



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

Naoko Ishii
CEO and Chairperson

November 26, 2014

Ms. Brennan Van Dyke
GEF Executive Coordinator
United Nations Environment Programme
Nairobi 00100, Kenya

Dear Ms. Van Dyke:

I am pleased to inform you that I have approved the medium-sized project detailed below:

Decision Sought:	Medium-sized Project (MSP) Approval
GEFSEC ID:	8004
Agency(ies):	UNEP
Focal Area:	Climate Change
Project Type:	Medium Size Project
Country(ies):	Global (Dominica, Eritrea, Kyrgyz Republic, Moldova, Mongolia, Swaziland, South Africa, Congo DR, Zimbabwe)
Name of Project:	Preparation of Intended Nationally Determined Contribution (INDC) to the 2015 Agreement under the United Nations Framework Convention on Climate Change (UNFCCC)
Indicative GEF Project Grant:	\$1,800,000
Indicative Agency Fee:	\$171,000
Funding Source:	GEF Trust Fund

This approval is subject to the comments made by the GEF Secretariat in the attached document. It is also based on the understanding that the project is in conformity with GEF focal areas strategies and in line with GEF policies and procedures.

Sincerely,

Naoko Ishii
Chief Executive Officer and Chairperson

Attachment: GEFSEC Project Review Document
Copy to: Country Operational Focal Point, GEF Agencies, STAP, Trustee



REQUEST FOR MEDIUM-SIZED PROJECT APPROVAL (1-STEP PROCEDURE)

TYPE OF TRUST FUND: GEF Trust Fund

PART I: PROJECT IDENTIFICATION

Project Title:	Preparation of intended nationally determined contribution (INDC) to the 2015 Agreement under the United Nations Framework Convention on Climate Change (UNFCCC)		
Country(ies):	Democratic Republic of Congo, Dominica, Eritrea, Kyrgyzstan, Moldova, Mongolia, South Africa, Swaziland and Zimbabwe	GEF Project ID: ¹	
GEF Agency(ies):	UNEP (select) (select)	GEF Agency Project ID:	01331
Other Executing Partner(s):	9 National Governments	Submission Date:	19/11/2014
GEF Focal Area(s):	Climate Change	Project Duration (Months)	12
Integrated Approach Pilot	IAP-Cities <input type="checkbox"/> IAP-Commodities <input type="checkbox"/> IAP-Food Security <input type="checkbox"/>		
Name of parent program:	[if applicable]	Agency Fee (\$)	171,000

A. FOCAL AREA STRATEGY FRAMEWORK AND PROGRAM²:

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	1,800,000	180,000
(select) (select) (select)		(select)		
(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			1,800,000	180,000

B. PROJECT FRAMEWORK

Project Objective: Nine countries prepare and submit intended nationally determined contributions (INDCs) to the 2015 United Nations Framework Convention on Climate Change (UNFCCC) Agreement and have institutional arrangements in place that support the INDC process						
Project Components	Financing Type ³	Project Outcomes	Project Outputs	Trust Fund	(in \$)	
					GEF Project Financing	Confirmed Co-financing
1. Institutional arrangements for the preparation of intended nationally determined contributions (INDCs) to the 2015 UNFCCC Agreement	TA	1.1 An institutional arrangement that is promoting the preparation, implementation and monitoring of INDCs is established in eligible countries	1.1.1 Institutional arrangement for preparation, implementation and monitoring of INDCs agreed and clearly described	GEFTF	67,500	27,000
	TA		1.1.2 Staff of participating institutions have accessed Global Support Programme (GSP) materials and resources and attended GSP	GEFTF	252,000	45,000

¹ Project ID number will be assigned by GEFSEC and to be entered by Agency in subsequent document submissions.

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

³ Financing type can be either investment or technical assistance.

			workshops to build their capacities in INDC processes			
2. Preparation and submission of INDC to the 2015 UNFCCC Agreement	TA	2.1 Countries submit their INDC report that meet the UNFCCC Convention reporting obligations	2.1.1 Nine INDC reports drafted, peer reviewed and submitted to the UNFCCC	GEFTF	1,226,880	63,000
3. Monitoring, reporting and evaluation	TA	3.1 Effectively monitored and implemented and evaluated project	3.1.1 INDC project inception workshops held 3.1.2 Project financial and technical progress reports prepared and submitted promptly 3.1.3 MSP financially audited 3.1.4 Project is evaluated upon successful execution	GEFTF	90,000	18,000
	(select)			(select)		
	(select)			(select)		
	(select)			(select)		
	(select)			(select)		
Subtotal					1,636,380	153,000
Project Management Cost (PMC) ⁴				GEFTF	163,620	27,000
Total project costs					1,800,000	180,000

If Multi-Trust Fund project :PMC in this table should be the total and enter trust fund PMC breakdown here (0)

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

Please include confirmed co-financing letters for the project with this form.

Sources of Co-financing	Name of Co-financier	Type of Co-financing	Amount (\$)
Recipient Government	Government ministries and departments responsible for climate change reporting	In-kind	170000
GEF Agency	UNEP	In-kind	10,000
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
Total Co-financing			180,000

D. GEF/LDCF/SCCF RESOURCES REQUESTED BY AGENCY(IES), COUNTRY(IES) AND PROGRAMMING OF FUNDS

GEF Agency	Trust Fund	Country/ Regional/Global	Focal Area	Programming of Funds	(in \$)		
					GEF Project Financing (a)	Agency Fee ^{a)} (b)	Total (c)=a+b
UNEP	GEF TF	Democratic Republic of Congo	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Dominica	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Eritrea	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Kyrgyzstan	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Moldova	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Mongolia	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	South Africa	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Swaziland	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Zimbabwe	Climate Change	Climate Change	200,000	19,000	219,000
(select)	(select)		(select)	(select as applicable)			0
Total Grant Resources					1,800,000	171,000	1,971,000

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	(N/A) ha
2. Sustainable land management in production systems (agriculture, rangelands, and forest landscapes)	120 million hectares under sustainable land management	(N/A) ha
3. Promotion of collective management of transboundary 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;	Number of freshwater basins (N/A)
	20% of globally over-exploited fisheries (by volume) moved to more sustainable levels	Percent of fisheries, by volume (N/A)
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)	(N/A) metric tons
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)	(N/A) metric tons
	Reduction of 1000 tons of Mercury	(N/A) metric tons
	Phase-out of 303.44 tons of ODP (HCFC)	(N/A) ODP tons
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	Number of Countries: 9
	Functional environmental information systems are established to support decision-making in at least 10 countries	Number of Countries: (N/A)

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 B.

⁵ Provide those indicator values in this table to the extent applicable to your proposed project. 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. There is no need to complete this table for climate adaptation projects financed solely through LDCF and/or SCCF.

PART II: PROJECT JUSTIFICATION

A. PROJECT OVERVIEW

A.1. *Project Description*. Briefly describe: 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 cost reasoning and expected contributions from the baseline, the GEFTF, LDCF/SCCF and co-financing; 5) global environmental benefits (GEFTF), and adaptation benefits (LDCF/SCCF); and 6) innovativeness, sustainability and potential for scaling up.

The global environmental problems, root causes and barriers that need to be addressed;

1. There is growing concern that climate change constitutes a significant global challenge. Although environmental in nature, climate change impacts do often have adverse social and economic consequences. The fifth Assessment Report (AR5) of the Intergovernmental Panel on Climate Change (IPCC) states that warming of the climate system is unequivocal, and that each of the last three decades have been successively warmer at the earth's surface than any preceding decade since 1850. Continued trend global warming is likely to pose great risks to human health, global food security, and economic development and to the natural system. At the heart of the response to climate change lies the need to reduce greenhouse gas emissions from human-related activities such as combustion of fossil fuels for energy, transport, industrial processes; deforestation, land clearing and agriculture. Driven by the need to combat climate change, governments at the 17th Conference of the Parties (COP) endorsed a process to negotiate and deliver a new global climate change agreement on greenhouse gas reduction by 2015 to be ratified in 2020. The mandate of the ADP is to develop a protocol, another legal instrument or an agreed outcome with legal force under the Convention applicable to all Parties, which is to be completed no later than 2015 in order for it to be adopted at the twenty-first session of the Conference of the Parties (COP) and for it to come into effect and be implemented from 2020.
2. A decision at COP 19 {1/CP.19 Para 2(b)}invited parties to“ ... *initiate or intensify domestic preparations for their intended nationally determined contributions, without prejudice to the legal nature of the contributions, in the context of adopting a protocol, another legal instrument or an agreed outcome with legal force under the Convention applicable to all Parties towards achieving the objective of the Convention as set out in its Article 2 ...*” This COP decision has catalyzed a new approach within the international climate negotiations by requesting Parties to provide up front information about their ‘*intended nationally determined contributions (INDCs)*’ to the new global climate agreement. Parties are requested to communicate their INDC well in advance of the twenty-first session of the COP (by the first quarter of 2015 for those parties ready to do so). Once submitted, a technical analysis of the INDCs will be carried out to assess the proposed aggregate efforts by the international community to limit the rise of global average temperature to below 2 °C above pre-industrial levels, consistent with the recommendation of the fifth Assessment Report (AR5). It will also indicate whether the proposed efforts will bring global emissions on a pathway consistent with achieving the objective of the Convention, set out in its Article 2. Based on the ex-ante assessment, the COP may recommend actions to Parties on their contributions, including on ways that the gaps could be closed.
3. UNEP has over the years supported the UNFCCC climate negotiation process and countries to comply with their reporting obligations. So far, over seventy countries have been supported to access

GEF grants for preparing their national communications (NCs). In the recent past, UNEPs’ portfolio of climate change enabling activities has diversified to supporting countries to prepare biennial update reports (BURs) as guided by COP 16 & COP 17, with the latest addition being an umbrella programme targeting to support thirty five Least Developed Countries (LDCs) and Small Islands Developing States (SIDS) approved by the GEF council in Oct, 2014. Most of these countries have formally and/or informally expressed their interest to be supported by UNEP to prepare INDCs. This project will support the following countries that have officially expressed their interest to UNEP to prepare and communicate their INDCs to the UNFCCC: Democratic Republic of Congo, Dominica, Eritrea, Kyrgyzstan, Moldova, Mongolia, South Africa, Swaziland and Zimbabwe– see letters of endorsements in Annex L. UNEP will support additional countries to access GEF-6 grants for INDC preparation, as and when official requests are received.

The baseline scenario or any associated baseline projects,

- In preparing the INDCs, countries will be encouraged to make reference to existing climate information, data and/or planning documents to initiate discussions and prioritize areas and sectors that may be considered for the contributions to the 2015 Agreement. Reference documents will include but not limited to NCs, BURs, Technology Needs Assessment (TNA); Nationally Appropriate Mitigation Actions (NAMAs); National Adaptation Programmes of Action (NAPAs), National Capacity Self-Assessment (NCSA) and other relevant studies. Countries will also be encouraged to review and align the INDC with existing government endorsed strategies, policies, and priority areas to secure political buy-in. The table below presents a summary of countries’ reports relevant to the INDC process.

Countries	Reports prepared and relevant to INDC process				
	NCs	BURs	TNA	NAPAs	NCSA
1. Democratic Republic of Congo	x		x	x	x
2. Dominica	x		x		x
3. Eritrea	x			x	x
4. Kyrgyzstan	x				
5. Moldova	x	x	x		x
6. Mongolia	x	x			x
7. South Africa	x	x	x		
8. Swaziland	x				
9. Zimbabwe	x		x		x

x –Reports prepared by countries that will inform the INDC process, and other national planning needs

The proposed alternative scenario, with a brief description of expected outcomes and components of the project

- Efforts to date by the international community to address climate change have been insufficient to reverse or even stabilize GHG emissions in a timely manner. Consequently, there is an urgent need for all countries to scale-up their mitigation actions. The draft text on ADP 2-7 agenda item 3 – Implementation of all elements of decision 1/CP.17- dated 11th November, 2014 stresses that “all Parties should include a mitigation component in their INDCs”, and encourages each Party to communicate most ambitious contribution possible in response to decision 1/CP.19, paragraph 2(b).

To this end, the project will support countries identify and communicate their intended contributions, by providing information on the type of contribution, time frames and periods, scope and coverage, expected outcomes and, if relevant, any references, methodologies and accounting approaches used, taking into consideration, as appropriate, the complementary information identified in the annex, in accordance with their national circumstances.

INDC project components and outcomes:

Component 1: Institutional arrangement for the preparation of intended nationally determined contribution (INDC) to the 2015 UNFCCC Agreement

6. The expected outcome under this component is that countries establish institutional arrangements that is promoting the preparation, implementation and monitoring of INDCs. This component has two outputs:

Output 1: *Institutional arrangement for preparation, implementation and monitoring of INDCs agreed and clearly described.* This output will support countries conduct wide stakeholder consultation and engagement and establish and/or enhance capacities of existing climate change bodies in preparing, implementing and monitoring INDCs. The nine Executing Agencies (EAs), proposed by each country for the INDC project are:

Country	Executing Agencies:
1. Democratic Republic Of Congo	The General Secretariat of Environment and Conservation through its Sustainable Development Directory (DDD) office
2. Dominica	Environmental Coordinating Unit (ECU) of the Ministry of Agriculture and the Environment
3. Eritrea	Ministry of Land, Water & Environment, Department of Environment
4. Kyrgyzstan	The State Agency for Environment Protection and Forestry (SAEPF)
5. Moldova	The Ministry of Environment (MoEN), through its Climate Change Office (CCO)
6. Mongolia	The Ministry of Environment, and Green Development (MEGD) through its Climate Change Coordination Office (CCCO)
7. South Africa	The Department of Environmental Affairs of the Republic of South Africa
8. Swaziland	The Ministry of Tourism and Environmental Affairs, Department of Meteorology
9. Zimbabwe	The Ministry of Environment, Water and Climate

The EAs have proposed institutional arrangements and stakeholders’ involvement in the INDC process, as outlined in Annex H and Annex J, respectively to be further elaborated during project implementation

Output 2: *Staff of participating institutions have accessed Global Support Programme (GSP) materials and resources and attended GSP workshops to build their capacities in INDC processes.* This output will support experts and stakeholders in preparing INDCs that are relevant to their

national planning needs and build their capacities to implement and monitor INDCs. National experts will be guided to access technical and policy-relevant guidance materials on INDC from the GSP, and guidance received from the UNFCCC. The GSP, a five-year joint UNEP-UNDP support programme (2014-2019) will provide a platform for countries to exchange information and share experiences in initiating and managing national dialogues on INDCs. It 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 the contributions to the 2015 agreement. Topics related to the 2015 agreement and in-country experiences will be shared through the GSP in-focus magazine.

Component 2: Preparation and submission of intended nationally determined contributions to the 2015 UNFCCC Agreement

7. Under this component, the project will support nine countries to prepare and submit INDC reports that meet the UNFCCC reporting obligations. While negotiations on content and format for INDC is underway, this project makes reference to the draft text of the ADP dated 24th October and its annex which provide probable options for reporting information on mitigation, adaptation, finance, technology, capacity-building support and any other information deemed necessary. The following is an overview of elements that countries may report on, while recognizing that this might change, depending on the outcome of COP 20 on INDCs.
 - (i) Information related to mitigation may include, inter alia: target type, sector and gases covered, underlying assumptions and methodologies used, the selection of a base year or a base line, a target year, a percentage reduction, information on the policies to be used and the monitoring, reporting and verification system to be applied, the treatment of the land use and land use changes and forestry sector, etc. This will involve presentation of GHG inventories; establishment of projections, scenarios, baselines and mitigation potential and estimating the amount and type of support needed. Countries will be encouraged to make reference to NCs, BURs, Low Emissions Development Strategies (LEDS), Nationally Appropriate Mitigation Actions (NAMAs), sectoral plans and other relevant national climate change plans and strategies.
 - (ii) Information related to adaptation contributions based on nationally identified priorities, including those reflected in national adaptation plans and strategies, national communications, national adaptation programme of actions (NAPAs), national adaptation plans (NAPs). The adaptation priorities will be determined by conducting impact, vulnerability and adaptation assessments. Existing and emerging capacity-building, technology, and financial needs to support adaptation actions and priorities may be outlined. This is particularly important given that a majority of proposed adaptation actions may be undertaken by private actors, to supplement limited public funding.
 - (iii) Information on the scale and type of support needed and received for INDC from domestic and external sources for execution of INDCs targets described with the aim of enhancing transparency in reporting. The aggregate cost of INDC related to adaptation and mitigation projects, policies, strategies and plans could be useful in establishing aggregate “price tags” that would then need to be met through provision of funding, insurance and technology transfer, as well as scientific and technical assistance. Information related to technology development and transfer may outline institutional arrangements, and enabling environment for facilitating technology development, deployment, diffusion and transfer. In this regard,

