

Annexes

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Annex A: Multi Year Work Plan

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY
		Y1	Y2	Y3	Y4	
Output 1.1	<i>Activity 1.1.1:</i> Conduct a stocktaking of completed/ongoing initiatives and undertake stakeholder consultations to identify gaps and needs in key institutional and technical capacities required for the NAP process.					International consultant, UNDP Technical Specialist
	<i>Activity 1.1.2:</i> Facilitate inter-ministerial dialogue and in-country training – to key national and sub-national institutions – on integrating climate change into medium- and long-term planning.					International consultants, UNDP Technical Specialist
	<i>Activity 1.1.3:</i> Formulate NAP roadmaps in consultation with relevant national stakeholders.					International consultants, UNDP Technical Specialist
	<i>Activity 1.1.4:</i> Provide tailored, in-depth follow-up support to requesting LDCs in areas such as adaptation appraisal, applying gender analysis to ongoing programmes and climate information and modelling to support countries that are more advanced in the NAP process.					International consultants, UNDP Technical Specialist
Output 3.2	<i>Activity 3.2.1:</i> Synthesise lessons learned and 33 experience gained through the NAP-GSP to inform NAP training modules, in collaboration with NAP-GSP partners.					International consultant, Communications/Knowledge Management Specialist
	<i>Activity 3.2.2:</i> Work with regional platforms for South-South face to face and virtual exchange for science/policy interface, adaptation knowledge exchange and climate finance issues.					International consultant, Communications/Knowledge Management Specialist
	<i>Activity 3.2.3:</i> Develop web-based training materials, which will continue to be available after the project finishes, for the NAP process with partner institutions such as UNITAR.					International consultant, Communications/Knowledge Management Specialist
	<i>Activity 3.2.4:</i> Host webinars and knowledge exchange forums (in collaboration with regional knowledge platforms) to disseminate technical expertise.					International consultant, Communications/Knowledge Management Specialist

Annex B: Monitoring Plan

Please see the Project Results Framework in Section V.

Annex C: Evaluation Plan

Please see the Monitoring and Evaluation plan in Section VI. UNEP will be responsible for managing the mid-term and final evaluation of this project.

Annex D: Terms of reference for Project Staff and Additional Support

Below are brief terms of reference for Project Staff, as well as technical and logistical support.

A. Lead Technical Specialist (UNDP)

The Lead Technical Specialist (LTS) will be contracted by UNDP to be responsible, on behalf of the two Agencies, for the implementation of the project. He/she will be responsible for project implementation and working to achieve the project outcomes. The LTS will direct and guide other project staff, including day-to-day project coordination with other implementing partners. He/she will ensure that input required from the implementing partners is secured, and the project provides the required support. The LTS will be supervised by UNDP and UNEP staff involved in oversight of this project. Responsibilities include:

Technical Guidance

- Support countries participating in the GSP NAP programme to reactivate and update national teams (e.g. working groups created for the NAPAs and/or national development plans) on supporting the NAP process, including identification of a champions and other key stakeholders;
- Guide and review country activities focused on stocktaking of on-going and completed initiatives of relevance to informing and contributing to the NAP process;
- Guide country level consultations to identify the scope and direction of the NAP process and expectations for advancing medium- to long-term planning for adaptation as part of the ongoing planning and budgeting processes at national and sub-national levels;
- Conduct and/or review and comment on gap analysis conducted on key institutional and technical capacities to fully embark on medium- to long-term planning and budgeting for adaptation linked and aligned to national development priorities (conducting capacity assessments to identify strengths that should be capitalised on and weaknesses that need to be strengthened) in a select number of countries;
- Maintain a strategic understanding of, and engagement with, the substantive technical issues, institutions, and processes within the countries served of relevance to the NAP process, including establishing contact with and developing strategic partnerships with other agencies, donors, NGO's, the private sector, and scientific institutions etc. as they relate to advancing key elements of the NAP process;
- Provide policy advisory support to national partners including key Ministries (especially in finance, planning and other relevant line ministries) and other stakeholders, on the importance of medium- to long-term planning and budgeting for adaptation;
- Support the development of specific policy analysis and development tools and guidance;
- Coordinate with UNDP-GEF Regional Technical Advisors supporting adaptation programming with multiple sources of finance, well as others both within and outside of UNDP, especially in Africa, Asia and Pacific on substantive issues of relevance to NAPs;
- Facilitate partnerships for South-South and North-South transfer of technical and process-orientated information on experiences, good practice, lessons and examples of relevance to medium- to long-term national, sectoral and local plans and planning and budgeting processes;
- Facilitate training in the use of the tools and approaches to advance to medium- to long-term adaptation planning and budgeting in partnership with UNEP;
- Evaluate, capture, codify, synthesise lessons and stimulate the uptake of best-practices and knowledge, including the development of case studies, resource kits and other knowledge materials;
- Respond to queries on programme/project progress, impacts and lessons.

Project Leadership

- Supervise, coordinate and lead the overall UNDP-UNEP NAP project team in discharging their duties at an optimum level through ensuring efficient and effective resources planning, budgeting and utilisation.
- Assist inception, contracting and start-up of programmes/projects including establishment of indicators, benchmarks and work plans, annual status and financial reports and carry out other Project Board directives;
- Identify and source technical expertise and support including assisting with the preparation of TORs, identification and evaluation of experts and reviewing reports;
- Lead efforts to ensure that project activities are integrated and coordinated with the established operations of both UNDP and UNEP within their comparative advantage and their areas of work;
- Support UNDP country offices in liaising with national partners on NAP related issues;

- Develop and maintain close linkages with relevant agencies, stakeholders, key donors of UNDP, UNEP-GEF, NGOs, civil society, international organizations, and implementing partners of the project;
- Ensure that UNDP rules and procedures are fully met in the course of the project implementation including procurement.

B. Technical Specialist (UNEP)

The Technical Specialist, appointed by UNEP, will be responsible for ensuring the technical rigor of all project activities that yield technical deliverables. He/she will work towards achieving the technical outputs of the project using various inputs procured by the project, as well as partnerships developed with other entities who are working to support the NAPs process. He/she will build and manage relationships and partnerships.

Responsibilities include:

- Technical monitoring and quality control of all project outputs that require technical input (especially guidelines and policies);
- Develop detailed Terms of References for consultants and contractors, as required, in collaboration with UNDP and UNEP Regional Advisors;
- Coordinate and oversee technical input and review all technical reports produced by international consultants;
- Draft work plans for all technical activities of the project and prepare outline structure of technical reports;
- Liaise with other organisations supporting the NAP process on the delivery of project outputs;
- Identify, analyse and communicate lessons learned that may be useful in design and implementation of similar projects. The duty of identifying and analysing lessons learned is an on-going one, and the duty to communicate those lessons is on an as-needed basis, but not less frequently than once every six months.

C. Investment Finance Specialist (UNDP)

The Investment Finance Specialist (IFS), recruited by UNDP, will be responsible for providing technical leadership and policy advice to partner countries in coordination with UNDP Country Offices, UNEP and other UN Agencies (where appropriate) in the following areas, as they contribute to the National Adaptation Plan process:

1. municipal finance, local public finance and local private finance;
2. private sector financing; and
3. application of business development strategies, and tools and mechanisms to build and maintain technical partnerships, introduce innovative investment finance approaches and capitalize on related business opportunities.

S/he will work with UN Agencies, governments, inter-governmental organizations, NGO's, donors, and the private sector in accordance with the objective and outcomes of this project. The work of the IFS will be overseen by the Lead Technical Specialist to deliver results in the areas of:

- Innovation, strategic leadership, dialogue and advocacy;
- Development impact; and
- Learning and knowledge management.

D. Communication/Knowledge Management Specialist (UNEP)

A Communication/Knowledge Management Specialist will be recruited on a need basis to collect, synthesise and disseminate case studies related to the NAP process.

Responsibilities include:

- Work with the project team and country teams to collect best practices and lessons learned related to the NAP process; disseminate through appropriate channels (not exclusive to the NAPs GSP platforms);
- Identify case studies demonstrating the link between building adaptation capacity and reducing vulnerability (i.e. reflecting the overall NAP objectives); develop print, web-based, and video products detailing case studies.

