United Nations Development Programme

Project Document

Project title: Capacity Building Initiative for Transparency (CBIT) Global Coordination Platform		
Country: Global	**Implementing Partner:** UNDP Istanbul Regional Hub for Europe and the CIS	**Management Arrangements:** Direct Implementation Modality (DIM)
Regional Programme Outcome*:* Outcome 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded (draft Regional Programme 2014-2017)		
UNDP Strategic Plan Output: Output 1.4: Scaled up action on climate change adaptation and mitigation cross sectors which is funded and implemented		
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Planned start date: *June 1st 2017*	**Planned end date:** *November 30th 2018*	
LPAC date: <mark>to be agreed</mark>		
Brief project description: Although there have been efforts made in the past to report national GHG emissions through GHG inventories and MRV systems for NAMAs they have lacked a concerted coordination effort. It is essential for countries to establish solid monitoring, reporting, and verification (MRV) systems to assess the impact of climate change actions and policies and to track the implementation of the Agreement.		

Most parties don't have the necessary institutional arrangements and technical capacities needed to comply with the enhanced transparency framework. Parties will face significant barriers to ensure transparency that will need to be overcome through coordinated efforts and with international support.

The present GEF-CBIT proposal for Global Coordination will support overcoming the lack of national transparency capacities and limited coordination efforts through three pillars: (I) the centralization of and easy-access to information through a web-based transparency coordination platform; (II) coordination through events and said platform; and (III) the identification of gaps and needs for enhanced transparency systems.

UNDP will be responsible for implementing the Outcomes 2 and 3 of the project.

FINANCING PLAN – UNDP	
CBIT fund	USD 485,000
UNDP TRAC resources	USD 0
Cash co-financing to be administered by UNDP	USD 0
(1) Total Budget administered by UNDP	USD 485,000
FINANCING PLAN AND PARALLEL CO-FINANCING - UN ENVIRONMENT	
CBIT fund	USD 515,000
Co-financing in kind to be provided and administered by UNEP DTU Partnership	USD 400,000
(2) Total Budget administered by UNEP	USD 915.000
(3) Grand-Total Project Financing (1)+(2)	USD 1,400,000
SIGNATURES	

Signature: Rastislav Vrbensky, UNDP Deputy Assistant Administrator and RBEC Deputy Regional Director	**Agreed by UNDP**	xxx, 2017

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LIST OF ACRONYMS AND ABBREVIATIONS

CBIT	Capacity Building Initiative for Transparency
CGE	Consultative Group of Experts
FIRM	Facilitating implementation and readiness for mitigation
FSP	Full Sized Project
GCP	Global Coordination Platform
GEF	Global Environment Facility
GEFSEC	Global Environment Facility Secretariat
ICAT	Initiative for Climate Action Transparency
IPCCC	Intergovernmental Panel on Climate Change
MSP	Medium Sized Project
MRV	Measuring, Reporting and Verification
PIF	Project Identification Form
PIR	GEF Project Implementation Report
POPP	Programme and Operations Policies and Procedures
PPG	Project Preparation Grant
STAP	GEF Scientific Technical Advisory Panel
UNDP-GEF	UNDP Global Environmental Finance Unit
BUR	Biennial Update Report
GSP	UNDP/UNEP Global Support Program for NCs and BURs
NC	National Communication

II.   DEVELOPMENT CHALLENGE

The global community has recognized the urgency in facing climate change evidenced by the Parties' aspiration to "holding the increase in the global average temperature to well below 2 degrees Celsius above pre-industrial levels and pursuing significant efforts to limit the temperature increase to 1.5 degrees Celsius above pre-industrial levels, recognizing that this would significantly reduce the risks of impacts" as stated in Article 2 of the Paris Agreement. The Agreement entered into force on November 4th, 2016 and it is essential for countries to establish solid measuring, reporting, and verification (MRV) systems to assess the impact of climate change actions and policies and to track the implementation of the Agreement.

In preparation of the Conference of the Parties in Paris, 119 Intended Nationally Determined Contributions were submitted by October 2015, covering 147 Parties to the Convention. All Parties included information on their mitigation contributions. A total of 100 Parties, accounting for 84 per cent of the INDCs, also included an adaptation component, per the UNFCCC INDC synthesis report. This report also highlights the importance of enhanced international support in the context of the new global agreement.

The Nationally Determined Contribution (NDC) of a country sets out its efforts to combat climate change, corresponding to its national contribution to global mitigation efforts as well as adaptation goals and means of implementation. At the national level, NDCs will be implemented through individual policies and measures. All these policy actions and measures will undergo a MRV process, nationally and internationally. The information collected from the individual policies, actions and measures can be used nationally to monitor the level of achievement of the mitigation and adaptation goals stated in the NDC and thus contribute to the reporting of progress in implementing NDCs to United Nations Framework Convention on Climate Change (UNFCCC). In addition, the information collected at the country level and reported internationally will allow achievement of 'reaching global peaking of greenhouse gas emissions as soon as possible', to be tracked. In this context, the design and implementation of MRV systems at the national and international levels become an important tool to track individual countries' implementation of their NDCs.

In addition to the existing UNFCCC accounting system, the Paris Agreement establishes an "enhanced transparency framework for action and support," which will cover information about the mitigation and adaptation actions undertaken by all Parties, as well as the support they provide or receive to enable them to implement these actions. The framework dictates that developed country Parties shall, and other Parties that provide support should, provide information on financial, technology transfer, and capacity-building support provided to developing country Parties under Articles 9, 10, and 11 of the Agreement, and developing country Parties should provide information on financial, technology transfer, and capacity-building support needed and received under these Articles. Under this framework each party must submit a national greenhouse gas inventory. An accompanying decision elaborates that all countries – except least developed countries and Small Island developing states – shall provide these inventories at least biennially.

The information prepared by countries and submitted in their NDCs will be used to feed into the global stock take agreed under Article 14 of the Paris Agreement. Article 14.1 makes provision for a periodical stock take to 'assess the collective progress towards achieving the purpose of this Agreement'. This Article also states that a stock take will be held every five years and will inform the submission of subsequent NDCs.

As a result of the Paris Agreement, donors have been expediting support to developing countries in advancing their national transparency systems and corresponding capacities. A variety of organizations are already involved in supporting transparency initiatives globally and many more are expected to follow suit after the ratification of the Paris Agreement, however, with limited coordination and knowledge management resulting in a lack of understanding of the availability of methodologies and their application in the countries. Parties are being supported

to develop capacities for the reporting of national GHG emissions. Other initiatives have also helped countries develop bottom-up MRV systems for NAMAs through e.g. the UNDP Low-Emission Capacity Building Programme and bi- and multilateral efforts by donors and UNEP's Facilitating implementation and readiness for mitigation (FIRM). Few countries possess the capacity and required institutional set-up to track the progress of NDC implementation. these initiatives have been limited in terms of scope, countries covered and the number of stakeholders that have benefited from them.

There are two events slated to take place in 2018 that will influence and guide the targets and the related transparency strategies, i) the Intergovernmental Panel on Climate Change (IPCC) special report that will be published in 2018 on the impacts of global warming of 1.5 °C and related global GHG emission pathways and ii) the UNFCCC "facilitative dialogue" also planned to take place in 2018 taking stock of the collective efforts of Parties in relation to progress towards the long-term goal.

Parties will face significant barriers to ensure transparency that will need to be overcome through coordinated efforts and with international support. Various new initiatives have therefore been established since the Paris climate negotiations to build national capacity to meet new requirements and funds have already been mobilized for the Capacity Building Initiative for Transparency (CBIT), established under the Paris Agreement, which will provide policymakers around the world with tools and capacity building support to measure and assess the effects of their climate actions.
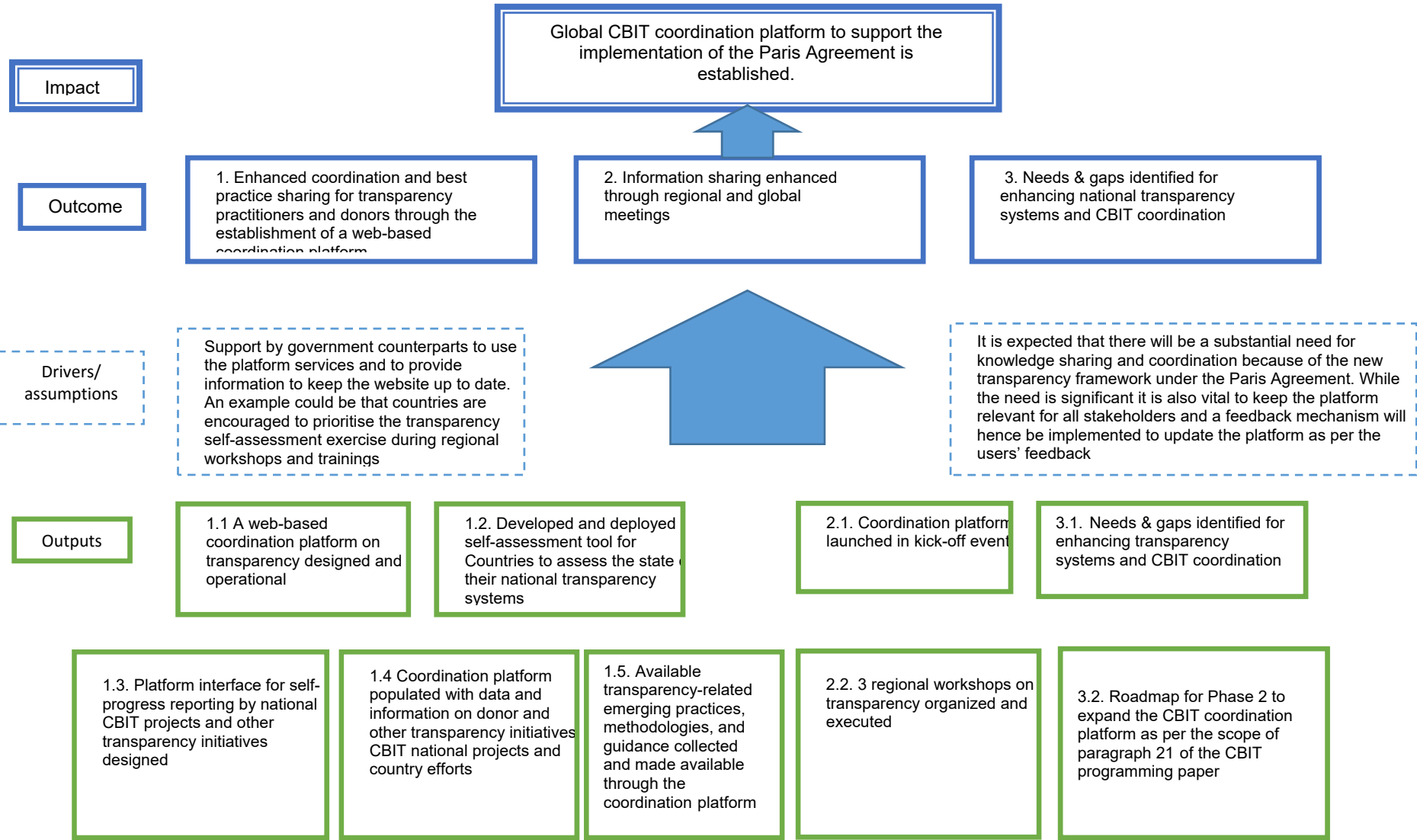
The primary problem the project will address is the lack of a global transparency coordination, information sharing and knowledge management in the area of MRV. The establishment of an online platform will together with global workshops ensure an efficient coordination of donor support initiatives both globally and domestically, allow developing countries to share best practices and explore synergies to facilitate the development of capacities and transparency systems to track the implementation of their NDCs.

The platform will also provide clarity on support provided and received by relevant individual Parties, and, to the extent possible, provide a full overview including gaps of existing capacity and aggregate financial support provided and thereby be a key tool to inform the "global stock takes" and guide the global effort to track the progress of the implementation of NDCs.

Many countries also find it challenging to understand what exactly is required from the Paris Agreement and how to link the CBIT support to the Paris Agreement art 13 requirements. The coordination and information sharing platform will therefore be accompanied by publications, webinars and discussion fora aiming at supporting countries understanding the article 13 requirements.

