



REQUEST FOR CEO ENDORSEMENT

PROJECT TYPE: Full-sized Project

TYPE OF TRUST FUND: LDCF

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PART I: PROJECT INFORMATION

Project Title: Building capacity for LDCs to participate effectively in intergovernmental climate change processes.			
Country(ies):	Global, Least Developed Countries	GEF Project ID: ¹	5615
GEF Agency(ies):	UNEP, UNDP	GEF Agency Project ID:	UNDP: 5318 UNEP: 1215
Other Executing Partner(s):		Submission Date:	05/06/2014
		Resubmission Date:	17 July 2014
GEF Focal Area (s):	Climate Change	Project Duration(Months)	30
Name of Parent Program (if applicable):	N/A	Project Agency Fee (\$):	380,000
<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 (\$)
CCA-2	Outcome 2.1: Increased knowledge and understanding of climate variability and change-induced risks at country level in targeted vulnerable areas	Indicator 2.1.1: Relevant risk information disseminated to stakeholders	LDCF	4,000,000	15,232,380
Total project costs				4,000,000	15,232,380

B. PROJECT FRAMEWORK

Project Objective: to strengthen institutional and technical capacities in LDCs for more effective participation in intergovernmental climate change negotiations and coordination of climate change efforts.

Project Component	Grant Type	Expected Outcomes	Expected Outputs	Trust Fund	Grant Amount (\$)	Confirmed Cofinancing (\$)
Component 1: The role of LDCs in intergovernmental climate change negotiations (overseen by UNDP).	TA	1. Capacity of LDCs to participate effectively in intergovernmental climate change negotiations strengthened.	1.1 Negotiators from each LDC have enhanced diplomacy skills and critical information on key issues underpinning the negotiations in order to formulate their own negotiation positions	LDCF	1,687,000	1,174,000

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.

			under the different UNFCCC negotiation topics.			
			1.2 Negotiators from LDCs have increased technical knowledge pertaining to three specific negotiation topics (e.g. economic instruments, adaptation, technology).			
			1.3 A community of practice to support LDCs to interpret and respond to negotiation outcomes.			
			1.4 A long-term operational strategy for the LDC Group to coordinate responses/submissions and participate in parallel negotiation topics.			
Component 2: National systems/institutions for coordinating climate change information in LDCs (overseen by UNEP).	TA	2. Institutional capacity of LDCs to collect, interpret and disseminate climate change data and information is strengthened.	2.1 Support provided for formulation of country-specific institutional coordination strategies for effective participation in intergovernmental climate change negotiations and facilitation of dissemination of relevant information emanating from these negotiations.	LDCF	1,373,818	12,158,380
			2.2 Technical assistance and guidance provided for the development of national systems for managing climate change information and data to support reporting under the UNFCCC.			
Component 3: Knowledge Management (overseen by UNDP)	TA	3. Knowledge products generated by the project are accessible and	3.1 Knowledge products generated through the project are translated and available	LDCF	565,818	1,900,000

and UNEP).		available.	on an appropriate knowledge platform. (UNDP)			
			3.2 Strategy to sustain knowledge generated by the project including through South-South cooperation. (UNEP)			
Subtotal					3,626,636	15,232,830
Project management Cost (PMC) ³					313,364	0
M&E (UNEP)					60,000	
Total project costs					4,000,000	15,232,380

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	UNDP - Knowledge, Innovation and Capacity Group (KICG), Bureau of Development Policy	Grant	120,000
GEF Agency	UNEP - NIE Direct Access Project	Grant	300,000
Other Multilateral Agencies	UNITAR	Grant	1,054,000
Other Multilateral Agencies	Green Climate Fund - Readiness Programme	Grant	11,858,380
GEF Agency	UNEP - Climate Technology Centre and Network (CTCN)	Grant	1,000,000
GEF Agency	UNDP -Adaptation Learning Mechanism	Grant	200,000
GEF Agency	UNEP - APAN and AAKNET	Grant	700,000
Total Co-financing			15,232,380

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
UNDP	LDCF	Climate Change	Global	2,000,000	190,000	2,190,000
UNEP	LDCF	Climate Change	Global	2,000,000	190,000	2,190,000
Total Grant Resources				4,000,000	380,000	4,380,000

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.

F. CONSULTANTS WORKING FOR TECHNICAL ASSISTANCE COMPONENTS:

Component	Grant Amount (\$)	Cofinancing (\$)	Project Total (\$)
International Consultants	1,675,000		1,675,000
National/Local Consultants	143,000		143,000

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

G. DOES THE PROJECT INCLUDE A “NON-GRANT” INSTRUMENT? (Select)

(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).

N/A

PART II: PROJECT JUSTIFICATION

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

No significant changes in alignment with the project design of the original PIF have been made. The following summarizes the most significant changes in terms of the projects’ outcomes/outputs and baseline and cofinancing activities:

While the wording of Component 2 and the project Outcomes have been altered to make them more specific, but they remain based on the same underlying principles. In addition, all outputs have been contextualized to fit the needs of LDC’s following the consultations held during the PPG.

One outcome (outcome 1.2 in the original PIF) has been moved from Component 1 to Component 2. This was done to group all of the outputs concerned with strengthening national institutions to support effective participation in intergovernmental climate change negotiations under one Component.

Additional outputs that were not included in the original PIF have also been added. These outputs emanated from the stakeholder consultations conducted during the PPG phase. These additional outputs in the final design of the proposed LDCF project are listed below.

- Output 1.3: “A community of practice to support LDCs to interpret and respond to negotiation outcomes”. Following requests received from stakeholders during the PPG, this outcome has been added to provide LDC’s with ongoing technical support to interpret and respond effectively to negotiation outcomes. This will allow LDCs to address climate change issues within the framework of the decisions reached during intergovernmental climate change negotiations.
- Output 1.4: “A long-term operational strategy for the LDC Group to coordinate responses/submissions and participate in parallel negotiation topics.”. The LDC Group is an important negotiating bloc representing the collective needs of LDCs. This output emerged from PPG consultations that emphasized the need to promote the continued effective operation of the LDC group, thereby supporting the effective participation of all LDCs in intergovernmental climate change negotiations.
- Output 3.2: “Strategy to sustain knowledge generated by the project including through South-South cooperation”. This output has been added to promote the sustainability of the knowledge sharing mechanism developed under Output 3.1. Through this Output, the knowledge products collected/generated under Outcomes 1 and 2 will be disseminated through existing regional/global knowledge networks.

The indicative cofinancing in the PIF totalled US\$ 19,671,396. This estimate was made based on discussions with relevant co-financing initiatives at the time the PIF was formulated. However, after further consultation with relevant co-financing initiatives during the development of the project document, it became apparent that the indicative PIF cofinancing total is an over-estimate. Two cofinancing initiatives included in the PIF (IIED and UN-Habitat) were no longer able to commit co-financing, and the total value of co-financing from other partners has changed slightly in some cases. The total indicative cofinancing has therefore been refined to US\$ 15,232,380.

The additionality of LDCF resources, as related to the baseline initiatives included in the proposal is clearly explained in the project documents and is in line with what was proposed at PIF stage.

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.

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

The proposed LDCF project is aligned with the following global and regional conventions:

- United Nations Environment Programme's Programme of Work;
- United Nations Framework Convention on Climate Change (UNFCCC);
- Hyogo Framework for Action (HFA);
- Convention on Biological Diversity (CBD);
- Millennium Development Goals (MDGs);
- Least Developed Countries Expert Group (LEG); and
- Adaptation Committee (AC).

National policy (NAPAs, NAPs, INCs, SNCs, TNAs)

The conventions mentioned above provide frameworks and guidelines that influence or dictate policy in signatory nations. Examples include the guiding policy documents generated under the UNFCCC such as the NAPAs and the National Communications, the UNCCD's National Action Programme, and the NBSAPs under the CBD. The proposed LDCF project will contribute to these frameworks by strengthening national capacities for participating in the intergovernmental processes that determine and affect the contents of the frameworks. This will promote the representation of LDCs and the adaptation needs of LDCs in these processes.

Additionally, the LDC's NAPAs and NAPs serve as national policy tools that articulate short-, medium- and long-term adaptation needs. Increased support for applying climate change information, science and technology to inform development planning will allow LDCs to bolster their adaptation efforts relating to NAPAs and NAPs.

For additional information on the proposed LDCF project's alignment with national strategies please refer to Section 3.1 of the UNEP PD and Section 2.2 of the UNDP PD.

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

The proposed LDCF project will contribute to the following LDCF/SCCF Focal Area Objective:

CCA-2: Increase adaptive capacity to respond to the impacts of climate change, including variability, at local, national, regional and global level.

Output 2.1.2: Systems in place to disseminate timely risk information.

Table A indicates the funds that are allocated to the relevant Focal Areas under the Results-Based Management Framework.

Eligibility Criteria

During COP-7 (Marrakesh, 2001), it was decided to establish a work programme for LDCs to further the implementation of Article 4, paragraph 9 of the UNFCCC⁵. This LDC work programme includes *inter alia*: i) strengthening of national climate change secretariats and/or focal points; ii) providing training in negotiating skills to develop the capacity of negotiators from LDCs; and iii) supporting the preparation of NAPAs. Efforts to address immediate and urgent climate change impacts through the NAPA process in LDCs have progressed. However, the elements relating to strengthening of climate change secretariats and negotiators have not yet been operationalized.

At the 13th GEF LDCF/SCCF council meeting (Washington D.C., 2012), a GSP that addresses institutional and technical capacity gaps that hinder LDCs in coordinating climate change efforts was discussed⁶. This GSP would seek to address the shortfalls in institutional and technical capacity that prevent LDCs from assuming greater ownership of the implementation of the UNFCCC, and from establishing sustainable institutional arrangements for coordinating their

⁵ Decision 5/CP.7

⁶ GEF/LDCF.SCCF.13/Inf.05.

adaptation and mitigation efforts. This was translated into guidance from the GEF to its Agencies on how to address the shortfalls and constraints mentioned above for LDCs⁷. In response to the needs of LDCs, a GSP, subject to LDCF funding, is hereby designed by UNEP and UNDP. The support programme will target LDC governments that have ratified the UNFCCC. As non-Annex I Parties, all LDCs are fully eligible to access GEF/LDCF resources and thus to receive assistance from the support mechanism. The proposed LDCF project is consistent with the needs described at the abovementioned discussions. The priority needs include:

- an overall focus on concrete actions, notably on training for technical aspects;
- strengthened capacity of climate change secretariats (including negotiating skills);
- technology transfer; and
- access to climate data.

As presented here, the proposed LDCF project has been developed to include these considerations and is well aligned with the GEF/LDCF eligibility criteria and priorities.

For additional information on the GEF Focal Area and eligibility criteria please refer to Section 2.1 of the UNDP PD.

A.3 The GEF Agency's comparative advantage

UNDP and UNEP have worked together in the provision of technical assistance to countries through the GSP-NC, GSP-NAP and the National Capacity Self-Assessments. The long and successful partnership between the two agencies will continue, as they work together to oversee components of the proposed LDCF project that are mutually reinforcing. The support that UNDP and UNEP will extend to LDCs to enhance technical and institutional capacity draws from the following:

- in-house technical advisory services on key topics of relevance to intergovernmental climate change negotiations;
- experience with delivering technical and financial support to LDCs cost-effectively and at scale;
- on-the-ground experiences with linking climate changes impacts with poverty reduction, and development and environment agendas; and
- combining, sequencing and accessing finance from multiple sources, including public and private funds.

UNDP and UNEP have supported and assisted countries to meet their commitments under various Multilateral Environmental Agreements. This includes, *inter alia*, support to enable countries to meet commitments under: i) the UNFCCC; ii) the Convention on Biological Diversity (CBD); iii) the United Nations Convention to Combat Desertification (UNCCD); and iv) the Stockholm Convention on Persistent Organic Pollutants. Additionally, as part of the GEF Partnership, UNDP and UNEP have supported LDCs in combining and sequencing programmes and projects, and accessing finance through vertical funds as well as other sources. Additionally, LDCs have been provided with technical, financial and capacity development assistance, in order to facilitate the coherent integration of climate change risks and uncertainties into relevant new and existing national policies and programmes.

The support provided by UNDP and UNEP includes experience and technical expertise that exists within the two organisations in assisting countries, especially LDCs, to foster an enabling environment for pursuing sustainable climate resilient development, and making sure that adaptation measures are environmentally sound and sustainable in the medium- to long-term.

For additional information on the GEF Agencies' comparative advantage please refer to Appendix 17 of the UNEP PD and Section 2.3 of the UNDP PD.

A.4. The baseline projects and the problems they seek to address:

Component 1. The role of LDCs in intergovernmental climate change negotiations (overseen by UNDP)

⁷ "Support for Elements of the Least Developed Countries Work Programme other than the NAPAs" LDCF/SCCF Council Information Document. GEF/LDCF.SCCF.13/Inf.05.

Under this Component, the baseline situation is presented as follows: i) the common challenges faced by LDCs with regards to effective participation in intergovernmental negotiations; ii) an overview of previous training initiatives for LDC negotiators; and iii), the ongoing projects that will be built upon by the proposed LDCF project.

Challenges to the effective participation of LDCs in intergovernmental climate change negotiations

The typology and characteristics of countries classified as Least Developed vary considerably. This is relevant to each country's requirements for capacity building to improve participation in intergovernmental climate change negotiations. For example, some LDCs require support to strengthen the skills of their negotiators who have limited or no prior experience. By contrast, some LDCs have large teams of experienced negotiators, but the country would welcome support to deepen their negotiators' knowledge in specific technical areas. Furthermore, the challenges to effective participation in negotiations faced by individual LDCs are dynamic, as their capacities are strengthened through ongoing initiatives (see below) or reduced through, for example, staff turnover. It is therefore most relevant to consider the common challenges faced by LDCs with regards to effective participation in intergovernmental negotiations.

In general, LDCs prepare for intergovernmental climate change processes in a relatively uncoordinated manner. Negotiation positions tend to be informed by *ad hoc* discussions and few representatives from LDCs are able to draw on formal training to conduct negotiations effectively. There is often considerable reliance on the designated UNFCCC focal point to provide relevant information to inform negotiating positions, particularly in cases where the same person attends successive intergovernmental climate change meetings. As a result, focal points are often required to participate in detailed technical discussions on topics that are not necessarily within their primary fields of expertise.

LDC delegations frequently have limited knowledge on the structure of intergovernmental negotiations on climate change— including the various workstreams – and how previous COP decisions affect current negotiations. This is because inadequate financial resources limit the size of LDC delegations. For example, the delegations of Yemen and Afghanistan are often limited to only three people, while Benin's delegation is usually composed of eight representatives. Consequently, one or two individuals from any particular country may have to attend and record multiple topics, which are often negotiated simultaneously in parallel sessions.

Furthermore, high staff turnover among LDC negotiation delegations limits knowledge retention. This is because: i) LDC governments have inadequate financial resources to attract and retain skilled individuals; and ii) individuals are regularly transferred between different government departments. Additionally, negotiators who have gained experience and training at intergovernmental negotiations are often promoted to more senior positions within government. Consequently, many LDC negotiators attending intergovernmental climate change negotiations have minimal experience attending and participating in such meetings. This, coupled with inadequate training opportunities at a national level, results in many LDC negotiators having limited basic negotiation skills (e.g. diplomacy skills).

Rapid rates of staff turnover, combined with insufficient systems to retain information emanating from the negotiations, result in a loss of institutional memory within LDCs. Consequently, there is insufficient analysis of previous negotiations to establish how the specific resolutions were determined. Furthermore, a lack of coordination between climate change secretariats and other ministries – as well as between government agencies and other sectors⁸ – impedes inter-ministerial and cross-sectoral collaboration on national responses to climate change. As a result, only a few decision-makers within LDCs are aware of UNFCCC processes, and how the current topics under negotiation relate to their countries' socio-economic development.

In summary, *ad hoc* preparation for climate change negotiations, small delegations, rapid staff turnover and ineffective national coordination mechanisms result in many LDCs being ill-equipped to effectively participate in intergovernmental climate change negotiations. Overall, there is a need to increase the basic negotiation skills and understanding of UNFCCC processes among LDC climate change negotiators and – as discussed below – to capitalise on the capacity and strengths that exist within the relatively well-capacitated LDCs.

Climate change negotiator training

⁸ e.g. the private sector

In response to the abovementioned challenges, several initiatives have provided some form of training to LDC negotiators. These initiatives are described below.

- UNEP has been providing support to the African Group of Negotiators (AGN) and African Ministerial Conference on the Environment (AMCEN), of which African LDCs are members.
- The Government of Australia and UNDP are collaborating on a project entitled: “Capacity Building for SIDS Climate Change Negotiators”.
- In 2008, the UNDP Environment & Energy Group implemented a project entitled: “Capacity Development for Policy Makers to Address Climate Change”.
- Since 2007, UNEP Division of Environmental Law (DELIC) has organised a series of high-profile preparatory meetings for the regional Groupings within the UNFCCC negotiating process.
- UNEP – through its Division of Environmental Policy Implementation (DEPI) and DELIC – has produced a guide for negotiators of multilateral environmental agreements (MEA).

Although the abovementioned initiatives have included climate change negotiator training relevant to LDCs over the past decade, there are a number of shortfalls in the training provided.

- Training activities have mainly been conducted within individual projects that benefit specific countries or groups of countries. There have been no initiatives that provided uniform training and capacity building to all LDCs. There are no examples of initiatives, which have developed training programmes that are tailored to the particular needs of LDCs.
- The participation of climate change negotiators in training events has not been based on technical capacity requirements. Rather, officials have been sent to training events on an *ad hoc* basis.
- Training has been provided on an *ad hoc* basis, and there is no strategy to provide coordinated, sustainable training support.
- Training materials and technical support are generally available only in English. As a result, opportunities for capacity building through international training courses are restricted to LDC climate change negotiators who speak English.

