



GLOBAL ENVIRONMENT FACILITY  
INVESTING IN OUR PLANET

**Naoko Ishii**  
CEO and Chairperson

August 07, 2014

Dear LDCF/SCCF Council Member:

UNDP and UNEP as the Implementing Agency for the project entitled: ***Global: Building Capacity for LDCs to Participate Effectively in Intergovernmental Climate Change Processes***, has submitted the attached proposed project document for CEO endorsement prior to final approval of the project document in accordance with UNDP and UNEP procedures.

The Secretariat has reviewed the project document. It is consistent with the proposal approved by LDCF/SCCF Council in January 2014 and the proposed project remains consistent with the Instrument and LDCF/SCCF policies and procedures. The attached explanation prepared by UNDP and UNEP satisfactorily details how Council's comments have been addressed. I am, therefore, endorsing the project document.

We have today posted the proposed project document on the GEF website at [www.TheGEF.org](http://www.TheGEF.org). If you do not have access to the Web, you may request the local field office of UNDP or the World Bank to download the document for you. Alternatively, you may request a copy of the document from the Secretariat. If you make such a request, please confirm for us your current mailing address.

Sincerely,

Naoko Ishii

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



# REQUEST FOR CEO ENDORSEMENT

**PROJECT TYPE: Full-sized Project**

**TYPE OF TRUST FUND: LDCF**

For more information about GEF, visit [TheGEF.org](http://TheGEF.org)

## PART I: PROJECT INFORMATION

Project Title: <b>Building capacity for LDCs to participate effectively in intergovernmental climate change processes.</b>			
Country(ies):	Global, Least Developed Countries	GEF Project ID: <sup>1</sup>	5615
GEF Agency(ies):	UNEP, UNDP	GEF Agency Project ID:	UNDP: 5318 UNEP: 1215
Other Executing Partner(s):		Submission Date:	05/06/2014
		Resubmission Date:	17 July 2014
GEF Focal Area (s):	Climate Change	Project Duration(Months)	30
Name of Parent Program (if applicable):	N/A	Project Agency Fee (\$):	380,000
<ul style="list-style-type: none"> <li>➤ For SFM/REDD+ <input type="checkbox"/></li> <li>➤ For SGP <input type="checkbox"/></li> <li>➤ For PPP <input type="checkbox"/></li> </ul>			

## A. FOCAL AREA STRATEGY FRAMEWORK<sup>2</sup>

Focal Area Objectives	Expected FA Outcomes	Expected FA Outputs	Trust Fund	Grant Amount (\$)	Cofinancing (\$)
CCA-2	Outcome 2.1: Increased knowledge and understanding of climate variability and change-induced risks at country level in targeted vulnerable areas	Indicator 2.1.1: Relevant risk information disseminated to stakeholders	LDCF	4,000,000	15,232,380
<b>Total project costs</b>				4,000,000	15,232,380

## B. PROJECT FRAMEWORK

**Project Objective:** to strengthen institutional and technical capacities in LDCs for more effective participation in intergovernmental climate change negotiations and coordination of climate change efforts.

Project Component	Grant Type	Expected Outcomes	Expected Outputs	Trust Fund	Grant Amount (\$)	Confirmed Cofinancing (\$)
Component 1: The role of LDCs in intergovernmental climate change negotiations (overseen by UNDP).	TA	1. Capacity of LDCs to participate effectively in intergovernmental climate change negotiations strengthened.	1.1 Negotiators from each LDC have enhanced diplomacy skills and critical information on key issues underpinning the negotiations in order to formulate their own negotiation positions	LDCF	1,687,000	1,174,000

<sup>1</sup> Project ID number will be assigned by GEFSEC.

<sup>2</sup> Refer to the [Focal Area Results Framework and LDCF/SCCF Framework](#) when completing Table A.

			under the different UNFCCC negotiation topics.			
			1.2 Negotiators from LDCs have increased technical knowledge pertaining to three specific negotiation topics (e.g. economic instruments, adaptation, technology).			
			1.3 A community of practice to support LDCs to interpret and respond to negotiation outcomes.			
			1.4 A long-term operational strategy for the LDC Group to coordinate responses/submissions and participate in parallel negotiation topics.			
Component 2: National systems/institutions for coordinating climate change information in LDCs (overseen by UNEP).	TA	2. Institutional capacity of LDCs to collect, interpret and disseminate climate change data and information is strengthened.	2.1 Support provided for formulation of country-specific institutional coordination strategies for effective participation in intergovernmental climate change negotiations and facilitation of dissemination of relevant information emanating from these negotiations.	LDCF	1,373,818	12,158,380
			2.2 Technical assistance and guidance provided for the development of national systems for managing climate change information and data to support reporting under the UNFCCC.			
Component 3: Knowledge Management (overseen by UNDP)	TA	3. Knowledge products generated by the project are accessible and	3.1 Knowledge products generated through the project are translated and available	LDCF	565,818	1,900,000

and UNEP).		available.	on an appropriate knowledge platform. (UNDP)			
			3.2 Strategy to sustain knowledge generated by the project including through South-South cooperation. (UNEP)			
Subtotal					3,626,636	15,232,830
Project management Cost (PMC) <sup>3</sup>					313,364	0
M&E (UNEP)					60,000	
<b>Total project costs</b>					<b>4,000,000</b>	<b>15,232,380</b>

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

Please include letters confirming cofinancing for the project with this form

Sources of Co-financing	Name of Co-financier (source)	Type of Cofinancing	Cofinancing Amount (\$)
GEF Agency	UNDP - Knowledge, Innovation and Capacity Group (KICG), Bureau of Development Policy	Grant	120,000
GEF Agency	UNEP - NIE Direct Access Project	Grant	300,000
Other Multilateral Agencies	UNITAR	Grant	1,054,000
Other Multilateral Agencies	Green Climate Fund - Readiness Programme	Grant	11,858,380
GEF Agency	UNEP - Climate Technology Centre and Network (CTCN)	Grant	1,000,000
GEF Agency	UNDP -Adaptation Learning Mechanism	Grant	200,000
GEF Agency	UNEP - APAN and AAKNET	Grant	700,000
<b>Total Co-financing</b>			<b>15,232,380</b>

### D. TRUST FUND RESOURCES REQUESTED BY AGENCY, FOCAL AREA AND COUNTRY<sup>1</sup>

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
UNDP	LDCF	Climate Change	Global	2,000,000	190,000	2,190,000
UNEP	LDCF	Climate Change	Global	2,000,000	190,000	2,190,000
<b>Total Grant Resources</b>				<b>4,000,000</b>	<b>380,000</b>	<b>4,380,000</b>

<sup>1</sup> In case of a single focal area, single country, single GEF Agency project, and single trust fund project, no need to provide information for this table. PMC amount from Table B should be included proportionately to the focal area amount in this table.

<sup>2</sup> Indicate fees related to this project.

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

Component	Grant Amount (\$)	Cofinancing (\$)	Project Total (\$)
International Consultants	1,675,000		1,675,000
National/Local Consultants	143,000		143,000

<sup>3</sup> PMC should be charged proportionately to focal areas based on focal area project grant amount in Table D below.

**G. DOES THE PROJECT INCLUDE A “NON-GRANT” INSTRUMENT? (Select)**

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

N/A

**PART II: PROJECT JUSTIFICATION**

**A. DESCRIBE ANY CHANGES IN ALIGNMENT WITH THE PROJECT DESIGN OF THE ORIGINAL PIF<sup>4</sup>**

No significant changes in alignment with the project design of the original PIF have been made. The following summarizes the most significant changes in terms of the projects’ outcomes/outputs and baseline and cofinancing activities:

While the wording of Component 2 and the project Outcomes have been altered to make them more specific, but they remain based on the same underlying principles. In addition, all outputs have been contextualized to fit the needs of LDC’s following the consultations held during the PPG.

One outcome (outcome 1.2 in the original PIF) has been moved from Component 1 to Component 2. This was done to group all of the outputs concerned with strengthening national institutions to support effective participation in intergovernmental climate change negotiations under one Component.

Additional outputs that were not included in the original PIF have also been added. These outputs emanated from the stakeholder consultations conducted during the PPG phase. These additional outputs in the final design of the proposed LDCF project are listed below.

- Output 1.3: “A community of practice to support LDCs to interpret and respond to negotiation outcomes”. Following requests received from stakeholders during the PPG, this outcome has been added to provide LDC’s with ongoing technical support to interpret and respond effectively to negotiation outcomes. This will allow LDCs to address climate change issues within the framework of the decisions reached during intergovernmental climate change negotiations.
- Output 1.4: “A long-term operational strategy for the LDC Group to coordinate responses/submissions and participate in parallel negotiation topics.”. The LDC Group is an important negotiating bloc representing the collective needs of LDCs. This output emerged from PPG consultations that emphasized the need to promote the continued effective operation of the LDC group, thereby supporting the effective participation of all LDCs in intergovernmental climate change negotiations.
- Output 3.2: “Strategy to sustain knowledge generated by the project including through South-South cooperation”. This output has been added to promote the sustainability of the knowledge sharing mechanism developed under Output 3.1. Through this Output, the knowledge products collected/generated under Outcomes 1 and 2 will be disseminated through existing regional/global knowledge networks.

The indicative cofinancing in the PIF totalled US\$ 19,671,396. This estimate was made based on discussions with relevant co-financing initiatives at the time the PIF was formulated. However, after further consultation with relevant co-financing initiatives during the development of the project document, it became apparent that the indicative PIF cofinancing total is an over-estimate. Two cofinancing initiatives included in the PIF (IIED and UN-Habitat) were no longer able to commit co-financing, and the total value of co-financing from other partners has changed slightly in some cases. The total indicative cofinancing has therefore been refined to US\$ 15,232,380.

The additionality of LDCF resources, as related to the baseline initiatives included in the proposal is clearly explained in the project documents and is in line with what was proposed at PIF stage.

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<sup>4</sup> For questions A.1 –A.7 in Part II, if there are no changes since PIF and if not specifically requested in the review sheet at PIF stage, then no need to respond, please enter “NA” after the respective question.

## **A.1 National strategies and plans or reports and assessments under relevant conventions, if applicable, i.e. NAPAs, NBSAPs, national communications, TNAs, NCSA, NIPs, PRSPs, NPFE, Biennial Update Reports, etc.**

The proposed LDCF project is aligned with the following global and regional conventions:

- United Nations Environment Programme's Programme of Work;
- United Nations Framework Convention on Climate Change (UNFCCC);
- Hyogo Framework for Action (HFA);
- Convention on Biological Diversity (CBD);
- Millennium Development Goals (MDGs);
- Least Developed Countries Expert Group (LEG); and
- Adaptation Committee (AC).

### *National policy (NAPAs, NAPs, INCs, SNCs, TNAs)*

The conventions mentioned above provide frameworks and guidelines that influence or dictate policy in signatory nations. Examples include the guiding policy documents generated under the UNFCCC such as the NAPAs and the National Communications, the UNCCD's National Action Programme, and the NBSAPs under the CBD. The proposed LDCF project will contribute to these frameworks by strengthening national capacities for participating in the intergovernmental processes that determine and affect the contents of the frameworks. This will promote the representation of LDCs and the adaptation needs of LDCs in these processes.

Additionally, the LDC's NAPAs and NAPs serve as national policy tools that articulate short-, medium- and long-term adaptation needs. Increased support for applying climate change information, science and technology to inform development planning will allow LDCs to bolster their adaptation efforts relating to NAPAs and NAPs.

For additional information on the proposed LDCF project's alignment with national strategies please refer to Section 3.1 of the UNEP PD and Section 2.2 of the UNDP PD.

## **A.2. GEF focal area and/or fund(s) strategies, eligibility criteria and priorities.**

The proposed LDCF project will contribute to the following LDCF/SCCF Focal Area Objective:

***CCA-2: Increase adaptive capacity to respond to the impacts of climate change, including variability, at local, national, regional and global level.***

*Output 2.1.2: Systems in place to disseminate timely risk information.*

Table A indicates the funds that are allocated to the relevant Focal Areas under the Results-Based Management Framework.

### **Eligibility Criteria**

During COP-7 (Marrakesh, 2001), it was decided to establish a work programme for LDCs to further the implementation of Article 4, paragraph 9 of the UNFCCC<sup>5</sup>. This LDC work programme includes *inter alia*: i) strengthening of national climate change secretariats and/or focal points; ii) providing training in negotiating skills to develop the capacity of negotiators from LDCs; and iii) supporting the preparation of NAPAs. Efforts to address immediate and urgent climate change impacts through the NAPA process in LDCs have progressed. However, the elements relating to strengthening of climate change secretariats and negotiators have not yet been operationalized.

At the 13<sup>th</sup> GEF LDCF/SCCF council meeting (Washington D.C., 2012), a GSP that addresses institutional and technical capacity gaps that hinder LDCs in coordinating climate change efforts was discussed<sup>6</sup>. This GSP would seek to address the shortfalls in institutional and technical capacity that prevent LDCs from assuming greater ownership of the implementation of the UNFCCC, and from establishing sustainable institutional arrangements for coordinating their

<sup>5</sup> Decision 5/CP.7

<sup>6</sup> GEF/LDCF.SCCF.13/Inf.05.

adaptation and mitigation efforts. This was translated into guidance from the GEF to its Agencies on how to address the shortfalls and constraints mentioned above for LDCs<sup>7</sup>. In response to the needs of LDCs, a GSP, subject to LDCF funding, is hereby designed by UNEP and UNDP. The support programme will target LDC governments that have ratified the UNFCCC. As non-Annex I Parties, all LDCs are fully eligible to access GEF/LDCF resources and thus to receive assistance from the support mechanism. The proposed LDCF project is consistent with the needs described at the abovementioned discussions. The priority needs include:

- an overall focus on concrete actions, notably on training for technical aspects;
- strengthened capacity of climate change secretariats (including negotiating skills);
- technology transfer; and
- access to climate data.

As presented here, the proposed LDCF project has been developed to include these considerations and is well aligned with the GEF/LDCF eligibility criteria and priorities.

For additional information on the GEF Focal Area and eligibility criteria please refer to Section 2.1 of the UNDP PD.

### **A.3 The GEF Agency's comparative advantage**

UNDP and UNEP have worked together in the provision of technical assistance to countries through the GSP-NC, GSP-NAP and the National Capacity Self-Assessments. The long and successful partnership between the two agencies will continue, as they work together to oversee components of the proposed LDCF project that are mutually reinforcing. The support that UNDP and UNEP will extend to LDCs to enhance technical and institutional capacity draws from the following:

- in-house technical advisory services on key topics of relevance to intergovernmental climate change negotiations;
- experience with delivering technical and financial support to LDCs cost-effectively and at scale;
- on-the-ground experiences with linking climate changes impacts with poverty reduction, and development and environment agendas; and
- combining, sequencing and accessing finance from multiple sources, including public and private funds.

UNDP and UNEP have supported and assisted countries to meet their commitments under various Multilateral Environmental Agreements. This includes, *inter alia*, support to enable countries to meet commitments under: i) the UNFCCC; ii) the Convention on Biological Diversity (CBD); iii) the United Nations Convention to Combat Desertification (UNCCD); and iv) the Stockholm Convention on Persistent Organic Pollutants. Additionally, as part of the GEF Partnership, UNDP and UNEP have supported LDCs in combining and sequencing programmes and projects, and accessing finance through vertical funds as well as other sources. Additionally, LDCs have been provided with technical, financial and capacity development assistance, in order to facilitate the coherent integration of climate change risks and uncertainties into relevant new and existing national policies and programmes.

The support provided by UNDP and UNEP includes experience and technical expertise that exists within the two organisations in assisting countries, especially LDCs, to foster an enabling environment for pursuing sustainable climate resilient development, and making sure that adaptation measures are environmentally sound and sustainable in the medium- to long-term.

For additional information on the GEF Agencies' comparative advantage please refer to Appendix 17 of the UNEP PD and Section 2.3 of the UNDP PD.

### **A.4. The baseline projects and the problems they seek to address:**

#### **Component 1. The role of LDCs in intergovernmental climate change negotiations (overseen by UNDP)**

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<sup>7</sup> "Support for Elements of the Least Developed Countries Work Programme other than the NAPAs" LDCF/SCCF Council Information Document. GEF/LDCF.SCCF.13/Inf.05.

Under this Component, the baseline situation is presented as follows: i) the common challenges faced by LDCs with regards to effective participation in intergovernmental negotiations; ii) an overview of previous training initiatives for LDC negotiators; and iii), the ongoing projects that will be built upon by the proposed LDCF project.

### *Challenges to the effective participation of LDCs in intergovernmental climate change negotiations*

The typology and characteristics of countries classified as Least Developed vary considerably. This is relevant to each country's requirements for capacity building to improve participation in intergovernmental climate change negotiations. For example, some LDCs require support to strengthen the skills of their negotiators who have limited or no prior experience. By contrast, some LDCs have large teams of experienced negotiators, but the country would welcome support to deepen their negotiators' knowledge in specific technical areas. Furthermore, the challenges to effective participation in negotiations faced by individual LDCs are dynamic, as their capacities are strengthened through ongoing initiatives (see below) or reduced through, for example, staff turnover. It is therefore most relevant to consider the common challenges faced by LDCs with regards to effective participation in intergovernmental negotiations.

In general, LDCs prepare for intergovernmental climate change processes in a relatively uncoordinated manner. Negotiation positions tend to be informed by *ad hoc* discussions and few representatives from LDCs are able to draw on formal training to conduct negotiations effectively. There is often considerable reliance on the designated UNFCCC focal point to provide relevant information to inform negotiating positions, particularly in cases where the same person attends successive intergovernmental climate change meetings. As a result, focal points are often required to participate in detailed technical discussions on topics that are not necessarily within their primary fields of expertise.

LDC delegations frequently have limited knowledge on the structure of intergovernmental negotiations on climate change— including the various workstreams – and how previous COP decisions affect current negotiations. This is because inadequate financial resources limit the size of LDC delegations. For example, the delegations of Yemen and Afghanistan are often limited to only three people, while Benin's delegation is usually composed of eight representatives. Consequently, one or two individuals from any particular country may have to attend and record multiple topics, which are often negotiated simultaneously in parallel sessions.

Furthermore, high staff turnover among LDC negotiation delegations limits knowledge retention. This is because: i) LDC governments have inadequate financial resources to attract and retain skilled individuals; and ii) individuals are regularly transferred between different government departments. Additionally, negotiators who have gained experience and training at intergovernmental negotiations are often promoted to more senior positions within government. Consequently, many LDC negotiators attending intergovernmental climate change negotiations have minimal experience attending and participating in such meetings. This, coupled with inadequate training opportunities at a national level, results in many LDC negotiators having limited basic negotiation skills (e.g. diplomacy skills).

Rapid rates of staff turnover, combined with insufficient systems to retain information emanating from the negotiations, result in a loss of institutional memory within LDCs. Consequently, there is insufficient analysis of previous negotiations to establish how the specific resolutions were determined. Furthermore, a lack of coordination between climate change secretariats and other ministries – as well as between government agencies and other sectors<sup>8</sup> – impedes inter-ministerial and cross-sectoral collaboration on national responses to climate change. As a result, only a few decision-makers within LDCs are aware of UNFCCC processes, and how the current topics under negotiation relate to their countries' socio-economic development.

In summary, *ad hoc* preparation for climate change negotiations, small delegations, rapid staff turnover and ineffective national coordination mechanisms result in many LDCs being ill-equipped to effectively participate in intergovernmental climate change negotiations. Overall, there is a need to increase the basic negotiation skills and understanding of UNFCCC processes among LDC climate change negotiators and – as discussed below – to capitalise on the capacity and strengths that exist within the relatively well-capacitated LDCs.

### *Climate change negotiator training*

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<sup>8</sup> e.g. the private sector



In response to the abovementioned challenges, several initiatives have provided some form of training to LDC negotiators. These initiatives are described below.

- UNEP has been providing support to the African Group of Negotiators (AGN) and African Ministerial Conference on the Environment (AMCEN), of which African LDCs are members.
- The Government of Australia and UNDP are collaborating on a project entitled: “Capacity Building for SIDS Climate Change Negotiators”.
- In 2008, the UNDP Environment & Energy Group implemented a project entitled: “Capacity Development for Policy Makers to Address Climate Change”.
- Since 2007, UNEP Division of Environmental Law (DELIC) has organised a series of high-profile preparatory meetings for the regional Groupings within the UNFCCC negotiating process.
- UNEP – through its Division of Environmental Policy Implementation (DEPI) and DELIC – has produced a guide for negotiators of multilateral environmental agreements (MEA).

Although the abovementioned initiatives have included climate change negotiator training relevant to LDCs over the past decade, there are a number of shortfalls in the training provided.

- Training activities have mainly been conducted within individual projects that benefit specific countries or groups of countries. There have been no initiatives that provided uniform training and capacity building to all LDCs. There are no examples of initiatives, which have developed training programmes that are tailored to the particular needs of LDCs.
- The participation of climate change negotiators in training events has not been based on technical capacity requirements. Rather, officials have been sent to training events on an *ad hoc* basis.
- Training has been provided on an *ad hoc* basis, and there is no strategy to provide coordinated, sustainable training support.
- Training materials and technical support are generally available only in English. As a result, opportunities for capacity building through international training courses are restricted to LDC climate change negotiators who speak English.

#### *Ongoing initiatives that contribute to this Component*

Component 1 of the proposed LDCF project will build on the ongoing initiatives listed below.

The **UNDP Knowledge, Innovation, and Capacity Group (KICG)**, Bureau of Development Policy (BDP), provides a range of policy and technical advisory services that can be utilised to support the proposed LDCF project. The objectives of the KICG are to: i) support and guide the development of policy; ii) collect and provide evidence on successful capacity development strategies; iii) conduct research and analysis; and iv) work as the in-house resource team for training UNDP country office and country team colleagues. On-the-ground technical support is provided for conducting capacity assessments, designing and executing capacity development responses, and helping to implement systems that measure changes in capacity over time. KICG also supports development initiatives by integrating state-of-the-art knowledge-sharing approaches as an integral part of UNDP’s services, looking to and beyond technology platforms in this pursuit. The total co-financing contribution to the proposed LDCF project is US\$120,000. The proposed LDCF project will build on the application of KICG’s core approach to capacity development, capacity assessment and measurement of capacity results in designing and monitoring its negotiator training activities. In addition, the proposed LDCF project will build on the experience and lessons learned by KICG to gather and share information collected and generated by the project.

UNITAR’s e-Learning course *Climate Change Diplomacy* provides training for negotiators and other officials for participation in UNFCCC processes. The training develops participants’ understanding of climate change risks and negotiation processes. This strengthens their capacity for decision-making and for representing their countries’ interests when negotiating climate change commitments. UNITAR also conducts training events tailored to national circumstances in specific countries. The proposed LDCF project will build on this initiative by working with UNITAR to expand the course for all LDCs and to tailor it to their specific needs and national circumstances. UNITAR has a total

budget of US\$160,000 over two years for this e-learning course and will contribute US\$54,000 in co-financing to the proposed LDCF project.

**UNITAR's One UN Training Service Platform on Climate Change (UN CC:Learn)** supports member States, UN Agencies and other development partners in designing and implementing results-oriented and sustainable training on climate change. This platform is now supporting five pilot projects in Benin, the Dominican Republic, Indonesia, Malawi and Uganda. This will be expanded to a further eight countries over the next year. The proposed LDCF project will build on the knowledge products produced through this initiative, and will provide these products to additional LDCs. The UN CC:Learn platform has an overall budget of US\$1,000,000, which will be used as co-financing for the proposed LDCF project.

## **Component 2. National systems/institutions for coordinating climate change information in LDCs (overseen by UNEP)**

The majority of LDCs used opportunities presented by NAPA and National Communications to establish national climate change secretariats and/or UNFCCC focal points. These secretariats and focal points facilitate the effective implementation of country commitments under the UNFCCC and Kyoto Protocol<sup>9</sup>. The secretariats are usually situated within the Ministries of Environment. These secretariats and focal points usually support: i) the development of a regulatory framework that underpins an LDC's response to climate change under the UNFCCC; ii) institutional and financial requirements for the coordination of national climate change programmes; and iii) communication of climate change information at a national level. However, following the closure of the above-mentioned projects, the functionality of many LDC secretariats has diminished.

NAPA formulation and implementation – funded by the LDCF – has also contributed towards the establishment, development and/or strengthening of existing/new national institutions to oversee and promote regulatory support for climate change adaptation. However, many of these national institutions are constrained in their capacity to effectively participate in UNFCCC processes by: i) under-resourced bureaucracies; ii) insufficient technical capacity; and iii) poor institutional memory. Furthermore, mechanisms to disseminate information emanating from intergovernmental climate change negotiations to relevant national structures are limited. For example, in many LDCs, climate change negotiators disseminate information emanating from the negotiations through a single post-COP meeting with relevant government officials – e.g. Timor-Leste, Yemen, Benin. There is consequently a need to strengthen national institutional arrangements and coordination mechanisms within LDCs to increase their capacity to participate effectively in UNFCCC processes.

Climate change information – at both national and international levels – is required to inform national development policies and appropriate responses to climate change. LDCs – through their NAPA and INC projects – have developed strategies to access this information. Furthermore, LDCs have contributed information on climate change technology, adaptation and GHG emissions through various projects – *inter alia* NAPAs, INCs and TNAs<sup>10</sup>. While the functionality of these information management strategies varies considerably between individual LDCs, in general institutional arrangements and mechanisms to transfer such climate change information to and from LDC climate change secretariats are generally inadequate. This is because such arrangements or mechanisms – along with technical capacity and institutional memory – diminish once a project and the associated financial support ends. Therefore, in many cases, LDCs have limited access to the latest climate change information. This limits the capacity of LDCs to carry out long-term planning for climate change adaptation and report under the UNFCCC on a continuous basis.

In the run-up to the development and implementation of a new climate change treaty in 2015, LDCs need to be informed on the latest available information on climate change and technologies for mitigation and adaptation. The IPCC's Fifth Assessment Report (AR5) has been released in 2014 to support UNFCCC Parties – including those from LDCs – in their long-term cooperative action on climate change. In order to respond to the findings of this report – and any subsequent climate change information – LDCs require strengthened institutional capacity to use AR5 scientific information to inform their negotiation positions.

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<sup>9</sup> report of the 21<sup>st</sup> meeting of the LEG

<sup>10</sup> Technology Needs Assessments

The institutional capacity strengthening requirements of each LDC will be variable. Political, financial and social differences between individual LDCs result in different levels of baseline institutional capacity. In addition, other relevant initiatives (see below and Section 2.7) will continue to strengthen institutional capacity in those LDCs that they are working in. The variable and dynamic level of capacity within different LDCs means that tailored capacity-building approaches are required for each different country.

Therefore, there is a need to establish sustainable mechanisms to ensure that LDC climate change negotiators are as informed as possible on the negotiation topics of importance to their respective countries or negotiating blocs. Upon conclusion of negotiations, countries must also address climate change issues within the framework of the decisions reached. Therefore, there is a need to develop national LDC mechanisms for collecting, analysing, disseminating and archiving climate change data to inform future negotiating positions and support reporting under the UNFCCC.

#### *Ongoing initiatives that contribute to this Component*

The proposed LDCF project will build on the following ongoing initiatives to deliver consistent training and support to national institutions.

**The NIE Direct Access project** – implemented by UNEP – focuses on strengthening the institutional and financial capacity of developing countries. The strengthening of capacities facilitates accreditation of National Implementing Entities (NIE) for direct access to the Adaptation Fund and other international climate funds. The project provides support on identification of capacities that already exist and additional capacities that may be needed within the relevant entity. The NIE Direct Access project also supports the appropriate entities to prepare a capacity development strategy to address identified gaps. These may include capacities for financial management, procurement, monitoring and evaluation. UNEP further provides support services to NIEs in preparing an application for accreditation and technical assistance in developing proposals for adaptation projects under the direct access modality. The LDCF project will help advance this capacity building initiative through the establishment or strengthening of national coordination mechanisms for climate change in LDCs. The NIE Direct Access project will contribute US\$300,000 in co-financing to the proposed LDCF project.

UNEP and UNDP joint initiative: **The Green Climate Fund (GCF) Readiness** – currently in the inception phase – will offer needs-oriented support to countries for accessing and using the GCF, once it is operational. It is implemented by UNDP, UNEP, WRI, with financing from the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU). This programme will include the development of: i) specific technical capacity building programmes in nine target countries; ii) national project pipelines on the basis of existing and potential specific national plans and policies; and iii) in-country monitoring and tracking systems for climate finance. The monitoring and tracking systems will provide feedback on shortcomings identified with GCF processes to support the work of the GCF board. The programme is currently working with stakeholders in each country – through scoping missions – to develop a readiness plan. The plan will be based primarily on an assessment of capacities around the pillars of climate finance readiness. The proposed LDCF project will build on this initiative by strengthening national institutional capacities to: i) support the integration of climate change into development planning; and ii) participate in UNFCCC processes, including reporting under the UNFCCC and accessing funding for climate change mitigation and adaptation. The overall budget of the relevant initiatives from the GCF Readiness Programme is US\$11,858,380, which is also co-financing for the proposed LDCF project.

#### **Component 3. Knowledge management (overseen jointly by UNDP and UNEP)**

Many existing web-based networks, which are accessible to LDCs, share information on climate change. These include: i) the Africa Adaptation Knowledge Network (AAKNet); ii) the Asia Pacific Adaptation Network (APAN); iii) the Global Adaptation Network; and iv) the Climate Technology Centre and Network (CTCN). However, these networks are not always able to provide access to all of the relevant training materials and knowledge products (see a description of these under Outcome 1) that have been developed to improve negotiation skills and increase understanding of UNFCCC processes. Consequently, many of these training materials have been developed by individual projects, and

they have not been shared once the projects have ended. There is consequently a need to collect and disseminate available climate change information on existing knowledge networks.

Knowledge on climate change is also not widely available in the official languages of many LDCs. This limits the ability of LDC climate change secretariats, negotiators and technical staff to understand what can often be specialised information. There is therefore a need to provide relevant training materials and knowledge products on intergovernmental climate change negotiations in languages that are regularly spoken in LDCs.

#### *Ongoing initiatives that contribute to this Component*

The **UNDP and UNEP Knowledge Management Initiatives** apply knowledge and technology to support climate change adaptation. These networks coordinate and facilitate the exchange of climate change information. This includes: i) improving collaboration for innovation; ii) collating knowledge in tailored packages; iii) supporting strategic planning and policy processes; and iv) building capacity for climate change adaptation. The proposed LDCF project will build on these initiatives by promoting the sharing of knowledge among LDCs and non-LDCs on: i) intergovernmental climate change negotiations; ii) integrating climate change into development planning; and iii) reporting under the UNFCCC. The Adaptation Learning Mechanism (UNDP) will contribute US\$200,000, and APAN and AAKNET (UNEP) US\$700,000, in co-financing to the proposed LDCF project.

The **Climate Technology Centre and Network (CTCN)** is the operational component of the UNFCCC Technology Mechanism. It is hosted and managed by UNEP in collaboration with UNIDO and is supported by a consortium of 11 Centres of Excellence located in developing and developed countries. The CTCN's mandate is to: i) build or strengthen the capacity of developing countries to identify technology needs; ii) facilitate the preparation and implementation of technology projects and strategies to support mitigation and adaptation interventions; and iii) promote low-emission and climate-resilient development. The centre started its operations in mid-2013, following the Doha COP's decision and UNEP's Governing Council of 2013. The proposed LDCF project will build on this initiative by facilitating the exchange of state-of-the-art information on climate change technology to support integration of climate change into development. The centre currently operates under a budget of more than US\$5,000,000, of which US \$1,000,000 is relevant as co-financing to the proposed LDCF project.

For additional information on the baseline scenario, baseline projects and the problems that they seek to address please refer to Section 2.2 and Section 2.6 of the UNEP PD and Section 2.3 of the UNDP PD.

#### **A. 5. 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:**

**Component 1. The role of LDCs in intergovernmental climate change negotiations (overseen by UNDP)**  
***Outcome 1: Capacity of LDCs to participate effectively in intergovernmental climate change processes strengthened.***

#### *Adaptation alternative*

Under Outcome 1 (overseen by UNDP), LDCF resources will be used to provide coordinated training to climate change negotiators from all LDCs. These training activities will build on and be informed by the knowledge and expertise that already exists within capacitated individuals and delegations from LDCs. Increasing the negotiation skills and technical capacity of all LDC negotiators will allow them to participate effectively in intergovernmental climate change negotiations, thereby increasing the ability of LDCs to influence the global response to climate change.

The support mechanism provided by the proposed LDCF project will build on and complement – rather than duplicate – other relevant support provided to LDCs. This will be done by drawing on, synthesising, updating, and making available relevant guidance, methodologies and tools, rather than developing new ones. This complementarity will be

achieved through close coordination with the LEG, relevant co-financing initiatives, and other ongoing initiatives at the regional and national level – for example IIED and CDKN.

Through the proposed LDCF project, LDC climate change negotiators will receive: i) training on general negotiation skills; and ii) technical knowledge on current negotiation topics. This capacity building will be enhanced by the establishment of a community of practice that consolidates the existing capacity and expertise of skilled LDC representatives and provides ongoing technical support to all LDCs. To strengthen the continued effective participation of LDCs collectively in intergovernmental negotiations, LDCF resources will also be used to assist the LDC Group to develop a long-term operational strategy.

*Output 1.1: Negotiators from each LDC have enhanced diplomacy skills and critical information on key issues underpinning the negotiations in order to formulate their own negotiation positions pertaining to UNFCCC negotiation topics.*

Building on the activities of related initiatives – *inter alia* IIED, CDKN – relevant training materials for LDC climate change negotiators will be updated, or where necessary, new materials will be developed. These training materials will focus on: i) diplomacy skills; ii) negotiation terminology; iii) UNFCCC processes; and iv) guidance on how to formulate negotiation positions. Training materials on negotiation skills will include gender-sensitivity training to ensure that: i) female negotiators are empowered to participate meaningfully in the negotiations; and ii) LDC negotiators are made aware of their responsibility to respect the views of all of their colleagues during training and negotiations. These training materials will include handbooks, training courses, briefing notes and toolkits. They will also be tailored to the specific context of LDCs.

Additionally, regional training workshops will be convened to provide training to LDC climate change negotiators. This training will provide LDC climate change negotiators with the skills required to participate effectively in intergovernmental negotiations. The training materials prepared will be used at these workshops. These materials will also be provided in a format – for example, handbooks – that trainees can take home. These materials can be shared with other negotiators and/or negotiators-in-training who could not attend the workshops in person or who cannot access internet-based materials. Training will be provided by experienced facilitators, and will draw on the experience gained through similar workshops run by other initiatives – for example ecbi.

Regional training workshops will be conducted with the following guiding principles.

- Separate training workshops will be convened for the West Africa (Francophone Africa), Southern/East Africa (Anglophone Africa), Asia and Pacific regions. Haiti, a French-speaking Caribbean nation, will be invited to join the West Africa workshop.
- A total of 12 training workshops – three per region – will be convened over the course of the project. However, the number of training workshops may be adjusted during the project implementation phase if it is not feasible to fit them into the already busy UNFCCC schedule.
- The regional training will take place 2 – 4 months prior to the annual SBI/SBSTA meeting and COP.
- At least three negotiators from each LDC will be invited for training. LDCs will be supported by project staff and workshop facilitators to identify participants to benefit from training on climate change negotiations. Relevant national gender equity targets of participating countries and international agreements, such as the third Millennium Development Goal<sup>11</sup>, will guide the recruitment of LDC climate change negotiators.
- The agenda for the training will include – but will not be limited to – diplomacy skills, negotiation terminology and explanations of UNFCCC processes. Further, strategies for sustainable and effective participation in intergovernmental climate change processes will be discussed.
- The training provided will be based on interactive and participatory learning approaches such as simulated negotiations, and sharing of experiences between senior negotiators and negotiators-in-training.
- Existing alumni networks (such as those administered by IIED) will be used to invite senior LDC negotiators to attend the regional training to share their experiences.

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<sup>11</sup> promoting gender equality and empowering women

Activities under Output 1.1 include:

- *Activity 1.1.1:* Revise/develop training materials on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.
- *Activity 1.1.2:* Convene regional training workshops to strengthen the skills of LDC negotiators to participate effectively in intergovernmental climate change negotiations.