The online CBIT Global Coordination Platform is directed towards building on existing projects and initiatives and closing gaps and needs in setting-up national transparency systems. This proposal will support CBIT in identifying the global gaps and needs in line with enhanced transparency framework and will thereby be able to inform CBIT's future work globally. The Transparency Coordination Platform is aligned with the UN Environment and UNDP's approach to the Agenda 2030 and the Mid-term strategy 2014-17. Specifically, the platform will contribute to the strategic focuses on climate change and environmental governance. This project is in particular contributing to the Sustainable Development Goals 13 and 17. The platform will be the underlying mechanism to track progress of the Paris Agreement on Climate Change (goal 13) and at the same time provide a forum encouraging partnerships among relevant actors.

III. STRATEGY

Impact

Global CBIT coordination platform to support the implementation of the Paris Agreement is established.

Outcome

1. Enhanced coordination and best practice sharing for transparency practitioners and donors through the establishment of a web-based coordination platform

2. Information sharing enhanced through regional and global meetings

3. Needs & gaps identified for enhancing national transparency systems and CBIT coordination

Drivers/ assumptions

Support by government counterparts to use the platform services and to provide information to keep the website up to date. An example could be that countries are encouraged to prioritise the transparency self-assessment exercise during regional workshops and trainings

It is expected that there will be a substantial need for knowledge sharing and coordination because of the new transparency framework under the Paris Agreement. While the need is significant it is also vital to keep the platform relevant for all stakeholders and a feedback mechanism will hence be implemented to update the platform as per the users' feedback

Outputs

1.1 A web-based coordination platform on transparency designed and operational

1.2. Developed and deployed self-assessment tool for Countries to assess the state their national transparency systems

2.1. Coordination platform launched in kick-off event

3.1. Needs & gaps identified for enhancing transparency systems and CBIT coordination

1.3. Platform interface for self-progress reporting by national CBIT projects and other transparency initiatives designed

1.4 Coordination platform populated with data and information on donor and other transparency initiatives CBIT national projects and country efforts

1.5. Available transparency-related emerging practices, methodologies, and guidance collected and made available through the coordination platform

2.2. 3 regional workshops on transparency organized and executed

3.2. Roadmap for Phase 2 to expand the CBIT coordination platform as per the scope of paragraph 21 of the CBIT programming paper

As seen in the previous figure, the project seeks to have a positive impact on the response to Article 13 of the Paris Agreement by enabling more efficient donor support through improved coordination and more effective dissemination and uptake of best practices by providing free and easy access to high-quality knowledge products. This access will be mediated by a web-based platform which will be populated with two main types of data: country specific information on transparency needs and gaps, to be provided through a self-assessment and best practices, methodologies and guidance on transparency for practitioner use. The work performed through and on the platform will be accompanied by a series of three events that will provide in-person capacity building and networking opportunities for practitioners. The main assumptions related to this project have to do with the capacity to collect sufficient data from the self-assessments to establish a viable dataset and on being able to provide sufficient value through collection and curation of knowledge products to ensure the platform remains active after the initial engagement caused by the launch and self-assessment process. These relationships are all clearly visible in the figure above.

This project will build on the work done by the "Group of friends on the MRV framework for developing countries" which during its most recent meeting agreed that the UNDP Global Support Program (GSP) would organize a virtual space for collaboration and invite Group members to collaborate virtually. It was also agreed that GSP and UNFCCC would, with further input from the Group members, develop an agenda for a 1-2-day meeting, to occur on the margins of the CBIT Global Coordination Platform launch. The Global Coordination Platform will keep track of national CBIT projects, and other national transparency projects and initiatives, address the lack of national transparency capacities and limited coordination efforts through three pillars: (I) the centralization of an easy-access to information platform through a web-based transparency coordination platform; (II) the identification of gaps and needs for enhanced transparency systems; and (III) coordination through the platform and related events . By doing so, best practices and synergies will be identified

The project will ultimately contribute to enhanced ambitions in reducing GHG emissions and adaptation actions. Improved coordination will generate synergies and avoid duplication across initiatives and donor-support efforts, freeing resources for additional efforts in the global aim to keep global warming below 2 degrees Celsius. Similarly, the enhanced availability of knowledge through a centralized coordination platform will help countries increase their transparency capacity and, thus, their capacity to report progress on their NDCs and long-term policy planning, providing for increased ambition.

The Paris Agreement requires countries to be more transparent about their climate actions than ever before, and has new provisions to hold them accountable. Countries are universally required to report their progress on reducing greenhouse gas emissions, building climate resilience, and better tracking the support they provide or receive. The Paris Agreement established a process to verify the data and information on both climate actions and ways countries provide support for a transition to a zero-carbon and climate-resilient economy.

Strong transparency and accountability rules under the Paris Agreement have implications for the corporate sector as well. Businesses' ability and willingness to shift finance flows to climate-compatible investments and resilience strategies depends on how confident they are that the countries they operate in are taking serious measures to achieve their climate targets. Done right, transparency and accountability rules can result in a reinforcing cycle of verified action that builds confidence among governments, investors and shareholders.

To build capacity most effectively, the new transparency initiatives should leverage the lessons, experience and work undertaken so far by UNFCCC thematic bodies, UNFCCC training programs and existing global transparency-related initiatives or partnerships.

Knowledge management is at the core of this CBIT proposal. Most relevant information will be sourced from existing projects and initiatives that will be complemented through additional efforts. Making this knowledge available in a

centralized, user-friendly fashion through the transparency coordination platform and coordination and outreach events will constitute an excellent manner to share knowledge, experiences, and expertise across a wide range of relevant stakeholders. In addition to making up to date information about transparency available free of charge at the online platform, will the project organize workshops to increase information sharing, conduct webinars to reach as many stakeholders as possible and publish publications aiming at building capacity for stakeholders.

Although the concept of a topic-centered, knowledge-encompassing, and coordinating platform is per se not innovative. In the context of climate change transparency, however, the implementation of a coordination platform merits consideration as an innovative approach. In view of the baseline situation in which information is highly dispersed and efforts are not coordinated, the coordination platform must be considered innovative. It focuses on the generation of global public goods in form of coordination, knowledge generation, and the creation of a public knowledge repository, which by definition is free of access but still associated with a cost for the goods. In absence of CBIT funding, it is highly likely that no funding will be made available for these global public goods despite the imminent need for them. Moreover, baseline initiatives, including those indicated for co-financing, are generating valuable, though dispersed, and transparency capacities. By creating coordinating activities, this proposal will be able to leverage the individual ongoing and future initiatives by centralizing knowledge and making it broadly available. Consequently, this proposal provides an incremental value to a wide-ranging number of initiatives and donor efforts. In addition to leveraging existing initiatives, the global coordination project will build on existing global support programmes and other transparency-related initiatives.

The UNDP's Istanbul Regional Hub is in a perfect position to implement this project as it hosts the global UNDP's center for managing Monitoring, Reporting and Verification (MRV) issues, led by Global Support Program for National Communications and Biennial Update Reports (in short GSP). MRV issues represent the backbone for all the work which will be developed under the new enhanced transparency framework set by the Paris Agreement. Further, as the GSP team has all the channels and networks already in place for dealing with this kind of work, there are strong cost-efficiencies and cost savings opportunities, inter alia by the fact that the GSP team will be able to manage this new initiative without significant additional burdens nor management costs.

IV.   RESULTS AND PARTNERSHIPS

i.   Expected Results:

This proposal targets the CBIT Programming directions paragraphs 20 and 21. In those paragraphs the CBIT program envisages to establish a Global Coordination Platform (GCP) to support the CBIT management, and enable global coordination, maximize learning opportunities, and enable knowledge sharing to facilitate transparency enhancements.

Coordination and coherence of existing initiatives will be crucial and beneficial for countries which calls for a coordination mechanism at the global level with existing and emerging initiatives. The need for close linkage with the UNFCCC work streams and IPCC is also necessary to make to global effort more efficient. Finally, will sharing of experiences at national and regional level function as a network for practitioners and provide a global database inspiring and supporting countries to move forward with transparency initiatives.

The GCP will engage donors, countries, the GEF Partner Agencies, and other relevant entities and institutions with related program activities to enhance partnership of national, multilateral, and bilaterally-supported capacity-building initiatives.

This engagement will build among others on the work done by the "Group of friends on the MRV framework for developing countries" which held in the first meeting in May 2016 in Bonn, Germany and its second one in November of the same Marrakech, Morocco. During this most recent meeting it was agreed that the UNDP Global Support Program (GSP) would organize a virtual space for collaboration and invite Group members to collaborate virtually. The aims of the CBIT as stated in the COP decision were introduced as follows: *a. To strengthen national institutions for transparency-related activities in line with national priorities; b. To provide relevant tools, training and assistance for meeting the provisions stipulated in Article 13 of the Agreement; and c. To assist in the improvement of transparency over time.* The GCP will facilitate a more efficient operationalization of the above-mentioned areas of work and increase the impact of the existing and emerging transparency initiatives. To reach that target, will the GCP keep track of national CBIT projects, and other national transparency projects and initiatives, address the lack of national transparency capacities and limited coordination efforts through three pillars: (I) the centralization of an easy-access to information platform through a web-based transparency coordination platform; (II) the identification of gaps and needs for enhanced transparency systems; and (III) coordination through the platform and related events. By doing so, best practices and synergies will be identified benefitting the transparency activities globally.
The objective of this project is therefore to establish and manage a CBIT Global Coordination Platform for sharing and obtaining information, disseminate knowledge about the Paris Agreement transparency framework for more efficient donor support, easy and free access to knowledge and ultimately strengthen national transparency systems responding to article 13 of the Paris Agreement. The operationalization of the GCP will be accompanied by regional workshops for knowledge sharing and needs and gaps assessments to inform a more coordinated and efficient capacity building effort.

Project outcomes and expected results (UNDP will be responsible for managing and implementing outcomes 2 and 3)

Project Outcome 1 (led by UNEP)
Enhanced coordination and best practice sharing for transparency practitioners and donors through the establishment of a web-based coordination platform

Output 1.1 A web-based coordination platform on transparency designed and operational
The CBIT proposal will finance the design of a web-based coordination platform that centralizes all relevant information on transparency, becoming a user-friendly one-stop shop for practitioners on enhanced knowledge-sharing in transparency issues. Moreover, the platform will provide information on donor efforts and country needs, increasing coordination across donors and reducing transaction costs for donors and countries by identifying countries' needs and priorities on transparency. The coordination platform will be managed in close coordination

with the GEF secretariat. The platform will have a user interface that will allow CBIT national projects to enter their progress and other information, this interface will also allow other certified users to input and update their information related to transparency activities. The platform will start-off with four modules providing information on ongoing and upcoming (I) in-country, regional and global donors and other initiatives and support; (II) countries' status and needs, and information on CBIT national projects; (III) practices, methodologies, and guidance; including Consultative Group of Experts (CGE) guidance materials; and (IV), information exchange including south-south exchange and the Facilitative Sharing of Views; and lessons learned through topic specific and expert moderated online discussions. In subsequent phases, these modules can be expanded, institutionalizing the platform as the go-to destination for transparency practitioners as an all-encompassing information source. To develop this alternative scenario, GEF-CBIT will finance the establishment of the web-based platform with its four described modules. This involves the platform's design, platform, a strategy for continuous updating, ensuring the continuous value to practitioners and donors, and a tool that generates a regular "transparency snapshot". A close partnership with UNFCCC and the CGE will guide the structure of the knowledge sharing facilities and training/capacity building packages available in the knowledge repository . Building on existing initiatives is key to allow for sustainable and long-term impact. The design and programming of the website will focus on user-friendliness and high quality and innovative ways to present transparency information and facilitate knowledge sharing among countries. In addition, will the training materials need to be revised regularly to reflect the most recent science and any developments in the reporting of developing country Parties under the Convention. It will also be presented in a way so developing countries perceive this as not only a reporting process but more a strategic and policy support tool to meet their needs for national planning and decision-making.

