



GEF-6 FULL-SIZED PROJECT FOR ENDORSEMENT

PROJECT TYPE: Full-sized Project

TYPE OF TRUST FUND: GEF Trust Fund

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PART I: PROJECT INFORMATION

Project Title: Umbrella Programme for Biennial Update Report to the United National Framework Convention on Climate Change (UNFCCC)			
Country(ies):	Global: 39 Small Island Developing States (SIDS) and Least Developed Countries (LDCs): Afghanistan, Angola, Antigua and Barbuda, Bahrain, Bhutan, Burkina Faso, Cambodia, Comoros, Dominica, Democratic Republic of Congo, Equatorial Guinea, Eritrea, Fiji, Gambia, Guinea, Guinea Bissau, Guyana, Haiti, Kiribati, Lao People's Democratic Rep, Lesotho, Liberia, Madagascar, Malawi, Maldives, Mali, Mauritius, Mozambique, Myanmar, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, St. Lucia, South Sudan, Uganda, and Zambia	GEF Project ID: ¹	6925
GEF Agency(ies):	UNEP (select) (select)	GEF Agency Project ID:	1321
Other Executing Partner(s):	39 National Governments	Resubmission Date:	15/04/2015
GEF Focal Area (s):	Climate Change	Project Duration (Months)	24
Integrated Approach Pilot	IAP-Cities <input type="checkbox"/> IAP-Commodities <input type="checkbox"/> IAP-Food Security <input type="checkbox"/>	Corporate Program: SGP <input type="checkbox"/>	
Name of Parent Program	[if applicable]		

A. FOCAL AREA STRATEGY FRAMEWORK AND OTHER PROGRAM STRATEGIES²

Focal Area Objectives/Programs	Focal Area Outcomes	Trust Fund	(in \$)	
			GEF Project Financing	Co-financing
(select) CCM-3 Program 5 (select)	Policy, planning and regulatory frameworks foster accelerated low GHG development and emissions mitigation	GEFTF	14,414,400	1,393,400
(select) (select) (select)		(select)		
(select) (select) (select)		(select)		
(select) (select) (select)		(select)		
(select) (select) (select)		(select)		
(select) (select) (select)		(select)		
(select) (select) (select)		(select)		
Total project costs			14,414,400	1,393,400

¹ Project ID number remains the same as the assigned PIF number.

² When completing Table A, refer to the excerpts on [GEF 6 Results Frameworks for GETF, LDCF and SCCF](#).

B. PROJECT DESCRIPTION SUMMARY

Project Objective: To support thirty nine (39) Least Developed Countries (LDCs) and Small Islands Developing States (SIDS) prepare and submit good quality initial biennial update reports to the UNFCCC that comply with the convention's reporting obligation						
Project Components/ Programs	Financing Type³	Project Outcomes	Project Outputs	Trust Fund	(in \$)	
					GEF Project Financing	Confirmed Co-financing
1. National consultations and preparation of BUR Project Implementation Plans (PIPs)	TA	1.1 Enhanced national ownership and coordination of BUR and NCs preparation processes at the country level	1.1.1 National stakeholders involvement and institutional roles and responsibilities in the BUR preparation clearly defined and outlined	GEFTF	156,000	78,000
	TA	1.2 BUR PIPs are responsive to national development planning processes	1.2.1 Thirty nine (39) BUR PIPs which include strategies aimed at enhancing integration of climate change mitigation issues into national development planning frameworks submitted to UNEP for approval	GEFTF	234,000	117,000
2. Preparation of Biennial Update Reports (BURs)	TA	2.1 Good quality BURs that meet the UNFCCC's reporting obligations and national development planning process requirements are prepared by LDCs and SIDS and submitted to the UNFCCC	2.1.1 Thirty nine (39) BURs that meet the development planning needs of LDCs and SIDS and convention reporting requirement published and submitted to the UNFCCC	GEFTF	12,753,000	978,900
3. Monitoring, Reporting and Evaluation	TA	3.1 BUR projects are effectively implemented, monitored and evaluated.	3.1.1 Project inception workshop held 3.1.2 Project financial and technical progress reports prepared and submitted promptly to UNEP 3.1.3 Project is evaluated upon successful execution	GEFTF	585,000	195,000
	(select)			(select)		
	(select)			(select)		
	(select)			(select)		
	(select)			(select)		
Subtotal					13,728,000	1,368,900
Project Management Cost (PMC) ⁴				GEFTF	686,400	24,500
Total project costs					14,414,400	1,393,400

³ Financing type can be either investment or technical assistance.

⁴ For GEF Project Financing up to \$2 million, PMC could be up to 10% of the subtotal; above \$2 million, PMC could be up to 5% of the subtotal. PMC should be charged proportionately to focal areas based on focal area project financing amount in Table D below.

C. CONFIRMED SOURCES OF CO-FINANCING FOR THE PROJECT BY NAME AND BY TYPE

Please include evidence for co-financing for the project with this form – Annex L UNEP cofinancing.

Sources of Co-financing	Name of Co-financier	Type of Cofinancing	Amount (\$)
Recipient Government	Government ministries and departments responsible for climate change issues and reporting	In-kind	1,368,900
GEF Agency	UNEP	In-kind	24,500
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
Total Co-financing			1,393,400

D. TRUST FUND RESOURCES REQUESTED BY AGENCY(IES), COUNTRY(IES) AND THE PROGRAMMING OF FUNDS

GEF Agency	Trust Fund	Country Name/Global	Focal Area	Programming of Funds	(in \$)		
					GEF Project Financing (a)	Agency Fee ^{a)} (b) ²	Total (c)=a+b
UNEP	GEF TF	Global	Climate Change	(select as applicable)	14,414,400	1,297,296	15,711,696
(select)	(select)		(select)	(select as applicable)			0
(select)	(select)		(select)	(select as applicable)			0
(select)	(select)		(select)	(select as applicable)			0
(select)	(select)		(select)	(select as applicable)			0
(select)	(select)		(select)	(select as applicable)			0
(select)	(select)		(select)	(select as applicable)			0
(select)	(select)		(select)	(select as applicable)			0
(select)	(select)		(select)	(select as applicable)			0
(select)	(select)		(select)	(select as applicable)			0
Total Grant Resources					14,414,400	1,297,296	15,711,696

a) Refer to the Fee Policy for GEF Partner Agencies

E. PROJECT'S TARGET CONTRIBUTIONS TO GLOBAL ENVIRONMENTAL BENEFITS⁵

Provide the expected project targets as appropriate.

Corporate Results	Replenishment Targets	Project Targets
1. Maintain globally significant biodiversity and the ecosystem goods and services that it provides to society	Improved management of landscapes and seascapes covering 300 million hectares	<i>N/A hectares</i>
2. Sustainable land management in production systems (agriculture, rangelands, and forest landscapes)	120 million hectares under sustainable land management	<i>N/A hectares</i>
3. Promotion of collective management of trans boundary water systems and implementation of the full range of policy, legal, and institutional reforms and investments contributing to sustainable use and maintenance of ecosystem services	Water-food-ecosystems security and conjunctive management of surface and groundwater in at least 10 freshwater basins;	<i>Number of freshwater basins N/A</i>
	20% of globally over-exploited fisheries (by volume) moved to more sustainable levels	<i>Percent of fisheries, by volume N/A</i>
4. Support to transformational shifts towards a low-emission and resilient development path	750 million tons of CO _{2e} mitigated (include both direct and indirect)	<i>N/A metric tons</i>
5. Increase in phase-out, disposal and reduction of releases of POPs, ODS, mercury and other chemicals of global concern	Disposal of 80,000 tons of POPs (PCB, obsolete pesticides)	<i>N/A metric tons</i>
	Reduction of 1000 tons of Mercury	<i>N/A metric tons</i>
	Phase-out of 303.44 tons of ODP (HCFC)	<i>N/A ODP tons</i>
6. Enhance capacity of countries to implement MEAs (multilateral environmental agreements) and mainstream into national and sub-national policy, planning financial and legal frameworks	Development and sectoral planning frameworks integrate measurable targets drawn from the MEAs in at least 10 countries.	<i>Number of Countries: 39</i>
	Functional environmental information systems are established to support decision-making in at least 10 countries.	<i>Number of Countries: N/A</i>

Note: This is an enabling activity project that includes estimation of GHG inventories, compilation and analysis of existing information, policies, strategies and plans to help integrate global environmental objectives and national planning and decision making processes which support GEF-6 CC3 Program 5.

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

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

N/A

⁵ Update the applicable indicators provided at PIF stage. Progress in programming against these targets for the projects per the *Corporate Results Framework* in the [GEF-6 Programming Directions](#), will be aggregated and reported during mid-term and at the conclusion of the replenishment period.

PART II: PROJECT JUSTIFICATION

A. DESCRIBE ANY CHANGES IN ALIGNMENT WITH THE PROJECT DESIGN WITH THE ORIGINAL PIF⁶

A.1. Project Description. Elaborate on: 1) the global environmental and/or adaptation problems, root causes and barriers that need to be addressed; 2) the baseline scenario or any associated baseline projects, 3) the proposed alternative scenario, with a brief description of expected outcomes and components of the project, 4) [incremental/additional cost reasoning](#) and expected contributions from the baseline, the GEFTF, LDCF, SCCF, and [co-financing](#); 5) [global environmental benefits](#) (GEFTF) and/or adaptation benefits (LDCF/SCCF); and 6) innovation, sustainability and potential for scaling up.

Changes in Project Design and Financing:

1. **Project Design:** The project has two phases as described in the Project Identification Form (PIF): (i) Preparation of BUR Project Implementation Plans (PIPs) and (ii) BUR preparation. Table B of the CEO endorsement request has been revised to be consistent with these two phases, see summary below. At the PIP preparation phase, countries will identify and propose BUR project activities, outline expected outputs, indicators, and apportion budget for BUR project implementation. The PIPs will be prepared according to the guidance notes provided in Appendix 1: BUR Project Implementation Plan Template. The second phase of the project will support countries to prepare Biennial Update Reports (BURs) that meet their development planning needs and convention reporting requirements. The project phases have been organized in the CEO endorsement request as follows:

PIF: INDICATIVE PROJECT DESCRIPTION SUMMARY	CEO ENDORSEMENT REQUEST: PROJECT DESCRIPTION SUMMARY
Project Components <ol style="list-style-type: none">1. National circumstances, institutional arrangements for the preparation of the national communications on a continuous basis2. National inventory of anthropogenic emissions by sources and removal by sinks of greenhouse gases (GHGs)3. Information on mitigation actions and their effects, including associated methodologies and assumptions4. Financial, technical and capacity needs including support needed and received.5. Domestic measurement reporting and verification6. Any other information7. Monitoring, reporting and preparation financial audit8. Publication and submission of BURs	Project Components/ Programs <ol style="list-style-type: none">1. National consultations and preparation of BUR Project Implementation Plans (PIPs)2. Preparation of Biennial Update Reports: This includes a description of all PIF components i.e. national circumstances, institutional arrangements; National inventory of anthropogenic emissions by sources and removal by sinks of greenhouse gases (GHGs); Information on mitigation actions and their effects, including associated methodologies and assumptions; Financial, technical and capacity needs including support needed and received; Domestic measurement reporting and verification and any other information and BUR publication and submission3. Monitoring, reporting (progress, expenditure and financial audits) and evaluation

⁶ For questions A.1 –A.7 in Part II, if there are no changes since PIF , no need to respond, please enter “NA” after the respective question.

