



REQUEST FOR MEDIUM-SIZED PROJECT APPROVAL

TYPE OF TRUST FUND: GEF Trust Fund

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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):	Antigua and Barbuda, Fiji, Lesotho, Mauritania, Mozambique, Myanmar, Seychelles, Turkmenistan, Zambia	GEF Project ID: ¹	8024
GEF Agency(ies):	UNEP (select) (select)	GEF Agency Project ID:	01340
Other Executing Partner(s):	9 National Governments	Re-Submission Date:	18/02/2015
GEF Focal Area(s):	Climate Change	Project Duration (Months)	10
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 which promotes 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
			1.1.2 Staff of participating institutions and INDC national experts have accessed INDC materials and participated in relevant INDC	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 SCCF](#).

³ Financing type can be either investment or technical assistance.

			regional/subregional workshops, including those organized by the Global Support Programme (GSP) to build their capacities for effective work delivery in the INDC process			
2. Preparation and submission of INDC to the 2015 UNFCCC Agreement	TA	2.1 Countries submit their INDC report to meet the UNFCCC Convention reporting obligations.	2.1.1 Nine INDC reports drafted, peer reviewed, completed and ready for submission 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)	
(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	Antigua and Barbuda	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Fiji	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Lesotho	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Mauritania	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Mozambique	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Myanmar	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Seychelles	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Turkmenistan	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Zambia	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) hectares
2. Sustainable land management in production systems (agriculture, rangelands, and forest landscapes)	120 million hectares under sustainable land management	(N/A) hectares
3. Promotion of collective management of trans boundary water systems and implementation of the full range of policy, legal, and institutional reforms and investments contributing to sustainable use and maintenance of ecosystem services	Water-food-ecosystems security and conjunctive management of surface and groundwater in at least 10 freshwater basins;	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)

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

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

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

N/A

G. PROJECT PREPARATION GRANT (PPG)⁶

Is Project Preparation Grant requested? Yes ☐ No ☒ If no, skip item G.

PPG AMOUNT REQUESTED BY AGENCY(IES), TRUST FUND, COUNTRY(IES) AND THE PROGRAMMING OF FUNDS*

GEF Agency	Trust Fund	Country/ Regional/Global	Focal Area	Programming of Funds	(in \$)		
					PPG (a)	Agency Fee ⁷ (b)	Total c = a + b
(select)	(select)		(select)	(select as applicable)			0
(select)	(select)		(select)	(select as applicable)			0
Total PPG Amount					0	0	0

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.

⁶ PPG of up to \$50,000 is reimbursable to the country upon approval of the MSP.

⁷ PPG fee percentage follows the percentage of the Agency fee over the GEF Project Financing amount requested.

PART II: PROJECT JUSTIFICATION

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

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

- i. 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 has 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.
- ii. 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.
- iii. 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 include recent GEF approvals for supporting thirty five Least Developed Countries (LDCs) and Small Islands Developing States (SIDS) prepare biennial update reports prepare biennial update reports (BURs) nine countries to prepare INDCs. This project will support the following countries that have

expressed their interest to UNEP to prepare and communicate their INDCs to the UNFCCC: Antigua and Barbuda, Fiji, Lesotho, Mauritania, Mozambique, Myanmar, Seychelles, Turkmenistan, and Zambia – 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,

- iv. 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)), action plans and cross-cutting capacity development assessment reports, 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 & action plans
1. Antigua and Barbuda	x		x		x
2. Fiji	x				x
3. Lesotho	x		x	x	x
4. Mauritania	x	x	x	x	x
5. Mozambique	x			x	
6. Myanmar	x			x	
7. Seychelles	x		x		x
8. Turkmenistan	x		x		x
9. Zambia	x		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

- v. 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. Presently, there a significant gap between the aggregate effect of Parties' mitigation pledges in terms of global annual emissions of greenhouse gases by 2020 and aggregate emission pathways consistent with having a likely chance of holding the increase in global average temperature below 2 °C or 1.5 °C above pre-industrial levels. In an effort to address this gap, Parties have agreed to adopt a protocol, another legal instrument or an agreed outcome with legal force under the Convention applicable to all Parties. The Protocol is expected to address in a balanced manner, inter alia, mitigation, adaptation, finance, technology development and transfer, and capacity-building, and transparency of action and support.
- vi. Parties were also invited to communicate to the secretariat intended nationally determined contribution towards achieving the objective of the Convention as set out in its Article 2; that represent a progression beyond

the current undertaking of that Party. To this end, the project will support countries identify and communicate the INDC in line with the Lima call for climate action, in support of the convention objective.

INDC project components and outcomes:

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

- vii. 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 1.1.1: *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. Antigua and Barbuda	Environment Division, Ministry of Health and the Environment
2. Fiji	Climate Change Division (CCD), Ministry of Foreign Affairs & International Cooperation
3. Lesotho	Lesotho Meteorological Services (LMS)
4. Mauritania	Coordination Unit of the National Programme On Climate Change Committee (CCPNCC), Ministry Of Environment and Sustainable Development (MEDD)
5. Mozambique	Ministry for Coordination of Environmental Affairs
6. Myanmar	Environmental Conservation Department, Ministry of Environmental Conservation and Forestry
7. Seychelles	Ministry of Environment and Energy
8. Turkmenistan	Ministry of Nature Protection of Turkmenistan
9. Zambia	Environment and Natural Resources Management Department, Ministry of Lands, Natural Resources and Environmental Protection

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 1.1.2: *Staff of participating institutions and INDC national experts have accessed INDC materials and participated in relevant INDC regional/sub-regional workshops, including those organized by the Global Support Programme (GSP) to build their capacities for effective work delivery in the INDC process*

- viii. This output will seek to strengthen capacities of stakeholders involved in the preparation and implementation of the INDC through training, networking and provision of INDCs reporting guidelines. Individual and institutions identified under outcome 1.1.1 will be supported to participate in INDC workshops organized at sub-regional and regional levels, including those organized by the GSP. UNEP will identify and inform countries of available INDC training opportunities and support five national experts per country to attend such workshops. To ensure effective use of GEF resources to enhance national capacities in preparing the

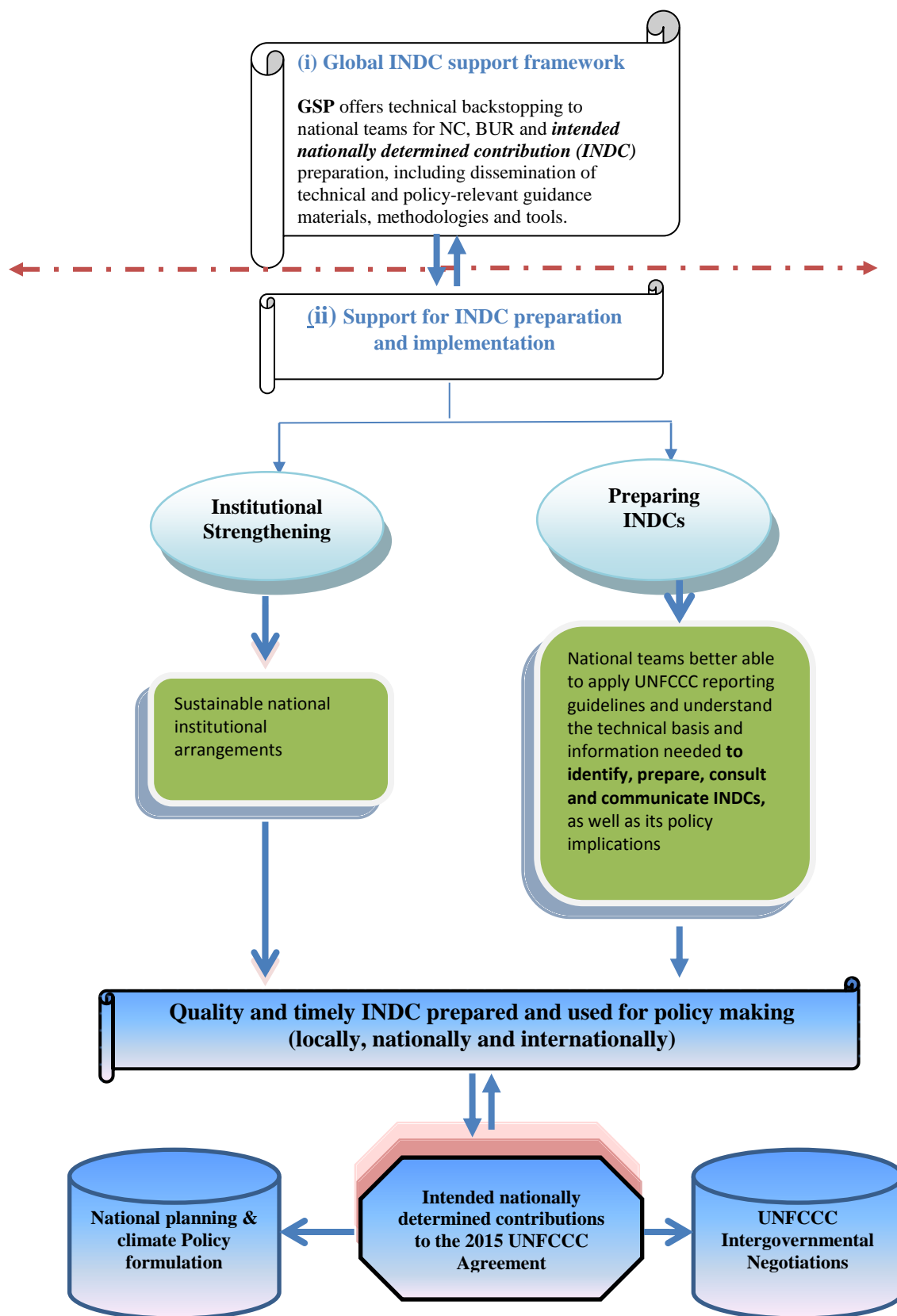
iNDC reports, the limited GEF funds for organizing workshops within the framework of the GSP will be programmed with resources available to countries within this project to ensure that as many national experts can be supported to participate in all planned regional and sub-regional capacity building and knowledge sharing workshops. Through these training and exchange fora, team members will be better placed to identify and apply the relevant technical and policy guidance in their INDC preparation process. This output will not only ensure that experts prepare INDCs that are relevant to national planning needs and meet the UNFCCC reporting guidance, but that they have the capacity to support INDC implementation and monitoring phases.