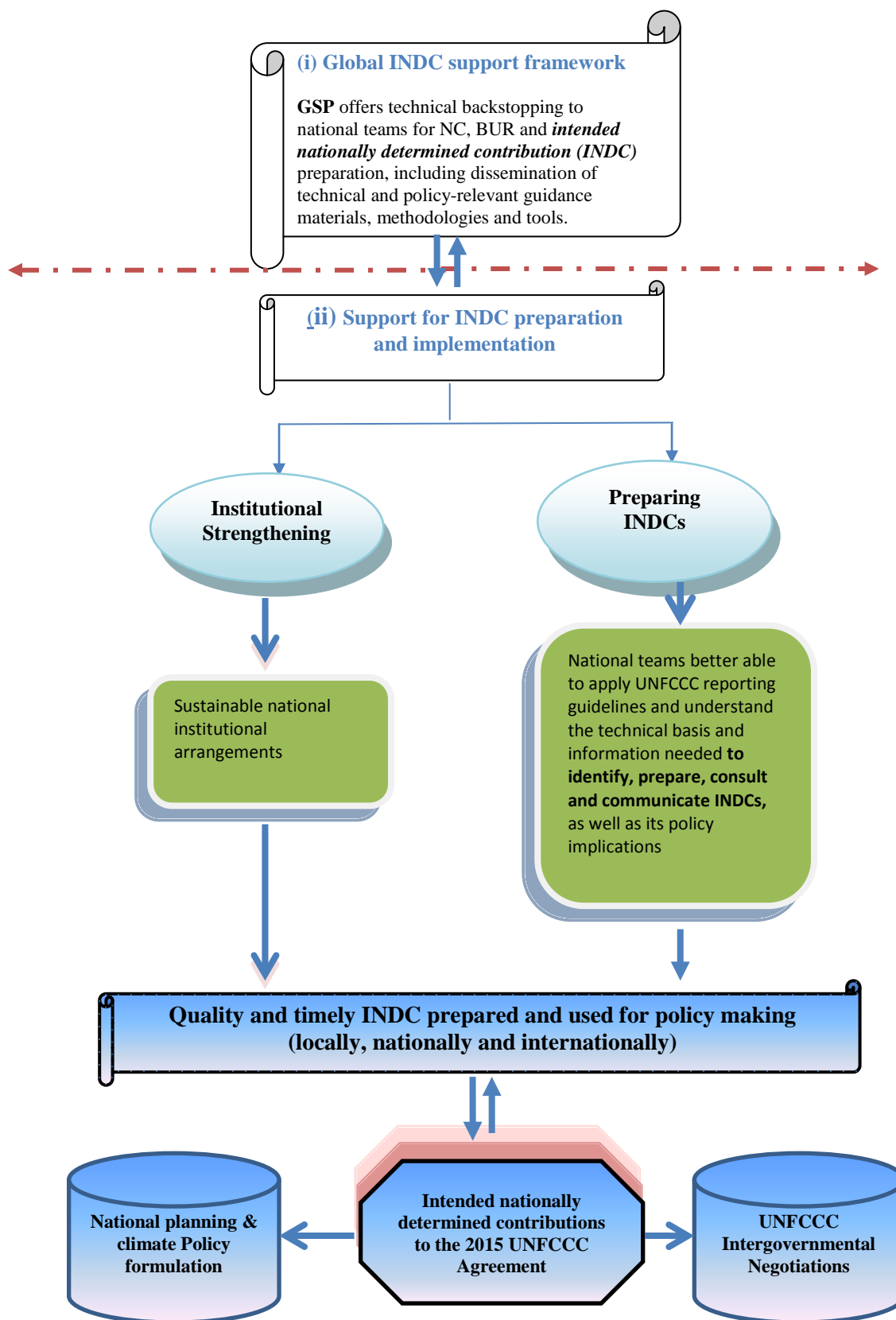
countries may make reference to their technology needs assessment and action plans (TNA/TAPs); NCs reports.

(iv) Any other relevant information and indicators they deem necessary, on how their intended contribution relates to the objective of the Convention. This may include a description of how the contribution relates to the objective of the Convention, including how it responds to the need of equity and ambition.

8. Draft INDCs will peer reviewed by national experts to solicit comments on its implementation credibility. National stakeholders will also be consulted for views on social and economic implications of contributions proposed. The expected outcome under this component is that countries submit INDC reports that will inform climate change policy making processes at local, national, and international level in support of the global Climate Change Agreement.

Theory of Change: Linking the INDC national processes to the Global Support Programme (GSP)

9. The preparation of INDCs will not only support planning and climate policy making at national level, but will also support the UNFCCC intergovernmental negotiation leading up to the adoption of the 2015 global climate Agreement. Through this project, national institutional and human capacities will be strengthened for preparing, implementing and monitoring INDCs that are technically sound, economically feasible and politically acceptable. These reports would become important vehicles for enhancing national ambitions of countries to address the challenges posed by climate change. The support provided to the INDC processes at the global level within the framework of the GSP will ensure countries are able to effectively share lessons learnt and good practices and have access to training as well as technical and policy-relevant guidance materials, methodologies and tools for INDC preparation and implementation.



Schematic representation of the Theory of Change (ToC) of the INDC project: Linked to the GEF funded Global Support Programme framework

Incremental cost reasoning and expected contributions from the baseline, the GEFTF, LDCF/SCCF and co-financing;

10. Even though incremental reasoning is not applicable to this kind of project, the reports prepared can be indirectly associated with global benefits by identification of projects/national strategies, policies and plans that aim to increase use of renewable energy, decrease use of fossil energy resources; promote technology transfer, market transformation, and enabling activities; enhance carbon sequestration under sustainable management of land and forests etc. These initiatives will have indirect impacts on global environmental benefits. At the global level, the project will support countries to submit their INDCs for the 2015 climate change agreement. Information generated in this process may support the development of other major international goals, such as the Sustainable Development Goals.
11. The project falls under GEF's support for convention-related reporting and assessment hence countries are exempted from mandatory co-financing. Through this project, countries have shown their support to the climate change global agreement by allocating their GEF-6 STAR allocation for INDC preparation. In addition, the nine countries under this project have committed their in-kind contribution of up to US\$ 170,000 and UNEP's in-kind contribution is up to US\$ 10,000 to support project operations in form of office space, staff time, provision of/or access to equipment.

Innovativeness, sustainability and potential for scaling up

12. This project is designed to complement and strengthen the existing climate change processes at national level without duplication. Efforts will be made to link project goals and activities to relevant government ministries and institutions. Project activities will be aligned to national development priorities and will help inform and guide other relevant initiatives including those put in place or planned to tackle climate change at different levels including regional, national, sectoral, and local levels. The project will therefore, enhance the capacities of these institutions through training and networking. UNEP will scale-up the number of countries it supports to prepare INDCs by replicating this request to the GEF, for additional Parties that express their interest to prepare and submit INDCs.

A.2. *Stakeholders* Will project design include the participation of relevant stakeholders from civil society and indigenous people? (yes /no) If yes, identify key stakeholders and briefly describe how they will be engaged in project design/preparation:

13. Each executing agency would be responsible for implementing the project, and will undertake consultations with key stakeholders. The primary stakeholders in the INDC process are the national climate change teams, while secondary stakeholders are the broader range of institutions and individuals consulted at different stages of the INDC preparation, implementation and monitoring stages. These stakeholders may include and will not be restricted to government agencies, ministries and agencies, universities/academia/research institutions, NGOs, indigenous people and gender groups, private sector, etc. The countries under this project have provided an outline of stakeholders' participation and their expected roles in the project, attached in Annex I.

A.3. *Gender Consideration.* Are gender considerations taken into account? (yes /no). If yes, briefly describe how gender considerations will be mainstreamed into project preparation, taken into account the differences, needs, roles and priorities of men and women.

14. EAs will be guided to include a section on gender analysis outlining different roles and responsibilities of women and men in the INDC 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.4. *Benefits.* Describe the socioeconomic benefits to be delivered by the Project at the national and local levels, including consideration of gender dimensions, and how these will support the achievement of global environment benefits (GEF Trust Fund) or adaptation benefits (LDCF/SCCF).

15. The implementation and/or provision of support for mitigation and adaptation action communicated in the INDC will provide a range of benefits for both men and women, at local and national levels. Depending on the context, 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.

16. The project will support countries to propose adaptation measures in response to both observed and anticipated climate change to ensure stakeholders' timely response to disasters and risks at individual and societal levels. On-the-ground adaptation projects communicated might target to alter farming practices and crop varieties, build new water reservoirs, enhance water use efficiency, change building codes, invest in air-conditioning, and construct sea walls, to improve the resilience of the population to the adverse impacts of climate change. A description of 'soft' adaptation measures will create an enabling environment for promoting partnership in implementing policies, investing in infrastructure and technologies, and behavioral change.

A.5 *Risks.* Indicate risks, including climate change, potential social and environmental risks that might prevent the project objectives from being achieved, and if possible, propose measures that address these risks:

17. Based on the experiences from the preparation of the other enabling activities, no major risks are anticipated as these countries are fully committed to addressing climate change concerns at the national and global levels. Probable project risk may involve (i) delayed submission of INDC to the UNFCCC, (ii) countries producing reports that lack adequate depth and quality, due to limited expertise in INDC reporting, (ii) existence of weak institutional arrangements, and (iii) poor stakeholder consultation processes. To work towards mitigating these risks, UNEP will assist country teams to set-up appropriate national implementation modality, supervise implementation, and mitigate project risks to ensure effective work delivery.

Risk Type	Risk Rating	Mitigation Measure
Delayed submission of INDCs	High	<p><i>Expedited GEF funding request:</i></p> <ul style="list-style-type: none"> Funds promptly disbursed to nine countries to initiate INDC processes as early as January, 2015 <p><i>INDC implementation at national level:</i></p> <ul style="list-style-type: none"> COP adoption of INDC reporting guidelines at COP 20 Technical support provided to countries through the GSP UNEP will provide comprehensive guidance to project management team on project technical and financial reporting and work closely with project team to monitor project progress as outlined in the M & E schedule.
Technical Capacity	Low. Technical capacities do exist in the country but may not be available when needed.	<ul style="list-style-type: none"> Establish robust institutional arrangements and constitute technical working groups with agreed terms of reference, contracts and memorandum of understanding UNEP will advise on access to methodologies and guidance notes for INDC preparation, and recommend participation in country and sub-regional training workshops organized by GSP, and other organizations
Political	Medium Due to political stability and obligations of the Governments of the nine countries	<ul style="list-style-type: none"> As much as possible, make reference to existing national planning documents to guarantee political buy-in Strengthen action at national level for each country by linking project activities to line ministries, and sensitizing policymakers
Climate risks/ Environmental	Medium	<ul style="list-style-type: none"> Better coordination of efforts between institutions for risk assessment, improve early warning systems to mitigate impacts and increase resilience to extreme events

A.6. *Cost Effectiveness*. Explain how cost-effectiveness is reflected in the project design:

18. At proposal development stage, a one-step MSP is used to request GEF grants for nine countries within the shortest time possible, keeping in mind the desired timeframe for INDC submission to the UNFCCC. Project approval and subsequent project start dates is expedited with the UNEP ‘umbrella’ modality for nine countries in comparison to single-country approach.
19. The project is cost-effective as it will strengthen existing human and institutional capacities on various facets of climate change reporting and mainstreaming at national level. Greater integration and coordination amongst governmental institutions would strengthen cross sectoral inputs during project implementation and overall integration of project outputs into national decision making processes. The first project component will build on the institutional capacities and technical support that UNEP has provided to countries over the years on climate change reporting. To an extent possible, technical working group and project management team members involved in NCs, BURs preparation will be engaged in preparing and/or reviewing the INDC report, this is shown in proposed institutional framework of countries in Annex H. These team members are familiar with UNEP’s roles and support available to them, and reporting templates and requirements, which will speed up project implementation. The second project component on preparation of the INDC will be based on existing information/data from national plans, strategies,

and any other climate change reports (NCs, BURs, TNAs, NAMAs) with the intention of avoiding duplication of effort and promoting efficient use of financial and human resources.

A.7. *Coordination.* Outline the coordination with other relevant GEF-financed projects and other initiatives [not mentioned in A.1]:

20. The project will use methodologies recommended by the UNFCCC and the COP. Other relevant work supported by the UNDP and other Implementing Agencies, development partners at national level will be used to provide necessary linkages with development priorities. In this context, the project will seek closer collaboration with the GEF funded National Adaptation Plan Global Support Programme (NAP-GSP), a UNDP-UNEP programme, financed by the LDCF to assist Least Developed Countries (LDCs) to bring greater focus and attention to medium and long-term climate change adaptation planning as well as budgeting. Other initiatives such as Low Emissions Development Strategies (LEDS) and Nationally Appropriate Mitigation Actions (NAMAs) would help countries build on relevant initiatives and strengthen the transformational potential of INDCs.

A.8 *Institutional Arrangement.* Describe the institutional arrangement for project implementation:

21. UNEP will work in close collaboration with the executing agencies through the country-specific institutional arrangement for INDC preparation described in Annex H. The UNEP will be responsible for overall project supervision, overseeing the project progress through the monitoring and evaluation of project activities and progress reports, including technical issues. Proposed institutional arrangement for INDC preparation will complement, to the extent possible, established national structures for climate change enabling activities projects. The project management unit will comprise the national project manager and a part time accountant. Technical experts/consultants will be engaged to prepare different elements of the INDC. The groups may comprise experts on: (i) GHG mitigation contributions (ii) adaptation contributions (iii) support for INDCs implementation and/or (iv) compilation of any other relevant information.

B. DESCRIPTION OF THE CONSISTENCY OF THE PROJECT WITH:

B.1 Is the project consistent with the National strategies and plans or reports and assessments under relevant conventions? (yes /no). If yes, which ones and how: NAPAs, NAPS, NBSAPs, ASGM NAPs, MIAs, NCs, TNAs, NCSA, NIPs, PRSPs, NPFE, BURs, etc.

22. Guided by the possible elements for inclusion in the INDCs, the project will make reference to:

- National communications and biennial update reports which outline information on national inventory of anthropogenic emissions by sources and removal by sinks of all greenhouse gases (GHGs), including a national inventory report; mitigation and adaptation assessments and proposed actions; constraints and gaps, and related financial, technical and capacity needs, including a description of support needed and received.

- INDCs mitigation goals are likely to be as diverse as those presented in Nationally Appropriate Mitigation Actions (NAMAs). They may take the form of economy wide absolute or relative targets, of sectoral targets, or they could be (ambitious) policies and projects. The INDCs processes could therefore build on the wealth of experiences and achievements generated in the course of NAMA development

- Intended national adaptation contributions may be elaborated in line with existing arrangements for adaptation under the UNFCCC, the Cancun Adaptation framework and the Nairobi Work programme on impacts, Vulnerability and Adaptation. Countries could use their NAPs/NAPAs to make formal adaptation contributions to global collective action on climate change, or express such contributions with reference to their NAPs/NAPAs process, and benefit from further guidance that will be provided through the NAP-GSP.

- Based on mitigation and adaptation priorities identified, technology needs assessment and action plans could support in the identification of an enabling framework for the diffusion of the prioritized technologies.

B.2. GEF focal area⁶ and/or fund(s) strategies, eligibility criteria and priorities

23. The project is in line with 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. The GEF-6 reporting period (2014 to 2018) coincides with the ADP process launched by UNFCCC Parties in 2011 to develop a legal instrument under the Convention. The global agreement is viewed as an instrument that will seek to engage all countries to take meaningful action to limit the rise of global average temperature to below 20C above pre-industrial levels, and the GEF is strategically placed to support countries, especially developing and transition countries, engage in and contribute to the agreement.

B.3 The GEF Agency's program (reflected in documents such as UNDAF, CAS, etc.) and Agencies comparative advantage for implementing this project:

24. UNEP has strong and longstanding linkages to ministries charged with climate change and environment, making it easy for UNEP to work with Executing Agencies at national level, while ensuring that the climate change reporting processes are inclusive and highly participatory. Experience gained from supporting more than seventy countries to prepare various climate change report has allowed UNEP to develop its internal capacity to offer high level technical and financial support to a number of developing countries. UNEP has access to various tools, methodologies and training materials to assist countries in their reporting and has prepared national reporting templates for countries use during project implementation. Making use of its network of regional offices, UNEP will identify regional, sub regional and national priorities and trends which effectively contribute to the development and delivery of appropriate interventions. Through this network, UNEP is well informed of UN common country programming processes which provides an excellent conduit for linking United Nations Development Action Framework (UNDAF) process not only to GEF funded projects in support of the Multilateral Environmental Agreements (MEAs), but also provides an appropriate entry point to UNEP's Programme of Work.

25. The project is consistent with the 2014-2017 medium term strategy (MTS) of the United Nations Environment Programme (UNEP) and is linked to Expected Accomplishment 2: Low emission growth - Energy efficiency is improved and the use of renewable energy is increased in partner countries to help reduce greenhouse gas emissions and other pollutants as part of their low emission development pathways. It is supported within the framework of the following Programme of Work (PoW) 2014-2015 Sub-programme 1 on Climate Change: Expected Accomplishment (b) Outputs: (3) - Tools and approaches designed and piloted in countries to develop mitigation plans, policies, measures, and low emission development strategies, and spur investment and innovation within selected sectors in a manner that can be monitored, reported and verified; (4) - Technical support provided to countries and partners to plan and implement sectoral initiatives and to make renewable energy and energy efficiency projects affordable and replicable; (5) - Technical support provided to countries to address UNFCCC monitoring and reporting requirements and to mainstream their results

⁶ For biodiversity projects, please describe which Aichi Target(s) the project will directly contribute to and what indicators will be used to track progress towards achieving these specific Aichi target(s).

into national development planning processes in collaboration with United Nations Country Teams (UNCTs) and partners.

C. DESCRIBE THE BUDGETED M & E PLAN:

- 26. 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 Coordinator, will be responsible for preparation the of Quarterly Progress Reports and expenditure statements. The project will be monitored through the following M&E activities:
- 27. Project Inception Workshop (PIW)** will be held within the first 2 months of the start of the project. An inception report that details the INDC implementation arrangement and workplan will be prepared. The INDC Project Implementation Plan which proposes the content and format of INDC report; tools, methodologies and guidance materials for INDC preparation; constitution of INDCs technical working groups; terms of reference for working groups; and roles and responsibilities of stakeholders in INDC process will be presented for approval.
- 28. Quarterly Progress Reports:** Technical progress and financial reports shall be reviewed by UNEP Task Manager and Fund Management Officer. The EA will be encouraged to keep UNEP team members updated on INDC formulation process through emails and where possible submission of progress reports every two months, considering the short project duration.
- 29. 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.
- 30. 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.
- 31. Monitoring Report and 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:
 - (i) to provide evidence of results to meet accountability requirements, and
 - (ii) to promote learning, feedback, and knowledge sharing through results and lessons learned among UNEP and executing partners.