Annex E: Stakeholder Consultations

Least Developed Countries	Consultation Notes
Angola	<p>NAP progress:</p> <ul style="list-style-type: none"> • Angola has not yet officially begun the process of developing a NAP. • However, institutional arrangements are in place to begin the process. The inter-ministerial committee on biodiversity and climate change could lead the process. • A request has been sent to UNDP for support in the NAP process. <p>Challenges:</p> <ul style="list-style-type: none"> • There is limited capacity to undertake vulnerability assessments within the country, particular at the local level. <p>Comments of current/future support:</p> <ul style="list-style-type: none"> • Regional workshops through the LEG and the Ongoing NAP GSP have been very useful for introducing the NAP process and raising awareness. • There is a need, however, for further dissemination of this information to additional stakeholders at a national level. Support for national training workshops on the NAP process would be appreciated. • Future training should focus on: <ul style="list-style-type: none"> ◦ vulnerability assessments for technical staff within the country; and ◦ economic assessments of adaptation options. • Lessons learned through the implementation of NAPA projects is valuable. • Current knowledge sharing mechanisms are useful. For future support, an online “helpline” offering technical advice would be useful. A list of FAQs regarding the NAP process would also be useful.
Botswana (non-LDC)	<p>NAP progress:</p> <ul style="list-style-type: none"> • The NAP process has yet to officially begin in Botswana. • Currently, a national climate change policy is being developed. • Next steps will include: <ul style="list-style-type: none"> ◦ an institutional gap analysis; ◦ identification of best-practices from neighbouring countries; and ◦ increasing awareness about climate change amongst policy-makers. <p>Priority needs/gaps:</p> <ul style="list-style-type: none"> • Agriculture and Tourism have been identified as priority sectors. • Financial resources are limited to undertake the necessary assessments and analyses.
Eritrea	<p>NAP progress:</p> <ul style="list-style-type: none"> • The vision and mandate for a NAP has been developed. • The national environmental management plan articulates a mandate for the formulation and implementation of a NAP. • The institutional arrangements for the NAP process have been defined. • A vulnerability assessment of priority sectors has been undertaken, through expert consultation. Based on this assessment, the most vulnerable sectors have been prioritised through a sensitivity matrix analysis. <p>Comments of current/future support:</p> <ul style="list-style-type: none"> • There are many different methods that can be used to identify climate change vulnerabilities. Further guidance on these different types of vulnerability assessments would be useful. • The LEG and NAP-GSP workshops have been useful for exchanging information, experiences and best-practice amongst countries. • Additional rounds of information-sharing between countries is required.

Least Developed Countries	Consultation Notes
Ethiopia	<p>NAP progress:</p> <ul style="list-style-type: none"> • Ethiopia has a comprehensive adaptation programme that incorporates all sectors and has been adopted by the national government. • Ethiopia is now in the process of developing updating this into a formal NAP. • The relevant development plans and strategies that are important to the NAP process have been identified. • The institutional arrangements, in terms of the roles of different departments and timelines have been defined. • Currently, work is being undertaken to integrate climate change into relevant sectoral and provincial development plans.
Gambia	<p>NAP progress:</p> <ul style="list-style-type: none"> • Gambia has begun laying the foundation for the NAP process. • Representatives have attended training session on the NAP process, and have acquired a thorough understanding of the process. • There is also information available to support the NAP process, including: <ul style="list-style-type: none"> ◦ NCs and NAPA; and ◦ background paper on low-carbon climate-resilient development. • Gambia is currently developing a national climate change strategy, which will be completed in 2016. • Gambia is currently developing their INDC, and several training workshops are planned for this. Sensitisation on the NAP process will be included in these workshops.
Haiti	<p>NAP progress:</p> <ul style="list-style-type: none"> • Haiti is at the beginning of the NAP process. • Currently lessons learned on the NAP process are being gathered and tailored the national context. • The current focus is on increasing awareness amongst stakeholders. <p>Challenges:</p> <ul style="list-style-type: none"> • Data collection is a challenge. • Travel distances can make it difficult to attend workshops/meetings. • Limited technical capacity; there are many technicians but few experts. <p>Comments of current/future support:</p> <ul style="list-style-type: none"> • The Ongoing NAP GSP and LEG workshops have been useful for sensitisation, compiling lessons learned and encouraging collaboration between countries. This should continue. • The following technical needs were identified: <ul style="list-style-type: none"> ◦ data collection methodologies, from national level to community level; ◦ stocktaking of climate information; ◦ vulnerability assessments – including data collection; and ◦ training of technical staff on waste management and river basin management. • It would be preferable for Haiti to attend workshops that are presented in French. • Online platforms are a useful way of sharing knowledge and accessing technical expertise, but these systems should be cognisant of intermittent internet connectivity and different time zones.
Lao PDR	<p>NAP progress:</p> <ul style="list-style-type: none"> • Lao PDR has not yet officially launched the NAP process. • Currently, the 3rd NC is being prepared which includes a capacity assessment. • The Climate Change Office will be responsible for developing a NAP. • Lao PDR is currently receiving support from UNDP for a disaster reduction project. <p>Challenges:</p> <ul style="list-style-type: none"> • Data is dispersed across multiple ministries/departments.

Least Developed Countries	Consultation Notes
	<ul style="list-style-type: none"> Limited national technical capacity; international consultants are often required. <p>Comments of current/future support:</p> <ul style="list-style-type: none"> The following technical needs were identified: <ul style="list-style-type: none"> stocktake of data requirements for a NAP; assistance to undertake vulnerability and risk assessments; and assistance to develop climate change scenarios. The Ongoing NAP GSP workshops have been useful for understanding the NAP process, but more technical staff need to attend these workshops.
Lesotho	<p>NAP progress:</p> <ul style="list-style-type: none"> Lesotho has not officially launched a NAP process. Activities required to begin a NAP process have been identified, including the formation of a national climate change group and the need to gather climate change information from ongoing projects within the country. Lesotho has also identified specific activities where support is required. These include: <ul style="list-style-type: none"> enhancing the understanding of the NAP process among national stakeholders; financial assistance, as government may not have the funds to support the development of a NAP; and technical assistance with institutional and climate information stocktaking. <p>Challenges:</p> <ul style="list-style-type: none"> Financial limitations. Inadequate understanding amongst planning and finance sectors. <p>Comments of current/future support:</p> <ul style="list-style-type: none"> A delegation from Lesotho has attended the Ongoing NAP GSP and LEG regional workshops. Current support is valuable for understanding the fundamentals of the NAP process. Future workshops should continue to include country-specific presentations of lessons learned, as they are the most valuable for gaining relevant experience and encouraging one to think about the situation within your own country. Lesotho is aware of guidelines and methodologies supplied by support programmes such as the Ongoing NAP GSP, LEG and GIZ. Currently, they do not receive the Ongoing NAP GSP newsletter. For future support, interactive forums/webinars would be useful.
Malawi	<p>NAP progress:</p> <ul style="list-style-type: none"> The NAP process has officially started in Malawi. It was launched in September 2014. Most of the progress thus far has been within Element A, including; <ul style="list-style-type: none"> consultants to facilitate the development of a NAP have been recruited; a 12 member NAP core team has been established; experts from each sector have been identified; and a technical training workshop on the NAP process (with 36 participants) has been undertaken. The next steps will be to cost the different elements of a NAP roadmap. An LDCF PIF for NAP support has been submitted to the GEF. <p>Challenges:</p> <ul style="list-style-type: none"> Limited human capacity. Limited financial capacity. Difficult of encouraging private sector involvement. Limited data and/or technical information required for vulnerability assessments and climate modelling. Unpredictability of funding.

Least Developed Countries	Consultation Notes
Mozambique	<p>NAP progress:</p> <ul style="list-style-type: none"> • The NAP process has yet to be officially started, however, progress has been made. • A national climate change strategy that includes short- medium- and long-term adaptation objectives has been developed. This strategy is also disaggregated by sector. • A national climate change policy has been developed, and a financial mechanism to fund adaptation has been established. • They are in the process of establishing the institutional arrangements required to develop a NAP. A multi-sector group on climate change has been established which includes private sector, public, CSO and academic stakeholders. A national climate change unit has also been established. • Local adaptation plans (LAPs) have been developed for many districts in Mozambique. The next step will be to transition these LAPs into a NAP. <p>Challenges:</p> <ul style="list-style-type: none"> • Time constraints on relevant technical staff means that they are not always able to attend training and support provided. <p>Comments of current/future support:</p> <ul style="list-style-type: none"> • Future support should include: <ul style="list-style-type: none"> ◦ guidance on how to align the elements of the NAP process with government sustainable development priorities; ◦ technical assistance with vulnerability and risk assessment; ◦ technical assistance with stocktaking of climate data and data management; and ◦ training on prioritising adaptation and mitigation measures. • Additional support to provide capacity building to local government official is required. • Mozambique receives the Ongoing NAP GSP newsletter and accessing the project website – both are found to be useful. • Agriculture has been identified as a priority sector, and additional training on assessing vulnerability and identifying adaptation measures – such as conservation agriculture – would be useful in future support.
Nauru (non-LDC)	<p>NAP progress:</p> <ul style="list-style-type: none"> • Nauru have yet to begin the NAP process. • The NAPA has just been approved and therefore the country is now seeking funding for these projects. <p>Challenges:</p> <ul style="list-style-type: none"> • Travel distances make it difficult for them to attend regional workshops. They did however attend the LEG/NAP GSP Pacific NAPS regional training workshop in Vanuatu.
Nepal	<p>NAP progress:</p> <ul style="list-style-type: none"> • Nepal has begun the NAP process. • Currently they are developing Local Adaptation Plans of Action (LAPAs), and more than 100 have already been developed. These will form the basis for a NAP. • Nepal is currently receiving support from several initiatives to strengthen the National Climate Change Directorate (UNDP, UNEP, DFID, NDRC, GEF). This includes technical support. <p>Challenges:</p> <ul style="list-style-type: none"> • Coordination among ministries. • Limited awareness of the NAP process among different ministries. <p>Comments of current/future support:</p> <ul style="list-style-type: none"> • Workshops have been useful to gain a general understanding of the NAP process. • Future workshops should include more technical people from different ministries. • They would appreciate one-on-one support to establish a coordination mechanism (Basket Fund) for climate change finance within Nepal.