The design and programming of the website will focus on user-friendliness and high quality and innovative ways to present transparency information and facilitate knowledge sharing among countries.

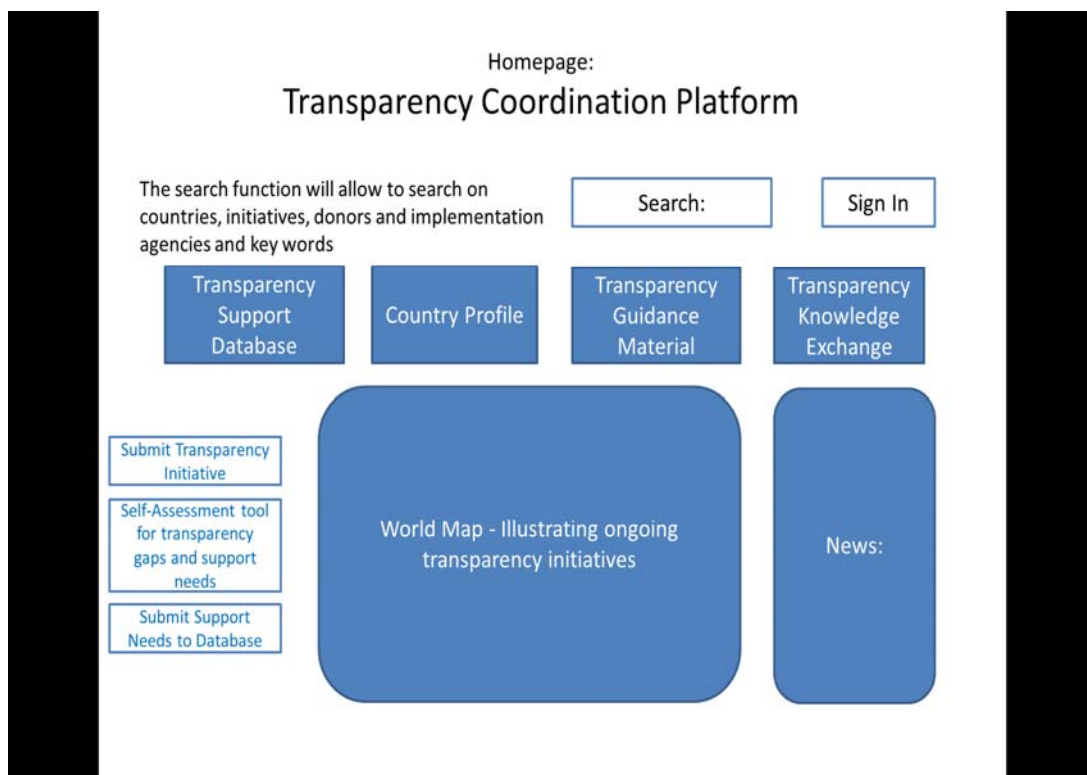 The picture below is a simplified illustration of the main components described above:

Figure 1: Components of the online platform

The web-based coordination platform will allow countries to not only focus on national stand-alone transparency projects but to be part of a more integrated and supportive network of practitioners in the same area and fostering a common understanding of regional and sectoral needs leading to enhanced support.

The activities under this Output are the following:
- 1.1.1 Design website
- 1.1.2 Programme website
- 1.1.3 Maintain and update the technical content of the website

Output 1.2 Self-assessment tool for Countries to assess the state of their national transparency systems developed and deployed

To ensure immediate value to practitioners, GEF-CBIT will support the initial population of the platform through multiple mechanisms. Given the limited resources, a self-assessment tool in form of a questionnaire for countries to assess the state of their national transparency systems will be designed and deployed. The assessment's design will benefit from and build on the stock-taking undertaken as part of the Global Support Programme for National Communications and Biennial Update Reports, and work undertaken under Pillar 1 of the Initiative for Climate Action Transparency (ICAT), and NDCs amongst other initiatives. The self-assessment will allow countries to properly define the state of their national transparency systems and corresponding gaps and needs through guiding questions and complementary information. Thereby, the self-assessment will simultaneously inform the in-country "state" and "needs" modules of the platform, while creating initial capacities within the countries. The tool's deployment will occur through the kick-off event and through the regional workshops, as well as through the National Communications and Biennial Update Report (NC/BUR) team of networks and other initiatives on transparency including ICAT and others. The self-assessment has the potential to be applied repeatedly by the countries, supporting their capacity in self-identifying the status of their national transparency systems.

The self-assessment tool will be developed in collaboration with targeted countries and UNFCCC to ensure its relevance and user-friendliness when assessing national capacities. It aims at collecting sufficient information to provide an overview and eventual trends of gaps and needs at national level across different regions. Basic questions allowing for the mentioned analysis of general capacity gaps and needs will therefore be followed up by the possibility to provide more in-depth information about institutional arrangements, data management and modalities, technical skills etc.

The activities under this Output are the following:
- 1.2.1 Develop questionnaire
- 1.2.2 Programme questionnaire as part of website
- 1.2.3 Deploy questionnaire through workshops and other means

Output 1.3 Platform interface for self-progress reporting by national CBIT projects and other transparency initiatives designed

The initial population of platform's modules with data will be done by the GCP expert team through desk-research and by systematically reaching out to countries. Countries from UNDP, UNEP, and UNEP DTU networks will be approached to gather the information necessary to make the website operational and relevant for stakeholders. As soon as sufficient information is gathered to launch a relevant and operational website, the self-reporting interface will be activated and countries encouraged to update the information pertinent to them.

Focal points of countries and implementing agencies will systematically be approached and encouraged to create a profile, in order to verify the existing content and provide additional up-to-date information through the self-reporting interface. The GCP expert team will provide guidance to countries on how to edit and submit information to the platform through the self-reporting interface.

The platform will hence allow certified users to update, on a regular basis, the information initially uploaded as well as add any new relevant information. This self-progress reporting mechanism will encourage countries to establish ownership links with the platform and, at the same time, function as a quality assurance mechanism, in that it ensures that the platform is accurate and up-to-date.

The transparent sharing of information in the platform aims to promote coordination and alignment between CBIT related initiatives. Through this mechanism, countries can also create awareness about their needs, which constitutes an incentive for providing detailed information. Both the workshops and UNDP, UN Environment, and UNEP DTU networks will be activated to engage countries and ensure their participation in populating and updating the data in the platform.

The activities under this Output are the following:
- 1.3.1 Design and programme input template for self-progress reporting
- 1.3.2 Carry out awareness campaign to engage countries to apply the self-reporting tool
- 1.3.3 Support countries and provide guidance on the use of self-reporting tool

Output 1.4 Coordination platform populated with data and information on CBIT national projects, other transparency initiatives, and country efforts (collected from 1.2 and 1.3)

Before the launch of the platform, the GCP expert team will populate the different modules with information obtained through desk research.. Countries from UNDP, UNEP, and UNEP DTU networks will be approached to enhance the country profiles in the platform and other information pertinent to them, and the project database will be populated by reaching out to CBIT implementing agencies and also to countries.

Throughout the duration of the project, the GCP expert team will work with implementing agencies and countries to ensure that the content in the platform is up-to-date, especially with respect to information on implementation of CBIT projects. The platform will automatically send email requests to focal points of countries and focal points of implementing agencies, prompting them to give an update on the implementation of projects. These update requests will be sent every 6 months, alternatively to different groups of countries. In addition, the received updates will be used to develop, in collaboration with implementing agencies and countries, short country stories to be featured in the quarterly transparency snapshots.

The information available on the website will be reviewed and updated regularly to incentivize users to access the website frequently. The content for the front-page of the website will be updated weekly and include a news section offering information about upcoming workshops, trainings, webinars and guidance material.

The activities under this Output are the following:
- 1.4.1 Populate platform through desk-research
- 1.4.2 Collect transparency data from countries and donors by reaching out by email and phone.
- 1.4.3 Translate self-assessment data into web content
- 1.4.4 Edit and curate platform content to ensure relevancy and up-to-dateness

Output 1.5 Available transparency-related emerging practices, methodologies, and guidance collected and made available through the coordination platform in 1.1

A top-down collection of available transparency methodologies, including training and guidance materials developed by CGE/UNFCCC (with the respective links to UNFCCC website and resources), will provide the groundwork for a one-stop shop for relevant guidance and tools . This also includes existing BURs and National Communications, together with a description of their applicability and requirements. This information will be inserted in the global coordination platform in the module on emerging practices, methodologies, and guidance.

In the first phase, this module will provide a systematic snapshot of the available transparency methodologies and serve as a dynamic and continuously updated knowledge centre. This will improve both the countries and other practitioners understanding of available methodologies and constitute a first step in a global knowledge sharing of methodologies in centralized way. The availability of a continuously growing number of methodologies, practices, and guidance will provide countries with an array of options to learn from and potentially implement themselves. The output aims at enhancing national and subnational capacities to make informed decisions through improved access to transparency information.

The coordination and capacity-generating efforts of this website will be made easily digestible for all practitioners through a regular output: the "transparency snapshot". This knowledge will be disseminated through a factsheet, providing a regular summary of needs and gaps in line with information available within the platform's database.

The GCP will also facilitate peer-to-peer discussions among countries with limited capacity through a forum ('Experts Corner') facilitated by both development partners and developing country Parties. An interactive set-up will be established and a number of highly relevant topics will be selected to guide the knowledge sharing process. The topics will change after two months and the information provided through the discussions can thereby serve as part of the content in the quarterly transparency snapshot. The topics of discussion will be suggested by countries and could be related to:

- Identification of lead agency/organization for data collection/management with clear mandates/authority/designation and coordinating institutional structure/mechanism with clear, designated roles/responsibilities
- Issues related to designated or "permanent" staff and high turnover of skilled people including budgeting for training and support to maintain "pool" of skilled staff
- Integration of transparency activities into ministerial work programs/budgets
- Experience applying tools to facilitate GHG inventory compilation, project emissions, determine/update NDCs, and tracking of NDC progress in a sustainable manner
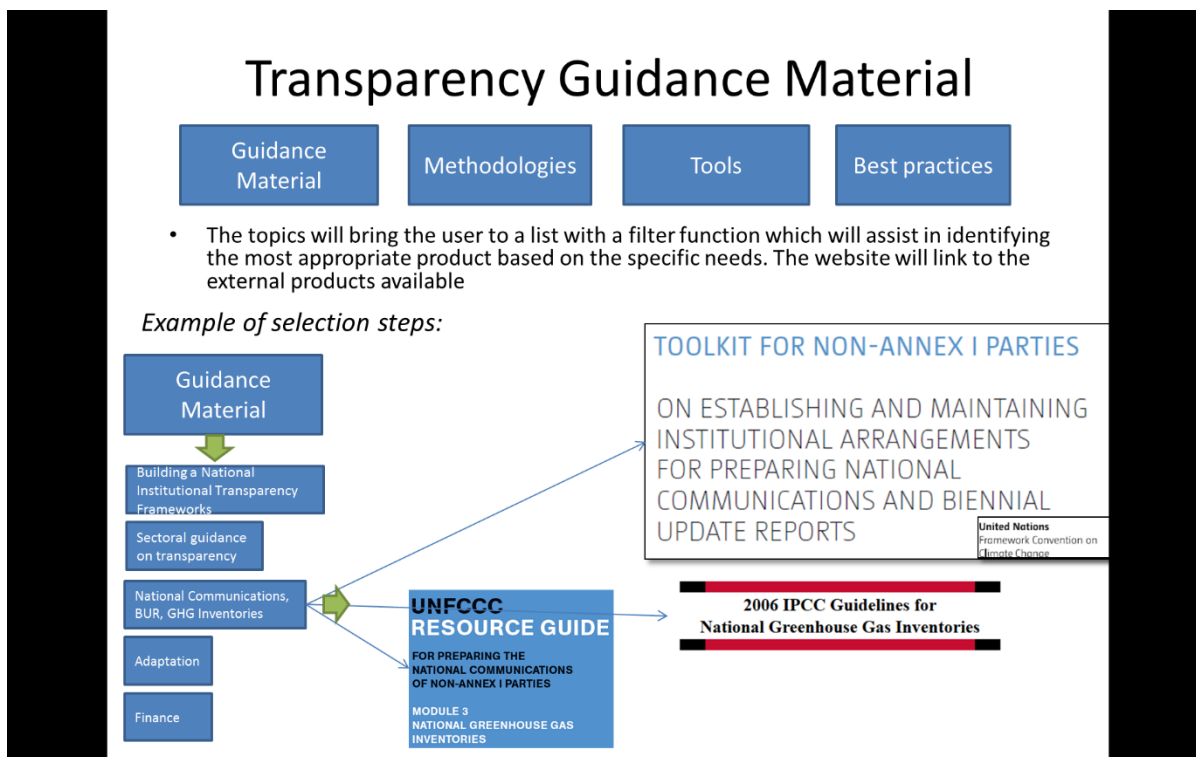
Figure 2: Transparency Guidance sub-platform

The MRV/transparency online library includes a toolkit of web-based & downloadable instruments and will be linked to the discussion forum and allow user-to-user interaction for recommending methodologies, seeking out best practices, sharing lessons learned and forge new partnerships.