Ongoing initiatives that contribute to this Component

Component 1 of the proposed LDCF project will build on the ongoing initiatives listed below.

The **UNDP Knowledge, Innovation, and Capacity Group (KICG)**, Bureau of Development Policy (BDP), provides a range of policy and technical advisory services that can be utilised to support the proposed LDCF project. The objectives of the KICG are to: i) support and guide the development of policy; ii) collect and provide evidence on successful capacity development strategies; iii) conduct research and analysis; and iv) work as the in-house resource team for training UNDP country office and country team colleagues. On-the-ground technical support is provided for conducting capacity assessments, designing and executing capacity development responses, and helping to implement systems that measure changes in capacity over time. KICG also supports development initiatives by integrating state-of-the-art knowledge-sharing approaches as an integral part of UNDP’s services, looking to and beyond technology platforms in this pursuit. The total co-financing contribution to the proposed LDCF project is US\$120,000. The proposed LDCF project will build on the application of KICG’s core approach to capacity development, capacity assessment and measurement of capacity results in designing and monitoring its negotiator training activities. In addition, the proposed LDCF project will build on the experience and lessons learned by KICG to gather and share information collected and generated by the project.

UNITAR’s e-Learning course *Climate Change Diplomacy* provides training for negotiators and other officials for participation in UNFCCC processes. The training develops participants’ understanding of climate change risks and negotiation processes. This strengthens their capacity for decision-making and for representing their countries’ interests when negotiating climate change commitments. UNITAR also conducts training events tailored to national circumstances in specific countries. The proposed LDCF project will build on this initiative by working with UNITAR to expand the course for all LDCs and to tailor it to their specific needs and national circumstances. UNITAR has a total

budget of US\$160,000 over two years for this e-learning course and will contribute US\$54,000 in co-financing to the proposed LDCF project.

UNITAR's One UN Training Service Platform on Climate Change (UN CC:Learn) supports member States, UN Agencies and other development partners in designing and implementing results-oriented and sustainable training on climate change. This platform is now supporting five pilot projects in Benin, the Dominican Republic, Indonesia, Malawi and Uganda. This will be expanded to a further eight countries over the next year. The proposed LDCF project will build on the knowledge products produced through this initiative, and will provide these products to additional LDCs. The UN CC:Learn platform has an overall budget of US\$1,000,000, which will be used as co-financing for the proposed LDCF project.

Component 2. National systems/institutions for coordinating climate change information in LDCs (overseen by UNEP)

The majority of LDCs used opportunities presented by NAPA and National Communications to establish national climate change secretariats and/or UNFCCC focal points. These secretariats and focal points facilitate the effective implementation of country commitments under the UNFCCC and Kyoto Protocol⁹. The secretariats are usually situated within the Ministries of Environment. These secretariats and focal points usually support: i) the development of a regulatory framework that underpins an LDC's response to climate change under the UNFCCC; ii) institutional and financial requirements for the coordination of national climate change programmes; and iii) communication of climate change information at a national level. However, following the closure of the above-mentioned projects, the functionality of many LDC secretariats has diminished.

NAPA formulation and implementation – funded by the LDCF – has also contributed towards the establishment, development and/or strengthening of existing/new national institutions to oversee and promote regulatory support for climate change adaptation. However, many of these national institutions are constrained in their capacity to effectively participate in UNFCCC processes by: i) under-resourced bureaucracies; ii) insufficient technical capacity; and iii) poor institutional memory. Furthermore, mechanisms to disseminate information emanating from intergovernmental climate change negotiations to relevant national structures are limited. For example, in many LDCs, climate change negotiators disseminate information emanating from the negotiations through a single post-COP meeting with relevant government officials – e.g. Timor-Leste, Yemen, Benin. There is consequently a need to strengthen national institutional arrangements and coordination mechanisms within LDCs to increase their capacity to participate effectively in UNFCCC processes.

Climate change information – at both national and international levels – is required to inform national development policies and appropriate responses to climate change. LDCs – through their NAPA and INC projects – have developed strategies to access this information. Furthermore, LDCs have contributed information on climate change technology, adaptation and GHG emissions through various projects – *inter alia* NAPAs, INCs and TNAs¹⁰. While the functionality of these information management strategies varies considerably between individual LDCs, in general institutional arrangements and mechanisms to transfer such climate change information to and from LDC climate change secretariats are generally inadequate. This is because such arrangements or mechanisms – along with technical capacity and institutional memory – diminish once a project and the associated financial support ends. Therefore, in many cases, LDCs have limited access to the latest climate change information. This limits the capacity of LDCs to carry out long-term planning for climate change adaptation and report under the UNFCCC on a continuous basis.

In the run-up to the development and implementation of a new climate change treaty in 2015, LDCs need to be informed on the latest available information on climate change and technologies for mitigation and adaptation. The IPCC's Fifth Assessment Report (AR5) has been released in 2014 to support UNFCCC Parties – including those from LDCs – in their long-term cooperative action on climate change. In order to respond to the findings of this report – and any subsequent climate change information – LDCs require strengthened institutional capacity to use AR5 scientific information to inform their negotiation positions.

⁹ report of the 21st meeting of the LEG

¹⁰ Technology Needs Assessments

The institutional capacity strengthening requirements of each LDC will be variable. Political, financial and social differences between individual LDCs result in different levels of baseline institutional capacity. In addition, other relevant initiatives (see below and Section 2.7) will continue to strengthen institutional capacity in those LDCs that they are working in. The variable and dynamic level of capacity within different LDCs means that tailored capacity-building approaches are required for each different country.

Therefore, there is a need to establish sustainable mechanisms to ensure that LDC climate change negotiators are as informed as possible on the negotiation topics of importance to their respective countries or negotiating blocs. Upon conclusion of negotiations, countries must also address climate change issues within the framework of the decisions reached. Therefore, there is a need to develop national LDC mechanisms for collecting, analysing, disseminating and archiving climate change data to inform future negotiating positions and support reporting under the UNFCCC.

Ongoing initiatives that contribute to this Component

The proposed LDCF project will build on the following ongoing initiatives to deliver consistent training and support to national institutions.

The NIE Direct Access project – implemented by UNEP – focuses on strengthening the institutional and financial capacity of developing countries. The strengthening of capacities facilitates accreditation of National Implementing Entities (NIE) for direct access to the Adaptation Fund and other international climate funds. The project provides support on identification of capacities that already exist and additional capacities that may be needed within the relevant entity. The NIE Direct Access project also supports the appropriate entities to prepare a capacity development strategy to address identified gaps. These may include capacities for financial management, procurement, monitoring and evaluation. UNEP further provides support services to NIEs in preparing an application for accreditation and technical assistance in developing proposals for adaptation projects under the direct access modality. The LDCF project will help advance this capacity building initiative through the establishment or strengthening of national coordination mechanisms for climate change in LDCs. The NIE Direct Access project will contribute US\$300,000 in co-financing to the proposed LDCF project.

UNEP and UNDP joint initiative: **The Green Climate Fund (GCF) Readiness** – currently in the inception phase – will offer needs-oriented support to countries for accessing and using the GCF, once it is operational. It is implemented by UNDP, UNEP, WRI, with financing from the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU). This programme will include the development of: i) specific technical capacity building programmes in nine target countries; ii) national project pipelines on the basis of existing and potential specific national plans and policies; and iii) in-country monitoring and tracking systems for climate finance. The monitoring and tracking systems will provide feedback on shortcomings identified with GCF processes to support the work of the GCF board. The programme is currently working with stakeholders in each country – through scoping missions – to develop a readiness plan. The plan will be based primarily on an assessment of capacities around the pillars of climate finance readiness. The proposed LDCF project will build on this initiative by strengthening national institutional capacities to: i) support the integration of climate change into development planning; and ii) participate in UNFCCC processes, including reporting under the UNFCCC and accessing funding for climate change mitigation and adaptation. The overall budget of the relevant initiatives from the GCF Readiness Programme is US\$11,858,380, which is also co-financing for the proposed LDCF project.

Component 3. Knowledge management (overseen jointly by UNDP and UNEP)

Many existing web-based networks, which are accessible to LDCs, share information on climate change. These include: i) the Africa Adaptation Knowledge Network (AAKNet); ii) the Asia Pacific Adaptation Network (APAN); iii) the Global Adaptation Network; and iv) the Climate Technology Centre and Network (CTCN). However, these networks are not always able to provide access to all of the relevant training materials and knowledge products (see a description of these under Outcome 1) that have been developed to improve negotiation skills and increase understanding of UNFCCC processes. Consequently, many of these training materials have been developed by individual projects, and

they have not been shared once the projects have ended. There is consequently a need to collect and disseminate available climate change information on existing knowledge networks.

Knowledge on climate change is also not widely available in the official languages of many LDCs. This limits the ability of LDC climate change secretariats, negotiators and technical staff to understand what can often be specialised information. There is therefore a need to provide relevant training materials and knowledge products on intergovernmental climate change negotiations in languages that are regularly spoken in LDCs.

Ongoing initiatives that contribute to this Component

The **UNDP and UNEP Knowledge Management Initiatives** apply knowledge and technology to support climate change adaptation. These networks coordinate and facilitate the exchange of climate change information. This includes: i) improving collaboration for innovation; ii) collating knowledge in tailored packages; iii) supporting strategic planning and policy processes; and iv) building capacity for climate change adaptation. The proposed LDCF project will build on these initiatives by promoting the sharing of knowledge among LDCs and non-LDCs on: i) intergovernmental climate change negotiations; ii) integrating climate change into development planning; and iii) reporting under the UNFCCC. The Adaptation Learning Mechanism (UNDP) will contribute US\$200,000, and APAN and AAKNET (UNEP) US\$700,000, in co-financing to the proposed LDCF project.

The **Climate Technology Centre and Network (CTCN)** is the operational component of the UNFCCC Technology Mechanism. It is hosted and managed by UNEP in collaboration with UNIDO and is supported by a consortium of 11 Centres of Excellence located in developing and developed countries. The CTCN's mandate is to: i) build or strengthen the capacity of developing countries to identify technology needs; ii) facilitate the preparation and implementation of technology projects and strategies to support mitigation and adaptation interventions; and iii) promote low-emission and climate-resilient development. The centre started its operations in mid-2013, following the Doha COP's decision and UNEP's Governing Council of 2013. The proposed LDCF project will build on this initiative by facilitating the exchange of state-of-the-art information on climate change technology to support integration of climate change into development. The centre currently operates under a budget of more than US\$5,000,000, of which US \$1,000,000 is relevant as co-financing to the proposed LDCF project.

For additional information on the baseline scenario, baseline projects and the problems that they seek to address please refer to Section 2.2 and Section 2.6 of the UNEP PD and Section 2.3 of the UNDP PD.

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:

Component 1. The role of LDCs in intergovernmental climate change negotiations (overseen by UNDP)
Outcome 1: Capacity of LDCs to participate effectively in intergovernmental climate change processes strengthened.

Adaptation alternative

Under Outcome 1 (overseen by UNDP), LDCF resources will be used to provide coordinated training to climate change negotiators from all LDCs. These training activities will build on and be informed by the knowledge and expertise that already exists within capacitated individuals and delegations from LDCs. Increasing the negotiation skills and technical capacity of all LDC negotiators will allow them to participate effectively in intergovernmental climate change negotiations, thereby increasing the ability of LDCs to influence the global response to climate change.

The support mechanism provided by the proposed LDCF project will build on and complement – rather than duplicate – other relevant support provided to LDCs. This will be done by drawing on, synthesising, updating, and making available relevant guidance, methodologies and tools, rather than developing new ones. This complementarity will be

achieved through close coordination with the LEG, relevant co-financing initiatives, and other ongoing initiatives at the regional and national level – for example IIED and CDKN.

Through the proposed LDCF project, LDC climate change negotiators will receive: i) training on general negotiation skills; and ii) technical knowledge on current negotiation topics. This capacity building will be enhanced by the establishment of a community of practice that consolidates the existing capacity and expertise of skilled LDC representatives and provides ongoing technical support to all LDCs. To strengthen the continued effective participation of LDCs collectively in intergovernmental negotiations, LDCF resources will also be used to assist the LDC Group to develop a long-term operational strategy.

Output 1.1: Negotiators from each LDC have enhanced diplomacy skills and critical information on key issues underpinning the negotiations in order to formulate their own negotiation positions pertaining to UNFCCC negotiation topics.

Building on the activities of related initiatives – *inter alia* IIED, CDKN – relevant training materials for LDC climate change negotiators will be updated, or where necessary, new materials will be developed. These training materials will focus on: i) diplomacy skills; ii) negotiation terminology; iii) UNFCCC processes; and iv) guidance on how to formulate negotiation positions. Training materials on negotiation skills will include gender-sensitivity training to ensure that: i) female negotiators are empowered to participate meaningfully in the negotiations; and ii) LDC negotiators are made aware of their responsibility to respect the views of all of their colleagues during training and negotiations. These training materials will include handbooks, training courses, briefing notes and toolkits. They will also be tailored to the specific context of LDCs.

Additionally, regional training workshops will be convened to provide training to LDC climate change negotiators. This training will provide LDC climate change negotiators with the skills required to participate effectively in intergovernmental negotiations. The training materials prepared will be used at these workshops. These materials will also be provided in a format – for example, handbooks – that trainees can take home. These materials can be shared with other negotiators and/or negotiators-in-training who could not attend the workshops in person or who cannot access internet-based materials. Training will be provided by experienced facilitators, and will draw on the experience gained through similar workshops run by other initiatives – for example ecbi.

Regional training workshops will be conducted with the following guiding principles.

- Separate training workshops will be convened for the West Africa (Francophone Africa), Southern/East Africa (Anglophone Africa), Asia and Pacific regions. Haiti, a French-speaking Caribbean nation, will be invited to join the West Africa workshop.
- A total of 12 training workshops – three per region – will be convened over the course of the project. However, the number of training workshops may be adjusted during the project implementation phase if it is not feasible to fit them into the already busy UNFCCC schedule.
- The regional training will take place 2 – 4 months prior to the annual SBI/SBSTA meeting and COP.
- At least three negotiators from each LDC will be invited for training. LDCs will be supported by project staff and workshop facilitators to identify participants to benefit from training on climate change negotiations. Relevant national gender equity targets of participating countries and international agreements, such as the third Millennium Development Goal¹¹, will guide the recruitment of LDC climate change negotiators.
- The agenda for the training will include – but will not be limited to – diplomacy skills, negotiation terminology and explanations of UNFCCC processes. Further, strategies for sustainable and effective participation in intergovernmental climate change processes will be discussed.
- The training provided will be based on interactive and participatory learning approaches such as simulated negotiations, and sharing of experiences between senior negotiators and negotiators-in-training.
- Existing alumni networks (such as those administered by IIED) will be used to invite senior LDC negotiators to attend the regional training to share their experiences.

¹¹ promoting gender equality and empowering women

Activities under Output 1.1 include:

- *Activity 1.1.1:* Revise/develop training materials on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.
- *Activity 1.1.2:* Convene regional training workshops to strengthen the skills of LDC negotiators to participate effectively in intergovernmental climate change negotiations.

Output 1.2: Negotiators from LDCs have increased technical knowledge pertaining to negotiation topics.

Existing technical training materials, developed by related initiatives, will be updated to provide LDC climate change negotiators with the latest available technical knowledge pertaining to targeted negotiation topics or streams. These training materials will include – for example – the LDC Paper series prepared by the ecbi. If necessary, new technical training materials will be developed. The training materials, including information briefs, brochures, and training courses, will provide technical information on the latest available climate change science, technology and finance. This information will include – for example – details from the Fifth Assessment Report (AR5) of the IPCC.

The technical training materials revised/developed will be presented at the regional training delivered under Output 1.1. The target audience for the materials will be senior negotiators with at least five years of experience. This training will provide senior negotiators with an enhanced understanding of the technical details underpinning the targeted negotiation topics. Furthermore, the enhanced technical knowledge of senior negotiators will allow them to become trainers for junior negotiators within their delegations.

Activities under Output 1.2 include:

- *Activity 1.2.1:* Develop and/or update technical training materials, relevant to selected negotiation topics, on the latest available information on climate change science, technology and finance.
- *Activity 1.2.2:* Train senior negotiators on the latest available information on climate change science, technology and finance at the regional training workshops convened under Output 1.1.

Output 1.3: A community of practice to support LDCs to interpret and respond to negotiation outcomes.

A community of practice to provide technical support to LDCs to interpret and respond to negotiation outcomes will be established. This will allow LDCs to address climate change issues within the framework of the decisions reached during intergovernmental climate change negotiations. The community of practice will include experts, practitioners and negotiators. This community will build on existing expert networks, such as the Adaptation Learning Mechanism, LDC Group network and IIED's roster of experts, and will include technical experts from academia, civil society, and the public sector. A lead facilitator will also be identified to oversee the functioning of the community of practice.

The community of practice will consider regional (i.e. West Africa, Southern/East Africa, Asia, and the Pacific) and sub-regional expertise needs. The establishment and nurturing of a community of practice will facilitate the sustainability of technical support to LDCs beyond the duration of the project. This is because strong working relationships will be developed between experts and negotiators.

The community of practice will develop briefing notes on each agenda item prior to – and after – COP and SBI/SBSTA meetings. These briefing notes will: i) provide technical information on each agenda that may assist each LDC to formulate their own negotiation position; and ii) support the dissemination of resultant information from the negotiations to the appropriate sectors at a national level. Briefing notes will be developed in collaboration with other related initiatives – for example ecbi – who have undertaken similar activities. The briefing notes will be distributed to all LDC climate change secretariats. In addition to developing briefing notes, other regular activities – such as online discussions – will be organised. This will encourage active learning through participation and observation, and promote the development of a vibrant community.

The proposed LDCF project will also establish communication networks between the community of practice and relevant national institutions in each LDC. The communication network will build on any existing knowledge networks

within LDCs. The project management unit of the proposed LDCF project will – through the lead facilitator for the COP – provide a helpdesk service to facilitate communication between the LDCs and the appropriate experts within the community of practice.