*Output 1.2: Negotiators from LDCs have increased technical knowledge pertaining to negotiation topics.*

Existing technical training materials, developed by related initiatives, will be updated to provide LDC climate change negotiators with the latest available technical knowledge pertaining to targeted negotiation topics or streams. These training materials will include – for example – the LDC Paper series prepared by the ecbi. If necessary, new technical training materials will be developed. The training materials, including information briefs, brochures, and training courses, will provide technical information on the latest available climate change science, technology and finance. This information will include – for example – details from the Fifth Assessment Report (AR5) of the IPCC.

The technical training materials revised/developed will be presented at the regional training delivered under Output 1.1. The target audience for the materials will be senior negotiators with at least five years of experience. This training will provide senior negotiators with an enhanced understanding of the technical details underpinning the targeted negotiation topics. Furthermore, the enhanced technical knowledge of senior negotiators will allow them to become trainers for junior negotiators within their delegations.

Activities under Output 1.2 include:

- *Activity 1.2.1:* Develop and/or update technical training materials, relevant to selected negotiation topics, on the latest available information on climate change science, technology and finance.
- *Activity 1.2.2:* Train senior negotiators on the latest available information on climate change science, technology and finance at the regional training workshops convened under Output 1.1.

*Output 1.3: A community of practice to support LDCs to interpret and respond to negotiation outcomes.*

A community of practice to provide technical support to LDCs to interpret and respond to negotiation outcomes will be established. This will allow LDCs to address climate change issues within the framework of the decisions reached during intergovernmental climate change negotiations. The community of practice will include experts, practitioners and negotiators. This community will build on existing expert networks, such as the Adaptation Learning Mechanism, LDC Group network and IIED's roster of experts, and will include technical experts from academia, civil society, and the public sector. A lead facilitator will also be identified to oversee the functioning of the community of practice.

The community of practice will consider regional (i.e. West Africa, Southern/East Africa, Asia, and the Pacific) and sub-regional expertise needs. The establishment and nurturing of a community of practice will facilitate the sustainability of technical support to LDCs beyond the duration of the project. This is because strong working relationships will be developed between experts and negotiators.

The community of practice will develop briefing notes on each agenda item prior to – and after – COP and SBI/SBSTA meetings. These briefing notes will: i) provide technical information on each agenda that may assist each LDC to formulate their own negotiation position; and ii) support the dissemination of resultant information from the negotiations to the appropriate sectors at a national level. Briefing notes will be developed in collaboration with other related initiatives – for example ecbi – who have undertaken similar activities. The briefing notes will be distributed to all LDC climate change secretariats. In addition to developing briefing notes, other regular activities – such as online discussions – will be organised. This will encourage active learning through participation and observation, and promote the development of a vibrant community.

The proposed LDCF project will also establish communication networks between the community of practice and relevant national institutions in each LDC. The communication network will build on any existing knowledge networks

within LDCs. The project management unit of the proposed LDCF project will – through the lead facilitator for the COP – provide a helpdesk service to facilitate communication between the LDCs and the appropriate experts within the community of practice.

Activities under Output 1.3 include:

- *Activity 1.3.1:* Coordinate a community of practice to support LDCs to interpret and respond to negotiation outcomes.
- *Activity 1.3.2:* Develop, through the community of practice, briefing notes on each agenda item prior to, and after, COP and SBI/SBSTA meetings.
- *Activity 1.3.3:* Establish communication networks between the community of practice and relevant national institutions in each LDC.

*Output 1.4: A long-term operational strategy for the LDC Group to coordinate responses/submissions and participate in parallel negotiation topics.*

The LDC Group has been effective at representing the collective positions of LDCs at intergovernmental climate change negotiations. To maintain their continued effective participation, the proposed LDCF project will – in close cooperation with the LDC Chair – strengthen ongoing efforts to formulate a long-term operational strategy for the LDC Group. Support will be provided by: i) identifying good practices from other multilateral agreements/conventions to inform this long-term operational strategy; and ii) facilitating group discussions on the long-term strategy at the regional training convened under Output 1.1 or other relevant platforms. By building on the existing structures and ongoing work of the LDC Group, the LDCF project will support improved coordination with the LDC Group and hasten the delivery of the Group's objectives.

The LDC Chair will lead the ongoing development of the strategy. The strategy will include *inter alia* regular – as opposed to *ad hoc* – group meetings to coordinate responses/submissions to all ongoing negotiation topics. Experts on climate change finance will also be consulted to advise the LDC Group on approaches to raising finance for implementing their long-term operational strategy.

Activities under Output 1.4 include:

- *Activity 1.4.1:* Identify good practices from other multilateral agreements/conventions to inform the long-term operational strategy for the LDC Group.
- *Activity 1.4.2:* Facilitate group discussions, at the regional training workshops or other relevant platforms, to formulate a long-term operational strategy for the LDC Group.

## **Component 2. National systems/institutions for coordinating climate change information in LDCs (overseen by UNEP)**

***Outcome 2: Institutional capacity of LDCs to collect, interpret and disseminate climate change data and information is strengthened.***

### *Adaptation alternative*

Underpinning the effective participation of LDCs in intergovernmental climate change negotiations – and the integration of climate change into development planning – are the mechanisms for coordinating climate change activities across institutions and sectors. Under Outcome 2 – overseen by UNEP – the proposed LDCF project will provide support to LDCs to develop strategies for strengthening national coordination mechanisms between climate change secretariats and relevant line ministries and departments – such as water, meteorology, local government, foreign affairs and agriculture.

LDCF resources will also be used to provide guidance to LDCs on how to apply the latest available science and technology concerning climate change mitigation and adaptation interventions. Furthermore, guidance will be provided to support the development of sustainable national mechanisms for collecting, analysing, disseminating and archiving

climate change data. The support provided through the proposed LDCF project will assist LDCs to: i) integrate climate change into development planning<sup>12</sup>; and ii) design a national system for reporting under the UNFCCC<sup>13</sup>.

*Output 2.1: Support provided for formulation of country-specific institutional coordination strategies for effective participation in intergovernmental climate change negotiations and facilitation of dissemination of relevant information emanating from these negotiations.*

National strategies – for individual LDCs – for coordinating climate change activities across institutions and sectors will be developed. These tailored national strategies will support countries in coordinating their effective participation in intergovernmental processes. These strategies will include guidance on coordinating a country-specific position on relevant negotiation topics (including input from all of the relevant sectors), interpreting decisions made at intergovernmental climate change negotiations and disseminating the relevant information to the appropriate sectors at a national level. The development of these national coordination strategies will be aided by the identification of good practices and effective national strategies from both LDCs and non-LDCs. These good practices will pertain to national institutional arrangements and coordination mechanisms for bringing together the relevant national stakeholders from different ministries, departments, NGOs and civil society to collectively formulate the country's negotiation position. These institutional arrangements and coordination mechanisms will draw on the progress made by LDCs in this regard during the development of their NAPAs. In addition, under Output 2.1, LDCF resources will be used to identify national institutional and technical capacities of individual LDCs required to: i) interpret decisions made at intergovernmental climate change negotiations; and ii) disseminate the resultant information to the appropriate sectors at a national level.

The good practices and capacity needs identified will be used to inform the development of e-Learning courses on: i) interpreting decisions made at intergovernmental climate change negotiations; and ii) disseminating the resultant information to the appropriate sectors. These courses will be based on those already developed by UNITAR. The e-Learning courses developed will be tailored to the specific needs of LDCs. The intended audience of these e-Learning courses will be technical staff from the Ministries of Environment, Planning, Finance, Local Government, and other main sectoral Ministries. As this form of training does not require travel, a large group of technical staff in all LDCs will be able to benefit from training provided in an e-Learning format. The e-Learning courses will be run bi-annually (prior to COP and SBI/SBSTA meetings) and will be designed to function efficiently in areas with limited connectivity. For example, the course will: i) use training materials that can be downloaded as pre-recorded lectures and do not have to be streamed live via the internet; ii) supply training materials on CDs/hard-drives; and iii) avoid approaches that require real-time communication.

At the regional training workshops organised under Output 1.1, support will be provided to LDCs to develop tailored national strategies for: i) coordinating a country-specific position on relevant negotiation topics (including input from all of the relevant sectors); ii) interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate sectors at a national level. This support will include training on international best practice for developing such strategies as well as technical advice on how to sustain institutional arrangements and coordination between secretariats and other national sectoral ministries. The communities of practice established under Output 1.3 will provide technical advice to the LDCs both during and after the regional training. Given the intensive support required to formulate an institutional coordination strategy, not all LDCs can receive this assistance. Twenty LDCs will be selected during project implementation to receive this support. The development of tailored national coordination strategies will promote the implementation of national climate change actions/projects and provide LDC climate change negotiators with the knowledge required to participate effectively in intergovernmental climate change negotiations.

Activities under Output 2.1 include:

- *Activity 2.1.1:* Identify good practices and effective national strategies within LDCs – pertaining to national institutional arrangements and coordination mechanisms in particular – for coordinating country-specific positions on relevant negotiation topics.

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<sup>12</sup> e.g. NAPAs, NAPs

<sup>13</sup> e.g. National Communications



- *Activity 2.1.2:* Identify national institutional and technical capacities of individual LDCs required to: i) interpret decisions made at intergovernmental climate change negotiations; and ii) disseminate the resultant information to the appropriate sectors at a national level.
- *Activity 2.1.3:* Develop e-Learning courses that provide technical staff with training on interpreting decisions made at COP and disseminating the resultant information to the appropriate sectors.
- *Activity 2.1.4:* Conduct e-Learning courses bi-annually.
- *Activity 2.1.5:* Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national institutional coordination strategies for: i) coordinating a country-specific position on relevant negotiation topics (including input from all of the relevant sectors); ii) interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate sectors at a national level.

*Output 2.2: Technical assistance and guidance provided for the development of national systems for managing climate change information and data to support reporting under the UNFCCC.*

Under Output 2.2, national institutional and technical capacities required to collect, analyse, interpret and archive climate change information will be identified. These capacities are required to facilitate reporting under the UNFCCC. Furthermore, a stocktaking of existing manuals, toolkits, and other resource materials that facilitate such information management capacities will be undertaken.

The above-mentioned capacity assessment and stocktaking exercise will inform the revision/development of resource materials. These resource materials will assist LDCs to establish or strengthen national systems to collect, analyse, interpret and archive climate change information in part to improve reporting under UNFCCC. Resource materials – such as guidelines and toolkits – may be revised versions of existing materials, or may be specifically developed to fill gaps identified in the capacity assessment. The revision/development of resource materials will be based on current international best practice. Existing knowledge platforms and regional training will be used to distribute these resource materials to all LDCs. Where possible, materials will be made available in the main languages of LDCs so as to allow a widespread access.

In addition to disseminating resource materials, the proposed LDCF project will provide direct support to LDCs – at the regional training organised under Output 1.1 – to develop tailored national systems for collecting, analysing, disseminating and archiving climate change data. This support will include training on international best practice for developing such systems, and training on the information required to report under the UNFCCC. Technical advice on how to prepare National Communications, NAMAs, BURs and TNAs – where necessary – will also be provided. The community of practice established under Output 1.3 will provide ongoing technical advice to the LDCs both during and after the regional training.

Activities under Output 2.2 include:

- *Activity 2.2.1:* Identify national institutional and technical capacities required to collect, analyse, interpret and archive climate change information to facilitate reporting under the UNFCCC.
- *Activity 2.2.2:* Undertake a stocktaking of existing manuals, toolkits, and other resource materials for collection, analysis, dissemination and archiving of climate change data and information.
- *Activity 2.2.3:* Develop and/or update manuals and toolkits – based on international best practice and gaps identified through the stocktaking – on the collection, analysis, dissemination and archiving of information to facilitate reporting under the UNFCCC.
- *Activity 2.2.4:* Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national systems for collecting, analysing, disseminating and archiving climate change data.

### **Component 3. Knowledge management (overseen by UNDP and UNEP)**

***Outcome 3: Knowledge generated by the project is collected and disseminated.***

*Adaptation alternative*

Sustained access to training materials and knowledge products generated/collected by the proposed LDCF project will help to maintain the technical and institutional capacities required by LDCs to participate effectively in intergovernmental change negotiations and other UNFCCC processes. This is because these training materials and knowledge products will allow: i) new, inexperienced climate change negotiators to learn the skills to participate in intergovernmental climate change negotiations; ii) experienced negotiators to keep up to date with the latest available climate change information; and iii) national institutional arrangements to be amended/developed based on international best practice. The proposed LDCF project will therefore make all the knowledge products generated/collected through Outcomes 1 and 2 available on an existing web-based knowledge platform (e.g. NAP-GSP/Nap Central website).

Selected knowledge products will also be translated into several LDC official languages (e.g. French). The benefits of knowledge sharing will be enhanced if the training materials and knowledge products are available in multiple languages.

The knowledge products collected/generated by the proposed LDCF project (including translated versions) will be shared on existing platforms. They will be constructed using gender-responsive language, ensuring sensitivity towards differences among target audiences. The sharing of this LDC-specific knowledge will promote South-South and North-South knowledge exchange.

*Output 3.1: Knowledge products generated through the project are translated and available on an appropriate knowledge platform (UNDP).*

Under Output 3.1, selected knowledge products generated under Outcomes 1 and 2 – including best-practice manuals, training materials and toolkits – will be translated into the official languages of LDCs, as appropriate or necessary. LDCs will be consulted to determine the preferred languages for translation. To facilitate the translation of knowledge products, existing rosters of translators will be utilised (e.g. UNDP translator roster, PROVIA).

Knowledge products developed under the project, together with relevant existing knowledge products and resources will be collated into a central database. These products – including translated versions – will be incorporated into existing web-based knowledge platforms (e.g. NAP-GSP/Nap Central website). In addition, relevant knowledge products will be disseminated through other mechanisms – such as universities and research institutions within LDCs – to maximise accessibility.

The knowledge generated and experiences gained by LDC climate change negotiators at regional training workshops and through the e-Learning offered will be captured and shared in an existing newsletter (e.g. NAP-GSP newsletter). This newsletter will be produced on a quarterly basis.

Activities under Output 3.1 include:

- *Activity 3.1.1:* Translate the knowledge products – including best-practice manuals, training materials and toolkits – developed in Outcomes 1 and 2 into the official languages of LDCs, as appropriate/necessary.
- *Activity 3.1.2:* Collate knowledge products developed under the project, together with relevant existing knowledge products and resources, and incorporate them into web-based knowledge platforms and other delivery mechanisms.
- *Activity 3.1.3:* Present the knowledge generated and experiences gained through the regional training workshops and e-Learning courses in an existing newsletter.

*Output 3.2: Strategy to sustain knowledge is generated by the project including through South-South cooperation (UNEP).*

Output 3.2 will provide the knowledge collected/generated under Outcomes 1 and 2 on existing regional/global knowledge networks (e.g. AAKNet, APAN, CTCN). National gender advocacy groups will be encouraged to enrol in these networks to ensure that knowledge products are available to men and women equally. These global/regional networks connect both LDCs and non-LDCs, and therefore will support South-South and North-South knowledge exchange.

To avoid the disintegration of these knowledge exchange mechanisms when the proposed LDCF project ends, a sustainable funding mechanism for the selected knowledge platforms will be developed. The support provided by the LDCF project to develop such a mechanism will include: i) identifying appropriate funders; ii) assisting in the development of long-term strategies for the ongoing functioning of these knowledge platforms; and iii) providing technical support to develop funding proposals.

Activities under Output 3.2 include:

- *Activity 3.2.1:* Disseminate knowledge on intergovernmental climate change negotiations – collected and generated by the project through existing knowledge platforms.
- *Activity 3.2.2:* Develop a funding mechanism/strategy to sustain the project's knowledge platforms beyond the implementation phase of the project.

For additional information on the additional cost-reasoning please refer to Section 2.4 of the UNEP PD and Section 3.3 of the UNDP PD.

## **Sustainability**

Sustainability is an important principle in the design of the proposed LDCF project and will be achieved in several ways.

Firstly, the participation of both senior and junior negotiators in the training sessions will increase the technical capacity of negotiators in LDCs in a more sustainable manner than if only senior negotiators were trained. This is because the participatory approach that will be used during training sessions will foster knowledge sharing between negotiators of varying skill and experience. In addition, training junior negotiators during these workshops will maximise the long-term benefits of the project activities that focus on increasing the participation of LDCs during intergovernmental climate change negotiations. It will also extend the period during which trained individuals can transmit their knowledge to new recruits. This knowledge transfer will be facilitated and consolidated by the distribution of booklets on the training content.

Secondly, the proposed LDCF project will build institutional capacity to allow LDCs to benefit from the project activities in the long term. In particular, the establishment of the community of practice (see Output 1.3) will support the participation of LDCs in intergovernmental negotiations after the project has ended. Furthermore, the long-term operational strategy – that will be formalised and strengthened by the proposed LDCF project – will guide future participation in intergovernmental climate change negotiations. In addition, the fundraising plan – developed to implement this strategy – will enable regular group meetings to be held to facilitate LDCs' participation in intergovernmental climate change negotiations beyond the project implementation phase.

Thirdly, the project will increase the technical capacity of government authorities in LDCs and maintain this new capacity level over time. This will be achieved by developing a system of e-Learning courses. The system will enable current and future technical staff in LDCs to be trained on the interpretation of the information discussed and decisions taken during the intergovernmental climate change negotiations.

Finally, particular attention will be given to the development of a long-term knowledge sharing system between LDCs and non-LDCs. Sharing knowledge generated through the proposed LDCF project on existing and well-established knowledge networks will serve this purpose. The production and distribution of these support documents in languages regularly spoken in LDC will further facilitate the dissemination of the knowledge compiled and generated by the project. The project will also support the development of a sustainable funding mechanism for the selected knowledge networks by: i) identifying appropriate funders; ii) assisting in the development of long-term strategies for the ongoing functioning of these knowledge platforms; and iii) providing technical support to develop funding proposals. This funding mechanism included in the project activities will maintain the knowledge-sharing platform beyond the project implementation phase.

#### A.6 Risks, including climate change, potential social and environmental risks that might prevent the project objectives from being achieved, and measures that address these risks:

Broadly speaking, major risks involve the sustainability of national coordination mechanisms and climate change secretariats, beyond the project's completion. However, this project has envisioned the institutional partnership building approach as a key element of a sustainability strategy, as opposed to ad hoc support on stand-alone trainings or development of tools. The purpose of this project's initiatives is precisely to engage government institutions on building sustainable mechanisms to strengthen national capacities in the context of climate information collection, analysis and intergovernmental negotiation

**Table 1: Risks, rating and proposed mitigation measures.**

Identified risks	Potential consequence	Risk rating (1–5) L: Likelihood I: Impact	Mitigation measures	Risk category
Project management is complex as a result of a broad geographic extent, a wide variety of project activities and a large number of stakeholders	Project implementation is ineffective	L: 3 I: 3	Undertake detailed planning for all project activities to account for the broad geographic extent and large number of stakeholders	Strategic/ Organisational
Workshops are attended by participants from a range of profiles	Training is not effective/directed	L: 4 I: 4	Communicate the content of training clearly Pre-screen nominated participants	Organisational
Governments unable to fund national coordination mechanisms after the proposed LDCF project ends	Threat to project sustainability	L: 2 I: 5	Raise awareness- among decision-makers for sustained funding Outreach to potential donors to secure funding	Financial
Conflicts among stakeholders regarding roles in the proposed LDCF project	Uncoordinated approach to project activities Threat to project implementation	L: 3 I: 3	Develop detailed stakeholder involvement plans outlining stakeholder roles clearly	Political/ Organisational
Lack of political will to support the proposed LDCF project	Threat to project sustainability	L: 2 I: 4	Raise awareness among decision-makers Develop negotiators who are champions for change Develop detailed stakeholder involvement plans outlining support to the project Undertake consultations on project progress at key stages to maintain government ownership and interest in the project	Political/ Strategic
Poor coordination of project activities	Delays in deliverables	L: 3 I: 3	Develop clear project management arrangements	Organisational
Frequent staff turnover and limited capacity within relevant ministries	Limited/delayed project implementation/ completion	L: 3 I: 2	Strengthen institutional and technical capacity through building on existing initiatives Emphasise importance of network	Political/ Strategic

			and partnership building	
Limited internet facilities constrain access to e-Learning courses	Reduced participation of targeted negotiators	L: 2 I: 5	Explore and make available alternatives to online resources where necessary	Organisational

For additional information on risks please refer to Section 3.5 of the UNEP PD and Annex 1 of the UNDP PD.

### A.7. Coordination with other relevant GEF financed initiatives

The proposed LDCF project will collaborate with and build on the lessons learned of a range of related initiatives, including those detailed below, which include a focus on strengthening capacity of negotiators and/or decision-makers from LDCs.

The joint UNDP-UNEP **National Adaptation Plan (NAP) Global Support Programme** will strengthen the capacities of Least Developed Countries for preparation of NAPs. These NAPs will improve coordination of country-led efforts to advance medium- to long-term planning for climate change adaptation, building on the work done under the NAPAs. Support for integration of adaptation to climate change into national development planning and budgeting processes will be based on three main pillars: i) institutional support; ii) technical support; and iii) knowledge brokering. Participating LDCs will be enabled to identify, finance and implement measures for climate change adaptation. This will be done by coordinating sectoral and cross-sectoral priorities for development and adaptation at national, sub-national and local levels. In addition, LDCs will be supported to conduct national adaptation planning based on best available science, rigorous data analysis and lessons learned/good practices disseminated through North-South and South-South knowledge-sharing mechanisms.

The **International Institute for Environment and Development (IIED)** is engaged in a project entitled “Building the capacity, knowledge and expertise of LDC negotiators to ensure more equitable outcomes for the countries they represent”<sup>14</sup>. This project aims to support the participation of LDCs in intergovernmental climate change negotiations by: i) increasing their understanding of key legal and technical issues; ii) building stronger representation of LDCs in the UNFCCC process; iii) increasing LDCs’ technical capacity to contribute to global climate change negotiations; iv) ensuring better coordination of the LDC Group; and v) increasing the Group’s representation at other forums, including high level political meetings. Furthermore, the European Capacity Building Initiative Workshop Programme (ecbi), also managed by IIED, is an initiative for sustained capacity building in support of intergovernmental climate change negotiations. Part of this initiative is the ecbi Workshop Programme, launched in 2005, which works alongside IIED’s previously mentioned capacity building project. This programme aims to support intergovernmental climate change negotiations by building and sustaining capacity amongst developing country negotiators, and by fostering trust between both developed and developing country negotiators.

The **Climate and Development Knowledge Network (CDKN)** is implementing a three-year programme “Training and capacity building for negotiators”. The objective of this programme is to strengthen the skills and knowledge of climate change negotiators so that they are able to participate effectively in international climate change processes and positively influence the outcomes of climate change negotiations.

The **International Centre for Climate Change and Development (ICCCAD)** intended to support growing capacity of Bangladesh stakeholders, while enabling people and organizations from outside to benefit from training in Bangladesh, where they can be exposed to the climate change adaptation and increasing knowledge from this emerging field. International participants will gain direct knowledge of the issues in a real-world context and build a strong practitioners’ “alumni network”. Through the expertise of ICCCAD and its local partners, international organizations will be exposed to relevant and grounded knowledge that can be shared and transmitted around the world for the benefit of other LDCs and their governments, donors, and international NGOs.

<sup>14</sup> available from: <http://www.iied.org/supporting-climate-change-negotiators-least-developed-countries>  
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The **Survive Project** is a joint initiative between Climate Analytics and the Potsdam Institute for Climate Impact Research. This initiative aims to provide science and policy support for SIDS and LDCs to participate in international climate negotiations, enabling low carbon, sustainable development and supporting adaptation needs.

The **Climate Vulnerability Forum Trust Fund (CVFTF)** provides an international platform for cooperation, coordination, advocacy and knowledge-building among developing countries, including LDCs, that face significant insecurity due to climate change.

**UNITAR** has begun a programme entitled *Strengthening Capacity of Policy-makers in Tajikistan for their Effective Participation in the UNFCCC Process in 2013*. The **UNITAR capacity development** programme provides step-by-step support for UNFCCC COP participants, including preparation before and follow-up after the event. This will develop the awareness of decision-makers on how UNFCCC negotiations relate to national development. While the programme currently only supports Tajikistan, it is envisaged that the approach will be upscaled to other Central Asian countries and could be successfully applied to LDCs as well.

The **UNEP Programme of Research on Climate Change Vulnerability, Impacts and Adaptation (PROVIA)** is a global initiative, which aims to provide direction and coherence at the international level for research on vulnerability, impacts and adaptation (VIA). Launched with the support of leading scientists and decision-makers, PROVIA responds to the urgent call by the scientific community for a more cohesive and coordinated approach, and the critical need to harmonize, mobilize, and communicate the growing knowledge- base on VIA. PROVIA acts as a new and growing network of scientists, practitioners and decision-makers working towards identifying research gaps and meeting policy needs in climate change vulnerability, impact and adaptation research. Acknowledging emerging policy strategies, new scientific developments and lessons learnt from past programmes, PROVIA promises to deliver, in collaboration with its implementing partners, improved coordination of international research on the impacts of and responses to climate change, and provide the credible scientific information that is being increasingly requested by the world's decision makers.

The **UNEP LIVE**<sup>15</sup> portal, launched in January 2014, is a UNEP initiative that offers a cutting-edge, dynamic new platform to collect, process and share the world's best environmental science and research. It provides a single gateway to accessing and locating country-level statistics as well as providing access to Satellite/Space Programmes such as GEOSS Portal, Earthnet Online, USGS Earth Explorer, as well as an In Situ Programme called Argo. This portal will provide data access to both the public and policy makers using distributed networks, cloud computing, big data and improved search functions with the objective of filling gaps between data providers and consumers. It includes Communities of Practice that gather experts in various fields relating to the environment and bring them on a common platform that provides access to discussion and exchange. UNEP LIVE will also support streamlining of national monitoring, reporting and verification of data for global and regional environmental goals. In the further development of UNEP LIVE, this project will collaborate with UNEP LIVE and present it at the regional trainings as a means of accessing up to date environmental information and statistics.

## **B. ADDITIONAL INFORMATION NOT ADDRESSED AT PIF STAGE:**

### **B.1 Describe how the stakeholders will be engaged in project implementation.**

Since the initiation of the design phase of the GEF-LDCF project, UNDP and UNEP have held a series of consultations with key stakeholders and intended beneficiaries of the project, including LDC representatives and negotiators, the LDC Group Core Team, UNFCCC representatives, and members of the LEG. In addition, a number of other experts and partners were also consulted for guidance on how the proposed project could best succeed. This approach to stakeholder consultation represents a triangulation of information – that is, not only from the country representatives/negotiators but also from key informants who have been involved in similar initiatives and could provide an objective perspective on the value added of this project. This approach was preferred to a standard stocktaking of the needs/priorities of every individual LDC as the baseline needs/priorities are dynamic and will likely change before project implementation. This dynamic baseline is due to the ongoing work of other initiatives targeting climate change negotiators. Surveys will be

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<sup>15</sup> <http://www.uneplive.org/>

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carried out to attain a “snapshot” contextual situation of each country’s negotiation team during the initial phase of project implementation. This will inform the final design of the tailored training programmes.

#### NAP-GSP Asia Regional Training Workshop (Pattaya, February 2014)

A regional training workshop organised by the joint UNDP-UNEP NAP-GSP for LDCs in Asia was held from 17–20 February 2014 in Pattaya, Thailand. During this workshop, representatives of the proposed LDCF project met with LDC delegates from eight countries to present the project’s key components. Delegates were asked to provide feedback on the proposed project, and were invited to discuss their country’s expectations of the project and capacity needs that could be addressed within the scope of the project. In addition, representatives of several representatives organisations/groups involved in the workshop were consulted. A list of persons consulted during the workshop can be viewed in Section 2.5 of the UNEP PD and Section 2.9 of the UNDP PD.

Discussions with delegates yielded a number of findings, which include *inter alia*: i) a need to strengthen both national climate change institutions of LDC’s and negotiator skills; ii) there is limited institutional memory within LDCs as a result of high staff turnover; iii) a recommendation that senior or more experienced negotiators should assist in training and guiding junior negotiators; and iv) a need to train senior negotiators on in-depth issues related to implementation of negotiation outcomes and technical issues/topics related to climate change.

These findings have been incorporated into the design of the proposed LDCF project in the following ways: i) negotiator training will be tailored to include basic negotiation skills (e.g. diplomacy) as well as specific technical information; ii) senior and experienced negotiators will be involved in the training provided through the project; and iii) support will be provided to national climate change institutions to develop country-specific coordination strategies.

#### UNFCCC LEG Technical Meeting on NAPs (Dar es Salaam, February 2014)

The LEG technical meeting was held from 24<sup>th</sup>–26<sup>th</sup> February 2014 in Dar es Salaam, Tanzania. During this meeting, various LDC representatives and LEG members were consulted to identify LDC capacity needs and provide input on the design of the proposed LDCF project. A full list of delegates consulted during the workshop is found in Section 2.5 of the UNEP PD and Section 2.9 of the UNDP PD.

The consultations in Dar Es Salaam also resulted in the following recommendations: i) existing training materials and guidelines should be updated rather than new ones developed; ii) training should be conducted in different languages; iii) good practices from previous multilateral agreements should be identified and shared with negotiators; iv) training should be designed around relevant negotiation topics (thematic areas), and institutions with relevant experience in these topics should be involved in the training; and v) training should focus on negotiation skills (including diplomacy and communication skills) as well as technical material.

These recommendations have been incorporated into the design of the proposed LDCF project in the following ways: i) where appropriate, existing training materials and guidelines will be updated, incorporating international good practice; ii) training will be conducted in both English and French, and relevant knowledge products generated by the project will be translated into the official languages of LDCs as appropriate; and iii) negotiator training will be tailored to include basic negotiation skills (e.g. diplomacy) as well as specific technical information.

#### UNFCCC ADP 2-4 (Bonn, March 2014)

The Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP) held the fourth part of its second session from 10<sup>th</sup>–14<sup>th</sup> March 2013 in Bonn, Germany. In connection with the ADP, a meeting of the LDC Group Core Team took place. The proposed LDCF project was presented to the LDC Group Core Team so that they could provide input on project design.

The LDC Core Team confirmed that small negotiation delegations, high staff turnover and limited institutional capacity to manage climate change information limit the ability of many LDCs to participate in intergovernmental climate change negotiations. In addition, they recommended that the proposed LDCF project should build on existing capacity building

programmes. This recommendation has been incorporated into the design of the proposed LDCF project, and where appropriate, existing training materials and guidelines will be updated and used.

### Key experts and partners

A number of informants were approached to provide feedback on the proposed LDCF project. A list of informants and experts consulted, including CSOs, can be viewed in Section 2.5 of the UNEP PD and Section 2.9 of the UNDP PD.

Suggestions and recommendations pertaining to the project resulting from these consultations included *inter alia*: i) there is a need for both basic and technical skill training within LDCs because of the presence of both junior and senior negotiators; ii) existing training materials should be updated and improved; iii) training for climate change negotiators should be provided consistently rather than in an *ad hoc* manner; iv) many LDCs experience poor internet connectivity, and e-Learning courses should be designed with this in mind; and v) climate change negotiator training should not occur directly before a COP because of time and scheduling constraints.

These recommendations have been incorporated into the design of the proposed LDCF project in the following ways: i) negotiator training will be tailored to include basic negotiation skills (e.g. diplomacy) as well as specific technical information; ii) where appropriate, existing training materials and guidelines will be updated, incorporating international good practice; iii) e-Learning courses will be designed to function efficiently in areas with limited internet connectivity (e.g. courses will be available on CD/hard-drive); and iv) the regional training workshops will be conducted 2 – 4 months prior to the annual SBI/SBSTA meeting and COP.

### **Stakeholder Engagement plan**

The lead institution for Outcome 1 is UNDP, while UNEP is the lead institution for Outcome 2. Both UNDP and UNEP will provide oversight and support for Outcome 3. The implementation strategy for the project is dependent on comprehensive stakeholder participation. In addition to UNDP and UNEP, other organisations will be involved in the implementation as responsible parties and collaborative partners (e.g. UNITAR, IIED). National partners will include national climate change as well as relevant line ministries (e.g. Agriculture, Water, Public Works, Energy, Environment, Health, Women's Affairs and Forestry). The key stakeholders and their responsibilities toward the implementation of the proposed LDCF project are outlined in Table 2.

**Table 2: Relevant partners and stakeholders identified for engagement by project outcome/output**

Outcome	Output	Oversight Responsibility	Key Stakeholders	Key Responsibilities
<b>Outcome 1:</b> Capacity of LDCs to participate effectively in intergovernmental climate change processes strengthened.	<i>Output 1.1: Negotiators from each LDC have enhanced diplomacy skills and critical information on key issues underpinning the negotiations in order to formulate their own negotiation positions under the different UNFCCC negotiation topics</i>	<b>UNDP</b>	IIED, CDKN, ecbi, UNITAR, National climate change secretariats	Revise/develop training materials on diplomacy, negotiation terminology, formulation of negotiation positions and UNFCCC negotiation processes.  Convene regional training workshops to strengthen the skills of LDC negotiators to effectively participate in intergovernmental climate change negotiations.
	<i>Output 1.2: Negotiators from LDCs have increased technical knowledge pertaining to three specific negotiation topics (e.g. economic instruments,</i>	<b>UNDP</b>	IIED, CDKN, ecbi, National climate change secretariats	Develop and/or update technical training materials, relevant to selected negotiation topics, on the latest available information on climate change science, technology and finance.  Train senior negotiators on the



	<i>adaptation, technology).</i>			latest available information on climate change science, technology and finance.
	<i>Output 1.3: A community of practice to support LDCs to interpret and respond to negotiation outcomes.</i>	<b>UNDP</b>	IIED, CDKN, ecbi, National universities and research institutes, National climate change secretariats	<p>Coordinate a community of practice to support LDCs to formulate negotiating positions as well as to interpret and respond to negotiation outcomes.</p> <p>Develop briefing notes on each agenda item prior to, and after, COP and SBI/SBSTA meetings.</p> <p>Establish communication networks between the community of practice and relevant national institutions in each LDC.</p>
	<i>Output 1.4: A long-term operational strategy for the LDC Group to coordinate responses/submissions and participate in parallel negotiation topics.</i>	<b>UNDP</b>	IIED, LDC Group	<p>Identify good practices from other multilateral agreements/conventions to inform the long-term operational strategy for the LDC Group.</p> <p>Facilitate group discussions, at the regional training workshops or other relevant platforms, to formulate a long-term operational strategy for the LDC Group.</p>
<b>Outcome 2:</b> Institutional capacity of LDCs to collect, interpret and disseminate climate change data and information is strengthened.	<i>Output 2.1: Support provided for formulation of country-specific institutional coordination strategies for effective participation in intergovernmental climate change negotiations and facilitation of dissemination of relevant information emanating from these negotiations.</i>	<b>UNEP</b>	UNITAR, IIED, NIE Direct Access project, National climate change secretariats, national planning ministries, line ministries	<p>Identify good practices and effective national strategies within LDCs – pertaining to national institutional arrangements and coordination mechanisms in particular – for formulating national positions on climate change negotiations.</p> <p>Identify national institutional and technical capacities of individual LDCs required to: i) interpret decisions made at intergovernmental climate change negotiations; and ii) disseminate the resultant information to the appropriate sectors at a national level.</p> <p>Develop e-Learning courses that provide technical staff with training on interpreting decisions made at COP and disseminating the resultant information to the appropriate sectors.</p>

				<p>Conduct e-Learning courses bi-annually.</p> <p>Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national strategies for: i) formulating national climate change positions; ii) interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate sectors at a national level.</p>
	<p><i>Output 2.2: Technical assistance and guidance provided for the development of national systems for managing climate change information and data to support reporting under the UNFCCC.</i></p>	<p><b>UNEP</b></p>	<p>UNITAR, National climate change secretariats, national planning ministries, line ministries</p>	<p>Identify national institutional and technical capacities required to collect, analyse, interpret and archive climate change information to facilitate reporting under the UNFCCC.</p> <p>Undertake a stocktaking of existing manuals, toolkits, and other resource materials for collection, analysis, dissemination and archiving of climate change data and information.</p> <p>Based on gaps identified through the stocktaking, develop and/or update manuals and toolkits – based on international best practice – on the collection, analysis, dissemination and archiving of information to facilitate reporting under the UNFCCC.</p> <p>Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national mechanisms for collecting, analysing, disseminating and archiving climate change data.</p>

Outcome 3: Knowledge generated by the project is collected and disseminated.	<i>Output 3.1:</i> Knowledge products generated through the project are translated and available on an appropriate knowledge platform (UNDP).	<b>UNDP</b>	CDKN, PROVIA, UNFCCC	<p>Translate the knowledge products – including best-practice manuals, training materials and toolkits – developed in Outcomes 1 and 2 into the official languages of LDCs, as appropriate/necessary.</p> <p>Collate knowledge products developed under the project, together with relevant existing knowledge products and resources, and them into web-based knowledge platforms and other delivery mechanisms.</p> <p>Present the knowledge generated and experiences gained through the regional training workshops and e-Learning courses in an existing newsletter.</p>
	Output 3.2: Strategy to sustain knowledge generated by the project including through South-South cooperation (UNEP).	<b>UNEP</b>	ALM. (UNDP), APAN, AAKNET (UNEP), CTCN	<p>Disseminate knowledge on climate change negotiations and reporting according to UNFCCC requirements through existing knowledge networks.</p> <p>Develop a funding mechanism/strategy to sustain these knowledge networks beyond the implementation phase of the project.</p>

**B.2 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):**

Presently, 48 countries worldwide are categorised as Least Developed based on their low gross national income, weak human assets and economic vulnerability. Of these Least Developed Countries (LDCs), 34 are located in Africa, 13 are in the Asia-Pacific region and one is in the Caribbean. All LDCs face severe socio-economic problems that threaten sustainable development. Problems faced include: i) financial constraints; ii) technical capacity constraints; iii) political instability; and iv) regional conflicts. It is anticipated that future effects of climate change will further intensify the challenges facing LDCs. The engagement of LDCs in intergovernmental climate change negotiations is of paramount importance and requires greater involvement of the LDCs in the UNFCCC processes, decision-making and implementation of decisions.