The activities under this Output are the following:

- 1.5.1 Search for existing literature and tools
- 1.5.2 Populate with guidance, methodologies, emerging practices
- 1.5.3 Identify gaps
- 1.5.4 Update content
- 1.5.5 Outreach material
- 1.5.6 Develop transparency publication (published before the "facilitative dialogue" global stocktake meeting in 2018)
- 1.5.7 Develop transparency publications (best practices in different regions/sectors)

By introducing this information and coordination platform the global effort towards preparing countries for the article 13 requirements will become coordinated, efficient and coherent and ultimately have more impact at country level.

Project Outcome 2 (led by UNDP):
Information sharing enhanced through regional and global meetings

Output 2.1 Global Coordination Platform launched in kick-off event

The key outcome of this project will be enhanced coordination across donors, initiatives, and countries. To achieve this outcome, it is necessary to complement the transparency coordination platform with coordination and outreach events. These events will serve a variety of purposes in addition to enhanced coordination, inter alia:

- Serve as on-site capacity building exercises for Governments and key transparency practitioners from all countries,
- Raise awareness of Governments and key transparency practitioners of available transparency-related knowledge products, tools and material,
- Facilitate the flow of information from practitioners back to the GEF-CBIT global coordination platform team,
- Promote the creation of informal networks between practitioners that extend beyond the coordination platform.

A kick-off event, together with the first technical workshop, will be organized to launch the GEF-CBIT global coordination project and the transparency coordination platform. The launch will be held in April, 2017 in Copenhagen and will target high-level policy and decision-makers. The Coordination Meeting and kick off event will provide a space for (i) discussing CBIT expected results, (ii) strengthening coordination among donors and implementing organizations, and (iii) introducing the CBIT Global Coordination Platform. The event is expected to be attended by approximately 35 participants. UNDP will cover the travel costs of the participants.

The activity under this Output is the following:

- 2.1.1 prepare and hold kickoff event

Output 2.2 Three (3) technical workshops on transparency organized and executed
The project also envisions a total of three workshops that will build upon the initial kick-off event. Those events will be instrumental for making the country participants familiar both with CBIT and the enhanced transparency frameworks established by the Paris Agreement as well as with the coordination platform to be established under outcome 1.

The first Technical Workshop, to be held jointly with the kick off launch in Denmark, will be aimed at strengthening national transparency capacities by (i) presenting the CBIT to developing Parties who have already expressed initial interest in the initiative, (ii) identifying gaps and needs for enhanced transparency systems, and (iii) presenting technical support available, including the launch of the CBIT Global Coordination. The Technical Workshop will be attended by an estimated 70 participants and UNDP will cover the travel costs of the participants.

The additional two regional and/or global workshops may be held jointly or back-to-back with either BUR workshops, CGE events, or NDC Implementation Dialogue follow-up workshops such as the Facilitative Sharing of Views; Parties will also be informed via side events to be held alongside SBSTA/COP meetings in 2017 and 2018. For this purpose, the project will start by identifying national CBIT focal points building on the existing network created for the GSP NC/BUR. The workshops' purpose is to extend general capacity on transparency and to share the results generated under Component 1.3.

The activities under this Output are the following:
- 2.2.1 Organize first technical workshop and donor coordination meeting
- 2.2.2 Prepare side events at SB46, COP 23, SB48, and COP24
- 2.2.3 Organize second technical workshop based on needs and to assess progress at country and global level
- 2.2.4 Organize third technical workshop based on lessons learned, results and priorities for future work
- 2.2.5 Prepare workshop material, including guidance to countries on presentations and discussions
- 2.2.6 Prepare workshop reports summarizing key discussion points and recommendations

Project Outcome 3 (led by UNDP):

Needs and gaps identified for enhancing transparency systems and CBIT coordination

Output 3.1 Needs and gaps identified for enhancing transparency systems and CBIT coordination
One of the four modules the coordination platform will start-off with will provide information on countries' status and needs, and information on CBIT national projects. To ensure immediate value to practitioners, this project will support the initial population of the platform through multiple mechanisms. Under Output 1.3, a self-assessment tool in form of a questionnaire for countries to assess the state of their national transparency systems will be designed and deployed. These national self reports will be further integrated with new information, thanks to additional support provided by the project team, who will interact directly with a selected number of developing countries (eg. those attending the Platform workshops) in order to assist Parties in the generation of specific and holistic inputs and views on gaps and needs for Enhanced Transparency Frameworks. The self-assessment tool and the inputs generated with the additional support from the project will allow countries to properly define the state of their national transparency systems and corresponding gaps and needs through guiding questions and complementary information. As mentioned before, the tool's deployment will occur through the kick-off event and through the other workshops, as well as through the National Communications and Biennial Update Report (NC/BUR) team of networks and other initiatives on transparency including ICAT and others. The self-assessment has the potential to be applied repeatedly by the countries, supporting their capacity in self-identifying the status of their national transparency systems.

Further, the project will also interact directly with donors, CBIT implementing agencies and other key stakeholders to support the compilation of complementary information to have a better understanding of gaps and needs at country level.

The information rich material generated under these two activities will then be synthetized and analyzed in a needs & gaps report, covering both national and global dimensions, which will then represent one of the key documents for the elaboration of a roadmap, as described in the following output.

The activities under this Output are the following:
- 3.1.1 Provide desk support to countries in further integrating information on needs and gaps both through the self-assessment tool as well as through additional means (eg. interviews, emails and other kind of direct communication
- 3.1.2 Interact continuously with donor Countries to CBIT, as well as key stakeholders engaged in the enhanced transparency framework, in order to elaborate and report on complimentary information on support and gaps
- 3.1.3 Compile analysis of Needs & Gaps reporting to highlight existing capacities and barriers faced by Parties and key stakeholders alike in the implementation of the enhanced transparency framework, as key analytical tool for the establishment of roadmap to phase 2 of the CBIT Coordination Platform.

Output 3.2 Roadmap for Phase 2 to expand the CBIT coordination platform as per the scope of paragraph 21 of the CBIT programming paper, including: institutional arrangements, best practices and community of practice, global and regional capacity building programmes, implementation tracking tool, coordination with other platforms, etc.

The compilation and systematization of the self-assessment undertaken by country representatives with the additional desk support provided by this project, as well as the data collected on donor and other initiatives constitute a significant information source to build an overarching view on all elements under CBIT Programming Directions Paragraph 21. This will constitute a first-level analysis in form of a report to highlight existing capacities and barriers faced by Parties and key stakeholders alike, in the implementation of the enhanced transparency framework, as key analytical tool for the establishment of roadmap to phase 2 of the CBIT Coordination Platform.

Based on the inputs included inter alia in this report, the CBIT Global Coordination Project will include a roadmap for key elements to be included in a project's second phase. This roadmap will build and constitute a natural extension and continuation to this first phase in line with CBIT Programming Directions Paragraph 21. Key elements to be outlined by the roadmap include the identification of regional and global areas of common interest or capacity building needs, an analysis of support opportunities with high replicability potential, and the review of the potential for a CBIT Implementation Tracking Tool that monitors the progress of CBIT projects. The roadmap will lay out potential elements of the Tracking Tool, e.g. baseline indicators on CBIT implementation, CBIT Impact Evaluation Datasheets, user guidelines, etc.

In line with the important role that the coordination and outreach events will play, the roadmap will further depict opportunities for global and regional capacity building programmes, which include enhanced north-south and south-south experience and lessons learnt exchange. Knowledge-sharing on best practices, exchange of practitioners, etc. constitute a substantial potential in advancing the national transparency systems and should therefore be systematically fostered.

The activities under this Output are the following:

- 3.2.1 Identify key elements to be included in the second phase of the program
- 3.2.2 Produce CBIT Coordination Platform Second Phase Roadmap

ii. Partnerships:

Stakeholders Type	Name of Institution	Role in the Project
Development partners	International Organizations, NGOs and other donors	Coordinate existing and upcoming support to develop national capacity globally to support countries meeting the Paris Agreement article 13 requirements.
Parties to the UNFCCC	All countries	All parties to the UNFCCC are expected to provide information as and participate in the discussion fora
Transparency Practitioners	All countries	Engage with the content on the coordination platform, participate in the discussion fora.

iii. Stakeholder engagement:

The global coordination project will target a multitude of stakeholders through its transparency coordination platform and its coordination and outreach events. The primary target group for the proposed project is all Parties to the Convention. Practitioners from developed and developing countries will have access to a centralized information source that will provide valuable information on emerging practices, methodologies and guidance. This information can further be extended through other elements like institutional arrangements, best practices, etc. Simultaneously, practitioners will actively contribute to the global coordination efforts through the provision of self-assessments, informing a global understanding of needs and gaps and thereby potentially CBIT's future work foci. Donors and leaders of other CBIT related initiatives, such as the "Group of friends on the MRV framework for developing countries", will be involved in the global coordination effort by providing information on the projects supported within countries. The provision of this information will help Countries and donors in coordinating support and by that, avoid duplication while creating synergies, leading to a more efficient allocation of resources for transparency efforts in the future. This will also promote alignment and coordination with on-going transparency initiatives.

Non-governmental actors and non-state actors will benefit through the knowledge facilitated by the platform and coordination events. These actors shall be actively included to strengthen the identification of gaps and needs, considering the potential future extension of transparency requirements to non-state actors.

iv. <u>Mainstreaming gender</u>:

The integration of gender consideration throughout climate change policies and actions is crucial for long term sustainability and effectiveness of such policies and actions. Monitoring, reporting and verification, as well as enhanced transparency processes can be a meaningful entry point for awareness-raising and capacity-building efforts to ensure women's equal engagement in and benefit from climate change action. Ensuring the full and effective participation of women in transparency processes enables women to act as agents of change in all circumstances. Thus, the transparency related actions subsequently benefit from the insights, knowledge and feed in designing sustainable solutions for addressing the transparency gaps.

Number of tools and guidelines have been prepared in recent years to systematize methods and approaches for designing effective policies, project and initiatives to enable women and men to more equally and effectively participate in climate change debates and policy making. UNDP has formulated the Gender Responsive Toolkit for NCs and BUR[1] which guided the integration of gender analysis and considerations in a few NCs and BURs and methodologies. The project interventions will build up on the recommendation of the toolkit and integrate the gender dimensions' in the "transparency snapshot" mainly in the displayed initiatives, collected methodologies, and country status. When identifying the baseline of global gaps and needs in the enhanced transparency framework, attention will be paid to gender differentiation within transparency systems. The project will ensure equal involvement of women and men in the process of reporting while ensuring more transparent consultations that will provide better understanding of gender specific vulnerabilities to climate change impact and provide more clarity on knowledge and skills that women bring to design effective solutions for adapting to and mitigating climate change impacts. The platform may also inform on a range of gender issues such as good practice examples on integration of gender dimensions in monitoring and reporting on climate changed policies and actions as well lessons learned.

The project will have further gender considerations as listed below: Additionally, will the implementing agencies' established practices will ensure gender equality on panels at coordination and outreach events.