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

- ix. Under this component, the project will support nine countries to prepare and communicate to the secretariat their intended nationally determined contribution towards achieving the objective of the Convention as set out in its Article 2. The Lima Call for Climate Action adopted at COP 20 in December 2014, recognizes that INDC communicated by Parties may vary from country to country depending on the national circumstances, reporting capacities and development goals. It also agreed that the LDCs and SIDS may communicate information on strategies, plans and actions for low GHG emission development reflecting their special circumstances in the context of intended nationally determined contributions. All Parties to the UNFCCC were invited to consider communicating their undertakings in adaptation planning or consider including an adaptation component in their intended nationally determined contributions.
- x. The Lima Call for Climate Action further requested that in order to facilitate clarity, transparency and understanding, the information provided by Parties communicating their INDCs, may include, as appropriate, inter alia, quantifiable information on the reference point (including, as appropriate, a base year), time frames and/or periods for implementation, scope and coverage, planning processes, assumptions and methodological approaches including those for estimating and accounting for anthropogenic greenhouse gas emissions and, as appropriate, removals, and how the Party considers that its intended nationally determined contribution is fair and ambitious, in light of its national circumstances, and how it contributes towards achieving the objective of the Convention as set out in its Article 2;
- xi. 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, and made ready for submission to the UNFCCC. The expected outcome under this component is that countries communicate INDCs their intended nationally determined contributions to inform climate change policy making processes at local, national, and international level in support of the global Climate Change Agreement. UNEP will support countries to meet their convention commitments.
- xii. The Lima Call for Climate Action stipulated that INDCs should be communicated well in advance of the twenty-first session of the Conference of the Parties by the first quarter of 2015 by those Parties ready to do. It further requests the Secretariat to prepare by 1 November 2015 a synthesis report on the aggregate effect of the INDCs communicated by Parties by 1 October 2015. UNEP will support the nine countries to finalize preparation of their INDC reports by 30th September, 2015 and work with country teams to submit INDCs to UNFCCC secretariat for inclusion in the UNFCCC synthesis report.

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

- xiii. 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;

- xiv. 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.
- xv. 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

- xvi. 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.

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

3. *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:

- xvii. 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.

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

xviii. 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.

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

xix. The implementation and/or provision of support for climate change actions 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.

xx. The project will support countries to propose measures in response to both observed and anticipated climate change to ensure stakeholders' timely response to disasters and risks at individual and societal levels. 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.

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

xxi. 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, (iii) 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 end of February 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

7. *Cost Effectiveness*. Explain how [cost-effectiveness](#) is reflected in the project design:

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.

- xxii. 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 requirement, which will speed up project implementation. The second project component on preparation of the INDC will be based on existing information/data from NCs, BURs, TNAs, TAPs, Low Emissions Development Strategies (LEDS), Nationally Appropriate Mitigation Actions (NAMAs), sectoral plans and other relevant national climate change plans and strategies, national adaptation programme of actions (NAPAs), and national adaptation plans

(NAPs) with the intention of avoiding duplication of effort and promoting efficient use of financial and human resources.

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

xxiv. 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 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.

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

xxv. 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.

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

xxvi. Countries have identified institutions and stakeholders in Annex H and Annex I respectively, which will be involved in the INDC process. EAs will be encouraged to establish information/data sharing networks amongst these institutions to enhance synergies in sectoral data collection and reporting and quality and utility of their reports. Country teams will interact at regional and international levels, through the Global Support Programme (GSP). The GSP will create a website, to offer an interactive and dynamic space for countries to share best practices, communication and outreach materials. Countries will be encouraged to share their experiences, in initiating and managing national dialogues and challenges faced or foreseen in iNDCs process on line. Webinars, training/learning events, workshops on INDC will be organized by the GSP to provide technical guidance on INDCs, and further promote country informal interaction and discussions on INDC project implementation.

11. *Consistency with National Priorities.* 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.

- xxvii. Guided by the possible elements for inclusion in the INDCs, the project will make reference to:
- a. 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.
 - b. 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.
 - c. Intended national adaptation goals may be similar to those identified in their national communications. Countries could use their NAPs/NAPAs to make formal 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.

12. M & E Plan. Describe the budgeted monitoring and evaluation plan.

- xxviii. 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:

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.

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.

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.

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.

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)

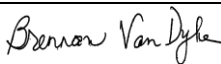
A. Record of Endorsement⁸ of GEF Operational Focal Point (S) on Behalf of the Government(S): (Please attach the [Operational Focal Point endorsement letter\(s\)](#) with this template. For SGP, use this [SGP OFP endorsement letter](#)).

PARTY	NAME	POSITION	MINISTRY	DATE (MM/dd/yyyy)
1. Antigua and Barbuda	Ms. Diann Black - Layne	Chief Environment Officer Environment Division	MINISTRY OF AGRICULTURE, LANDS, HOUSING AND THE ENVIRONMENT	11/13/2014
2. Fiji	Mr. Samuela Namosimalua	Permanent Secretary	MINISTRY OF LOCAL GOVERNMENT, HOUSING AND ENVIRONMENT	10/13/2014
3. Lesotho	Mr. Stanley M. Damane	Director of Environment	MINISTRY OF TOURISM, ENVIRONMENT AND CULTURE	10/29/2014
4. Mauritania	Dr. Mohamed - Yahya LAFDAL, Ph.D	GEF Political and Operational Focal Point	MINISTRY OF ENVIRONMENT AND SUSTAINABLE DEVELOPMENT	10/24/2014
5. Mozambique	Ms. Marilia Telma Antonio Manjate	Head of Department of International Cooperation	MINISTRY FOR THE CO-ORDINATION OF ENVIRONMENTAL AFFAIRS (MICOA)	11/25/2014
6. Myanmar	Hla Maung Thein	Deputy Director General, Environmental Conservation Department	MINISTRY OF ENVIRONMENTAL CONSERVATION AND FORESTRY	10/14/2014
7. Seychelles	Mr. Etienne Didier Cesar Dogley	Special Advisor to the Minister	MINISTRY OF ENVIRONMENT AND ENERGY	10/02/2014
8. Turkmenistan	Mr. Batyr Ballyyev	Head of Environment Protection Department	MINISTRY OF THE NATURE PROTECTION FOR TURKMENISTAN	11/06/2014
9. Zambia	Mr. Godwin Fishani Gondwe	Director, Environment and Natural Resources	MINISTRY OF LANDS, NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION	11/25/2014

⁸ 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.

B. GEF Agency(ies) Certification

This request has been prepared in accordance with GEF policies⁹ 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		February 18, 2015	George Manful Task Manager	+254207625085	george.manful@unep.org

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

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.

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

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

Project Framework	Indicator	Baseline/End of project Targets	Means of Verification	Assumptions
Project Objective: 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	(i) Number of countries that prepare and submit INDC reports (ii) Number of countries that institutional arrangement in place that support the INDC processes	Baseline: No INDC reports prepared and submitted to UNFCCC Target: 9 countries completed their INDCs by the 30 th September 2015 and UNEP working with them to submit INDCs to UNFCCC secretariat for inclusion in the UNFCCC synthesis report on INDCs. Target: 9 countries have institutional arrangement in place by 30 th September 2015	<ul style="list-style-type: none"> ▪ Quarterly progress reports ▪ INDC reports posted on UNFCCC website 	- Adequate political commitment and institutional support for INDC preparation exist
Project Component 1 Institutional arrangements for the preparation of intended nationally determined contributions (INDCs) to the 2015 UNFCCC Agreement				

Project Framework	Indicator	Baseline/End of project Targets	Means of Verification	Assumptions
Outcome 1.1: An institutional arrangement which promotes the preparation, implementation and monitoring of INDCs is established in eligible countries <i>Outputs:</i> <i>Output 1.1.1</i> Institutional arrangement for preparation, implementation and monitoring of INDCs agreed and clearly described	Number of countries with institutional arrangements that promote the preparation, implementation and monitoring of INDCs 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	Baseline: 0 Target: 9 Baseline: 0 Target: 9	<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
<i>Output 1.1.2:</i> Staff of participating institutions and INDC national experts have accessed INDC materials and participated in relevant INDC regional/sub regional workshops, including those organized by the Global Support Programme (GSP) to build their capacities for effective work delivery in the INDC process	Number of national experts that have accessed INDC technical materials/ resources including those prepared by the GSP. Number of national experts attending INDC workshops to enhance their capacities as well as facilitating 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 INDC workshop participants ▪ INDC questionnaires 	<ul style="list-style-type: none"> - National experts are willing and available to participate in regional/sub regional workshops, including those organized by the Global Support Programme (GSP) capacity building activities. - INDC materials and resources are responsive to national needs
Project Component 2: Preparation and submission of intended nationally determined contributions to the 2015 UNFCCC Agreement				

Project Framework	Indicator	Baseline/End of project Targets	Means of Verification	Assumptions
Outcome 2.1: Countries submit their INDC report to meet the UNFCCC Convention reporting obligations	Number of countries completing their INDC report for submission to the UNFCCC.	Baseline: 0 Target: 9 countries completed their INDCs by 30 th September 2015 and are ready to submit them to UNFCCC Secretariat for inclusion in the UNFCCC synthesis report on iNDCs.	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: 9 countries completed their INDCs by 30 th September 2015 and UNEP working with them to submit INDCs to UNFCCC secretariat for inclusion in the UNFCCC synthesis report on iNDCs.	<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; ▪ Undertake any other actions under the project as

<i>Position Titles</i>	<i>\$/ Person Week</i>	<i>Estimated Person Weeks</i>	<i>Tasks to be Performed</i>
			<p>requested by the PC;</p> <ul style="list-style-type: none"> ▪ 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		
Climate Change Experts			National experts will be recruited within countries to provide short term and specific support, in the collection, analysis and compilation of climate change relevant information for priority sectors.
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, OUTPUTS AND ACTIVITIES	GEF Budget (US\$) Yr. 2015
Project Component 1: Institutional arrangements for the preparation of intended nationally determined contributions (INDCs) to the 2015 UNFCCC Agreement	319,500
Output 1.1.1 Institutional arrangement for preparation, implementation and monitoring of INDCs agreed and clearly described	67,500
Activity: Describe an institutional arrangement framework for preparation, implementation and monitoring of INDCs	13,500
Activity: Elaborate the Terms of reference, roles and responsibilities of various bodies established within the INDC framework	18,000
Activity: Organize INDC inception workshop	36,000
Output 1.2 : Staff of participating institutions and INDC national experts have accessed INDC materials and participated in relevant INDC regional/ sub regional workshops, including those organized by the Global Support Programme (GSP) to build their capacities for effective work delivery in the INDC process	252,000
Capacities of national experts enhanced through their participation in relevant INDC regional/ sub regional workshops, including those organized by the Global Support Programme (GSP)	225,000
Identification of relevant guidance materials, methodologies and tools for INDC reporting	27,000
Component 2. Preparation and submission of INDC to the 2015 UNFCCC Agreement	1,226,880
2.1.1 Nine INDC reports drafted, peer reviewed and submitted to the UNFCCC	1,226,880
Prepare draft INDC report that meets national planning needs and UNFCCC reporting guidelines	1,064,880
Compile report, circulate for comments and peer reviews , and finalize INDC	54,000
Organize a national workshop to present INDC report	36,000
Publish and submit INDC reports (hard and soft copies) to national government and UNFCCC	72,000
Component 3. INDC Project Management	163,620
Output 3.1.1: The project is managed in an efficient way	163,620
Project Coordinator	86,400
Administrative Secretary (Accountant)	43,200
Consumables and logistic expenses	23,220
Communication	10,800
Component 4. Monitoring, reporting and evaluation	90,000
Output 4.1.1: The monitoring and evaluation of the project are performed	90,000
Monitoring and reporting	72,000
Annual Independent Audit	18,000
TOTAL	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	TOTAL (US\$)
10	PROJECT PERSONNEL COMPONENT	
1100	Project Personnel	
1101	Project Coordinator	86,400
1199	Sub Total	86,400
1200	Consultants	
1201	Institutional arrangement for preparation, implementation and monitoring of INDCs agreed and clearly described	31,500
1202	INDC report drafted and peer reviewed by experts for onward submission to the UNFCCC	1,064,880
1299	Sub Total	1,096,380
1300	Administrative Support	
1301	Administrative Secretary (Accountant)	43,200
1399	Sub Total	43,200
1999	Component total	1,225,980
30	TRAINING COMPONENT	
3200	Training Component	
3201	Staff of participating institutions and INDC national experts have accessed INDC materials and participated in relevant INDC regional/ sub regional workshops, including those organized by the Global Support Programme (GSP) to build their capacities for effective work delivery in the INDC process	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)	72000
3299	Sub Total	324,000
3999	Component total	324,000
40	EQUIPMENT AND PREMISES	
4200	Non Expendable Equipment	
4201	Consumables and logistic expenses	23,220
4299	Sub Total	23,220
4999	Component total	23,220
50	MISCELLANEOUS	
5200	Reporting	
5201	Compilation of the report, circulate for comments and peer reviews , and finalize INDC	54,000
5202	Publish and submit INDC reports (hard and soft copies) to national government and UNFCCC	72,000
5299	Sub Total	126,000
5300	Sundry	

