



## **Guidance on the scope of the Special Programme**

Fourth round of applications

Call for Applications opens: 28 November 2019

Application Deadline: 17 April 2020

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# 1. Introduction

This document provides revised guidelines on the project application process to the fourth round of applications for funding from the Special Programme Trust Fund.

The terms of reference for the Special Programme, as outlined in annex 1, were adopted under UNEA resolution 1/5 with the aim of supporting developing countries and countries with economies in transition in strengthening institutional capacity for the implementation of the Basel, Rotterdam, and Stockholm Conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management.

The objective of the Special Programme is to support country-driven institutional strengthening at the national level, in the context of an integrated approach to address the financing of the sound management of chemicals and wastes, taking into account the national development strategies, plans and priorities for each country, to increase sustainable public institutional capacity for the sound management of chemicals and wastes throughout their life cycle. Institutional strengthening under the Special Programme will facilitate and enable the implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and the Strategic Approach.

For the purposes of the Special Programme, institutional strengthening is defined as enhancing the sustainable institutional capacity of Governments to develop, adopt, monitor and enforce policy, legislation and regulation, as well as to gain access to financial and other resources for effective frameworks for the implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and the Strategic Approach for the sound management of chemicals and wastes throughout their life cycle.

These guidelines aim to assist applicants in understanding the scope of the Special Programme and the proposed projects to support institutional strengthening at the national level for implementation of the Basel, Rotterdam, and Stockholm Conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management.

The application guidelines are structured as follows:

1. Chapter 2 describes the Special Programme and provides logistical facts about the submission of a project proposal. This chapter also describes the next steps once the project application is submitted to the Special Programme Secretariat.
2. Chapter 3 provides information on possible areas of on which projects can focus within the context of the terms of reference of the Special Programme and taking into account national priorities and information obtained following preparatory national consultations prior to developing the project proposal.
3. Chapter 4 provides links to additional resources that can be used by applicants. Annex I sets out the terms of reference of the Special Programme; Annex II provides an overview of the possible scope of projects and Annex III summarizes the appraisal criteria.

The application guidelines supersede the previous application guidelines launched during previous rounds of applications by taking on board the comments provided by proponents of previous applications and those provided by the Executive Board of the Special Programme at its third and fourth meetings.

## 2. What is the Special Programme?

The expected outcome of the measures supported by the Special Programme is that strengthened national institutions in the area of chemicals and waste would have the capacity to develop and monitor the implementation of national policies, strategies, programmes and legislation for the sound management of chemicals and wastes, to promote the adoption, monitoring and enforcement of legislation and regulatory frameworks and to promote the mainstreaming of the sound management of chemicals and wastes into national development plans, national budgets, policies, legislation and implementation frameworks at all levels.

Strengthening sound management of chemicals and wastes in the long term is essential for sustainable development. The 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals were adopted by the General Assembly of the United Nations in September 2015. The integration of sound management of chemicals and waste<sup>1</sup> into the 2030 Agenda for Sustainable Development is a major achievement. Therefore, by linking the Special Programme with the economic, environmental and social development agenda, it creates an incentive to facilitate the implementation of the international chemicals and waste related multilateral environmental agreements, specifically the Basel, Rotterdam and Stockholm conventions, and the Minamata Convention, as well as the Strategic Approach.

The expected outcome of the Special Programme is to strengthen the capacities of national institutions to do the following:

- (a) Develop and monitor the implementation of national policies, strategies, programmes and legislation for the sound management of chemicals and waste;
- (b) Promote the adoption, monitoring and enforcement of legislation and regulatory frameworks for the sound management of chemicals and waste;
- (c) Promote the mainstreaming of the sound management of chemicals and waste into national development plans, national budgets, policies, legislation and implementation frameworks at all levels, including addressing gaps and avoiding duplication;
- (d) Work in a multisectoral, effective, efficient, transparent, accountable and sustainable manner in the long term;
- (e) Facilitate multisectoral and multi-stakeholder cooperation and coordination at the national level;
- (f) Promote private sector responsibility, accountability and involvement;
- (g) Promote the effective implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and the Strategic Approach;

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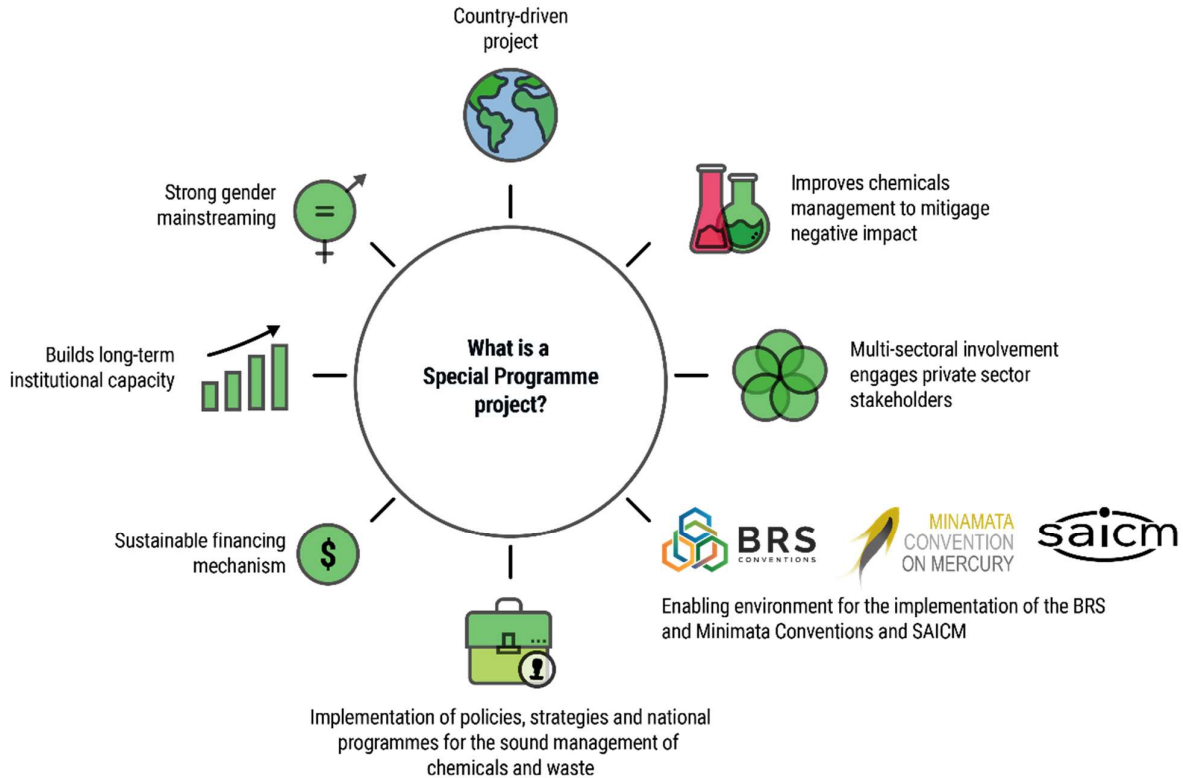
<sup>1</sup> Here understood as hazardous waste. Nuclear waste, biological waste, sanitation waste and other such types of waste are not included.

- (h) Promote cooperative and coordinated implementation of the Basel, Rotterdam, and Stockholm Conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management at the national level.



## 2.1. What is a Special Programme project?

<b>A Special Programme project:</b>	<b>A project is NOT a Special Programme project if it:</b>
<ul style="list-style-type: none"> <li>○ Is a country-driven project that is conceived and implemented by the applicant</li> <li>○ Builds long-term capacity in the relevant ministry or ministries</li> <li>○ Has a sustainable financing mechanism or a plan for ensuring long-term sustainability</li> <li>○ Focuses on multi-sectoral involvement</li> <li>○ Improves chemicals and waste management to mitigate negative impact</li> <li>○ Engages with private sector stakeholders</li> <li>○ Promotes an enabling environment to foster the ratification and implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and implementation of SAICM.</li> <li>○ Coordinates the implementation of policies, strategies and national programmes for the sound management of chemicals and waste</li> <li>○ Has a strong gender mainstreaming component and promotes gender considerations</li> <li>○ Emphasizes gender-disaggregated data collection where relevant</li> </ul>	<ul style="list-style-type: none"> <li>○ Is project-focused</li> <li>○ Funds outcomes beyond the duration of the project</li> <li>○ Is primarily driven or implemented by an organization other than the Government</li> <li>○ Engages only one ministry or one relevant sector</li> <li>○ Focuses only on dealing with the aftermath of mismanagement of chemicals and waste</li> <li>○ Only focuses on building private sector capacity</li> <li>○ Focuses activities on only one of the four conventions, that is the Basel, Rotterdam and Stockholm conventions and the Minamata Convention, or implementation of the Strategic Approach</li> <li>○ Does not provide coordination between relevant ministries</li> <li>○ Includes multiple applications from the same country in the same application cycle, as that can be indicative of a lack of coordination</li> </ul>



## 2.2. Who can apply for funding from the Special Programme?

Eligible **Governments** can apply to the Special Programme.

