



# REQUEST FOR CEO ENDORSEMENT<sup>1</sup>

PROJECT TYPE: Full-sized Project

TYPE OF TRUST FUND: GEF Trust Fund

## PART I: PROJECT INFORMATION

Project Title: Umbrella Programme for National Communication to the UNFCCC			
Country(ies):	Global: 12 Small Island Developing States and Least Developed Countries (Bahrain, Benin, Bhutan, Comoros, Cook Islands, Eritrea, Lao DPR, Mauritius, Nauru, Sao Tome and Principe, Seychelles and Tanzania)	GEF Project ID: <sup>2</sup>	5119
GEF Agency(ies):	UNEP (select) (select)	GEF Agency Project ID:	00931
Other Executing Partner(s):	Twelve National Governments	Submission Date:	2013-03-20
GEF Focal Area (s):	Climate Change	Project Duration(Months)	48
Name of Parent Program (if applicable): For SFM/REDD+ <input type="checkbox"/>		Agency Fee (\$):	618,000

### A. FOCAL AREA STRATEGY FRAMEWORK<sup>3</sup>

Focal Area Objectives	Expected FA Outcomes	Expected FA Outputs	Trust Fund	Grant Amount (\$)	Cofinancing (\$)
CCM-6 (select)	(1) Adequate resources allocated to support enabling activities under the Convention	- Twelve (12) NC project proposals submitted by participating countries to UNEP for approval	GEF TF	240,000	48,000
CCM-6 (select)	(2) Human and institutional capacity of recipient countries strengthened	- Twelve (12) National communications completed and submitted to the UNFCCC which meet convention requirements and national sustainable development needs	GEF TF	5,760,000	960,000
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)			(select)		
(select) (select)	Others		(select)		
Subtotal				6,000,000	1,008,000
Project management cost <sup>4</sup>			GEF TF	180,000	90000

<sup>1</sup> It is important to consult the GEF Preparation Guidelines when completing this template

<sup>2</sup> Project ID number will be assigned by GEFSEC.

<sup>3</sup> Refer to the [Focal Area/LDCF/SCCF Results Framework](#) when filling up the table in item A.

<sup>4</sup> GEF will finance management cost that is solely linked to GEF financing of the project. PMC should be charged proportionately to focal areas based on focal area project grant amount.

<b>Total project costs</b>		6,180,000	1,098,000
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## B. PROJECT FRAMEWORK

**Project Objective:** The project will provide financial and technical support for the preparation of National Communications (NCs) to the United Nations Framework Convention on Climate Change (UNFCCC) in 12 non-Annex I Parties that have completed preparation of their current national communications. The proposed project will seek to strengthen the information base and institutional capacity of the national institutions involved in the development of national communications in order to integrate climate change priorities into development strategies and relevant sector programs. The project will ensure that countries not covered under the current National Communications umbrella project under GEF-4, and which seek support from UNEP will have expedited access to financial resources for their National Communications. It will also ensure continuity in the strengthening of national capacities and institutional mechanisms for the preparation of National Communications by building on previous achievements and addressing gaps.

Project Component	Grant Type	Expected Outcomes	Expected Outputs	Trust Fund	Grant Amount (\$)	Confirmed Cofinancing (\$)
1 <sup>st</sup> : National stocktaking and stakeholder consultations for formulation of NC project proposals	TA	Enhanced national ownership of the National Communications process throughout institutions relevant for addressing climate change  - Improved National Communications project proposals responsive to national development needs.	- Self-assessments of previous/on-going activities related to the preparation of NCs carried out by 12 countries;  - Stakeholders consultations held at the country level to ensure that project activities are responsive to CoP guidance, national development needs and thus strengthen the nexus between national plans and policy development;  - Consensus on gaps and priority areas to be addressed by the NCs, including agreed workplan, implementation arrangements, and coordination mechanisms;  - Best practices for each area covered under NC developed and shared with stakeholders in order to guide NC preparation	GEF TF	240,000	48,000

			- Twelve (12) NC project proposals submitted by participating countries to UNEP for approval.			
2 <sup>nd</sup> : Preparation of National Communications	TA	<p>- Support provided to non-Annex I Parties to meet their reporting obligations pursuant to Articles 4.1 and 12.1 of the UNFCCC</p> <p>- Linkage between climate change and development priorities/planning process strengthened through the NCs (NCs inform/guide the process of developing climate change strategies and sectoral plans)</p> <p>Strengthened capacity of relevant institutions in preparing and using NCs including in the use/application of improved climate</p>	<p>- Updated and improved national inventories of greenhouse gas</p> <p>- Mitigation analysis enhanced and updated including proposals of potential mitigation actions (based on updated GHG inventory) including the technical, institutional, environmental, social, financial and economic analysis of these options</p> <p>- Improved and updated vulnerability and impact assessments for different climate change scenarios carried out for priority sectors/ regions building on findings from previous NCs</p> <p>- Potential adaptation options in areas/sectors identified as particularly vulnerable to climate change identified and technical, institutional, social, financial and economic analysis of these options</p> <p>- Capacity of institutions involved in developing NCs strengthened</p> <p>- Gaps identified in previous NCs addressed</p>	GEF TF	5,760,000	960,000

		modeling and observation systems	<ul style="list-style-type: none"> <li>- Other reporting obligations as per the UNFCCC guidelines completed</li> <li>- Twelve (12) NC reports submitted to the UNFCCC</li> <li>- Findings from National Communication process integrated into national development policies, sectoral plans and climate change strategies</li> </ul>			
	(select)			(select)		
	(select)			(select)		
	(select)			(select)		
	(select)			(select)		
	(select)			(select)		
	(select)			(select)		
	(select)			(select)		
	(select)			(select)		
Subtotal					6,000,000	1,008,000
Project management Cost <sup>5</sup>				GEF TF	180,000	90,000
<b>Total project costs</b>					6180000	1098000

#### C. SOURCES OF CONFIRMED COFINANCING FOR THE PROJECT BY SOURCE AND BY NAME (\$)

Sources of Co-financing	Name of Co-financier (source)	Type of Cofinancing	Cofinancing Amount (\$)
National Government	Twelve National Governments (to be determined on a country to country basis at the time of formulation of individual projects)	In-kind	1,008,000
GEF Agency	UNEP	In-Kind	90,000
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
<b>Total Co-financing</b>			1,098,000

#### D. GEF/LDCF/SCCF/NPIF RESOURCES REQUESTED BY AGENCY, FOCAL AREA AND COUNTRY<sup>1</sup>

<sup>5</sup> Same as footnote #4.

GEF Agency	Type of Trust Fund	Focal Area	Country Name/ Global	(in \$)		
				Grant Amount (a)	Agency Fee (b) <sup>2</sup>	Total c=a+b
UNEP	GEF TF	Climate Change	Global	6,180,000	618,000	6,798,000
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
<b>Total Grant Resources</b>				6,180,000	618,000	6,798,000

#### E. CONSULTANTS WORKING FOR TECHNICAL ASSISTANCE COMPONENTS:

Component	Estimated Person Weeks	Grant Amount (\$)	Cofinancing (\$)	Project Total (\$)
Local consultants*				0
International consultants*				0
<b>Total</b>		0	0	0

\* Details to be provided in Annex C.