Project No.	GFL-xxxx-xxxx-xxxx-xxxx	
Budget line	Activities	TOTAL (US\$)
5301	Communication costs (payment of internet, telephone, courier services) of PMU.	10,800
5302	Independent Audit	18,000
5399	Sub Total	28,800
5500	Monitoring and Evaluation	
5581	Monitoring and Evaluation	72,000
5599	Sub Total	72,000
5599	Component Total	226,800
99	TOTAL PROJECT COST	1,800,000

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

PROJECT COMPONENTS, OUTPUTS AND ACTIVITIES	GEF Budget (US\$) Yr. 2015
Project Component 1: Institutional arrangements for the preparation of intended nationally determined contributions (INDCs) to the 2015 UNFCCC Agreement	35,500
Output 1.1.1 Institutional arrangement for preparation, implementation and monitoring of INDCs agreed and clearly described	7,500
Activity: Describe an institutional arrangement framework for preparation, implementation and monitoring of INDCs	1,500
Activity: Elaborate the Terms of reference, roles and responsibilities of various bodies established within the INDC framework	2,000
Activity: Organize INDC inception workshop	4,000
Output 1.2 : Staff of participating institutions and INDC national experts have accessed INDC materials and participated in relevant INDC regional/ sub regional workshops, including those organized by the Global Support Programme (GSP) to build their capacities for effective work delivery in the INDC process	28,000
Capacities of national experts enhanced through their participation in relevant INDC regional/ sub regional workshops, including those organized by the Global Support Programme (GSP)	25,000
Identification of relevant guidance materials, methodologies and tools for INDC reporting	3,000
Component 2. Preparation and submission of INDC to the 2015 UNFCCC Agreement	136,320
2.1.1 Nine INDC reports drafted, peer reviewed and submitted to the UNFCCC	136,320
Prepare draft INDC report that meets national planning needs and UNFCCC reporting guidelines	118,320
Compile report, circulate for comments and peer reviews , and finalize INDC	6,000
Organize a national workshop to present INDC report	4,000
Publish and submit INDC reports (hard and soft copies) to national government and UNFCCC	8,000
Component 3. INDC Project Management	18,180
Output 3.1.1: The project is managed in an efficient way	18,180
Project Coordinator	9,600
Administrative Secretary (Accountant)	4,800
Consumables and logistic expenses	2,580
Communication	1,200
Component 4. Monitoring, reporting and evaluation	10,000
Output 4.1.1: The monitoring and evaluation of the project are performed	10,000
Monitoring and reporting	8,000
Annual Independent Audit	2,000
TOTAL	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	
UNEP Budget line	Activities	Budget (US\$)
10	PROJECT PERSONNEL COMPONENT	
1100	Project Personnel	
1101	Project Coordinator	9,600
1199	Sub Total	9,600
1200	Consultants	
1201	Institutional arrangement for preparation, implementation and monitoring of INDCs agreed and clearly described	3,500
1202	INDC report drafted and peer reviewed by experts for onward submission to the UNFCCC	118,320
1299	Sub Total	121,820
1300	Administrative Support	
1301	Administrative Secretary (Accountant)	4,800
1399	Sub Total	4,800
1999	Component total	136,220
30	TRAINING COMPONENT	
3200	Training Component	
3201	Staff of participating institutions and INDC national experts have accessed INDC materials and participated in relevant INDC regional/ sub regional workshops, including those organized by the Global Support Programme (GSP) to build their capacities for effective work delivery in the INDC process	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)	8000
3299	Sub Total	36000
3999	Component total	36000
40	EQUIPMENT AND PREMISES	
4200	Non Expendable Equipment	
4201	Consumables and logistic expenses	2,580
4299	Sub Total	2,580
4999	Component total	2,580
50	MISCELLANEOUS	
5200	Reporting	

Project No.	GFL-xxxx-xxxx-xxxx-xxxx	
UNEP Budget line	Activities	Budget (US\$)
5201	Compilation of the report, circulate for comments and peer reviews , and finalize INDC	6,000
5202	Publish and submit INDC reports (hard and soft copies) to national government and UNFCCC	8,000
5299	Sub Total	14000
5300	Sundry	
5301	Communication costs (payment of internet, telephone, courier services) of PMU.	1,200
5302	Independent Audit	2,000
5399	Sub Total	3,200
5500	Monitoring and Evaluation	
5581	Monitoring and Evaluation	8,000
5599	Sub Total	8000
5599	Component Total	25,200
99	TOTAL PROJECT COST	200,000

ANNEX F: DETAILED GEF/COFINANCE BUDGET

PROJECT COMPONENTS	TOTAL PROJECT COST (US\$) (For nine countries)		TOTAL PROJECT COST (US\$) (Per country)	
	GEF Total Budget	Co-finance	GEF Total Budget	Co-finance
1. Institutional arrangements for the preparation of intended nationally determined contributions (INDCs) to the 2015 UNFCCC Agreement	319,500	72,000	35,500	8,000
2. Preparation and submission of INDC to the 2015 UNFCCC Agreement	1,226,880	63,000	136,320	7,000
3. INDC Project Management	163,620	27,000	18,180	3,000
4. Monitoring, reporting 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	2015			
	Jan-Mar	Apr-Jun	Jul-Sept	Oct
1. ESTABLISHING INDC INSTITUTIONAL ARRANGEMENT				
Activity 1.1.1: 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 their participation in relevant INDC regional/ sub regional workshops, including those organized by the Global Support Programme (GSP)				
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. ANTIGUA AND BARBUDA

Executing Agency: ENVIRONMENT DIVISION, UNDER THE MINISTRY OF HEALTH AND THE ENVIRONMENT

Antigua and Barbuda ratified the United Nations Framework Convention on Climate Change in August 1994. Antigua and Barbuda subsequently established the Focal Point for the United Nations Framework Convention on Climate Change (UNFCCC) in the Department of Environment Division, which is under the Ministry of Health and the Environment. The Environment Division has been charged with the responsibility of accessing funding from the GEF and other sources and monitoring the implementation of plans and programs to facilitate reporting to the Convention. The Division works closely with other departments of Government, NGOs and coordinates the National Coordinating Mechanism (NCM) on Environmental Conventions, an entity that reports to cabinet on implementation of all Multi-Lateral Environmental Agreements (MEAs), including the UNFCCC, UN Convention on Biological Diversity (UNCBD), the UN Convention to Combat Desertification (UNCCD), POPs – see Figure 1.

The main tasks of the National Focal Point for the UNFCCC are:- coordinates implementation of UNFCCC decisions and Convention obligations (e.g. Biennial Update Reports (BURs), National Communications (NCs), Intended Nationally Determined Contribution (INDC), Ratification of Kyoto Protocol); organizes stakeholder consultations; liaises with central and local public administration authorities, non-government and academic organizations in implementing activities promoted by Antigua and Barbuda under the United Nations Framework Convention on Climate Change and the Kyoto Protocol.

Below is a brief description of proposed functional responsibilities of the participants in the INDC process, coordinated by the Environment Division: (i) *national experts* (hired on a contract basis) will be 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 INDC. Report of Antigua and Barbuda under the UNFCCC; (ii) *team leaders or members of the Division* (including UNFCCC focal point) are responsible for the coordination of the process of compilation of the key parts of the INDC Report; 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. (iii) ensuring the agreement and support of the Cabinet.

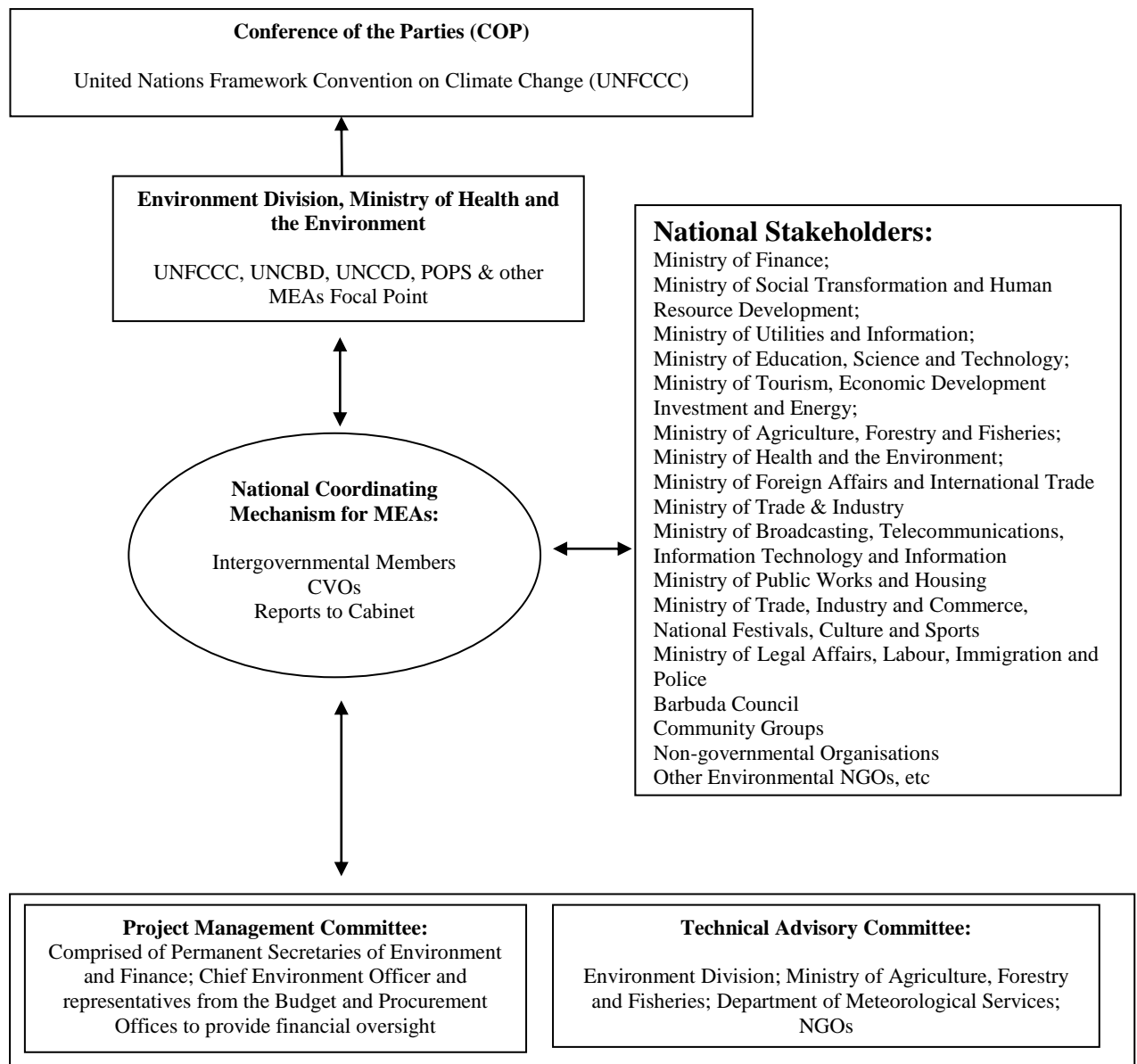


Figure 1: Institutional Arrangements for INDC preparation in Antigua and Barbuda

2. FIJI

Executing Agency: CLIMATE CHANGE DIVISION (CCD), MINISTRY OF FOREIGN AFFAIRS & INTERNATIONAL COOPERATION

Fiji ratified the United Nations Framework Convention on Climate Change (UNFCCC) and its Kyoto Protocol on 02 February 1993 and 17 September 1998 respectively. The country submitted its Second National Communication (SNC) to the UNFCCC on 31 July 2014 which provide compelling evidence that, by global standards, Fiji is one of the nation's most vulnerable to climate change and sea-level rise. Following the preparation of its INC and SNC, the country has initiated efforts to create an institutional set-up that seeks to mainstream climate change issues into the national planning and legal frameworks. Fiji is also a Party to many other UN conventions, such as those, among others: biological diversity, biosafety, persistent organic pollutants, and combating desertification.

