



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

Naoko Ishii
CEO and Chairperson

May 5, 2014

Dear Council Member,

UNDP and UNEP as the Implementing Agency for the project entitled: *Global: Global Support Programme for Preparation of National Communications and Biennial Update Reports for non Annex I Parties under the United Nations Framework Convention on Climate Change (UNFCCC)*, has submitted the attached proposed project document for CEO endorsement prior to final approval of the project document in accordance with UNDP and UNEP procedures.

The Secretariat has reviewed the project document. It is consistent with the objectives of the program approved by the Council in November 2012. The scope of the project activities, however, has changed since work program entry. The GEF grant amount has increased by \$650,000 (from \$6,500,000 to \$7,150,000). This increase in the project budget will allow the project to assist countries with the domestic preparation for their national intended contributions to the UNFCCC.

The issue of domestic preparations for national contributions to UNFCCC was not included in the original project design, and has now been included in the project as a response to decision 1/CP.19 of the UNFCCC, which was taken in Warsaw, Poland at the 19th Conference of Parties of the UNFCCC, November 2013. The changes in the various cost elements between the original concept approved by the Council and as recommended in the final project design are summarized in the attached project document and explanation from the UNDP and UNEP.

We have today posted the proposed project document on the GEF website at www.TheGEF.org for your information. We would welcome any comments you may wish to provide by June 09, 2014 before I endorse the project. You may send your comments to gcoordination@TheGEF.org.

If you do not have access to the Web, you may request the local field office of UNDP or the World Bank to download the document for you. Alternatively, you may request a copy of the document from the Secretariat. If you make such a request, please confirm for us your current mailing address.

Sincerely,

Naoko Ishii
Chief Executive Officer and Chairperson

Attachment: Project Document, Agency Notification on Amended Project
Copy to: Country Operational Focal Point, GEF Agencies, STAP, Trustee



REQUEST FOR CEO ENDORSEMENT

PROJECT TYPE: Full-sized Project

TYPE OF TRUST FUND: GEF Trust Fund

For more information about GEF, visit TheGEF.org

PART I: PROJECT INFORMATION

Project Title: Global Support Programme for Preparation of National Communications and Biennial Update Reports for non Annex I Parties under the UNFCCC			
Country(ies):	Global	GEF Project ID: ¹	5141
GEF Agency(ies):	UNDP UNEP (select)	GEF Agency Project ID:	UNDP: 5164, UNEP: 00941
Other Executing Partner(s):		Submission Date:	10 Mar 2014
GEF Focal Area (s):	Climate Change	Project Duration(Months)	60
Name of Parent Program (if applicable):		Project Agency Fee (\$):	715,000
<ul style="list-style-type: none"> ➤ For SFM/REDD+ <input type="checkbox"/> ➤ For SGP <input type="checkbox"/> ➤ For PPP <input type="checkbox"/> 			

A. FOCAL AREA STRATEGY FRAMEWORK²

Focal Area Objectives	Expected FA Outcomes	Expected FA Outputs	Trust Fund	Grant Amount (\$)	Cofinancing (\$)
CCM-6 (select)	Human and institutional capacity of recipient countries strengthened	National communications and Biennial Update Reports completed and submitted to the UNFCCC as appropriate	GEF TF	7,150,000	1,800,000
(select)			(select)		
(select)			(select)		
(select)			(select)		
(select)			(select)		
(select)			(select)		
Total project costs				7,150,000	1,800,000

B. PROJECT FRAMEWORK

Project Objective: Improve the quality of non-Annex I Parties' National Communications (NCs) and Biennial Update Reports (BURs), so they are more widely used for national development planning, climate negotiations, and for funding low emission, climate resilient development projects, while they are also submitted to the UNFCCC in a timely manner. The project will also assist countries initiate or intensify domestic preparations for their intended nationally determined contributions.						
Project Component	Grant Type	Expected Outcomes	Expected Outputs	Trust Fund	Grant Amount (\$)	Confirmed Cofinancing (\$)
Component 1: Broaden and make more robust and operational	TA	1.1 Sustainable national institutional arrangements for climate change	1.1.1 Analysis of, and recommendations for, more robust national institutional	GEF TF	1,739,125	375,000

¹ Project ID number will be assigned by GEFSEC.

² Refer to the [Focal Area Results Framework and LDCF/SCCF Framework](#) when completing Table A.

institutional arrangements for the preparation of NC and BURs		reporting established in non-Annex I countries 1.2 NC and BUR data and analyses available and used by a greater number of government ministries and provincial resources managers for planning purposes	arrangements 1.1.2 National climate change reporting systems and procedures established to harmonize data collection across government institutions, to improve compilation, retention, access and utility of data 1.2.1 Involve a greater number of Ministries and stakeholders in compiling National Communications and BUR			
Component 2: Provide technical backstopping to national teams for the preparation of NCs, BURs, and nationally determined contributions to the 2015 climate agreement, including the preparation and dissemination of technical and policy-relevant guidance materials, methodologies and tools.	TA	2.1 National Teams are better able to apply UNFCCC reporting guidelines for the preparation of NCs and BURs and equipped with the understanding and technical basis of the information needed to identify, prepare, consult and communicate nationally determined contributions to the UNFCCC 2015 agreement	2.1.1 New and revised guidance notes, tools, methodologies prepared for NCs, BURs and nationally determined contributions to the 2015 climate agreement in identified areas 2.1.2 Networks of qualified experts established 2.1.3 National teams trained on use and application of new and revised guidance notes, tools and methodologies for the different components of the NC, BUR and nationally determined contributions to the 2015 climate agreement 2.1.4 Teams trained in Quality assurance and control procedures established for data collection, management and storage at the country level	GEF TF	4,208,750	1,000,000
Component 3: Enhance knowledge management, best practice, communication and	TA	3.1 National and/or regional climate change information networking enhanced	3.1.1 Sub-regional exchange on experiences, results and lessons learned carried out	GEF TF	602,125	125,000

outreach			3.1.2 Knowledge and/or information management system established 3.1.3 South-South cooperation at the sub-regional and global level promoted.			
M&E	TA	M&E of the support programme	Holding inception workshop Preparing mid-term and final evaluation reports Doing day-to-day and annual monitoring exercises in compliance with GEF and IA guidelines	GEF TF	100,000	
Subtotal					6,650,000	1,500,000
Project management Cost (PMC) ³				GEFT F	500,000	300,000
Total project costs					7,150,000	1,800,000

³ PMC should be charged proportionately to focal areas based on focal area project grant amount in Table D below.

C. SOURCES OF CONFIRMED COFINANCING FOR THE PROJECT BY SOURCE AND BY NAME (\$)

Please include letters confirming cofinancing for the project with this form

Sources of Co-financing	Name of Co-financier (source)	Type of Cofinancing	Cofinancing Amount (\$)
GEF Agency	UNEP	In-kind	450,000
GEF Agency	UNDP	Cash	450,000
National Government	National Governments Contribution (to be decided at country level)	In-kind	900,000
Total Co-financing			1,800,000

D. TRUST FUND RESOURCES REQUESTED BY AGENCY, FOCAL AREA AND COUNTRY¹

GEF Agency	Type of Trust Fund	Focal Area	Country Name/ Global	(in \$)		
				Grant Amount (a)	Agency Fee (b) ²	Total c=a+b
UNEP	GEF TF	Climate Change	Global	3,575,000	357,500	3,932,500
UNDP	GEF TF	Climate Change	Global	3,575,000	357,500	3,932,500
Total Grant Resources				7,150,000	715,000	7,865,000

¹ In case of a single focal area, single country, single GEF Agency project, and single trust fund project, no need to provide information for this

table. PMC amount from Table B should be included proportionately to the focal area amount in this table.

² Indicate fees related to this project.

E. CONSULTANTS WORKING FOR TECHNICAL ASSISTANCE COMPONENTS:

Component	Grant Amount (\$)	Cofinancing (\$)	Project Total (\$)
International Consultants	2,644,457	600,000	3,244,457
National/Local Consultants	523,793		523,793

F. DOES THE PROJECT INCLUDE A “NON-GRANT” INSTRUMENT? No

(If non-grant instruments are used, provide in Annex D an indicative calendar of expected reflows to your Agency and to the GEF/LDCF/SCCF/NPIF Trust Fund).

PART II: PROJECT JUSTIFICATION

A. DESCRIBE ANY CHANGES IN ALIGNMENT WITH THE PROJECT DESIGN OF THE ORIGINAL PIF⁴

A.1 National strategies and plans or reports and assessments under relevant conventions, if applicable, i.e. NAPAs, NAPs, NBSAPs, national communications, TNAs, NCSA, NIPs, PRSPs, NPFE, Biennial Update Reports, etc.

1. There is an increasing recognition that accurate and consistent reporting on climate change information, i.e. inventories of anthropogenic emissions by sources and removals by sinks of greenhouse gases; mitigation and adaptation measures, and all other information relevant to the attainment of the Convention objectives go a long way in supporting integration of climate change concerns into national planning processes. The Global Support Programme (GSP) is designed to support Non-Annex I Parties in their efforts to fulfill their

⁴ For questions A.1 –A.7 in Part II, if there are no changes since PIF and if not specifically requested in the review sheet at PIF stage, then no need to respond, please enter “NA” after the respective question.

climate change reporting obligations under the Convention in ways that promote increasing cost-effectiveness and enhance consistencies with various national development priorities and programmes. In this context, the GSP will work with national teams responsible for the NC and BUR projects, along with the GEF Implementing Agencies, to ensure the relevant linkages with the following initiatives:

- i. Poverty reduction strategies/plans;
 - ii. Regional and national programmes and strategies to address climate change in a more concerted manner, including low emission and climate resilient development strategies;
 - iii. Adaptation projects and the National Adaptation Programme of Actions (NAPA);
 - iv. Mitigation projects, including Nationally Appropriate Mitigation Actions (NAMAs);
 - v. Reducing emissions from deforestation and forest degradation (REDD) projects;
 - vi. National Capacity Self- Assessment Projects;
 - vii. Preparation of national Human Development Reports in the context of the climate change threats;
 - viii. National UN Development Assistance Framework (UNDAF) processes to tackle climate change at different levels (national, sectoral, local), including development of water management strategies, drought resistant crops, and renewable energy resources; and
 - ix. Capacity building efforts by national governments for effective participation in the climate change negotiations.
2. The GSP will also work in close coordination with UNDP's Low Emission Capacity Building (LECB) Programme, which is funded by the EU, Germany and Australia. The LECB Programme covers 25 countries in different regions and includes the following areas of work, all of which are relevant for the NCs and BURs: 1) Creation of National GHG Inventory Systems; 2) Identification and formulation of Nationally Appropriate Mitigation Actions; 3) Preparation of Low-Emission Development Strategies (LEDS); 4) Design and adoption of mitigation action plans by select industries; and 5) Design of systems for the measuring, reporting, and verification (MRV) of the proposed mitigation actions. The GSP will build on the work that the LECB Programme is currently carrying out in the 25 countries to ensure the necessary synergies, adopt and/or relevant guidance materials, coordinate with the LECB roster of experts and support network, especially in the areas of GHG inventories, mitigation strategies and MRV systems.
 3. In light of the recently adopted decision Dec.1/CP19 of the COP in Warsaw in November 2013, the GSP will help build the capacity of non-Annex I Parties to identify, prepare, initiate national stakeholder consults and communicate their intended nationally determined contributions to the 2015 agreement by 31 March 2015. The COP by its Dec.1/CP19, invited "all Parties to initiate or intensify domestic preparations for their intended nationally determined contributions, without prejudice to the legal nature of the contributions, in the context of adopting a protocol, another legal instrument or an agreed outcome with legal force under the Convention for the period post 2020 applicable to all Parties towards achieving the objective of the Convention as set out in its Article 2 and to communicate them well in advance of the twenty-first session of the Conference of the Parties (by the first quarter of 2015 by those Parties ready to do so) in a manner that facilitates the clarity, transparency and understanding of the intended contributions, without prejudice to the legal nature of the contributions."

A.2. GEF focal area and/or fund(s) strategies, eligibility criteria and priorities.

4. The GSP is in conformity with the GEF's strategy to support enabling activities and capacity development in climate change and is fully consistent with the priorities of GEF 5 viz., enhancing national ownership of climate change activities and strengthening countries' human and institutional capacities to fulfill their reporting commitments under the Convention.

5. A major focus of the GSP is to further strengthen human and institutional capacities that contribute to the design and maintenance of durable institutional frameworks/arrangements that are capable of addressing climate change issues in a more comprehensive manner at the national level and consistent with national development priorities. It is important to note that this support does not involve the creation of new institutions in the countries, but rather the strengthening of the existing institutional capacities and enhanced coordination required to produce the Convention reports in a more sustainable manner. Experiences and lessons learnt during the implementation of the previous support programmes (NCSP) as they relate to the establishment of solid and permanent institutional frameworks involving relevant ministries and government bodies will be taken into account in delivering the support to countries.
6. Within the framework of the previous NCSP, attempts were made to assist countries integrate climate change issues into their national, sectoral and other policies; and planning processes. As this integration represents a key strategy of GEF support to countries, the GSP will build on NCSP achievements and support the NC and BUR teams in their role as facilitators and conveners, within the respective institutions, to consolidate a coordination mechanism for regular reporting under the Convention. The ultimate objective of a more strategic support to countries is to facilitate timely submission of qualitatively stronger reports. Furthermore, the GSP will provide technical guidance to national teams in the areas of national GHG inventories, mitigation analysis, and V&A assessments; it will also provide countries with critical inputs to formulate project proposals in the areas of mitigation and adaptation to climate change, which are in turn responsive to their national development needs, and it will provide the technical basis, information and guidance for countries to identify, prepare, consult and communicate nationally determined contributions to the 2015 agreement. Furthermore, the GSP will assist countries in ensuring that the NCs and BURs provide sound basis for policy and programme formulation.
7. In this context, through its technical assistance work, the GSP will provide an important contribution to countries' efforts in linking the NCs, BURs and nationally determined contributions to the 2015 agreement with the sectoral and national development plans to address climate change in a more cohesive manner, while meaningfully and realistically contributing to the post 2020 emission reduction efforts under a renewed 2015 agreement (protocol, another legal instrument or an agreed outcome with legal force). It also includes the formulation of project proposals that can be submitted for funding from different sources. The GSP will also work in close coordination with relevant programme by UNDP and UNEP (see section A2) to assist countries with the preparation of low emission, climate resilient development strategies.
8. As mentioned earlier, the GSP will build on the NCSP II, a GEF funded global project that has been under implementation for the past 7 years by UNDP and UNEP, and which was completed in early 2013. The numerous activities carried out under NCSP will provide a substantive basis for enhancing the support that has been provided to countries in the past. This includes learning from the 25 regional and training workshops for national communication coordinators and country experts organized by the NCSP. These workshops have provided an opportunity for exchange of information, knowledge and tools on GHG inventories, mitigation analysis, and V&A assessments. In order to avoid duplicating the work that had been done in the past, the GSP will make use of, and update as needed, the NCSP guidance materials to assist national teams with the preparation of their National Communications, including, among others, the following:
 - i. Resource Kit on the National Communications' Process;
 - ii. Guidance on Development of Regional Climate Scenarios for V&A assessments;
 - iii. Guidance on Climate Information for Policy Makers;
 - iv. Country-level climate profiles in collaboration with the University of Oxford; and;
 - v. Guidance document on using the National Communications process and outputs to support climate change integration into national development policy and plans.

A.3 The GEF Agency's comparative advantage:

9. The two Implementing Agencies UNDP and UNEP have the comparative advantage in developing and delivering technical assistance to countries to countries for their enabling activities. To date these two agencies have supported more than 145 countries for their enabling activities. To date these two agencies have supported more than 145 countries to prepare their national reports. UNDP has a presence on the ground and is able to roll out standardized products throughout the world, while UNEP has a normative capability in developing national reporting templates and providing training for roll out and testing. A.4. The baseline project and the problem that it seeks to address:

Baseline and problems

10. Although most non-Annex I Parties have been preparing NCs for the past 15 years, most of these countries are faced with a myriad of challenges during the preparation of these documents. Over the last few years, the intergovernmental negotiation processes under the UNFCCC have advanced a need for more detailed and frequent reporting on GHG inventories and mitigation, in addition to the NC and NAPA reports. This has been requested in an effort to ensure that full attention is given to climate change and its associated impacts, especially for non-Annex I Parties. Countries have highlighted the need to link their NC process more effectively with policy-making to address climate change concerns. Furthermore, countries have set up national steering committees and climate change units, usually supported by a formal institutional structure, to facilitate the preparation of their NC on a continuous basis. Although in a number of countries the institutional framework for the preparation of NCs has been fairly well established over the past few years, the climate change enabling activity projects continue to play a pivotal role in the consolidation of these structures, and in many countries, these reports are the only basis for broad climate change assessments. Nevertheless, countries' efforts to consolidate such institutional arrangements still face critical challenges in terms of technical capacities, coordination among different institutions, and generation of the data required for solid research and studies.
11. As governments pay increasing attention to the threat that climate change poses in undermining their development efforts, NCs are playing a more prominent role in shaping the climate change agendas at many levels, including sectors and regions. With the new reporting requirements under the Convention, countries are expected to provide accurate, detailed and more frequent reports. It is expected that through strengthened reporting, countries would be able to mobilize financial, technological and capacity building resources more effectively. These reports are also expected to further enhance efforts that have been made by national governments and partners in integrating climate change into national development plans, strategies and programmes.
12. However, it is important to note that many non-Annex I Parties are still faced with a number of challenges to comply with the new reporting requirements under the Convention. The programme, therefore, targets to support these countries through a streamlined platform that offers a range of technical and innovative approaches to facilitate the preparation of timely and good quality NCs and BURs. Guided by the Convention guidelines and the relevant national planning processes, the GSP will provide countries with targeted technical backstopping, tools and training to compile the information and data required for the different studies, apply the appropriate methodologies, analyze the results, and prepare the reports to be submitted to the Convention. The technical assistance strategy will focus on assisting countries to strengthen national institutional arrangements to support the new reporting requirements and establish a support network through regional centers and experts who will be standing by to provide guidance as and when the need arises. The GSP will also establish a system to facilitate the exchange and dissemination of data and information, approaches used by countries, as well as lessons learnt and good practices to enhance South-South learning and collaboration.
13. As mentioned earlier, the GSP will thus build on and learn from the NCSP experiences. A lesson learnt document was published by the NCSP in early 2013, partly based on the outcomes and recommendations from the Lessons Learnt Workshop organised in Istanbul, October 2012. This document provides additional information and a strong foundation for the GSP to target its support activities to countries on the basis of identified needs and priorities. The report concludes that the National Communications process could be a

powerful tool for mobilising climate action and the necessary financing. Comprehensive and policy-relevant data and information is critical to fulfilling reporting requirements, but also to planning and budgeting efficiently, taking climate change into account. Institutions therefore need to be further enabled to respond to the increasing reporting demands under the Convention in a streamlined manner. However, the report highlights that the average time to prepare an NC is rather long (8 years), and that new challenges, policies, institutions, and priorities emerge during the life span of a NC project. This represents an important barrier to most countries, as the NCs have not yet been able to provide critical climate change information on a more regular basis. The need for more frequent and reliable information is critical for policy making, especially in an area where new research demonstrate the need for immediate actions to tackle climate change.

14. Thus, assisting countries to shorten the NC cycles will be one of the critical challenges the GSP will need to address. Institutional changes and the influence of new players affect the NC preparation process and its potential role in shaping the national climate change agendas in the future. Those countries that can flexibly respond to these changes will most benefit from their NCs. The NCSP lessons learnt workshop provided a basis for sharing ideas on specific activities that the GSP can implement to facilitate knowledge sharing: e.g. a wider and different use of the online platform (e-learning modules); combined global, regional and national support components; compilation of best practices and the update of NC Toolkit, particularly regarding the strengthening of GHG inventory systems and MRV related issues. The conclusions and recommendations of the lessons learned workshop are reflected in the choice of the outcomes and outputs of the proposed GSP, which has ensured that priorities identified by the countries form the substantive basis for the design and delivery of technical assistance activities.
15. A key element of the support strategy that the GSP will put in place to help countries shorten the submission periods is the targeted support through continuous monitoring of NCs and BUR project activities, in coordination with the GEF implementing agencies. The GSP will receive updated and regular information from the implementing agencies that will serve as a basis to identify potential technical bottlenecks that may cause delays in project activities. This will in turn provide the basis for the GSP to assist countries resolve technical issues relating to the preparation of their NCs and BUR in a timely manner. Thus regular communications will be carried out with project coordinators and the implementing agencies to avoid gaps in the work-plans and ensure that responses are provided to countries as needs arise. The GSP will build on the in-country support and on-line technical assistance that the NCSP had put in place in the past. This includes technical advice on a wide range of issues of concern to project coordinators and thematic team leaders; ranging from strengthening of GHG inventory systems and MRV related issues to guidance on terms of reference for the different studies, reviews of draft reports on GHG inventories, mitigation analysis and V&A assessments; and feedback on NC reports before submission to the UNFCCC. Similarly, the GSP will carry out dissemination activities including regular distribution of relevant information to countries via an electronic list server and a website, produce thematic newsletters featuring lessons learned and results from the NCs and BURs, and encourage south-south learning via webinars on specific topics.
16. In addition to NCs and BURs, the GSP will support countries in their identification process, preparation, consultation and communication of their nationally determined contributions to the 2015 agreement. Though these contributions are to be communicated to the COP well in advance of the COP21 in Paris in 2015 (the suggested timing is the first quarter of 2015), further guidance or information on these contributions has not yet been provided. The GSP will therefore build on the findings of the UNDP implemented project⁵ 'Technical dialogue on nationally determined contributions toward a 2015 agreement under the UNFCCC', which during the first half of 2014 will facilitate a technical dialogue between interested countries on different aspects of the process of putting forward nationally determined contributions, basically by facilitating the organization of regional workshops. The compilation reports of these workshops will provide insights on the key gaps and challenges countries may face in preparing their contributions, capacity building and potential technical assistance needs, potential linkages with other current support or initiatives in the respective regions, and follow up actions to secure a successful submission of countries' contributions

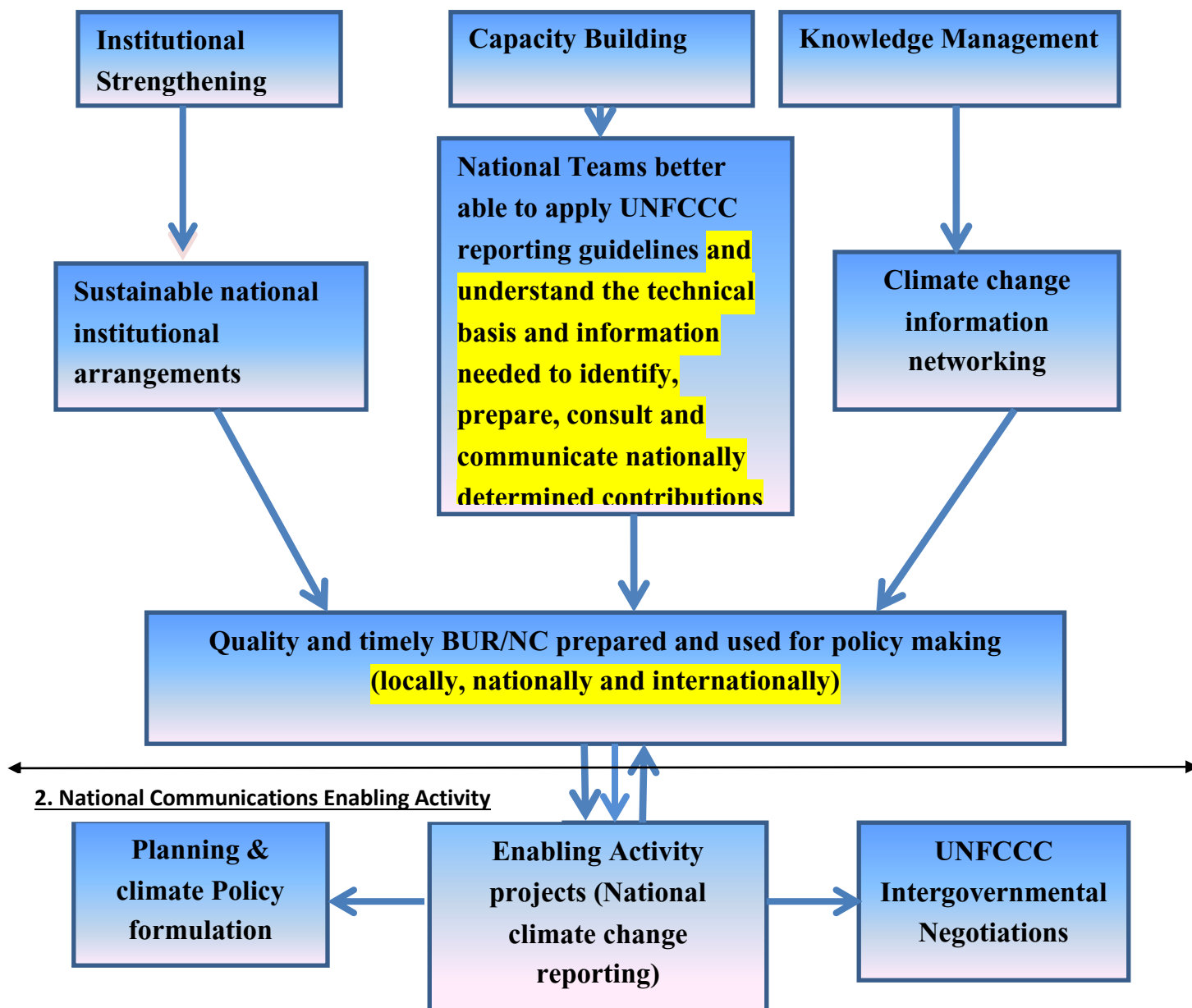
⁵ This project is a joint initiative between UNDP and UNFCCC, which is expected to initiate its activities in March 2014. Three sub-regional workshops are expected to be carried out by the third quarter of 2014.

to the 2015 agreement. NCs and BURs and their respective processes in the countries, are important national platforms to initiate national consultations among stakeholders and to initiate the political process to reach domestic agreement on the contribution. Therefore, some of these insights gained by the above mentioned UNDP-implemented project will be addressed by the GSP.

Theory of Change

17. Guided by the UNFCCC COP decisions and the relevant national planning processes, the GSP will provide countries preparing their climate change enabling activities (NCs and BURs) with targeted technical backstopping, tools and training to compile the information and data required for the different thematic studies/assessments, apply the appropriate methodologies, analyze the results, and prepare the reports to be submitted to the Convention. The technical assistance strategy will focus on assisting countries to strengthen national institutional arrangements to support the new reporting requirements and establish a support network through regional centers and experts who will be standing by to provide guidance as and when the need arises. The GSP will also establish a platform to facilitate the exchange and dissemination of data and information, approaches used by countries, as well as lessons learnt and good practices to enhance South-South learning and collaboration. A schematic representation of the theory of change as applied to the GSP is illustrated below.

1. Global Support Programme



Implementation approach

18. Over its five (5) year period in operation, the GSP will provide support to all non- Annex I Parties as they prepare their NCs and BURs. However, greater emphasis will be placed on assistance those countries with lowest capacities (such as LDCs and SIDS) while making the experience and expertise of the most advanced countries available to all through a collaborative approach. All countries will be informed of the commencement of GSP activities, through all existing channels of communication with eligible countries including but not limited to : (i) communication from the COP of the UNFCCC and its subsidiary bodies, and (ii) direct communication from the GEF Agencies. The GSP will also build on the work that UNDP and UNEP are currently providing to countries in the areas of mitigation and adaptation in order to ensure complementarity among relevant initiatives at country level. This will include the necessary linkages with national climate change process and strategies, as well as enhanced data, information, and analytical studies. Its components will be structured to address key challenges/barriers identified by Parties during national reporting such as:

- a) Lack of harmonized national institutional framework for GHG inventories reporting: The programme will not only assist countries design and/or strengthen national institutional arrangements the preparation of GHG inventories for NCs and BURs but will also help create a national system for data access, documenting procedures and processes involved in preparing national GHG inventories. It will thus ensure that data, information, and assumptions are reported and archived in transparent and systematic and easily accessible. The programme will also assist countries define mandates of involved organizations and experts at national level and address political bottlenecks; by providing guidance on how national institutional mandates and processes can be adjusted and/or strengthened to meet Convention reporting needs;
- b) Lack of technical capacities to prepare solid quality reports: While the first and second NCs have allowed countries to increase their expertise in climate change, the increasing reporting requirements and the need for greater accuracy and transparency in reporting, is considered an additional ‘burden’ by most countries, especially the LDC and SIDS. Based on previous experiences, the support programme will prepare guidance notes, identify suitable tools & methodologies, provide on-line and on-site training on use of these tools, in addition to identifying regional centres of excellence in both Annex I and non-Annex I countries that can provide targeted support. The GSU will guide countries on way to access up to date climate-relevant data, information and appropriate analytical tools to carry out the studies under the different components of the NCs and BURs;
- c) Limited access to data: The reliability and accessibility of data is perhaps the most significant challenge faced by countries when carrying out their GHG inventories, mitigation analysis or V&A assessments. While data gaps and uncertainties have improved over the last few years in many countries, this continues to be a very important barrier to the quality and comprehensiveness of the NC reports, and the sustainability of the NC and BUR processes. The programme will work with national and international institutions and experts to assist countries generate or access national data, while also reviewing institutional arrangements or other legal and financial barriers to data access. At the same time, the programme will provide guidance on how to acquire, process and store national data by assisting countries create national databases and plans to ensure continuous collection and improvement of data required for NC and BUR reporting;
- d) Limited consultation and weak stakeholder consultation processes: The programme will work closely with countries to ensure that a strong stakeholder engagement, solid technical and institutional capacities, adequate coordination mechanisms among all the relevant stakeholders, and the necessary monitoring of actions are put in place to ensure that the quality and frequency of the reporting commitments are achieved. Although stakeholders’ engagement in the preparation of NCs has expanded in many countries, there is a need to consolidate and enhance the participation of a wider range of government and non-government organizations in the NCs, and subsequently, in BURs set-up, preparation and follow-up. This participation becomes especially relevant as new and more recent and accurate data will be required for enhanced and solid reporting. The importance of a wide and inclusive consultative process is further highlighted, as this represents the basis for making the NCs and BURs effective tools for identifying critical climate priorities and issues. A strong stakeholder process will also ensure that climate change issues are adequately linked to pressing development policies, in order to facilitate the integration of climate change in the relevant planning processes at the country level.

UNDAF mainstreaming

- 19. The GSP will support the drafting of the National Communications and BuRs. These reports are designed to define and communicate countries’ priorities in mitigation and adaptation. The UN will then be able to take these national priorities and mainstream them into their UNDAFs.

Project components and outcomes

20. The support programme will design its technical assistance based on individual country needs and priorities in climate change reporting. Expertise will then be drawn from international, regional and national institutions to ensure that adequate backstopping is granted to national teams during their reporting period. The support programme will provide a range of technical assistance focused on three (3) main components:

Component 1: Broaden and make more robust and operational, institutional arrangements for the preparation of NCs and BURs:

21. Through this component, countries will be assisted to build national technical teams, enhance and strengthen national institutional arrangements to support the new reporting requirements in the context of strengthened and more frequent NCs and BURs reporting. This component will seek to assist countries develop national documentation processes, build individual and institutional capacities and establish a durable national climate change reporting system in countries. The programme will guide the countries through the design, enhancement and/or consolidation of the institutional structures that will be required for continuous reporting under the Convention. Current institutional arrangements for the preparation of NCs vary significantly by countries, ranging from relatively strong climate change units responsible for NCs to ad-hoc structures that are largely dependent on GEF funding for NCs. This coupled with significant differences of technical and institutional capacities bring an important challenge to the support the programme can provide. Thus rather than developing a ‘cookie-cutter’ approach, the programme will work with countries individually to assist them develop their own strategies on their institutional structure and capacity development required, building on the work done in their previous NCs.
22. It is important to highlight lessons learned from the NCSP. Through its support to countries, the NCSP has noted that general descriptions of stakeholder participation and expert consultations have improved, but process adopted and potential involvement in the longer term are not always elaborated upon. Furthermore, reporting is often limited to listing stakeholders and a very brief description, if any, of their role on consultations. The work of the GSP would provide guidance, including steps to ensure that the institutional structures are designed to support a sustainable NC process, taking into account the relevant planning structures at the country level. The programme will also work with national teams to help them assess roles of institutions to support NC and BUR preparation and reporting, advice on the required collection of data and information, and catalyze decision-making process to meet climate change objectives, as part of the NC work. Furthermore, the programme will assist countries in carrying out further analysis on the how the relevant institutions may benefit from the NC process to ensure effective communication, coordination and provision of information.
23. Under most SNCs, countries are reporting the creation of institutional structure for climate change, which represents a significant progress, due an increase in awareness as well as political support. However, additional understanding is needed on how institutional arrangements may need to be adjusted to facilitate the preparation of more stringent NC reports and to better address the new reporting requirement of BURs. In this context, the programme will assist countries in developing their policy frameworks for managing institutional cooperation among key stakeholders for the NC and the BUR.
24. The NCSP has also developed a guidance document on how the NC can provide inputs to the integration of climate change concerns into relevant planning and decision-making processes. Although some progress can be observed in the areas, there is a need for stronger articulation of national development priorities and objectives with climate change. The GSP will assist countries in using this NCSP guidance from the very beginning of their NC and BUR preparation to ensure stronger linkages and identify the necessary incentives for greater institutional support and capacities in the reporting obligations.
25. In particular, the expected outcomes of this component are:
- i) Outcome 1.1: Trained government staff and technical experts on National Communications and Biennial Update Reports;

ii) Outcome 1.2: NC and BUR data and analyses available and used by a greater number of government ministries and resources managers for planning purposes.