#### F. PROJECT MANAGEMENT COST

Cost Items	Total Estimated Person Weeks/Months	Grant Amount (\$)	Co-financing (\$)	Project Total (\$)
Local consultants*	68.00	68,000	20,000	88,000
International consultants*	37.00	74,000	50,000	124,000
Office facilities, equipment, vehicles and communications*		8,000	17,000	25,000
Travel*		30,000	3,000	33,000
Others**	Specify "Others" (1)			0
	Specify "Others" (2)			0
<b>Total</b>		180,000	90,000	270,000

\* Details to be provided in Annex C.

\*\* For others, to be clearly specified by overwriting fields \*(1) and \*(2).

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

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

#### H. DESCRIBE THE BUDGETED M & E PLAN:

1. Project Monitoring and Evaluation (M&E) will be conducted in accordance with GEF Monitoring and

Evaluation Policy and the UNEP standard Monitoring, Reporting and Evaluation policy. Reporting requirements and templates are an integral part of the UNEP legal instrument to be signed by the executing agency and UNEP. See Templates for Quarterly Progress Reports ( **Appendix 13**); Final Reports; (**Appendix 14**) and Quarterly Expenditure Statement (**Appendix 15**) in the UNEP Project Document (**Annex 1** )

2. **Annex A**, the Global Umbrella Project Results Framework includes SMART indicators for each expected outcome as well as end-of-project targets. These indicators, in addition to the costed M & E activities outlined in **Table 1** will be the main tools for assessing progress of project implementation. A key element of the M&E plan is a pro-active follow-up approach with the Project Coordinators to draw on lessons learned and best practices that can be used to demonstrate the project impacts. Results from the project will be disseminated within the participating countries and through different forums under the UNFCCC processes and other existing networks.
3. In addition, questionnaires on the projects' progress will be administered twice a year before the meetings of the UNFCCC Subsidiary Bodies and the Conference of the Parties. Through these questionnaires, UNEP will not only provide bi-annual reports to the GEF, but will also identify constraints in project implementation and specific country needs that require technical backstopping.

**Table 1: Costed Monitoring and Evaluation**

Type of M&E activity	Responsible Parties	Budget excluding project staff time	Time frame
Measurement of Means of Verification for Project Progress on output and implementation	<ul style="list-style-type: none"> <li>▪ National Project Manager will prepare a 3-year workplan along with a detailed budgeted first year workplan</li> <li>▪ UNEP Task Manager and FMO will review and approve workplan and budgets</li> </ul>	None	Annually prior to the definition of annual work plans
Periodic status/ progress reports	<ul style="list-style-type: none"> <li>▪ Task Manager, FMO and National Project Team</li> </ul>	None	Quarterly
Report on Status of project implementation submitted to the GEF for SBI and COP	<ul style="list-style-type: none"> <li>▪ National Project Manager in consultation with UNEP Task Manager and FMO</li> </ul>	None	Twice/year
Mid-term Review	<ul style="list-style-type: none"> <li>▪ Task Manager, FMO and national project team</li> </ul>	Indicative cost: US\$4,000 per country and taken from national budget	At the mid-point of project implementation.
Project Terminal Report	<ul style="list-style-type: none"> <li>▪ National project team</li> <li>▪ Task Manager</li> <li>▪ FMO</li> </ul>	None (Time cost of project manager)	At least three months before project ends
Annual Audit	<ul style="list-style-type: none"> <li>▪ National project team</li> </ul>	Indicative cost for three years: US\$9,000	Yearly
Monitoring Report and Terminal Report	<ul style="list-style-type: none"> <li>▪ National project team</li> <li>▪ Task Manager, FMO</li> <li>▪ UNEP Evaluation and Oversight Unit (EOU)</li> </ul>	Indicative cost for three years: US\$18,000	During and at the end of project implementation
<b>TOTAL INDICATIVE COST</b>		<b>US\$ 31,000 per country</b>	

## **PART II: PROJECT JUSTIFICATION**

### **A. DESCRIPTION OF THE CONSISTENCY OF THE PROJECT WITH:**

A.1.1. The [GEF focal area/LDCF/SCCF strategies/NPIF Initiative](#):

4. The project is in conformity with the GEF's strategy to support enabling activities and capacity development in climate change and is fully consistent with GEF 5 priorities of enhancing national ownership of climate change activities and to strengthen countries' capacities to fulfill their reporting commitments under the Convention. The project supports studies/assessments in the areas of national greenhouse gas (GHG) inventories, GHG mitigation, and Vulnerability and Adaptation to climate impacts, and will lead to the development of relevant policy instruments which will inform and guide the formulation of cost-effective project proposals in the areas of GHG mitigation and climate change adaptation that are responsive to both convention obligations and national sustainable development needs relating to minimizing climate risk and implementing low carbon strategies.

A.1.2. For projects funded from LDCF/SCCF: the LDCF/SCCF eligibility criteria and priorities : (N/A)

A.1.3 For projects funded from NPIF, relevant eligibility criteria and priorities of the Fund: (N/A)

A.2. National strategies and plans or reports and assessments under relevant conventions, if applicable, i.e. NAPAS, NAPs, NBSAPs, national communications, TNAs, NIPs, PRSPs, NPFE, etc.:

5. The project directly addresses Article 12.1 of the UNFCCC which stipulates that Parties to the UNFCCC shall communicate to the CoP through the secretariat, the following elements of information: (a) A national inventory of anthropogenic emissions by sources and removals by sinks of all greenhouse gases not controlled by the Montreal Protocol, to the extent its capacities permit, using comparable methodologies to be promoted and agreed upon by the Conference of the Parties; (b) A general description of steps taken or envisaged by the Party to implement the Convention; and (c) Any other information that the Party considers relevant to the achievement of the objective of the Convention and suitable for inclusion in its communication, including, if feasible, material relevant for calculations of global emission trends. The project also responds to relevant COP decisions requesting the GEF to ensure continuous financial and technical support to Non-Annex I Parties for the preparation of their NC.
6. At the national level, countries have highlighted the need to link their NC process more effectively with policy-making to address climate change concerns. Furthermore, countries have set up national climate change committees and climate change units, usually supported by a formal institutional structure, to facilitate the preparation of their NC on a continuous basis. Although in most countries the institutional capacity for the preparation of NCs has increased in the past few years, the climate change enabling activity projects continue to play a pivotal role in the consolidation and continuation of these institutional structures. As governments pay increasing attention to the threat of climate change to development, national communications are beginning to play a more prominent role in shaping the climate change agenda at many levels, including sectors and regions.
7. The NC project activities are designed to complement, without duplicating, other on-going and planned projects and programmes, and countries are encouraged to identify synergies with other ongoing projects to increase cost-effectiveness and enhance consistencies with various national development priorities and programmes undertaken by participating countries such as:
  - Poverty reduction strategies/plans;
  - Regional and national programmes and strategies to address climate change in a more concerted manner, where appropriate;
  - Adaptation projects, the National Adaptation Programme of Actions (NAPA);
  - Mitigation projects
  - Reducing emissions from deforestation and forest degradation (REDD) projects
  - National Capacity Self- Assessment Projects
  - Preparation of national Human Development Reports in the context of the climate change threats;
  - National UN Development Assistance Framework (UNDAF) processes
  - initiatives to tackle climate change at different levels, including national, sectoral, local levels

including development of water management strategies, development drought resistant crops, and development of renewable energy resources