The Fijian Government is fully committed to the implementation of the UNFCCC. The cabinet endorsed the establishment of a National Climate Change Coordination Committee to provide direction and guidance to the Climate Change Unit on climate related matters. The Unit was transferred from the Dept. of Environment, and named the Climate Change Division (CCD) in the Ministry of Foreign Affairs & International Cooperation. The staff of the CCD will be responsible for coordinating INDC, with the help of sub-committee teams as illustrated in Figure 2

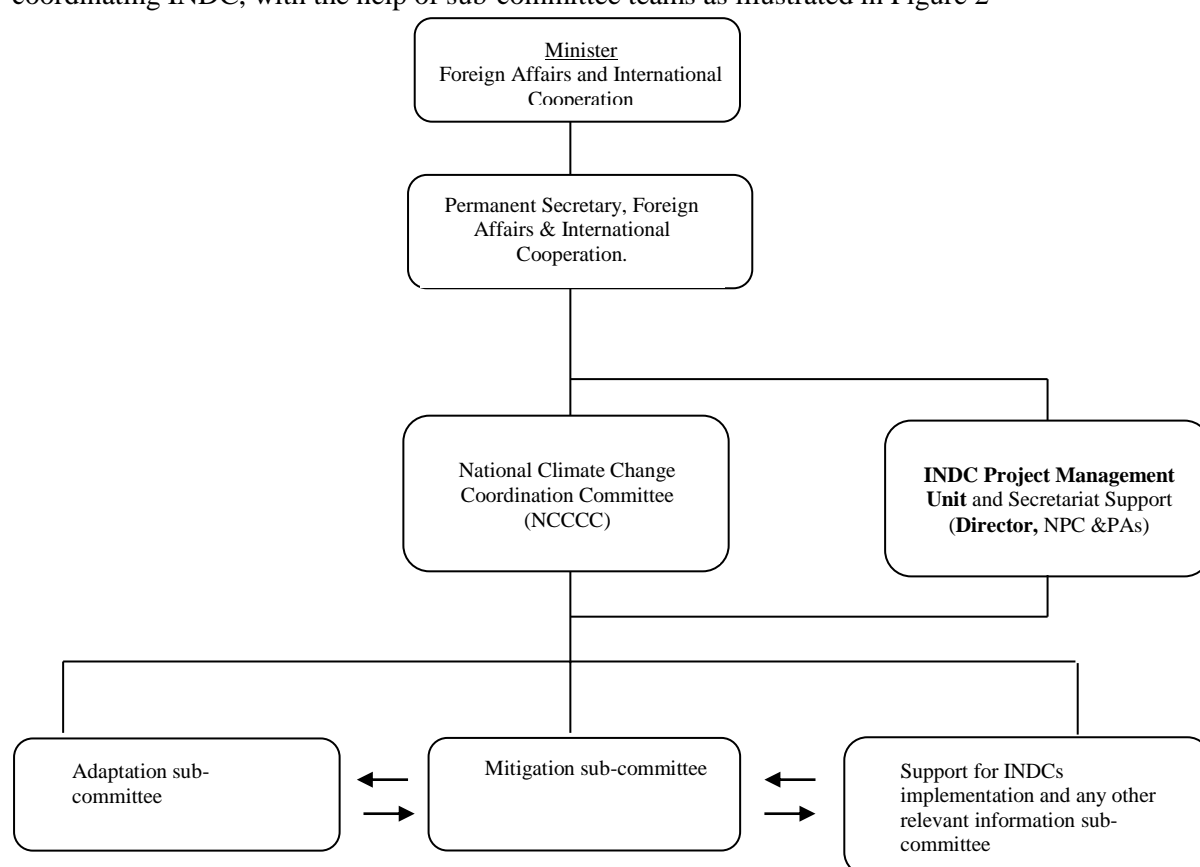


Figure 2: Institutional Arrangements for INDC preparation in Fiji

3. LESOTHO

Executing Agency: LESOTHO METEOROLOGICAL SERVICES (LMS)

An INDC National Team will be set up. The Ministry of Energy, Meteorology and Water Affairs through the Department of Lesotho Meteorological Services will be the overall coordinator of the INDC process given the amount of background on climate change as the national climate change coordinators. The National Team will comprise of several sectoral experts from government ministries, private sector, research institutions, and civil society organisations, who most of them were previously involved in the similar activities such as the National Communications. This will promote efficient use of national data for INDCs and also enhance consistency and continuity between climate change initiatives. Sectoral Task Teams - see Figure 3 will be set up informed by stakeholders/policymakers recommendations for technical reporting.

The National Climate Change Committee, which is an advisory body on climate change issues in the country, will guide the process. The Committee will prioritize the options identified, validate findings and appropriately advise the Government and ensure sustainability of the interventions identified, information sharing and ensure ownership of the process. Private sectors will promote and implement some of the INDCs identified including sourcing finance where possible. Government ministries and departments including the Bureau of Statistics will play an active role in data compilation and archiving. Research institutions will also play a pivotal role in identifying the best options best suited for the country.

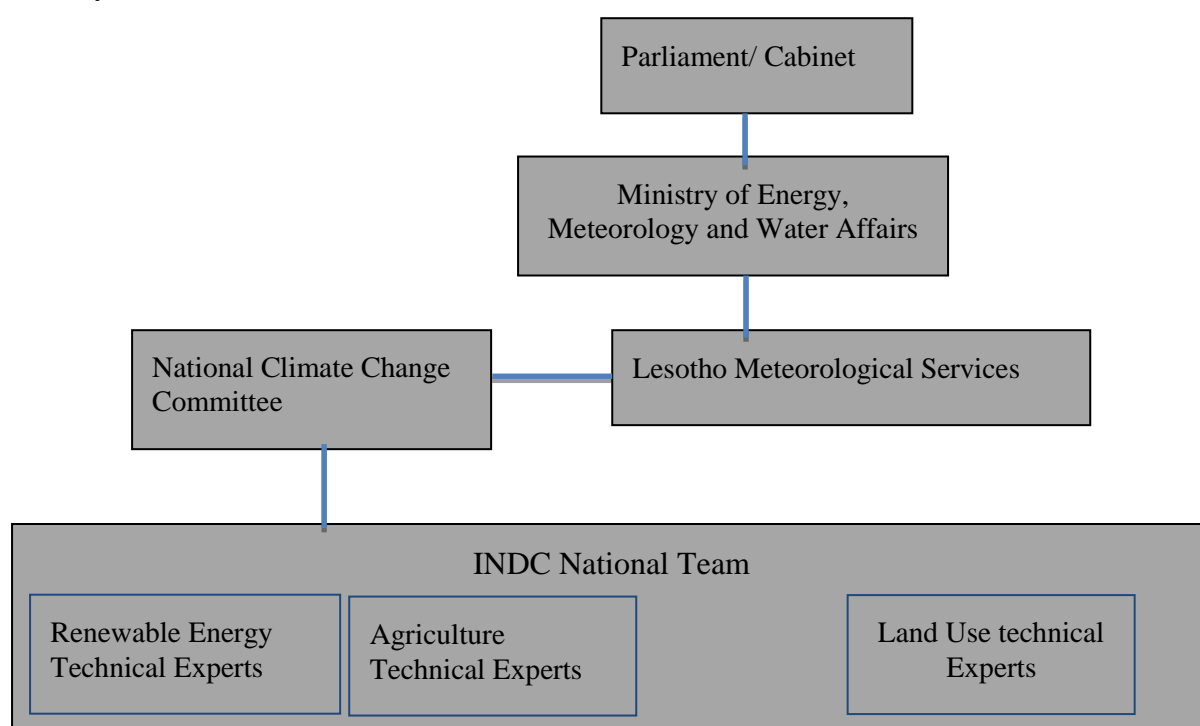


Figure 3: Institutional Arrangements for INDC preparation in Lesotho

4. MAURITANIA

Executing Agency: COORDINATION UNIT OF THE NATIONAL PROGRAMME ON CLIMATE CHANGE COMMITTEE, MINISTRY OF ENVIRONMENT AND SUSTAINABLE DEVELOPMENT (MEDD)

Mauritania signed and ratified the United Nations Framework Convention on Climate Change respectively on 12 June 1992 and 20 January 1994. In 1993, Mauritania established the Focal Point for the UNFCCC in the Directorate of Environment and Land Management under the auspices of the Ministry of Rural Development and Environment. These functions were later transferred to the State Secretariat of Environment in 2008, with functions of UNFCCC Focal Point, GEF Focal Point and the Coordinator of the National Programme of Climate Change. The State Secretariat of Environment was changed in September 2013 to become the Ministry of Environment and Sustainable Development (MEDD).

The National Climate Commission, which comprises of key Ministries and other key independent and scientific stakeholders, is the supreme independent body that provides guidance on climate change matters, based on IPCC reports. The National Programme of Climate Change Committee which comprises of Agencies and Ministerial directors serves as trustees and implementation guiding body for specific climate change issues. The committee provides guidance to the climate change coordinating unit and controls its activities. The CCPNCC coordinating Unit is a small administrative body led by a Coordinator and is in charge of management of climate adaptation and mitigation initiatives and related activities. The Coordinator of the Unit is also the UNFCCC Focal Point and acts as secretariat to the national climate commission, the National Programme of Climate Change Committee and Ad-hoc projects Steering Committee. Ad-hoc project steering committees are constituted for individual project implementation. In this case, ad-hoc project steering committee for the INDC will be created, for the one-year project duration (Year 2015). It will be chaired by the Secretary General of MEDD and its composition will depends on the main issues to be addressed by the project. The CCPNCC coordinating Unit comprises an administrative team for management activities and three specialized technical units on Mitigation; Adaptation and Cross-cutting issues, headed by Team Leaders, as shown in Figure 4.