“Governments” specifically refers to the national government ministry or department in charge of the chemicals and waste agenda at the national level. Affiliations of Governments and local governments are not eligible. Countries should also be on the [Development Assistance Committee \(DAC\) list of Official Development Assistance \(ODA\)](#) at the time of application.

Please note that the application form differentiates between the “Applicant Government”, which refers to the Government submitting the application and the “Applicant Government Focal Point”, who is the lead contact person on behalf of the Applicant Government, responsible for the application and all interaction with the Secretariat.

Several governments can jointly submit a sub-regional, regional or inter-regional project. The only submission requirement for projects of this nature is that one Government is specified as a project lead/manager.

It is strongly encouraged that the Applicant Government only submits one application from the country based on the issue(s) identified as the most important national priorities for possible funding from the Special Programme Trust Fund. In cases where there may be more than one proposal at the national level, the Official Focal Point should coordinate among the proponents to enable the Applicant Government to submit one proposal.

It is expected that the Government making the application will implement the project. However, the Applicant Government may nominate a delivery organization to implement the project<sup>2</sup>. In such cases, the administrative costs dedicated to the delivery organisation cannot exceed 5 percent.

The official focal point is required to endorse the application on behalf of the Government. An endorsement letter from the official focal point should be sent to the Secretariat at the time of submission of the application.



### 2.3. What measures and activities can be funded?

The objective of the Special Programme is to support country-driven institutional strengthening at the national level, in the context of an integrated approach to address the financing of the sound management of chemicals and wastes, taking into account the national development strategies, plans and priorities of each country, to increase sustainable public institutional capacity for the sound management of chemicals and wastes throughout their life cycle. Institutional strengthening under the Special Programme will facilitate and enable the implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and the SAICM.

In line with this objective, the activities funded under the Special Programme may encompass:

- (a) Identifying national institutional capacity, weaknesses, gaps and needs, as well as strengthening the institutional capacity to do so, where required;
- (b) Strengthening institutional capacity to plan, develop, undertake, monitor and coordinate the implementation of policies, strategies and national programmes for the sound management of chemicals and wastes;
- (c) Strengthening institutional capacity to improve progress reporting and performance evaluation capabilities;
- (d) Promoting an enabling environment to foster the ratification of the Basel, Rotterdam and Stockholm conventions and the Minamata Convention;
- (e) Enabling the design and operation of institutional structures dedicated to the promotion of the sound management of chemicals and wastes throughout their life cycle;
- (f) Strengthening institutional capacity to promote measures to support all aspects of the sound management of chemicals and wastes, including more specific nationally identified thematic areas covered by the Instruments.

Furthermore, the terms of reference stipulate that **the Special Programme should avoid duplication and proliferation of funding mechanisms** and associated administration and **should fund activities that fall outside the mandate of the GEF.**

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<sup>2</sup> It is understood that the applicant's organization, agency or ministry is the implementer of the project, since it will have the overall responsibility and will be the main coordinator of the project. Applicants may, however, choose to transfer this responsibility to another organization, agency or ministry. In compliance with UN financial rules, profitmaking companies cannot serve as project delivery organizations.



## 2.4. What amount of support is available?

The Special Programme Trust Fund may provide support from US\$ 50,000 to US\$ 250,000 per project proposal, including possible administration fees and monitoring and evaluation and financial audit. In exceptional circumstances, an applicant country may request up to a maximum of US\$ 500,000. Projects requesting more than US\$ 250,000 should fulfil the following criteria:

- (a) All relevant sectors are involved in project implementation, for example environment, health, agriculture, customs and labour. The roles and responsibilities of the relevant sectors in project implementation should be clearly defined and letters of support from the relevant ministries should be included as part of the application package;
- (b) Institutional stakeholders including, but not limited to, the private sector and civil societies are involved. Roles and responsibilities of the relevant stakeholders in project implementation should be clearly defined. Letters of support from these stakeholders should be included as part of the application package;
- (c) Projects are based on circular or green economy initiatives. The project should demonstrate how the outcomes and outputs of the project encourage sustainable consumption and efficient use of resources, as well as how the project aims to achieve sustainable development;
- (d) Links with investment and development banks for investment opportunity are highlighted at the national, regional and global levels, as appropriate. Information should be provided showing the ways in which these investment opportunities can foster long-term sustainability of the Special Programme project;
- (e) Mainstreaming and overall integration at the national level should be demonstrated, as should the ways in which the efforts can be scaled up at the regional level in a synergistic manner. The project should list activities that can be scaled up from national to regional level, and areas of cooperation at the regional level that are or could be synergistic;
- (f) Builds on existing projects from other programmes and obligations under the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management. The project should demonstrate how it builds upon the outcomes of previous or ongoing projects as appropriate, and how these outcomes will enhance the objectives of the Special Programme project.



## 2.5. Are there any budget limits or caps that I should be aware of?

Yes – according to the relevant financial rules and regulations there are caps on a few budget classes.

1. Personnel and contractual services costs – 50 per cent of total budget;
2. Specialised and technical equipment – 10 per cent;
3. Administrative fees – maximum of 5 per cent; and
4. Monitoring, evaluation and audit– should not exceed USD 15,000 in total.

See “Further notes on budget classes” in section 3 of the application Guidelines.





## 2.6. Are cumulative allocations permitted?

Yes. Countries that have successfully applied for funding from the Special Programme Trust fund can apply for funding in subsequent rounds of application following the completion of their initial project. Cumulative allocations to a country are decided by the Executive Board, based on the contributions received and the needs expressed in the applications submitted



## 2.7. What is the maximum duration of a project?

Projects should be fully completed within three years.



## 2.8. In what language should I submit my application?

While the application Guidelines and Guidance are available in 5 of 6 official UN languages, the Executive Board of the Special Programme works in English and **all project applications must therefore be submitted in English.**



## 2.9. Where do I find the application forms?

The complete set of application forms can be downloaded from the website of the Special Programme <https://www.unenvironment.org/explore-topics/chemicals-waste/what-we-do/special-programme/applying-funding-through-special>



## 2.10. How do I apply?

A complete application package consists of the following documents:

1. Form A - Project Application Form
  - a. Annex 1: Contact Details
  - b. Annex 2: Related Project Information
2. Form B – Project Budget

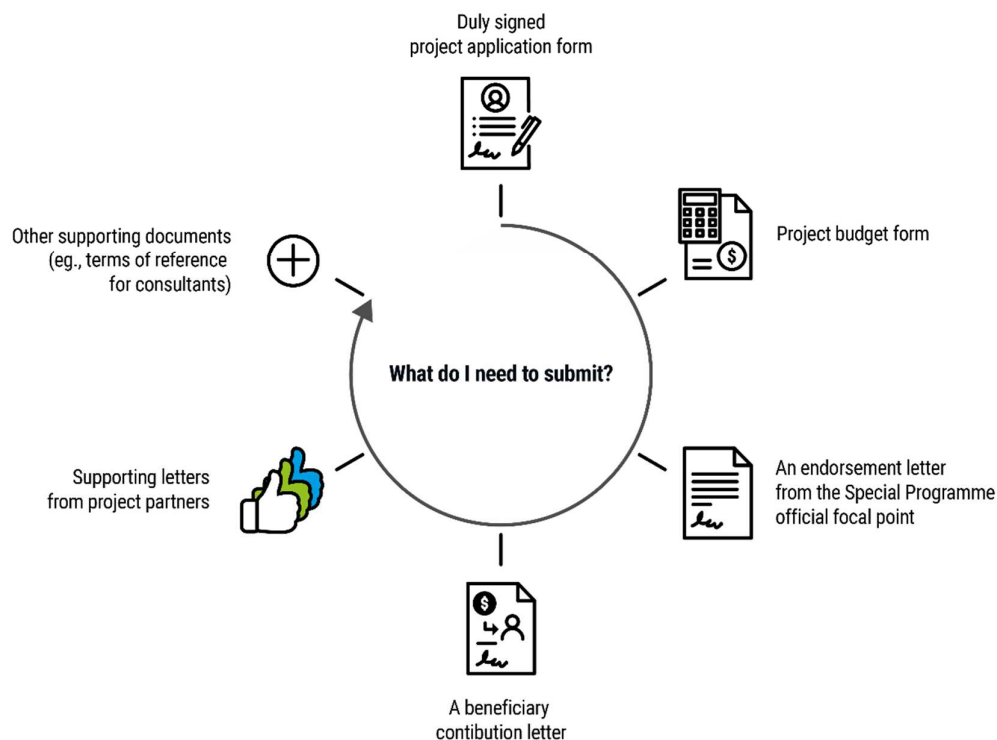
In addition, the following documents should also be included with the application package:

- Endorsement letter from the official focal point
- Proof of funding from beneficiary country and other sponsors and donors
- Letters of project endorsement from implementing partners
- Other supporting documents

Complete application packages should be sent electronically in **Word and PDF** versions (i.e., scanned signatures from the Applicant Government Official, National Focal Point and the GEF Operational Focal Point), to: [unepchemicalsspecialprogramme@un.org](mailto:unepchemicalsspecialprogramme@un.org) **no later than 17 April 2020.**

Original signed forms and supporting documents should also be submitted to the Secretariat by post to the following address:

Special Programme Secretariat,  
UN Environment, Economy Division,  
Chemicals and Health Branch,  
Avenue de la Paix 8-14, 1211 Genève, Switzerland



## 2.11. What is the application deadline?

The fourth round of applications has a mandatory deadline of **17 April 2020**.

Applicants are encouraged to submit their application packages as early as possible in advance of the deadline in order for the Secretariat to review them for completeness and eligibility and provide guidance.

## 2.12. Can I seek support in the preparation of my application?

The Secretariat is available to provide support on a case-by-case basis upon request from applicants during the preparation of their application. Applicants can seek specialist advice on identifying technical cooperation solutions, project design and sequencing of appropriate activities, measurement of effectiveness/impact and project management best practices. This advice can be provided directly by the Secretariat. The Secretariat can also seek to connect applicants with relevant experts from the relevant chemicals and waste related Conventions, as appropriate. **Applicants are encouraged to reach out to the Secretariat as early as possible to secure assistance.** The

Secretariat may not be able to support late requests. Kindly send all requests to [unepchemicalsspecialprogramme@un.org](mailto:unepchemicalsspecialprogramme@un.org).

The Secretariat will be providing information on the fourth round of applications during appropriate the regional meetings of the Basel, Rotterdam and Stockholm Conventions, Minamata Convention and SAICM meetings. In addition, side events and clinics on conceptualizing and developing projects (including how to complete the Logical Frameworks) will be provided during the third Conference of the Parties of the Minamata Convention in November 2019.

## 2.13. What happens next?

The Secretariat will acknowledge receipt of the application package, no later than one week after receipt.

### **Step 1: Screening by the Special Programme Secretariat**

The Secretariat screens the applications to ensure they are complete and eligible.

During the screening process the Secretariat may request additional information or clarifications from the applicant to facilitate the eligibility and completeness process.

It is imperative that applications reach the Secretariat before the deadline so that if there are any missing/additional items required, the Secretariat can alert the applicant of missing items for submittal before the deadline. Incomplete applications cannot be considered for funding by the Executive Board.

### **Step 2: Appraisal by the Secretariat**

The Secretariat conducts the appraisal of the applications in consultation with the Secretariat of the Basel, Rotterdam and Stockholm conventions, the Secretariat of the Minamata Convention, the SAICM Secretariat, and the Secretariat of the Global Environment Facility, and partners to IOMC as appropriate.

The appraisal is based on the criteria and procedures as endorsed by the Executive Board of the Special Programme, as outlined in Annex II of this document.

Secretariat will submit its report of the complete and eligible proposals as well as its appraisal to the Executive Board for its review and consideration at its annual meeting.

### **Step 3: Approval by the Special Programme Executive Board**

The Executive Board will review all the complete and eligible project proposals, taking into account the appraisal undertaken by the Secretariat, at its next annual meeting.

Projects applications will be approved by the Executive Board, subject to the availability of funds.

If an Applicant Government is represented by a member of the Executive Board that is due to take a decision on the application, the Rules of Procedure of the Executive Board require that Board member to recuse himself or herself from the deliberations of, and decision-making on, the application.

#### Step 4: Notification of Applicants

The Secretariat will notify the applicants in writing of the decision of the Governing Board within four weeks of the relevant Executive Board meeting.

#### Step 5: Implementation arrangements

Activities financed by the Special Programme Trust Fund will be implemented in accordance with the project management arrangements approved by the Executive Board. Project management arrangements will include the conversion of applications into relevant legal instruments, which would form the basis of a signed funding agreement between the project proponent and UNEP as the Trust Fund administrator. Financial and reporting arrangements will be set up with the project manager.



Figure 1: Project approval process for the Fourth Round of Applications to the Special Programme.

### 3. Possible Scope of Projects

The Special Programme supports strengthening institutional capacity for the implementation of the Basel, Rotterdam, and Stockholm conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management. Institutional strengthening is defined as “*enhancing the sustainable institutional capacity of Governments to develop, monitor and enforce policy, legislation and regulation, as well as to gain access to financial and other resources for effective frameworks for the implementation of the instruments for the sound management of chemicals and wastes throughout their life cycle*”.

**The projects must take into account national priorities and the goals of national development plans** and may include components such as:

**Institutional Strengthening Component: Enhancing legal and institutional frameworks and enforcement**

- Identifying and documenting the needs and challenges that your country has in developing, implementing and enforcing integrated chemicals and wastes policies and;
- Promoting full legislative implementation of the BRS conventions and the Minamata Convention; and
- Identifying possible elements of a national strategy for the effective implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and SAICM, e.g. measures, steps and best practices for strengthening national institutional, regulatory and legal frameworks.

**CASE STUDY: COUNTRY DRIVEN ASSESSMENT AND UPDATE OF CURRENT LEGISLATION IN KIRIBATI**

The review of legal and institutional infrastructures can be part of an integrated, lifecycle chemicals and waste management strategy. If your country does not have the necessary policies in place, the review and update of the legal and institutional infrastructures, while building on existing structures and information as far as possible to ensure efficient use of resources and continuity.



The analysis of the legal framework may include a review of: The prime or source law, Regulations and/or Rules of procedure, amongst others. The selected policy options can be designed to include the development of: Legislative proposals, Proposals for institutional arrangements and/or Cost-recovery measures, as appropriate.

Through its Special Programme project, Kiribati is planning to strengthen its chemicals and waste management by developing its legal systems, institutions and data collection methods. In doing so Kiribati will address its continuing needs by remedying gaps in several priority areas, such as legal and non-regulatory frameworks and providing training to essential stakeholders, including national focal points, the national committee, enforcement workers and school teachers.

One of its project outputs will be to conduct a thorough review of existing and emerging national legislation. Building on previous projects, which identified legislation that related to chemicals and waste, this output will focus on identifying areas within the existing legislation that are missing and subsequently which current laws would benefit from amendments to fill the identified gaps. Adequate legislation will subsequently be drafted and submitted to the Government for endorsement.

