



# REQUEST FOR CLIMATE CHANGE ENABLING ACTIVITY

## PROPOSAL FOR FUNDING UNDER THE GEF Trust Fund

### PART I: PROJECT IDENTIFIERS

EA Title:	Costa Rica's First Biennial Update Report		
Country(ies):	Costa Rica	GEF Project ID: <sup>1</sup>	
GEF Agency(ies):	UNDP (select)	GEF Agency Project ID:	5292
Other Executing Partner(s):	National Meteorological Institute	Submission Date:	2013-09-11
GEF Focal Area (s):	Climate Change	Project Duration (Months)	15
Check if applicable:	NCSA <input type="checkbox"/> NAPA <input type="checkbox"/>	Agency Fee (\$):	33440

### A. EA FRAMEWORK\*

<b>EA Objective: To assist Costa Rica in the preparation of its First Biennial Update Report for the fulfillment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC)</b>					
<b>EA Component</b>	<b>Grant Type</b>	<b>Expected Outcomes</b>	<b>Expected Outputs</b>	<b>Grant Amount (\$)</b>	<b>Confirmed Co-financing (\$)</b>
Information on national circumstances and institutional arrangements	TA	National circumstances updated and institutional arrangements relevant to the preparation of the biennial report and the NC described.	<p>General diagnosis of the country that includes an update of the main socio-economic indicators that affect emissions and mitigation actions in the country.</p> <p>Description of the current situation of development through a document containing the relevant information with respect to climate change.</p> <p>Description of institutional arrangements relevant to the preparation of the biennial report and the National Communication.</p>	15,000	1,500
National Inventory of	TA	National GHG Inventory for	Activity data collected for 2012	105,000	62,250

<sup>1</sup> Project ID number will be assigned by GEFSEC.

Greenhouse gases (GHG)		2012, using 2006 IPCC methodologies.	in all sectors of the inventory.  2012 Cover map  National emission factors improved  Inventory report published		
Mitigation actions	TA	Country mitigation actions including emission scenarios, mitigation scenarios, NAMAs and other mitigation actions.	Emission scenarios until 2030 including business as usual and different growth trends.  Mitigation scenarios until 2030 including the implementation of NAMAs and other actions.  NAMAs description report.  Other actions report.	80,000	102,250

Constraints and gaps and related financial, technical and capacity needs	TA	Financial, technical and capacity needs	<p>Technology, financial and capacity needs for mitigation assessed.</p> <p>Financial needs and constraints in order to adopt climate change measures and strategies evaluated</p> <p>Information updated on financial resources, technology transfer, capacity building and technical support received from the GEF, developed country parties and multilateral organizations for activities related Climate change</p>	15,000	1,500
Monitoring, reporting and verification	TA	An evaluation of advances on monitoring, reporting and verification arrangements	Description of the actions on MRV carried out in the country.	45,000	81,500

Education and Public awareness	TA	Education and Public awareness	Workshops and training sessions organized to create capacity in public, scientific and technological institutions, educational and civil society institutions; and specially for assisting local governments in integrating CC in their planning. Various educational materials prepared and disseminated aimed at the general public, teachers, elementary and secondary students, academics and local governments. Web page improved.	35,000	5,000
Publication of the Costa Rica's First Biennial Update Report	TA	Costa Rica's First Biennial Update Report to the UNFCCC published	First Biennial Update Report published and submitted to the UNFCCC First Biennial Update Report has been disseminated to the national stakeholders, decision makers and the civil society.	15,000	1,500
Monitoring and evaluation	TA	Monitoring and evaluation	Project financial and progress reports prepared and submitted	10,000	4,500
	(select)				
	(select)				
<b>Subtotal</b>				<b>320,000</b>	<b>260,000</b>
<b>EA Management Cost<sup>2</sup></b>				<b>32,000</b>	<b>174,000</b>
<b>Total EA Cost</b>				<b>352,000</b>	<b>434,000</b>

<sup>a</sup> List the \$ by EA components. Please attach a detailed project budget table that supports all the EA components in this table.

<sup>2</sup> This is the cost associated with the unit executing the project on the ground and could be financed out of trust fund or co-financing sources.