- The capacity building efforts by national governments for effective participation in climate change negotiations;
- The climate change mainstreaming initiatives to enhance national decision-making processes on climate change;
- Linkages with other reporting frameworks or requirement as may be adopted by the CoP such as the preparation and implementation of Nationally Appropriate Mitigation Action (NAMAs), Biennial Update Reports (BURs) containing “updates of national greenhouse gas inventories including a national inventory report”.

8. In addition, countries set up national climate change committees and climate change units, usually supported by a formal institutional structure, to facilitate the preparation of their NC on a continuous basis. Although in most countries the institutional capacity for the preparation of NCs has increased in the past few years, the climate change enabling activity projects continue to play a pivotal role in the consolidation and continuation of these institutional structures.

## **B. PROJECT OVERVIEW:**

B.1. Describe the baseline project and the problem that it seeks to address:

9. Pursuant to Articles 4.1 and 12 of the UNFCCC, all Parties must report on the steps they are taking or intend to undertake to implement the Convention. The preparation and submission of national communication is the most important provisions of the Convention of making climate relevant information available to the CoP of the UNFCCC. In accordance with the principle of "common but differentiated responsibilities" enshrined in the Convention, the required contents of these national communications and the timetable for their submission are different for Annex I and non-Annex I Parties. These reports include information on: sustainable development and the integration of climate change concerns into medium-and long-term national planning frameworks; inventories of anthropogenic emissions by sources and removals by sinks of greenhouse gases; measures contributing to addressing climate change; research and systematic observation; climate change impacts, adaptation measures and response strategies; and education, training and public awareness.
10. Presently there are 152 non-Annex I Parties to the Convention, out of which 49 Parties are classified as least developed countries (LDCs) by the United Nations. These Parties are given special consideration under the Convention on account of their limited capacity to respond to climate change and adapt to its adverse effects.
11. As at 19<sup>th</sup> February, 2013, one hundred and forty three (143) non-Annex I Parties had submitted their initial national communications, eighty four (84) their SNC, three (3) their TNC, one (1) Party its FNC and one(1) Party its Fifth NC. For the twelve (12) countries covered by this project, seven (7) of them have already submitted their SNC and the remaining plan to submit their SNCs by March 2013, as presented in the report of the GEF to the COP on status of NCs implementation compiled by UNDP and UNEP in document FCCC/CP/2012/6/Add.1. As these countries finalize their current round of NCs, there is concern that a funding gap may hinder the progress countries have made to consolidate the NC process.
12. The SBI at its thirtieth session recognized the importance of the continuity of the NC preparation process. In its draft conclusions, under Agenda item 4 (c) Provision of financial and technical support of National communications from non-Annex I Parties to the Convention, the SBI “encouraged non-Annex I Parties to submit project proposals for the funding of their subsequent national communications before completion of their current national communications, in order to avoid a lack of continuity in project financing. In the same conclusions the SBI...” urged the GEF, in accordance with decision 4/CP.14, to ensure, as a top priority, that sufficient financial resources are provided to meet the agreed full costs incurred by developing country Parties



in complying with their obligations under Article 12, paragraph 1, of the Convention, noting and welcoming that a number of non-Annex I Parties plan to initiate the preparation of their third or fourth national communications by the end of the fourth replenishment of the GEF.”

13. In order to make the necessary funding provision for these countries and in alignment with GEF Policies and Procedures, the proposed new umbrella project under GEF-5 will guarantee timely access to GEF resources for fourteen LDCs and SIDS that have chosen to be supported by UNEP for their NC projects. The main objective of the project is to provide financial and technical support for the preparation of National Communications (NCs) to the United Nations Framework Convention on Climate Change (UNFCCC) in 12 non-Annex I Parties that have completed preparation of their current national communications. The proposed project will seek to strengthen the information base and institutional capacity of the national institutions involved in the development of national communications in order to integrate climate change priorities into development strategies and relevant sector programs. The project will ensure that countries not covered under the current National Communications umbrella project under GEF-4, and which seek support from UNEP will have expedited access to financial resources for their National Communications. It will also ensure continuity in the strengthening of national capacities and institutional mechanisms for the preparation of National Communications by building on previous achievements and addressing gaps that will be identified during the national stocktaking exercise.

14. The proposed project will consist of the two components namely:

- Component 1: National stocktaking and stakeholder consultations
- Component 2: Preparation of National Communication

While these two components are bottom-up and support activities at country level, UNEP will provide enhanced administrative and technical support to eligible LDC/SIDs in the course of implementing Components 1 and 2 to support realization of the programme’s objective to have the 12 LDCs and SIDS (see table 2 below) submit good quality National Communications reports to the UNFCCC, which comply with Convention reporting obligations and meet national development planning needs. The GEF Climate Change Mitigation tracking tool is attached as table 3.

**Table 2: National Communications to be prepared under the project**

No.	Country	First National Communication	Second National Communication	Third National Communication
1	Bahrain			✓
2	Benin			✓
3	Bhutan			✓
4	Comoros <sup>1</sup>			✓
5	Cook Islands			✓
6	Eritrea			✓
7	Lao DPR			✓
8	Mauritius			✓
9	Nauru			✓
10	Sao Tome and Principe			✓
11	Seychelles			✓
12	Tanzania			✓

<sup>1</sup> Comoros replaces Mali who decided to drop out of the Umbrella project. The LoE of Comoros is attached.

15. Component 1: National stocktaking and stakeholder consultations: During the first phase (6 months maximum), participating countries will receive up to \$20,000 for stocktaking and national consultations, in accordance with the GEF Operational Procedures, to carry out a self-assessment and prepare their project documents for their NC. The output of this phase is a detailed national workplan and project document, endorsed by the national

GEF and UNFCCC focal points. The project document will be based upon a simplified format, but will include timelines, benchmarks and indicators to show how each project output is linked to capacity development for reporting to the UNFCCC. Project outputs will follow the UNFCCC Guidelines for National Communications for Parties not included in Annex I to the Convention (Decision 17/CP.8). It is expected that this phase will enhance national ownership of the NC and improve preparation of National Communications project proposals responsive to national development needs.