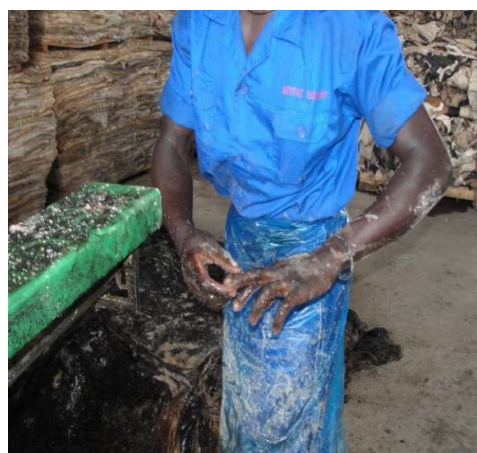
**Institutional Strengthening Component: National coordination, the exchange of information on chemicals and wastes**

- Enhancing the data collection and information exchange for the implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and SAICM
- Supporting your country to develop a national strategy for the effective implementation of the Basel, Rotterdam and Stockholm conventions and Minamata Convention, and SAICM
- Facilitating the fulfillment of reporting obligations towards Basel and Stockholm conventions and the Minamata Convention through improved collection and access to data and information

**CASE STUDY: ESTABLISHING INFORMATION EXCHANGE MECHNISMS IN UGANDA**

Large quantities of chemicals are imported into Uganda every year for use in various economic sectors. However, there is currently insufficient institutional and technical capacity for the sound management of chemicals throughout their life-cycle. Through its Special Programme project, Uganda aims to strengthen its national institutional capacity to monitor and coordinate the implementation of its regulatory framework for the sound management of chemicals.

As part of their Special Programme project, Uganda will work to establish an effective monitoring and control mechanism for chemicals, specifically, through the development of a functional national database for chemicals and waste. The database will be able to provide information to the public and regulatory authorities on the various banned, restricted and exempt chemicals, in line with the chemical and waste related Conventions.



<p><b>Institutional Strengthening Component: Support to customs officers</b></p>	<ul style="list-style-type: none"> <li>• Promoting dialogue between customs officials, focal points of the Conventions and other national stakeholders towards a coordinated approach to support the objectives and requirements of the Basel, Rotterdam and Stockholm conventions and the Minamata Convention;</li> <li>• Improving understanding of the trade control issues, the role of customs and other stakeholders, their challenges and needs, and how best to address them.</li> <li>• Training to enhance the capacity of customs officials to detect illegal trade in chemicals and waste</li> </ul>
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**CASE STUDY: IMPLEMENTATION, MONITORING AND ENFORCEMENT IN ESWATINI**

The effective and efficient implementation of existing chemicals and waste-related legislation is essential. At the national level, the effective sound management of chemicals and wastes requires cooperation among all relevant stakeholders and institutions. Appointing custom officers, laboratory research verifications and awareness raising methods are part of an effective long-term implementation, monitoring and enforcement strategy that will be sustainable beyond the lifespan of the Special Programme project.



Through its Special Programme project Eswatini hopes to create a more coherent, consistent, and responsive framework of laws, regulations, administrative and technical standards to support reporting requirements to the Basel, Rotterdam and Stockholm Conventions as well as enhance compliance to national laws through enforcement existing laws/regulations, policies, guidelines and standards.

With regards to effective long-term implementation, monitoring and enforcement of existing legislation, specific project outputs will focus on building interventions within the sphere of the existing controls to enhance the capacity of border police and customs officials to detect illegal trade in chemicals and waste as well as placing on the market of controlled chemicals while enhancing level of cooperation and coordination between border management services. This will be supported by the strengthened legislation that will be carried out under the associated domestic measures with the view to empowering officials (police, occupational health safety inspectors, environment inspectors and public health inspectors) who have the mandates to carry out these functions.

<p><b>Institutional Strengthening Component: Enhancing national capacities to take international trade control measures on illegal trafficking of chemicals and waste</b></p>	<ul style="list-style-type: none"> <li>• Hands-on training on practical application of the procedures for the import and export of the hazardous chemicals and waste regulated by the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and SAICM</li> <li>• Sharing experience and information on challenges and opportunities linked to international trade of hazardous chemicals, waste subject to the control mechanisms under the four conventions and SAICM;</li> <li>• Raising awareness and increasing the knowledge on the legal and policy matters related to trade and environment cross-cutting issues, at the global, regional and national levels, as they relate to the implementation of the four conventions and SAICM;</li> <li>• Enhancing knowledge on existing globally agreed instruments for adequately labelling hazardous chemicals; and</li> <li>• Collecting information on possible synergies in preventing and combating illegal traffic and trade in hazardous chemicals and wastes.</li> </ul>
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**CASE STUDY: COMMUNICATION, PUBLIC AWARENESS AND PARTICIPATION IN UKRAINE**

Effective communication and awareness raising plays a vital role in ensuring that stakeholders are knowledgeable about existing legislation and how it may impact them. Options for awareness raising activities include: involving stakeholders in the policy making process, information workshops, public awareness campaigns (through the media, NGOs), organizing training for journalists, making information publicly available, organizing site visits (of industries, laboratories) and other events such as organizing information sessions in schools.



The project aims to improve chemical safety in Ukraine by strengthening national institutions and legislation for effective implementation of the Rotterdam Convention, and to build capacity for the detection and prevention of illegal trafficking and counterfeit chemicals, with a focus on pesticides that are subject to the provisions of the Rotterdam Convention, and pesticides for fumigation. This will be carried out by developing and enforcing a viable national policy on prior informed consent (PIC) and information exchange within the framework of the Rotterdam Convention.

One of their project outputs focused on the establishment of an awareness raising campaign for farmers on the risks associated with the use of fake and illegal pesticides. The campaign was developed in cooperation with business, representatives of local authorities and NGOs. In addition to raising awareness, the campaign also worked to set up “assistance hubs” for farmers who were affected by the use of illegal pesticides. Such hubs will not only provide legal support to the farmers on prevention and response to the use of the illegal pesticides but will also serve as centres for the collection of information on the prevalence of illegal pesticides.



<p><b>Institutional Strengthening Component: National reporting and other notification of information</b></p>	<ul style="list-style-type: none"> <li>• Enhancing the understanding of the reporting requirements under the Basel and Stockholm Conventions and the Minamata Convention as well as the reporting requirements on progress in SAICM implementation including the use of the online reporting systems;</li> <li>• Facilitating information exchange on the status of implementation of Articles 11 and 12 of the Rotterdam Convention, which are all related to trade;</li> <li>• Enhancing your country's capacity to fulfill its Rotterdam obligations related to the control of the trade of Annex III chemicals (Article 11), export notification (Article 12) and information to accompany exports.</li> </ul>
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**CASE STUDY: FULFILMENT OF OBLIGATIONS TOWARDS THE BRS CONVENTIONS IN THE PLURINATIONAL STATE OF BOLIVIA**



The Bolivian Special Programme project aims to promote environmentally sound management of chemical substances and hazardous waste by generating capacities in the National Competent Environmental Authority to promote adequate implementation of the Basel, Stockholm, Rotterdam conventions, the Minamata Convention and SAICM.

One of the project components that will be implemented to achieve this is to put in place a mechanism to optimize the implementation and fulfilment of the obligations assumed by the Plurinational State of Bolivia towards the Basel, Rotterdam, Stockholm and Minamata Conventions, International Agreements and current environmental regulations, related to chemical substances and hazardous waste. This will involve the submission of national reports under multilateral environmental agreements, contributing to systematic changes in waste management through the introduction of inventories and the processing of data on hazardous wastes and other wastes, awareness raising and capacity building in the waste management sector.

<p><b>Institutional Strengthening Component: Mainstreaming of chemicals and waste</b></p>	<ul style="list-style-type: none"> <li>• Supporting the development of sustainable financing mechanisms for the continued funding of activities related to the sound management of chemicals and waste;</li> <li>• Supporting the inclusion of chemicals and waste into sustainable development strategies and plans;</li> <li>• Supporting your country to develop and set priorities for the national indicators for the SDGs related to chemicals and waste;</li> <li>• Supporting your country to enhance collaboration with statistical offices, by strengthening their capacities for data collection for the purpose of Basel and Stockholm conventions and the Minamata Convention national reporting, reporting on progress in SAICM implementation as well as the SDGs global indicators and collecting data on the pilot basis beyond national reporting format.</li> </ul>
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**CASE STUDY: MAINSTREAMING OF CHEMICALS AND WASTE IN NIGERIA**

The Special Programme provides financial support to countries to help them move forward with the first steps of ensuring that adequate mechanisms are in place to promote the sound management of chemicals and waste. However, there is a need to ensure that there are reliable and sustainable financial resources available following the completion of the Special Programme project. This may be facilitated through the development of a resource mobilization strategy which will serve to, amongst other things, mainstream chemicals and waste related activities into the national budget or establish cost-recovery measures, as appropriate. When developing a resource mobilization strategy attention could be paid to: current sources of funding, existing cost-recovery measures, legal basis for financing mechanisms, the organization of national administration for resource mobilization and revenue collection and allocation mechanisms, as appropriate.



