



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):	Benin, Cambodia, Gabon, Guinea-Bissau, Namibia, Papua New Guinea, Rwanda, Sao Tome and Principe, Uzbekistan	GEF Project ID: ¹	
GEF Agency(ies):	UNEP (select) (select)	GEF Agency Project ID:	01341
Other Executing Partner(s):	9 National Governments	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
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
			1.1.2 Staff of participating institutions and INDC national experts have accessed INDC materials and participated in relevant INDC regional/subregional	GEFTF	252,000
					27,000
					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.

			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 that 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)	
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	Benin	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Cambodia	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Gabon	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Guinea-Bissau	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Namibia	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Papua New Guinea	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Rwanda	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Sao Tome and Principe	Climate Change	Climate Change	200,000	19,000	219,000
UNEP	GEF TF	Uzbekistan	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. The Lima call for climate action at COP 20, reiterated the global objective of holding global temperature increase limits below 1.5° C or 2° C compared to pre-industrial levels, and recognized that there is still a significant emissions gap towards this goal. Parties were invited to communicate to the secretariat their INDCs towards achieving the objective of the Convention as set out in its Article 2 which represent a progression beyond the current undertaking of that Party in an effort to increase the levels of ambition beyond current targets and/or reference development. Parties also agreed that the least developed countries and small island developing States may communicate information on strategies, plans and actions for low greenhouse gas emission development reflecting their special circumstances in the context of intended nationally determined contributions.
- iv. 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 (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: Benin, Cambodia, Gabon, Guinea-Bissau, Namibia, Papua New Guinea, Rwanda, Sao Tome and Principe, Uzbekistan – 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. These countries will be supported to identify and communicate the INDC in line with the Lima call for climate action.

The baseline scenario or any associated baseline projects,

- v. 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. Benin	x		x	x	x
2. Cambodia	x		x	x	x
3. Gabon	x				x
4. Guinea-Bissau	x			x	
5. Namibia	x		x		x
6. Papua New Guinea	x				
7. Rwanda	x		x	x	

Countries	Reports prepared and relevant to INDC process				
	NCs	BURs	TNA	NAPAs	NCSA & action plans
8. Sao Tome and Principe	x			x	x
9. Uzbekistan	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

- vi. 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.

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. Benin	Ministry of Environment in charge of Climate Change Management, Reforestation, and Protection of Natural and Forest Resources thorough the Directorate General of Climate Change
2. Cambodia	The Ministry of Environment, through Climate Change Department (CCD)
3. Gabon	Ministry of Forest, Environment and Protection of Natural Resources (MFEPNR)

Country	Executing Agencies:
4. Guinea-Bissau	The Secretary of State for the Environment
5. Namibia	The Department of Environmental Affairs (DEA), Ministry of Environment and Tourism
6. Papua New Guinea	Office of Climate Change and Development
7. Rwanda	Rwanda Environment and Management Authority (REMA)
8. Sao Tome and Principe	Ministry of Public Works, Infrastructure, Natural Resources and Environment
9. Uzbekistan	Centre of Hydro Meteorological Service under the Cabinet of Ministers of the Republic of Uzbekistan (Uzhydromet)

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

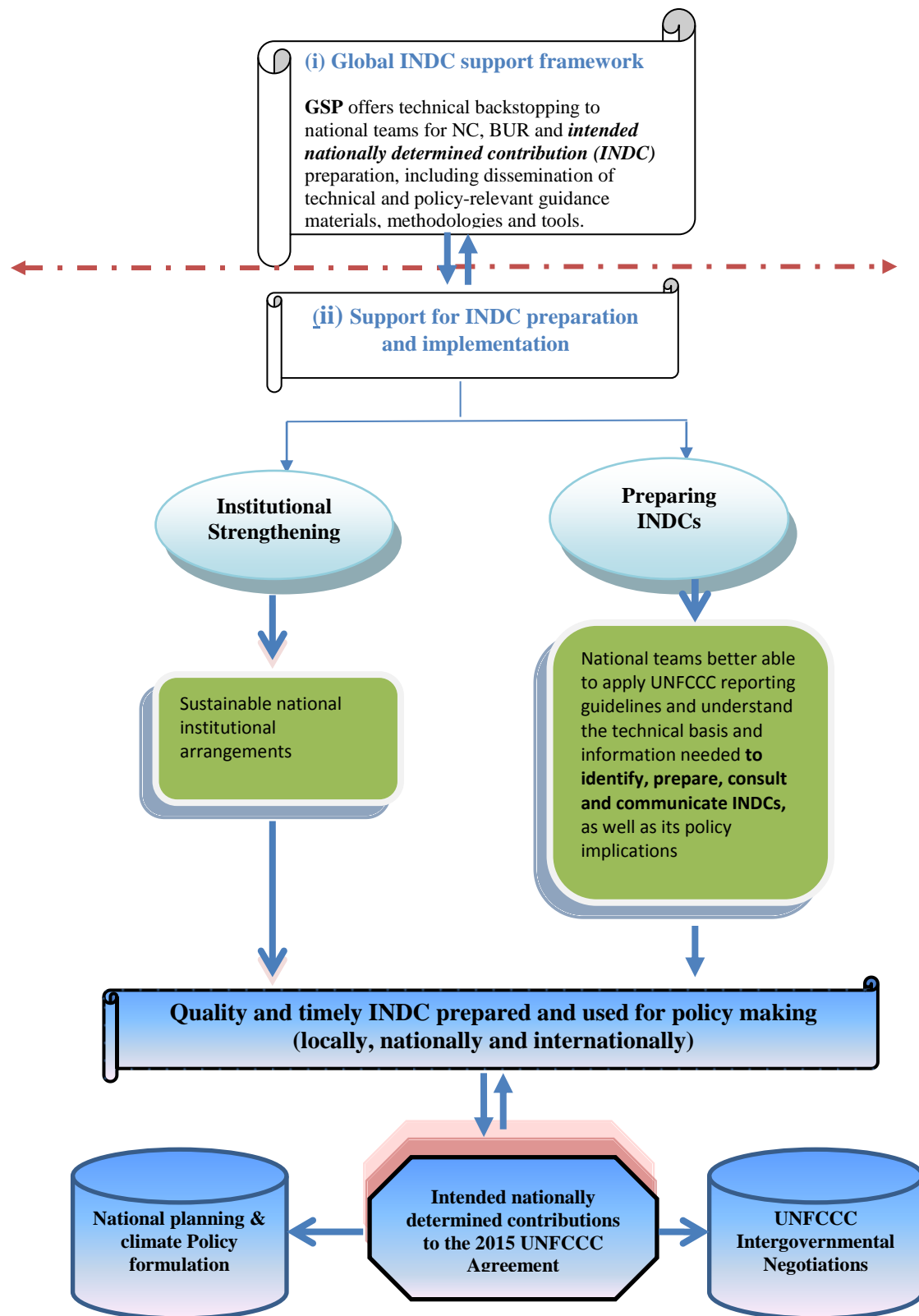
- ix. Under this component, the project will support nine countries to prepare and communicate to the secretariat their intended nationally determined contribution towards achieving the objective of the Convention as set out in its Article 2. The Lima Call for Climate Action adopted at COP 20 in December

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 be 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 GEF TF, 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 proposal conforms to the GEF-6 strategic focal area on climate change mitigation, objective 3 on fostering enabling conditions to mainstream mitigation concerns into sustainable development strategies. Program 5 aims to facilitate the integration of the reporting and assessment results into the national planning process and to help countries mainstream mitigation action in support of the proposed 2015 agreement. Countries under this umbrella will be supported to initiate or intensify domestic preparations for their INDCs in the context of adopting a protocol, another legal instrument or an agreed outcome with legal force in 2015
- xvi. 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

- xvii. 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:

xviii. 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.

xix. 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?

xx. 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.

xxi. 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:

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

Risk Type	Risk Rating	Mitigation Measure
Delayed submission of INDCs	High	<p><i>Expedited GEF funding request:</i></p> <ul style="list-style-type: none"> ▪ Funds promptly disbursed to nine countries to initiate INDC processes as early as 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.

- xiii. 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]:

- xxv. 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:

- xxvi. 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.

xxvii. 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.

xxviii. 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.

xxix. 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. Benin	Mr. Delphin Aidji	Operational Focal Point of GEF	Ministry of Environment in charge of Management of climate change, Reforestation and Protection of Natural Resources and Forestry	11/26/2014
2. Cambodia	H.E. Dr. Lonh Heal	Technical Director General	Ministry of Environment	01/26/2015
3. Gabon	Mr. Louis Leandre Ebobola Tsibah	General Director	General Directorate for Environment and the Protection of Nature	01/07/2015
4. Guinea-Bissau	Mr. Joao Raimundo Lopes	Technical Advisor	Secretariat of State for Environment	01/14/2015
5. Namibia	Mr. Teofilus Nghitila	Environmental Commissioner	Ministry of Environment and Tourism	01/29/2015
6. Papua New Guinea	Mr. Gunther Joku	Secretary	Department of Environment and Conservation	11/17/2014
7. Rwanda	Dr. Rose Mukankomeje	Director General	Rwanda Environmental Management Authority (REMA)	11/26/2014
8. Sao Tome and Principe	Mr. Lourenco Monteiro De Jesus	Director of Environmental Education and Statistics	Ministry of Public Works and Natural Resources	11/27/2014
9. Uzbekistan	Prof. Mr. Sergey Myagkov	Deputy Director of NIGMI Uzhydromet	Hydrometeorological Research Institute of Uzhydromet/NIGMI Uzhydromet	01/16/2015