**B. CO-FINANCING FOR THE EA BY SOURCE AND BY NAME**

<b>Sources of Co-financing</b>	<b>Name of Co-financier</b>	<b>Type of Cofinancing</b>	<b>Amount (\$)</b>
National Government	National Meteorological Institute	In-kind	194,000
GEF Agency	UNDP - LECB project	In-kind	240,000
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
<b>Total Co-financing</b>			434,000

**C. GRANT RESOURCES REQUESTED BY AGENCY, FOCAL AREA AND COUNTRY**

<b>GEF Agency</b>	<b>Type of Trust Fund</b>	<b>Focal Area</b>	<b>Country Name/Global</b>	<b>EA Amount (a)</b>	<b>Agency Fee (b)<sup>2</sup></b>	<b>Total (c)=(a)+(b)</b>
UNDP	GEF TF	Climate Change	Costa Rica	352,000	33,440	385,440
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
<b>Total Grant Resources</b>				352,000	33,440	385,440

**D. EA MANAGEMENT COST**

<b>Cost Items</b>	<b>Total Estimated Person Weeks/Months</b>	<b>Grant Amount (\$)</b>	<b>Co-financing (\$)</b>	<b>EA Total (\$)</b>
Local consultants*	<b>56.00</b>	<b>30,500</b>	<b>170,000</b>	<b>200,500</b>
International consultants*				<b>0</b>
Office facilities, equipment, vehicles and communications*		<b>1,500</b>	<b>4,000</b>	<b>5,500</b>
Travel*				<b>0</b>
Others**	Specify "Others" (1)			<b>0</b>
	Specify "Others" (2)			<b>0</b>
	Specify "Others" (3)			<b>0</b>
<b>Total</b>		<b>32,000</b>	<b>174,000</b>	<b>206,000</b>

\* Details to be provided in Annex A. \*\*For Others, to be clearly specified by overwriting fields (1)-(3)

**ADDITIONAL INFORMATION FOR TABLE D, IF APPLICABLE:**

If costs for office facilities, equipment, vehicles and communications, travels are requesting for GEF financing, please provide justification here:

S \$ 1,500 to be used to purchase computer to administrative assistant.