- The platform will highlight any publication from partners focusing on gender and climate actions relationship or the role of women in the capacity building initiatives
- Gender parity will be promoted on panels at coordination and outreach events including the Steering Committee Meetings and panels and participants of the workshops and online fora of the website.
- Gender equality will be promoted during all project's recruitment of personnel/consultants. All advertised positions will be equally opened to both genders and the text on the of references will be carefully checked to avoid any gender stereo-types.

v. <u>South-South and Triangular Cooperation</u> (SSTrC):

The project intends to support and encourage South-South and Triangular Cooperation in two ways:
(1) Through its Virtual platform, where information, methodologies, experiences and knowledge sharing can be accessed in a centralized, user-friendly fashion.
(2) Through workshops, where experts from around the world will gather and have face to face sessions which will promote a more fluid information exchange and the establishment of informal networks.

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[1] Available at: http://www.un-gsp.org/news/gender-responsive-national-communications-toolkit

V. FEASIBILITY

i. <u>Cost efficiency and effectiveness</u>*:*

Cost efficiency and effectiveness will be procured by the project strategy in three ways:

1. The online platform provides information which allows teaching and capacitating large amounts of people, simultaneously, at a low cost.

2. The delivery of guidance, methodologies and cutting edge knowledge to on-ground working practitioners, especially in developing countries, where specialists on the field are scarce and time is a very important resource.

3. The project will be managed under existing managing arrangements with the Global Support Program team, thus providing significant cost efficiencies in terms of project management costs. As the Global Support Program has already established channels and networks with key partners and stakeholders, those will also be used to facilitate a smooth management and implementation of the program. The IRH is additionally fully set up to provide additional administrative and QA/QC support to this initiative thus favoring efficiency and efficacy of activities.

ii. <u>Risk Management</u>*:*

As per standard UNDP requirements, the Project Manager will monitor risks quarterly and report on the status of risks to the UNDP Country Office. The UNDP Country Office will record progress in the UNDP ATLAS risk log. Risks will be reported as critical when the impact and probability are high (i.e. when impact is rated as 5, and when impact is rated as 4 and probability is rated at 3 or higher). Management responses to critical risks will also be reported to the GEF in the annual PIR.

Project risks					
Description	**Type**	**Impact & Probability**	**Mitigation Measures**	**Owner**	**Status**
The platform is not perceived as being relevant by the users.	Operational	Low level of risk Probability on a scale from 1 (low) to 5 (high) P = 1 Impact on a scale from 1 (low) to 5 (high) I =4	The project ensures weekly update of content and ongoing discussions with users to maintain relevance. Further the platform will be established in wide consultation with users based on their needs.	Project Manager	No change
The initial population of the platform is too limited in order to attract interest by transparency practitioners.	Operational	Low level of risk Probability on a scale from 1 (low) to 5 (high) P = 1 Impact on a scale from 1 (low) to 5 (high) I =2	The practitioners' interest will be attracted through two measures: (I) the kick-off event that will serve as a global launch introducing the global coordination platform; and (II) the close collaboration with existing initiatives that will ensure the rapid population of basic information, in particular other initiatives and donor support provided.	Project Manager	No change
The baseline assessment is not completed by many/most countries.	Operational	Moderate level of risk Probability on a scale from 1 (low) to 5 (high) P = 3 Impact on a scale from 1 (low) to 5 (high) I =3	Ensuring a sufficient response rate to the baseline assessment will be accomplished by supporting the assessment from existing undertakings and through the global and regional workshops envisioned as part of this project. The assessment's design will benefit from and build on the stock-taking undertaken as part of the Global Support Programme for National Communications and Biennial Update Reports, and work undertaken under Pillar 1 of the Initiative for Climate Action Transparency (ICAT), and NDCs amongst other initiatives. The tool's deployment will occur through the kick-off event and through the regional workshops, as well as through the National Communications and Biennial Update Report (NC/BUR) team of networks and other initiatives on transparency including ICAT and others.	Project Manager	No change
The kick-off event fails to attract sufficient high-level decision makers and practitioners.	Strategic	Low level of risk Probability on a scale from 1 (low) to 5 (high) P = 1	The project has already started sending out invitations for practitioners and decision makers, leaving sufficient time to attract the required participation. Using the Global Support Program	Project Manager	No change

		Impact on a scale from 1 (low) to 5 (high) I =3	networks, UNDP will provide continuous follow up to guarantee all key practitioners will attend the meeting.		
Workshops fail to attract sufficient high-level decision makers and practitioners.	Operational	Low level of risk Probability on a scale from 1 (low) to 5 (high) P = 1 Impact on a scale from 1 (low) to 5 (high) I =2	The attractiveness of the regional workshops will be impacted directly by the success of the global workshop. The success of the global workshop will be supported by ensuring high-level participation at the kick-off event and through concerted efforts to incorporate feedback received during the kick-off workshop into the agenda and structure of regional workshops.	Project Manager	No change

UNDP (DIM):

1. UNDP as the Implementing Partner will comply with the policies, procedures and practices of the United Nations Security Management System (UNSMS.)

2. UNDP as the Implementing Partner will undertake all reasonable efforts to ensure that none of the [project funds]2 [UNDP funds received pursuant to the Project Document]3 are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

3. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (http://www.undp.org/ses) and related Accountability Mechanism (http://www.undp.org/secu-srm).

4. UNDP as the Implementing Partner will: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.

5. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

6. UNDP as the Implementing Partner will ensure that the following obligations are binding on each responsible party, subcontractor and sub-recipient:

    a. Consistent with the Article III of the SBAA *[or the Supplemental Provisions to the Project Document]*, the responsibility for the safety and security of each responsible party, subcontractor and sub-recipient and its personnel and property, and of UNDP's property in such responsible party's, subcontractor's and sub-recipient's custody, rests with such responsible party,

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[2] To be used where UNDP is the Implementing Partner

[3] To be used where the UN, a UN fund/programme or a specialized agency is the Implementing Partner

subcontractor and sub-recipient. To this end, each responsible party, subcontractor and sub-recipient shall:

    i.   put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;

    ii.   assume all risks and liabilities related to such responsible party's, subcontractor's and sub-recipient's security, and the full implementation of the security plan.

b.   UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the responsible party's, subcontractor's and sub-recipient's obligations under this Project Document.

c.   Each responsible party, subcontractor and sub-recipient will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, subcontractors and sub-recipients in implementing the project or programme or using the UNDP funds. It will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.

d.   The requirements of the following documents, then in force at the time of signature of the Project Document, apply to each responsible party, subcontractor and sub-recipient: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. Each responsible party, subcontractor and sub-recipient agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.

e.   In the event that an investigation is required, UNDP will conduct investigations relating to any aspect of UNDP programmes and projects. Each responsible party, subcontractor and sub-recipient will provide its full cooperation, including making available personnel, relevant documentation, and granting access to its (and its consultants', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with it to find a solution.

f.   Each responsible party, subcontractor and sub-recipient will promptly inform UNDP as the Implementing Partner in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where it becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, each responsible party, subcontractor and sub-recipient will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). It will provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

g.   UNDP will be entitled to a refund from the responsible party, subcontractor or sub-recipient of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of this Project Document. Such amount may be deducted by UNDP from any payment due to the responsible party, subcontractor or sub-recipient under this or any other agreement. Recovery of such amount by UNDP shall not diminish or curtail any responsible party's, subcontractor's or sub-recipient's obligations under this Project Document.

Where such funds have not been refunded to UNDP, the responsible party, subcontractor or sub-recipient agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to such responsible party, subcontractor or sub-recipient for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

h. Each contract issued by the responsible party, subcontractor or sub-recipient in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from it shall cooperate with any and all investigations and post-payment audits.

i. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project or programme, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.

j. Each responsible party, subcontractor and sub-recipient shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to its subcontractors and sub-recipients and that all the clauses under this section entitled "Risk Management Standard Clauses" are adequately reflected, *mutatis mutandis*, in all its sub-contracts or sub-agreements entered into further to this Project Document.

iii. Social and environmental safeguards*:*
   Low as per the UNDP Social and Environmental Screening Procedure attached.

iv. Sustainability and Scaling Up:

Sustainability
The global coordination of CBIT efforts and the coordinated effort to make knowledge available will contribute to a more sustainable development of capacities within countries through CBIT's national support and the support provided by other donors and initiatives. The first step to make the impact of the project sustainable, is to ensure country participation and engagement which can only be achieved if the coordination platform provides updated and relevant information. The donor and country ownership of the platform will be a key priority and operationalized through the extensive outreach, the coordination workshops and the global networks of UN Environment, UNEP DTU Partnership and UNDP. In addition, a roadmap for phase II of the CBIT Global Coordination Platform justifying the need for an extension will be designed under component three and discussed with GEF in parallel with the implementation of the project. While it cannot be ensured that subsequent funds will be available to extend this Global Coordination GEF-CBIT project, its value in increasing sustainability overall through the provision of global public goods is evident. UNEP DTU Partnership has more than 10 years' experience operating similar platforms (e.g. the CDM Bazaar and the CDM Loan Scheme) and has in all cases continued hosting the platforms after the projects supporting the platforms have ended.

Potential for scaling up

This proposal includes a roadmap, preparing for a potential scaling-up of the initiatives initiated as part of this proposal. Specifically, the transparency coordination platform could be scaled-up to include best practices, an overview of national institutional arrangements for transparency, extended information on methodologies, as well as needs. The needs and gaps module could be scaled-up by enhancing it through information provided by a CBIT Implementation Tracking Tool applied in CBIT beneficiary countries. This would generate automatic gaps and needs assessment at conclusion of the CBIT project, providing an independent and informed assessment on remaining gaps and needs, as well as a reliable source for donors and other initiatives.

Similarly, the outreach and coordination events could be restructured and scaled-up in order to start creating capacities. In a second phase, the Global Coordination would aim at enhancing mechanisms for North-South and South-South exchange of practitioners.

v. Economic and/or financial analysis:

The project does not generate income; therefore it is not subject to a financial analysis.

VI.   PROJECT RESULTS FRAMEWORK

This project will contribute to the following Sustainable Development Goal (s): *Goal 13 – Climate Action*

This project will contribute to the following country outcome included in the UNDAF/Country Programme Document: Outcome 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded (draft Regional Programme 2014-2017)

This project will be linked to the following output of the UNDP Strategic Plan: Output 1.4: Scaled up action on climate change adaptation and mitigation cross sectors which is funded and implemented.

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline[4]	Mid-term Target[5]	End of Project Target	Assumptions[6]
Project Objective: ***Establish an online platform supporting countries to understand and implement the transparency framework of the Paris Agreement. The platform will both provide development partners with an overview of existing initiatives to coordinate support efficiently and countries with knowledge and information forums for sharing best practices.***	Mandatory Indicator 1: IRRF 1.4.2.- Number of countries where implementation of comprehensive measures - plans, strategies, policies, programmes and budgets - to achieve low-emission and climate-resilient development objectives have improved	*NA at the global level*	*N/A*	10 Countries include inputs generated by CBIT and MRV projects	Inputs generated under MRV and CBIT projects are reported in Government documents
	Mandatory indicator 2: # direct project beneficiaries.	*0*	*N/A*	*40*	The platform will be gradually used by an increasing number of Countries
	Indicator 3: Number of partners using the platform's services every quarter (in average) when developing/strengthening their national transparency systems	*0*	*N/A*	40	It is crucial to ensure support by government counterparts to use the platform services and to provide information to keep the website up to date. An example could be that countries are encouraged to prioritize the transparency self-assessment exercise during workshops and trainings.
Component/Outcome[7] 1 ***Enhanced coordination and best-practice sharing for transparency practitioners and donors through the establishment of a web-based platform.***	*Indicator 4:* Number of partners using methodologies/tools listed on the platform	*0*	*N/A*	40	It is expected that there will be a substantial need for knowledge sharing and coordination because of the new transparency framework under the Paris Agreement. While the need is significant it is also vital to keep the platform relevant for all stakeholders and a feedback
	Indicator 5: Number of donors using the platform to make funding decisions	*0*	*N/A*	10	

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[4] Baseline, mid-term and end of project target levels must be expressed in the same neutral unit of analysis as the corresponding indicator. Baseline is the current/original status or condition and need to be quantified. The baseline must be established before the project document is submitted to the GEF for final approval. The baseline values will be used to measure the success of the project through implementation monitoring and evaluation.