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 	<ul style="list-style-type: none"> - 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				
Outcome 1.1: An institutional arrangement which promotes the preparation, implementation and monitoring of INDCs is established in eligible countries	Number of countries with institutional arrangements that promote the preparation, implementation and monitoring of INDCs	Baseline: 0 Target: 9	<ul style="list-style-type: none"> ▪ INDC reports 	<ul style="list-style-type: none"> - Countries willingness to establish and/or strengthen institutional frameworks that support INDCs processes

Project Framework	Indicator	Baseline/End of project Targets	Means of Verification	Assumptions
Outputs: <i>Output 1.1.1</i> Institutional arrangement for preparation, implementation and monitoring of INDCs agreed and clearly described	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	<ul style="list-style-type: none"> - Quarterly progress reports - INDC reports 	<ul style="list-style-type: none"> - 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				
Outcome 2.1: Countries submit their INDC report that meet the UNFCCC Convention reporting obligations	Number of countries submitting their INDC report to UNFCCC	Baseline: 0 Target: 9 countries completed their INDCs by 30 th September 2015 and UNEP working with them to	UNFCCC website	<ul style="list-style-type: none"> - INDC preparation considered a priority - Strong political commitment

Project Framework	Indicator	Baseline/End of project Targets	Means of Verification	Assumptions
		submit INDCs to UNFCCC secretariat for inclusion in the UNFCCC synthesis report on iNDCs.		
<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 requested by the PC; ▪ Assist PC in all financial matters related to the Project development; ▪ Ensure that financial requirements of UNEP and the national legislation, where relevant, are adhered to;

<i>Position Titles</i>	<i>\$/ Person Week</i>	<i>Estimated Person Weeks</i>	<i>Tasks to be Performed</i>
			<ul style="list-style-type: none"> ▪ 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

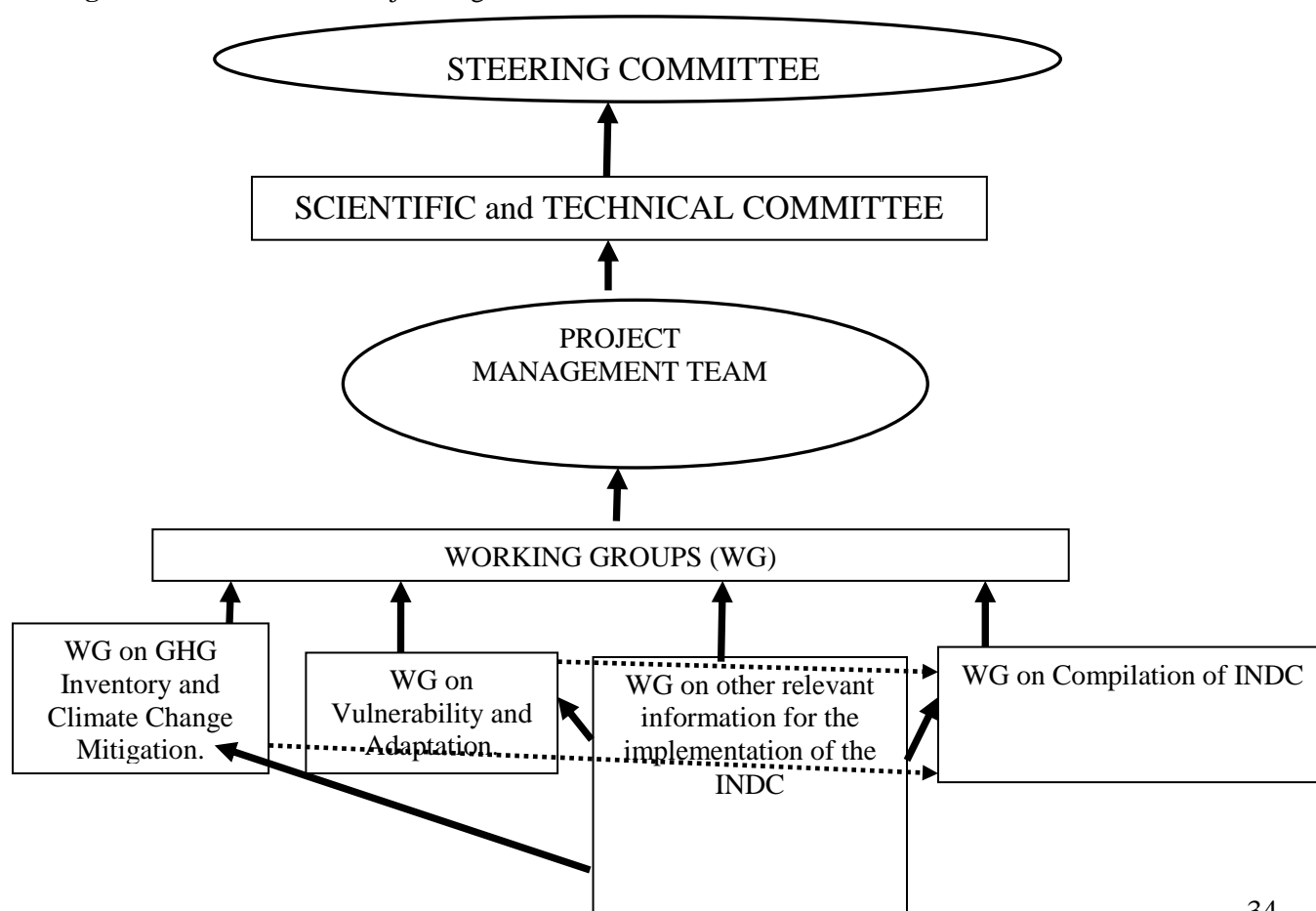
1. BENIN

Executing Agency: DIRECTORATE GENERAL OF CLIMATE CHANGE

Benin ratified the United Nations Framework Convention on Climate Change (UNFCCC) and Kyoto Protocol (PK) on 30 June 1994 and 25 February 2002 respectively. From that time, Benin has taken institutional initiatives and implemented actions for the effective application of the Convention and its Protocol. The national Focal Point of the Convention is responsible for the coordination of the management and the implementation of commitments under the UNFCCC and Kyoto Protocol.

UNEP will be responsible for the general supervision of the implementation of the project on behalf of the GEF through a programme officer who will be responsible for the quality assurance of the project. He will report to the GEF the performance of the project, watch over its conformity with procedures and policy of GEF and UNEP, and provide guidelines on the links existing with other activities funded by UNEP and GEF. UNEP will equip the Ministry of Environment in charge of Climate Change Management, Reforestation, and Protection of Natural and Forest Resources (MECGCCRPRNF) with materials needed for the management and follow-up of the project, ensure and the monitoring and evaluation of activities carried out under the project and will be responsible for the approval of all financial and progress reports and their transmission to GEF.

Figure 1: Benin's INDC Project Organizational Framework



The Project Steering Committee (PSC)

The Project Steering Committee (PSC) is the supreme body for orientation and decision making. It is chaired by the Secretary General of MECGCCRPNNF. The first vice-chair is the Director General of Water, whereas the second vice-chair is the Director General of Climate Change Management. This body considers and approves annual work plans of the project. The PSC will be composed as follows:

- Secretary General of the MECGCCRPNNF,
- Director General of Climate Change Management,
- Director General of Environment,
- National Focal Point of the UNFCCC,
- Director of Programming and Prospective of MECGCCRPNNF,
- Director of Financial Prospection of the Ministry in charge of Development,
- Director of Prospective and Development Planning of the Ministry in charge of Development,
- Focal Point of the World Meteorological Organization,
- Focal Point of the IPCC,
- Director General of Budget in the Ministry of Economy and Finance,
- National Coordinator of the project,
- Director General of Energy,
- Representative of NEX Cell,
- Director of the National Institute of Water (UAC).

The Scientific and Technical Committee (STC)

The Scientific and Technical Committee (STC) is responsible for scientific and technical quality of INDC study reports. This committee will, in particular: consider and validate the draft reports of technical and scientific studies conducted by consultants or national technical institutions, thematic Teams or other participant technical institutions for the project; suggest to the project team, methodologies, approaches and tools as well as technical and /or scientific measures/steps that contribute to and strengthen the achievement of the objectives of the TNC; and advice and strengthen in view of their validation technical specifications of materials and equipment to be acquired as part of the project.

Its composition is as follows:

- Director General of climate change Management,
- Director of Plant Production/Crops,
- Director of Stock Farming, Director of Fishing,
- Director General of Benin Centre for Scientific and Technical Research,
- Director General of National Meteorological Service,
- Director General of Water ,
- Director General of Energy,
- Director General of Forests and National Resources,
- Director General of Environment,
- Director General of Industrial Development,
- Director of National Centre for Remote Sensing and Monitoring of Forest Cover,
- Director of Banks and Coasts management,
- Director of Tourism, Director of Health protection,

- Director of Programming and Prospect of MECGCCRPNNF,
- National Focal Point of the IPCC,
- National Focal Point of the UNFCCC,
- Coordinator of TNC project, Coordinator of PANA 1 Project,
- Director of National Institute of Water,
- Representative of Pierre Pagnet Laboratory,
- Representative of Laboratory for Applied Hydrology,
- Representative of UN,
- Director of International Chair on Physics, Mathematics and Applications,
- Director of Initiatives for a Sustainable Integrated Development (IDID,NGO),
- Representative of Centre of Information and Communication for the Environmental Protection and Sustainable Development (CCIPED-NGO),
- Representative of Director of Department for Community Development and Environment Purification (DECAM/BETHESDA-NGO), etc.