Table 1: Costed Monitoring and Evaluation

Type of M&E activity	Responsible Parties	Budget excluding project staff time	Time frame
Project inception workshop	Awareness raising, building stakeholder engagement, detailed work planning with technical expert groups	None	Within 2 months of the start of the project.
Inception report	National Project Manager will prepare an annual workplan along with a detailed budgeted first year work plan UNEP Task Manager and FMO will review and approve workplan and budgets	None	Immediately following the inception workshop
Quarterly Progress Report	Task Manager, FMO and National Project Team	None	Each quarter
Technical reports	Task Manager, FMO and National Project Team	None	Each quarter
Annual Financial Audit	Independent Audit Entity	US\$ 2,000	End of project
Monitoring Report and Terminal Evaluation	National project team Task Manager, FMO UNEP Evaluation and Oversight Unit (EOU)	US\$8,000	During and at the end of project implementation
TOTAL INDICATIVE COST		US\$90,000 (US\$10,000/country)	

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

- A. Record of Endorsement⁷ of GEF Operational Focal Point (S) on Behalf of the Government(S):**
(Please attach the [Operational Focal Point endorsement letter\(s\)](#) with this template. For SGP, use this [SGP OFP endorsement letter](#)).


NAME	POSITION	MINISTRY	DATE (MM/dd/yyyy)
1. Vincent Kasulu Seya Makonga	Secretary General	MINISTRY OF ENVIRONMENT, CONSERVATION OF NATURE AND TOURISM DEMOCRATIC REPUBLIC OF CONGO	10/08/2014
2. His Excellency Mr. Lloyd Pascal	Director, Environment Coordination Unit	MINISTRY OF ENVIRONMENT, NATURAL RESOURCES, PHYSICAL PLANNING AND FISHERIES, DOMINICA	10/07/2014
3. Mogos Woldeyohanes	Director General, Department of	MINISTRY OF LAND, WATER & ENVIRONMENT	09/30/2014

⁷ For regional and/or global projects in which participating countries are identified, OFP endorsement letters from these countries are required even though there may not be a STAR allocation associated with the project.

	Environment (DOE) and UNFCCC Focal Point	(MLWE) ERITREA	
4. Mr. Sabir Atadjanov	Director	STATE AGENCY ON ENVIRONMENT PROTECTION AND FORESTRY KYRGYZSTAN	10/13/2014
5. Mrs. Inga Podoroghin	Head of International Cooperation and EU Integration Unit	MINISTRY OF ENVIRONMENT MOLDOVA	09/26/2014
6. Mr. Altangerel Enkhbat	Director of Clean Technology and Green Development	MINISTRY OF ENVIRONMENT AND GREEN DEVELOPMENT MONGOLIA	10/10/2014
7. Mr. Zaheer Fakir	Chief Policy Advisor: International Governance and Relations	DEPARTMENT OF ENVIRONMENTAL AFFAIRS SOUTH AFRICA	10/08/2014
8. Mr. Stephen Mfana Zuke	Executive Director, Swaziland Environment Authority	MINISTRY OF TOURISM AND ENVIRONMENTAL AFFAIRS SWAZILAND	10/06/2014
9. Mr. Irvin Douglas Kunene	GEF Focal Point - Zimbabwe	MINISTRY OF ENVIRONMENT, WATER AND CLIMATE ZIMBABWE	10/16/2014

B. GEF Agency(ies) Certification

This request has been prepared in accordance with GEF policies⁸ and procedures and meets the GEF criteria for MSP approval under GEF-6.

Agency Coordinator, Agency name	Signature	DATE (MM/dd/yyyy)	Project Contact Person	Telephone	Email Address
Brennan VanDyke Director, GEF Coordination Office, UNEP		November 19,2014	George Manful Task Manager	+254207625085	George.manful@ unep.org

C. ADDITIONAL GEF PROJECT AGENCY CERTIFICATION (Applicable Only to newly accredited GEF Project Agencies)

⁸ GEF policies encompass all managed trust funds, namely: GEFTF, LDCF, and SCCF

For newly accredited GEF Project Agencies, please download and fill up the required [GEF Project Agency Certification of Ceiling Information Template](#) to be attached as an annex to the PIF.

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
<p>Project Objective: Nine countries prepare and submit INDCs to the 2015 UNFCCC Agreement⁹ and have institutional arrangement in place that support the INDC processes</p>	<p>(i) Number of countries that prepare and submit INDC reports</p> <p>(ii) Number of countries that institutional arrangement in place that support the INDC processes</p>	<p>Baseline: No INDC reports prepared and submitted to UNFCCC</p> <p>Target: 7 countries submit INDC reports</p> <p>Target: 7 countries have institutional arrangement in place</p>	<ul style="list-style-type: none"> ▪ Quarterly progress reports ▪ INDC reports posted on UNFCCC website 	<ul style="list-style-type: none"> - Guidance on INDC reporting provided to countries by COP 20, in December, 2014 - Adequate political commitment and institutional support for INDC preparation exist
<p>Project Component 1 Institutional arrangements for the preparation of intended nationally determined contributions to the 2015 UNFCCC Agreement</p>				
<p>Outcome 1.1: An institutional arrangement that is promoting the preparation, implementation and monitoring of INDCs is established in eligible country</p> <p><i>Outputs:</i> <i>Output 1.1.1</i> Institutional arrangement for preparation, implementation and monitoring of INDCs clearly described</p>	<p>Number of countries with institutional arrangements that promote the preparation, implementation and monitoring of INDCs</p> <p>Number of countries providing a description of the institutional arrangements they intend to put in place for the preparation, implementation and monitoring of the INDCs</p>	<p>Baseline: 0</p> <p>Target: 7</p> <p>Baseline: 0</p> <p>Target: 7</p>	<ul style="list-style-type: none"> ▪ INDC reports - Quarterly progress reports - INDC reports 	<ul style="list-style-type: none"> - Countries willingness to establish and/or strengthen institutional frameworks that support INDCs processes - Countries understand functions, mandates, roles and responsibilities of legal and organizational structures to be established

⁹ 1/CP.19 paragraph 2 (b), consistent with their national sustainable development planning processes

Project Framework	Indicator	Baseline/End of project Targets	Means of Verification	Assumptions
<i>Output 1.1.2:</i> Staff of participating institutions have accessed Global Support Programme (GSP) materials and resources and attended GSP workshops to build their capacities in INDC processes	Number of national experts that have accessed GSP materials/resources Number of national experts that attend GSP workshops to facilitate knowledge sharing and networking	Baseline: 0 Target: 45 (at least five experts/country) Target: 45 (at least five experts/country)	<ul style="list-style-type: none"> ▪ Quarterly financial and technical progress reports ▪ List of GSP workshop participants ▪ GSP questionnaires 	<ul style="list-style-type: none"> - National experts are willing and available to participate in GSP capacity building activities. - GSP materials and resources are responsive to national needs
Project Component 2: Preparation and submission of intended nationally determined contributions to the 2015 UNFCCC Agreement				
Outcome 2.1: Countries submit their INDC report that meet the UNFCCC reporting obligations	Number of countries submitting their INDC report to UNFCCC	Baseline: 0 Target: 7	UNFCCC website	<ul style="list-style-type: none"> - INDC preparation considered a priority - Strong political commitment
<i>Output 2.1.1:</i> Nine INDC reports drafted, peer reviewed and submitted to the UNFCCC	Number of countries supported to draft, peer review and submit INDC reports to the UNFCCC	Baseline: 0 Target: 7	<ul style="list-style-type: none"> ▪ Peer reviewed documents ▪ INDC reports posted on UNFCCC website 	<ul style="list-style-type: none"> - Technical experts that have undergone specialised training participate in INDC reports preparation and review process - Low staff turnover of the technical experts

ANNEX B: 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 C: CONSULTANTS TO BE HIRED FOR THE INDC

<i>Position Titles</i>	<i>\$/ Person Week</i>	<i>Estimated Person Weeks</i>	<i>Tasks to be Performed</i>
For EA Management			
Local			
Project Coordinator (PC)	250	38.4	<ul style="list-style-type: none"> ▪ Guided by the INDC implementation plan, assist in the identification and hiring of national experts and institutions to prepare the INDC ▪ Supervise project support staff & consultants recruited to provide technical assistance; ▪ Supervises and ensures the timely implementation of the relevant project activities ▪ Prepares periodic progress reports of the project ▪ Collaborates with all relevant stakeholders other partners to ensure their involvement in the INDC process ▪ Liaises with the relevant ministries, national and international research institutes, NGOs, and other relevant institutions in order to involve their staff in project activities, and to gather and disseminate information relevant to the project; ▪ Organize consultative workshops for INDC presentation ▪ Supervise compilation and reviews of all INDC elements ▪ Ensures that the INDC prepared is in the line with guidance provided by the COP of the UNFCCC and contributes to the improvement of the UNFCCC reporting process;
Administrative Assistant	125	38.4	<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 ▪ Draft correspondence and documents; finalize correspondence of administrative nature; edit reports and other documents for correctness of form and content; ▪ 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;

<i>Position Titles</i>	<i>\$/ Person Week</i>	<i>Estimated Person Weeks</i>	<i>Tasks to be Performed</i>
			<ul style="list-style-type: none"> ▪ Undertake any other actions under the project 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; ▪ Prepare payments requests
For Technical Assistance			
Local	Consultants will be recruitment will be informed by country's priority area for INDC reporting. The budget under output 2.1.1 for INDC preparation totals US \$ 118,320 – see Annex F		
Adaptation Experts			National experts will be recruited within countries to provide short term and specific support, in the collection, analysis and compilation of relevant information for priority sectors identified for vulnerability assessment and adaptation
Mitigation Experts			National experts will be recruited within countries to provide short term and specific support, in the collection, analysis and compilation of relevant information for GHG key sectors and proposed mitigation
Cross cutting team of experts to analyze INDC support needs and any other relevant information			National experts will be recruited within countries to provide short term and specific support, in the collection, analysis and compilation of relevant information for financial, technological and capacity building needs and for INDC implementation.

ANNEX D -1: DETAILED GEF BUDGET FOR NINE COUNTRIES

PROJECT COMPONENTS AND ACTIVITIES	Dec 2014	Yr. 2015	Total
1. ESTABLISHING INDC INSTITUTIONAL ARRANGEMENT	31,500	288,000	319,500
Output 1.1 Institutional arrangement for preparation, implementation and monitoring of INDCs clearly described and outlined	31,500	36,000	67,500
Activity 1.1.1: Describe an institutional arrangement framework for preparation, implementation and monitoring of INDCs	13,500	0	13,500
Activity 1.1.2: Elaborate the Terms of reference, roles and responsibilities of various bodies established within the INDC framework	18,000	0	18,000
Activity 1.1.3: Organize INDC inception workshop	0	36,000	36,000
Output 1.2 : Staff of participating institutions have accessed Global Support Programme (GSP) materials and resources and attended GSP workshops to build their capacities in INDC processes	0	252,000	252,000
Activity 1.2.1: Capacities of national experts enhanced through participation in Global Support Programme (GSP) workshops	0	225,000	225,000
Activity 1.2.2: Identification of relevant guidance materials, methodologies and tools for INDC reporting	0	27,000	27,000
2. COMPILATION AND PRODUCTION OF THE INDC, DISSEMINATION AND SUBMISSION	0	1,226,880	1,226,880
Output 2.1: INDC report drafted and peer reviewed by experts for onward submission to the UNFCCC	0	1,226,880	1,226,880
Activity 2.1.1: Prepare draft INDC report that meets national planning needs and UNFCCC reporting guidelines	0	1,064,880	1,064,880
Activity 2.1.2: Compile report, circulate for comments and peer reviews , and finalize INDC	0	54,000	54,000
Activity 2.1.3: Organize a national workshop to present INDC report	0	36,000	36,000
Activity 2.1.4: Publish and submit INDC reports (hard and soft copies) to national government and UNFCCC	0	72,000	72,000
3. MANAGEMENT OF THE PROJECT	27,270	136,350	163,620
Output 3.1: The project is managed in an efficient way	27,270	136,350	163,620
3.1.1: Project Coordinator	14,400	72,000	86,400
3.1.2: Administrative Secretary (Accountant)	7,200	36,000	43,200
3.1.3: Consumables and logistic expenses	3,870	19,350	23,220
3.1.4: Communication	1,800	9,000	10,800
4. MONITORING AND EVALUATION	0	90,000	90,000
Output 4.1: Monitoring and evaluation of the project performed	0	90,000	90,000
4.1.1 Monitoring and reporting	0	72,000	72,000
4.1.2 Annual Independent Audit	0	18,000	18,000
TOTAL	58,770	1,741,230	1,800,000

ANNEX D-2: DETAILED GEF BUDGET FOR NINE COUNTRIES IN UNEP BUDGET FORMAT

Project No.	GFL-xxxx-xxxx-xxxx-xxxx			
Budget line	Activities	2014	2015	TOTAL
10	PROJECT PERSONNEL COMPONENT			
1100	Project Personnel			
1101	Project Coordinator	14,400	72,000	86,400
1199	Sub Total	14,400	72,000	86,400
1200	Consultants			
1201	Institutional arrangement for preparation, implementation and monitoring of INDCs clearly described and outlined	31,500	0	31,500
1202	INDC report drafted and peer reviewed by experts for onward submission to the UNFCCC	0	1,064,880	1,064,880
1299	Sub Total	31,500	1,064,880	1,096,380
1300	Administrative Support			
1301	Administrative Secretary (Accountant)	7,200	36,000	43,200
1399	Sub Total	7,200	36,000	43,200
1999	Component total	53,100	1,172,880	1,225,980
30	TRAINING COMPONENT			
3200	Training Component			
3201	Staff of participating institutions have accessed Global Support Programme (GSP) materials and resources and attended GSP workshops to build their capacities in INDC processes	0	252,000	252,000
3202	Organize Project Inception workshop and End of Project review workshop (national validation and presentation of the INDC, and collection of stakeholder comments)	0	72000	72000
3299	Sub Total	0	324,000	324,000
3999	Component total	0	324,000	324,000
40	EQUIPMENT AND PREMISES			
4200	Non Expendable Equipment			
4201	Consumables and logistic expenses	3,870	19,350	23,220
4299	Sub Total	3,870	19,350	23,220
4999	Component total	3,870	19,350	23,220
50	MISCELLANEOUS			
5200	Reporting			
5201	Compilation of the report, circulate for comments and peer reviews , and finalize INDC	0	54,000	54,000

Project No.	GFL-xxxx-xxxx-xxxx-xxxx			
Budget line	Activities	2014	2015	TOTAL
5202	Publish and submit INDC reports (hard and soft copies) to national government and UNFCCC	0	72,000	72,000
5299	Sub Total	0	126,000	126,000
5300	Sundry			
5301	Communication costs (payment of internet, telephone, courier services) of PMU.	1,800	9,000	10,800
5302	Independent Audit	0	18,000	18,000
5399	Sub Total	1,800	27,000	28,800
5500	Monitoring and Evaluation			
5581	Monitoring and Evaluation	0	72,000	72,000
5599	Sub Total	0	72,000	72,000
5599	Component Total	1,800	225,000	226,800
99	TOTAL PROJECT COST	58,770	1,741,230	1,800,000

ANNEX E-1: DETAILED GEF BUDGET FOR EACH COUNTRY FOR US\$ 200,000

PROJECT COMPONENTS AND ACTIVITIES	Dec 2014	GEF Budget Yr. 2015	Total
1. ESTABLISHING INDC INSTITUTIONAL ARRANGEMENT	3,500	32,000	35,500
Output 1.1 Institutional arrangement for preparation, implementation and monitoring of INDCs clearly described and outlined	3,500	4,000	7,500
Activity 1.1.1: Describe an institutional arrangement framework for preparation, implementation and monitoring of INDCs	1,500	0	1,500
Activity 1.1.2: Elaborate the Terms of reference, roles and responsibilities of various bodies established within the INDC framework	2,000	0	2,000
Activity 1.1.3: Organize INDC inception workshop	0	4,000	4,000
Output 1.2 : Staff of participating institutions have accessed Global Support Programme (GSP) materials and resources and attended GSP workshops to build their capacities in INDC processes	0	28,000	28,000
Activity 1.2.1: Capacities of national experts enhanced through participation in Global Support Programme (GSP) workshops	0	25,000	25,000
Activity 1.2.2: Identification of relevant guidance materials, methodologies and tools for INDC reporting	0	3,000	3,000
2. COMPILATION AND PRODUCTION OF THE INDC, DISSEMINATION AND SUBMISSION	0	136,320	136,320
Output 2.1: INDC report drafted and peer reviewed by experts for onward submission to the UNFCCC	0	136,320	136,320
Activity 2.1.1: Prepare draft INDC report that meets national planning needs and UNFCCC reporting guidelines	0	118,320	118,320
Activity 2.1.2: Compile report, circulate for comments and peer reviews , and finalize INDC	0	6,000	6,000
Activity 2.1.3: Organize a national workshop to present INDC report	0	4,000	4,000
Activity 2.1.4: Publish and submit INDC reports (hard and soft copies) to national government and UNFCCC	0	8,000	8,000
3. MANAGEMENT OF THE PROJECT	3,030	15,150	18,180
Output 3.1: The project is managed in an efficient way	3,030	15,150	18,180
3.1.1: Project Coordinator	1,600	8,000	9,600
3.1.2: Administrative Secretary (Accountant)	800	4,000	4,800
3.1.3: Consumables and logistic expenses	430	2,150	2,580
3.1.4: Communication	200	1,000	1,200
4. MONITORING AND EVALUATION	0	10,000	10,000
Output 4.1: Monitoring and evaluation of the project performed	0	10,000	10,000
4.1.1 Monitoring and reporting	0	8,000	8,000
4.1.2 Annual Independent Audit	0	2,000	2,000
TOTAL	6,530	193,470	200,000