16. Component 2: Preparation of National Communication: Once the project document prepared under component 1 has been agreed and signed between the country and UNEP, the enabling activity funding will be made available to the country, and the second phase (up to 3 years) of the project will commence. It is expected that preparation of NC will strengthen linkages between climate change and development priorities/planning processes and build capacities for relevant institutions to use/apply recommended tools and methodologies for quality reporting.
17. Provision of enhanced administrative and technical support for LDCs and SIDS – (Covered by Project Management Cost): Recognizing the limited expertise in LDCs and SIDS countries and in an effort to ensure that a good quality project document is prepared in the shortest time possible during implementation of component 1, UNEP will assist Countries prepare ToRs for a national consultant to be engaged in preparing the project document and assist national governments in identifying qualified national experts to prepare reports that meet the requirements of the UNFCCC and national and sectoral planning needs.
18. Under component 2, UNEP will provide the following range of administrative and technical support to the participating countries, recognizing the unique challenges faced by LDCs and SIDS in meeting their reporting obligation under the UNFCCC. Most LDCs and SIDS are still in need of qualified experts that are capable of preparing good quality reports that meet the requirements of the UNFCCC and national and sectoral planning needs. UNEP will assist to:
  - i. Conduct search for suitable national and sub-regional/ international climate change experts (by means of advertisements, website, and roster of experts) capable of carrying out the requisite thematic assessments in the areas of GHG Inventories, Mitigation Analysis and Adaptation strategies.
  - ii. Prepare Terms of References and help in supervising performance/work outputs of local and regional consultants as well as national experts.
19. As a result of very high staff turnovers, a number of project managers in LDCs and SIDS are still not proficient in progress and financial reporting which undermines effective work delivery and consequent delays in project completion. UNEP will:
  - i. provide comprehensive support to country level project management teams on compliance with technical and financial reporting guidelines/standards through the development of and dissemination of guidance notes to enable countries meet their reporting obligations to GEF and UNFCCC
 UNEP will support nationally funded country level and sub-regional workshops by assisting countries:
  - i. Identify and appraise technical skill and expertise of trainers to ensure they deliver high quality and targeted training support
  - ii. Assist in the design the course/workshop agenda and review course/workshop training materials
 UNEP will assist in the development of training programmes but will not be able to attend all these workshops.
20. Although the scope of assistance go a long way to help countries address some of the challenges they face during NCs preparations, as outlined by the Group of Experts (CGE) reports - FCCC/SBI/2011/5/Add.2 and FCCC/SBI/2011/5/Rev.1, they are far less than what must be provided to these countries to prepare national reports that can be used for planning purposes at the national, sectoral and community level to address the problems of climate change. In response to these challenges, the GEF Council at its 43th meeting (13-15 November 2012) approved a PIF for a US\$6.5 million Global Support Programme for NCs and Biennial Update Reports which include amongst others the provision of technical backstopping on thematic assessments,

technical review of assessment reports, and onsite visits to countries to provide hands-on-training on tools and methodologies for cross-sectoral assessments, mainstreaming of climate change issues into development plans, etc.

21. Programme deliverables will be assessed throughout the project life in line with indicators on **Table 1 of Annex I** – UNEP’s Project Document

B. 2. [incremental](#) /[Additional cost reasoning](#): describe the incremental (GEF Trust Fund/NPIF) or additional (LDCF/SCCF) activities requested for GEF/LDCF/SCCF/NPIF financing and the associated [global environmental benefits](#) (GEF Trust Fund) or associated adaptation benefits (LDCF/SCCF) to be delivered by the project:

22. Parties to the United Nations Framework Convention on Climate Change Convention are required to submit national reports on implementation of the Convention to the Conference of the Parties (COP). Preparation of National Communications promote and facilitate exchange of information on measures adopted by Parties to address climate change and its effects, taking into account differing circumstances, responsibilities and capabilities as well as, avail information to assist the Conference of Parties (COP) assess progress made towards achieving of the objective of the Convention.
23. NCs contain information on emissions and removals of greenhouse gases (GHGs) and details activities that a Party has and/or envisages undertaking to implement the Convention. Under the NCs programme, countries are supported to conduct an inventory of anthropogenic emissions by sources and removals by sinks of all greenhouse gases (GHGs) not controlled by the Montreal Protocol. Based on the outcomes of national GHG inventory, countries assess GHG mitigation options and elaborate programmes containing measures to mitigate climate change by addressing anthropogenic emission by sources and removals by sinks of all relevant greenhouse gases especially CO<sub>2</sub>, CH<sub>4</sub> and N<sub>2</sub>O. Countries also do carry out impact analysis and vulnerability assessment in climate sensitive sectors of the national economy and of the environment, and identify measures to facilitate adequate adaptation to climate change. In many cases, these analyses provide the basis for formulating project proposals for funding and promoting development and transfer of climate change technologies. In addition, NCs provide information on national circumstances, and any other information considered relevant to the achievement of the objective of the Convention in these countries, such as, climate change research and systematic observations, information, networking, capacity building, education, training and public awareness at country level.
24. Even though incremental reasoning is not applicable to this kind of project, NCs can indirectly be associated with global benefits through capacity development mainly in the areas of GHG inventories and emission reductions. The project targets to supports 12 LDCs and SIDS document their domestic efforts aimed at addressing climate change in addition to building their capacity to undertake studies/assessments in the areas of national greenhouse gas (GHG) inventories, GHG mitigation, and Vulnerability and Adaptation to climate impacts, that lead to the development of relevant policy instruments which inform and guide formulation of national policies, and development strategies. In the absence of the project, once countries complete their current National Communication, the teams, structures and even information compiled in most of the cases on project basis, will be spread out and may be lost. Timely funds availability, through this project will contribute to an enhanced and maintained capacity of the non-Annex 1 countries as well as a better quality of subsequent National Communication report, based on the expertise developed and available baseline data. Better reports and enhanced capacities of non-Annex 1 countries means a better response to the implementation process of the UNFCCC and its treaties.
25. In the absence of GEF funds, countries might not prepare their national communications, while in some cases; there will be delays in project implementation and reporting. This will subsequently limit exchange of information on measures adopted by Parties to address climate change and its effects, as well as, deny the

Conference of Parties (COP) data/information to assess progress made towards achieving of the objective of the Convention.

B.3. Describe the socioeconomic benefits to be delivered by the Project at the national and local levels, including consideration of gender dimensions, and how these will support the achievement of global environment benefits (GEF Trust Fund/NPIF) or adaptation benefits (LDCF/SCCF). As a background information, read [Mainstreaming Gender at the GEF."](#)

26. National Communications generate a wealth of climate change related data and strengthen national capacities in producing, assessing and using this information for their policy making process. Adaptation policies and actions identified through national communications have social benefits since they are aimed at reducing vulnerability to climate change impacts and increasing climate resilience of most vulnerable groups and sectors. In the field of mitigation, identified priority options help countries move towards a low carbon development pathways. Many adaptation and mitigation measures provide win-wins and multiple benefits, such as economic savings, improvement of local environments, and avoidance of expensive corrective measures in the future. Thus, national communications have the potential to play a key role in maximizing these benefits by producing data that guides the design of priority adaptation and mitigation policies and actions to inform national development strategies, sector programs and ultimately link to the realization of the Millennium Development Goals.