Activities under Output 1.3 include:

- *Activity 1.3.1:* Coordinate a community of practice to support LDCs to interpret and respond to negotiation outcomes.
- *Activity 1.3.2:* Develop, through the community of practice, briefing notes on each agenda item prior to, and after, COP and SBI/SBSTA meetings.
- *Activity 1.3.3:* Establish communication networks between the community of practice and relevant national institutions in each LDC.

Output 1.4: A long-term operational strategy for the LDC Group to coordinate responses/submissions and participate in parallel negotiation topics.

The LDC Group has been effective at representing the collective positions of LDCs at intergovernmental climate change negotiations. To maintain their continued effective participation, the proposed LDCF project will – in close cooperation with the LDC Chair – strengthen ongoing efforts to formulate a long-term operational strategy for the LDC Group. Support will be provided by: i) identifying good practices from other multilateral agreements/conventions to inform this long-term operational strategy; and ii) facilitating group discussions on the long-term strategy at the regional training convened under Output 1.1 or other relevant platforms. By building on the existing structures and ongoing work of the LDC Group, the LDCF project will support improved coordination with the LDC Group and hasten the delivery of the Group's objectives.

The LDC Chair will lead the ongoing development of the strategy. The strategy will include *inter alia* regular – as opposed to *ad hoc* – group meetings to coordinate responses/submissions to all ongoing negotiation topics. Experts on climate change finance will also be consulted to advise the LDC Group on approaches to raising finance for implementing their long-term operational strategy.

Activities under Output 1.4 include:

- *Activity 1.4.1:* Identify good practices from other multilateral agreements/conventions to inform the long-term operational strategy for the LDC Group.
- *Activity 1.4.2:* Facilitate group discussions, at the regional training workshops or other relevant platforms, to formulate a long-term operational strategy for the LDC Group.

Component 2. National systems/institutions for coordinating climate change information in LDCs (overseen by UNEP)

Outcome 2: Institutional capacity of LDCs to collect, interpret and disseminate climate change data and information is strengthened.

Adaptation alternative

Underpinning the effective participation of LDCs in intergovernmental climate change negotiations – and the integration of climate change into development planning – are the mechanisms for coordinating climate change activities across institutions and sectors. Under Outcome 2 – overseen by UNEP – the proposed LDCF project will provide support to LDCs to develop strategies for strengthening national coordination mechanisms between climate change secretariats and relevant line ministries and departments – such as water, meteorology, local government, foreign affairs and agriculture.

LDCF resources will also be used to provide guidance to LDCs on how to apply the latest available science and technology concerning climate change mitigation and adaptation interventions. Furthermore, guidance will be provided to support the development of sustainable national mechanisms for collecting, analysing, disseminating and archiving

climate change data. The support provided through the proposed LDCF project will assist LDCs to: i) integrate climate change into development planning¹²; and ii) design a national system for reporting under the UNFCCC¹³.

Output 2.1: Support provided for formulation of country-specific institutional coordination strategies for effective participation in intergovernmental climate change negotiations and facilitation of dissemination of relevant information emanating from these negotiations.

National strategies – for individual LDCs – for coordinating climate change activities across institutions and sectors will be developed. These tailored national strategies will support countries in coordinating their effective participation in intergovernmental processes. These strategies will include guidance on coordinating a country-specific position on relevant negotiation topics (including input from all of the relevant sectors), interpreting decisions made at intergovernmental climate change negotiations and disseminating the relevant information to the appropriate sectors at a national level. The development of these national coordination strategies will be aided by the identification of good practices and effective national strategies from both LDCs and non-LDCs. These good practices will pertain to national institutional arrangements and coordination mechanisms for bringing together the relevant national stakeholders from different ministries, departments, NGOs and civil society to collectively formulate the country's negotiation position. These institutional arrangements and coordination mechanisms will draw on the progress made by LDCs in this regard during the development of their NAPAs. In addition, under Output 2.1, LDCF resources will be used to identify national institutional and technical capacities of individual LDCs required to: i) interpret decisions made at intergovernmental climate change negotiations; and ii) disseminate the resultant information to the appropriate sectors at a national level.

The good practices and capacity needs identified will be used to inform the development of e-Learning courses on: i) interpreting decisions made at intergovernmental climate change negotiations; and ii) disseminating the resultant information to the appropriate sectors. These courses will be based on those already developed by UNITAR. The e-Learning courses developed will be tailored to the specific needs of LDCs. The intended audience of these e-Learning courses will be technical staff from the Ministries of Environment, Planning, Finance, Local Government, and other main sectoral Ministries. As this form of training does not require travel, a large group of technical staff in all LDCs will be able to benefit from training provided in an e-Learning format. The e-Learning courses will be run bi-annually (prior to COP and SBI/SBSTA meetings) and will be designed to function efficiently in areas with limited connectivity. For example, the course will: i) use training materials that can be downloaded as pre-recorded lectures and do not have to be streamed live via the internet; ii) supply training materials on CDs/hard-drives; and iii) avoid approaches that require real-time communication.

At the regional training workshops organised under Output 1.1, support will be provided to LDCs to develop tailored national strategies for: i) coordinating a country-specific position on relevant negotiation topics (including input from all of the relevant sectors); ii) interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate sectors at a national level. This support will include training on international best practice for developing such strategies as well as technical advice on how to sustain institutional arrangements and coordination between secretariats and other national sectoral ministries. The communities of practice established under Output 1.3 will provide technical advice to the LDCs both during and after the regional training. Given the intensive support required to formulate an institutional coordination strategy, not all LDCs can receive this assistance. Twenty LDCs will be selected during project implementation to receive this support. The development of tailored national coordination strategies will promote the implementation of national climate change actions/projects and provide LDC climate change negotiators with the knowledge required to participate effectively in intergovernmental climate change negotiations.

Activities under Output 2.1 include:

- *Activity 2.1.1:* Identify good practices and effective national strategies within LDCs – pertaining to national institutional arrangements and coordination mechanisms in particular – for coordinating country-specific positions on relevant negotiation topics.

¹² e.g. NAPAs, NAPs

¹³ e.g. National Communications

- *Activity 2.1.2:* Identify national institutional and technical capacities of individual LDCs required to: i) interpret decisions made at intergovernmental climate change negotiations; and ii) disseminate the resultant information to the appropriate sectors at a national level.
- *Activity 2.1.3:* Develop e-Learning courses that provide technical staff with training on interpreting decisions made at COP and disseminating the resultant information to the appropriate sectors.
- *Activity 2.1.4:* Conduct e-Learning courses bi-annually.
- *Activity 2.1.5:* Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national institutional coordination strategies for: i) coordinating a country-specific position on relevant negotiation topics (including input from all of the relevant sectors); ii) interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate sectors at a national level.

Output 2.2: Technical assistance and guidance provided for the development of national systems for managing climate change information and data to support reporting under the UNFCCC.

Under Output 2.2, national institutional and technical capacities required to collect, analyse, interpret and archive climate change information will be identified. These capacities are required to facilitate reporting under the UNFCCC. Furthermore, a stocktaking of existing manuals, toolkits, and other resource materials that facilitate such information management capacities will be undertaken.

The above-mentioned capacity assessment and stocktaking exercise will inform the revision/development of resource materials. These resource materials will assist LDCs to establish or strengthen national systems to collect, analyse, interpret and archive climate change information in part to improve reporting under UNFCCC. Resource materials – such as guidelines and toolkits – may be revised versions of existing materials, or may be specifically developed to fill gaps identified in the capacity assessment. The revision/development of resource materials will be based on current international best practice. Existing knowledge platforms and regional training will be used to distribute these resource materials to all LDCs. Where possible, materials will be made available in the main languages of LDCs so as to allow a widespread access.

In addition to disseminating resource materials, the proposed LDCF project will provide direct support to LDCs – at the regional training organised under Output 1.1 – to develop tailored national systems for collecting, analysing, disseminating and archiving climate change data. This support will include training on international best practice for developing such systems, and training on the information required to report under the UNFCCC. Technical advice on how to prepare National Communications, NAMAs, BURs and TNAs – where necessary – will also be provided. The community of practice established under Output 1.3 will provide ongoing technical advice to the LDCs both during and after the regional training.

Activities under Output 2.2 include:

- *Activity 2.2.1:* Identify national institutional and technical capacities required to collect, analyse, interpret and archive climate change information to facilitate reporting under the UNFCCC.
- *Activity 2.2.2:* Undertake a stocktaking of existing manuals, toolkits, and other resource materials for collection, analysis, dissemination and archiving of climate change data and information.
- *Activity 2.2.3:* Develop and/or update manuals and toolkits – based on international best practice and gaps identified through the stocktaking – on the collection, analysis, dissemination and archiving of information to facilitate reporting under the UNFCCC.
- *Activity 2.2.4:* Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national systems for collecting, analysing, disseminating and archiving climate change data.

Component 3. Knowledge management (overseen by UNDP and UNEP)

Outcome 3: Knowledge generated by the project is collected and disseminated.

Adaptation alternative

Sustained access to training materials and knowledge products generated/collected by the proposed LDCF project will help to maintain the technical and institutional capacities required by LDCs to participate effectively in intergovernmental change negotiations and other UNFCCC processes. This is because these training materials and knowledge products will allow: i) new, inexperienced climate change negotiators to learn the skills to participate in intergovernmental climate change negotiations; ii) experienced negotiators to keep up to date with the latest available climate change information; and iii) national institutional arrangements to be amended/developed based on international best practice. The proposed LDCF project will therefore make all the knowledge products generated/collected through Outcomes 1 and 2 available on an existing web-based knowledge platform (e.g. NAP-GSP/Nap Central website).

Selected knowledge products will also be translated into several LDC official languages (e.g. French). The benefits of knowledge sharing will be enhanced if the training materials and knowledge products are available in multiple languages.

The knowledge products collected/generated by the proposed LDCF project (including translated versions) will be shared on existing platforms. They will be constructed using gender-responsive language, ensuring sensitivity towards differences among target audiences. The sharing of this LDC-specific knowledge will promote South-South and North-South knowledge exchange.

Output 3.1: Knowledge products generated through the project are translated and available on an appropriate knowledge platform (UNDP).

Under Output 3.1, selected knowledge products generated under Outcomes 1 and 2 – including best-practice manuals, training materials and toolkits – will be translated into the official languages of LDCs, as appropriate or necessary. LDCs will be consulted to determine the preferred languages for translation. To facilitate the translation of knowledge products, existing rosters of translators will be utilised (e.g. UNDP translator roster, PROVIA).

Knowledge products developed under the project, together with relevant existing knowledge products and resources will be collated into a central database. These products – including translated versions – will be incorporated into existing web-based knowledge platforms (e.g. NAP-GSP/Nap Central website). In addition, relevant knowledge products will be disseminated through other mechanisms – such as universities and research institutions within LDCs – to maximise accessibility.

The knowledge generated and experiences gained by LDC climate change negotiators at regional training workshops and through the e-Learning offered will be captured and shared in an existing newsletter (e.g. NAP-GSP newsletter). This newsletter will be produced on a quarterly basis.

Activities under Output 3.1 include:

- *Activity 3.1.1:* Translate the knowledge products – including best-practice manuals, training materials and toolkits – developed in Outcomes 1 and 2 into the official languages of LDCs, as appropriate/necessary.
- *Activity 3.1.2:* Collate knowledge products developed under the project, together with relevant existing knowledge products and resources, and incorporate them into web-based knowledge platforms and other delivery mechanisms.
- *Activity 3.1.3:* Present the knowledge generated and experiences gained through the regional training workshops and e-Learning courses in an existing newsletter.

Output 3.2: Strategy to sustain knowledge is generated by the project including through South-South cooperation (UNEP).

Output 3.2 will provide the knowledge collected/generated under Outcomes 1 and 2 on existing regional/global knowledge networks (e.g. AAKNet, APAN, CTCN). National gender advocacy groups will be encouraged to enrol in these networks to ensure that knowledge products are available to men and women equally. These global/regional networks connect both LDCs and non-LDCs, and therefore will support South-South and North-South knowledge exchange.

To avoid the disintegration of these knowledge exchange mechanisms when the proposed LDCF project ends, a sustainable funding mechanism for the selected knowledge platforms will be developed. The support provided by the LDCF project to develop such a mechanism will include: i) identifying appropriate funders; ii) assisting in the development of long-term strategies for the ongoing functioning of these knowledge platforms; and iii) providing technical support to develop funding proposals.

Activities under Output 3.2 include:

- *Activity 3.2.1:* Disseminate knowledge on intergovernmental climate change negotiations – collected and generated by the project through existing knowledge platforms.
- *Activity 3.2.2:* Develop a funding mechanism/strategy to sustain the project's knowledge platforms beyond the implementation phase of the project.

For additional information on the additional cost-reasoning please refer to Section 2.4 of the UNEP PD and Section 3.3 of the UNDP PD.

Sustainability

Sustainability is an important principle in the design of the proposed LDCF project and will be achieved in several ways.

Firstly, the participation of both senior and junior negotiators in the training sessions will increase the technical capacity of negotiators in LDCs in a more sustainable manner than if only senior negotiators were trained. This is because the participatory approach that will be used during training sessions will foster knowledge sharing between negotiators of varying skill and experience. In addition, training junior negotiators during these workshops will maximise the long-term benefits of the project activities that focus on increasing the participation of LDCs during intergovernmental climate change negotiations. It will also extend the period during which trained individuals can transmit their knowledge to new recruits. This knowledge transfer will be facilitated and consolidated by the distribution of booklets on the training content.

Secondly, the proposed LDCF project will build institutional capacity to allow LDCs to benefit from the project activities in the long term. In particular, the establishment of the community of practice (see Output 1.3) will support the participation of LDCs in intergovernmental negotiations after the project has ended. Furthermore, the long-term operational strategy – that will be formalised and strengthened by the proposed LDCF project – will guide future participation in intergovernmental climate change negotiations. In addition, the fundraising plan – developed to implement this strategy – will enable regular group meetings to be held to facilitate LDCs' participation in intergovernmental climate change negotiations beyond the project implementation phase.

Thirdly, the project will increase the technical capacity of government authorities in LDCs and maintain this new capacity level over time. This will be achieved by developing a system of e-Learning courses. The system will enable current and future technical staff in LDCs to be trained on the interpretation of the information discussed and decisions taken during the intergovernmental climate change negotiations.

Finally, particular attention will be given to the development of a long-term knowledge sharing system between LDCs and non-LDCs. Sharing knowledge generated through the proposed LDCF project on existing and well-established knowledge networks will serve this purpose. The production and distribution of these support documents in languages regularly spoken in LDC will further facilitate the dissemination of the knowledge compiled and generated by the project. The project will also support the development of a sustainable funding mechanism for the selected knowledge networks by: i) identifying appropriate funders; ii) assisting in the development of long-term strategies for the ongoing functioning of these knowledge platforms; and iii) providing technical support to develop funding proposals. This funding mechanism included in the project activities will maintain the knowledge-sharing platform beyond the project implementation phase.

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:

Broadly speaking, major risks involve the sustainability of national coordination mechanisms and climate change secretariats, beyond the project's completion. However, this project has envisioned the institutional partnership building approach as a key element of a sustainability strategy, as opposed to ad hoc support on stand-alone trainings or development of tools. The purpose of this project's initiatives is precisely to engage government institutions on building sustainable mechanisms to strengthen national capacities in the context of climate information collection, analysis and intergovernmental negotiation

Table 1: Risks, rating and proposed mitigation measures.

Identified risks	Potential consequence	Risk rating (1–5) L: Likelihood I: Impact	Mitigation measures	Risk category
Project management is complex as a result of a broad geographic extent, a wide variety of project activities and a large number of stakeholders	Project implementation is ineffective	L: 3 I: 3	Undertake detailed planning for all project activities to account for the broad geographic extent and large number of stakeholders	Strategic/ Organisational
Workshops are attended by participants from a range of profiles	Training is not effective/directed	L: 4 I: 4	Communicate the content of training clearly Pre-screen nominated participants	Organisational
Governments unable to fund national coordination mechanisms after the proposed LDCF project ends	Threat to project sustainability	L: 2 I: 5	Raise awareness- among decision-makers for sustained funding Outreach to potential donors to secure funding	Financial
Conflicts among stakeholders regarding roles in the proposed LDCF project	Uncoordinated approach to project activities Threat to project implementation	L: 3 I: 3	Develop detailed stakeholder involvement plans outlining stakeholder roles clearly	Political/ Organisational
Lack of political will to support the proposed LDCF project	Threat to project sustainability	L: 2 I: 4	Raise awareness among decision-makers Develop negotiators who are champions for change Develop detailed stakeholder involvement plans outlining support to the project Undertake consultations on project progress at key stages to maintain government ownership and interest in the project	Political/ Strategic
Poor coordination of project activities	Delays in deliverables	L: 3 I: 3	Develop clear project management arrangements	Organisational
Frequent staff turnover and limited capacity within relevant ministries	Limited/delayed project implementation/ completion	L: 3 I: 2	Strengthen institutional and technical capacity through building on existing initiatives Emphasise importance of network	Political/ Strategic

			and partnership building	
Limited internet facilities constrain access to e-Learning courses	Reduced participation of targeted negotiators	L: 2 I: 5	Explore and make available alternatives to online resources where necessary	Organisational

For additional information on risks please refer to Section 3.5 of the UNEP PD and Annex 1 of the UNDP PD.

A.7. Coordination with other relevant GEF financed initiatives

The proposed LDCF project will collaborate with and build on the lessons learned of a range of related initiatives, including those detailed below, which include a focus on strengthening capacity of negotiators and/or decision-makers from LDCs.