Least Developed Countries	Consultation Notes
	<ul style="list-style-type: none"> • Knowledge products generated through the Ongoing NAP GSP are useful, but are not always disseminated amongst all the relevant national officials. • Nepal makes use of the available websites (GSP NAP and NAP Central).
Somalia	<p>NAP progress:</p> <ul style="list-style-type: none"> • Somalia is at the very beginning of the NAP process. • The government is in the process of establishing a mandate for the National Environment Management Agency to develop a NAP. • A gap analysis has been undertaken, and they are in the process of accessing relevant data to fill some of these gaps, often from neighbouring countries or global programmes. <p>Challenges:</p> <ul style="list-style-type: none"> • Government restructuring at the state level has meant that it is challenging to identify the correct local institutions to consult/engage in the NAP process. • Limited technical expertise within the country has meant that establishing a technical team to lead certain elements of the NAP process has been a challenge.
South Sudan	<p>NAP progress:</p> <ul style="list-style-type: none"> • South Sudan gained accession to the UNFCCC in May 2014. • South Sudan is now in the process of preparing a NAPA and will complete preparation of the NAPA before they begin to develop a NAP. <p>Comments of current/future support:</p> <ul style="list-style-type: none"> • As South Sudan is at the very beginning of the process, they require a wide range of support. • There is a need to build technical capacity within the country, particularly with regards to climate data collection, analysis and management. • South Sudan has yet to make any formal requests of support to the GEF or the Ongoing NAP GSP. They will do so soon.
Sudan	<p>NAP progress:</p> <ul style="list-style-type: none"> • Sudan have begun to develop a NAP. • The preparation of a NAP is one of the main objectives of Sudan’s national implementation strategy for climate change. • There is currently an ongoing project in Sudan with UNEP Sudan and funded by DFID to support the NAP process. • The process for developing the NAP has included: <ul style="list-style-type: none"> ◦ establishing focal points and technical teams; ◦ national capacity building and experience-sharing workshops; ◦ regional capacity building workshops; ◦ state-level awareness-raising workshops where adaptation options will be identified; and ◦ support to state institutions to strengthen their data collection capabilities. • Sectoral vulnerability assessments have been undertaken and adaptation options have been identified. • A draft NAP document has been produced, which includes: <ul style="list-style-type: none"> ◦ NAP framework; ◦ Vulnerability assessments; climate change impacts and identified adaptation options; ◦ Implementation strategy; and ◦ State-level summaries. • The way forward is to integrate adaptation options in policies and ongoing development and to establish an M&E system. <p>Challenges:</p> <ul style="list-style-type: none"> • Financial resources.

Least Developed Countries	Consultation Notes
	<ul style="list-style-type: none"> Establishing institutional arrangements takes time and buy-in. Large geographical area makes consultations difficult. Limited capacity at the state level.
Swaziland	<p>NAP progress:</p> <ul style="list-style-type: none"> Swaziland is in the very early stages of the NAP process. In 2011, a national climate change committee was established. The country was tasked with developing a national climate change strategy and a national climate change policy. A draft climate change strategy and action plan was developed in 2014. Currently, Swaziland is finalising a national climate change policy and reviewing their national Vision 2022, which will include the integration of climate change into this guiding document. Furthermore, Swaziland is in the process of completing sectoral vulnerability assessments (for water, health, agriculture and biodiversity). Based on these assessments, sectoral action plans will be developed. The official launch of the NAP is planned for 2016/17. <p>Challenges:</p> <ul style="list-style-type: none"> Limited financial resources. Human capacity, as staff are often involved in many different projects. Technical capacity – training on climate change science is required. <p>Comments of current/future support:</p> <ul style="list-style-type: none"> The Ongoing NAP GSP provided an understanding of the fundamental elements of a NAP. The LEG guidelines have also been valuable. Swaziland would appreciate one-on-one technical support to guide them through the NAP process and assist with the development of a NAP roadmap. Swaziland receives the Ongoing NAP GSP newsletter and utilises the web portal. They also utilise the NAP Central website. Suggestions for future support including technical backstopping through an interactive forum.
Tanzania	<p>NAP progress:</p> <ul style="list-style-type: none"> Tanzania is in the initial stages of the NAP process. A NAP roadmap was developed in 2013, and a NAP team has been established. Most of the progress thus far has been within Element A, and has included: <ul style="list-style-type: none"> awareness-raising and training; stocktaking of ongoing adaptation options and assessments; vulnerability assessments for priority sectors; and down-scaling climate models. <p>Challenges:</p> <ul style="list-style-type: none"> Limited financial resources to implement the different elements of the NAP roadmap. Limited capacity of climate change desk officers. There are no ongoing support initiatives for the NAP process in Tanzania. <p>Comments of current/future support:</p> <ul style="list-style-type: none"> The Ongoing NAP GSP and LEG support has been valuable for information- and experience-sharing between countries. Future support should focus on this, as well methods for harmonising climate change adaptation procedures between different sectors. The Ongoing NAP GSP workshops have provided a clear understanding of NAP objectives and benefits for the country. A NAP orientation for senior decision-makers, followed by technical training workshops, was supported by the Ongoing NAP GSP in Tanzania. The LEG guidelines have been utilised, but they require some modifications for the Tanzanian context.

Least Developed Countries	Consultation Notes
	<ul style="list-style-type: none"> • Support to manage, compile and disseminate climate change information and data would be valuable. • Capacity-building on project proposal writing to access climate change finance would be valuable. • Tanzania is currently engaged with the AU, EAC, SADC and UNFCCC international platforms for climate change. • The Ongoing NAP GSP newsletter is received and utilised and Tanzania.
Tuvalu	<p>NAP progress:</p> <ul style="list-style-type: none"> • Tuvalu has developed a JNAP, with the support of SPREP and SOPAC, which is currently under review. • Tuvalu is currently preparing to develop a NAP. • Currently, then country is setting up the institutional arrangements required and have established a National Advisory Council on climate change. The government has also approved the establishment of a new climate change unit. • The next steps will be to set up structures to coordinate the NAP process and conduct stakeholder consultations to identify relevant sectoral development plans. <p>Challenges:</p> <ul style="list-style-type: none"> • Inadequate data. • Limited financial resources. • Limited technical expertise. <p>Comments of current/future support:</p> <ul style="list-style-type: none"> • Regional workshops (the Ongoing NAP GSP and LEG) have been valuable to learn lessons from other countries, specifically other Pacific island countries. • Future workshops should include topics on the integration of climate change into key sectors, including an understanding of how climate change impacts on these key sectors. • The following technical needs were identified: <ul style="list-style-type: none"> ◦ vulnerability assessment of key sectors (water, agriculture and coastal) to identify needs and priorities; ◦ establishment of an M&E framework; ◦ stocktaking of data and data requirements; and ◦ training on data collection and management. • Internet connectivity can be challenging in Tuvalu, and therefore it was suggested that knowledge products should not be limited to online materials.
Uganda	<p>NAP progress:</p> <ul style="list-style-type: none"> • The NAP process has not been formally launched, however, some progress has been made. • National coordination mechanisms for the NAP process have been established. • Lessons learned from other climate change projects (e.g. NAPA) have been documented. <p>Challenges:</p> <ul style="list-style-type: none"> • Time constraints on relevant climate change officials who are also engaged with other processes (e.g. revision of the national climate change policy).
Zambia	<p>NAP progress:</p> <ul style="list-style-type: none"> • Zambia is at the beginning of the process of integrating climate change into national development planning. • The previous National Development Plan did not include climate change until the very end of its development. • A draft NAP roadmap was developed in 2014. Based on this roadmap, progress has been made to: <ul style="list-style-type: none"> ◦ increase awareness of the NAP process; ◦ develop a common understanding of the NAP process among sectors; and ◦ identify key sectoral planners as entry-points.

Least Developed Countries	Consultation Notes
	<ul style="list-style-type: none"> • A climate-proofing manual for development sectors has been developed. • Zambia has received support from Germany to mainstream climate change into development planning. <p>Challenges:</p> <ul style="list-style-type: none"> • Unpredictable timing of NAP entry-points (e.g. revision of the National Development Plan). • Low awareness of the NAP process within the planning and finance departments. • Absence of sectoral focal points for NAP of climate change results in <i>ad hoc</i> capacity building. • Absence of a mechanism to harmonise the NAP development with ongoing activities/initiatives.