## **PART II: ENABLING ACTIVITY JUSTIFICATION**

<p><b>A. ENABLING ACTIVITY BACKGROUND AND CONTEXT</b> (Provide brief information about projects implemented since a country became party to the convention and results achieved):</p>	<p>Costa Rica ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1994; and the Kyoto Protocol in 2005.</p> <p>The Ministry of Environment and Energy (MINAE) is the leading entity that has taken the responsibility to implement the Convention through the following institutions:</p> <ul style="list-style-type: none"><li>• The Climate Change Office is the focal point to the Convention and with a facilitative role that seeks to promote the participation of public and private sectors by using this mechanism of the UNFCCC and the Kyoto Protocol to open new opportunities.</li><li>• The National Meteorological Institute (IMN), which acts as focal point to the IPCC. The IMN has led the preparation of the National Communications including the greenhouse gas Inventories, as well as studies on vulnerability and adaptation, technology transfer, education, and public awareness, with the aid of resources from international cooperation.</li></ul> <p>Through the National Meteorological Institute of the Ministry of the Environment and Energy, Costa Rica has developed two National Communications to the UNFCCC and actually is developing the third National Communication, undertaking the procedures and making the arrangements needed to provide continuity to the process.</p> <p>To that aim, the country received the assistance of the Global Environmental Facility (GEF) through three Institutional Strengthening projects implemented by IMN, with the United Nations Development Program (UNDP) as the implementing agency.</p> <p>Costa Rica's First National Communication was submitted to the Conference of the Parties in 2000, the Second National Communication in 2009 and actually the Third National Communication, whose inventory uses 2010 as baseline, is under development with the financial assistance of the GEF and UNDP as implementing agency.</p> <p>As a result of the new international context, framed by the Cancun and Durban COP decisions and recommendations, Costa Rica's Third National Communication project has proposed outcomes that would enable the country to be better prepared to face the new elements and obligations, such as NAMAs, MRV, national inventory reports, among others.</p> <p>Costa Rica also is implementing its enabling activity for the Cross Cutting Capacity Development (CCCD) project, which will provide an important overview of the country's activities in fulfillment of its obligations under the UNFCCC, the United Nations Convention to Combat Desertification (UNCCD), and the Convention on Biological Diversity (CBD), as well as a roadmap to increase national capacities.</p> <p>In 2009, the Climate Change Inter ministerial Commission was created. The group arises as a new forum for the cross-sectorial coordination of any action to be undertaken by public and private institutions in the field of mitigation and adaptation to climate change. The inter ministerial Group includes representatives from the Ministry of Planning and Economic policies, Ministry of Agriculture and Livestock, Ministry of Foreign Affairs, Ministry of Health, the National Emergency Committee.</p> <p>The National Strategy on Climate Change was published in 2008 and the National Action Plan in 2012. This National Plan is the strategic framework that identifies the actions and measures that society and the socioeconomic sectors will have to implement to adapt to climate change and climate variability, as well as the efforts required to mitigate the greenhouse gas emissions.</p>
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	<p>In this new national and international framework, and to fulfill the new obligations arisen from Cancun and Durban COP decisions related to the submission of national communications and biennial update reports, support from the Global Environment Facility is needed to continue to develop and consolidate the existing technical and institutional capacity and to continue the efforts of integrating climate change into national policies, plans and programmes.</p> <p>Costa Rica's First Biennial Update Report will provide an update of the country's most recent submitted national communication and particularly will build on the pertinent components of Third National Communication which will be submitted in March 2014 to the UNFCCC. The First BUR is planned to be submitted to the UNFCCC in December 2014.</p>
<p><b>B. ENABLING ACTIVITY GOALS, OBJECTIVES, AND ACTIVITIES</b>          (The proposal should briefly justify and describe the project framework. Identify also key stakeholders involved in the project including the private sector, civil society organizations, local and indigenous communities, and their respective roles, as applicable. Describe also how the gender dimensions are considered in project design and implementation.)</p>	<p>The <b>long term objective</b> of the project is strengthen the technical capacity of Costa Rica in the development of actions that allow the integration of climate change into national and sectorial development goals by giving continuity to the institutional and technical capacity strengthening process.</p> <p>The <b>immediate objective</b> of the project is to assist Costa Rica in the preparation and submission of its First Biennial Update Report to the Conference of the Parties to the UNFCCC for the fulfillment of its obligations to the Convention under Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and its Annex III.</p> <p>The project <b>expected outcomes</b> are:</p> <ol style="list-style-type: none"> <li>1. Update the national circumstances and institutional arrangements relevant to the preparation of the biennial report and the national communications.</li> <li>2. To evaluate the National GHG Inventory with 2012 as the baseline year, using 2006 IPCC methodologies.</li> <li>3. To describe country mitigation actions including emission scenarios, mitigation scenarios, NAMAs and other mitigation actions</li> <li>4. To assess the technology, financial and capacity needs for mitigation.</li> <li>5. The support to the process of establishment of the domestic Measurement, Reporting and Verification arrangements.</li> <li>6. Education and Public awareness</li> <li>7. The publication and submission of the First Biennial Update Report according to the guidelines contained in Annex III of Dec.2/CP. 17</li> </ol> <p>The Project outcomes will be achieved through a wide range of <b>outputs</b> and <b>activities</b>, which are in line with the GEF's climate change mitigation strategic objective 6 under GEF-5: Enabling activities: Support enabling activities and capacity building under the Convention. The outcome is: Completed climate change enabling activities under the UNFCCC. Outcomes are:</p> <ul style="list-style-type: none"> <li>- General diagnosis of the country that includes an update of the main socio-economic indicators that affect emissions and mitigation actions in the country.</li> <li>- Description of the current situation of development through a document containing the relevant information with respect to climate change.</li> <li>- Description of institutional arrangements relevant to the preparation of the biennial report and the National Communication</li> <li>- Activity data collected for 2012 in all sectors of the inventory.</li> <li>- 2012 Cover map</li> <li>- National emission factors improved for key sectors</li> <li>- Inventory report published</li> <li>- Emission scenarios until 2030 including business as usual and different growth trends.</li> <li>- Mitigation scenarios until 2030 including the implementation of NAMAS and other actions.</li> </ul>



- NAMAs description and other mitigation actions report.
- Technology, financial and capacity needs for mitigation assessed.
- Financial needs and constraints in order to adopt climate change measures and strategies evaluated
- Information updated on financial resources, technology transfer, capacity building and technical support received from the GEF, developed country parties and multilateral organizations for activities related Climate change
- Description of the strategic actions on MRV carried out in the country
- Workshops and training sessions organized to create capacity in public, scientific and technological institutions, educational and civil society institutions; and specially for assisting local governments in integrating CC in their planning.
- Educational materials aimed at the general public, teachers, elementary and secondary students, academics and local governments.
- Web page improved.
- First Biennial Update Report published and submitted to the UNFCCC
- First Biennial Update Report has been disseminated to the national stakeholders, decision makers and the civil society.

The National Meteorological Institute (IMN) has been responsible for carrying out two National Communications to the Conference of the Parties of the UNFCCC, four greenhouse gas emission inventories and two adaptation projects. These efforts have contributed to the institutional strengthening process, making IMN competent for the application of the Convention at national level. In all projects, IMN has considered the participation of the different relevant stakeholders including academia, private companies, government institutions and civil society

The integration of the different sectors strengthens the institutional and technical capacity of the different stakeholders and institutions, not limited to a reduced group of experts and decision makers from the governmental institution where lies the responsibility for the fulfillment of the national obligations to the Convention.