The joint UNDP-UNEP **National Adaptation Plan (NAP) Global Support Programme** will strengthen the capacities of Least Developed Countries for preparation of NAPs. These NAPs will improve coordination of country-led efforts to advance medium- to long-term planning for climate change adaptation, building on the work done under the NAPAs. Support for integration of adaptation to climate change into national development planning and budgeting processes will be based on three main pillars: i) institutional support; ii) technical support; and iii) knowledge brokering. Participating LDCs will be enabled to identify, finance and implement measures for climate change adaptation. This will be done by coordinating sectoral and cross-sectoral priorities for development and adaptation at national, sub-national and local levels. In addition, LDCs will be supported to conduct national adaptation planning based on best available science, rigorous data analysis and lessons learned/good practices disseminated through North-South and South-South knowledge-sharing mechanisms.

The **International Institute for Environment and Development (IIED)** is engaged in a project entitled “Building the capacity, knowledge and expertise of LDC negotiators to ensure more equitable outcomes for the countries they represent”¹⁴. This project aims to support the participation of LDCs in intergovernmental climate change negotiations by: i) increasing their understanding of key legal and technical issues; ii) building stronger representation of LDCs in the UNFCCC process; iii) increasing LDCs’ technical capacity to contribute to global climate change negotiations; iv) ensuring better coordination of the LDC Group; and v) increasing the Group’s representation at other forums, including high level political meetings. Furthermore, the European Capacity Building Initiative Workshop Programme (ecbi), also managed by IIED, is an initiative for sustained capacity building in support of intergovernmental climate change negotiations. Part of this initiative is the ecbi Workshop Programme, launched in 2005, which works alongside IIED’s previously mentioned capacity building project. This programme aims to support intergovernmental climate change negotiations by building and sustaining capacity amongst developing country negotiators, and by fostering trust between both developed and developing country negotiators.

The **Climate and Development Knowledge Network (CDKN)** is implementing a three-year programme “Training and capacity building for negotiators”. The objective of this programme is to strengthen the skills and knowledge of climate change negotiators so that they are able to participate effectively in international climate change processes and positively influence the outcomes of climate change negotiations.

The **International Centre for Climate Change and Development (ICCCAD)** intended to support growing capacity of Bangladesh stakeholders, while enabling people and organizations from outside to benefit from training in Bangladesh, where they can be exposed to the climate change adaptation and increasing knowledge from this emerging field. International participants will gain direct knowledge of the issues in a real-world context and build a strong practitioners’ “alumni network”. Through the expertise of ICCCAD and its local partners, international organizations will be exposed to relevant and grounded knowledge that can be shared and transmitted around the world for the benefit of other LDCs and their governments, donors, and international NGOs.

¹⁴ available from: <http://www.iied.org/supporting-climate-change-negotiators-least-developed-countries>
GEF5 CEO Endorsement Template-February 2013.doc

The **Survive Project** is a joint initiative between Climate Analytics and the Potsdam Institute for Climate Impact Research. This initiative aims to provide science and policy support for SIDS and LDCs to participate in international climate negotiations, enabling low carbon, sustainable development and supporting adaptation needs.

The **Climate Vulnerability Forum Trust Fund (CVFTF)** provides an international platform for cooperation, coordination, advocacy and knowledge-building among developing countries, including LDCs, that face significant insecurity due to climate change.

UNITAR has begun a programme entitled *Strengthening Capacity of Policy-makers in Tajikistan for their Effective Participation in the UNFCCC Process in 2013*. The **UNITAR capacity development** programme provides step-by-step support for UNFCCC COP participants, including preparation before and follow-up after the event. This will develop the awareness of decision-makers on how UNFCCC negotiations relate to national development. While the programme currently only supports Tajikistan, it is envisaged that the approach will be upscaled to other Central Asian countries and could be successfully applied to LDCs as well.

The **UNEP Programme of Research on Climate Change Vulnerability, Impacts and Adaptation (PROVIA)** is a global initiative, which aims to provide direction and coherence at the international level for research on vulnerability, impacts and adaptation (VIA). Launched with the support of leading scientists and decision-makers, PROVIA responds to the urgent call by the scientific community for a more cohesive and coordinated approach, and the critical need to harmonize, mobilize, and communicate the growing knowledge- base on VIA. PROVIA acts as a new and growing network of scientists, practitioners and decision-makers working towards identifying research gaps and meeting policy needs in climate change vulnerability, impact and adaptation research. Acknowledging emerging policy strategies, new scientific developments and lessons learnt from past programmes, PROVIA promises to deliver, in collaboration with its implementing partners, improved coordination of international research on the impacts of and responses to climate change, and provide the credible scientific information that is being increasingly requested by the world's decision makers.

The **UNEP LIVE**¹⁵ portal, launched in January 2014, is a UNEP initiative that offers a cutting-edge, dynamic new platform to collect, process and share the world's best environmental science and research. It provides a single gateway to accessing and locating country-level statistics as well as providing access to Satellite/Space Programmes such as GEOSS Portal, Earthnet Online, USGS Earth Explorer, as well as an In Situ Programme called Argo. This portal will provide data access to both the public and policy makers using distributed networks, cloud computing, big data and improved search functions with the objective of filling gaps between data providers and consumers. It includes Communities of Practice that gather experts in various fields relating to the environment and bring them on a common platform that provides access to discussion and exchange. UNEP LIVE will also support streamlining of national monitoring, reporting and verification of data for global and regional environmental goals. In the further development of UNEP LIVE, this project will collaborate with UNEP LIVE and present it at the regional trainings as a means of accessing up to date environmental information and statistics.

B. ADDITIONAL INFORMATION NOT ADDRESSED AT PIF STAGE:

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

Since the initiation of the design phase of the GEF-LDCF project, UNDP and UNEP have held a series of consultations with key stakeholders and intended beneficiaries of the project, including LDC representatives and negotiators, the LDC Group Core Team, UNFCCC representatives, and members of the LEG. In addition, a number of other experts and partners were also consulted for guidance on how the proposed project could best succeed. This approach to stakeholder consultation represents a triangulation of information – that is, not only from the country representatives/negotiators but also from key informants who have been involved in similar initiatives and could provide an objective perspective on the value added of this project. This approach was preferred to a standard stocktaking of the needs/priorities of every individual LDC as the baseline needs/priorities are dynamic and will likely change before project implementation. This dynamic baseline is due to the ongoing work of other initiatives targeting climate change negotiators. Surveys will be

¹⁵ <http://www.uneplive.org/>

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carried out to attain a “snapshot” contextual situation of each country’s negotiation team during the initial phase of project implementation. This will inform the final design of the tailored training programmes.

NAP-GSP Asia Regional Training Workshop (Pattaya, February 2014)

A regional training workshop organised by the joint UNDP-UNEP NAP-GSP for LDCs in Asia was held from 17–20 February 2014 in Pattaya, Thailand. During this workshop, representatives of the proposed LDCF project met with LDC delegates from eight countries to present the project’s key components. Delegates were asked to provide feedback on the proposed project, and were invited to discuss their country’s expectations of the project and capacity needs that could be addressed within the scope of the project. In addition, representatives of several representatives organisations/groups involved in the workshop were consulted. A list of persons consulted during the workshop can be viewed in Section 2.5 of the UNEP PD and Section 2.9 of the UNDP PD.

Discussions with delegates yielded a number of findings, which include *inter alia*: i) a need to strengthen both national climate change institutions of LDC’s and negotiator skills; ii) there is limited institutional memory within LDCs as a result of high staff turnover; iii) a recommendation that senior or more experienced negotiators should assist in training and guiding junior negotiators; and iv) a need to train senior negotiators on in-depth issues related to implementation of negotiation outcomes and technical issues/topics related to climate change.

These findings have been incorporated into the design of the proposed LDCF project in the following ways: i) negotiator training will be tailored to include basic negotiation skills (e.g. diplomacy) as well as specific technical information; ii) senior and experienced negotiators will be involved in the training provided through the project; and iii) support will be provided to national climate change institutions to develop country-specific coordination strategies.

UNFCCC LEG Technical Meeting on NAPs (Dar es Salaam, February 2014)

The LEG technical meeting was held from 24th–26th February 2014 in Dar es Salaam, Tanzania. During this meeting, various LDC representatives and LEG members were consulted to identify LDC capacity needs and provide input on the design of the proposed LDCF project. A full list of delegates consulted during the workshop is found in Section 2.5 of the UNEP PD and Section 2.9 of the UNDP PD.

The consultations in Dar Es Salaam also resulted in the following recommendations: i) existing training materials and guidelines should be updated rather than new ones developed; ii) training should be conducted in different languages; iii) good practices from previous multilateral agreements should be identified and shared with negotiators; iv) training should be designed around relevant negotiation topics (thematic areas), and institutions with relevant experience in these topics should be involved in the training; and v) training should focus on negotiation skills (including diplomacy and communication skills) as well as technical material.

These recommendations have been incorporated into the design of the proposed LDCF project in the following ways: i) where appropriate, existing training materials and guidelines will be updated, incorporating international good practice; ii) training will be conducted in both English and French, and relevant knowledge products generated by the project will be translated into the official languages of LDCs as appropriate; and iii) negotiator training will be tailored to include basic negotiation skills (e.g. diplomacy) as well as specific technical information.

UNFCCC ADP 2-4 (Bonn, March 2014)

The Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP) held the fourth part of its second session from 10th–14th March 2013 in Bonn, Germany. In connection with the ADP, a meeting of the LDC Group Core Team took place. The proposed LDCF project was presented to the LDC Group Core Team so that they could provide input on project design.

The LDC Core Team confirmed that small negotiation delegations, high staff turnover and limited institutional capacity to manage climate change information limit the ability of many LDCs to participate in intergovernmental climate change negotiations. In addition, they recommended that the proposed LDCF project should build on existing capacity building

programmes. This recommendation has been incorporated into the design of the proposed LDCF project, and where appropriate, existing training materials and guidelines will be updated and used.

Key experts and partners

A number of informants were approached to provide feedback on the proposed LDCF project. A list of informants and experts consulted, including CSOs, can be viewed in Section 2.5 of the UNEP PD and Section 2.9 of the UNDP PD.

Suggestions and recommendations pertaining to the project resulting from these consultations included *inter alia*: i) there is a need for both basic and technical skill training within LDCs because of the presence of both junior and senior negotiators; ii) existing training materials should be updated and improved; iii) training for climate change negotiators should be provided consistently rather than in an *ad hoc* manner; iv) many LDCs experience poor internet connectivity, and e-Learning courses should be designed with this in mind; and v) climate change negotiator training should not occur directly before a COP because of time and scheduling constraints.

These recommendations have been incorporated into the design of the proposed LDCF project in the following ways: i) negotiator training will be tailored to include basic negotiation skills (e.g. diplomacy) as well as specific technical information; ii) where appropriate, existing training materials and guidelines will be updated, incorporating international good practice; iii) e-Learning courses will be designed to function efficiently in areas with limited internet connectivity (e.g. courses will be available on CD/hard-drive); and iv) the regional training workshops will be conducted 2 – 4 months prior to the annual SBI/SBSTA meeting and COP.

Stakeholder Engagement plan

The lead institution for Outcome 1 is UNDP, while UNEP is the lead institution for Outcome 2. Both UNDP and UNEP will provide oversight and support for Outcome 3. The implementation strategy for the project is dependent on comprehensive stakeholder participation. In addition to UNDP and UNEP, other organisations will be involved in the implementation as responsible parties and collaborative partners (e.g. UNITAR, IIED). National partners will include national climate change as well as relevant line ministries (e.g. Agriculture, Water, Public Works, Energy, Environment, Health, Women's Affairs and Forestry). The key stakeholders and their responsibilities toward the implementation of the proposed LDCF project are outlined in Table 2.

Table 2: Relevant partners and stakeholders identified for engagement by project outcome/output

Outcome	Output	Oversight Responsibility	Key Stakeholders	Key Responsibilities
Outcome 1: Capacity of LDCs to participate effectively in intergovernmental climate change processes strengthened.	<i>Output 1.1: Negotiators from each LDC have enhanced diplomacy skills and critical information on key issues underpinning the negotiations in order to formulate their own negotiation positions under the different UNFCCC negotiation topics</i>	UNDP	IIED, CDKN, ecbi, UNITAR, National climate change secretariats	Revise/develop training materials on diplomacy, negotiation terminology, formulation of negotiation positions and UNFCCC negotiation processes. Convene regional training workshops to strengthen the skills of LDC negotiators to effectively participate in intergovernmental climate change negotiations.
	<i>Output 1.2: Negotiators from LDCs have increased technical knowledge pertaining to three specific negotiation topics (e.g. economic instruments,</i>	UNDP	IIED, CDKN, ecbi, National climate change secretariats	Develop and/or update technical training materials, relevant to selected negotiation topics, on the latest available information on climate change science, technology and finance. Train senior negotiators on the

	<i>adaptation, technology).</i>			latest available information on climate change science, technology and finance.
	<i>Output 1.3: A community of practice to support LDCs to interpret and respond to negotiation outcomes.</i>	UNDP	IIED, CDKN, ecbi, National universities and research institutes, National climate change secretariats	<p>Coordinate a community of practice to support LDCs to formulate negotiating positions as well as to interpret and respond to negotiation outcomes.</p> <p>Develop briefing notes on each agenda item prior to, and after, COP and SBI/SBSTA meetings.</p> <p>Establish communication networks between the community of practice and relevant national institutions in each LDC.</p>
	<i>Output 1.4: A long-term operational strategy for the LDC Group to coordinate responses/submissions and participate in parallel negotiation topics.</i>	UNDP	IIED, LDC Group	<p>Identify good practices from other multilateral agreements/conventions to inform the long-term operational strategy for the LDC Group.</p> <p>Facilitate group discussions, at the regional training workshops or other relevant platforms, to formulate a long-term operational strategy for the LDC Group.</p>
Outcome 2: Institutional capacity of LDCs to collect, interpret and disseminate climate change data and information is strengthened.	<i>Output 2.1: Support provided for formulation of country-specific institutional coordination strategies for effective participation in intergovernmental climate change negotiations and facilitation of dissemination of relevant information emanating from these negotiations.</i>	UNEP	UNITAR, IIED, NIE Direct Access project, National climate change secretariats, national planning ministries, line ministries	<p>Identify good practices and effective national strategies within LDCs – pertaining to national institutional arrangements and coordination mechanisms in particular – for formulating national positions on climate change negotiations.</p> <p>Identify national institutional and technical capacities of individual LDCs required to: i) interpret decisions made at intergovernmental climate change negotiations; and ii) disseminate the resultant information to the appropriate sectors at a national level.</p> <p>Develop e-Learning courses that provide technical staff with training on interpreting decisions made at COP and disseminating the resultant information to the appropriate sectors.</p>

				<p>Conduct e-Learning courses bi-annually.</p> <p>Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national strategies for: i) formulating national climate change positions; ii) interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate sectors at a national level.</p>
	<p><i>Output 2.2: Technical assistance and guidance provided for the development of national systems for managing climate change information and data to support reporting under the UNFCCC.</i></p>	<p>UNEP</p>	<p>UNITAR, National climate change secretariats, national planning ministries, line ministries</p>	<p>Identify national institutional and technical capacities required to collect, analyse, interpret and archive climate change information to facilitate reporting under the UNFCCC.</p> <p>Undertake a stocktaking of existing manuals, toolkits, and other resource materials for collection, analysis, dissemination and archiving of climate change data and information.</p> <p>Based on gaps identified through the stocktaking, develop and/or update manuals and toolkits – based on international best practice – on the collection, analysis, dissemination and archiving of information to facilitate reporting under the UNFCCC.</p> <p>Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national mechanisms for collecting, analysing, disseminating and archiving climate change data.</p>

Outcome 3: Knowledge generated by the project is collected and disseminated.	<i>Output 3.1:</i> Knowledge products generated through the project are translated and available on an appropriate knowledge platform (UNDP).	UNDP	CDKN, PROVIA, UNFCCC	<p>Translate the knowledge products – including best-practice manuals, training materials and toolkits – developed in Outcomes 1 and 2 into the official languages of LDCs, as appropriate/necessary.</p> <p>Collate knowledge products developed under the project, together with relevant existing knowledge products and resources, and them into web-based knowledge platforms and other delivery mechanisms.</p> <p>Present the knowledge generated and experiences gained through the regional training workshops and e-Learning courses in an existing newsletter.</p>
	Output 3.2: Strategy to sustain knowledge generated by the project including through South-South cooperation (UNEP).	UNEP	ALM. (UNDP), APAN, AAKNET (UNEP), CTCN	<p>Disseminate knowledge on climate change negotiations and reporting according to UNFCCC requirements through existing knowledge networks.</p> <p>Develop a funding mechanism/strategy to sustain these knowledge networks beyond the implementation phase of the project.</p>

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):

Presently, 48 countries worldwide are categorised as Least Developed based on their low gross national income, weak human assets and economic vulnerability. Of these Least Developed Countries (LDCs), 34 are located in Africa, 13 are in the Asia-Pacific region and one is in the Caribbean. All LDCs face severe socio-economic problems that threaten sustainable development. Problems faced include: i) financial constraints; ii) technical capacity constraints; iii) political instability; and iv) regional conflicts. It is anticipated that future effects of climate change will further intensify the challenges facing LDCs. The engagement of LDCs in intergovernmental climate change negotiations is of paramount importance and requires greater involvement of the LDCs in the UNFCCC processes, decision-making and implementation of decisions.

The support provided by the proposed LDCF project for participating effectively in intergovernmental climate change processes will enable LDCs to capitalise on climate change negotiations at COPs and other UNFCCC processes (e.g. SBs, LEG meetings and *Ad hoc* Working Groups on Long-term Cooperative Action). The capacities of LDCs to effectively manage complex development processes based on national priorities will be built. This will enable countries to integrate climate change mitigation and adaptation measures – such as REDD+ and CDM – into national strategies¹⁶. The integration of climate change considerations into medium- to long-term development planning – using a rigorous, evidence-based approach – will generate multiple social, economic and environmental benefits in LDCs. The proposed

¹⁶ for example NAPAs and NAPs

LDCF project will also support LDCs to effectively plan adaptation measures in priority sectors through improved institutional coordination and technical capacity. These effects will contribute to sustainable development in LDCs in achieving UN Millennium Development Goals (MDGs).