B.4 Indicate risks, including climate change risks that might prevent the project objectives from being achieved, and if possible, propose measures that address these risks to be further developed during the project design:

27. The NC is the only obligation of Non-Annex I Parties under the Convention. Thus the risk of countries not delivering the project outputs can be considered none or minimal. Furthermore, the majority of countries participating in the project would have already completed two NCs with only a handful of countries initiating their SNCs. Thus most countries have already established a reasonable technical and institutional basis to prepare their subsequent NCs.

28. The main project risk, however, is related to (i) the possibility of most countries producing reports that lack adequate depth and quality, (ii) the existence of weak institutional arrangements, and (iii) poor stakeholder consultation processes that currently exist in these countries for the preparation of the NCs. The Consultative Group of Experts (CGE) reports - FCCC/SBI/2011/5/Add.2 - <http://unfccc.int/resource/docs/2011/sbi/eng/05a02.pdf> and FCCC/SBI/2011/5/Rev.1 - <http://unfccc.int/resource/docs/2011/sbi/eng/05r01.pdf> have elaborated exhaustively on the challenges faced by NA1 Parties, and especially LDCs and SIDS in their NC preparation process. These include but are not limited to the following:

- Building on existing weak procedures and organizational framework for the preparation of national communications on a continuous basis
- Poor archiving system for data collected in during the preparation of previous national report which makes data update very challenging.
- Weak national institutional arrangements and structure which does not allow for effective information exchange, collaboration and cooperation amongst national stakeholders on one hand and other Parties to the UNFCCC on the other hand.
- Inadequate incentives and difficulties in retaining staff involved in the preparation of previous or current national communications.
- Lack of opportunities in accessing hands-on-training and on-the-job training in preparing various components of the national report.
- Inadequate access to the most up-to-date information and tools for thematic assessments
- Additionally, there is also the risk that countries may not be able adequately internalize the National Communications so that the NC could not be used as a tool for guiding national actions on climate change.

29. To work towards mitigating these risks, UNEP will assist country teams to set-up appropriate national implementation modality, supervise implementation, and mitigate project risks to ensure effective work delivery. This will include advice on access to methodological tools, support preparations and participation of qualified facilitators/experts to provide training in country and sub-regional training workshops for country teams / experts in addition to providing comprehensive guidance to project management team on project technical and financial reporting guidelines. Upon request, UNEP will undertake a non-intrusive technical review of assessment reports, and facilitate onsite visits to countries to provide hands-on-training on tools and methodologies for cross-sectoral assessments and for mainstreaming of climate change issues into development plans, etc. Additional information on risk analysis and management are outlined in **Table 2: Project Risk Analysis and Management Measures** in the UNEP Project Document – **Annex I**.

B.5. Identify key stakeholders involved in the project including the private sector, civil society organizations, local and indigenous communities, and their respective roles, as applicable:

30. A comprehensive stakeholder involvement and consultation processes is critical to the success of the project both at the project proposal preparation and project execution stages. An effective engagement of key stakeholders also enhances ownership of the National Communication process and makes the national report more responsive to national needs. The NC preparation process involves the active participation of relevant institutions and stakeholders at the national and to some extent at the local levels. Executing Agencies will be expected to report on the expected role of stakeholders' and elaborate on appropriate institution arrangement for the engagement in the NCs process based on the respective areas of expertise and competence of key stakeholders. These stakeholders may include government ministries and agencies, universities/academia/research institutions, NGOs, CBO, private sector, etc. This activity is provided for under the first component of the umbrella programme, '*national stocktaking and stakeholder consultations*', and additional guidance on the exercise is outlined in **Appendix 2** of the UNEP Project Document – **Annex 1**.

B.6. Explain how cost-effectiveness is reflected in the project design:

31. UNEP will use the '*umbrella programme modality*' which has a very streamlined approval and fund disbursement process and with multiple benefits compared to the single-country approach, to support these countries in the preparation of their National Communications. Thus, the project approval process and start-up of activities will be accelerated, and as a result, the project cycle is expedited, saving significant time to countries and minimizing the gaps between national communication projects.

32. The project is cost-effective as it targets to strengthen existing human and institutional capacities to be used for current and future reporting. Information/data from previous national communications is used as reference material for subsequent national communications reporting, avoiding duplication of effort and promoting efficient use of financial and human resources. The technical backstopping that UNEP has provided to countries over the years will serve as a basis to improve the quality of the national reporting, which will result in a more comprehensive national reports to guide countries in developing their sectoral strategies.

33. Last but not least, though countries are exempted from mandatory co-financing for enabling activities, as the full cost of funding is provided for by the GEF, national governments of the 12 LDCs and SIDS will contribute an in-kind contribution of up to US\$ 1,008,000 for project implementation as indicated in **Section C**.

B.7. Outline the coordination with other related initiatives:

34. The project will coordinate closely with the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) and will draw on their work regarding guidelines and training materials for the preparation of NC. The project will use methodologies recommended by the UNFCCC (see reference to the UNFCCC User Manual) and will build on the work carried out under previous NC, as well

on the workshops and guidance materials developed by the NCSP. 1. Where appropriate, coordination will be ensured with other projects/programmes such as: Technology Needs Assessments, National Adaptation Programmes of Action (NAPA) Poverty-Environment Initiative (PEI); the UN Collaborative Programme on Reducing Emissions from Deforestation and Forest Degradation in Developing Countries (UN-REDD) and other relevant initiatives, to avoid the duplication of work.

35. Through the UNEP Regional Offices and the one UN process, the programme will link to the UN Development Assistance Framework (UNDAF) process, especially for those countries that will be reviewing or commencing preparation of their UNDAF during this period. UNEP staff, representing all relevant Divisions, will be involved in the review of the various components of the National Communications to enable them contribute effectively to the process of including the outputs of the NCs into the UNDAF process.