The Ministry of Environment and Energy, through its Climate Change Office and the National Meteorological Institute should perform a leadership and coordination role for the development of those actions needed to the application of the Convention and its formal communication to the international community, acting in coordination with the other stakeholders, integrating climate change in the ongoing national activities for the achievement of results to be reported and communicated through the National Communications and Biennial Update Reports.

The key stakeholders involved in the project comprise different institutions and organizations, with different roles and participation.

As stated above, The Ministry of Environment and Energy (MINAE) through the National Meteorological Institute, will act as the Implementing Partner and will be in charge of the project coordination.

Relevant Ministries, such as the Ministry of Agriculture and Livestock, Ministry of Health, Ministry of Infrastructure and Transport, National Electricity Institute play a key role in the elaboration of the National GHG Inventories, as they support the estimation of the respective sectorial emissions.

	<p>In the development of the mitigation actions, an important role is played by the Ministry of Agriculture and Livestock, Costa Rican Coffee Institute, National Electricity Institute, in particular regarding assumptions related to sector specific mitigation plans and in updating the baseline scenario, based on the newest available data (reference scenario), as well as for the NAMAs identification and preparation for its inclusion in the National Registry and its submission to the UNFCCC.</p> <p>The National Meteorological Institute will take part in capacity building activities for identification, preparation and implementation of mitigation actions for GHG emissions in key economic sectors. Relevant sectorial ministries and bodies will participate in capacity building and strengthening activities aimed at the identification, preparation and implementation of mitigation actions for GHG emissions in key economic sectors.</p> <p>The Climate Change Inter-ministerial Committee plays an important role as a consultation committee, as it includes representatives from the Ministry of Environment and Energy (MINA E), Ministry of Foreign Affairs (MRREE), Ministry of Planning and Economic Policy (MIDEPLAN), Ministry of Science, Technology and Telecommunications (MICITT), Ministry of Agriculture and Livestock (MAG), among others.</p> <p>Climate change is a phenomenon that affects the entire population, however, children, the elderly and women are groups that are most affected. That is why organizations representing these groups, especially women, will be incorporated into the project, not only as beneficiaries but also in the decision-making process of climate change related activities. Understanding how the different social roles and economic status of men and women are affected differently by climate change will improve actions taken to adapt to and to mitigate climate change.</p>
<p><b>C. DESCRIBE THE ENABLING ACTIVITY AND INSTITUTIONAL FRAMEWORK FOR PROJECT IMPLEMENTATION</b> (discuss the work intended to be undertaken and the output expected from each activity as outlined in Table A ).</p>	<p><b>Institutional framework</b></p> <p>On behalf of the Government, the Ministry of Environment and Energy (MINA E), through the National Meteorological Institute (IMN), will act as the Implementing Partner.</p> <p>The IMN will be the executing and operational unit that will coordinate and implement the project activities for the preparation of the Biennial Update Report, in the same role it has now for the Third National Communication, and has had in the past for the previous National Communications.</p> <p>The Government will give in-kind support to the project through the technical experts, the use of office equipment, premises for conference and meetings, the provision of office space. It will also provide the coordinator (project manager) of the project.</p> <p>UNDP Costa Rica will be the GEF Implementing Agency for the project and will provide administrative support and budgetary and financial monitoring for the execution of project activities.</p> <p>UNDP will also provide continuous technical support to the project through its international climate change advisor.</p> <p>UNDP will also provide co-financing through the Low Emission Capacity Building project, which is focused at creating capacity to foster low emission development, in line with Costa Rica’s goal to achieve carbon neutrality by 2021.</p>

## **Activities for Project implementation**

### **National circumstances**

A description of the national development priorities, objectives and circumstances on the basis of climate change will be provided. This outcome will be taking into account all new studies, projects and research developed since the preparation of the Second National Communication.

It will also include aspects as geography, demography, natural resources, climate and education, social and cultural aspects, as well as macroeconomic parameters, employment, income and services. The characterization of the specific sectors such as agriculture, forestry, soils, ecosystems and biodiversity, water resources, fisheries, coastal resources, energy, waste, tourism, transport and health will be addressed. Specially, it will be analyzed how the national circumstances described may affect Costa Rica's ability to deal with mitigating and adapting to climate change.

Also as part of this outcome, the information on the institutional arrangements relevant to the preparation of the national communications and the biennial update reports will be updated.