[5] Target is the change in the baseline value that will be achieved by the mid-term review and then again by the terminal evaluation.

[6] Risks must be outlined in the Feasibility section of this project document.

[7]Outcomes are short to medium term results that the project makes a contribution towards, and that are designed to help achieve the longer term objective. Achievement of outcomes will be influenced both by project outputs and additional factors that may be outside the direct control of the project.

Applicable to UNEP					mechanism will hence be implemented to update the platform as per the users' feedback. Success stories from other countries shared. UNFCCC will co-host the platform and archive all BURs and National Communications at the website.
Component/ Outcome 2 **_Information sharing enhanced through regional and global meetings_** _Applicable to UNDP_	*Indicator 6:* Number of regional and global meetings held	*0*	*N/A*	*3*	The success of the workshops will be heavily influenced by the success of the kick off meeting and the first technical workshop, which will in turn be highly influenced by both the design of the assessment tool and the workshop dynamic.
	Indicator 7: Meeting attendance (per event, disaggregated by gender)	*0*	*N/A*	*Average of 60 attendees per event*	
Component/ Outcome 3 **_Needs and gaps identified for enhancing transparency systems and CBIT coordination_** _Applicable to UNDP_	*Indicator 8:* Number of countries with needs and gaps identified through participating in the self-assessment tool	*0*	*N/A*	*40 countries have completed needs and gaps identification through the use of the tool*	The needs and gaps analysis depends directly on the number of assessments filled out by countries
	Indicator 9: Number of knowledge products developed based on insights from analyzing the self-assessment tool results	*0*	*N/A*	*Up to 3 number of knowledge products (reports, briefings, webinars, etc.)*	The capacity to produce knowledge products depends on the quality of the information provided through the assessment. This relates to both assessment design and support during assessment implementation.

VII. MONITORING AND EVALUATION (M&E) PLAN

The project results as outlined in the project results framework will be monitored annually and evaluated periodically during project implementation to ensure the project effectively achieves these results.

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the UNDP POPP and UNDP Evaluation Policy. While these UNDP requirements are not outlined in this project document, the UNDP Country Office will work with the relevant project stakeholders to ensure UNDP M&E requirements are met in a timely fashion and to high quality standards. Additional mandatory GEF-specific M&E requirements will be undertaken in accordance with the GEF M&E policy and other relevant GEF policies[8].

In addition to these mandatory UNDP and GEF M&E requirements, other M&E activities deemed necessary to support project-level adaptive management will be agreed during the Project Inception Workshop and will be detailed in the Inception Report. This will include the exact role of project target groups and other stakeholders in project M&E activities including the GEF Operational Focal Point and national/regional institutes assigned to undertake project monitoring. The GEF Operational Focal Point will strive to ensure consistency in the approach taken to the GEF-specific M&E requirements (notably the GEF Tracking Tools) across all GEF-financed projects in the country. This could be achieved for example by using one national institute to complete the GEF Tracking Tools for all GEF-financed projects in the country, including projects supported by other GEF Agencies.[9]

M&E Oversight and monitoring responsibilities:

Project Manager: The Project Manager is responsible for day-to-day project management and regular monitoring of project results and risks, including social and environmental risks. The Project Manager will ensure that all project staff maintain a high level of transparency, responsibility and accountability in M&E and reporting of project results. The Project Manager will inform the Project Board, the UNDP Country Office and the UNDP-GEF RTA of any delays or difficulties as they arise during implementation so that appropriate support and corrective measures can be adopted.

The Project Manager will develop annual work plans based on the multi-year work plan included in Annex A, including annual output targets to support the efficient implementation of the project. The Project Manager will ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality. This includes, but is not limited to, ensuring the results framework indicators are monitored annually in time for evidence-based reporting in the GEF PIR, and that the monitoring of risks and the various plans/strategies developed to support project implementation (e.g. gender strategy, KM strategy etc..) occur on a regular basis.

Project Board: The Project Board will take corrective action as needed to ensure the project achieves the desired results. The Project Board will hold project reviews to assess the performance of the project and appraise the Annual Work Plan for the following year. In the project's final year, the Project Board will hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to highlight project results and lessons learned with relevant audiences. This final review meeting will also discuss the findings outlined in the project terminal evaluation report and the management response.

Project Implementing Partner: The Implementing Partner (UNDP) is equally/coordinately responsible with UNEP for providing any and all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary and appropriate. The Implementing Partner will strive to ensure project-level M&E is undertaken by national institutes, and is aligned with national systems so that the data used by and generated by the project supports national systems.

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[8] See https://www.thegef.org/gef/policies_guidelines

[9] See https://www.thegef.org/gef/gef_agencies

The UNDP Istanbul Regional Hub is responsible for complying with all UNDP project-level M&E requirements as outlined in the UNDP POPP. This includes ensuring the UNDP Quality Assurance Assessment during implementation is undertaken annually; that annual targets at the output level are developed, and monitored and reported using UNDP corporate systems; the regular updating of the ATLAS risk log; and, the updating of the UNDP gender marker on an annual basis based on gender mainstreaming progress reported in the GEF PIR and the UNDP ROAR. Any quality concerns flagged during these M&E activities (e.g. annual GEF PIR quality assessment ratings) must be addressed by the UNDP Country Office and the Project Manager.

The UNDP Country Office will retain all M&E records for this project for up to seven years after project financial closure to support ex-post evaluations undertaken by the UNDP Independent Evaluation Office (IEO) and/or the GEF Independent Evaluation Office (IEO).

UNDP-GEF Unit: Additional M&E and implementation quality assurance and troubleshooting support will be provided by the UNDP-GEF Regional Technical Advisor and the UNDP-GEF Directorate as needed.

Audit: The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies on NIM implemented projects.[10]

Additional GEF monitoring and reporting requirements:
Kick off meeting and Report: A project kick off meeting will be held immediately as the project is approved.

The Project Manager will prepare the inception report no later than one month after the inception workshop. The inception report will be cleared by the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board.

GEF Project Implementation Report (PIR): The Project Manager and the UNDP-GEF Regional Technical Advisor will provide objective input to the annual GEF PIR covering the reporting period July (previous year) to June (current year) for each year of project implementation. The Project Manager will ensure that the indicators included in the project results framework are monitored annually in advance of the PIR submission deadline so that progress can be reported in the PIR. Any environmental and social risks and related management plans will be monitored regularly, and progress will be reported in the PIR.

The PIR submitted to the GEF will be shared with the Project Board. As the project lasts 18 months, there will only be one PIR.

Lessons learned and knowledge generation: Results from the project will be disseminated within and beyond the project intervention area through existing information sharing networks and forums. The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to the project. The project will identify, analyse and share lessons learned that might be beneficial to the design and implementation of similar projects and disseminate these lessons widely. There will be continuous information exchange between this project and other projects of similar focus in the same country, region and globally.

GEF Focal Area Tracking Tools: The following GEF Tracking Tool(s) will be used to monitor global environmental benefit results: *list the required GEF Tracking Tool(s), as agreed with the UNDP-GEF Regional Technical Advisor.* The baseline/CEO Endorsement GEF Focal Area Tracking Tool(s) – submitted as Annex D to this project document – will be updated by the Project Manager/Team (not the evaluation consultants hired to undertake the *MTR* or the TE) *(indicate other project partner, if agreed)* and shared with *the* terminal evaluation consultants before the required

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[10] See guidance here: https://info.undp.org/global/popp/frm/pages/financial-management-and-execution-modalities.aspx

*review/*evaluation missions take place. The updated GEF Tracking Tool(s) will be submitted to the GEF along with the completed Terminal Evaluation report.

Terminal Evaluation (TE): An independent terminal evaluation (TE) will take place upon completion of all major project outputs and activities, to be funded and in equal parts by UNDP and UNEP and to be implemented by the latter. In agreement with UNEP, the part of the funds for TE under UNDP authorization (USD 15,000) will be directly transferred to UNEP by GEF once the CEO endorsement is approved. The terminal evaluation process will begin six months before operational closure of the project allowing the evaluation mission to proceed while the project team is still in place, yet ensuring the project is close enough to completion for the evaluation team to reach conclusions on key aspects such as project sustainability. The Project Manager will remain on contract until the TE report and management response have been finalized. The terms of reference, the evaluation process and the final TE report will follow the standard templates and guidance prepared by UN Environment Evaluation Office and UNDP. As noted in this guidance, the evaluation will be 'independent, impartial and rigorous'. The consultants that will be hired to undertake the assignment will be independent from organizations that were involved in designing, executing or advising on the project to be evaluated. The draft Terminal Evaluation report will be sent by the UN Environment Evaluation Office to project stakeholders for comments. Formal comments on the report will be shared by the Evaluation Office in an open and transparent manner. The project performance will be assessed against standard evaluation criteria using a six point rating scheme. The final determination of project ratings will be made by the Evaluation Office when the report is finalized and further reviewed by the GEF Independent Evaluation Office upon submission. The evaluation report will be publicly disclosed and may be followed by a recommendation compliance process. The management response and the evaluation will be uploaded to UNEP and UNDP corporate systems (PIMS and to the UNDP Evaluation Office Evaluation Resource Centre).

Final Report: The project's terminal PIR along with the terminal evaluation (TE) report and corresponding management response will serve as the final project report package. The final project report package shall be discussed with the Project Board during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.

Mandatory GEF M&E Requirements and M&E Budget:

GEF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget[11] (US$)		Time frame
		GEF grant	**Co-financing**	
Kick off meeting	UNDP & UNEP	USD 40,000	*None*	Within two months of project document signature
Kickoff and technical workshop report	Project Manager	None	None	Within two weeks of first workshop
Standard UNDP monitoring and reporting requirements as outlined in the UNDP POPP	UNDP Istanbul Regional Hub	None	None	Quarterly, annually
Monitoring of indicators in project results framework	Project Manager	None	*None*	Annually
GEF Project Implementation Report (PIR)	Project Manager and UNDP-GEF team	None	None	Annually (once in the whole project)

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[11] Excluding project team staff time and UNDP staff time and travel expenses.

GEF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget[11] (US$)		Time frame
		GEF grant	**Co-financing**	
Lessons learned and knowledge generation	Project Manager	*None*	*None*	Annually
Monitoring of environmental and social risks, and corresponding management plans as relevant	Project Manager	*None*	*None*	On-going
Addressing environmental and social grievances	Project Manager BPPS as needed	*None*	*None*	*Annually*
Project Board meetings	Project Board Project Manager	*None*	*None*	At minimum annually
Oversight missions	UNDP-GEF team	None**Error! Bookmark not defined.**[9]	*None*	Troubleshooting as needed
GEF Secretariat learning missions/site visits	Project Manager and UNDP-GEF team	None	*None*	To be determined.
Independent Terminal Evaluation (TE) included in UNDP evaluation plan, and management response	UNEP with financial and technical support from UNDP	None	*USD 30.000 from the UNEP side of the project*	At least three months before operational closure
TOTAL indicative COST Excluding project team staff time, and UNDP staff and travel expenses		*USD 40.000*	*USD 30.000*	

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┌─────────────────┐     ┌─────────────────┐     ┌───────────────────────┐
│     UNFCCC      │     │      GEF        │     │  UNEP &UNDP (GEF      │
│ Paris Agreement │ ──► │ Capacity-building│ ──►│ Implementing Agencies)│
│   Article       │     │Initiative for   │     │                       │
│      13         │     │transparency     │     │ CBIT Global Coordination│
│                 │     │    (CBIT)       │     │    Platform           │
└─────────────────┘     └─────────────────┘     └───────────────────────┘
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Project Steering Committee
- UNEP
- UNDP
- UNEP DTU Partnership
- UNFCCC
- GEF Secreatriat
- 1 Annex I country
- 1 non-Annex I country

Executive Management Group
- UNDP Task Manager and Project Manager
- UNEP Task Manager
- UNEP DTU Partnership Project Manager

Project Management Unit
- UNDP Project Manager
- UNEP DTU Partnership Project Manager

UNDP
Execution of workshops, donor coordination and development of roadmap for phase II of CBIT Global Coordination Platform

UNEP DTU Partnership
Execution of online coordination platform hosted in the UN City, Copenhagen

Country representatives, donors, other implementing agencies and practitioners populate and/or use the online platform and attend the meetings

VIII.   GOVERNANCE AND MANAGEMENT ARRANGEMENTS

Project Management Unit
The Project Management Unit (PMU) which constitutes of a UNDP Project Manager (the GSP coordinator) and a UNEP DTU Partnership Project Manager will be responsible for day to day management of the project. The two Project Managers will be responsible for execution of the respective project components under the CBIT project. The project managers will also be expected to identify critical links and synergies between the components of the project through biweekly meetings.