ANNEX E-2: DETAILED GEF BUDGET FOR EACH COUNTRY FOR US\$ 200,000 IN UNEP BUDGET FORMAT

Project No.	GFL-xxxx-xxxx-xxxx-xxxx			
Budget line	Activities	2014	2015	TOTAL
10	PROJECT PERSONNEL COMPONENT			
1100	Project Personnel			
1101	Project Coordinator	1,600	8,000	9,600
1199	Sub Total	1,600	8,000	9,600
1200	Consultants			
1201	Institutional arrangement for preparation, implementation and monitoring of INDCs clearly described and outlined	3,500	0	3,500
1202	INDC report drafted and peer reviewed by experts for onward submission to the UNFCCC	0	118,320	118,320
1299	Sub Total	3,500	118,320	121,820
1300	Administrative Support			
1301	Administrative Secretary (Accountant)	800	4,000	4,800
1399	Sub Total	800	4,000	4,800
1999	Component total	5,900	130,320	136,220
30	TRAINING COMPONENT			
3200	Training Component			
3201	Staff of participating institutions have accessed Global Support Programme (GSP) materials and resources and attended GSP workshops to build their capacities in INDC processes	0	28,000	28,000
3202	Organize Project Inception workshop and End of Project review workshop (national validation and presentation of the INDC, and collection of stakeholder comments)	0	8000	8000
3299	Sub Total	0	36,000	36000
3999	Component total	0	36,000	36000
40	EQUIPMENT AND PREMISES			
4200	Non Expendable Equipment			
4201	Consumables and logistic expenses	430	2,150	2,580
4299	Sub Total	430	2,150	2,580
4999	Component total	430	2,150	2,580
50	MISCELLANEOUS			

5200	Reporting			
5201	Compilation of the report, circulate for comments and peer reviews , and finalize INDC	0	6,000	6,000
5202	Publish and submit INDC reports (hard and soft copies) to national government and UNFCCC	0	8,000	8,000
5299	Sub Total	0	14,000	14000
5300	Sundry			
5301	Communication costs (payment of internet, telephone, courier services) of PMU.	200	1,000	1,200
5302	Independent Audit	0	2,000	2,000
5399	Sub Total	200	3,000	3,200
5500	Monitoring and Evaluation			
5581	Monitoring and Evaluation	0	8,000	8,000
5599	Sub Total	0	8,000	8000
5599	Component Total	200	25,000	25,200
99	TOTAL PROJECT COST	6,530	193,470	200,000

ANNEX F: DETAILED GEF/COFINANCE BUDGET

PROJECT COMPONENTS AND ACTIVITIES	TOTAL PROJECT COST (For nine countries)		PROJECT COST/COUNTRY	
	GEF Total Budget	Co-finance	GEF Total Budget	Co-finance
1. ESTABLISHING INDC INSTITUTIONAL ARRANGEMENT	319,500	72,000	35,500	8,000
2. COMPILATION AND PRODUCTION OF THE INDC, DISSEMINATION AND SUBMISSION	1,226,880	63,000	136,320	7,000
3. MANAGEMENT OF THE PROJECT	163,620	27,000	18,180	3,000
4. MONITORING AND EVALUATION	90,000	18,000	10,000	2,000
TOTAL	1,800,000	180,000	200,000	20,000

ANNEX G: INDC DETAILED PROJECT WORKPLAN

PROJECT COMPONENTS AND ACTIVITIES	2014	2015			
	Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct
1. ESTABLISHING INDC INSTITUTIONAL ARRANGEMENT					
Activity 1.1.2: Describe an institutional arrangement framework for preparation, implementation and monitoring of INDCs					
Activity 1.1.2: Elaborate the Terms of reference, roles and responsibilities of various bodies established within the INDC framework					
Activity 1.1.3: Organize INDC inception workshop					
Activity 1.2.1: Capacities of national experts enhanced through participation in Global Support Programme (GSP) workshops					
Activity 1.2.2: Identification of relevant guidance materials, methodologies and tools for INDC reporting					
2. COMPILATION AND PRODUCTION OF THE INDC, DISSEMINATION AND SUBMISSION					
Activity 2.1.1: Prepare draft INDC report that meets national planning needs and UNFCCC reporting guidelines					
Activity 2.1.2: Circulate draft report for comments and peer reviews , and finalize report					
Activity 2.1.3: Organize a national workshop to present INDC report					
Activity 2.1.4: Publish INDC reports (hard and soft copies) in English					
Activity 2.1.5: Submit INDC report to the UNFCCC secretariat					
3. MANAGEMENT OF THE PROJECT					
3.1.1: Project Coordinator					
3.1.2: Administrative Secretary (Accountant)					
3.1.3: Consumables and logistic expenses					
3.1.4: Communication					
4. MONITORING AND EVALUATION					
9.1.1: Monitoring and reporting					
9.1.2: Independent Audit					

ANNEX H: DESCRIPTION OF INSTITUTIONAL FRAMEWORK PROPOSED FOR INDC PREPARATION

1. DEMOCRATIC REPUBLIC OF CONGO

Executing Agency: The General Secretariat of Environment and Conservation through its Sustainable Development Directory (DDD) office

1. The Sustainable Development Directory is the executing agency for the GEF / UNEP funded project on preparation of National Communications in response to its commitments to the UNFCCC. To facilitate coordination of the project, ensure transparency and focus, and to ensure high level support and sustainability of project results, a Project Steering Committee (PSC) will be established with a balanced representation key ministries, academic institutions, environmental NGOs, and private sector. A National Project Director (NPD) will be appointed by the Minister and serves as a focal point of the government. He/she will chair the PSC and report to the Minister of the Environment.
2. The National Project Director will recruit a National Project Coordinator and one project assistant to form the Project Implementation Unit (PIU) for the preparation of the intended nationally determined contribution report of DRC. The PIU will be responsible for implementing activities under the project work plan of the MoU and will be responsible for daily management, monitoring & evaluation of the project. The PIU is responsible for coordinating all activities and provide services (procurement and delivery of project inputs and their conversion into the project results).
3. Based on agreed priority needs of the country for INDC reporting, the PIU may constitute the following working groups: (1) Team reporting on mitigation (2) Team reporting on adaptation (3) Team reporting on financial, technology, and capacity building support (4) Team reporting on any other information deemed relevant for INDC.
4. National experts / consultants involved in the preparation of INDC elements will be selected and recruited from the relevant institutions that address the climate change and / or relate to the objectives of the project and representing the central government bodies (agencies, offices, services and facilities), academic institutions, NGOs and the private sector if necessary. Some works can be executed with institutions, agencies, NGOs or other recognized legal entities to perform specific activities related to the project.
5. Team Leaders (TLs) will be selected and recruited from among the most qualified candidates to perform the tasks outlined in the four working groups under the direct supervision and coordination of the National Project Coordinator (NPC) as indicative work plan proposed. The TLS will report to the NC and the Project Steering Committee (PSC) on a regular basis during the project. To strengthen the experience of national teams, national experts / consultants will be supported to participate in sub-regional, regional and international training workshops relevant to INDC preparation.

2. DOMINICA

Executing Agency: Environmental Coordinating Unit (ECU) of the Ministry of Agriculture and the Environment

6. The *Environmental Coordinating Unit (ECU) of the Ministry of Agriculture and the Environment* was established by Cabinet Decision in 1999, to serve as the technical focal point for all multilateral environmental agreements, with direct responsibility for coordinating all activities related to these Conventions/Agreements, nationally. The ECU's mandate is to function as the “*Coordinating, facilitating, administering and collaborating body for all environmental and sustainable development management programmes, projects, and activities in the Commonwealth of Dominica*”.
7. The ECU will appoint the project manager and a part time accountant to form the Project Management Unit (PMU). The PMU will be responsible and accountable for managing the project, including the execution of project activities, interventions, achieving project outputs, and ensuring effective use of GEF UNEP resources. The PMU will coordinate the work of experts/consultants and governmental Ministries/Departments, Non-Governmental Organisations (NGOs), key stakeholders in INDC report preparation. The most probable areas of Dominica's interest in INDC preparation will be on (i) adaptation contributions (ii) GHG mitigation contributions (iii) support for INDCs implementation. The PMU will report to a Project Steering Committee, comprising members of key government ministries, academic institutions, environmental NGOs, and private sector representatives will be established. This committee will be responsible for approving project deliverables, resolving issues and policy decisions, and providing direction and guidance to the project. PSC's role in the INDC process will go beyond the INDC preparation phase to coordinating implementation of INDCs-related measures in the country. Figure 1 illustrates Dominica's INDC institutional arrangement.

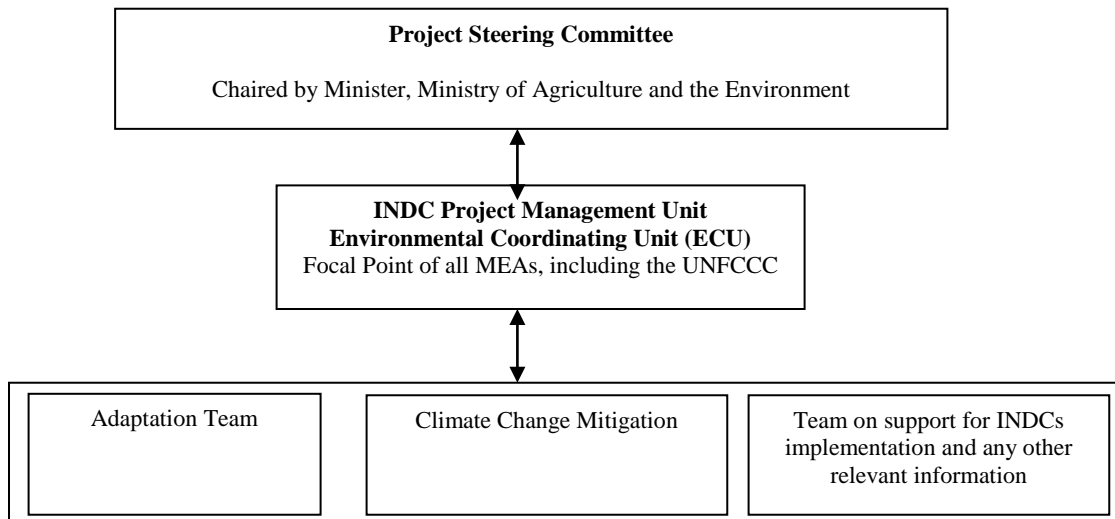


Figure 1: Institutional Arrangements for INDC preparation in the Commonwealth of Dominica

3. ERITREA

NB. Eritrea provided a detailed description of its (i) proposed institutional arrangement and (ii) key stakeholder engagement in the INDC process in the text below. Therefore, no additional information of Eritrea's stakeholder engagement is provided in **Annex K**

Executing Agency: Ministry of Land, Water & Environment, Department of Environment

8. The institutional arrangement for preparation, implementation, reporting and monitoring of INDCs in Eritrea will be built on the existing climate change institutional arrangements (NCs, NAP, BUR, NAPA, TNA, NAMA, ICA, CDM, etc). The INDC project will be implemented by UNEP and executed by the Ministry of Land, Water & Environment, Department of Environment, on behalf of the Governments of the State of Eritrea. UNEP will be responsible for overall project supervision, overseeing the project progress through the monitoring and evaluation of project activities and progress reports, including technical issues. UNEP will work in close collaboration with Department of Environment- the Executing Agency (EA), through the structures established for INDC's Eritrea.
9. The Project Management Unit (PMU), located in the Department of Environment, will comprise the focal point of the UNFCCC, the National Project Coordinator (NPC) for INDC, his assistance and the head of each Technical Expert Groups established for preparing and coordinating the various components of the INDC. The PMU will be built on existing arrangements established for CC activities in Eritrea and undertake its tasks, consistent with its ToR, with full facilities and under the auspices of the DoE in consultation with the National Climate Change Working Group (NCCWG) and other relevant public, civil, indigenous and private stakeholders. The NPC will be responsible for the Focal Point of the UNFCCC and will provide technical assistance to the various TEGs established for INDC. Capacity-building needs for PMU members and UNFCCC focal point will be identified and targeted training will be organized and conducted.
10. A "*National Climate Change Working Group (NCCWG)*" will comprise high-level representatives, at least at the Director General levels, from all relevant ministries and organizations. The NCCWG will provide policy oversight for the preparation, implementation and monitoring of the current and subsequent INDCs. Moreover, it will develop the vision, mission, goal, objectives, strategies and priority activities in consultation with the Technical Expert Groups (TEGs) for INDCs in iterative manner. The NCCWG can be chaired by the Ministry of Land, Water & Environment and the Ministry of National Development can serve as the Secretary of INDCs to consider development and climate change/ environmental issues on equal footing and will have specific roles and responsibilities. Capacity-building needs for the NCCWG will be identified and targeted training will be provided. Accordingly, the NCCWG should comprise high-level representatives from the following ministries and organizations, but not limited to:
 - i. Ministry of Land, Water & Environment;
 - ii. Ministry of National Development;
 - iii. Ministry of Finance;
 - iv. Ministry of Foreign Affairs;
 - v. Ministry of Agriculture;
 - vi. Ministry of Transport & Communication;
 - vii. Ministry of Trade & Industry;

- viii. Ministry of Energy & Mines;
 - ix. Ministry of Public Works;
 - x. Ministry of Marine Resources;
 - xi. Ministry of Tourism;
 - xii. Ministry of Labour & Human Welfare; and
 - xiii. Representatives Director Generals from Academic and Research Institutions
11. Technical Expert Groups for INDC, each with clear ToRs, will be built on existing arrangements for CC enabling activities technical expert groups in Eritrea (NCs, BUR, ICA, NAPs, NAPA, TNA, NAMAs, CDM, etc) to help the preparation, implementation and monitoring of various elements of INDCs. Technical experts/consultants will be hired to prepare different elements of the INDC. Each Technical Expert Group (TEG) will comprise of a number of experts including Expert Coordinators (ECs) drawn from public, civil, indigenous and private sectors, as appropriate. The experts will be constituted along the elements of the INDC contributions under the ADP mandate (mitigation, adaptation, finance, technology development and transfer, capacity-building and transparency of action and support) and national low carbon and climate resilient development priorities.
 12. Additional TEGs, each with clear ToRs, will also be instituted for other relevant cross-cutting information that Eritrea considers relevant to INDC. Hence, the TEGs for INDC preparation, implementation and monitoring, as outlined in Figure 1, will comprise:
 - i. Low Carbon Development Technical Expert Group (LCDTEG);
 - ii. Climate Resilient Development Technical Expert Group (CRDTEG);
 - iii. Means of Implementation Technical Expert Group (MOITEG);
 - iv. Transparency of Action and Support Technical Expert Group (TASTEg);
 - v. INDC's Education, Training, Public Awareness and Information Networking Technical Expert Group (INDCETAINGTEG); and
 - vi. INDC Report Compilation Technical Expert Group (INDCRCCTEG)
 13. The LCDTEG members will be drawn from public, civil, indigenous and private sector institutions and natural unmanaged systems having relevancy with GHG's sources of emissions, sinks and reservoirs. These sectors and systems can have a high GHG mitigation potentials and expertise in the area of GHG inventory and mitigation assessment and analysis or they are affected by GHG emission pollution. This institutional element should also address gender issues. The bottom line for the LCDTEG objective will be to promote a paradigm change in development planning as regards to low carbon sustainable development in the targeted sectors and systems via activities related to energy efficiency, renewable technologies and mainstreaming CC mitigation in their respective sectoral policies, strategies, projects and programmes. Overall, the various CC mitigation interventions should contribute to the country's sustainable development. These sectors would include, inter alia:
 - i. Ministry of Energy and Mines;
 - ii. Division of Renewable Energy Center;
 - iii. Ministry of Public works;
 - iv. Municipalities;
 - v. National Development and Investment Bank;
 - vi. National Housing Bank of Eritrea;
 - vii. National Insurance Corporation of Eritrea;
 - viii. Ministry of Transport and Communication;

- ix. Ministry of Industry and Trade;
- x. Ministry of Agriculture;
- xi. Ministry of Marine Resources;
- xii. Forestry and Wild-Life Agency
- xiii. Ministry of Land, water & Environment;
- xiv. Ministry of National Development;
- xv. National Statistics and Evaluation Office;
- xvi. Ministry of Tourism;
- xvii. Eritrean Standards Institution;
- xviii. National Eritrean Women Association
- xix. National Eritrean Youth and Student Association

14. The specific and appropriate source departments and units for LCDTEG to be engaged under each ministry and organization will be identified through comprehensive stakeholder analysis and will be validated during the INDC's inception workshop. This TEG will work together with other INDC's TEG. For instance, it will work with the CRDTEG (see below) on synergy issues.