26. This translates into a number of outputs that are listed in table B of part I. Under outcome (1.1), countries will be assisted on a one-by-one basis, with the development and organization of targeted workshops, particularly designed for more and enhanced involvement of government staff dealing with policy formulation and national planning into the NC and BUR processes. To this purpose, material developed within the context of this support programme or other relevant material will be made available and be used as a basis. These national level workshops are intended to address the importance of robust institutional arrangements for climate change reporting, while they provide insights into the how and what, including stakeholder analysis, definition of roles of institutions, development of policy frameworks for managing institutional cooperation, among others. Examples of durable and robust institutional arrangements exist in a number of countries (e.g. inter-ministerial climate change cell, climate change committees), and lessons can be learnt from these existing examples. Countries will also be assisted in the stakeholder analyses and in the design, enhancement or consolidation of institutional mechanisms to support the NC and BUR, in light of the increased reporting requirements.
27. Outcome 1.1 will thus look at gaps and achievements of previous institutional structures that can provide both a better understanding of where the interventions would make a greater impact and ideas on how those gaps could be addressed. In doing so, countries will identify experiences from other successful institutional structures that may be replicated, as appropriate, for the NC and BUR. Given the need to improve the quality and frequency of the reporting under the convention and the additional efforts to design measurement, reporting and verification (MRV) systems, the programme will guide the national teams on how to leverage political and, if feasible, financial support, from the relevant government counterparts. This will involve guidance to countries on the definition of roles and responsibilities through the provision of templates, examples, and learning from other countries.
28. In particular, this outcome will assist countries in the following:
- i. Define a country-driven process to assess gaps and opportunities to strengthen the institutional structures;
 - ii. Identify key players and cluster them in smaller groups based on their mandates within the government (e.g. policy, technical, research);
 - iii. Identify non-governmental institutions that may play a critical or even secondary role to expand both support and ownership of the NC process;
 - iv. Outline the roles and responsibilities to ensure clear division of labour, contribution, and decision making;
 - v. Define the communication protocols to facilitate the coordination and consultations on a regular basis;
 - vi. Provide more detailed reporting on the institutional arrangements adopted to both prepare the reports and to consolidate such arrangements for future reporting.
29. Outcome 1.2 intends to have well established procedures for data collection across government institutions, in order to improve compilation, retention, access and utility of data and analysis. This support will be provided to a number of countries that identify the lack of such procedures as a significant barrier for NC and BUR preparation. Other countries that may have already made important progress in this area will be involved, under the guidance of the GSP, in south-south learning activities in different regions. Two workshops will be held in different regions to train approximately 60 national experts. As a follow up to these workshops, country-specific support will be provided related to data collection, depending on the demand expressed by countries, and the resources available to support them. These country level activities will include the formulation of procedures across institutes for data collection, management and archiving, particularly focusing on quality assurance and control, and based on a sound analysis of the legal, financial and institutional barriers to undertake data collection.

30. In particular this component will assist countries in the following:
- i. Identify critical data gaps, including the institutions responsible for generating the data;
 - ii. Design a plan to motivate responsible institutions in data improvement strategies;
 - iii. Disseminate and support training activities, as needed, on approaches for data management and archiving, such as those developed by USEPA;
 - iv. Define key quality control and quality assurance procedures that may be reported under the NCs and BURs;
 - v. Determine the training needs, in coordination with the relevant institutions;
 - vi. Design a framework for an inventory management system taking into account the key elements to ensure higher quality reports, such as the GHG inventories, mitigation analysis and V&A assessment, as feasible.

Component 2: Provide technical backstopping to national teams for the preparation of NCs, BURs, and nationally determined contributions to the 2015 agreement including the preparation and dissemination of technical and policy-relevant guidance materials, methodologies and tools:

31. The support programme will respond to country needs obtained through one on one interactions, on site backstopping, surveys and workshops. Furthermore, it will update, as needed and in coordination with the Consultative Group of Experts (CGE), the key training materials to support preparation of climate change reports in a timely manner. Strategic policy guidance will also be provided to countries to facilitate mainstreaming of climate change reports into national development agendas. The programme will enhance the science-policy dialogue in an effort to support national teams to identify innovative policies and incentives on climate change, linked to national development priorities and processes. Through this support, the GSU will assist countries in using the NC formulation and results to support countries' efforts on low emission and climate resilience development. Furthermore, the GSP will assist countries identify entry points for climate change mainstreaming during the preparation of the NCs, and where appropriate, the BURs. This will involve disseminating the NCSP guidance document on climate change integration as the basis for discussions at the country level. Other materials developed by UNDP and UNEP on environmental mainstreaming will also be provided to support efforts in those countries where an "integration agenda" has been prioritized. This element, along with linkages with national development, is considered to be central to the sustainability of the NC and BUR process. Furthermore, the GSP will work with the Implementing Agencies and national teams from the outset of project implementation to ensure that integration issues are adequately considered and reported. In addition, and in response to the lack of clear guidance and directions on the information countries will need to put forward on their contributions, the GSP will prepare guidance material and upon request by Parties, recommendations on how to present the information for the official communication of nationally determined contributions to the 2015 agreement. The GSP will also support countries in the identification, preparation and consultation of their contributions. In this context, guidance would be provided on the involvement of key stakeholders in the consultation process to prepare their contributions and on linkages with priorities at the country level, building on the NC and BUR experiences and arrangements in place, among others.
32. In GHG inventories, a number of areas that would need further improvement, especially in the context of BUR have been identified. These include uncertainties of the data and emissions calculations; complete calculation sheets and tables to enhance transparency and better understanding of inventory results, development and application of quality control and quality assurance procedures; identification of sources of data and key assumptions used in emission estimates by sources; and the development/establishment of GHG inventory systems to improve periodic reporting of more reliable inventory data. On this basis the GSP will focus its support activities in the following areas: Key source analysis, as appropriate, discussions on uncertainties of the data and emissions calculations; complete calculation sheets and tables to enhance transparency and better understanding of inventory results, development and application of quality control and quality assurance procedures; identification of sources of data and key assumptions used in emission

estimates by sources; and the development/establishment of GHG inventory systems to improve periodic reporting of more reliable inventory data. Central to this support is the inventory years that countries are mandated to report on under both the BUR and the TNC. The GSP will work with countries to ensure that the appropriate years or series are reported, including the use of the appropriate methodologies. In this sense, training, as needed, will be provided in the use of the 2006 IPCC Guidelines for the preparation of national GHG inventories, along with the IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories. The GSP will also assist countries in accurately reporting data sources and gaps, as well as the assumptions used for emission inventories, including emission factors. As previously done under the NCSP, the programme will make available to countries GHG reviewers certified by the UNFCCC to carry out technical reviews of the GHG inventory. These reviews will not only identify potential gaps, errors or inconsistencies, but also provide concrete recommendations to address them, in this way the quality of the national inventory reports will be enhanced. Rather than carrying out such reviews at the end of the NC projects, the GSP will encourage countries to not only submit their draft GHG inventory for review as early as possible, but will also offer countries online support to answer any queries they may have during the preparation of their GHG inventories. This would allow countries to make adjustments and correct any mistakes before the reports are submitted to the UNFCCC. This support is critical for the BURs given the potential international consultation process that would be put in place to review the GHG inventories for non-Annex I Parties.

33. In the area of V&A assessment, the NCSP has also identified a number of areas that would need improvements. Based on these findings, the programme will assist countries in the adoption of the most appropriate methodologies based on their national circumstances and scope of work, especially to avoid duplication of work carried out in previous NCs. The GSU will work with countries to ensure that clear descriptions are provided on their methodological approaches as well as the challenges faced and assumptions used in their application. This will include, among others the following: better descriptions of the climate scenarios developed or adopted, timeframes chosen, and sources of data; carry out more comprehensive analysis of socio-economic context for impacts assessments; provide clearer descriptions of results from models used in impacts assessments, while ensuring solid linkages between climate scenarios and socio-economic analysis with impacts and vulnerability assessments; and finally strengthen the analysis on how proposed adaptation measures would address potential impacts identified. Although the current NC reports submitted to the UNFCCC contain some or many of these areas, often they don't provide the details required for a comprehensive understanding of the approaches, results, challenges, and linkages between scenarios (climate and socio-economic), impacts, and adaptation measures. The programme will assist countries design and address the gaps of previous NCs and provide the necessary training and technical backstopping to address them. In particular, the GSP will assist countries better articulate the key vulnerability and impacts, building on the work carried out in the previous NCs, through more robust use of climate scenario information. This will include clear reporting of assessment periods, methodological choices, uncertainties of these assessments, and the articulation of an adaptation plan through proposed measures and policies to address climate change impacts. Particular attention will be given to the need to strengthen the socio-economic analysis to avoid vulnerability and adaptation assessments purely based on bio-physical impacts.
34. In the area of mitigation, the NCSP found significant differences in the level of detail among the submitted NCs and that in most cases; information reported under mitigation is not comprehensible or complete. This is one of the areas that requires an improved structure and use of methodologies to carry out more solid analyses and interpret future mitigation actions. For example, there is limited capacity to carry out an appropriate cost analysis of mitigation options and to analyse socio-economic implications of these mitigation measures. On the other hand, calculations of mitigation potentials are not always transparent, when provided, and linkages with the GHG inventory are not always evident. In the context of BUR, this area along with the GHG inventories would require strengthened technical support to improve the quality and reliability of the analysis and results. The GSP will assist national teams to design their plans in greater detail for the mitigation analysis so that the work is prioritized from the beginning and a dispersion of efforts avoided. This approach will help countries make better use of resources (both human and financial) by concentrating on the areas with biggest impacts on GHG emission reduction and strongest linkages with national or sectoral development needs/plans. Given the availability of a number of models for mitigation

analysis, especially in the energy sector, the GSP will coordinate with the CGE, as appropriate and other support initiatives to design more cost-effective ways of training national experts on mitigation analysis. Although the training will make use of existing models, the support will not be centred around modelling exercise alone; on the contrary, it will emphasize the need to ensure a more comprehensive assessment of mitigation options that may include analytical frameworks to identify mitigation options that are aligned with development priorities. This will include the use of appropriate tools for prioritization of such options and for basic viability assessments, including costs, socio-economic impacts, and political support for the proposed mitigation options.

35. Regarding the more recent commitment under the Convention that requests all parties to submit their nationally determined contributions to the 2015 Agreement, there is a lack of clear guidance on the content and format of such submission. The work that countries would need to carry out to comply with this new commitment is strongly linked to the activities under the NCs and BURs. Similarly, the process that may need to be put in place to identify, prepare and submit the contributions to the 2015 agreement is likely to be similar to the process adopted for NCs and BURs. This may include consultations processes, analysis, prioritization, and technical discussion that may build on the NC and BUR work and experiences. In this context, the GSU will work with NC and BUR counterparts at the country level to assist in the consultation process, identification and preparation of the contributions to the 2015 agreement. Emphasis will be given on the use of reliable baseline information that may have been developed as part the NC formulation and other relevant studies as the basis to initiate the discussions and prioritize the areas and sectors that may be considered for the contributions to the 2015 agreement. Similarly, the GSP will facilitate online consultation on technical issues and exchange of information and experiences to ensure that a minimum level of support is in place so that countries can resolve issues and challenges that may arise during the preparation of the contributions to the 2015 agreement.
36. Concretely, the in-country knowledge base and expertise on the different components of NCs and BURs, and the preparation and communication of nationally determined contributions to the 2015 agreement will be enhanced through a large number of workshops, guidance materials, on line support, in country support and online training through webinars. The GSP intends to produce or compile available guidance to support countries with their technical studies including the following:
- i. A guidance note on how to set up for and prepare a quality BUR. This will be a short guidance note in addition to the policy guidance that has been prepared and distributed by the UNFCCC through the CGE. Given that the CGE has developed some basic training materials (NCSP, UNDP, and UNEP are contributing to this work), the GSP will base the guidance note on this material;
 - ii. An updated guidance note on integrating climate change in development planning and policy, building upon the easy guide that was prepared under the NCSP and which countries explicitly asked for to have an update on a regular basis;
 - iii. An updated guidance note on how to set up for and prepare a policy relevant NC;
 - iv. An update of sector-specific compilation on tools and methodologies for mitigation analysis and V&A assessments, in coordination with the CGE;
 - v. One compilation document on lessons learnt from national efforts in creating institutional arrangements for tackling climate change. This will be a compilation of the experiences of the supported countries that will be carried out under component 1 of the GSP;
 - vi. One publication on how gender issues may considered and integrated in the NCs and BURs;
 - vii. An updated guidance on the design of GHG inventory systems in coordination with the IPCC and other relevant institutions, such as USEPA, and in consultation with the CGE;
 - viii. A guidance note on how to identify and communicate nationally determined contributions of the 2015 agreement in a robust, realistic and achievable fashion, and based on extensive and inclusive dialogues within the country with relevant stakeholders, sectors and levels.

37. The training component of this GSP is rather substantive, with at least the following training events and activities scheduled:
- i. Sub-regional and thematic workshops and training, with post-workshop online support, including follow-up activities to the process countries are putting in place in the context of the nationally determined contributions to the 2015 agreement;
 - ii. Learning modules and webinars with international experts on pertinent technical issues for NCs, BURs and for the preparation of nationally determined contributions to the 2015 agreement ;
 - iii. South-south learning through facilitated exchanges via the GSP;
 - iv. Dissemination on lessons learned and good practices to provide relevant examples which countries may adapt for their own studies in NCs, BURs and nationally determined contributions to the 2015 agreement;
 - v. Dissemination of templates and formats that countries may adapt for reporting purposes under their NCs and BUR, including online discussion on how to use them, as needed. This activity will also include discussions and recommendation on ways to compile and present nationally determined contributions to the 2015 agreement;
 - vi. Diversification of the learning packages offered, in order to address not only a limited number of technical staff from NC and BUR project teams in countries, but involve other less obvious stakeholders and contributors to the NC processes. This planned activity responds to inputs received from a number of countries at the NCSP lessons learnt workshop. In the context of the 2015 agreement, the GSP will also target stakeholders that are relevant for the preparation of nationally determined contributions.
38. In addition to the above training events and publications, the GSP will update its vetted list of experts that is now being shared through the NCSP platform, but needs regular update. Indeed, on a regular basis, the implementing agencies are asked by countries to recommend technical experts who can support the development of NC and/or BUR components. The intention of this vetted list of experts is twofold: 1) to have a pool of experts, who have already been screened by the GSP, and therefore meet minimum qualification criteria, from which country teams can easily and promptly select appropriate candidates for identified consultancies, and 2) to create a network of experts that is affiliated to research centers, consultancy firms centers of excellence that can further help country teams train national experts in different thematic areas. Thus, an up to date database will be made available featuring international and national experts, prominent research institutes, and think tanks, on various NC and BUR topics.
39. Particular attention will be paid to quality assurance and control procedures for data collection, its management and storage at the country level. Being part of outcome 1, output 1.2.1 in particular, the support programme plans to assist a number of countries on a one on one basis in the formulation of quality assurance and control procedures for data collection, management and storage. It is recalled in this context that more accurate inventories enable non-Annex I Parties to identify major sources and sinks of GHGs with greater confidence, and thus to make more informed policy decisions with respect to appropriate response measures. A variety of QA/QC procedures are made available and are already being applied by countries, though not systematically. Moreover, QA/QC methods and procedures are not always properly reported on or described with sufficient detail in the NCs. Inventory quality needs to be increased, also in light of the future international consultation process that may be put in place to review GHG inventories of non-Annex I Parties. This includes QA/QC procedures providing cross-checks during inventory compilation and quantification of uncertainties at the source level and for the inventory as a whole.

Component 3: Enhance knowledge management, best practices, communication and outreach:

40. A key element of the support programme will be to develop and disseminate informative products and lessons learned to raise awareness, engage stakeholders, and inform decision makers on a continuous basis. The support programme will enhance partnerships and technical support amongst national institutions, private sector, international organizations, academia, research institutions, Non-Governmental

Organizations and regional centers in an effort to provide comprehensive support to national teams. Countries will be encouraged to develop peer support by linking up national teams to exchange data and information, tools and methodologies, lessons learnt and good practices to enhance the quality and utility of their reports.

41. The purpose of this component is to provide support to the previous components 1 and 2 through exchange of best practices. To this end, a database of relevant material per NC and BUR issue, with smart search options will be developed. The support programme's website will offer a list of research centers, with a short narrative on the possible support or area of expertise of the centers/institutions. There will be a launch event of an online forum and related activities, such as webinars and expert meetings online. As mentioned under component 2, the website will become a more interactive and dynamic space for knowledge sharing. The GSP's platform will be a one-stop shop for all information related to NCs and BURs and with the possibility of clustering relevant information on sub-regional basis. Moreover, the GSP platform will become the hub for countries to share their experiences in terms of initiating and managing national dialogues, challenges faced during the process of, the format and content of official communications, etc. on nationally determined contributions to the 2015 agreement.
42. Ten in-focus magazines will be produced and distributed through the website of the support programme and through distribution lists that the GSP will create and maintain to facilitate communications with country teams on a regular basis. These short publications will zoom in on a specific issue, such as a critical discussion on the strengths and limitations of applying specific models, a review of climate mitigation options for priority sectors, etc. The existing newsletter will therefore evolve into publications that will address some technical issues into greater detail. An in-focus magazine with connected webinars and online discussion fora could provide an important added value to the work countries are delivering on the ground. The topics of the in-focus magazine will be decided upon based on requests from countries. These publications will also seek to keep country teams abreast of the latest developments under the UNFCCC negotiations, directly affecting and influencing reporting requirements. Topics related to the 2015 agreement and experiences from countries in preparing their national contributions will also be included in the GSP publications and information exchange.
43. In order to complement the dissemination of information, lessons from countries, relevant news and events, the GSP will develop a "Monthly Round Up" on-line publication. UNDP has used this dissemination tool under the Low Emissions Capacity Programme, which has proved to be very useful and highly appreciated by participating countries. The monthly round ups will feature very concise articles and news on different topics, ranging from the specific activities at country level, relevant initiatives from international partners, recommended publication, webinars, workshops, training activities, among others.
44. Through all these dissemination and public awareness modalities, the GSP will create a knowledge and outreach platform to feature relevant information for the compilation and completion of NC and BUR reports, and nationally determined contributions to the 2015 agreement. This platform will be updated on a regular basis (at the occurrence of launch of milestone publications, capacity building events, and more) and constituents will be contacted through distribution lists and relevant information shared. The intention is not to limit these dissemination efforts to the national teams responsible for the NCs and BURs, but to cover a much wider range of stakeholders at the country level, including those involved in the preparation of the contributions to the 2015 agreement, to enhance the understanding of these convention reports. Thus the GSP will coordinate with project managers to identify the key stakeholders in each country who would be targeted under this outreach strategy. As a result, selected articles would feature technical and policy work that can demonstrate how the NCs and BURs, as well as the contributions to the 2015 agreement, can have greater impacts in supporting the national climate change agendas.

A.5. Incremental /Additional cost reasoning: describe the incremental (GEF Trust Fund/NPIF) or additional (LDCF/SCCF) activities requested for GEF/LDCF/SCCF/NPIF financing and the associated global environmental benefits (GEF Trust Fund) or associated adaptation benefits (LDCF/SCCF) to be delivered by the project:

45. Good quality and timely reporting on climate change challenges/ and/or opportunities at national level provide a basis for formulating project proposals on adaptation and mitigation for funding and promoting development and transfer of climate change technologies. Guided by these reports, Countries can generate plans and focus government, private sector and international funding at these priorities. In this way the reporting helps coordinate sources of funding and direct it to cost-effective high national priorities. Even though incremental reasoning is not applicable to this kind of project, the reports prepared can be indirectly associated with global benefits through capacity development mainly in the areas of GHG inventories, climate change vulnerability & adaptation assessment, and emission reductions, and building communities resilience to the impacts of climate change. The programme, over and above targeting on preparation of good quality reports, also focuses on establishing national systems and processes that would make use of recommendations arising from these reports better respond to the implementation process of the UNFCCC and its treaty.

46. This will be a multi-agency programme, but with a single project management structure for providing technical assistance to manage, coordinate, report and where necessary ensure integration of NCs and BURs into national processes. The programme will manage different expert clusters grouped at national, regional and international levels to ensure that each Party receives support in preparation of these reports. With advice from the expert clusters, project management will be able to organize training, workshops, publications and engage regional centers at lower cost than separate and individual projects. The organization of workshops will be planned strategically to ensure that related reporting requirements are adequately addressed, during such fora.

A.6 Risks, including climate change, potential social and environmental risks that might prevent the project objectives from being achieved, and measures that address these risks:

47. A general consideration is that as long as climate change, its challenges and transformative opportunities to move towards low emission and climate resilient development strategies, is not a top priority in countries, the design and implementation of successful NCs and BURs is at risk. This is because climate change issues do not compete favourably with other developmental priorities for the limited human and financial resources available in most developing countries. The programme, through its national counterparts, will endeavor to bring climate change to the attention of all stakeholders, using the NCs and upcoming BURs as tools for integrating climate change into development and sectoral planning and policies.

48. The planned work to strengthen institutional arrangements and enhance lessons learnt and information exchange (national, regional but also science-policy) will significantly contribute to a general understanding of climate issues by key stakeholders and in particular relevant Ministries. As mentioned earlier in this proposal, countries are at very different levels of capacities and understanding of technical issues. This difference will represent a challenge for the programme to work with a wide range of countries, which have different needs and priorities and whose efforts to integrate climate change into policy and planning also vary significantly. A number of risks are beyond the control of the programme. These risks, such as the outbreak of social unrest in the country, changes in political priorities and institutional structures, extreme weather events and other natural or climate related disasters, may pose some risk to the continuation and success of the NC and BUR project implementation, as has already been experienced in the past in a few countries. From previous work with national climate teams, the NCSP also learnt that contributing to making climate change a priority in national agendas has the potential of overcoming these external and exceptional risk factors, if backed by great support from key stakeholders and decision makers.

49. Additionally other probable risks which are likely to arise during the project's life span are (i) the lack of data or availability of only poor data that will affect the depth and quality of the NC reports in some countries (ii) weak stakeholder consultation processes in the preparation of some of these reports, (iii) weak institutional arrangements in some countries and (iv) the high turnover of project staff/ national authorities and their lack of awareness of the objectives and relevance of the NCs and BURs. The GSP will coordinate with the GEF Implementing Agencies to work with national governments towards mitigating these risks through the following actions:

50. Risk, Level of Risk and Commentary and Mitigating Strategies and Actions:

- i) Risk of countries producing reports that lack adequate depth and quality. This is due to national experts limited capacities and/or inadequate climate relevant data, information and appropriate analytical tools for thematic assessments as well as mainstreaming climate change issues into national and sectoral planning frameworks.

Level: Moderate

Commentary and Mitigating Strategies and Actions: In coordination with the GSP, the IAs will continue to raise the level of project supervision and work closely with the Consultative Group of Experts on National Communications from Non-Annex I Parties (CGE) to help build the capacity of national experts to undertake thematic assessments as well facilitating access to expertise residing in regional centers of excellence to help countries access climate relevant data, information and appropriate analytical tools. These centers of excellence will provide technical assistance to country teams to request from project coordinators to enhance the overall quality of reporting. Additionally, the IAs would encourage peer support by linking up country teams to exchange data and information, tools and methodologies, lessons learnt and good practices to enhance the quality and utility of these reports. Even in countries where capacity of national experts is a constraint, every effort will be made to ensure that the project outputs are based on sound science.

- ii) Poor stakeholder consultation processes. Limited consultations and weak participation process amongst stakeholders due to institutional rivalries and rigidities which hamper responsiveness of project outputs to national development needs as well as effective work delivery and quality of the outputs.

Level; Moderate

Commentary and Mitigating Strategies and Actions: The IAs will work with the country counterparts to ensure that appropriate actions are taken before, during and after the preparation of national project proposals to specifically identify priority actions and relevant linkages with development needs. The GSP and IAs will work with National governments to ensure that the NC teams outline measures/activities on wider national consultation processes and effective stakeholder engagement. Furthermore, the NC teams will be trained to facilitate a support platform that will involve all the relevant stakeholders, beyond the executing partners, so that there are no misunderstandings concerning objectives and activities of the NC and BUR projects. Efforts will be made to ensure that the project addresses both short term needs of meeting convention requirements and also achieves the long term objective of helping countries address climate change issues in a more sustainable manner through adequate consultation and participation processes.

- iii) Weak institutional arrangements - Challenges faced by some countries in particular the least developed countries (LDCs) and Small Islands Developing States (SIDS) due to low technical and managerial capacities as well as institutional limitations to complete all project activities

Level: Moderate

Commentary and Mitigating Strategies and Actions: Through regular monitoring of project activities at national level and identification of technical bottlenecks, the GSP and IAs will work together to assist countries secure the needed external support to ensure effective and timely work delivery. This includes establishing technical support platforms at project and regional levels, provision of on-line training packages and advice on access to methodological tools through a website or e-capacity (on-line and off-line) building seminars.

- iv) High staff turnover in many countries have tended to affect not only the quality of climate change reporting but also the timeliness of delivery of project outputs. The delays in completing project activities within the stipulated time frames imply that: a) National executing agencies will have to add own funds from their limited financial resources to cover additional project management costs at the national level; and b) IAs will also have to find additional funds to continue meeting their oversight and supervision responsibilities.

Level: Moderate

Commentary and Mitigating Strategies and Actions: As a result of increased interest in climate change issues by national governments over the past few years, countries will be encouraged to set up permanent and adequately staffed climate change offices to ensure sustainability of climate change reporting including easy access to information, data and tools used for climate change studies. Wherever there is evidence that project output delivery is affected by politically motivated choices as regards expenditures incurred in funding of approved project activities, appropriate mitigative provisions outlined in the project document/legal instruments will be applied to promptly address the problem. It is also necessary to ensure that executing agencies country teams have the technical capacities to adequately monitor the project and be able to identify technical and implementation needs. The GSP and the IAs will work together to ensure that national experts and institutions executing project activities take immediate actions to address these problems in a timely manner.

A.7. Coordination with other relevant GEF financed initiatives

51. Due to the very nature of National Communications and Biennial Update Reports, there is a strong link with many parallel and related initiatives. Hereinafter, only two obvious links are mentioned, and these are the link with an ongoing umbrella project for implementing Third National Communications, and the link with development strategies, with the view of integrating climate change issues in policies and plans. Furthermore, the programme will coordinate closely with the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) and will draw on their work regarding guidelines and training materials for the preparation of NCs. The project will use methodologies recommended by the UNFCCC and will build on the work carried out under previous NCs, as well as on the workshops and guidance materials developed by the NCSP.
52. The GEF-funded Third National Communications umbrella project provides administrative and technical support to 50 non Annex I Parties. As management teams of both the project and the support programme will be working closely together (same offices and same reporting mechanisms), coordination will safeguard from overlap and duplication.
53. As mentioned under question A.2 of Part II of this document, the support programme is designed to complement, without duplicating, all climate change reporting in an effort of increasing cost-effectiveness and enhancing consistencies with various national development priorities and programmes undertaken by participating countries. These initiatives have been listed earlier in this document.
54. The programme will work closely with a number of relevant initiatives including among others: Complementarity exists with other global support programmes jointly carried out by the implementing agencies UNDP and UNEP, such as the GEF supported programme “Assisting Least developed Countries (LDCs) with country-driven processes to advance National Adaptation Plans (NAPs)”. This has the objective of facilitating effective medium- to long-term planning for adaptation to climate change in LDCs, by strengthening institutional and technical capacities for iterative development of comprehensive NAPs in LDCs. NAPs are to be country-driven, and based on integrating adaptation into existing national development priorities and plans, to ensure a strategic and properly aligned approach to addressing climate change adaptation. The GSP will coordinate with NAPs Programme to ensure the necessary synergies in the work that countries will carry out to assess their vulnerability to climate change and to design their adaptation strategy.
55. Coordination with these initiatives will include the following:
 - i. Carry out joint training activities in given areas of the NC and BUR;
 - ii. Coordinate the development and/or update of guidance material to avoid duplication;
 - iii. Organize joint webinars;
 - iv. Facilitate south-south and north-south learning;

- v. Collaborate on the review of draft technical reports.

B. ADDITIONAL INFORMATION NOT ADDRESSED AT PIF STAGE:

B.1 Describe how the stakeholders will be engaged in project implementation.

56. The Support Programme's success is largely dependent on the degree and extent of the active involvement of a number of stakeholders particularly at the national, and to some extent at the sub-national, regional and global levels. Indeed, it is the programme's firm belief that the scale and quality of stakeholder involvement determine the legitimacy and utility of NCs and BURs outcomes as well as the effectiveness of the follow-up actions provided
57. Over the years, the NCSP and the Implementing Agencies have developed extensive experience on how to promote the involvement of key stakeholders in both the inception of climate projects and programmes and in their further development and continuity. The GSU and the Implementing Agencies will therefore rely on this experience to help executing agencies set the conditions for wide, significant and qualitative stakeholder involvement. National Governments or country Parties are the key stakeholders who will participate in this programme, with an aim of improving their reporting under the UNFCCC. It is therefore fundamental that they are involved in all stages of NC and BUR projects, from inception, to implementation to follow-up. The programme further intends to broaden their role, alongside with their growing interest and capacities. Where non-implementing Ministries (such as line ministries, the Prime-Minister's Cabinet, and other) have only marginally been consulted at the onset of the projects, their continuous participation will be promoted via different approaches, including board members of an inter-ministerial climate change cell, data providers for the GHG inventories, among others.
58. 49. Apart from the involvement of decision makers (through which the individual NC projects contribute to ensuring appropriate actions and relevant linkages with development plans), the programme will further support the participation of academia, research institutes, private sector and other potential experts in order to nurture a policy-science dialogue that is often missing and to make the technical reports comprehensive to key decision makers, whether at the national or grassroots levels. This group of stakeholders can inform on the latest available and reliable data, tools and methodologies and can guide the studies so that they become policy relevant and based on up-to-date and research.
59. Another, often overlooked group of stakeholders are the CSOs and NGOs. The GSP will assist countries to design their own strategies for a more meaningful participation of these important groups. Not only should they be consulted during the priority setting for the NCs and BURs, but also participate in the different studies and in the efforts to link them with priorities and needs at the community level. Their involvement is also critical during the development of adaptation and mitigation action plans, as they may convey cost-effective solutions, identify low-hanging fruits and support local actions as a result of consultative NC and BUR processes.
60. Donors, private sector and financiers are another important category to be involved in NC and BUR work all along the process, as they have a particular interest of linking the NC and BUR work with existing climate actions, therefore avoiding costly overlap and duplication of efforts. The GSU will assist countries in defining the right mix of stakeholders' involvement. Although all of the stakeholder groups mentioned here should ideally be part of the National Steering Committees established at the national levels, each country, with the assistance of the GSP, would determine the right composition of such committees. The GSP will provide guidance to countries on how these National Steering Committees can operate throughout the life of the NC and BUR projects so that they can contribute to the policy and technical discussions that are expected to take place during the implementation of these projects.
61. At the global level, the GSP will establish linkages with the following initiatives and institutions: (i) the UNFCCC Secretariat, (ii) the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), (iii) the Technology Executive Committee, and any other relevant committees established under the UNFCCC, (iv) the Least Developed Countries Expert Group; (v)

the NAP Support Programme, among others. A Project Advisory Committee for the GSP will be put in place. This Committee will consist of technical experts from the implementing agencies (UNDP and UNEP), the UNFCCC Secretariat, the CGE Chair, who is appointed from representatives of non-Annex I Parties, on a yearly rotational basis, and the GEF Secretariat. The raison d'être of this Committee is to provide inputs to the technical team on emerging issues and challenges at the country and sub-regional levels. It will therefore advise on and provide inputs to programme activities, helping the GSP prioritize the support to countries and the delivery mechanisms. The Advisory Committee will also provide advice on the of support programme's publications and materials, by peer-reviewing draft documents, as appropriate. Further details about the role of the Programme Advisory Committee are provided in Part III.