Annex F: Tools and Guidance from related initiatives

NAP-related tools that have been shared through the ALM platform

Tool	Year uploaded	Description
Guidance on Generating Content: Capturing and Creating Stories, Photos and Films	12 Feb 2015	This guidance provides information on processes, resources and tools that your teams can use to capture raw materials and use them to develop communications products.
Project Management Training for GEF LDCF, SCCF and AF Project Teams	02 Feb 2015	Asia and Pacific adaptation portfolio includes 31 ongoing projects with a total value of \$139 million. Supporting Integrated Climate Change Strategies; advancing Cross-sectoral Climate Resilient Livelihoods and strengthening Climate Information and Early Warning Systems are the main areas of intervention. The cumulative effect of the portfolio in the region can be substantial providing that the implementation pace and delivery can be maintained at expected UNDP standards.
CIRDA Procurement Guidance	24 Oct 2014	A brief fact sheet developed by the PSO Unit and CIRDA Experts on Alternative Technologies to guide to partner countries in their efforts to procure new technologies.
Supporting NAP Development with the PROVIA Guidance - A user companion	22 Feb 2014	<p>The goal of the PROVIA Guidance is to provide clear technical guidance that combines robust science with explicit consideration of user needs at local, national and international levels. It is meant to be useful to a wide array of audiences in both developing and industrialized countries, including researchers, consultants, policy analysts and sectoral planners who have some prior knowledge on climate risk assessment and adaptation.</p> <p>The PROVIA Guidance does not prescribe a particular process or approach for assessing climate change vulnerability, impacts and adaptation, but rather covers the range of available approaches, methods and tools. It presents users with a structured set of relevant methods for each task, with decision trees to help guide them through key choices. It also explains how to apply the chosen methods, and directs them to additional resources.</p>
Cost Benefit Analysis for Natural Resource Management in the Pacific: a Guide	12 Dec 2013	There is a wide variety of guides and manuals on CBA across the globe. However, up to now there has been no published document that brings together the steps of CBA with an emphasis on the Pacific region. This guide is intended to fill that gap. It aims to support Pacific government and non-governmental organisations in their CBA activities, and to support training and capacity development in this area. The

		guide is also intended to standardise approaches to CBA by the agencies involved – SPC, SPREP, PIFS, USP, GIZ, UNDP – so that practitioners receive consistent advice and support.
Lao PDR – GEF Trust Project, Training of Trainers Manual for Participatory Natural Resources Management	24 Aug 2013	This manual aims to assist trainers to conduct natural resource management sessions or environmental awareness training workshops/meetings. This is a part of the capacity-building component of the project titled “Strengthening the Capacity to Implement Natural Resources Legislation in Lao People’s Democratic Republic”.
PROVIA Guidance on Assessing Vulnerability, Impacts and Adaptation to Climate Change	20 Aug 2013	The PROVIA Guidance, published in November 2013, aims to meet a growing demand for knowledge on climate change vulnerability, impacts and adaptation. It provides clear technical guidance that combines robust science with explicit consideration of user needs at the local, national and international levels, in both developed and developing countries. It is a particularly important resource when preparing National Adaptation Plans.
UNDP Lao PDR – Climate Change Training and Adaptation Module (CCTAM) 5 - Small Livestock Production	03 July 2013	The CCTAMs have been developed as part of the target outputs for the project titled “Improving the Resilience of the Agriculture Sector in Lao PDR to Climate Change Impacts.” They provide an overview of challenges faced, as well as range of options to address the issues related to natural resource degradation.
UNDP Lao PDR – Climate Change Training and Adaptation Module (CCTAM) 4 - Crop Production	02 July 2013	The CCTAMs have been developed as part of the target outputs for the project titled “Improving the Resilience of the Agriculture Sector in Lao PDR to Climate Change Impacts.” They provide an overview of challenges faced, as well as range of options to address the issues related to natural resource degradation. The fourth in a series of five, CCTAM 4 is entitled “Climate Change Adaptation in Crop Production.” It gives a range of recommendations for adaptation practices in crop production such as – soil fertility management, innovative nature-based production systems etc.
UNDP Lao PDR – Climate Change Training and Adaptation Module (CCTAM) 3 - On-Farm and Community Level Water Management	02 July 2013	The CCTAMs have been developed as part of the target outputs for the project titled “Improving the Resilience of the Agriculture Sector in Lao PDR to Climate Change Impacts.” They provide an overview of challenges faced, as well as range of options to address the issues related to natural resource degradation. The third in a series of five, CCTAM 3 is entitled “Climate Change Adaptation through On-farm and Community Level Water Management.” It provides a set of participatory tools and technologies for implementing climate change adaptation in community water management.

UNDP Lao PDR – Climate Change Training and Adaptation Module (CCTAM) 2 - Lowland Farming	02 July 2013	The CCTAMs have been developed as part of the target outputs for the project titled “Improving the Resilience of the Agriculture Sector in Lao PDR to Climate Change Impacts.” They provide an overview of challenges faced, as well as range of options to address the issues related to natural resource degradation.
UNDP Lao PDR – Climate Change Training and Adaptation Module (CCTAM) 1 - Upland Farming	02 July 2013	The CCTAMs have been developed as part of the target outputs for the project titled “Improving the Resilience of the Agriculture Sector in Lao PDR to Climate Change Impacts”. They provide an overview of challenges faced, as well as range of options to address the issues related to natural resource degradation.
National Adaptation Plans - Technical Guidelines for NAP Process	11 June 2013	The Least Developed Countries Expert Group (LEG) technical guidelines are aimed at assisting developing countries to produce their National Adaptation (NAPs) in a comprehensive and strategic manner.
Community Risk Assessment: Facilitators' Guidebook	29 Aug 2012	<p>CRA (Community Risk Assessment) is a participatory process for assessing hazards, vulnerabilities, risks, ability to cope, preparing coping strategies and finally preparing a risk reduction options implementation plan by the local community. CRA uses scientific information and predictions and participatory discourses to identify, analyse and evaluate risk environment of a particular community, reach consensus amongst the community on actions that are needed to manage the risk environment. The method recognizes that the vulnerability, loss, reduction or mitigation strategy and coping mechanism vary from community to community and group to group (women, person with disability, landless, farmers-fisher folks, etc) of a same community. So it ensures representation of professional, community and other groups and that their points of views are reflected.</p> <p>This CRA user manual was developed with the financial and technical assistance of CDMP Programme of Ministry of Food and Disaster Management funded by DFID and UNDP.</p>
Guidance on How to Update the SGP Database	29 Aug 2012	Primer on how to enter SGP Projects into the SGP Database. Monitoring and evaluation information, including VRA scores and qualitative information and IAS indicators, should be entered into the SGP database for every CBA project. This allows the CBA to track to progress at the project and portfolio level. It is an essential part of the M&E crucial to project success.
Training Manual on Water Integrity	22 Aug 2012	The training manual is intended to develop institutional capacities and prepare for change through increased knowledge and enabled action on integrity, transparency and accountability. It provides conceptual groundings, examples of good practices and applications of anti-corruption measures in the implementation of integrated water resource

		management.
Online tutorial: IWRM as a tool for adaptation to Climate Change	22 Aug 2012	This tutorial is intended to demonstrate how IWRM concepts and instruments can be utilised for adaptation to climate change. It has been developed by Cap-Net UNDP in collaboration with WMO-APFM and with contributions from UNESCO-IHE, REDICA and Rhama.
Users Guide to the Vulnerability Risk Assessment	17 Aug 2012	The UNDP Adaptation Monitoring & Evaluation (M&E) Framework serves as a tool for assessing key results across a diverse portfolio of adaptation projects at multiple scales and involving multiple approaches and geographic foci. In the context of this framework, the Vulnerability Reduction Assessment (VRA) approach is an important mechanism in tracking results using a set of indicators related to reduction of vulnerability and improvement of adaptive capacity. The VRA has been implemented in a growing number of local initiatives under UNDP's Community Based Adaptation (CBA) Programme, with funding from the Global Environment Facility. It is designed to be one component of the measurement of changing climate vulnerabilities of communities, and to be comparable across different projects, regions, and contexts, making it possible to determine if a given project is effective in improving adaptive capacity.
Toolkit for Designing Climate Change Adaptation Initiatives	17 Aug 2012	Toolkit to support all those involved in the design of measurable, verifiable, and reportable adaptation initiatives.
Gender, Climate Change, and Community-Based Adaptation: A Guidebook for Designing and Implementing Gender-Sensitive Community-Based Adaptation Programmes and Projects	17 Aug 2012	A publication as a result of the on-going collaboration between UNDP-GEF CBA and UNDP Gender Team. It aims to ensure that forthcoming CBA projects contribute to the achievement of gender equality and women's empowerment by integrating a gendered perspective into CBA programming and project design.
Protecting Health from Climate Change - Connecting Science, Policy, and People (WHO).	07 Aug 2012	This report provides an update of the evidence on health risks caused by climate change, describes which populations are most vulnerable, and outlines the actions that will be necessary to protect health from climate change. It presents effective interventions that would save lives now and reduce vulnerability to climate change in the future, as well as policy options in sectors such as transport and energy production that could simultaneously improve health and reduce emissions of greenhouse gases that cause climate change.
USAID Adapting to Coastal Climate Change - A Guidebook for Development Planners	06 Aug 2012	This coastal adaptation Guidebook is a companion document to the V&A Manual and provides the practitioner with more detailed and sector-specific guidance for responding to climate variability and change impacts on coastal areas. The emphasis is on developing country contexts.
Screening Tools & Guidelines to Support Mainstreaming Climate	06 July 2012	The report explores the rationale for mainstreaming, outlines the main components necessary to