15. The CRDTEG members will be drawn from public, civil, indigenous and private sector institutions and natural unmanaged systems having relevancy with vulnerability to climate change, climate variability and extreme events. Climate risk management and mainstreaming of climate change adaptation will be the top priority in these sectors and systems. These sectors and systems can have also high adaptation potentials and expertise. This institutional element should also address gender issue. The bottom line for the CRDTEG objective will be to promote a paradigm change in development planning as regards to climate resilient sustainable development in the targeted sectors and systems via activities related to conducting impact, vulnerability and adaptation assessments and mainstreaming CC adaptation in their respective sectoral policies, strategies, projects and programmes. Overall, the overriding national development objectives of poverty reduction, food security and economic growth should be ensured. These sectors would include, inter alia:

- i. Ministry of Agriculture;
- ii. Ministry of Marine Resources;
- iii. Artisanal Fisheries Associations;
- iv. Forestry and Wild-Life Agency;
- v. National Development and Investment Bank;
- vi. National Insurance Corporation of Eritrea;
- vii. National Bank of Eritrea;
- viii. National Housing Bank of Eritrea;
- ix. Ministry of Land, Water & Environment;
- x. Ministry of National Development;
- xi. National Statistics and Evaluation Office;
- xii. Ministry of Tourism;
- xiii. Ministry of Public works;
- xiv. Ministry of Labour and Human welfare;
- xv. National Eritrean Women Association
- xvi. National Eritrean Youth and Student Association

16. The specific and appropriate source departments and units for CRDTEG to be engaged under each ministry and organization will be identified through comprehensive stakeholder analysis and will be validated during the INDC's inception workshop.
17. Means of Implementation (MOI) is a general terminology used for finance, technology development and transfer and capacity building. The MOITEG members will be drawn from public, civil, indigenous and private sector institutions having relevancy with finance, technology development and transfer and capacity-building issues. This technical expert group will be well coordinated and build on the existing institutional arrangements for Green Climate Fund (GCF), Climate Technology Center and Network (CTCN), Technology Needs Assessment (TNA), Technology Transfer and Development Technical Expert Group (TTDTEG). These sectors would include, inter alia:
- i. Ministry of Finance;
 - ii. National Banks of Eritrea;
 - iii. National Development and Investment Bank;
 - iv. National Insurance Corporation of Eritrea;
 - v. Ministry of Public works;
 - vi. Ministry of Energy & Mines;
 - vii. Ministry of Transport and Communication;
 - viii. Eritrean Standards Institution;
 - ix. Municipalities;
 - x. Ministry of Marine resources;
 - xi. Ministry of Agriculture;
 - xii. Ministry of Land, Water & Environment;
 - xiii. Ministry of Tourism;
 - xiv. Universities of Mai Nefih, Hamelemalo, Massawa, etc;
 - xv. National Agricultural Research institute (NARI)
18. The MOITEG will coordinate with all other TEGs of the INDC so that the needs of each element of the ADP formulation are addressed for MOI. The specific and appropriate source departments and units for engagement in the MOITEG process under each ministry and organization will be identified through comprehensive stakeholder analysis and will be validated during the INDC's inception workshop.
19. The TASTEg members will be drawn from public, civil, indigenous and private sector institutions having relevancy with measuring, reporting and verification of the various climate change projects and programmes such as the NCs, BUR, NAMAs, NAPs, CTCN, NAPA, ICA, CDM, etc. Designated National Authorities (DNAs) and Designated National Entities (DNEs) of the various CC funds including GEFTF, LDCF, SCCF, AF, GCF, SGP (Small Grant Projects), etc will be part of the TASTEg. Thus, the TASTEg will rely on the various national project coordinators, DNAs and DNEs working on these CC projects and programmes. Overall, the TASTEg will coordinate with all other TEGs of the INDC.
20. The specific and appropriate source departments and units for TASTEg to be engaged under each ministry and organization will be identified through comprehensive stakeholder analysis and will be validated during the INDC's inception workshop.
21. The INDCETAINGTEG members will be drawn from academic and media institutions responsible for promoting INDC's public awareness, training, education and information networking. The

INDCETAITEG will work closely with all other INDC's TEGs. These sectors would include, but not limited to:

- i. Ministry of Education;
 - ii. Ministry of information;
 - iii. Ministry of Transport and Communication;
 - iv. Universities of Mai Nefih, Hamelemalo, Massawa, etc
 - v. National Agricultural Research institute
22. The specific and appropriate source departments and units for INDCETAITEG to be engaged under each ministry and organization will be identified through comprehensive stakeholder analysis and will be validated during the INDC's inception workshop.
23. The INDCRCTEG members will be drawn from public, civil, indigenous and private sector institutions having relevancy with compilation of reports and having good know-how of write-ups. It will also work closely with the NCs compilation TEG. These sectors and institutions would include, but not limited to:
- i. Universities of Adi Kieh, Mai Nefih, Hamelemalo, Massawa, etc;
 - ii. Ministry of Land, Water and Environment;
 - iii. Ministry of Agriculture;
 - iv. National Agricultural Research institute
24. The specific and appropriate source departments and units for the INDCRCTEG to be engaged under each ministry and organization will be identified through comprehensive stakeholder analysis and will be validated during the INDC's inception workshop.
25. Overall, all Technical Expert Groups will be trained on tools and methodologies for INDCs preparation, implementation, monitoring and reporting to establish uniformity and comparability in INDCs works across Parties. There will also be an arrangement for the participation of TEG members in relevant national, regional and international workshops. In area, the DoE (EA) will work closely with UNEP. The institutional arrangement for preparation of the INDC-Eritrea is illustrated in Figure 2:

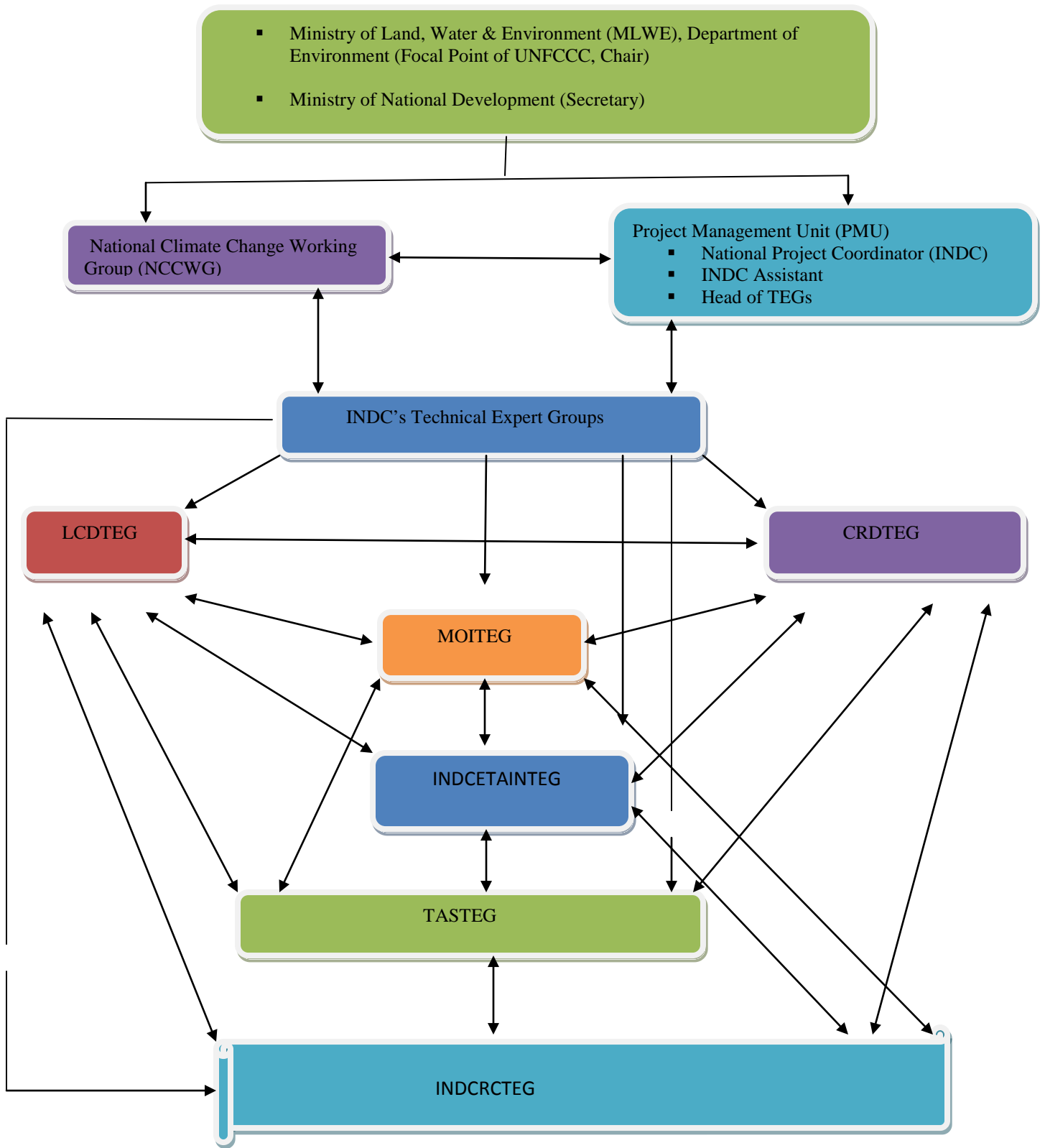


Figure 2: Institutional Arrangement for Eritrea's INDC design/preparation

4. KYRGYZSTAN

Executing Agency: The State Agency for Environment Protection and Forestry (SAEPF)

26. The project management will comprise of a Project Steering Committee, National Project Director, National Team Leader and Project Implementation Unit. To facilitate co-ordination, participation and sustainability of the project, the Project Steering Committee (PSC) will be established with a balanced representation from the key government ministries, academic institutions, environmental NGOs, and private sector representatives. The PSC will provide overall guidance and support to project implementation activities and will ensure leadership, coordination and political support for the project. The Government of Kyrgyzstan and the UNEP will establish the PSC once the project document is signed. The PSC will meet for the first time once the Project Implementation Unit has been hired and Work plan prepared. The PSC will meet not less than twice thereafter. The Director of the State Agency for Environment Protection and Forestry will chair the PSC, and serve as the National Project Director (NPD).
27. The National Team Leader (NTL) will be selected on a transparent and competitive basis. NTL will act according to Terms of Reference (ToRs) and provide overall supervision of the Project Implementation Unit (PIU) and the project activities consolidate joint plans and papers, prepare the progress and final reports. He/she will report to the NPD, PSC, supervise the work of the Project Assistant, responsible for keeping record and other administrative support. The local and international consultants/experts can be hired on a short-term basis, according to the temporary, substantial needs of the project to assist with particular assignments under the project tasks.
28. The project sustainability will be ensured and supported by the acting institutional structure, the National Coordination Commission on Climate Change chaired by the First Vice-Prime Minister. The institutional framework will be strengthened for further development and implementation of the identified response measures addressing climate change and its adverse impacts.

5. MOLDOVA

Executing Agency: The Ministry of Environment (MoEN), through its Climate Change Office (CCO)

29. The Government Resolution No. 1574 as of 26.12.2003 established the '*National Commission for Implementing Provisions of the United Nations Framework Convention on Climate Change and Provisions and Mechanisms of Kyoto Protocol*'. The National Commission is the supreme authority in the Republic of Moldova responsible for implementation of the UNFCCC provisions, as well as the mechanisms and provisions of Kyoto Protocol. The activities of the National Commission and execution of its decisions is coordinated and monitored by the Commission's Chair, who is the Minister of Environment, as well as by Commission's Secretary, who is the Manager of the Climate Change Office under the Ministry of Environment of the Republic of Moldova (MoEN).
30. The Climate Change Office of the Ministry of Environment is responsible for: providing logistical support to the Government, central and local public administration authorities, non-government and academic organizations, in activities implemented and promoted by the Republic of Moldova under the United Nations Framework Convention on Climate Change and the Kyoto Protocol; implementing climate change related projects and programs providing for such activities as: national greenhouse gas emissions assessment and development the National Inventory Reports (NIRs); development and implementation of greenhouse gas emissions mitigation activities and projects; development and implementation of measures and projects aimed at adapting to climate change; assessment of the climate change impacts on biologic and socio-economic components; cooperation, promotion and implementation of activities and projects under the CDM of the KP; implementation and facilitation of activities aimed at building awareness and information among civil society, relevant experts and decision makers on issues related to climate change, etc. In the above mentioned context, the INDC project will be executed by Ministry of Environment (MoEN), with the Project management unit located in the climate change office. The institutional arrangement for preparation of the INDC-Moldova is illustrated in Figure 3
31. The Climate Change Office comprises four working groups (teams): National GHG Inventory Team; Climate Change Mitigation Assessment, Monitoring, Reporting and Verification (MRV) Team; Climate Change Modelling, Vulnerability and Adaptation Assessment Team; and Cross-Cutting Team. Below is a brief description of functional responsibilities of the participants in the process:
- i. national experts (hired on a contract basis) are responsible for the process of activity data gathering, selecting suitable assessment methods, assessment at sectoral level, taking correction measures as a response to quality assurance and quality control activities as well as developing some component parts of the NCs, BURs and INDC Report of the Republic of Moldova under the UNFCCC;
 - ii. team leaders are responsible for the coordination of the process of compilation of the key parts of the NCs, BURs and INDC Report of the Republic of Moldova under the UNFCCC; they supervise the process at sectoral level, are responsible for interpreting the results obtained by national experts, coordination of quality assessment and quality control activities, documentation and archiving the materials used and aggregating the reports submitted by national experts.

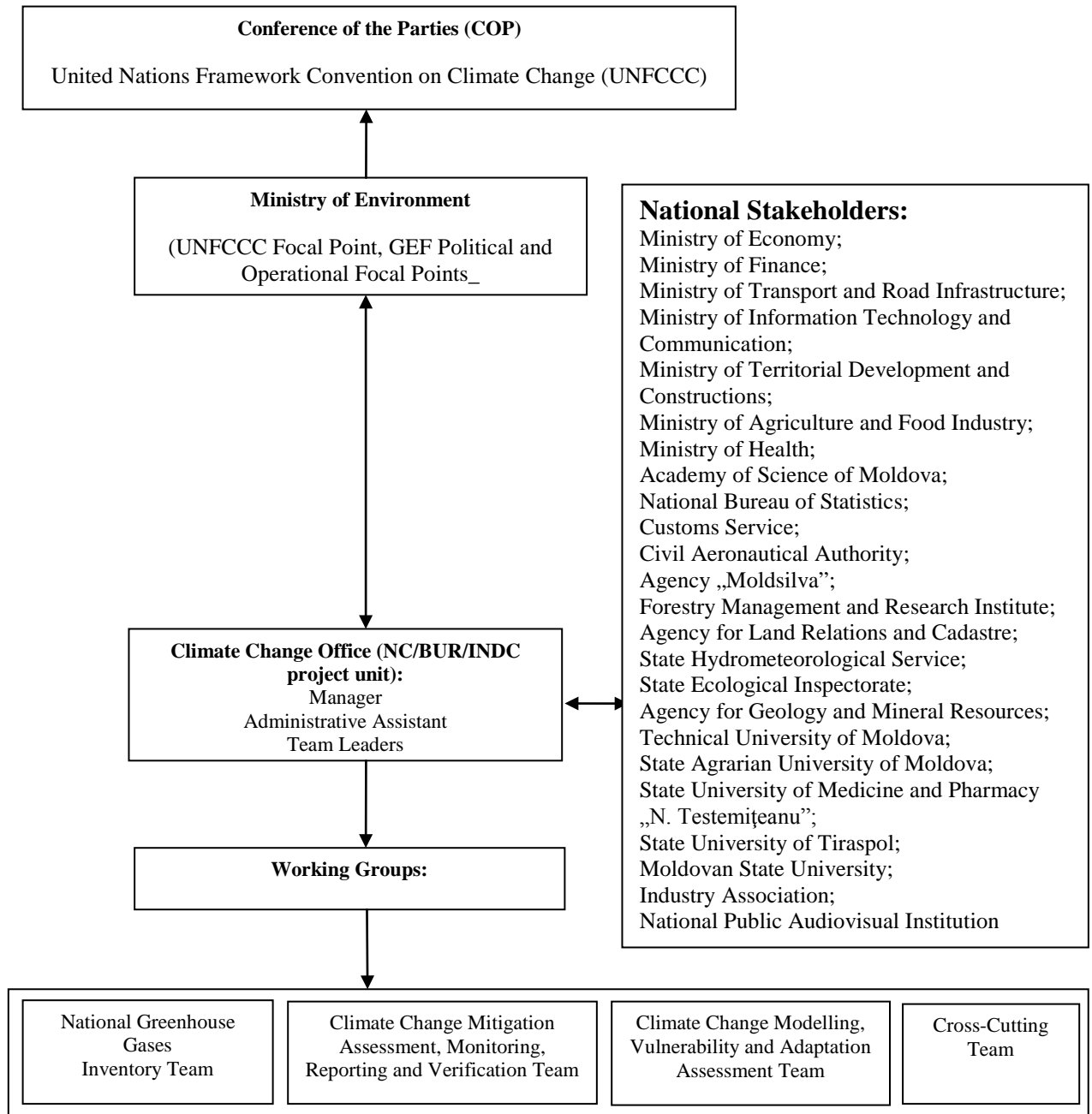


Figure 3: Institutional Arrangements for INDC preparation in the Republic of Moldova.

6. MONGOLIA

Executing Agency: The Ministry of Environment, and Green Development (MEGD) through its Climate Change Coordination Office (CCCO)

32. In order to address challenges relevant to climate change, Mongolia has developed its National Action Programme on Climate Change and the programme was approved by the State Great Khural (Parliament) in 2000 and updated in 2011. The action programme includes the national policy and strategy to tackle the adverse impacts of climate change and to mitigate greenhouse gas emissions. The Government has re-established an inter-disciplinary and inter-sectoral National Climate Committee (NCC) led by the Minister for Environment and Green Development, to guide national activities and measures aimed at adapting to climate change and mitigating GHG emissions (Figure 4).

33. The Government of Mongolia established the Climate Change Coordination Office (CCCO) in 2011, within the Ministry of Environment and Tourism. The office was established to: (i) carry out day to day activities related to the implementation of commitments and duties under the UNFCCC and Kyoto Protocol, (ii) manage climate change activities nationwide, and (iii) integrate climate change concerns into various national and sectoral development plans and programs. By virtue of its mandate, the CCCO will execute the INDC project, alongside the TNC and BUR projects.