The support provided by the proposed LDCF project for participating effectively in intergovernmental climate change processes will enable LDCs to capitalise on climate change negotiations at COPs and other UNFCCC processes (e.g. SBs, LEG meetings and *Ad hoc* Working Groups on Long-term Cooperative Action). The capacities of LDCs to effectively manage complex development processes based on national priorities will be built. This will enable countries to integrate climate change mitigation and adaptation measures – such as REDD+ and CDM – into national strategies<sup>16</sup>. The integration of climate change considerations into medium- to long-term development planning – using a rigorous, evidence-based approach – will generate multiple social, economic and environmental benefits in LDCs. The proposed

<sup>16</sup> for example NAPAs and NAPs

LDCF project will also support LDCs to effectively plan adaptation measures in priority sectors through improved institutional coordination and technical capacity. These effects will contribute to sustainable development in LDCs in achieving UN Millennium Development Goals (MDGs).

The improved adaptation to climate change of the participating LDCs involves enhanced planning in the medium- to long-term in all relevant sectors, including environmental management. The support mechanism will contribute to improved livelihoods of communities within the participating LDCs, while also increasing their climate change resilience and adaptive capacity. As such, these can be considered ‘no regrets’ measures since the activities will improve baseline socio-economic conditions, even where climate change effects are less severe than anticipated.

### *Gender considerations*

Womens’ exposure to climate risks is increased by existing inequalities and practices associated with traditional understandings of “appropriate” behaviour for men and women<sup>17</sup>. Despite their capability to innovate and lead, historically women have been marginalised from local and national decision-making processes, particularly in developing countries<sup>18</sup>. It is therefore important to identify gender-sensitive strategies to ensure that women are the focus of interventions designed to improve their resilience and capacity to adapt to climate change. The UNFCCC emphasises the necessary role part women have to play as active participants in the global response to climate change. The proposed LDCF project is aligned with the decision adopted at COP-18 to: i) promote gender balance; and ii) improve the participation of women in UNFCCC negotiations and in the representation of Parties<sup>19</sup>. .

The proposed LDCF project will mainstream gender equity by promoting gender-sensitivity during the implementation of the project activities. This will be aligned to the relevant national gender equity targets of participating countries and international agreements, such as the third MDG. Gender equity will be promoted in the following ways:

#### Outcome 1:

- Relevant national gender equity targets of participating countries and international agreements such as the third Millennium Development Goal<sup>20</sup> will guide the project’s efforts to incentivize LDCs to nominate women to participate in the training interventions.
- Training on negotiation skills will include gender-sensitivity training to ensure that: i) female negotiators are empowered to participate meaningfully in the negotiations; and ii) all LDC negotiators are made aware of their responsibility to respect the views of all of their colleagues during training and negotiations. Trainers will be required to have the skills and experience necessary to plan and facilitate gender-sensitive training.

#### Outcome 3:

- Knowledge generated by the LDC project will be consolidated into gender-responsive publications, language and messages, ensuring sensitivity towards differences among target audiences.
- The LDC project will use appropriate access and communication channels to reach men and women equally when disseminating these products. Specifically, national climate and gender advocacy groups will be enrolled in the knowledge dissemination network.

The Technical Support Unit (TSU) will be responsible for monitoring and evaluation of the actions above. Gender disaggregated indicators will be developed and used for monitoring and evaluation of the proposed LDCF project. In addition to gender, the project will also ensure that other disadvantaged and more vulnerable groups as elderly, children and less-abled, will receive adequate attention.

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<sup>17</sup> Masika, R. (2002). Editorial- Gender & Development. *Gender & Development*, 10(2), 2–9. doi:10.1080/13552070215910

<sup>18</sup> Denton, F. (2002). Climate change vulnerability, impacts, and adaptation: Why does gender matter? *Gender & Development*, 10(2), 10–20. doi:10.1080/13552070215903

<sup>19</sup> Decision 23/CP.18 in 4. Framework Convention on Climate Change, United Nations (2013) *Report of the Conference of the Parties on its eighteenth session*, Doha.

<sup>20</sup> promoting gender equality and empowering women

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### **B.3. Explain how cost-effectiveness is reflected in the project design:**

Building on the successful global support architecture established under the GSP-NC, the management arrangement for the proposed support mechanism will largely follow this tested model. This will promote a cost-effective, streamlined and effectual support mechanism, substantively as well as operationally.

The proposed support mechanism will build on: i) existing capacities for negotiations; and ii) national coordination strategies in LDCs. This includes capacities developed during the development processes for national communications, NAPAs and NAPs. Developed institutional and technical capacities will therefore build on national efforts to date. This is a cost-effective approach to capacity building, which will facilitate LDCs' participation in intergovernmental climate change negotiations.

Lessons learned, experiences to date and best practices – all related to effective participation in intergovernmental climate change negotiations – will be captured and synthesised. This information will be disseminated through: i) web-based knowledge platforms; ii) an existing newsletter; and iii) other delivery mechanisms such as local universities and research groups. Traveling costs for LDCF attendees will be limited because the workshops will be held regionally and several project activities will be completed at each workshop (see Section 2.4). Furthermore, information will also be shared across South-South and North-South exchanges through existing platforms. These methods of dissemination are cost-effective ways of informing a broad range of stakeholders, including government staff, policy-makers, line ministries and all role players responsible for advancing climate change adaptation in LDCs.

### **C. DESCRIBE THE BUDGETED M & E PLAN:**

<b>Type of M&amp;E activity</b>	<b>Responsible Parties</b>	<b>Budget US\$</b> <i>Excluding project team staff time</i>	<b>Time frame</b>
Inception Workshop and Report	<ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Project team</li> </ul>	8,000	Within first 2 months of project start up
Measurement of Means of Verification of project Outcomes	<ul style="list-style-type: none"> <li>• Project Manager will oversee the hiring of specific support as appropriate and delegate responsibilities to relevant team members.</li> </ul>	Continuous by project team	Start, mid and end of project (during evaluation cycle) and annually when required.
Measurement of Means of Verification for Project Progress on output and implementation	<ul style="list-style-type: none"> <li>• Oversight by Project Manager</li> <li>• Project team</li> </ul>	To be determined as part of Annual Work Plan prep.	Annually prior to ARR/PIR and to the definition of annual work plans
ARR/PIR	<ul style="list-style-type: none"> <li>• Project manager and team</li> <li>• UNDP and UNEP</li> </ul>	None	Annually
Periodic status/ progress reports	<ul style="list-style-type: none"> <li>• Project manager and team</li> </ul>	None	Quarterly
Mid-term evaluation	<ul style="list-style-type: none"> <li>• Project manager and team,</li> <li>• UNDP and UNEP</li> <li>• External Consultants (mixed local/int. team)</li> </ul>	30,000	At the mid-point of project implementation (Year 2).
Final Evaluation	<ul style="list-style-type: none"> <li>• Project manager and team,</li> <li>• UNDP and UNEP</li> <li>• External Consultants (mixed local/int. team)</li> </ul>	22,000	At least three months before the end of project implementation
<b>TOTAL indicative COST</b>		60,000	



**PART III: 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 form. For SGP, use this [OFP endorsement letter](#)).

NAME	POSITION	MINISTRY	DATE (MM/dd/yyyy)
NA	NA	NA	NA

**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.

Agency Coordinator, Agency Name	Signature	Date (Month, day, year)	Project Contact Person	Telephone	Email Address
Brennan van Dyke  Director GEF Coordination Office, UNEP		17 July 2014	Ermira Fida  Manager, UNEP-GEF Adaptation Portfolio	+254-20-762-3113	<a href="mailto:Ermira.fida@unep.org">Ermira.fida@unep.org</a>
Adriana Dinu  Officer-in-charge and Deputy Executive Coordinator, UNDP/GEF		15 July 2014	Pradeep Kurukulasuriya, Global Senior Technical Advisor-Adaptation UNDP-GEF	+66 (2) 304 9100 Ext. 2595	<a href="mailto:Pradeep.kurukulasuriya@undp.org">Pradeep.kurukulasuriya@undp.org</a>

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

<b>Project Goal:</b> to support LDCs to effectively engage in and implement the outcomes of intergovernmental climate change negotiations.						
	<b>Outputs</b>	<b>Indicator</b>	<b>Baseline</b>	<b>Targets End of Project</b>	<b>Source of verification</b>	<b>Risks and Assumptions</b>
<b>Project Objective<sup>21</sup></b> to strengthen institutional and technical capacities in LDCs for more effective participation in intergovernmental climate change negotiations and coordination of climate change efforts		<p>1. Number of LDCs that have formulated a structured institutional coordination strategy to allow for effective engagement in intergovernmental climate negotiation processes.</p> <p>2. Number of LDC climate change negotiators with the capacity to participate effectively in intergovernmental processes.</p>	<p>1. LDCs present their negotiation positions primarily through negotiating blocs such as the LDC Group and Africa Group. No national institution in LDCs has a structured institutional coordination strategy for coordinating climate change activities across different institutions and sectors.</p> <p>2. Low technical capacity of LDC negotiators (Level 2: Anecdotal evidence of capacity).</p>	<p>1. At least 20<sup>22</sup> LDCs have formulated an institutional coordination strategy for effective engagement in intergovernmental climate negotiation processes.</p> <p>2. By the end of the project: at least 144 LDC climate change negotiators (3 from each LDC) with sufficient capacity to participate effectively in intergovernmental climate change negotiations (Level 5: Fully developed capacity).</p>	<p>1. Surveys, project reports, interviews.</p> <p>2. Capacity scorecard<sup>2324</sup> of the LDC negotiators using surveys before, after and during regional training workshops.</p>	<p>Risks:</p> <p>Continuity and political aspects to the individuals sent to training and sent to COPs. The persons that attend training might not be the same people that attend intergovernmental climate change negotiations.</p> <p>Persons attending trainings and intergovernmental meetings do not have a keen interest.</p> <p>Assumptions:</p> <p>National financial resources are sufficient to maintain project interventions in the long-term.</p> <p>Government decision makers recognise the</p>

<sup>21</sup> Objective monitored annually in APR/PIR

<sup>22</sup> Given the intensive support required to formulate an institutional coordination strategy, not all LDCs can receive this assistance. 20 LDCs will be selected to receive this support.

<sup>23</sup> These levels were used in the Capacity Scorecard assessment of Mozambique and Ethiopia LDCF projects.

<sup>24</sup> UNDP Bureau for Development Policy. 2010. Monitoring guidelines of capacity development in Global Environment Facility projects. Pretoria, South Africa.



						<p>importance of climate change and are committed to facilitating the necessary processes required for the success of the project.</p> <p>Government staff are interested, learn from trainings, and stay in their jobs.</p>
<p><b>Outcome 1<sup>25</sup></b>  <b>Capacity of LDCs to participate effectively in intergovernmental climate change negotiations is strengthened.</b></p>	<p><b>Output 1.1</b> Negotiators from each LDC have enhanced diplomacy skills and critical information on key issues underpinning the negotiations in order to formulate their own negotiation positions pertaining to UNFCCC negotiation topics.</p>	<p>1. Number of training documents updated/developed and distributed to LDC negotiators on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.</p> <p>2. Number of LDC negotiators trained on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.</p>	<p>1. Training material for climate change negotiators has been produced by AOSIS, UNITAR, UNEP, UNDP, CDKN, ICCCAD, but they are outdated and/or not specific to LDCs.</p> <p>2. Approximately 300 LDC negotiators have been trained through IIED (ICCCAD), ~10 negotiators representing the LDC Group have been trained through CDKN, and ~ 280 negotiators (not specifically from LDCs) have been trained through</p>	<p>1. At least 5 training documents updated/produced and distributed on negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.</p> <p>2. At least 144 LDC negotiators, with at least 15%<sup>26</sup> of these women, trained on diplomacy, negotiation terminology, and understanding UNFCCC negotiation processes.</p>	<p>1. Number of guiding documents updated/produced and distributed to the LDC negotiators.</p> <p>2. Surveys (tests, questionnaires and interviews) before and after training, list of participants to the training workshops.</p>	<p><b>Risk:</b>  Continuity and political aspects to the individuals sent to training and sent to COPs. The persons that attend training might not be the same people that attend intergovernmental climate change negotiations. Persons attending trainings and intergovernmental meetings do not have a keen interest.</p> <p><b>Assumptions:</b>  National financial resources are sufficient to maintain project interventions in the long-term.</p>

<sup>25</sup> All outcomes monitored annually in the APR/PIR. It is highly recommended not to have more than 4 outcomes.

<sup>26</sup> This modest target reflects the principle of country-ownership in regards to government nominations for training programs' participation. Efforts will be made to incentivize countries to nominate women to achieve at least a 15% women attendance rate, if not more.

			UNITAR. However, training provided has been geographically restricted and are not specifically tailored to LDCs.			Government decision makers recognise the importance of climate change and are committed to facilitating the necessary processes required for the success of the project.  Government staff are interested, learn from trainings and stay in their jobs.
	<b>Output 1.2</b> Negotiators from LDCs have increased technical knowledge pertaining to negotiation topics.	1. Number of training documents for senior LDC negotiators updated/developed on targeted negotiation topics.  2. Number of senior LDC negotiators trained on technical knowledge relevant to climate change negotiation topics/streams.	1. UNEP, UNDP and IIED have produced technical guidelines for negotiators. However, the existing documents are outdated and do not explain technicalities on the current negotiation topics/streams.  2. No technical training has been available to allow senior LDC negotiators to better understand technicalities on selected negotiation topics.	1. At least 3 training documents updated/produced on selected negotiation topics/streams.  2. At least 48 senior LDC negotiators (at least one from each LDC) trained on technical knowledge relevant to climate change negotiation topics/streams. (The 48 senior negotiators may be drawn from the 144 negotiators specified in the target for Output 1.1).	1. Number of guiding documents for senior LDC negotiators updated/produced.  2. Surveys (tests, questionnaires and interviews) administered before and after training and a list of participants of training workshops acquired.	
	<b>Output 1.3</b> A community of practice to support LDCs to interpret and respond to negotiation outcomes.	1. The existence of a community of practice to support LDC negotiators.	1. LDC negotiators currently seek technical assistance directly from the UNFCCC. The IIED (ICCCAD) has established an alumni community. No community of practice to support LDCs exists.	A community of practice to support LDC negotiators is established and fully functional.	1. Project reports, interviews.	

	<b>Output 1.4</b> A long-term operational strategy for the LDC Group to coordinate responses/submissions and participate in parallel negotiation topics.	1. Existence of a long-term strategy for the LDC Group.	1. The LDC Group is currently developing a strategy, but additional support is required to formalise this into a long-term and operational strategy.	1. A long-term strategy for the LDC Group is developed and disseminated for endorsement.	1. Review of strategies developed.	
<b>Outcome 2</b> <b>Institutional capacity of LDCs to collect, interpret and disseminate climate change data and information is strengthened.</b>	<b>Output 2.1</b> Support provided for formulation of country-specific institutional coordination strategies for effective participation in intergovernmental climate change negotiations and facilitation of dissemination of relevant information emanating from these negotiations.	1. e-Learning courses developed and accessible.  2. Number of government technical staff trained through the e-Learning course.	1. e-Learning courses (such as Climate Change Diplomacy: Negotiating effectively under the UNFCCC) have been run by UNITAR but have not been targeted at LDCs. In addition, these current courses have not been accessible to all LDCs.  2. ~ 280 negotiators (not specifically from LDCs) have been trained through UNITAR e-Learning courses.	1. An e-learning that is tailored to the specific needs of LDCs is developed within the first year of the project.  2. At least 100 government technical staff, with at least 20% of these women, have accessed e-Learning courses.	Review of e-learning courses available, statistics on e-learning courses accessed and completed by LDC technical government staff.	<b>Risks:</b> Decision makers do not view participation in intergovernmental climate change processes as a priority.  <b>Assumptions:</b> Decision makers recognise the importance of participation in intergovernmental climate change processes.
	<b>Output 2.2</b> Technical assistance and guidance provided for the development of national systems for managing climate change information and data to support reporting under the UNFCCC.	1. Number of manuals and toolkits developed/updated and distributed to national climate change secretariats on the management (i.a. collection, analysis, dissemination and archiving) of climate change data and	1. Resource materials on climate change information management were developed during the National Communication Support Program, but these resources are now outdated.	1. At least 3 manuals and toolkits developed/updated and distributed on the collection, analysis, dissemination and archiving of climate change data and information.  2. At least 20 LDCs	1. Number of manuals and toolkits developed/updated and distributed on knowledge platforms or at regional trainings.  2. Review of systems developed by LDCs at regional training workshops.	

		information.  2. Number of countries to whom support was provided for the establishment of a national system for collecting and managing climate change information –including relevant risk information (This indicator corresponds with AMAT indicator 2.1.1).	2. No LDCs have received support to develop adequate systems for managing (i.a. collecting, analyzing, disseminating and archiving) climate change data to support reporting under the UNFCCC.	have been provided with support to develop a national system for managing (i.a. collecting, analyzing, disseminating and archiving) climate change information – including relevant risk information.		
<b>Outcome 3</b> Knowledge products generated by the project are accessible and available.	<b>Output 3.1</b> Knowledge products generated through the project are translated and available on an appropriate knowledge platform (UNDP).	1. Number of knowledge products on climate change negotiations translated into at least 5 official languages of LDCs and disseminated to the corresponding LDCs.	1. Limited knowledge products on climate change negotiations translated into LDCs common official languages, the majority of which are available only in French.	1. At least four knowledge products on climate change negotiations translated into at least 5 LDCs' common official languages and disseminated to the corresponding LDCs.	1. Number of translated versions of knowledge products (e.g. handbooks, toolkits, briefing notes, training courses and newsletters), number of these translated documents disseminated on knowledge platforms and distributed during training sessions.	<b>Risks:</b> Not all knowledge products are translated into official languages of LDCs (5 languages).  <b>Assumption:</b> The materials produced are considered practical, relevant and understandable.  Select knowledge products are translated into at least 5 languages
	<b>Output 3.2</b> Strategy to sustain knowledge is generated by the project including through South-South cooperation (UNEP).	1. Number of knowledge networks improved with up-to-date information and additional participating countries.	1. Climate change knowledge networks exist (e.g. AAKNet, APAN, CTCN) but there is limited contact and sharing of information and	1. At least 3 knowledge networks updated with information, and at least 20 LDCs are actively sharing information and lessons learned on	1. Number of LDCs downloading best practice and lessons learned documents from knowledge networks.  1.1 Number of	<b>Risks:</b> Information is accessed but not used.  <b>Assumptions:</b> Information that is downloaded by countries is used by

		2. Development of a funding mechanism to sustain the project's knowledge network beyond the implementation phase of the project.	<p>lessons learned between LDCs.</p> <p>2. No funding mechanism to sustain the project's knowledge network exists.</p>	<p>these networks.</p> <p>2. A funding mechanism to sustain the project's knowledge networks beyond the implementation phase of the project exists.</p>	<p>documents downloaded from knowledge networks by LDCs.</p> <p>2. Review of funding mechanisms or strategies developed.</p>	them.
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**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).

GEF Secretariat Review Question	GEF Secretariat Recommended Action by CEO Endorsement	Response
5. Is the project consistent with the recipient <b>country's national strategies and plans</b> or reports and assessments under relevant conventions, including NPFE, NAPA, NCSA, NBSAP or NAP?	By CEO Endorsement, kindly present the outcomes of the stocktaking exercise and stakeholder consultations, and describe how these have been reflected in the project design.	<p>Details on the consistency of the proposed LDCF project with national strategies and plans is presented in Section 2.4 and Section 3.6 of the UNEP project document, and Section 2.2 of the UNDP project document.</p> <p>Section 2.5 of the UNEP PD, Section 2.9 of the UNDP PD, and Section B.1 above detail the stakeholder consultations that took place during the PPG phase as part of the stocktaking exercise to identify country-specific needs and priorities. Consultations were held with key stakeholders and intended beneficiaries of the project, including LDC representatives and negotiators, the LDC Group Core Team, UNFCCC representatives, and members of the LEG. In addition, a number of other experts and partners were also consulted for guidance on how the proposed project could best succeed.</p> <p>Section 2.5 of the UNEP PD, Section 2.9 of the UNDP PD, also detail the common findings of the various consultations and explain how the findings of each set of consultations have been incorporated into project design.</p>
6. Is (are) the <b>baseline project(s)</b> , including problem(s) that the baseline project(s) seek/s to address, sufficiently described and based on sound data and assumptions?	<p>By CEO Endorsement, it is crucial that the "analysis of the baseline scenario goes further in recognizing that countries' find themselves in different situations, and their baseline scenarios may look very different. Accordingly, their needs and priorities for additional LDCF support will differ considerably.</p> <p>In addition, by CEO Endorsement it is expected that the proposed project will include baseline values and targets for relevant, quantitative and qualitative indicators – this will provide a more concrete understanding of how countries' capacities may be expected to evolve thanks to the many initiatives planned and underway.</p>	The baseline scenario has been further detailed to reflect the different baseline conditions in different LDCs. Indeed, these differences have been included in the design of the project in several ways. Firstly, as negotiators from different LDCs have disparate levels of negotiation skills, both basic training on diplomacy skills, negotiation terminology etc. (Output 1.1) as well as specific technical training (Output 1.2) will be provided. Secondly, a community of practice will be established (Output 1.3) which will provide technical support to assist LDCs to address their individual capacity requirements. Thirdly, considering the enhanced capacity of the LDC Group, the project is designed to support the formulation of a long-term strategy for the Group (Output 1.4). Fourthly, given the differing needs of LDCs, tailored national strategies for individual LDCs for coordinating climate change activities will be developed

		<p>(Output 2.1). Fifthly, a stocktaking exercise (activity 2.2.1) has been included under Output 2.2 to identify national capacities required to collect, analyse and interpret climate change information. Finally, given the different language requirements of LDCs knowledge products generated by the project will be translated into relevant official languages (Output 3.1). See Section 2.6 in the UNEP project document and Section 2.4 in the UNDP project document.</p> <p>In addition, the varying circumstances and needs of different LDCs are recognised in other sections of the PDs. The disparities in capacity needs of the different LDCs are referenced in: i) Brief Description/Project Summary (second paragraph); ii) Section 1.2 (UNDP, paragraphs 10 – 12) / Section 2.2 (UNEP); and iii) Section 2.9 (UNDP) / Section 2.5 (UNEP).</p> <p>Detailed baseline values and appropriate SMART indicators have been included for all project objectives and outcomes. Please see Appendix 5 in the UNEP project document, Section 3 in the UNDP project document and Annex 1 above.</p>
8. (a) Are global environmental/ adaptation benefits identified? (b) Is the description of the incremental/additional reasoning sound and appropriate?	<p>Further to the comments made in sections 5 and 6 above, it is crucial that the additional reasoning be further strengthened by CEO Endorsement, particularly with a focus on (i) quantitative and qualitative targets and the associate baseline scenario, allowing a complete assessment of the expected added value of the proposed project; (ii) cost-effectiveness, including a cost-comparison with similar initiatives and approaches; and (ii) sustainability – it remains somewhat unclear how this 30-month project will yield outcomes that are more readily sustained than those sought by the baseline initiatives.</p>	<p>As per the suggestion, the additional reasoning has been strengthened.</p> <p>i) Detailed baseline values and appropriate SMART indicators have been included for all project objectives and outcomes. Please see Appendix 5 in the UNEP project document, Section 3 in the UNDP project document and Annex A above.</p> <p>ii) For further details on the cost-effectiveness of the of the proposed LDCF project please see Section 7.3 in the UNEP project document and Section 2.6 in the UNDP project document.</p> <p>iii) Several aspects of the proposed LDCF project are focused specifically on enhancing the sustainability of LDCF investments.</p> <ul style="list-style-type: none"> <li>•Several training workshops will be convened over the lifespan of the project, as opposed the once-off training provided by several similar initiatives.</li> <li>•Senior negotiators will be encouraged to become mentors for less experienced negotiators, allowing them to continue to provide support beyond the lifespan of the</li> </ul>

		<p>project.</p> <ul style="list-style-type: none"> <li>• A community of practice will be established to provide ongoing technical assistance to LDCs.</li> <li>• A long-term operational strategy for the LDC Group will be developed.</li> <li>• Training materials will be translated and made available to LDCs to enable continued learning opportunities after the proposed LDCF project has ended.</li> <li>• A funding mechanism will be developed to ensure that the knowledge sharing network used by the project will continue to share relevant information and training materials after the proposed LDCF project has ended.</li> </ul> <p>For further details please refer to Section 3.8 of the UNEP project document and Section 2.7 of the UNDP project document.</p>
11. Does the project take into account potential major risks, including the consequences of climate change, and describes sufficient risk mitigation measures? (e.g., measures to enhance climate resilience).	By CEO Endorsement, please provide a more comprehensive sustainability strategy, as recommended in the comments made under Section 8 above.	For details of the sustainability strategy please refer to the response to Comment 8 above. For further details please refer to Section 3.8 of the UNEP project document, Section 2.7 of the UNDP project document and Section A.5 above.
<p>13. Comment on the project's <b>innovative aspects, sustainability, and potential for scaling up.</b></p> <ul style="list-style-type: none"> <li>• Assess whether the project is innovative and if so, how, and if not, why not.</li> <li>• Assess the project's strategy for sustainability, and the likelihood of achieving this based on GEF and Agency experience.</li> <li>• Assess the potential for scaling up the project's intervention.</li> </ul>	The proposed strategies for ensuring sustainability and promoting scaling up will be revisited at CEO Endorsement.	<p>Please see response to Comment 8 above regarding a sustainability strategy. For further details please refer to Section 3.8 of the UNEP project document and Section 2.7 of the UNDP project document.</p> <p>For further details on the potential to scale up and replicate the project design, please see Section 3.9 of the UNEP project document and Section 2.8 of the UNDP project document.</p>
25. Items to consider at CEO endorsement/approval.	Please refer to sections 5, 6, 8, 11 and 13.	Please see responses above.
Germany Comments		
<b>Global:</b> Germany requests more detailed information on the number and selection criteria of LDCs being supported considering limited funding.		The proposed LDCF project will provide support to all 48 LDCs through regional training workshops. The number of delegates from each LDC that are able to attend these



	training will be limited by the amount of available funding.
Germany asks for specifying the needed systematic approach of the GSP and strongly recommends avoiding duplications of national structures. Germany suggests to systematically link, develop further or expand available structures instead (e.g. under component 3 rather use and link existing web-based platforms instead of developing new ones, etc.). Germany further requests to conduct a more comprehensive assessment of baseline projects and to cooperate more strongly with ongoing bi- or multilateral initiatives (those named under 2) and 3) and beyond, such as Germany's Climate Protection Programme for Developing Countries implemented by GIZ).	<p>A comprehensive assessment of baseline projects and related ongoing initiatives was undertaken during the PPG phase. For details of the selected baseline projects please refer to Section 3.9 of the UNEP project document and Section 2.8 of the UNDP project document. For an assessment of ongoing initiatives relevant to climate change negotiator training please refer to the baseline scenario sections under Component 1. Furthermore, for a list of other relevant ongoing initiatives please see Section 3.9 of the UNEP project document and Section 2.8 of the UNDP project document.</p> <p>As per the recommendation, the proposed LDCF project is designed not to duplicate existing national structures or replicate the work of other related initiatives. This is achieved in a number of ways, including:</p> <ul style="list-style-type: none"> <li>• Training materials produced by other relevant initiatives will be updated instead of new materials being produced.</li> <li>• Good practice and lessons learned from other related initiatives will be used to update/develop manuals and toolkits on the collection, analysis and dissemination of climate change information.</li> <li>• Existing national systems will be used to develop tailored national strategies for: i) formulating national climate change positions; ii) interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate sectors at a national level..</li> <li>• An existing knowledge network will be used to disseminate knowledge products generated by the proposed LDCF project, rather than developing a new network.</li> </ul>
The final project proposal should clearly identify how output 1.2 is to be achieved. Germany kindly asks considering in the final project document synergies with other related initiatives: The lack-of cross-sectoral cooperation and weak institutional performance on different spatial scales have also been identified as major obstacles for the closely related National Adaptation Planning (NAP) process. In this regard, experience with the NAP process (e.g. from the NAP GSP or the German NAP support provided by GIZ) and already existing NAP(A) results in LDCs should be considered more strongly (e.g. use results of adaptation capacity and adaptation needs assessments). For the envisaged stocktaking exercise during the PPG phase, the Stocktaking National Adaptation Planning (SNAP) Tool developed by	<p>Output 1.2 as specified in the original PIF has been moved to Output 2.1 in the project documents. For additional detail on how this output will be achieved please refer to Section 3.3 of the UNEP project document and Section 2.4 of the UNDP project document.</p> <p>Experience from the NAP GSP in particular was strongly considered in the design of this project. Consultations with certain LDC delegations were held at the Thailand NAP GSP workshop, and lessons learned were</p>

<p>GIZ could serve as a basis for identifying national priorities.</p>	<p>incorporated into the design of the proposed LDCF project.</p> <p>Additional stocktaking of national capacities will be undertaken during project implementation. The SNAP Tool will be considered as a basis for identifying national priorities.</p>
<p>Germany further requests to clearly define the new GSP's mandate in comparison to the NAP GSP (e.g. with regard to output 2.1 which refers to integrating climate change into development).</p>	<p>The mandate of the this new GSP is clearly defined as providing support to LDCs to promote their effective participation in intergovernmental climate change negotiations.</p> <p>The wording of Output 2.1 (Output 2.2 in the project documents) has been amended to clearly define its intention. Through this output, the project will support the development of national strategies for collecting, disseminating and archiving climate change data to support reporting under the UNFCCC. The availability of appropriate information will facilitate the integration of climate change into national development planning, thereby supporting rather than duplicating the NAP GSP process.</p>
<p>Under output 2.1 potential synergies and opportunities to cooperate with multi- or bilateral support initiatives for Monitoring and Evaluation (M&amp;E) of climate change impacts and adaptation should to be taken into account in the final project document regarding collecting and analyzing data (e.g. use of data from existing M&amp;E systems/ data bases, existing guidances of setting up national M&amp;E systems, such as those developed by GIZ, IIED, etc.). Further, activities presented for output 2.1 do not seem to be logically linked to the envisaged output, i.e. the activities would not lead the establishment of national systems to collect, analyse, interpret and archive climate change data. This should be clarified in the final project proposal.</p>	<p>As per the recommendation, a stocktaking of existing manuals, toolkits, and other resource materials for collection, analysis, dissemination and archiving of climate change data and information will be undertaken (Activity 2.2.2). This will inform the development of national systems to collect, analyse, interpret and archive climate change data.</p> <p>The activities detailed under Output 2.2 (Output 2.1 in the original PIF) have been revised to logically link the envisaged output. Please refer to Section 3.3 of the UNEP project document and Section 2.4 of the UNDP project document.</p>
<p>Germany asks to clearly explain in the final project document, how gender aspects in accordance with UNFCCC decision 23/CP.18, that additional efforts need to be made by all Parties to improve the participation of women in bodies established pursuant to the Convention and the Kyoto Protocol, will be taken into account within the GSP's activities (e.g. selection of female negotiators, female participants in trainings, etc.).</p>	<p>Gender considerations have been included in the design of the proposed LDCF project. For further detail please refer to the Gender Considerations section within Section 2.3 of the UNDP project document. Gender-disaggregated indicators and targets have also been included in the Project Results Framework of the proposed LDCF project.</p>



## ANNEX C: STATUS OF IMPLEMENTATION OF PROJECT PREPARATION ACTIVITIES AND THE USE OF FUNDS<sup>27</sup>

A. PROVIDE DETAILED FUNDING AMOUNT OF THE PPG ACTIVITIES FINANCING STATUS IN THE TABLE BELOW:

UNDP:

PPG Grant Approved at PIF: <b>\$75,000</b>			
<i><b>Project Preparation Activities Implemented</b></i>	<i><b>GEF/LDCF/SCCF/NPIF Amount (\$)</b></i>		
	<i><b>Budgeted Amount</b></i>	<i><b>Amount Spent Todate</b></i>	<i><b>Amount Committed</b></i>
International Consultant	42,000	14,992	34,980
Travel	30,000	4,410	17,618
Miscellaneous Expenses	3,000	247	2,753
<b>Total</b>	<b>75,000</b>	<b>19,649</b>	<b>55,351</b>

UNEP:

PPG Grant Approved at PIF: <b>\$75,000</b>			
<i><b>Project Preparation Activities Implemented</b></i>	<i><b>GEF/LDCF/SCCF/NPIF Amount (\$)</b></i>		
	<i><b>Budgeted Amount</b></i>	<i><b>Amount Spent Todate</b></i>	<i><b>Amount Committed</b></i>
International Consultant	15,000	5,375	9,625
Meetings and workshops	30,000	10,000	20,000
Travel	30,000	10,000	20,000
<b>Total</b>	<b>75,000</b>	<b>25,375</b>	<b>49,625</b>

<sup>27</sup> If at CEO Endorsement, the PPG activities have not been completed and there is a balance of unspent fund, Agencies can continue undertake the activities up to one year of project start. No later than one year from start of project implementation, Agencies should report this table to the GEF Secretariat on the completion of PPG activities and the amount spent for the activities.

**ANNEX D: 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)

N/A

## ANNEX E: CONSULTANTS TO BE HIRED FOR THE PROJECT USING GEF/LDCF/SCCF RESOURCES

The table below specifies the technical assistance consultancies planned for the proposed LDCF project.