2. **Project Financing:** Bhutan, South Sudan, Maldives and Mali have been included in this request and letters of endorsement attached in Annex K. Accordingly, the total project cost has increased by US \$ 1,478,400 (11.42%) from the approved total budget of US\$ 12,936,000 for 35 countries.
3. The four countries, currently preparing their NCs, requested to be included in this umbrella programme to ensure continuity in strengthening national and institutional capacities identified for the preparation of NCs and BURs, by building on previous achievements and addressing gaps that have been identified during the NCs consultation processes. The country teams and project management units will synchronize, without duplicating their NC and BUR activities, thereby improving project effectiveness for climate change enabling activities. These countries will also benefit from the enhanced project execution support services to be provided by UNEP that aim to support country teams in procuring project personnel, preparing the PIPs and BUR components, establishing MRV systems and increasing their effective participation in the international consultation and analysis (ICA) process. Last but not least, as part of the 'group of countries' under this programme, Bhutan, South Sudan, Maldives and Mali will be encouraged to share their experience and lessons learnt from other LDCs and SIDS under this umbrella, and will have the option of participating in the (ICA) process with other countries as a group, if they so wish
4. The inclusion of four countries in this umbrella programme will increase project cost effectiveness at proposal development stage, as project approval and subsequent project start dates will be expedited for all countries compared to the single-country approach. The programme will therefore support the following countries to prepare their initial BURs under the UNFCCC: 1. Afghanistan, 2. Angola, 3. Antigua and Barbuda, 4. Bahrain, 5. Bhutan, 6. Burkina Faso, 7. Cambodia, 8. Comoros, 9. Dominica, 10. Democratic Republic of Congo, 11. Equatorial Guinea, 12. Eritrea, 13. Fiji, 14. Gambia, 15. Guinea, 16. Guinea Bissau, 17. Guyana, 18. Haiti, 19. Kiribati, 20. Lao People's Democratic Rep, 21. Lesotho, 22. Liberia, 23. Madagascar, 24. Malawi, 25. Maldives, 26. Mali, 27. Mauritius, 28. Mozambique, 29. Myanmar, 30. Rwanda, 31. Sao Tome and Principe, 32. Senegal, 33. Seychelles, 34. Sierra Leone, 35. Somalia, 36. South Sudan, 37. Saint Lucia, 38. Uganda, and 39. Zambia. The GEF Operational Focal Point Letters of endorsement of the programme are attached as Annex K. **All 39 countries will submit their BUR1 to the UNFCCC secretariat by 31 July 2017 (within 24 months of receipt of funds)**
5. The following is the project budget allocation/component, with a detailed GEF budget and co-finance budget for the project presented in Annex F. Detailed country budgets will be allocated/BUR component at PIP stage in line with the guidance notes in Annex 1.

Project Components/Programs	GEF Project Financing
National consultation and BUR Project Implementation Plan (PIP) preparation	390,000
Preparation of Biennial Update Reports	12,753,000
Monitoring, reporting and evaluation	585,000
Project Management Cost	686,400
Total project costs	14,414,400

6. In view of limited expertise in LDCs and SIDS countries in climate change reporting, this programme will provide enhanced administrative and technical support for these countries by supporting the organization of nationally funded workshops for training country teams on key components of BUR reporting, establishment and/or strengthening of existing institutional framework for climate change reporting at national levels, and encouraging LDCs and SIDS under this programme to participate in the ICA process, as a group, where feasible. Details of project execution support to be provided to country teams is elaborated under the two project components, namely (i) Project Implementation Plans (PIP) preparation and, (ii) BUR project activities implementation. The following describes the three main project components of this project that aims to provide financial and technical support to LDCs and SIDS to prepare and submit first BURs to the UNFCCC.

Component 1:	National consultations and preparation of BUR Project Implementation Plans (PIPs)
Component 2:	Preparation of Biennial Update Reports (BURs)
Component 3:	Monitoring, Reporting and Evaluation

Component 1: National consultation and BUR Project Implementation Plan (PIP) preparation

7. The first project phase will support stakeholders' consultations and preparation of the BUR PIPs that outline the BUR preparation process (component 2). The PIP will guide national experts to identify gaps and new areas of work as they relate to the scope of the BUR and thus ensure complementarity with ongoing NC reporting processes. The PIPs will also enhance national ownership by identifying roles and responsibilities of relevant institutions and stakeholders, and proposing working arrangements. Project timelines for preparing each BUR project component, budget allocation, and identification of technical and training needs for BUR preparation will be included in the PIP. A PIP preparation template - Attached as Annex 1 will be sent to guide national teams in preparing good quality PIPs in the shortest time possible (maximum of 3 months). It is estimated that this exercise will cost each country USD. 10,000/country, with the output being a detailed PIP, endorsed by the national governments (e.g. UNFCCC focal point(s)).
8. *Provision of enhanced administrative and technical support for LDCs and SIDS, covered by Project Management Cost.* UNEP will (i) assist countries prepare Terms of References (ToRs) for consultants to be engaged in PIP preparation, (ii) provide the necessary templates and guidance to countries on PIP preparation, (iii) assist national governments in identifying qualified experts/consultants to prepare PIPs, and last but not least, (iv) review submitted PIPs to ensure it meets the requirements of the UNFCCC and national and sectoral planning needs.
9. The output of this phase is a BUR PIP that will guide national team in preparing good quality BUR reports that meet the national planning needs, the GEF and UNFCCC reporting standards as well as serve as baseline for monitoring project performance..

Component 2: Preparation of Biennial Update Reports (BURs)

10. This second project phase will be initiated once the PIP has been approved and signed by both UNEP and Executing Agency representatives. The 39 LDCs and SIDS, consistent with their capabilities and the level of support provided for reporting, will prepare BURs containing updates of national greenhouse gas inventories, including a national inventory report and information on mitigation actions, needs and support received. National teams will be guided in preparing GHG inventory reports, that cover, at a minimum, the inventory for the calendar year no more than four years prior to the date of the submission, or more recent years if information is available, and that subsequent BURs shall cover a calendar year that does not precede the submission date by more than four years. In particular, the scope of the BUR will outline:
- a) National circumstances and institutional arrangements relevant to the preparation of the national communications on a continuous basis;

- b) The national inventory of anthropogenic emissions by sources and removal by sinks of all greenhouse gases (GHGs) not controlled by the Montreal Protocol, including a national inventory report;
- c) Mitigation actions and their effects, including associated methodologies and assumptions;
- d) Constraints and gaps, and related financial, technical and capacity needs, including a description of support needed and received;
- e) Level of support received to enable the preparation and submission of biennial update reports;
- f) Information on domestic measurement reporting and verification;
- g) Any other information that the non-Annex I Party considers relevant to the achievement of the objective of the Convention and suitable for inclusion in its biennial update report.

BUR content and expected outputs:

- (i) *In describing national circumstances and institutional arrangements relevant to the preparation of the national communications on a continuous basis*; Parties will identify activities for updating development priorities, objectives and institutional arrangements for preparing NCs and BURs continuously.

Expected outputs:

1.1 Institutional arrangements and strategies for continuous improvements for the preparation of BURs described and documented

1.2 Information on geographical distinctiveness; climate, land resources, biological diversity, water and forest resources, demography, economy including energy, transport, industry, agriculture; education including scientific and technical research updated and adequately synthesized.

- (ii) *The national inventory of anthropogenic emissions by sources and removal by sinks of all greenhouse gases (GHGs) not controlled by the Montreal Protocol, including a national inventory report*;

Expected Outputs:

2.1 The national GHG inventory (inventory year no more than 4 years prior to submission) and National Inventory Report prepared;

2.2 National institutional capacities for GHG preparation strengthened

2.3 Improved quality of GHG data generated using guidance on good practice and uncertainty management 2.4 National GHG emissions, removals and projections compiled and approved for BUR

- (iii) *Mitigation actions and their effects described consistent with reporting guidelines.*

The following information on actions to mitigate climate change will be provided, in a tabular format, and to an extent possible, a description of the following for each mitigation action or groups of mitigation actions proposed:

Expected Outputs:

3.1 Name and description of the mitigation action, including information on the nature of the action, coverage (i.e. sectors and gases), quantitative goals and progress indicators;

3.2 Information on methodologies and assumptions;

3.3 Objectives of the action and steps taken or envisaged to achieve that action;

3.4 Information on the progress of implementation of the mitigation actions and the underlying steps taken or envisaged, and the results achieved, such as estimated outcomes (metrics depending on type of action) and estimated emission reductions, to the extent possible;

3.5 Information on international market mechanisms.

- (iv) *Constraints and gaps, and related financial, technical and capacity needs, including a description of support needed and received to enable the preparation and submission of biennial update reports*;

Expected outputs:

4.1 Financial, technology and capacity building needs for mitigation actions assessed.

4.2 Information on financial resources, technology transfer, capacity building and technical assistance received from the GEF, Annex II Parties and other developed country Parties, the GCF and multilateral institutions for GHG mitigation activities collected, analyzed and updated.

4.3 Report bringing all these elements outlined in 4.1 and 4.2 together and helping to match funding opportunities with needs prepared

(v) *Information on domestic measurement reporting and verification arrangements;*

Expected outputs:

5.1 Domestic MRV system set up and made functional

5.2 Information on the protocols and operations procedures of the MRV system developed.

5.3 MRV conducted and documented

(vi) *Any other information that the non-Annex I Party considers relevant to the achievement of the objective of the Convention and suitable for inclusion in its biennial update report.*

Expected outputs:

6.1 Report on non-climate related impacts, opportunities and benefits on sustainable development objectives prepared

11. *Provision of enhanced administrative and technical support for LDCs and SIDS, covered by Project Management Cost.* UNEP will

- a) support to country level project management units on compliance with reporting guidelines/standards through the development of and dissemination of technical and financial guidance notes corresponding to UNEP, GEF and UNFCCC reporting standards
- b) advice EAs during preparation of ToRs, and recruitment of project personnel and local, regional and international consultants/experts
- c) conduct search for suitable sub-regional/ international climate change experts (by means of advertisements, website, and roster of experts) capable of carrying out the requisite thematic assessments in the areas of GHG Inventories, mitigation actions and their effects, establishment of domestic measurement reporting and verification processes, and effective participation in the ICA process
- d) help countries identify regional centers of excellence in both Annex I and non-Annex I countries to help countries access climate relevant data, information and appropriate analytical tools particularly in the areas of GHG Inventories, mitigation actions. These centers of excellence will provide technical assistance to country teams to enhance overall quality of the BURs.
- e) support nationally funded country level and sub-regional workshops by assisting countries in the identification of trainers and designing the course/workshop agenda and review course/workshop training materials
- f) Upon country request, UNEP will assist countries identify independent expert reviewers to review draft BURs, before final submission to the UNFCCC and subsequent ICA process