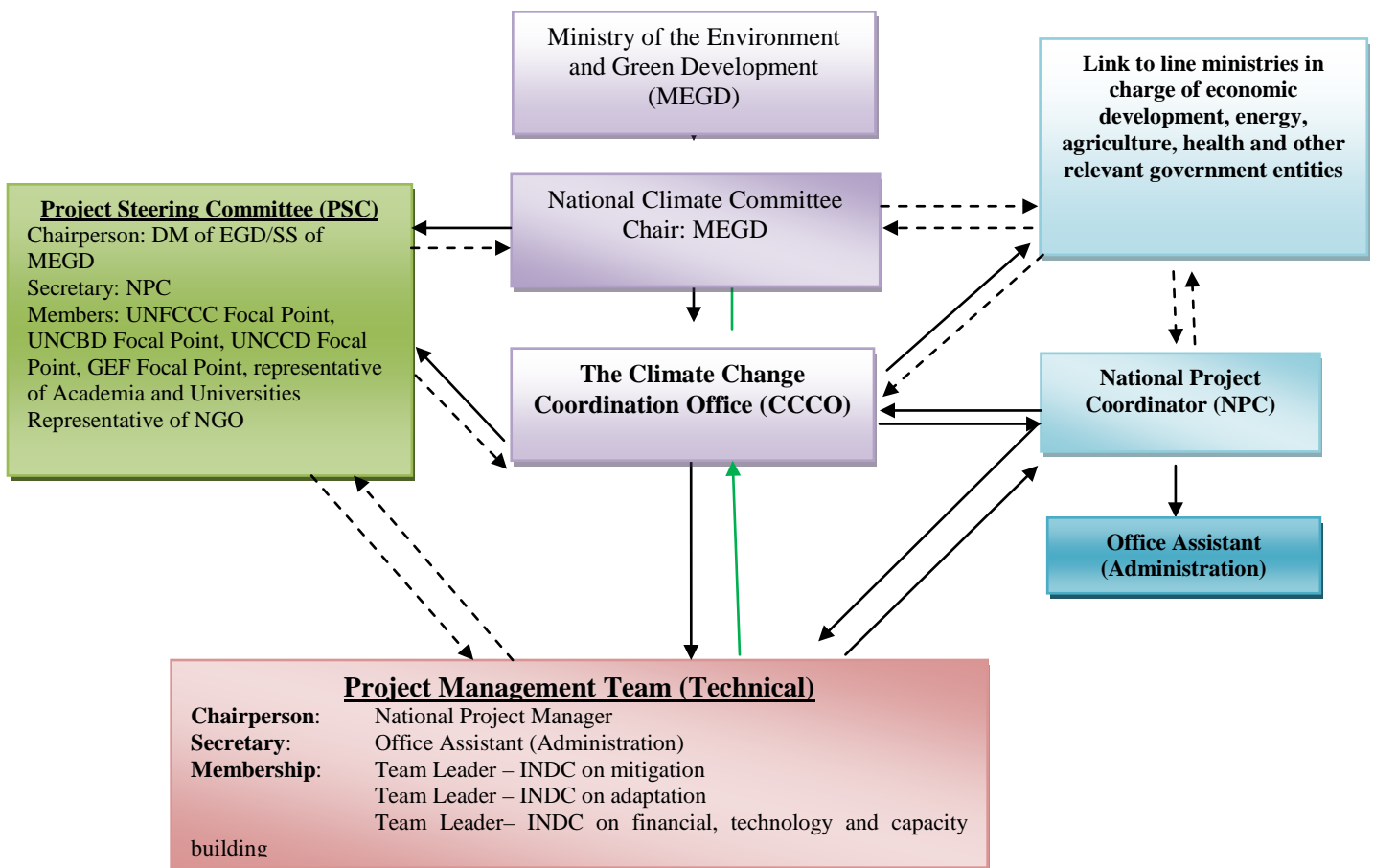


Figure 4: Institutional Arrangements for INDC preparation in the Republic of Mongolia

7. SOUTH AFRICA

Executing Agency: The Department of Environmental Affairs of the Republic of South Africa

34. On behalf of the Government of the Republic of South Africa, The Department of Environment Affairs (DEA) is responsible for implementation of international environment treaties to which the Republic of South Africa is a Part (including the United Nations Framework Convention on Climate Change). Representatives of DEA also perform the function of the GEF Focal Point, as well as UNFCCC Focal Point (Figure 5).

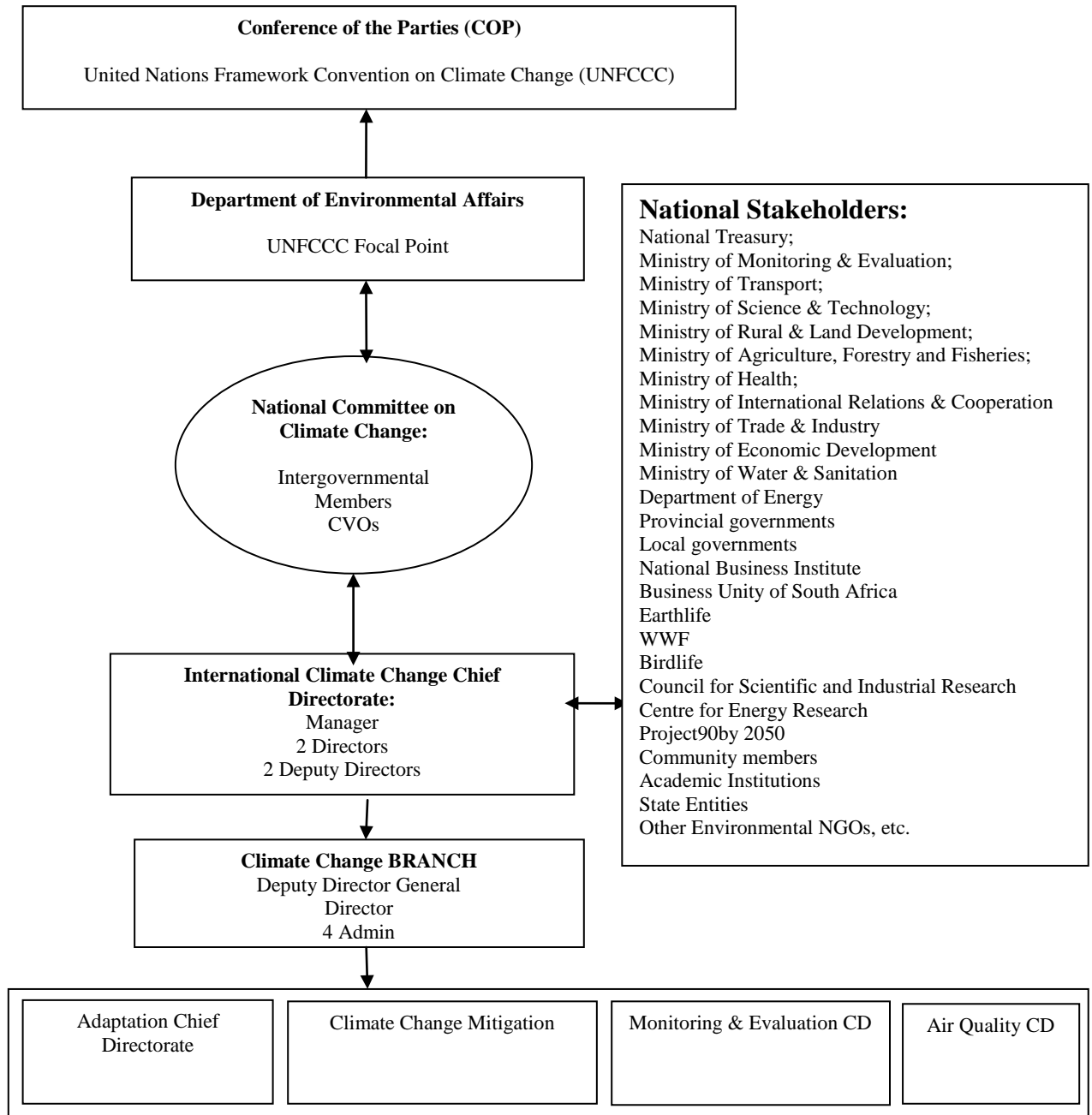


Figure 5: Institutional Arrangements for INDC preparation in the Republic of South Africa.

35. South Africa ratified the United Nations Framework Convention on Climate Change in August 1994. South Africa subsequently established the Focal Point for the UNFCCC in the Department of Environmental Affairs. This led to the creation of the International Climate Change Relations & Negotiations Chief Directorate that also serves as the Focal point for Intergovernmental Panel on Climate Change.
36. The main tasks of the National Focal Point for the UNFCCC are: providing logistical support to the Government, coordinate the negotiating mandate, coordinate implementation of UNFCCC decisions (e.g. BURs, National Communication, INDC, Ratification of Kyoto Protocol, etc.), organize stakeholder consultations, liaise with central and local public administration authorities, non-government and academic organizations, in activities implemented and promoted by the Republic of South Africa under the United Nations Framework Convention on Climate Change and the Kyoto Protocol..
37. The International Climate Change Chief Directorate work closely with other Chief Directorates such as Monitoring and Evaluation; Mitigation; Adaptation and GEF Focal Point. Below is a brief description of functional responsibilities of the participants in the process: (i) national experts (hired on a contract basis) are responsible for the process of activity data gathering, selecting suitable assessment methods, assessment at sectoral level, taking correction measures as a response to quality assurance and quality control activities as well as developing some component parts of the NCs, BURs and INDC Report of the Republic of South Africa under the UNFCCC; (ii) team leaders or members of the International Climate Change Relations & Negotiation Chief Directorate (including UNFCCC focal point) are responsible for the coordination of the process of compilation of the key parts of the NCs, BURs and INDC Report of the Republic of South Africa under the UNFCCC; they supervise the process at the implementation level, are responsible for interpreting the results obtained by national experts, coordination of quality assessment and quality control activities, documentation and archiving the materials used and aggregating the reports submitted by national experts.

8. SWAZILAND

Executing Agency: The Ministry of Tourism and Environmental Affairs, Department of Meteorology

38. The Ministry of Tourism and Environment is a government lead Institution in environmental and climate change matters and is the national focal point for climate change. The department of meteorology hosts the Climate Change Unit, which coordinates climate change activities in the country. The Ministry will provide high-level government support to the project through the offices of the Principal Secretary and will handle contractual agreements with the Projects' Responsible Parties
39. A Project Steering Committee (PSC) will be established comprising of key government, civil organizations, academics, and private sector that will oversee the project implementation and ensure stakeholder coordination.
40. The Project Management Unit (PMU) will be established within the department of meteorology and will be responsible for the day-to-day implementation of all project activities, including direct supervision of those activities contracted to responsible parties and consultants. The PMU will consist of a Project Coordinator, Finance and Administrative Assistant. The PMU will be responsible for providing key project financial & administrative work and operations and procurement of services as defined in the project work plans.
41. A National Technical team consisting of individuals with relevant skills and experience supported as required by international experts will be used to the extent possible to carry out the specific analyses called for as part of the project. Figure 6 illustrates the proposed institutional framework for INDC preparation

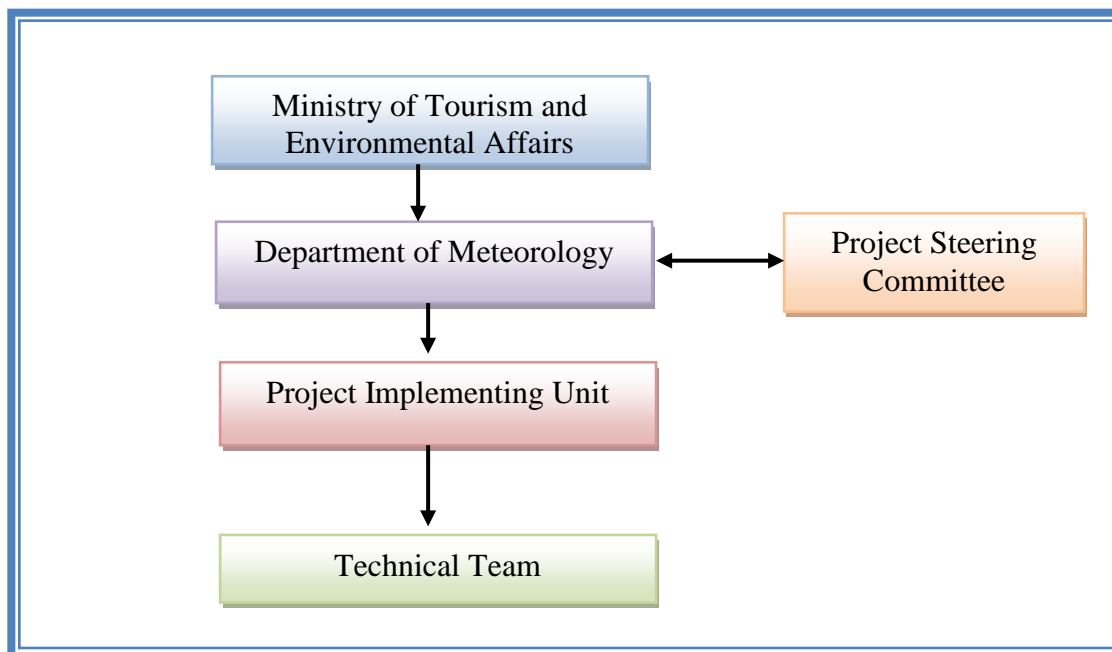


Figure 6: Institutional Arrangements for INDC preparation in Swaziland.

9. ZIMBABWE

Executing Agency: The Ministry of Environment, Water and Climate

42. The Government of the Republic of Zimbabwe has entrusted the Ministry of Environment, Water and Climate to guide fulfillment of the country's commitments to the UNFCCC. The Ministry, through its National Climate Change Management Division has executed the INC, SNC, TNC and the proposed BUR and INDC projects. The full institutional framework proposed for INDC preparation in Zimbabwe will be as follows:
43. The Project Management Unit (PMU) will be headed by the Director of Climate Change Management Department in the Ministry. A Project Manager (PM) will be recruited and responsible for the implementation of the project and reports to the Director. The PM and the directorate in the Ministry form the PMU. The PMU and the PM will be supported by the TNC administrative assistant. The Ministry's Accounts Department will be responsible for all finances.
44. Six technical experts will be recruited to cover the Energy, Waste, Industry, Agriculture, Forestry Sectors and policy issues. The technical experts are accountable to the PM. The technical expert will develop the work plan of relevant activity areas to be covered. A general work plan will be developed based on all proposed activities.
45. A National Steering Committee (NSC) for INDCs will be established. The NSC will be chaired by the Directorate in the Ministry, with the INDC office as its secretariat. The NSC will be comprised of relevant government ministries, academic and research institutions, private sector and civil society. The NSC will meet quarterly to ensure the effective implementation of the project. The institutional arrangement for the proposed project is shown in the figure 7 below.

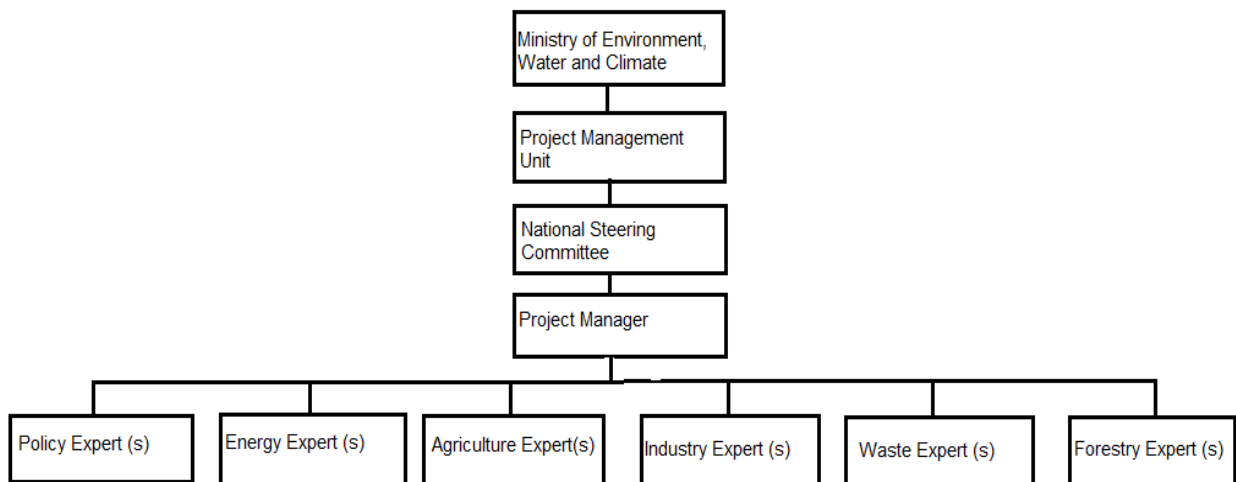


Figure 1: Institutional Arrangement for the Preparation of INDCs for Zimbabwe

46. Adequate and appropriate computer and telecommunication facilities, including Internet, will be provided to the project office and technical experts to enhance their efficiency in undertaking their work.

ANNEX I: DESCRIPTION OF STAKEHOLDER INVOLVEMENT IN INDC PREPARATION

1. DEMOCRATIC REPUBLIC OF CONGO

Executing Agency: The General Secretariat of Environment and Conservation through its Sustainable Development Directory (DDD) office

1. The stakeholders representing key government agencies, educational institutions, research and development, private sector and environmental NGOs will participate and contribute to the preparation of the Democratic Republic of Congo's intended nationally determined contributions under the UNFCCC.
2. In particular, the following agencies will undertake the following roles (i) participate in the overall project coordination of INDC, through a well-defined quality assurance, quality control and verification, (ii) provide data of activity to be used in the evaluations (e.g. development of GHG inventories, evaluation of mitigation of climate change, vulnerability and adaptation assessment, etc.), (iii) participate in the development and revision of the strategic policy framework in the field of climate change (e.g., low-carbon development strategy, adaptive strategy, etc.), and (iv) participate in the climate change campaign, to create awareness on INDC processes:
 - Ministry of Economy,
 - Ministry of Planning
 - Ministry of the Environment, Nature Conservation and Tourism (MECN-T),
 - Ministry of Agriculture
 - Ministry of Industry,
 - Ministry of Transport and Communications Routes)
 - Ministry of Health
 - Ministry of Education,
 - Ministry of Foreign Affairs and International Cooperation
 - National Institute of Statistics (INS),
 - Ministry of Petroleum
 - Ministry of Land Affairs
 - National Service of Meteorology and Hydrology (METTELSAT)
3. The following representatives of higher education institutions and academic institutions and scientific research will participate in evaluations undertaken in the project of INDC, through the direct involvement of their institutions and / or their staff:
 - University of Kinshasa,
 - National Pedagogical University,
 - University of Kisangani,
 - University of Lubumbashi,
 - Catholic University of the Congo
 - National Geographic Institute,
 - Regional Center of Nuclear Studies in Kinshasa,
 - Regional School on Integrated Management of Tropical Forests,
 - Institute of Zoological and Botanical Gardens,
 - Institut Congolais pour la Conservation de la Nature

- Higher Institute of Soils
 - Higher Institute of Applied Technology,
4. Representatives of nongovernmental organizations have expressed interest in supporting INDC project implementation, raising awareness of climate change, and participating in the development and revision the policy framework in the climate change field.