### **GHG National Inventories**

Costa Rica has developed four national inventories of greenhouse gases with Reference years 1990, 1996, 2000 and 2005. Actually, on the Third National Communication project is currently being developed for 2010 and finalized by March 2014 and it is expected to review the other inventories using the methodology described in the 2006 Guidelines for National Greenhouse Gas Inventories of the Intergovernmental Panel on Climate Change (IPCC) and including the most appropriate tiers to our national circumstances.

As part of this project, the 2012 Inventory will be developed using the 2006 Guidelines. Moreover, the national emission factors for the agriculture, forestry and other land use sectors will be used. In particular, the Low Emission Capacity Building project in Costa Rica is currently developing nationally appropriate emission factors for the livestock sub-sector. These emission factors will be made available to the BUR team and used for the 2012 GHG inventory.

The 2012 National Inventory will include the estimation of the net emissions involving direct greenhouse gases: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydrofluorocarbons (HFC), perfluorocarbons (PFC) and sulfur hexafluoride (SF<sub>6</sub>). Furthermore, it includes the estimation of the indirect emissions of greenhouse gases (ozone precursors) such as: nitrogen oxide (NO<sub>x</sub>), sulfur dioxide (SO<sub>2</sub>), carbon monoxide (CO) and non-methane volatile organic compounds (NMVOCs).

The sectors of the national activity considered in the above-mentioned Guidelines, and consequently in the inventory, include Energy, Industrial Processes and Product Use, Agriculture, forestry and other land use and Waste.

The inventory to be prepared in the framework of this First Biennial Update Report, as in the previous inventories, will be under the responsibility and coordination of the National Meteorological Institute in close coordination with the Climate Change Office.

The main activities to be undertaken for this component are:

1. Renew and strengthen Institutional arrangements with other institutions/Ministries for specific sectors (Energy/Agriculture, Land Use)

2. Data collection/ interaction with data providers (for 2012 inventory) and other key stakeholders.
3. Preparation of working sheets and summary tables, uncertainty estimation and management,
4. Preparation of graphics, tables and analysis of results.
5. Publication of 2012 Inventory report.

**Mitigation actions**

Costa Rica is compromised to be carbon neutral for 2021. Identifying the low-cost options for reducing the carbon intensity of the economy and designing effective interventions is crucial to reach this goal.

With the goal of implementing national appropriate mitigation actions in the context of sustainable development and national development priorities, Costa Rica has proposed to establish several NAMAs in order to identify existing or potential national actions and its submission to the UNFCCC.

In addition to that, Costa Rica is currently developing the preparation of NAMAs in agriculture (coffee and livestock) and energy. The results of these initiatives will be incorporated to this project.

As part of the activities under this BUR, a report will be elaborated containing a description on the national arrangements to enable the implementation of NAMAs.

An important activity of this project will be the collection of data on mitigation actions or groups of actions being developed in Costa Rica and its analysis in order to provide a description in the BUR that includes name, nature of the action, coverage, quantitative goals, progress indicators, associated methodologies and assumptions, objectives, steps taken or envisaged to achieve the action, progress of implementation and results achieved. Data collection will also be done on participation in international carbon market mechanisms.

The mitigation analysis proposed will build on the results obtained in previous and current studies and projects. In particular, baseline and mitigation scenarios until 2030 for abatement of GHG emissions will be further developed.

**Financial, Technology and capacity building needs and support received.**

As part of the project “Technology Needs Assessment for Climate Change” supported by PNUMA, a technology needs assessment using the UNFCCC TNA Handbook was performed. The results of this project will be incorporated on the report.

As part of this BUR and expecting to contribute to the above mentioned activities, a study of financial, technological and capacity needs and constraints of institutions responsible for activities related to climate change will be conducted through the collection, synthesis and analysis of existing information, individual interviews or group discussions, site visits, among others.

**Monitoring, Reporting and Verification**

An integral assessment will be conducted regarding the different options and possibilities for the domestic MRV according to the guidelines to be developed, considering national circumstances and capabilities, as well as taking into account the different nature of the mitigation actions.

Finally, a report will be prepared describing the progress of implementation of such institutional arrangements.