Project Management Team

The management team of the project is composed of the National Project Coordinator (NPC), the administration Assistant and leaders of Thematic working groups:

- i. National Project Coordinator (NPC): under the authority of the NDP, he'll work as the Expert in charge of day-to-day activities of the project. He is responsible for the management of relationships between thematic teams, with regard particularly the control of consistency of works performed under the project.
- ii. Administration Assistant: he is responsible for administrative and financial management of the project on a fulltime basis on close collaboration with the National Coordinator of the project.
- iii. In order to see through the activities of the project, four Working Groups (WG) will be formed, as follows:

WG1: GHG Inventories and Climate Change Mitigation

WG2: Vulnerability and Adaptation to Climate Change

WG3: On other relevant information for the implementation of the INDC

WG4: Compilation of the INDC

2. CAMBODIA

Executing Agency: THE MINISTRY OF ENVIRONMENT, THROUGH CLIMATE CHANGE DEPARTMENT (CCD)

In order to address the challenges posed by climate change, the Royal Government of Cambodia has developed the Cambodian Climate Change Strategic Plan (CCCSP) 2014-2023. The CCCSP provides guidance to national entities and assists non-governmental organizations and development partners in developing concrete and appropriate measures and actions related to adaptation and GHG mitigation, which are supportive for the achievement of the Rectangular Strategy, the National Strategic Development Plan, and the Cambodia Millennium Development Goals. The Royal Government of Cambodia established the National Climate Change Committee (NCCC) in 2006 whose responsibilities include, inter alia, coordinating and cooperating with concerned ministries and institutions in the preparation of draft policies, strategies, regulations, plans and programs on climate change.

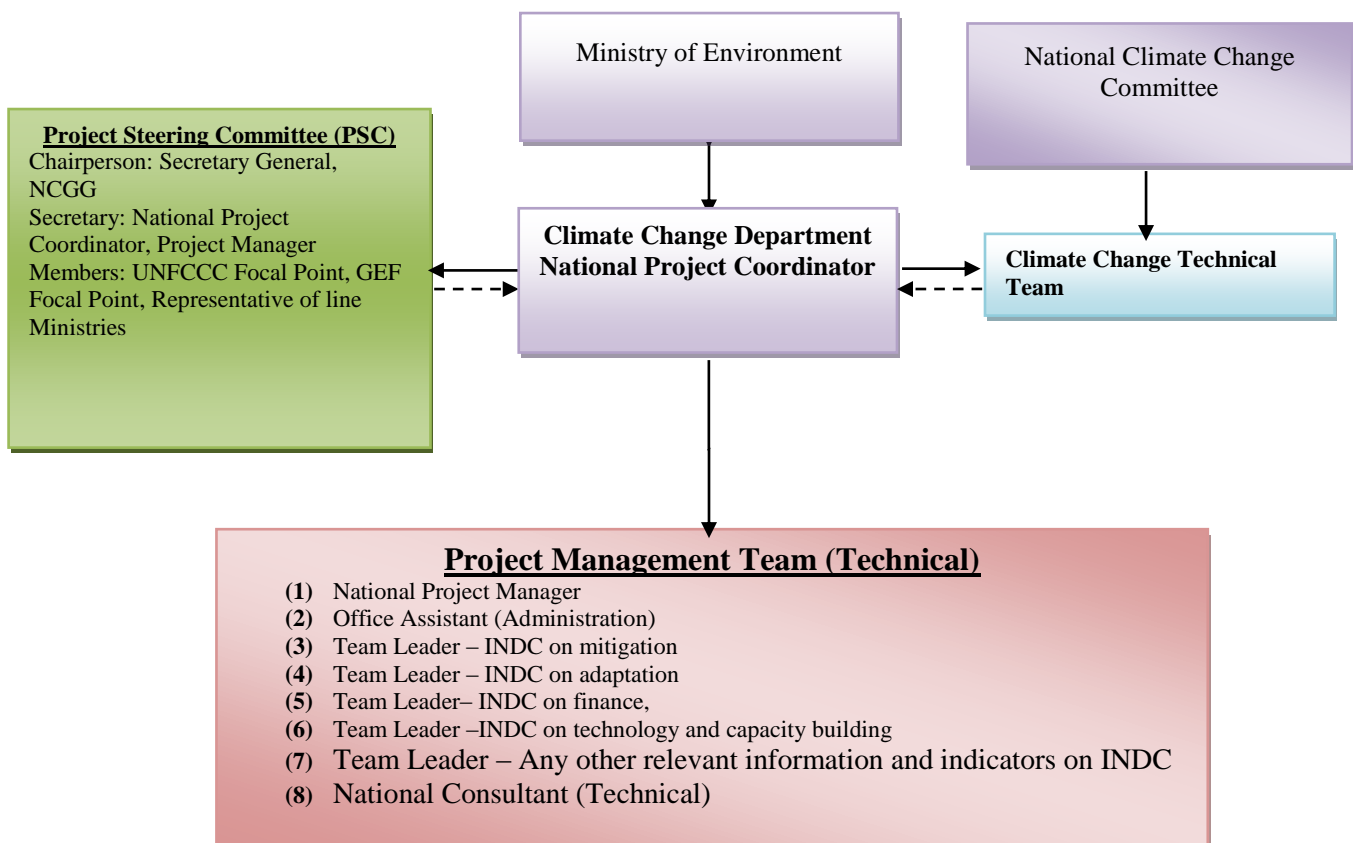


Figure 2: Institutional Arrangements for INDC preparation in Cambodia

The Climate Change Department was established within the Ministry of Environment and acts as the Secretariat for the NCCC. The CCD consists of five offices, namely (1) Administration and Planning Office, (2) Education and Outreach Office, (3) GHG Inventory and Mitigation Office, (4) Vulnerability and Adaptation Assessment Office, and (5) Policy and Coordination Office. The CCD has a broad

mandate covering (1) coordination and implementation of relevant decisions under the United Nations Framework Convention on Climate Change (UNFCCC) and its protocols, (2) preparing National Communications and greenhouse gases (GHG) inventory, (3) conducting an assessment of GHG mitigation potential and promoting the implementation of GHG mitigation projects with appropriate technologies, (4) acting as the focal point for the UNFCCC, the Kyoto Protocol, and the Intergovernmental Panel on Climate Change (IPCC), and (5) developing government positions for climate change negotiation. In this context, CCD will execute the Intended Nationally Determined Contribution (INDC) project, alongside the TNC and BUR projects.

3. GABON

Executing Agency: MINISTRY OF FOREST, ENVIRONMENT AND PROTECTION OF NATURAL RESOURCES (MFEPNR)

On behalf of the Government of the Republic of Gabon, Ministry of Forest, Environment and Protection of Natural Resources (MFEPNR) is responsible for implementation of international environment treaties to which the Republic of Gabon is a Part (including the United Nations Framework Convention on Climate Change). Gabon ratified the United Nations Framework Convention on Climate Change in January 1998. Gabon subsequently established, in May 2013 through a decree, a National Projects Coordination Team on climate change (National Communications, Biennial Update Reports, INDCs) under the authority of the General Directorate of Environment and Nature Protection (GDENP).

The MFEPNR will execute the INDC preparation process through the General Directorate of Environment and Nature Protection (GDENP). The General Directorate of Environment and Nature Protection work closely with the UNFCCC National Focal Point, GEF Focal Point, National Projects Coordination Team on climate change other sectoral public administrations serving as members of the National Climate Council such as Energy, Forestry, Transportation, Construction and Urban planning, Water, Agriculture... and Research Centers. A number of agencies are part of the working group for example National Agency of Infrastructures.

Below is a brief description of functional responsibilities of the participants in the process:

- i. International and (or) national experts (hired on a contract basis) are responsible for the process of activity data gathering, selecting suitable assessment methods, assessment at sectoral level, taking correction measures as a response to quality assurance and quality control activities as well as developing some component parts of the NCs, BURs and INDC Report of the Republic of Gabon under the UNFCCC;
- ii. Members of the National Climate Council, through Steering Committee, are responsible to give guidance on objectives to fulfill (monitoring & evaluation) on INDC in accordance with the overall national policy on climate change as well as with social and economic development strategy ;
- iii. National Projects Coordination Team on climate change (NPCT) is responsible for the coordination of the process of compilation of the key parts of the NCs, BURs and INDC Report of the Republic of Gabon under the UNFCCC; it supervises the process at the implementation level, are responsible for interpreting the results obtained by international and/or national experts, coordination of quality assessment and quality control activities, documentation and archiving the materials used and aggregating the reports submitted by international and national experts.