The improved adaptation to climate change of the participating LDCs involves enhanced planning in the medium- to long-term in all relevant sectors, including environmental management. The support mechanism will contribute to improved livelihoods of communities within the participating LDCs, while also increasing their climate change resilience and adaptive capacity. As such, these can be considered ‘no regrets’ measures since the activities will improve baseline socio-economic conditions, even where climate change effects are less severe than anticipated.

Gender considerations

Womens’ exposure to climate risks is increased by existing inequalities and practices associated with traditional understandings of “appropriate” behaviour for men and women¹⁷. Despite their capability to innovate and lead, historically women have been marginalised from local and national decision-making processes, particularly in developing countries¹⁸. It is therefore important to identify gender-sensitive strategies to ensure that women are the focus of interventions designed to improve their resilience and capacity to adapt to climate change. The UNFCCC emphasises the necessary role part women have to play as active participants in the global response to climate change. The proposed LDCF project is aligned with the decision adopted at COP-18 to: i) promote gender balance; and ii) improve the participation of women in UNFCCC negotiations and in the representation of Parties¹⁹. .

The proposed LDCF project will mainstream gender equity by promoting gender-sensitivity during the implementation of the project activities. This will be aligned to the relevant national gender equity targets of participating countries and international agreements, such as the third MDG. Gender equity will be promoted in the following ways:

Outcome 1:

- Relevant national gender equity targets of participating countries and international agreements such as the third Millennium Development Goal²⁰ will guide the project’s efforts to incentivize LDCs to nominate women to participate in the training interventions.
- Training on negotiation skills will include gender-sensitivity training to ensure that: i) female negotiators are empowered to participate meaningfully in the negotiations; and ii) all LDC negotiators are made aware of their responsibility to respect the views of all of their colleagues during training and negotiations. Trainers will be required to have the skills and experience necessary to plan and facilitate gender-sensitive training.

Outcome 3:

- Knowledge generated by the LDC project will be consolidated into gender-responsive publications, language and messages, ensuring sensitivity towards differences among target audiences.
- The LDC project will use appropriate access and communication channels to reach men and women equally when disseminating these products. Specifically, national climate and gender advocacy groups will be enrolled in the knowledge dissemination network.

The Technical Support Unit (TSU) will be responsible for monitoring and evaluation of the actions above. Gender disaggregated indicators will be developed and used for monitoring and evaluation of the proposed LDCF project. In addition to gender, the project will also ensure that other disadvantaged and more vulnerable groups as elderly, children and less-abled, will receive adequate attention.

¹⁷ Masika, R. (2002). Editorial- Gender & Development. *Gender & Development*, 10(2), 2–9. doi:10.1080/13552070215910

¹⁸ Denton, F. (2002). Climate change vulnerability, impacts, and adaptation: Why does gender matter? *Gender & Development*, 10(2), 10–20. doi:10.1080/13552070215903

¹⁹ Decision 23/CP.18 in 4. Framework Convention on Climate Change, United Nations (2013) *Report of the Conference of the Parties on its eighteenth session*, Doha.

²⁰ promoting gender equality and empowering women

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

Building on the successful global support architecture established under the GSP-NC, the management arrangement for the proposed support mechanism will largely follow this tested model. This will promote a cost-effective, streamlined and effectual support mechanism, substantively as well as operationally.

The proposed support mechanism will build on: i) existing capacities for negotiations; and ii) national coordination strategies in LDCs. This includes capacities developed during the development processes for national communications, NAPAs and NAPs. Developed institutional and technical capacities will therefore build on national efforts to date. This is a cost-effective approach to capacity building, which will facilitate LDCs' participation in intergovernmental climate change negotiations.

Lessons learned, experiences to date and best practices – all related to effective participation in intergovernmental climate change negotiations – will be captured and synthesised. This information will be disseminated through: i) web-based knowledge platforms; ii) an existing newsletter; and iii) other delivery mechanisms such as local universities and research groups. Traveling costs for LDCF attendees will be limited because the workshops will be held regionally and several project activities will be completed at each workshop (see Section 2.4). Furthermore, information will also be shared across South-South and North-South exchanges through existing platforms. These methods of dissemination are cost-effective ways of informing a broad range of stakeholders, including government staff, policy-makers, line ministries and all role players responsible for advancing climate change adaptation in LDCs.

C. DESCRIBE THE BUDGETED M & E PLAN:

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
Inception Workshop and Report	<ul style="list-style-type: none"> • Project Manager • Project team 	8,000	Within first 2 months of project start up
Measurement of Means of Verification of project Outcomes	<ul style="list-style-type: none"> • Project Manager will oversee the hiring of specific support as appropriate and delegate responsibilities to relevant team members. 	Continuous by project team	Start, mid and end of project (during evaluation cycle) and annually when required.
Measurement of Means of Verification for Project Progress on output and implementation	<ul style="list-style-type: none"> • Oversight by Project Manager • Project team 	To be determined as part of Annual Work Plan prep.	Annually prior to ARR/PIR and to the definition of annual work plans
ARR/PIR	<ul style="list-style-type: none"> • Project manager and team • UNDP and UNEP 	None	Annually
Periodic status/ progress reports	<ul style="list-style-type: none"> • Project manager and team 	None	Quarterly
Mid-term evaluation	<ul style="list-style-type: none"> • Project manager and team, • UNDP and UNEP • External Consultants (mixed local/int. team) 	30,000	At the mid-point of project implementation (Year 2).
Final Evaluation	<ul style="list-style-type: none"> • Project manager and team, • UNDP and UNEP • External Consultants (mixed local/int. team) 	22,000	At least three months before the end of project implementation
TOTAL indicative COST		60,000	



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)
NA	NA	NA	NA

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
Brennan van Dyke Director GEF Coordination Office, UNEP		17 July 2014	Ermira Fida Manager, UNEP-GEF Adaptation Portfolio	+254-20-762-3113	Ermira.fida@unep.org
Adriana Dinu Officer-in-charge and Deputy Executive Coordinator, UNDP/GEF		15 July 2014	Pradeep Kurukulasuriya, Global Senior Technical Advisor-Adaptation UNDP-GEF	+66 (2) 304 9100 Ext. 2595	Pradeep.kurukulasuriya@undp.org

ANNEX A: PROJECT RESULTS FRAMEWORK (either copy and paste here the framework from the Agency document, or provide reference to the page in the project document where the framework could be found).

Project Goal: to support LDCs to effectively engage in and implement the outcomes of intergovernmental climate change negotiations.						
	Outputs	Indicator	Baseline	Targets End of Project	Source of verification	Risks and Assumptions
Project Objective²¹ to strengthen institutional and technical capacities in LDCs for more effective participation in intergovernmental climate change negotiations and coordination of climate change efforts		<p>1. Number of LDCs that have formulated a structured institutional coordination strategy to allow for effective engagement in intergovernmental climate negotiation processes.</p> <p>2. Number of LDC climate change negotiators with the capacity to participate effectively in intergovernmental processes.</p>	<p>1. LDCs present their negotiation positions primarily through negotiating blocs such as the LDC Group and Africa Group. No national institution in LDCs has a structured institutional coordination strategy for coordinating climate change activities across different institutions and sectors.</p> <p>2. Low technical capacity of LDC negotiators (Level 2: Anecdotal evidence of capacity).</p>	<p>1. At least 20²² LDCs have formulated an institutional coordination strategy for effective engagement in intergovernmental climate negotiation processes.</p> <p>2. By the end of the project: at least 144 LDC climate change negotiators (3 from each LDC) with sufficient capacity to participate effectively in intergovernmental climate change negotiations (Level 5: Fully developed capacity).</p>	<p>1. Surveys, project reports, interviews.</p> <p>2. Capacity scorecard²³²⁴ of the LDC negotiators using surveys before, after and during regional training workshops.</p>	<p>Risks:</p> <p>Continuity and political aspects to the individuals sent to training and sent to COPs. The persons that attend training might not be the same people that attend intergovernmental climate change negotiations.</p> <p>Persons attending trainings and intergovernmental meetings do not have a keen interest.</p> <p>Assumptions:</p> <p>National financial resources are sufficient to maintain project interventions in the long-term.</p> <p>Government decision makers recognise the</p>

²¹ Objective monitored annually in APR/PIR

²² Given the intensive support required to formulate an institutional coordination strategy, not all LDCs can receive this assistance. 20 LDCs will be selected to receive this support.

²³ These levels were used in the Capacity Scorecard assessment of Mozambique and Ethiopia LDCF projects.

²⁴ UNDP Bureau for Development Policy. 2010. Monitoring guidelines of capacity development in Global Environment Facility projects. Pretoria, South Africa.

						<p>importance of climate change and are committed to facilitating the necessary processes required for the success of the project.</p> <p>Government staff are interested, learn from trainings, and stay in their jobs.</p>
<p>Outcome 1²⁵ Capacity of LDCs to participate effectively in intergovernmental climate change negotiations is strengthened.</p>	<p>Output 1.1 Negotiators from each LDC have enhanced diplomacy skills and critical information on key issues underpinning the negotiations in order to formulate their own negotiation positions pertaining to UNFCCC negotiation topics.</p>	<p>1. Number of training documents updated/developed and distributed to LDC negotiators on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.</p> <p>2. Number of LDC negotiators trained on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.</p>	<p>1. Training material for climate change negotiators has been produced by AOSIS, UNITAR, UNEP, UNDP, CDKN, ICCCAD, but they are outdated and/or not specific to LDCs.</p> <p>2. Approximately 300 LDC negotiators have been trained through IIED (ICCCAD), ~10 negotiators representing the LDC Group have been trained through CDKN, and ~ 280 negotiators (not specifically from LDCs) have been trained through</p>	<p>1. At least 5 training documents updated/produced and distributed on negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.</p> <p>2. At least 144 LDC negotiators, with at least 15%²⁶ of these women, trained on diplomacy, negotiation terminology, and understanding UNFCCC negotiation processes.</p>	<p>1. Number of guiding documents updated/produced and distributed to the LDC negotiators.</p> <p>2. Surveys (tests, questionnaires and interviews) before and after training, list of participants to the training workshops.</p>	<p>Risk: Continuity and political aspects to the individuals sent to training and sent to COPs. The persons that attend training might not be the same people that attend intergovernmental climate change negotiations. Persons attending trainings and intergovernmental meetings do not have a keen interest.</p> <p>Assumptions: National financial resources are sufficient to maintain project interventions in the long-term.</p>

²⁵ All outcomes monitored annually in the APR/PIR. It is highly recommended not to have more than 4 outcomes.

²⁶ This modest target reflects the principle of country-ownership in regards to government nominations for training programs' participation. Efforts will be made to incentivize countries to nominate women to achieve at least a 15% women attendance rate, if not more.

			UNITAR. However, training provided has been geographically restricted and are not specifically tailored to LDCs.			Government decision makers recognise the importance of climate change and are committed to facilitating the necessary processes required for the success of the project. Government staff are interested, learn from trainings and stay in their jobs.
	Output 1.2 Negotiators from LDCs have increased technical knowledge pertaining to negotiation topics.	1. Number of training documents for senior LDC negotiators updated/developed on targeted negotiation topics. 2. Number of senior LDC negotiators trained on technical knowledge relevant to climate change negotiation topics/streams.	1. UNEP, UNDP and IIED have produced technical guidelines for negotiators. However, the existing documents are outdated and do not explain technicalities on the current negotiation topics/streams. 2. No technical training has been available to allow senior LDC negotiators to better understand technicalities on selected negotiation topics.	1. At least 3 training documents updated/produced on selected negotiation topics/streams. 2. At least 48 senior LDC negotiators (at least one from each LDC) trained on technical knowledge relevant to climate change negotiation topics/streams. (The 48 senior negotiators may be drawn from the 144 negotiators specified in the target for Output 1.1).	1. Number of guiding documents for senior LDC negotiators updated/produced. 2. Surveys (tests, questionnaires and interviews) administered before and after training and a list of participants of training workshops acquired.	
	Output 1.3 A community of practice to support LDCs to interpret and respond to negotiation outcomes.	1. The existence of a community of practice to support LDC negotiators.	1. LDC negotiators currently seek technical assistance directly from the UNFCCC. The IIED (ICCCAD) has established an alumni community. No community of practice to support LDCs exists.	A community of practice to support LDC negotiators is established and fully functional.	1. Project reports, interviews.	

	Output 1.4 A long-term operational strategy for the LDC Group to coordinate responses/submissions and participate in parallel negotiation topics.	1. Existence of a long-term strategy for the LDC Group.	1. The LDC Group is currently developing a strategy, but additional support is required to formalise this into a long-term and operational strategy.	1. A long-term strategy for the LDC Group is developed and disseminated for endorsement.	1. Review of strategies developed.	
Outcome 2 Institutional capacity of LDCs to collect, interpret and disseminate climate change data and information is strengthened.	Output 2.1 Support provided for formulation of country-specific institutional coordination strategies for effective participation in intergovernmental climate change negotiations and facilitation of dissemination of relevant information emanating from these negotiations.	1. e-Learning courses developed and accessible. 2. Number of government technical staff trained through the e-Learning course.	1. e-Learning courses (such as Climate Change Diplomacy: Negotiating effectively under the UNFCCC) have been run by UNITAR but have not been targeted at LDCs. In addition, these current courses have not been accessible to all LDCs. 2. ~ 280 negotiators (not specifically from LDCs) have been trained through UNITAR e-Learning courses.	1. An e-learning that is tailored to the specific needs of LDCs is developed within the first year of the project. 2. At least 100 government technical staff, with at least 20% of these women, have accessed e-Learning courses.	Review of e-learning courses available, statistics on e-learning courses accessed and completed by LDC technical government staff.	Risks: Decision makers do not view participation in intergovernmental climate change processes as a priority. Assumptions: Decision makers recognise the importance of participation in intergovernmental climate change processes.
	Output 2.2 Technical assistance and guidance provided for the development of national systems for managing climate change information and data to support reporting under the UNFCCC.	1. Number of manuals and toolkits developed/updated and distributed to national climate change secretariats on the management (i.a. collection, analysis, dissemination and archiving) of climate change data and	1. Resource materials on climate change information management were developed during the National Communication Support Program, but these resources are now outdated.	1. At least 3 manuals and toolkits developed/updated and distributed on the collection, analysis, dissemination and archiving of climate change data and information. 2. At least 20 LDCs	1. Number of manuals and toolkits developed/updated and distributed on knowledge platforms or at regional trainings. 2. Review of systems developed by LDCs at regional training workshops.	

		information. 2. Number of countries to whom support was provided for the establishment of a national system for collecting and managing climate change information –including relevant risk information (This indicator corresponds with AMAT indicator 2.1.1).	2. No LDCs have received support to develop adequate systems for managing (i.a. collecting, analyzing, disseminating and archiving) climate change data to support reporting under the UNFCCC.	have been provided with support to develop a national system for managing (i.a. collecting, analyzing, disseminating and archiving) climate change information – including relevant risk information.		
Outcome 3 Knowledge products generated by the project are accessible and available.	Output 3.1 Knowledge products generated through the project are translated and available on an appropriate knowledge platform (UNDP).	1. Number of knowledge products on climate change negotiations translated into at least 5 official languages of LDCs and disseminated to the corresponding LDCs.	1. Limited knowledge products on climate change negotiations translated into LDCs common official languages, the majority of which are available only in French.	1. At least four knowledge products on climate change negotiations translated into at least 5 LDCs' common official languages and disseminated to the corresponding LDCs.	1. Number of translated versions of knowledge products (e.g. handbooks, toolkits, briefing notes, training courses and newsletters), number of these translated documents disseminated on knowledge platforms and distributed during training sessions.	Risks: Not all knowledge products are translated into official languages of LDCs (5 languages). Assumption: The materials produced are considered practical, relevant and understandable. Select knowledge products are translated into at least 5 languages
	Output 3.2 Strategy to sustain knowledge is generated by the project including through South-South cooperation (UNEP).	1. Number of knowledge networks improved with up-to-date information and additional participating countries.	1. Climate change knowledge networks exist (e.g. AAKNet, APAN, CTCN) but there is limited contact and sharing of information and	1. At least 3 knowledge networks updated with information, and at least 20 LDCs are actively sharing information and lessons learned on	1. Number of LDCs downloading best practice and lessons learned documents from knowledge networks. 1.1 Number of	Risks: Information is accessed but not used. Assumptions: Information that is downloaded by countries is used by

		2. Development of a funding mechanism to sustain the project's knowledge network beyond the implementation phase of the project.	<p>lessons learned between LDCs.</p> <p>2. No funding mechanism to sustain the project's knowledge network exists.</p>	<p>these networks.</p> <p>2. A funding mechanism to sustain the project's knowledge networks beyond the implementation phase of the project exists.</p>	<p>documents downloaded from knowledge networks by LDCs.</p> <p>2. Review of funding mechanisms or strategies developed.</p>	<p>them.</p>
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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).