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 INDC Report of the Republic Islamic of Mauritania under the UNFCCC; (ii) The Team Leaders, the CCPNCC management unit, the Sectoral Focal Points and the UNFCCC Focal Point are responsible for the coordination of the process of compilation of the key parts of the INDC Report of the Republic Islamic of Mauritania 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.

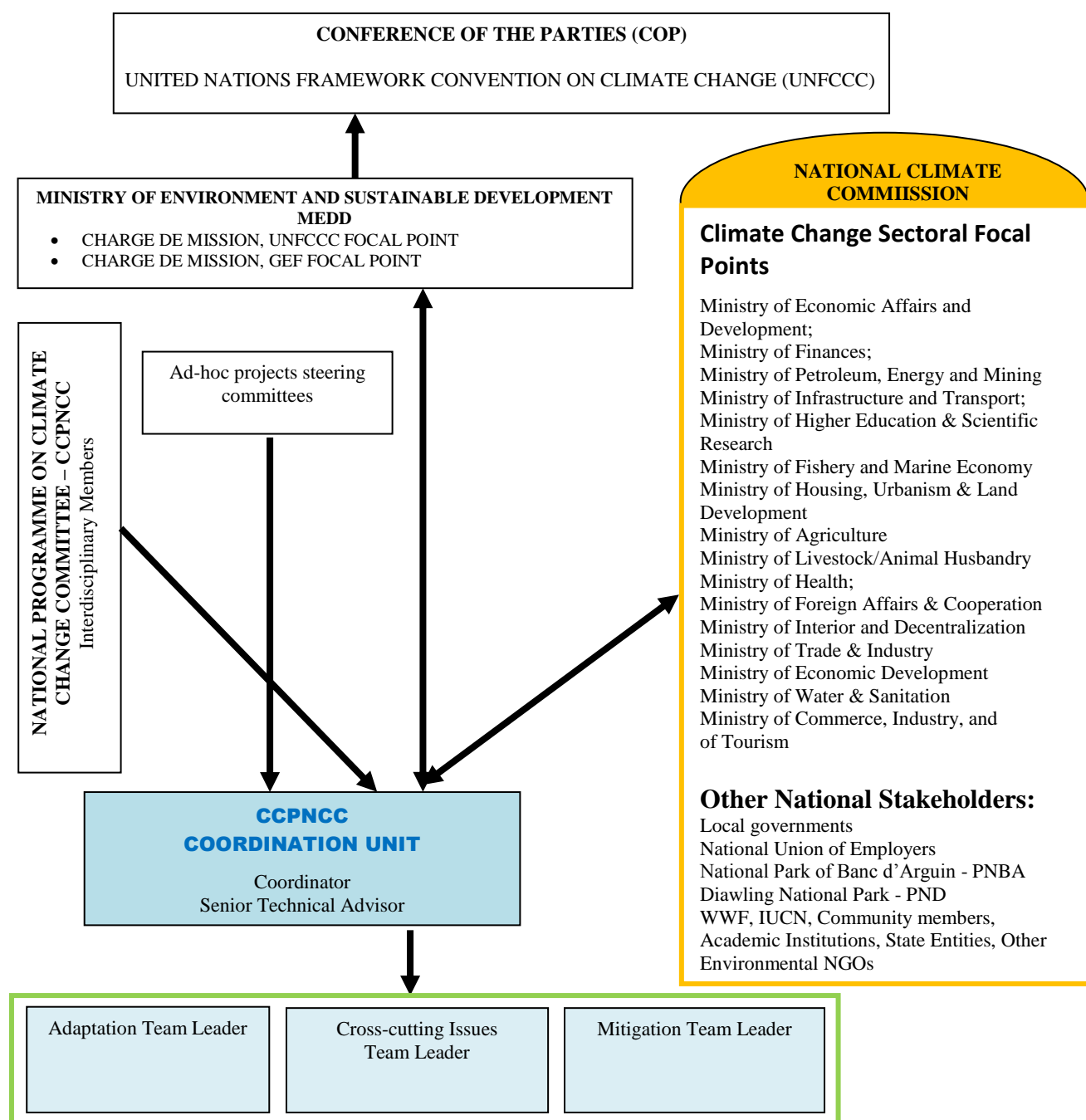


Figure 4: Institutional Arrangements for INDC preparation in the Republic Islamic of Mauritania.

5. MOZAMBIQUE

Executing Agency: MINISTRY FOR COORDINATION OF ENVIRONMENTAL AFFAIRS

The Mozambican government through the Ministry for the Coordination of Environmental Affairs (MICOA) has the mandate of coordinating and fulfillment of the international initiatives on environment and biodiversity issues as well as to adopt the basic legislation that links to the national policy for environment. The National Directorate of Environmental Management (DNGA) of the Ministry is tasked with coordinating the implementation of the three Rio Conventions (UNFCCC, CBD and CCD). Mozambique ratified the United Nations Framework Convention on Climate Change on August 24th, 1994 through the Assembly of the Republic and became Party in 25th August 1995.

An INDC inter-institutional group will be set up under the National Directorate of Environmental Management (DNGA) of the Ministry. The following three groups will be constituted, (i) GHG and mitigation INDC team; (i) Adaptation INDC team; and (iii) the INDC team for cross cutting issues and support needed. Team members will be identified based on the consideration of the sectors most likely to be impacted by climate change – such as Energy, agriculture, coastal resources, water resources, forest and rangelands. Figure 5 below shows the line of hierarchy that will govern the project implementation.

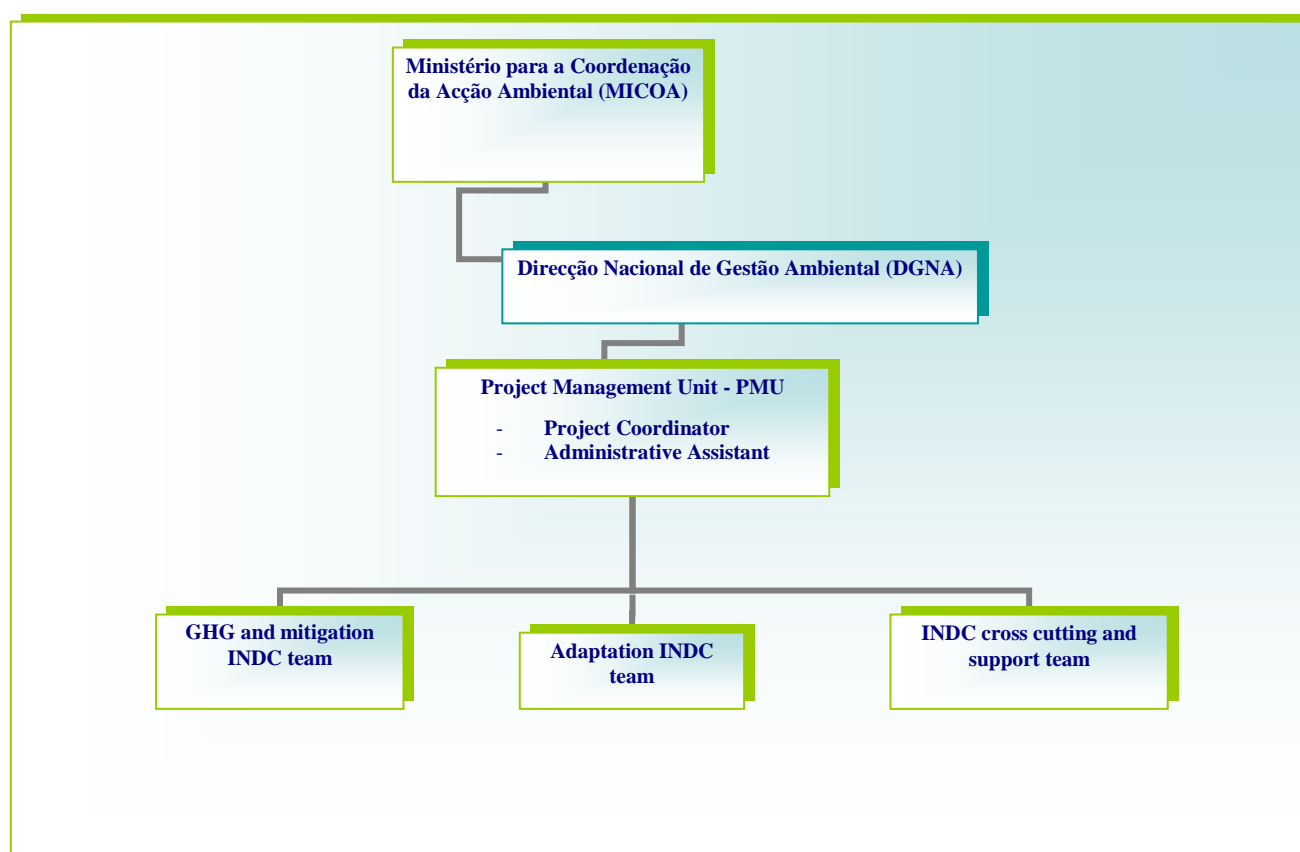


Figure 5: National Institutional Framework for the preparation of Mozambique's INDC

6. MYANMAR

Executing Agency: ENVIRONMENTAL CONSERVATION DEPARTMENT, MINISTRY OF ENVIRONMENTAL CONSERVATION AND FORESTRY

The Government of Myanmar signed the United Nations Framework Convention on Climate Change on 11 June 1992 and ratified the UNFCCC on 25 November 1994. The National Environmental Conservation Committee (NECC) (formerly known as the National Commission for Environmental Affairs [NCEA]) is the focal point for various international environmental conventions including the UNFCCC in Myanmar. The NCEA was established to: i) advise the government on environmental policies; ii) act as a coordinating body for environmental affairs; and iii) promote environmentally sound sustainable development. The NCEA was reorganized into the Planning and Statistics Department, under the Ministry of Environmental Conservation and Forestry, with a new identity of the National Environmental Conservation Committee (NECC) in April 2011. The NECC (located within the Ministry of Environmental Conservation and Forestry) is responsible for guiding national activities to address climate change related problems. Furthermore, the NECC manages and coordinates all climate change-related activities in Myanmar including developing climate change related policies and strategies as well as programmes of action.

A Project Management Team (PMT) and a National Study Team (NST) will be established under the auspices of the NECC in consultation with other relevant government departments, private sector and NGOs. A National Climate Change Committee, established to advise national Communications processes, will also provide guidance to the INDC process. The NST, which will include representatives of other line ministries, private sectors, NGOs and other networks, will be constituted along different Thematic Working Groups (mitigation, adaptation, INDC support needs....., and any other relevant group based on a unanimous decision of the climate change committee members. The NST will be coordinated by a Project Coordinator, who will be designated by the NECC to coordinate the day-to-day project activities. The Project Coordinator, together with the leader of each working group, will form the Project Management Team (PMT), which will administratively be supported by a secretary, who also plays the role of the administrative assistant. The PMT and each thematic working group will have adequate and appropriate computer and telecommunication facility, including Internet, to enable them to efficiently and effectively undertake their activities. Figure 6 illustrates the institutional framework for Myanmar as described above.