### C. GEF AGENCY INFORMATION:

C.1 Confirm the co-financing amount the GEF agency brings to the project:

36. UNEP will provide co-financing of US\$ 90,000 as in kind contribution for project management in form of office facilities, equipment, communications, processes of local and international consultant identification – as detailed in **F** on Project Management Cost

C.2 How does the project fit into the GEF agency's program (reflected in documents such as UNDAF, CAS, etc.) and staff capacity in the country to follow up project implementation:

37. The United Nations Environment Programme is the GEF implementing agency for the project. UNEP's Medium-Term Strategy 2010–2013 outlines UNEP's objective on Climate Change as strengthening the ability of countries to integrate climate change responses into national development processes. The project contributes to all the realization of all expected outcomes at national level, outlined in the strategy as follows:

Objectives/Goals	Expected Accomplishment/Outcomes
<p>Strengthen the ability of countries to integrate climate change responses into national development processes</p> <p><i>Impact indicator:</i> number of countries introducing regulatory and policy reforms regarding climate change</p>	<ul style="list-style-type: none"> <li>▪ Adaptation planning, financing and cost-effective preventative actions are increasingly incorporated into national development processes that are supported by scientific information, integrated climate impact assessments and local climate data</li> <li>▪ Countries make sound policy, technology, and investment choices that lead to a reduction in greenhouse gas emissions and potential co-benefits, with a focus on clean and renewable energy sources, energy efficiency and energy conservation</li> <li>▪ Improved technologies are deployed and obsolescent technologies phased out, financed through private and public sources including the Clean Development Mechanism</li> <li>▪ Increased carbon sequestration occurs through improved land use, reduced deforestation and reduced land degradation</li> <li>▪ Country policymakers and negotiators, civil society and the private sector have access to relevant climate change science and information for decision-making</li> </ul>

38. In an effort to link the project with ongoing strategies and country follow-ups, UNEP, through its Regional Offices will help in identifying regional, subregional and national priorities and trends which effectively contribute to the development and delivery of appropriate interventions. UNEP's engagement in UN common country programming processes provides an excellent conduit for linking UNDAF process not only to GEF funded EA/CDs projects in support of the MEAs, but also provides an appropriate entry point to UNEP's Programme of Work.

### **PART III: INSTITUTIONAL COORDINATION AND SUPPORT**

#### **A. INSTITUTIONAL ARRANGEMENT:**

39. The project will be implemented by the Division of Technology, Industry and Economics (DTIE), of the United Nations Environment Programme, (UNEP); and executed by 12 national governments. To ensure effective work delivery within UNEP, DTIE will set up an institutional framework to enable other divisions of UNEP namely the Division of Early Warning and Assessments (DEWA), Division of Regional Cooperation (DRC), Division of Environmental Policy and Implementation (DEPI), and Division of Environmental Law and Conventions (DELIC) to place their expertise at the disposal of countries, to guide the national communication process. The following is a summary of the mandates and strengths of these Divisions of UNEP:
- DELIC as UNEP's lead division supporting the implementation of MEAs and facilitating interlinkages and synergies between the MEAs has a growing portfolio of activities relating to Policy and Interlinkages, Climate and Energy Law which will result in mutual strengthening the implementation of the national communications report.
  - Division of Environmental Policy and Implementation (DEPI) has an on-going work in the area of adaptation to climate change, ecosystem services and economics, fresh water and terrestrial ecosystems, marine and coastal ecosystems as well as environmental education and training and will work to strengthen V&A assessments within the framework of the TNC/SNC preparation.
  - Division of Early Warning and Assessments' (DEWA) has the role of identifying emerging environmental threats and conducting rigorous scientific assessments to inform the science-policy interface is an asset for the GEF Enabling Activities which draw from existing information and numerous environment assessments to inform national policy processes. Due to its cross-cutting nature and existing regional presence, the division will provide support upon request to help strengthen the scientific basis of the thematic assessment work of national communication process.
  - UNEP's strategic presence and close interface with countries through its Division of Regional Cooperation (DRC) is well able to help in identifying regional, subregional and national priorities and trends which effectively contribute to the development and delivery of appropriate interventions.
40. UNEP's strategic presence through its Divisions provides an important platform for strengthening the coordination and implementation of the Umbrella programme which require intensive engagement at national, regional and international levels.
41. At country level, each of the 12 national governments will designate a national lead agency responsible for the oversight and implementation of the self-assessment exercise and project implementation. Executing Agencies differ from one Country to another. Most non-Annex I Parties have the Ministries of Environment, Forests and/or Water, Nature Services and/or Meteorology Department act as Executing Agencies (EAs). The EAs work in close consultation with the Ministries of Foreign Affairs, Energy, Planning, Finance, Agriculture, Water, Health, Education, Transport, Science and Technology, Research Institutions, Academia, Non- Governmental Organizations, Community Based Organizations etc. for policy and technical guidance during National Communication process in line with existing national planning documents. Details on institutional structures, and their roles and responsibilities during the NC preparation process, is elaborated by each of the EAs during the Project Document preparation phase (Component I of the Programme).
42. It is expected that the same institutional structure put in place for the previous NC project will be adopted, adjusted where needed, and enhanced to ensure a smooth continuation of the NC process. The National Steering Committees that countries have also established to advise on and monitor the project's progress will continue to serve these functions or be reactivated, as required. The involvement of the relevant stakeholders, their support as well as their commitment to the implementation of the proposed activities, will ensure a successful achievement of NCs. The Director/Coordinator/Manager of the NC project, within the designated institution, will be responsible for the coordination of project activities in close consultation with the Steering

Committee, technical teams, consultants and the IAs. This general project structure may vary from country to country.

## B. PROJECT IMPLEMENTATION ARRANGEMENT:

43. UNEP will disburse funds from its Headquarters in Nairobi to each of the 12 National Governments either (i) through direct cash transfers to Countries where EAs provide their banking details in the Third Party Form Template - **Appendix 10**; (ii) through sub-allotments to UNEP Regional Offices, or (iii) through UNDP Country Offices, subject to country preference.
44. The first phase (Component 1) of the project involves participating countries undertaking a self-assessment exercise consisting of stocktaking and national stakeholder consultations exercise, where preparatory funds of up to US\$ 20,000 will be made available to countries for this exercise. The output of this phase is a project document containing a detailed national work plan for the preparation of their NCs, endorsed by the national GEF and UNFCCC focal points. The project documents will be based on a simplified format to facilitate the preparatory process, but will include timelines, benchmarks, and indicators to indicate how each project output is linked to the reporting requirement under the UNFCCC. The project documents will provide detailed explanations of how the country will fill gaps of the previous NC, a strategy to build on previous results and experiences, methodologies and approaches to be used, and how the outputs and process of the current NCs will support countries' efforts to integrate climate change into relevant planning processes and development needs. Given the strong emphasis of the enabling activities on capacity building especially in LDCs and SIDS, UNEP will ensure that project proposals submitted for approval include adequate budget allocation for building capacities of national experts in the different components of the NCs (based on countries' needs) as well as for regional exchange through workshops organized under the NC framework. National experts will be able to draw on resources from this project and attend the regional workshops organised by third parties upon UNEP's approval. Project outputs will follow the UNFCCC Guidelines for National Communications for Parties not included in Annex I to the Convention (Decision 17/CP.8).
45. Once this project document has been agreed and signed between the country and UNEP, funding for the second phase (up to 4 years) of the project (Component 2) will be made available for countries to implement the project activities as per the approved project document. Countries that had requested the US\$ 20,000 for their self-assessment exercise, will receive US\$ 480,000 to prepare their NC following the expedited procedures. Countries that may choose to carry out the self-assessment exercise and prepare their project documents with their own funding will be entitled to receive up to USD 500,000 for the preparation of their NC. Progress of project implementation will be monitored by UNEP according to the project indicators and the agreed work programme and UNEP will be responsible for reporting this information annually to the GEF Secretariat.
46. Taking into consideration challenges faced by LDCs and SIDS in meeting their reporting obligation under the UNFCCC, UNEP proposes to provide additional but limited administrative and capacity building support to these countries, in the course of implementing components 1 and 2; through *Provision of administrative and capacity building support for LDCs and SIDS – (Under Project Management Cost)*. The support to be provided to these countries during implementation of Component 1 is based on previous experience from umbrella programmes, where countries require approximately 6 months to conduct the stocktaking and stakeholder consultations and to prepare the project document for submission to UNEP for review and approval. Recognizing the limited expertise in LDCs and SIDS countries and in an effort to ensure that a good quality project document is prepared in the shortest time possible, UNEP, upon request by any of the participating Parties, will prepare ToRs for a national consultant to be engaged in preparing the project document and assist national governments in identifying qualified national experts who will prepare the reports that meet the requirements of the UNFCCC and national and sectoral planning needs. The support to