GEF Secretariat Review Question	GEF Secretariat Recommended Action by CEO Endorsement	Response
5. Is the project consistent with the recipient country's national strategies and plans or reports and assessments under relevant conventions, including NPFE, NAPA, NCSA, NBSAP or NAP?	By CEO Endorsement, kindly present the outcomes of the stocktaking exercise and stakeholder consultations, and describe how these have been reflected in the project design.	<p>Details on the consistency of the proposed LDCF project with national strategies and plans is presented in Section 2.4 and Section 3.6 of the UNEP project document, and Section 2.2 of the UNDP project document.</p> <p>Section 2.5 of the UNEP PD, Section 2.9 of the UNDP PD, and Section B.1 above detail the stakeholder consultations that took place during the PPG phase as part of the stocktaking exercise to identify country-specific needs and priorities. Consultations were held with key stakeholders and intended beneficiaries of the project, including LDC representatives and negotiators, the LDC Group Core Team, UNFCCC representatives, and members of the LEG. In addition, a number of other experts and partners were also consulted for guidance on how the proposed project could best succeed.</p> <p>Section 2.5 of the UNEP PD, Section 2.9 of the UNDP PD, also detail the common findings of the various consultations and explain how the findings of each set of consultations have been incorporated into project design.</p>
6. Is (are) the baseline project(s) , including problem(s) that the baseline project(s) seek/s to address, sufficiently described and based on sound data and assumptions?	<p>By CEO Endorsement, it is crucial that the "analysis of the baseline scenario goes further in recognizing that countries' find themselves in different situations, and their baseline scenarios may look very different. Accordingly, their needs and priorities for additional LDCF support will differ considerably.</p> <p>In addition, by CEO Endorsement it is expected that the proposed project will include baseline values and targets for relevant, quantitative and qualitative indicators – this will provide a more concrete understanding of how countries' capacities may be expected to evolve thanks to the many initiatives planned and underway.</p>	The baseline scenario has been further detailed to reflect the different baseline conditions in different LDCs. Indeed, these differences have been included in the design of the project in several ways. Firstly, as negotiators from different LDCs have disparate levels of negotiation skills, both basic training on diplomacy skills, negotiation terminology etc. (Output 1.1) as well as specific technical training (Output 1.2) will be provided. Secondly, a community of practice will be established (Output 1.3) which will provide technical support to assist LDCs to address their individual capacity requirements. Thirdly, considering the enhanced capacity of the LDC Group, the project is designed to support the formulation of a long-term strategy for the Group (Output 1.4). Fourthly, given the differing needs of LDCs, tailored national strategies for individual LDCs for coordinating climate change activities will be developed

		<p>(Output 2.1). Fifthly, a stocktaking exercise (activity 2.2.1) has been included under Output 2.2 to identify national capacities required to collect, analyse and interpret climate change information. Finally, given the different language requirements of LDCs knowledge products generated by the project will be translated into relevant official languages (Output 3.1). See Section 2.6 in the UNEP project document and Section 2.4 in the UNDP project document.</p> <p>In addition, the varying circumstances and needs of different LDCs are recognised in other sections of the PDs. The disparities in capacity needs of the different LDCs are referenced in: i) Brief Description/Project Summary (second paragraph); ii) Section 1.2 (UNDP, paragraphs 10 – 12) / Section 2.2 (UNEP); and iii) Section 2.9 (UNDP) / Section 2.5 (UNEP).</p> <p>Detailed baseline values and appropriate SMART indicators have been included for all project objectives and outcomes. Please see Appendix 5 in the UNEP project document, Section 3 in the UNDP project document and Annex 1 above.</p>
8. (a) Are global environmental/ adaptation benefits identified? (b) Is the description of the incremental/additional reasoning sound and appropriate?	<p>Further to the comments made in sections 5 and 6 above, it is crucial that the additional reasoning be further strengthened by CEO Endorsement, particularly with a focus on (i) quantitative and qualitative targets and the associate baseline scenario, allowing a complete assessment of the expected added value of the proposed project; (ii) cost-effectiveness, including a cost-comparison with similar initiatives and approaches; and (ii) sustainability – it remains somewhat unclear how this 30-month project will yield outcomes that are more readily sustained than those sought by the baseline initiatives.</p>	<p>As per the suggestion, the additional reasoning has been strengthened.</p> <p>i) Detailed baseline values and appropriate SMART indicators have been included for all project objectives and outcomes. Please see Appendix 5 in the UNEP project document, Section 3 in the UNDP project document and Annex A above.</p> <p>ii) For further details on the cost-effectiveness of the of the proposed LDCF project please see Section 7.3 in the UNEP project document and Section 2.6 in the UNDP project document.</p> <p>iii) Several aspects of the proposed LDCF project are focused specifically on enhancing the sustainability of LDCF investments.</p> <ul style="list-style-type: none"> •Several training workshops will be convened over the lifespan of the project, as opposed the once-off training provided by several similar initiatives. •Senior negotiators will be encouraged to become mentors for less experienced negotiators, allowing them to continue to provide support beyond the lifespan of the

		<p>project.</p> <ul style="list-style-type: none"> • A community of practice will be established to provide ongoing technical assistance to LDCs. • A long-term operational strategy for the LDC Group will be developed. • Training materials will be translated and made available to LDCs to enable continued learning opportunities after the proposed LDCF project has ended. • A funding mechanism will be developed to ensure that the knowledge sharing network used by the project will continue to share relevant information and training materials after the proposed LDCF project has ended. <p>For further details please refer to Section 3.8 of the UNEP project document and Section 2.7 of the UNDP project document.</p>
11. Does the project take into account potential major risks, including the consequences of climate change, and describes sufficient risk mitigation measures? (e.g., measures to enhance climate resilience).	By CEO Endorsement, please provide a more comprehensive sustainability strategy, as recommended in the comments made under Section 8 above.	For details of the sustainability strategy please refer to the response to Comment 8 above. For further details please refer to Section 3.8 of the UNEP project document, Section 2.7 of the UNDP project document and Section A.5 above.
<p>13. Comment on the project's innovative aspects, sustainability, and potential for scaling up.</p> <ul style="list-style-type: none"> • Assess whether the project is innovative and if so, how, and if not, why not. • Assess the project's strategy for sustainability, and the likelihood of achieving this based on GEF and Agency experience. • Assess the potential for scaling up the project's intervention. 	The proposed strategies for ensuring sustainability and promoting scaling up will be revisited at CEO Endorsement.	<p>Please see response to Comment 8 above regarding a sustainability strategy. For further details please refer to Section 3.8 of the UNEP project document and Section 2.7 of the UNDP project document.</p> <p>For further details on the potential to scale up and replicate the project design, please see Section 3.9 of the UNEP project document and Section 2.8 of the UNDP project document.</p>
25. Items to consider at CEO endorsement/approval.	Please refer to sections 5, 6, 8, 11 and 13.	Please see responses above.
Germany Comments		
<p>Global: Germany requests more detailed information on the number and selection criteria of LDCs being supported considering limited funding.</p>		The proposed LDCF project will provide support to all 48 LDCs through regional training workshops. The number of delegates from each LDC that are able to attend these

	training will be limited by the amount of available funding.
Germany asks for specifying the needed systematic approach of the GSP and strongly recommends avoiding duplications of national structures. Germany suggests to systematically link, develop further or expand available structures instead (e.g. under component 3 rather use and link existing web-based platforms instead of developing new ones, etc.). Germany further requests to conduct a more comprehensive assessment of baseline projects and to cooperate more strongly with ongoing bi- or multilateral initiatives (those named under 2) and 3) and beyond, such as Germany's Climate Protection Programme for Developing Countries implemented by GIZ).	<p>A comprehensive assessment of baseline projects and related ongoing initiatives was undertaken during the PPG phase. For details of the selected baseline projects please refer to Section 3.9 of the UNEP project document and Section 2.8 of the UNDP project document. For an assessment of ongoing initiatives relevant to climate change negotiator training please refer to the baseline scenario sections under Component 1. Furthermore, for a list of other relevant ongoing initiatives please see Section 3.9 of the UNEP project document and Section 2.8 of the UNDP project document.</p> <p>As per the recommendation, the proposed LDCF project is designed not to duplicate existing national structures or replicate the work of other related initiatives. This is achieved in a number of ways, including:</p> <ul style="list-style-type: none"> • Training materials produced by other relevant initiatives will be updated instead of new materials being produced. • Good practice and lessons learned from other related initiatives will be used to update/develop manuals and toolkits on the collection, analysis and dissemination of climate change information. • Existing national systems will be used to develop tailored national strategies for: i) formulating national climate change positions; ii) interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate sectors at a national level.. • An existing knowledge network will be used to disseminate knowledge products generated by the proposed LDCF project, rather than developing a new network.
The final project proposal should clearly identify how output 1.2 is to be achieved. Germany kindly asks considering in the final project document synergies with other related initiatives: The lack-of cross-sectoral cooperation and weak institutional performance on different spatial scales have also been identified as major obstacles for the closely related National Adaptation Planning (NAP) process. In this regard, experience with the NAP process (e.g. from the NAP GSP or the German NAP support provided by GIZ) and already existing NAP(A) results in LDCs should be considered more strongly (e.g. use results of adaptation capacity and adaptation needs assessments). For the envisaged stocktaking exercise during the PPG phase, the Stocktaking National Adaptation Planning (SNAP) Tool developed by	<p>Output 1.2 as specified in the original PIF has been moved to Output 2.1 in the project documents. For additional detail on how this output will be achieved please refer to Section 3.3 of the UNEP project document and Section 2.4 of the UNDP project document.</p> <p>Experience from the NAP GSP in particular was strongly considered in the design of this project. Consultations with certain LDC delegations were held at the Thailand NAP GSP workshop, and lessons learned were</p>

<p>GIZ could serve as a basis for identifying national priorities.</p>	<p>incorporated into the design of the proposed LDCF project.</p> <p>Additional stocktaking of national capacities will be undertaken during project implementation. The SNAP Tool will be considered as a basis for identifying national priorities.</p>
<p>Germany further requests to clearly define the new GSP's mandate in comparison to the NAP GSP (e.g. with regard to output 2.1 which refers to integrating climate change into development).</p>	<p>The mandate of the this new GSP is clearly defined as providing support to LDCs to promote their effective participation in intergovernmental climate change negotiations.</p> <p>The wording of Output 2.1 (Output 2.2 in the project documents) has been amended to clearly define its intention. Through this output, the project will support the development of national strategies for collecting, disseminating and archiving climate change data to support reporting under the UNFCCC. The availability of appropriate information will facilitate the integration of climate change into national development planning, thereby supporting rather than duplicating the NAP GSP process.</p>
<p>Under output 2.1 potential synergies and opportunities to cooperate with multi- or bilateral support initiatives for Monitoring and Evaluation (M&E) of climate change impacts and adaptation should to be taken into account in the final project document regarding collecting and analyzing data (e.g. use of data from existing M&E systems/ data bases, existing guidances of setting up national M&E systems, such as those developed by GIZ, IIED, etc.). Further, activities presented for output 2.1 do not seem to be logically linked to the envisaged output, i.e. the activities would not lead the establishment of national systems to collect, analyse, interpret and archive climate change data. This should be clarified in the final project proposal.</p>	<p>As per the recommendation, a stocktaking of existing manuals, toolkits, and other resource materials for collection, analysis, dissemination and archiving of climate change data and information will be undertaken (Activity 2.2.2). This will inform the development of national systems to collect, analyse, interpret and archive climate change data.</p> <p>The activities detailed under Output 2.2 (Output 2.1 in the original PIF) have been revised to logically link the envisaged output. Please refer to Section 3.3 of the UNEP project document and Section 2.4 of the UNDP project document.</p>
<p>Germany asks to clearly explain in the final project document, how gender aspects in accordance with UNFCCC decision 23/CP.18, that additional efforts need to be made by all Parties to improve the participation of women in bodies established pursuant to the Convention and the Kyoto Protocol, will be taken into account within the GSP's activities (e.g. selection of female negotiators, female participants in trainings, etc.).</p>	<p>Gender considerations have been included in the design of the proposed LDCF project. For further detail please refer to the Gender Considerations section within Section 2.3 of the UNDP project document. Gender-disaggregated indicators and targets have also been included in the Project Results Framework of the proposed LDCF project.</p>

ANNEX C: STATUS OF IMPLEMENTATION OF PROJECT PREPARATION ACTIVITIES AND THE USE OF FUNDS²⁷

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

UNDP:

PPG Grant Approved at PIF: \$75,000			
<i>Project Preparation Activities Implemented</i>	<i>GEF/LDCF/SCCF/NPIF Amount (\$)</i>		
	<i>Budgeted Amount</i>	<i>Amount Spent Todate</i>	<i>Amount Committed</i>
International Consultant	42,000	14,992	34,980
Travel	30,000	4,410	17,618
Miscellaneous Expenses	3,000	247	2,753
Total	75,000	19,649	55,351

UNEP:

PPG Grant Approved at PIF: \$75,000			
<i>Project Preparation Activities Implemented</i>	<i>GEF/LDCF/SCCF/NPIF Amount (\$)</i>		
	<i>Budgeted Amount</i>	<i>Amount Spent Todate</i>	<i>Amount Committed</i>
International Consultant	15,000	5,375	9,625
Meetings and workshops	30,000	10,000	20,000
Travel	30,000	10,000	20,000
Total	75,000	25,375	49,625

²⁷ 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

ANNEX E: CONSULTANTS TO BE HIRED FOR THE PROJECT USING GEF/LDCF/SCCF RESOURCES

The table below specifies the technical assistance consultancies planned for the proposed LDCF project.

<i>Position titles</i>	<i>US\$ per person week</i>	<i>Estimated person weeks</i>	<i>Tasks to be performed</i>
International consultants	2,250	744.4	<p>The International consultants will assist with the development of guidelines, technical manuals, and information and other material. They will provide direct support to participating countries, as well as facilitating training events and thematic workshops. The International consultants will also be responsible for setting up and maintaining the web platform and disseminating information, as appropriate.</p> <p>Furthermore, the International consultants will assist the project staff in providing participating countries with support for the development of NAP papers, the facilitation of stakeholder and other meetings, and in the promotion of awareness and dissemination of lessons and experiences.</p>

ANNEX F: DETAILED GEF BUDGET

Project title:		Building capacity for LDCs to participate effectively in intergovernmental climate change processes										
Project number:		UNDP: 5318 UNEP: 1215										
Project executing partner:		UNEP, UNDP										
Project implementation period:			Expenditure by project component/activity						Expenditure by calendar year²⁸			
From	Jul-14											
To:	December 2016											
UNEP Budget Line		Outcome 1	Outcome 2	Outcome 3	PM	M&E	Total	Year 1	Year 2	Year 3	Total	Notes
10	PERSONNEL COMPONENT											
11001100	Project personnel											
	1101	UNEP Technical Specialist (P3/P4)	0	185 000	185 000	80 000	0	450 000	180 000	180 000	90 000	450 000 a
	1199	Sub-total		185 000	185 000	80 000	0	450 000	180 000	180 000	90 000	450 000
1200	Consultants											
	1201	International consultants	677 000	785 000	141 000	72 000	0	1 675 000	558 242	802 484	314 274	1 675 000 b
	1202	National consultants	40 000	0	48 000	55 000	0	143 000	25 000	64 000	54 000	143 000
	1299	Sub-total	717 000	785 000	189 000	127 000	0	1 818 000	583 242	866 484	368 274	1 818 000
1300	Administrative support											

²⁸ Please note that as this is a 30 month project, expenditure in Year 3 represents only the final 6 months of the project.
GEF5 CEO Endorsement Template-February 2013.doc

	1301	Project Administrative Assistant	0	111 818	111 818	26 364	0	250 000	100 000	100 000	50 000	250 000	c
	1399	Sub-total		111 818	111 818	26 364	0	250 000	100 000	100 000	50 000	250 000	
1600		Travel on official business											
	1601	Travel on official business	60 000	0	30 000	0	0	90 000	0	60 000	30 000	90 000	d
	1699	Sub-total	60 000	0	30 000	0	0	90 000	0	60 000	30 000	90 000	
	1999	Component total	777 000	1 081 818	515 818	233 364	0	2 608 000	863 242	1 206 484	538 274	2 608 000	
30	TRAINING COMPONENT												
3200		Group training											
	3201	Training	900 000	292 000	0	0	0	1 192 000	48 667	746 000	397 333	1 192 000	e
	3299	Sub-total	900 000	292 000	0	0	0	1 192 000	48 667	746 000	397 333	1 192 000	
3300		Meetings/Conferences											
	3301	Meetings/Conferences	0	0	35 000	0	0	35 000	0	20 000	15 000	35 000	f
	3399	Sub-total	0	0	35 000	0	0	35 000	0	20 000	15 000	35 000	
	3999	Component total	900 000	292 000	35 000	0	0	1 227 000	48 667	766 000	412 333	1 227 000	
40	EQUIPMENT AND PREMISES COMPONENT												
4200		Non-expendable equipment											
	4201	Office equipment	0	0	0	20 000	0	20 000	20 000	0	0	20 000	
	4299	Sub-total	0	0	0	20000	0	20000	20000	0	0	20000	
4300		Office Rental											

	4301	Office rent	0	0	0	60 000	0	60 000	20 000	20 000	20 000	60 000	
	4399	Sub-total	0	0	0	60 000	0	60 000	20 000	20 000	20 000	60 000	
	4999	Component total	0	0	0	80000	0	80000	40000	20000	20000	80000	
50	MISCELLANEOUS COMPONENT												
5300		Sundry											
	5301	Communications	10 000	0	15 000	0	0	25 000	0	13 000	12 000	25 000	g
	5302	Inception Workshop and Report	0	0	0	0	8000	8 000	8 000	0	0	8 000	
	5399	Sub-total	10 000	0	15 000	0	8 000	33 000	8 000	13 000	12 000	33 000	
5500		Evaluation											
	5501	Mid-term evaluation	0	0	0	0	30 000	30 000	0	30 000	0	30 000	h
	5502	Final evaluation and desk review	0	0	0	0	22 000	22 000	0	0	22 000	22 000	
	5599	Sub-total	0	0	0	0	52 000	52 000	0	30 000	22 000	52 000	
	5999	Component total	10 000	0	15 000	0	60 000	85 000	8 000	43 000	34 000	85 000	
99	GRAND TOTAL		1 687 000	1 373 818	565 818	313 364	60 000	4 000 000	959 909	2 035 484	1 004 607	4 000 000	