<i>Position titles</i>	<i>US\$ per person week</i>	<i>Estimated person weeks</i>	<i>Tasks to be performed</i>
International consultants	2,250	744.4	<p>The International consultants will assist with the development of guidelines, technical manuals, and information and other material. They will provide direct support to participating countries, as well as facilitating training events and thematic workshops. The International consultants will also be responsible for setting up and maintaining the web platform and disseminating information, as appropriate.</p> <p>Furthermore, the International consultants will assist the project staff in providing participating countries with support for the development of NAP papers, the facilitation of stakeholder and other meetings, and in the promotion of awareness and dissemination of lessons and experiences.</p>

## ANNEX F: DETAILED GEF BUDGET

<b>Project title:</b>		Building capacity for LDCs to participate effectively in intergovernmental climate change processes										
<b>Project number:</b>		UNDP: 5318 UNEP: 1215										
<b>Project executing partner:</b>		UNEP, UNDP										
<b>Project implementation period:</b>			<b>Expenditure by project component/activity</b>						<b>Expenditure by calendar year<sup>28</sup></b>			
<b>From</b>	Jul-14											
<b>To:</b>	December 2016											
<b>UNEP Budget Line</b>		<b>Outcome 1</b>	<b>Outcome 2</b>	<b>Outcome 3</b>	<b>PM</b>	<b>M&amp;E</b>	<b>Total</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>	<b>Notes</b>
<b>10</b>	<b>PERSONNEL COMPONENT</b>											
11001100	<b>Project personnel</b>											
	1101	UNEP Technical Specialist (P3/P4)	0	185 000	185 000	80 000	0	<b>450 000</b>	180 000	180 000	90 000	<b>450 000</b> <b>a</b>
	<b>1199</b>	<b>Sub-total</b>		<b>185 000</b>	<b>185 000</b>	<b>80 000</b>	<b>0</b>	<b>450 000</b>	<b>180 000</b>	<b>180 000</b>	<b>90 000</b>	<b>450 000</b>
1200	<b>Consultants</b>											
	1201	International consultants	677 000	785 000	141 000	72 000	0	<b>1 675 000</b>	558 242	802 484	314 274	<b>1 675 000</b> <b>b</b>
	1202	National consultants	40 000	0	48 000	55 000	0	<b>143 000</b>	25 000	64 000	54 000	<b>143 000</b>
	<b>1299</b>	<b>Sub-total</b>	<b>717 000</b>	<b>785 000</b>	<b>189 000</b>	<b>127 000</b>	<b>0</b>	<b>1 818 000</b>	<b>583 242</b>	<b>866 484</b>	<b>368 274</b>	<b>1 818 000</b>
1300	<b>Administrative support</b>											

<sup>28</sup> Please note that as this is a 30 month project, expenditure in Year 3 represents only the final 6 months of the project.  
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	<b>1301</b>	Project Administrative Assistant	0	111 818	111 818	26 364	0	<b>250 000</b>	100 000	100 000	50 000	<b>250 000</b>	c
	<b>1399</b>	<b>Sub-total</b>		<b>111 818</b>	<b>111 818</b>	<b>26 364</b>	<b>0</b>	<b>250 000</b>	<b>100 000</b>	<b>100 000</b>	<b>50 000</b>	<b>250 000</b>	
1600		<b>Travel on official business</b>											
	1601	Travel on official business	60 000	0	30 000	0	0	90 000	0	60 000	30 000	90 000	d
	<b>1699</b>	<b>Sub-total</b>	<b>60 000</b>	<b>0</b>	<b>30 000</b>	<b>0</b>	<b>0</b>	<b>90 000</b>	<b>0</b>	<b>60 000</b>	<b>30 000</b>	<b>90 000</b>	
	<b>1999</b>	<b>Component total</b>	<b>777 000</b>	<b>1 081 818</b>	<b>515 818</b>	<b>233 364</b>	<b>0</b>	<b>2 608 000</b>	<b>863 242</b>	<b>1 206 484</b>	<b>538 274</b>	<b>2 608 000</b>	
<b>30</b>	<b>TRAINING COMPONENT</b>												
<b>3200</b>		<b>Group training</b>											
	3201	Training	900 000	292 000	0	0	0	1 192 000	48 667	746 000	397 333	1 192 000	e
	<b>3299</b>	<b>Sub-total</b>	<b>900 000</b>	<b>292 000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1 192 000</b>	<b>48 667</b>	<b>746 000</b>	<b>397 333</b>	<b>1 192 000</b>	
<b>3300</b>		<b>Meetings/Conferences</b>											
	3301	Meetings/Conferences	0	0	35 000	0	0	35 000	0	20 000	15 000	35 000	f
	<b>3399</b>	<b>Sub-total</b>	<b>0</b>	<b>0</b>	<b>35 000</b>	<b>0</b>	<b>0</b>	<b>35 000</b>	<b>0</b>	<b>20 000</b>	<b>15 000</b>	<b>35 000</b>	
	<b>3999</b>	<b>Component total</b>	<b>900 000</b>	<b>292 000</b>	<b>35 000</b>	<b>0</b>	<b>0</b>	<b>1 227 000</b>	<b>48 667</b>	<b>766 000</b>	<b>412 333</b>	<b>1 227 000</b>	
<b>40</b>	<b>EQUIPMENT AND PREMISES COMPONENT</b>												
4200		<b>Non-expendable equipment</b>											
	4201	Office equipment	0	0	0	20 000	0	<b>20 000</b>	20 000	0	0	<b>20 000</b>	
	<b>4299</b>	<b>Sub-total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20000</b>	<b>0</b>	<b>20000</b>	<b>20000</b>	<b>0</b>	<b>0</b>	<b>20000</b>	
4300		<b>Office Rental</b>											



	4301	Office rent	0	0	0	60 000	0	60 000	20 000	20 000	20 000	60 000	
	4399	Sub-total	0	0	0	60 000	0	60 000	20 000	20 000	20 000	60 000	
	4999	Component total	0	0	0	80000	0	80000	40000	20000	20000	80000	
50	MISCELLANEOUS COMPONENT												
5300		Sundry											
	5301	Communications	10 000	0	15 000	0	0	25 000	0	13 000	12 000	25 000	g
	5302	Inception Workshop and Report	0	0	0	0	8000	8 000	8 000	0	0	8 000	
	5399	Sub-total	10 000	0	15 000	0	8 000	33 000	8 000	13 000	12 000	33 000	
5500		Evaluation											
	5501	Mid-term evaluation	0	0	0	0	30 000	30 000	0	30 000	0	30 000	h
	5502	Final evaluation and desk review	0	0	0	0	22 000	22 000	0	0	22 000	22 000	
	5599	Sub-total	0	0	0	0	52 000	52 000	0	30 000	22 000	52 000	
	5999	Component total	10 000	0	15 000	0	60 000	85 000	8 000	43 000	34 000	85 000	
99	GRAND TOTAL		1 687 000	1 373 818	565 818	313 364	60 000	4 000 000	959 909	2 035 484	1 004 607	4 000 000	

### Budget Notes (UNEP and UNDP)

a	The UNEP Technical Advisor (P3) will oversee, coordinate and provide technical input into the UNEP activities in the project. The TA will be paid \$180 000 per annum.
b	Cost of a UNDP technical specialist to lead programme @US\$200,000 pro-forma cost/year; International Consultants to develop materials including: i) handbooks, training courses, briefing notes and toolkits (1.1.1); ii) information briefs, brochures, training courses (1.2.1); iii) briefing notes (1.3.2); iii). International consultants will also: i) establish and facilitate a community of practice (1.3.1); and ii) establish communication networks (1.3.3). International consultants are required for developing a website with collated knowledge products (3.1.2) and communications (Activity 3.1.3). Cost of international consultant for technical advisory support: project management, final evaluation (M&E cost- \$15,000 in year 3). International consultants will: i) identify best-practice strategies (2.1.1; fees: 30 days at \$500; flights:2000; DSA: \$6,000); ii) identify national institutional and technical capacities of LDCs (2.1.2; 40 x 20 days at \$500; flights: \$35,000; DSA \$37,000); iii) develop e-learning courses (2.1.3; 40 days at \$500; flights \$2,000; DSA: \$8,000); iv) assess national institutional and technical capacities (2.2.1; 20 x 10 days at \$500; flights: \$35,000; DSA: \$37,000); v) undertake a stock-taking of existing resource materials (2.2.2; 30 days at \$500; flights: \$2,000; DSA: \$6,000); vi) update manuals and toolkits (2.2.3; 30 days at \$500; flights: \$2,000; DSA: \$6,000); vii) facilitate the development of tailored national mechanisms (2.2.4; 20 x 5 days at \$500; flights: \$2,000; DSA: \$2,000); viii) facilitate knowledge exchange (3.1.4; 10 days at \$500; flights: \$2,000; DSA: \$2,000); and ix) develop a funding mechanism (3.1.5; 20 days at \$500; flights: \$2,000; DSA: \$10,000).
c	Cost of national consultants to support organization and training of LDC participants (1.1.2). National consultants are required for translating knowledge products into (up to) 12 relevant national languages across LDCs (3.1.1). National consultants: project execution, monitoring and evaluation (\$5000 in year 1 for inception activities).

d	The UNEP administrative assistant will earn \$100,000 per annum.
e	Cost of travel for UNDP international consultants and resource people for regional trainings (1.1.2). This also includes travel for the Technical Advisor and Administrative assistant will need to travel. In addition, for activity 3.1.4 travel will be required to facilitate knowledge sharing. Travel will be for attending meetings and bringing priority stakeholders together to enable knowledge sharing.
f	3 sets of 4 regional workshops: 1 set of workshops at \$300,000 (Activities 1.1.2 and 1.2.2). Training will be conducted to achieve Activities 2.1.4, 2.1.5, 2.2.4. This includes: i) 4 e-Learning courses on interpreting decisions made at COP and disseminating resultant information to the appropriate sectors (48 people x 4 courses x \$1,000 = \$192,000); ii) supporting at least 20 LDCs - at the regional workshops - to develop tailored national strategies for formulating national climate change positions, interpreting decisions and disseminating relevant information (20 x \$2,500 = \$50,000); and iii) training in international best-practice for developing mechanisms for collecting, analysing, disseminating and archiving climate change data (20 x \$2,500 = \$50,000).
g	Meetings will be held to facilitate knowledge exchange (3.1.4).
h	Office and general running costs of the project including equipment (laptop, printer, printing costs) and rental of office space.
i	Printing of training and resource materials (1.1.1, 1.2.1). Some translated knowledge products should be printed (Activity 3.1.1). There will be communication costs required to facilitate knowledge exchange (3.1.4).
j	A Mid-term evaluation and final evaluation will be conducted and paid for by UNEP.

### Co-financing by Source and budget lines

Project title:			Building capacity for LDCs to participate effectively in intergovernmental climate change processes										
Project number:			UNDP: 5318										
			UNEP: 1215										
Project executing partner:			UNEP, UNDP										
Project implementation period:			Expenditure by co-financing initiative										
From	July 2014		GEF	UNEP-NIE Direct Access Project	UNEP- APAN/ AAKNET	UNEP- CTCN	UNDP- KICG	UNITAR's e-Learning course Climate Change Diplomacy	UNITAR's One UN Training Service Platform on Climate Change	UNEP/U NDP GCF	UNDP ALM	TOTAL	
To:	December 2016												
UNEP Budget Line			Grant	Grant	Grant	Grant	In-kind	In-kind	In-kind	In-kind	In-kind	Grant	In-kind
10	PERSONNEL COMPONENT												
1100		Project personnel											
	1101	UNEP Technical Specialist (P3/P4)	450 000									450 000	0
	1199	Sub-total	450 000	0	0	0	0	0	0	0	0	450 000	0
1200		Consultants											
	1201	International consultants	1 675 000	150 000	200 000	500 000	50000		300 000	5 000 000	50 000	2 525 000	5 400 000
	1202	National consultants	143 000			250 000	20000			1 438 380		393 000	1 458 380

	1299	Sub-total	1 818 000	150 000	200 000	750 000	70000	0	300000	6438380	50000	2 918 000	6 858 380
	1300	Administrative support											
	1301	Project Administrative Assistant	250 000									250 000	0
	1399	Sub-total	250 000	0	0	0	0	0	0	0	0	250 000	0
1600		Travel on official business											
	1601	Travel on official business	90 000		80 000	150000				200 000		320 000	200 000
	1699	Sub-total	90 000	0	80 000	150 000	0	0	0	200 000	0	320 000	200 000
	1999	Component total	2 608 000	150 000	280 000	900 000	70 000	0	300 000	6 638 380	50 000	3 938 000	7 058 380
30	TRAINING COMPONENT												
	3200	Group training											
	3201	Training	1 192 000	150 000		100000	50000	54 000	600 000	4 000 000	100 000	1 442 000	4 804 000
	3299	Sub-total	1 192 000	150 000	0	100 000	50 000	54 000	600 000	4 000 000	100 000	1 442 000	4 804 000
	3300	Meetings/Conferences											
	3301	Meetings/Conferences	35 000		400 000					3 000 000	50 000	435 000	3 050 000
	3399	Sub-total	35 000	0	400 000	0	0	0	0	3000000	50000	435 000	3 050 000
	3999	Component total	1 227 000	150 000	400 000	100 000	50 000	54 000	600 000	7 000 000	150 000	1 877 000	7 854 000
40	EQUIPMENT AND PREMISES COMPONENT												
	4200	Non-expendable equipment											
	4201	Office equipment	20 000									20 000	0
	4299	Sub-total	20 000	0	0	0	0	0	0	0	0	20 000	0
	4300	Office Rental											
	4301	Office rent	60 000									60 000	0
	4399	Sub-total	60 000									60 000	0
	4999	Component total	80 000	0	0	0	0	0	0	0	0	80 000	0
50	MISCELLANEOUS COMPONENT												
	5300	Sundry											
	5301	Communications	25 000						100000	200 000		25 000	300 000
	5302	Inception Workshop and Report	8 000		20000					20000		28 000	20 000
	5399	Sub-total	33 000	0	20 000	0	0	0	100 000	220 000	0	53 000	320 000

5500		<b>Evaluation</b>											
	5501	Mid-term evaluation	30 000									30 000	0
	5502	Final evaluation and desk review	22 000									22 000	0
	5599	<b>Sub-total</b>	<b>52 000</b>									<b>52 000</b>	<b>0</b>
	5999	<b>Component total</b>	<b>85 000</b>	<b>0</b>	<b>20 000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100 000</b>	<b>220 000</b>	<b>0</b>	<b>105 000</b>	<b>320 000</b>
99	<b>GRAND TOTAL</b>		<b>4 000 000</b>	<b>300 000</b>	<b>700 000</b>	<b>1 000 000</b>	<b>120 000</b>	<b>54 000</b>	<b>1 000 000</b>	<b>13 858 380</b>	<b>200 000</b>	<b>6 000 000</b>	<b>15 232 380</b>

## ANNEX G: MONITORING AND EVALUATION BUDGET AND WORKPLAN

Outcome	Output	Activity	Annual breakdown		
			Year 1	Year 2	Year 3
Outcome 1	Output 1.1	1.1.1 Revise/develop training materials on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.			
		1.1.2 Convene regional training workshops to strengthen the skills of LDC negotiators to effectively participate in intergovernmental climate change negotiations.			
	Output 1.2	1.2.1 Develop and/or update technical training materials, relevant to selected negotiation topics, on the latest available information on climate change science, technology and finance.			
		1.2.2 Train senior negotiators on the latest available information on climate change science, technology and finance at the regional training workshops convened under Output 1.1.			
	Output 1.3	1.3.1 Coordinate a community of practice to support LDCs to formulate negotiating positions as well as to interpret and respond to negotiation outcomes.			
		1.3.2 Through the community of practice established in Activity 1.3.1, develop briefing notes on each agenda item prior to, and after, COP and SBI/SBSTA meetings.			
		1.3.3 Establish communication networks between the community of practice and relevant national institutions in each LDC.			
	Output 1.4	1.4.1 Identify good practices from other multilateral agreements/conventions to inform the long-term operational strategy for the LDC Group.			
		1.4.2 Facilitate group discussions, at the regional training workshops or other relevant platforms, to formulate a long-term operational strategy for the LDC Group.			
Outcome 2	Output 2.1	2.1.1 Identify good practices and effective national strategies within LDCs– pertaining to national institutional arrangements and coordination mechanisms in particular – for formulating national positions on climate change negotiations.			
		2.1.2 Identify national institutional and technical capacities of individual LDCs required to: i) interpret decisions made at intergovernmental climate change negotiations; and ii) disseminate the resultant information to the appropriate sectors at a national level.			
		2.1.3: Develop e-Learning courses that provide technical staff with training on interpreting decisions made at COP and disseminating the resultant information to the appropriate sectors.			
		2.1.4: Conduct e-Learning courses bi-annually.			

		2.1.5: Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national strategies for: i) formulating national climate change positions; ii) interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate sectors at a national level.			
	Output 2.2	2.2.1 Identify national institutional and technical capacities required to collect, analyse, interpret and archive climate change information to facilitate reporting under the UNFCCC.			
		2.2.2: Undertake a stocktaking of existing manuals, toolkits, and other resource materials for collection, analysis, dissemination and archiving of climate change data and information.			
		2.2.3 Based on gaps identified through the stocktaking, develop and/or update manuals and toolkits – based on international best practice – on the collection, analysis, dissemination and archiving of information to facilitate reporting under the UNFCCC.			
		2.2.4: Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national mechanisms for collecting, analysing, disseminating and archiving climate change data.			
Outcome 3	Output 3.1	3.1.1 Translate the knowledge products – including best-practice manuals, training materials and toolkits – developed in Outcomes 1 and 2 into the official languages of LDCs, as appropriate/necessary.			
		3.1.2 Collate knowledge products developed under the project, together with relevant existing knowledge products and resources, and them into web-based knowledge platforms and other delivery mechanisms.			
		3.1.3 Present the knowledge generated and experiences gained through the regional training workshops and e-Learning courses in an existing newsletter.			
	Output 3.2	3.2.1 Disseminate knowledge on climate change negotiations and reporting according to UNFCCC requirements on existing knowledge networks.			
		Activity 3.2.2: Develop a funding mechanism/strategy to sustain these knowledge platforms beyond the implementation phase of the project.			

See Section C for the Monitoring and Evaluation budget.

## ANNEX H: PROJECT IMPLEMENTATION ARRANGEMENTS

UNDP and UNEP will be the GEF Implementing Agencies (IAs) for the proposed LDCF project. The oversight services that UNDP and UNEP will provide as GEF IAs throughout the formulation and implementation of this project is outlined in Appendix 17.

Linkages will be made to on-going UNDP, UNEP, and other projects and programmes, including those highlighted in Appendix 17. The project will work with UNEP Regional Offices for Africa and Asia Pacific in order to develop trainings and e-Learning courses. The Regional Office can identify potential additional training programmes for negotiators that may be starting up or are in development, in order to ensure they are not duplicating activities within this project and can be partnered with. This will ensure that synergies are maximised and value-added use is made of the resources provided to this initiative. While the focus of this support mechanism is on building capacity for LDCs to participate in intergovernmental climate change processes, it will also build on and complement regional platforms and networks for collating and disseminating lessons learned from the NAP process. For example, the Global Adaptation Network (GAN) – facilitated by UNEP – links extant adaptation networks and knowledge platforms to improve the availability and accessibility of information concerning climate change adaptation. Under the auspices of GAN, the Africa Adaptation Knowledge Network (AAKNet) and Asia-Pacific Adaptation Network (APAN) form regional platforms for the sharing of information and knowledge on climate change adaptation. The proposed support mechanism will complement the work of AAKNet and APAN, enabling lessons learned from medium- to long-term adaptation planning at the national, sectoral and local levels to be shared through regional networks.

Outcome 1 (Capacity of LDCs to participate effectively in intergovernmental climate change processes strengthened) and Outcome 3/Output 3.1 (Knowledge products generated through the project are translated and available on an appropriate knowledge platform) will be overseen by UNDP.<sup>29</sup> Outcome 2 (Institutional capacity of LDCs to manage climate change in a sustainable and effective manner is enhanced and their capacity to report on climate change under the UNFCCC obligations is strengthened.) and Outcome 3/Output 3.2 (Strategy to sustain knowledge generated by the project including through South-South cooperation) will be overseen by UNEP.

Outcome 1 and Outcome 3/Output 3.1 will be executed under UNDP's Direct Implementation Modality (DIM). UNDP's Asia Pacific Regional Centre (APRC) will function as the responsible party for services related to recruitment of project staff and consultants, travel, sub-contracting, and organisation of regional workshops. The costs of UNDP-APRC services will be borne by the Project Management Cost budget. UNDP/GEF will delegate spending authority to APRC and the budget will be set up by UNDP/GEF. UNDP/GEF will approve the budget, and UNDP-APRC can spend within the approved spending limits. The UNDP-GEF Task Manager will oversee the project while a Technical Specialist will be recruited to undertake day-to-day management.

Outcome 2 and Outcome 3/Output 3.2 will be executed under UNEP DEPI in collaboration with relevant UNEP divisions, who will be a responsible party for services related to recruitment of project staff and consultants, travel, sub-contracting, and organisation of regional workshops. The costs of UNEP DEPI execution services will be borne from the Project Management Cost budget. UNEP GEF will delegate spending authority to DEPI through annual sub-allotments and UNEP-GEF CCAU will set up the budget. UNEP-GEF Climate Change Adaptation Unit will approve the budget that UNEP DEPI can spend within the approved spending limits. The project will be overseen by a UNEP GEF Task Manager while day-to-day management will be undertaken by a Technical Specialist who will be recruited and paid for by project.

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<sup>29</sup> Note: UNEP will provide oversight of Outcome 2 (Institutional capacity of LDCs to manage climate change in a sustainable and effective manner is enhanced and their capacity to report on climate change under the UNFCCC obligations is strengthened), and Outcome 3/Output 3.2 (Strategy to sustain knowledge generated by the project including through South-South cooperation).

These management arrangements reflect the model through which UNEP-UNDP Global Support Programmes namely the NAP GSP are being implemented under. This GSP is one of a group of three GSPs<sup>30</sup> that UNEP-UNDP will be jointly implementing with the support of a number of collaborative partners.

**Project Board:** There will be a single Project Board (PB) for the UNEP and UNDP administered LDCF resources. The PB will be the strategic decision-making body of the project. It will provide overall guidance and direction to the project and be responsible, when high-level strategic guidance is required, for making decisions on a consensus basis. This will include the approval of major revisions in project strategy or implementation approach. The PB will meet once per year, within the margins of UNFCCC events and/or LEG events and/or virtually, and will consist of:

Co-chairs:

- i) one representative from UNDP
- ii) one representative from UNEP

Additional members of the Board:

- iii) one representative from the UNFCCC Secretariat
- iv) one representative from the LEG
- v) the LDC Group Chair
- vi) two representatives from countries supported by the initiative (selected by UNFCCC Secretariat and the LEG) – representing the beneficiary LDC negotiators

Other relevant stakeholders may participate in meetings as observers as needed, or upon approval by the Board, as Board members. The PB will review progress towards project implementation at regular intervals (but at least annually), or as required, at the request of the Technical Specialist. The PB will also approve the annual work plan prepared by the Technical Specialist, with the assistance of the Technical Support Unit. The annual work plan will be the instrument of authorisation through which the Technical Specialist and his/her team will deliver results. Additional functions of the PB are to: i) ensure that LDCF resources are committed exclusively to activities that relate to the achievement of approved project objectives and outcomes, and in line with approved annual work plans; ii) arbitrate significant conflicts within the project; and iii) negotiate a solution to major problems that may arise between the project and external bodies. To secure ultimate accountability for project results, PB decisions will be made in accordance to standards that shall support management for development results, best value for money, fairness, integrity, transparency and effective international competition. PB members and their associated travel expenses are not funded through this project. As far as possible, PB meetings will be coordinated with the regularly planned LEG meetings that are scheduled 2-3 times a year. The PB is expected to interact with the various UNFCCC processes including the LEG, UNFCCC secretariat, and CoPs.

**Responsible Parties:** Other organisations that are involved in this initiative as potential UNDP designated Responsible Parties and/or collaborative partners will work closely with the Technical Support Unit (TSU) to implement activities and deliver outputs that are under their mandate in accordance with the Stakeholder Involvement Plan. This plan will be finalised in the project's inception phase and aligned with the project's first annual work plan. Whenever possible, Responsible Parties will assume responsibility for the delivery of project Outputs based on agreed Terms of Reference. The TSU will facilitate the selection of an appropriate Responsible Party for the relevant Outputs and Outcomes.

**Technical Support Unit:** UNDP and UNEP will provide separate office space for the project staff (UNEP in Nairobi, UNDP in Bangkok), the costs of which will be borne by the project. The technical staff of this project will include a:

- i) Technical Specialist – UNDP (TOR in Appendix 12);
- ii) Senior Technical Specialist (50% time) – UNDP (TOR in Appendix 12);
- iii) Technical Specialist – UNEP (TOR in Appendix 12); and

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<sup>30</sup> additional GSPs are: i) NAP-GSP: "Assisting Least Developed Countries with country-driven processes to advance National Adaptation Plans" and ii) non-LDC NAPs: "Assisting non- LDC developing countries with country-driven processes to advance National Adaptation Plans"

GEF5 CEO Endorsement Template-February 2013.doc



iv) Project Assistant – UNEP.

**Project Support:** The Project Support role provides administrative support to the Technical Support Unit. For this purpose, one Project Assistant will be recruited by the project (TOR in Appendix 12).

**Project Assurance:** UNEP GEF and UNDP-GEF will provide technical oversight services for this project. UNEP and UNDP will ensure that project monitoring and evaluation run according to an agreed schedule, and in line with UNEP/UNDP and GEF requirements. This is further described in Section 6.

## **ANNEX I: KEY DELIVERABLE AND BENCHMARKS**

See Annex 1 (Results Framework) and Annex G (Monitoring and Evaluation budget and workplan).

## ANNEX J: TRACKING TOOLS

The outcomes, indicators, target at CEO Approval and baselines from the **Climate Change Adaptation - LDCE/SCCF Adaptation Monitoring and Assessment Tool (AMAT)** are shown below.

Outcome and Output Indicators	Metric	Target at CEO Approval		Baseline	
Objective 2: Increase adaptive capacity to respond to the impacts of climate change, including variability, at local, national, regional and global level					
Outcome 2.1: Increased knowledge and understanding of climate variability and change-induced risks at country level in targeted vulnerable areas					
Indicator 2.1.1 Relevant risk information disseminated to stakeholders	Yes=1, No=0	1		0	
Output 2.1.2: Systems in place to disseminate timely risk information					
Indicator 2.1.2.1 Type and No. of monitoring systems in place	Number and type of monitoring systems	Number	Type	Number	Type
		At least 20.	National systems for collecting, analysing, disseminating and archiving climate change data.	0	National systems for collecting, analysing, disseminating and archiving climate change data.

**ANNEX K: OFP ENDORSEMENT LETTER**

**N/A**

## ANNEX L: COFINANCING COMMITMENT LETTERS FROM PROJECT PARTNERS



**unitar**

United Nations Institute for Training and Research

AM/am/14/251

Geneva, 25 March 2014

Dear Dr. Ishii,

I write in connection with UNITAR's co-financing commitment to LDCF project: "Building capacity for LDCs to participate effectively in intergovernmental climate change processes".

The United Nations Institute for Training and Research (UNITAR) is pleased to confirm a total of US\$1,054,000 as baseline co-financing to support the "Building capacity for LDCs to participate effectively in intergovernmental climate change processes" project to meet its GEF/LDCF project objectives. The co-financing is committed through two UNITAR supported programmes, as detailed below.

**Climate Change Diplomacy: Negotiating Effectively under the UNFCCC** develops participants' understanding of the international climate change policy framework, by building an appreciation of the science, causes and impacts of climate change, the history of the policy making process and the UNFCCC framework. It considers pertinent challenges currently facing diplomats and international decision makers in making progress with what is currently on the negotiating table. It takes a close look at the negotiations to-date and considers hot topics for negotiators as we move towards establishing a new global agreement on climate change by 2015.

**One UN Training Service Platform on CC (UN CC:Learn)** supports member States, UN Agencies and other development partners in designing and implementing results-oriented and sustainable learning to address climate change. This initiative is well aligned with and supportive of the proposed project, in particular the second component which will strengthen national systems/institutions for climate change in LDCs.

*Dr. Naoko Ishii*  
*CEO & Chairperson*  
*Global Environment Facility*  
*1818 H Street, NW*  
*Washington DC 20433, USA*  
*Email: [nishii@thegef.org](mailto:nishii@thegef.org)*

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Institut des Nations Unies pour la formation et la recherche  
Instituto de las Naciones Unidas para Formación Profesional e Investigaciones



21 March 2014

Dear Dr. Ishii,

**Subject: Building capacity for LDCs to participate effectively in intergovernmental climate change processes.**

UNDP is pleased to confirm USD \$120,000 as baseline co-financing to support the “Building capacity for LDCs to participate effectively in intergovernmental climate change processes” project to meet its GEF/LDCF project objectives.

The co-financing is committed through the capacity-building initiatives of UNDP’s Knowledge, Innovation, and Capacity Group (KICG). KICG’s capacity development approach focuses on strengthening institutions and systems, by working with government as well as other stakeholder groups, noting the increasing complexity of development challenges and the need for a diverse range of actors, interest groups and indeed sectors to collaborate effectively in order to overcome challenges. KICG’s work is relevant to this LDCF project given its focus on: i) strengthening the capacities of national institutions and coordination mechanisms within LDCs which underpin engagement with UNFCCC processes; ii) strengthening capacities of LDC negotiators; and iii) putting in place appropriate knowledge sharing systems. KICG initiatives that are relevant to this LDCF project include the framework methodologies and tools on Capacity Development, Capacity Assessment, and Capacity Measurement, as well as service offerings on Collaborative Capacities and Adaptive Capacities. KICG has extensive experience applying these approaches with public sector institutions in LDCs, including those institutions mandated to address development issues related to environment, disaster risk reduction/management, and climate change.

The proposed LDCF project will build on these KICG initiatives by strengthening capacities of LDCs to participate in intergovernmental climate change processes.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'D. Bagai', is written over a horizontal line.

Ms. Dipa Bagai  
Capacity Development Team Leader  
Knowledge, Innovation and Capacity Group  
UNDP Asia-Pacific Regional Center

Dr. Naoko Ishii  
Chief Executive Officer and Chairperson  
Global Environment Facility  
1818 H Street, NW, MSN G6-602  
USD, Washington DC, 20433



*Empowered lives.  
Resilient nations.*

16 May, 2014

Dr. Naoko Ishii  
Chief Executive Officer and Chairperson  
Global Environment Facility  
1818 H Street, NW, MSN G6-602  
USD, Washington DC, 20433

**Subject: Co-financing letter for project "Building capacity for LDCs to participate effectively in intergovernmental climate change processes".**

Dear Dr. Ishii,

UNDP is pleased to confirm USD \$200,000 as baseline co-financing to support the "Building Capacity for LDCs to participate effectively in intergovernmental climate change processes" project to meet its GEF/LDCF project objectives.

UNDP, along with partners launched the "Adaptation Learning Mechanism" in 2007 in response to the climate change information gap and to address existing adaptation knowledge needs. UNDP is facilitating the ALM in close partnership with the UN Framework Convention on Climate Change (UNFCCC), UNEP, the World Bank and specialized UN agencies including FAO. The ALM represents a collaborative, global learning process, with leadership, facilitation and strong participation by Southern institutions. Seeking to provide stakeholders with a common platform for sharing and learning, the ALM bridges knowledge gaps by bringing relevant knowledge and stakeholders together to exchange information, experiences, and expertise. Additionally, the ALM is currently serving as a knowledge platform for the Global Support Programme on National Adaptation Plans for LDCs, implemented jointly by UNDP and UNEP and financed by LDCF.

304 East 45<sup>th</sup> Street, New York, NY 10017, USA, Tel: 1 212 906 5143, Fax: 1 212 906 6998 [www.undp.org](http://www.undp.org)

**United Nations Development Programme**

The proposed LDCF project will build on the significant results of the ALM in promoting South-South and North-South knowledge exchange and cooperation, by promoting the sharing of knowledge on climate change negotiations and integrating climate change into development planning and reporting, according to UNFCCC requirements.

Yours sincerely,



Adriana Dinu  
Executive Coordinator and Director a.i.  
UNDP - Global Environment Facility

304 East 45<sup>th</sup> Street, New York, NY 10017, USA, Tel: 1 212 906 5143, Fax: 1 212 906 6998 [www.undp.org](http://www.undp.org)





*Empowered lives.  
Resilient nations.*

16 May, 2014

Dr. Naoko Ishii  
Chief Executive Officer and Chairperson  
Global Environment Facility  
1818 H Street, NW, MSN G6-602  
USD, Washington DC, 20433

**Subject: Co-financing letter for project "Building capacity for LDCs to participate effectively in intergovernmental climate change processes".**

Dear Dr. Ishii,

UNDP is pleased to confirm USD \$11,858,380 as baseline co-financing to support the **"Building Capacity for LDCs to participate effectively in intergovernmental climate change processes"** project to meet its GEF/LDCF project objectives.

The co-financing is committed from The Green Climate Fund (GCF) Readiness Programme, which is currently in inception phase (with a total budget of Euro 10 million, split among UNDP, UNEP and WRI). This programme provides needs-oriented support to countries for accessing the GCF once it is fully operational. It is implemented by UNDP, UNEP, WRI and the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU). Specifically, this programme is undertaking: i) specific capacity building programmes in 6 target countries; ii) the development of national project pipelines on the basis of existing and potential specific national plans and policies; and iii) the development of in-country monitoring tracking systems for climate finance and its effectiveness, together with feeding back shortcomings identified with GCF processes to support the work of the GCF board.

**United Nations Development Programme**

The proposed LDCF project will build on this initiative by strengthening national capacities to: i) support integration of climate change into development planning; and ii) participate in intergovernmental climate change processes, including reporting to UNFCCC and accessing funding for climate change mitigation and adaptation.

Yours Sincerely,



Adriana Dinu  
Executive Coordinator and Director a.i.  
UNDP - Global Environment Facility

304 East 45<sup>th</sup> Street, New York, NY 10017, USA, Tel: 1 212 906 5143, Fax: 1 212 906 6998 [www.undp.org](http://www.undp.org)



## UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement    Programa de las Naciones Unidas para el Medio Ambiente  
Программа Организации Объединенных Наций по окружающей среде    برنامج الأمم المتحدة للبيئة  
联合国环境规划署



Reference : DEPI/GEFCCAUC

22 April 2014

Dear Dr. Ishii,

**Subject: UNEP co-financing commitment to the LDCF project *"Building capacity for LDCs to participate effectively in intergovernmental climate change processes."***

UNEP helps developing countries to reduce vulnerabilities and build resilience to the impacts of climate change. UNEP builds and strengthens national institutional capacities for vulnerability assessment and adaptation planning, and supports national efforts to integrate climate change adaptation measures into development planning and ecosystem management practices. The project entitled *"Building capacity for LDCs to participate effectively in intergovernmental climate change processes"* is built upon and contributes to the on-going projects and programs implemented by UNEP. More specifically, it will be aligned and build upon and provide mutual benefits to the following ongoing initiatives:

- UNEP regional networks **Asia Pacific Adaptation Network (APAN)** and **Africa Adaptation Knowledge Network (AAKNet)** apply knowledge and technology to support climate change adaptation. These two regional networks are hosted under UNEP to coordinate and facilitate the exchange of climate change information. This includes: i) improving collaboration for innovation; ii) collating knowledge in tailored packages; iii) supporting strategic planning and policy processes; and iv) building capacity for climate change adaptation. The proposed LDCF project will build on these initiatives by promoting the sharing of knowledge on climate change negotiations, integrating climate change into development planning and reporting according to UNFCCC requirements among LDCs and non-LDCs.
- The **UNEP National Implementing Entity (NIE) Direct Access Support Programme** aims to strengthen developing countries' institutional and financial capacity of their NIE towards accreditation to the Adaptation Fund and other international climate funds for direct access. The project provides support on identification of key capacities that already exist and additional capacities that may be needed of an appropriate entity; as well as on supporting the entities to prepare a capacity development strategy to address those gaps (these may include capacities for financial management, procurement, monitoring and evaluation).

Dr. Naoko Ishii  
CEO & Chairperson  
Global Environment Facility  
1818 H Street, NW, Washington DC 20433, USA  
Email: nishii@thegef.org

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DIVISION OF ENVIRONMENTAL POLICY IMPLEMENTATION (DEPI)

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## UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement      Programa de las Naciones Unidas para el Medio Ambiente  
Программа Организации Объединенных Наций по окружающей среде      برنامج الأمم المتحدة للبيئة

联合国环境规划署



UNEP further provides support services to NIEs in preparing an application for accreditation and technical assistance in developing adaptation project proposals under the direct access modality. The LDCF project will help advance this capacity building initiative through the setting up or strengthening of new national institutional mechanisms for climate change in LDC countries.

- The **Climate Technology Centre and Network (CTCN)** is the operational component of the UNFCCC Technology Mechanism, hosted and managed by UNEP in collaboration with UNIDO with the support of 11 Centres of Excellence located in developing and developed countries, was set up to stimulate technology cooperation and enhance the development and transfer of technologies to developing country parties at their request. The CTCN provides an outlet for technical assistance, information and knowledge sharing, and networking and collaboration. The center has started its operations in mid-2013, following the Doha CoP's decision and UNEP's Governing Council of 2013. The proposed LDCF project will build on this initiative by facilitating the exchange of the state-of-the-art information on climate change technology to support integration of climate change into development.

Please find below the budgets for these UNEP supported / led projects which the LDCF project will benefit from.

Project/ Network	Budget (US \$)	Duration	Type of co- financing
APAN	500,000	2014-2015	Grant
AAKNET	200,000	2014-2015	Grant
UNEP NIE	300,000	2014-2016	Grant
Direct Access Project			
CTCN	1,000,000	2014-2015	Grant
<b>Total</b>	<b>2,000,000</b>		

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This letter serves to confirm UNEP's commitment of **USD 2,000,000** to the above-mentioned GEF LDCF project to provide co-financing through the projects detailed here for the amounts outlined in the table.