Outcome 2 and 3, under UNDP responsibilities, will be managed by the Global Support Program team, as this will foster cost efficiencies and at the same time this new initiative will be able to build on the existing channels and networks established by the Global Support Program, including but not limited to, GEF, UNFCCC, more than 100 developing countries and 20 developed countries. The quota of the Project Management Cost – USD 50.000- will be used to cover part time the salary of the Global Support Program Coordinator. The IRH will also provide administrative, operative and QA/QC support during the implementation of the program.

UNEP will be responsible for implementing component 1 and 3 and will manage and implement those directly and separately, but in strict coordination with UNDP.

Executive Management Group
The executive management group (EMG) will comprise representatives from:

- UNEP (task manager),
- UNDP (project manager and task manager),
- UNEP DTU Partnership (project manager)

The EMG will oversee the implementation of the project through monthly meetings. Its main functions will be to approve management decisions and ensure timely delivery of quality outputs. The main purpose of the EMG is to establish a very close coordination between UNEP and UNDP in order to ensure the execution of the activities of the three components as one single project. The two project managers will act as the EMG Secretariat.

Project Steering Committee
The Project Steering Committee (PSC) will comprise representatives from:

- UNEP,
- UNDP,
- UNEP DTU Partnership,
- UNFCCC representative,
- GEF Secretariat representative,
- 1 Annex I country representative,
- 1 non-Annex I country representative.

The Committee will be responsible for reviewing project progress, approving annual workplans, budget and providing strategic guidance to the EMG. The PSC will meet annually, unless one of the committee members call for ad hoc interim meeting. It will allow users as well as the key donor and the UNFCCC to participate in the decision-making process. The PSC meetings will be organized back to back with some of the other workshops or side events organized by the project.

Project Organization Structure

Project Board		
Senior Beneficiary: *Country representatives*	**Executive:** UNDP IRH Manager	**Senior Supplier:** *UNEP and UNEP DTU Partnership*

Project Assurance
Senior Programme Coordinator

Project Manager – GSP Coordinator

Project Support
GSP Associate
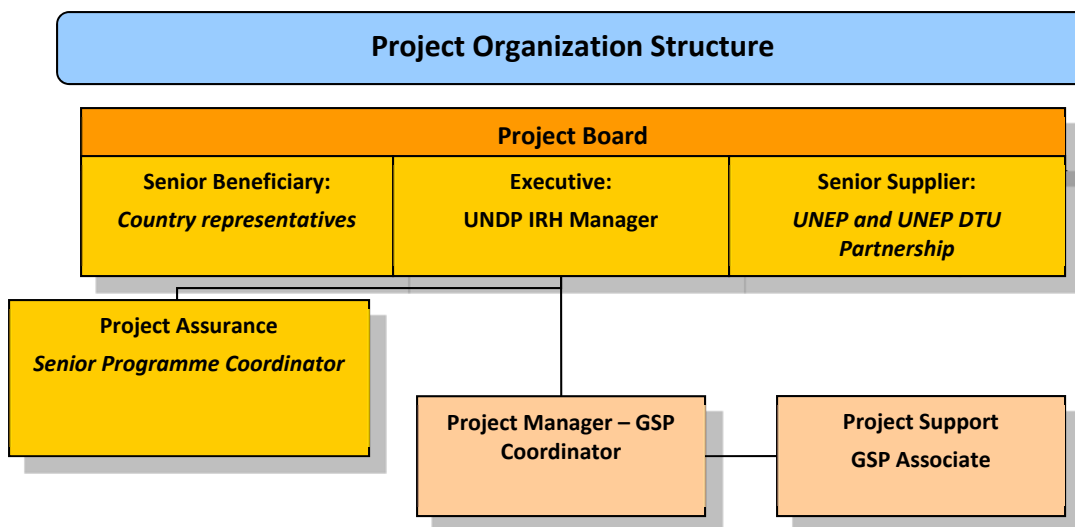
The **project assurance** roll will be provided by the UNDP Istanbul Regional Hub specifically. Additional quality assurance will be provided by the UNDP Regional Technical Advisor as needed.

<u>Agreement on intellectual property rights and use of logo on the project's deliverables and disclosure of information</u>: In order to accord proper acknowledgement to the GEF for providing grant funding, the GEF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects funded by the GEF will also accord proper acknowledgement to the GEF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy[12] and the GEF policy on public involvement[13].

IX.   FINANCIAL PLANNING AND MANAGEMENT

The total cost of the project is *USD 1,400,000.* This is financed through the CBIT trust fund managed by GEF with *USD* 1,000,000 and *USD 400,000* in parallel in kind co-financing. UNDP, as the GEF Implementing Agency, is responsible for the execution of the GEF resources under outcome 2 and 3.

Parallel co-financing: The actual realization of project co-financing will be monitored during terminal evaluation process and will be reported to the GEF. The planned parallel co-financing will be used as follows:

Co-financing source	Co-financing type	Co-financing amount	Planned Activities/Outputs	Risks	Risk Mitigation Measures
Initiative for Climate Action Transparency	*In kind*		*CBIT coordination platform (Component 1)*	*No risks identified*	*N/A*

Budget Revision and Tolerance: As per UNDP requirements outlined in the UNDP POPP, the project board will agree on a budget tolerance level for each plan under the overall annual work plan allowing the project manager to expend up to the tolerance level beyond the approved project budget amount for the year without requiring a revision from the Project Board. Should the following deviations occur, the Project Manager and UNDP IRH will seek the approval

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[12] See http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/

[13] See https://www.thegef.org/gef/policies_guidelines

of the UNDP-GEF team as these are considered major amendments by the GEF: a) Budget re-allocations among components in the project with amounts involving 10% of the total project grant or more; b) Introduction of new budget items/or components that exceed 5% of original GEF allocation.

Any over expenditure incurred beyond the available GEF grant amount will be absorbed by non-GEF resources (e.g. UNDP TRAC or cash co-financing).

Refund to Donor: Should a refund of unspent funds to the GEF be necessary, this will be managed directly by the UNDP-GEF Unit in New York.

Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP.[14] On an exceptional basis only, a no-cost extension beyond the initial duration of the project will be sought from in-country UNDP colleagues and then the UNDP-GEF Executive Coordinator.

Operational completion: The project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities have been completed. This includes the final clearance of the Terminal Evaluation Report (that will be available in English) and the corresponding management response, and the end-of-project review Project Board meeting. The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed. At this time, the relevant parties will have already agreed and confirmed in writing on the arrangements for the disposal of any equipment that is still the property of UNDP.

Financial completion: The project will be financially closed when the following conditions have been met: a) The project is operationally completed or has been cancelled; b) The Implementing Partner has reported all financial transactions to UNDP; c) UNDP has closed the accounts for the project; d) UNDP and the Implementing Partner have certified a final Combined Delivery Report (which serves as final budget revision).

The project will be financially completed within 12 months of operational closure or after the date of cancellation. Between operational and financial closure, the implementing partner will identify and settle all financial obligations and prepare a final expenditure report. The UNDP Country Office will send the final signed closure documents including confirmation of final cumulative expenditure and unspent balance to the UNDP-GEF Unit for confirmation before the project will be financially closed in Atlas by the UNDP IRH.

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[14] see https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx

X.   TOTAL BUDGET AND WORK PLAN

Total Budget and Work Plan			
Atlas[15] Proposal or Award ID:	00102907	Atlas Primary Output Project ID:	00104785
Atlas Proposal or Award Title:	CBIT Global Coordination Platform		
Atlas Business Unit	SVK10		
Atlas Primary Output Project Title	Scaled up action on climate change adaptation and mitigation cross sectors which is funded and implemented		
UNDP-GEF PIMS No.	6041		
Implementing Partner	*UNDP IRH*		

GEF Component/Atlas Activity	Responsible Party (Atlas Implementing Agent)	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Total (USD)	See Budget Note:
COMPONENT/				71101	Technical expert 1 with management role (Comp 1 & 3)	$ 26,957	$ 35,043	$ 62,000	
OUTCOME 1:				71102	Technical expert 2	$ 50,000	$ 30,000	$ 80,000	
CBIT platform for coordination, learning opportunities and knowledge sharing	UNEP (this component will be delivered separately by UNEP)	62181	CBIT / GEF	71103	Technical expert 3	$ 50,000	$ 30,000	$ 80,000	
				71105	International MRV expert 1	$ 30,000	$ -	$ 30,000	
				71106	International MRV expert 2	$ -	$ 30,000	$ 30,000	
				71109	Design and Software programmer	$ 15,000	$ 10,000	$ 25,000	
				71201	Design and Software programmer	$ 65,000	$ 10,000	$ 75,000	
				71601	Travel for workshops and meetings (UNEP)	$ 7,000	$ 8,000	$ 15,000	
				71602	Travel for fundraising, matchmaking and outreach events	$ 7,000	$ 8,000	$ 15,000	
				72301	Domain host	$ 1,000	$ -	$ 1,000	

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[15] See separate guidance on how to enter the TBWP into Atlas

				Code	Description				
				73301	Workshops and meetings	$ 3,000	$ 2,000	$ 5,000	
				75201	Reporting	$ 3,000	$ 7,000	$ 10,000	
				75301	Translation	$ 3,000	$ 4,000	$ 7,000	
				75581	Terminal evaluation	$ -	$ 30,000	$ 30,000	1
					Sub-total GEF	**$ 260,957**	**$ 204,043**	**$ 465,000**	
		Co-funding directly managed by UNEP	UNEP DTU Partnership (ICAT)	1111	International technical experts	$ 200,000	$ 200,000	$ 400,000	2
					sub-total ICAT	**$ 200,000**	**$ 200,000**	**$ 400,000**	
					Total Outcome 1	**$ 460,957**	**$ 404,043**	**$ 865,000**	
COMPONENT/	UNDP	62181	CBIT / GEF	75700	Workshops and meetings	$ 140,000	$ 210,000	$ 350,000	
OUTCOME 2:					**sub-total GEF**	**$ 140,000**	**$ 210,000**	**$ 350,000**	
Information sharing enhanced through regional and global meetings					**Total Outcome 2**	**$ 140,000**	**$ 210,000**	**$ 350,000**	
COMPONENT/	UNDP	62181	CBIT / GEF	71200	International MRV expert 3	$ -	$ 30,000	$ 30,000	
OUTCOME 3:				71200	International MRV expert 4	$ -	$ 25,000	$ 25,000	
Needs and gaps identified for enhancing transparency systems and CBIT coordination				71600	Travel for workshops and meetings (UNDP)	$ 5,000	$ 10,000	$ 15,000	
				74500	Miscellaneous	$ 3,000	$ 2,000	$ 5,000	
				74200	Communications and Publishing	$ 3,000	$ 7,000	$ 10,000	
					sub-total GEF	**$ 11,000**	**$ 74,000**	**$ 85,000**	
					Total Outcome 3	**$ 11,000**	**$ 74,000**	**$ 85,000**	
PROJECT MANAGEMENT UNIT		62181	CBIT / GEF	71200	Technical expert 1 with management role (Comp 1) - UNEP	$ 13,050	$ 16,950	$ 30,000	

					61300	Project manager (Comp 2 and 3) – UNDP	$ 10,000	$ 18,000	$ 28,000	
					61200	Project associate (Comp 2 and 3) – UNDP	$ 5,000	$ 5,000	$ 10,000	
					74596	Direct Project Cost – GoE - UNDP	$ 2,000	$ 10,000	$ 12,000	
(This is not to appear as an Outcome in the Results Framework)					71301	Administrative Assistant – UNEP	$ 14,000	$ 6,000	$ 20,000	
						sub-total	**$ 44,050**	**$ 55,950**	**$ 100,000**	
						Total Management	**$ 44,050**	**$ 55,950**	**$ 100,000**	
						PROJECT TOTAL	**$ 656,007**	**$ 743,993**	**$ 1,400,000**	

Budget notes:

1. An independent terminal evaluation (TE) will take place upon completion of all major project outputs and activities, to be funded and implemented by UNEP. Please refer fo section VII. Monitoring and Evaluation (M&E) Plan
2. UNEP will provide USD 400.000 in kind co-financing through ICAT (ie.. time of UNEP DTU Partnership staff) to outcome 1.