Change Adaptation into Development Assistance		operationalize mainstreaming, and indicates the various relevant levels and associated entry points to consider in the mainstreaming process. The report discusses and illustrates how key climate change adaptation and mainstreaming concepts are defined and used – both in relevant literature and in practice – as well as how they relate to development.
Designing Climate Change Adaptation Initiatives: A Toolkit for Practitioners	05 July 2012	The toolkit is a step-by-step guide on how to develop adaptation initiatives in developing countries. The guide helps to understand how to differentiate between a climate change “adaptation” and a traditional development initiative, and what key elements must be considered when developing and designing an adaptation initiative. It sets out the fundamental components of the design process, the approach to building stakeholder consensus, and key tools and methodologies.

Cross-cutting / multi-sector tools and approaches for adaptation (UNFCCC)

Theme	Climate downscaling techniques and regional models
Cross-Cutting Issues and Multisector Approaches	Statistical DownScaling Model (SDSM)
	Dynamical Downscaling
	MAGICC/SCENGEN
	Weather Generators
	COSMIC2 (Country Specific Model for Intertemporal Climate Vers. 2)
	PRECIS (Providing Regional Climates for Impacts Studies) – The Hadley Centre regional climate modeling system
	Socioeconomic scenarios
	Developing Socioeconomic Scenarios: For Use in Vulnerability and Adaptation Assessments
	Adoption of Existing Socioeconomic Scenarios
	Qualitative and Quantitative Scenarios Emphasizing Stakeholder Input
Decision Tools	Policy Exercise
	Benefit-Cost Analysis
	Cost-Effectiveness
	Multicriteria Analysis (MCA)
	Tool for Environmental Assessment and Management (TEAM)
	Adaptation Decision Matrix (ADM)
	Screening of Adaptation Options
Stakeholder Approaches	Stakeholder Networks and Institutions
	Scoping
	Vulnerability Indices
	Agent Based Social Simulation
	Livelihood Sensitivity Exercise

	Multistakeholder Processes
	Global Sustainability Scenarios
Other Multisector Tools	Climatic Change and Variability (CCAV)
	Expert Judgment
	Historical or Geographic Analogs: Forecasting by Analogy
	Uncertainty and Risk Analysis
	Estimating Adaptation Costs: M-CACES

Summary of tools in agricultural sector (UNFCCC)

Tool	Description
APSIM (Agricultural Production Systems sIMulator)	Modeling framework with the ability to integrate models derived in fragmented research efforts.
WOFOST	Simulates the daily growth of a specific crop, given the selected weather and soil data.
ACRU (Agricultural Catchments Research Unit)	Multipurpose model that integrates water budgeting and runoff components of the terrestrial hydrological system with risk analysis.
Process Soil and Crop Models: CENTURY	General model of plant-soil nutrient cycling that has been used to simulate carbon and nutrient dynamics for different types of ecosystems.
ORYZA 2000	Rice growth model.
Information and Decision Support System for Climate Change Studies in South East South America (IDSS-SESA Climate Change)	Studies the impacts of possible climate change scenarios on agricultural production and natural resource base.
Decision Support Systems Linking Agro-Climatic Indices with GCM-Originated Climate Change Scenarios	Calculates agro-climate for the climate change scenarios and explores adaptive management options
Model of Agricultural Adaptation to Climatic Variation (MAACV)	Provides structure and hypotheses for numerical impact assessments in agriculture; particularly for developed economies.
Relative Risk Index (RRI)	Illustrates the relative risk positions of individuals (before or after adaptation) and begin to explain changes in cropping practices.
Government Support in Agriculture for Losses due to Climatic Variability	Describes and evaluates the sustainability of government support programs that are provided in response to climate variability and weather extremes.
Process Crop Models: International Consortium for Application of Systems Approaches to Agriculture (ICASA)	Measures changes in crop yields and yield components relative to different climate change scenarios.
Process Crop Models: General-Purpose Atmospheric Plant Soil Simulator (GAPS 3.1)	Calculates crop yield and yield components.
Process Crop Models: Erosion Productivity Impact Calculator	Measures response of crop yields, yield components, and irrigation requirements to climate change adaptations.

(EPIC)	
Irrigation Model: CROPWAT	Used to test the efficiency of different irrigation strategies under climate change.
Process Crop Models: Alfalfa 1.4	Used to test a wide range of management issues and for coupling to insect and disease models.
Process Crop Models: AFRC-Wheat	Investigates the inter-annual variation in the length of vegetative and floral development and grain filling periods driven by historic climate data.
Process Crop Models: RICEMOD	Studies the relative constraining effects of radiation, leaf blade nitrogen content, respiration rate, and assimilate partitioning on rice plant growth.
Process Crop Models: GOSSYM/COMAX	Effective aid to cotton growers, crop consultants, and researchers in the management of irrigation water, nitrogen, plant growth regulators, and crop termination chemicals.
Process Crop Models: GLYCIM	Used for crop management, decision making, and input optimization.
Economic Models: Econometric (Ricardian-Based) Models	Measures potential changes in regional or national cropping patterns, land prices, production, revenues, and profits.
Economic Models: Input-Output Modeling (with IMPLAN)	Retrieves and reduces data, develops model and analyses impact. Designed specifically for the US.

Summary of tools in water sector (UNFCCC)

Tool	Description
WaterWare	Calculates water allocations at demand nodes, flows in river reaches, water quality constituents throughout water system, aquifer dynamics, and other water system components.
Water Evaluation and Planning System (WEAP)	Calculates mass balances, water diversions, sectoral water use; benefit/cost scenario comparisons; pollution generation and pollution loads.
RiverWare	Used to model resource demands on complex water systems governed by water law and intricate operating rules.
Interactive River and Aquifer Simulation (IRAS)	Used in long-range planning to evaluate the performance or impacts of alternative designs and operating policies of regional water resource systems.
Aquarius	A computer model depicting the temporal and spatial allocation of water flows among competing traditional and nontraditional water uses in a river basin.
RIBASIM	A generic model package for simulating the behavior of river basins under various hydrological conditions.
MIKE BASIN	Used to address water allocation, conjunctive use, reservoir operation, or water quality issues.
SPATIAL TOOLS FOR RIVER BASIN ENVIRONMENTAL ANALYSIS AND MANAGEMENT (STREAM)	Spatial hydrological model that allows for assessing hydrological impacts due to changes in climate and socio economic drivers

Summary of tools for coastal resources (UNFCCC)

Tool	Description
IPCC Common Methodology	Presents a list of analyses that should be done, but does not explicitly instruct the user on how to perform the analyses.
UNEP Handbook Methodology	Establishes a generic framework for thinking about and responding to the problems of sea level rise and climate change.
Decision Support Models: COSMO (Coastal zone Simulation MOdel)	Computer-based decision-support model that allows coastal zone managers to evaluate potential management strategies under different scenarios.
The South Pacific Island Methodology (SPIM)	Index-based approach that uses relative scores to evaluate different adaptation options in a variety of scenarios.
RamCo and ISLAND MODEL	Cell-based decision support tools designed as a means of asking structured questions about how external and internal components of coastal zone management problems interact.
Dynamic Interactive Vulnerability Assessment (DIVA)	Tool for integrated assessment of coastal zones.
Shoreline Management Planning (SMP)	Generic approach to the strategic management of the combined hazards of erosion and flooding hazards in coastal areas.