Component 3: Monitoring, reporting and preparation financial audits

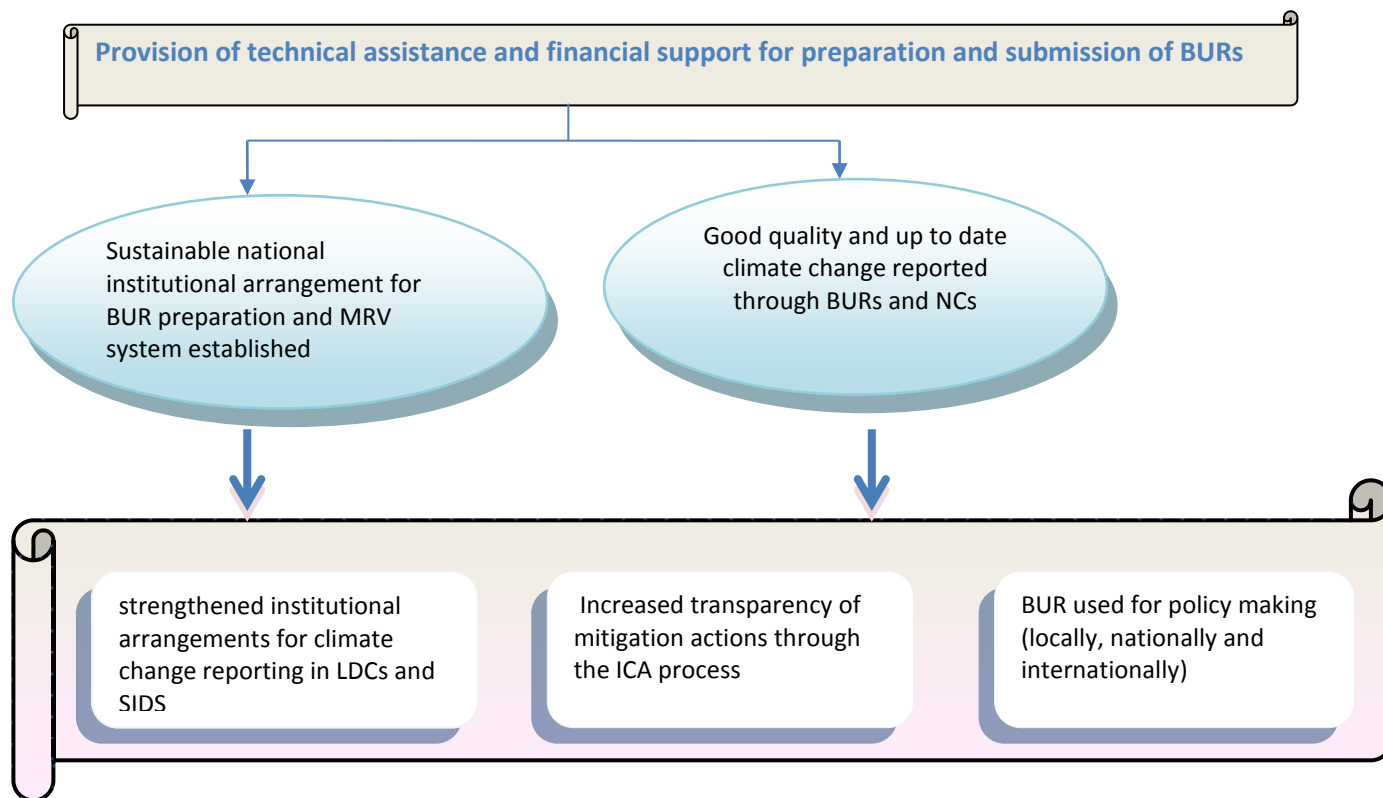
12. Guidelines and procedures on reporting, monitoring and evaluation will be followed throughout the project cycle, as detailed under the M& E section paragraphs 37- 44, and Annex G.

Biennial Update Report, submission and the international consultation and analysis (ICA)

13. BUR reports shall be submitted every two years, either as a summary of parts of country's national communication in the year in which the national communication is submitted or as a stand-alone update report; while the SIDS and LDCs may submit BURs at their discretion. These additional reporting decisions and guidelines represent a considerable effort towards more frequent, transparent, comprehensive and consistent reporting of climate change data and information for all countries. The collection, collation and analysis of latest climate information through NCs and BURs will not only inform national policy formulation exercise for sovereign states but will most importantly strengthen national capacities and institutional frameworks for climate change reporting, including the establishment of national GHG inventory systems.
14. Whereas Decision 2/CP.17 para 41 (a) gives additional flexibility to LDCs and SIDS on submission of their biennial update reports, '*.....the least developed country Parties and small island developing States may submit biennial update reports at their discretion*', and that Decision 2/CP.17 para 58 (d) states that they '*.....may undergo international consultation and analysis as a group of Parties at their discretion,....*' Countries in this programme expressed their interest to prepare BURs so as to enhance their technical, methodological and institutional capacities in climate reporting. They will also subject their BURs to the ICA process, a non-punitive process that aims to increase the transparency of mitigation effects at the international level.
15. The two sets of COP decisions that emphasizes on transparency in reporting are: (i) Decision 2/CP.17, paragraphs 56 - 62 and annex IV on modalities and guidelines for ICA and (ii) Decision 20/CP.19 and its annex on composition, modalities and procedures of the team of technical experts under ICA. The process consists of two steps: (a) A technical analysis of the BURs, 6 months after submission, by a team of technical experts in consultation with the Party, and will result in a summary report, and (b) A facilitative sharing of views, which will have as input the BUR and summary report generated in the first step. Information considered in the ICA include the national greenhouse gas inventory report, information on mitigation actions, including a description of such actions, an analysis of their impacts and the associated methodologies and assumptions, the progress made in their implementation and information on domestic measurement, reporting and verification, and on support received. With the flexibility given to SIDS and LDCs on BUR submission, their frequency of participation in the ICA process will be determined by the frequency of the submission of biennial update reports. This programme will provide any support for countries that may wish to undergo the international consultation and analysis as a group

Theory of Change for Biennial Reporting

16. Countries under this programme will be assisted to set up sustainable national institutional arrangements for climate change reporting, monitoring and verification. Reports prepared will inform national and international climate change intergovernmental processes, by providing updates of national GHG inventories, including a national inventory reports, and information on mitigation actions, needs and support received relevant information, consistent with their capabilities and the level of support provided for reporting. These reports would become important vehicles for enhancing transparency of mitigation actions and their effects, as countries will be encouraged to participate in the ICA process within 6 months of submission of a BUR, to facilitate exchange of views in an effort to improve future reporting, as well as allow the UNFCCC secretariat to make use of the information to monitor the achievement of the Convention Objective.



Schematic representation of the Theory of Change for Biennial Reporting

17. Even though incremental reasoning is not applicable to this kind of project proposal, BURs are indirectly associated with global environmental benefits as improved reporting on emissions and removals of GHGs will enable countries assess their GHG mitigation options and elaborate programmes containing measures to mitigate climate change. Such programmes and mitigation options will provide a basis for formulating project proposals for funding and promoting development and transfer of climate change technologies. This will support these countries to reduce GHG emissions whilst pursuing their socio-economic development plans and objectives. Good quality BURs and enhanced capacities of LDCs and SIDS to report on climate change means a better response to the implementation process of the UNFCCC and its treaties.
18. Preparation and submission of biennial update reports by developing countries is convention obligation, and is implemented on an agreed full cost basis requiring only in-kind contribution by GEF-eligible countries. The thirty seven national governments under this programme, national governments will make in-kind contribution of up to US\$ 1,368,900 and UNEP will provide co-financing of US\$ 24,500 in-kind contribution for project management in form of office facilities, equipment, communications, processes of identification of local, regional and international consultants to assist national experts prepare components of the BUR, upon request from national executing agencies.
19. To ensure sustainability of the preparation of the BUR it is expected that (a) funding for preparation of the BUR from GEF or any other sources will be adequate and available, (b) there will be robust national system for generating and storing data on time, (c) countries will retain capacity and capabilities of institutions that are involved and (d) there will be continuous efforts in training and mainstreaming of the BURs into national processes.

A.2. Child Project? If this is a child project under a program, describe how the components contribute to the overall program impact.

N/A

A.3. Stakeholders. Elaborate on how the key stakeholders engagement, particularly with regard to [civil society](#) and [indigenous people](#), is factored in the preparation and implementation of the project.

20. Executing Agencies differ from one country to another, as communicated in the OFP Letters of endorsement – Annex K. Executing Agencies will be expected to design a strategy that involves all relevant stakeholders in the BUR process, based on their areas of interest/expertise, in addition to formulating a communication strategy to keep all the stakeholders informed. The EAs work in close consultation with the Ministries of Foreign Affairs, Energy, Planning, Finance, Agriculture, Water, Health, Education, Transport, Science and Technology, Research Institutions, Academia, Non-Governmental Organizations (in various definitions: environmental, community groups, development, etc). Others include Community Based Organizations, women groups, farmers, business and industry; trade unions, local authorities; indigenous peoples, ethics specialists, professional associations, media, etc.

A.4. Gender Considerations. Elaborate on how gender considerations were mainstreamed into the project preparation and implementation, taking into account the differences, needs, roles and priorities of men and women.

21. EAs will be guided to include a section on gender analysis outlining different roles and responsibilities of women and men in the BUR processes during their preparation of Project Implementation Plans (PIPs). Efforts will also be made to have acceptable gender representation in project management structures (committees, institutional frameworks) and capacity building actions (trainings, workshops,) under this project. Institutions to be consulted on gender issues at national level will include, but not limited to: Ministries in charge of gender, the gender focal point for the convention on climate change, civil society organizations working in the fields of gender and climate change as well as research institutions and development partners working on gender issues.

A.5 Risk. Elaborate on indicated risks, including climate change, potential social and environmental future risks that might prevent the project objectives from being achieved, and, if possible, the proposed measures that address these risks at the time of project implementation. (Table format acceptable):

Risk	Level of Risk	Commentary and Mitigating Strategies and Actions
1. Institutional structures and difficulties in retaining staff involved in the preparation of climate change reports to the UNFCCC	Moderate	<ul style="list-style-type: none"> ▪ National governments will be encouraged to set up permanent and adequately staffed climate change offices to coordinate NCs and BURs projects. ▪ Countries will be encouraged to actively involve other institutions, through various channels – e.g. sub-contracting, in the implementation of sector-specific reports falling under their core mandate/speciality, in an effort to enhance quality of the outputs and the responsiveness of project outputs to national development needs. To this end, national teams will be expected to outline, at the PIP preparation stage roles and responsibilities of all stakeholders’ engagement, practitioners and/or the general public & institutions in the implementation of project activities
2. As a result of very high staff turnovers, and limited professional expertise, a number of project managers in LDCs and SIDs are still not proficient in technical progress and financial reporting which undermines effective work delivery and consequent delays in project completion.	Moderate	<ul style="list-style-type: none"> ▪ UNEP will advise countries on access to methodological tools, development of terms of references for national and international experts to undertake technical studies, and coordination with relevant stakeholders, etc in an effort to ensuring effective and timely work delivery ▪ Enhanced project execution support by UNEP: Project personnel will be assisted by UNEP staff and provided additional guidance on financial and technical reporting, in an effort to speed up funds disbursement to countries for project activities. The support will be provided through e-mails and phone follow-ups to help countries meet basic UNEP reporting standards.
3. Limited technical expertise and data availability/accessibility: National experts do face difficulties in enhancing the depth and quality of assessments to be carried out due to lack of adequate climate relevant data, information and appropriate analytical tools in	Moderate	<ul style="list-style-type: none"> ▪ UNEP will work closely with the Consultative Group of Experts on National Communications from Non-Annex I countries (CGE) and the GEF funded Global Support Programme to help countries access relevant training and technical support during BUR preparation. ▪ UNEP would encourage peer support by linking up country teams to regional centres of excellence, and encourage exchange of data and information, tools and methodologies, lessons learnt and good practices to enhance the quality and utility of national reports. ▪ UNEP will support training of country teams through nationally funded country level and sub-regional workshops through designing the course agenda, reviewing training materials and vetting trainers to ensure they deliver high quality and targeted training as requested by countries