62. The GSP will also facilitate the support to countries through a network of sub-regional and regional centers. These centers will work with national experts on reporting tools, methodologies and training. They will also fuel the exchange of lessons learnt, share climate related data, where possible, and assist country teams, as needed.

B.2 Describe the socioeconomic benefits to be delivered by the Project at the national and local levels, including consideration of gender dimensions, and how these will support the achievement of global environment benefits (GEF Trust Fund/NPIF) or adaptation benefits (LDCF/SCCF):

63. Activities under the proposed programme will, generally, have positive environmental and social impacts as it will generate a wealth of reliable climate change related data/information to guide the design of priority adaptation and mitigation policies and actions, which will in turn inform development strategies and sectoral programmes. Adaptation policies and actions identified through national communications have social benefits since they are aimed at reducing vulnerability to climate change impacts and increasing climate resilience of most vulnerable groups and sectors. In the field of mitigation, identified priority options help countries move towards a low carbon development pathway and link GHG emission reduction objectives with development priorities, such energy access and poverty reduction.
64. The programme will provide guidance to NC teams so that the needs of the most vulnerable groups in a community or country are prioritized in the adaptation and mitigation assessments. In this context, both the previous NCSP, and the proposed support programme have and will develop guidance materials that assist countries adopt the appropriate methodological approaches for such assessments, including steps on how to ensure adequate stakeholder participation. Under the previous NCSP, a guide was published on Integrating Climate Change into Development Policies and Planning, and one important section of this publication was about stakeholder involvement, providing a number of successful examples from around the world. Within the context of this support programme, under Outcome 1, countries will be provided tailored guidance and support for successful stakeholder analyses, ensuring all relevant institutions, groups and individuals are part of the sustainable institutional structure on climate change. The latter is one of the cornerstones of the programme. Ensuring that relevant stakeholders are involved throughout the NC and BUR projects within countries, the support programme further aims at working more closely with national teams in order to have socio-economic aspects and benefits given a more prominent role in the different studies.
65. The support programme will also put emphasis on assisting countries how to better report socio-economic aspects and benefits in the relevant sections of the NC and BUR reports. Furthermore, the programme intends to explicitly include gender issues in its support activities. These issues have so far not been addressed rigorously and systematically, though they can play a fundamental role in the success of climate actions. Despite the guiding principles within the United Nations (UN) system to incorporate gender considerations, climate change policy-making has failed to adopt a gender-sensitive approach. This failure not only generates concerns in terms of respect for gender equity, but it also leads to shortcomings in the efficacy of climate-related adaptation and mitigation measures and instruments. It is therefore the programme's responsibility to bring gender issues to the forefront and provide countries with concrete ways of integrating gender issues in their adaptation and mitigation studies. One of the learning modules to be prepared under the GSP will particularly address gender issues, so that technical project staff, project management staff and interested government officials can be trained in this area. In preparing this module on gender issues reference will be made to the UNDP and UNEP gender mainstreaming guidelines for

climate change. In addition, a gender mainstreaming specialist will be consulted with before the finalization of all planned publications of the GSP, before the delivery of training material and modules, and before the distribution of in-focus magazines, in order to ensure that gender issues are sufficiently and sensibly represented. If possible and appropriate, a gender mainstreaming specialist from UNDP and/or UNEP will also be invited to advise the Programme as in-kind contribution and on an ad-hoc basis.

B.3. Explain how cost-effectiveness is reflected in the project design:

66. This will be a multi-agency programme, but with a single project management structure for providing technical assistance to manage, coordinate, report and where necessary ensure integration of NCs and BURs into national processes. The programme will manage different expert clusters grouped at national, regional and international levels to ensure that each Party receives support in preparation of these reports. With advice from the expert clusters, the project management unit will be able to organize training, workshops, publications and engage regional centers at lower cost than separate and individual projects. The organization of workshops will be planned strategically to ensure that related reporting requirements are adequately addressed.

A. DESCRIBE THE BUDGETED M & E PLAN:

67. Project Monitoring and Evaluation (M&E) will be conducted in accordance with established UNDP, UNEP and GEF procedures and will be provided by the Global Support Programme management team, country project teams through their project coordinators at the national level and the corresponding Implementing Agency. The Project Results Framework in Annex A provides performance and impact indicators for project implementation, along with their corresponding means of verification. These will form the basis on which the project's M&E system will be built. The M&E plan described hereinafter distinguishes between monitoring and evaluation of individual NC and BUR projects under the support programme and the M&E plan of the support programme itself. It is important to briefly touch upon how M&E takes place at the project level in order to understand how it interacts with the overarching support programme.
68. 60. At the national/project level, regular monitoring of the projects' activities will be ensured, as per the rules and procedures of the IAs. The GSP will coordinate with the IAs to ensure that the information generated by the project's regular monitoring is made available for planning purpose. In addition, questionnaires on the projects' progress will be administered twice a year before the meetings of the UNFCCC Subsidiary Bodies and the Conference of the Parties. Through these questionnaires, the Implementing Agencies will not only provide bi-annual reports to the GEF on projects' progress, but will also identify constraints in project implementation and needs for technical backstopping at the country level, so that the support programme design adequate assistance on the basis of emerging needs. This support will ultimately seek to help countries produce quality reports that can be submitted to the UNFCCC in a timely manner. Monitoring is particularly critical for the success of this support programme, as one of the key intentions is to pro-actively provide technical and institutional support to non-Annex I Parties in the preparation of their NCs and/or BURs. The M&E will also be used as a basis to demonstrate project impacts at the national levels, in coordination with the project managers, through lessons learnt and best practices.
69. In sum, per each individual NC or BUR project at the national level, the M&E plan includes:
- i. An inception workshop within the first 3 months from project start, bringing together stakeholders and deciding on the priorities and workplan of the NC and/or BUR (an Inception Workshop Report is the outcome of this first step). The inception phase will provide critical information on the capacity building needs of countries for their TNCs and BURs, which will in turn feed into the design of technical backstopping activities by the support programme;
 - ii. Twice a year questionnaires reporting progress and identifying bottlenecks (Project Progress Reports to the GEF and UNFCCC are generated);

- iii. Annual progress, lessons, risks and adaptive management and more are reported on in the Annual Project Review/Project Implementation Reports;
 - iv. Periodic monitoring, including the day to day monitoring of implementation progress; and
 - v. End of project report within the last 3 months of the project, analysing results achieved, making recommendations for future work, next steps towards sustainability of the process and replicability of results.
70. It is important to note that the reporting documents of the national M&E plans are relevant inputs to the implementation of all three components of the global support programme (GSP), and therefore fundamental to its success, as they provide important sources of lessons learnt for exchange with other country teams, bottlenecks for pro-active support, recommendations for future steps and remedial actions. The global support programme will track this technical progress in coordination with the Implementing Agencies and the national project coordinators in order to ensure these bottlenecks and recommendations are timely addressed. Through this tracking system, the GSP will aim at identifying a number of common and emerging issues that could be addressed, with the objective of tailoring the targeted support provided to country teams within the financial and technical capacity of the programme.
 71. At the global support programme (GSP) level, monitoring procedures will follow those of regular GEF full-size projects. The Project Results Framework as outlined in Annex A has identified several means of verification; these are performance and impact indicators that will allow for a close follow-up of the achievement of expected outputs and therefore contributing to expected outcomes.
 72. During the first three months after project start up, the GSP will prepare an initiation report for wide distribution among the NC project coordinators. This report will set out a detailed narrative of the type of support that countries can expect from the GSP, the modalities of technical assistance, an overall timeframe for capacity building efforts and windows for tailored support, and the thematic areas that will be covered under the programme. This report will take into account the result of a consultation process with countries that was carried out under the previous support programme (NCSP), which developed some key recommendations and suggestions for future technical assistance from the Lessons Learnt workshop of the NCSP that was organised in Istanbul in October 2012.
 73. The measurement of impact and performance indicators will be done on a periodic basis and will be assessed through the mid-term evaluation to be carried out before the third year of the programme implementation. This evaluation will analyse the programme's progress and deliverables as spelled out the workplan, identify any potential gaps and needs for adjustments, identify key areas that may need to be strengthened or prioritized and make recommendations on how to improve the programme's implementation, as appropriate. The mid-term evaluation will also give the opportunity to rethink and redirect the programme's activities and strategy for service delivery, as needed, so that the GSP responds to countries' needs in a timely and efficiently; seeking to tackle in a holistic manner the challenges identified by national teams. This evaluation will be produced by an independent consultant, following the mid-term evaluation guidance for GEF projects and will represent an important opportunity of self-reflection on the support that the GSP provides to countries with the objective of introducing any adjustments needed to further enhance its technical assistance.
 74. The GSP will seek regular feedback from countries, especially when providing targeted technical assistance to national teams, to identify priorities areas of support, as they emerge during the implementation of the NC projects at the national level. The Bi-annual surveys will be used as an opportunity to more broadly and periodically seek inputs from countries on areas of support and on the mechanisms the GSP should use to deliver such support.
 75. In-line with the GEF Evaluation requirements the project will be subject to an independent Terminal Evaluation (TE). Additionally, a Mid-Term Review will be commissioned and launched by the project manager before the project reaches its mid-point. The terminal Evaluation will be commissioned no earlier than 6 months before, or later than 6 months after operational completion of the project. The Terminal Evaluation will be managed jointly by UNEP and UNDP Evaluation Offices. The UNEP Evaluation Office will, however, lead the TE and will liaise with the UNDP Evaluation Office throughout the process. Key

decision points in the evaluation process will be made jointly by both Evaluation Offices in a collaborative manner [finalization of Evaluation ToRs, selection of independent evaluation consultants and acceptance of draft and final reports]. The TE will provide an independent assessment of project performance in terms of relevance, effectiveness and efficiency, and determine the likelihood of impact and sustainability. It will have two primary purposes: (i) to provide evidence of results to meet accountability requirements, and (ii) to promote learning, feedback, and knowledge sharing through results and lessons learned among UNEP, UNDP and executing partners. The direct costs of the evaluation will be charged against the project evaluation budget. The evaluation findings will be based on a wide consultation process with non-Annex I Parties that have benefited from technical assistance, the GSP, the country teams/offices involved in the programme, the donor countries, if appropriate, and any other relevant stakeholders (potential partner organizations). The evaluation will, therefore, not only assess the impacts of the programme country's work to prepare their NCs and BURs, but will also identify key lessons learned. The TE report will be sent to project stakeholders for comment. Formal comments on the report will be shared by the Evaluation Offices in an open and transparent manner. The project performance will be assessed against standard evaluation criteria using a six point rating scheme. The final determination of project ratings will be made by the Evaluation Offices of UNEP and UNDP when the report is finalized. The evaluation report will be publically disclosed and may be followed by a recommendation compliance process.

M&E budget and workplan

Type of M&E activity	Responsible Parties	Budget from GEF (USD)	Budget co-finance	Time Frame
Inception Meeting		5,000		Within 3 months of project start-up
Inception Report	Advisory committee (UNDP, UNEP, UNFCCC, CGE chair, and potentially donors, if any)			1 month after project inception meeting
Measurement of project indicators (outcomes, progress and performance indicators, GEF tracking tools) at national and global levels	Global Support Unit (project management team) with support from the Country Teams (including UNDP country offices)			Outcome indicators: start, mid and end of project Progress/perform. Indicators: annually
Semi-annual Progress/Operational Reports to UNEP and UNDP				Within 1 month of the end of reporting period i.e. on or before 31 January and 31 July
Project Steering Committee meetings				Once a year minimum
Reports of PSC meetings				Annually
Project Implementation Report (PIR)				Annually, part of reporting routine
Mid Term Review/Evaluation	Global Support Unit (project management team) with support from the Country Teams (including UNDP country offices)	45,000		At mid-point of project implementation
Terminal Evaluation	Global Support Unit	50,000		Within 6 months of end of project implementation
Project Final Report				Within 2 months of the project completion date
Co-financing report				Within 1 month of the PIR reporting period, i.e. on or before 31 July
Publication of Lessons Learnt and other project documents				Annually, part of Semi-annual reports & Project Final Report
Total M&E Plan Budget (USD)		100,000		

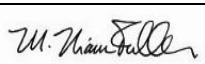

PART III: APPROVAL/ENDORSEMENT BY GEF OPERATIONAL FOCAL POINT(S) AND GEF AGENCY(IES)

- A. RECORD OF ENDORSEMENT OF GEF OPERATIONAL FOCAL POINT(S) ON BEHALF OF THE GOVERNMENT(S):** (Please attach the [Operational Focal Point endorsement letter\(s\)](#) with this form. For SGP, use this [OFP endorsement letter](#)).

NAME	POSITION	MINISTRY	DATE (MM/dd/yyyy)

B. GEF AGENCY(IES) CERTIFICATION

This request has been prepared in accordance with GEF/LDCF/SCCF/NPIF policies and procedures and meets the GEF/LDCF/SCCF/NPIF criteria for CEO endorsement/approval of project.

Agency Coordinator, Agency Name	Signature	Date (Month, day, year)	Project Contact Person	Telephone	Email Address
Maryam Niamir-Fuller, Director, GEF Coordination Office, UNEP		12/19/2013	George Manful Task Manager	+254207625085	George.Manful@unep.org
Adriana Dinu, UNDP – GEF Executive Coordinator and Director a.i		01/13/2014	Yamil Bonduki, Senior Programme Manager, UNDP (Green-LECRDs)	+1 212 906 6659	Yamil.bonduki@undp.org

LIST OF ANNEXES

Annex A: Project Logical Framework, using standardized UNEP template

Annex B: Response to GEF Review (GEF STAP Council)

Annex C: Status of Implementation of Project Preparation Activities and the use of fund (Table not applicable)

ANNEX A: PROJECT RESULTS FRAMEWORK

(Please note that for the purpose of this programme, only the work of NCSP II has been taken into account for baseline setting, though complementary and equally relevant work by e.g. the CGE has been reflected in the choice of activities to be covered by the GSP.)

Focal area objective: Support enabling activities and capacity building under the Convention (UNFCCC)
Focal area outcome: Human and institutional capacity of recipient countries strengthened
Programme objective: : Improve the quality of non-Annex I Parties' National Communications (NCs) and Biennial Update Reports (BURs), so they are more widely used for national development planning, climate negotiations, and for funding low emission, climate resilient development projects, while they are also submitted to the UNFCCC in a timely manner

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
COMPONENT 1: Broaden and make more robust and operational institutional arrangements for the preparation of NCs and BURs				
OUTCOME 1.1: Sustainable national institutional arrangements for climate change reporting established in non-Annex I countries	From a representative sample of participating countries, government climate change policy making bodies are represented by all sectors affected by and contributing to climate change.	<u>Baseline:</u> From a sample of 10 countries, the level participation of government, non-government, private sector and academic representatives in government climate change policy making bodies is identified at the start of the project. <u>Target:</u> In a sample of 10 countries, government climate change policy making bodies are represented at the Director level or above, and equivalent for non-government, private sector, and academic representatives.	Sample survey done by the global support programme	The political importance of climate change is not high.

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
		<p><u>Baseline:</u></p> <p>From a sample of 10 countries, the percentage of sectors vulnerable to climate change that are represented on government climate change policy making bodies, at the start of the project.</p> <p><u>Target:</u></p> <p>From sample, 90% of sectors vulnerable to climate change are represented at government climate change policy making bodies, at the end of project</p>		
Output 1.1.1 Analysis of, and recommendations for, more robust national institutional arrangements	<p>1.1.1.1 Number of countries that are provided with guidance for successful stakeholder analysis, assisted to involve relevant institutions, groups and individuals in climate change institutional arrangements</p> <p>1.1.1.2 Countries supported in</p>	<p><u>Baseline:</u></p> <p>Many countries have ad-hoc and poorly functioning institutional arrangements for the implementation of NCs (and now BURs) activities, often contributing to long, costly and ineffective processes.</p> <p>During NCSP II targeted support to countries on this issue was not covered</p> <p><u>Target:</u></p> <p>At least 10 countries assisted in performing stakeholder analyses, engaging key stakeholders in the process and a minimum of 40 countries provided with targeted support</p>	<p>Relevant reports including minutes and lists of participants from relevant institutional structure meetings, project documents of the support programme (i.e. the papers/projects submitted after participating in the training(s), ...)</p> <p>Follow-up review papers, and outcome documents, including definitions of roles of institutions, policy frameworks, etc.</p>	<p>As countries will need to request for this type of support, it is assumed that the country counterparts will be very much engaged and therefore the output is supposed to be successful.</p> <p>A narrow understanding of the challenges and opportunities of climate change may lead to a poor stakeholder analysis and therefore leave out key players at different levels, but also from different sectors.</p>

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
	the design, enhancement and/or consolidation of institutional structures addressing climate change	<p><u>Baseline:</u></p> <p>Most countries do not have a well-designed and inclusive institutional structures capable of assisting countries address climate change issues/challenges on a more permanent basis</p> <p><u>Target:</u></p> <p>At least 10 countries are assisted in setting up well-designed and inclusive institutional structures capable of assisting countries address climate change issues/challenges on a more permanent basis and a minimum of 40 other countries are provided targeted support</p>		
1.1.2 National climate change reporting systems and procedures established to harmonize data collection across government institutions, to improve compilation, retention, access and utility of data	1.1.2.1 Countries assisted in organizing targeted workshops for government staff dealing with policy formulation and national planning addressing climate issues, eventually with the intent to include climate change into their agendas.	<p><u>Baseline:</u></p> <p>The NCSP II targeted technical staff of NC project teams and not government staff</p> <p><u>Target:</u></p> <p>At least 50 countries have used UNDP/UNEP tools, guidance material and support to facilitate the engagement of new stakeholders.</p>	<p>National development agendas and the presence of climate issues in these agendas</p> <p>Lists of participants of the training events organized in countries</p> <p>Workshop reports</p> <p>Survey of usefulness and needs for update of the tool</p>	There is a risk that technical government staff would be sent to participate in the programme's activities relating to raising the awareness of climate change issues designed for senior government officials and decision makers. It therefore fails to involve the decision-makers directly.

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
			done	
OUTCOME 1.2: NC and BUR data and analyses available and used by a greater number of government ministries and provincial resources managers for planning purposes	The NC/BUR database supports the development of climate change relevant policies	<u>Baseline:</u> From a sample of 10 countries the number of climate relevant policies developed between 2005-2010 supported by NC/BUR data. <u>Target:</u> From a sample of 10 countries, 80% of climate change relevant policies developed during the life of the project, are supported by data or information from the NC/BUR climate database.	Sample survey done by the global support programme	Lack of political will to set up new and robust interagency collaboration/frameworks to facilitate collection, collation and management of climate relevant data and information for the preparation of the NCs and BURs on a regular basis
Output 1.2.1 1.2.1 Involve a greater number of Ministries and stakeholders in compiling National Communications and BUR	1.2.1.1 Increased awareness of importance of sound data collection, management and archiving among all different stakeholders in countries due to workshops 1.2.1.2 Number of countries assisted in the analysis of legal, financial and institutional barriers to undertake adequate data collection and formulate alternative tracks to overcome these barriers 1.2.1.3 Number of countries assisted in the formulation of procedures across institutes for	<u>Baseline:</u> This issue was not covered by NCSP II <u>Target:</u> 2 workshops targeting 60 participants with diverse backgrounds from all regions and sample surveys on usefulness and applicability of workshops <u>Baseline:</u> This issue was not covered by NCSP II <u>Target:</u>	Workshop reports and participants lists, working documents of workshops follow-up one-to-one work with countries and official communications from government institutions Survey results Minutes of meetings held with the experts from the support programme, working documents and the analyses	Though the programme will target people from government institutions, there is a chance that people with another profile would participate and therefore the activities under this outcome could fail to have the desired impact. There is a risk that this exercise remains an academic exercise, if the right persons are not involved in the process.

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
	data collection, management and archival.	Well established procedures in at least 10 assisted countries that have been closely assisted and supported to undertake the analysis described and formulate data collection, management and archiving procedures and ongoing discussions in another 10 countries that have been trained. Additional technical support provided to another 40 countries	and working documents and the finalized procedures for data collection, management and archival.	
COMPONENT 2: Provide technical backstopping to national teams for the preparation of NCs, BURs, and nationally determined contributions to the 2015 agreement including the preparation and dissemination of technical and policy-relevant guidance materials, methodologies and tools.				
OUTCOME 2.1: National Teams are better able to apply UNFCCC reporting guidelines for the preparation of National Communications and Biennial Update Reports and countries are equipped with the understanding, technical basis and information needed to identify, prepare, consult and communicate nationally determined contributions to the UNFCCC 2015 agreement.	National experts compiling the NCs and BUR, are trained in the thematic & cross cutting areas defined by the UNFCCC reporting guidelines. Participants rate training, technical backstopping, supporting tools and guidance notes 'high' in helping them to prepare high quality BURs and National Communications, and in assisting them in the process of identifying, preparing, consulting and communication on nationally determined contributions to the 2015 agreement.	<u>Baseline:</u> Available country expertise will be measured during the 1st year of the project (possibly at the GSP inception workshop) to establish the baseline in 10 sample countries <u>Target:</u> From a representative sample of countries national experts have training and experience in all thematic & cross cutting areas defined by the UNFCCC reporting guidelines. From a 10 country sample survey of NC/ BUR/nationally determined contributions compilers 90% rated the utility of their training as 'high'	Sample survey done by the global support programme.	Senior government officials and project coordinators do not nominate the right calibre of national experts to participate in training workshops There is a risk that capacity building activities have a limited impact as participants in GSP's training and learning events have limited multiplier effects, particularly if participants leave their positions and institutes A lack of proactive engagement of countries in GSP activities

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
Output 2.1.1 New and revised guidance notes, tools, methodologies prepared for NCs, BURs and nationally determined contributions in identified areas	2.1.1.1 Production and/or compilation and distribution of key publications	<p><u>Baseline:</u></p> <p>Under the NCSP II 5 publications (and another 52 country climate profiles) were prepared and distributed reaching out to a wide number of people within 142 countries</p> <p><u>Target:</u></p> <p>9 major publications comprising - guidance notes, lessons learnt, compilation documents and others on critical areas of expertise where gaps persist or have been recently identified</p>	Publications distributed to countries during international gatherings (e.g. COPs). All will be made available on the online platform	It is impossible to address all capacity building needs with one single programme. Therefore, the programme will address the most urgent and frequently mentioned capacity development needs, in coordination with parallel work from e.g. the GCE.
Output 2.1.2 Networks of qualified experts established	2.1.2.1 Updated and vetted roster of national and international experts in NC thematic assessment areas and BUR components shared	<p><u>Baseline:</u></p> <p>NCSP II prepared and shared a vetted list of experts, but this list needs to be updated</p> <p><u>Target:</u></p> <p>An updated list of experts covering the different areas of expertise important for sound NCs and BURs.</p>	<p>Roster on the programme's website</p> <p>Working documents proving that the experts have been screened prior to inclusion in the lists</p>	It is hoped that there is a growing pool of international and national experts to facilitate updating of the expert roster.

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
Output 2.1.3 National teams trained on use and application of tools and new and revised guidance notes, tools and methodologies for the different components	2.1.4.1 Critical skill and knowledge gaps identified are addressed through <ul style="list-style-type: none"> - Face-to-face workshops with post-workshop online support - Self-paced online learning modules - Organization of webinars with international experts on pertinent technical issues for NCs, BURs and nationally determined contributions. 	<u>Baseline:</u> NCSP II trained x people through y face-to-face workshops, reaching out to all regions <u>Target:</u> 22 face-to-face workshops held, targeting 150 people as follows: 2 online learning modules launched, potentially reaching out to 100 people in NAI Parties 12 webinars organized on specific issues brought up by countries, and coinciding with the launch of key publications from the GSP.	-Report of workshop and other training event and lists of participants. -Training/Learning material available on the online platform	There is always a risk of not having the 'right' participants attending training events and therefore not having the desired multiplier effect of the trainings.
Output 2.1.4 Teams trained in Quality assurance and control procedures established for data collection, management and storage at the country level	2.1.4.1As part of the output 1.2.1 (National climate change reporting systems and procedures established to harmonize data collection across government institutions, to improve compilation, retention, access and utility of data) number of countries assisted in the formulation of quality assurance and control procedures for data collection, management and storage	<u>Baseline:</u> This issue was not covered under the NCSP II <u>Target:</u> Well established quality assurance and control procedures in at least 10 assisted countries (same countries as under output 1.2.1) and another 40 countries at the most provided with technical support on demand	Minutes of meetings held with the experts from the support programme, working documents and the analyses and working documents and the finalized quality assurance and control procedures for data collection, management and archival.	There is a risk that this exercise remains an academic exercise, if the right persons are not involved in the process.
COMPONENT 3: Enhance knowledge management, best practice, communication and outreach				
OUTCOME 3.1: National	In support of components 1 and	<u>Baseline:</u>	Sample survey done by the	Networks are only successful

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
and/or regional climate change information networking enhanced	2, experts and practitioners rate the networks highly in providing them information and tools improve the quality of their National Communication and Biennial Update Reports.	ratings taken at project inception <u>Target:</u> Surveys of practitioners using the networks rated their utility 25% higher as compared to the baseline.	global support programme.	if participants are highly engaged
Output 3.1.1 Sub-regional exchange on experiences, results and lessons learnt carried out	3.1.1.1 Lessons learnt at sub-regional level completed and distributed 3.1.1.2 Sub-regional sections of the webpage created on the programme's website 3.1.1.3 Sub-section on nationally determined contributions to the 2015 agreement created and relevant information and lessons learnt distributed	<u>Baseline:</u> Support provided through the platform was mainly of global nature during the NCSP II <u>Target:</u> 6 sub-regional sections on the GSP's website and lessons learnt distributed and 1 sub-section on nationally determined contributions created and consulted globally	The webpages, their content and activity on the fora	The online discussions have an intrinsic risk of not being very successful if not rightly animated.
Output 3.1.2 Knowledge and/or information management system established	3.1.2.1 A number of in-focus magazines produced and distributed through the website of the support programme 3.1.2.2 News section on the	<u>Baseline:</u> 29 newsletters were prepared under NCSP II and distributed in English, and partly French and Spanish <u>Target:</u> 10 (2 per year) in-focus magazines produced and distributed in English, French and Spanish <u>Baseline:</u>	The in-focus magazines for the quality content Platform and mailing lists for the weekly updated notifications The consultation of the magazines can be followed through freely available online tracking software,	Wide consultation will be undertaken to ensure success of the magazines, as the content is written by and for countries. Each number will have a focus (e.g. V&A in the health sector, greening the energy sector and more). Lessons learnt will need to be shared, new tools available featured and related capacity building opportunities

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
	<p>platform with relevant information updated on a weekly basis</p> <p>3.1.2.3 Regular (weekly) update of constituents through distribution/ mailing lists</p>	<p>A news section was part of the NCSP platform but was not updated on a regular basis</p> <p><u>Target:</u> News section will be updated with NC and BUR relevant events, publications, submissions from non-Annex I Parties, and more on a weekly basis in a systematized and semi-automatized way</p>	such as GoogleAnalytics	highlighted.
Output 3.1.3 South-South cooperation at the sub-regional and global level promoted.	<p>3.1.3.1 Provide guidance on how to enhance the reporting of climate resilient measures in the NCs</p> <p>3.1.3.2 Per region, on the dedicated sections of the support programme’s website, a roster of regional, sub-regional and national research institutes, centers of excellence and more is provided, including a short narrative of the areas of work for each center/institute and respective contact details</p>	<p><u>Baseline:</u> This issue was not covered by NCSP II</p> <p><u>Target:</u> Guidance note prepared and used by the majority of the participating countries</p> <p><u>Baseline:</u> The NCSP II website did not have research institutes and centers of excellence</p> <p><u>Target:</u> A platform containing comprehensive and up-to-date rosters of research institutes and centers</p>	The rosters of research institutes and centers of excellence on the website	Countries may not be motivated to post material on the website.

ANNEX B: RESPONSES TO PROJECT REVIEWS (from GEF Secretariat and GEF Agencies, and Responses to Comments from Council at work program inclusion and the Convention Secretariat and STAP at PIF).

The review sheet highlighted the need to further elaborate on a number of issues before CEO Endorsement. Reference is made to where additional language has been included in the text in order to address the issues raised:

Commenter	Comments	UNEP & UNDP Responses
GEF-Sec	There is a clear description of the socio-economic benefits, further information should be provided by CEO Endorsement.	This question has been answered in detail on section B.2 of this document. “In this context, both the previous National Communications Support Programme, and the proposed support programme have and will develop guidance material that touches upon relevant, quality and continued stakeholder involvement. Under the previous NCSP, a guide was published on Integrating Climate Change into Development Policies and Planning, and one important section of this publication was about stakeholder involvement, providing a number of successful examples from around the world. Within the context of this support programme, under Outcome 1, countries will be provided tailored guidance and support for successful stakeholder analyses, ensuring all useful institutions, groups and individuals are part of the sustainable institutional structure on climate change. The latter is one of the cornerstones of the programme: Ensuring that relevant and quality stakeholders are involved throughout the NC and BUR projects within countries, the support programme further aims at working more closely with countries in order to have socio-economic aspects and benefits given a more prominent role in the studies carried under the NCs. The support programme will also insist on socio-economic aspects and benefits of NC and BUR actions to be better reported on in the relevant sections of the reports. Furthermore, the programme intends to explicitly include gender issues in its support activities. These issues have so far not been addressed rigorously and systematically, though they play a fundamental role in the success of every climate action. Despite the guiding principles within the United Nations (UN) system to incorporate gender considerations, climate change policy-making has failed to adopt a gender-sensitive approach. This failure not only generates concerns in terms of respect for gender equity, it also leads to shortcomings in the efficiency and efficacy of climate-related adaptation and mitigation measures and instruments. It is therefore the programme’s role to bring gender issues to the forefront and provide countries with concrete ways of integrating gender issues in their adaptation and mitigation studies. One of the learning modules that will be prepared will particularly address gender issues, so that technical project staff, project management staff and interested government officials can be trained in this area”.
GEF-Sec	Further information on the project implementation and execution arrangements should be provided at the CEO Endorsement stage.	Additional information on the Project implementation and execution arrangements have been provided for in the Request for CEO Endorsement in Section A.4 paragraph 15 on page 7 of this document

GEF-Sec	Further information on the co-finance should be provided at CEO Endorsement.	<p>UNDP and UNEP will provide respectively cash and in-kind co-finance to the programme of \$ 450,000 each, totaling \$900,000 of contribution. These commitments are confirmed in the endorsement letters attached to this document.</p> <p>UNDP's cash contribution will be covered through the following:</p> <ul style="list-style-type: none"> (i) The advisory support provided by senior programme managers to the GSP. This represent approximately 10% time of a New York based UNDP senior staff member at P5 level. UNDP will provide Programme Oversight of the GSU, which will include guidance to the project manager who will be recruited for the GSP, as such building on UNDP's longstanding experience and involvement with countries preparing their NCs. This represents approximately \$120,000 over the 5 year period. (ii) The Low Emission Capacity Building (LECB) Programme which covers 25 countries around the globe to help the respective governments design NAMAs, LEDS, and MRV in the context of their efforts to move towards low carbon growth. A key component of the projects in participating countries is the design of GHG inventory systems and mitigation analysis. In this context, the LECB Programme has allocated more than \$330,000 to provide technical assistance to countries in these areas of work, which will directly feed into the activities that the GSP will provide to countries on the preparation of their GHG inventory and mitigation components of the NCs. Both programmes will closely coordinate their support activities to ensure that the GSP can benefit from the guidance, material, and training activities developed by the LECB programme. <p>UNEP will provide in-kind contribution totaling US\$ 450,000 over the five year period from 2014-2018. This support will cover the following:</p> <ul style="list-style-type: none"> (i) UNON Administrative cost covering services provided to the project at no cost. These include the provision of financial services, human resource services , security and procurement services, medical, and workshop and conference facilities totaling about US\$170,000; (ii) UNEP non-GEF staff costs (covers staff time of the DTIE Paris office, and Other Divisions of UNEP) totals to about US\$ 80,000; (iii) The UNEP led Programme of Research on Climate Change Vulnerability, Impacts and Adaptation (PROVIA) was established to respond to the need for a coordinated and focused global research support on vulnerability, impacts and adaptation (VIA) knowledge to scientists and policy makers. The PROVIA guidance which serves as a
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		<p>much needed update of earlier IPCC Guidelines (1994) and the UNEP Handbook (1996) also aims to help Adaptation Experts from developing countries to select the appropriate methods and tools for conducting Impacts, Vulnerability and Adaptation assessments within the framework of preparing their national communications. The PROVIA guidance has been accepted by the Consultative Group of Experts (CGE) and referenced in their most current training materials prepared for use by developing countries. Over the next 5 years, support to the GSP through the UNEP's PROVIA initiative would amount to at least US\$200,000, particularly as they relate to V& A training programmes.</p> <p>In-kind contributions from national governments are a rough estimation of the contributions in the form of staff time as part of the national steering committees, higher level oversight of the project at ministries, and other government staff who directly or indirectly will contribute to the GSP. Among the activities that are considered in-kind support from the national government, the following are highlighted-:</p> <ul style="list-style-type: none"> (i) Annual updates shared with the GSP by government staff on lessons learnt, gaps and capacity needs; (ii) Participation on surveys to identify priority areas and emerging needs for support by the GSP; (iii) Engagement of government officials in the regional and sub-regional networks for information sharing enabled by the GSP; (iv) Hosting and facilitation of GSP workshops; (v) Contribution to the GSP in-focus magazines and monthly round ups; (vi) Participation at side events and other GSP events; (vii) Other emerging activities as the GSP is rolled out. <p>Based on similar co-financing activities from countries to other global support programmes in the past, an average of \$1,500 per year per country has been estimated. On the basis of a 5-year programme and the participation of 120 countries, this in-kind co-financing from countries total \$900,000 during the life of the programme. It is important to note that this is a rough average, given that countries hosting specific events, such as workshops, regional information exchange events, will have higher contribution as they will be providing venues and logistical support to these nationally hosted activities.</p>
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ANNEX C: STATUS OF IMPLEMENTATION OF PROJECT PREPARATION ACTIVITIES AND THE USE OF FUNDS⁶

A. PROVIDE DETAILED FUNDING AMOUNT OF THE PPG ACTIVITIES FINANCING STATUS IN THE TABLE BELOW:

PPG Grant Approved at PIF: N/A			
<i>Project Preparation Activities Implemented</i>	<i>GEF/LDCF/SCCF/NPIF Amount (\$)</i>		
	<i>Budgeted Amount</i>	<i>Amount Spent To date</i>	<i>Amount Committed</i>
Total	0	0	0

⁶ If at CEO Endorsement, the PPG activities have not been completed and there is a balance of unspent fund, Agencies can continue undertake the activities up to one year of project start. No later than one year from start of project implementation, Agencies should report this table to the GEF Secretariat on the completion of PPG activities and the amount spent for the activities.