Summary of Funds: [16]

	Amount Year 1	Amount Year 2	Total
GEF	$456,007	$543,993	$1,000,000
In kind co-financing managed by UNEP DTU Partnership	$200,000	$200,000	$400,000
TOTAL	$656,007	$743,993	$1,400,000

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[16] Summary table should include all financing of all kinds: GEF financing, cofinancing, cash, in-kind, etc...

XI. LEGAL CONTEXT

This project forms part of an overall programmatic framework under which several separate associated country level activities will be implemented. When assistance and support services are provided from this Project to the associated country level activities, this document shall be the "Project Document" instrument referred to in: (i) the respective signed SBAAs for the specific countries; or (ii) in the Supplemental Provisions to the Project Document attached to the Project Document in cases where the recipient country has not signed an SBAA with UNDP, attached hereto and forming an integral part hereof. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by UNDP IRH ("Implementing Partner") in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply**.**

XII. MANDATORY ANNEXES

A. Multiyear Workplan (see template below)

B. Monitoring Plan (see template below)

C. Evaluation Plan (see template below)

D. GEF Tracking Tool (s) at baseline – (separate document)

E. UNDP Social and Environmental and Social Screening Template (SESP) – (separate document)

F. UNDP Project Quality Assurance Report (to be completed by UNDP IRH)

G. UNDP Risk Log (to be completed by UNDP IRH)

A. Multi Year Work Plan:

Within this PRODOC, only the UNDP part will be implemented.

OUTPUTS		ACTIVITIES / DELIVERABLES		2017							2018										
				M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18
1.Enhanced coordination and best practice sharing for transparency practitioners and donors through the establishment of a web-based coordination platform (Lead UNEP)																					
1.1	A web-based coordination platform on transparency designed and operational	1.1.1	Design website	x	x	x	x														
		1.1.2	Programme website	x	x	x	x	x	x												
		1.1.3	Maintain and update the technical content of the website			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
			Deliverable: operational web platform					▓													
			Deliverable: Quarterly transparency snapshots					▓				▓				▓				▓	
1.2	Self-assessment tool for Countries to assess the state of their national transparency systems developed and deployed	1.2.1	Develop questionnaire	x	x	x	x	x	x	x	x	x	x	x	x						
		1.2.2	Programme questionnaire as part of website	x	x	x	x														
		1.2.3	Deploy questionnaire through workshops and other means		x	x	x														
			Deliverable: Self-assessment tool				▓														
1.3	Platform interface for self-progress reporting by national CBIT projects and other transparency initiatives designed	1.3.1	Design and programme input template for self progress reporting			x	x														
		1.3.2	Carry out awareness campaign to engage countries to apply the self reporting tool			x	x	x	x	x	x	x	x								
			Deliverable: Design of interface for self-progress				▓														
1.4	Coordination platform populated with data and information on donor and other transparency initiatives, CBIT national projects and country efforts (collected from 1.2 and 1.3)	1.4.1	Populate website through desk-research	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
		1.4.2	Collect transparency data from countries and donors by reaching out by email and phone	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
		1.4.3	Translate self-assessment data into web content	x	x	x	x	x	x	x	x	x	x	x	x						
			Deliverable: Populated web-site				▓														
1.5	Available transparency-related emerging practices, methodologies, and guidance collected and made available through the coordination platform in 1.1	1.5.1	Search for existing literature and tools	x	x																
		1.5.2	Populate with guidance, methodologies, emerging practices	x	x	x	x														
		1.5.3	Identify Gaps		x	x	x														
		1.5.4	Update content					x	x	x	x	x	x	x	x	x	x	x	x	x	x
		1.5.5	Outreach material	x	x	x	x														
		1.5.6	Develop transparency publication (published before the "facilitative dialogue" global stocktake meeting in 2018)													x	x				
		1.5.7	Develop transparency publications (best practices in different regions/sectors)															x	x	x	x
			Deliverable: Guidance, methodologies, emerging practices module				▓														
			Deliverable: Outreach material developed and distributed in relevant workshops				▓														
			Deliverable: Participation and presentation of platform in relevant workshops and conferences				▓														
			Deliverable: Publication on transparency gaps and needs developed up to the UNFCCC facilitative dialogue														▓				
			Deliverable: Three Regional/sectoral publications on best practices																		▓

OUTPUTS		ACTIVITIES / DELIVERABLES	2017							2018										
			M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18
2. Information sharing enhanced through regional and global meetings (lead UNDP)																				
2.1	Coordination platform launched in kick-off event	2.1.1 Prepare kickoff meeting	x																	
		Deliverable: Kickoff meeting	▓																	
2.2	Workshops on transparency organized and executed	2.2.1 Organize first technical workshop and donor coordination meeting	x																	
		Deliverable: First technical workshop	▓																	
		2.2.2 Prepare side events at SB46, COP 23, SB48, and COP24	x			x	x					x	x						x	x	
		Deliverable: SB46 side event	▓																	
		Deliverable: COP 23 side event						▓												
		Deliverable: SB48 side event												▓						
		Deliverable: COP24 side event																		▓
		2.2.3 Organize second technical workshop based on needs and to assess progress at country and global level								x	x	x								
		Deliverable: Second technical workshop											▓							
		2.2.4 Organize third technical workshop based on lessons learned, results and priorities for future work														x	x	x		
		Deliverable: Third technical workshop																	▓	
		2.2.5 Prepare workshop material, including guidance to countries on presentations and discussions	x							x	x	x				x	x	x		
		2.2.6 Prepare workshop reports summarizing key discussion points and recommendations	x										x	x					x	x
3. Needs & gaps identified for enhancing transparency systems and CBIT coordination (Lead UNDP)																				
3.1	Needs & gaps identified for enhancing transparency systems and CBIT coordination	3.1.1 Provide desk support to countries in further integrating information on needs and gaps both through the self-assessment tool as well as through additional means		x	x	x	x	x	x	x	x									
		3.1.2 Interact continuously with donor Countries to CBIT, as well as key stakeholders engaged in the enhanced transparency framework, in order to elaborate and report on complimentary information on support and gaps		x	x	x	x	x	x	x	x									
		3.1.3 Compile analysis of Needs & Gaps reporting to highlight existing capacities and barriers faced by Parties and key stakeholders										x	x	x						
		Deliverable: Needs & Gaps Analysis Report												▓						
3.2	Roadmap for Phase 2 to expand the CBIT coordination platform as per the scope of paragraph 21 of the CBIT programming paper, including: institutional arrangements, best practices and community of practice, global and regional capacity building programmes, implementation tracking tool, coordination with other platforms, etc.	3.2.1 Identify key elements to be included in the second phase of the program													x	x	x	x		
		3.2.2 Produce CBIT Coordination Platform Second Phase Roadmap																	x	x
		Deliverable: CBIT Coordination Platform Second Phase Roadmap																		▓

B. Monitoring Plan: The Project Manager will collect results data according to the following monitoring plan.

Monitoring	Indicators	Description	Data source/Collection Methods	Frequency	Responsible for data collection	Means of verification	Assumptions and Risks
Project objective Establish an online platform supporting countries to understand and implement the transparency framework of the Paris Agreement. The platform will both provide development partners with an overview of existing initiatives to coordinate support efficiently and countries with knowledge and information forums for sharing best practices.	*Indicator 1*	IRRF 1.4.2.- Number of countries where implementation of comprehensive measures - plans, strategies, policies, programmes and budgets - to achieve low-emission and climate-resilient development objectives have improved	Evidence could include officially endorsed Government documents (development orientated plans, strategies, frameworks); at either the national, sub-national or sector level that have integrated principles of low emission and climate resilience. Budget plans may also include evidence of domestic and external resources that the national, sub-national or sectorial authority has allocated to implement LE and/or CR development plans.	At the end of the project	*UNDP&UNEP*	*Survey*	*Inputs generated under MRV and CBIT projects are reported in Government documents*
	Indicator 2	# direct project beneficiaries.	*Online counting mechanism and workshop reports*	Quarterly	*UNEP & UNDP*	*Online counting and workshop repors*	*The platform will be gradually used by an increasing number of Countries*
	Indicator 3	Number of partners using the platform's services every quarter (in average) when developing/strengthening their national transparency systems	Recorded directly from online counting mechanism. Online very brief survey to confirm the main objective when using the platform	*Monthly*	*UNEP*	Online counting mechanism Survey	It is crucial to ensure support by government counterparts to use the platform services and to provide information to keep the website up to date. An example could be that countries are encouraged to prioritize the transparency self-assessment exercise during workshops and trainings.

Project Outcome 1	*Indicator 4*	Number of partners using methodologies/tools listed on the platform	Website statistic information Collected responses from questionnaires during the project workshops	*Half-yearly*	*UNEP*	Online counting mechanism Questionnaires	It is expected that there will be a substantial need for knowledge sharing and coordination because of the new transparency framework under the Paris Agreement. While the need is significant it is also vital to keep the platform relevant for all stakeholders and a feedback mechanism will hence be implemented to update the platform as per the users' feedback.
	Indicator 5	Number of donors using the platform to make funding decisions.	Website statistic information Collected responses from questionnaires during the project workshops	*Half-yearly*	*UNEP*	Online counting mechanism Questionnaires	
Project Outcome 2	*Indicator 6*	Number of regional and global meetings held	Recorded directly	*Yearly*	*UNDP*	Workshops held	The success of the regional workshops will be heavily influenced by the success of the global workshop, which will in turn be highly influenced by both the design of the assessment tool and the workshop dynamic.
	Indicator 7	Meeting attendance (per event)	*Recorded directly*	*Per event*	*UNDP*	Attendees	
Project Outcome 3	*Indicator 8*	Number of countries with needs & gaps identified through participating in the self-assessment tool	Recorded directly from online counting mechanism.	*Monthly*	*UNDP*	Online counting mechanism	The needs and gaps analysis depends directly on the number of assessments filled out by countries
	Indicator 9	Number of knowledge products developed based on insights from analyzing the self-assessment tool results	Recorded directly from online counting mechanism.	*Monthly*	*UNDP*	Online counting mechanism (number of publications)	The capacity to produce knowledge products depends on the quality of the information provided through the assessment. This relates to both assessment design and support during assessment implementation.

Terminal GEF Tracking Tool	N/A	N/A	Standard GEF Tracking Tool available at www.thegef.org Baseline GEF Tracking Tool included in Annex.	After final PIR submitted to GEF	*Project manager*	Completed GEF Tracking Tool	
Environmental and Social risks and management plans, as relevant.	N/A	N/A	Updated SESP and management plans	Annually	Project Manager	Updated SESP	

C. Evaluation Plan:

Evaluation Title	Planned start date Month/year	Planned end date Month/year	Included in the Country Office Evaluation Plan	Budget for consultants[17]	Other budget (i.e. travel, site visits etc…)	Budget for translation
Terminal Evaluation	*August 2018*	*Add date: February 2019*	No *Mandatory*	*USD 30,000 (from UNEP)*	*none*	*none*
			Total evaluation budget	USD 30.000		

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[17] The budget will vary depending on the number of consultants required (for full size projects should be two consultants); the number of project sites to be visited; and other travel related costs. Average # total working days per consultant not including travel is between 22-25 working days.