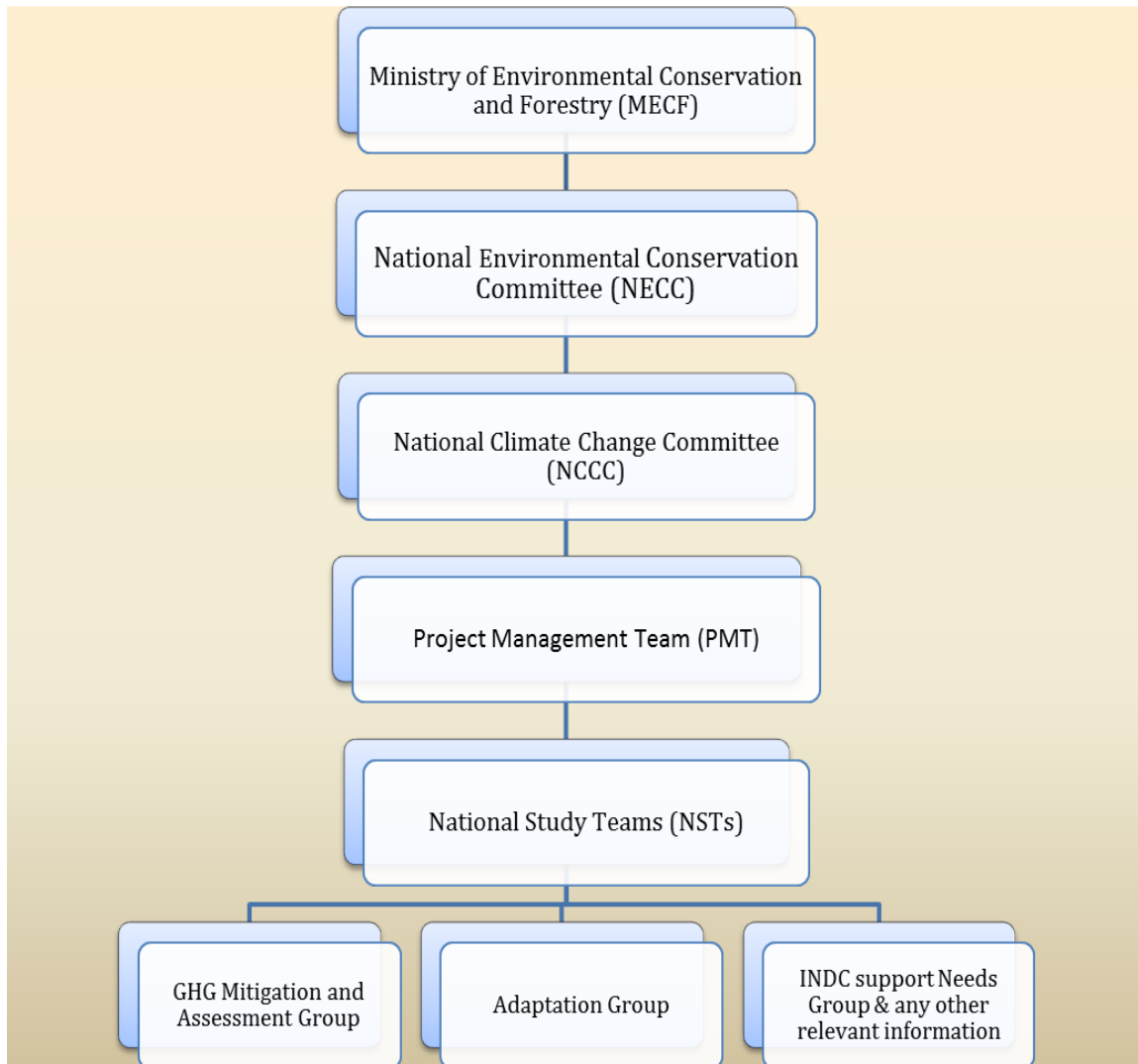


Figure 6: National Institutional Framework for the preparation of Myanmar's INDC

7. SEYCHELLES

Executing Agency: MINISTRY OF ENVIRONMENT AND ENERGY

Climate Change became a topical issue in Seychelles following the signature of the United Nations Framework Convention on Climate Change (UNFCCC) in June 1992. One of the first steps towards this endeavor was the setting up of the Seychelles National Climate Change Committee (NCCC) in August 1992 to provide an overall co-ordination of the development and implementation of the national climate programme, and to act as an interface between national climate programme and the government. Members of the committee, who supported the preparation of the Seychelles' first and second national communication to the UNFCCC, included representatives from most government departments, the private sector and nongovernmental organizations. To facilitate its work, the NCCC Secretariat, hosted by the Ministry responsible for the environment matters, was constituted by members of the Seychelles Meteorological Services (Department Civil Aviation) and the Division of Environment. This institutional support has been significant in the development of a national framework on climate change, the development of closer ties with the World Meteorological Organization (WMO), the IPCC and the UNFCCC. Some government reorganization in Year 2008 saw the

In response to an increase in extreme weather events, the government of Seychelles reorganized its climate change institutions in 2008 by strengthening its national meteorological services and establishing a fully-fledged institution for disaster prevention and response. The Climate and Environmental Services Division (CESD) was created under the Ministry of Environment and Energy to encompass the National Meteorological Services (NMS), an Environment Engineering Section (EES) and a Programme Management Section (PMS) to enable focus on climate change issues. The project personnel, i.e. the coordinator and administrative assistant will be housed in the CESD. The Project Management Team, comprising leaders of working groups and project coordinator will report to the NCCC, which reports to the Minister, Ministry of Environment and Energy. The composition of working groups will be determined at project onset, and will as much as possible be aligned to the strategic priority areas of the government outlined in its National Climate Change Strategy, 2009 as:

- a) To advance our understanding of climate change, its impacts and appropriate responses.
- b) To put in place *measures to adapt*, build resilience and minimize our vulnerability to the impacts of climate change.
- c) To achieve *sustainable energy security through reduction of greenhouse gas emissions*.
- d) To mainstream climate change considerations into national policies, strategies and plans.
- e) To build *capacity and social empowerment at all levels* to adequately respond to climate change.

Figure 7 below represents the proposed institutional arrangement for the project:

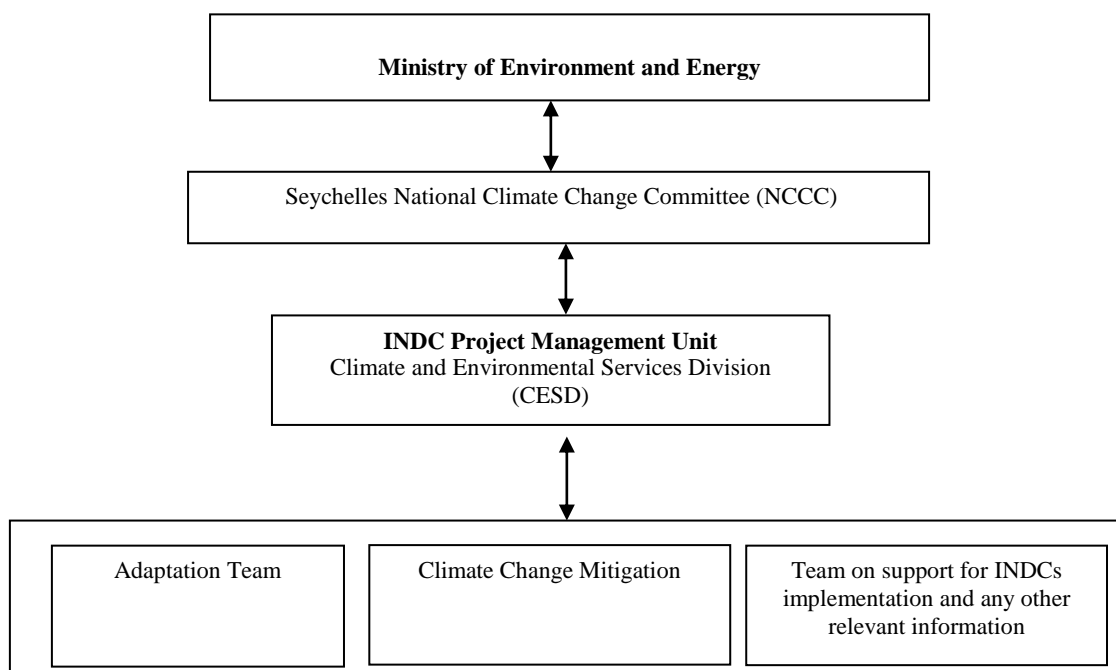


Figure 7: National Institutional Framework for the preparation of Seychelles' INDC

8. TURKMENISTAN

Executing Agency: MINISTRY OF NATURE PROTECTION OF TURKMENISTAN

Turkmenistan ratified the UNFCCC in 1995 and the Kyoto Protocol in 1998, following which a State Commission on Climate Change was created to ensure the implementation of the country's obligations under the Convention. After the ratification of the Convention, Turkmenistan produced two national communications (in 2000 and 2010 respectively). The Third National Communication to the UNFCCC is under preparation. This project will be executed by the Ministry of Nature Protection acting on behalf of the Government of the Turkmenistan. The Project Implementation Unit will be in the Climate Change Office, the office currently charged with the execution of Turkmenistan's Third National Communication under the UNFCCC.

In order to facilitate project activities co-ordination, provide transparency and guidance, and ensure high-level support and sustainability of INDC project results the Project Steering Committee for the preparation of the Third National Communication (TNC), will also oversee implementation of the INDC activities. To strengthen project coordination, the national consultants leading the working groups will also participate in the PSC sessions. The INDC National Project Director (NPD) will be appointed by the Ministry and will serve as a focal point on the part of government. He/she will chair the PSC and will report to MNP and ensure effective communications between all key actors (UNEP, MNP, PSC and PIU) and partners.

The Project Implementation Unit (PIU) will consist of the National Project Manager (NPM) and Project Administrative Assistant (PAA) to be contracted during the inception phase. The PIU will be directly supported by the leaders of three teams: National GHG and Mitigation Assessment Team, Vulnerability and Adaptation Assessment Team, and Cross-Cutting Team. The PIU will be in charge of project implementation activities as per the agreed project work plan and will be responsible for the day-to-day management of the project, monitoring, and evaluation. The National Project Manager (NPM) will be the head of PIU and will be responsible for the effective, efficient and timely implementation of project activities. The NPM will report to the NPD, Project Steering Committee and UNEP and will coordinate the implementation of all project activities with them. The project will be supported by the Project Administrative Assistant who will be responsible for all administrative matters related to the project. The PAA will also manage the project budget (including, planning and monitoring of project expenditures, insuring of payments, accounting etc.) as per attached TOR. The PAA will report to the NPM. The three Team Leaders (TLs) selected and hired from the most qualified candidates will head works, performed by three working groups under direct supervision and coordination of the NPM according to the proposed draft work plan. The TLs will report to the NPM and PSC on regular basis during the project. As mentioned above, the PIU will consist of the Project Manager, Project Administrative Assistant and four Team Leaders (fig.8).