The Nigerian Special Programme project addresses several priority issues and recommendations identified in its "*Business Plan on Priority Needs to Enable Further Strengthening of the Legal and Institutional Infrastructures for Sound Management of Chemicals in Nigeria*". The project will strengthen the existing legal framework, institutional infrastructures, and national strategies for Sound Management of Chemicals and Wastes in Nigeria.

One of the outputs that will be achieved by the project will be the development and implementation of efficient modern tools and measures for cost recovery. The scope of this output includes conducting a study to review the present national cost recovery measures and recommend options for improvements, following which a pilot study to test the feasibility of the recommended options for national cost recovery measures will be undertaken.

<ul style="list-style-type: none"> <li>• <b>Institutional Strengthening Component: Strengthening of the science-policy-business interface and life-cycle of chemicals and waste</b></li> </ul>	<ul style="list-style-type: none"> <li>• Promote innovative solutions for addressing challenges posed by specific use or specific chemicals addressed by the Basel, Rotterdam and Stockholm conventions and the Minamata Convention;</li> <li>• Bridge research and scientific initiatives with business solutions to benefit your country in meeting its obligations towards the Basel, Rotterdam and Stockholm conventions and the Minamata Convention;</li> <li>• Identify key elements of socio-economic impacts with regard to selected hazardous chemicals;</li> <li>• Document alternatives to selected hazardous chemicals and their applicability in the local context as well as need for technology transfer.</li> </ul>
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### CASE STUDY: PUBLIC PRIVATE PARTNERSHIPS IN ANGOLA

Between 1975 and 2002, Angola was locked in one of the world's bloodiest wars. As a result, the chemicals and waste management agenda has not been clearly articulated. National coordination mechanisms and capacities, as well as partnerships with the private sector, remain very weak. In order to remedy the situation, Angola hopes to strengthen its capacity to meet its obligations towards the Basel, Rotterdam and Stockholm Conventions as well as promote the participation of the private sector in relevant areas with the view to facilitating the improved management of chemicals and waste.



Through its Special Programme project, Angola plans to establish a pilot public private partnership and demonstrate the management of marine plastics within the framework of a circular economy. This will be achieved by conducting an assessment to identify potential areas of collaboration and partnerships in the areas of national chemicals and waste management and drafting a proposal on potential areas requiring actions, list of potential partners, and possible types of partnerships. Following this a pilot study on the management of marine plastics within the framework of circular economy will be designed and implemented.



### 3.1. Gender mainstreaming

Gender mainstreaming in the context of the sound management of chemicals and waste is an overarching issue that involves assessing and planning for how the harmful impacts of pollution from chemicals and waste affect women, children and men differently. These differences result from several physiological and socio-economic factors.

Physiologically, women tend to be smaller in size and have a major role in child-bearing and rearing. In addition, a woman's chemical burden can be passed on to her baby during gestation, through the placenta, as well as via breastfeeding. Therefore, the impact of pollution from chemicals and waste on women is greater than on men, even if their exposure is the same.

Furthermore, women are more exposed to chemicals and waste because of how their socio-economic roles are defined along gender lines. For example, women perform the bulk of domestic work in and around the house, including the sorting, removal, and disposal of household waste. In some areas, this includes the open burning of plastics and other household waste which can expose women to highly toxic persistent organic pollutants and heavy metals. This leads to significant impacts on their health, including reproductive health and prenatal developmental health.

It is therefore imperative that any planned actions that will be undertaken within the scope of a Special Programme project describes the gender mainstreaming considerations that address women's as well as men's concerns and experiences in the context of the sound management of chemicals and wastes as an integral dimension of the design, implementation, monitoring and evaluation of the project.

Gender mainstreaming can be integrated into Special Programme project proposals by including gender indicators and targets in the logframe that focus on, amongst other things:

- Conducting research and generating sex-disaggregated data that reflects the impact of pollution from chemicals and waste on disadvantaged populations in your country. This data can then be used to, for example, inform any updates in legislation or to produce a gender action plan that can be used to guide future work on chemicals and waste through a gender lens.
- Planning and organising awareness raising activities that educate relevant stakeholders, such as the general public, on the gender-differentiated and socially-determined impacts of the (mis)management of chemicals. Activities may include producing information materials and media that contains gender specific information and ensuring that in person activities are held at times that women are able to attend.
- Promoting multi-stakeholder approaches to ensure effective participation of different groups, including women, in policy development and decision making. The inclusion of women brings to the table different experiences and perspectives that would serve to strengthen proposed policies and proposed activities.
- Creating terms of reference for project staff that ensure equal opportunity for women and men, and where applicable, require skills/expertise in gender.
- Monitoring benefits, participation, and feedback among women and men during project activities and incorporate remedial action that promotes gender equality as appropriate. This can be carried out through evaluation forms are distributed during each project activity, as appropriate, to collect information on each participant's gender, previous engagement in similar activities and perceived relevance and improvements that can be carried out.

## 4. Additional resources

Applicants may wish to use or make reference to the following resources in the development of their application.

### [The Basel, Rotterdam and Stockholm Conventions](#)

- Provides information on the ratification status of countries and convention text, which sets out the obligations upon countries which are parties to the conventions.

### [The Minamata Convention on Mercury](#)

- Provides information on the ratification status of countries and Convention text, which sets out the obligations upon countries which are parties to the Convention.

### [The Strategic Approach to International Chemicals Management](#)

- The overall objective of the Strategic Approach is the achievement of the sound management of chemicals throughout their life cycle so that by the year 2020 chemicals are produced and used in ways that minimize significant adverse impacts on the environment and human health.
- In SAICM's [Overall Orientation and Guidance](#) document from 2015, 11 basic elements were recognized as critical at the national and regional levels to the attainment of sound chemicals and waste management.

### [The Global Environment Facility](#)

- Provides information on national and regional projects and programmes that have been funded by the GEF.

### [IOMC Toolbox](#)

- The IOMC Toolbox is a problem-solving tool that enables countries to identify the most appropriate and efficient national actions to address specific national problems related to chemicals management.

### [UNEP LIRA Guidance.](#)

- The LIRA (*Legal and Institutional infrastructures for the sound management of chemicals and measures for Recovering costs of national administrations*) guidance aims to provide practical support to policymakers for strengthening national legislation and institutional set-ups for achieving sound management of chemicals. It includes proposals for measures for financing necessary administration activities in this regard.

### [Guidance on chemicals control contributing to national progress and safety](#)

- These new guidance documents complement the LIRA Guidance. The publications aim to support decision makers in their efforts to establish legal frameworks for chemicals control and the work of government officials involved in building government capacity for chemicals control.

### **Gender equality and the environment: a guide to UNEP's work**

- This document outlines the linkages between gender equality and the environment, the impacts of gender inequality, how unequal participation in policy- and decision-making stymie effective action on tackling environmental challenges, and opportunities to unlock the untapped potential of both men and women in confronting these challenges.

### **Gender Mainstreaming Guidance Series: Chemicals and gender**

- Guidance document describes important linkages between development, gender, and chemicals management. While policymakers are beginning to understand the important role played by the sound management of chemicals in economic and social development, it is also important to recognize the significant linkages between gender and chemicals.

## **Annex I: Terms of reference for the Special Programme<sup>3</sup>**

Recalling decision 27/12 on Special, part VIII, paragraphs 13 and 14 of the of the Governing Council/Global Ministerial Environment Forum of the United Nations Environment Programme (UNEP) at its first universal session:

### **I. Objective of the Special Programme**

1. The objective of the Special Programme is to support country-driven institutional strengthening at the national level, in the context of an integrated approach to address the financing of the sound management of chemicals and wastes, taking into account the national development strategies, plans and priorities of each country, to increase sustainable public institutional capacity for the sound management of chemicals and wastes throughout their life cycle. Institutional strengthening under the Special Programme will facilitate and enable the implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management (hereinafter referred to as “the Instruments”).