ANNEX D: CALENDAR OF EXPECTED REFLOWS (if non-grant instrument is used)

Provide a calendar of expected reflows to the GEF/LDCF/SCCF/NPIF Trust Fund or to your Agency (and/or revolving fund that will be set up)

N/A



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement Programa de las Naciones Unidas para el Medio Ambiente

Программа Организации Объединенных Наций по окружающей среде برنامج الأمم المتحدة للبيئة

联合国环境规划署



UNEP's ANNEXES TO CEO ENDORSEMENT DOCUMENT

Project Title	Global Support Programme for Preparation of National Communications and Biennial Update Reports for non-Annex 1 Parties under the UNFCCC
GEF Project ID	5141
GEF Agency project ID	00941
Strategic objectives	Climate Change Mitigation
UNEP priority	Climate Change Mitigation
Geographical scope	Global
Mode of execution	Internal
Duration of project	60 months

Cost of Project:

	2014	2015	2016	2017	2018	Total
Cost to GEF Trust Fund	641,362	895,500	783,295	666,686	588,157	3,575,000
UNEP Co-finance	90,000	90,000	90,000	90,000	90,000	450,000
National Governments Contribution	90,000	90,000	90,000	90,000	90,000	450,000
	821,362	1,075,500	963,295	846,686	768,157	4,475,000

Project Summary

The Global Environment Facility has provided a grant of **USD 7,150,000** to support the implementation of the five-year Global Support Programme, jointly implementing by UNEP and UNDP. The Global Support Programme for preparation of National Communications (NCs) and Biennial Update Reports (BURs), for non-Annex 1 Parties under United Nations Framework Convention on Climate Change (GSP) has the overarching goals of (i) Strengthening the technical and institutional capacities of non Annex I Parties to report on their NCs and BURs consistent with their national development plans and Convention objectives, (ii) facilitating the establishment of national systems/frameworks of documenting procedures and processes for NCs and BURs reporting under the UNFCCC and (iii) the preparation and timely submission of high quality NCs and BURs by non Annex I Parties to the UNFCCC secretariat. In addition, to providing strategic support for the preparation of NCs and BURs, UNEP will within the framework of the GSP also provide substantive support to eligible countries in their identification process, preparation, consultation and communication of their nationally determined contributions by 2015 Agreement.

To meet UNEP's quality at entry criteria for the GSP, information contained in the attached annexes listed below have been provided to supplement those provided for in the GEF CEO Endorsement:

Annex E:	Consultants to be hired
Annex F:	Detailed Project components, outcomes and work plan
Annex G:	Detailed Activity Budget
Annex H-1:	Detailed UNEP budget (GEF Funds only)
Annex H-2:	Detailed Co-finance budget (UNEP)
Annex I:	Monitoring & Evaluation Budget and Work plan
Annex J:	Project Implementation Arrangements
Annex K:	Focal Area Tracking Tools
Annex L:	UNEP Co-finance Letter
Annex M:	Environmental and Social Safeguards Checklist
Annex N:	Acronyms and abbreviations
Annex O:	Supervision Plan

ANNEX E: CONSULTANTS TO BE HIRED

<i>Position Titles</i>	<i>\$/ Person Week</i>	<i>Estimated Person Weeks</i>	<i>Tasks to be Performed</i>
For EA Management			
Local			
Project assistants	2000	260	<p>The full time New York based Programme Associate will perform the following tasks, which are partly of project management nature and partly of technical nature:</p> <ul style="list-style-type: none"> -Manage the day-to-day operations of the programme's Global Support Unit, particularly with respect to the provision of technical services and support; - Ensure that necessary financial, procurement, disbursement and personnel matters are effectively addressed; -Compile and/or prepare the documentation necessary for the procurement of services, goods and supplies under the programme; -Organize the logistics of seminars, training, and workshops for stakeholders; -Organize and coordinate information exchanges internationally and between participating institutions; -Ensure timely disbursement of funds from the programme's bank account; - Prepare financial reports; - Prepare internal and external correspondence, maintain files and assist in the preparation of documentation in advance of and following all meetings and capacity building and awareness-rising activities, edit reports and other documents for form and content; -Assist team members, experts and consultants on procurement, logistics, travel and financial and other operational matters; -Assist in the preparation of documents related to programme activities, and in particular related to the M&E of the programme; - Undertake other administrative/financial duties as requested by the PM. - Manage and maintain the programme's website, keeping it up to date, relevant and accessible from all parts of the world. - Assist the project manager in the M&E tasks foreseen throughout the programme's life, monitoring progress against the approved work plan. <p>The part-time Nairobi based Programme Assistant will perform the following tasks:</p> <ul style="list-style-type: none"> - Support staff and consultants in the execution of the Global Support Programme activities

			<p>from Nairobi, particularly as they relate to the provision of technical services and operational matters;</p> <ul style="list-style-type: none"> - Ensure that necessary financial, procurement, disbursement, travel, and personnel matters are effectively addressed; - Organize the logistics of seminars, training, and workshops for stakeholders; - Ensure timely disbursement of funds from the UNEP's bank account; - Prepare financial reports and other data required by Fund Management Officer/ Technical Expert; - Prepare internal and external correspondence, maintain files and assist in the preparation of documentation in advance of and following all meetings and capacity building and awareness-rising activities, edit reports and other documents for form and content; - Assist in the preparation of documents related to programme activities, and in particular related to the Monitoring Reporting and Evaluation of the programme; - Undertake other duties as requested by the Fund Management Officer/Technical Expert.
International			
Programe Coordinator	4200	260	<p>Full time internationally recruited PM. In the recruitment process, priority will be granted to experts that have participated in NC project teams at the national level, so as to ensure thorough understanding of challenges faced in the preparation and submission of NCs and BURs. The tasks performed are the following:</p> <ul style="list-style-type: none"> -Prepare a detailed work plan and budget in dialogue with the Global Steering Committee, and monitor progress against the approved work-plan; -Monitor and manage financial resources, oversee overall resource allocation and accounting to ensure accuracy and reliability of financial reports; - Coordinate and oversee the preparation of technical material (such as the guidance notes, the online training packages, and more), and provide technical inputs to it, particularly material on V&A; -Coordinate and oversee the preparation of training events and provide technical inputs to their development and implementation; -Ensure effective communication and adequate information flow with the countries participating in the programme, the donor countries, the partner GEF agency and coordinate the work of all stakeholders under the guidance of the Global Steering

			<p>Committee;</p> <ul style="list-style-type: none"> -Ensure appropriate stakeholder participation in the programme implementation and coordinate the work of all stakeholders; -Maintain and establish additional links with other related sub-regional, regional and global programmes of support; -Prepare the Terms of Reference for consultants and experts, overseeing all contractors' work and ensure their timely engagement and guide the work of consultants and experts; -Organize and coordinate the procurement of services and goods under the project.
Justification for travel; if any			
For Technical Assistance			
Local			
Technical experts on GHG inventories and BUR ¹	720	90	<p>- National experts can be recruited within countries in order to provide short term and specific support, with the intent to solve technical bottlenecks that have been identified in collaboration with the global support unit. The punctual intervention of the national expert will comprise tasks of the following nature:</p> <ul style="list-style-type: none"> - research, analysis and compilation of relevant information, methodologies and methods; - training and knowledge sharing;
Technical experts on Vulnerability and Adaptation	720	90	<p>National experts can be recruited within countries in order to provide short term and specific support, with the intent to solve technical bottlenecks that have been identified in collaboration with the global support unit. The punctual intervention of the national expert will comprise tasks of the following nature:</p> <ul style="list-style-type: none"> - research, analysis and compilation of relevant information, methodologies and methods;
Technical experts on cross-cutting issues	720	82	<p>National experts can be recruited within countries in order to provide short term and specific support, with the intent to solve technical bottlenecks that have been identified in collaboration with the global support unit. The punctual intervention of the national expert will comprise tasks of the following</p>

¹ The programme sets aside funds for technical backstopping to countries upon demand, covering the costs of recruiting national experts, where their travel costs are to be covered by the countries. The nature of the backstopping may vary, and therefore the three profiles described as Local Technical Assistance Consultants are indicative, providing a sense of the type of work and support provided to the countries.

			nature: - research, analysis and compilation of relevant information, methodologies and methods;
International			
Technical expert on GHG inventories and BURs	4040	260	<p>A technical specialist on GHG inventories and BURs will be recruited and located at the UNEP Head quarters in Nairobi and will take up the following tasks:</p> <ul style="list-style-type: none"> -Analyse and summarize existing and new internationally available guidance pertaining to GHG inventories (e.g. produced by the IPCC, prominent universities, and more); - advise non Annex I Parties upon request on available methods, tools, guidances, and more and assist in the application of these methods, tools and guidance; - With the PM, identify specific training needs for key stakeholders, such as technical staff from government agencies in data collection, management and archiving and provide recommendations for training in data collection; - Provide input and technical review of draft NC and BUR chapters; -Provide substantive content to GHG inventory and BUR relevant publications produced by the support programme; -Provide substantial inputs to the training events related to GHG inventories and BUR organised by the support programme; - Provide on-line and on-site technical assistance to countries in the development of their GHG inventories and BUR components.
Technical expert on V&A	2250	50	<p>Will work in close collaboration with the project manager, and take up the following tasks:</p> <ul style="list-style-type: none"> -Analyse and summarize existing and new internationally available guidances pertaining to sector specific vulnerability assessments (methods, tools, guidance, and other), the interpretation of vulnerability study outcomes, and adaptation measures; - advise non Annex I Parties upon request on available methods, tools, guidances, and more and assist in the application of these methods, tools and guidances; - With the PM, identify specific training needs for key stakeholders; - Provide input and technical review of draft V&A studies and chapters; -Provide substantive content to V&A relevant publications produced by the support programme; -Provide substantial inputs to the training events related to V&A organised by the

			<p>support programme;</p> <ul style="list-style-type: none"> - Provide on-line and on-site technical assistance to countries in the development of their V&A studies.
Knowledge Management expert	2200	100	<p>The tasks of the expert will mainly pertain to the enhancement, functionality and update of the website and the online supported activities. This expert will work in close collaboration with the project assistant. In particular:</p> <ul style="list-style-type: none"> - Animate the forums; - Compile, analyse and share relevant studies on NC and BUR related issues on the website; - Organise, and roll out the webinars, forums, and other on-line supported discussion platforms; - Prepare online training packages on a selection of topics, based on technical background material received from PM, and other technical experts involved in the programme; - Set-up, animate and make functional the regional sections of the platform for information exchange and select publications for its databases; - Create and regularly update the roster of experts; - Create and regularly update the roster of national, sub-regional, regional and global research institutes; - Draft the in-focus magazines and distribute through the networks.
Gender mainstreaming specialist	2200	50	<p>Main tasks will be:</p> <ul style="list-style-type: none"> - prepare detailed guidelines on how to mainstream gender issues in BURs and NCs; - act as key resource person in the workshops held by the Global Support Programme, where there will be sessions on gender whatever the topic of the workshop; - review all publications of the Global Support Programme in order to make it gender equality sound and balanced.
<p>Justification for travel, if any; All recruited experts will travel throughout the life of the programme, wheter to participate in workshops organised by the programme, as key resource persons, or whether to provide in-country and specific technical backstopping.</p>			

ANNEX F: DETAILED PROJECT COMPONENTS, OUTCOMES AND WORK PLAN

PROJECT COMPONENTS AND OUTCOMES

The GSP will design its technical assistance based on individual country needs and priorities in climate change reporting. Expertise will then be drawn from international, regional and national institutions to ensure adequate backstopping is provided to national teams during their reporting period. The support programme will provide a range of technical assistance focused on three (3) main components:

Component 1: Broaden and make more robust and operational, institutional arrangements for the preparation of NCs and BURs

Through this component, countries will be assisted to build national technical teams, enhance and strengthen national institutional arrangements to support the new reporting requirements in the context of strengthened and more frequent NCs, BURs and the reporting associated with the nationally determined contributions to the UNFCCC 2015 Agreement. This component will seek to assist countries strengthen national documentation processes, build individual and institutional capacities and establish a durable national climate change reporting system in countries. The programme will guide the countries through the design, enhancement and/or consolidation of the institutional structures that will be required for continuous reporting under the Convention. Current institutional arrangements for the preparation of NCs vary significantly by countries, ranging from relatively strong climate change units responsible for NCs to ad-hoc structures that are largely dependent of GEF funding for NCs. This coupled with significant differences of technical and institutional capacities bring an important challenge to the support the programme can provide. Thus rather than developing a ‘cookie-cutter’ approach, the programme will work with countries individually to assist them develop their own strategies on their institutional structure and capacity development required, building on the work done in their previous NCs.

It is important to highlight lessons learned from the NCSP. Through its support to countries, the NCSP has noted that general descriptions of stakeholder participation and expert consultations have improved, though processes adopted and potential involvement in the longer term are not always explained. Furthermore, reporting is often limited to listing stakeholders and a very brief description, if any, of their role on consultations. The work of the GSP would provide guidance, including steps to ensure that the institutional structures are more useful for the sustainability of the NC process, taking into account the relevant planning processes at the country level. The programme will also work with national teams to help them assess roles of institutions to support NC and BUR preparation and reporting, advice on the required collection of data and information, and catalyse decision-making process to meet climate change objectives. Furthermore, the programme will assist countries in carrying out further analysis on the how the relevant institutions may benefit from the NC process to ensure effective communication, coordination and provision of information.

Under most SNCs, countries are reporting the creation of institutional structure for climate change, which represents a significant progress, as awareness is growing as well as political support. However, additional understanding is needed on how institutional arrangements may need to be adjusted to facilitate the preparation of more stringent NC reports and to better address the new BURs reporting requirement. In this context, the programme will assist countries in developing their policy frameworks for managing institutional cooperation among key stakeholders for the NC and BUR.

The NCSP has also developed a guidance document on how the NC can provide inputs to the integration of climate change concerns into relevant planning and decision-making processes. Although some progress can be observed in the areas, there is a need for stronger articulation of national development priorities and objectives with climate change. The GSP will assist countries in using this NCSP guidance from the very beginning of their NC and BUR preparation to ensure stronger linkages and identify the necessary incentives for greater institutional support and capacities in the reporting obligations.

In particular, the expected outcomes of this component are:

- ✓ Outcome 1.1: Sustainable national institutional arrangements for climate change reporting established in non-Annex I countries
- ✓ Outcome 1.2: NC and BUR data and analyses available and used by a greater number of government ministries and provisional resources managers for planning purposes

This translates into a number of outputs that are listed in Annex A (Project Results Framework). Under outcome (1.1), countries will be assisted on a one-by-one basis, with the development and organization of targeted workshops, particularly designed for more and better involvement of government staff dealing with policy formulation and national planning into the NC and BUR processes. To this purpose, material developed within the context of this support programme or other relevant material will be made available and be used as a basis. These workshops have the intention to address the importance of robust institutional arrangements for climate change reporting, while they provide insights into the how and what, including stakeholder analysis, definition of roles of institutions, development of policy frameworks for managing institutional cooperation, among others. Examples of durable and robust institutional arrangements exist in a number of countries (e.g. inter-ministerial climate change cell, climate change committees), and lessons can be learnt from these existing examples. Countries will also be assisted in the stakeholder analyses and in the design, enhancement or consolidation of institutional mechanisms to support the NC and BUR, in light of the increased reporting requirements.

Outcome 1.1 will thus look at gaps and achievements of previous institutional structures that can provide both a better understanding of where the interventions would make a greater impact and ideas on how those gaps could be addressed. In doing so, countries will identify experiences from other successful institutional structures that may be replicated, as appropriate, for the NC and BUR. Given the need to improve the quality and frequency of the reporting under the convention and the additional efforts to design measurement, evaluation and reporting (MRV) systems, the programme will guide the national teams on how to leverage political and, if feasible, financial support, from the relevant government counterparts. This will involve guidance to countries on the definition of roles and responsibilities through the provision of templates, examples, and learning from other countries.

Outcome 1.2 will establish procedures for data collection across government institutions, in order to improve compilation, retention, access and utility of data and analysis. This support will be provided to a number of countries that identify the lack of such procedures as a significant barrier for NC and BUR preparation. Other countries that may have already made important progress in this area will be involved, under the guidance of the GSP, in south-south learning activities in different regions. Two workshops will be held in different parts to train approximately 60 people in total. As part of these trainings, country-specific activities will be implemented with support of the GSP, depending on the demand expressed by countries, and the resources available to support them. These country level activities will include the formulation of procedures across institutes for data collection, management and archiving, particularly focusing on quality assurance and control, and based on a sound analysis of the legal, financial and institutional barriers to undertake data collection.

In particular this component will assist countries in the following:

- ✓ Identify critical data gaps, including the institutions responsible for generating the data
- ✓ Design a plan to motivate responsible institutions in data improvement strategies
- ✓ Disseminate and support training activities, as needed, on approaches for data management and archiving, such as those developed by USEPA
- ✓ Define key quality control and quality procedures that may be reported under the NCs
- ✓ Determine the training needs, in coordination with the relevant institutions
- ✓ Design a framework for an inventory management system taking into account the key elements to ensure higher quality reports, such as the GHG inventories, mitigation analysis and V&A assessment, as feasible.

Component 2: Provide technical backstopping to national teams for the preparation of NCs, BURs, and nationally determined contributions to the 2015 agreement including the preparation and dissemination of technical and policy-relevant guidance materials, methodologies and tools:

The support programme will respond to country needs obtained through one on one interaction, on site backstopping, surveys and workshops. Furthermore, it will update, as needed and in coordination with the Consultative Group of Experts (CGE), the key training materials to support preparation of climate change reports in a timely manner. Strategic policy guidance will also be provided to countries to facilitate mainstreaming of climate change reports into national development agendas. The programme will enhance the science-policy dialogue in an effort to supporting national governments to identify innovative policies and incentives on climate change that would link to national development priorities and processes to achieve a low emission and climate resilience development.

In this context, the GSP will assist countries identify entry points for climate change mainstreaming during the preparation of the NCs, and where appropriate, the BURs. This will involve disseminating the NCSP guidance document on climate change integration as the basis for discussions at the country level. Other materials developed by UNDP and UNEP on environmental mainstreaming will also be provided to support efforts in those countries where an “integration agenda” has been prioritized. This element, along with linkages with national development, is considered to be central to the sustainability of the NC and BUR process. Furthermore, the GSP will work with the Implementing Agencies and national teams from the outset of project implementation to ensure that integration issues are adequately considered and reported. In addition, and in response to the lack of clear guidance and directions on the information countries will need to put forward on their contributions, the GSP will prepare guidance material and upon request by Parties, recommendations on how to present the information for the official communication of nationally determined contributions to the 2015 agreement. The GSP will also support countries in the identification, preparation and consultation of their contributions. In this context, guidance would be provided on the involvement of key stakeholders in the consultation process to prepare their contributions and on linkages with priorities at the country level, building on the NC and BUR experiences and arrangements in place, among others.

In the area of GHG inventories, the NCSP has identified the areas that would need further improvement, especially in the context of BUR. On this basis the GSP will focus its support activities in the following areas: Key source analysis, as appropriate, discussions on uncertainties of the data and emissions calculations; complete calculation sheets and tables to enhance transparency and better understanding of inventory results, development and application of quality control and quality assurance procedures; identification of sources of data and key assumptions used in emission estimates by sources; and the development/establishment of GHG inventory systems to improve periodic reporting of more reliable inventory data. Central to this support is the inventory years that countries are mandated to report on under both the BUR and the TNC.

The GSP will work with countries to ensure that the appropriate years or series are reported, including the use of the appropriate methodologies. In this sense, training, as needed, will be provided in the use of the 2006 IPCC Guidelines for the preparation of national GHG inventories, along with the IPCC Good Practice Guidelines. The GSP will also assist countries in accurately reporting data sources and gaps, as well as the assumptions used for emission inventories, including emission factors. As previously done under the NCSP, the programme will make available to countries GHG reviewers certified by the UNFCCC to carry out technical reviews of the GHG inventory. These reviews will not only identify potential gaps, errors or inconsistencies, but also concrete recommendations to address them. Rather than carrying out such reviews at the end of the NC projects, the GSP will encourage countries to not only submit their draft GHG inventory for review as early as possible, but will also offer countries online support to answer any queries they may have during the preparation of their GHG inventories. This would allow countries to make adjustments and correct any mistakes before the reports are submitted to the UNFCCC. This support is critical for the BURs given the potential international consultation process that would be put in place to review the GHG inventories for non-Annex I Parties.

In the area of V&A assessment, the NCSP has also identified a number of areas that would need improvements. Based on these findings, the programme will assist countries in the adoption of the most appropriate methodologies based on their national circumstances and scope of work, to avoid duplication of previous work, provide better explanations of the reasons for adopting these methodologies, challenges faced and assumptions used in their applications; better describe the climate scenarios developed or adopted, timeframes chosen, and sources of data; carry out more comprehensive analysis of socio-economic context for impacts assessments; provide clearer descriptions of results from models used in impacts assessments, while ensuring solid linkages between climate scenarios and socio-

economic analysis with impacts and vulnerability assessments; and finally strengthen the analysis on how proposed adaptation measures would address potential impacts identified.

Although the current NC reports submitted to the UNFCCC contain some or many of these areas, often they don't provide the details required for a comprehensive understanding of the approaches, results, challenges, and linkages between scenarios (climate and socio-economic), impacts, and adaptation measures. The programme will assist countries design and carry out the gap fillings of previous NCs and provide the necessary training and technical backstopping to address them. In particular, the GSP will assist countries better articulate the key vulnerability and impacts, building on the work carried out in the previous NCs, through more solid use of climate scenario information. This will include clear reporting of assessment periods, methodological choices, uncertainties of these assessments, and the articulation of an adaptation plan through proposed measures and policies to address climate change impacts. Particular attention will be given to the need to strengthen the socio-economic analysis to avoid vulnerability and adaptation assessment purely based on bio-physical impacts.

In the area of mitigation, the NCSP found significant differences in the level of detail among the NCs submitted and that in most cases, information reported under mitigation is not comprehensible or complete. This is one of the areas that requires a better structure and use of methodologies to carry out more solid analyses and interpret future mitigation actions. For example, there is limited capacity to carry out an appropriate cost analysis of mitigation options and to analyse socio-economic implications of these mitigation measures. On the other hand, calculations of mitigation potentials are not always transparent, when provided, and linkages with the GHG inventory are not always evident. In the context of BUR, this area along with the GHG inventories would require strengthened technical support to improve the quality and reliability of the analysis and results.

The GSP will assist national teams to design in more detail their plans for the mitigation analysis so that the work is prioritized from the beginning and avoid dispersion of efforts. This approach will help countries make better use of resources (both human and financial) by concentrating on the areas with biggest impacts on GHG emission reduction and strongest linkages with national or sectoral development needs/plans. Given the availability of a number of models for mitigation analysis, especially in the energy sector, the GSP will coordinate with the CGE, as appropriate and other support initiatives to design more cost-effective ways of training national experts on mitigation analysis. Although the trainings will make use of existing models, the support will not be centred around modelling exercise alone; on the contrary, it will emphasize the need to ensure a more comprehensive assessments of mitigation options that may include analytical frameworks to identify mitigation options that are aligned with development priorities. This will include the use of appropriate tools for prioritization of such options and for basic viability assessments, including costs, socio-economic impacts, and political support of the proposed mitigation options.

Regarding the more recent commitment under the Convention that requests all parties to submit their nationally determined contributions to the 2015 Agreement, there is a lack of clear guidance on the content and format of such submission. To this end, UNEP will facilitate a technical dialogue between interested countries on different aspects of the process of putting forward nationally determined contributions. This will be done through one on one interaction, email and telephone conferencing in addition to facilitating the organization of workshops which will provide insights on the key gaps and challenges countries may face in preparing their contributions, capacity building and potential technical assistance needs, potential linkages with other current support or initiatives in the respective regions, and follow up actions to secure a successful submission of countries' contributions to the 2015 agreement.

The work that countries would need to carry out to comply with this new commitment is strongly linked to the activities under the NCs and BURs. Similarly, the process that may need to be put in place to identify, prepare and submit the contributions to the 2015 agreement is likely to be similar to the process adopted for NCs and BURs. This may include consultations processes, analysis, prioritization, and technical discussion that may build on the NC and BUR work and experiences. In this context, the GSU will work with NC and BUR counterparts at the country level to assist in the consultation process, identification and preparation of the contributions to the 2015 agreement. Emphasis will be given on the use of reliable baseline information that may have been developed as part the NC formulation and other relevant studies as the basis to initiate the discussions and prioritize the areas and sectors that may be considered for the contributions to the 2015 agreement. Similarly, the GSP will facilitate online

consultation on technical issues and exchange of information and experiences to ensure that a minimum level of support is in place so that countries can resolve issues and challenges that may arise during the preparation of the contributions to the 2015 agreement.

Concretely, the in-country knowledge base and expertise on the different components of NCs, BURs, and the preparation and communication of nationally determined contributions to the 2015 agreement will be enhanced through a large number of workshops, guidance materials, on line support, in country support and online training through webinars. The GSP intends to produce or compile available guidance to support countries with their technical studies including the following:

- ✓ A guidance note on how to set up for and prepare a quality BUR. This will be a short guidance note in addition to the policy guidance that has been prepared and distributed by GEF. Given that the CGE is currently developing some training materials (NCSP, UNDP, and UNEP are contributing to this work), the GSP will base the guidance note on this material, if deemed necessary.
- ✓ An updated guidance note on integrating climate change in development planning and policy, building on the easy guide that was prepared under the NCSP and which countries explicitly asked for to have an update on a regular basis.
- ✓ An updated guidance note on how to set up for and prepare a policy relevant NC;
- ✓ An update of sector-specific compilation on tools and methodologies for mitigation analysis and V&A assessments, in coordination with the CGE.
- ✓ One compilation document on lessons learnt from national efforts in creating institutional arrangements for tackling climate change. This will be a compilation of the experiences of the 10 countries that will be carried out under component 1 of the GSP.
- ✓ One publication on how gender issues may considered and integrated in the NCs and BURs;
- ✓ An updated guidance on the design of GHG inventory systems in coordination with the IPCC and other relevant institutions, such as USEPA, and in consultation with the CGE; and
- ✓ A guidance note on how to identify and communicate nationally determined contributions towards the 2015 agreement in a robust, realistic and achievable fashion, and based on extensive and inclusive dialogues within the country with relevant stakeholders, sectors and levels.

The training component of this GSP is rather substantive, with at least the following training events and activities scheduled:

- ✓ Sub-regional and thematic workshops and training, with post-workshop online support, including follow-up activities to the process countries are putting in place in the context of the nationally determined contributions to the 2015 agreement;
- ✓ Self-paced online learning modules and webinars with international experts on pertinent technical issues for NCs, BURs and for the preparation of nationally determined contributions to the 2015 agreement;
- ✓ South-south learning through facilitated exchanges via the GSP.
- ✓ Dissemination on lessons learned and good practices to provide relevant examples which countries may adapt for their own studies in NCs, BURs and nationally determined contributions to the 2015 agreement;
- ✓ Dissemination of templates and formats that countries may adapt for reporting purposes under their NCs and BUR, including online discussion on how to use them, as needed. . This activity will also include discussions and recommendation on ways to compile and present nationally determined contributions to the 2015 agreement;
- ✓ Diversify the learning packages offered, in order to address not only a limited number of technical staff from NC and BUR project teams in countries, but involve other less obvious stakeholders and contributors to the processes. This responds to inputs received from a number of countries at the NCSP lessons learnt workshop. In the context of the 2015 agreement, the GSP will also target stakeholders that are relevant for the preparation of nationally determined contributions.

In addition to the above training events and publications, the GSP will update its vetted list of experts that is now being shared through the NCSP platform, but needs regular update. Indeed, on a regular basis, the implementing agencies are asked by countries to recommend technical experts who can support the development of NC and/or BUR components. The intention of this vetted list of experts is twofold: 1) to have a pool of experts, which have already been screened by the GSP, and therefore

meet minimum qualification criteria, from which country teams can easily and promptly select appropriate candidates for identified consultancies, and 2) to create a network of experts that is affiliated to research centres, consultancy firms, centres of excellence that can further help country teams train national experts in different thematic areas. Thus, an updated database will be made available featuring international and national experts, and prominent research institutes, think tanks, on various NC and BUR topics.

Particular attention will be paid to quality assurance and control procedures for data collection, management and storage at the country level. Being part of outcome 1, output 1.2.1 in particular, the support programme plans to assist on a one by one basis a number of countries in the formulation of quality assurance and control procedures for data collection, management and storage. It is recalled in this context that more accurate inventories enable non-Annex I Parties to identify major sources and sinks of GHGs with greater confidence, and thus to make more informed policy decisions with respect to appropriate response measures. A variety of QA/QC procedures are made available and are already being applied by countries, though not systematically. Moreover, QA/QC methods and procedures are not always properly reported on or described with sufficient detail in the NCs. Inventory quality needs to be sensibly increased, also in light of the future international consultation process that may be put in place to review GHG inventories of non-Annex I Parties. This includes QA/QC procedures providing cross-checks during inventory compilation and quantification of uncertainties at the source level and for the inventory as a whole.

Component 3: Enhance knowledge management, best practices, communication and outreach:

A key element of the support programme will be to develop and disseminate informative products and lessons learned to raise awareness, engage stakeholders, and inform decision makers on a continuous basis. The support programme will target to enhance partnerships and technical support amongst national institutions, private sector, international organizations, academia, research institutions, Non-Governmental Organizations and regional centres in an effort to provide comprehensive support to national teams. Countries will be encouraged to develop peer support by linking up national teams to exchange data and information, tools and methodologies, lessons learnt and good practices to enhance the quality and utility of their reports.

The purpose of this component is to provide support to the previous components 1 and 2 through exchange of best practices. To this end, sub-regional sections will be created on the programme's website (grouping may include SIDS, LDCs, Asia, Eastern Europe, Latin America and, Africa), which will provide relevant information at the sub-regional level, and if feasible, a database of relevant material per NC and BUR issue, with smart search options. Per region, on the dedicated sections of the support programme's website, a list of research centres will be provided, with a short narrative on the possible support or area of expertise of the centres/institutes. There will be a launch event of an online forum and related activities, such as webinars and expert meetings online. As mentioned under component 2, the website will become a more interactive and dynamic space for knowledge sharing. The GSP's platform will be a one-stop shop for all information related to NCs and BURs and with the possibility to zoom in per region. Moreover, the GSP platform will become the hub for countries to share their experiences in terms of initiating and managing national dialogues, challenges faced during the process of, the format and content of official communications, etc. on nationally determined contributions to the 2015 agreement.