Budget Notes (UNEP and UNDP)

a	The UNEP Technical Advisor (P3) will oversee, coordinate and provide technical input into the UNEP activities in the project. The TA will be paid \$180 000 per annum.
b	Cost of a UNDP technical specialist to lead programme @US\$200,000 pro-forma cost/year; International Consultants to develop materials including: i) handbooks, training courses, briefing notes and toolkits (1.1.1); ii) information briefs, brochures, training courses (1.2.1); iii) briefing notes (1.3.2); iii). International consultants will also: i) establish and facilitate a community of practice (1.3.1); and ii) establish communication networks (1.3.3). International consultants are required for developing a website with collated knowledge products (3.1.2) and communications (Activity 3.1.3). Cost of international consultant for technical advisory support: project management, final evaluation (M&E cost- \$15,000 in year 3). International consultants will: i) identify best-practice strategies (2.1.1; fees: 30 days at \$500; flights:2000; DSA: \$6,000); ii) identify national institutional and technical capacities of LDCs (2.1.2; 40 x 20 days at \$500; flights: \$35,000; DSA \$37,000); iii) develop e-learning courses (2.1.3; 40 days at \$500; flights \$2,000; DSA: \$8,000); iv) assess national institutional and technical capacities (2.2.1; 20 x 10 days at \$500; flights: \$35,000; DSA: \$37,000); v) undertake a stock-taking of existing resource materials (2.2.2; 30 days at \$500; flights: \$2,000; DSA: \$6,000); vi) update manuals and toolkits (2.2.3; 30 days at \$500; flights: \$2,000; DSA: \$6,000); vii) facilitate the development of tailored national mechanisms (2.2.4; 20 x 5 days at \$500; flights: \$2,000; DSA: \$2,000); viii) facilitate knowledge exchange (3.1.4; 10 days at \$500; flights: \$2,000; DSA: \$2,000); and ix) develop a funding mechanism (3.1.5; 20 days at \$500; flights: \$2,000; DSA: \$10,000).
c	Cost of national consultants to support organization and training of LDC participants (1.1.2). National consultants are required for translating knowledge products into (up to) 12 relevant national languages across LDCs (3.1.1). National consultants: project execution, monitoring and evaluation (\$5000 in year 1 for inception activities).

d	The UNEP administrative assistant will earn \$100,000 per annum.
e	Cost of travel for UNDP international consultants and resource people for regional trainings (1.1.2). This also includes travel for the Technical Advisor and Administrative assistant will need to travel. In addition, for activity 3.1.4 travel will be required to facilitate knowledge sharing. Travel will be for attending meetings and bringing priority stakeholders together to enable knowledge sharing.
f	3 sets of 4 regional workshops: 1 set of workshops at \$300,000 (Activities 1.1.2 and 1.2.2). Training will be conducted to achieve Activities 2.1.4, 2.1.5, 2.2.4. This includes: i) 4 e-Learning courses on interpreting decisions made at COP and disseminating resultant information to the appropriate sectors (48 people x 4 courses x \$1,000 = \$192,000); ii) supporting at least 20 LDCs - at the regional workshops - to develop tailored national strategies for formulating national climate change positions, interpreting decisions and disseminating relevant information (20 x \$2,500 = \$50,000); and iii) training in international best-practice for developing mechanisms for collecting, analysing, disseminating and archiving climate change data (20 x \$2,500 = \$50,000).
g	Meetings will be held to facilitate knowledge exchange (3.1.4).
h	Office and general running costs of the project including equipment (laptop, printer, printing costs) and rental of office space.
i	Printing of training and resource materials (1.1.1, 1.2.1). Some translated knowledge products should be printed (Activity 3.1.1). There will be communication costs required to facilitate knowledge exchange (3.1.4).
j	A Mid-term evaluation and final evaluation will be conducted and paid for by UNEP.

Co-financing by Source and budget lines

Project title:			Building capacity for LDCs to participate effectively in intergovernmental climate change processes										
Project number:			UNDP: 5318										
			UNEP: 1215										
Project executing partner:			UNEP, UNDP										
Project implementation period:			Expenditure by co-financing initiative										
From	July 2014		GEF	UNEP-NIE Direct Access Project	UNEP- APAN/ AAKNET	UNEP- CTCN	UNDP- KICG	UNITAR's e-Learning course Climate Change Diplomacy	UNITAR's One UN Training Service Platform on Climate Change	UNEP/U NDP GCF	UNDP ALM	TOTAL	
To:	December 2016												
UNEP Budget Line			Grant	Grant	Grant	Grant	In-kind	In-kind	In-kind	In-kind	In-kind	Grant	In-kind
10	PERSONNEL COMPONENT												
1100		Project personnel											
	1101	UNEP Technical Specialist (P3/P4)	450 000									450 000	0
	1199	Sub-total	450 000	0	0	0	0	0	0	0	0	450 000	0
1200		Consultants											
	1201	International consultants	1 675 000	150 000	200 000	500 000	50000		300 000	5 000 000	50 000	2 525 000	5 400 000
	1202	National consultants	143 000			250 000	20000			1 438 380		393 000	1 458 380

	1299	Sub-total	1 818 000	150 000	200 000	750 000	70000	0	300000	6438380	50000	2 918 000	6 858 380
	1300	Administrative support											
	1301	Project Administrative Assistant	250 000									250 000	0
	1399	Sub-total	250 000	0	0	0	0	0	0	0	0	250 000	0
1600		Travel on official business											
	1601	Travel on official business	90 000		80 000	150000				200 000		320 000	200 000
	1699	Sub-total	90 000	0	80 000	150 000	0	0	0	200 000	0	320 000	200 000
	1999	Component total	2 608 000	150 000	280 000	900 000	70 000	0	300 000	6 638 380	50 000	3 938 000	7 058 380
30	TRAINING COMPONENT												
	3200	Group training											
	3201	Training	1 192 000	150 000		100000	50000	54 000	600 000	4 000 000	100 000	1 442 000	4 804 000
	3299	Sub-total	1 192 000	150 000	0	100 000	50 000	54 000	600 000	4 000 000	100 000	1 442 000	4 804 000
	3300	Meetings/Conferences											
	3301	Meetings/Conferences	35 000		400 000					3 000 000	50 000	435 000	3 050 000
	3399	Sub-total	35 000	0	400 000	0	0	0	0	3000000	50000	435 000	3 050 000
	3999	Component total	1 227 000	150 000	400 000	100 000	50 000	54 000	600 000	7 000 000	150 000	1 877 000	7 854 000
40	EQUIPMENT AND PREMISES COMPONENT												
	4200	Non-expendable equipment											
	4201	Office equipment	20 000									20 000	0
	4299	Sub-total	20 000	0	0	0	0	0	0	0	0	20 000	0
	4300	Office Rental											
	4301	Office rent	60 000									60 000	0
	4399	Sub-total	60 000									60 000	0
	4999	Component total	80 000	0	0	0	0	0	0	0	0	80 000	0
50	MISCELLANEOUS COMPONENT												
	5300	Sundry											
	5301	Communications	25 000						100000	200 000		25 000	300 000
	5302	Inception Workshop and Report	8 000		20000					20000		28 000	20 000
	5399	Sub-total	33 000	0	20 000	0	0	0	100 000	220 000	0	53 000	320 000

5500		Evaluation											
	5501	Mid-term evaluation	30 000									30 000	0
	5502	Final evaluation and desk review	22 000									22 000	0
	5599	Sub-total	52 000									52 000	0
	5999	Component total	85 000	0	20 000	0	0	0	100 000	220 000	0	105 000	320 000
99	GRAND TOTAL		4 000 000	300 000	700 000	1 000 000	120 000	54 000	1 000 000	13 858 380	200 000	6 000 000	15 232 380

ANNEX G: MONITORING AND EVALUATION BUDGET AND WORKPLAN

Outcome	Output	Activity	Annual breakdown		
			Year 1	Year 2	Year 3
Outcome 1	Output 1.1	1.1.1 Revise/develop training materials on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.			
		1.1.2 Convene regional training workshops to strengthen the skills of LDC negotiators to effectively participate in intergovernmental climate change negotiations.			
	Output 1.2	1.2.1 Develop and/or update technical training materials, relevant to selected negotiation topics, on the latest available information on climate change science, technology and finance.			
		1.2.2 Train senior negotiators on the latest available information on climate change science, technology and finance at the regional training workshops convened under Output 1.1.			
	Output 1.3	1.3.1 Coordinate a community of practice to support LDCs to formulate negotiating positions as well as to interpret and respond to negotiation outcomes.			
		1.3.2 Through the community of practice established in Activity 1.3.1, develop briefing notes on each agenda item prior to, and after, COP and SBI/SBSTA meetings.			
		1.3.3 Establish communication networks between the community of practice and relevant national institutions in each LDC.			
	Output 1.4	1.4.1 Identify good practices from other multilateral agreements/conventions to inform the long-term operational strategy for the LDC Group.			
		1.4.2 Facilitate group discussions, at the regional training workshops or other relevant platforms, to formulate a long-term operational strategy for the LDC Group.			
Outcome 2	Output 2.1	2.1.1 Identify good practices and effective national strategies within LDCs– pertaining to national institutional arrangements and coordination mechanisms in particular – for formulating national positions on climate change negotiations.			
		2.1.2 Identify national institutional and technical capacities of individual LDCs required to: i) interpret decisions made at intergovernmental climate change negotiations; and ii) disseminate the resultant information to the appropriate sectors at a national level.			
		2.1.3: Develop e-Learning courses that provide technical staff with training on interpreting decisions made at COP and disseminating the resultant information to the appropriate sectors.			
		2.1.4: Conduct e-Learning courses bi-annually.			

		2.1.5: Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national strategies for: i) formulating national climate change positions; ii) interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate sectors at a national level.			
	Output 2.2	2.2.1 Identify national institutional and technical capacities required to collect, analyse, interpret and archive climate change information to facilitate reporting under the UNFCCC.			
		2.2.2: Undertake a stocktaking of existing manuals, toolkits, and other resource materials for collection, analysis, dissemination and archiving of climate change data and information.			
		2.2.3 Based on gaps identified through the stocktaking, develop and/or update manuals and toolkits – based on international best practice – on the collection, analysis, dissemination and archiving of information to facilitate reporting under the UNFCCC.			
		2.2.4: Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national mechanisms for collecting, analysing, disseminating and archiving climate change data.			
Outcome 3	Output 3.1	3.1.1 Translate the knowledge products – including best-practice manuals, training materials and toolkits – developed in Outcomes 1 and 2 into the official languages of LDCs, as appropriate/necessary.			
		3.1.2 Collate knowledge products developed under the project, together with relevant existing knowledge products and resources, and them into web-based knowledge platforms and other delivery mechanisms.			
		3.1.3 Present the knowledge generated and experiences gained through the regional training workshops and e-Learning courses in an existing newsletter.			
	Output 3.2	3.2.1 Disseminate knowledge on climate change negotiations and reporting according to UNFCCC requirements on existing knowledge networks.			
		Activity 3.2.2: Develop a funding mechanism/strategy to sustain these knowledge platforms beyond the implementation phase of the project.			

See Section C for the Monitoring and Evaluation budget.

ANNEX H: PROJECT IMPLEMENTATION ARRANGEMENTS

UNDP and UNEP will be the GEF Implementing Agencies (IAs) for the proposed LDCF project. The oversight services that UNDP and UNEP will provide as GEF IAs throughout the formulation and implementation of this project is outlined in Appendix 17.

Linkages will be made to on-going UNDP, UNEP, and other projects and programmes, including those highlighted in Appendix 17. The project will work with UNEP Regional Offices for Africa and Asia Pacific in order to develop trainings and e-Learning courses. The Regional Office can identify potential additional training programmes for negotiators that may be starting up or are in development, in order to ensure they are not duplicating activities within this project and can be partnered with. This will ensure that synergies are maximised and value-added use is made of the resources provided to this initiative. While the focus of this support mechanism is on building capacity for LDCs to participate in intergovernmental climate change processes, it will also build on and complement regional platforms and networks for collating and disseminating lessons learned from the NAP process. For example, the Global Adaptation Network (GAN) – facilitated by UNEP – links extant adaptation networks and knowledge platforms to improve the availability and accessibility of information concerning climate change adaptation. Under the auspices of GAN, the Africa Adaptation Knowledge Network (AAKNet) and Asia-Pacific Adaptation Network (APAN) form regional platforms for the sharing of information and knowledge on climate change adaptation. The proposed support mechanism will complement the work of AAKNet and APAN, enabling lessons learned from medium- to long-term adaptation planning at the national, sectoral and local levels to be shared through regional networks.

Outcome 1 (Capacity of LDCs to participate effectively in intergovernmental climate change processes strengthened) and Outcome 3/Output 3.1 (Knowledge products generated through the project are translated and available on an appropriate knowledge platform) will be overseen by UNDP.²⁹ Outcome 2 (Institutional capacity of LDCs to manage climate change in a sustainable and effective manner is enhanced and their capacity to report on climate change under the UNFCCC obligations is strengthened.) and Outcome 3/Output 3.2 (Strategy to sustain knowledge generated by the project including through South-South cooperation) will be overseen by UNEP.

Outcome 1 and Outcome 3/Output 3.1 will be executed under UNDP's Direct Implementation Modality (DIM). UNDP's Asia Pacific Regional Centre (APRC) will function as the responsible party for services related to recruitment of project staff and consultants, travel, sub-contracting, and organisation of regional workshops. The costs of UNDP-APRC services will be borne by the Project Management Cost budget. UNDP/GEF will delegate spending authority to APRC and the budget will be set up by UNDP/GEF. UNDP/GEF will approve the budget, and UNDP-APRC can spend within the approved spending limits. The UNDP-GEF Task Manager will oversee the project while a Technical Specialist will be recruited to undertake day-to-day management.

Outcome 2 and Outcome 3/Output 3.2 will be executed under UNEP DEPI in collaboration with relevant UNEP divisions, who will be a responsible party for services related to recruitment of project staff and consultants, travel, sub-contracting, and organisation of regional workshops. The costs of UNEP DEPI execution services will be borne from the Project Management Cost budget. UNEP GEF will delegate spending authority to DEPI through annual sub-allotments and UNEP-GEF CCAU will set up the budget. UNEP-GEF Climate Change Adaptation Unit will approve the budget that UNEP DEPI can spend within the approved spending limits. The project will be overseen by a UNEP GEF Task Manager while day-to-day management will be undertaken by a Technical Specialist who will be recruited and paid for by project.

²⁹ Note: UNEP will provide oversight of Outcome 2 (Institutional capacity of LDCs to manage climate change in a sustainable and effective manner is enhanced and their capacity to report on climate change under the UNFCCC obligations is strengthened), and Outcome 3/Output 3.2 (Strategy to sustain knowledge generated by the project including through South-South cooperation).

These management arrangements reflect the model through which UNEP-UNDP Global Support Programmes namely the NAP GSP are being implemented under. This GSP is one of a group of three GSPs³⁰ that UNEP-UNDP will be jointly implementing with the support of a number of collaborative partners.

Project Board: There will be a single Project Board (PB) for the UNEP and UNDP administered LDCF resources. The PB will be the strategic decision-making body of the project. It will provide overall guidance and direction to the project and be responsible, when high-level strategic guidance is required, for making decisions on a consensus basis. This will include the approval of major revisions in project strategy or implementation approach. The PB will meet once per year, within the margins of UNFCCC events and/or LEG events and/or virtually, and will consist of:

Co-chairs:

- i) one representative from UNDP
- ii) one representative from UNEP

Additional members of the Board:

- iii) one representative from the UNFCCC Secretariat
- iv) one representative from the LEG
- v) the LDC Group Chair
- vi) two representatives from countries supported by the initiative (selected by UNFCCC Secretariat and the LEG) – representing the beneficiary LDC negotiators

Other relevant stakeholders may participate in meetings as observers as needed, or upon approval by the Board, as Board members. The PB will review progress towards project implementation at regular intervals (but at least annually), or as required, at the request of the Technical Specialist. The PB will also approve the annual work plan prepared by the Technical Specialist, with the assistance of the Technical Support Unit. The annual work plan will be the instrument of authorisation through which the Technical Specialist and his/her team will deliver results. Additional functions of the PB are to: i) ensure that LDCF resources are committed exclusively to activities that relate to the achievement of approved project objectives and outcomes, and in line with approved annual work plans; ii) arbitrate significant conflicts within the project; and iii) negotiate a solution to major problems that may arise between the project and external bodies. To secure ultimate accountability for project results, PB decisions will be made in accordance to standards that shall support management for development results, best value for money, fairness, integrity, transparency and effective international competition. PB members and their associated travel expenses are not funded through this project. As far as possible, PB meetings will be coordinated with the regularly planned LEG meetings that are scheduled 2-3 times a year. The PB is expected to interact with the various UNFCCC processes including the LEG, UNFCCC secretariat, and CoPs.

Responsible Parties: Other organisations that are involved in this initiative as potential UNDP designated Responsible Parties and/or collaborative partners will work closely with the Technical Support Unit (TSU) to implement activities and deliver outputs that are under their mandate in accordance with the Stakeholder Involvement Plan. This plan will be finalised in the project's inception phase and aligned with the project's first annual work plan. Whenever possible, Responsible Parties will assume responsibility for the delivery of project Outputs based on agreed Terms of Reference. The TSU will facilitate the selection of an appropriate Responsible Party for the relevant Outputs and Outcomes.

Technical Support Unit: UNDP and UNEP will provide separate office space for the project staff (UNEP in Nairobi, UNDP in Bangkok), the costs of which will be borne by the project. The technical staff of this project will include a:

- i) Technical Specialist – UNDP (TOR in Appendix 12);
- ii) Senior Technical Specialist (50% time) – UNDP (TOR in Appendix 12);
- iii) Technical Specialist – UNEP (TOR in Appendix 12); and

³⁰ additional GSPs are: i) NAP-GSP: "Assisting Least Developed Countries with country-driven processes to advance National Adaptation Plans" and ii) non-LDC NAPs: "Assisting non- LDC developing countries with country-driven processes to advance National Adaptation Plans"

GEF5 CEO Endorsement Template-February 2013.doc

iv) Project Assistant – UNEP.