### **II. Definition of institutional strengthening**

2. For the purposes of the Special Programme, institutional strengthening is defined as enhancing the sustainable institutional capacity of Governments to develop, adopt, monitor and enforce policy, legislation and regulation, as well as to gain access to financial and other resources for effective frameworks for the implementation of the Instruments for the sound management of chemicals and wastes throughout their life cycle.

### **III. Expected outcomes of institutional strengthening through the Special Programme**

3. It is expected that strengthened national institutions would have the capacity to do the following:
- (a) Develop and monitor the implementation of national policies, strategies, programmes and legislation for the sound management of chemicals and wastes;
  - (b) Promote the adoption, monitoring and enforcement of legislation and regulatory frameworks for the sound management of chemicals and wastes;
  - (c) Promote the mainstreaming of the sound management of chemicals and wastes into national development plans, national budgets, policies, legislation and implementation frameworks at all levels, including addressing gaps and avoiding duplication;
  - (d) Work in a multisectoral, effective, efficient, transparent, accountable and sustainable manner in the long term;
  - (e) Facilitate multisectoral and multi-stakeholder cooperation and coordination at the national level;
  - (f) Promote private sector responsibility, accountability and involvement;
  - (g) Promote the effective implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and the Strategic Approach;
  - (h) Promote cooperative and coordinated implementation of the Instruments at the national level.

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<sup>3</sup> Environment Assembly resolution 1/5, annex II.

#### **IV. Scope of the Special Programme**

4. The Special Programme should avoid duplication and proliferation of funding mechanisms and associated administration, and should fund activities that fall outside the mandate of the Global Environment Facility.
5. The activities funded under the Special Programme may encompass the following:
  - (a) Identifying national institutional capacity, weaknesses, gaps and needs, as well as strengthening the institutional capacity to do so, where required;
  - (b) Strengthening institutional capacity to plan, develop, undertake, monitor and coordinate the implementation of policies, strategies and national programmes for the sound management of chemicals and wastes;
  - (c) Strengthening institutional capacity to improve progress reporting and performance evaluation capabilities;
  - (d) Promoting an enabling environment to foster the ratification of the Basel, Rotterdam and Stockholm conventions and the Minamata Convention;
  - (e) Enabling the design and operation of institutional structures dedicated to the promotion of the sound management of chemicals and wastes throughout their life cycle;
  - (f) Strengthening institutional capacity to promote measures to support all aspects of the sound management of chemicals and wastes, including more specific nationally identified thematic areas covered by the Instruments.

#### **V. Eligibility for support from the Special Programme**

6. Support from the Special Programme will be available for developing countries, taking into account the special needs of least developed countries and small island developing States, and for countries with economies in transition, with priority given to those with least capacity.
7. Applicants will be eligible if they are party to any one of the relevant conventions or have demonstrated that they are in the process of preparing for ratification of any one of the conventions.
8. Applications will include identification of the associated domestic measures to be taken to ensure that the national institutional capacity supported by the Special Programme is sustainable in the long term.

#### **VI. Governance arrangements for the Special Programme**

9. An Executive Board will be the decision-making body and oversee the Special Programme with the support of a Secretariat.
10. The Executive Board will reflect a balance between donors and recipients. The term of the representatives will be in a two-year rotation. The Executive Board will be composed of the following:
  - (a) Four representatives of recipient countries, reflecting equitable, geographical representation, drawn from the following United Nations regions: Africa, Asia-Pacific, Central and Eastern Europe, and Latin America and the Caribbean. In addition, the Executive Board will have one representative from a least developed country or a small island developing State on a rotational basis;
  - (b) Five donor representatives, which are not also recipient countries.



11. The executive secretaries of the Secretariat of the Basel, Rotterdam and Stockholm conventions and the Minamata Convention, the Coordinator of the Strategic Approach and a representative of the Secretariat of the Global Environment Facility, as well as representatives of Governments and regional economic integration organizations, any implementing agencies and one representative from each of the bureaux of the governing bodies of the instruments may participate, at their own expense, as observers at the meetings of the Executive Board.

#### **VII. Mandate and functions of the Executive Board**

12. The Executive Board will have two co-chairs, one from recipient countries and one from donor countries.

13. The Executive Board will meet yearly and take its decisions by consensus wherever possible. If consensus cannot be reached, the Executive Board will, as a last resort, take its decisions by a two-thirds majority of its members present and voting. The Executive Board will, as required, further develop its rules of procedure at its first meeting.

14. The Executive Board will take operational decisions regarding the functioning of the Special Programme, including the approval of applications for funding, and will endorse procedures for application, assessment, reporting and evaluation. The Executive Board will provide operational guidance on the implementation of the Special Programme and will provide advice on other matters as required.

#### **VIII. Administering organization**

15. As the administering organization, UNEP will provide a Special Programme trust fund and a Secretariat to deliver administrative support to the Programme, including the allocation of human and other resources.

16. The Secretariat will process application proposals for approval by the Executive Board, manage approved allocations and service the Executive Board. The Secretariat will report on its operations to the Executive Board and will be accountable to the Executive Director of UNEP for administrative and financial matters. The Secretariat will submit an annual report to the Executive Board, which will also be sent to the governing bodies of UNEP and of the instruments for their consideration.

#### **IX. Operational arrangements for the Special Programme**

17. The Special Programme will receive applications directly from national Governments. It will be easily accessible, simple and effective, and draw on experience from existing support mechanisms as appropriate.

18. Applications should be outlined within the context of an overall country approach to strengthening institutional capacity. The applications should contain proposed measures and performance targets, and information relating to long-term sustainability.

19. Applications should be submitted to the Secretariat. The Secretariat will appraise applications for consideration and decision by the Executive Board.

20. Cumulative allocations to a country should be decided by the Executive Board, based on the contributions received and the needs expressed in the applications submitted. Of that total, an amount not exceeding 13 per cent may be retained for administrative purposes.

21. Beneficiary countries will contribute resources equal to the value of at least 25 per cent of the total allocation. The Executive Board may reduce that percentage, commensurate with consideration of the specific national circumstances, capacity constraints, gaps and needs of the applicant.

22. Beneficiary countries shall submit annual reports on progress achieved. A final report and financial audit shall be submitted upon completion of each project, which shall include a full accounting of funds used and an evaluation of outcomes, as well as evidence as to whether the performance targets have been met.

#### **X. Contributions**

23. Contributions will be encouraged from all signatories and parties to the conventions and other Governments with the capacity to do so, as well as from the private sector, including industry, foundations, other non-governmental organizations and other stakeholders.

#### **XI. Duration of the Special Programme**

24. The Special Programme will be open to receive voluntary contributions and applications for support for seven years from the date it is established. On the basis of a satisfactory review and evaluation, and subject to a recommendation from the Executive Board to the United Nations Environment Assembly, the Special Programme may be eligible for a one-time extension, not to exceed an additional five years. Special Programme funds may be disbursed for a maximum of 10 years from the date the Programme is established, or eight years from the date it is extended, if applicable, at which point the Programme will complete its operations and close. The terms of reference of the above-mentioned review and evaluation are to be decided by the Executive Board.

## Annex II: Possible Scope of Projects

This section provides information on some of the many possible thematic areas that countries can consider incorporating into their project. The **topics described are not exhaustive**. Any thematic area should be presented in the context of each country's national priorities.



### 1.1. Environmentally sound management of Plastic waste

Plastic waste, including marine litter and microplastics, is a growing environmental concern, with the latest [research from UNEP](#) predicting that the annual production of plastics will more than triple by 2050. Most plastic waste is non-recyclable and is primarily burned, buried, or illegally dumped. This poor management of plastic waste releases toxic chemicals into the air, soil, and/or water which further impacts human health and the environment in numerous ways.

The urgency with which the problem of plastic waste needs to be addressed has recently led to Governments agreeing to amend the Basel Convention to include better control of plastic waste in a legally-binding framework which will make global trade in plastic waste more transparent and tightly regulated, whilst also ensuring that its management is safer for human health and the environment.