Risk	Level of Risk	Commentary and Mitigating Strategies and Actions
4. Submission of GHG Inventories with older base years (especially Equatorial Guinea, Somalia and South Sudan which have not submitted any National Communication to date) and to outline how data gaps will be identified and closed with support of this project.	Low	<ul style="list-style-type: none"> ▪ The BUR guidelines require that the first BUR submitted shall cover, at a minimum, the inventory for the calendar year no more than 4 years prior the date of the submission. Each country under the umbrella will describe the GHG inventory time series to be covered under its initial BUR, which shall not be more than 4 years prior the date of the submission. UNEP will review this information at PIP stage and advise national teams to revise the proposed GHG inventory years, if need be. With the expectation that the BURs under this umbrella will be submitted in Year 2017; countries will be guided on preparing GHG inventories up to year 2013 or more recent years, if data is available ▪ South Sudan and Somalia are preparing their initial National communications (INCs), with the GHG inventories covering up to Yr., 2010. The 1st BUR for these countries will therefore cover the time series 2010-2013; with the BUR submission year expected not later than Yr. 2017. ▪ Equatorial Guinea's INC preparation is almost complete, with the GHG inventory covering the period of 1998-2006. The INC is expected to be published and submitted to the UNFCCC in year 2015. Its BUR GHG inventory will cover up to the year 2013. ▪ UNEP will advise countries on setting up national GHG inventory and archiving systems to ease GHG reporting. UNEP will also assist countries in identifying and procuring services of suitable GHG inventories experts capable of carrying out the requisite GHG inventory assessments and designing a strategy for gap fillings and proposing measures to ensure sustainability of data collection and management
5. Environmental risks/hazards: The LDCs and SIDS, as a result of their location and/or economic development are susceptible to extreme weather events. The occurrence of these extreme weather events may slow/stop project activities implementation and/or project completion within the stipulated time frame.	Low	<ul style="list-style-type: none"> ▪ National teams will be encouraged to create more awareness on climate change related hazards/disasters and advice on short-term and long-term measures to be put in place, including providing advice on measures for policy makers.
6. Political risks: It is expected that political unrest/ instability in any of the Countries, will impede implementation of project activities and completion of the project within the stipulated time frame.	Low	<ul style="list-style-type: none"> ▪ UNEP will make use of its Post-Conflict & Disaster Management Offices and/or other UN Offices to liaise with the national government to assess the situation and put measures in place to ensure that the project incurs minimum losses and that project activities resume once the political environment is favourable

A.6. Institutional Arrangement and Coordination. Describe the institutional arrangement for project implementation. Elaborate on the planned coordination with other relevant GEF-financed projects and other initiatives.

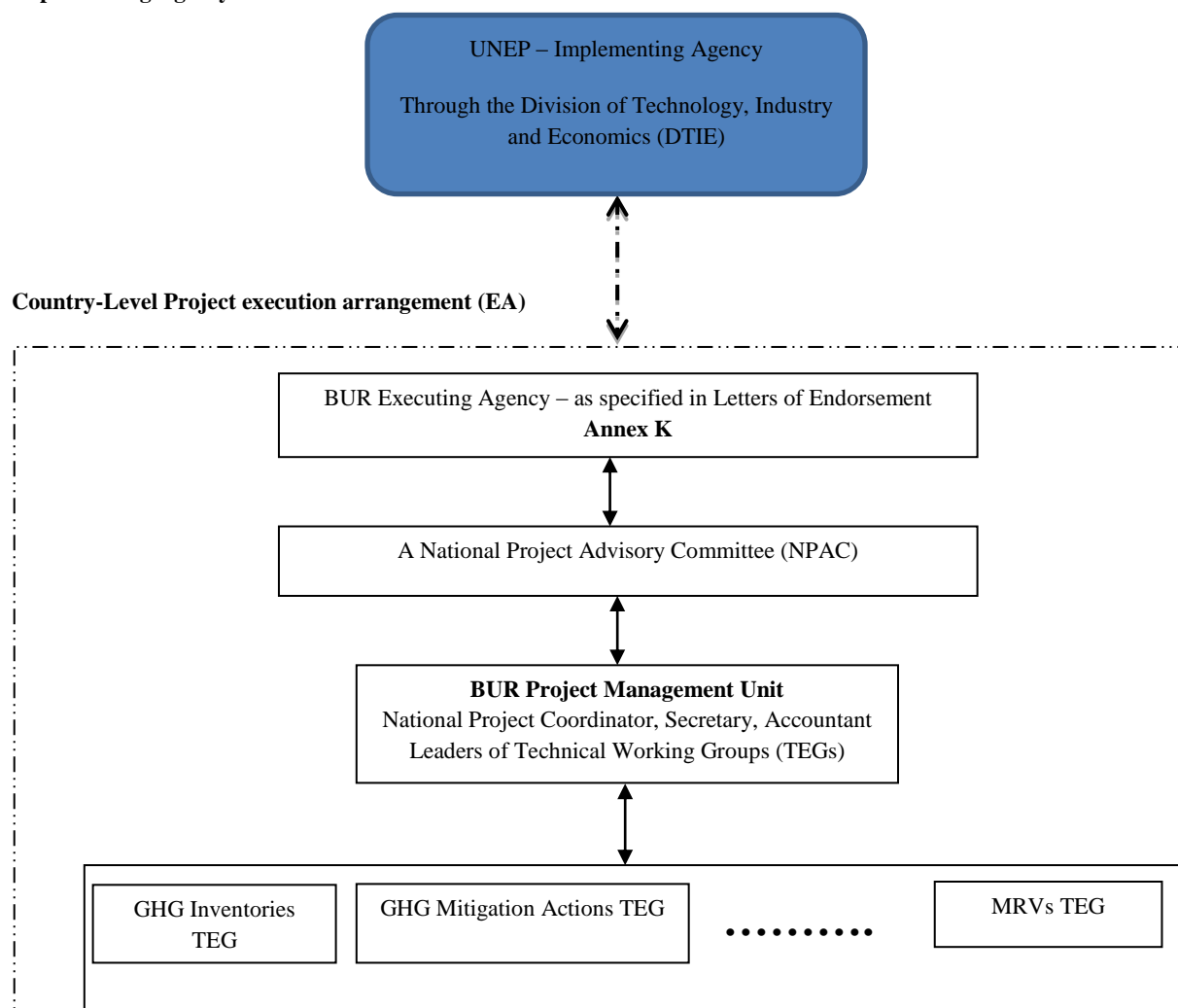
INSTITUTIONAL ARRANGEMENT

22. The project will be implemented by the Division of Technology, Industry and Economics (DTIE) of the United Nations Environment Programme, (UNEP); and executed by 39 national governments. UNEP's strategic presence through its Divisions will provide an important platform for strengthening the coordination and implementation of the BUR umbrella programme which require intensive engagement at national, regional and international levels. The UNEP, DTIE as the focal point of the programme will coordinate any support requested from countries from other Divisions, such as:
- a) Division of Early Warning and Assessments' (DEWA) which works closely with a large number of partners and collaborating centers in all regions of the world and has established functional networks for data, information, assessments and capacity development. The division will provide support upon request, to help strengthen the scientific basis of thematic assessment work of biennial update reporting
 - b) Division of Regional Coordination (DRC) through its strategic presence and close interface with countries will be able to help in identifying regional, sub regional and national priorities and trends which effectively contribute to the development and delivery of appropriate interventions. Through the UNEP Regional Offices and the one UN process, the programme will link to the UN Development Assistance Framework (UNDAF) process, especially for those countries that will be reviewing or preparing their UNDAF during this period.
 - c) Division of Environmental Policy and Implementation (DEPI), supports national teams build their human, institutional and systemic capacities to implement climate change policies in priority sectors, including climate change. Countries will benefit from experience provided by this Division on establishing national systems for Measuring Reporting and Verification systems under the REDD-plus process.
 - d) The Division of Environmental Law and Conventions (DELIC) will provide support to countries, upon request on methods to strengthen institutions and laws on climate change, in addition to assisting Parties in strengthening laws, policies and institutions that build a green economy
23. UNEP, through its DTIE Division will disburse funds to each of the 39 National Governments either through (i) direct cash transfers to countries where EAs provide their banking details to UNEP, (ii) sub-allotments to UNEP Regional Offices, or (iii) UNDP Country Offices, subject to country preference. Countries will receive funds for preparation of the BUR PIP (component 1), based on a simplified format (attached as Annex 1) provided. Once the PIP has been approved and signed between the country and UNEP, funding for the second phase (of up to 2 years) of the project (Component 2) will be made available for countries to implement the project activities outlined in the PIP. Additional funds will be disbursed to countries to prepare their BURs. Progress of project implementation will be monitored by UNEP according to the project indicators and the agreed work programme and UNEP will be responsible for reporting this information annually to the GEF Secretariat.
24. The UNEP DTIE will provide co-financing of US\$ 24,500 as an in-kind contribution for project management, confirmed in the letter attached as Annex L.
25. At country level, 39 national governments will designate a national Executing Agency (EA) to be responsible for the oversight and implementation of the BUR project. Countries will be encouraged to utilize existing institutional structures set up for NC projects, for the BUR project, making adjustments where needed to ensure a smooth coordination of both processes at national level.

26. The project institutional arrangement at national level may vary from country to country and will be elaborated by each of the EAs during the PIP preparation phase (Component I). As a general guide, UNEP will work directly with the EAs, that will constitute a BUR national project team – see diagram on implementation arrangement. A National Project Advisory Committee (NPAC), preferably with same membership as that for the National Communications, will be constituted to advise on and monitor the project's progress and ensure project activities are being carried out in a timely manner. A National Project Coordinator (NPC) will be recruited by the EA to oversee project implementation, under UNEP's supervision. He/she will be responsible for the overall management of all aspects of the project, and will provide technical assistance to the national technical expert groups (TEGs).
27. The TEGs will be constituted along different Thematic Working Groups e.g. (GHG Inventories, GHG mitigation, domestic measurement reporting and verification arrangements BUR support needs.....) and any other relevant group based on a unanimous decision of the NPAC members. A team leader be appointed to head each technical group consisting of experts consultants from relevant sectors, including government agencies, academic institutions, NGOs, and private sector. The TEGS will be answerable to the National Project Coordinator (NPC). The NPC, together with the leader of technical working group, will form the Project Management Team (PMT), which will administratively be supported by a secretary, and a part-time accountant. The PMT will have adequate knowledge in computer and telecommunication, including internet, to efficiently and effectively undertake their activities. Examples of Terms of Reference for the National Project Advisory Committee (NPAC) and Project Management Team (PMT) (are included in Appendix 2 to Annex 1), will guide national teams to refine their ToRs for different personnel, consultants and contracts during the PIP preparation phase (Component 1)

PROJECT IMPLEMENTATION ARRANGEMENT:

Implementing Agency - UNEP



COORDINATION:

28. Countries under this umbrella will benefit from technical support provided under the Global Support Programme and the Consultative Group of Experts (CGE). Experts will access technical and policy-relevant guidance materials on BURs preparation and benefit from exchanging information and share experiences with other countries on BURs, from the GSP, a five-year joint UNEP-UNDP support programme. The GSP will support online consultation, webinars, workshops and training/learning events to assist national teams resolve technical issues, and challenges that may arise during the preparation of these reports, and share in-country experiences through the GSP in-focus magazine.
29. The project will coordinate closely with the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE). The CGE has developed training materials to facilitate the preparation of NCs (decision 17/CP.8) and BURs (decision 2/CP.17, annex III) in accordance with the guidelines of the Convention. The CGE also developed a set of materials to train the team of technical experts nominated to undertake the technical analysis of BURs. These materials are currently undergoing a review process. The countries will be encouraged to refer to the link: http://unfccc.int/national_reports/non-annex_i_natcom/cge/items/2608.php. The project will use methodologies recommended by the UNFCCC (see reference to the UNFCCC User Manual)

and will build on the work carried out under previous NC, as well on the workshops and guidance materials available on http://unfccc.int/national_reports/non-annex_i_natcom/guidelines_and_user_manual/items/2607.php.