2. DOMINICA

Executing Agency: Environmental Coordinating Unit (ECU) of the Ministry of Agriculture and the Environment

5. The matrix below lists stakeholders that are will be involved in the INDC process and outlines their expected roles and responsibilities. It is by no means exhaustive and is expected to be reviewed during the implementation process to facilitate the addition of other representatives as necessary.

DEPARTMENT/MINISTRY/ORGANISATION	MANDATE/RESPONSIBILITY IN THE INDC PROCESS ¹⁰
Environmental Coordinating Unit - Ministry of Environment, Natural Resources, Physical Planning & Fisheries	Focal Point - Implementation/ Coordination
National Climate Change Committee ¹¹	The NCCC will facilitate coordination of project activities and ensure mainstreaming of project actions (within their relevant Departments) in the on-going national efforts of mainstreaming climate change into development planning.
Fisheries Division - Ministry of Environment, Natural Resources, Physical Planning & Fisheries	Sustainable management and development of the fisheries resource by creating an enabling environment for enhanced food security and poverty reduction
Forestry, Parks and Wildlife Division - Ministry of Agriculture and Forestry	Mandate for protection of the forest resources
Division of Agriculture - Ministry of Agriculture and Forestry	Agriculture and climate change, food security and poverty reduction
Dominica Meteorological Services - Ministry of Public Works, Energy and Ports	Collects climatological data for analysis, educational support to schools and community groups
Office of Disaster Management - Ministry of National Security, Immigration and Labour	Coordinates the overall Disaster Management programme based upon the principles of prevention, mitigation, preparedness, response and recovery
Dominica Solid Waste Management Cooperation (Statutory Body)	Responsible for solid waste management
Environmental Health Department - Ministry of Health	Protect the health of the public through monitoring of the environment and instituting intervention measures to prevent negative impacts on health
Dominica Water and Sewage Corporation - Ministry of Lands, Housing, Settlements and Water Resource Management	Providing quality water and sewerage services through the use of appropriate technology, sound management and environmentally sustainable practices
Physical Planning Department - Ministry of Environment, Natural Resources, Physical Planning & Fisheries	Coordinates development planning and land use

¹⁰ Each stakeholder's role in the INDC process would be related to their mandate. Their role would include providing data, advice and expertise in the process.

¹¹ The NCCC has specific TORs

Dominica Bureau of Standards - Ministry of Employment, Trade, Industry and Diaspora Affairs	Standards management
Energy Unit - Ministry of Public Works, Energy and Ports	Promotion and facilitation of energy efficiency and renewable energy
Public Works Corporation (Statutory Body) - Ministry of Public Works, Energy and Ports	Implement programmes to improve the infrastructure in roads, utilities, ports and energy

Financial Services Unit - Ministry of Finance	To receive, secure and account for all disbursements of public funds in accordance with Chapter 5 of the Constitution order 1978, the Financial Administration Act #4 of 1994, Financial Regulations SRO 37 of 1976, Financial (Stores) Regulations #23 of 1980
Central Statistical Office - Ministry of Finance	To provide Government, public and private sectors, regional and international organisation and other users with timely, accurate and reliable data - provide relevant data and advice on systems for data management
Bureau of Gender Affairs - Ministry of Social Services, Community Development and Gender Affairs	Represents the interest of women and men and ensures that policies, plans and programmes are in place to achieve improvement in the status of women and men

Local Government Department (Dominica Association of Local Authorities) - Ministry of Social Services, Community Development and Gender Affairs	Develops partnerships with communities and CBOs, and ensures that communities are in a state of readiness to deal with disaster situations (Disaster Management)
Ministry of Carib Affairs	Represents the interests of the indigenous peoples (Kalinagos)
Primary Health Care - Ministry of Health	Address the impacts of vector borne diseases on the population
Accident and Emergency Department - Ministry of Health	Dealing with the critically injured patient affected by natural disasters
Invest Dominica Authority - Ministry of Employment, Trade, Industry and Diaspora Affairs	Investment in keeping with national development goals and poverty reduction strategies
Discover Dominica Authority - Ministry of Tourism and Legal Affairs	Promotes the sustainable development of tourism and the use of our natural forest resources and marine environment
Government Information System - Ministry of Information, Telecommunication & Constituency Empowerment	Dissemination of information, inform the general public of Government's plans, policies, programmes and activities
Global Environmental Facility/Small Grants Programme	Provides technical and financial support to CBOs/CSOs/NGOs in 5 focal areas including climate change, implementation of community based adaptation
National Association of Youth in Agriculture	Represents the interests of the youth and encourages greater involvement
National Association of Non-Governmental Organisation	Represents the interests of the various groups and encourages greater involvement. Information dissemination and public awareness and education to various target groups on the ground.
Kalinago Council	
Various Church Groups/Organisations	
National Youth Council of Dominica	
Caribbean Community Climate Change Centre	Provide technical support to the national process. Advice and expertise to Dominica in the identification of appropriate process methodologies and provide oversight and guidance to the assessment processes
National Emergency Planning Organisation	Assist with disaster risk management, responsibility for the planning and organization of counter-disaster measures
Organisation of Eastern Caribbean States	Responsible for the provision of natural resource and environmental management services to the member states of the OECS
Media Houses	Education and dissemination of information regarding linkages with climate change and development in the different sectors

3. KYRGYZSTAN

Executing Agency: The State Agency for Environment Protection and Forestry (SAEPF)

6. Relevant sectorial ministries and bodies, such as the Ministry of Economics, Ministry of Energy and Industry, Ministry of Transport and Communication, Ministry of Agriculture, Ministry of Health will participate in INDC process under the SAEPF guidance and coordination. Other relevant stakeholders, such as the academia, private sector, NGOs and relevant organizations will be included in the process through the participatory approach, as well participate in the training activities. In specific, the following institutions will support the INDC process as follows:

Name	Responsibility/expertise
Ministry of Energy and Industry	Emission reduction assessment for the sector
Ministry of Agriculture and Melioration	Impact, vulnerability and adaptation /emission reduction assessment and in the sector
Ministry of Transport and Communications	Emission reduction assessment for the sector
Ministry of Emergencies	Impact, vulnerability and adaptation assessment for the sector
Ministry of Economics	Development of base and alternative emission scenarios
Ministry of Health	Impact, vulnerability and adaptation assessment for the sector
Ministry of Finance	Climate finance mechanisms operationalization at national level
Ministry of Foreign Affairs	Participation in intergovernmental negotiations, information collection and sharing thru diplomatic channels
National Statistics Committee	Information and data supplier
State Agency of Architecture, Construction and Housing and Communal Services	Emission reduction assessment for the heating sector
State Agency for Local Self-Government and Inter-Ethnic Relations	Mitigation and adaptation activities at local level
Mayor Office of Bishkek city	Emission reduction assessment for the heating and waste sectors
Kyrgyz National Agrarian Academy	Impact, vulnerability and adaptation assessment in agriculture and water sectors
Climate Change Centre	CC related activities' coordination, delivery of technical expertise/ training; GHG inventory preparation; emission reduction assessment; development of base and alternative emission scenarios; development of GHG abatement scenarios; impact, vulnerability and adaptation assessment.
KR Association of Forest and Land Users	Mitigation and adaptation activities at local level
Public Fund Camp Alatoo	Mitigation and adaptation activities at local level

4. MOLDOVA

Executing Agency: The Ministry of Environment (MoEN), through its Climate Change Office (CCO)

Name of key stakeholders	Responsibility/expertise
Ministry of Environment (MoEN)	Institution which is responsible for implementation of international environment treaties to which the Republic of Moldova is a Part (including UNFCCC). Representatives of MoEN also perform the function of the GEF Political and Operational Focal Points, as well as UNFCCC Focal Point. Minister of the Environment chairs also the „National Commission for Implementing Provisions of the United Nations Framework Convention on Climate Change and Provisions and Mechanisms of Kyoto Protocol”. Main beneficiary of the INDC preparation process on behalf of the Government of the Republic of Moldova.
Climate Change Office (CCO) of the MoEN	CCO is a public institution under the MoEN which is totally responsible for the activities related to preparation of National Communications; Biennial Update Reports; National Inventory Reports and of the INDC Report of the Republic of Moldova under the UNFCCC. The institution is responsible also for coordinating and monitoring the activity of the National Commission and execution of its decisions on behalf of the MoEN. The institution will serve as Executing Agency for INDC project in the Republic of Moldova.
Agency for Geology and Mineral Resources (AGMR) of MoEN	AGMR is a central administrative authority under the MoEN, specializing in researching, monitoring, regulating and controlling the use of mineral resources, aiming at the implementation of state policy on geological researches, rational use and protection of geological resources. AGMR is a relevant data provider, by offering relevant statistics on limestone and dolomite production in the Republic of Moldova, which is used for compiling the NCs, BURs and NIRs.
State Hydrometeorological Service (SHS) of MoEN	SHS is a public institution under the MoEN that promotes the state policy in the area of hydrometeorology and environmental quality monitoring. SHS performs also the state supervision and control of hydrometeorological observations on the territory of the Republic of Moldova. A representative of SHS is member of the „National Commission for Implementing Provisions of the United Nations Framework Convention on Climate Change and Provisions and Mechanisms of Kyoto Protocol”. SHS is a relevant data provider, by offering relevant climatic and agroclimatic data used for undertaking vulnerability and adaptation assessments in the Republic of Moldova, as part of NCs of the Republic of Moldova under the UNFCCC.
State Ecological Inspectorate (SEI)	SEI is a public institution under the MoEN that undertakes the state environmental control in compliance with environmental legislative and regulatory framework in place in the Republic of Moldova. SEI is a relevant data provider, by offering relevant data on illegal felling and stubble fields burning, which is used for compiling the NCs, BURs and NIRs.
Environmental Pollution Prevention Office (EPPO) of MoEN	EPPO is a public institution under the MoEN that implements and coordinates projects focused on environment prevention pollution, including for facilitating the creation of sustainable waste and chemical substances management in accordance with international treaties and EU Directives. SEI is a relevant data provider, by offering information on waste management in the Republic of Moldova, which is used for compiling the NCs, BURs and NIRs.

Name of key stakeholders	Responsibility/expertise
Ozone Office of MoEN	Ozone Office under the MoEN implements activities related to the Republic of Moldova's honoring its obligations under the Convention for the protection of the Ozone Layer (Vienna, 1985) and of the protocol on Substances that Deplete the Ozone Layer (Montreal 1987). Ozone Office is a relevant data provider, by offering information on F-gases consumption in the Republic of Moldova, which is used for compiling the NCs, BURs and NIRs.
Ministry of Economy (MEC)	Institution which is responsible on behalf of the Government for energy, industry and trade sectors, as well as for administration of public property, quality infrastructure, international economic cooperation, investments and exports. Two representatives of MEC are also members of the „National Commission for Implementing Provisions of the United Nations Framework Convention on Climate Change and Provisions and Mechanisms of Kyoto Protocol”. MEC also is a relevant data provider, inclusive by providing the macro-economic forecasts in short, mid and long-term perspectives, which is used for compiling the NCs, BURs and NIRs. For MEC is envisaged an important role in the MRV System for NAMAs developed and implemented in the energy and industry sectors.
Agency on Energy Efficiency (AEE) of the MEC	AEE is a public institution under the MEC, being an administrative body for energy efficiency and renewable energy resources and is responsible for implementing state policies specifically focused on creating preconditions for improving energy efficiency; is developing, implementing and monitoring the impact of energy policies in the Republic of Moldova. Is holding and maintaining also an energy statistics database, being responsible for collecting specific energy indicators, not covered currently by the National Bureau of Statistics. Has an important role in the new established Energy Statistics System. For this institution is envisaged an important role in the MRV System for NAMAs developed and implemented in the energy and industry sectors.
Ministry of Finance (MF)	MF is responsible on behalf of the Government for developing and promoting the management of public finances; it elaborates the State Budget and promotes the fiscal policies of the state. A representative of MF is member of the „National Commission for Implementing Provisions of the United Nations Framework Convention on Climate Change and Provisions and Mechanisms of Kyoto Protocol”.
Custom Service (CS) of the MF	Custom Service is a relevant data provider, by offering relevant statistics on import/export operations in the Republic of Moldova, which is used for compiling the NCs, BURs and NIRs.
Ministry of Transport and Road Infrastructure (MTRI)	MTRI is responsible on behalf of the Government for developing and promoting the state policy in the field of transport (inclusive, road transport, railway transport, naval transport and air transport) and road infrastructure. A representative of MTRI is member of the „National Commission for Implementing Provisions of the United Nations Framework Convention on Climate Change and Provisions and Mechanisms of Kyoto Protocol”. MTRI also is a relevant data provider, inclusive by providing activity data on fuel consumption for naval transportation, as well as on the amount of asphalt produced and used for building and maintaining road infrastructure. For MTRI is envisaged an important role in the MRV System for NAMAs developed and implemented in the transport sector.
Civil Aeronautical Authority (CAA) of the MTRI	CAA is a public institution under the MTRI which is responsible for certification, control and supervision of civil aviation. CAA is a legal entity with autonomous budget, acting on self-management and self-financing principles. CAA is a relevant data provider, by offering relevant information on number of flights by types of aircraft and on the amount of fuels used by civil aviation in the Republic of Moldova, which is used for compiling the NCs, BURs and NIRs.

Name of key stakeholders	Responsibility/expertise
Ministry of Information Technology and Communication (MITC)	MITC is responsible on behalf of the Government for pursuing the development, management, coordination, control and for ensuring the implementation of state policy in the field of information society, computerization, information technology, communications, government records and state information resources. MITC is a relevant data provider, by offering relevant information on transport units registered, ages of fleet and production year and other relevant characteristics of transport units, which is used for compiling the NCs, BURs and NIRs.
Ministry of Regional Development and Constructions (MRDC)	MRDC is responsible on behalf of the Government for developing and promoting the state policy on spatial planning, architecture, urban planning, construction, production of construction materials, housing and regional development. A representative of MRDC is member of the „National Commission for Implementing Provisions of the United Nations Framework Convention on Climate Change and Provisions and Mechanisms of Kyoto Protocol“. For MRDC is envisaged an important role in the MRV System for NAMAs developed and implemented in the building sector.
Ministry of Agriculture and Food Industry (MAFI)	MAFI is responsible on behalf of the Government for developing and promoting of state policy for sustainable development of the country's agribusiness sector by increasing competitiveness and productivity of the sector, and ensuring the safety and food sufficiency in the country, in order to create the preconditions for growth the welfare of the population on permanent basis. A representative of MAFI is member of the „National Commission for Implementing Provisions of the United Nations Framework Convention on Climate Change and Provisions and Mechanisms of Kyoto Protocol“. For MAFI is envisaged an important role in the MRV System for NAMAs developed and implemented in the agriculture sector.
Ministry of Health (MH)	MH is responsible on behalf of the Government for improving health of the population by strengthening the health system, ensuring equitable access to quality health services and cost-effective protection against financial risks associated with healthcare, improve system responsiveness to the needs, preferences and expectations of appropriate population, and supporting and promoting interventions for prevention, protection, health promotion and offering choice of a healthy lifestyle. A representative of MH is member of the „National Commission for Implementing Provisions of the United Nations Framework Convention on Climate Change and Provisions and Mechanisms of Kyoto Protocol“. For MAFI is envisaged an important role in developing and implementing adaptation measures to climate change for health sector.
Moldsilva Agency	Moldsilva Agency is a central administrative authority subordinated to the Government, vested with the power to promote and implement the state policy in the field of forestry and cynegetics, connected to socio-economic sustainable development of forestry and wildlife sectors, protection of forests and wildlife, maintaining and biodiversity conservation, training and access to environmental education in the forestry sector. A representative of Moldsilva Agency is member of the „National Commission for Implementing Provisions of the United Nations Framework Convention on Climate Change and Provisions and Mechanisms of Kyoto Protocol“. For Moldsilva Agency is envisaged also an important role in developing and implementing adaptation and mitigation measures to climate change for forestry sector.
Land Relations and Cadaster Agency (LRCA)	LRCA is a central administrative authority subordinated to the Government, vested with the power to develop, promote and implement the state policy in the field of land relations and organization planning, recovery and improvement of degraded land, cadaster and valuation of real estate, geodesy, topography, photogrammetry, gravimetrically, cartography, geoinformatics, technical prospects, their integration in the process of economic reform and development specific regulation of its areas of activity, including their adjustment to European standards and norms. LRCA is a relevant data provider, by offering relevant information on land cadaster, which is used for compiling the NCs, BURs and NIRs.