Ten in-focus magazines will be produced and distributed through the website of the support programme and through distribution lists that the GSP will create and maintain to facilitate communications with country teams on a regular basis. These short publications will zoom in on a specific issue, such as a critical discussion on the strengths and limitations of applying specific models, a review of climate mitigation options for priority sectors, etc. The existing newsletter will therefore evolve into publications that will go into more detail discussion of technical issues. Instead, an in-focus magazine with connected webinars and online discussion fora could provide an important added value to the work countries are delivering on the ground. The topics of the in-focus magazine will be decided upon based on requests from countries. These publications will also seek to keep country teams abreast of the latest developments under the UNFCCC negotiations, directly affecting and influencing reporting requirements. Topics related to the 2015 agreement and experiences from countries in preparing their national contributions will also be included in the GSP publications and information exchange.

Through dissemination and public awareness modalities, the GSP will create knowledge and outreach platform to feature relevant information for the compilation and completion of NC and BUR reports, and nationally determined contributions to the 2015 agreement. This platform will be updated on a regular basis (at the occurrence of launch of milestone publications, capacity building events, and more) and constituents will be contacted through distribution lists and relevant information shared. The intention is not to limit these dissemination efforts to the national teams responsible for the NCs and BURs, but to cover a much wider range of stakeholders at the country level, including those involved in the preparation of the contributions to the 2015 agreement, to enhance the understanding of these convention reports. Thus the GSP will coordinate with project managers to identify the key stakeholders in each country who would be targeted under this outreach strategy. As a result, selected articles would feature technical and policy work that can demonstrate how the NCs and BURs, as well as the contributions to the 2015 agreement, can have greater impacts in supporting the national climate change agendas.

DETAILED PROJECT WORKPLAN

Component/Outcomes/ Outputs	Activities	Project Schedule																				
		2014				2015				2016				2017				2018				
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
COMPONENT 1: Broaden and make more robust and operational institutional arrangements for the preparation of NCs and BURs																						
<i>Outcome 1.1 Sustainable national institutional arrangements for climate change reporting established in non-Annex I Countries</i>																						
Output 1.1.1 A greater number of Ministries and stakeholders involved in compiling National Communications and Biennial Update Reports	1.1.1.1 Provide targeted support for countries to conduct stakeholder analysis, engaging key stakeholders in the process (UNEP/UNDP)	X	X	X	X																	
	1.1.1.2 Assist countries to develop well-designed and inclusive institutional structures to enhance their capacity to address climate change issues (UNDP/UNEP)		X	X	X	X	X	X	X	X												
Output 1.1.2 Trained government staff and technical experts on NCs and BURs	1.1.2.1 Selected countries from all four regions are assisted in organizing national workshops for government staff dealing with policy formulation and national planning addressing climate issues, with the intent to include climate change into their agendas (UNDP/UNEP)	X	X	X																		
OUTCOME 1.2: NC and BUR data and analyses available and used by a greater number of government ministries and resources managers for planning purposes																						
Output 1.2.1 National climate change reporting systems and procedures established to harmonize data collection across government institutions, to improve compilation, retention, access and utility of data	1.2.1.1 Assist countries to develop the NC/BUR database that will support the development of climate change relevant policies (UNEP)		X	X	X	X	X	X	X													
	1.2.1.2 Conduct one (1) global workshop on formulation of sound data collection, management and archiving procedures among all the different stakeholders and institutions at the national level with emphasis on QA/QC procedures (UNEP)		X																			
	1.2.1.3 Conduct one (1) global/regional training workshop to assist countries in the analysis of legal, financial and institutional barriers to facilitate comprehensive data collection and formulate alternative tracks to overcome these barriers (UNDP)			X																		
COMPONENT 2: Provide technical backstopping to national teams for the preparation of NCs, BURs, and nationally determined contributions to the 2015 agreement including the preparation and dissemination of technical and policy-relevant guidance materials, methodologies and tools.																						
<i>OUTCOME 2.1: National Teams are better able to apply UNFCCC reporting guidelines for the preparation of National Communications and Biennial Update Reports and countries are equipped with the understanding, technical basis and information needed to identify, prepare, consult and communicate nationally determined contributions to the UNFCCC 2015 agreement.</i>																						
Output 2.1.1 New and revised guidance notes, tools, methodologies prepared for NCs, BURs and nationally determined	2.1.1.1 Provide training support to countries on GHG key source analysis, uncertainty of data and emission calculations, complete calculation sheets and tables to enhance transparency and better understanding of inventory results (UNEP)	X	X	X	X	X	X	X	X	X												
	2.1.1.2 Provide support to countries in the identification of sources of data and key assumptions used in emission estimates by sources (UNEP)	X	X	X	X	X	X	X	X	X												
	2.1.1.3 Provide assistance to countries on the development/establishment of GHG	X	X	X	X	X	X	X	X	X	X	X										

Component/Outcomes/ Outputs	Activities	Project Schedule																				
		2014				2015				2016				2017				2018				
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
contributions in identified areas	inventory systems to improve periodic reporting of more reliable inventory data(UNEP)																					
	2.1.1.4 Provide support to countries to ensure that the appropriate inventory years or series are reported including the use of the appropriate methodologies(UNEP)		X	X	X	X	X	X	X	X	X	X										
	2.1.1.5 Provide support to countries to better articulate the key vulnerability and impacts including clear reporting of assessment periods, methodological choices, uncertainties of these assessments, and the articulation of an adaptation plan through proposed measures and policies to address climate change impacts (UNDP)											X	X	X	X	X	X	X	X	X	X	
	2.1.1.6 Strengthen countries' socio economic analysis to avoid vulnerability and adaptation assessment purely based on biophysical impacts (UNDP)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	2.1.1.7 Promote countries capacity to carry-out an appropriate cost analysis of mitigation options and to analyse socio-economic implications of these mitigation measures (UNEP)		X	X	X	X	X	X	X	X	X	X	X	X	X	X						
	2.1.1.8 Strengthen technical capacity of countries to ensure transparency during the analysis of mitigation potentials including its linkage to GHG inventories (UNEP)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	2.1.1.9 Develop a guidance note to countries on how to set up for and prepare a quality BUR (UNEP)			X	X																	
	2.1.1.10 Provide an updated guidance note on integrating climate change in development planning and policy, building on the easy guide that was prepared under the NCSP and which countries explicitly asked for to have an update on a regular basis; (UNDP)		X	X																		
	2.1.1.11 Provide an updated guidance note on how to set up for and prepare a policy relevant NC including the reporting of climate resilient measures in NCs; UNEP/UNDP		X	X	X	X																
	2.1.1.12 Provide an update of sector-specific compilation on tools and methodologies for mitigation analysis in coordination with the CGE UNEP			X	X	X	X															
	2.1.1.13 Provide a compilation document on lessons learnt from national efforts in creating institutional arrangements for tackling climate change (UNEP)					X	X	X	X													
	2.1.1.14 Develop a publication on how gender issues may be considered and integrated in the NCs and BURs (UNDP)			X	X	X	X															
	2.1.1.15 Provide an updated guidance note on the design of GHG inventory systems in coordination with the IPCC and other relevant institutions, such as USEPA, and in consultation with the CGE (UNEP)			X	X	X	X															
	2.1.1.16 Conduct ten (10) sub-regional and thematic workshops and training, with post-workshop online support;(6-UNDP) (4-UNEP)					X	X	X	X	X	X	X	X	X	X							
	2.1.1.17 Develop self-paced online learning modules and webinars with international experts on pertinent technical issues for NCs and BURs;(UNDP)					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	2.1.1.18 South-south learning through facilitated exchanges via the GSP; (UNDP/UNEP)					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	2.1.1.19 Promote dissemination of lessons learned and good practices to provide relevant examples which countries may adapt for their own studies;(UNDP)					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	2.1.1.20 Dissemination of templates and formats that countries may adapt for reporting purposes under their NCs and BUR, including online discussion on how to use them, as needed;(UNDP)					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Component/Outcomes/ Outputs	Activities	Project Schedule																				
		2014				2015				2016				2017				2018				
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
	2.1.1.21 Provide guidance notes and assist country experts in the process of identifying, preparing, consulting and communication on nationally determined contributions to the 2015 agreement (UNEP/UNDP).		X	X	X	X	X															
Output 2.1.2 Networks of qualified experts established	2.1.2.1 Assist countries on how to develop, update and vet roster for all the national and international experts in NC thematic assessment areas and BUR components (UNEP & UNDP)							X	X	X	X	X	X	X	X							
Output 2.1.3 National teams trained on use and application of tools and new and revised guidance notes, tools and methodologies for the different components of the NC and BUR	2.1.3.1 Conduct 6 face to face regional training workshops for the national teams on the use and application of tools, new and revised guidance notes, tools and methodologies for the different components of the NC and BUR as well as nationally determined contributions (UNEP)				X	X	X	X	X	X												
	2.1.3.2 Monitor self-paced online modules-UNDP				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	2.1.3.3 National experts will be assisted to design a more detailed plan for GHG mitigation analysis (UNEP)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	2.1.3.4 Organize webinars with international experts on pertinent technical issues for NCs and BURs and nationally determined contributions –UNDP/ UNEP			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Output 2.1.4 Quality assurance and control procedures established for data collection, management and storage at the country level	2.1.4.1 Provide support to countries on the development and application of quality control and quality assurance procedures (UNEP)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	2.1.4.2 Countries are assisted to establish national climate reporting systems and procedures hence harmonize data collection across government institutions to improve compilation, retention, access and utility of data including the development and application of QA/QC procedures (UNDP)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	2.1.4.3 Countries are assisted to formulate quality assurance and control procedures for data collection, management and storage (UNDP/UNEP)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
COMPONENT 3: Enhance knowledge management, best practice, communication and outreach																						
Outcome 3.1 National and/or regional climate change information networking enhanced																						
Output 3.1.1 Sub-regional exchange on experiences, results and lessons learnt carried out	3.1.1.1 Assist all countries to complete and distribute lessons learnt at sub-regional level (SIDs, LDCs, Asia, Eastern Europe, Latin America and Africa) (UNEP)					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	3.1.1.2. Establish and host sub-regional sections of the webpage on the programmes website (UNDP)					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	3.1.1.3 Creation of a knowledge and outreach platform to feature relevant information for the presentation of nationally determined contributions as well as the NC and BUR reports and updated on a regular basis (UNDP/UNEP)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Output 3.1.2 Knowledge and/or information management system established	3.1.2.1 Produce and distribute ten (10) in-focus magazines through the website of the support programme (UNDP)		X		X		X		X		X		X		X		X		X		X	
	3.1.2.2 Regular update of constituents through distribution/ mailing lists in a systematized and semi-automatized way (UNDP)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	3.1.2.3 News section on the platform with relevant information on NC and BUR updated on a monthly basis(UNDP)				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Component/Outcomes/ Outputs	Activities	Project Schedule																			
		2014				2015				2016				2017				2018			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Output 3.1.3 Enhanced ownership of countries' climate-resilient development agendas and South-South cooperation enhanced at the sub-regional and global levels	3.1.3.1 Promote the use of guidance notes on enhancing the reporting of climate resilient measures in NCs (UNDP/UNEP)				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	3.1.3.2 Provide and encourage the use of a roster of regional , sub-regional and national research institutes, centers of excellence, including a short narrative of the areas of work for each center/institute and respective contact details (UNDP/UNEP)				X	X	X	X													
Programme Management																					
	50% G5 PA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Monitoring, Reporting and Evaluation	Monitoring, Reporting and Evaluation										X										X

ANNEX G: DETAILED ACTIVITY BUDGET

Component/Outcomes/Outputs	Activities	Project Schedule					Total
		2014	2015	2016	2017	2018	
COMPONENT 1: Broaden and make more robust and operational institutional arrangements for the preparation of NCs and BURs		280,000	179,500	283,000	131,000	260,000	1,133,500
<i>Outcome 1.1 Sustainable national institutional arrangements for climate change reporting established in non-Annex I countries</i>		115,000	139,500	145,000	131,000	100,000	630,500
Output 1.1.1 A greater number of Ministries and stakeholders involved in compiling National Communications and Biennial Update Reports	1.1.1.1 Provide targeted support for countries to conduct stakeholder analysis, engaging key stakeholders in the process (UNEP/UNDP)						
	1.1.1.2 Assist countries to develop well-designed and inclusive institutional structures to enhance their capacity to address climate change issues (UNDP/UNEP)						
Output 1.1.2 Trained government staff and technical experts on NCs and BURs	1.1.2.1 Selected countries from all four regions are assisted in organizing national workshops for government staff dealing with policy formulation and national planning addressing climate issues, with the intent to include climate change into their agendas (UNDP & UNEP)						
OUTCOME 1.2: NC and BUR data and analyses available and used by a greater number of government ministries and provisional resources managers for planning purposes		165,000	40,000	138,000	0	160,000	503,000
Output 1.2.1 National climate change reporting systems and procedures established to harmonize data collection across government institutions, to improve compilation, retention, access and utility of data	1.2.1.1 Assist countries to develop the NC/BUR database that will support the development of climate change relevant policies (UNEP)						
	1.2.1.2 Conduct one (1) global workshop on formulation of sound data collection, management and archiving procedures among all the different stakeholders and institutions at the national level with emphasis on QA/QC procedures (UNEP)						
	1.2.1.3 Conduct one (1) global/regional training workshop to assist countries in the analysis of legal, financial and institutional barriers to facilitate comprehensive data collection and formulate alternative tracks to overcome these barriers (UNDP)						
COMPONENT 2: Provide technical backstopping to national teams for the preparation of NCs, BURs, and nationally determined contributions to the 2015 agreement including the preparation and dissemination of technical and policy-relevant guidance materials, methodologies and tools.		316,362	488,000	485,295	520,686	263,157	2,073,500
<i>OUTCOME 2.1: National Teams are better able to apply UNFCCC reporting guidelines for the preparation of National Communications and Biennial Update Reports and countries are equipped with the understanding, technical basis and information needed to identify, prepare, consult and communicate nationally determined contributions to the UNFCCC 2015 agreement.</i>							
Output 2.1.1 New and revised guidance notes, tools, methodologies prepared for NCs, BURs and nationally determined contributions in identified areas	2.1.1.1 Provide training support to countries on GHG key source analysis, uncertainty of data and emission calculations, complete calculation sheets and tables to enhance transparency and better understanding of inventory results (UNEP)	180,862	197,192	277,417	307,500	141,000	1,103,971

	2.1.1.2 Provide support to countries in the identification of sources of data and key assumptions used in emission estimates by sources (UNEP)						
	2.1.1.3 Provide assistance to countries on the development/establishment of GHG inventory systems to improve periodic reporting of more reliable inventory data (UNEP)						
	2.1.1.4 Provide support to countries to ensure that the appropriate inventory years or series are reported including the use of the appropriate methodologies(UNEP)						
	2.1.1.5 Provide support to countries to better articulate the key vulnerability and impacts including clear reporting of assessment periods, methodological choices, uncertainties of these assessments, and the articulation of an adaptation plan through proposed measures and policies to address climate change impacts (UNDP)						
	2.1.1.6 Strengthen countries' socio economic analysis to avoid vulnerability and adaptation assessment purely based on biophysical impacts (UNDP)						
	2.1.1.7 Promote countries capacity to carry-out an appropriate cost analysis of mitigation options and to analyse socio-economic implications of these mitigation measures (UNEP)						
	2.1.1.8 Strengthen technical capacity of countries to ensure transparency during the analysis of mitigation potentials including its linkage to GHG inventories (UNEP)						
	2.1.1.9 Develop a guidance note to countries on how to set up for and prepare a quality BUR (UNEP)						
	2.1.1.10 Provide an updated guidance note on integrating climate change in development planning and policy, building on the easy guide that was prepared under the NCSP and which countries explicitly asked for to have an update on a regular basis; (UNDP)						
	2.1.1.11 Provide an updated guidance note on how to set up for and prepare a policy relevant NC including the reporting of climate resilient measures in NCs; (UNEP & UNDP)						
	2.1.1.12 Provide an update of sector-specific compilation on tools and methodologies for mitigation analysis in coordination with the CGE (UNEP)						
	2.1.1.13 Provide a compilation document on lessons learnt from national efforts in creating institutional arrangements for tackling climate change (UNEP)						
	2.1.1.14 Develop a publication on how gender issues may be considered and integrated in the NCs and BURs (UNDP)						

	2.1.1.15 Provide an updated guidance note on the design of GHG inventory systems in coordination with the IPCC and other relevant institutions, such as USEPA, and in consultation with the CGE (UNEP)						
	2.1.1.16 Conduct ten (10) sub-regional and thematic workshops and training, with post-workshop online support. Of the ten workshops, six (6) will be carried out by UNDP and four (4) by UNEP;(6-UNDP) (4-UNEP)						
	2.1.1.17 Develop self-paced online learning modules and webinars with international experts on pertinent technical issues for NCs and BURs;(UNDP)						
	2.1.1.18 South-south learning through facilitated exchanges via the GSP; (UNDP& UNEP)						
	2.1.1.19 Promote dissemination of lessons learned and good practices to provide relevant examples which countries may adapt for their own studies;(UNDP)						
	2.1.1.20 Dissemination of templates and formats that countries may adapt for reporting purposes under their NCs and BUR, including online discussion on how to use them, as needed;(UNDP)						
	2.1.1.21 Provide guidance notes and assist country experts in the process of identifying, preparing, consulting and communication on nationally determined contributions to the 2015 agreement (UNEP/UNDP).						
Output 2.1.2 Networks of qualified experts established	2.1.2.1 Assist countries develop, update and vet roster for all the national and international experts in NC thematic assessment areas and BUR components; (UNEP & UNDP)		10,000	75,000	85,000	18,157	188,157
Output 2.1.3 National teams trained on use and application of tools and new and revised guidance notes, tools and methodologies for the different components of the NC and BUR	2.1.3.1 Conduct 6 face to face regional training workshops for the national teams on the use and application of tools, new and revised guidance notes, tools and methodologies for the different components of the NC and BUR as well as nationally determined contributions (UNEP)	80,000	160,000	80,000	80,000	80,000	480,000
	2.1.3.2 Monitor self-paced online modules-UNDP						
	2.1.3.3 National experts will be assisted to design a more detailed plan for GHG mitigation analysis						
	2.1.3.4 Organize webinars with international experts on pertinent technical issues for NCs and BURs and nationally determined contributions (UNDP/UNEP)						
Output 2.1.4 Teams trained in Quality assurance and control procedures established for data collection, management and storage at the country level	2.1.4.1 Provide support to countries on the development and application of quality control and quality assurance procedures	55,500	120,808	52,878	48,186	24,000	301,372

	2.1.4.2 Countries are assisted to establish national climate reporting systems and procedures hence harmonize data collection across government institutions to improve compilation, retention, access and utility of data including the development and application of QA/QC procedures (UNDP)						
	2.1.4.3 Assistance to countries to formulate quality assurance and control procedures for data collection, management and storage (UNDP& UNEP)						
COMPONENT 3: Enhance knowledge management, best practice, communication and outreach		30,000	213,000	0	0	0	243,000
Output 3.1.1 Sub-regional exchange on experiences, results and lessons learnt carried out	3.1.1.1 Assist all countries to complete and distribute lessons learnt at sub-regional level (SIDs, LDCs, Asia, Eastern Europe, Latin America and Africa) (UNEP)		148,000				148,000
	3.1.1.2 Establish and host sub-regional sections of the webpage on the programmes website (UNDP)						
	3.1.1.3 Creation of a knowledge and outreach platform to feature relevant information for the presentation of nationally determined contributions as well as the NC and BUR reports and updated on a regular basis (UNDP& UNEP)						
Output 3.1.2 Knowledge and/or information management system established	3.1.2.1 Produce and distribute ten (10) in-focus magazines through the website of the support programme (UNDP)						
	3.1.2.2 Regular update of constituents through distribution/ mailing lists in a systematized and semi-automatized way (UNDP)						
	3.1.2.3 News section on the platform with relevant information on NC and BUR updated on a monthly basis(UNDP)						
Output 3.1.3 Enhanced ownership of countries' climate-resilient development agendas and South-South cooperation enhanced at the sub-regional and global levels	3.1.3.1 Promotion of the use of guidance notes on enhancing the reporting of climate resilient measures in NCs (UNDP & UNEP)	30,000	65,000				95,000
	3.1.3.2 Provide and encourage the use of a roster of regional , sub-regional and national research institutes, centers of excellence, including a short narrative of the areas of work for each center/institute and respective contact details (UNDP & UNEP)						
Programme Management	Programme Assistant (PA) 0.5 time	15,000	15,000	15,000	15,000	15,000	75,000
Monitoring and Evaluation	Monitoring and Evaluation					50,000	50,000
Totals		641,362	895,500	783,295	666,686	588,157	3,575,000
Annual Budget		641,362	895,500	783,295	666,686	588,157	3,575,000

ANNEX H-1: - DETAILED UNEP BUDGET (GEF FUNDS ONLY US\$)

Project title: Global Support Programme for Preparation of National Communication and Biennial Update Reports for non-Annex 1 Parties under the UNFCCC								
Project number: 5141								
Project executing partner:			Non Annex 1 Parties					
Project implementation period:			Expenditure by project component/activity (provide description)					
From:	Jan-14		Add additional components/activities as required					
To:	Dec-18		2014	2015	2016	2017	2018	Total
UNEP Budget Line								
10	PERSONNEL COMPONENT							
	1100	Project personnel						
	1101	Technical Expert	210,000	210,000	210,000	210,000	210,000	1,050,000
	1102							
	1103							-
	1199	Sub-total	210,000	210,000	210,000	210,000	210,000	1,050,000
	1200	Consultants						
	1201	International consultant-Technical backstopping support	40,000	108,500	100,400	53,000	24,057	325,957
	1202	National consultant	53,862	58,000	98,895	35,186	20,600	266,543
	1203							-
	1299	Sub-total	93,862	166,500	199,295	88,186	44,657	592,500
	1300	Administrative Support						
	1301	UNEP General Staff -G6 (50%)	15,000	15,000	15,000	15,000	15,000	75,000
	1302							-
	1399	Sub-total	15,000	15,000	15,000	15,000	15,000	75,000
	1600	Travel on official business						
	1601	Travel	25,000	60,000	55,000	50,000	45,000	235,000
	1602							-
	1603							-
	1699	Sub-total	25,000	60,000	55,000	50,000	45,000	235,000
1999	Component total		343,862	451,500	479,295	363,186	314,657	1,952,500
20	SUB-CONTRACT COMPONENT							
	2100	Sub-contracts (MOUs/LOAs for cooperating agencies)						
	2101							
	2199	Sub-total						
	2200	Sub-contracts (MOUs/LOAs for supporting organizations)						
	2201							
	2299	Sub-total						
	2300	Sub-contracts (for commercial purposes)						

	2301							
	2399	Sub-total						
2999	Component total							
30	TRAINING COMPONENT							
	3200	Group training						
	3201							
	3299	Sub-total						
	3300	Meetings/Conferences						
	3301	Workshops	240,000	400,000	160,000	160,000	80,000	1,040,000
	3302							-
	3303							-
	3304							-
	3399	Sub-total	240,000	400,000	160,000	160,000	80,000	1,040,000
3999	Component total		240,000	400,000	160,000	160,000	80,000	1,040,000
40	EQUIPMENT AND PREMISES COMPONENT							
	4100	Expendable equipment						
	4101	Rent	10,000	10,000	10,000	10,000	10,000	50,000
	4102							-
	4103							-
	4199	Sub-total	10,000	10,000	10,000	10,000	10,000	50,000
	4200	Non-expendable equipment						
	4201	Equipment	13,500					13,500
	4202							-
	4203							-
	4299	Sub-total	13,500	-	-	-	-	13,500
4999	Component total		23,500	10,000	10,000	10,000	10,000	63,500
50	MISCELLANEOUS COMPONENT							
	5100	Operation and maintenance of equipment						
	5101							
	5102							-
	5103							-
	5199	Sub-total	-	-	-	-	-	-
	5200	Reporting costs						
	5201	Publications (5 publications)	30,000	30,000	30,000	30,000	30,000	150,000
	5202							-
	5203							-

	5299	Sub-total	30,000					
				30,000	30,000	30,000	30,000	150,000
	5300	Sundry						
	5301	Miscellaneous	4,000	4,000	4,000	3,500	3,500	19,000
	5302							-
	5303							-
	5399	Sub-total	4,000	4,000	4,000	3,500	3,500	19,000
	5400	Hospitality and entertainment						
	5401							-
	5402							-
	5403							-
	5499	Sub-total	-	-	-	-	-	-
	5500	Evaluation						
	5501	Monitoring and Evaluation					50,000	50,000
	5502							-
	5581							-
	5599	Sub-total	-	-	-	-	50,000	50,000
5999	Component total		34,000	34,000	34,000	33,500	83,500	219,000
99	GRAND TOTAL		641,362	895,500	783,295	666,686	588,157	3,575,000

ANNEX H-2 DETAILED CO-FINANCE BUDGET (UNEP)

Project title: Global Support Programme for Preparation of National Communications and Biennial Update Reports for non-Annex I Parties under the UNFCCC														
Project number: 5141														
Project executing partner: Non Annex 1 Parties														
Project implementation period:			If more than 4 sources of co-finance, add columns				*Name of institution providing co-finance							
From:	Jan-14	GEF Cash	Co-finance 1*	Co-finance 2*		Co-finance 3*		Co-finance 4*		Co-finance 5*		Total		
To:	Dec-18		Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind
UNEP Budget Line		A	B	C	D	E	F	G	H	I	J	K	B+D+F+H+J	C+E+G+I+K
10	PERSONNEL COMPONENT													
	1100	Project personnel									-	-		
	1101	Non GEF staff time costs (covers staff time of the Executive office, DTIE Paris Office and Other Divisions of UNEP)		16,000		16,000		16,000		16,000	-	16,000		80,000
	1199	Sub-total		16,000		16,000		16,000		16,000		16,000	0	80,000
	1200	Consultants												
	1201													
	1299	Sub-total												
	1300	Administrative support												

	1301	UNON administrative support (administrative costs covering the provision of financial services, human resource services, security and procurement services and medical services)			17,000		17,000		17,000		17000		17,000		85,000
	1399	Sub-total			17,000	-	17,000	-	17,000	-	17,000	-	17,000		85,000
	1600	Travel on official business													
	1601														
	1699	Sub-total													
1999	Component total				33,000	-	33,000		33,000	-	33,000	-	33,000	-	165,000
20	SUB-CONTRACT COMPONENT														
	2100	Sub-contracts (for cooperating agencies)													
	2101														
	2199	Sub-total													
	2200	Sub-contracts (for supporting organizations)													
	2201														
	2299	Sub-total													
	2300	Sub-contracts (for commercial purposes)													
	2301														
	2399	Sub-total													
2999	Component total														
30	TRAINING COMPONENT														
	3200	Group training													
	3201	Vulnerability and Adaptation through PROVIA Initiative			40,000		40,000		40,000		40000		40,000		200,000

	3202												-	
	3299	Sub-total			40,000		40,000		40,000		40,000		40,000	200,000
	3300	Meetings/Conferences												
	3301	UNON administrative support (workshop and conference facilities)			17,000		17,000		17,000		17,000		17,000	85,000
	3399	Sub-total			17,000		17,000		17,000		17,000		17,000	85,000
3999	Component total				57,000		57,000		57,000		57,000		57,000	285,000
40	EQUIPMENT AND PREMISES COMPONENT													
	4100	Expendable equipment												
	4101													
	4199	Sub-total												
	4200	Non-expendable equipment												
	4201													
	4299	Sub-total												
	4300	Premises												
	4301													
	4399	Sub-total												
4999	Component total													
50	MISCELLANEOUS COMPONENT													
	5100	Operation and maintenance of equipment												
	5101													
	5199	Sub-total												
	5200	Reporting costs												
	5201													
	5299	Sub-total												
	5300	Sundry												
	5301													
	5399	Sub-total												

	5400	Hospitality and Entertainment													
	5401														
	5499	Sub-total													
	5500	Evaluation													
	5501														
	5599	Sub-total													
5999	Component total														
99	GRAND TOTAL				90,000		90,000		90,000		90,000		90,000	-	450,000

ANNEX I: MONITORING & EVALUATION BUDGET AND WORK PLAN

Type of M&E activity	Responsible Parties	Budget from GEF (USD)	Budget co-finance	Time Frame
Inception Meeting			0	Within 3 months of project start-up
Inception Report	Advisory committee (UNDP, UNEP, UNFCCC, CGE chair, and potentially donors, if any)			1 month after project inception meeting
Measurement of project indicators (outcomes, progress and performance indicators, GEF tracking tools) at national and global levels	Global Support Unit (project management team) with support from the Country Teams (including UNDP country offices)			Outcome indicators: start, mid and end of project Progress/perform. Indicators: annually
Semi-annual Progress/ Operational Reports to UNEP and UNDP				Within 1 month of the end of reporting period i.e. on or before 31 January and 31 July
Project Steering Committee meetings				Once a year minimum
Reports of PSC meetings				Annually
Project Implementation Report (PIR)				Annually, part of reporting routine
Mid Term Review/Evaluation	Global Support Unit (project management team) with support from the Country Teams (including UNDP country offices)			At mid-point of project implementation
Terminal Evaluation	Global Support Unit	50,000		Within 6 months of end of project implementation
Project Final Report				Within 2 months of the project completion date
Co-financing report				Within 1 month of the PIR reporting period, i.e. on or before 31 July
Publication of Lessons Learnt and other project documents				Annually, part of Semi-annual reports & Project Final Report
Total M&E Plan Budget (USD)		50,000		

ANNEX J: PROJECT IMPLEMENTATION ARRANGEMENTS

Institutional structure of the Global Support Programme

Programme oversight will be provided by the Programme Advisory Committee (PAC). This is a committee comprising UNEP and UNDP, the GEF Secretariat, the GSP Coordinator, the UNFCCC Secretariat, the Chair of the CGE, and potential donor countries. The role of this Project Advisory Committee is to provide guidance on the programme implementation and priorities, as well as recommendations on further actions or corrective measures, based on a careful assessment of the monitoring and evaluation reports that will be provided by the GSP team. The PAC is expected to meet on a regular basis and not less than once a year. Depending on availability of PAC members, meetings may be held face to face in the margin of the SB meetings in Bonn or the COPs. However, in order to save cost, most of the PAC meetings will be organized via teleconferences.

The Programme Oversight Team, comprising UNDP and UNEP will closely work together, as they have done in the past National Communications Support Programmes and other related NC programmes, to ensure effective work delivery of the GSP. The long and successful partnership between the two agencies will continue to ensure that countries follow consistent guidelines in the preparation of the NC and BUR projects and receive adequate and timely technical backstopping, training and learning opportunities during the implementation of these projects. Both Agencies will continue to share their experiences and coordinate the provision of technical support and project monitoring. The coordination of the programme will be the sole responsibility of UNDP through the Project Coordinator while UNEP will take the lead in providing technical assistance.

Technical support and day-to-day management will be provided by the Global Support Unit. This unit will be composed of a Programme Coordinator, a Technical Specialist, a Programme Associate and a Part time Programme Assistant. The Programme Coordinator and Programme Associate will be based at UNDP in New York while the Technical Specialist and Part-time Programme Assistant will be based at UNEP Nairobi.