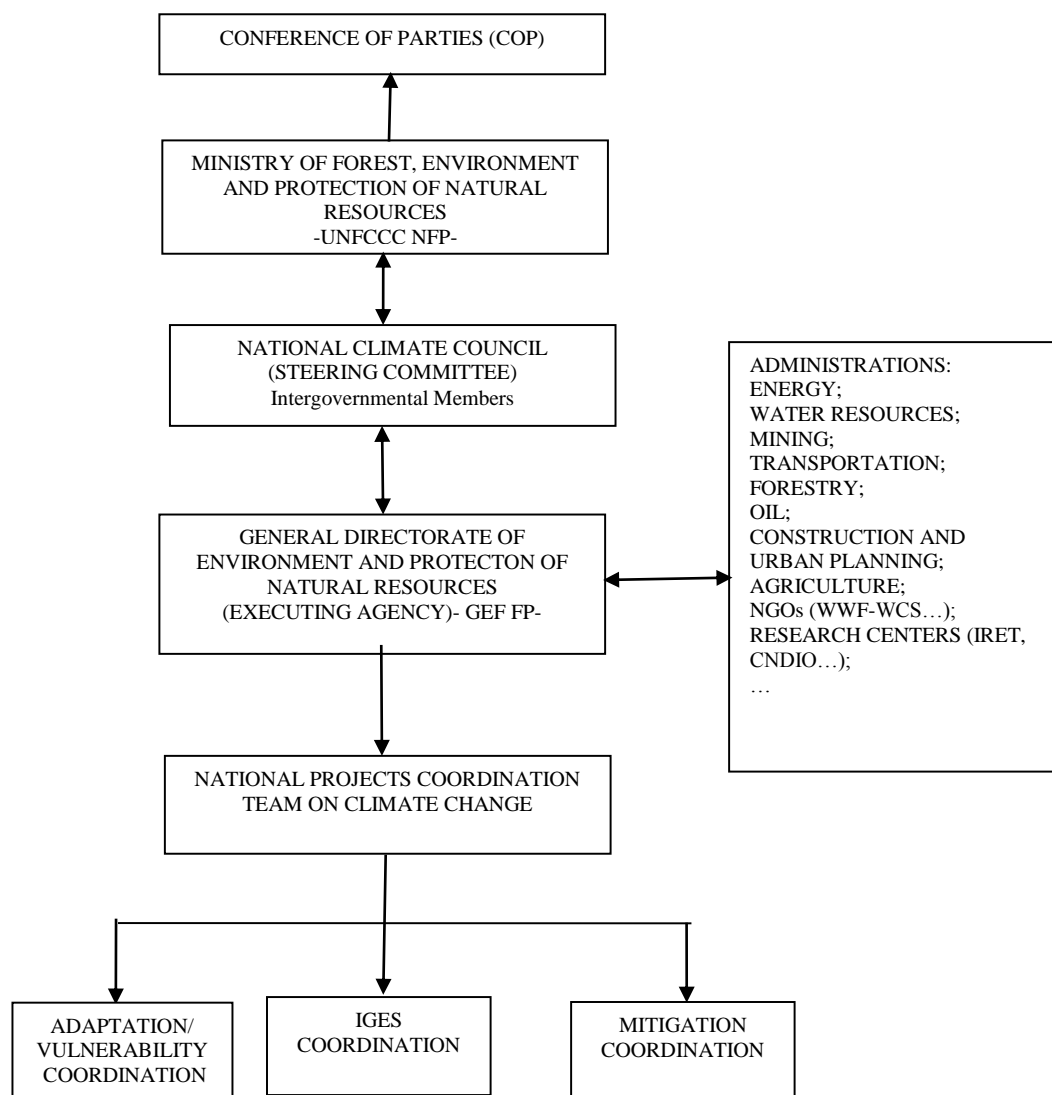


Figure 3: Institutional Arrangements for INDC preparation in the Republic of Gabon.

4. GUINEA-BISSAU

Executing Agency: THE SECRETARY OF STATE FOR THE ENVIRONMENT

Guinea-Bissau ratified the United Nations Framework Convention on Climate Change (UNFCCC) and its Kyoto Protocol (KP), respectively, on October 1995 and February 2005. Subsequently it established a Focal Point for the UNFCCC at the Secretariat of State for Environment (SSE). The National Programme of Climate Change Committee (NPCCC) is a Division of the Secretariat of State for Environment as it comprises all its main directors and serves as trustees and implementation guiding body for specific Climate Change technical issues. It provides guidance to the climate change Project Coordination Unit and controls its activities through Project Ad-Hoc Steering Committees.

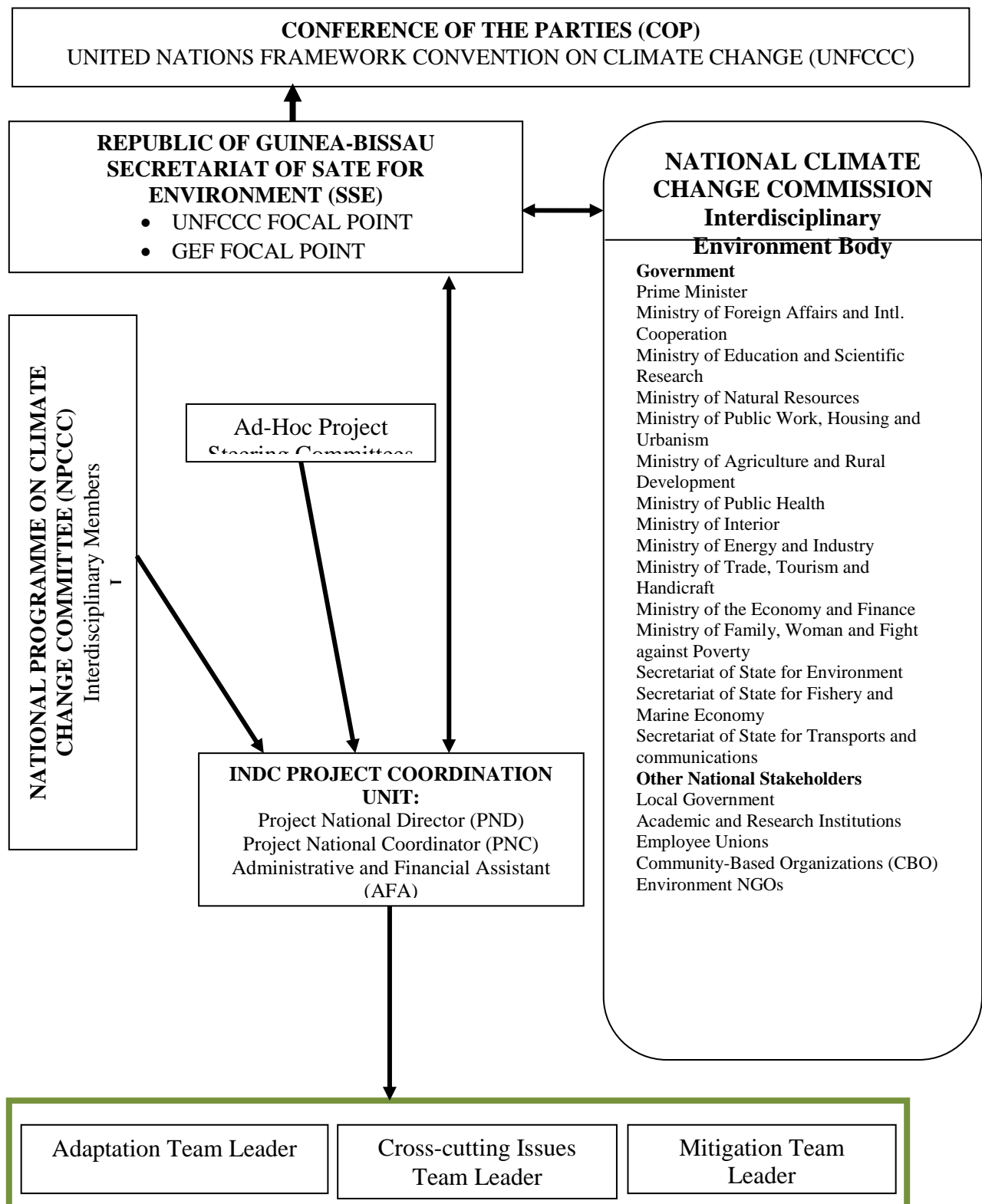
National Climate Change Commission is the supreme political body that provides, based on IPCC and UNFCCC reports on climate, a global vision on political and strategic guidance for the long run roadmap to public sectorial departments and implementing structures. It is comprised by key government ministries and other key independent and scientific stakeholders among which the civil society. Ad-Hoc Project Steering Committee (APSC) is specific to individual projects under implementation in the climate change thematic, including INDC (enabling activities under the conventions, adaptation, mitigation, training and capacity building, etc.). Its lifetime is closely related to the project duration. According to the project thematic area, APSC is chaired by one of directors of the departments referred above in paragraph 5 and its composition depends on the main issues to be addressed by the project.

The INDC Project Coordination Unit is a small administrative body led by a Project National Coordinator (PNC) under supervision of the Project National Director (PND), whom represents the National Executing Agency. PNC is in charge of management of project execution according to the Project Document and other procedural guidance, and is assisted by an Administrative and Financial Expert and works closely with three specialized technical units on Mitigation; Adaptation and Cross-cutting issues, headed by Team Leaders. The Project Coordination Unit acts as secretariat for the INDC Project Steering Committee, which is comprised by pertinent climate, change sectorial focal points in all key departments such as energy, agriculture, industry, natural resources, etc.

Below is a brief description of functional responsibilities of the participants in the INDC process:

- (i) national experts (hired on a contract basis) are responsible for data gathering activity, selecting suitable assessment methods, assessment at sectorial level, taking corrective measures as response to the quality assurance and quality control activities, as well as developing some component parts of the NCs, BURs and INDC Report of the Republic of Guinea-Bissau under the UNFCCC;
- (ii) The Team Leaders, the NPCC management unit, the Sectoral Focal Points and the UNFCCC Focal Point are responsible for the Coordination of the process of compilation of the key part of the NCs, BURs and INDC Report of Guinea-Bissau 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 material used and aggregating the report submitted by national experts.

Figure 4: Institutional Arrangements for INDC preparation in Guinea Bissau.