30. The CGE and GSP capacity building workshops, tools, documents and guidance notes will be prepared to support countries to understand the additional BUR reporting requirement such as reporting on mitigation actions, MRVs, and their effective participation in the ICA process. The range of support services available to these countries will not only enhance the frequency and quality of climate change reporting, but will also make these reports more relevant for policy making at national and international levels.
31. Where appropriate, coordination will be ensured with other projects/programmes such as: Technology Needs Assessments, National Capacity Self-Assessment Action Plan, and the UN Collaborative Programme on Reducing Emissions from Deforestation and Forest Degradation in Developing Countries (UN-REDD) and other relevant initiatives, to avoid the duplication of work. Such initiatives include the UNDP Low Emission Capacity Building (UNDP LECB) Programme, that is supporting national climate change mitigation efforts, low emission development strategies and enhancing measuring, reporting and verification systems. Out of the total of 25 countries participating in the LECB programme, 4 of these countries, Bhutan, Democratic Republic of the Congo, Uganda, Zambia are included in this programme, and will be encouraged to identify and build on the what has been achieved through the LECB programme in:
- Developing greenhouse gas (GHG) inventory management systems
 - Identifying opportunities for nationally appropriate mitigation actions (NAMAs)
 - Designing systems for measuring, reporting and verification of proposed actions and means to reduce GHG emissions
 - Facilitating the design and adoption of mitigation actions by selected industries in some countries

ADDITIONAL INFORMATION NOT ADDRESSED AT PIF STAGE:

A.7 Benefits. Describe the socioeconomic benefits to be delivered by the project at the national and local levels. Do any of these benefits support the achievement of global environment benefits (for GEF Trust Fund) and/or adaptation to climate change?

32. Activities under the proposed programme will have positive environmental and social impacts as it will generate a wealth of reliable climate change related data/information to guide the design of priority mitigation policies and actions, which will in turn inform development strategies and sectoral programmes. Mitigation actions will help countries move towards a low carbon development pathway and link GHG emission reduction objectives with development priorities, such energy access and poverty reduction. Mitigation policies that focus on energy efficient plants, fuel switching, renewable energy uptake will not only reduce GHG emissions at a global level, but will also result in reduced air-pollution impacts, increased energy-supply (through increased energy diversity), technological innovation, reduced fuel cost, reduced urban migration and employment. Employment, created at different levels, from research and manufacturing to distribution, installation and maintenance of technologies will have a direct economic impact on the economy. Proposed mitigation options on forests (REDD+) and agricultural sectors will maintain and potentially increase carbon stocks, safeguard critical ecosystem services, and empower local communities and forest-dwelling indigenous groups in resource management. The range of benefits will be described in each country report

A.8. Knowledge Management. Outline the knowledge management approach for the project, including, if any, plans for the project to learn from other relevant projects and initiatives, to assess and document in a user-friendly form, and share these experiences and expertise with relevant stakeholders.

33. EAs will be encouraged to establish information/data sharing networks amongst institutions and stakeholders to enhance synergies in sectoral data collection, reporting and improve the quality and utility of these reports. Preferred channels for information sharing and dissemination will be identified and set up during the project implementation phase; this may include websites, e-libraries and climate change offices. National teams will interact at regional and international levels, through the Global Support Programme (GSP). The GSP will create a website, to offer an interactive and dynamic space for countries to share best practices, communication and outreach materials. Countries will be encouraged to share their experiences on BURs. Webinars, training/learning events, workshops on BURs will be organized by the GSP to provide technical guidance on BURs, and further promote country informal interaction and discussions on BUR project implementation.

B. DESCRIPTION OF THE CONSISTENCY OF THE PROJECT WITH:

B.1 Consistency with National Priorities. Describe the consistency of the project with national strategies and plans or reports and assessments under relevant conventions such as NAPAs, NAPs, ASGM NAPs, MIAs, NBSAPs, NCs, TNAs, NCSAs, NIPs, PRSPs, NPFE, BURs, etc.:

34. This project is designed to complement and strengthen without duplicating existing efforts, plans, programmes on climate change reporting at national level. At PIP preparation stage, national teams will be guided to review and elaborate BUR links to existing documents, plans and strategies such as:

- Poverty reduction strategies/plans;
- Regional and national programmes and strategies on climate change
- Mitigation projects,
- Reducing emissions from deforestation and forest degradation (REDD) projects
- Nationally Appropriate Mitigation Actions (NAMAs)
- National Capacity Self- Assessment Projects
- National Human Development Reports in the context of the climate change threats;
- National UN Development Assistance Framework (UNDAF) processes
- Technology Needs Assessments (TNAs), and the Kyoto Protocol, and other relevant studies.
- The following is a summary of NCs, TNAs/TAPs, NCSA & action plans reports prepared by countries that will be relevant to the BUR process:

Countries	National Communications ⁷	22 countries have TNAs/ TAPs reports	27 countries have NCSA & action plans
1. Afghanistan	INC submitted, preparing SNC		X
2. Angola	INC submitted, preparing SNC		
3. Antigua and Barbuda	INC,SNC submitted, preparing TNC	X	X
4. Bahrain	INC,SNC submitted, preparing TNC		
5. Bhutan	INC,SNC submitted, preparing TNC	X	X
6. Burkina Faso	INC submitted, preparing SNC	X	
7. Cambodia	INC submitted, preparing SNC	X	X
8. Comoros	INC,SNC submitted, preparing TNC	X	X
9. Dominica	INC,SNC submitted, preparing TNC	X	X
10. Democratic Republic of	INC,SNC submitted, preparing TNC	X	X

Countries	National Communications ⁷	22 countries have TNAs/ TAPs reports	27 countries have NCSA & action plans
Congo			
11. Equatorial Guinea	INC under preparation		
12. Eritrea	INC,SNC submitted, preparing TNC		X
13. Fiji	INC,SNC submitted, preparing TNC		X
14. Gambia	INC,SNC submitted, preparing TNC		X
15. Guinea	INC submitted, preparing SNC	X	X
16. Guinea Bissau	INC,SNC submitted, preparing TNC		
17. Guyana	INC,SNC submitted, preparing TNC	X	X
18. Haiti	INC,SNC submitted, preparing TNC	X	
19. Kiribati	INC,SNC submitted, preparing TNC		X
20. Lao People's Democratic Rep	INC,SNC submitted, preparing TNC	X	X
21. Lesotho	INC,SNC submitted, preparing TNC	X	X
22. Liberia	INC submitted, preparing SNC		X
23. Madagascar	INC,SNC submitted, preparing TNC	X	
24. Malawi	INC,SNC submitted, preparing TNC	X	X
25. Maldives	INC submitted, preparing SNC		X
26. Mali	INC,SNC submitted, preparing TNC	X	X
27. Mauritius	INC,SNC submitted, preparing TNC	X	X
28. Mozambique	INC submitted, preparing SNC		
29. Myanmar	INC submitted, preparing SNC		
30. Rwanda	INC,SNC submitted, preparing TNC	X	X
31. Sao Tome and Principe	INC,SNC submitted, preparing TNC		X
32. Senegal	INC,SNC submitted, preparing TNC	X	
33. Seychelles	INC,SNC submitted, preparing TNC	X	X
34. Sierra Leone	INC,SNC submitted, preparing TNC		X
35. Somalia	INC under preparation		
36. St. Lucia	INC,SNC submitted, preparing TNC	X	X
37. South Sudan	INC under preparation		
38. Uganda	INC,SNC submitted, preparing TNC	X	X
39. Zambia	INC,SNC submitted, preparing TNC	X	X

35. Twenty eight (28) LDCs and SIDS are preparing their Third National Communication (TNCs); eight (8) their Second National Communications (SNCs) and three (3) their Initial National Communication (INCs) under the UNFCCC. The BUR project will support these countries to prepare and submit their BURs to the UNFCCC secretariat within 24 months of receipt of GEF grants. The BURs will be submitted either as a summary of parts of countries' national communication in the year in which the national communications are submitted or as a stand-alone update reports, as applicable

B.2. Fund Strategies. *GEF focal area⁸ and/or fund(s) strategies, eligibility and priorities.*

36. The proposal conforms to the GEF-6 strategic focal area on climate change mitigation, objective 3 on fostering enabling conditions to mainstream mitigation concerns into sustainable development strategies. Program 5 of this objective aims to facilitate the integration of the reporting and assessment results into the national planning process and to help countries mainstream mitigation action in support of the proposed 2015 agreement. The project will support these countries to reduce GHG emissions whilst pursuing their socio-economic development plans and objectives. Good quality BURs and enhanced capacities of non-Annex 1 countries to report on climate change means a better response to the implementation process of the UNFCCC and its treaties.

C. DESCRIBE THE BUDGETED M & E PLAN:


37. Project Monitoring and Evaluation (M&E) will be conducted in accordance with GEF Monitoring and Evaluation Policy and the UNEP standard Monitoring, Reporting and Evaluation policy. Reporting requirements and templates are an integral part of the UNEP's legal instrument to be signed by the executing agency and UNEP. The Logical Framework Matrix provides performance and impact indicators for project implementation along with their corresponding means of verification. The project will be monitored through the following M&E activities:
38. **Project Inception Workshop (PIW)** will be held within the first 2 months of project start date. The Inception Workshop is crucial to building ownership for the project results and to review and finalize the first year annual work plan. The Inception Workshop should address a number of key issues including:
- Assist all partners to fully understand and take ownership of the project. Detail the roles, support services and complementary responsibilities of UNEP staff vis-à-vis the project team. Discuss the roles, functions, and responsibilities within the project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms. The ToR for project staff will be discussed again as needed.
 - Based on the project results framework finalize the first annual work plan. Review and agree on the indicators, targets and their means of verification, and re-check assumptions and risks.
 - Discuss financial reporting procedures, obligations, and arrangements for annual audit.
 - Between 2 and 3 Project Steering Committee meetings are held within the first 12 months following the inception workshop.
39. **Quarterly Progress Reports:** The Project Coordinator will be responsible for preparation quarterly progress reports and expenditure statements. Technical progress and financial reports shall be reviewed by UNEP Task Manager and Fund Management Officer.
40. **Project Implementation Review (PIR):** A Project Implementation Review (PIR) will serve as the project Mid-Term Review (MTR) and will be managed by the UNEP Task Manager. The PIR exercise will provide an independent assessment of project performance at mid-term, to analyze whether the project is on track, what problems and challenges the project is encountering, and which corrective actions are required so that the project can achieve its intended outcomes by project completion in the most efficient and sustainable way. In addition, it will verify information gathered through the GEF tracking tools attached in **Annex J**.
41. **Periodic Monitoring through discussions with key partners:** UNEP task manager will conduct periodic monitoring of activities based on the agreed schedule in the Project Implementation Plan to assess status of implementation of project. The monitoring of project activities will identify areas of improvements and will make recommendations on how to address gaps in project implementation.