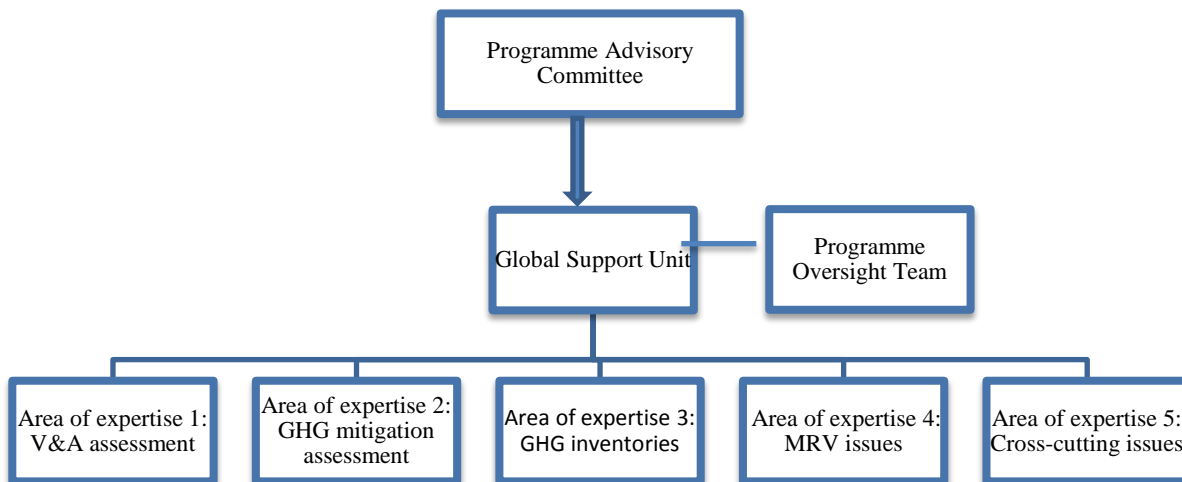
The Programme Coordinator will not only have managerial responsibilities but will also perform some technical functions, advising on a wide range of methodological approaches and other technical-related issues in the area of impact analysis, vulnerability and adaptation assessment. The idea of this dual function for the Programme Coordinator is to ensure that the Programme Coordinator will play an important role in the delivery of the substantive outputs of the support programme and thus, complement the expertise that will be established to provide technical backstopping to countries. The Technical Specialist will be the focal point of the technical support functions of the GSP covering issues such as GHG inventories, mitigation analysis and BUR related work. He/She will work closely with the Programme Coordinator to ensure timely delivery of technical assistance to countries, including training activities and follow up with countries and the IAs to ensure that technical gaps are timely addressed. The support programme will therefore have significant in-house expertise in the main components of the NCs and BURs.

The New York based Programme Associate will perform not only administrative but also technical functions. These technical functions will include knowledge management services such as programme's website, compilation of lessons learned, publication of newsletters and monthly round ups. He/She will also be responsible for all the logistical organization of workshop and training activities that will be organized by the support programme under UNDP responsibility. The Part time Programme Assistant based in Nairobi will be responsible for the the administrative and logistical activities of the programme's work under UNEP responsibility.

The GSP will also manage and provide technical oversight of a number of consultants and regional centres that will deliver technical assistance to countries in a wide array of areas, i.e. vulnerability and adaptation assessments, GHG mitigation analysis, GHG inventories, MRV (the last three are also critical parts of the BURs), and cross-cutting issues, among others.

However, regardless of this organisational division of roles and responsibilities, UNDP and UNEP will interact on a daily basis, consult each other on strategic and technical issues related to the programme implementation and respond to countries' requested in a coordinated manner. Finally, the global support unit will provide assistance to all non-Annex I Parties regardless of their modality of accessing GEF grants. Figure 1 below depicts the general management arrangements of the global support programme.

Fig 1: General structure of the management arrangement for the Global Support Programme



ANNEX K: FOCAL AREA TRACKING TOOLS

(see attached)

ANNEX L: UNEP CO-FINANCE LETTER



21 November 2013

Reference: DTIE/ GEF-GSP CCEA/2013

Dear Dr. Ishii,

Subject: UNEP's co-finance commitment to the GEF Trust Fund project "*Global Support Programme for Preparation of National Communications and Biennial Update Reports for non Annex I Parties under the UNFCCC- (GSP)*"

UNEP's work on climate change is shaped by the intergovernmental negotiations process of the United Nations Framework Convention on Climate Change (UNFCCC) and has scaled up its role and response to climate change under a new action plan that complements UNEP's Medium Term Strategy (MTS) for the period 2014-2017.

UNEP's in-kind contribution totaling US\$ **450,000** for the GSP project which shall be implemented over a five year period from 2014-2018 will cover the following:

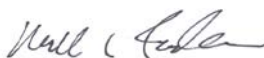
- (i) UNON Administrative cost covering services provided to the project. These include the provision of financial services, human resource services, security and procurement services, medical, and workshop and conference facilities totaling about US\$**170,000**
- (ii) UNEP non-GEF staff costs (covers staff time of the DTIE Paris office, and Other Divisions of UNEP) totals to about US\$ **80,000**
- (iii) The UNEP led Programme of Research on Climate Change Vulnerability, Impacts and Adaptation (PROVIA) was established to respond to the need for a coordinated and focused global research support on vulnerability, impacts and adaptation (VIA) knowledge to scientists and policy makers. The PROVIA guidance which serves as a much needed update of earlier IPCC Guidelines (1994) and the UNEP Handbook

Dr. Naoka Ishii
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(1996) also aims to help Adaptation Experts from developing countries to select the appropriate methods and tools for conducting Impacts, Vulnerability and Adaptation assessments within the framework of preparing their national communications. The PROVIA guidance has been accepted by the Consultative Group of Experts (CGE) and referenced in their most current training materials prepared for use by developing countries. Over the next 5 years, support to the GSP through the UNEP's PROVIA initiative would amount to not less than **US\$200,000**, particularly as they relate to V&A training programmes.

This letter serves to confirm UNEP's commitment in providing in-kind contribution amounting to **USD 450,000** to support the implementation of the above mentioned project. We look forward to your continued cooperation.

Yours sincerely



Mark Radka
Chief, Energy Branch
Division of Technology, Industry and Economics, UNEP

ANNEX M: ENVIRONMENTAL AND SOCIAL SAFEGUARDS CHECKLIST

As part of the GEFs evolving Fiduciary Standards that Implementing Agencies have to address ‘Environmental and Social Safeguards’. To fill this checklist:

- STEP 1: Initially assess E&S Safeguards as part of PIF development. The checklist is to be submitted for the CRC.
- STEP 2 : Check list is reviewed during PPG project preparation phase and updated as required
- STEP 3 : Final check list submitted for PRC showing what activities are being undertaken to address issues identified

UNEP/GEF Environmental and Social Safeguards Checklist

Project Title:	Global Support Programmer for Preparation of National Communication s and Biennial Update Reports for non-Annex 1 Parties under the UNFCCC		
GEF project ID and UNEP ID/IMIS Number	GEF ID:5141 UNEP: 00941	Version of checklist	
Project status (preparation, implementation, MTE/MTR, TE)	Preparation	Date of this version:	12 November 2013
Checklist prepared by (Name, Title, and Institution)	George Manful, Senior Task Manager, UNEP		

In completing the checklist both short- and long-term impact shall be considered.

Section A: Project location

If negative impact is identified or anticipated the Comment/Explanation field needs to include: Project stage for addressing the issue; Responsibility for addressing the issue; Budget implications, and other comments.

	<i>Yes/No/N.A.</i>	<i>Comment/explanation</i>
- Is the project area in or close to -		
- densely populated area	N/A	
- cultural heritage site	N/A	
- protected area	N/A	
- wetland	N/A	
- mangrove	N/A	
- estuarine	N/A	
- buffer zone of protected area	N/A	
- special area for protection of biodiversity	N/A	
- Will project require temporary or permanent support facilities?	N/A	
<i>If the project is anticipated to impact any of the above areas an Environmental Survey will be needed to determine if the project is in conflict with the protection of the area or if it will cause significant disturbance to the area.</i>		

Section B: Environmental impacts

If negative impact is identified or anticipated the Comment/Explanation field needs to include: Project stage for addressing the issue; Responsibility for addressing the issue; Budget implications, and other comments.

	<i>Yes/</i>	<i>Comment/explanatio</i>
--	-------------	---------------------------

	No/ N.A.	n
- Are ecosystems related to project fragile or degraded?	N/A	
- Will project cause any loss of precious ecology, ecological, and economic functions due to construction of infrastructure?	N/A	
- Will project cause impairment of ecological opportunities?	N/A	
- Will project cause increase in peak and flood flows? (including from temporary or permanent waste waters)	N/A	
- Will project cause air, soil or water pollution?	N/A	
- Will project cause soil erosion and siltation?	N/A	
- Will project cause increased waste production?	N/A	
- Will project cause Hazardous Waste production?	N/A	
- Will project cause threat to local ecosystems due to invasive species?	N/A	
- Will project cause Greenhouse Gas Emissions?	N/A	
- Other environmental issues, e.g. noise and traffic	N/A	
<i>Only if it can be carefully justified that any negative impact from the project can be avoided or mitigated satisfactorily both in the short and long-term, can the project go ahead.</i>		

Section C: Social impacts

If negative impact is identified or anticipated the Comment/Explanation field needs to include: Project stage for addressing the issue; Responsibility for addressing the issue; Budget implications, and other comments.

	Yes/No/N.A.	Comment/explanation
- Does the project respect internationally proclaimed human rights including dignity, cultural property and uniqueness and rights of indigenous people?	Yes	The project does respect the human rights including dignity, cultural property and uniqueness and rights of indigenous people in Non-Annex 1 countries.
- Are property rights on resources such as land tenure recognized by the existing laws in affected countries?	N/A	
- Will the project cause social problems and conflicts related to land tenure and access to resources?	N/A	
- Does the project incorporate measures to allow affected stakeholders' information and consultation?	Yes	The project incorporates activities for information dissemination such as workshops and meetings where stakeholders will participate. This does not represent a risk for the project.
- Will the project affect the state of the targeted country's (-ies') institutional context?	No	
- Will the project cause change to beneficial uses of land or resources? (incl. loss of downstream beneficial uses (water supply or fisheries)?	No	
- Will the project cause technology or land use modification that may change present social and economic activities?	No	
- Will the project cause dislocation or involuntary resettlement of people?	No	
- Will the project cause uncontrolled in-migration (short- and long-term) with opening of roads to areas and possible overloading of social infrastructure?	No	
- Will the project cause increased local or regional unemployment?	No	
- Does the project include measures to avoid forced or child labour?	N/A	

- Does the project include measures to ensure a safe and healthy working environment for workers employed as part of the project?	N/A	
- Will the project cause impairment of recreational opportunities?	N/A	
- Will the project cause impairment of indigenous people's livelihoods or belief systems?	No	
- Will the project cause disproportionate impact to women or other disadvantaged or vulnerable groups?	No	
- Will the project involve and or be complicit in the alteration, damage or removal of any critical cultural heritage?	No	
- Does the project include measures to avoid corruption?	No	
<i>Only if it can be carefully justified that any negative impact from the project can be avoided or mitigated satisfactorily both in the short and long-term, can the project go ahead.</i>		

Section D: Other considerations

If negative impact is identified or anticipated the Comment/Explanation field needs to include: Project stage for addressing the issue; Responsibility for addressing the issue; Budget implications, and other comments.

	<i>Yes/ No/ N.A.</i>	<i>Comment/explanation</i>
- Does national regulation in affected country (-ies) require EIA and/or ESIA for this type of activity?	No	
- Is there national capacity to ensure a sound implementation of EIA and/or SIA requirements present in affected country (-ies)?	N/A	
- Is the project addressing issues, which are already addressed by other alternative approaches and projects?	No	
- Will the project components generate or contribute to cumulative or long-term environmental or social impacts?	No	
- Is it possible to isolate the impact from this project to monitor E&S impact?	N/A	

ANNEX N: ACRONYMS AND ABBREVIATIONS

AD	Activity Data
BUR	Biennial Update Report
CGE	Consultative Group of Experts
COP	Conference of Parties
EFs	Emission Factors
GEF	Global Environment Facility
GHG	Greenhouse Gas
GSP	Global Support Programme
INC	Initial National Communication
IPCC	Intergovernmental Panel on Climate Change
LDCs	Least developed Countries
MRV	Measurement, Reporting and Verification
MTS	Medium Term Strategy
NAP	National Adaptation Plan
NAPAs	National Adaptation Programme of Actions
NBSAPs	National Biodiversity Strategic and Action Plans
NCSPs	National Communication Support Programme
NCs	National Communications
NIPs	National Implementation Plans
NPFE	National Portfolio Formulation Exercise
PRSPs	Poverty Reduction Strategy Plans
QA	Quality Assurance
QA/QC	Quality Assurance/ Quality Control
QC	Quality Control
REDD	Reducing emissions from deforestation and forest degradation
TNA	Technology Needs Assessment
TORs	Terms of Reference
UNDAFUN	Development Assistance Framework
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
V & A	Vulnerability and Adaptation

ANNEX O: SUPERVISION PLAN

Project Supervision Plan			Global Support Programme for Preparation of National Communications and Biennial Update Reports for non-Annex I Parties under the UNFCCC																									
Project Title			United Nations Environment Programme (UNEP)/ United Nations Development Programme (UNDP)																									
Project Executing Partners			2014-2018																									
Project Implementation Period			2014				2015				2016				2017				2018				2019					
Activity/Task/Output			Responsibility	Fees	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Project Management and Supervisory Tasks (see workplan for activities)																												
1. Inception Meeting and Report of Meeting, review of M&E plan	PM/TM/PAC		X																									
2. Preparation and Submission of Bi-Annual Progress Report - June 31 and Dec 31 + 30 days	PM			X		X		X		X		X		X		X		X		X		X						
2.a Review by Task Manager	TM			X		X		X		X		X		X		X		X		X								
3. Preparation and Submission of Quartely Financial Expenditure, March, June, Sep and Dec 31 + 30days	PM			X		X		X		X		X		X		X		X		X		X						
3.1 Review of Quarterly Financial Expenditure	FMO			X		X		X		X		X		X		X		X		X		X						
3.2 Review of outputs and quarterly reports, substantive comments	TM			X		X		X		X		X		X		X		X		X		X						
4. Procurement of Equipment and Hiring of Consultants	PM		X	X		X		X		X		X		X		X		X		X		X						
5. Project Implementation Review (PIR)	PM/TM/FMO							X				X				X				X								
6. Prepare and Submit Final Reports	PM																								X			
7. Review Final Reports	FMO/TM																								X			
8. Final Evaluation	EO/TM/FMO																								X			
KEY																												
TM - Task Manager																												
PM- Project Manager																												
FMO - Financial Management Officer																												
EO - Evaluation Office																												



United Nations Development Programme

Country: Global

PROJECT DOCUMENT¹

Project Title: Global Support Programme for Preparation of National Communications and Biennial Update Reports of non-Annex I Parties under the UNFCCC

United Nations Development Programme (UNDP) Strategic Plan Environment and Sustainable Development

Primary Outcome: Promote climate change responses

UNDP Strategic Plan Secondary Outcome: Mainstreaming environment (climate change)

Executing Entity/Implementing Partners: UNDP and UNEP

Implementing Entity: UNDP

Brief Description

The Global Support Programme is a UNEP and UNDP implemented programme that provides support to non-Annex I Parties in order to prepare quality National Communications (NCs) and Biennial Update Reports (BURs) that are submitted to the UNFCCC in a timely manner. Technical support is being provided on-line, off-line and on-site to all countries that approach the GSP team, and complements the work of other supporting bodies such as the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention.

This 5-year long programme has the intention to deliver on the following three outputs, being i) strengthened technical and institutional capacities of non-Annex I Parties to report on NCs and BURs, consistent with national development plans and that meet the Convention objectives, ii) established national systems/frameworks of documenting procedures and processes for NCs and BURs reporting under the UNFCCC, and iii) high quality and timely reporting on NCs and BURs by non-Annex I Parties.

Work will be organised around three components that together contribute to the achievement of the above mentioned objectives. These components are i) broaden and make more robust and operational institutional arrangements for the preparation of NCs and BURs, ii) provide technical backstopping to national teams for the preparation of NCs and BURs, including the preparation and dissemination of technical and policy-relevant guidance materials, methodologies and tools, and iii) enhance knowledge management, best practice, communication and outreach.

The programme will build on the lessons learnt from the previous NCSP cycles and related activities carried out by the implementing agencies, including built-in flexibility to easily provide targeted support to countries or groups of countries according to their country context and supporting needs.

¹ For UNDP supported GEF funded projects as this includes GEF-specific requirements

Programme Period:	Jan2014-Dec2019
Atlas Award ID:	00077869
Project ID:	00088440
PIMS #	5164
Start date:	Jan 2014
End Date	December 2019
Management Arrangements	_____
PAC Meeting Date	_____

Total resources required	4,475,000
Total allocated resources:	4,475,000
• Regular	_____
• Other:	
o GEF	3,575,000
o In-kind Government	450,000
o Cash UNDP	450,000
In-kind contributions	450,000

Agreed by (Government):

Date/Month/Year

Agreed by (Executing Entity/Implementing Partner):

Date/Month/Year

Agreed by (UNDP):

Date/Month/Year

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List of Acronyms

APR	Annual Project Review
BUR	Biennial Update Report from Parties not included in Annex I to the United Nations Convention on Climate Change
CEO	Chief Executive Officer
CGE	Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention
CO	UNDP Country Office
COP	Conference of the Parties
GEF	Global Environment Facility
GHG	Greenhouse Gas(es)
GSP	Global Support Programme
IA(s)	Implementing Agency/-ies
IPCC	Intergovernmental Panel on Climate Change
LDC	Least Developed Country
M&E	Monitoring and Evaluation
MRV	Monitoring, reporting and verification
NAPA	National Adaptation Programmes of Action
NC	National Communication(s) to the United Nations Framework Convention on Climate Change
NCSP	National Communications Support Programme
TNC	Third National Communications
SIDS	Small-island developing state
STA	Senior Technical Advisor
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
USEPA	United States Environmental Protection Agency
V&A	Vulnerability and Adaptation
QA/QC	Quality assurance/quality control

I. SITUATION ANALYSIS

Although most non-Annex I Parties have been preparing National Communications (NCs) for the past 15 years, most of these countries are faced with a myriad of challenges during the preparation of these documents. Over the last few years, the intergovernmental negotiation processes under the UNFCCC have advanced the need for more detailed and frequent reporting on greenhouse gas (GHG) inventories and mitigation, in addition to the NC and National Adaptation Programme of Actions (NAPA) reports. As a result, non-Annex Parties are required to prepare and submit to the UNFCCC Biennial Update Reports (BURs). This has been requested in an effort to ensuring that full attention is given to climate change and its associated impacts, especially for non-Annex I Parties. Countries have highlighted the need to link their NC process more effectively with policy-making to address climate change concerns. Furthermore, countries have set up national steering committees and climate change units, usually supported by a formal institutional structure, to facilitate the preparation of their NC on a continuous basis. Although in a number of countries the institutional framework for the preparation of NCs has been fairly well established over the past few years, the climate change enabling activity projects continue to play a pivotal role in the consolidation of these structures, and the only basis for broad climate change assessment in many countries. Nevertheless, countries' efforts to consolidate such institutional arrangements still face critical challenges in terms of technical capacities, coordination among different institutions, and generation of the data required for solid research and studies. In addition, a number of countries, especially LDCs and SIDS, face a great challenge in establishing the adequate institutional arrangements to support the NC process.

As governments pay increasing attention to the threat climate change poses in undermining their development efforts, NCs are starting to play a more prominent role in shaping the climate change agendas at many levels, including sectors and regions. With the new proposed reporting requirements, countries are expected to provide accurate, detailed and frequent reports to facilitate the mobilization of financial, technological and capacity building resources/support. These reports are also expected to further enhance efforts that have been made by national governments and partners in integrating climate change into national development plans, strategies and programmes.

Having advanced the need for reporting, most of the non-Annex I Parties are still faced with a number of challenges to comply with the new reporting requirements under the Convention. This Global Support Programme (GSP), therefore, targets to assist these countries meet their reporting obligations to the Climate Change Convention through a streamlined platform that offers a range of technical support and innovative approaches to facilitate preparation of timely and good quality NCs and BURs. Through the GSP, Parties will be provided technical backstopping, tools and targeted guidance, as well as training to carry out the preparation of these reports in a timely manner. Similarly, countries will be assisted to strengthen national institutional arrangements to support the new reporting requirements and ensure alignment with national development priorities. This support will be linked to regional centres and international experts who will be standing by to provide guidance to countries as and when needs arise. Parties will also be encouraged to exchange data and information, tools and methodologies, lessons learnt and good practices to enhance the quality and utility of their reports.

This proposed project will thus build on and learn from the previous National Communications Support Programme (NCSP)'s work to provide enhanced and more effective support to non-Annex I Parties. A lessons learnt document was published by the NCSP in early 2013, partly based on the outcomes and recommendations from the NCSP Lessons Learnt Workshop organised in Istanbul, Turkey, in October 2012. This document provides additional information and a strong foundation for the GSP to target its support activities to countries on the basis of identified needs and priorities. The report concludes that the NC process could be a powerful tool for mobilising climate action and the necessary financing. Comprehensive and policy-relevant data and information is critical to fulfilling reporting requirements, but also to planning and budgeting efficiently, taking climate change into account. Institutions therefore need to be further enabled to respond to the increasing reporting demands under the Convention in a streamlined manner. However, the report highlights that the average time to prepare an NC is rather long (8 years), and that new challenges, policies, institutions, and priorities emerge during the life span of a NC project. This represents an important barrier to most countries, as the NCs have not yet been able to provide critical climate change information on a more regular basis. The need for more frequent and reliable information is critical for policy making, especially in an area where new researches demonstrate the need for immediate actions to tackle climate change.

Thus, shortening the NC cycles in countries will be one of the critical challenges the GSP will need to address. Institutional changes and the influence of new players affect the role NCs can play in the future. Those countries that can flexibly respond to these changes will most benefit from their NCs. These conclusions are reflected in the choice of the outcomes and outputs of the proposed GSP. The NCSP lessons learnt workshop provided a basis for sharing ideas on specific activities that the GSP should implement to facilitate knowledge sharing: e.g. a wider and different use of the online platform (e-learning modules); combined global, regional and national support components; compile best practices and update the NC Toolkit, particularly regarding its MRV treatment and more.

A key element of the support strategy that the GSP will put in place to help countries shorten the submission periods is the targeted support through continuous monitoring of project activities, in coordination with the implementing agencies. The GSP will build on the in-country support and on-line technical assistance that the NCSP had put in place in the past. This includes technical advice on a wide range of issues to project coordinators and thematic team leaders; guidance on terms of reference for the different studies, reviews of draft reports on GHG inventories, mitigation analysis and vulnerability and adaptation (V&A) assessments; and feedback on NC reports before submission to the UNFCCC. Similarly, the GSP will carry out dissemination activities including regular distribution of relevant information to countries via an electronic list serve and a website, produce thematic newsletters featuring lessons learned and results from the NCs and BURs, and encourage south-south learning via webinars on specific topics.

In addition to NCs and BURs, the GSP will support countries in their identification process, preparation, consultation and communication of their nationally determined contributions to the 2015 agreement. Though these contributions are to be communicated to the COP well in advance of the COP21 in Paris in 2015 (the suggested timing is the first quarter of 2015), further guidance or information on these contributions has not yet been

provided. The GSP will therefore build on the findings of the UNDP implemented project² ‘Technical dialogue on nationally determined contributions toward a 2015 agreement under the UNFCCC’, which during the first half of 2014 will facilitate a technical dialogue between interested countries on different aspects of the process of putting forward nationally determined contributions, basically by facilitating the organization of regional workshops. The compilation reports of these workshops will provide insights on the key gaps and challenges countries may face in preparing their contributions, capacity building and potential technical assistance needs, potential linkages with other current support or initiatives in the respective regions, and follow up actions to secure a successful submission of countries’ contributions to the 2015 agreement. NCs and BURs and their respective processes in the countries, are important national platforms to initiate national consultations among stakeholders and to initiate the political process to reach domestic agreement on the contribution. Therefore, some of these insights gained by the above mentioned UNDP-implemented project will be addressed by the GSP.

II. STRATEGY

The programme is fully compliant with the GEF 5 climate change strategic objective 6 “Support Enabling Activities and Capacity Building”, and will contribute to the successful implementation of the outcome “Human and institutional capacity of recipient countries strengthened”.

Project Objective and components

Implementation approach

Over its five (5) year period in operation, the GSP will provide support to all non-Annex I Parties as they prepare their NCs and BURs. However, support will focus on those countries with lowest capacities (such as LDCs and SIDS) while bringing the experience and expertise of the most advanced countries through a collaborative approach. The GSP will also build on the work that UNDP and UNEP are currently providing to countries in the areas of mitigation and adaptation in order to ensure complementarity among relevant initiatives at country level. This will include the necessary linkages with national climate change process and strategies, as well as enhanced data, information, and analytical studies. Its components will be structured to address key challenges and barriers identified by Parties during national reporting such as:

Lack of harmonized national institutional framework for GHG inventories reporting: The programme will assist countries establish and/or strengthen national institutional arrangements the preparation of GHG inventories for NCs and BURs and create a national system for data access, documenting procedures and processes involved in preparing national GHG inventories and ensuring data, information, and assumptions are reported and archived in transparent and systematic and easily accessible ways. The programme will assist countries define mandates of involved organizations and experts at national level and address political roadblocks; paying attention to national institutional mandates and processes.

Lack of technical capacities to prepare solid quality reports: While the first and second NCs have allowed countries to increase their expertise in climate change, the increasing

² This project is a joint initiative between UNDP and UNFCCC, which is expected to initiate its activities in March 2014. Three sub-regional workshops are expected to be carried out by the third quarter of 2014.

reporting requirements and the need for greater accuracy and transparency in reporting, is considered an additional 'burden' by most countries, especially the LDC and SIDS. Based on previous experiences, the support programme will prepare guidance notes, identify suitable tools & methodologies, provide on-line and on-site training on use of these tools, in addition to identifying regional centres of excellence in both Annex I and non-Annex I countries, for Parties preparing their reports to access up to date climate-relevant data, information and appropriate analytical tools particularly in their areas of interest.

Limited access to data: Data reliability and accessibility is perhaps the most significant challenge countries face when carrying out their GHG inventories, mitigation analysis or V&A assessments. While data gaps and uncertainties have improved in the past few years in many countries, this continues to be a very important barrier to the quality and comprehensiveness of the NC reports, and the sustainability of the NC and BUR processes. The programme will work with national and international institutions and experts to assist countries generate or access national data, while also reviewing institutional arrangements or other legal and financial barriers to data access. At the same time, the programme will provide guidance on how to acquire, process and store national data by assisting countries create national databases and plans to ensure continuous collection and improvement of data required for NC and BUR reporting.

Limited consultation and weak stakeholder consultation processes: The programme will work closely with countries to ensure that a strong stakeholder engagement, solid technical and institutional capacities, adequate coordination mechanisms among all the relevant stakeholders, and the necessary monitoring of actions are put in place to ensure that the quality and frequency of the reporting commitments are achieved. Although stakeholders' engagement in the preparation of NCs has expanded in many countries, there is a need to consolidate and enhance the participation of a wider range of government and non-government organizations in the NCs, and subsequently, in BURs set-up, preparation and follow-up. This participation becomes especially relevant as new and more updated/reliable data will be required for enhanced and solid reporting. The importance of a wide and inclusive consultative process is further highlighted as it is the basis for making the NCs and BURs effective tools for addressing pressing development policy issues, ensuring that appropriate actions are designed within the project proposal to specifically identify priority actions and relevant linkages with development needs.

Project components and outcomes

The support programme will design its technical assistance based on individual country needs and priorities in climate change reporting. Expertise will then be drawn from international, regional and national institutions to ensure adequate backstopping is provided to national teams during their reporting period. The support programme will provide a range of technical assistance focused on three (3) main components:

Component 1: Broaden and make more robust and operational, institutional arrangements for the preparation of NCs and BURs: Through this component, countries will be assisted to build national technical teams, enhance and strengthen national institutional arrangements to support the new reporting requirements in the context of strengthened and more frequent NCs and BURs reporting. This component will seek to assist countries strengthen national documentation processes, build individual and institutional capacities and establish a durable national climate change reporting system in

countries. The programme will guide the countries through the design, enhancement and/or consolidation of the institutional structures that will be required for continuous reporting under the Convention. Current institutional arrangements for the preparation of NCs vary significantly by countries, ranging from relatively strong climate change units responsible for NCs to ad-hoc structures that are largely dependent of GEF funding for NCs. This coupled with significant differences of technical and institutional capacities bring an important challenge to the support the programme can provide. Thus rather than developing a ‘cookie-cutter’ approach, the programme will work with countries individually to assist them develop their own strategies on their institutional structure and capacity development required, building on the work done in their previous NCs.

It is important to highlight lessons learned from the NCSP. Through its support to countries, the NCSP has noted that general descriptions of stakeholder participation and expert consultations have improved, but process adopted and potential involvement in the longer term are not always explained. Furthermore, reporting is often limited to listing stakeholders and a very brief description, if any, of their role on consultations. The work of the GSP would provide guidance, including steps to ensure that the institutional structures are more useful for the sustainability of the NC process, taking into account the relevant planning processes at the country level. The programme will also work with national teams to help them assess roles of institutions to support NC and BUR preparation and reporting, advice on the required collection of data and information, and catalyze decision-making process to meet climate change objectives, as part of the NC work. Furthermore, the programme will assist countries in carrying out further analysis on the how the relevant institutions may benefit from the NC process to ensure effective communication, coordination and provision of information.

Under most SNCs, countries are reporting the creation of institutional structure for climate change, which represents a significant progress, as awareness is growing as well as political support. However, additional understanding is needed on how institutional arrangements may need to be adjusted to facilitate the preparation of more stringent NC reports and to better address the new BURs reporting requirement. In this context, the programme will assist countries in developing their policy frameworks for managing institutional cooperation among key stakeholders for the NC and BUR.

The NCSP has also developed a guidance document on how the NC can provide inputs to the integration of climate change concerns into relevant planning and decision-making processes. Although some progress can be observed in the areas, there is a need for stronger articulation of national development priorities and objectives with climate change. The GSP will assist countries in using this NCSP guidance from the very beginning of their NC and BUR preparation to ensure stronger linkages and identify the necessary incentives for greater institutional support and capacities in the reporting obligations.

In particular, the expected outcomes of this component are:

- Outcome 1.1: Sustainable national institutional arrangements for climate change reporting established in non-Annex I countries
- Outcome 1.2: NC and BUR data and analyses available and used by a greater number of government ministries and provisional resources managers for planning purposes

This translates into a number of outputs that are listed in table B of part I. Under outcome (1.1), countries will be assisted on a one-by-one basis, with the development and

organization of targeted workshops, particularly designed for more and better involvement of government staff dealing with policy formulation and national planning into the NC and BUR processes. To this purpose, material developed within the context of this support programme or other relevant material will be made available and be used as a basis. These workshops have the intention to address the importance of robust institutional arrangements for climate change reporting, while they provide insights into the how and what, including stakeholder analysis, definition of roles of institutions, development of policy frameworks for managing institutional cooperation, among others. Examples of durable and robust institutional arrangements exist in a number of countries (e.g. inter-ministerial climate change cell, climate change committees), and lessons can be learnt from these existing examples. Countries will also be assisted in the stakeholder analyses and in the design, enhancement or consolidation of institutional mechanisms to support the NC and BUR, in light of the increased reporting requirements.

Outcome 1.1 will thus look at gaps and achievements of previous institutional structures that can provide both a better understanding of where the interventions would make a greater impact and ideas on how those gaps could be addressed. In doing so, countries will identify experiences from other successful institutional structures that may be replicated, as appropriate, for the NC and BUR. Given the need to improve the quality and frequency of the reporting under the convention and the additional efforts to design measurement, evaluation and reporting (MRV) systems, the programme will guide the national teams on how to leverage political and, if feasible, financial support, from the relevant government counterparts. This will involve guidance to countries on the definition of roles and responsibilities through the provision of templates, examples, and learning from other countries.

In particular, this outcome will assist countries in the following:

- Define a country-driven process to assess gaps and opportunities to strengthen the institutional structures
- Identify key players and cluster them in smaller groups based on their mandates within the government (e.g. policy, technical, research)
- Identify non-governmental institutions that may play a critical or even secondary role to expand both support and ownership of the NC process
- Outline the roles and responsibilities to ensure clear division of labor, contribution, and decision making
- Define the communication protocols to facilitate the coordination and consultations on a regular basis
- Provide more detailed reporting on the institutional arrangements adopted to both prepare the reports and to consolidate such arrangements for future reporting.

Outcome 1.2 intends to have well established procedures for data collection across government institutions, in order to improve compilation, retention, access and utility of data and analysis. This support will be provided to a number of countries that identify the lack of such procedures as a significant barrier for NC and BUR preparation. Other countries that may have already made important progress in this area will be involved, under the guidance of the GSP, in south-south learning activities in different regions. Two workshops will be held in different parts to train approximately 60 people in total. As part

of these trainings, country-specific activities will be implemented with support of the GSP, depending on the demand expressed by countries, and the resources available to support them. These country level activities will include the formulation of procedures across institutes for data collection, management and archiving, particularly focusing on quality assurance and control, and based on a sound analysis of the legal, financial and institutional barriers to undertake data collection.

In particular this component will assist countries in the following:

- Identify critical data gaps, including the institutions responsible for generating the data
- Design a plan to motivate responsible institutions in data improvement strategies
- Disseminate and support training activities, as needed, on approaches for data management and archiving, such as those developed by USEPA
- Define key quality control and quality procedures that may be reported under the NCs
- Determine the training needs, in coordination with the relevant institutions
- Design a framework for an inventory management system taking into account the key elements to ensure higher quality reports, such as the GHG inventories, mitigation analysis and V&A assessment, as feasible.