5. NAMIBIA

Executing Agency: THE DEPARTMENT OF ENVIRONMENTAL AFFAIRS (DEA), MINISTRY OF ENVIRONMENT AND TOURISM

Namibia is dependent on their rich diversity of natural resources, which is used in all industries from agriculture, and fisheries to tourism and mining, therefore making the need for adaptation even more imperative. Namibia has already set up a National Climate Change Policy (NCCP) in 2011, as well as a National Climate Change Strategy and Action Plan (NCCSAP) which was approved by cabinet in 2014. The strategy is aimed at putting into place measures for the medium and longer-term strategies that are necessary to address climate change. The Government has established a multi-sectoral National Climate Change Committee (NCCC), to guide national activities and measures aimed at adapting to climate change and mitigating GHG emissions. In the Ministry of Environment and Tourism, the Department of Environmental Affairs (DEA) was established to: (i) carry out day to day activities related to the implementation of commitments and duties under the UNFCCC and Kyoto Protocol, (ii) manage climate change activities nationwide, and (iii) integrate climate change concerns into various national and sectoral development plans and programs. By virtue of its mandate, the DEA will execute the INDC project, alongside the TNC and BUR projects.

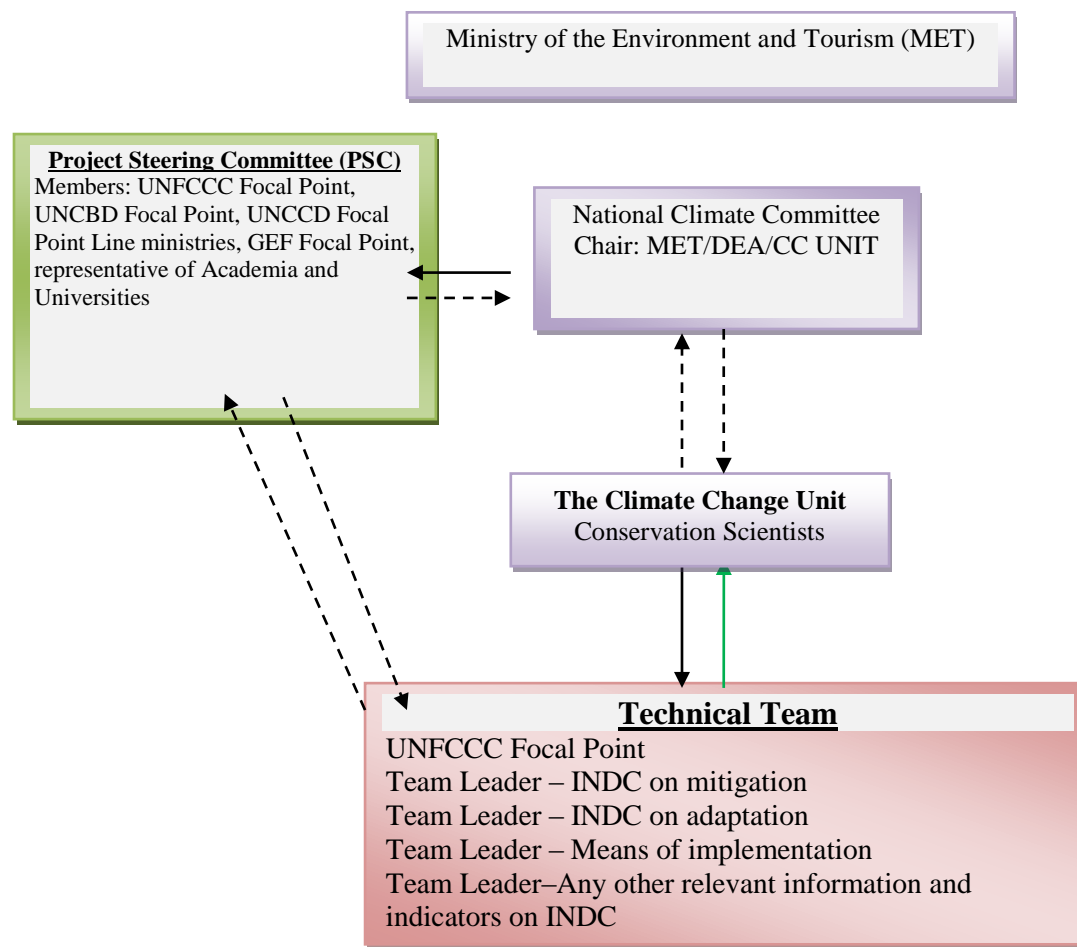


Figure 5. Institutional Arrangements for INDC preparation in the Republic of Namibia

6. PAPUA NEW GUINEA

Executing Agency: OFFICE OF CLIMATE CHANGE AND DEVELOPMENT

In order to address climate change related issues, Papua New Guinea has come up with a national policy called National Climate Compatible Development Management Policy. The aim of the policy is to tackle the adverse impacts of climate change and to mitigate greenhouse gas emissions. The Government of Papua New Guinea has also articulated climate change in our current national long term political vision, plans and strategies, namely the Vision 2050 and the National Strategic Plan 2010 – 21030.

Office of Climate Change and Development (OCCD) was established by government of Papua New Guinea in its in 2010, under National Executive Decision (NEC) number 54. The office was established to: (i) carry out day to day activities related to the implementation of commitments and duties under the UNFCCC and Kyoto Protocol, (ii) manage climate change activities nationwide, and (iii) integrate climate change concerns into various national and sectorial development plans and programs. The office has three (3) divisions, (Adaptation division , REDD+ & Low Carbon Growth division and Measurement Reporting and Verification & National Communication division.) led by their three (3) divisional Directors which report to the Executive Director (ED) which then reports to the Minister for Climate Change. The Minister reports to National Executive Council (NEC) which is the highest decision making body headed by Prime Minister as chairperson .The three (3) technical divisions (Adaptation division , REDD+ & Low Carbon Growth division and Measurement Reporting Verification & National Communication division) has their respective Technical Working Group (TWG) which is comprised of representative from various both government and non-organizations. By virtue of its mandate, the OCCD will execute the INDC project, alongside the TNC and BUR projects.

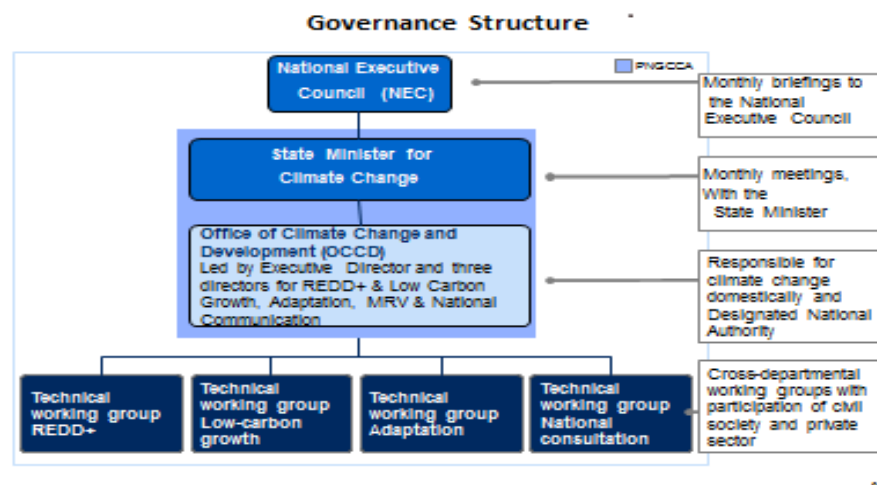


Figure 6. Institutional Arrangement for Papua New Guinea

7. RWANDA

Executing Agency: RWANDA ENVIRONMENT AND MANAGEMENT AUTHORITY (REMA)

Rwanda has ratified the UN Framework Convention on Climate Change (UNFCCC) on 18th August 1994 which entered into force from 21st April 1994. As a non-Annex I Party to the convention, Rwanda has submitted its Initial (INC) and Second National Communications (SNC) respectively in September 2005 and June 2012. Following the preparation of its INC and SNC the country has initiated efforts to create an institutional set-up that seeks to integrate climate change issues into the national legal frameworks.

In the framework of joining the international efforts to conserve the environment, the Government of Rwanda ratified different multilateral environments agreements such as; Convention on Biological Diversity; United Nations Framework Convention on Climate Change; United Nations Convention to Combat Desertification (UNCCD); and the Montreal Protocol on Substances that deplete the Ozone Layer, Vienna Convention for the protection of the Ozone layer; Stockholm Convention on persistent Organic Polluting Agents; Ramsar convention on the wetlands of international importance, especially as waterfowls habitats : Cartagena protocol on the bio safety to the convention on the Biological Diversity (2003); Kyoto Protocol to the convention on climate change; Amendments of the Montreal Protocol on the substances that deplete ozone layer, adopted in London (1990), Copenhagen (1992), Montreal (1997) and Beijing (1999), Nagoya, Convention on the Conservation of Migratory Species of Wild Animals (CMS), Etc.

In order to comply with its obligation as a non-Annex I Party to the UNFCCC, Rwanda intends to prepare its INDC to be communicated to the United Nations Framework Convention for Climate Change. In order to ensure the sustainability and the linkages between the existing climate change enabling activities, the INDC project will be executed by the same structures which carried out similar activities. This project will be executed by the Ministry of Natural Resources through Rwanda Environment Management Authority in the Department of Climate Change and International Obligations (DCCIO) in close collaboration with other public and private institutions and Civil Society. In addition, the National Committee on Climate change “NCCC” will oversee all INDC project related activities.