⁸ For biodiversity projects, please describe which Aichi Targets(s) the project will directly contribute to and what indicators will be used to track progress towards achieving these specific Aichi target(s).

42. **Terminal Evaluation:** An independent terminal evaluation (TE) will take place at the end of project implementation. The Evaluation Office (EO) of UNEP will be responsible for the TE and liaise with the UNEP Task Manager throughout the process. The TE will provide an independent assessment of project performance (in terms of relevance, effectiveness and efficiency), and determine the likelihood of impact and sustainability. It will have two primary purposes:
- to provide evidence of results to meet accountability requirements, and
 - to promote learning, feedback, and knowledge sharing through results and lessons learned among UNEP and executing partners.
43. The TE report will be sent to project stakeholders for comments. Formal comments on the report will be shared by the EO in an open and transparent manner. The project performance will be assessed against standard evaluation criteria using a six point rating scheme. The final determination of project ratings will be made by the EO when the report is finalized. The evaluation report will be publically disclosed and will be followed by a recommendation compliance process
44. **Annual Financial Audit:** A financial audit will be undertaken at the end of project implementation to assess probity (i.e. correctness, integrity etc.) of expenditure and transactions. The audit on project will follow UNEP Financial Regulations and Rules and applicable Audit policies.

PART III: CERTIFICATION BY GEF PARTNER AGENCY(IES)

A. GEF Agency(ies) certification

This request has been prepared in accordance with GEF policies⁹ and procedures and meets the GEF criteria for CEO endorsement under GEF-6.					
Agency Coordinator, Agency Name	Signature	Date (Month, day, year)	Project Contact Person	Telephone	Email Address
Brennan VanDyke Director, GEF Coordination Office, UNEP		April 15, 2015	George Manful Task Manger	+254207625085	George.manful@unep.org

⁹ GEF policies encompass all managed trust funds, namely: GEFTF, LDCF, and SCCF

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 Framework	Indicator	Baseline/End of Project Targets	Means of Verification	Assumptions
Project Objective: To support thirty nine (39) Least Developed Countries (LDCs) and Small Islands Developing States (SIDS) prepare and submit good quality initial biennial update reports to the UNFCCC that comply with the convention's reporting obligations	Number of LDCs and SIDS that submit high quality BURs to the UNFCCC that comply with the convention reporting obligations	Baseline: 0 Target: 39 LDCs and SIDS submit their initial BUR to the UNFCCC secretariat by July 2017	Quarterly progress reports BURs posted on UNFCCC website.	<ul style="list-style-type: none"> - Adequate political commitment and institutional support for BUR preparation exist
Project Component 1: National consultations and BUR Project Implementation Plan (PIP) preparation				
Outcome 1: 1.1 Enhanced national ownership and coordination of BUR and NCs preparation at country level process.	Number of key stakeholders involvement and institutional roles and responsibilities in different stages of the BUR preparation outlined	Baseline: 0 Not quantifiable at the global, this can be reported at the national level Target: 39 PIPs submitted by EAs identify and describe key stakeholders involvement and institutional arrangement in different stages of the BUR preparation	No. of stakeholder consultative meetings/workshops held List of participants in BUR processes BUR reports	<ul style="list-style-type: none"> - Stakeholders willingness to participate in the BUR process - The consultation processes will involve stakeholders of high competence and expertise - No institutions given formal mandate to support BUR processes at national level Adequate political support to strengthen and/or establish appropriate institutional arrangement for BUR preparation
Outcome 2: BUR PIPs are responsive to national development planning processes.	Number of BUR PIPs which explicitly include strategies aimed at enhancing integration of climate change issues into national development planning frameworks	Baseline: 0 Target: 39 BUR PIPs	BUR PIP reports, National development strategy documents	<ul style="list-style-type: none"> - Strong commitment of national teams to integrate climate issues within the BUR process - Stakeholders have the capacity to make reference to the BUR as a guide during policy formulation and national development planning processes
Project Component 2: Preparation of Biennial Update Reports (BURs)				
Outcome 3: 2.1 Good quality Biennial Update Reports that meet the convention's reporting obligation and national development planning processes are prepared by LDCs and SIDS and submitted to the UNFCCC	Number of BUR prepared and submitted to the UNFCCC are of high quality and in line with the convention's reporting obligations and national development planning processes	Baseline: 0 Target: 39 BURs	BUR reporting guidelines BUR reports posted on the UNFCCC website	<ul style="list-style-type: none"> - BUR preparation considered priority in LDCs and SIDS - Strong political or institutional commitment to the BUR process

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 COUNCIL REVIEW COMMENTS - GERMANY

GEF COUNCIL COMMENTS	UNEP's response
a. The PIF would benefit from emphasizing the benefits of strengthening national reporting systems in general and through BURs in particular. In this context it is commendable to point out that the project also contributes to the preparation of National Communications and more broadly to transparency efforts in the international climate regime.	Noted. Information on BUR's role in enhancing the national communications reporting process, and level of transparency through the international consultation analysis outlined in - paragraphs 13-16
b. As SIDS and LDCs will undergo the process of International Consultation and Analysis (ICA) after submission of their BUR (UNFCCC decision 2/CP.17, para. 58), although with some discretion, the planned activities i.e. capacity building workshops, introduced tools and shared documents should also address the ICA process for SIDS and LDCs.	All SIDS and LDCs will be eligible to receive enhanced project execution support outlined during PIP and BUR preparation as indicated in paragraph 8 and 11 respectively. In addition, countries will access the GEF funded Global Support Programme and UNFCCC funded training/guidance materials from the Consultative Group of Experts (CGE) – paragraph 28-31. The ICA process will be discussed in detail in workshops, webinars and online discussions, to encourage exchange of views and learning between countries. In addition, these countries will have the option of participating in the ICA process on submission of their BURs, as a group, if desired
c. To be in line with the BUR guidelines, the project proposal would benefit from demonstrating that the first BUR submitted shall cover, at a minimum, the inventory for the calendar year no more than 4 years prior the date of the submission. Germany kindly asks to outline measures to overcome the risk of GHG Inventories with older base years (especially Equatorial Guinea and Somalia which have not submitted any National Communication to date) and to outline how data gaps will be identified and closed with support of this project.	The project will support countries to submit their first BURs covering, at a minimum, the inventory for the calendar year no more than 4 years prior the date of the submission. Each country under the umbrella will commence the BUR project by preparing PIPs that indicate the GHG inventory years to be covered for the BUR, which shall not be more than 4 years prior the date of the submission. With the expectation that the BURs under this umbrella will be submitted not later than the Year 2017; countries will be guided on preparing GHG inventories up to year 2013. Additional details and guidance for countries, especially South Sudan, Somalia and Equatorial Guinea provided under section on A.5 Risk, point No. 4
d. Regarding the coordination with other initiatives, Germany kindly asks to closely coordinate with the UNDP Low Emission Capacity Building (UNDP LECB) Programme, which operates in several countries and also conducts a series of capacity building workshops.	National teams, in consultation with the UNEP will identify climate related initiatives at PIP preparation phases, and use this to build on the reporting requirement, including the UNDP Low Emission Capacity Building (UNDP LECB) Noted, and included in 'coordination section' paragraph 31

GEF SECRETARIAT REVIEW COMMENTS

Review Criteria	Questions	Secretariat Comment at PIF (PFD)/Work Program Inclusion 1	Secretariat Comment At CEO Endorsement(FSP)/Approval (MSP)	Agency Response March, 2015
Eligibility	1. Is the participating country eligible ?	<p>Yes the participating countries are eligible with the exception of South Sudan. South Sudan appears to be an observer to UNFCCC and not a full party to UNFCCC.</p> <p>Recommended Action: Please check the status of South Sudan as a party to the UNFCCC</p> <p>Update August 26th 2014</p> <p>South Sudan will no longer participate in the project. Kiribati will replace South Sudan.</p>	The project now includes Bhutan and South Sudan. South Sudan is now a party to UNFCCC. The project has now increased from 35 to 37 participant countries.	The amended request for CEO endorsement includes Bhutan, Maldives, Mali and South Sudan. This makes the total number of participating countries to 39 from 35 participating countries cleared at PIF stage
	2. Has the operational focal point endorsed the project?	<p>The operational focal points have endorsed the project. Letters are on file. The signatures on the endorsement letters from Madagascar and Uganda do not match the names in the GEF database.</p> <p>Update August 26 2014</p> <p>Updated letters have been provided</p>	Two additional endorsement letters from South Sudan and Bhutan are included on the file.	Thirty nine (39) letters of endorsements included in Annex K
Resource Availability	3. Is the proposed Grant (including the Agency fee) within the resources available from (mark all that apply):			
	<ul style="list-style-type: none"> The STAR allocation? 			

Review Criteria	Questions	Secretariat Comment at PIF (PFD)/Work Program Inclusion 1	Secretariat Comment At CEO Endorsement(FSP)/Approval (MSP)	Agency Response March, 2015
	<ul style="list-style-type: none"> The focal area allocation? 			
	<ul style="list-style-type: none"> The LDCE under the principle of equitable access 			
	<ul style="list-style-type: none"> The SCCF (Adaptation or Technology Transfer)? 			
	<ul style="list-style-type: none"> Focal area set-aside? 	The resources are available from the focal area set-aside.		
Strategic Alignment	4. Is the project aligned with the focal area/multifocal areas/ LDCE/SCCF/NPIF results framework and strategic objectives ? <i>For BD projects: Has the project explicitly articulated which Aichi Target(s) the project will help achieve and are SMART indicators identified, that will be used to track progress toward achieving the Aichi target(s).</i>	The project is aligned with the focal area strategic objectives.	Same as PIF	
	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?	Further information should be provided at CEO endorsement.	Yes the project is consistent with the national priorities and strategies in each country.	
Project Design	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?	The project will allow the countries to prepare their first biennial update reports to the UNFCCC.	Same as PIF stage	
	7. Are the components, outcomes and outputs in the project framework (Table B) clear,	The components and outcomes in table b are sound.	Same as PIF stage	

Review Criteria	Questions	Secretariat Comment at PIF (PFD)/Work Program Inclusion 1	Secretariat Comment At CEO Endorsement(FSP)/Approval (MSP)	Agency Response March, 2015
	sound and appropriately detailed?			
	8. (a) Are global environmental/adaptation benefits identified? (b) Is the description of the incremental/additional reasoning sound and appropriate?	These types of projects are financed at full cost.	Same as PIF stage	
	9. Is there a clear description of: a) the socio-economic benefits, including gender dimensions, to be delivered by the project, and b) how will the delivery of such benefits support the achievement of incremental/ additional benefits?		The project takes into consideration gender dimensions.	
	10. Is the role of public participation, including CSOs, and indigenous peoples where relevant, identified and explicit means for their engagement explained?	Yes the role of public participation has been identified. Please provide further information at CEO Endorsement.	Yes the role of public participation has been identified.	
	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)	Yes the project takes into consideration potential risk.	Risk is taken into account in the project.	
	12. Is the project consistent and properly coordinated with other related initiatives in the country or in the region?	The project is consistent with related initiatives. Please provide additional information at CEO Endorsement.	Yes the project is coordinated with relevant initiatives.	