Summary of tools for human health sector (UNFCCC)

Tool	Description
MIASMA (Modeling Framework for the Health Impact Assessment of Man-Induced Atmospheric Changes)	Windows-based modeling application that models several health impacts of global atmospheric change.
Environmental Burden of Disease Assessment	An EBD assessment for climate change will indicate which impacts could be greatest and in which regions.
CIMSiM and DENSiM (Dengue Simulation Model)	Simulation entomological model that produces mean-value estimates of various parameters for all cohorts of a single species of Aedes mosquito within a representative 1 ha area
UNFCCC Guidelines: Methods of Assessing Human Health Vulnerability and Public Health Adaptation to Climate Change	Provides information on qualitative and quantitative methods of assessing human health vulnerability and public health adaptation to climate change.
LymSiM	Simulates the population dynamics of the blacklegged tick, <i>Ixodes scapularis</i> , and the dynamics of transmission of the Lyme disease agent, <i>Borrelia burgdorferi</i> , among ticks and vertebrate hosts.
Mapping Malaria Risk in Africa (MARA) Low-end Information Tool (LITe)	Biological model of Falciparum malaria transmission that sets decision rules which govern how minimum and mean temperature constrain the development of the parasite and the vector and how precipitation affects survival and breeding.

Summary of tools for the environmental sector (UNFCCC)

Tool	Description
LPJ (Lund-Postdam-Jena Model)	Combines process-based, large-scale representations of terrestrial vegetation dynamics and land-atmosphere carbon and water exchanges

	in a modular framework.
IBIS (Integrated Biosphere Simulator)	Performs integrated assessments of water balance, carbon balance, and vegetation structure on both global and regional scales based on an integrated modeling approach.
Medrush Vegetation Model	Landscape-scale model of vegetation structure and productivity, hydrology and soil erosion.
CENTURY	Simulates C, N, P, and S dynamics through an annual cycle over time scales of centuries and millennia.
MC1	Consists of three linked modules simulating biogeography, biogeochemistry, and fire disturbance.
IMAGE (Integrated Model to Assess the Greenhouse Effect)	Takes a global approach with the entire earth system as the subject of investigation. Its main use is scenario analysis of the issue of anthropogenic climate change due to the greenhouse effect.
AEZ (Agro-ecological Zones) Methodology	Enables rational land-use planning on the basis of an inventory of land resources and evaluation of biophysical limitations and potentials.
CASA (Carnegie-Ames-Stanford Approach) Model	Calculation of monthly terrestrial NPP is based on the concept of light-use efficiency, modified by temperature and moisture stress scalars.
TEM (Terrestrial Ecosystem Model)	Describes carbon and nitrogen dynamics of plants and soils for terrestrial ecosystems of the globe.

NAP-related tools that have been shared through other platforms

Tool	Description
Climate Protection Programme for Developing Countries (CaPP) (GIZ)	The Climate Protection Programme for Developing Countries (CaPP) provides tools with a thematic focus to support the LEG guidelines on the NAP process. The themes for these tools include: a) climatic information; b) mainstreaming; c) mandate/institutional capacities. The programme has developed the Stocktaking for National Adaptation Planning (SNAP) tool. This tool is used to take stock of the planning capacities within a country and thereby identifies a point of departure and entry points for the NAP process. In addition, GIZ is in the process of developing a country-level training tool that can be built upon when providing countries with support with their specific needs.
Nationally Appropriate Mitigation Actions (NAMA) tool (GIZ)	The NAMA-Tool guides practitioners through the process of developing and implementing NAMAs with brief step-by-step instructions. It guides users to relevant information, knowledge, instruments, and publications available. The tool presents the process of NAMA development in ten steps: This approach is designed to supply users with data and accessible instruments for each aspect of the NAMA development process. the tool is designed to help prepare for implementation of NAMAs, but is first and foremost a navigation tool, guiding practitioners through the process of developing a NAMA. It is not an instrument for the implementation of NAMAs itself and does not provide sector specific instructions, but includes links to sector-specific expertise and handbooks. References to available sector focused handbooks are discussed in greater detail below.

	As cities have extensive influence over key greenhouse gas (GHG) emissions sectors (e.g. buildings, transport, waste) the NAMA-Tool will address the integration of multiple levels of government in the process of NAMA design and implementation and will show how sub-national levels can successfully contribute to delivering national GHG mitigation target.
Measurement, reporting and verification (MRV) Tool (GIZ)	The MRV Tool provides developers and implementers of NAMAs with brief step-by-step instructions on how to develop a MRV-System. The tool navigates users to the relevant information, knowledge, instruments, and publications available.
Low-Emission Development Strategies (LEDS) tool (GIZ)	Low-Emission Development Strategies (LEDS) are long-term national strategies for reducing emissions while promoting sustainable development. They can provide an overall framework for the development of NAMAs. The LEDS-Tool guides practitioners, developers and implementers step-by-step through the process of developing and implementing a LEDS. The process is structured into six steps: The six step approach is designed to lead users to relevant information about accessible instruments for the various aspects of LEDS development.
ICLEI Tools (GIZ)	ICLEI provides programmes and a broad range of tools to help cities develop more sustainable urban management, covering the topics of urban design, eco-budgeting, urbanisation, sustainability management and eco-procurement. ICLEI offers different tools, methods and instruments to assess various kinds of information regarding adaptation and mitigation and to enable and facilitate assessing GHG emissions at sub-national level.
The Climate Finance for Cities & Buildings - A Handbook for Local Governments (GIZ)	This handbook was prepared by ENERGIES 2050 for UNEP and aims to raise awareness among local stake-holders and policy makers regarding carbon and climate finance mechanisms and their potential and application in the built environment. It also aims to help local authorities to use carbon mechanisms as an opportunity to increase their energy performance, be resource efficient, and be consistent with their climate strategies while creating additional revenue.
The TRANSfer Handbook (GIZ)	The Handbook provides practical guidance on how to develop NAMAs in the transport sector. It comprises a generic section with general information on transport NAMAs concerning policy identification, MRV and financing and a further chapter on co-benefits. The purpose of the handbook is to provide practitioners working in the transport sector around the world with practical step-by-step guidance on how to design and implement climate change mitigation actions in this complex sector. Therefore, this handbook was designed to become a 'living document' aiming to always reflect the latest state-of-play. The final handbook will also comprise a number of case studies based on practical experiences from partner countries: Mexico, Indonesia, Colombia, Chile, South Africa and Costa Rica

Climate Proofing for Development (GIZ)	Climate Proofing for Development was designed by GIZ with the purpose of integrating climate considerations into planning at national, sectoral, project and local levels. It facilitates climate change oriented analyses of policies, projects and programmes in partner countries, with the aim of highlighting the risks and opportunities climate change poses. By viewing development through a climate change lens, appropriate steps can be taken to decrease vulnerability, and ensure that projects or programmes progress in a way that pays due consideration to the implications of environmental change. Climate Proofing for Development determines the bio-physical and socioeconomic impacts of climate change in order to plan appropriate adaptation strategies. This process always requires expert support, process facilitation and tailor-made capacity development, which are services offered by GIZ.
WHO guidance to protect health from climate change through health adaptation planning (WHO)	The World Health Organization (WHO) is contributing its technical and programmatic experience to the UNFCCC process. This guidance document is designed to ensure that the process of iteratively managing the health risks of climate change is integrated into the overall NAP process, including through assessing risks; identifying, prioritizing, and implementing adaptation options; and monitoring and evaluating the adaptation process. Supported by the LEG, the UNFCCC and other relevant partners (e.g. United Nations Development Programme (UNDP), United Nations Environment programme (UNEP), WHO, development agencies and nongovernmental organizations), countries can use the NAP process to start planning their mid- and long-term priorities to build resilience to climate change across all relevant sectors.
Capacity Development for Adaptation to Climate Change and Greenhouse Gas Mitigation project (C3D+) (UNITAR)	The objective of the <i>Capacity Development for Adaptation to Climate Change and Greenhouse Gas Mitigation</i> project (C3D+) is to strengthen the capacities of Non-Annex I countries and other institutions to address climate change through developing adaptation measures and planning mitigation strategies. To achieve this objective, C3D+ develops and tests tools and methods for developing countries to mainstream adaptation in planning processes. The proposed project will build upon this initiative to support countries to employ these tested tools and methods. The training package developed in Output 2.1 will include relevant training material on the application of C3D+ tools and methods. Further, the lessons learned and best practices of South-South and North-South collaborations developed during the first phase of C3D+ will be used to inform exchange of experiences and other South-South and North-South cooperation in the project.
<i>Water resources assessment</i> (GWP)	These tools consider the collection, analysis, and modelling of the information from the physical (specifically hydrological), biological and human medium related to the management of water.
<i>Plans for IWRM</i> (GWP)	Includes tools for the planning process, integrating environmental, social and economic aspects of the management of hydrological resources.
<i>Demand Management</i> (GWP)	These tools consider actions that are oriented to improving the efficiency in use, conservation, recycling and reuse of water.
<i>Social Change Instruments</i> (GWP)	These tools consider the instruments that seek to improve water management through a change in the behaviour of the different parties that are involved in its management.