Component 2: Provide technical backstopping to national teams for the preparation of NCs, BURs, and nationally determined contributions to the 2015 agreement including the preparation and dissemination of technical and policy-relevant guidance materials, methodologies and tools: The support programme will respond to country needs obtained through one on one interaction, on site backstopping, surveys and workshops. Furthermore, it will update, as needed and in coordination with the Consultative Group of Experts (CGE), the key training materials to support preparation of climate change reports in a timely manner. Strategic policy guidance will also be provided to countries to facilitate mainstreaming of climate change reports into national development agendas. The programme will enhance the science-policy dialogue in an effort to supporting national governments to identify innovative policies and incentives on climate change that would link to national development priorities and processes to achieve a low emission and climate resilience development.

In this context, the GSP will assist countries identify entry points for climate change mainstreaming during the preparation of the NCs, and where appropriate, the BURs. This will involve disseminating the NCSP guidance document on climate change integration as the basis for discussions at the country level. Other materials developed by UNDP and UNEP on environmental mainstreaming will also be provided to support efforts in those countries where an “integration agenda” has been prioritized. This element, along with linkages with national development, is considered to be central to the sustainability of the NC and BUR process. Furthermore, the GSP will work with the Implementing Agencies and national teams from the outset of project implementation to ensure that integration issues are adequately considered and reported. In addition, and in response to the lack of clear guidance and directions on the information countries will need to put forward on their contributions, the GSP will prepare guidance material and upon request by Parties, recommendations on how to present the information for the official communication of

nationally determined contributions to the 2015 agreement. The GSP will also support countries in the identification, preparation and consultation of their contributions. In this context, guidance would be provided on the involvement of key stakeholders in the consultation process to prepare their contributions and on linkages with priorities at the country level, building on the NC and BUR experiences and arrangements in place, among others.

In the area of GHG inventories, the NCSP has identified the areas that would need further improvement, especially in the context of BUR. On this basis the GSP will focus its support activities in the following areas: Key source analysis, as appropriate, discussions on uncertainties of the data and emissions calculations; complete calculation sheets and tables to enhance transparency and better understanding of inventory results, development and application of quality control and quality assurance procedures; identification of sources of data and key assumptions used in emission estimates by sources; and the development/establishment of GHG inventory systems to improve periodic reporting of more reliable inventory data. Central to this support is the inventory years that countries are mandated to report on under both the BUR and the TNC.

The GSP will work with countries to ensure that the appropriate years or series are reported, including the use of the appropriate methodologies. In this sense, training, as needed, will be provided in the use of the 2006 IPCC Guidelines for the preparation of national GHG inventories, along with the IPCC Good Practice Guidelines.

The GSP will also assist countries in accurately reporting data sources and gaps, as well as the assumptions used for emission inventories, including emission factors. As previously done under the NCSP, the programme will make available to countries GHG reviewers certified by the UNFCCC to carry out technical reviews of the GHG inventory. These reviews will not only identify potential gaps, errors or inconsistencies, but also concrete recommendations to address them. Rather than carrying out such reviews at the end of the NC projects, the GSP will encourage countries to not only submit their draft GHG inventory for review as early as possible, but will also offer countries online support to answer any queries they may have during the preparation of their GHG inventories. This would allow countries to make adjustments and correct any mistakes before the reports are submitted to the UNFCCC. This support is critical for the BURs given the potential international consultation process that would be put in place to review the GHG inventories for non-Annex I Parties.

In the area of V&A assessment, the NCSP has also identified a number of areas that would need improvements. Based on these findings, the programme will assist countries in the adoption of the most appropriate methodologies based on their national circumstances and scope of work, to avoid duplication of previous work, provide better explanations of the reasons for adopting these methodologies, challenges faced and assumptions used in their applications; better describe the climate scenarios developed or adopted, timeframes chosen, and sources of data; carry out more comprehensive analysis of socio-economic context for impacts assessments; provide clearer descriptions of results from models used in impacts assessments, while ensuring solid linkages between climate scenarios and socio-economic analysis with impacts and vulnerability assessments; and finally strengthen the analysis on how proposed adaptation measures would address potential impacts identified.

Although the current NC reports submitted to the UNFCCC contain some or many of these areas, often they don't provide the details required for a comprehensive

understanding of the approaches, results, challenges, and linkages between scenarios (climate and socio-economic), impacts, and adaptation measures. The programme will assist countries design and carry out the gap fillings of previous NCs and provide the necessary training and technical backstopping to address them. In particular, the GSP will assist countries better articulate the key vulnerability and impacts, building on the work carried out in the previous NCs, through more solid use of climate scenario information. This will include clear reporting of assessment periods, methodological choices, uncertainties of these assessments, and the articulation of an adaptation plan through proposed measures and policies to address climate change impacts. Particular attention will be given to the need to strengthen the socio-economic analysis to avoid vulnerability and adaptation assessment purely based on bio-physical impacts.

In the area of mitigation, the NCSP found significant differences in the level of detail among the NCs submitted and that in most cases, information reported under mitigation is not comprehensible or complete. This is one of the areas that requires a better structure and use of methodologies to carry out more solid analyses and interpret future mitigation actions. For example, there is limited capacity to carry out an appropriate cost analysis of mitigation options and to analyse socio-economic implications of these mitigation measures. On the other hand, calculations of mitigation potentials are not always transparent, when provided, and linkages with the GHG inventory are not always evident. In the context of BUR, this area along with the GHG inventories would require strengthened technical support to improve the quality and reliability of the analysis and results.

The GSP will assist national teams to design in more detail their plans for the mitigation analysis so that the work is prioritized from the beginning and avoid dispersion of efforts. This approach will help countries make better use of resources (both human and financial) by concentrating on the areas with biggest impacts on GHG emission reduction and strongest linkages with national or sectoral development needs/plans. Given the availability of a number of models for mitigation analysis, especially in the energy sector, the GSP will coordinate with the CGE, as appropriate and other support initiatives to design more cost-effective ways of training national experts on mitigation analysis. Although the trainings will make use of existing models, the support will not be centred around modelling exercise alone; on the contrary, it will emphasize the need to ensure a more comprehensive assessments of mitigation options that may include analytical frameworks to identify mitigation options that are aligned with development priorities. This will include the use of appropriate tools for prioritization of such options and for basic viability assessments, including costs, socio-economic impacts, and political support of the proposed mitigation options.

Regarding the more recent commitment under the Convention that requests all parties to submit their nationally determined contributions to the 2015 Agreement, there is a lack of clear guidance on the content and format of such submission. The work that countries would need to carry out to comply with this new commitment is strongly linked to the activities under the NCs and BURs. Similarly, the process that may need to be put in place to identify, prepare and submit the contributions to the 2015 agreement is likely to be similar to the process adopted for NCs and BURs. This may include consultations processes, analysis, prioritization, and technical discussion that may build on the NC and BUR work and experiences. In this context, the GSU will work with NC and BUR counterparts at the country level to assist in the consultation process, identification and preparation of the contributions to the 2015 agreement. Emphasis will be given on the use

of reliable baseline information that may have been developed as part the NC formulation and other relevant studies as the basis to initiate the discussions and prioritize the areas and sectors that may be considered for the contributions to the 2015 agreement. Similarly, the GSP will facilitate online consultation on technical issues and exchange of information and experiences to ensure that a minimum level of support is in place so that countries can resolve issues and challenges that may arise during the preparation of the contributions to the 2015 agreement.

Concretely, the in-country knowledge base and expertise on the different components of NCs, BURs, and the preparation and communication of nationally determined contributions to the 2015 agreement will be enhanced through a large number of workshops, guidance materials, on line support, in country support and online training through webinars. The GSP intends to produce or compile available guidance to support countries with their technical studies including the following:

- A guidance note on how to set up for and prepare a quality BUR. This will be a short guidance note in addition to the policy guidance that has been prepared and distributed by GEF. Given that the CGE is currently developing some training materials (NCSP, UNDP, and UNEP are contributing to this work), the GSP will base the guidance note on this material, if deemed necessary.
- An updated guidance note on integrating climate change in development planning and policy, building on the easy guide that was prepared under the NCSP and which countries explicitly asked for to have an update on on a regular basis.
- An updated guidance note on how to set up for and prepare a policy relevant NC;
- An update of sector-specific compilation on tools and methodologies for mitigation analysis and V&A assessments, in coordination with the CGE.
- One compilation document on lessons learnt from national efforts in creating institutional arrangements for tackling climate change. This will be a compilation of the experiences of the 10 countries that will be carried out under component 1 of the GSP.
- One publication on how gender issues may considered and integrated in the NCs and BURs;
- An updated guidance on the design of GHG inventory systems in coordination with the IPCC and other relevant institutions, such as USEPA, and in consultation with the CGE; and
- A guidance note on how to identify and communicate nationally determined contributions of the 2015 agreement in a robust, realistic and achievable fashion, and based on extensive and inclusive dialogues within the country with relevant stakeholders, sectors and levels.

The training component of this GSP is rather substantive, with at least the following training events and activities scheduled:

- Sub-regional and thematic workshops and training, with post-workshop online support, including follow-up activities to the process countries are putting in place in the context of the nationally determined contributions to the 2015 agreement;

- Self-paced online learning modules and webinars with international experts on pertinent technical issues for NCs, BURs and for the preparation of nationally determined contributions to the 2015 agreement;
- South-south learning through facilitated exchanges via the GSP.
- Dissemination on lessons learned and good practices to provide relevant examples which countries may adapt for their own studies in NCs, BURs and nationally determined contributions to the 2015 agreement;
- Dissemination of templates and formats that countries may adapt for reporting purposes under their NCs and BUR, including online discussion on how to use them, as needed. This activity will also include discussions and recommendation on ways to compile and present nationally determined contributions to the 2015 agreement;
- Diversify the learning packages offered, in order to address not only a limited number of technical staff from NC and BUR project teams in countries, but involve other less obvious stakeholders and contributors to the processes. This responds to inputs received from a number of countries at the NCSP lessons learnt workshop. In the context of the 2015 agreement, the GSP will also target stakeholders that are relevant for the preparation of nationally determined contributions.

In addition to the above training events and publications, the GSP will update its vetted list of experts that is now being shared through the NCSP platform, but needs regular update. Indeed, on a regular basis, the implementing agencies are asked by countries to recommend technical experts who can support the development of NC and/or BUR components. The intention of this vetted list of experts is twofold: 1) to have a pool of experts, which have already been screened by the GSP, and therefore meet minimum qualification criteria, from which country teams can easily and promptly select appropriate candidates for identified consultancies, and 2) to create a network of experts that is affiliated to research centres, consultancy firms, centres of excellence that can further help country teams train national experts in different thematic areas. Thus, an updated database will be made available featuring international and national experts, and prominent research institutes, think tanks, on various NC and BUR topics.

Particular attention will be paid to quality assurance and control procedures for data collection, management and storage at the country level. Being part of outcome 1, output 1.2.1 in particular, the support programme plans to assist on a one by one basis a number of countries in the formulation of quality assurance and control procedures for data collection, management and storage. It is recalled in this context that more accurate inventories enable non-Annex I Parties to identify major sources and sinks of GHGs with greater confidence, and thus to make more informed policy decisions with respect to appropriate response measures. A variety of QA/QC procedures are made available and are already being applied by countries, though not systematically. Moreover, QA/QC methods and procedures are not always properly reported on or described with sufficient detail in the NCs. Inventory quality needs to be sensibly increased, also in light of the future international consultation process that may be put in place to review GHG inventories of non-Annex I Parties. This includes QA/QC procedures providing cross-checks during inventory compilation and quantification of uncertainties at the source level and for the inventory as a whole.

Component 3: Enhance knowledge management, best practices, communication and outreach: A key element of the support programme will be to develop and disseminate informative products and lessons learned to raise awareness, engage stakeholders, and inform decision makers on a continuous basis. The support programme will target to enhance partnerships and technical support amongst national institutions, private sector, international organizations, academia, research institutions, Non-Governmental Organizations and regional centres in an effort to provide comprehensive support to national teams. Countries will be encouraged to develop peer support by linking up national teams to exchange data and information, tools and methodologies, lessons learnt and good practices to enhance the quality and utility of their reports.

The purpose of this component is to provide support to the previous components 1 and 2 through exchange of best practices. To this end, sub-regional sections will be created on the programme's website (grouping may include SIDS, LDCs, Asia, Eastern Europe, Latin America and, Africa), which will provide relevant information at the sub-regional level, and if feasible, a database of relevant material per NC and BUR issue, with smart search options. Per region, on the dedicated sections of the support programme's website, a list of research centres will be provided, with a short narrative on the possible support or area of expertise of the centres/institutes. There will be a launch event of an online forum and related activities, such as webinars and expert meetings online. As mentioned under component 2, the website will become a more interactive and dynamic space for knowledge sharing. The GSP's platform will be a one-stop shop for all information related to NCs and BURs and with the possibility to zoom in per region. Moreover, the GSP platform will become the hub for countries to share their experiences in terms of initiating and managing national dialogues, challenges faced during the process of, the format and content of official communications, etc. on nationally determined contributions to the 2015 agreement.

Ten in-focus magazines will be produced and distributed through the website of the support programme and through distribution lists that the GSP will create and maintain to facilitate communications with country teams on a regular basis. These short publications will zoom in on a specific issue, such as a critical discussion on the strengths and limitations of applying specific models, a review of climate mitigation options for priority sectors, etc. The existing newsletter will therefore evolve into publications that will go into more detail discussion of technical issues. Instead, an in-focus magazine with connected webinars and online discussion fora could provide an important added value to the work countries are delivering on the ground. The topics of the in-focus magazine will be decided upon based on requests from countries. These publications will also seek to keep country teams abreast of the latest developments under the UNFCCC negotiations, directly affecting and influencing reporting requirements. Topics related to the 2015 agreement and experiences from countries in preparing their national contributions will also be included in the GSP publications and information exchange.

In order to complement the dissemination of information, lessons from countries, relevant news and events, the GSP will develop a "Monthly Round Up" on-line publication. UNDP has used this dissemination tool under the Low Emissions Capacity Programme, which has proved to be very useful and highly appreciated by participating countries. The monthly round ups feature very concise articles and news in different topics, ranging from the specific activities at country level, relevant initiatives from international partners, recommended publication, webinars, workshops, training activities, among others.

Through all these dissemination and public awareness modalities, the GSP will create a knowledge and outreach platform to feature relevant information for the compilation and completion of NC and BUR reports, and nationally determined contributions to the 2015 agreement. This platform will be updated on a regular basis (at the occurrence of launch of milestone publications, capacity building events, and more) and constituents will be contacted through distribution lists and relevant information shared. The intention is not to limit these dissemination efforts to the national teams responsible for the NCs and BURs, but to cover a much wider range of stakeholders at the country level, including those involved in the preparation of the contributions to the 2015 agreement, to enhance the understanding of these convention reports. Thus the GSP will coordinate with project managers to identify the key stakeholders in each country who would be targeted under this outreach strategy. As a result, selected articles would feature technical and policy work that can demonstrate how the NCs and BURs, as well as the contributions to the 2015 agreement, can have greater impacts in supporting the national climate change agendas.

Sustainability and Replicability

The project has strong support from a wide range of stakeholders, from governments to other implementing partners such as the UNFCCC Secretariat and the CGE, among others.

The long-term project viability and sustainability will depend greatly on its 'ownership' and on 'institutionalization' of the capacity that is built by the project. All capacity building activities foreseen in the project are thought out so as to have a lasting impact at the national level, e.g. training components will be planned based on needs assessments. It will equally build on the 'multiplier-effect' where trained experts and government representatives will facilitate further national training and institutional capacity building. By maintaining consistent institutional partnerships with other relevant initiatives, such as the UNEP-UNEP Global Support Programme for the National Adaptation Plans and UNDP Low Emission Capacity Building Programme, the project seeks to provide a level effect on other sources of funding for adaptation, mitigation and other components of NCs and BURs at the country level. Finally, lessons learned from the implementation of this global project will be compiled and disseminated to a broad range of stakeholders, using a systemic framework to ensure that knowledge and key findings have a larger impact among the key partners worldwide.

Consistency of the project with national/regional priorities/plans

There is an increasing recognition that accurate and consistent reporting on climate change information i.e. inventories of anthropogenic emissions by sources and removals by sinks of greenhouse gases; mitigation and adaptation measures, and all other information relevant to the attainment of the Convention objectives go a long way in supporting integration of these aspects of climate change into national planning processes. The GSP is designed to complement, without duplicating, all climate change reporting obligations of developing countries in ways that promote increasing cost-effectiveness and enhance consistencies with various national development priorities and programmes undertaken by participating countries such as:

- Poverty reduction strategies/plans;

- Regional and national programmes and strategies to address climate change in a more concerted manner, including low emission and climate resilient development strategies;
- Adaptation projects, the National Adaptation Programme of Actions (NAPA);
- Mitigation projects, including Nationally Appropriate Mitigation Actions;
- Reducing emissions from deforestation and forest degradation (REDD) projects;
- National Capacity Self- Assessment Projects;
- Preparation of national Human Development Reports in the context of the climate change threats;
- Low emission, climate resilient development strategies;
- National UN Development Assistance Framework (UNDAF) processes to tackle climate change at different levels (national, sectoral, local) including development of water management strategies, drought resistant crops, and renewable energy resources; and
- The capacity building efforts by national governments for effective participation in climate change negotiations.

Complementarity exists with other global support programmes jointly carried out by the implementing agencies UNDP and UNEP, such as the GEF supported programme called “Assisting Least developed Countries (LDCs) with country-driven processes to advance National Adaptation Plans (NAPs)”. This has the objective of facilitating effective medium- to long-term planning for adaptation to climate change in LDCs, by strengthening institutional and technical capacities for iterative development of comprehensive NAPs in LDCs. NAPs are to be country-driven, and based on integrating adaptation into existing national development priorities and plans, to ensure a strategic and properly aligned approach to addressing climate change adaptation.

The GSP will also work in close coordination with UNDP's Low Emission Capacity Building (LECB) Programme, which is funded by the EU, Germany and Australia. The LECB Programme covers 25 countries in different regions and includes the following areas of work, all of which are relevant for the NCs and BURs: 1) Creation of National GHG Inventory Systems; 2) Identification and formulation of Nationally Appropriate Mitigation Actions; 3) Preparation of Low-Emission Development Strategies (LEDS); 4) Design and adoption of mitigation action plans by select industries; and 5) Design of systems for the measuring, reporting, and verification (MRV) of the proposed mitigation actions. The GSP will build on the work that the LECB Programme is currently carrying out in the 25 countries to ensure the necessary synergies, adopt and/or relevant guidance materials, coordinate with the LECB roster of experts and support network, especially in the areas of GHG inventories, mitigation strategies and MRV systems.

In light of the recently adopted decision Dec.1/CP19 of the COP in Warsaw in November 2013, the GSP will help build the capacity of non-Annex I Parties to identify, prepare, initiate national stakeholder consults and communicate their intended nationally determined contributions to the 2015 agreement by 31 March 2015. The COP by its Dec.1/CP19, invited “all Parties to initiate or intensify domestic preparations for their intended nationally determined contributions, without prejudice to the legal nature of the contributions, in the context of adopting a protocol, another legal instrument or an agreed

outcome with legal force under the Convention for the period post 2020 applicable to all Parties towards achieving the objective of the Convention as set out in its Article 2 and to communicate them well in advance of the twenty-first session of the Conference of the Parties (by the first quarter of 2015 by those Parties ready to do so) in a manner that facilitates the clarity, transparency and understanding of the intended contributions, without prejudice to the legal nature of the contributions.”

Consistency of the project with GEF strategies and strategic programmes

The GSP is in conformity with the GEF’s strategy to support enabling activities and capacity development in climate change and is fully consistent with GEF 5 priorities of enhancing national ownership of climate change activities and strengthening countries’ human and institutional capacities to fulfil their reporting commitments under the Convention.

A major focus of the GSP is to further strengthen human and institutional capacities that contribute to the creation and maintenance of durable institutional frameworks/arrangements that are capable of addressing climate change issues in a more comprehensive manner at the national level and consistent with national development priorities. It is important to note that this support does not involve the creation of new institutions in the countries, but rather the strengthening of the institutional capacities and coordination required to produce the convention reports in a more sustainable manner. Experiences and lessons learnt during the implementation of the previous support programmes (NCSP) as they relate to the establishment of solid and permanent institutional frameworks involving relevant ministries and government bodies will be taken into account.

Within the framework of the previous NCSP, attempts were made to assist countries integrate climate change issues into their national, sectoral and other policies; and planning processes. As this integration represents a key strategy of GEF support to countries, the GSP will build on NCSP achievements and support the NC and BUR teams in their role as facilitators and conveners, within the respective institutions, to consolidate a coordination mechanism for regular reporting under the Convention. The ultimate objective of a more strategic support to countries is to facilitate timely submission of qualitatively stronger reports. Furthermore, the GSP will provide technical guidance to national teams in the areas of national GHG inventories, mitigation analysis, and V&A assessments; it will also provide countries with critical inputs to formulate project proposals in the areas of mitigation and adaptation to climate change, which are in turn responsive to their national development needs, and it will provide the technical basis, information and guidance for countries to identify, prepare, consult and communicate nationally determined contributions to the 2015 agreement. Furthermore, the GSP will assist countries in ensuring that the NCs and BURs provide sound basis for policy and programme formulation.

In this context, through its technical assistance work, the GSP will provide an important contribution to countries’ efforts in linking the NCs, BURs and nationally determined contributions to the 2015 agreement with the sectoral and national development plans to address climate change in a more cohesive manner, while meaningfully and realistically contributing to the post 2020 emission reduction efforts under a renewed 2015 agreement (protocol, another legal instrument or an agreed

outcome with legal force). It also includes the formulation of project proposals that can be submitted for funding from different sources. The GSP will also work in close coordination with relevant programme by UNDP and UNEP (see section A2) to assist countries with the preparation of low emission, climate resilient development strategies.

As mentioned earlier, the GSP will build on the NCSP II, a GEF funded global project that has been under implementation for the past 7 years by UNDP and UNEP, and which was completed in early 2013. The numerous activities carried out under NCSP will provide a substantive basis for enhancing the support that has been provided to countries in the past. This includes learning from the 25 regional and training workshops for national communication coordinators and country experts organized by the NCSP. These workshops have provided an opportunity for exchange of information, knowledge and tools on GHG inventories, mitigation analysis, and V&A assessments. In order to avoid duplicating the work that had been done in the past, the GSP will make use of, and update as needed, the NCSP guidance materials to assist national teams with the preparation of their National Communications, including, among others, the following:

- Resource Kit on the National Communications Process;
- Guidance on Development of Climate Scenarios for V&A assessments;
- Guidance on Climate Information for Policy Makers;
- Country-level climate profiles for 52 countries in collaboration with the University of Oxford; and
- Guidance document on using the National Communications process and outputs to support climate change integration into national development policy and plans.

Coordination with other related initiatives

Due to the very nature of National Communications and Biennial Update Reports, there is a strong link with many parallel and related initiatives. Hereinafter, only two obvious links are mentioned, and these are the link with an ongoing umbrella project for implementing Third National Communications, and the link with development strategies, with the view of integrating climate change issues in policies and plans. Furthermore, the programme will coordinate closely with the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) and will draw on their work regarding guidelines and training materials for the preparation of NCs. The project will use methodologies recommended by the UNFCCC and will build on the work carried out under previous NCs, as well as on the workshops and guidance materials developed by the NCSP.

The GEF-funded Third National Communications umbrella project provides administrative and technical support to 50 non Annex I Parties. As management teams of both the project and the support programme will be working closely together (same offices and same reporting mechanisms), coordination will safeguard from overlap and duplication.

As mentioned under question A.2 of Part II of this document, the support programme is designed to complement, without duplicating, all climate change reporting in an effort of increasing cost-effectiveness and enhancing consistencies with various national

development priorities and programmes undertaken by participating countries. These initiatives have been listed earlier in this document.

The programme will work closely with a number of relevant initiatives including among others: The NAP support programme, funded by GEF, the Germany funded and GIZ implemented project to support the development of BUR in a few countries; the USEPA support on GHG inventory systems for the LULUCF and Agriculture in Asia, Africa and Latin America, WRI initiative on GHG Inventory protocol, the IPCC training activities on the use of the GHG inventory methodologies, the UNFCCC capacity building activities under the CGE. Coordination with these initiatives will include the following:

- Carry out joint training activities in given areas of the NC and BUR
- Coordinate the development of guidance material to avoid duplication
- Organize joint webinars
- Facilitate south-south and north-south learning
- Collaborate on the review of draft technical reports

III. PROJECT RESULTS FRAMEWORK:

Focal area objective: Support enabling activities and capacity building under the Convention (UNFCCC)
Focal area outcome: Human and institutional capacity of recipient countries strengthened
Programme objective: : Improve the quality of non-Annex I Parties' National Communications (NCs) and Biennial Update Reports (BURs), so they are more widely used for national development planning, climate negotiations, and for funding low emission, climate resilient development projects, while they are also submitted to the UNFCCC in a timely manner

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
COMPONENT 1: Broaden and make more robust and operational institutional arrangements for the preparation of NCs and BURs				
OUTCOME Sustainable institutional arrangements for climate change established in non-Annex I countries	1.1: national reporting From a representative sample of participating countries, government climate change policy making bodies are represented by all sectors affected by and contributing to climate change.	<u>Baseline:</u> From a sample of 10 countries, the level participation of government, non-government, private sector and academic representatives in government climate change policy making bodies is identified at the start of the project. <u>Target:</u> In a sample of 10 countries, government climate change policy making bodies are represented at the Director level or above, and equivalent for non-government, private sector, and academic representatives. <u>Baseline:</u> From a sample of 10 countries, the percentage of sectors vulnerable to climate change that are represented on government climate change policy making bodies, at the start of the project. <u>Target:</u> From sample, 90% of sectors vulnerable to climate change are represented at government climate change policy making bodies, at the end of project	Sample survey done by the global support programme	The political importance of climate change is not high.

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
Output 1.1.1 Analysis of, and recommendations for, more robust national institutional arrangements	<p>1.1.1.1 Number of countries that are provided with guidance for successful stakeholder analysis, assisted to involve relevant institutions, groups and individuals in climate change institutional arrangements</p> <p>1.1.1.2 Countries supported in the design, enhancement and/or consolidation of institutional structures addressing climate change</p>	<p><u>Baseline:</u> Many countries have ad-hoc and poorly functioning institutional arrangements for the implementation of NCs (and now BURs) activities, often contributing to long, costly and ineffective processes. During NCSP II targeted support to countries on this issue was not covered</p> <p><u>Target:</u> At least 10 countries assisted in performing stakeholder analyses, engaging key stakeholders in the process and a minimum of 40 countries provided with targeted support</p> <p><u>Baseline:</u> Most countries do not have a well-designed and inclusive institutional structures capable of assisting countries address climate change issues/challenges on a more permanent basis</p> <p><u>Target:</u> At least 10 countries are assisted in setting up well-designed and inclusive institutional structures capable of assisting countries address climate change issues/challenges on a more permanent basis and a minimum of 40 other countries are provided targeted support</p>	<p>Relevant reports including minutes and lists of participants from relevant institutional structure meetings, project documents of the support programme (i.e. the papers/projects submitted after participating in the training(s), ...)</p> <p>Follow-up review papers, and outcome documents, including definitions of roles of institutions, policy frameworks, etc.</p>	<p>As countries will need to request for this type of support, it is assumed that the country counterparts will be very much engaged and therefore the output is supposed to be successful.</p> <p>A narrow understanding of the challenges and opportunities of climate change may lead to a poor stakeholder analysis and therefore leave out key players at different levels, but also from different sectors.</p>
1.1.2 National climate change reporting systems and procedures established to harmonize data collection across government institutions, to improve compilation, retention, access and utility of data	1.1.2.1 Countries assisted in organizing targeted workshops for government staff dealing with policy formulation and national planning addressing climate issues, eventually with the intent to include climate change into their agendas.	<p><u>Baseline:</u> The NCSP II targeted technical staff of NC project teams and not government staff</p> <p><u>Target:</u> At least 50 countries have used UNDP/UNEP tools, guidance material and support to facilitate the engagement of new stakeholders.</p>	<p>National development agendas and the presence of climate issues in these agendas</p> <p>Lists of participants of the training events organized in countries</p>	<p>There is a risk that technical government staff would be sent to participate in the programme's activities relating to raising the awareness of climate change issues designed for senior government</p>

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
			Workshop reports Survey of usefulness and needs for update of the tool done	officials and decision makers. It therefore fails to involve the decision-makers directly.
OUTCOME 1.2: NC and BUR data and analyses available and used by a greater number of government ministries and provincial resources managers for planning purposes	The NC/BUR database supports the development of climate change relevant policies	<u>Baseline:</u> From a sample of 10 countries the number of climate relevant policies developed between 2005-2010 supported by NC/BUR data <u>Target:</u> From a sample of 10 countries, 80% of climate change relevant policies developed during the life of the project, are supported by data or information from the NC/BUR climate database.	Sample survey done by the global support programme	Lack of political will to set up new and robust interagency collaboration/frameworks to facilitate collection, collation and management of climate relevant data and information for the preparation of the NCs and BURs on a regular basis
Output 1.2.1 1.2.1 Involve a greater number of Ministries and stakeholders in compiling National Communications and BUR	1.2.1.1 Increased awareness of importance of sound data collection, management and archiving among all different stakeholders in countries due to workshops 1.2.1.2 Number of countries assisted in the analysis of legal, financial and institutional barriers to undertake adequate data collection and formulate alternative tracks to overcome these barriers 1.2.1.3 Number of countries assisted in the formulation of procedures across institutes for data collection, management and archival.	<u>Baseline:</u> This issue was not covered by NCSP II <u>Target:</u> 2 workshops targeting 60 participants with diverse backgrounds from all regions and sample surveys on usefulness and applicability of workshops <u>Baseline:</u> This issue was not covered by NCSP II <u>Target:</u> Well established procedures in at least 10 assisted countries that have been closely assisted and supported to undertake the analysis described and formulate data collection, management and archiving procedures and ongoing discussions in another 10 countries that have been trained. Additional technical support provided to another 40 countries	Workshop reports and participants lists, working documents of workshops follow-up one-to-one work with countries and official communications from government institutions Survey results Minutes of meetings held with the experts from the support programme, working documents and the analyses and working documents and the finalized procedures for data collection, management and archival.	Though the programme will target people from government institutions, there is a chance that people with another profile would participate and therefore the activities under this outcome could fail to have the desired impact. There is a risk that this exercise remains an academic exercise, if the right persons are not involved in the process.