Review Criteria	Questions	Secretariat Comment at PIF (PFD)/Work Program Inclusion 1	Secretariat Comment At CEO Endorsement(FSP)/Approval (MSP)	Agency Response March, 2015
	<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 project will allow 35 countries to complete biennial update reports.	The project will allow 37 countries to complete their biennial update reports.	The project will allow 39 countries to complete their biennial update reports.
	14. Is the project structure/design sufficiently close to what was presented at PIF, with clear justifications for changes?		The project has now included Bhutan and South Sudan. There are now 37 participant countries.	The project aims to support 39 LDCs and SIDS to prepare their BURs.
	15. Has the cost-effectiveness of the project been sufficiently demonstrated, including the cost-effectiveness of the project design as compared to alternative approaches to achieve similar benefits?		Yes the project is cost effective. The umbrella programme will not only allow national teams in these countries to access GEF resources to enhance the processes of establishing institutional framework for climate change reporting but will also allow project management	
	16. Is the GEF funding and co-financing as indicated in Table B appropriate and adequate to achieve the expected outcomes and outputs?	The funding is appropriate to achieve the expected outcome and outputs	The GEF funding has been increased from \$12,936,000 to \$13,675,200 for 37 participating countries.	GEF funding has been increased from US\$ 12,936,000 to US\$ 14,414,400 for 39 participating countries
	17. <u>At PIF</u> : Is the indicated amount and composition of co-financing as indicated in Table C adequate? Is the amount that the Agency bringing to the project in line with	Co-financing is not required for this type of project.	Same as PIF stage	

Review Criteria	Questions	Secretariat Comment at PIF (PFD)/Work Program Inclusion 1	Secretariat Comment At CEO Endorsement(FSP)/Approval (MSP)	Agency Response March, 2015
	its role? <u>At CEO endorsement:</u> Has co-financing been confirmed?			
	18. Is the funding level for project management cost appropriate?	The level funding for PMC is appropriate.	Same as PIF stage.	
Project Financing	19. <u>At PIF</u> , is PPG requested? If the requested amount deviates from the norm, has the Agency provided adequate justification that the level requested is in line with project design needs? <u>At CEO endorsement/ approval</u> , if PPG is completed, did Agency report on the activities using the PPG fund?	A PPG is requested. Please provide some information for the justification of the PPG, as a PPG is not usually requested for this type of project. Update August 26 2014 The PPG has been removed from the project	Same as PIF stage.	
	20. If there is a non-grant instrument in the project, is there a reasonable calendar of reflows included?	N/A	N/A	
Project Monitoring and Evaluation	21. Have the appropriate Tracking Tools been included with information for all relevant indicators, as applicable?		Yes	
	22. Does the proposal include a budgeted M&E Plan that monitors and measures results with indicators and targets?		Yes there is a budgeted M&E plan.	
Agency Responses	23. Has the Agency adequately responded to comments from:			
	✓ STAP?			
	✓ Convention Secretariat?			

Review Criteria	Questions	Secretariat Comment at PIF (PFD)/Work Program Inclusion 1	Secretariat Comment At CEO Endorsement(FSP)/Approval (MSP)	Agency Response March, 2015
	✓ The Council?		The comments provided in response to the questions posed by council are adequate.	
	✓ Other GEF Agencies?			
Secretariat Recommendation				
Recommendation at PIF Stage	24. Is PIF clearance/approval being recommended?	<p>The project is not recommended for PIF clearance. Please address issues in boxes 1,2 and 19.</p> <p>Update August 26th 2014</p> <p>The relevant changes have been made and the project is recommended for PIF clearance.</p>		
	25. Items to consider at CEO endorsement/approval.			
Recommendation at CEO Endorsement/ Approval	26. Is CEO endorsement/approval being recommended?		<p>The project is not yet recommended for approval. Please include indicative dates for the submission of the relevant country BURs to the UNFCCC.</p> <p>There has been an increase in the project budget from the PIF stage, with the addition of two participant countries. The increase is 5.71%, and thus the project will need to be circulated to GEF Council. Please complete the project amendment form and, resubmit with the amended CEO endorsement documentation.</p>	<p>The BURs will be submitted to the UNFCCC secretariat within 24 months of receipt of GEF grants. Tentative timelines included in the project supervision plan in Appendix 2 and in Annex 1:</p> <p>The total project cost has increased from US\$ 12,936,000 to US\$ 14,414,400 which is an increase by 11.42% of the approved PIF budget. The project amendment form has been prepared and submitted with the amended CEO endorsement request</p>

Review Criteria	Questions	Secretariat Comment at PIF (PFD)/Work Program Inclusion 1	Secretariat Comment At CEO Endorsement(FSP)/Approval (MSP)	Agency Response March, 2015
				for circulation to council members.
	First review*	August 21, 2014		
Review Date (s)	Additional review (as necessary)			
	Additional review (as necessary)			

* This is the first time the Program Manager provides full comments for the project. Subsequent follow-up reviews should be recorded. For specific comments for each section, please insert a date after comments. Greyed areas in each section do not need comments.

ANNEX C: STATUS OF IMPLEMENTATION OF PROJECT PREPARATION ACTIVITIES AND THE USE OF FUNDS¹⁰

Provide detailed funding amount of the PPG activities financing status in the table below: **N/A**

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

¹⁰ If at CEO Endorsement, the PPG activities have not been completed and there is a balance of unspent fund, Agencies can continue to 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. Agencies should also report closing of PPG to Trustee in its Quarterly Report.

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

Provide a calendar of expected reflows to the GEF/LDCF/SCCF Trust Funds 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

<i>Position Titles</i>	<i>\$/ Person Week*</i>	<i>Estimated Person Weeks**</i>	<i>Tasks To Be Performed</i>
For Project Management			
Local			
Project Coordinator (PC)	250	96	<ul style="list-style-type: none"> ▪ Supervises and ensures timely and expeditious implementation of project activities as per approved work plan; ▪ Prepares a detailed work plan for the project and draft terms of reference for the subcontracts (in consultation with UNEP); ▪ Compiles the scope and content of the overall BUR report and relevant sections in consultation with Working Group Leaders; ▪ Develops the scope of the work and TORs and other procurement documentation required to identify and facilitate recruitment of experts and consultants; ▪ Identifies and hire/subcontract the national experts and institutions (in consultation with UNEP); ▪ Supervise project support staff and national consultants recruited to provide technical assistance; ▪ Organizes and supervises the workshops and training programmes as appropriate. ▪ Liaises with the relevant ministries, national and international research institutes, NGOs, and other relevant stakeholders in order to ensure the active involvement of staff and personnel in project activities, and to gather and disseminate relevant information; ▪ Prepares periodic financial and technical progress reports; ▪ Control the expenditures and otherwise ensure adequate management of the resources provided to support the project; ▪ Summarizes and synthesizes the results of the project; ▪ Facilitates and supervises the use of up-to-date methodologies and approaches described within this document; ▪ Ensures that approaches used for compiling, archiving, updating, and managing the assessments under the BUR are consistent with the project document; ▪ Identifies and ensures synergy of BUR activities with other relevant on-going/new projects. ▪ Initiates and mobilizes resources for the implementation of BUR follow-up activities focused on sustaining the capacity development across relevant climate change areas; ▪ Summarize the results of the project and finalizes the BUR of <i>(Name of Country)</i> along with the government personnel and national experts; ▪ Ensures that the BUR process is in the line with guidance provided by the COP of the UNFCCC and contributes to the improvement of the UNFCCC reporting process; ▪ Collaborates with all relevant stakeholders and the Project Steering Committee and other partners to ensure their involvement in the BUR process. ▪ Ensure gender mainstreaming within the project consistent with COP 18 decisions

<i>Position Titles</i>	<i>\$/ Person Week*</i>	<i>Estimated Person Weeks**</i>	<i>Tasks To Be Performed</i>
<i>Finance and Administrative Assistant</i>			<ul style="list-style-type: none"> ▪ Assist PC in overall project management and provide general administrative support to ensure the smooth running of the project management unit ▪ Manage office work, to schedule meetings and maintain contacts with all institutions/experts involved; ▪ Organize workshops, working group meetings, stakeholder consultations, etc. ▪ Maintain the project's files ▪ Act on telephone inquiries, fax, post and e-mail transmissions, and co-ordinate appointments; ▪ Arrange duty travel and provide all the logistic support for the coming missions/visitors; ▪ Perform any other administrative duties as requested by the PC; ▪ Assist PC in all financial matters related to the Project development; ▪ Ensure that financial requirements of UNEP and the national legislation, where relevant, are adhered to; ▪ Draft quarterly cash flow projections based on the agreed project work plan; ▪ Prepare the project's Financial Reports to UNEP; ▪ Maintain the payments supporting documentation in impeccable order; ▪ Perform any other financial duties as requested by the PC;
International			
Justification for travel, if any:			
For Technical Assistance			
Local			
<i>Climate Change Policy Expert (National Circumstances)</i>	500	15	<ul style="list-style-type: none"> ▪ Collect and analyze of information related to national circumstances ▪ Analyses (Name of country) specific needs and concerns arising from the adverse effects of climate change in the context of national development objectives, priorities and circumstances. ▪ Collects information and description of institutional arrangements relevant to the preparation of the national communications and biennial update reports on a continuous basis, and description of level of support received to enable the preparation of the first BUR.
<i>National GHG Inventory Experts</i>	500	50	<ul style="list-style-type: none"> ▪ Collect and analyze activity data up to year 2013/2014 and others gaps as per Revised 1996 IPCC Guidelines, GPG (2000) and GPG for LULUCF (2003). ▪ Coordinate activities with key partners for specific sectors (Agriculture, LULUCF, Energy, waste) ▪ Coordinate the necessary activities for the update of National Emission Factors for key source categories updated (Methane from enteric fermentation and Nitrous Oxide from agricultural soils with grazing animals). ▪ Prepare Worksheets, summary tables, uncertainty management for GHG inventories up to year 2013/2014. ▪ Prepare the inventory report containing the description of the

<i>Position Titles</i>	<i>\$/ Person Week*</i>	<i>Estimated Person Weeks**</i>	<i>Tasks To Be Performed</i>
			<p>contribution of different sectors to GHG emissions, procedures and arrangements for collection and activation of data and role of institutions involved in the preparation of the GHG inventory.</p> <ul style="list-style-type: none"> ▪ Prepare updated summary information tables of previous inventories. ▪ Provide an overall technical review of the draft chapter on inventories to be used in the BUR. ▪ Together with other project staff, identify specific training needs for government and non-governmental agencies and provide recommendations for training and capacity development. ▪ Collaborate with the GHG Inventory and database expert in supporting the process of establishment of the National Inventory Management System
<i>GHG inventory management and database expert</i>	500	20	<ul style="list-style-type: none"> ▪ Collaborate with the GHG Inventory experts in establishing and supporting the National Inventory Management System. ▪ Upload relevant information into national GHG inventory database. ▪ Collaborate in the training of individual experts and institutions to ensure sustainability of the National Inventory System
<i>Climate Change Mitigation experts</i>	500	50	<ul style="list-style-type: none"> ▪ Collect and analyze relevant information regarding the GHG mitigation actions or groups of actions being developed in (Name of the country). ▪ Prepare a report on the mitigation actions to provide a description in tabular format that includes name, nature of the action, coverage, quantitative goals, progress indicators, associated methodologies and assumptions, objectives, steps taken or envisaged to achieve the action, progress of implementation and results achieved. ▪ Collect data on participation in international carbon market mechanisms and prepare a report containing the collected information ▪ Prepare a report containing a description of the national arrangements to enable the implementation of NAMAs, including the establishment of a National Registry. ▪ Provide technical support for the establishment of a National Registry of NAMAs and the process of defining appropriate national arrangements needed to support the NAMAs process. ▪ Provide technical support for training and awareness raising activities relevant to national economic sectors with mitigation potential for designation as NAMAs within the framework of the UNFCCC. ▪ Provide technical support to the process of identification of NAMAs development potential in the different socio-economic sectors, at various administrative levels and also identify the different types of financing and co-financing framework needed.
<i>Climate change policy expert</i>	500	20	<ul style="list-style-type: none"> ▪ Conduct a study of financial, technological and capacity needs and constraints of institutions responsible for activities related to climate change through the collection, synthesis and analysis of existing information, individual interviews or group