<i>Conflict Resolution</i> (GWP)	Includes those tools that seek to foresee, prevent, and manage the conflicts, avoiding ending up in an impasse and favouring the construction of win-win solutions.
<i>Regulatory Instruments</i> (GWP)	These tools consider the regulatory standards that require or allow for certain actions, or prescribe a number of results in relation to water management, services associated to water, or usage of the land.
<i>Economic Instruments</i> (GWP)	Economic mechanisms – such as the development of markets, pricing systems, fines and subsidies oriented to obtaining a greater efficiency in water allocation, seizing and conservation of the hydrological resources by the users, or the correct provision of services associated to water – are introduced.
<i>Information Management and Exchange</i> (GWP)	Includes the instruments that seek to place the information in the power of the different stakeholders, specialists and general public, in order to improve the participation and the decision making process.
<i>Assessment Instruments</i> (GWP)	Such as Risk and Vulnerability Management, Environmental and Economic Assessments, which will help to design good plans assuring involvement of all interested parties and a better allocation of resources.
<i>Effective Project Management Arrangements for Agricultural Projects</i> (IAFD)	This review was undertaken to evaluate the effectiveness of PMUs and their alignment with the Paris Declaration principles, as well as to identify lessons or frameworks to guide future project management and implementation arrangements. It investigated five case studies drawn from different regions and types of projects.
<i>Improving nutrition through agriculture</i> (IAFD)	Guidelines for sensitising agricultural projects to nutrition
<i>South-South and triangular cooperation (SSTC).</i> (IAFD)	SSTC is a conduit for transferring knowledge, resources and technology. These are essential elements for the transformation of rural areas, the economic and social revitalization of communities, and the inclusive growth of countries of the South. Expanding the pool of available solutions and building on previous success stories and lessons can accelerate the pace of agricultural and rural development worldwide.
<i>Small farms, big impacts: mainstreaming climate change for resilience and food security</i> (IAFD)	Guidelines for mainstreaming climate change for resilience and food security.
<i>The smallholder advantage: A new way to put climate finance to work</i> (IAFD)	Guidelines for integrating climate finance with agricultural investment programme.

Annex G: Co-financing letters

United Nations Development Programme



Empowered lives.
Resilient nations.

18 May, 2015

Dear Dr. Ishii,

Subject: Co-financing letter for project "Assisting non-LDC developing countries with country-driven processes to advance National Adaptation Plans (NAPs)".

UNDP is pleased to confirm USD \$4,000,000 as baseline co-financing to support the *"Expanding the Ongoing Support to Least Developed Countries (LDCs) with country-driven processes to advance National Adaptation Plans (NAPs)"* project to meet its GEF/LDCF project objectives.

The co-financing is committed from the **"Supporting developing countries to integrate the agricultural sectors into National Adaptation Plans (NAPs)"**, which is currently under implementation, with a total budget of 10 million Euro (US \$12,391,574) from the International Climate Initiative (ICI) of the Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety, of Germany. This program is implemented by UNDP, in partnership with FAO to advance the integration of climate change risks and opportunities as they affect agricultural sector-based livelihoods into associated national and sectoral planning and budgeting processes. The ICI programme will provide support to eight countries – five Non-LDCs (Kenya, Philippines, Thailand, Vietnam, and Uruguay) and three LDCs (Nepal, Uganda and Zambia) to assist them to build technical capacities to integrate key adaptation requirements for the agriculture sectors into sectoral and cross-sectoral planning and budgeting processes.

The proposed LDCF programme will benefit from the ICI partnership in several contexts: i) applying best practices and lessons of developing NAP roadmaps for the agriculture sector in LDCs; ii) build on the technical expertise being mobilized by the ICI programme: the LDCF-programme will benefit from a cadre of professionals in the fields of science, technology, and economics of adaptation, etc.;

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United Nations Development Programme

and iii) capitalize on regional and global knowledge exchange activities planned under the ICI programme.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Adriana Dinu', with a stylized flourish at the end.

Adriana Dinu
Executive Coordinator
UNDP-GEF

cc: Pradeep Kurukulasuriya, UNDP-GEF, Head – Climate Change Adaptation Programming

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

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25 June, 2015

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 "Expanding the Ongoing Support to Least Developed Countries (LDCs) with country-driven processes to advance National Adaptation Plans"

Dear Dr. Ishii,

UNDP is pleased to confirm USD \$4,900,000 as baseline co-financing to support the "Expanding the Ongoing Support to Least Developed Countries (LDCs) with country-driven processes to advance National Adaptation Plans (NAPs)" project to meet its GEF/LDCF project objectives.

This co-financing is committed from the initiative "Strategic Initiative to Address Climate Change in Least Developed Countries", also known as "Boots on the Ground". "Boots on the ground" provides technical and policy support to 23 LDCs. This support covers three key areas: 1) assistance to the international climate negotiations; 2) strengthening capacities to access and implement climate finance; and 3) effectively integrating climate change into a country's national plans, policies and strategies to support the transition toward low emission and climate resilient development. The programme, delivered through a network of national and regional advisors in LDCs and SIDS, also supports South-South knowledge exchange by facilitating the regular sharing of lessons, experiences and innovative approaches between countries.

These national and regional advisors have been instrumental during the implementation of in-country support of the first (and ongoing) NAP Global Support Programme for LDCs and hence it is expected that the expanded support programme can capitalize on the "Boots on the ground" initiative in a similar way. The "Boots" advisors support coordination of in-country NAP missions; provide technical assistance to Governments in identifying NAP entry points in collaboration with the NAP-GSP team; and serve as on-the-ground contacts with the Governments to ensure continuous follow-up support provided by the NAP GSP. Further, their role in South-South knowledge transfer is key to boost the efforts of the global support programme on dissemination of lessons learned and best practices of the NAP process.

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United Nations Development Programme

Yours Sincerely,

Stephen Gold

Team Leader for Climate Change (Global)
Bureau for Programme and Policy Support

United Nations Development Programme

A handwritten signature in black ink, appearing to read 'Stephen Gold', is written over the typed name and title.

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



Fiji

19 June 2015

No: 106
Ref: PRO/300/REG

Dear Dr. Ishii,

Subject: Co-financing letter for project “Expanding the Ongoing Support to Least Developed Countries (LDCs) with country-driven processes to advance National Adaptation Plans”

UNDP is pleased to confirm USD \$4,000,000 as baseline co-financing to support the “*Expanding the Ongoing Support to Least Developed Countries (LDCs) with country-driven processes to advance National Adaptation Plans (NAPs)*” project to meet its GEF/LDCF project objectives.

The co-financing is committed from the “**Pacific Risk Resilience Programme**” (PRRP) which is currently under implementation with a total budget of USD \$16million from the Government of Australia. PRRP is enhancing governance mechanisms to help strengthen the resilience of the communities in Tonga, Solomon Islands, Vanuatu, and Fiji to disasters and climate-related risks.

The interventions under PRRP focus on embedding risk into core development planning (policies, plans and budgets), at all levels (national, provincial, local, and community) in response to community priorities. In parallel, PRRP is facilitating the engagement and sharing of risk and resilience information across the Pacific region. Risk-governance capacity analysis, skills development, as well as the results of integrating risks into policies and plans will be key ‘building blocks’ for the National Adaptation Plan process in Pacific countries and could be replicated across the Pacific region.

The proposed global support programme will therefore ensure that the revised (climate and disaster risk-proof) policies and plans are part of the NAP processes in target LDCs: Solomon Islands and Vanuatu. Similarly, the proposed programme can build on the active knowledge exchange from PRRP to replicate best practices and methodologies in other LDCs in the region.

I look forward to GEF’s continuing support to enable least developed countries meet its GEF/LCDF project objectives.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Osnat Lubrani', is written over a light blue horizontal line.

Osnat Lubrani
Resident Representative

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

cc: Pradeep Kurukulasuriya UNDP-GEF, Head – Climate Change Adaptation Programming
Street Address: Level 8, Kadavu House, 414 Victoria Parade, Suva, Fiji • Mail Address: Private Mail Bag, Suva, Fiji •
Phone: (679) 331 2500 • Fax: (679) 330 1718 • Email: registry.fj@undp.org • Website: <http://www.undp.org.fj>

Annex H: Procurement Plan (by Year)

Year 1

Type of Supply	Category	USD	Activity	Description of procurement
Staff	Salaries - IP Staff	37,000	1	50% of Lead Technical Specialist (P4-Addis)
Staff	Salaries - IP Staff	36,500	PMC	50% of Lead Technical Specialist (P4-Addis)
Individual contract	International consultants	771,105	1	Cost of International consultants to provide one-on-one technical support to LDCs, including an Investment Finance Specialist and a Gender Specialist. Support to 20 LDCS, 3 consultants per country. Approximately 5% of this budget line is attributable to gender-specific activities.
		39,000	3	International consultants to: 3.2.1 Synthesise lessons learned and experience gained through the NAP-GSP (\$39,000) 3.2.2 Facilitate face-to-face and virtual knowledge exchange through regional platforms (\$39,000) 3.2.3 Develop web-based training materials (US\$50,000) 3.2.4 Host webinars (US\$50,000) 3.2.5 Identify entry points and formulate business cases for private sector involvement in NAP processes
Individual contract	Local consultants	120,000	1	Local technical expertise for ongoing support to LDCs to advance their NAP process. Support to 20 LDCS, 2 consultants per country, \$10,000 per consultant for support provided. $20 \times 2 \times \$10,000 = \$400,000$
		15,000	3	Local consultant to maintain the programmes online platforms (knowledge networks, website, webinars, online training materials) @ \$15,000/year
Services	Travel	125,000	1	Travel related to in-country consultations and training. 60 consultant flight and DSA @\$6,000 per mission = \$360,000. Additional \$18,365 included to cover extra travel expenses.