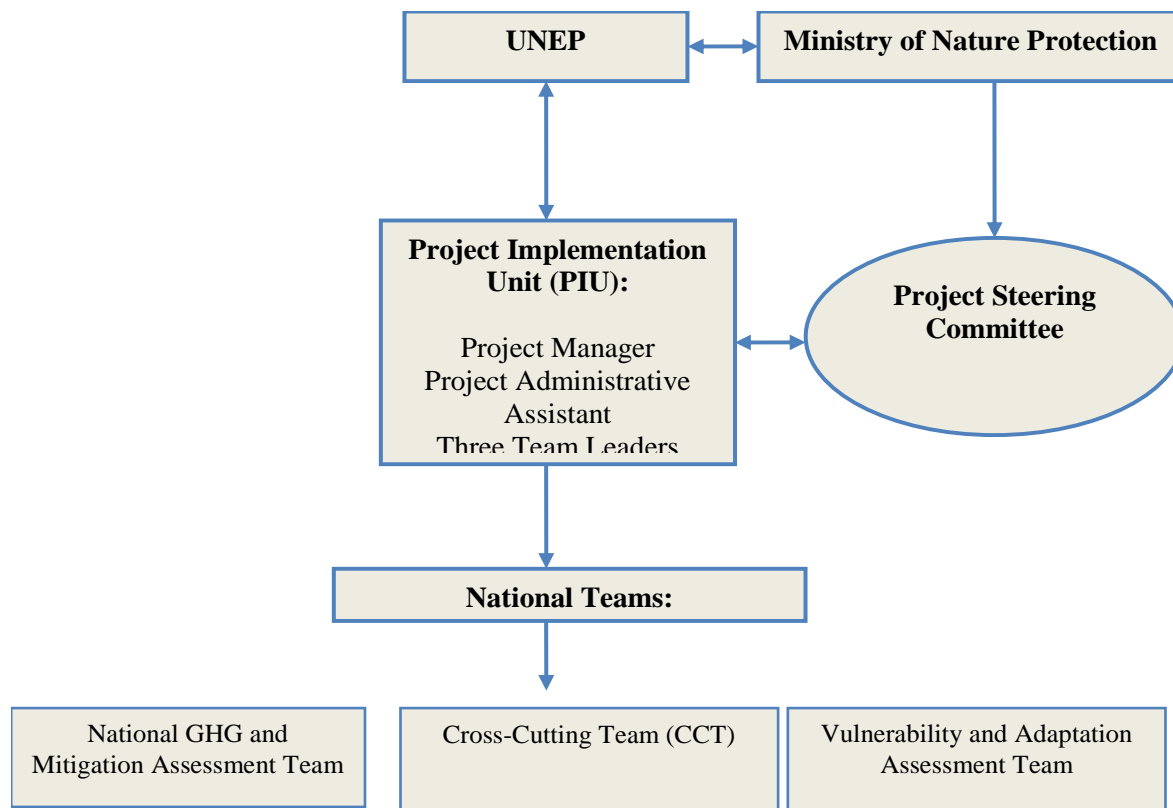


Figure 8: National institutional framework for the preparation of Turkmenistan's INDC

9. ZAMBIA

Executing Agency: ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT DEPARTMENT,
MINISTRY OF LANDS, NATURAL RESOURCES AND ENVIRONMENTAL
PROTECTION

The effective implementation of the project to prepare Zambia's intended Nationally Determined Contributions (INDC) to the 2015 Agreement on climate change will be achieved through collaborative efforts by all stakeholders. The Environment and Natural Resources Management Department will provide general oversight and coordination of the project's activities to achieve the desired objectives. 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. The Project Management Unit (PMU) will be established within the department of Environment and Natural Resources Management, to 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, consisting of a Project Coordinator and administrative assistant will be responsible for providing key project financial & administrative work and operations and procurement of services as defined in the project work plans. A National Technical team consisting of individuals with relevant skills and will be used to the extent possible to carry out the specific analyses called for as part of the project. Figure 9 illustrates the proposed institutional framework for INDC preparation

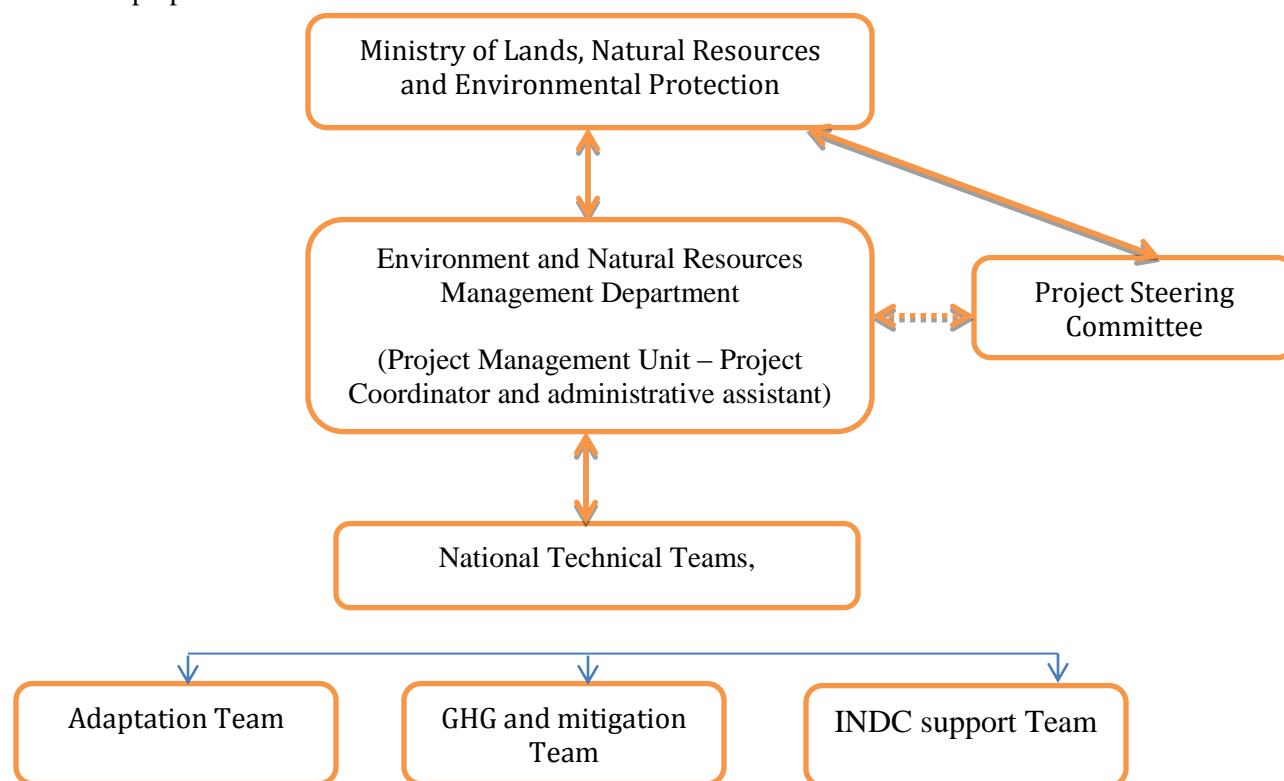


Figure 9: National institutional framework for the preparation of Zambia's INDC

ANNEX I: DESCRIPTION OF STAKEHOLDER INVOLVEMENT IN INDC PREPARATION

1. ANTIGUA AND BARBUDA

Executing Agency: ENVIRONMENT DIVISION, UNDER THE MINISTRY OF HEALTH AND THE ENVIRONMENT

The following national stakeholders will be consulted and/or invited to INDC technical meetings/workshops: Ministry of Finance; Ministry of Social Transformation and Human Resource Development; Ministry of Utilities and Information; Ministry of Education, Science and Technology; Ministry of Tourism, Economic Development Investment and Energy; Ministry of Agriculture, Forestry and Fisheries; Ministry of Health and the Environment; Ministry of Foreign Affairs and International Trade; Ministry of Trade & Industry; Ministry of Broadcasting, Telecommunications, Information Technology and Information; Ministry of Public Works and Housing; Ministry of Trade, Industry and Commerce, National Festivals, Culture and Sports; Ministry of Legal Affairs, Labour, Immigration and Police; Barbuda Council; Community Groups; Non-governmental Organisations; other Environmental NGOs, etc. The following stakeholders will participate in the INDC process as follows:

Name of key stakeholders	Responsibility/expertise
Environment Division (ED)	Institution which is responsible for implementation of international environment treaties to which Antigua and Barbuda is a Part (including UNFCCC). Representatives of the GEF Points.
Monitoring & Evaluation (Project Management Committee, PMC)	M&E PMC is totally responsible for providing an overview of the activities related to preparation of INDCs.
Ministry of Social Transformation and Human Resource Development	This ministry that works with Community groups and NGOs. They are Members of the PMC. The National Office of Disaster Services is also part of this Ministry
Ministry of Agriculture Forestry and Fisheries	Primarily responsible for natural resource management. Land management, reforestation, coastal research and species management are all conducted by this ministry.
Department of Meteorological Services	Research and systematic observation of hydro-meteorological data, IPCC Focal point
The Minister of Energy	Provide regulations for the pricing and technical standards
The Ministry of Finance	Provide financial and related policies;
Ministry of Foreign Affairs	Set international Policy;
Cabinet for Antigua and Barbuda	This body takes decisions on matters that binds the country such as the INDC will do.

2. FIJI

Executing Agency: CLIMATE CHANGE DIVISION (CCD), MINISTRY OF FOREIGN AFFAIRS & INTERNATIONAL COOPERATION

The Ministry of Foreign Affairs & International Cooperation will work in close collaboration with other Government Ministries and Departments, institutions and NGOs to prepare the INDC report. Some of the institutions to be consulted will be:

- Fiji Bureau of Statistics
- Fiji Department of Energy
- Fiji Department of Environment
- Fiji Electricity Authority/Rural Electrification
- Fiji Meteorological Services
- Ministry of Education, Heritage and Arts
- Ministry of Fisheries and Forestry
- Department of Information and National Archives of Fiji
- Ministry of Finance and National Planning
- Ministry of Local Government, Housing and Environment

In addition, the team will make use of information gained through donor-funded programmes on climate change such as the Pacific Climate Change Science Program (PCCSP) which has climate science information on projections; the Pacific Islands Greenhouse Gas Abatement through Renewable Energy Project (PIGGAREP) and SPC/GIZ Coping with Climate Change in the Pacific Island Region

3. LESOTHO

Executing Agency: LESOTHO METEOROLOGICAL SERVICES (LMS)

The Ministry of Energy, Meteorology and Water Affairs will involve the following stakeholders in the INDC process as follows:

Name	Responsibility/expertise
Government Departments, Policy makers	data collection, information sharing, policy formulation and regulations
Private and public sector companies, associations, and distributors	Develop /adapt mitigation and adaptation technologies in the country
Electricity, water utilities and regulators	promote clean renewable energies
The finance community	provide the majority of capital required for project development and implementation
NGOs, Households, communities and small businesses	promotion of climate resilient initiatives
Research and Academic Institutions, Technocrats, and Industries	identification of best practices and documentation of research findings
Education institutions, consultants and media	awareness and advocacy, design communication and outreach frameworks
Development partners and International/ regional organizations/donors	promote investments, provide incentives

4. MAURITANIA

Executing Agency: COORDINATION UNIT OF THE NATIONAL PROGRAMME ON CLIMATE CHANGE COMMITTEE, MINISTRY OF ENVIRONMENT AND SUSTAINABLE DEVELOPMENT (MEDD)

The Ministry of Environment and Sustainable Development (MEDD) climate change unit (CCPNCC) will be the implementing entity for the INDC project. The following stakeholders and institutions will support the INDC process as follows:

Name of key stakeholders	Responsibility/expertise
Ministry of Environment and Sustainable Development (MEDD)	Institution which is responsible for implementation of international environment treaties (including UNFCCC) to which Mauritania is a Party. Based on this responsibility the Minister assigns the function of Focal Point of these individual environment treaties (including the GEF Focal Point) to the ministry staff members who operate under his/her leadership.
National Climate Commission	NCC includes both the Sectoral Focal Points and other stakeholders among which 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 CCPNCC. NCC is chaired by Secretary General of MEDD and the CCPNCC Coordinator insures its secretariat. It operates as an intergovernmental commission on Climate and as such it is responsible for formulating and implementing environmental agreements across government.
The Coordinator of CCPNCC	The Coordinator is totally responsible for the activities related to the implementation of UNFCCC decisions in the country including INDC.
The Sectoral Focal Points	They are in the other ministries those responsible and entry point of climate change issues. Their role in INDC implementation is capital.
Cabinet of the MEDD	This body takes decisions on matters that bind the country such as the INDC will do
The Senior Technical Advisor	This is the principal assistant to the Coordinator for the implementation of INDC process
The Team Leaders	They are assisting the Coordinator in the implementation of INDC technical activities.