<i>Position Titles</i>	<i>\$/ Person Week*</i>	<i>Estimated Person Weeks**</i>	<i>Tasks To Be Performed</i>
			discussions, site visits, among others.
<i>Climate Change Mitigation expert (MRV)</i>	500	50	<ul style="list-style-type: none"> ▪ Conduct a study for the identification and assessment of the different options and possibilities for a domestic MRV system in accordance with guidelines to be developed by the UNFCCC, taking into consideration national circumstances and capabilities, as well as the nature of different GHG mitigation actions. ▪ Assist the process of developing national institutional arrangements and framework for domestic MRV. ▪ Prepare a report describing the progress of implementation of such institutional arrangements and framework.
<i>Editorial consultant</i>			<ul style="list-style-type: none"> ▪ Compile, consolidate, harmonize information from different consultants and experts, and elaborate the BUR report in accordance with the guidelines annexed to Decision 2/CP.17
International			
<i>International Climate Change Policy Expert</i>	1500	12	<ul style="list-style-type: none"> ▪ Provide recommendation and guide the execution of BUR activities related to NAMAs and MRV, including the NAMAs registry, and the institutional arrangements for MRV and NAMAs. ▪ Revision of the mitigation analysis, including the baseline and mitigation scenarios until 2050 for abatement of GHG emissions.
Justification for travel, if any:			

ANNEX F-1 AND F-2: GEF BUDGET AND COFINANCE

F-1 Detailed GEF Budget

PROJECT COMPONENTS	ANNUAL INDICATIVE GEF BUDGET (US\$)			
	Yr. 2015	Yr. 2016	Yr. 2017	TOTAL
1. National consultations and BUR Project Implementation Plan preparation	390,000	0	0	390,000
2. Preparation of BUR reports	5,343,000	6,948,325	461,675	12,753,000
Organize a BUR inception workshop	195,000	0	0	195,000
Preparation of BUR components; supporting group trainings, meetings, national workshops, and/or engagement of experts (national, regional and/or international) to address technical needs identified under Component 1: PIP preparation.	5,148,000	6,474,000	351,000	11,973,000
Publication and submission of biennial update report	0	474,325	110,675	585,000
3. MONITORING AND EVALUATION	97,500	97,500	390,000	585,000
Monitoring and reporting	0	0	390,000	390,000
Independent Audit	97,500	97,500	0	195,000
Subtotal	5,830,500	7,045,825	851,675	13,728,000
Project Management Cost (PMC)	171,600	343,200	171,600	686,400
GEF BUDGET	6,002,100	7,389,025	1,023,275	14,414,400

F-2 Detailed Cofinance Budget

PROJECT COMPONENTS	ANNUAL INDICATIVE COFINANCE (US\$)			
	Yr. 2015	Yr. 2016	Yr. 2017	TOTAL
1. National consultations and BUR Project Implementation Plan preparation	195,000	0	0	195,000
2. Preparation of BUR reports	475,800	437,800	65,300	978,900
Organize a BUR inception workshop	117,000	0	0	117,000
Preparation of BUR components; supporting group trainings, meetings, national workshops, and/or engagement of experts (national, regional and/or international) to address technical needs identified under Component 1: PIP preparation.	358,800	358,800	46,800	764,400
Publication and submission of biennial update report	0	79,000	18,500	97,500
3. MONITORING AND EVALUATION	78,000	78,000	39,000	195,000
Monitoring and reporting	58,500	58,500	39,000	156,000
Independent Audit	19,500	19,500	0	39,000
Subtotal	748,800	515,800	104,300	1,368,900
Project Management Cost (PMC) UNEP in-kind cofinance	6,000	12,500	6,000	24,500
PROJECT TOTAL CO-FINANCING	754,800	528,300	110,300	1,393,400

ANNEX G: MONITORING AND EVALUATION BUDGET AND WORKPLAN

Type of M&E activity	Responsible Parties	Budget from GEF	Budget co-finance	Time Frame
Project Inception Workshop	National Project Team, Technical expert groups and UNEP Task Manager to raise awareness, build stakeholder engagement and detailed work planning	None	None	Within 2 months of project start-up
Project Inception Report	Project coordinator will prepare a 2-year workplan along with a detailed budgeted first year workplan; UNEP Task Manager and FMO will review and approve workplan and budgets	None	None	1 month after project inception meeting
Progress Reports	Task Manager, FMO and National Project Team	None	None	Every quarter
Technical Reports	Task Manager, FMO and National Project Team	None		Every quarter
Annual Financial Audit	Independent Audit Entity	5,000		Annually
Independent Terminal Evaluation	National project team Task Manager, FMO UNEP Evaluation and Oversight Unit (EOU)	10,000		During and within 6 months of end of project implementation
Project Final Report	National project team Task Manager FMO	None (Time cost of project manager)	None	Within 2 months of the project completion date
Total M&E Plan Budget		US\$585,000 (US\$ 15,000/ Country)		

ANNEX H: PROJECT IMPLEMENTATION ARRANGEMENT

DESCRIBED IN SECTION B. ADDITIONAL INFORMATION NOT ADDRESSED AT PIF STAGE

ANNEX I – DETAILED PROJECT WORKPLAN SHOWING DELIVERABLES AND BENCHMARKS

BUR PROJECT COMPONENTS	Yr. 1 (2015)			Yr. 2 (2016)				Yr. 3 (2017)			Deliverables	Benchmarks
	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept		
Component I: National Consultations and BUR Project Implementation Plan Preparation											<ul style="list-style-type: none"> Thirty nine (39) national consultations held to define stakeholders and institutions roles and responsibilities in BUR process At least twenty (20) BUR PIPs submitted by participating countries to UNEP for approval 	<ul style="list-style-type: none"> EAs receive enhanced support to facilitate preparation of BUR PIPs, responsive to national development planning needs, and consistent with the UNFCCC guidelines
Component II: PREPARATION OF BUR REPORTS Organize a BUR inception workshop											39 BUR inception workshops held	Financial resources provide Stakeholders
Prepare BURs which are inline with the reporting guidelines; support group trainings, technical workshops, meetings, and/or engaging experts (national, regional and/or international) to address country-specific needs outlined under Component 1: PIP preparation.											39 BURs prepared that meet convention's reporting obligations and national development planning needs by July 2017	Enhance support to PMUs to facilitate biennial reporting Financial and technical guidance on BURs provided to 39 countries Participation in national and/or regional workshops on BURs ToRs and identify national, regional and international experts assist to prepare BURs
Publication and submission of biennial update report											39 BURs published and submitted to the UNFCCC by July,2017	
3. MONITORING AND EVALUATION Monitoring and reporting											Project financial and technical progress reports prepared and submitted promptly	BUR reporting and feedback provided to team on reporting
Independent Audit											Two (2) financial audit of the BUR project undertaken/country	

ANNEX J: FOCA AREA TRACKING TOOL - Excel sheet attached separately

ANNEX K: OFP LETTERS OF ENDORSEMENT – PDF attached separately

ANNEX L: UNEP COFINANCING LETTER – PDF attached separately

ANNEX M: ENVIRONMENTAL AND SOCIAL SAFEGUARDS CHECKLIST

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

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

UNEP/GEF Environmental and Social Safeguards Checklist

Project Title:	<i>Umbrella Programme for Biennial Update Report to the United National Framework Convention on Climate Change (UNFCCC)</i>		
GEF project ID and UNEP ID/IMIS Number	GEF ID: 6925 UNEP ID: 1321	Version of checklist	REQUEST FOR CEO ENDORSEMENT
Project status (preparation, implementation, MTE/MTR, TE)	PROPOSAL REQUEST FOR FUNDING	Date of this version:	April, 2015
Checklist prepared by (Name, Title, and Institution)	George Manful, Senoir Task Manager, UNEP/DTIE GEF CCM Unit		

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

Section A: Project location

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

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

Section B: Environmental impacts

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

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

Section C: Social impacts

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

	<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 does respect the human rights including dignity, cultural property and uniqueness and rights of indigenous people in the 39 SIDS and 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 project incorporates activities for information dissemination such as workshops and meetings where stakeholders will participate. This does not represent a risk for the project.
- Will the project affect the state of the targeted country's (-ies') institutional context?	No	
- Will the project cause change to beneficial uses of land or resources? (incl. loss of downstream beneficial uses (water supply or fisheries)?	No	
- Will the project cause technology or land use modification that may change present social and economic activities?	No	
- Will the project cause dislocation or involuntary resettlement of people?	No	
- Will the project cause uncontrolled in-migration (short- and long-term) with opening of roads to areas and possible overloading of social infrastructure?	No	
- Will the project cause increased local or regional unemployment?	No	
- Does the project include measures to avoid forced or child labour?	N/A	
- Does the project include measures to ensure a safe and healthy working environment for workers employed as part of the project?	N/A	
- Will the project cause impairment of recreational opportunities?	No	
- Will the project cause impairment of indigenous people's livelihoods or belief systems?	No	
- Will the project cause disproportionate impact to women or other disadvantaged or vulnerable groups?	No	
- Will the project involve and or be complicit in the alteration, damage or removal of any critical cultural heritage?	No	
- Does the project include measures to avoid corruption?	Yes	The 39 LDCs and SIDS will elaborate stringent financial management guidelines and Protocols in the project

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.

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.

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

ANNEX N: ACRONYMS AND ABBREVIATIONS

BUR	Biennial Update Report
CGE	Consultative Group of Experts
CoP	Conference of Parties
EFs	Emission Factors
GCF	Green Climate Fund
GEF	Global Environment Facility
GHGs	Greenhouse Gases
GSP	Global Support Programme
ICA	International Consultation and Analysis
INC	Initial National Communication
LDCs	Least Developed Countries
MRV	Measurement, Reporting and Verification
MTS	Medium Term Strategy
NAMAs	Nationally Appropriate Mitigation Actions
NCs	National Communications
NCSP	National Communication Support Programme
NGO	Non-Governmental Organization
PEI	Poverty-Environment Initiative
PIP	Project Implementation Plan
PMC	Project Management Cost
PoW	Programme of Work
QA/ QC	Quality Assurance/ Quality Control
SIDS	Small Island Developing States
SNC	Second National Communication
TA	Technical Assistance
TNAs	Technology Needs Assessments
TNC	Third National Communication
ToRs	Terms of Reference
UNCTs	United Nations Country Teams
UNDAF	UN Development Assistance Framework
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
UN-REDD	UN Collaborative Programme on Reducing Emissions from Deforestation and Forest Degradation in Developing Countries

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