be provided to these countries during implementation of Component 2 takes into consideration, and attempts to address the limited technical capacities of national experts and capacity building needs, provide support to national project team on technical and financial reporting, and support national and regional training workshops; details of the support is as elaborated under **B1**.

#### **PART IV: EXPLAIN THE ALIGNMENT OF PROJECT DESIGN WITH THE ORIGINAL PIF**

47. The project design is fully in line with the PIF. The components, outcomes and outputs identified in the PIF have been validated and elaborated. This is an indication that the PIF was prepared taking into account areas of work, as per the UNFCCC Guidelines for preparation of National Communications by Non-Annex I Parties. Although the PIF was approved by the GEF Council as part of its work programme in November 2012, before the Eighteenth Conference of the Parties (COP-18) held in Doha, Qatar on the 26<sup>th</sup> November - 7<sup>th</sup> December, 2012, no decisions were taken at COP18 which required any change to the project design. Mali has opted out of the Umbrella and in its place taken by Comoros as per the attached LoE.

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

- A. RECORD OF ENDORSEMENT OF GEF OPERATIONAL FOCAL POINT(S) ON BEHALF OF THE GOVERNMENT(S):** (Please attach the [Operational Focal Point endorsement letter\(s\)](#) with this template. For SGP, use this [OFP endorsement letter](#)).


NAME	POSITION	MINISTRY	DATE (MM/dd/yyyy)

PARTY	GEF OFP NAME	POSITION	MINISTRY	DATE (MM/dd/yyyy)
1. Bahrain	Dr. Adel Khalifa AIZAYANI	Director General	Public Commission for the Protection of Marine resources, Environment and Wildlife	07/06/2012
2. Benin	Ms. Delphin AIDJI	Director of Programming and Prospect	Ministere de l'environnement de l'habitat et de l'urbanisme	05/05/2012
3. Bhutan	Mr. Karma TSHITEEM	Secretary	Gross National Happiness Commission	08/07/2012
4. Comoros	Mr. Ali Mohamed SOILHI	Secretary General, Vice Presidency in charge of Ministry of Production, Environment, Energy, Industry and Crafts	Ministry of Production, Environment, Energy, Industry and Crafts	09/16/2012
5. Cook Islands	Mr. Vaitoti TUPA	Director	National Environment Service	07/18/2012

<b>PARTY</b>	<b>GEF OFF NAME</b>	<b>POSITION</b>	<b>MINISTRY</b>	<b>DATE</b> (MM/dd/yyyy)
6. Eritrea	Mr. Mogos Wolde YOHANNIS	Director General	Ministry of Land, Water and Environment	07/18/2012
7. Lao DPR	Khampadith KHAMMOUNHEUANG	Director General , Department of Environment and Quality Promotion	Ministry of Natural Resources and Environment (MONRE)	08/06/2012
8. Mauritius	Mr. P. Yip Wang WING	Financial Secretary	Ministry of Finance and Environment Development	06/20/2012
9. Nauru	Mr. Russ KUN	Permanent Secretary for Commerce, Industry and Environment	Department of Commerce, Industry and Environment,	05/18/2012
10. Sao Tome and Principe	Mr. Lourenco Monteir DE JESUS	Advisor to the Minister	Ministerio das Obras Publicas e Recursos Naturais	05/07/2012
11. Seychelles	Mr. Didier DOGLEY	Special Advisor to the Minister	Ministry of Environment	08/06/2012
12. Tanzania	Mr. J.K. NINGU	Director of Environment, Vice President's Office	Vice President's Office	05/22/2012

## B. GEF AGENCY (IES) CERTIFICATION

This request has been prepared in accordance with GEF/LDCF/SCCF/NPIF policies and procedures and meets the GEF/LDCF/SCCF/NPIF criteria for CEO endorsement/approval of project.

<b>Agency Coordinator, Agency Name</b>	<b>Signature</b>	<b>Date</b> (Month, day, year)	<b>Project Contact Person</b>	<b>Telephone</b>	<b>Email Address</b>
Maryam Niamir-Fuller, Director, GEF Coordination Office, UNEP		03/20/2013	George Manful	+254.20.762.50.85	George.Manful@unep.org

## ANNEX A: GLOBAL UMBRELLA PROJECT RESULTS FRAMEWORK

Project Framework	Indicator	Baseline	Targets End of Project	Source of Verification	Risks and Assumptions
<b>Project Objective:</b> 12 LDCs and SIDS submit good quality National Communications reports to the UNFCCC, which comply with Convention reporting obligations.	Number of countries that submit good quality National Communications reports to the UNFCCC that meet the Convention reporting obligations	National Communications previously submitted to the UNFCCC by most Countries have information and data gaps	All 12 Countries submit NCs to the UNFCCC that fully meet the Convention reporting obligations	Reports of the CGE on NCs submitted to UNFCCC secretariat.	- Poor political or institutional support for preparation of NCs - High institutional and staff turnover
<b>Project Component 1: National stocktaking and stakeholder consultations for formulation of NC project proposals</b>					
<b>Outcome 1:</b> Enhanced national ownership of the NC process.	Number of key stakeholders (policy makers) involved in different stages of the NC preparation	Not quantifiable at the global level as this can only be established at the national level. However, reports of consultations/ stakeholders indicate low level of stakeholder participation	At least 25% increase of stakeholder active participation in the NCs preparation processes at the national level, compared to previous NCs	Self-assessments; stakeholder consultation documents, project documents, NC reports.	- NC development process is not inclusive at all stages.
	Level of stakeholder satisfaction in the NC project proposal that address national climate change concerns	Key stakeholders (policy makers) do not make reference to the NC for guidance during policy formulation and national development planning processes	At least 25% of countries outline measures put in place to integrate NC into national development planning processes	Reports of stakeholder consultation, project documents, NC reports.	- Stakeholders do not make reference to the NC to guide national development planning processes
<b>Outcome 2:</b> Improved NC project proposals responsive to national development needs.	Number of NC project proposals which explicitly include strategies aimed at enhancing integration of climate change issues into national development planning frameworks	Very limited number of previous national communications project proposals that explicitly addressed the area of climate change integration	At least 50% of NC project proposals outline strategies aimed at enhancing integration of climate change issues into national development planning frameworks	Project proposals for next NC approved by UNEP, and in line with national development planning documents.	- Strong commitment of national teams to integrate climate issues within the NC project proposals.
<b>Project Component 2: Preparation of National Communications</b>					
<b>Outcome 3:</b> Improved relevance and quality of NC reports submitted by LDCs and SIDS to the UNFCCC that meet the Convention reporting obligation and national development planning needs	Percentage of LDCs and SIDS Countries that demonstrate improved relevance and quality of NC reports submitted to the UNFCCC	Compilation and Synthesis reports of previous NCs indicate that many LDCs and SIDS have significant information and data gaps in their NC reports	At least 50% of NC reports demonstrate improved relevance and quality of NC reports submitted to the UNFCCC	Compilation and Synthesis reports of the UNFCCC Secretariat	- Lack of technical expertise for NCs preparation - Poor political or institutional support for the preparation of the NCs