We look forward to your continued cooperation.

Yours sincerely,

Keith Alverson

Coordinator, Climate Change Adaptation & Terrestrial Ecosystem Branch

---

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## ANNEX M: ENVIRONMENTAL AND SOCIAL SAFEGUARDS CHECKLIST

As part of the GEF's evolving Fiduciary Standards, implementing agencies have to address "Environmental and Social Safeguards". The checklist was developed with the following steps as guidance:

- STEP 1: Initially assess E&S Safeguards as part of PIF development. The checklist is to be submitted for the PRC.
- STEP 2: Checklist is reviewed during the PPG phase and updated as required.
- STEP 3: Final checklist submitted for PRC showing which activities are being undertaken to address issues identified.

<b>Project Title:</b>	<b>Building capacity for LDCs to participate effectively in intergovernmental climate change processes</b>		
<b>GEF project ID and UNEP ID/IMIS Number</b>	UNDP: 5318 UNEP: 1215	<b>Version of checklist</b>	Two
<b>Project status (preparation, implementation, MTE/MTR, TE)</b>	Under preparation	<b>Date of this version:</b>	April 2014
<b>Checklist prepared by (Name, Title, and Institution)</b>	Nina Raasakka, Task Manager, GEF CCAU, DEPI UNEP.		

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

### Section A: Project location

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

	Yes/No/N.A.	Comment/explanation
- Is the project area in or close to -		
- densely populated area	N/A	The proposed LDCF project is a global support programme that will strengthen the capacities of LDCs. As such there are no on-the-ground interventions related to a project location. The responses to this section are therefore all "N/A".
- cultural heritage site	N/A	
- protected area	N/A	
- wetland	N/A	
- mangrove	N/A	
- estuarine	N/A	
- buffer zone of protected area	N/A	
- special area for protection of biodiversity	N/A	
- Will project require temporary or permanent support facilities?	N/A	
<i>If the project is anticipated to impact any of the above areas an Environmental Survey will be needed to determine if the project is in conflict with the protection of the area or if it will cause significant disturbance to the area.</i>		

### Section B: Environmental impacts, i.e.

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

	Yes/No/N.A.	Comment/explanation
- Are ecosystems related to project fragile or degraded?	N/A	No specific ecosystems are related to the project.
- Will the project cause any loss of precious	No	No permanent infrastructure will be

ecology, ecological, and economic functions due to construction of infrastructure?		constructed for the project.
- Will project cause impairment of ecological opportunities?	N/A	
- Will project cause increase in peak and flood flows? (including from temporary or permanent waste waters)	N/A	
- Will project cause air, soil or water pollution?	N/A	
- Will project cause soil erosion and siltation?	N/A	
- Will project cause increased waste production?	N/A	
- Will project cause Hazardous Waste production?	N/A	
- Will project cause threat to local ecosystems due to invasive species?	N/A	
- Will project cause Greenhouse Gas Emissions?	N/A	
- Other environmental issues, e.g. noise and traffic	N/A	
<i>Only if it can be carefully justified that any negative impact from the project can be avoided or mitigated satisfactorily both in the short and long-term, can the project go ahead.</i>		

### Section C: Social impacts

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

	<i>Yes/No/N.A.</i>	<i>Comment/explanation</i>
- Does the project respect internationally proclaimed human rights including dignity, cultural property and uniqueness and rights of indigenous people?	Yes	The project will align with national policies, strategies and priorities in participating LDCs.
- Are property rights on resources such as land tenure recognized by the existing laws in affected countries?	N/A	
- Will the project cause social problems and conflicts related to land tenure and access to resources?	No	
- Does the project incorporate measures to allow affected stakeholders' information and consultation?	Yes	The proposed LDCF project is designed to, <i>inter alia</i> , strengthen the capacity of climate change negotiators. These stakeholders will benefit from training and additional institutional support.
- Will the project affect the state of the targeted country's (-ies') institutional context?	Yes	The project will focus on capacity building and knowledge sharing to promote effective participation in intergovernmental climate change processes and coordination of climate change efforts. Part of this includes training LDC negotiators, as well as strengthening national mechanisms and strategies for effective participation and disseminating information on good practices. Through these activities, the project will positively affect the countries' institutional frameworks for effective planning for, participation in and disseminating the outcomes of intergovernmental climate change processes and coordination of climate change efforts.
- Will the project cause change to beneficial uses of land or resources? (incl. loss of downstream beneficial	N/A	

uses (water supply or fisheries)?		
- Will the project cause technology or land use modification that may change present social and economic activities?	Yes	The proposed LDCF project includes a transfer of knowledge on science and technology for climate change mitigation and adaptation. This will be integrated into development planning – with associated positive effects on social and economic activities – and into reporting under the UNFCCC.
- Will the project cause dislocation or involuntary resettlement of people?	No	
- Will the project cause uncontrolled in-migration (short- and long-term) with opening of roads to areas and possible overloading of social infrastructure?	No	The project interventions do not entail any road or similar substantial infrastructure constructions.
- Will the project cause increased local or regional unemployment?	No	
- Does the project include measures to avoid forced or child labour?	N/A	
- Does the project include measures to ensure a safe and healthy working environment for workers employed as part of the project?	N/A	
- Will the project cause impairment of recreational opportunities?	N/A	
- Will the project cause impairment of indigenous people's livelihoods or belief systems?	No	
- Will the project cause disproportionate impact to women or other disadvantaged or vulnerable groups?	No	The proposed LDCF project will include a focus on gender equity and will promote gender-sensitivity during the implementation of project activities.
- Will the project involve and or be complicit in the alteration, damage or removal of any critical cultural heritage?	No	
- Does the project include measures to avoid corruption?	Yes	According to UNEP norms and guidelines.
<i>Only if it can be carefully justified that any negative impact from the project can be avoided or mitigated satisfactorily both in the short and long-term, can the project go ahead.</i>		

#### **Section D: Other considerations**

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

	<i>Yes/No/N.A.</i>	<i>Comment/explanation</i>
- Does national regulation in affected country (-ies) require EIA and/or ESIA for this type of activity?	N/A	The project's activities will not result in direct impacts on the environment.
- Is there national capacity to ensure a sound implementation of EIA and/or SIA requirements present in affected country (-ies)?	N/A	
- Is the project addressing issues, which are already addressed by other alternative approaches and projects?	Somewhat	The proposed LDCF project will be addressing priorities identified by the LDC work programme, except for those addressed by the NAPAs. Although some initiatives have addressed the capacity of LDC negotiators involved in UNFCCC climate change processes, this has been identified as a priority by the GEF, its Agencies and LDC Parties.
- Will the project components generate or contribute to cumulative or long-term environmental or social impacts?	Yes	The proposed LDCF project will strengthen the negotiating position of LDCs at UNFCCC processes, which will result in beneficial environmental and social impacts at a national level in all LDCs



		participating in the project.
- Is it possible to isolate the impact from this project to monitor E&S impact?	N/A	

## **ANNEX N: ACRONYMS AND ABBREVIATIONS**

<b>AAKNET</b>	<b>African Adaptation Knowledge Network</b>
<b>AGN</b>	<b>African Group of Negotiators</b>
<b>ALM</b>	<b>Adaptation Learning Mechanism</b>
<b>AMCEN</b>	<b>African Ministerial Conference on the Environment</b>
<b>APAN</b>	<b>Asia Pacific Adaptation Network</b>
<b>APR</b>	<b>Annual Project Review</b>
<b>AWP</b>	<b>Annual Work Plan</b>
<b>AYLG</b>	<b>Asia Young Leaders in Governance</b>
<b>BDP</b>	<b>Bureau of Development Policy</b>
<b>BURS</b>	<b>Biennial Update Reports</b>
<b>CBD</b>	<b>Convention on Biological Diversity</b>
<b>CDES</b>	<b>Capacity Development for Environmental Sustainability</b>
<b>CDNA</b>	<b>Capacity Development Needs Assessment</b>
<b>CDKN</b>	<b>Climate and Development Knowledge Network</b>
<b>CDM</b>	<b>Clean Development Mechanism</b>
<b>COP</b>	<b>Conference of the Parties</b>
<b>CPAP</b>	<b>Country Programme Action Plan</b>
<b>CTCN</b>	<b>Climate Technology Centre and Network</b>
<b>DELC</b>	<b>Division of Environmental Law</b>
<b>DEPI</b>	<b>Division of Environmental Policy Implementation</b>
<b>ecbi</b>	<b>European Capacity Building Initiative</b>
<b>ERBM</b>	<b>Enhanced Results Based Management</b>
<b>ERC</b>	<b>Evaluation Resource Centre</b>
<b>ESCOS</b>	<b>Energy Services Companies</b>
<b>GCF</b>	<b>Green Climate Fund</b>
<b>GEF</b>	<b>Global Environment Fund</b>
<b>GSP</b>	<b>Global Support Programme</b>
<b>ICCCAD</b>	<b>International Centre for Climate Change and Development</b>
<b>IIED</b>	<b>International Institute for Environment and Development</b>
<b>INC</b>	<b>Initial National Communication</b>
<b>KCIG</b>	<b>Knowledge, Innovation and Capacity Group</b>
<b>LDCF</b>	<b>Least Developed Countries Fund</b>
<b>LDCs</b>	<b>Least Developed Countries</b>
<b>LEG</b>	<b>Least Developed Countries Expert Group</b>
<b>M&amp;E</b>	<b>Monitoring and Evaluation</b>
<b>MDGs</b>	<b>Millennium Development Goals</b>
<b>MEA</b>	<b>multilateral environmental agreements</b>
<b>NAMAS</b>	<b>Nationally Appropriate Mitigation Actions</b>
<b>NAP</b>	<b>National Adaptation Plan</b>
<b>NAPA</b>	<b>National Adaptation Programme of Adaptation</b>
<b>NGO</b>	<b>Non-Governmental Organisation</b>
<b>NIE</b>	<b>National Implementing Entities</b>
<b>PB</b>	<b>Project Board</b>
<b>PIR</b>	<b>Project Implementation Reports</b>
<b>PPR</b>	<b>Project Progress Reports</b>
<b>REDD</b>	<b>Reducing Emissions from Deforestation and Forest Degradation</b>
<b>SB</b>	<b>Subsidiary Body</b>
<b>SCCF</b>	<b>Special Climate Change Fund</b>
<b>SOF</b>	<b>Source of Funding</b>

<b>SIDS</b>	<b>Small Island Developing States</b>
<b>SIP</b>	<b>Stakeholder Involvement Plan</b>
<b>STAP</b>	<b>Scientific Technical and Advisory Panel</b>
<b>TNA</b>	<b>Technology Needs Assessment</b>
<b>TOR</b>	<b>Terms of Reference</b>
<b>TS</b>	<b>Technical Specialist</b>
<b>TSU</b>	<b>Technical Support Unit</b>
<b>UNCCD</b>	<b>United Nations Convention to Combat Desertification</b>
<b>UNDP</b>	<b>United Nations Development Programme</b>
<b>UNEP</b>	<b>United Nations Environment Programme</b>
<b>UNFCCC</b>	<b>United Nations Framework Convention on Climate Change</b>
<b>UNITAR</b>	<b>United Nations Institute for Training and Research</b>
<b>UNOPS</b>	<b>United Nations Office for Project Services</b>
<b>WRI</b>	<b>World Resources Institute</b>

**United Nations Development Programme**  
**Country: Global**  
**PROJECT DOCUMENT**



**Project Title: Building capacity for LDCs to participate effectively in intergovernmental climate change processes**

**UNDAF Outcome(s):**

**UNDP Strategic Plan Primary Outcome:** Outcome 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.

**UNDP Strategic Plan Secondary Outcome:**

**Expected CP Outcome(s):**

- National capacities are strengthened to mainstream climate change policies into national development plans (BDP Outcome 62)
- Policies and institutional capacities at national and decentralised levels strengthened to realise low carbon and climate resilient human development
- Sustainable management of environment enhanced at decentralised levels to increase livelihoods resilience in a changing climate

**Expected CPAP Output (s):**

Institutional Plans developed to implement environmental management initiatives at decentralised levels that increase ecosystem benefits for sustainable livelihoods

**Executing Entity/Implementing Partner:** UNDP

**Implementing Entity/Responsible Partners:**

Programme Period:	30 Months	Total resources required	US \$17,232,380
Atlas Award ID:	00080985	Total allocated resources:	US \$2,000,000
Project ID:	00090465	GEF (LDCF)	US \$2,000,000
PIMS #	5319	<i>Co-financing:</i>	
Start date:	1 July 2014	UNITAR	US \$ 1,054,000
End Date	31 December 2016	UNDP	US \$ 12,178,380
Management Arrangements	DIM	UNEP	US \$ 2,000,000
PAC Meeting Date	Expected in July 2015	<i>Total Co-financing:</i>	US \$ 15,232,380

### **Brief Description**

The negative effects of climate change are constraining economic development of LDCs. Decisions made at the Conventions of the Parties of the United Nations Framework Convention on Climate Change (UNFCCC) – such as those related to finance, adaptation and mitigation technology – have major ramifications for LDC economies. To ensure that the interests of LDCs are adequately and fairly reflected in these ongoing processes, it is imperative that LDCs engage effectively in intergovernmental climate change negotiations, decision-making processes and implementation of the decisions made.

Currently, many international resolutions on climate change are decided and implemented without adequate participation from LDCs. This is largely a result of existing disparities and gaps in the capacity of LDCs to engage in and influence the outcomes of intergovernmental climate change negotiations. The capacity constraints include: i) weak national coordination mechanisms to support effective participation in the intergovernmental negotiations; ii) insufficient technical knowledge and language skills of climate change negotiators; iii) limited knowledge of topics being negotiated in intergovernmental climate change negotiations; and iv) uncoordinated and ad hoc transfer of knowledge, skills and lessons learned between all members of the LDC Group. Efforts to address these constraints have been inconsistent, and lessons learned have not been shared among the LDCs.

To address the disparities and gaps in capacity of LDCs to participate in intergovernmental climate change negotiations, there is a need for a coordinated approach to increase the negotiation skills and technical capacity of LDC negotiators and national institutions. This need was reflected in the LDC Work Programme, formulated in Marrakesh nearly a decade ago. Until now, this programme has not been operationalised with resources from the LDCF. In addition, there is a need to establish and strengthen national coordination mechanisms to facilitate improved knowledge sharing and communication between line ministries, socio-economic sectors, LDC negotiators and focal points.

This LDCF-financed project will: i) strengthen the technical capacity of LDCs to participate effectively in intergovernmental climate change negotiations; ii) strengthen the institutional capacity of LDCs to manage and communicate climate change data and information; and iii) collect and disseminate knowledge generated on intergovernmental climate change negotiation. This will be achieved by: i) enhancing the negotiation skills and technical knowledge of LDCs for intergovernmental climate change negotiation; ii) building on the existing capacity and expertise of well-capacitated LDC negotiators and delegations; iii) establishing and strengthening national coordination mechanisms to improve the communication of climate change-related information between line ministries, socio-economic sectors and other stakeholders; iv) translating and disseminating knowledge products on climate change negotiations through existing networks and climate change-related forums; and v) strengthening South-South and North-South cooperation and knowledge exchange.

---

Cleared by Adriana Dinu, Executive Coordinator and Director a.i, UNDP-GEF

Date/Month/Year

---

Agreed by Magdy Martínez-Solimán, Director, a.i. Bureau for Development Policy

Date/Month/Year

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## List of Acronyms

AAKNET	African Adaptation Knowledge Network
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COP	Conference of the Parties
CPAP	Country Programme Action Plan
CTCN	Climate Technology Centre and Network
DELC	Division of Environmental Law and Conventions
DEPI	Division of Environmental Policy Implementation
ecbi	European Capacity Building Initiative
ERBM	Enhanced Results Based Management
ERC	Evaluation Resource Centre
ESCOS	Energy Services Companies
GCF	Green Climate Fund
GEF	Global Environment Fund
GSP	Global Support Programme
IIED	International Institute for Environment and Development
INC	Initial National Communication
KCIG	Knowledge, Innovation and Capacity Group
LDCF	Least Developed Countries Fund
LDCs	Least Developed Countries
LEG	Least Developed Countries Expert Group
M&E	Monitoring and Evaluation
MDGs	Millennium Development Goals
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NAPA	National Adaptation Programme of Adaptation
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SOF	Source of Funding
SIDS	Small Island Developing States

SIP	Stakeholder Involvement Plan
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TOR	Terms of Reference
TS	Technical Specialist
TSU	Technical Support Unit
UNCCD	United Nations Convention to Combat Desertification
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
UNITAR	United Nations Institute for Training and Research
UNOPS	United Nations Office for Project Services
WRI	World Resources Institute



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## 1. Situation analysis

1. Currently, many international decisions on climate change policies are being made and implemented without adequate participation from LDCs. This is because LDC negotiators often have insufficient technical capacity and resources to effectively represent their countries in the UNFCCC processes. These problems are exacerbated by: i) the increasing pace of the UNFCCC negotiations; ii) the increasing number of topics, agendas and institutions being negotiated; and iii) insufficient institutional capacity of LDCs to follow these negotiations. To overcome these problems, LDCs need to establish and strengthen national coordination mechanisms to facilitate knowledge sharing between different ministries and individuals. They also need to facilitate the integration of climate change information into development planning. These efforts will allow LDCs to: i) participate more effectively in intergovernmental climate change negotiations; and ii) coordinate mitigation and adaptation efforts<sup>1</sup> at global, regional and national levels.

2. The need to strengthen national coordination mechanisms for climate change is identified in the LDC Work Programme, which was established during COP-7<sup>2</sup> in 2001. The work programme – developed through a broad, consultative process – identified six priority needs for LDCs. These are:

- strengthening existing – and, where needed, establishing – national climate change secretariats and/or focal points to enable the effective implementation of the UNFCCC and its Kyoto Protocol in LDCs;
- providing training – on an ongoing basis – in negotiating skills and language to develop the capacity of negotiators from LDCs to participate effectively in the climate change process;
- supporting the preparation and implementation of NAPAs;
- promoting public-awareness programmes to promote the dissemination of information on climate change issues;
- developing and transferring technology – particularly adaptation technology – in accordance with Decision 4/CP.7; and
- strengthening the capacity of meteorological and hydrological services to collect, analyse, interpret and disseminate weather and climate information to support the implementation of NAPAs.

3. Out of the six priority needs of the LDC work programme, LDCF resources were directed preferentially to the third point, i.e. supporting the preparation and implementation of NAPAs. Through the development of NAPAs, considerable progress has been made in terms of identifying and implementing the most urgent and immediate needs for adaptation. However, at COP-17 in 2011, it was recognised that sufficient progress on the remaining elements of the work programme – other than those under the third point – had yet to be realised, and that specific support was required to enable LDCs to participate more effectively in the UNFCCC<sup>3</sup> process. Subsequent COP guidance has requested the GEF, through the LDCF, to support the remaining elements of the LDC work programme (Decisions 5/CP.144 and 5/CP.165). To achieve this, the GEF Secretariat, in collaboration with LDC Parties and its Agencies, and in close coordination with Least Developed Country Expert Group (LEG), is implementing a Global Support Programme (GSP). This GSP will focus on addressing the shortfalls in institutional and technical capacity that prevent LDCs from assuming greater ownership of the implementation of the UNFCCC. It will also establish sustainable institutional arrangements for coordinating their

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<sup>1</sup> as described in GEF/LDCF.SCCF.13/Inf.05

<sup>2</sup> Decision 5/CP.7

<sup>3</sup> Decision 9/CP.17

adaptation and mitigation efforts. These consultations were translated into guidance from the GEF to its Agencies on how to address the shortfalls and abovementioned constraints for LDCs<sup>4</sup>. In response to the needs of LDCs, a GSP, subject to LDCF funding, is hereby designed by UNDP and UNEP to provide:

- support to national coordination mechanisms for climate change to enable the effective participation of LDCs in intergovernmental climate change negotiations; and
- access to – and support the application of – the best available information, science and technology to integrate climate change into development planning and facilitate reporting under the UNFCCC.

## 1.1. Climate change-induced problem

4. Presently, 48 countries worldwide are categorised as Least Developed based on their low gross national income, weak human assets and economic vulnerability. Of these Least Developed Countries (LDCs), 34 are located in Africa, 13 are in the Asia-Pacific region and one is in the Caribbean. All LDCs face severe socio-economic and environmental problems that threaten sustainable development. Problems faced include: i) financial constraints; ii) technical capacity constraints; iii) political instability; iv) regional conflicts; and v) ecosystem degradation. According to the IPCC's Fifth Assessment Report (AR5), the effects of climate change and variability – including increases in temperature, changes in precipitation patterns, sea level rise and increases in the frequency and intensity of extreme weather events – have exacerbated these problems. It is anticipated that future effects of climate change will further intensify the challenges facing LDCs. Given the above, climate change is likely to deprive large sections of populations living in LDCs of their livelihoods, increasing the likelihood that communities will remain in poverty.

5. The Parties to the UNFCCC<sup>5</sup> under Articles 4.8 and 4.9 acknowledge that LDCs are more vulnerable than other countries to the adverse effects of climate change. Other articles of the UNFCCC and relevant decisions – such as those related to finance, adaptation and mitigation technology – have considerable ramifications for the development of LDCs under climate change conditions. Therefore, the engagement of LDCs in intergovernmental climate change negotiations is of paramount importance and requires greater involvement of the LDCs in the UNFCCC processes, decision-making and implementation of decisions.

6. The **problem that this project seeks to address** is that most LDCs currently have insufficient capacity to engage in and implement the outcomes of intergovernmental climate change negotiations. This severely constrains the capacity of LDCs to respond to climate change. The level of expertise within many LDCs has been increased as a result of previous capacity building and engagement in UNFCCC processes such as the NAPA. However, there are inadequate mechanisms to coordinate and capitalise on the existing capacities of skilled LDC negotiators and other LDC focal points. Furthermore, there is a need for tailored training, guidance and information-gathering mechanisms.

7. The capacity of LDCs to engage in and implement the outcomes of intergovernmental climate change negotiations may be constrained by a combination of factors. These include: i) weak national coordination mechanisms to support effective participation in the intergovernmental negotiations; ii) insufficient technical knowledge and language skills of

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<sup>4</sup> "Support for Elements of the Least Developed Countries Work Programme other than the NAPAs LDCF/SCCF Council Information Document. GEF/LDCF.SCCF.13/Inf.05.

<sup>5</sup> as described in Decision 9/CP.17

climate change negotiators<sup>6</sup>; iii) limited knowledge of topics being negotiated in intergovernmental climate change negotiations<sup>7</sup>; and iv) limited application of the latest technological and scientific knowledge to support the integration of climate change mitigation and adaptation into development planning. Efforts to address these constraints have been inconsistent, and lessons learned have not been shared among the LDCs. There is consequently a need for a coordinated approach to increase the capacity of LDC negotiators and national institutions to support their effective participation in intergovernmental climate change negotiations. This coordinated approach should include: i) building the capacity of individual negotiators and representatives of LDCs to improve their technical knowledge and language skills; ii) strengthening national coordination mechanisms for climate change to improve communication and transfer of information between relevant LDC stakeholders; and iii) establishing an appropriate knowledge management strategy to support ongoing capacity development through existing climate change networks.

## 1.2. Long-term solution and barriers to achieving the solution

8. The preferred solution to address the problem of insufficient technical and institutional capacity to engage in and implement the outcomes of intergovernmental climate change negotiations is to **develop negotiation skills, technical expertise and national coordination mechanisms for climate change within LDCs**. The preferred solution will strengthen the capacity of LDCs to: i) participate effectively in intergovernmental climate change negotiations, using informed positions; ii) disseminate information emanating from these negotiations to relevant sectors and groups, and iii) report under the UNFCCC. Such strengthened capacity would enable negotiation positions to be based on the latest available information and to be formulated on the triangulation of priorities drawn from relevant sectors and stakeholder groups. It would also enable LDCs to establish and/or strengthen institutional arrangements and coordination mechanisms for disseminating climate change information and generating national reports for submission to the UNFCCC. Such a process would contribute to ongoing efforts to support LDCs to address mitigation and adaptation priorities in the context of national development planning.

### Barriers

9. A number of barriers will need to be removed for LDCs to participate effectively in UNFCCC processes. These barriers are outlined below.

#### *Human resource capacity gaps in LDC negotiating teams*

10. Many negotiating teams from LDCs are constrained because they do not have enough climate change negotiators with the requisite skills and knowledge to represent their country effectively in an international climate change forum. There are many causes of this problem and they vary by country. In some LDCs, the most capable civil servants are assigned to address immediate national priorities, such as poverty alleviation or improved healthcare, rather than climate change adaptation. In addition, the education systems of many LDCs does not emphasise: i) technical areas relevant to climate change; and ii) analytical and critical thinking skills relevant to high-level negotiation. These skills are required by climate change negotiators to triangulate complex and nuanced information into a national negotiation position.

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<sup>6</sup> FCCC/SBI/2012/7

<sup>7</sup> such as annual Conferences of Parties (COP) to the UNFCCC, its Subsidiary Bodies (SBI and SBSTA) and ad hoc working groups established under negotiating platforms such as the ADP (Ad Hoc Working Group under Durban Platform for Enhanced Action).

11. Similarly, many LDCs do not have the financial resources or the strategies to maintain the negotiation capacities that have been built. Because of limited resources, many LDCs are unable to send more than two or three delegates – funded by the UNFCCC – to attend negotiations. This results in small negotiation delegations and limits the number of personnel who have had the experience of participating in negotiations at that level. High turnover of delegates exacerbates the problem. Constrained financial resources also prevent many LDCs from enrolling their negotiators in available short courses or degree programs offered by international institutions and programs. Furthermore, many LDCs lack strategies at the national level to train future negotiators by transferring knowledge and experience from the current generation of negotiators to the next.

#### *Diversity of capacity gaps and support needs among LDC countries*

12. The typology and characteristics of countries classified as “LDC” vary considerably. This is relevant to each country’s requirements for capacity building to improve participation in intergovernmental climate change negotiations. For example, some LDCs require support to strengthen the skills of their negotiators who have limited or no prior experience. By contrast, some LDCs have large teams of experienced negotiators, but the country would welcome support to deepen their negotiators’ knowledge in specific technical areas. Yet other LDCs have adequately skilled negotiators, but the country would benefit from support to strengthen national coordination systems and processes for analysing, interpreting, disseminating, and implementing the decisions and outcomes of UNFCCC processes.

#### *Lack of coordinated and institutionalised support for LDC participation in UNFCCC processes*

13. Over the past 10–15 years, a number of programs and interventions have focused on supporting LDCs to achieve the above-mentioned preferred solution. These programs have varied in objective, duration, intended audience, effectiveness and quality. Three main problems associated with these programs are discussed below.

14. Firstly, methods used to assess the most effective approaches to achieving objectives – and to sharing lessons about what has worked and why – has been inconsistent. To date, the legacy of such initiatives – as well as the tools and materials that they have produced – has not been systematically reviewed, archived, and shared with LDCs and their development partners.

15. Secondly, international climate change discussions are fast-paced and negotiation topics change frequently. Consequently, many support initiatives – not to mention LDCs themselves – struggle to keep abreast of the latest developments and to update materials and approaches accordingly.

16. Lastly, many support initiatives have not received optimal participation by LDCs because of the timing of their activities in the context of the annual UNFCCC negotiation schedule. Training courses and preparatory sessions held just prior to – or during – negotiations strain the busy schedules of LDC negotiators and delegation members. As a result, the LDC negotiators and delegation members do not have sufficient time to absorb the information and use it to support a negotiation strategy or position.

#### *Incomplete operational strategy for LDC Group as a whole*

17. Since the formation of the LDC Group in 2001, considerable progress has been made in terms of governance arrangements and coordination within the Group. This is evident in the system that was established to nominate an LDC Chair and core LDC Group members. However, the LDC Group still requires strengthening as a whole to:

- systematise the strategic coordination among LDCs between major negotiations, in order to strategise and plan joint negotiation positions and formal submissions on major negotiation topics;
- protect and share the institutional memory of LDC Group participation in UNFCCC processes, given the high turnover of LDC participants in these processes;
- establish a system for identifying capacity requirements within the LDC Group and matching this demand with the existing supply of support in the form of existing programs, projects, and initiatives; and
- formulate a long-term financial resource strategy for the LDC Group to function effectively and sustainably.

#### *Weak coordination between government ministries in LDCs*

18. An effective national response to climate change requires coordination between different national ministries, such as the Ministries of Agriculture, Finance, Planning and Local Government. Many LDCs are constrained by inadequate coordination – vertically and horizontally – between these institutions. Therefore, many LDCs have not been able to establish or maintain effective coordination mechanisms for the country's climate change adaptation and mitigation efforts. Each ministry should: i) fulfil specific functions related to submission of reporting to the UNFCCC; ii) collect and disseminate relevant information to all sectors and stakeholders; and iii) analyse technical information to inform the country's negotiating position. Many LDCs are not able to harness the technical expertise and inputs required from different institutions, and coordinate these inputs with political processes including climate change negotiations.

#### *Fragmentation of knowledge sharing*

19. Many initiatives have focused on enabling LDCs to access scientific and technical data that can inform their negotiation positions, as well as underpin their efforts to report under the UNFCCC. Similarly, numerous programs have been developed to train LDC climate change negotiators. However, the resources developed by these initiatives and programs are not readily available to relevant institutions and stakeholders in LDCs. These resources are also not kept up to date with respect to LDC climate change adaptation and mitigation priorities. In addition, given the significant language barriers faced by many LDC negotiators, there has been inadequate investment in translating materials into the national languages of LDCs.

## **2. Strategy**

### **2.1. Country ownership: country eligibility and country drivenness**

20. During COP-7 (Marrakesh, 2001), it was decided to establish a work programme for LDCs to further the implementation of Article 4, paragraph 9 of the UNFCCC<sup>8</sup>. This LDC work programme includes *inter alia*: i) strengthening of national climate change secretariats and/or focal points; ii) providing training in negotiating skills to develop the capacity of negotiators from LDCs; and iii) supporting the preparation of NAPAs (Section A.1.1 for the full list of priorities).

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<sup>8</sup> Decision 5/CP.7



21. Efforts to address immediate and urgent climate change impacts through the NAPA process in LDCs have progressed. However, the elements relating to strengthening of climate change secretariats and negotiators have not yet been operationalized. At COP-17 (Durban, 2011), it was recognised that the implementation of the other elements of the LDC work programme (apart from NAPAs) will further enable LDCs to participate effectively in the UNFCCC<sup>9</sup>. The LEG was subsequently requested to report on support pledged to LDCs for the implementation of these elements. At the 36<sup>th</sup> meeting of the Subsidiary Body for Implementation (Bonn, 2012), LDC Parties were encouraged to consider options highlighted in the LEG report to address the elements of the LDC work programme, including the submission of proposals to the LDCF and relevant bi- and multi-lateral organisations.

22. At the 13<sup>th</sup> GEF LDCF/SCCF council meeting (Washington D.C., 2012), a GSP that addresses institutional and technical capacity gaps that hinder LDCs in coordinating climate change efforts was discussed<sup>10</sup>. This GSP would seek to address the shortfalls in awareness, as well as in institutional and technical capacity that prevent LDCs from assuming greater ownership of the implementation of the UNFCCC, and from establishing sustainable institutional arrangements for coordinating their adaptation and mitigation efforts. It would include models for establishing and maintaining secretariats that have been successfully implemented by other multi-lateral agreements and conventions<sup>11</sup>. This was translated into guidance from the GEF to its Agencies on how to address the shortfalls and constraints mentioned above for LDCs<sup>12</sup>. In response to the needs of LDCs, a GSP, subject to LDCF funding, is hereby designed by UNEP and UNDP. The support programme will target LDC governments that have ratified the UNFCCC. As non-Annex I Parties, all LDCs are fully eligible to access GEF/LDCF resources and thus to receive assistance from the support mechanism. The proposed LDCF project is consistent with the needs described at the abovementioned discussions. The priority needs include:

- an overall focus on concrete actions, notably on training for technical aspects;
- strengthened capacity of climate change secretariats (including negotiating skills);
- technology transfer; and
- access to climate data (e.g. building on LDCF work on early warning systems).

23. As presented here, the proposed LDCF project has been developed to include these considerations and is well aligned with the GEF/LDCF eligibility criteria and priorities.

## **2.2. Project rationale and policy conformity**

24. The proposed LDCF project will enable LDCs to: i) participate in intergovernmental processes; and ii) effectively mainstream climate change efforts into national development. The project is well aligned with global and regional frameworks such as: i) UNFCCC; ii) Hyogo Framework for Action; iii) Convention on Biological Diversity (CBD); iv) United Nations Convention to Combat Desertification (UNCCD); v) MDGs; vi) LDC Expert Group (LEG); and vii) Adaptation Committee. This includes related national policies such as: i) National Communications, NAPAs and National Adaptation Plans (NAPs); ii) UNCCD National Action Programmes; and iii) CBD National Biodiversity Strategies and Action Plans. The proposed

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<sup>9</sup> Decision 9/CP.17

<sup>10</sup> GEF/LDCF.SCCF.13/Inf.05.

<sup>11</sup> e.g. UNCCD, CBD

<sup>12</sup> "Support for Elements of the Least Developed Countries Work Programme other than the NAPAs" LDCF/SCCF Council Information Document. GEF/LDCF.SCCF.13/Inf.05.

LDCF project will engage a range of guiding documents<sup>13</sup> and strategies<sup>14</sup> related to ongoing work in LDCs. This will ensure alignment of project activities with global and regional frameworks and related national policies.

25. NAPAs and NAPs serve as important national policy tools that articulate short-, medium- and long-term adaptation needs. Increased capacity to negotiate at intergovernmental climate change negotiations will allow LDCs to bolster their adaptation efforts relating to NAPAs and NAPs. The regional approach to training and knowledge sharing (see Output 2.2) will support the requisite intergovernmental, regional and national capacity for coordination of climate change efforts. This capacity development will occur within the national contexts in each LDC in terms of *inter alia*: i) the presence of climate change secretariats and their ability to negotiate effectively; ii) existing institutional and technical capacities; and iii) support already extended by bi- and multi-lateral initiatives to support climate resilient development.

26. Institutional arrangements for coordination of national responses to climate change will integrate with existing intergovernmental, regional and national development planning processes. This will facilitate: i) appropriate planning, budgeting and financing of the interventions; ii) establishment of mechanisms for coordinating and implementing climate change efforts; and iii) the capturing and dissemination of lessons learned in order to further refine and strengthen the coordination of climate change efforts. Furthermore, the proposed LDCF project will contribute towards creating an enabling environment for achieving the MDGs.

27. The proposed LDCF project will contribute to LDCF/SCCF Focal Area Objective CCA-2: "Increase adaptive capacity to respond to the impacts of climate change, including variability, at local, national, regional and global level". In particular, it will include the following outcome:

- Outcome 2.1: Increased knowledge and understanding of climate variability and change-induced risks at country level in targeted vulnerable areas

## 2.3. Design principles and strategic considerations

### Building on on-going projects

28. The proposed LDCF project will build on the ongoing initiatives listed below.

29. The **UNDP Knowledge, Innovation, and Capacity Group (KICG)**, Bureau of Development Policy (BDP), provides a range of policy and technical advisory services that can be utilised to support the proposed LDCF project. The objectives of the KICG are to: i) support and guide the development of policy; ii) collect and provide evidence on successful capacity development strategies; iii) conduct research and analysis; and iv) work as the in-house resource team for training UNDP country office and country team colleagues. On-the-ground technical support is provided in conducting capacity assessments, designing and executing capacity development responses, and helping set up systems that measure changes in capacity over time. KICG also supports development initiatives by integrating state-of-the-art knowledge-sharing approaches as an integral part of UNDP's services, looking to and beyond technology platforms in this pursuit. The total co-financing contribution to the proposed LDCF project is US\$120,000. The proposed LDCF project will build on a number of KICG's ongoing initiatives including:

- the application of UNDP's core approach to capacity development, capacity assessment and measurement of capacity results; and

<sup>13</sup> e.g. Risoe, National Capacity Self-Assessments, National Communications, CPEIRs (see Sections A.4 and B.3)

<sup>14</sup> e.g. NAPAs, NAPs



- the establishment of knowledge platforms to gather and share information throughout the negotiation and development processes.