Given the inclusion of these new obligations under the Basel Convention and the need for countries to implement activities that will contribute to the environmentally sound management of plastic waste, the Special Programme can facilitate the implementation of projects that could contribute to the fulfillment of obligations towards these new amendments and address aspects of plastic waste management in general. There are many approaches a project can take to achieve the sound management of plastics using Special Programme funds. For example, [the implementation of policies that mitigate plastic manufacturing, import, sale, and usage](#) are some of the more widely used and successful tools available. Such policies include, amongst others:

- Adopting legislation to ban or regulate importation and distribution of plastic waste in line with the new amendment to the Basel Convention.
- Enforcing taxes on the manufacturing and production of plastic bags and single use plastics, including charging fees for the purchase of plastic bags.
- Establishing a deposit return scheme to promote the effective recycling of plastic bottles at the national level.
- Implementing [Extended Producer Responsibility](#) (EPR) based legislation, which is a policy approach under which producers are given a significant financial and/or physical responsibility – for the treatment or disposal of plastic post-consumer products.

When drafting project outcomes and outputs that focus on plastic waste, they should articulate national priorities and how the proposed intervention will contribute to achieving the sound management of plastics. The proposed measures must be specific and explicit on how they will be sustainable and address institutional strengthening in the context of the objectives of the Special Programme.



### 1.2. Environmentally sound management of e-waste

[E-Waste, or electronic and electrical waste](#), is a term used to cover items of all types of electrical and electronic equipment (EEE) and its parts that have been discarded by the owner as waste without the intention of re-use. It includes, not only IT equipment, such as phones and computers, but also screens, cooling and freezing equipment, batteries, light bulbs as well as large and small household

or business equipment. E-waste is one of the [fastest growing waste streams](#) and it is estimated that globally, 45 million metric tonnes of e-waste is generated annually, of which only 20% gets recycled correctly. E-waste is unique in that its components can be dismantled into raw materials and reintroduced into the supply chain for recycling and remanufacture. However, the process of recovering these raw materials increases the likelihood of human exposure and environmental pollution due to landfill dumping of hazardous materials, such as lead and mercury, that are also contained in the e-waste.

Countries may wish to implement activities that will contribute to the environmentally sound management of e-waste in the context of their national priorities with financial support from the Special Programme Trust Fund. Countries may wish to focus on measures that promote the establishment and enforcement of policies and legislation to facilitate the environmentally sound management of e-waste throughout their lifecycle. This may include, amongst other things:

- Establish mechanisms and collect data that accurately reflects how much e-waste is being produced in their country and document how much of it is collected and recycled. This information can be used to introduce a formal e-waste collection scheme to reduce the amount of e-waste that ends up in landfills.
- Collect information on the informal labour practices that are in place to recover raw materials from e-waste with the view to introducing awareness raising campaigns to inform laborers in the sector of safer methods of material recovery.
- Implementing Extended Producer Responsibility (EPR) based legislation on e-waste to, for example, implement formal take back systems and/or introduce incentives for the improvement of the environmental design of products and the environmental performance of supplying those products.

When drafting project outcomes and outputs that focus on e-waste, they should articulate national priorities and how the proposed intervention will contribute to achieving the sound management of e-waste. The proposed measures must be specific and explicit on how they will be sustainable and address institutional strengthening in the context of the objectives of the Special Programme.



### 1.3. Involvement of the health sector

Human exposure to chemicals and waste occurs on a daily basis and in many forms, for example through food, air or skin exposure amongst other things. Many of these chemicals are harmless and are necessary for living healthy lives, however exposure to many others can negatively impact human health. The [World Health Organization](#) estimates that 1.6 million deaths occurred due to chemicals exposures in [2016](#), with pregnant women, infants and children among the most vulnerable to such exposures. Potential adverse health effects of chemical exposures result in diseases such as cancers, strokes, chronic pulmonary disease and congenital abnormalities. Such diseases may result from acute poisonings, long-term exposure to individual chemicals or occupational exposure to air pollutant mixtures.

Countries may wish to develop projects that address the impact of chemicals on human health, in the context of the objectives of the Special Programme. It is important, when developing a health focused project, to consult and engage relevant stakeholders during project development and implementation, for example the Ministry of Health and other relevant stakeholders. Addressing human health through Special Programme projects will contribute the fulfillment of obligations and objectives of the Basel,

Rotterdam and Stockholm conventions and the Minamata Convention. It will also contribute towards the achievement of the SAICM 2020 goal and beyond, as outlined in the [WHO Chemicals Roadmap](#) which highlights four action areas for the effective engagement of the health sector in project development:

- **Risk management** actions focus on engaging the health sector to help implement health protection strategies, regulating chemicals used in the healthcare setting and public awareness-raising in order to improve health both in the short term and long term for people.
- **Knowledge and Evidence** actions focus on facilitating the collaboration across multiple sectors, such as health, environment, trade, transportation, and private industry, to work in partnership and produce objective evidence, surveillance data and the burden of disease from chemicals and hazardous wastes.
- **Institutional Capacity** initiatives focus on strengthening national policy and regulatory frameworks; improving the domestic capacity for an emergency response to chemical spills and exposures; and implementing the MEAs to reduce the health impacts of chemical and waste exposures.
- **Leadership and Coordination** actions focus on considering health in all aspects of national and subnational chemicals and waste activities and stresses collaboration with the health sector in multisectoral projects to reduce the burden of disease due to mismanagement of chemicals.

Proposed outcomes and outputs that contribute to the engagement of the health sector, should be articulated in the context of national priorities and how the proposed intervention will contribute to achieving the sound management of chemicals and waste. Proposed measures must be specific and explicit on how they will be sustainable and address institutional strengthening and capacity building, in the context of the objectives of the Special Programme.



## 1.4. Sustainable Development Goals

The [Sustainable Development Goals](#) (SDGs) were adopted in January 2016, following the 2015 United Nations Sustainable Development Summit as a global blueprint for achieving dignity, peace and prosperity for people and the planet, now and in the future. The implementation of projects that focus on the sound management of chemicals and waste will directly contribute to the achievement of several SDG targets, for example:

- **SDG 12:** Sustainable Consumption and Production - **Target 12.4:** *By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment.*

This target is directly linked to, and encompasses, successful implementation of the chemicals and waste multilateral environmental agreements (MEAs), the SAICM and other relevant policies and actions. This mirrors the Special Programme objective to promote the effective implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and SAICM.

- **SDG 3:** Good Health and Well-Being - **Target 3.9:** *By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination.*

This target focuses on the ultimate impact of enhanced sound management of chemicals and waste in terms of human health which is also a primary focus of the chemicals and wastes MEAs.

- **SDG 6:** Clean Water and Sanitation - **Target 6.3:** *By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater, and substantially increasing recycling and safe reuse globally.*

This target sheds light on the need for reduced pollution to maintain water quality.

Furthermore, SDG targets concerning environmental and social objectives related to chemicals and waste management action are also relevant when considering the development of Special Programme project proposals, including:

- **SDG 8:** Decent Work and Economic Growth - **Target 8.8** on the protection of labour rights and promotion of safe working environments.
- **SDG 12:** Sustainable Consumption and Production - **Target 12.5** on the reduction of waste generation.
- **SDG 14:** Life Below Water - **Target 14.1** on the reduction of marine pollution.
- **SDG 15:** Life on land - **Target 15.5** on the protection of biodiversity and natural habitats.

Other SDGs that focus on fostering economic development and strengthening the enabling environment may also be relevant in the context of each country's national priorities and specific project proposal. The full list of Sustainable Development Goals and the corresponding targets and indicators can be found on the [SDG Knowledge Platform](#).

Project proposals that are submitted for funding from the Special Programme should describe how the project outcomes and outputs could contribute to the Applicant Government's implementation of the 2030 Agenda for Sustainable Development, making reference to specific Goals and Targets, as appropriate in the context of the objectives of the Special Programme.



## 1.5. Circular Economy

[Circular economy](#) is commonly defined as “an industrial system that is restorative or regenerative by intention and design”. It replaces the ‘end of life’ concept with restoration, shifts towards the use of renewable energy, eliminates the use of toxic chemicals, which impair reuse, and aims for the elimination of waste through the superior design of materials, products, systems and, within this, business models”

At its core, the circular economy approach relies on reuse and high-quality recycling and much less on virgin raw materials for the manufacture of products. This approach aims to maintain the added value in products and materials for as long as possible, as compared to the traditional linear “take-make-dispose” model which is currently used and has, so far, contributed to much of today's challenges resulting from pollution from chemicals and waste.