Services	Audio Visual & Printing Production Costs	45,000	1,3, PMC	1)Audio/visual, training materials for one-on-one technical support 2)Communication materials, printing manuals, video equipment rental, editing, etc. to share lessons learned/best practices and NAPs case studies 3)Printing and related communication costs for project team.
Services	Trainings and workshops	100,000	1	Workshops, meetings and conferences associated with the one-on-one technical support provided. 20 LDCs @ \$15,000 per country = \$300,000
Services	Rental and Maintenance - Premises	17,000	PMC	Rent and general operating expense (GOE), estimated at \$17,000/year. Budgeted for up to 2 staff.
Services	DPC	7,500	PMC	<p>Direct Project Costs (DPC) is estimated based on operational and administrative support activities to be carried out by UNDP. Estimated breakdown is as follows:</p> <ul style="list-style-type: none"> • Recruitment of project personnel - Recruitment of project staff (P4)- \$788 per staff (recruitment package, admin management & payroll) for 3 years - Staff recurring cost for 3 years $544 \times 3 = \\$1,633$ - Recruitment of IC - \$301 per IC contract in 3 years $301 \times 27 = \\$8,127$ (recruitment and initial costs, approx. 9 consultants/year) - IC recurring cost for 3 years $43 \times \\$189 = \\$8,127$ (based on 7 payments / year / consultant) • \$41/travel payment for project staff/consultant – 63 times (1 travel / year / consultant, 12 travel / year / staff) = \$2,583 <p>Total DPC = \$21,258 + misc \$1,242 = \$22,500</p>
Services	Professional Services	3,000	PMC	Annual audit cost \$3,000/year = \$9,000
		1,316,105		

Year 2

Type of Supply	Category	USD	Activity	Description of procurement
Staff	Salaries - IP Staff	186,000	1	84% of Lead Technical Specialist (P4-Addis)
Staff	Salaries - IP Staff	36,500	PMC	16% Lead Technical Specialist (P4-Addis)
Individual contract	International consultants	494,260	1	Cost of International consultants to provide one-on-one technical support to LDCs, including an Investment Finance Specialist and a Gender Specialist. Support to 20 LDCS, 3 consultants per country. Approximately 5% of this budget line is attributable to gender-specific activities.
		89,000	3	International consultants to: 3.2.1 Synthesise lessons learned and experience gained through the NAP-GSP (\$39,000) 3.2.2 Facilitate face-to-face and virtual knowledge exchange through regional platforms (\$39,000) 3.2.3 Develop web-based training materials (US\$50,000) 3.2.4 Host webinars (US\$50,000) 3.2.5 Identify entry points and formulate business cases for private sector involvement in NAP processes
Individual contract	Local consultants	140,000	1	Local technical expertise for ongoing support to LDCs to advance their NAP process. Support to 20 LDCS, 2 consultants per country, \$10,000 per consultant for support provided. $20 \times 2 \times \$10,000 = \$400,000$
		15,000	3	Local consultant to maintain the programmes online platforms (knowledge networks, website, webinars, online training materials) @ \$15,000/year
Services	Travel	125,000	1	Travel related to in-country consultations and training. 60 consultant flight and DSA @\$6,000 per mission = \$360,000. Additional \$18,365 included to cover extra travel expenses.
Services	Audio Visual & Printing Production Costs	47,000	1,3, PMC	1)Audio/visual, training materials for one-on-one technical support 2)Communication materials, printing manuals, video equipment rental, editing, etc. to share lessons learned/best practices and NAPs case studies 3)Printing

				and related communication costs for project team
Services	Trainings and workshops	100,000	1	Workshops, meetings and conferences associated with the one-on-one technical support provided. 20 LDCs @ \$15,000 per country = \$300,000
Service	Rental and Maintenance - Premises	17,000	PMC	Rent and general operating expense (GOE), estimated at \$17,000/year. Budgeted for up to 2 staff.
Services	DPC	7,500	PMC	<p>Direct Project Costs (DPC) is estimated based on operational and administrative support activities to be carried out by UNDP. Estimated breakdown is as follows:</p> <ul style="list-style-type: none"> • Recruitment of project personnel - Recruitment of project staff (P4)- \$788 per staff (recruitment package, admin management & payroll) for 3 years - Staff recurring cost for 3 years $544 \times 3 = \\$1,633$ - Recruitment of IC - \$301 per IC contract in 3 years $301 \times 27 = \\$8,127$ (recruitment and initial costs, approx. 9 consultants/year) - IC recurring cost for 3 years $43 \times \\$189 = \\$8,127$ (based on 7 payments / year / consultant) • \$41/travel payment for project staff/consultant – 63 times (1 travel / year / consultant, 12 travel / year / staff) = \$2,583 <p>Total DPC = \$21,258 + misc \$1,242 = \$22,500</p>
Services	Professional Services	3,000	PMC	Annual audit cost \$3,000/year = \$9,000
		1,260,260		

Year 3

Type of Supply	Category	USD	Activity	Description of procurement
Staff	Salaries - IP Staff	186,000	1	84% of Lead Technical Specialist (P4-Addis)
Staff	Salaries - IP Staff	36,500	PMC	16% Lead Technical Specialist (P4-Addis)

Individual contract	International consultants	494,260	1	Cost of International consultants to provide one-on-one technical support to LDCs, including an Investment Finance Specialist and a Gender Specialist. Support to 20 LDCS, 3 consultants per country. Approximately 5% of this budget line is attributable to gender-specific activities.
		50,000	3	International consultants to: 3.2.1 Synthesise lessons learned and experience gained through the NAP-GSP (\$39,000) 3.2.2 Facilitate face-to-face and virtual knowledge exchange through regional platforms (\$39,000) 3.2.3 Develop web-based training materials (US\$50,000) 3.2.4 Host webinars (US\$50,000) 3.2.5 Identify entry points and formulate business cases for private sector involvement in NAP processes
Individual contract	Local consultants	140,000	1	Local technical expertise for ongoing support to LDCs to advance their NAP process. Support to 20 LDCS, 2 consultants per country, \$10,000 per consultant for support provided. $20 \times 2 \times \$10,000 = \$400,000$
		15,000	3	Local consultant to maintain the programmes online platforms (knowledge networks, website, webinars, online training materials) @ \$15,000/year
Services	Travel	128,375	1	Travel related to in-country consultations and training. 60 consultant flight and DSA @\$6,000 per mission = \$360,000. Additional \$18,365 included to cover extra travel expenses.
Services	Audio Visual & Printing Production Costs	47,000	1,3, PMC	1)Audio/visual, training materials for one-on-one technical support 2)Communication materials, printing manuals, video equipment rental, editing, etc. to share lessons learned/best practices and NAPs case studies 3)Printing and related communication costs for project team
Services	Trainings and workshops	100,000	1	Workshops, meetings and conferences associated with the one-on-one technical support provided. 20 LDCs @ \$15,000 per country = \$300,000

Service	Rental and Maintenance - Premises	16,000	PMC	Rent and general operating expense (GOE), estimated at \$17,000/year. Budgeted for up to 2 staff.
Services	DPC	7,500	PMC	<p>Direct Project Costs (DPC) is estimated based on operational and administrative support activities to be carried out by UNDP. Estimated breakdown is as follows:</p> <ul style="list-style-type: none"> • Recruitment of project personnel - Recruitment of project staff (P4)- \$788 per staff (recruitment package, admin management & payroll) for 3 years - Staff recurring cost for 3 years $544 \times 3 = \\$1,633$ - Recruitment of IC - \$301 per IC contract in 3 years $301 \times 27 = \\$8,127$ (recruitment and initial costs, approx. 9 consultants/year) - IC recurring cost for 3 years $43 \times \\$189 = \\$8,127$ (based on 7 payments / year / consultant) • \$41/travel payment for project staff/consultant – 63 times (1 travel / year / consultant, 12 travel / year / staff) = \$2,583 <p>Total DPC = \$21,258 + misc \$1,242 = \$22,500</p>
Services	Professional Services	3,000	PMC	Annual audit cost \$3,000/year = \$9,000
		1,223,635		

Grand Total	3,800,000
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