30. **UNITAR's e-Learning course *Climate Change Diplomacy*** provides training for negotiators and other officials for participation in UNFCCC processes. The training develops participants' understanding of climate change risks and negotiation processes. This strengthens their capacity for decision-making and for representing their countries' interests when negotiating climate change commitments. UNITAR also conducts training events tailored to national circumstances in specific countries. The proposed LDCF project will build on this initiative by working together with UNITAR to expand the course for all LDCs and tailor it to their specific needs and national circumstances. UNITAR has a total budget of US\$160,000 over two years for this e-learning course and will contribute US\$54,000 in co-financing to the proposed LDCF project.

31. **UNITAR's One UN Training Service Platform on Climate Change (UN CC:Learn)** supports member States, UN Agencies and other development partners in designing and implementing results-oriented and sustainable learning on climate change. This platform is now supporting five pilot projects in Benin, the Dominican Republic, Indonesia, Malawi and Uganda. This will be expanded to a further eight countries over the next year. The proposed LDCF project will build on the knowledge products produced through this initiative, and will provide these products to additional LDCs. The UN CC:Learn platform has an overall budget of US \$1,000,000, which will be used as co-financing for the proposed LDCF project.

32. **The NIE Direct Access project**, implemented by UNEP, focuses on strengthening the institutional and financial capacity of developing countries to facilitate accreditation of National Implementing Entities (NIE) for direct access to the Adaptation Fund and other international climate funds. The project provides support on identification of capacities that already exist and additional capacities that may be needed within the appropriate entity. The NIE Direct Access project also supports the appropriate entities to prepare a capacity development strategy to address identified gaps. These may include capacities for financial management, procurement, monitoring and evaluation. UNEP further provides support services to NIEs in preparing an application for accreditation and technical assistance in developing adaptation project proposals under the direct access modality. The LDCF project will help advance this capacity building initiative through the establishment or strengthening of national coordination mechanisms for climate change in LDCs. The NIE Direct Access project will contribute US\$300,000 in co-financing to the proposed LDCF project.

33. **UNEP and UNDP joint initiative: The Green Climate Fund (GCF) Readiness** – currently in the inception phase – will offer needs-oriented support to countries for accessing and using the GCF once it is fully operational. It is implemented by UNDP, UNEP, WRI, with financing from the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU). This programme will include: i) specific technical capacity building programmes in nine target countries; ii) the development of national project pipelines on the basis of existing and potential specific national plans and policies; and iii) the development of in-country monitoring and tracking systems for climate finance. The monitoring and tracking systems will provide feedback on shortcomings identified with GCF processes to support the work of the GCF board. The programme is currently working with stakeholders in each country through scoping missions to develop a readiness plan that will be based primarily on an assessment of capacities around the pillars of climate finance readiness. The proposed LDCF project will build on this initiative by strengthening national institutional capacities to: i) support the integration of climate change into development planning; and ii) participate in UNFCCC processes, including

reporting under the UNFCCC and accessing funding for climate change mitigation and adaptation. The overall budget of the relevant initiatives from the GCF Readiness Programme is US\$11,858,380, which is also co-financing for the proposed LDCF project.

34. **UNDP and UNEP Knowledge Management Initiatives** use technology to coordinate and facilitate the exchange of climate change information. These initiatives support climate change adaptation by: i) improving collaboration for innovation; ii) collating knowledge in tailored packages; iii) supporting strategic planning and policy processes; and iv) building capacity for climate change adaptation. The proposed LDCF project will build on these initiatives by promoting knowledge transfer between LDCs and non-LDCs of the following topics: i) participating in intergovernmental climate change negotiations; ii) integrating climate change into development planning; and iii) reporting under the UNFCCC. The proposed LDCF project will receive co-financing of US\$200,000 from the Adaptation Learning Mechanism (UNDP) and US\$700,000 from APAN and AAKNET (UNEP).

35. **The Climate Technology Centre and Network (CTCN)** is the operational component of the UNFCCC Technology Mechanism. It is hosted and managed by UNEP in collaboration with UNIDO and is supported by a consortium of 11 Centres of Excellence located in developing and developed countries. The CTCN's mandate is to: i) build or strengthen the capacity of developing countries to identify technology needs; ii) facilitate the preparation and implementation of technology projects and strategies to support mitigation and adaptation interventions; and iii) promote low-emission and climate-resilient development. The centre began its operations in mid-2013, following the decision taken at COP-18 in Doha and UNEP's Governing Council of 2013. The proposed LDCF project will build on this initiative by facilitating the exchange of state-of-the-art information on climate change technology to support the integration of climate change into development. The centre currently operates under a budget of more than US\$5,000,000, of which US \$1,000,000 is relevant as co-financing to the proposed LDCF project.

#### Benefits

36. The support provided by the proposed LDCF project for participating effectively in intergovernmental climate change processes will enable LDCs to capitalise on climate change negotiations at COPs and other UNFCCC processes (e.g. SBs, LEG meetings and *Ad hoc* Working Groups on Long-term Cooperative Action). The project will build the capacities of LDCs to effectively manage complex development processes based on national priorities. This will enable countries to integrate climate change mitigation and adaptation measures – such as REDD+ and CDM – into national strategies<sup>15</sup>. The integration of climate change considerations into long-term development planning – using a rigorous, evidence-based approach – will generate multiple social, economic and environmental co-benefits in LDCs. The proposed LDCF project will also support LDCs to effectively implement adaptation measures in priority sectors through improved institutional coordination. These measures will contribute to sustainable development in LDCs in achieving UN Millennium Development Goals (MDGs). As such, project activities can be considered 'no regrets' measures, since they will improve baseline socio-economic conditions and strengthen key national capacities, even in the case where climate change effects are less severe than anticipated.

#### Gender considerations

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<sup>15</sup> for example NAPAs and NAPs

37. Womens' exposure to climate risks is increased by existing inequalities and practices associated with traditional understandings of "appropriate" behaviour for men and women<sup>16</sup>. Despite their capability to innovate and lead, historically women have been marginalised from local and national decision-making processes, particularly in developing countries<sup>17</sup>. It is therefore important to identify gender-sensitive strategies to ensure that women are the focus of interventions designed to improve their resilience and capacity to adapt to climate change. The UNFCCC emphasises the necessary role part women have to play as active participants in the global response to climate change. At COP-18, a decision was adopted that: i) promotes gender balance; and ii) improves the participation of women in UNFCCC negotiations and in the representation of Parties<sup>18</sup>. The proposed LDCF project is aligned with this decision, and understands that gender equality is a prerequisite for sustainable development.

38. The proposed LDCF project will mainstream gender equity by promoting gender-sensitivity during the implementation of the project activities. This will be aligned to the relevant national gender equity targets of participating countries and international agreements, such as the third MDG. Gender equity will be promoted in the following ways:

39. Outcome 1:

- Relevant national gender equity targets of participating countries and international agreements such as the third Millennium Development Goal<sup>19</sup> will guide the project's efforts to incentivize LDCs to nominate women to participate in the training interventions.
- Training on negotiation skills will include gender-sensitivity training to ensure that: i) female negotiators are empowered to participate meaningfully in the negotiations; and ii) all LDC negotiators are made aware of their responsibility to respect the views of all of their colleagues during training and negotiations. Trainers will be required to have the skills and experience necessary to plan and facilitate gender-sensitive training.

40. Outcome 3:

- Knowledge generated by the LDC project will be consolidated into gender-responsive publications, language and messages, ensuring sensitivity towards differences among target audiences.
- The LDC project will use appropriate access and communication channels to reach men and women equally when disseminating these products. Specifically, national climate and gender advocacy groups will be enrolled in the knowledge dissemination network.

41. The Technical Support Unit (TSU) will be responsible for monitoring and evaluation of the actions above. Gender disaggregated indicators will be developed and used for monitoring and evaluation of the proposed LDCF project. In addition to gender, the project will also ensure that other disadvantaged and more vulnerable groups as elderly, children and less-abled, will receive adequate attention.

#### Links to other GEF- and donor-funded projects

42. The proposed LDCF project will collaborate with and build on the lessons learned of a range of related initiatives, including those detailed below, which include a focus on strengthening capacity of negotiators and/or decision-makers from LDCs.

<sup>16</sup> Masika, R. (2002). Editorial- Gender & Development. *Gender & Development*, 10(2), 2–9. doi:10.1080/13552070215910

<sup>17</sup> Denton, F. (2002). Climate change vulnerability, impacts, and adaptation: Why does gender matter? *Gender & Development*, 10(2), 10–20. doi:10.1080/13552070215903

<sup>18</sup> Decision 23/CP.18 in 4. Framework Convention on Climate Change, United Nations (2013) *Report of the Conference of the Parties on its eighteenth session, Doha*.

<sup>19</sup> promoting gender equality and empowering women

43. The **International Institute for Environment and Development (IIED)** is engaged in a project entitled “Building the capacity, knowledge and expertise of LDC negotiators to ensure more equitable outcomes for the countries they represent”<sup>20</sup>. This project aims to support the participation of LDCs in intergovernmental climate change negotiations by: i) increasing their understanding of key legal and technical issues; ii) building stronger representation of LDCs in the UNFCCC process; iii) increasing LDCs’ technical capacity to contribute to global climate change negotiations; iv) ensuring better coordination of the LDC Group; and v) increasing the Group’s representation at other forums, including high level political meetings. Furthermore, the European Capacity Building Initiative Workshop Programme (ecbi), also managed by IIED, is an initiative for sustained capacity building in support of intergovernmental climate change negotiations. Part of this initiative is the ecbi Workshop Programme, launched in 2005, which works alongside IIED’s previously mentioned capacity building project. This programme aims to support intergovernmental climate change negotiations by building and sustaining capacity amongst developing country negotiators, and by fostering trust between both developed and developing country negotiators. The workshop programme has been a series of events, with 76 events being run since 2005. Participants included negotiators, policymakers and policy implementers.

44. The joint UNDP-UNEP **National Adaptation Plan (NAP) Global Support Programme** will strengthen the capacities of Least Developed Countries for preparation of NAPs. These NAPs will improve coordination of country-led efforts to advance medium- to long-term planning for climate change adaptation, building on the work done under the NAPAs. Support for integration of adaptation to climate change into national development planning and budgeting processes will be based on three main pillars: i) institutional support; ii) technical support; and iii) knowledge brokering. Participating LDCs will be enabled to identify, finance and implement measures for climate change adaptation. This will be done by coordinating sectoral and cross-sectoral priorities for development and adaptation at national, sub-national and local levels. In addition, LDCs will be supported to conduct national adaptation planning based on best available science, rigorous data analysis and lessons learned/good practices disseminated through North-South and South-South knowledge-sharing mechanisms.

45. The **Climate and Development Knowledge Network (CDKN)** is implementing a three-year programme “Training and capacity building for negotiators”. The objective of this programme is to strengthen the skills and knowledge of climate change negotiators so that they are able to participate effectively in international climate change processes and positively influence the outcomes of climate change negotiations. The programme, which began in 2013, has been designed for negotiators from the poorest and most vulnerable countries. To date, the programme has hosted two training workshops and has run one e-learning course. The programme only supplies training when specific training requests are received from participating countries.

46. The **International Centre for Climate Change and Development (ICCCAD)** intended to support growing capacity of Bangladesh stakeholders, while enabling people and organizations from outside to benefit from training in Bangladesh, where they can be exposed to the climate change adaptation and increasing knowledge from this emerging field. International participants will gain direct knowledge of the issues in a real-world context and build a strong practitioners’ “alumni network”. Through the expertise of ICCCAD and its local partners, international organizations will be exposed to relevant and grounded knowledge that can be

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<sup>20</sup> available from: <http://www.iied.org/supporting-climate-change-negotiators-least-developed-countries>

shared and transmitted around the world for the benefit of other LDCs and their governments, donors, and international NGOs. Courses typically run for seven days in Bangladesh; 25 participants (similar backgrounds and expertise but different nationalities, particularly Asia and Africa) receive training from three international resource people. ICCCAD has piloted this model in a “mobile” modality in Africa (tailoring the workshops’ topics to region-specific needs and challenges), and is exploring conducting it in other countries in the future. Piloting a mobile modality of this initiative will be further explored during preparatory phase of this project, to existing networks in other countries in Africa and Asia, principally.

47. The **Survive Project** is a joint initiative between Climate Analytics and the Potsdam Institute for Climate Impact Research. This initiative aims to provide science and policy support for SIDS and LDCs to participate in international climate negotiations, enabling low carbon, sustainable development and supporting adaptation needs. One of the main activities is the provision of strategic, technical, policy and scientific and legal support for negotiators from SIDS and LDCs for and during the UNFCCC negotiations. The Survive Project provides support based on the latest science and policy analysis in relation to mitigation, adaptation, finance and MRV, with the goal of achieving an effective and legally binding international climate agreement by 2015. It is funded by the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) as part of its International Climate Initiative (ICI).

48. The **Climate Vulnerability Forum Trust Fund (CVFTF)** provides an international platform for cooperation, coordination, advocacy and knowledge-building among developing countries, including LDCs, that face significant insecurity due to climate change. The aim of the CVFTF is to facilitate the administration and management of activities and to ensure sustainable resource flows, now and in the future, to achieve the following goals: i) unity and consensus promotion – development of common approaches to policy questions of mutual interest/concern, promoting consensus and increasing opportunities for favourable outcomes in critical international fora or with respect to key actors; ii) awareness raising – enhanced quantitative and qualitative contributions to the public debate on climate change, articulating collective or complementary viewpoints; iii) increased accountability – a greater degree of accountability on major emitters and all countries through improved tracking of progress and heightened visibility, analysis/scrutiny and political attention for headline policy concerns; and iv) knowledge building – enhanced knowledge of best practices through a cross-fertilization of member experiences as well as targeted research and policy analysis that empower the Forum/member countries.

49. **UNITAR** has begun a programme entitled *Strengthening Capacity of Policy-makers in Tajikistan for their Effective Participation in the UNFCCC Process in 2013*. The **UNITAR capacity development** programme provides step-by-step support for UNFCCC COP participants, including preparation before and follow-up after the event. This will develop the awareness of decision-makers on how UNFCCC negotiations relate to national development. While the programme currently only supports Tajikistan, it is envisaged that the approach will be upscaled to other Central Asian countries and could be successfully applied to LDCs as well.

50. The **UNEP Programme of Research on Climate Change Vulnerability, Impacts and Adaptation (PROVIA)** is a global initiative, which aims to provide direction and coherence at the international level for research on vulnerability, impacts and adaptation (VIA). The PROVIA Secretariat is currently hosted by UNEP in Nairobi. Launched with the support of leading scientists and decision-makers, PROVIA responds to the urgent call by the scientific community for a more cohesive and coordinated approach, and the critical need to harmonize, mobilize, and communicate the growing knowledge- base on VIA. PROVIA acts as a new and growing



network of scientists, practitioners and decision-makers working towards identifying research gaps and meeting policy needs in climate change vulnerability, impact and adaptation research. Acknowledging emerging policy strategies, new scientific developments and lessons learnt from past programmes, PROVIA promises to deliver, in collaboration with its implementing partners, improved coordination of international research on the impacts of and responses to climate change, and provide the credible scientific information that is being increasingly requested by the world's decision makers.

51. The **UNEP LIVE**<sup>21</sup> portal, launched in January 2014, is a UNEP initiative that offers a cutting-edge, dynamic new platform to collect, process and share the world's best environmental science and research. It provides a single gateway to accessing and locating country-level statistics as well as providing access to Satellite/Space Programmes such as GEOSS Portal, Earthnet Online, USGS Earth Explorer, as well as an In Situ Programme called Argo. This portal will provide data access to both the public and policy makers using distributed networks, cloud computing, big data and improved search functions with the objective of filling gaps between data providers and consumers. It includes Communities of Practice that gather experts in various fields relating to the environment and bring them on a common platform that provides access to discussion and exchange. UNEP LIVE will also support streamlining of national monitoring, reporting and verification of data for global and regional environmental goals. In the further development of UNEP LIVE, this project will collaborate with UNEP LIVE and present it at the regional trainings as a means of accessing up to date environmental information and statistics.

#### UNDP's comparative advantage

52. As part of the GEF Partnership, UNDP has provided support to LDCs for combining and sequencing programmes and projects, and for accessing finance for climate change mitigation and adaptation. Additionally, LDCs have been provided with technical, financial and capacity development assistance in order to facilitate the coherent integration of climate change risks into national policies – particularly in development and environmental planning processes – across numerous sectors and at different geographic scales.

53. The support that UNDP will extend to LDCs will: i) foster an enabling environment for pursuing sustainable climate-resilient development; ii) ensure that adaptation measures are environmentally sound and sustainable in the medium- to long-term; and iii) use effective capacity development approaches to maximise sustainability of results and ensure national ownership of processes. UNDP's support will draw from:

- i) in-house advisory services on climate resilient development, such as multi-dimensional poverty reduction, economics of adaptation, climate scenario analysis, and disaster risk reduction;
- ii) in-house advisory services on innovative approaches to increasing development impact through capacity development and knowledge management;
- iii) experience from delivering technical and financial support to LDCs cost-effectively and at a range of scales;
- iv) on-the-ground experience of links between climate change adaptation and poverty reduction, environmental sustainability and gender and social development agendas; and
- v) combining, sequencing and accessing finance from multiple sources, including public and private funds.

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<sup>21</sup> <http://www.uneplive.org/>

54. UNDP has provided technical assistance to countries through the **Global Support Programme** on National Communications, and the National Capacity Self-Assessments. Furthermore, UNDP and UNEP have together successfully secured LDCF funding for a global support programme for the period 2013-2015, to assist LDCs in the preparation of their National Adaptation Plans<sup>22</sup>. The long and successful partnership between UNDP and UNEP will continue, as they ensure that countries receive adequate and timely technical backstopping during the implementation of the proposed LDCF project.

55. UNDP's *Capacity Development for Policy Makers to Address Climate Change* programme assisted developing countries to address climate change within the context of long-term co-operative action (the so-called "Bali Road Map"). It is strengthening capacity to: i) co-ordinate priorities across various sectors; ii) participate in UNFCCC processes; and iii) negotiate positions within the Bali Road Map. To date, the project has produced a number of toolkits and information packages for climate change negotiators<sup>23</sup>. These toolkits include a Background for Beginners, a news page for recent announcements concerning climate negotiations, and an archive containing summaries of climate change negotiations and other relevant meetings.

56. The *Regional Climate Change, Energy and Ecosystems Project* ran from 2008-2011, promoting climate change mitigation and adaptation at the policy and development planning level as well as at the project level. This included mainstreaming climate change considerations into national development strategies and strengthening institutional capacity for managing climate change.

57. The *Strategic Initiative to Address Climate Change in LDCs* – also known as *Boots on the Ground* – provides 23 LDCs with institutional and technical support related to: i) intergovernmental climate change negotiations; ii) accessing climate finance; and iii) integrating climate change concerns into national plans, policies and strategies for development. This capacity development project delivers country-level policy advice relating to climate change.

58. The *Asia Young Leaders in Governance (AYLG)*<sup>24</sup> initiative ran from 2005–2008 and involved the development of leadership modules jointly by UNDP and Lead International, an international NGO working in the field of leadership and change. Modules were created on the subject of: i) negotiation and conflict resolution; ii) systems thinking for transformational change; iii) cross-cultural communication; iv) team building; and v) leadership styles. Over 180 leaders from 20 countries participated in the AYLG initiative. This led to the rollout of leadership pilots by course fellows in five countries.

59. UNDP has developed a series of **technical guides on climate change mitigation and adaptation**, drawing from its experience in over 140 countries over the course of two decades. These guides describe UNDP's successes and lessons learned on transforming national frameworks to integrate climate change concerns into policies and development planning. These guides include:

- *Catalyzing Climate Finance*, which provides guidance on assessing the assistance required for countries to catalyse climate capital in response to regional, national and local contexts. It forms part of UNDP's comprehensive portfolio on policy and financing options relating to climate capital.

<sup>22</sup> 'Assisting Least Developed Countries (LDCs) with country-driven processes to advance National Adaptation Plans (NAPS)', GEF ID 5320.

<sup>23</sup> <http://www.undpcc.org/en/climate-negotiations>.

<sup>24</sup> <http://asia-pacific.undp.org/practices/capacitydevelopment/projects-AYLG.html>.

- *Making Sense of Climate Finance*, which provides guidance on how international climate financing can complement national budgets to support policy interventions and priorities. This guide builds common understanding on financing climate change policy between government officials in finance/planning ministries and those in climate change/environmental ministries.
- *Readiness for Climate Finance*, which outlines national capacities required to plan for, access, deliver and report on climate finance. Furthermore, it describes how climate finance can be integrated with national development priorities to aid the achievement of the MDGs. The guide capacitates policy-makers in developing countries to establish systems for management of climate finance that are nationally appropriate.
- *Practitioner's Guide: Capacity Development for Environmental Sustainability*, which provides practical guidance to UNDP staff, partner countries, and other development partners on the nature of environmental capacity and how to support capacity development for environmental sustainability (CDES).
- *Capacity Development Needs Assessment (CDNA) Process Note*, which offers methodology and tools to strengthen institutional capacities to address the challenges of climate change.

60. UNDP is well recognised globally for its depth of expertise and comparative advantage in supporting **capacity development in partner countries**. In addition to country-specific and thematic initiatives, UNDP has developed a range of methodological guidance and tools, which will be can be drawn on in support of achieving the project's specific objectives, as well as ensuring that project activities are implemented in a way that is consistent with global good practice of capacity development. Relevant UNDP resources include the following:

- *Practice Notes*<sup>25</sup> on *Capacity Development*, *Capacity Assessment*, and *Capacity Measurement* (framing and measuring results of capacity development interventions).
- Service offering on *Collaborative Capacities*<sup>26</sup>; and
- Service offering on *Adaptive Capacities*<sup>27</sup>.

## 2.4. Project Objective, Outcomes and Outputs/activities

61. **Project objective: to strengthen institutional and technical capacities in LDCs for more effective participation in intergovernmental climate change negotiations and coordination of climate change efforts.**

62. The capacity of many LDCs to participate effectively in intergovernmental climate change processes is constrained by various factors, including *inter alia*: i) disparities in negotiation skills among climate change negotiators; ii) inadequate coordination between relevant institutions at national and international level; and iii) insufficient access to the best available information on global, regional and national climate change topics. As a result of the abovementioned constraints, LDCs have a limited capacity to adequately respond to the negative effects of climate change. The proposed LDCF project will strengthen institutional and technical capacities in LDCs for more effective participation in intergovernmental negotiations as well as coordination of climate change efforts – through the components and outcomes described below.

<sup>25</sup> <http://www.undp.org/content/undp/en/home/librarypage/capacity-building.html>.

<sup>26</sup> <https://undp.unteamworks.org/CollaborativeCapacities>.

<sup>27</sup> <https://undp.unteamworks.org/node/355900>.



## COMPONENT 1: THE ROLE OF LDCs IN INTERGOVERNMENTAL CLIMATE CHANGE NEGOTIATIONS (overseen by UNDP)

***OUTCOME 1: Capacity of LDCs to participate effectively in intergovernmental climate change processes strengthened.***

**Co-financing amount for Outcome 1: US\$1,174,000**

**LDCF project grant requested: US\$1,687,000**

### Without LDCF funding (baseline)

63. Under this Component, the baseline situation is presented as follows: i) the common challenges faced by LDCs with regards to effective participation in intergovernmental negotiations; ii) the LDC Group and LEG, and their role in intergovernmental climate change negotiations; iii) an overview of previous training initiatives for LDC negotiators; and iv), the ongoing projects that will be built upon by the proposed LDCF project.

### *Challenges to the effective participation of LDCs in intergovernmental climate change negotiations*

64. The typology and characteristics of countries classified as Least Developed vary considerably. This is relevant to each country's requirements for capacity building to improve participation in intergovernmental climate change negotiations. For example, some LDCs require support to strengthen the skills of their negotiators who have limited or no prior experience. By contrast, some LDCs have large teams of experienced negotiators, but the country would welcome support to deepen their negotiators' knowledge in specific technical areas. Furthermore, the challenges to effective participation in negotiations faced by individual LDCs are dynamic, as their capacities may be strengthened through ongoing initiatives (see below) or reduced through, for example, staff turnover. It is therefore most relevant to consider the common challenges faced by LDCs with regards to effective participation in intergovernmental negotiations.

65. In general, LDCs prepare for intergovernmental climate change processes in a relatively uncoordinated manner. Negotiation positions tend to be informed by *ad hoc* discussions and few representatives from LDCs are able to draw on formal training to conduct negotiations effectively. There is often considerable reliance on the designated UNFCCC focal point to provide relevant information to inform negotiating positions, particularly in cases where the same person attends successive intergovernmental climate change meetings. As a result, focal points are often required to participate in detailed technical discussions on topics that are not necessarily within their primary fields of expertise.

66. LDC delegations frequently have limited knowledge on the structure of intergovernmental climate change negotiations – including the various workstreams – and how previous COP decisions affect current negotiations. This is because inadequate financial resources limit the size of LDC delegations. For example, the delegations of Yemen and Afghanistan are often limited to only three people, while Benin's delegation is usually composed of eight representatives. Consequently, one or two individuals from any particular country may have to attend and record multiple topics, which are often negotiated simultaneously in parallel sessions.

67. Furthermore, high staff turnover among LDC negotiation delegations limits knowledge retention. This is because: i) LDC governments have inadequate financial resources to attract

and retain skilled individuals; and ii) individuals are regularly transferred between different government departments. Additionally, negotiators who have gained experience and training at intergovernmental negotiations are often promoted to more senior positions within government. Consequently, many LDC negotiators attending intergovernmental climate change negotiations have minimal experience attending and participating in such meetings. This, coupled with inadequate training opportunities at a national level, results in many LDC negotiators having limited basic negotiation skills (e.g. diplomacy skills).

68. Rapid rates of staff turnover, combined with insufficient systems to retain information emanating from the negotiations, result in a loss of institutional memory within LDCs. Consequently, there is insufficient analysis of previous negotiations to establish how the specific resolutions were determined. Furthermore, a lack of coordination between climate change secretariats and other ministries – as well as between government agencies and other sectors<sup>28</sup> – impedes inter-ministerial and cross-sectoral collaboration on national responses to climate change. As a result, only a few decision-makers within LDCs are aware of UNFCCC processes and how the current topics under negotiation relate to their countries' socio-economic development.

69. In summary, *ad hoc* preparation for climate change negotiations, small delegations, rapid staff turnover and ineffective national coordination mechanisms result in many LDCs being ill-equipped to effectively participate in intergovernmental climate change negotiations. Overall, there is a need to increase the basic negotiation skills and understanding of UNFCCC processes among LDC climate change negotiators and – as discussed below – to capitalise on the capacity and strengths that exist within the relatively well-capacitated LDCs.

#### *The role of the LDC Group and LEG in intergovernmental climate change negotiations*

70. Since the 2001 LDC work programme identified a need for training climate change negotiators, progress has been made. In 2000, the LDC Group emerged as a negotiating bloc within the UNFCCC, representing all 48 LDCs. The Group works at intergovernmental negotiations under the UNFCCC, demanding that wealthier nations act in accordance with their responsibilities for climate change and their capacities to address it<sup>29</sup>. The LDC Chair – a position that rotates every two years – leads the Group. The Chair is supported by the LDC Group Core Team, currently comprised of ten technical experts from LDCs. These experts provide support on their specialised subject area and represent the group in the UNFCCC negotiations.

71. The formation of the LDC Group has increased the effectiveness of many LDCs in intergovernmental climate change negotiations. However, the same financial constraints that restrict individual country delegations also apply to the LDC Group. This limits the ability of the Group to hold regular planning sessions to analyse relevant decisions and develop common positions on negotiation topics. Despite the inadequate availability of resources and structures to support the work of the LDC Group, previous accomplishments have demonstrated the potential of this Group to work collaboratively and represent the common interest of LDCs. For example, following COP-16, the LDC Group held a strategy meeting and analysed the outcomes of the conference. During this meeting, the Group prepared submissions for all the required negotiation topics, which was the first time that the LDC Group was able to prepare such comprehensive submissions on behalf of all LDCs. This example highlights the need for a

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<sup>28</sup> e.g. the private sector

<sup>29</sup> <http://ldclimate.wordpress.com/>

long-term operational strategy and funding mechanism to support the ongoing activities of the LDC Group and facilitate effective participation in intergovernmental climate change negotiations.

72. The LEG was formed in 2001 and is a separate entity to the LDC Group. At the behest of the COP, the LEG provides technical support and advice to LDCs on the LDC work programme, including the NAPAs and the National Adaptation Plan (NAP) process. The LEG meets twice a year and supports LDC climate change secretariats through a variety of modalities that include: i) provision of training through workshops; ii) developing guides, tools, technical papers, publications and databases; and iii) reviewing draft NAPAs upon request.

73. With its focus on providing support to the NAPA and NAP processes, the LEG is constrained – given the limited number of governmental, non-governmental and academic professionals in its ranks – to provide technical advice on other relevant UNFCCC processes and negotiation topics. Therefore, LDC negotiators require additional technical advice and training on specific negotiation topics – for example, financial instruments or technologies for adaptation and mitigation.

#### *Climate change negotiator training*

74. In response to the abovementioned challenges, several initiatives have provided some form of training to LDC negotiators. These initiatives are described below.

75. UNEP has been providing support to the African Group of Negotiators (AGN) and African Ministerial Conference on the Environment (AMCEN), of which African LDCs are members. For example, UNEP organised a consultative meeting of African Ministers of Environment prior to the start of COP-19 in Warsaw. The main objective of the meeting was to enable Ministers to develop their strategy for negotiation and engagement with other important parties and Groups during the high-level segment of COP negotiations. In addition, in its capacity as the AMCEN Secretariat, UNEP has provided technical reports and the latest scientific information to guide the AGN. For example, a particularly useful technical report is the African Adaptation Gap Report. African Ministers of Environment used the findings of this report to negotiate the African position on issues such as finance, adaptation, capacity building and adaptation goals.

76. The Government of Australia and UNDP are collaborating on a project entitled: “Capacity Building for SIDS Climate Change Negotiators”. The project focuses on several LDCs – for example, Haiti and Vanuatu – that are included among the Small Island Developing States (SIDS). The objective of the project is to enhance the skills of climate change negotiators and increase their understanding of the negotiating process within the framework of climate change negotiations. The project, which began in 2013, emphasises: i) training of junior officials; ii) training of trainers; and iii) increasing the participation of women in leadership and decision-making roles. Training will take place at regional workshops.

77. In 2008, the UNDP Environment & Energy Group implemented a project entitled: “Capacity Development for Policy Makers to Address Climate Change”. The US\$6 million project was funded by the Governments of Norway, Finland and Switzerland, UNDP, and the United Nations Foundation. Nineteen countries – including six LDCs – participated in the project. One of the project objectives was to increase each country’s national capacity to participate in the UNFCCC process and negotiate positions within the timeframe of the Bali

Road Map<sup>30</sup>. Several publications – including reviews of key outcomes from COPs<sup>31</sup> – have been produced through this project and are available to LDC countries online.

78. Since 2007, UNEP Division of Environmental Law and Conventions (DELIC) has organised a series of high-profile preparatory meetings for the regional Groupings within the UNFCCC negotiating process. These meetings do not include formal training for groups of climate change negotiators, but rather enable the Groups to: i) effectively formulate their positions on the thematic agenda items under negotiation; and ii) develop their negotiating strategies. These meetings are held in close collaboration with the Secretariat of the UNFCCC. The actual implementation of these workshops is done in close collaboration with UNEP's regional offices. In Africa, at least one preparatory meeting for the Africa Group has been held each year, usually just prior to the COP. This meeting includes many African LDCs. In Latin America and the Caribbean, five preparatory meetings were held between 2007 and 2013. The last took place in Ecuador in 2013. Haiti was the only LDC included in these meetings. Furthermore, some of these participatory meetings are supported by a series of technical papers on various themes relating to adaptation and mitigation that were commissioned by DELIC.

79. UNEP – through its Division of Environmental Policy Implementation (DEPI) and DELIC – has produced a guide for negotiators of multilateral environmental agreements (MEA). This negotiator guide was updated in 2006 and then again in 2007<sup>32</sup>. These guides are available online to all LDC negotiators and provide an overview of intergovernmental climate change negotiations.

80. Although the abovementioned initiatives have included climate change negotiator training relevant to LDCs over the past decade, there are a number of shortfalls in the training provided.

- Training activities have mainly been conducted within individual projects that benefit specific countries or groups of countries. There have been no initiatives that provided uniform training and capacity-building to all LDCs. There are no examples of initiatives which have developed training programmes that are tailored to the particular needs of LDCs.
- The participation of climate change negotiators in training events has not been based on technical capacity requirements. Rather, officials have been sent to training events on an *ad hoc* basis.
- Training has been provided on an *ad hoc* basis, and there is no strategy to provide coordinated, sustainable training support.
- Training materials and technical support are generally available only in English. As a result, opportunities for capacity building through international training courses are restricted to LDC climate change negotiators who speak English.

#### *Ongoing initiatives that contribute to this Component*

Component 1 of the proposed LDCF project will build on the ongoing initiatives listed below.

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<sup>30</sup> The Bali Road Map refers to the UNFCCC negotiations on long-term cooperative action on climate change.

<sup>31</sup> e.g. The outcomes of Copenhagen: the negotiations and the accord; Taking stock of Durban: key outcomes and the road ahead

<sup>32</sup> Multilateral Environmental Agreements Negotiators Handbook

81. The **UNDP Knowledge, Innovation, and Capacity Group (KICG)**, Bureau of Development Policy (BDP), provides a range of policy and technical advisory services that can be utilised to support the proposed LDCF project. The objectives of the KICG are to: i) support and guide the development of policy; ii) collect and provide evidence on successful capacity development strategies; iii) conduct research and analysis; and iv) work as the in-house resource team for training UNDP country office and country team colleagues. On-the-ground technical support is provided for conducting capacity assessments, designing and executing capacity development responses, and helping to implement systems that measure changes in capacity over time. KICG also supports development initiatives by integrating state-of-the-art knowledge-sharing approaches as an integral part of UNDP's services, looking to and beyond technology platforms in this pursuit. The total co-financing contribution to the proposed LDCF project is US\$120,000. The proposed LDCF project will build on the application of KICG's core approach to capacity development, capacity assessment and measurement of capacity results in designing and monitoring its negotiator training activities. In addition, the proposed LDCF project will build on the experience and lessons learned by KICG to gather and share information collected and generated by the project.

82. **UNITAR's e-Learning course *Climate Change Diplomacy*** provides training for negotiators and other officials for participation in UNFCCC processes. The training develops participants' understanding of climate change risks and negotiation processes. This strengthens their capacity for decision-making and for representing their countries' interests when negotiating climate change commitments. UNITAR also conducts training events tailored to national circumstances in specific countries. The proposed LDCF project will build on this initiative by working with UNITAR to expand the course for all LDCs and to tailor it to their specific needs and national circumstances. UNITAR has a total budget of US\$160,000 over two years for this e-learning course and will contribute US\$54,000 in co-financing to the proposed LDCF project.

83. **UNITAR's One UN Training Service Platform on Climate Change (UN CC:Learn)** supports member States, UN Agencies and other development partners in designing and implementing results-oriented and sustainable training on climate change. This platform is now supporting five pilot projects in Benin, the Dominican Republic, Indonesia, Malawi and Uganda. This will be expanded to a further eight countries over the next year. The proposed LDCF project will build on the knowledge products produced through this initiative, and will provide these products to additional LDCs. The UN CC:Learn platform has an overall budget of US\$1,000,000, which will be used as co-financing for the proposed LDCF project.

#### With LDCF Intervention (adaptation alternative)

84. Under Outcome 1 (overseen by UNDP), LDCF resources will be used to provide coordinated training to climate change negotiators from all LDCs. These training activities will build on and be informed by the knowledge and expertise that already exists within capacitated individuals and delegations from LDCs. Increasing the negotiation skills and technical capacity of all LDC negotiators will allow them to participate effectively in intergovernmental climate change negotiations, thereby increasing the ability of LDCs to influence the global response to climate change.

85. The support mechanism provided by the proposed LDCF project will build on and complement – rather than duplicate – other relevant support provided to LDCs. This will be done by drawing on, synthesising, updating, and making available relevant guidance, methodologies and tools, rather than developing new ones. This complementarity will be achieved through



close coordination with the LEG, relevant co-financing initiatives, and other ongoing initiatives at the regional and national level – for example IIED and CDKN.