	<p><b>Education and public awareness</b>  Workshops and training sessions organized to create capacity in public, scientific and technological institutions, educational and civil society institutions; and specially for assisting local governments in integrating CC in their planning.  Diverse educational materials aimed at the general public, teachers, elementary and secondary students, academics and local governments.  Web page improved.</p> <p><b>Compilation, Publication and Submission of the First Biennial Update Report</b>  The First Biennial Update Report document will be compiled according to the guidelines contained in Annex II of Dec. 2. CP 17 and it will be submitted to the Conference of the Parties in the United Nations Framework Convention on Climate Change according to the requirements and formats established by the UNFCCC Secretariat.</p>
<p><b>D. DESCRIBE, IF POSSIBLE, THE EXPECTED COST-EFFECTIVENES S OF THE PROJECT:</b></p>	<p>This enabling activity will not produce GHG emission reductions directly but will contribute to better understanding and improved capacity for implementation of Costa Rica’s climate change policy.</p>

<p><b>E. DESCRIBE THE BUDGETED M&amp;E PLAN:</b></p>	<p>The project will be subject to the monitoring and evaluation rules and practices of UNDP / GEF.</p> <p>According to GEF requirements, progress report on activities and achievements related to each component of the project should be presented quarterly to the UNDP office in Costa Rica as well as to the UNDP/GEF Regional Coordination Unit.</p> <p>The final report will be submitted at the final tripartite meeting between the Minister of Foreign Affairs, the Minister of Environment and Energy and UNDP and then be submitted to the UNFCCC.</p> <p>Quarterly financial reports will be submitted to the UNDP office in Costa Rica, as well as annual financial audits in accordance with UNDP rules and regulations.</p> <p><b>Project start</b></p> <p>A Project Inception Workshop will be held <u>within the first 2 months</u> of project start with those with assigned roles in the project organization structure, UNDP country office and where appropriate/feasible regional technical policy and program advisors as well as other stakeholders. The Inception Workshop is crucial to building ownership for the project results and to plan annual work plan.</p> <p>The project will ensure broad participation at the national level and shared experience in the international level.</p> <p><b>End of Project</b></p> <p>During the last three months, the Project Coordinator with the collaboration of the project team will prepare the Final Project Report, to be submitted and reviewed by the national coordination institution (OPP) and UNDP.</p> <p>Audit on Project will follow UNDP Financial Regulations and Rules and applicable Audit policies.</p> <p>The results of the project, both partial and final will be disseminated widely to the scientific and political communities as well as to the general public, to enhance awareness of climate change aspects and thus preserve the sustainability of the project.</p>
<p><b>F. EXPLAIN THE DEVIATIONS FROM TYPICAL COST RANGES (WHERE APPLICABLE):</b></p>	<p>N/A</p>

**PART III: APPROVAL/ENDORSEMENT BY GEF OPERATIONAL FOCAL POINT(S) AND GEF AGENCY(IES)**

**A. RECORD OF ENDORSEMENT OF GEF OPERATIONAL FOCAL POINT(S) ON BEHALF OF THE GOVERNMENT(S):**  
(Please attach the [country endorsement letter\(s\)](#) with this template).


NAME	POSITION	MINISTRY	DATE (Month, day, year)
Rubén Muñoz	International Cooperation Director	<b>MINISTRY OF ENVIRONMENT AND ENERGY</b>	<b>07/30/2013</b>

**B. CONVENTION PARTICIPATION**

CONVENTION	DATE OF RATIFICATION/ ACCESSION (mm/dd/yy)	NATIONAL FOCAL POINT
UNCBD		
UNFCCC	<b>04/07/1994</b>	<b>MR. WILLIAM ALPIZAR</b>
UNCCD		
STOCKHOLM CONVENTION		

**B. GEF AGENCY(IES) CERTIFICATION**

This request has been prepared in accordance with GEF policies and procedures and meets the standards of the GEF Project Review Criteria for Climate Change Enabling Activity approval.
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Agency Coordinator, Agency name	Signature	Date (Month, day, year)	Project Contact Person	Telephone	E-mail Address
Adriana Dinu Officer in Charge Deputy Executive Coordinator UNDP-GEF		August, 27, 2013	Yamil Bonduki, Senior Programme Manager UNDP (Green-LECRDs)	+ 1 212 906 6659	yamil.bonduki@undp.org

## CONSULTANTS TO BE HIRED FOR THE ENABLING ACTIVITY

<i>Position Titles</i>	<i>\$/ Person Week</i>	<i>Estimated Person Weeks</i>	<i>Tasks to be Performed</i>
<b>For EA Management</b>			
Local			
The project Coordinator will be MINAE – IMN counterpart	Co-financing	65	<ul style="list-style-type: none"> <li>• Prepare a detailed work plan for the project and budget</li> <li>• Prepare terms of reference for subcontracts and consultants and subject to the approval of project manager</li> <li>• Monitor, coordinate and facilitate national and international consultants work, including subcontracts for various activities to be executed.</li> <li>• Coordinate all activities undertaken by the project</li> <li>• Evaluate technical proposals and submit them to the project manager for approval</li> <li>• Keep project manager informed about the progress of the execution</li> <li>• Control expenditures and ensure proper management of project resources.</li> <li>• Submit expenditures report to UNDP</li> <li>• Keep an update the inventory of equipment purchased</li> <li>• Attend Advisory Committee meetings and track the results of these meetings.</li> <li>• Obtain the signature of the Combined Quarterly Report of Expenditures and budget revisions (mandatory, general, and substantive) according to UNDP guidelines. Submit them to UNDP Costa Rica.</li> </ul>