Name of key stakeholders	Responsibility/expertise
National Bureau of Statistics (NBS)	NBS is a central administrative authority subordinated to the Government, vested with the power to develop policies on statistics and provides local and central public authorities, businesses, scientific research, university academics, the media, public and other users, including organizations and international organizations as appropriate, with statistical data and information on the social-economic situation of the country. Information and data needed for the National Communications, Biennial Update Reports, intended nationally determined contributions (INDC), and GHG Inventories are available in Annual Yearbooks, Energy Balances and others sector statistic publications of the National Bureau of Statistics, a key stakeholder considered the most important data provider.
Academy of Sciences of Moldova (ASM) with its institutional members	ASM is a public institution in science and innovation, vested as plenipotentiary coordinator of scientific activities and innovations in the country, as well as scientific consultant for central and local public authorities of the Republic of Moldova, ASM is autonomous and operates under the principles of self-administration. Two representatives of ASM are members of the „National Commission for Implementing Provisions of the United Nations Framework Convention on Climate Change and Provisions and Mechanisms of Kyoto Protocol”. For ASM is envisaged also an important role in developing and implementing adaptation and mitigation measures to climate change for various sectors of the national economy.
Universities	Universities are high education institution with the role to train high qualification specialists and scientific staff and to organize and realize scientific researches and educational-methodical activities. Universities are focused specifically on: preparation of highly qualified specialists with bachelor and master degree for the national economy; preparation of highly qualified specialists, scientific researches and teaching staff with PhD and PhD habilitatus Degree under doctoral and postdoctoral studies; organizing and conducting scientific researches and technology transfer activities; organize and conduct activities focused on disseminating knowledge to the society. Two representatives of high education institutions of the Republic of Moldova are members of the „National Commission for Implementing Provisions of the United Nations Framework Convention on Climate Change and Provisions and Mechanisms of Kyoto Protocol”. For universities is envisaged also an important role in undertaking vulnerability and adaptation assessments, as well as mitigation assessments for various sectors of the national economy.
Industry associations and companies	Industry associations and companies are relevant data providers, by offering plant specific information, which is used for compiling the NCs, BURs and NIRs. They are also potential partners and beneficiaries of NAMAs to be implemented in various sectors of the national economy.
Media institutions and Non-Governmental Organizations (NGOs)	Media institutions and environmental NGOs have an important role in public informing and awareness raising about environmental and climate change issues, which they promotes through the media products, radio, TV programs, seminars, topical trainings, public debates, flash mobs and environmental campaigns. They benefits also as users from the information provided in NCs, BURs, NIRs and INDC Report.

5. MONGOLIA

Executing Agency: The Ministry of Environment, and Green Development (MEGD) through its Climate Change Coordination Office (CCCO)

Name	Responsibility/expertise
Ministry of Environment and Green Development (MEGD)	The project will be executed by the MEGD through its Climate Change Coordination Office (CCCO) in close collaboration with other ministries and institutions. CCCO will be the main implementing entity and will provide overall direction and oversight for implementation of the project. Also responsible for reporting back to UNEP and GEF the results of the INDC preparation project.
Ministry of Energy	Main counterpart for addressing energy production, distribution and utilization issues. A mandate to implement the Law on Energy Efficiency lies with the MoE and its agencies.
Ministry of Construction and Urban Development	Project implementing partner, along with its agencies, such as Center for Construction Sector Development.
National Renewable Energy Center	The main goals of National Renewable Energy Center (NREC) are to promote Renewable Energy National Program; and to implement Law of Mongolia on Renewable energy. MEGD and NREC have strong bilateral relationship on climate change mitigation activities.
National Agency for Meteorology and Environment (NAMEM)	Main counterpart for addressing climate change related research in Mongolia. NAMHEM is an implementing agency under the MEGD and specializes in on-going and planned programs for climate change research and projection, early warning, forecasts, and advisories.
University of Sciences and Technology of Mongolia	Baseline and feasibility studies continued monitoring of indicators Technology needs assessment, GHG inventory, and improvement of country specific emission factors
EEC Co., LTD	The key player in GHG mitigation analysis, emission projection, and quantification of GHG emission targets.

6. SOUTH AFRICA

Executing Agency: The Department of Environmental Affairs of the Republic of South Africa

Name of key stakeholders	Responsibility/expertise
Ministry of Environment (DEA)	Institution which is responsible for implementation of international environment treaties to which the Republic of South Africa is a Part (including UNFCCC). Representatives of the GEF Points.
Monitoring & Evaluation Chief Director (M& E CD)	M&E CD is totally responsible for the activities related to preparation of National Communications; Biennial Update Reports; National Inventory Reports.
Council for Scientific and Industrial Research	CSIR is a government Research Body that is one of the leading scientific and technology research, development and implementation organizations in Africa. It undertakes directed research and development for socio-economic growth.
Energy Research Centre	ERC is a multi-disciplinary energy research centre, housed in the Faculty of Engineering and Build Environment at the University of Cape Town. It conducts research for government and the UNFCCC focal point in particular on issues of Energy and Climate Change.
Department of International Relations & Cooperation	DIRCO is responsible for fostering international relations between South Africa and other countries. DIRCO also send the Instrument of Acceptance to the UN Depository once DEA has concluded all public participation processes and parliament has ratified the instrument of acceptance.
Intergovernmental Committee on Climate Change	IGCCC is government coordination body responsible for formulating and implementing environmental agreements across government. It is chaired by DEA and in particular the Deputy Director General for the Climate Change Branch.
National Committee on Climate Change	NCCC include both the IGCCC and Civil Society Organizations ranging from Business, Labour, Non-governmental organizations, academic institutions and the public at large. It debate and endorse the decisions of the IGCCC. NCCC is chaired by the Deputy Director General for the Climate change Branch in collaboration with the UNFCCC Focal point.
Parliament Portfolio Committee for Environment	The body debates the decisions from DEA and NCCC and recommend to cabinet for endorsement.
Cabinet for the Republic of South Africa	This body takes decisions on matters that binds the country such as the INDC will do.

7. SWAZILAND

Executing Agency: The Ministry of Tourism and Environmental Affairs, Department of Meteorology

Name	Responsibility/expertise
National Climate Change Committee	The committee's membership is drawn from a wide stakeholder including government, private sector, NGOs, Academics and civil society. The committee will support the project through linkages with past and ongoing related initiative and ensure synergy
Ministry of Tourism and Environmental Affairs	The ministry of Tourism and Environmental Affairs is a government lead Institution in environmental and climate change matters. The Ministry is the national focal point for climate change. The department of meteorology hosts the Climate Change Unit, which coordinates climate change activities in the country. The Ministry will provide high-level government support to the project through the offices of the Principal Secretary and will handle contractual agreements with the Projects' Responsible Parties
Department of Meteorology	The department coordinates government-led climate change activities in the country including the ongoing development of the TNC and the National Climate Change Policy and Implementation Strategy. The department will provide day to day management of the project and ensure close collaboration of the Project Teams with those of the TNC and National Climate Change Policy and Implementation Strategy to ensure the processes inform each other as well as avoid duplication of efforts.
Ministry of Economic Planning and Development	The mandate of the Ministry is to assist Government in the formulation, coordination and implementation of economic policies and intervention measures that will effectively and efficiently accomplish the country's major economic and development objectives. The ministry will be a key stakeholder in identifying linkages between the country long term economic strategy and the INDCs.
Policy and programme Coordinating Unit (PPCU)	The unit has the overall responsibility to review, analyze and advise on Government policies and other documents across all sectors; hence they are a strategic stakeholder in the whole process for formulating INDCs
Energy Department	The Energy Department of the Ministry of Natural Resources & Energy is the custodian of policy and operational activities pertaining to the energy sector. The department compiles the national energy balance and therefore has MoUs with many energy companies for data. They will be crucial in data collection and linking the project with relevant potential data providers in the energy sector.
Central Statistics Office	The Central Statistics Office (CSO) has the national legal mandate to collect and archive all national data; hence they will be crucial stakeholder for data collection in the project.
Federation of Swaziland Employer	This is the umbrella body for business in Swaziland and the voice of the private sector. They will be vital in involving the private sector in the project.
University of Swaziland Research Center	The center is involved in quiet a number of research in the country, and will be key stakeholders

Moreover, in addition to the above list, other key stakeholders will be identified during the project inception preparation and their role in the project will be elaborated.

8. ZIMBABWE

Executing Agency: The Ministry of Environment, Water and Climate

Name	Responsibility/expertise
Ministry of Environment, Water and Climate	The Ministry of Environment, Water and Climate will provide overall guidance for the development and production of the INDCs
Ministry of Energy and Power Development	This Ministry will facilitate the provision of data from the Energy Information System (EIS) that is relevant for development of the INDCs, with particular reference to the Energy Sector. The Ministry will also be member of the NSC for the project and will provide guidance on the intended short, medium and long term plans of the sector.
Ministry of Local Government, Public Works and National	This Ministry will facilitate the provision of data from the Local Authorities that is relevant for development of the INDCs, with particular reference to the Waste Sector. Ministry will also be member of the NSC for the project and will provide guidance on the intended short, medium and long term plans of the sector.
Ministry of Transport and Infrastructural	This Ministry will facilitate the provision of transport data that reflects the emissions from the Transport Sector. Ministry will also be member of the NSC for the project and will provide guidance on the intended short, medium and long term plans of the sector.
Ministry of Justice, Legal and Parliamentary Affairs	This Ministry will be consulted to guide on the policies with particular reference to the current status of mitigation related policies, and the future implications on policies in order for the country to meet its INDCs. The Ministry will also be member of the NSC.
Ministry of Industry and Commerce	This Ministry will play a coordinative role for gathering information from the Industry Sector. The Ministry will also be member of the NSC.
Ministry of Agriculture, Mechanization and Irrigation	This Ministry will facilitate the provision of data from the Agriculture Sector. The Ministry will also be member of the NSC for the project and will provide guidance on the intended short, medium and long term plans of the sector, looking at Climate Smart Agriculture and Conservation Agriculture, among other issues.
Ministry of Finance and Economic Development	The Ministry of Finance and Economic Development will provide guidance on financial matters related to the implementation of the INDCs in Zimbabwe. The Ministry will also be member of the NSC.
Zimbabwe Electricity Supply Authority	Data provision and participation in development of the INDCs for the Energy Sector. The Agency will also be member of the NSC.
Zimbabwe Energy Regulatory Authority	Data provision (fuel imports, biofuels, etc.), policy matters related to the future of the Energy Sector and participation in development of the INDCs for the Energy Sector.
Zimbabwe Power Company	Data provision and participation in development of the INDCs for the Energy Sector.
Rural Electrification Agency	Data provision and participation in development of the INDCs for the Energy Sector.
Forestry Commission	Data provision (forestry loss, coverage, fires, etc), policy matters related to the future of the Forestry Sector and participation in development of the INDCs for the Energy Sector. The Commission will also be member of the NSC.
Scientific and Industrial Research and Development Centre	Participation in development of the INDCs for the Energy Sector.
Zimbabwe Statistics Agency	Data provision.

Name	Responsibility/expertise
Business Council of Zimbabwe	Data provision and guidance on matters related to the future of the Industry Sector and participation in development of the INDCs for the Industry Sector. The Council will also be member of the NSC.
City of Harare	Data provision and participation in development of the INDCs for the Waste Sector.
Comprehensive Energy Solutions	Participation in development of the INDCs for the Energy Sector.
Confederation of Zimbabwe Industries	Data provision and guidance on matters related to the future of the Industry Sector and participation in development of the INDCs for the Industry Sector.
Sable Chemicals	Emissions Data provision
Rapid CDM Trust	Participation in development of the INDCs for Zimbabwe.
UNIDO	Provision of guidance on global issues related to Industry Sector and Climate Change mitigation

ANNEX J: INDC PROJECT SUPERVISION PLAN

Project Title:	Enabling (country XXXX) Prepare its intended nationally determined contribution (INDC) to the UNFCCC														
Project number:															
Project executing partner:															
Project implementation period:	2014					Year 2 (2015)									
	Month	N	D	J	F	M	A	M	J	J	A	S	O	N	D
	Mth no	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Executing partner		[Green bar from Mth 1 to Mth 14]													
UNEP/DTIE		[Pink diamond at Mth 2]													
Activity/Task/Output															
Project Management, Coordination & Sustainability															
Inception meeting and report of meeting		[Green bar from Mth 2 to Mth 3]													
Procurement of equipment & hiring of consultants		[Green bar from Mth 2 to Mth 3]													
Progress report - Dec, March, June, Sep and Dec 31 + 30 days		[Green bars at Mth 2, 5, 8, 11]													
Expenditure report - Dec, Mar, June, Sep and Dec 31 + 30days		[Green bars at Mth 2, 5, 8, 11]													
Final report		[Green bar from Mth 12 to Mth 13]													
Terminal evaluation		[Green bar from Mth 13 to Mth 14]													
Final audit report for project		[Green bar from Mth 13 to Mth 14]													

**ANNEX K: CLIMATE CHANGE FOCAL AREA TRACKING TOOL
(ATTACHED AS A SEPARATE ATTACHMENT, ANNEX)**

**ANNEX L: OPERATIONAL FOCAL POINT LETTERS OF ENDORSEMENTS
(ATTACHED AS A SEPARATE PDF DOCUMENT)**

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:	Preparation of intended nationally determined contribution (INDC) to the 2015 agreement under the United Nations Framework Convention on Climate Change		
GEF project ID and UNEP ID/IMIS Number	GEF ID: UNEP ID: 01331	Version of checklist	CEO ENDORSEMENT Stage
Project status (preparation, implementation, MTE/MTR, TE)	Project Preparation phase	Date of this version:	<i>November, 2014</i>
Checklist prepared by (Name, Title, and Institution)	<i>George Manful, Task Manager, UNEP/DTIE GEF CCM Unit</i>		

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

Section A: Project location

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

	<i>Yes/No/N.A.</i>	<i>Comment/explanation</i>
- Is the project area in or close to -		
- densely populated area	N/A	
- cultural heritage site	N/A	
- protected area	N/A	
- wetland	N/A	
- mangrove	N/A	
- estuarine	N/A	
- buffer zone of protected area	N/A	
- special area for protection of biodiversity	N/A	
- Will project require temporary or permanent support facilities?	Yes	The project will be executed by national governments. It will not be necessary to establish permanent support facilities as project will make use of existing office staff, consultants and equipment. Project activities will entail reviewing climate change reports and identifying probable adaptation and

		mitigation actions for inclusion in the 2015 climate agreement
<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/N.A.	Comment/explanation
- 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?	No	
- Will project cause impairment of ecological opportunities?	No	
- 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?	No	The project will help national governments to identify sources of GHG emissions, and assist them to prioritize activities to reduce or stop emissions from key sources. This information will be communicated as INDC to the UNFCCC global climate change agreement
- Other environmental issues, e.g. noise and traffic	N/A	
<i>Only if it can be carefully justified that any negative impact from the project can be avoided or mitigated satisfactorily both in the short and long-term, can the project go ahead.</i>		

Section C: Social impacts

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

	Yes/No/N.A.	Comment/explanation
- Does the project respect internationally proclaimed human rights including dignity, cultural property and uniqueness	Yes	The project does respect internationally proclaimed human rights and recognizes each country as a sovereignty state. National

and rights of indigenous people?		governments will be encouraged to promote participation of different interest groups in project activities to enhance project ownership
- 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 capacity building, information sharing and dissemination, such as workshops and meetings, with a view to generate INDC that is responsive to the needs its people/stakeholders.
- Will the project affect the state of the targeted country's (-ies') institutional context?	Yes	The project targets to strengthen capacities of national institutions to prepare, implement and monitor their intended nationally determined contributions to the UNFCCC. This is expected to enhance collaboration, information sharing and networking amongst all climate change sectors/institutions.
- 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	Project scope will not cause technology and/or land use modification. The project will however make recommendations on measures for development and/or transfers of environmentally sound technologies to support GHG mitigation and adaptation projects and programmes.
- Will the project cause dislocation or involuntary resettlement of people?	No	
- Will the project cause uncontrolled immigration (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?	Yes	National government will ensure that project team members are provided with safe and healthy working environment. This will show governments' commitment and in-kind contribution to the project
- 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	No	

removal of any critical cultural heritage?		
- Does the project include measures to avoid corruption?	Yes	Project agreements signed between UNEP and executing Agencies will outline stringent financial management guidelines and regulations for project management, in addition to making reference to UNEP's Fiduciary standards
<i>Only if it can be carefully justified that any negative impact from the project can be avoided or mitigated satisfactorily both in the short and long-term, can the project go ahead.</i>		

Section D: Other considerations

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

	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	The project is designed to complement, without duplicating, other on-going and/or planned climate change projects and programs
- Will the project components generate or contribute to cumulative or long-term environmental or social impacts?	Yes	The project targets to support countries to identify and prioritize adaptation and mitigation actions/policies and strategies that will be included in the 2015 global Agreement. Through this project, countries will outline capacity, technological and financial support needed and received for successful implementation of measures associated environmental and social benefits
- Is it possible to isolate the impact from this project to monitor E&S impact?	Yes	GHG emissions are tracked and compared over years and subsequent actions and impacts documented. This project will assist countries to communicate their intended contributions towards limiting the rise of the global average temperature to below 2°C above pre-industrial levels

ANNEX N: ACRONYMS AND ABBREVIATIONS

ADP	Durban Platform for Enhanced Action
BUR	Biennial Update Reports
CoP	Conference of the Parties
EA	Executing Agency
GSP	Global Support Programme
INDC (s)	Intended Nationally Determined Contribution(s)
IPCC	Intergovernmental Panel on Climate Change
M&E	Monitoring and Evaluation
MEAs	Multilateral Environmental Agreement
MoU	Memorandum of Understanding
NAMAs	Nationally Appropriate Mitigation Actions
NAP(A)s	National Adaptation Plans, Programmes
NC	National Communications
PoW	Programme of Work
RSA	Republic of South Africa
TNA	Technology Needs Assessment
ToRs	Terms of Reference
UNCTs	United Nations Country Teams
UNDAF	United Nations Development Assistance Framework
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change

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