86. Through the proposed LDCF project, LDC climate change negotiators will receive: i) training on general negotiation skills; and ii) technical knowledge on current negotiation topics. This capacity building will be enhanced by the establishment of a community of practice that consolidates the existing capacity and expertise of skilled LDC representatives and provides ongoing technical support to all LDCs. To strengthen the continued effective participation of LDCs collectively in intergovernmental negotiations, LDCF resources will also be used to assist the LDC Group to develop a long-term operational strategy.

**Output 1.1: Negotiators from each LDC have enhanced diplomacy skills and critical information on key issues underpinning the negotiations in order to formulate their own negotiation positions pertaining to UNFCCC negotiation topics.**

87. Building on the activities of related initiatives – *inter alia* IIED, CDKN – relevant training materials for LDC climate change negotiators will be updated, or where necessary, new materials will be developed. These training materials will focus on: i) diplomacy skills; ii) negotiation terminology; iii) UNFCCC processes; and iv) guidance on how to formulate negotiation positions. Training materials on negotiation skills will include gender-sensitivity training to ensure that: i) female negotiators are empowered to participate meaningfully in the negotiations; and ii) LDC negotiators are made aware of their responsibility to respect the views of all of their colleagues during training and negotiations. These training materials will include handbooks, training courses, briefing notes and toolkits. They will also be tailored to the specific context of LDCs.

88. Additionally, regional training workshops will be convened to provide training to LDC climate change negotiators. This training will provide LDC climate change negotiators with the skills required to participate effectively in intergovernmental negotiations. The training materials prepared will be used at these workshops. These materials will also be provided in a format – for example, handbooks – that trainees can take home. These materials can be shared with other negotiators and/or negotiators-in-training who could not attend the workshops in person or who cannot access internet-based materials. Training will be provided by experienced facilitators, and will draw on the experience gained through similar workshops run by other initiatives – for example ecbi.

89. Regional training workshops will be conducted with the following guiding principles.

- Separate training workshops will be convened for the West Africa (Francophone Africa), Southern/East Africa (Anglophone Africa), Asia and Pacific regions. Haiti, a French-speaking Caribbean nation, will be invited to join the West Africa workshop.
- A total of 12 training workshops – three per region – will be convened over the course of the project. However, the number of training workshops may be adjusted during the project implementation phase if it is not feasible to fit them into the already busy UNFCCC schedule.
- The regional training will take place 2 – 4 months prior to the annual SBI/SBSTA meeting and COP.
- At least three negotiators from each LDC will be invited for training. LDCs will be supported by project staff and workshop facilitators to identify participants to benefit from training on climate change negotiations. Relevant national gender equity targets of participating

countries and international agreements, such as the third Millennium Development Goal<sup>33</sup>, will guide the recruitment of LDC climate change negotiators.

- The agenda for the training will include – but will not be limited to – diplomacy skills, negotiation terminology and explanations of UNFCCC processes. Furthermore, strategies for sustainable and effective participation in intergovernmental climate change processes will be discussed.
- The training provided will be based on interactive and participatory learning approaches – such as simulated negotiations – and sharing of experiences between senior negotiators and negotiators-in-training.
- Existing alumni networks – such as those administered by IIED – will be used to invite senior LDC negotiators to attend the regional training to share their experiences.

90. Activities under Output 1.1 include:

*Activity 1.1.1:* Revise/develop training materials on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.

*Activity 1.1.2:* Convene regional training workshops to strengthen the skills of LDC negotiators to participate effectively in intergovernmental climate change negotiations.

**Output 1.2: Negotiators from LDCs have increased technical knowledge pertaining to negotiation topics.**

91. Existing technical training materials – developed by related initiatives – will be updated to provide LDC climate change negotiators with the latest available technical knowledge pertaining to targeted negotiation topics or streams. These training materials will include, for example, the LDC Paper series prepared by the ecbi. If necessary, new technical training materials will be developed. The training materials, including information briefs, brochures, and training courses, will provide technical information on the latest available climate change science, technology and finance. This information will include – for example – details from the Fifth Assessment Report (AR5) of the IPCC.

92. The technical training materials revised/developed will be presented at the regional training workshops delivered under Output 1.1. The target audience for the materials will be senior negotiators with at least five years of experience. This training will provide senior negotiators with an enhanced understanding of the technical details underpinning the targeted negotiation topics. Furthermore, the enhanced technical knowledge of senior negotiators will allow them to become trainers for junior negotiators within their delegations.

93. Activities under Output 1.2 include:

*Activity 1.2.1:* Develop and/or update technical training materials, relevant to selected negotiation topics, on the latest available information on climate change science, technology and finance.

*Activity 1.2.2:* Train senior negotiators on the latest available information on climate change science, technology and finance at the regional training workshops convened under Output 1.1.

**Output 1.3: A community of practice to support LDCs to interpret and respond to negotiation outcomes.**

94. A community of practice to provide technical support to LDCs to interpret and respond to negotiation outcomes will be established. This will allow LDCs to address climate change issues

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<sup>33</sup> promoting gender equality and empowering women

within the framework of the decisions reached during intergovernmental climate change negotiations. The community of practice will include experts, practitioners and negotiators. This community will build on existing expert networks, such as the Adaptation Learning Mechanism, LDC Group network and IIED's roster of experts, and will include technical experts from academia, civil society, and the public sector. A lead facilitator will also be identified to oversee the functioning of the community of practice.

95. The community of practice will consider regional (i.e. West Africa, Southern/East Africa, Asia, and the Pacific) and sub-regional expertise needs. The establishment and nurturing of a community of practice will facilitate the sustainability of technical support to LDCs beyond the duration of the project. This is because strong working relationships will be developed between experts and negotiators.

96. The community of practice will develop briefing notes on each agenda item prior to – and after – COP and SBI/SBSTA meetings. These briefing notes will: i) provide technical information on each agenda towards assisting each LDC to formulate their own negotiation position; and ii) support the dissemination of resultant information from the negotiations to the appropriate sectors at a national level. Briefing notes will be developed in collaboration with other related initiatives – for example ecbi – who have undertaken similar activities. The briefing notes will be distributed to all LDC climate change secretariats. In addition to developing briefing notes, other regular activities – such as online discussions – will be organised. This will encourage active learning through participation and observation, and promote the development of a vibrant community.

97. The proposed LDCF project will also establish communication networks between the community of practice and relevant national institutions in each LDC. The communication network will build on any existing knowledge networks within LDCs. The project management unit of the proposed LDCF project will, through the lead facilitator for the COP, provide a helpdesk service to facilitate communication between the LDCs and the appropriate experts within the community of practice.

98. Activities under Output 1.3 include:

*Activity 1.3.1:* Coordinate a community of practice to support LDCs to interpret and respond to negotiation outcomes.

*Activity 1.3.2:* Develop, through the community of practice, briefing notes on each agenda item prior to, and after, COP and SBI/SBSTA meetings.

*Activity 1.3.3:* Establish communication networks between the community of practice and relevant national institutions in each LDC.

**Output 1.4: A long-term operational strategy for the LDC Group to coordinate responses/submissions and participate in parallel negotiation topics.**

99. The LDC Group has been effective at representing the collective positions of LDCs at intergovernmental climate change negotiations. To maintain their continued effective participation, the proposed LDCF project will – in close cooperation with the LDC Chair – strengthen ongoing efforts to formulate a long-term operational strategy for the LDC Group. Support will be provided by: i) identifying good practices from other multilateral agreements/conventions to inform this long-term operational strategy; and ii) facilitating group discussions on the long-term strategy at the regional training convened under Output 1.1 or other relevant platforms. By building on the existing structures and ongoing work of the LDC



Group, the LDCF project will support improved coordination with the LDC Group and hasten the delivery of the Group's objectives.

100. The LDC Chair will lead the ongoing development of the strategy. The strategy will include *inter alia* regular – as opposed to *ad hoc* – group meetings to coordinate responses/submissions to all ongoing negotiation topics. Experts on climate change finance will also be consulted to advise the LDC Group on approaches to raising finance for implementing their long-term operational strategy.

101. Activities under Output 1.4 include:

*Activity 1.4.1:* Identify good practices from other multilateral agreements/conventions to inform the long-term operational strategy for the LDC Group.

*Activity 1.4.2:* Facilitate group discussions, at the regional training workshops or other relevant platforms, to formulate a long-term operational strategy for the LDC Group.

## **COMPONENT 2: NATIONAL SYSTEMS/INSTITUTIONS FOR COORDINATING CLIMATE CHANGE INFORMATION IN LDCS (overseen by UNEP)**

**OUTCOME 2: Institutional capacity of LDCs to collect, interpret and disseminate climate change data and information is strengthened.**

**Co-financing amount for Outcome 2: US 12,158,380**

**LDCF project grant requested: US\$ 1,373,818**

### Without LDCF funding (baseline)

102. The majority of LDCs used opportunities presented by NAPA and National Communications to establish national climate change secretariats and/or UNFCCC focal points. These secretariats and focal points facilitate the effective implementation of country commitments under the UNFCCC and Kyoto Protocol<sup>34</sup> and are usually situated within the Ministries of Environment. These secretariats and focal points usually support: i) the development of a regulatory framework that underpins an LDC's response to climate change under the UNFCCC; ii) institutional and financial requirements for the coordination of national climate change programmes; and iii) communication of climate change information at a national level. However, following the closure of the above-mentioned projects, the functionality of many LDC secretariats has diminished.

103. NAPA formulation and implementation – funded by the LDCF – has also contributed towards the establishment, development and/or strengthening of existing/new national institutions to oversee and promote regulatory support for climate change adaptation. However, many of these national institutions are constrained in their capacity to effectively participate in UNFCCC processes by: i) under-resourced bureaucracies; ii) insufficient technical capacity; and iii) poor institutional memory. Furthermore, mechanisms to disseminate information emanating from intergovernmental climate change negotiations to relevant national structures are limited. For example, in many LDCs, climate change negotiators disseminate information emanating from the negotiations through a single post-COP meeting with relevant government officials – e.g. Timor-Leste, Yemen, Benin. There is consequently a need to strengthen national institutional arrangements and coordination mechanisms within LDCs to increase their capacity to participate effectively in UNFCCC processes.

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<sup>34</sup> report of the 21<sup>st</sup> meeting of the LEG

104. Climate change information – at both national and international levels – is required to inform national development policies and appropriate responses to climate change. LDCs – through their NAPA and INC projects – have developed strategies to access this information. Furthermore, LDCs have contributed information on climate change technology, adaptation and GHG emissions through various projects – *inter alia* NAPAs, INCs and TNAs<sup>35</sup>. While the functionality of these information management strategies varies considerably between individual LDCs, in general institutional arrangements and mechanisms to transfer such climate change information to and from LDC climate change secretariats are inadequate. This is because such arrangements or mechanisms – along with technical capacity and institutional memory – diminish once a project and the associated financial support ends. Therefore, in many cases, LDCs have limited access to the latest climate change information. This limits the capacity of LDCs to carry out long-term planning for climate change adaptation and report under the UNFCCC on a continuous basis.

105. In the run-up to the development and implementation of a new climate change treaty in 2015, LDCs need to be informed on the latest available information on climate change and technologies for mitigation and adaptation. The IPCC's Fifth Assessment Report (AR5) has been released in 2014 to support UNFCCC Parties – including those from LDCs – in their long-term cooperative action on climate change. In order to respond to the findings of this report – and any subsequent climate change information – LDCs require strengthened institutional capacity to use AR5 scientific information to inform their negotiation positions.

106. The institutional capacity strengthening requirements of each LDC will be variable. Political, financial and social differences between individual LDCs result in different levels of baseline institutional capacity. In addition, other relevant initiatives (see below and Section 2.7) will continue to strengthen institutional capacity in those LDCs that they are working in. The variable and dynamic level of capacity within different LDCs means that tailored capacity-building approaches are required for each different country.

107. Therefore, there is a need to establish sustainable mechanisms to ensure that LDC climate change negotiators are as informed as possible on the negotiation topics of importance to their respective countries or negotiating blocs. Upon conclusion of negotiations, countries must also address climate change issues within the framework of the decisions reached. Therefore, there is a need to develop national LDC mechanisms for collecting, analysing, disseminating and archiving climate change data to inform future negotiating positions and support reporting under the UNFCCC.

#### *Ongoing initiatives that contribute to this Component*

Component 2 of the proposed LDCF project will build on the following ongoing initiatives to deliver consistent training and support to national institutions

108. **The NIE Direct Access project** – implemented by UNEP – focuses on strengthening the institutional and financial capacity of developing countries. The strengthening of capacities facilitates accreditation of National Implementing Entities (NIE) for direct access to the Adaptation Fund and other international climate funds. The project provides support on identification of capacities that already exist and additional capacities that may be needed within the relevant entity. The NIE Direct Access project also supports the appropriate entities to

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<sup>35</sup> Technology Needs Assessments

prepare a capacity development strategy to address identified gaps. These may include capacities for financial management, procurement, monitoring and evaluation. UNEP further provides support services to NIEs in preparing an application for accreditation and technical assistance in developing proposals for adaptation projects under the direct access modality. The LDCF project will help advance this capacity building initiative through the establishment or strengthening of national coordination mechanisms for climate change in LDCs. The NIE Direct Access project will contribute US\$300,000 in co-financing to the proposed LDCF project.

109. UNEP and UNDP joint initiative: **The Green Climate Fund (GCF) Readiness** – currently in the inception phase – will offer needs-oriented support to countries for accessing and using the GCF, once it is operational. It is implemented by UNDP, UNEP, WRI, with financing from the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU). This programme will include the development of: i) specific technical capacity building programmes in nine target countries; ii) national project pipelines on the basis of existing and potential specific national plans and policies; and iii) in-country monitoring and tracking systems for climate finance. The monitoring and tracking systems will provide feedback on shortcomings identified with GCF processes to support the work of the GCF board. The programme is currently working with stakeholders in each country – through scoping missions – to develop a readiness plan. The plan will be based primarily on an assessment of capacities around the pillars of climate finance readiness. The proposed LDCF project will build on this initiative by strengthening national institutional capacities to: i) support the integration of climate change into development planning; and ii) participate in UNFCCC processes, including reporting under the UNFCCC and accessing funding for climate change mitigation and adaptation. The overall budget of the relevant initiatives from the GCF Readiness Programme is US\$11,858,380, which is also co-financing for the proposed LDCF project.

#### With LDCF Intervention (adaptation alternative)

110. Underpinning the effective participation of LDCs in intergovernmental climate change negotiations – and the integration of climate change into development planning – are the mechanisms for coordinating climate change activities across institutions and sectors. Under Outcome 2 – overseen by UNEP – the proposed LDCF project will provide support to LDCs to develop strategies for strengthening national coordination mechanisms between climate change secretariats and relevant line ministries and departments – such as water, meteorology, local government, foreign affairs and agriculture.

111. LDCF resources will also be used to provide guidance to LDCs on how to apply the latest available science and technology concerning climate change mitigation and adaptation interventions. Furthermore, guidance will be provided to support the development of sustainable national mechanisms for collecting, analysing, disseminating and archiving climate change data. The support provided through the proposed LDCF project will assist LDCs to: i) integrate climate change into development planning<sup>36</sup>; and ii) design a national system for reporting under the UNFCCC<sup>37</sup>.

**Output 2.1: Support provided for formulation of country-specific institutional coordination strategies for effective participation in intergovernmental climate change negotiations and facilitation of dissemination of relevant information emanating from these negotiations.**

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<sup>36</sup> e.g. NAPAs, NAPs

<sup>37</sup> e.g. National Communications

112. National strategies – for individual LDCs – for coordinating climate change activities across institutions and sectors will be developed. These are tailored national strategies that will support countries in coordinating their effective participation in intergovernmental processes. These strategies will include guidance coordinating a country-specific position on relevant negotiation topics (including input from all of the relevant sectors), interpreting decisions made at intergovernmental climate change negotiations and disseminating the relevant information to the appropriate sectors at a national level. The development of these national coordination strategies will be aided by the identification of good practices and effective national strategies from both LDCs and non-LDCs. These good practices will pertain to national institutional arrangements and coordination mechanisms for bringing together the relevant national stakeholders from different ministries, departments, NGOs and civil society to collectively formulate the country's negotiation position. These institutional arrangements and coordination mechanisms will draw on the progress made by LDCs in this regard during the development of their NAPAs. In addition, under Output 2.1, LDCF resources will be used to identify national institutional and technical capacities of individual LDCs required to: i) interpret decisions made at intergovernmental climate change negotiations; and ii) disseminate the resultant information to the appropriate sectors at a national level.

113. The good practices and capacity needs identified will be used to inform the development of e-Learning courses on: i) interpreting decisions made at intergovernmental climate change negotiations; and ii) disseminating the resultant information to the appropriate sectors. These courses will be based on those already developed by UNITAR. The e-Learning courses developed will be tailored to the specific needs of LDCs. The intended audience of these e-Learning courses will be technical staff from the Ministries of Environment, Planning, Finance, Local Government, and other main sectoral Ministries. As this form of training does not require travel, a large group of technical staff in all LDCs will be able to benefit from training provided in an e-Learning format. The e-Learning courses will be run bi-annually (prior to COP and SBI/SBSTA meetings) and will be designed to function efficiently in areas with limited connectivity. For example, the course will: i) use training materials that can be downloaded as pre-recorded lectures and do not have to be streamed live via the internet; ii) supply training materials on CDs/hard-drives; and iii) avoid approaches that require real-time communication.

114. At the regional training workshops organised under Output 1.1, support will be provided to LDCs to develop tailored national strategies for: i) coordinating a country-specific position on relevant negotiation topics (including input from all of the relevant sectors); ii) interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate sectors at a national level. This support will include training on international best practice for developing such strategies as well as technical advice on how to sustain institutional arrangements and coordination between secretariats and other national sectoral ministries. The communities of practice established under Output 1.3 will provide technical advice to the LDCs both during and after the regional training. Given the intensive support required to formulate an institutional coordination strategy, not all LDCs can receive this assistance. Twenty LDCs will be selected in collaboration with the LDC Chair and LEG to receive this support. The development of tailored national coordination strategies will promote the implementation of national climate change actions/projects and provide LDC climate change negotiators with the knowledge required to participate effectively in intergovernmental climate change negotiations.

115. Activities under Output 2.1 include:

*Activity 2.1.1:* Identify good practices and effective national strategies within LDCs – pertaining to national institutional arrangements and coordination mechanisms in particular – for coordinating country-specific positions on relevant negotiation topics.

*Activity 2.1.2:* Identify national institutional and technical capacities of individual LDCs required to: i) interpret decisions made at intergovernmental climate change negotiations; and ii) disseminate the resultant information to the appropriate sectors at a national level.

*Activity 2.1.3:* Develop e-Learning courses that provide technical staff with training on interpreting decisions made at COP and disseminating the resultant information to the appropriate sectors.

*Activity 2.1.4:* Conduct e-Learning courses bi-annually.

*Activity 2.1.5:* Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national institutional coordination strategies for: i) coordinating a country-specific position on relevant negotiation topics (including input from all of the relevant sectors); ii) interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate sectors at a national level.

**Output 2.2: Technical assistance and guidance provided for the development of national systems for managing climate change information and data to support reporting under the UNFCCC.**

116. Under Output 2.2, national institutional and technical capacities required to collect, analyse, interpret and archive climate change information will be identified. These capacities are required to facilitate reporting under the UNFCCC. Furthermore, a stocktaking of existing manuals, toolkits, and other resource materials that facilitate such information management capacities will be undertaken.

117. The above-mentioned capacity assessment and stocktaking exercise will inform the revision/development of resource materials. These resource materials will assist LDCs to establish national systems to collect, analyse, interpret and archive climate change information. Resource materials – such as guidelines and toolkits – may be revised versions of existing materials, or may be specifically developed to fill gaps identified in the capacity assessment. The revision/development of resource materials will be based on current international best practice. Existing knowledge platforms and regional training will be used to distribute these resource materials to all LDCs. Where possible, materials will be made available in the main languages of LDCs so as to allow a widespread access.

118. In addition to disseminating resource materials, the proposed LDCF project will provide direct support to LDCs – at the regional training organised under Output 1.1 – to develop tailored national systems for collecting, analysing, disseminating and archiving climate change data. This support will include training on international best practice for developing such systems, and training on the information required to report under the UNFCCC. Technical advice on how to prepare National Communications, NAMAs, BURs and TNAs – where necessary – will also be provided. The community of practice established under Output 1.3 will provide ongoing technical advice to the LDCs both during and after the regional training.

119. Activities under Output 2.2 include:

*Activity 2.2.1:* Identify national institutional and technical capacities required to collect, analyse, interpret and archive climate change information to facilitate reporting under the UNFCCC.

*Activity 2.2.2:* Undertake a stocktaking of existing manuals, toolkits, and other resource materials for collection, analysis, dissemination and archiving of climate change data and information.



*Activity 2.2.3:* Develop and/or update manuals and toolkits – based on international best practice and gaps identified through the stocktaking – on the collection, analysis, dissemination and archiving of information to facilitate reporting under the UNFCCC.

*Activity 2.2.4:* Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national systems for collecting, analysing, disseminating and archiving climate change data.

### **COMPONENT 3: KNOWLEDGE MANAGEMENT (overseen jointly by UNDP and UNEP)**

**OUTCOME 3:** Knowledge generated by the project is collected and disseminated.

**Co-financing amounts for Outcome 3: US\$1,900,000**

**LDCF project grant requested: US\$565,818 (Overseen by UNDP \$ 151,000)**

#### Without LDCF funding (baseline)

120. Many existing web-based networks – accessible to LDCs – share climate change information. These include: i) the Africa Adaptation Knowledge Network (AAKNet); ii) the Asia Pacific Adaptation Network (APAN); iii) the Global Adaptation Network; and iv) the Climate Technology Centre and Network (CTCN). However, these networks are not always able to provide access to all of the relevant training materials and knowledge products (see a description of these under Outcome 1) that have been developed to improve negotiation skills and increase understanding of UNFCCC processes. Consequently, many of these training materials have been developed by individual projects, and they have not been shared once the projects have ended. There is a need to collect and disseminate available climate change information on existing knowledge networks.

121. Knowledge on climate change is also not widely available in the official languages of many LDCs. This limits the ability of LDC climate change secretariats, negotiators and technical staff to understand what can often be specialised information. There is therefore a need to provide relevant training materials and knowledge products on intergovernmental climate change negotiations in languages that are regularly spoken in LDCs.

#### *Ongoing initiatives that contribute to this Component*

122. Component 3 of the proposed LDCF project will build on the following ongoing initiatives to disseminate knowledge generated through the project.

123. The **UNDP and UNEP Knowledge Management Initiatives** apply knowledge and technology to support climate change adaptation. These networks coordinate and facilitate the exchange of climate change information. This includes: i) improving collaboration for innovation; ii) collating knowledge in tailored packages; iii) supporting strategic planning and policy processes; and iv) building capacity for climate change adaptation. The proposed LDCF project will build on these initiatives by promoting the sharing of knowledge among LDCs and non-LDCs on: i) intergovernmental climate change negotiations; ii) integrating climate change into development planning; and iii) reporting under the UNFCCC. The Adaptation Learning Mechanism (UNDP) will contribute US\$200,000, and APAN and AAKNET (UNEP) US\$300,000, in co-financing to the proposed LDCF project.

124. **The Climate Technology Centre and Network (CTCN)** is the operational component of the UNFCCC Technology Mechanism. It is hosted and managed by UNEP in collaboration with

UNIDO and is supported by a consortium of 11 Centres of Excellence located in developing and developed countries. The CTCN's mandate is to: i) build or strengthen the capacity of developing countries to identify technology needs; ii) facilitate the preparation and implementation of technology projects and strategies to support mitigation and adaptation interventions; and iii) promote low-emission and climate-resilient development. The centre started its operations in mid-2013, following the Doha COP's decision and UNEP's Governing Council of 2013. The proposed LDCF project will build on this initiative by facilitating the exchange of state-of-the-art information on climate change technology to support integration of climate change into development. The centre currently operates under a budget of more than US\$5,000,000, of which US \$1,000,000 is relevant as co-financing to the proposed LDCF project.

#### With LDCF Intervention (adaptation alternative)

125. Sustained access to training materials and knowledge products generated/collected by the proposed LDCF project will help to maintain the technical and institutional capacities required by LDCs to participate effectively in intergovernmental change negotiations and other UNFCCC processes. This is because these training materials and knowledge products will allow: i) new, inexperienced climate change negotiators to learn the skills to participate in intergovernmental climate change negotiations; ii) experienced negotiators to keep up to date with the latest available climate change information; and iii) national institutional arrangements to be amended/developed based on international best practice. The proposed LDCF project will therefore make all the knowledge products generated/collected through Outcomes 1 and 2 available on an existing web-based knowledge platform (e.g. NAP-GSP/Nap Central website).

126. Selected knowledge products will also be translated into several LDC official languages (e.g. French). The benefits of knowledge sharing will be enhanced if the training materials and knowledge products are available in multiple languages.

127. The knowledge products collected/generated by the proposed LDCF project (including translated versions) will be shared on existing platforms. They will be constructed using gender-responsive language, ensuring sensitivity towards differences among target audiences. The sharing of this LDC-specific knowledge will promote South-South and North-South knowledge exchange.

#### **Output 3.1: Knowledge products generated through the project are translated and available on an appropriate knowledge platform (UNDP).**

128. Under Output 3.1, selected knowledge products generated under Outcomes 1 and 2 – including best-practice manuals, training materials and toolkits – will be translated into the official languages of LDCs, as appropriate or necessary. LDCs will be consulted to determine the preferred languages for translation. To facilitate the translation of knowledge products, existing rosters of translators will be utilised (e.g. UNDP translator roster, PROVIA).

129. Knowledge products developed under the project, together with relevant existing knowledge products and resources will be collated into a central database. These products – including translated versions – will be incorporated into existing web-based knowledge platforms (e.g. NAP-GSP/Nap Central website). In addition, relevant knowledge products will be disseminated through other mechanisms – such as universities and research institutions within LDCs – to maximise accessibility.

130. The knowledge generated and experiences gained by LDC climate change negotiators at regional training workshops and through the e-Learning offered will be captured and shared in an existing newsletter (e.g. NAP-GSP newsletter). This newsletter will be produced on a quarterly basis.

131. Activities under Output 3.1 include:

*Activity 3.1.1:* Translate the knowledge products – including best-practice manuals, training materials and toolkits – developed in Outcomes 1 and 2 into the official languages of LDCs, as appropriate/necessary.

*Activity 3.1.2:* Collate knowledge products developed under the project, together with relevant existing knowledge products and resources, and incorporate them into web-based knowledge platforms and other delivery mechanisms.

*Activity 3.1.3:* Present the knowledge generated and experiences gained through the regional training workshops and e-Learning courses in an existing newsletter.

### **Output 3.2: Strategy to sustain knowledge generated by the project including through South-South cooperation (UNEP).**

132. Output 3.2 will provide the knowledge collected/generated under Outcomes 1 and 2 on existing regional/global knowledge networks (e.g. AAKNet, APAN, CTCN). National gender advocacy groups will be encouraged to enrol in these networks to ensure that knowledge products are available to men and women equally. These global/regional networks connect both LDCs and non-LDCs, and therefore will support South-South and North-South knowledge exchange.

133. To avoid the disintegration of these knowledge exchange mechanisms when the proposed LDCF project ends, a sustainable funding mechanism for the selected knowledge platforms will be developed. The support provided by the LDCF project to develop such a mechanism will include: i) identifying appropriate funders; ii) assisting in the development of long-term strategies for the ongoing functioning of these knowledge platforms; and iii) providing technical support to develop funding proposals.

134. Activities under Output 3.1 include:

*Activity 3.2.1:* Disseminate knowledge on intergovernmental climate change negotiations – collected and generated by the project through existing knowledge platforms.

*Activity 3.2.2:* Develop a funding mechanism/strategy to sustain the project's knowledge platforms beyond the implementation phase of the project.

## **2.5. Key indicators, risks and assumptions**

### **2.5.1 Indicators**

**At the level of the Project Objective, the indicator is as follows:**

1. Number of LDCs that have formulated a structured institutional coordination strategy to allow for effective engagement in intergovernmental climate negotiation processes.
2. Number of LDC climate change negotiators with the capacity to participate effectively in intergovernmental processes.

The outcome-level indicators are described below:



**Outcome 1: Capacity of LDCs to participate effectively in intergovernmental climate change negotiations is strengthened.**

**Output 1.1** Negotiators from each LDC have enhanced diplomacy skills and critical information on key issues underpinning the negotiations in order to formulate their own negotiation positions pertaining to UNFCCC negotiation topics.

Indicators

1. Number of training documents updated/developed and distributed to LDC negotiators on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.
2. Number of LDC negotiators trained on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.

**Output 1.2** Negotiators from LDCs have increased technical knowledge pertaining to negotiation topics.

Indicators

1. Number of training documents for senior LDC negotiators updated/developed on targeted negotiation topics.
2. Number of senior LDC negotiators trained on technical knowledge relevant to climate change negotiation topics/streams.

**Output 1.3** A community of practice to support LDCs to interpret and respond to negotiation outcomes.

Indicator

1. The existence of a community of practice to support LDC negotiators.

**Output 1.4** A long-term operational strategy for the LDC Group to coordinate responses/submissions and participate in parallel negotiation topics.

Indicator

1. Existence of a long-term strategy for the LDC Group

**Outcome 2: Institutional capacity of LDCs to collect, interpret and disseminate climate change data and information is strengthened.**

**Output 2.1** Support provided for formulation of country-specific institutional coordination strategies for effective participation in intergovernmental climate change negotiations and facilitation of dissemination of relevant information emanating from these negotiations.

Indicators

1. e-Learning courses developed and accessible.
2. Number of government technical staff trained through the e-Learning course.

**Output 2.2** Technical assistance and guidance provided for the development of national systems for managing climate change information and data to support reporting under the UNFCCC.

1. Number of manuals and toolkits developed/updated and distributed to national climate change secretariats on the collection, analysis, dissemination and archiving of climate change data and information.
2. Number of LDCs with a national system for collecting, analyzing, disseminating and archiving climate change information – including relevant risk information (This indicator corresponds with AMAT indicator 2.1.1).

### **Outcome 3: Knowledge generated by the project is collected and disseminated**

**Output 3.1** Knowledge products generated through the project are translated and available on an appropriate knowledge platform (UNDP).

#### Indicator

1. Number of knowledge products on climate change negotiations translated into at least 5 official languages of LDCs and disseminated to the corresponding LDCs.

**Output 3.2** Strategy to sustain knowledge generated by the project including through South-South cooperation (UNEP).

1. Number of knowledge networks improved with up-to-date information and additional participating countries.
2. Development of a funding mechanism to sustain the project's knowledge networks beyond the implementation phase of the project.

135. Broadly speaking, major risks involve the sustainability of national coordination mechanisms/ climate change secretariats following the project's completion. However, a key element of this project's sustainability strategy is an approach of building institutional partnerships, as opposed to *ad hoc* support using stand-alone trainings or tool development. Indeed, a primary aim of this project is to engage government institutions on building sustainable mechanisms to strengthen national capacities in the context of climate information collection, analysis and intergovernmental negotiation.

**Table 1: Indicator-level risks**

#	Risk	Assumption
1	The persons that attend training might not be the same people that go to intergovernmental climate change negotiations.	National financial resources are sufficient to maintain project interventions in the long-term.
2	Persons attending trainings and intergovernmental meetings do not have a keen interest.	Government decision makers recognise the importance of climate change and are committed to facilitating the necessary processes required for the success of the project.  Government staff are interested, learn from the training and stay in their jobs.
3	Decision makers do not view participation in intergovernmental climate change processes as a priority.	Decision-makers recognise the importance of participation in intergovernmental climate change processes.
	Not all knowledge products are translated into official languages of LDCs (5 languages).	The materials produced are considered practical, relevant and understandable.

		Select knowledge products are translated into at least 5 languages
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## 2.6. Cost-effectiveness

136. The proposed support mechanism will build on: i) existing capacities for negotiations; and ii) national coordination strategies in LDCs. This includes capacities developed during the development processes for national communications, NAPAs and NAPs. Developed institutional and technical capacities will therefore build on national efforts to date. This is a cost-effective approach to capacity building, which will facilitate LDCs' participation in intergovernmental climate change negotiations.

137. Lessons learned, experiences to date and best practices – all related to effective participation in intergovernmental climate change negotiations – will be captured and synthesised. This information will be disseminated through: i) web-based knowledge platforms; ii) an existing newsletter; and iii) other delivery mechanisms such as local universities and research groups. Traveling costs for LDCF attendees will be limited because the workshops will be held regionally and several project activities will be completed at each workshop (see Section 2.4). Furthermore, information will also be shared across South-South and North-South exchanges through existing platforms. These methods of dissemination are cost-effective ways of informing a broad range of stakeholders, including government staff, policy-makers, line ministries and all role players responsible for advancing climate change adaptation in LDCs.

## 2.7. Sustainability

Sustainability is an important principle in the design of the proposed LDCF project and will be achieved in several ways.

138. Firstly, the participation of both senior and junior negotiators in the training sessions will increase the technical capacity of negotiators in LDCs in a more sustainable manner than if only senior negotiators were trained. This is because the participatory approach that will be used during training sessions will foster knowledge sharing between negotiators of varying skill and experience. In addition, training junior negotiators during these workshops will maximise the long-term benefits of the project activities that focus on increasing the participation of LDCs during intergovernmental climate change negotiations. It will also extend the period during which trained individuals can transmit their knowledge to new recruits. This knowledge transfer will be facilitated and consolidated by the distribution of booklets on the training content.

139. Secondly, the proposed LDCF project will build institutional capacity to allow LDCs to benefit from the project activities in the long term. In particular, the establishment of the community of practice (see Output 1.3) will support the participation of LDCs in intergovernmental negotiations after the project has ended. Furthermore, the long-term operational strategy – that will be formalised and strengthened by the proposed LDCF project – will guide future participation in intergovernmental climate change negotiations. In addition, the fundraising plan – developed to implement this strategy – will enable regular group meetings to be held to facilitate LDCs' participation in intergovernmental climate change negotiations beyond the project implementation phase.

140. Thirdly, the project will increase the technical capacity of government authorities in LDCs and maintain this new capacity level over time. This will be achieved by developing a system of

e-Learning courses. The system will enable current and future technical staff in LDCs to be trained on the interpretation of the information discussed and decisions taken during the intergovernmental climate change negotiations.

141. Finally, particular attention will be given to the development of a long-term knowledge sharing system between LDCs and non-LDCs. Sharing knowledge generated through the proposed LDCF project on existing and well-established knowledge networks will serve this purpose. The production and distribution of these support documents in official languages of LDC will further facilitate the dissemination of the knowledge compiled and generated by the project. The project will also support the development of a sustainable funding mechanism for the selected knowledge networks by: i) identifying appropriate funders; ii) assisting in the development of long-term strategies for the ongoing functioning of these knowledge platforms; and iii) providing technical support to develop funding proposals. This funding mechanism included in the project activities will maintain the knowledge-sharing platform beyond the project implementation phase.

## **2.8. Replicability**

142. The proposed LDCF project will increase the technical capacity of LDC negotiators through various training activities, including regional training workshops. This will allow for a range of experiences and lessons being learned, as each region will have a unique set of circumstances and capacity requirements. Capturing, collating and disseminating the experiences and lessons learned will allow for the development of additional capacity-building initiatives for climate change negotiators. Consequently, there is considerable potential for replication of climate change negotiator training activities provided by the project in other non-LDCs that are also vulnerable to the effects of climate change (such as non-LDC SIDS<sup>38</sup> and LLDC<sup>39</sup>).

143. Training materials developed through the project will be disseminated on global/regional knowledge sharing networks. These training materials will therefore be available for use in other capacity-building initiatives. This will facilitate the replication and upscaling of project activities.

144. National strategies for coordinating climate change activities across institutions and sectors will be developed through the proposed LDCF project. These strategies will be tailored to the specific national circumstances of individual LDCs. The lessons learned and experience gained through the development of these strategies will facilitate the replication of similar coordination mechanisms in other LDCs and non-LDCs.