Project Officer	Co-financing	65	<ul style="list-style-type: none"> <li>• Assist the coordinator to monitor progress against the approved work plan.</li> <li>• Manage the day to day operations of the project implementation unit</li> <li>• Assist the coordinator in the implementation of technical and operational activities for the preparation of the outputs of the BUR</li> <li>• Prepare the terms of reference for the consultants and experts to be hire by the project</li> <li>• Assist the coordinator in the selection process of the consultants to be hired</li> <li>• Participate in the planning, organization and execution of project activities</li> <li>• Review technical and support information on climate change studies that may contribute to the project activities</li> <li>• Participate in the edition of the BUR report</li> </ul>
Administrative Assistant	500	61	<ul style="list-style-type: none"> <li>• Assist the Coordinator to monitor disbursements in accordance to the Project Budget and Disbursement Plan.</li> <li>• Maintain the Project's files and supporting documentation for payments.</li> <li>• Compile and/or prepare the documentation necessary for the procurement of services, good and supplies under the project</li> <li>• Performed the procurement of services, good and supplies under the project</li> <li>• Support, as necessary, the organization of training, workshops and other events organized by the project</li> <li>• Assist in the preparation of documents related to project activities.</li> <li>• Undertake other administrative/ financial duties as requested by the Project Coordinator</li> <li>• Prepare the payment's request as authorized by the project coordinator</li> <li>• Prepare administrative and financial reports</li> <li>• Assist the project officer in the organization of seminars, training activities, workshops and other events for stakeholders.</li> </ul>
<b>International</b>			
<b>For Technical Assistance</b>			
<b>Local</b>			

Climate Change expert	400	13	<ul style="list-style-type: none"> <li>• Identify information that should be gathered</li> <li>• Collect data from the different organizations and institutions that are involved in order to obtain the corresponding figures and statistics</li> <li>• Analyze the national circumstances updating relevant data such as the gross domestic product, population, agricultural trends, environmental services and energy sources.</li> <li>• Collection of information about the institutional arrangements relevant to the preparation of the national communications and biennial updates report on a continuous basis.</li> </ul>
National GHG Inventory Coordinator will be MINAE – IMN counterpart	Co-financing	156	<ul style="list-style-type: none"> <li>• Review the revised IPCC guidelines document in order to include the differences in the inventory evaluation</li> <li>• Organize data gathering of the inventory, as well as data validation and management</li> <li>• Coordinate the necessary activities for the update the national emission factors for some categories.</li> <li>• Identify specific training needs for the evaluation group</li> <li>• Prepare the inventory report containing the description to the contribution of different sectors to GHG emissions</li> </ul>
CC Mitigation expert	800	26	<ul style="list-style-type: none"> <li>• Evaluation of emission scenarios until 2030 including business as usual and different growth trends.</li> <li>• Evaluation of mitigation scenarios until 2030 including the implementation of NAMAS and other actions.</li> <li>• Collection and analysis of relevant information regarding the mitigation actions being developed in Costa Rica</li> <li>• Prepare a report containing a description on the mitigation actions including the implementation of NAMAs.</li> </ul>
CC Expert	800	13	<ul style="list-style-type: none"> <li>• Conduct a study of financial, technological and capacity needs and constraints of institutions responsible for activities related to climate change through the collection, synthesis and analysis of existing information, individual interviews or group discussions, site visits, among others.</li> </ul>

MRV expert	800	30	<ul style="list-style-type: none"> <li>• Conduct a study for the identification and assessment of the different options and possibilities for the domestic MRV according to the guidelines to be developed by the UNFCCC, considering national circumstances and capabilities, as well as taking into account the different nature of the mitigation actions.</li> <li>• Prepare a report describing the progress of implementation of such institutional arrangements and framework.</li> </ul>
Education and public awareness expert will be MINAE – IMN counterpart	Co-financing	65	<ul style="list-style-type: none"> <li>• Assess existing resources such as personnel, support from other institutes and offices related to Environmental Education</li> <li>• Establish alliances with professional related to climate change, meteorology and education that may cooperate and review that will be produced.</li> <li>• Develop diverse educational materials aimed at the general public, teachers, elementary and secondary students, academics and local governments.</li> <li>• Organize workshops and training sessions to create capacity in public, scientific and technological institutions, educational and civil society institutions; and specially for assisting local governments in integrating CC in their planning.</li> <li>• Include the material on the CC web page.</li> </ul>
Editor	800	13	Compile, consolidate, harmonize information from different consultants and experts, and elaborate the BUR report according to the guidelines contained in Annex II od Dec 2/CP.17
<b>International</b>			