The transition to a circular economy requires changes throughout the value chain, from product design to new modes of consumer behaviour. This can be encouraged through the implementation of policy frameworks that will incentivize and promote the shift toward a system where resources remain resources within the economy.

The Special Programme provides support to countries at the national level to implement policies and regulatory frameworks for the sound management of chemicals and waste. The principals of circular economy can therefore be [integrated into the proposed projects](#) with the view to strengthening the outcomes in a sustainable manner, for example:

- Establishing regulatory frameworks and a strategy on resource productivity and circular economy that aim to define product regulations, including design, extended warranties and product passports.
- Establishing waste regulations, including collection and treatment standards and targets, the definition of waste, extended producer responsibility and take-back systems.
- Establishing public-private partnerships with businesses at the national level with the view to encouraging industry collaboration platforms, encouraging value-chain and cross-sectoral initiatives and information sharing.
- Providing educational support and awareness raising to the general public and businesses on the principals of circular economy and training materials on best practices.

These principals can be integrated into project outcomes that focus on specific sectors, as shown, for example, in the sections on plastic waste and e-waste, or can be proposed as stand-alone interventions to promote the adoption of circular economy principals at the national level in the context of the objectives of the Special Programme.



## 1.6. SAICM focused projects

Adopted in 2006, the overall objective of the [Strategic Approach to International Chemicals Management \(SAICM\)](#) is the achievement of the sound management of chemicals throughout their life cycle with the view to ensuring that chemicals are produced and used in ways that minimize significant adverse impacts on the environment and human health.

SAICM is unique in its comprehensive scope and inclusive multi-stakeholder / multi-sectoral approach. It also emphasizes the importance of chemical safety as a sustainable issue that will contribute to the achievement of the SDGs. Furthermore, SAICM seeks formal endorsement at the highest political levels and recognition by the governing bodies of key intergovernmental organizations.

The work of SAICM also contributes to addressing the [sustainable financing](#) of sound management of chemicals and wastes, specifically, by promoting the mainstreaming the sound management of chemicals and waste in the sustainable development agenda and encouraging industry involvement with the view to ultimately providing an opportunity to institutionalize support for sound chemicals management and stabilize financing.

Countries may wish to develop Special Programme Projects that facilitate the implementation of SAICM by proposing actions that address the 11 basic elements in SAICM's [Overall Orientation and Guidance](#) which were recognized as critical at the national and regional levels to the attainment of sound chemicals and waste management, specifically:

1. Establishing legal frameworks that address the life cycle of chemicals and waste;
2. Implementing relevant enforcement and compliance mechanisms;

3. Implementing chemicals and waste-related multilateral environmental agreements, as well as health, labor and other relevant conventions and voluntary mechanisms;
4. Developing strong institutional frameworks and coordination mechanisms among relevant stakeholders;
5. Establishing systems for the transparent collection and sharing of relevant data and information among all relevant stakeholders using a life cycle approach, such as the implementation of the Globally Harmonized System of Classification and Labelling of Chemicals;
6. Promoting industry participation and defined responsibility across the life cycle, including cost recovery policies and systems as well as the incorporation of sound chemicals management into corporate policies and practices;
7. Including the sound management of chemicals and waste in national health, labor, social, environment and economic budgeting processes and development plans;
8. Conducting chemicals risk assessment and risk reduction using best practices;
9. Strengthening capacity to deal with chemicals accidents, including institutional-strengthening for poison centers;
10. Monitoring and assessing the impacts of chemicals on health and the environment;
11. Developing and promoting environmentally sound and safer alternatives.

Furthermore, increasing risk reduction and information sharing efforts on emerging policy issues are at the core of SAICM. Projects may focus on (promoting actions on) issues not currently addressed in existing agreements and/or complementing initiatives taken by other bodies, including lead in paint, chemicals in products, hazardous electricals, nanotechnology, endocrine-disrupting chemicals, pharmaceutical pollutants, perfluorinated chemicals and highly hazardous pesticides.

SAICM stakeholders are currently preparing recommendations regarding SAICM and the sound management of chemicals and waste beyond 2020 for decision-making at the fifth session of the International Conference on Chemicals Management (ICCM5) in October 2020. Revisions to SAICM beyond 2020 will not have an impact on applications submitted in the fourth round.

More information on SAICM can be found under [www.saicm.org](http://www.saicm.org).



## Annex III: Appraisal Criteria

The objective of the Special Programme is to support country-driven institutional strengthening at the national level, in the context of an integrated approach to address the financing of the sound management of chemicals and wastes, taking into account the national development strategies, plans and priorities of each country, to increase sustainable public institutional capacity for the sound management of chemicals and wastes throughout their life cycle. Institutional strengthening under the Special Programme will facilitate and enable the implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management.

To assist and guide Applicant Governments in the development of their applications based on national priorities, the Executive Board laid out appraisal criteria against which all applications are assessed. These criteria are used in appraisal and decision-making on the applications. The criteria are as follows:



### 1.1. Completeness Check

Has the applicant submitted all the required documents?

<b>Form A - Project Application Form</b>	<input type="checkbox"/>
Has the official Focal Point signed and endorsed the Application?	<input type="checkbox"/>
Has the applicant signed and certified the Application?	<input type="checkbox"/>
Annex 1: Contact Details	<input type="checkbox"/>
Annex 2: Related Project Information	<input type="checkbox"/>
<b>Form B – Project Budget</b>	<input type="checkbox"/>
Proof of funding from beneficiary country and any other project funding	<input type="checkbox"/>
<b>Endorsement letter from the Official focal point</b>	<input type="checkbox"/>
<b>Letters of support from the project partners confirming its/their role(s)</b>	<input type="checkbox"/>
<b>Projects with an implementing organization/institution, a letter from the organization/institution confirming its role (if relevant)</b>	<input type="checkbox"/>
<b>Annexes providing any relevant additional information regarding the measures and activities to be funded</b>	<input type="checkbox"/>
<b>Completed Application Checklist</b>	<input type="checkbox"/>



## 1.2. Eligibility Screening

- E1. Is the Applicant from a national government ministry or department in charge of the chemicals and waste agenda at the national level?
- E2. Is the Applicant Government a developing country, Least Developed Country (LDC), Small Island Developing Country (SIDS) or a Country with an Economy in Transition (CEIT)?
- E3. Are the proposed activities eligible for funding from the GEF?
- E4. What is the contribution of resources provided by the beneficiary country?



## 1.3. Budgetary Appraisal

- B1. Have there been cumulative allocations to the country? What are the contributions received and the needs expressed in the applications submitted?
- B2. Assess the personnel and contractual services costs being listed in the project budget. Is this in line with the guidance provided? ( $\leq 50\%$  of the amount requested to the SP Trust Fund)
- B3. Assess the administrative costs being listed in the project budget. Is this in line with the guidance provided? ( $\leq 5\%$  of the amount requested to the SP Trust Fund)
- B4. Assess the budget for monitoring, evaluation and audit. Is it in line with the guidance provided? ( $\leq$  US\$ 15,000)



## 1.4. Appraisal against the objectives of the Special Programme

- O1. Which measures within the objective of the Special Programme are addressed?
- O2. How well does the project ensure sustainability of the project outcome(s)?
- O3. What are the performance targets listed in the project?
- O4. Does the project identify the mainstreaming of the sound management of chemicals and waste in the various sectors? If yes, to what extent?
- O5. Are there previous GEF-related projects or programmes?
- O6. Does the project build upon previous initiatives and institutional mechanisms already established?
- O7. Does the project promote enhanced reporting, coordination and cooperation at the national level to implement the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and SAICM and if yes, how?
- O8. Does the project have regional impact, in line with the objective of the Special Programme and if yes, how?
- O9. Does the project consider gender issues and/or gender mainstreaming and if yes, how?



## 1.5. For projects requesting more than US\$ 250,000

M1. Are all relevant sectors involved in project implementation, for example environment, health, agriculture, customs and labour?

M2. Are institutional stakeholders including, but not limited to, the private sector and civil societies involved?

M3. Is the project based on circular or green economy initiatives?

M4. Does the project link with investment and development banks for investment opportunity at the national, regional and global levels?

M5. Is mainstreaming and overall integration at the national level demonstrated, including the ways in which the efforts can be scaled up at the regional level in a synergistic manner?

M6. Does the project build on existing projects from other programmes and obligations under the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management?