The composition of the INDC technical working group would be varied enough to accommodate different expertise and experiences. All efforts will be made to ensure that members of the technical working groups have relevant experience in designated thematic area. The working groups will be led by a competence institution and have clear operation mandate, roles and reporting lines. The following institutions will be included in various thematic teams:

- Representative of civil society organizations
- Agence Publique d'Accès aux Services Universels (APAUS)
- Autorité Nationale Désigné (DNA) du Mécanisme de Développement Propre (CDM)
- CCPNCC
- Ecole Normale Supérieure (ENS).
- Economics Department, University of Nouakchott;
- Energy Department
- Federation of Mauritania Industries (FMI)
- Forestry Department
- Forestry Department (DPN)
- MDEDD
- Ministry of Agriculture
- Ministry of Equipment and Transport
- Ministry of Interior and of Decentralization (Local Government)
- Ministry of Petroleum and Energy (MPE)
- Ministry of Rural Development
- National Development Planning Commission (MAED)
- National Meteorology Agency (ONM)
- Office National des Statistiques (ONS)
- Société Mauritanienne d'Electricité (SOMELEC)
- Société Nationale Industrielle et Minière (SNIM)
- Transport Department
- University of Nouakchott (Statistics Dept.)

Consistent with the policies of the Mauritanian Government, relating to the promotion of women into decision-making processes, women will be actively involved in various activities and working groups. During the mitigation planning and the assessment of effects of mitigation actions, the Ministry of Interior and of Decentralization (MID) in charge of Local Government would coordinate the inputs of all relevant local and indigenous communities and represent their interest on PSC and TWGs. At the inception workshop, NGO involvement in project execution will be discussed and recommendations made on how to actively involve relevant NGOs in project execution.

5. MOZAMBIQUE

Executing Agency: MINISTRY FOR COORDINATION OF ENVIRONMENTAL AFFAIRS

The Ministry will seek the involvement of the following relevant sectorial ministries and bodies, academia, private sector, NGOs and relevant organizations in the INDC process:

- Ministry of Agriculture & Rural Development
- Ministry of Coordination of Environmental Affairs
- Ministry of Development & Planning
- Ministry of Energy
- Ministry of Fisheries
- Ministry of Foreign Affairs and Cooperation
- Ministry of Mineral Resources
- Ministry of Science and Technology
- Ministry of Tourism
- Ministry of Transport & Communication
- Ministry of Women & Social Welfare Coordination
- Ministry of Youth and Sports
- The National Institute of Natural Disaster Management (INGC)
- Academic and research institutions such as Department of Chemical Engineering (Faculty of Engineering) Faculty of Agronomic and Forest Engineering, the Department of Physics and Mathematics, Faculty of Science,
- National Institute of Agronomic Research
- NGOs such as Environmental Working Group (GTA) and others to be identified during the inception workshop

6. MYANMAR

Executing Agency: ENVIRONMENTAL CONSERVATION DEPARTMENT, MINISTRY OF ENVIRONMENTAL CONSERVATION AND FORESTRY

The INDC process will involve key government actors, civil society, academia and the private sector. The stakeholders will include but will not be limited to representatives of:

- The Ministry of National Planning and Economic Development (MNPED)
- Directorate of Water Resources & Improvement of River Systems, Ministry of Transport (MoT)
- General Administrative Department, MoHA
- Member: Deputy Minister, MoAI
- Ministry of Construction (MoC)
- Ministry of Education (MoE)
- Ministry of Electrical Power (MoEP)
- Ministry of Energy (MoE)
- Ministry of Foreign Affairs (MoFA)
- Ministry of Health (MoH)
- Ministry of Home Affairs (MoHA)
- Ministry of Hotels and Tourism (MoHT)
- Ministry of Industry (MoI)
- Ministry of Rail Transport (MoRT)
- Ministry of Transport (MoT)
- Planning and Statistic Department, MoECA
- Union of Myanmar Federation of Chambers of commerce and industry (UMFCCI)

7. SEYCHELLES

Executing Agency: MINISTRY OF ENVIRONMENT AND ENERGY

The participation of the numerous stakeholders from the various economic sectors, government ministries, non-governmental agencies, community-based organizations and funding agencies will be critical to the success of the INDC process. The stakeholders will be invited to contribute to the documentation and data when requested and participate in initiation, validation and review workshops that are an integral part of the process.

- Ministry of Education
- Ministry of Investment, Natural Resources and Industry
- Ministry of Environment & Energy
- Ministry of community Development, Social Affairs and Sports
- Public Utilities Corporation (PUC)
- Seychelles Energy Commission
- Marine Conservation Society Seychelles
- Seychelles Petroleum Company (SEYPEC):
- Seychelles Centre for Marine Research & Technology - Marine Parks Authority (SCMRT-MPA)
- Seychelles Islands Foundation
- Seychelles National Meteorological Services
- Seychelles Public Transport Corporation (SPTC)

Other non-governmental organizations, namely Sustainability for Seychelles (S4S) and the Sea Level Rise Foundation (SLRF) will be involved in the project. S4S has a specific objective to work in partnership with other (state and non-state) actors to achieve national environmental (including climate change) policies and strategies. SLRF is an organization set up by the President of Seychelles by an act of law; its aim is to provide a mechanism for leveraging global attention on the impacts of sea level rise on small island states and other low-lying area (www.sealevel-rise.org)

8. TURKMENISTAN

Executing Agency: MINISTRY OF NATURE PROTECTION OF TURKMENISTAN

The institutional framework for addressing climate change in Turkmenistan consists of a number of ministries and agencies, each focusing on different aspects of this complex and multi-sectoral issue. The State Commission on Climate Change is an interagency structure that coordinates and controls activities of all concerned ministries, departments, and organizations in regard to climate change policies development and implementation. The following stakeholders will participate and contribute to the INDC preparation process, either as members of the commission or representatives of other interest groups:

- Academy of Science of Turkmenistan
- Institute of Chemistry of AS of Turkmenistan
- Institute of Land Management of Ministry of Agriculture of Turkmenistan
- Institute of Land Management of Ministry of Agriculture,
- Institute of Oil and Gas of State Concern “Turkmengaz”,
- Institute of Physics and Mathematics of the AS of Turkmenistan
- Institute of Transport and Communication,
- Ministry of Agriculture of Turkmenistan
- Ministry of Construction of Turkmenistan
- Ministry of Economy and Development of Turkmenistan
- Ministry of Education, Academy of Science of Turkmenistan,
- Ministry of Energy and Industry of Turkmenistan
- Ministry of Nature Protection of Turkmenistan
- Ministry of Oil and Gas Industry and Mineral Resources of Turkmenistan
- Ministry of Water Management of Turkmenistan
- National Hydrometeorology Committee under Cabinet of Ministers of Turkmenistan
- National Institute of Deserts, Flora and Fauna of Ministry of Nature Protection of Turkmenistan, Institute of Physics and Mathematics of the AS,
- State Committee of Statistics of Turkmenistan
- State Concern “Turkmenneft”,
- The National Hydrometeorology Committee
- Turkmen State Agricultural University named after S.A. Niyazov
- Turkmen State University named after Magtymguly

9. ZAMBIA

Executing Agency: ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT DEPARTMENT,
MINISTRY OF LANDS, NATURAL RESOURCES AND ENVIRONMENTAL
PROTECTION

Considering the fact that the project will be executed in a collaborative manner, several institutions and/or organization shall be called upon to provide their input into the project's activities in line with their institutional mandates and expertise. For instance, the forestry department will be called upon to provide data and coordinate activities on Integrated Land use Assessments, Zambia Environmental Management Authority shall be responsible for providing data on greenhouse gases emissions, Centre for Energy, Environment and Engineering of Zambia shall be responsible for developing mitigation scenarios and their associated costs, Central Statistics Office shall be responsible for provision of update information on several aspects the economy and other related issues, Ministry of Agriculture and Livestock shall be responsible for Land use Planning, Ministry of Commerce and Industry shall be responsible for providing data on industrial processes, Ministry of Mines, Energy and Water Development shall be responsible for providing data on energy issues. The Zambia Meteorological Department shall be responsible for climate modelling, among others.

Name	Responsibility/expertise
Forestry department	Coordinate activities on Integrated Land use Assessments
Zambia Environmental Management Authority	Responsible for providing data on greenhouse gases emissions
Centre for Energy, Environment and Engineering of Zambia	Responsible for developing mitigation scenarios and their associated costs,
Central Statistics Office	Responsible for provision of update information on several aspects the economy and other related issues
Ministry of Agriculture and Livestock,	Responsible for Land use Planning and developing a sustainable agricultural framework
Ministry of Commerce and Industry	Responsible for providing data on industrial processes
Ministry of Mines, Energy and Water Development	Responsible for providing data on energy issues
The Zambia Meteorological Department	Responsible for climate modeling and forecasting.
Interim Climate Change Secretariat	Responsible for coordinating sectors

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:	Year 2015												
Month	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	
Executing partner													
UNEP/DTIE	♦												
Activity/Task/Output													
Project Management, Coordination & Sustainability													
Inception meeting and report of meeting		♦											
Procurement of equipment & hiring of consultants													
Progress report - Dec, March, June, Sep and Dec 31 + 30 days													
Expenditure report - Dec, Mar, June, Sep and Dec 31 + 30days													
Final report													
Terminal evaluation													
Final audit report for project													

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

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: 1340	Version of checklist	CEO ENDORSMENT Stage
Project status (preparation, implementation, MTE/MTR, TE)	Project Preparation phase	Date of this version:	<i>December, 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.

	Yes/No /N.A.	Comment/explanation
- Is the project area in or close to -		
- densely populated area	N/A	
- cultural heritage site	N/A	
- protected area	N/A	
- wetland	N/A	
- mangrove	N/A	
- estuarine	N/A	
- buffer zone of protected area	N/A	
- special area for protection of biodiversity	N/A	
- Will project require temporary or permanent support facilities?	Yes	The project 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 climate change 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 and rights of indigenous people?	Yes	The project does respect internationally proclaimed human rights and recognizes each country as a sovereignty state. National 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	No	

access to resources?		
- 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 Climate Change 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 removal of any critical cultural heritage?	No	
- 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.

	<i>Yes/No/N. A.</i>	<i>Comment/explanation</i>
- Does national regulation in affected country (-ies) require EIA and/or ESIA for this type of activity?	No	
- Is there national capacity to ensure a sound implementation of EIA and/or SIA requirements present in affected country (-ies)?	N/A	
- Is the project addressing issues, which are already addressed by other alternative approaches and projects?	No	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 climate change 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
GEF	Global Environment Facility
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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