Thematic working groups will be created and their members are expected to provide their technical support to the process, and will help in implementation of the project activities. Based on existing scientific and technical expertise, experts will be selected based on their qualification and experiences in climate change matters

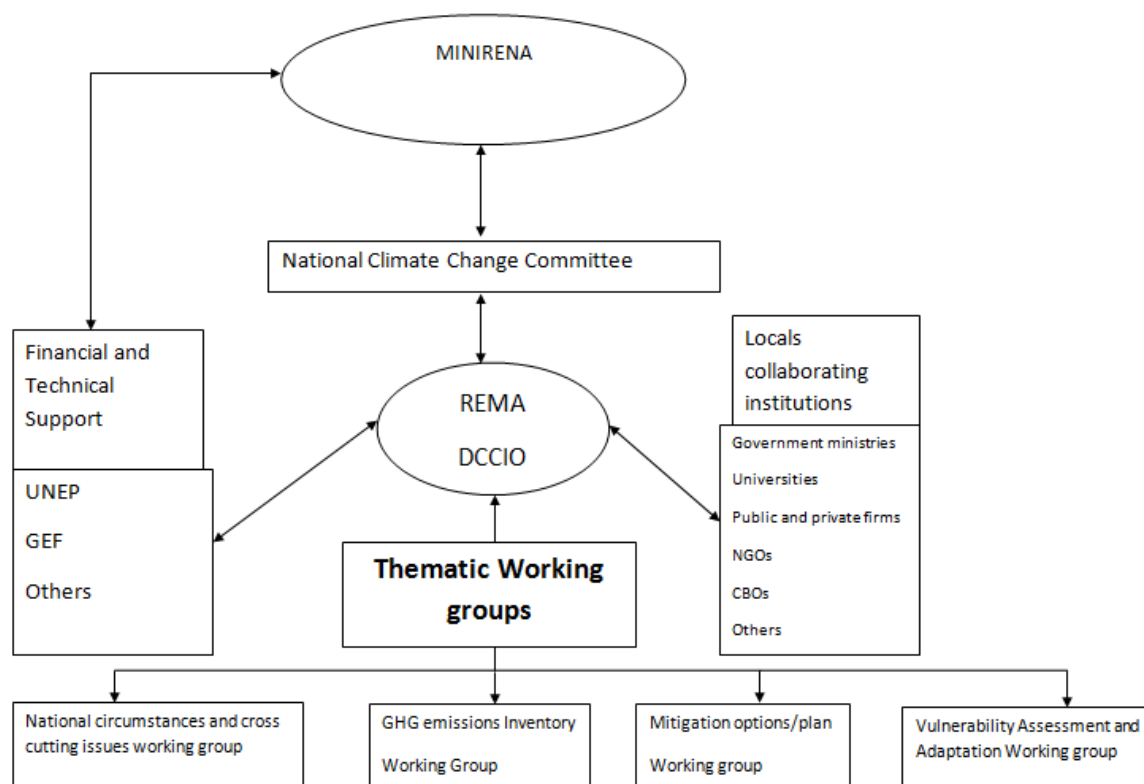


Figure 7: Proposed Project Institutional framework for TNC preparation

8. SAO TOME AND PRINCIPE

Executing Agency: MINISTRY OF PUBLIC WORKS, INFRASTRUCTURE, NATURAL RESOURCES AND ENVIRONMENT

The key governmental institution for environmental issues in São Tomé and Príncipe is the Environmental Cabinet. Its mandate as outlined in the Organic Law in 2000 of the then Ministry of Infrastructures, Natural Resources and the Environment is to coordinate environmental activities and execute the environmental policy of the Government. This includes actions such as environmental protection, the fight against pollution and other forms of environmental degradation, follow-up of any negative environmental impact generated by economic activity, as well as the coordination in the implementation process of the environment conventions as well as of the national environment laws. The Environment Cabinet also proposes relevant legislation and collects environmental data. In a recent ministerial re-organisation, the relevant attributes of the old Infrastructure Department were transferred to the ministry, forming the Ministry of Public Works, Infrastructure, Natural Resources and the Environment. The INDC project will be executed by this Ministry, in close consultation with UNEP. A project Implementation team will be formed and national team leaders appointed for National GHG inventory, cross-cutting team, and Vulnerability and assessment team, as shown in Figure 8.

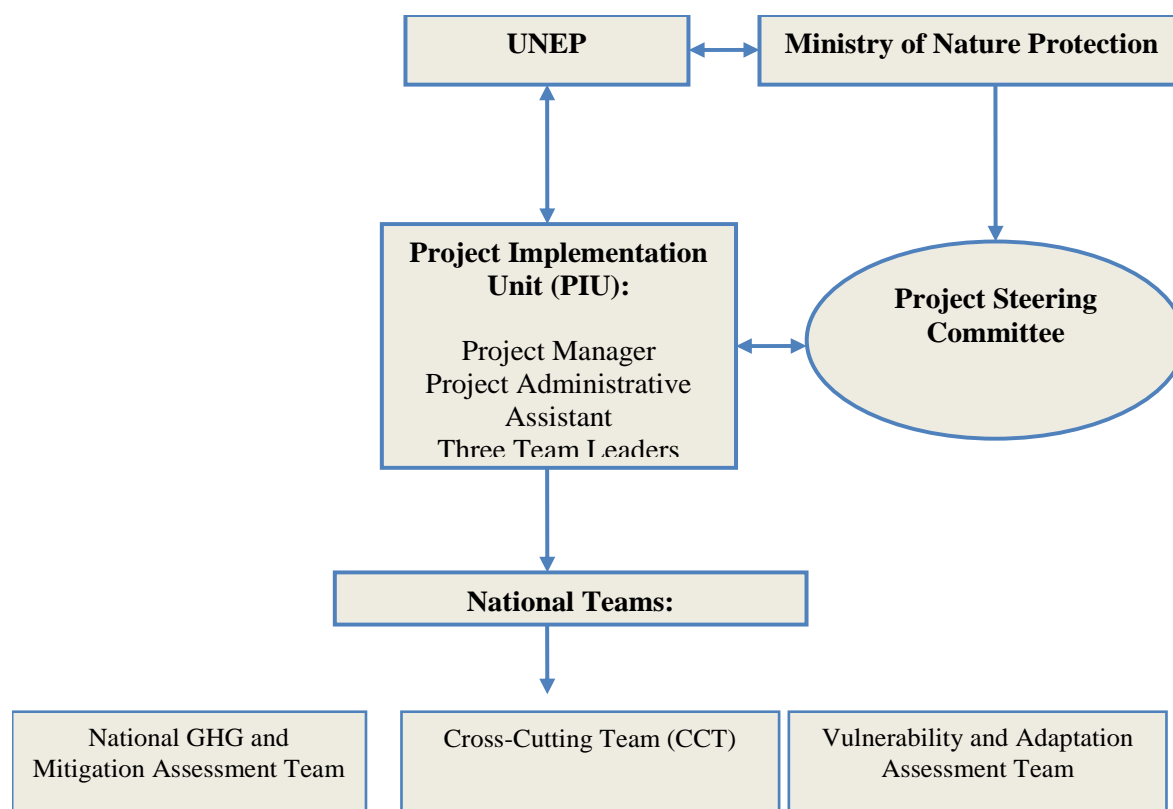


Figure 8: National institutional framework for the preparation of Sao Tome and Principe's INDC

9. UZBEKISTAN

Executing Agency: CENTRE OF HYDRO METEOROLOGICAL SERVICE UNDER THE CABINET OF MINISTERS OF THE REPUBLIC OF UZBEKISTAN (UZHYDROMET)

Republic of Uzbekistan joined the UNFCCC in 1993 as a non-Annex I party and ratified the Kyoto Protocol in 1999. While different national ministries and agencies operating under the Cabinet of Ministers focus on different aspects of climate change, the Centre of Hydrometeorological Service (Uzhydromet) is a national authority responsible for coordinating the climate change related activities, including fulfilling obligations under the UNFCCC and to oversee participation in Clean Development Mechanism (CDM).

Fulfilling the national obligations under the UNFCCC, Uzhydromet is in charge of preparation of National Communications under the UNFCCC, including GHG inventories. So far, the Initial and Secondary National Communications were successfully prepared in 1999 and 2008 respectively, while the Third National Communication is now being prepared. During the preparation of the National Communications, Uzhydromet has succeeded in forming well-skilled expert base, as well as in establishing and strengthening interactions with different national ministries and agencies. As a result, Uzhydromet has now expert groups on greenhouse gas (GHG) inventory, mitigation assessment, vulnerability and adaptation assessment, integration of climate change concerns into national plans for development and policies, environmentally safe technologies, public training, networking and information. Moreover, there are inter-agency frameworks established for climate change adaptation and mitigation.

In this regard, Uzhydromet undertakes overall coordination for the implementation of a proposed iNDC preparation project. A wide range of stakeholders such as ministries, research institutes, NGO's and etc. is expected to be involved in the process of project implementation. The national iNDC will be prepared by a range of experts and consultants and monitored and evaluated by the Interagency working group, established by the decision of the government.

