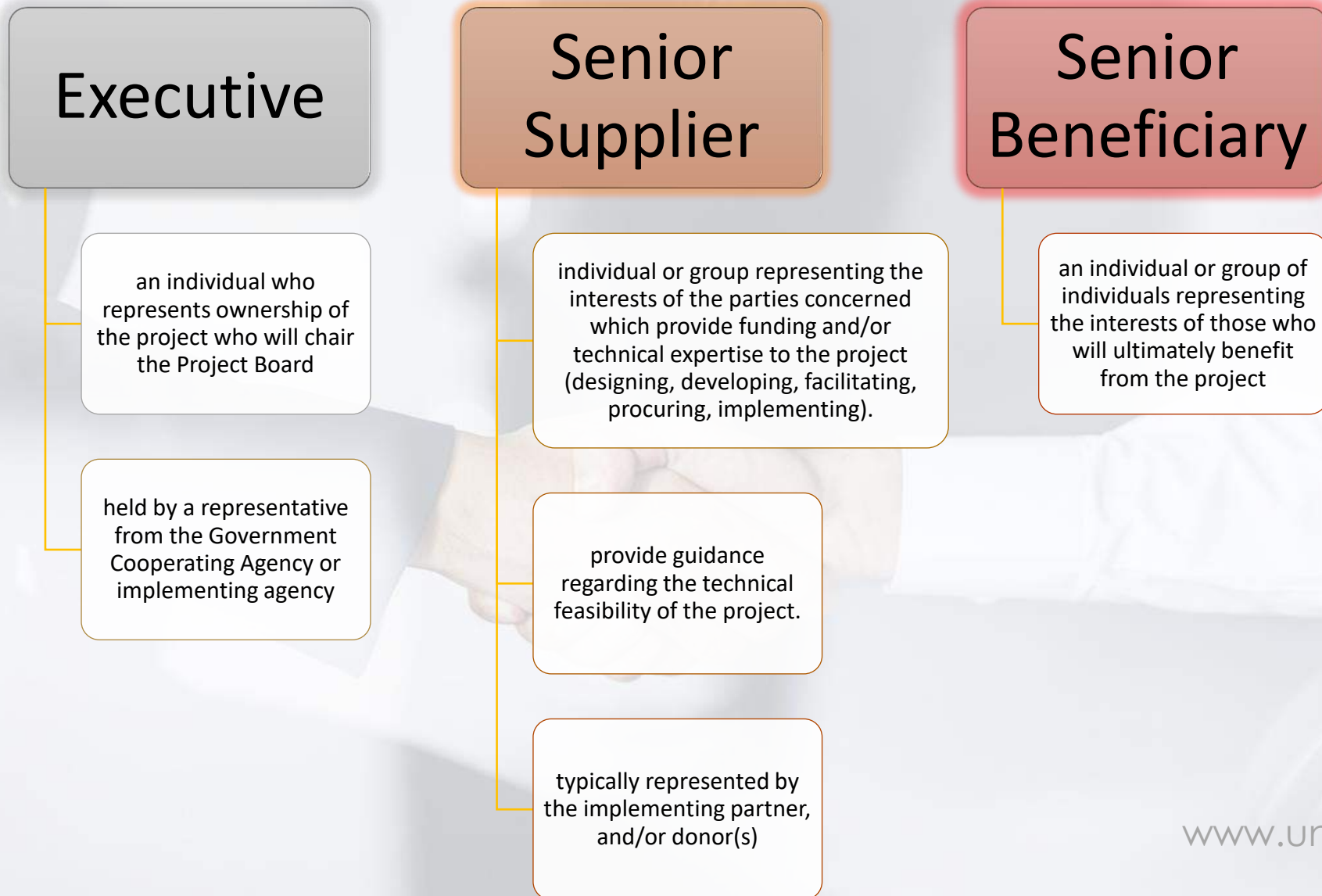
Meets at least once a year

Project Board composition

- Project Director
- Legal representatives
- Programme officers from implementing agency
- Programme officer from supporting agencies
- Representative of a Non-Governmental Organisation



Roles of Project Board



Responsible for providing the required information and data necessarily for timely and comprehensive project reporting

Ensures that M&E is undertaken by national institutes and data used is in line with national systems

Implementing Partner - **NEA**

The project implementing partner/management team can be supported by international organizations

Project support provides technical advise, training and develop reports

E.g. cover PCB training and assistent with the development of the management plan



Country office of implementing agency – Project Board and Project assurance

Provides a three – tier supervision, oversight and quality assurance role

Supports the Project Manager as needed, including participation in the annual supervision missions

Initiates and organize the annual GEF Project Implementation Review (PIR), the mid-term review and the independent terminal evaluation

Ensures the GEF M&E requirements is fulfilled to the highest quality

Complies with all project-level M&E requirements

Keep project records for the project up to seven years after project financial closure to support post evaluation

Implementing vs Executing

The implementing agency will:

- Supervise, monitor progress made and provide administrative and guidance support to reach objectives
- Works in close cooperation with the EA
- Reports to funder
- Is part of the Steering Committee and Participates in its meetings



Implementing vs **Executing**

The executing agency will :

- Manages funds, conducts activities and ensure that all activities are done according to the plan
- Reports any difficulties to the IA and looks for a solution
- Prepares half-year reports to the IA.
- Makes the necessary contacts with the countries participating in the project
- Acts as a Secretariat of the Steering Committee Meetings
- Prepares agreements with Participating countries



Project's Monitoring and Evaluation



MONITORING AND
EVALUATION PLAN



STEERING COMMITTEE
MEETINGS



PROJECT EVALUATION

Reporting – every **6 months**

? Why – every **6 months**



Financial report

Technical Progress report to be developed by the Project Coordinator and to be approved by the National implementing team.

To ensure that:

project teams are equipped to undertake the project (efficiency)

project progresses towards its planned outputs and outcomes (effectiveness)

funds are made available at the right time and used appropriately (accountability, transparency)

Not a bureaucratic exercise; the working relationship between EA and IA and GEF

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What is reported?



WHAT WE'VE ACHIEVED IN
THE **LAST 6 MONTHS**



WHAT WE PLAN TO DO IN
THE **NEXT 6 MONTHS**

How? Progress report

- Project identifiers
- What we've done in the **last 6 months**
 - Who has been employed
 - Project staff and consultants (as tables in report)
 - Project activities we've undertaken & outputs achieved
 - Meetings we've held
 - Reports of meetings + participants lists (as annexes)
- What we're planning in the **next 6 months**
 - Work plan
 - Problems we need to overcome
 - Services from implementing partner



Submission of reports

- 6-month intervals
 - End **June, December**
- Cross-check reports for consistency
 - Does the progress report justify the expenditure?
 - If the expenditure report shows the purchase of expensive equipment, is it listed in the inventory?
 - Does the planned expenditure match the work plan?
 - Is the total planned expenditure the same in the table and the cash advance request?



THANK YOU.