## OPERATIONAL GUIDANCE TO FOCAL AREA ENABLING ACTIVITIES

### Biodiversity

- [GEF/C.7/Inf.11, June 30, 1997, Revised Operational Criteria for Enabling Activities](#)
- [GEF/C.14/11, December 1999, An Interim Assessment of Biodiversity Enabling Activities](#)
- [October 2000, Revised Guidelines for Additional Funding of Biodiversity Enabling Activities \(Expedited Procedures\)](#)

### Climate Change

- [GEF/C.9/Inf.5, February 1997, Operational Guidelines for Expedited Financing of Initial Communications from Non-Annex 1 Parties](#)
- [October 1999, Guidelines for Expedited Financing of Climate Change Enabling Activities – Part II, Expedited Financing for \(Interim\) Measures for Capacity Building in Priority Areas](#)
- [GEF/C.15/Inf.12, April 7, 2000, Information Note on the Financing of Second National Communications to the UN Framework Convention on Climate Change](#)
- [GEF/C.22/Inf.15/Rev.1, November 30, 2007, Updated Operational Procedures for the Expedited Financing of National Communications from Non-Annex 1 Parties](#)

### Persistent Organic Pollutants

- [GEF/C.17/4, April 6, 2001, Initial Guidelines for Enabling Activities for the Stockholm Convention on Persistent Organic Pollutants](#)
- [GEF/C.39/Inf.5, October 19, 2010, Guidelines for Reviewing and Updating the NIP under the Stockholm Convention on POPs](#)

### Land Degradation

- [\(ICCD/CRIC\(5\)/Inf.3, December 23, 2005, National Reporting Process of Affected Country Parties: Explanatory Note and Help Guide](#)

### National Capacity Self-Assessment (NCSA)

- [Operational Guidelines for Expedited Funding of National Self Assessments of Capacity Building Needs, September 2001](#)
- [A Guide for Self-Assessment of Country Capacity Needs for Global Environmental Management, September 2001](#)

### National Adaptation Plan of Action (NAPA)

- [GEF/C.19/Inf.7, May 8, 2002, Notes on GEF Support for National Adaptation Plan of Action,](#)

## ENVIRONMENTAL AND SOCIAL SCREENING SUMMARY

Name of Proposed Project: First Biennial Update Report (Costa Rica)

### A. Environmental and Social Screening Outcome

Category 1. No further action is needed

Category 2. Further review and management is needed. There are possible environmental and social benefits, impacts, and/or risks associated with the project (or specific project component), but these are predominantly indirect or very long-term and so extremely difficult or impossible to directly identify and assess.

Category 3. Further review and management is needed, and it is possible to identify these with a reasonable degree of certainty. If Category 3, select one or more of the following sub-categories:

Category 3a: Impacts and risks are limited in scale and can be identified with a reasonable degree of certainty and can often be handled through application of standard best practice, but require some minimal or targeted further review and assessment to identify and evaluate whether there is a need for a full environmental and social assessment (in which case the project would move to Category 3b). See Section 3 of the Review and Management Guidance.

Category 3b: Impacts and risks may well be significant, and so full environmental and social assessment is required. In these cases, a scoping exercise will need to be conducted to identify the level and approach of assessment that is most appropriate. See Section 3 of Review and Management Guidance.

### B. Environmental and Social Issues (for projects requiring further environmental and social review and management)

NOT REQUIRED

### C. Next Steps (for projects requiring further environmental and social review and management):

NOT REQUIRED



### D. Sign Off

Project Manager: maude.veyret-picot - Signed Date: 2013-08- 21

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# ENVIRONMENTAL AND SOCIAL SCREENING CHECKLIST

Name of Proposed Project: First Biennial Update Report (Costa Rica)

## QUESTION 1

Has a combined environmental and social assessment/review that covers the proposed project already been completed by implementing partners or donor(s)?

**Answer to Question 1:** . . . . .No

## QUESTION 2

Do ALL outputs and activities described ONLY fall in the Project Document fall within the following categories?

1. Procurement (in which case UNDP's Procurement Ethics and Environmental Procurement Guide need to be complied with)
2. Report preparation
3. Training
4. Event/workshop/meeting/conference (refer to Green Meeting Guide)
5. Communication and dissemination of results

**Answer to Question 2:** . . . . .Yes