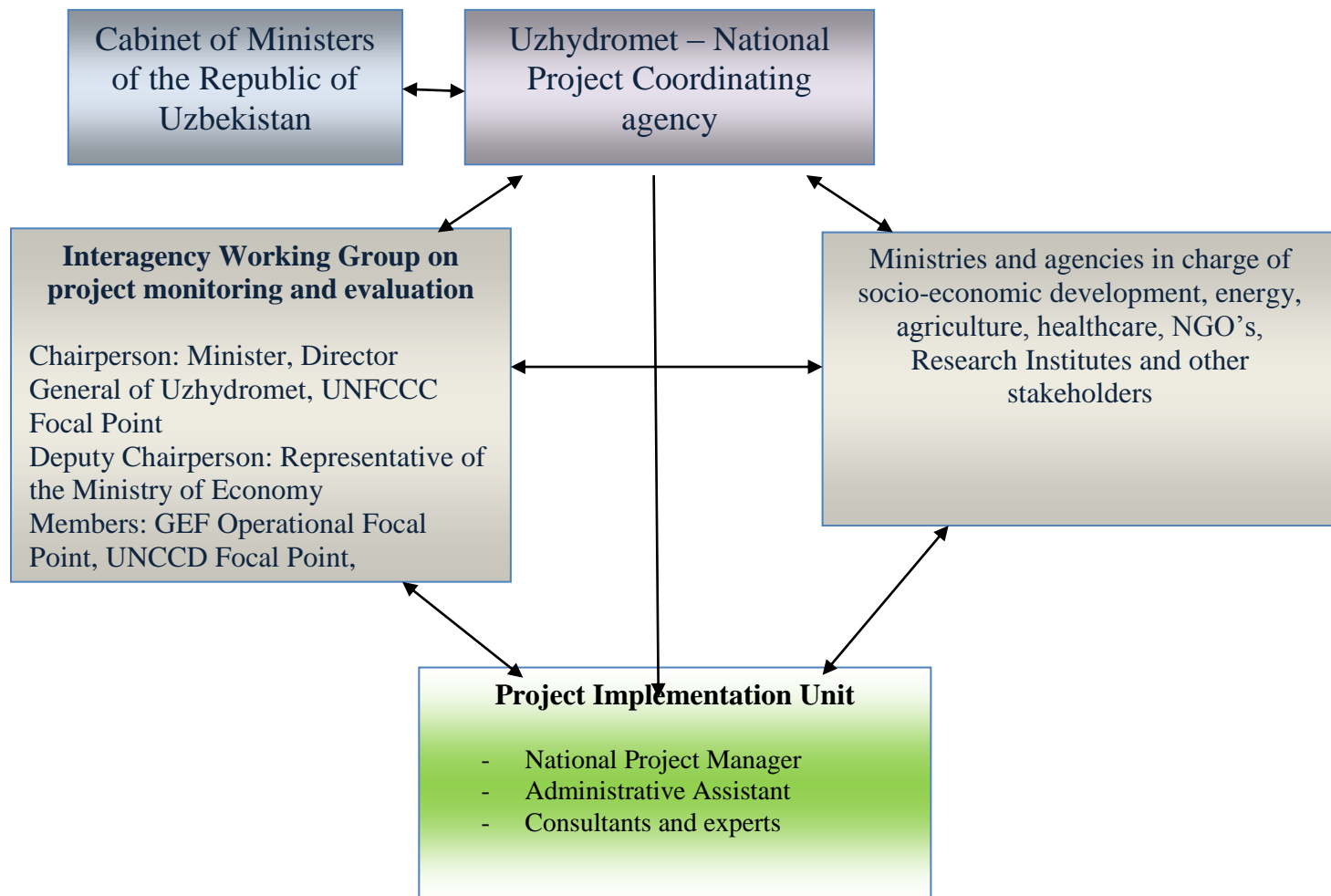


Figure 9: National institutional framework for the preparation of Uzbekistan's INDC

ANNEX I: DESCRIPTION OF STAKEHOLDER INVOLVEMENT IN INDC PREPARATION

1. BENIN

Executing Agency: **DIRECTORATE GENERAL OF CLIMATE CHANGE**

This Ministry will be responsible for the implementation of the project in accordance with the objectives set and planned activities.

The Project Steering Committee (PSC) will evaluate in particular, outputs of the project in order to ensure that activities are carried out in a timely manner as planned in the Work Plan. The PSC will assume the following responsibilities:

- Provide general orientations on the project execution;
- Ensure the follow-up of the project execution through regular evaluations;
- Ensure the policy guidance of the project;
- Provide the project team with the required technical assistance for the activities execution;
- Provide guidance for the identification and participation of actors and approve the role of each actor for the implementation of the project;
- Ensure the effective participation of actors through the linkage with other stakeholders;
- Analyse and approve the terms of reference of national and international consultants;
- Analyse and approve terms of reference of Working Groups;
- Promote exchange of information between different institutions directly or indirectly concerned with issues relating to climate change and other related fields;
- Approve different documents and reports elaborated under the project and ensure their quality control;
- Establish the linkage with the national party in order to ensure not only its support to the project activities but also and especially to the approval of main reports and documents elaborated under the project;
- Facilitate the inter-sectorial coordination for the implementation of the project.
- Analyse and approve the Annual Work Plan as well as technical and financial reports;
- Decide, if necessary of the reorientation of the project activities, subject to no contradiction with the objectives, government priorities, provisions of the Convention and procedures of UNEP/GEF;

The Scientific and Technical Committee (STC) as responsible for scientific and technical quality of study reports and all other documents elaborated under the TNC. Therefore, it will notably:

- Consider and validate the draft Terms of Reference prepared by the National Coordinator of the project;

- Consider and validate the draft reports of technical and scientific studies conducted by consultants or national technical institutions, thematic Teams or other participant technical institutions for the project;
- Suggest to the project team, methodologies, approaches and tools as well as technical and /or scientific measures/steps that contribute to and strengthen the achievement of the objectives of the TNC;
- Appreciate and strengthen in view to validation technical specification of equipment and equipment to be acquired under the TNC;
- Submit to the Steering Committee reports and recommendations for appreciation/comments and approval.

2. CAMBODIA

Executing Agency: EXECUTING AGENCY: THE MINISTRY OF ENVIRONMENT THROUGH ITS CLIMATE CHANGE DEPARTMENT (CCD)

Name	Responsibility/expertise
Ministry of Environment	The project will be executed by the Ministry of Environment through Climate Change Department (CCD) in close collaboration with other line Ministries and Agencies. CCD will be the main implementing entity and will provide overall direction and oversight for implementation of the project. Also responsible for reporting back to UNEP and GEF the results of the INDC preparation project.
Ministry of Mines and Energy	The Ministry of Mines and Energy has developed a number of policies to (1) provide an adequate supply of energy throughout Cambodia at reasonable and affordable price, (2) encourage exploration and environmentally and socially acceptable development of energy resources needed for supply to all sectors of Cambodia economy, and (3) encourage the efficient use of energy and to minimize the detrimental environmental effects resulted from energy supply and consumption. For INDC project preparation, a representative of the Ministry of Mines and Energy (MME) will work closely with the project to (1) identify and review main government policies, studies and report on mitigation, (2) collect existing mitigation options, participate in consultation workshop and review the final INDC related to energy sector.
Ministry of Industries and Handicraft	Representative of the Ministry of Industries and Handicraft will work closely with the project to (1) identify and review government policies, studies and report on mitigation, (2) collect existing mitigation options, (3) participate in consultation workshop, and (4) review the final INDC related to the policies of Industries and Handicraft development.
Ministry of Agriculture, Forestry and Fisheries	Project counterpart for assessing climate change impact, and propose adaption and mitigation options related to forestry, land use, livestock management and rice and other agricultural production.
Ministry of Public Works and Transport	Project counterpart for assessing mitigation potential in transportation sector.

3. GABON

Executing Agency: MINISTRY OF FOREST, ENVIRONMENT AND PROTECTION OF NATURAL RESOURCES (MFEPNR)

Name of key stakeholders	Responsibility/expertise
National Climate Council (NCC)	<p>As the highest entity responsible for planning national response to climate change, Gabon's National Climate Council is vested by the Presidency of the Republic of Gabon to serve as Steering Committee to Executing Agency for INDC preparation process.</p> <ul style="list-style-type: none"> • Ensures the coordination at the political level; • Organizes meetings to give guidance on objectives to fulfill in accordance with national policy on climate change as well as with social and economic development strategy.
Ministry of Forest, Environment and Protection of Natural Resources (MFEPNR)	<p>Institution is responsible for implementation of international environment treaties to which the Republic of Gabon a Part (including UNFCCC). Representatives of MFEPNR also perform the function of the GEF Focal Point, as well as UNFCCC Focal Point.</p> <ul style="list-style-type: none"> • GEF Focal Point gives the approval to disbursement of funds for the project; • UNFCCC Focal Point insures the interface between the government and UNFCCC secretariat and works closely with the NCC and NPCT. • General Directorate of Environment and Nature Protection (GDENP) through the National Projects Coordination Team on climate change (NPCT) is totally responsible for the activities related to preparation of INDC, National Communications, Biennial Update Reports, and National Inventory Reports.
Public administrations serving as members of the council such as Energy, Forestry, Transportation, Construction and Urban planning, Water, Agriculture	<p>Are responsible for defining specific activities related to projects under different programs developed in their areas and as well as assessing data quality used by experts in estimating GHG emissions.</p>
National Agency of Infrastructures (NAI-ANGT-)	<p>NAI is a government agency that is one of the leading bodies monitoring and assessing the quality of infrastructures built by the government. Their part of the work will be to assess the need of the country in terms of adaptation in the context of coastal erosion (finance and type of infrastructures and technologies adapted)...</p> <p>CNDIO is a research centre undertaking studies for the government related to ocean data collection, coastal erosion... its contribution to the process will be helpful.</p>

4. GUINEA-BISSAU

Executing Agency: THE SECRETARY OF STATE FOR THE ENVIRONMENT

Name of key stakeholders	Responsibility/Expertise
National Climate Change Commission	It is chaired by the Prime Minister himself or his representative and it is responsible for formulation and implementing environmental agreement across government.
Secretariat of State for Environment	Governmental institution which is responsible for implementation of international environment agreements (including UNFCCC) to which Guinea-Bissau is Party. Based on this responsibility the Secretary of State assigns the function of Focal Point for each of these individual environment agreements (including GEF Operational Focal Point), to the Secretariat of State departments (through its directors) or to individual staff members, whom operate under his leadership.
National Programme on Climate Change Committee (NPCCC)	It's a multidisciplinary forum where technical assessments and recommendations are made regarding issues related with UNFCCC implementation.
INDC Project Steering Committee	The Coordinator is fully responsible for activities related to the implementation of UNFCCC decision in the country including INDC.
INDC Project Coordination Unit	Is responsible for execution management (technical, administrative and financial).
The Team Leaders	They assist the INDC Project National Coordination Unit in execution of INDC technical activities with specific expertise on adaptation, mitigation and cross-cutting issues.
The Sectorial Focal Points	They are in other sectorial ministries responsible and entry point of climate change issues. Their role in INDC implementation is capital as they contribute with technical inputs from respective sectors.
Civil Society	They comprise environment NGOs, CBOs, Employees Unions, etc. They provide inputs from local and communitarian level.