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
COMPONENT 2: Provide technical backstopping to national teams for the preparation of NCs, BURs, and nationally determined contributions to the 2015 agreement including the preparation and dissemination of technical and policy-relevant guidance materials, methodologies and tools.				
OUTCOME 2.1: National Teams are better able to apply UNFCCC reporting guidelines for the preparation of National Communications and Biennial Update Reports and countries are equipped with the understanding, technical basis and information needed to identify, prepare, consult and communicate nationally determined contributions to the UNFCCC 2015 agreement.	<p>National experts compiling the NCs and BUR, are trained in the thematic & cross cutting areas defined by the UNFCCC reporting guidelines.</p> <p>Participants rate training, technical backstopping, supporting tools and guidance notes 'high' in helping them to prepare high quality BURs and National Communications, and in assisting them in the process of identifying, preparing, consulting and communication on nationally determined contributions to the 2015 agreement.</p>	<p><u>Baseline:</u> Available country expertise will be measured during the 1st year of the project (possibly at the GSP inception workshop) to establish the baseline in 10 sample countries</p> <p><u>Target:</u> From a representative sample of countries national experts have training and experience in all thematic & cross cutting areas defined by the UNFCCC reporting guidelines.</p> <p>From an 10 country sample survey of NC/ BUR/ nationally determined contributions compilers 90% rated the utility of their training as 'high'</p>	<p>Sample survey done by the global support programme.</p>	<p>Senior government officials and project coordinators do not nominate the right calibre of national experts to participate in training workshops</p> <p>There is a risk that capacity building activities have a limited impact as participants in GSP's training and learning events have limited multiplier effects, particularly if participants leave their positions and institutes</p> <p>A lack of proactive engagement of countries in GSP activities</p>
Output 2.1.1 New and revised guidance notes, tools, methodologies prepared for NCs, BURs and nationally determined contributions in identified areas	2.1.1.1 Production and/or compilation and distribution of key publications	<p><u>Baseline:</u> Under the NCSP II 5 publications (and another 52 country climate profiles) were prepared and distributed reaching out to a wide number of people within 142 countries</p> <p><u>Target:</u> 9 major publications comprising - guidance notes, lessons learnt, compilation documents and others on critical areas of expertise where gaps persist or have been recently identified</p>	<p>Publications distributed to countries during international gatherings (e.g. COPs). All will be made available on the online platform</p>	<p>It is impossible to address all capacity building needs with one single programme. Therefore, the programme will address the most urgent and frequently mentioned capacity development needs, in coordination with parallel work from e.g. the GCE.</p>

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
Output 2.1.2 Networks of qualified experts established	2.1.2.1 Updated and vetted roster of national and international experts in NC thematic assessment areas and BUR components shared	<p><u>Baseline:</u> NCSP II prepared and shared a vetted list of experts, but this list needs to be updated</p> <p><u>Target:</u> An updated list of experts covering the different areas of expertise important for sound NCs and BURs.</p>	<p>Roster on the programme's website</p> <p>Working documents proving that the experts have been screened prior to inclusion in the lists</p>	It is hoped that there is a growing pool of international and national experts to facilitate updating of the expert roster.
Output 2.1.3 National teams trained on use and application of tools and new and revised guidance notes, tools and methodologies for the different components	<p>2.1.4.1 Critical skill and knowledge gaps identified are addressed through</p> <ul style="list-style-type: none"> - Face-to-face workshops with post-workshop online support - Self-paced online learning modules - Organization of webinars with international experts on pertinent technical issues for NCs, BURs and nationally determined contributions. 	<p><u>Baseline:</u> NCSP II trained x people through y face-to-face workshops, reaching out to all regions</p> <p><u>Target:</u> 22 face-to-face workshops held, targeting 150 people as follows: 2 online learning modules launched, potentially reaching out to 100 people in NAI Parties 12 webinars organized on specific issues brought up by countries, and coinciding with the launch of key publications from the GSP.</p>	<p>-Report of workshop and other training event and lists of participants.</p> <p>-Training/Learning material available on the online platform</p>	There is always a risk of not having the 'right' participants attending training events and therefore not having the desired multiplier effect of the trainings.
Output 2.1.4 Teams trained in Quality assurance and control procedures established for data collection, management and storage at the country level	2.1.4.1As part of the output 1.2.1 (National climate change reporting systems and procedures established to harmonize data collection across government institutions, to improve compilation, retention, access and utility of data) number of countries assisted in the formulation of quality assurance and control procedures for data collection, management and storage	<p><u>Baseline:</u> This issue was not covered under the NCSP II</p> <p><u>Target:</u> Well established quality assurance and control procedures in at least 10 assisted countries (same countries as under output 1.2.1) and another 40 countries at the most provided with technical support on demand</p>	Minutes of meetings held with the experts from the support programme, working documents and the analyses and working documents and the finalized quality assurance and control procedures for data collection, management and archival.	There is a risk that this exercise remains an academic exercise, if the right persons are not involved in the process.

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
COMPONENT 3: Enhance knowledge management, best practice, communication and outreach				
OUTCOME 3.1: National and/or regional climate change information networking enhanced	In support of components 1 and 2, experts and practitioners rate the networks highly in providing them information and tools improve the quality of their National Communication and Biennial Update Reports.	<u>Baseline:</u> ratings taken at project inception <u>Target:</u> Surveys of practitioners using the networks rated their utility 25% higher as compared to the baseline.	Sample survey done by the global support programme.	Networks are only successful if participants are highly engaged
Output 3.1.1 Sub-regional exchange on experiences, results and lessons learnt carried out	3.1.1.1 Lessons learnt at sub-regional level completed and distributed 3.1.1.2 Sub-regional sections of the webpage created on the programme's website 3.1.1.3 Sub-section on nationally determined contributions to the 2015 agreement created and relevant information and lessons learnt distributed	<u>Baseline:</u> Support provided through the platform was mainly of global nature during the NCSP II <u>Target:</u> 6 sub-regional sections on the GSP's website and lessons learnt distributed and 1 sub-section on nationally determined contributions created and consulted globally	The webpages, their content and activity on the fora	The online discussions have an intrinsic risk of not being very successful if not rightly animated.
Output 3.1.2 Knowledge and/or information management system established	3.1.2.1 A number of in-focus magazines produced and distributed through the website of the support programme 3.1.2.2 News section on the platform with relevant information updated on a weekly basis 3.1.2.3 Regular (weekly) update of constituents through distribution/ mailing lists	<u>Baseline:</u> 29 newsletters were prepared under NCSP II and distributed in English, and partly French and Spanish <u>Target:</u> 10 (2 per year) in-focus magazines produced and distributed in English, French and Spanish <u>Baseline:</u> A news section was part of the NCSP platform but was not updated on a regular basis <u>Target:</u> News section will be updated with NC and BUR relevant events, publications, submissions from non-Annex I Parties, and more on a weekly basis in a systematized	The in-focus magazines for the quality content Platform and mailing lists for the weekly updated notifications The consultation of the magazines can be followed through freely available online tracking software, such as GoogleAnalytics	Wide consultation will be undertaken to ensure success of the magazines, as the content is written by and for countries. Each number will have a focus (e.g. V&A in the health sector, greening the energy sector and more). Lessons learnt will need to be shared, new tools available featured and related capacity building opportunities highlighted.

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
		and semi-automatized way		
Output 3.1.3 South-South cooperation at the sub-regional and global level promoted.	<p>3.1.3.1 Provide guidance on how to enhance the reporting of climate resilient measures in the NCs</p> <p>3.1.3.2 Per region, on the dedicated sections of the support programme’s website, a roster of regional, sub-regional and national research institutes, centers of excellence and more is provided, including a short narrative of the areas of work for each center/institute and respective contact details</p>	<p><u>Baseline:</u> This issue was not covered by NCSP II</p> <p><u>Target:</u> Guidance note prepared and used by the majority of the participating countries</p> <p><u>Baseline:</u> The NCSP II website did not have research institutes and centers of excellence</p> <p><u>Target:</u> A platform containing comprehensive and up-to-date rosters of research institutes and centers</p>	The rosters of research institutes and centers of excellence on the website	Countries may not be motivated to post material on the website.

IV. TOTAL BUDGET AND WORKPLAN

Award ID:	00077869		Project ID(s):	00088440								
Award and Project Title:	Global Support Programme for Preparation of National Communications and Biennial Update Reports of non-Annex I Parties under the UNFCCC											
PIMS no.	5164											
Implementing Partner (Executing Agency)	UNOPS											
GEF Outcome/Atlas Activity	Responsible Party/Implementing Agency	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Amount Year 4 (USD)	Amount Year 5 (USD)	Total (USD)	Budget note
OUTCOME 1: Trained government staff and technical experts on NCs and BURs	UNDP	62000	GEF	71300	Local consultants	18,375	18,375	18,375	18,375	18,375	91,875	1
				73100	Rent	5,000	5,000	5,000	5,000	5,000	25,000	2
				71200	International consultants	99,100	99,100	99,100	99,100	92,350	488,750	3
				TOTAL OUTCOME 1		122,475	122,475	122,475	122,475	115,725	605,625	
OUTCOME 3: The quality of reports submitted is improved and respond adequately to convention guidelines	UNDP	62000	GEF	71200	International consultants	157,400	157,400	157,400	157,400	150,150	779,750	4
				75700	Workshops	176,000	226,000	176,000	226,000	176,000	980,000	5
				74200	Publications, translation	0	60,000	0	60,000	0	120,000	6
				73100	Rent	6,000	6,000	6,000	6,000	6,000	30,000	7
				71600	Travel	30,000	50,000	45,000	50,000	45,000	220,000	8
				74500	Miscellaneous	1,500	1,000	1,000	1,000	1,000	5,500	9
				TOTAL OUTCOME 3		370,900	500,400	385,400	500,400	378,150	2,135,250	
OUTCOME 4: National and or regional climate change information networking enhanced	UNDP	62000	GEF	71300	Local consultants	33,075	33,075	33,075	33,075	33,075	165,375	10
				72100	Service contracts-companies	11,750	11,750	11,750	11,750	11,750	58,750	11
				72200	Equipment	7,000	3,000				10,000	12
				73100	Rent	4,000	4,000	4,000	4,000	4,000	20,000	13
				74200	Publications, translation	26,000	21,000	21,000	21,000	16,000	105,000	14
				TOTAL OUTCOME 4		81,825	72,825	69,825	69,825	64,825	359,125	

M&E	UNDP	6200 0	GEF	74200	Publications, translation	0	0	45,000	0	0	45,000	15
				75700	Travel	5,000	0	0	0	0	5,000	16
	TOTAL M&E				5,000	0	45,000	0	0	50,000		
PROJECT MANAGEMENT	UNDP	62000	GEF	71300	Local consultants	22,050	22,050	22,050	22,050	22,050	110,250	17
				71200	International consultants	55,500	55,500	55,500	55,500	55,500	277,500	18
				73100	Rent	5,000	5,000	5,000	5,000	5,000	25,000	19
				74500	Miscellaneous	4,250	2,000	2,000	2,000	2,000	12,250	20
	TOTAL PROJECT MANAGEMENT				86,800	84,550	84,550	84,550	84,550	425,000		
TOTAL						667,000	780,250	707,250	777,250	643,250	3,575,000	

Budget notes

1. Partial time of project assistant allocated to technical tasks of component 1 (representing about 25% of her/his time)
2. Rent for project staff
3. About 70% of the budget allocation covers the contribution of the project manager to implement this component (representing about 30% of her/his time), the remainder is covering the cost of international consultants
4. About 60% of the budget allocation covers the contribution of the project manager to implement this component (representing about 45% of her/his time), the remainder is covering the cost of international consultants
5. 10 workshops organised (out of total of 22), 2 online training packages published and 10 webinars organised
6. 2 major publications produced out of 4 planned (2 of which are UNEP funded)
7. Rent for project staff
8. Missions of all project staff and consultants related to technical backstopping and training
9. Miscellaneous
10. Partial time of project assistant allocated to technical tasks of component 1 (representing about 45% of her/his time)
11. The creation and maintenance of the website will be outsourced to a company
12. IT equipment, including software
13. Rent for project staff
14. The publication, translation, and more of the in-focus magazines
15. Costs production of mid term evaluation report
16. Travel costs for participation in inception workshop
17. Cost of project assistant (about 30% of her/his time)
18. Cost of the project manager (about 25% of her/his time)
19. Rent for project staff
20. Miscellaneous

	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5	Total
GEF	667,000	780,250	707,250	777,250	643,250	3,575,000
UNDP	90,000	90,000	90,000	90,000	90,000	450,000
Governments	90,000	90,000	90,000	90,000	90,000	450,000
TOTAL	847,000	960,250	887,250	957,250	823,250	4,475,000

V. MANAGEMENT ARRANGEMENTS

Programme oversight will be provided by the Project Advisory Committee. This is a committee comprising UNEP and UNDP, the partner GEF Agencies responsible for the implementation of the programme, the project manager, the UNFCCC and representatives from 5 donor countries on a rotational annual basis. The roles of this Project Advisory Committee is to provide guidance on further and next steps to take, based on a careful assessment of the monitoring and evaluation reports that are being provided by the project management team. The PAC is supposed to meet on a regular basis and not less than one time a year.

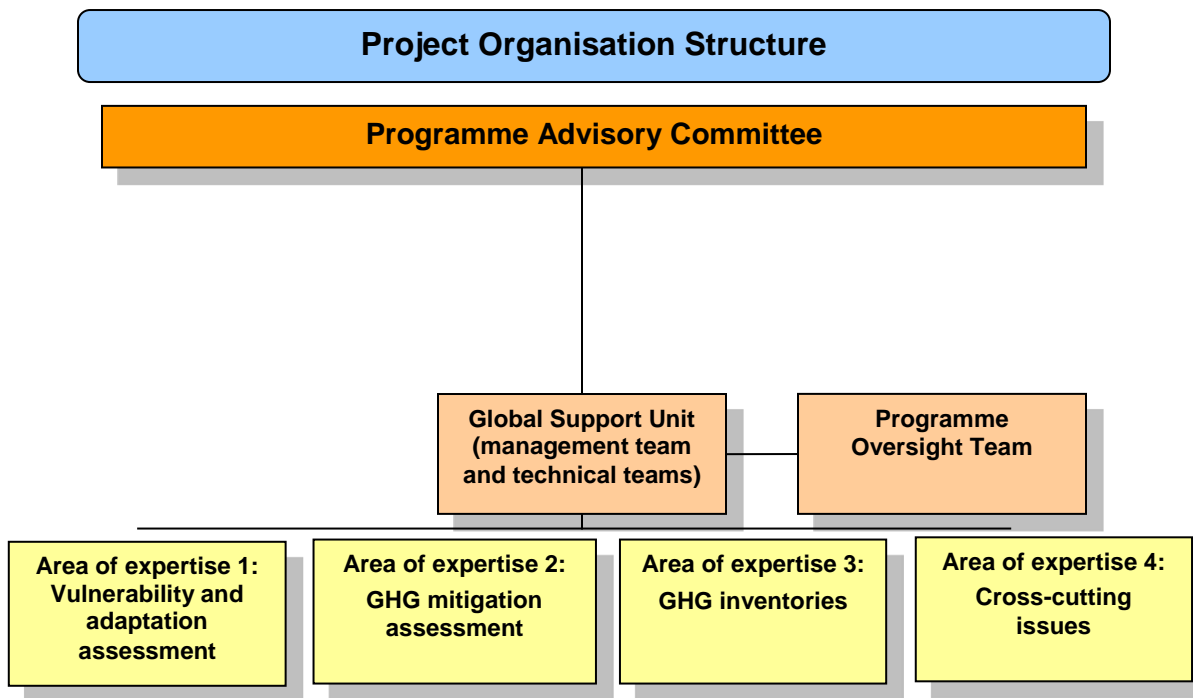
Technical support and day-to-day management support will be provided by the Global Support Unit. This unit is made up of the project management team – project manager and project assistant – and the technical team with its technical expert overseeing the work of a number of consultants covering a wide array of technical areas, i.e. vulnerability and adaptation assessments, GHG mitigation assessments, GHG inventories (the last two are critical parts of the BURs, and cross-cutting issues). The project management team will be located in UNDP, while the technical expert on GHG inventories and BURs will be based in UNEP. It is the role of the Global Support Unit to implement the activities planned, as indicated by the Project Advisory Committee and in close consultation with participating non-Annex I countries, and report to the GEF on a regular basis on the progress made. Technical support will also be given through local, regional, and international experts, apart from the project expert and designated regional Centres of Excellence.

UNDP and UNEP, the two Implementing Agencies (IAs) of this project, will closely work together as they have done in the past National Communications Support Programme and other related NC programmes. The long and successful partnership between the two agencies will continue to ensure that countries follow consistent guidelines in the preparation of the NC proposals and BUR projects and receive adequate and timely technical backstopping, training and learning opportunities during the implementation of these projects. Both agencies will continue to share their experiences and coordinate the provision of technical support and project monitoring.

Single projects, such as the design of climate change institutional arrangements in a country or stakeholder analyses for increased and wide involvement in NC and BUR processes, in each of the participating countries will be implemented by the respective government institutions which are responsible for coordinating all reporting matters to the UNFCCC. Having worked together very effectively in the provision of technical assistance to countries through the National Communications Support Programme, UNDP and UNEP will provide support to all non-Annex I Parties regardless of their modality of accessing GEF grants - either direct or through an Agency. Through a collaborative effort, the two Agencies will rely on their network of local partners in most countries of the world, and access to all UN implementation mechanisms.

On the contrary of previous arrangements taken by the two implementing agencies, this support programme envisages a more specific role for each one of the implementing agencies. Though, both UNDP and UNEP will provide technical support and ensure a smooth and constructive development of the programme activities, the management of the programme will be the sole responsibility of UNDP HQ management team. The technical expert will be UNEP based, which makes this latter responsible for the provision

of high quality and technically sound, updated and coherent support to participating countries in this programme. Regardless of this organisational division of roles and responsibilities, UNDP and UNEP will interact on a daily basis, and consult each other on both management and technical issues related to the programme.



VI. MONITORING FRAMEWORK AND EVALUATION

Project Monitoring and Evaluation (M&E) will be conducted in accordance with established UNDP, UNEP and GEF procedures and will be provided by the Global Support Programme management team, country project teams with their project coordinators at the national level and the respective Implementing Agency. The Project Results Framework in PART III provides performance and impact indicators for project implementation, along with their corresponding means of verification. These will form the basis on which the project's M&E system will be built.

The M&E plan described hereinafter distinguishes between monitoring and evaluation of individual NC and BUR projects under the support programme and the M&E plan of the support programme itself. It is important to briefly touch upon how M&E takes place at the project level in order to understand how it interacts with the overarching support programme.

At the national/project level, regular monitoring of the projects' activities will be ensured, as per the rules and procedures of the Implementing Agencies. The support programme will coordinate with the implementing agencies to ensure that the information generated by the project's regular monitoring is made available for planning purpose. In addition, questionnaires on the projects' progress will be administered twice a year before the meetings of the UNFCCC Subsidiary Bodies and the Conference of the

Parties. Through these questionnaires, the Implementing Agencies will not only provide bi-annual reports to the GEF on projects' progress, but will also identify constraints in project implementation and needs for technical backstopping at the country level, so that the support programme design adequate assistance on the basis of emerging needs. This support will ultimately seek to help countries produce quality reports that can be submitted to the UNFCCC in a timely manner. Monitoring is particularly critical for the success of this support programme, as one of the key intentions is to pro-actively provide technical and institutional support to non-Annex I Parties in the preparation of their NCs and/or BURs. The M&E will also be used as a basis to demonstrate project impacts at the national levels, in coordination with the project managers, through lessons learnt and best practices.

In sum, per each individual NC or BUR project at the national level, the M&E plan includes:

- An inception workshop within the first 3 months from project start, bringing together stakeholders and deciding on the priorities and workplan of the NC and/or BUR (an Inception Workshop Report is the outcome of this first step). The inception phase will provide critical information on the capacity building needs of countries for their TNCs and BURs, which will in turn feed into the design of technical backstopping activities by the support programme.
- Twice a year questionnaires reporting progress and identifying bottlenecks (Project Progress Reports to the GEF and UNFCCC are generated).
- Annual progress, lessons, risks and adaptive management and more are reported on in the Annual Project Review/Project Implementation Reports.
- Periodic monitoring, including the day to day monitoring of implementation progress; and
- End of project report within the last 3 months of the project, analysing results achieved, making recommendations for future work, next steps towards sustainability of the process and replicability of results.

It is important to note that the reporting documents of the national M&E plans are relevant inputs to the implementation of all three components of the global support programme (GSP), and therefore fundamental to its success, as they provide important sources of lessons learnt for exchange with other country teams, bottlenecks for pro-active support, recommendations for future steps and remedial actions. The global support programme will track this technical progress in coordination with the Implementing Agencies and the national project coordinators in order to ensure these bottlenecks and recommendations are timely addressed. Through this tracking system, the GSP will aim at identifying a number of common and emerging issues that could be addressed, as such tailoring the targeted support provided to country teams within the financial and technical capacity of the programme.

At the global support programme (GSP) level, monitoring procedures will follow those of regular GEF full-size projects. The Project Results Framework as outlined in Annex A has identified several means of verification; these are performance and impact indicators that will allow for a close follow-up of the achievement of expected outputs and therefore contributing to expected outcomes.

During the first three months after project start up, the GSP will prepare an initiation report for wide distribution among non-Annex I Parties. This report, prepared under the supervision has the intent to set out a detailed narrative of the type of support that countries can expect from the support programme, the modalities of support provided, and timing of scheduled capacity building efforts and windows for tailored support. This report will take into account the result of a consultation process with countries that was carried out under the previous support programme (NCSP), which developed some key recommendations and suggestions for future technical assistance from the Lessons Learnt workshop of the NCSP that was organised in Istanbul last October 2012.

The measurement of impact and performance indicators will be done on a periodic basis and will be assessed through the mid-term evaluation to be carried out before the third year of the programme implementation. This report not only has the intent to take stock of how the programme evolved and measure its progress against targets spelled out at the onset of the programme, but it also gives the opportunity to rethink and redirect the programme's work. In this regard the GSP becomes a responsive programme, seeking to tackle in a holistic manner the challenges identified by non-Annex I Parties' experts in the course of the programme life. This report will be produced by an independent evaluator, following the mid-term evaluation guidance for GEF projects. This evaluation will represent an important opportunity of self-reflection on the support that the GSP provides to countries with the objective of introducing any adjustments needed to improve its technical assistance performance.

The GSP will seek regular feedback to countries, especially when providing targeted technical assistance to national teams, to identify priorities areas of support and improve performance. The Bi-annual surveys will be used as an opportunity to more broadly seek inputs from countries on areas of support and on the mechanisms the GSP should use to deliver such support.

Before programme closure, a final evaluation will be carried out by an external consultant. The evaluation will be an output document of a wide consultation process with non-Annex I Parties that has benefited from technical assistance, the GSP, the country teams/offices involved in the programme, the donor countries, if appropriate, and any other relevant stakeholders (potential partner organizations). The evaluation will not only assess the impacts of the programme country's work to prepare their NCs and BURs, but will also identify key lessons learned. This would provide the basis for a final workshop to discuss lessons learnt and other relevant issues related to the sustainability of the NC and BUR work.

Summary M&E workplan and budget³

Type of M&E Activity	Responsible Parties	Time Frame	Indicative Budget
Initiation Workshop and Report, Detailed Multi-annual Work Programme	Advisory committee (UNDP, UNEP, UNFCCC, CGE chair, and potentially donors, if any)	Within 3 months from start programme	USD 5,000
Periodic measurement of Means of Verification of programme outputs (see Annex A for details)	Global Support Unit (project management team) with support from the Country Teams (including UNDP country offices)	Bi-annually	No cost, included in management cost
Midterm Evaluation	Global Support Unit (project management team) with support from the Country Teams (including UNDP country offices)	After programme evolved 2.5 years, and before the third year	USD 45,000
Final Evaluation	Global Support Unit	Within the three last months of programme implementation	(Paid out of UNEP's budget)
TOTAL			USD 50,000

³ Only the UNDP M&E budget has been included in this table, and will need to be complemented with the UNEP M&E budget to obtain a comprehensive M&E budget. For instance, the Final Evaluation will be entirely paid out of UNEP's budget, but be implemented in coordination with UNDP.

VII. LEGAL CONTEXT

This project forms part of an overall programmatic framework under which several separate associated country level activities will be implemented. When assistance and support services are provided from this Project to the associated country level activities, this document shall be the “Project Document” instrument referred to in: (i) the respective signed SBAs for the specific countries; or (ii) in the Supplemental Provisions attached to the Project Document in cases where the recipient country has not signed an SBA with UNDP, attached hereto and forming an integral part hereof.

This project will be implemented by UNDP and UNEP (“Implementing Partners”) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

The responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP’s property in the Implementing Partner’s custody, rests with the Implementing Partner. The Implementing Partner shall: (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried; (b) assume all risks and liabilities related to the Implementing Partner’s security, and the full implementation of the security plan. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The Implementing Partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

VIII. ANNEXES

Risk Analysis.

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Management response	Owner	Submitted, updated by	Last Update	Status
1	National experts limited capacities and/or inadequate climate relevant data, information and appropriate analytical tools for thematic assessments as well as mainstreaming climate change issues into national and sectoral planning frameworks	During programme preparatory phase	Other: capacity	Risk of countries producing reports that lack adequate depth and quality P = 2 I = 1	IAs will continue to raise the level of project supervision and work closely with the Consultative Group of Experts on National Communications from Non-Annex I Parties (CGE) to help build the capacity of national experts to undertake thematic assessments as well facilitating access to expertise residing in regional centers of excellence in both Annex I and non-Annex I countries to help countries access climate relevant data, information and appropriate analytical tools. These centers of excellence will provide technical assistance to country teams to request from project coordinators to enhance the overall quality of reporting. Additionally, the IAs would encourage peer support by linking up country teams to exchange data and information, tools and methodologies, lessons learnt and good practices to enhance the quality and utility of these reports. Even in countries where capacity of national experts is a constraint, every effort will be made to ensure that the project outputs are based on sound science.	Project manager	Project team developing the project proposal	During programme preparatory phase	Reducing
2	Poor stakeholder consultation processes	During programme preparatory phase	Operational	Limited consultations and weak participation process amongst	The IAs will work with the country counterparts to ensure that appropriate actions are taken before, during and after the preparation of	Project manager	Project team developing the project	During programme preparatory phase	Reducing

				<p>stakeholders due to institutional rivalries and rigidities which hamper responsiveness of project outputs to national development needs as well as effective work delivery and quality of the outputs.</p> <p>P = 2 I = 4</p>	<p>national project proposals to specifically identify priority actions and relevant linkages with development needs. National governments will be requested to outline measures/activities on wider national consultation processes and effective stakeholder engagement, in order to ensure that the existence of this support platform is known beyond the executing partners and that there are no misunderstandings concerning objectives and activities. Efforts will be made to ensure that the project addresses both short term needs of meeting convention requirements and also achieves the long term objective of helping countries address climate change issues in a more sustainable manner</p>		proposal	checked	
3	Weak institutional arrangements	During programme preparatory phase	Other: institutional	<p>Challenges faced by some countries in particular the least developed countries (LDCs) and Small Islands Developing States (SIDS) due to low technical and managerial capacities as well as institutional limitations to complete all project activities</p> <p>P = 3 I = 3</p>	<p>IAs will through regular monitoring of project activities at national level and identification of technical bottlenecks, work to assist countries secure the needed external support to ensure effective and timely work delivery. This includes establishing technical support platforms at project and regional levels, provision of on-line training packages and advice on access to methodological tools through a website or e-capacity (on-line and off-line) building seminars.</p>	Project manager	Project team developing the project proposal	During programme preparatory phase	Reducing
4	High staff turnover in many countries	During programme preparatory phase	Operational	<p>These have tended to affect not only the quality of climate change reporting but also the timeliness of</p>	<p>As a result of increased interest in climate change issues by national governments over the past few years, countries will be encouraged to set up permanent and adequately staffed</p>	Project manager	Project team developing the project proposal	During programme preparatory phase	Unchanged

			<p>delivery of project outputs. The delays in completing project activities within the stipulated time frames imply that:</p> <p>a. national executing agencies will have to find additional funds from their limited financial resources to cover additional project management costs at the national level;</p> <p>b. IAs will also have to find additional funds to continue meeting their oversight and supervision responsibilities.</p> <p>P = 4 I = 4</p>	<p>climate change offices to ensure sustainability of climate change reporting including easy access to information, data and tools used for climate change studies.</p> <p>Wherever there is evidence that project output delivery is affected by politically motivated choices as regards expenditures incurred in funding of approved project activities, appropriate mitigative provisions outlined in the project document/legal instruments will be applied to promptly address the problem.</p> <p>It is also necessary to ensure that executing agencies country teams have the technical capacities to follow up the project and be able to identify countries' technical and implementation needs and ensure that national experts and institutions executing project activities take immediate actions to address problems mitigating effective work delivery.</p>				
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Agreements

N/A

Terms of Reference

A. UNDP Recruited Project Manager

Responsibilities

Under the supervision of Project Advisory Committee, the Project Manager will have the following responsibilities:

1. Coordinate, manage and supervise the execution of global activities (30% of time):
 - Develop the annual work plan for global activities based on the project document, under the overall direction of and in consultation with the Global Advisory Committee;
 - Coordinate and monitor activities outlined in the work plan;
 - Develop roster of expert institutions (regional, sub-regional and International Centers of Excellence and other relevant institutions) and make roster available to countries;
 - Award subcontracts for technical assistance from regional, sub-regional and international centers of excellence related to capacity building, mainstreaming and resource mobilization, and as requested by countries;
 - Develop Terms of Reference for technical assistance subcontracts with regional, institutions;
 - Provide regular reports to the Steering Committee members and the GEF Sec highlighting progress of the programme and lessons learnt;
 - Oversee progress and delivery of expected outputs under subcontracts and ensure that work schedules are adhered to and assure quality control.

2. Provide technical inputs and technical backstopping to countries (70% of time)
 - Provide technical guidance and support to improve the quality of national projects, implementation, outputs and impact with a particular focus on climate vulnerability and adaptation issues;
 - Assist proponents, country offices and UNDP-GEF regional units in identifying opportunities for follow-on projects after project completion;
 - Develop and implement the knowledge management component of the project, including global and regional workshops, exchanges;
 - Lead the development of the scheduled guidelines, manuals and other programmatic tools to assist countries in preparing their NCs and BURs;
 - Provide technical inputs to the identification, organization and roll-out of workshops at the global, regional and where needed national levels;
 - Develop project outreach and public relations materials, including material and side events at the UNFCCC COPs.

Qualifications

The candidate must fulfil the following requirements:

- Post-graduate degree in Environmental Management, Geography, Agronomy, Economics or a directly related field;
- Minimum 7 years professional working experience in fields related to environment, climate or closely related issues;

- At least seven years of experience at a senior project management level for a development project(s), including at least 4 years of experience in managing a complex project;
- At least 3 years of experience directly with capacity development;
- Experience working with international and national environment NGO community, bilateral, multilateral donors, and international organizations, including proven success in resource mobilization;
- Experience with the GEF, preferably including at both project formulation and implementation levels, is advantageous;
- Demonstrated experience in a wide range of developing countries;
- Demonstrated leadership, diplomatic, coordination, communication and negotiating skills;
- Excellent knowledge of English; working knowledge of Spanish and French is a strong asset.

B. UNDP recruited Project Assistant

The Project Assistant will undertake administration of the day-to-day operations of the project office and be responsible for the reporting of project financing.

Responsibilities

Assisting the project manager in the overall management of the global support programme (25% of time)

- Set up and maintain all files and records of the project in both electronic and hard copies;
- Provide logistical support to the Global Support Unit and international consultants in organising training events, workshops, and seminars;
- Assist international consultants by organising their travel schedules, arranging meetings with different stakeholders;
- Prepare budget revisions of the projects based on the Combined Delivery Reports;
- Assist in the preparation of the Annual Work Plan (AWP);
- Prepare financial reports and documents as per specified formats, project, or programme plans and general reference documents as well as general administrative/financial or specialised tasks related to the project which may be of a confidential nature within the assigned area of responsibility; and
- Assist in the timely issuance of contracts and assurance of other eligible entitlements of the projects personnel, experts, and consultants by preparing annual recruitment plans.

Providing technical support to the implementation of the project components 1 and 3 (75% of time)

- Provide substantive support to the Global Support Unit for overall implementation;
- Update and manage the project website in close collaboration and under the supervision of the Project Manager;
- Prepare and implement a visibility strategy for the programme;
- Compile lessons learnt and share lessons in various formats for different audiences;
- Assist in the organisation and roll-out of webinars; and
- Coordinate with the technical experts and consultants the inputs to the in-focus magazines, compile and publish on a regular basis.

Qualifications/ Requirements

- University Degree in Commerce, Business Management, Communication or other relevant discipline
- At least 5 years of relevant administrative, financial or programme experience at the national or international level
- Strong understanding of budgeting and the UN/GoM accounting system—candidates familiar with UNDP administrative, programme, and financial procedures preferred
- Ability to use MS Office packages under the Windows XP Professional environment, particularly word processing and spreadsheets (MS Word, Excel, etc.)
- Initiative, sound judgment, and capacity to work independently
- Knowledge of database packages and web-based management systems
- Excellent inter-personal and communication skills
- Excellent verbal and written skills in English
- Understanding of Spanish and/or French is an asset

C. UNEP recruited Technical Specialist in GHG inventories and mitigation issues

To be developed by UNEP

SIGNATURE PAGE

Project Title: Global Support Programme for Preparation of National Communications and Biennial Update Reports for non Annex I Parties under the UNFCCC

United Nations Development Programme (UNDP) Strategic Plan Environment and Sustainable Development

Primary Outcome: Promote climate change responses

UNDP Strategic Plan Secondary Outcome: Mainstreaming environment (climate change)

Executing Entity/Implementing Partner:

Implementing Entity: UNDP

Programme Period:	Jan2014–Dec 2019	Total resources required	4,475,000
Atlas Award ID:	00077869	Total allocated resources:	4,475,000
Project ID:	00088440	• Regular	_____
PIMS #	5164	• Other:	
Start date:	June 2014	o GEF	3,575,000
End Date	December 2019	o In-kind Government	450,000
Management Arrangements	_____	o Cash UNDP	450,000
PAC Meeting Date	_____	In-kind contributions	450,000

Agreed by (Government):

NAME	SIGNATURE	Date/Month/Year
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Agreed by (Executing Entity/Implementing Partner):

NAME	SIGNATURE	Date/Month/Year
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Agreed by (UNDP):

NAME	SIGNATURE	Date/Month/Year
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