**ANNEX B: RESPONSES TO PROJECT REVIEWS** (from GEF Secretariat and GEF Agencies, and Responses to Comments from Council at work program inclusion and the Convention Secretariat and STAP at PIF).

A. STAP REVIEW COMMENTS

B. GEF COUNCIL REVIEW COMMENTS

**ANNEX C: CONSULTANTS TO BE HIRED FOR THE PROJECT USING GEF/LDCF/SCCF/NPIF RESOURCES**

<i>Position Titles</i>	<i>\$/ Person Week*</i>	<i>Estimated Person Weeks**</i>	<i>Tasks To Be Performed</i>
<b>For Project Management</b>			
Local			
Climate Change and Project Management Experts	1,000	68	<ul style="list-style-type: none"> <li>- Provide country level training on preparation of technical and financial reports to enable countries meet UNEP and GEF reporting requirement and obtain prompt access to resources</li> <li>- Draft Terms of References and/or Expression of Interest documents for hiring of national experts to carry out assessments in the following thematic areas: GHG Inventories, Mitigation Analysis and Vulnerability and Adaptation Assessment</li> <li>- Assist in the recruitment process for national consultants</li> <li>- Conduct training of national experts in the areas of GHG Inventories, Mitigation Analysis and Vulnerability and Adaptation</li> <li>- Manage outputs of national consultants</li> <li>- Provide secretarial functions to Steering Committee Meetings</li> </ul>
International			
Climate Change and Financial Experts	2,000	37	<ul style="list-style-type: none"> <li>- Prepare and/or review Terms of References and/or Expression of Interest for national consultants and/or thematic group experts to be engaged in preparation of the NC</li> <li>- Provide guidance to national consultants as they prepare project documents to ensure the documents meet the requirement of UNEP, the GEF and the UNFCCC</li> <li>- Review and confirm project deliverables for national consultants and/or thematic expert groups</li> <li>- Prepare financial guidance notes to enable countries meet the UNEP and GEF financial reporting requirement</li> <li>- Design and conduct workshops on key components of NC to enhance national expertise and ensure national ownership</li> </ul>

Justification for travel, if any: As the proposed tasks require close consultation with Executing Agencies, funds will be allocated to facilitate travel of local consultants, and international consultants as appropriate, to project management support			
<b>For Technical Assistance</b>			
Local			
International			
Justification for travel, if any:			

\* Provide dollar rate per person week.    \*\* Total person weeks needed to carry out the tasks.

**ANNEX D: STATUS OF IMPLEMENTATION OF PROJECT PREPARATION ACTIVITIES AND THE USE OF FUNDS**

A. EXPLAIN IF THE PPG OBJECTIVE HAS BEEN ACHIEVED THROUGH THE PPG ACTIVITIES UNDERTAKEN.

B. DESCRIBE FINDINGS THAT MIGHT AFFECT THE PROJECT DESIGN OR ANY CONCERNS ON PROJECT IMPLEMENTATION, IF ANY:

C. PROVIDE DETAILED FUNDING AMOUNT OF THE PPG ACTIVITIES AND THEIR IMPLEMENTATION STATUS IN THE TABLE BELOW:

<i><b>Project Preparation Activities Approved</b></i>	<i><b>Implementation Status</b></i>	<i><b>GEF/LDCF/SCCF/NPIF Amount (\$)</b></i>				<i><b>Cofinancing (\$)</b></i>
		<i><b>Amount Approved</b></i>	<i><b>Amount Spent To date</b></i>	<i><b>Amount Committed</b></i>	<i><b>Uncommitted Amount*</b></i>	
	(Select)					
	(Select)					
	(Select)					
	(Select)					
	(Select)					
	(Select)					
	(Select)					
	(Select)					
<b>Total</b>		0	0	0	0	0

\* Any uncommitted amounts should be returned to the GEF Trust Fund. This is not a physical transfer of money, but achieved through reporting and netting out from disbursement request to Trustee. Please indicate expected date of refund transaction to Trustee.

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

Provide a calendar of expected reflows to the GEF/LDCF/SCCF/NPIF Trust Fund or to your Agency (and/or revolving fund that will be set up)



## ANNEX F: ACRONYMS AND ABBREVIATIONS

CGE	Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention
COP	Conference of Parties
DELC	UNEP Division of Environmental Law and Conventions
DEPI	UNEP Division of Environmental Policy and Implementation
DEWA	UNEP Division of Early Warning and Assessments
DRC	UNEP Division of Regional Cooperation
DTIE	UNEP Division of Technology, Industry and Economics
EA	Executing Agency
FMO	Fund Management Officer
GEF	Global Environment Facility
GHG	Green House Gas(es)
IA	Implementing Agency
INC	Initial National Communication
IPCC	Intergovernmental Panel on Climate Change
LDCs	Least Developed Countries
NAPA	National Adaptation Programme of Actions
NC	National Communication to the UNFCCC
NCSP	National Communications Support Programme
PCA	Project Cooperation Agreements
PEI	Poverty-Environment Initiative
PIR	Project Implementation Review
PMC	Project Management Cost
PMT	Project Management Team
SBs	Subsidiary Bodies
SBI	Subsidiary Body for Implementation
SIDS	Small Island Developing States
SNC	Second National Communication
TM	Task Manager, Climate Change Enabling Activities
TNC	Third National Communication
TOR	Terms of Reference
UNDAF	The United Nations Development Assistance Framework
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
UN-REDD	United Nations Collaborative Programme on Reducing Emissions from Deforestation and Forest Degradation in Developing Countries
V&A	Vulnerability and Adaptation Assessment