Project Support: The Project Support role provides administrative support to the Technical Support Unit. For this purpose, one Project Assistant will be recruited by the project (TOR in Appendix 12).

Project Assurance: UNEP GEF and UNDP-GEF will provide technical oversight services for this project. UNEP and UNDP will ensure that project monitoring and evaluation run according to an agreed schedule, and in line with UNEP/UNDP and GEF requirements. This is further described in Section 6.

ANNEX I: KEY DELIVERABLE AND BENCHMARKS

See Annex 1 (Results Framework) and Annex G (Monitoring and Evaluation budget and workplan).

ANNEX J: TRACKING TOOLS

The outcomes, indicators, target at CEO Approval and baselines from the **Climate Change Adaptation - LDCE/SCCF Adaptation Monitoring and Assessment Tool (AMAT)** are shown below.

Outcome and Output Indicators	Metric	Target at CEO Approval	Baseline		
Objective 2: Increase adaptive capacity to respond to the impacts of climate change, including variability, at local, national, regional and global level					
Outcome 2.1: Increased knowledge and understanding of climate variability and change-induced risks at country level in targeted vulnerable areas					
Indicator 2.1.1 Relevant risk information disseminated to stakeholders	Yes=1, No=0	1	0		
Output 2.1.2: Systems in place to disseminate timely risk information					
Indicator 2.1.2.1 Type and No. of monitoring systems in place	Number and type of monitoring systems	Number	Type	Number	Type
		At least 20.	National systems for collecting, analysing, disseminating and archiving climate change data.	0	National systems for collecting, analysing, disseminating and archiving climate change data.

ANNEX K: OFP ENDORSEMENT LETTER

N/A

ANNEX L: COFINANCING COMMITMENT LETTERS FROM PROJECT PARTNERS



unitar

United Nations Institute for Training and Research

AM/am/14/251

Geneva, 25 March 2014

Dear Dr. Ishii,

I write in connection with UNITAR's co-financing commitment to LDCF project: "Building capacity for LDCs to participate effectively in intergovernmental climate change processes".

The United Nations Institute for Training and Research (UNITAR) is pleased to confirm a total of US\$1,054,000 as baseline co-financing to support the "Building capacity for LDCs to participate effectively in intergovernmental climate change processes" project to meet its GEF/LDCF project objectives. The co-financing is committed through two UNITAR supported programmes, as detailed below.

Climate Change Diplomacy: Negotiating Effectively under the UNFCCC develops participants' understanding of the international climate change policy framework, by building an appreciation of the science, causes and impacts of climate change, the history of the policy making process and the UNFCCC framework. It considers pertinent challenges currently facing diplomats and international decision makers in making progress with what is currently on the negotiating table. It takes a close look at the negotiations to-date and considers hot topics for negotiators as we move towards establishing a new global agreement on climate change by 2015.

One UN Training Service Platform on CC (UN CC:Learn) supports member States, UN Agencies and other development partners in designing and implementing results-oriented and sustainable learning to address climate change. This initiative is well aligned with and supportive of the proposed project, in particular the second component which will strengthen national systems/institutions for climate change in LDCs.

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Institut des Nations Unies pour la formation et la recherche
Instituto de las Naciones Unidas para Formación Profesional e Investigaciones



21 March 2014

Dear Dr. Ishii,

Subject: Building capacity for LDCs to participate effectively in intergovernmental climate change processes.

UNDP is pleased to confirm USD \$120,000 as baseline co-financing to support the “Building capacity for LDCs to participate effectively in intergovernmental climate change processes” project to meet its GEF/LDCF project objectives.

The co-financing is committed through the capacity-building initiatives of UNDP’s Knowledge, Innovation, and Capacity Group (KICG). KICG’s capacity development approach focuses on strengthening institutions and systems, by working with government as well as other stakeholder groups, noting the increasing complexity of development challenges and the need for a diverse range of actors, interest groups and indeed sectors to collaborate effectively in order to overcome challenges. KICG’s work is relevant to this LDCF project given its focus on: i) strengthening the capacities of national institutions and coordination mechanisms within LDCs which underpin engagement with UNFCCC processes; ii) strengthening capacities of LDC negotiators; and iii) putting in place appropriate knowledge sharing systems. KICG initiatives that are relevant to this LDCF project include the framework methodologies and tools on Capacity Development, Capacity Assessment, and Capacity Measurement, as well as service offerings on Collaborative Capacities and Adaptive Capacities. KICG has extensive experience applying these approaches with public sector institutions in LDCs, including those institutions mandated to address development issues related to environment, disaster risk reduction/management, and climate change.

The proposed LDCF project will build on these KICG initiatives by strengthening capacities of LDCs to participate in intergovernmental climate change processes.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'D. Bagai', is written over a horizontal line.

Ms. Dipa Bagai
Capacity Development Team Leader
Knowledge, Innovation and Capacity Group
UNDP Asia-Pacific Regional Center

Dr. Naoko Ishii
Chief Executive Officer and Chairperson
Global Environment Facility
1818 H Street, NW, MSN G6-602
USD, Washington DC, 20433



*Empowered lives.
Resilient nations.*

16 May, 2014

Dr. Naoko Ishii
Chief Executive Officer and Chairperson
Global Environment Facility
1818 H Street, NW, MSN G6-602
USD, Washington DC, 20433

Subject: Co-financing letter for project "Building capacity for LDCs to participate effectively in intergovernmental climate change processes".

Dear Dr. Ishii,

UNDP is pleased to confirm USD \$200,000 as baseline co-financing to support the "Building Capacity for LDCs to participate effectively in intergovernmental climate change processes" project to meet its GEF/LDCF project objectives.

UNDP, along with partners launched the "Adaptation Learning Mechanism" in 2007 in response to the climate change information gap and to address existing adaptation knowledge needs. UNDP is facilitating the ALM in close partnership with the UN Framework Convention on Climate Change (UNFCCC), UNEP, the World Bank and specialized UN agencies including FAO. The ALM represents a collaborative, global learning process, with leadership, facilitation and strong participation by Southern institutions. Seeking to provide stakeholders with a common platform for sharing and learning, the ALM bridges knowledge gaps by bringing relevant knowledge and stakeholders together to exchange information, experiences, and expertise. Additionally, the ALM is currently serving as a knowledge platform for the Global Support Programme on National Adaptation Plans for LDCs, implemented jointly by UNDP and UNEP and financed by LDCF.

304 East 45th Street, New York, NY 10017, USA, Tel: 1 212 906 5143, Fax: 1 212 906 6998 www.undp.org

United Nations Development Programme

The proposed LDCF project will build on the significant results of the ALM in promoting South-South and North-South knowledge exchange and cooperation, by promoting the sharing of knowledge on climate change negotiations and integrating climate change into development planning and reporting, according to UNFCCC requirements.

Yours sincerely,



Adriana Dinu
Executive Coordinator and Director a.i.
UNDP - Global Environment Facility

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*Empowered lives.
Resilient nations.*

16 May, 2014

Dr. Naoko Ishii
Chief Executive Officer and Chairperson
Global Environment Facility
1818 H Street, NW, MSN G6-602
USD, Washington DC, 20433

Subject: Co-financing letter for project "Building capacity for LDCs to participate effectively in intergovernmental climate change processes".

Dear Dr. Ishii,

UNDP is pleased to confirm USD \$11,858,380 as baseline co-financing to support the **"Building Capacity for LDCs to participate effectively in intergovernmental climate change processes"** project to meet its GEF/LDCF project objectives.

The co-financing is committed from The Green Climate Fund (GCF) Readiness Programme, which is currently in inception phase (with a total budget of Euro 10 million, split among UNDP, UNEP and WRI). This programme provides needs-oriented support to countries for accessing the GCF once it is fully operational. It is implemented by UNDP, UNEP, WRI and the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU). Specifically, this programme is undertaking: i) specific capacity building programmes in 6 target countries; ii) the development of national project pipelines on the basis of existing and potential specific national plans and policies; and iii) the development of in-country monitoring tracking systems for climate finance and its effectiveness, together with feeding back shortcomings identified with GCF processes to support the work of the GCF board.

United Nations Development Programme

The proposed LDCF project will build on this initiative by strengthening national capacities to: i) support integration of climate change into development planning; and ii) participate in intergovernmental climate change processes, including reporting to UNFCCC and accessing funding for climate change mitigation and adaptation.

Yours Sincerely,



Adriana Dinu
Executive Coordinator and Director a.i.
UNDP - Global Environment Facility

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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



Reference : DEPI/GEFCCAUC

22 April 2014

Dear Dr. Ishii,

Subject: UNEP co-financing commitment to the LDCF project *"Building capacity for LDCs to participate effectively in intergovernmental climate change processes."*

UNEP helps developing countries to reduce vulnerabilities and build resilience to the impacts of climate change. UNEP builds and strengthens national institutional capacities for vulnerability assessment and adaptation planning, and supports national efforts to integrate climate change adaptation measures into development planning and ecosystem management practices. The project entitled *"Building capacity for LDCs to participate effectively in intergovernmental climate change processes"* is built upon and contributes to the on-going projects and programs implemented by UNEP. More specifically, it will be aligned and build upon and provide mutual benefits to the following ongoing initiatives:

- UNEP regional networks **Asia Pacific Adaptation Network (APAN)** and **Africa Adaptation Knowledge Network (AAKNet)** apply knowledge and technology to support climate change adaptation. These two regional networks are hosted under UNEP to coordinate and facilitate the exchange of climate change information. This includes: i) improving collaboration for innovation; ii) collating knowledge in tailored packages; iii) supporting strategic planning and policy processes; and iv) building capacity for climate change adaptation. The proposed LDCF project will build on these initiatives by promoting the sharing of knowledge on climate change negotiations, integrating climate change into development planning and reporting according to UNFCCC requirements among LDCs and non-LDCs.
- The **UNEP National Implementing Entity (NIE) Direct Access Support Programme** aims to strengthen developing countries' institutional and financial capacity of their NIE towards accreditation to the Adaptation Fund and other international climate funds for direct access. The project provides support on identification of key capacities that already exist and additional capacities that may be needed of an appropriate entity; as well as on supporting the entities to prepare a capacity development strategy to address those gaps (these may include capacities for financial management, procurement, monitoring and evaluation).

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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 further provides support services to NIEs in preparing an application for accreditation and technical assistance in developing adaptation project proposals under the direct access modality. The LDCF project will help advance this capacity building initiative through the setting up or strengthening of new national institutional mechanisms for climate change in LDC countries.

- The **Climate Technology Centre and Network (CTCN)** is the operational component of the UNFCCC Technology Mechanism, hosted and managed by UNEP in collaboration with UNIDO with the support of 11 Centres of Excellence located in developing and developed countries, was set up to stimulate technology cooperation and enhance the development and transfer of technologies to developing country parties at their request. The CTCN provides an outlet for technical assistance, information and knowledge sharing, and networking and collaboration. The center has started its operations in mid-2013, following the Doha CoP's decision and UNEP's Governing Council of 2013. The proposed LDCF project will build on this initiative by facilitating the exchange of the state-of-the-art information on climate change technology to support integration of climate change into development.

Please find below the budgets for these UNEP supported / led projects which the LDCF project will benefit from.

Project/ Network	Budget (US \$)	Duration	Type of co- financing
APAN	500,000	2014-2015	Grant
AAKNET	200,000	2014-2015	Grant
UNEP NIE	300,000	2014-2016	Grant
Direct Access Project			
CTCN	1,000,000	2014-2015	Grant
Total	2,000,000		

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UNITED NATIONS ENVIRONMENT PROGRAMME

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This letter serves to confirm UNEP's commitment of **USD 2,000,000** to the above-mentioned GEF LDCF project to provide co-financing through the projects detailed here for the amounts outlined in the table.

We look forward to your continued cooperation.

Yours sincerely,

Keith Alverson

Coordinator, Climate Change Adaptation & Terrestrial Ecosystem Branch

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ANNEX M: ENVIRONMENTAL AND SOCIAL SAFEGUARDS CHECKLIST

As part of the GEF's evolving Fiduciary Standards, implementing agencies have to address "Environmental and Social Safeguards". The checklist was developed with the following steps as guidance:

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

Project Title:	Building capacity for LDCs to participate effectively in intergovernmental climate change processes		
GEF project ID and UNEP ID/IMIS Number	UNDP: 5318 UNEP: 1215	Version of checklist	Two
Project status (preparation, implementation, MTE/MTR, TE)	Under preparation	Date of this version:	April 2014
Checklist prepared by (Name, Title, and Institution)	Nina Raasakka, Task Manager, GEF CCAU, DEPI UNEP.		

In completing the checklist, both short- and long-term impacts 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.

	Yes/No/N.A.	Comment/explanation
- Is the project area in or close to -		
- densely populated area	N/A	The proposed LDCF project is a global support programme that will strengthen the capacities of LDCs. As such there are no on-the-ground interventions related to a project location. The responses to this section are therefore all "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, i.e.

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
- Are ecosystems related to project fragile or degraded?	N/A	No specific ecosystems are related to the project.
- Will the project cause any loss of precious	No	No permanent infrastructure will be

ecology, ecological, and economic functions due to construction of infrastructure?		constructed for the project.
- 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.

	<i>Yes/No/N.A.</i>	<i>Comment/explanation</i>
- Does the project respect internationally proclaimed human rights including dignity, cultural property and uniqueness and rights of indigenous people?	Yes	The project will align with national policies, strategies and priorities in participating LDCs.
- 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?	No	
- Does the project incorporate measures to allow affected stakeholders' information and consultation?	Yes	The proposed LDCF project is designed to, <i>inter alia</i> , strengthen the capacity of climate change negotiators. These stakeholders will benefit from training and additional institutional support.
- Will the project affect the state of the targeted country's (-ies') institutional context?	Yes	The project will focus on capacity building and knowledge sharing to promote effective participation in intergovernmental climate change processes and coordination of climate change efforts. Part of this includes training LDC negotiators, as well as strengthening national mechanisms and strategies for effective participation and disseminating information on good practices. Through these activities, the project will positively affect the countries' institutional frameworks for effective planning for, participation in and disseminating the outcomes of intergovernmental climate change processes and coordination of climate change efforts.
- Will the project cause change to beneficial uses of land or resources? (incl. loss of downstream beneficial	N/A	

uses (water supply or fisheries)?		
- Will the project cause technology or land use modification that may change present social and economic activities?	Yes	The proposed LDCF project includes a transfer of knowledge on science and technology for climate change mitigation and adaptation. This will be integrated into development planning – with associated positive effects on social and economic activities – and into reporting under the UNFCCC.
- 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	The project interventions do not entail any road or similar substantial infrastructure constructions.
- 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	The proposed LDCF project will include a focus on gender equity and will promote gender-sensitivity during the implementation of project activities.
- 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?	Yes	According to UNEP norms and guidelines.
<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?	N/A	The project's activities will not result in direct impacts on the environment.
- 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?	Somewhat	The proposed LDCF project will be addressing priorities identified by the LDC work programme, except for those addressed by the NAPAs. Although some initiatives have addressed the capacity of LDC negotiators involved in UNFCCC climate change processes, this has been identified as a priority by the GEF, its Agencies and LDC Parties.
- Will the project components generate or contribute to cumulative or long-term environmental or social impacts?	Yes	The proposed LDCF project will strengthen the negotiating position of LDCs at UNFCCC processes, which will result in beneficial environmental and social impacts at a national level in all LDCs

		participating in the project.
- Is it possible to isolate the impact from this project to monitor E&S impact?	N/A	

ANNEX N: ACRONYMS AND ABBREVIATIONS

AAKNET	African Adaptation Knowledge Network
AGN	African Group of Negotiators
ALM	Adaptation Learning Mechanism
AMCEN	African Ministerial Conference on the Environment
APAN	Asia Pacific Adaptation Network
APR	Annual Project Review
AWP	Annual Work Plan
AYLG	Asia Young Leaders in Governance
BDP	Bureau of Development Policy
BURS	Biennial Update Reports
CBD	Convention on Biological Diversity
CDES	Capacity Development for Environmental Sustainability
CDNA	Capacity Development Needs Assessment
CDKN	Climate and Development Knowledge Network
CDM	Clean Development Mechanism
COP	Conference of the Parties
CPAP	Country Programme Action Plan
CTCN	Climate Technology Centre and Network
DELC	Division of Environmental Law
DEPI	Division of Environmental Policy Implementation
ecbi	European Capacity Building Initiative
ERBM	Enhanced Results Based Management
ERC	Evaluation Resource Centre
ESCOS	Energy Services Companies
GCF	Green Climate Fund
GEF	Global Environment Fund
GSP	Global Support Programme
ICCCAD	International Centre for Climate Change and Development
IIED	International Institute for Environment and Development
INC	Initial National Communication
KCIG	Knowledge, Innovation and Capacity Group
LDCF	Least Developed Countries Fund
LDCs	Least Developed Countries
LEG	Least Developed Countries Expert Group
M&E	Monitoring and Evaluation
MDGs	Millennium Development Goals
MEA	multilateral environmental agreements
NAMAS	Nationally Appropriate Mitigation Actions
NAP	National Adaptation Plan
NAPA	National Adaptation Programme of Adaptation
NGO	Non-Governmental Organisation
NIE	National Implementing Entities
PB	Project Board
PIR	Project Implementation Reports
PPR	Project Progress Reports
REDD	Reducing Emissions from Deforestation and Forest Degradation
SB	Subsidiary Body
SCCF	Special Climate Change Fund
SOF	Source of Funding

SIDS	Small Island Developing States
SIP	Stakeholder Involvement Plan
STAP	Scientific Technical and Advisory Panel
TNA	Technology Needs Assessment
TOR	Terms of Reference
TS	Technical Specialist
TSU	Technical Support Unit
UNCCD	United Nations Convention to Combat Desertification
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
UNITAR	United Nations Institute for Training and Research
UNOPS	United Nations Office for Project Services
WRI	World Resources Institute