5. NAMIBIA

Executing Agency: THE DEPARTMENT OF ENVIRONMENTAL AFFAIRS (DEA),
MINISTRY OF ENVIRONMENT AND TOURISM

Name	Responsibility/expertise
Ministry of Environment and Tourism (MET)	The project will be executed by the MET through its Department of Environmental Affairs (DEA) in close collaboration with other ministries and institutions. MET will be the main implementing entity and will provide overall direction and oversight for implementation of the project. Also responsible for reporting back to UNEP and GEF the results of the INDC preparation project.
Ministry of Mines and Energy	Main counterpart for addressing energy production, distribution and utilization issues.
Ministry of Agriculture, Water and Forestry	Provide technical inputs on adaptation elements
Ministry of Works	The ministry of Works through its Meteorology Department provides projections, early warning, forecasts and advisory services on the weather.

6. PAPUA NEW GUINEA

Executing Agency: OFFICE OF CLIMATE CHANGE AND DEVELOPMENT

Name	Responsibility/expertise
Office of Climate Change and Development (OCCD)	The project will be executed by the OCCD in close collaboration with other ministries and institutions. OCCD will be the main implementing and coordinating entity and will provide overall direction and oversight for implementation of the project. Also responsible for reporting back to UNEP and GEF the results of the INDC preparation project.
Waste Sector	Water PNG is the lead sector in coordinating with other sectors in waste sector to provide the data on waste management and treatment
Energy Sector	PNG Power Limited (PPL) is the lead sector in energy sector for data provision on SO ₂ and CO ₂ combustion through combustion and fugitive emission for GHG inventory.
Industrial Processing	Greenhouse gas emissions are produced from a variety of industrial activities which are not related to energy. The main emission sources are industrial production processes which chemically or physically transform materials. Some companies have already responded in data provision for GHG inventory. Yet to identify a lead sector but individual approach is taken at the current for data collection.
Agriculture Forestry others and Land Use (AFOLU) Sector	PNG Forest Authority is the lead sector in coordinating with AFOLU sectors. Department of Agriculture and Livestock provided some data on waste management for GHG inventory.

7. RWANDA

Executing Agency: RWANDA ENVIRONMENT AND MANAGEMENT AUTHORITY (REMA)

The department of climate change and international obligations under Rwanda Environment Management Authority will monitor all activities carried out in the country by different stakeholders and development partners in the course of Rwanda's INDC. Other stakeholders to be involved in the TNC process are: Ministry of Agriculture and Animal resources the Ministry of trade and industry, the Ministry of Infrastructure, Ministry of Education, Ministry of Health, the Ministry of Finance and Economic Planning; Ministry of Natural resources and public institutions such as Rwanda Development Board, Rwanda Bureau of Standards, Rwanda Agriculture Board; Energy, water and sanitation authority; Rwanda Natural Resources Authority, Rwanda Biomedical Centre, Rwanda Revenue Authority International organizations (like the World Bank, UNDP, etc.), research centers, Universities and different NGOs, Etc..

8. SAO TOME AND PRINCIPE

Executing Agency: MINISTRY OF PUBLIC WORKS, INFRASTRUCTURE, NATURAL RESOURCES

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. The Ministry of Public Works, Infrastructure, and Natural Resources will coordinate the preparation of INDCs with:

- Foreign Affairs and Co-operation Ministry (MNEC)
- Agriculture, Rural Development and Fisheries Ministry (MADRP)
- Trade, Industry and Tourism Ministry (MCIT)
- Health Ministry (MS)
- Defence and Internal Order Ministry (MDOI)
- Education and Culture Ministry (MEC)
- Youth and Sports Ministry (MJD)
- The Ministries of Education and Culture and of Youth and Sports will communicate with NGOs involved with environmental issues

9. UZBEKISTAN

Executing Agency: CENTRE OF HYDRO METEOROLOGICAL SERVICE UNDER THE CABINET OF MINISTERS OF THE REPUBLIC OF UZBEKISTAN (UZHYDROMET)

Name	Responsibility/expertise
The Centre of Hydrometeorological Service under the Cabinet of Ministers of Uzbekistan (Uzhydromet)	National designated authority for coordinating the climate change activities in Uzbekistan and fulfilling the obligations of Uzbekistan to the UNFCCC. The project will be executed by Uzhydromet in close collaboration with other stakeholders. It will provide overall direction and oversight for implementation of the project. Also responsible for reporting back to UNEP and GEF the results of the INDC preparation project.
Ministry of Economy	The Ministry of Economy is the government body responsible for the development and implementation of long-term strategies and programs of development of the country, holding deeply thought-out and balanced socio-economic policies aimed at ensuring macroeconomic stability, sustainable, balanced and dynamic economic development. It is also a National Coordinating Agency for implementation of CDM projects. Project National Partner.
Ministry of Finance	The Ministry of Finance as a central economic and financial authority of the Republic is implementing financial and pricing policy of the Republic of Uzbekistan, and provides overall management of the organization of finance and pricing on the entire territory of Uzbekistan. Project National Partner.
State Joint Stock Company “Uzbekenergo”	National Partner for addressing the climate change mitigation issues, such as introduction of energy efficiency legal framework.
Ministry of Agriculture and Water Resources	National partner for implementation of adaptation and mitigation activities in water, agriculture and forestry sectors.
Ministry of Emergencies	National Partner for implementation of adaptation measures related to warning and mitigating the adverse effects of hazards.
State Committee for Nature Protection	Ensure realization of state policy in the field of environmental safety, environmental protection, use and reproduction of natural resources. National Partner.
NHC “Uzbekneftegaz”	National authority responsible for the development of oil and gas industry. National partner on mitigation (reducing GHG) in oil and gas 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:													
Month	F	M	A	M	J	J	A	S	O	N	D	J	
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: 1341	Version of checklist	CEO ENDORSMENT Stage
Project status (preparation, implementation, MTE/MTR, TE)	Project Preparation phase	Date of this version:	February, 2014
Checklist prepared by (Name, Title, and Institution)	George Manful, Task Manager, UNEP/DTIE GEF CCM Unit		

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

Section A: Project location

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

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

	<i>Yes/No/N.A.</i>	<i>Comment/explanation</i>
- Are ecosystems related to project fragile or degraded?	N/A	
- Will project cause any loss of precious ecology, ecological, and economic functions due to construction of infrastructure?	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.

	<i>Yes/No/N.A.</i>	<i>Comment/explanation</i>
- Does the project respect internationally proclaimed human rights including dignity, cultural property and uniqueness and rights of indigenous people?	Yes	The project does respect 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 access to resources?	No	
- Does the project incorporate measures to allow affected stakeholders' information and consultation?	Yes	The project incorporates activities for capacity building, information sharing and dissemination, such as workshops and meetings, with a view to generate INDC that is responsive to the needs its people/stakeholders.

- Will the project affect the state of the targeted country's (-ies') institutional context?	Yes	The project targets to strengthen capacities of national institutions to prepare, implement and monitor their intended nationally determined contributions to the UNFCCC. This is expected to enhance collaboration, information sharing and networking amongst all climate change sectors/institutions.
- Will the project cause change to beneficial uses of land or resources? (incl. loss of downstream beneficial uses (water supply or fisheries)?	No	
- Will the project cause technology or land use modification that may change present social and economic activities?	No	Project scope will not cause technology and/or land use modification. The project will however make recommendations on measures for development and/or transfers of environmentally sound technologies to support 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
APSC	Ad-Hoc Project Steering Committee, Guinea Bissau
BUR	Biennial Update Reports
CCCSP	Cambodian Climate Change Strategic Plan
CCIPED-NGO	Representative of Centre of Information and Communication for the Environmental Protection and Sustainable Development, Benin
CDM	Clean Development Mechanism
CoP	Conference of the Parties
DCCIO	Department of Climate Change and International Obligations, Rwanda
DECAM/BETHESDA-NGO	Representative of Director of Department for Community Development and Environment Purification, Benin
EA	Executing Agency
GDENP	General Directorate of Environment and Nature Protection, Gabon
GEF	Global Environment Facility
GSP	Global Support Programme
IDID,NGO	Initiatives for a Sustainable Integrated Development, Benin
INDC (s)	Intended Nationally Determined Contribution(s)
IPCC	Intergovernmental Panel on Climate Change
KP	Kyoto Protocol
M&E	Monitoring and Evaluation
MEAs	Multilateral Environmental Agreement
MECGCCRPRNF	Ministry of Environment in charge of Climate Change Management, Reforestation, and Protection of Natural and Forest Resources, Benin
MFEPNR	Ministry of Forest, Environment and Protection of Natural Resources, Gabon
MoU	Memorandum of Understanding
NAMAs	Nationally Appropriate Mitigation Actions
NAP(A)s	National Adaptation Plans, Programmes
NC	National Communications
NCCC	National Climate Change Committee
NPCCC	National Programme of Climate Change Committee, Guinea Bissau
OCCD	Office of Climate Change and Development, Papua New Guinea
PoW	Programme of Work
PSC	Project Steering Committee
STC	The Scientific and Technical Committee
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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