## **2.9. Stakeholder involvement plan**

145. Since the initiation of the design phase of the GEF-LDCF project, UNDP and UNEP have held a series of consultations with key stakeholders and intended beneficiaries of the project, including LDC representatives and negotiators, the LDC Group Core Team (<http://ldccclimate.wordpress.com/ldc-group-core-team/>), UNFCCC representatives, and members of the LEG. In addition, a number of other experts and partners were also consulted for guidance on how the proposed project could best succeed. Most of these consultations took place during the PPG period of the project formulation, during February-March 2014. This approach to stakeholder consultation represents a triangulation of information – that is, not only

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<sup>38</sup> Small Island Developing States

<sup>39</sup> Landlocked Developing Countries

from the country representatives/negotiators but also from key informants who have been involved in similar initiatives and could provide an objective perspective on the value added of this project. This approach was preferred to a standard stocktaking of the needs/priorities of every individual LDC as the baseline needs/priorities are dynamic and will likely change before project implementation. This dynamic baseline is due to the ongoing work of other initiatives targeting climate change negotiators. Against this backdrop, surveys will be carried out to attain a “snapshot” contextual situation of each country’s negotiation team during the initial phase of project implementation. This will inform the final design of the tailored training programmes.

#### NAP-GSP Asia Regional Training Workshop (Pattaya, February 2014)

146. A regional training workshop organised by the joint UNDP-UNEP National Adaptation Plan- Global Support Programme for LDCs in Asia was held from 17<sup>th</sup>–20<sup>th</sup> February 2014 in Pattaya, Thailand. At this workshop, policy makers and technical officials from eight Asian LDCs were trained on advancing the NAP process within their respective countries. During this workshop UNDP and UNEP GEF-LDCF project representatives met with a number of the LDC delegates to present the project’s proposed activities and key components. Delegates were asked to give feedback on the proposed project, and were invited to discuss their country’s expectations of the project and capacity needs that could be addressed within the scope of the project.

147. Discussions with delegates yielded a number of findings, which include *inter alia*: i) a need to strengthen both national climate change institutions of LDC’s and negotiator skills; ii) there is limited institutional memory within LDCs as a result of high staff turnover; iii) a recommendation that senior or more experienced negotiators should assist in training and guiding junior negotiators; and iv) a need to train senior negotiators on in-depth issues related to implementation of negotiation outcomes and technical issues/topics related to climate change.

148. These findings have been incorporated into the design of the proposed LDCF project in the following ways: i) negotiator training will be tailored to include basic negotiation skills (e.g. diplomacy) as well as specific technical information; ii) senior and experienced negotiators will be involved in the training provided through the project; and iii) support will be provided to national climate change institutions to develop country-specific coordination strategies.

**Table 2:** List of persons consulted during NAP-GSP Asia training workshop during 17-20 February 2014 (Pattaya, Thailand).

Name	Designation
<b>Partners and Key Informants/Resource People</b>	
Mr. Paul Desanker	Manager, National Adaptation Plans and Policy Adaptation, UN Climate Change Secretariat
Mr. Thinley Namgyel	LDC Experts Group
Mr. Mozaharul Alam	
Dr. Saleemul Huq	Director, ICCCAD; Senior Fellow, IIED
Mr. Richard Klein	Senior Research Fellow, PROVIA
<b>LDC Country Delegates to NAP-GSP</b>	
Mr. Noorullah Kaleem	UN and International Conferences Department, Ministry of Foreign Affairs, Afghanistan
Mr. Eng Naqibullah Sediqi	Climate Change Division, National Environmental Protection Agency, Afghanistan

Mr. Abdul Hakim Hellali	Head of Monitoring and Evaluation, ANDS, Afghanistan
Mr. Ram Hari Pantha	Climate Change Section, Ministry of Science, Technology & Environment, Nepal
Mr. Fahmi Abdulhadi Binshbrak	Climate Change Unit, Environment Protection Authority, Ministry of Water and Environment, Yemen
Mr. Hussein Mohammed Shedaiwa	Climate Change Unit, Environment Protection Authority, Ministry of Water and Environment, Yemen
Ms. Suhair Ahmed Al-Sakkaf	Ministry of Planning and International Cooperation, Yemen
Mr. Tin Ponlok	Deputy Director General, Ministry of Environment, Cambodia
Ms. Ummea Saima	Senior Assistant Chief, Ministry of Environment and Forests, Bangladesh
Ms. Umme Rehena	Senior Assistant Secretary, Ministry of Finance, Bangladesh

#### UNFCCC LEG Technical Meeting on NAPs (Dar es Salaam, February 2014)

149. This LEG technical meeting was held from 24<sup>th</sup>–26<sup>th</sup> February 2014 in Dar es Salaam, Tanzania. The meeting explored the technical aspects of the NAPs, including: i) climate data and risk analysis; ii) assessments; iii) economic appraisal; iv) ranking and prioritization of adaptation options; v) the design of implementation strategies; vi) monitoring and review; vii) national capacity; and viii) coordination. During the meeting, UNEP and UNDP project representatives consulted with various LDC representatives and LEG members. A full list of delegates consulted during the workshop are found in Table 3 and Table 4, below.

150. During discussions and interviews with these LDC representatives (Table 2) and LEG members (Table 3) the following gaps were identified:

- There is limited transfer of research findings on climate change from national research institutions to the relevant government officials.
- There is limited transfer of information emanating from intergovernmental climate change negotiations (e.g.COP) from climate change negotiators to other relevant line ministries.
- Submissions from the LDC Group rely on the Chair. Despite strategy meetings between experts from different countries and the Chair, these submissions do not include input from all LDCs because of limited capacity within certain countries to gather relevant information and prepare a position.
- Many LDCs do not have systems in place to collect and analyse climate change information.

151. The consultations in Dar Es Salaam also resulted in the following recommendations: i) existing training materials and guidelines should be updated rather than new ones developed; ii) training should be conducted in different languages; iii) good practices from previous multilateral agreements should be identified and shared with negotiators; iv) training should be designed around relevant negotiation topics (thematic areas), and institutions with relevant experience in these topics should be involved in the training; and v) training should focus on negotiation skills (including diplomacy and communication skills) as well as technical material.

152. These recommendations have been incorporated into the design of the proposed LDCF project in the following ways: i) where appropriate, existing training materials and guidelines will be updated, incorporating international good practice; ii) training will be conducted in both English and French, and relevant knowledge products generated by the project will be translated into the official languages of LDCs as appropriate; and iii) negotiator training will be



tailored to include basic negotiation skills (e.g. diplomacy) as well as specific technical information.

**Table 3: LDC Representatives Consulted**

Representative Name	Country	Contact details
Mr. Bubu Jallow	The Gambia	<a href="mailto:bubupateh@yahoo.com">bubupateh@yahoo.com</a>
Mr. Chan Thou Chea	Cambodia	<a href="mailto:chanthouchea@yahoo.com">chanthouchea@yahoo.com</a>
Mr. Geoffrey Bakanga	Tanzania	<a href="mailto:bakgef@yahoo.com">bakgef@yahoo.com</a>
Ms. Shakwaanande Natai	Tanzania	<a href="mailto:aikairuwa@gmail.com">aikairuwa@gmail.com</a>
Ms. Sumaya Ahmed Zakieldeen	Sudan	<a href="mailto:zakiels@yahoo.com">zakiels@yahoo.com</a>
Mr. Andrew Teem	Kiribati	<a href="mailto:ateem@ob.gov.ki">ateem@ob.gov.ki</a>

**Table 4: LEG Members Consulted**

Member Name	Country	Contact details
Mr. Abias Huongo	Angola	<a href="mailto:huongoam@hotmail.com">huongoam@hotmail.com</a>
Mr. Ibila Djibril	Benin	<a href="mailto:idiibril@yahoo.fr">idiibril@yahoo.fr</a>
Mr. Fredrick Kossam	Malawi	<a href="mailto:fredkossam@yahoo.com">fredkossam@yahoo.com</a>
Mr. Thinley Namgyel	Bhutan	<a href="mailto:tb@nec.gov.bt">tb@nec.gov.bt</a>
Mr. Batu Krishna Uprety	Nepal	<a href="mailto:upretybk@gmail.com">upretybk@gmail.com</a>
Mr. Kanizio Fredrick Kahema Manyika	Tanzania	<a href="mailto:freddy_manyika@hotmail.com">freddy_manyika@hotmail.com</a>
Mr. Abiziou Tchinguilou	Togo	<a href="mailto:ptching17@gmail.com">ptching17@gmail.com</a>
Ms. Pepetua Latasi	Tuvalu	<a href="mailto:pepetua@gmail.com">pepetua@gmail.com</a>
Mr. Douglas Yee	Solomon Islands	<a href="mailto:d.yee@met.gov.sb">d.yee@met.gov.sb</a>

#### UNFCCC ADP 2-4 (Bonn, March 2014)

153. The Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP) held the fourth part of its second session from 10<sup>th</sup>–14<sup>th</sup> March 2013 in Bonn, Germany. In connection with the ADP, a meeting of the LDC Group Core Team provided a further opportunity to seek inputs on the draft project design.

154. The LDC Core Team confirmed that small negotiation delegations, high staff turnover and limited institutional capacity to manage climate change information limit the ability of many LDCs to participate in intergovernmental climate change negotiations. In addition, they recommended that the proposed LDCF project should build on existing capacity building programmes. This recommendation has been incorporated into the design of the proposed LDCF project, and where appropriate, existing training materials and guidelines will be updated and used.

#### Key experts and partners

155. A number of informants were approached to provide feedback on the proposed project. In some cases, opportunities for collaboration and co-financing were discussed with informants in their related projects and/or programmes. See Table 5 below.

156. Suggestions and recommendations pertaining to the project resulting from these consultations included *inter alia*: i) there is a need for both basic and technical skill training within LDC's because of the presence of both junior and senior negotiators; ii) existing training

materials should be updated and improved; iii) training for climate change negotiators should be provided consistently rather than in an *ad hoc* manner; iv) many LDCs experience poor internet connectivity, and e-Learning courses should be designed with this in mind; and v) climate change negotiator training should not occur directly before a COP because of time and scheduling constraints.

157. These recommendations have been incorporated into the design of the proposed LDCF project in the following ways: i) negotiator training will be tailored to include basic negotiation skills (e.g. diplomacy) as well as specific technical information; ii) where appropriate, existing training materials and guidelines will be updated, incorporating international good practice; iii) e-Learning courses will be designed to function efficiently in areas with limited internet connectivity (e.g. courses will be available on CD/hard-drive); and iv) the regional training workshops will be conducted 2 – 4 months prior to the annual SBI/SBSTA meeting and COP

**Table 5** Key experts and partners

<b>Informant</b>	<b>Position/background</b>
Chad Carpenter	Worked with UNFCCC secretariat for 6 years and has prepared many negotiators for CoP events. Chad has also worked with the International Institute for Sustainable Development (IISD) and has been involved in capacity building.
Angus Mackay	Manager of UNITAR's Climate Change programme in Geneva.
Anand Patwardhan	Anand has been a member of the Scientific and Technical Advisory Panel (STAP) of the Global Environment Facility (GEF); and a coordinating lead author for the Fourth Assessment Report of the Intergovernmental Panel on Climate Change (IPCC), and for the Millennium Ecosystem Assessment. Anand is co-chair of the Scientific Steering Committee for the Global Carbon Project, and is a member of a core consultative group on climate change for the Indian government.
Cassie Flynn and Rebecca Carmen	<b>Cassie Flynn:</b> Climate Change Policy Specialist within UNDP. In this role Cassie has supported countries in UNFCCC negotiations and provided technical advice to countries on: i) finance; ii) capacity building; iii) adaptation; and iv) technology. <b>Rebecca Carmen:</b> Managed the "capacity development for policy makers to address climate change" project focussing on climate change negotiators.
Benito Muller	Managing director of Oxford Climate Policy and director of ecbi.
Daniela Carrington	UNDP Climate Change Policy Advisor and holds experience in international climate change negotiations and capacity building.
Kinga Lodge	Programme manager on CDKN, Sustainability & Climate Change, PricewaterhouseCoopers (PwC), United Kingdom
Quamrul Chowdhury	Lead Bangladesh negotiator to the UN, Chair of the Joint Implementation Supervisory Committee (JISC)

## 2.10 Explain compliance with UNDP Safeguards Policies

According to the UNDP Environmental and Social Screening policy, this project is ranked Category 1, whereby there will be no implementation of downstream activities which may have environmental and social impacts. Therefore, no further environmental or social safeguards screening is needed. Please see Annex 4 for summary and checklist.



### 3. Project Results Framework

<b>Project Goal:</b> to support LDCs to effectively engage in and implement the outcomes of intergovernmental climate change negotiations.						
	<b>Outputs</b>	<b>Indicator</b>	<b>Baseline</b>	<b>Targets End of Project</b>	<b>Source verification of</b>	<b>Risks and Assumptions</b>
<b>Project Objective<sup>40</sup></b> to strengthen institutional and technical capacities in LDCs for more effective participation in intergovernmental climate change negotiations and coordination of climate change efforts		<p>1. Number of LDCs that have formulated a structured institutional coordination strategy to allow for effective engagement in intergovernmental climate negotiation processes.</p> <p>2. Number of LDC climate change negotiators with the capacity to participate effectively in intergovernmental processes.</p>	<p>1. LDCs present their negotiation positions primarily through negotiating blocs such as the LDC Group and Africa Group No national institution in LDCs has a structured institutional coordination strategy for coordinating climate change activities across different institutions and sectors.</p> <p>2. Low technical capacity of</p>	<p>1. At least 20<sup>41</sup> LDCs have formulated an institutional coordination strategy for effective engagement in intergovernmental climate negotiation processes.</p> <p>2. By the end of the project: at least 144 LDC climate change negotiators (3 from each LDC) with sufficient capacity to participate effectively in intergovernmental climate change negotiations (Level 5: Fully developed capacity).</p>	<p>1. Surveys, project reports, interviews.</p> <p>2. Capacity scorecard assessment<sup>42,43</sup> of the LDC negotiators using surveys before, after and during regional training workshops.</p>	<p>Risks: Continuity and political aspects to the individuals sent to training and sent to COPs. The persons that attend training might not be the same people that attend intergovernmental climate change negotiations.</p> <p>Persons attending trainings and intergovernmental meetings do not have a keen interest.</p> <p>Assumptions: National financial resources are sufficient to maintain project</p>

<sup>40</sup> Objective monitored annually in APR/PIR

<sup>41</sup> Given the intensive support required to formulate an institutional coordination strategy, not all LDCs can receive this assistance. 20 LDCs will be selected to receive this support.

<sup>42</sup> These levels were used in the Capacity Scorecard assessment of Mozambique and Ethiopia LDCF projects.

<sup>43</sup> UNDP Bureau for Development Policy. 2010. Monitoring guidelines of capacity development in Global Environment Facility projects. Pretoria, South Africa.

			LDC negotiators (Level 2: Anecdotal evidence of capacity).			<p>interventions in the long-term.</p> <p>Government decision makers recognise the importance of climate change and are committed to facilitating the necessary processes required for the success of the project.</p> <p>Government staff are interested, learn from trainings, and stay in their jobs.</p>
<b>Outcome 1<sup>44</sup></b> <b>Capacity of LDCs to participate effectively in intergovernmental climate change negotiations is strengthened.</b>	<b>Output 1.1</b> Negotiators from each LDC have enhanced diplomacy skills and critical information on key issues underpinning the negotiations in order to formulate their own negotiation positions pertaining to UNFCCC negotiation topics.	1. Number of training documents updated/developed and distributed to LDC negotiators on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation	1. Training material for climate change negotiators has been produced by AOSIS, UNITAR, UNEP, UNDP, CDKN, ICCCAD, but they are outdated and/or not specific to LDCs.	1. At least 5 training documents updated/produced and distributed on negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.  2. At least 144	1. Number of guiding documents updated/produced and distributed to the LDC negotiators.  2. Surveys (tests, questionnaires and interviews) before and after training, list of participants to the training workshops.	<b>Risk:</b> Continuity and political aspects to the individuals sent to training and sent to COPs. The persons that attend training might not be the same people that attend intergovernmental climate change negotiations. Persons

<sup>44</sup> All outcomes monitored annually in the APR/PIR. It is highly recommended not to have more than 4 outcomes.

		<p>processes.</p> <p>2. Number of LDC negotiators trained on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.</p>	<p>2. Approximately 300 LDC negotiators have been trained through IIED (ICCCAD), ~10 negotiators representing the LDC Group have been trained through CDKN, and ~ 280 negotiators (not specifically from LDCs) have been trained through UNITAR. However, training provided has been geographically restricted and are not specifically tailored to LDCs.</p>	<p>LDC negotiators, with at least 15%<sup>45</sup> of these women, trained on diplomacy, negotiation terminology, and understanding UNFCCC negotiation processes.</p>	<p>attending trainings and intergovernmental meetings do not have a keen interest.</p> <p><b>Assumptions:</b> National financial resources are sufficient to maintain project interventions in the long-term.</p> <p>Government decision makers recognise the importance of climate change and are committed to facilitating the necessary processes required for the success of the project.</p> <p>Government staff are interested, learn from trainings and stay in their jobs.</p>
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<sup>45</sup> This modest target reflects the principle of country-ownership in regards to government nominations for training programs' participation. Efforts will be made to incentivize countries to nominate women to achieve at least a 15% women attendance rate, if not more.

	<b>Output 1.2</b> Negotiators from LDCs have increased technical knowledge pertaining to negotiation topics.	1. Number of training documents for senior LDC negotiators updated/developed on targeted negotiation topics.  2. Number of senior LDC negotiators trained on technical knowledge relevant to climate change negotiation topics/streams.	1. UNEP, UNDP and IIED have produced technical guidelines for negotiators. However, the existing documents are outdated and do not explain technicalities on the current negotiation topics/streams.  2. No technical training has been available to allow senior LDC negotiators to better understand technicalities on selected negotiation topics.	1. At least 3 training documents updated/produced on selected negotiation topics/streams.  2. At least 48 senior LDC negotiators (at least one from each LDC) trained on technical knowledge relevant to climate change negotiation topics/streams. (The 48 senior negotiators may be drawn from the 144 negotiators specified in the target for Output 1.1).	1. Number of guiding documents for senior LDC negotiators updated/produced .  2. Surveys (tests, questionnaires and interviews) administered before and after training and a list of participants of training workshops acquired.	
	<b>Output 1.3 A</b> A community of practice to support LDCs to interpret and respond to negotiation outcomes.	1. The existence of a community of practice to support LDC negotiators.	1. . LDC negotiators currently seek technical assistance directly from the UNFCCC. The IIED (ICCCAD) has established an alumni	A community of practice to support LDC negotiators is established and fully functional.	1. Project reports, interviews.	

			community. No community of practice to support LDCs exists.			
	<b>Output 1.4</b> A long-term operational strategy for the LDC Group to coordinate responses/submissions and participate in parallel negotiation topics.	1. Existence of a long-term strategy for the LDC Group.	1. The LDC Group is currently developing a strategy, but additional support is required to formalise this into a long-term and operational strategy.	1. A long-term strategy for the LDC Group is developed and disseminated for endorsement.	1. Review of strategies developed.	
<b>Outcome 2</b> <b>Institutional capacity of LDCs to collect, interpret and disseminate climate change data and information is strengthened.</b>	<b>Output 2.1</b> Support provided for formulation of country-specific institutional coordination strategies for effective participation in intergovernmental climate change negotiations and facilitation of dissemination of relevant information emanating from these negotiations.	1. e-Learning courses developed and accessible.  2. Number of government technical staff trained through the e-Learning course.	1. e-Learning courses (such as Climate Change Diplomacy: Negotiating effectively under the UNFCCC) have been run by UNITAR but have not been targeted at LDCs. In addition, these current courses have not been accessible to	1. An e-learning that is tailored to the specific needs of LDCs is developed within the first year of the project.  2. At least 100 government technical staff, with at least 20% of these women, have accessed e-Learning courses.	Review of e-learning courses available, statistics on e-learning courses accessed and completed by LDC technical government staff.	<b>Risks:</b> Decision makers do not view participation in intergovernmental climate change processes as a priority.  <b>Assumptions:</b> Decision makers recognise the importance of participation in intergovernmental climate change processes.

			all LDCs.  2. ~ 280 negotiators (not specifically from LDCs) have been trained through UNITAR e-Learning courses.			
	<b>Output 2.2</b> Technical assistance and guidance provided for the development of national systems for managing climate change information and data to support reporting under the UNFCCC.	1. Number of manuals and toolkits developed/updated and distributed to national climate change secretariats on the management (i.a. collection, analysis, dissemination and archiving) of climate change data and information.  2. Number of countries to whom support was provided for the establishment of a national system for collecting and managing climate change information – including relevant	1. Resource materials on climate change information management were developed during the National Communication Support Program, but these resources are now outdated.  2. No LDCs have received support to develop adequate systems for managing (i.a. collecting, analyzing, disseminating and archiving) climate change	1. At least 3 manuals and toolkits developed/updated and distributed on the collection, analysis, dissemination and archiving of climate change data and information.  2. At least 20 LDCs have been provided with support to develop a national system for managing (i.a. collecting, analyzing, disseminating and archiving) climate change information – including relevant risk information.	1. Number of manuals and toolkits developed/updated and distributed on knowledge platforms or at regional trainings.  2. Review of systems developed by LDCs at regional training workshops.	

		risk information (This indicator corresponds with AMAT indicator 2.1.1).	data to support reporting under the UNFCCC.			
<b>Outcome 3</b> Knowledge products generated by the project are accessible and available.	<b>Output 3.1</b> Knowledge products generated through the project are translated and available on an appropriate knowledge platform (UNDP).	1. Number of knowledge products on climate change negotiations translated into at least 5 official languages of LDCs and disseminated to the corresponding LDCs.	1. Limited knowledge products on climate change negotiations translated into LDCs common official languages, the majority of which are available only in French.	1. At least four knowledge products on climate change negotiations translated into at least 5 LDCs' common official languages and disseminated to the corresponding LDCs.	1. Number of translated versions of knowledge products (e.g. handbooks, toolkits, briefing notes, training courses and newsletters), number of these translated documents disseminated on knowledge platforms and distributed during training sessions.	<b>Risks:</b> Not all knowledge products are translated into official languages of LDCs (5 languages).  <b>Assumption:</b> The materials produced are considered practical, relevant and understandable.  Select knowledge products are translated into at least 5 languages
	<b>Output 3.2</b> Strategy to sustain knowledge is generated by the project including through South-South cooperation (UNEP).	1. Number of knowledge networks improved with up-to-date information and additional participating countries.  2. Development of a funding	1. Climate change knowledge networks exist (e.g. AAKNet, APAN, CTCN) but there is limited contact and sharing of information and lessons learned	1. At least 3 knowledge networks updated with information, and at least 20 LDCs are actively sharing information and lessons learned on these networks.	1. Number of LDCs downloading best practice and lessons learned documents from knowledge networks.  1.1 Number of documents downloaded from	<b>Risks:</b> Information is accessed but not used.  <b>Assumptions:</b> Information that is downloaded by countries is used by them.

		mechanism to sustain the project's knowledge network beyond the implementation phase of the project.	between LDCs.  2. No funding mechanism to sustain the project's knowledge network exists.	2. A funding mechanism to sustain the project's knowledge networks beyond the implementation phase of the project exists.	knowledge networks by LDCs.  2. Review of funding mechanisms or strategies developed.	
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#### 4. Total budget and workplan

<b>Award ID:</b>	00080985	<b>Project ID(s):</b>	00090465
<b>Award Title:</b>	Global FSP LDCF: Building capacity for LDCs to participate effectively in intergovernmental climate change processes		
<b>Business Unit:</b>	UNDP1		
<b>Project Title:</b>	Building capacity for LDCs to participate effectively in intergovernmental climate change processes		
<b>PIMS no.</b>	5319		
<b>Implementing Partner (Executing Agency)</b>	UNDP		

SOF (e.g. GEF) Outcome/Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Total (USD)	See Budget Note:
<b>OUTCOME 1:</b>  Technical capacity and negotiation skills of LDCs to participate effectively in intergovernmental climate change processes strengthened.	<b>UNDP</b>	<b>62160</b>	<b>LDCF</b>	71200	International Consultants	155,000	295,000	227,000	677,000	1a
				71300	National Consultants	10,000	20,000	10,000	40,000	1b
				71600	Travel	-	40,000	20,000	60,000	1c
				74200	Audio visual and print production	-	5,000	5,000	10,000	1d
				75700	Training, workshop & conference	-	600,000	300,000	900,000	1e
					<b>sub-total GEF</b>	165,000	960,000	562,000	1,687,000	
					<b>Total Outcome 1</b>	<b>165,000</b>	<b>960,000</b>	<b>562,000</b>	<b>1,687,000</b>	
<b>OUTCOME 3:</b>  Knowledge generated by the project is collected and disseminated.	<b>UNDP</b>	<b>62160</b>	<b>LDCF</b>	71200	International Consultants	10,000	40,000	43,000	93,000	3a
				71300	National Consultants	-	24,000	24,000	48,000	3b
				72400	Audio visual and print production	-	5,000	5,000	10,000	3c

					sub-total GEF	10,000	69,000	72,000	151,000	
					Total Outcome 3	10,000	69,000	72,000	151,000	
Project management unit	UNDP	62160	LDCF	71200	International Consultants	15,000	20,000	37,000	72,000	1
				71300	National Consultants	10,000	20,000	15,000	45,000	2
				72800	IT Equipment	5,000	-	-	5,000	3
					73100	Rental & Maintenance-Premises	5,000	10,000	10,000	25,000
				74500	UNDP Direct Project Cost	5,000	5,000	5,000	15,000	4
					Total Management	40,000	55,000	67,000	162,000	
PROJECT TOTAL						\$215,000	1,084,000	701,000	2,000,000	

### Summary of funds

	Donors	Total
	LDCF	\$2,000,000
	UNITAR	\$ 1,054,000
	UNDP	\$ 12,178,380
	UNEP	\$ 2,000,000
	<b>Grant Total</b>	<b>\$ 17,232,380</b>

### Budget Note

Item	Description of cost item
1a	Cost of a technical specialist to lead programme @US\$200,000 pro-forma cost/year; International Consultants to develop materials including: i) handbooks, training courses, briefing notes and toolkits (1.1.1); ii) information briefs, brochures, training courses (1.2.1); iii) briefing notes (1.3.2); iii). International consultants will also: i) establish and facilitate a community of practice (1.3.1); and ii) establish communication networks (1.3.3).
1b	Cost of national consultants to support organization and training of LDC participants (1.1.2).

<b>1c</b>	Cost of travel for international consultants and resource people for regional trainings (1.1.2).
<b>1d</b>	Printing of training and resource materials (1.1.1, 1.2.1).
<b>1e</b>	3 sets of 4 regional workshops: 1 set of workshops at \$300,000 (Activities 1.1.2 and 1.2.2).
<b>3a</b>	International consultants are required for developing a website with collated knowledge products (3.1.2) and communications (Activity 3.1.3).
<b>3b</b>	National consultants are required for translating knowledge products into (up to) 12 relevant national languages across LDCs (3.1.1).
<b>3c</b>	Some translated knowledge products should be printed (Activity 3.1.1).
<b>1</b>	Cost of international consultant for technical advisory support: project management, mid-term/final evaluation (M&E cost- \$30,000 in year 2 and year 3).
<b>2</b>	National consultants: project execution, monitoring and evaluation (\$5,000 in year 1 for inception activities).
<b>3</b>	Office and general running costs of the project including equipment (laptop, printer, printing costs), and rental of office space.
<b>4</b>	<p>Direct Project Services (DPS) is estimated based on operational and administrative support activities to be carried out by UNDP APRC. Estimated breakdown is as follows:</p> <ul style="list-style-type: none"> <li>• Recruitment of project personnel <ul style="list-style-type: none"> <li>○ Recruitment of project staff - \$2,660 per staff (recruitment package, admin management &amp; payroll) for 3 years</li> <li>○ Recruitment of IC - -\$370 per IC contract. 7 contracts in total, totaling \$2,590</li> </ul> </li> <li>• Payment processing <ul style="list-style-type: none"> <li>○ \$42.50/payment – 4 requests per month, totaling \$6,120 for 3 years</li> </ul> </li> <li>• \$100/travel payment for project staff/consultant – 12 times per year, totaling \$ 3,600 for 3 years.</li> </ul>

## 5. Management Arrangements

158. UNDP and UNEP will be the GEF Implementing Agencies (IAs) for the proposed LDCF project. However, two distinct project documents outline what each agency will be responsible for within the framework of a common logical framework.

159. This project document outlines arrangements governing Outcome 1 (LDCs are able to participate effectively in intergovernmental climate change processes) and Outcome 3/Output 3.1 (Knowledge products generated through the project are translated and available on an appropriate global knowledge platform) which are overseen by UNDP.<sup>46</sup>

160. The proposed LDCF project will be executed under UNDP's Direct Implementation Modality (DIM). UNDP's Asia Pacific Regional Centre (APRC) will function as the responsible party for services related to recruitment of project staff and consultants, travel, sub-contracting, and organisation of regional workshops. The costs of UNDP-APRC services will be borne by the Project Management Cost budget. UNDP/GEF will delegate spending authority to APRC and the budget will be set up by UNDP/GEF. UNDP/GEF will approve the budget, and UNDP-APRC can spend within the approved spending limits. The UNDP-GEF Task Manager will oversee the project while a Technical Specialist will be recruited to undertake day-to-day management.

161. **Project Board:** There will be a single Project Board (PB) for the UNDP (and UNEP) administered LDCF resources. The PB will be the strategic decision-making body of the project. It will provide overall guidance and direction to the project and be responsible, when high-level strategic guidance is required, for making decisions on a consensus basis. This will include the approval of major revisions in project strategy or implementation approach. The PB will meet once per year, within the margins of UNFCCC events and/or LEG events and/or virtually, and will consist of:

Co-chairs:

- i) one representative from UNDP
- ii) one representative from UNEP

Additional members of the Board:

- iii) one representative from the UNFCCC Secretariat
- iv) one representative from the LEG
- v) the LDC Group Chair
- vi) two representatives from countries supported by the initiative (selected by UNFCCC Secretariat and the LEG) – representing the beneficiary LDC negotiators

162. Other relevant stakeholders may participate in meetings as observers as needed, or upon approval by the Board, as Board members. The PB will review progress towards project implementation at regular intervals (but at least annually), or as required, at the request of the Technical Specialist. The PB will also approve the annual work plan prepared by the Technical Specialist, with the assistance of the Technical Support Unit. The annual work plan will be the instrument of authorisation through which the Technical Specialist and his/her team will deliver results. Additional functions of the PB are to: i) ensure that LDCF resources are committed exclusively to activities that relate to the achievement of approved project objectives and

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<sup>46</sup> Note: UNEP will provide oversight of Outcome 2 (Institutional capacity of LDCs to manage climate change in a sustainable and effective manner strengthened; including participation in intergovernmental climate change processes, reporting, and implementation of climate change adaptation projects), and Outcome 3/Output 3.2 (Strategy to sustain knowledge generated by the project including through South-South cooperation).

outcomes, and in line with approved annual work plans; ii) arbitrate significant conflicts within the project; and iii) negotiate a solution to major problems that may arise between the project and external bodies. To secure ultimate accountability for project results, PB decisions will be made in accordance to standards that shall support management for development results, best value for money, fairness, integrity, transparency and effective international competition. PB members and their associated travel expenses are not funded through this project. As far as possible, PB meetings will be coordinated with the regularly planned LEG meetings that are scheduled 2-3 times a year. The PB is expected to interact with the various UNFCCC processes including the LEG, UNFCCC secretariat, and CoPs.

163. **Responsible Parties:** Other organisations that are involved in this initiative as potential UNDP designated Responsible Parties and/or collaborative partners will work closely with the Technical Support Unit (TSU) to implement activities and deliver outputs that are under their mandate in accordance with the Stakeholder Involvement Plan. This plan will be finalised in the project's inception phase and aligned with the project's first annual work plan. Whenever possible, Responsible Parties will assume responsibility for the delivery of project Outputs based on agreed Terms of Reference. The TSU will facilitate the selection of an appropriate Responsible Party for the relevant Outputs and Outcomes.

164. **Technical Support Unit:** UNDP will provide co-located office space for the UNDP project staff, the costs of which will be borne by the project. The UNDP technical staff of this project will include a:

- Technical Specialist – UNDP (TOR in Annex 3); and
- Senior Technical Specialist (50% time) – UNDP (TOR in Annex 3).

165. **Project Support:** The Project Support role provides administrative support to the Technical Support Unit. For this purpose, one Project Assistant will be recruited by the project (TOR in Annex 3).

160. **Project Assurance:** UNDP-GEF will provide technical oversight services for this project. UNDP will ensure that project monitoring and evaluation run according to an agreed schedule, and in line with UNDP and GEF requirements. This is further described in Section 6 below.

## 6. Monitoring Framework and Evaluation

166. The project will be monitored through the following M&E activities. The M&E budget is provided in the table below.

### Project start:

167. A Project Inception Workshop will be held within the first 2 months of project start with those with assigned roles in the project organisation structure. The Inception Workshop is crucial to building ownership for the project results and to plan the first year annual work plan.

168. The Inception Workshop should address a number of key issues including:

- Assist all partners to fully understand and take ownership of the project. Detail the roles, support services and complementary responsibilities of UNDP and UNEP staff vis à vis the project team. Discuss the roles, functions, and responsibilities within the project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms. The Terms of Reference for project staff will be discussed again as needed.

- Based on the project results framework and the relevant GEF Tracking Tool if appropriate, finalise the first annual work plan. Review and agree on the indicators, targets and their means of verification, and recheck assumptions and risks.
- Provide a detailed overview of reporting, monitoring and evaluation (M&E) requirements. The Monitoring and Evaluation work plan and budget should be agreed and scheduled.
- Discuss financial reporting procedures and obligations, and arrangements for annual audit.
- Plan and schedule Project Board meetings. Roles and responsibilities of all project organisation structures should be clarified and meetings planned. The first Project Board meeting should be held within the first 12 months following the inception workshop.

169. An Inception Workshop report is a key reference document and must be prepared and shared with participants to formalise various agreements and plans decided during the meeting.

170. Quarterly:

- Progress made shall be monitored in the UNDP Enhanced Results Based Management Platform.
- Based on the initial risk analysis submitted, the risk log shall be regularly updated in ATLAS. Risks become critical when the impact and probability are high. Note that for UNDP GEF projects, all financial risks associated with financial instruments such as revolving funds, microfinance schemes, or capitalisation of ESCOs are automatically classified as critical on the basis of their innovative nature (high impact and uncertainty due to no previous experience justifies classification as critical).
- Based on the information recorded in Atlas, a Project Progress Reports (PPR) can be generated in the Executive Snapshot.
- Other ATLAS logs can be used to monitor issues, lessons learned, etc. The use of these functions is a key indicator in the UNDP Executive Balanced Scorecard.

171. Annually:

Annual Project Review/Project Implementation Reports (APR/PIR): This key report is prepared to monitor progress made since project start and in particular for the previous reporting period (30 June to 1 July). The APR/PIR combines both UNDP and GEF reporting requirements.

172. The APR/PIR includes, but is not limited to, reporting on the following:

- Progress made toward project objective and project outcomes - each with indicators, baseline data and end-of-project targets (cumulative)
- Project outputs delivered per project outcome (annual).
- Lesson learned/good practice.
- AWP and other expenditure reports
- Risk and adaptive management
- ATLAS QPR
- Portfolio level indicators (i.e. GEF focal area tracking tools) are used by most focal areas on an annual basis as well.

### **Mid-term of project cycle:**

173. The project will undergo an independent Mid-Term Evaluation at the mid-point of project implementation (insert date). The Mid-Term Evaluation will determine progress being made toward the achievement of outcomes and will identify course correction if needed. It will focus on the effectiveness, efficiency and timeliness of project implementation; will highlight issues requiring decisions and actions; and will present initial lessons learned about project design,

implementation and management. Findings of this review will be incorporated as recommendations for enhanced implementation during the final half of the project's term. The organisation, terms of reference and timing of the mid-term evaluation will be decided after consultation between the parties to the project document. The Terms of Reference for this Mid-term evaluation will be prepared by the UNDP. The management response and the evaluation will be uploaded to UNDP corporate systems, in particular the [UNDP Evaluation Office Evaluation Resource Center \(ERC\)](#).

174. The relevant GEF Focal Area Tracking Tools will also be completed during the mid-term evaluation cycle.

#### **End of Project:**

175. An independent Final Evaluation will take place three months prior to the final Project Board meeting and will be undertaken in accordance with UNDP and GEF guidance. The final evaluation will focus on the delivery of the project's results as initially planned (and as corrected after the mid-term evaluation, if applicable). The final evaluation will look at impact and sustainability of results, including the contribution to capacity development and the achievement of global environmental benefits/goals. The Terms of Reference for this evaluation will be prepared by UNDP.

176. The Final Terminal Evaluation should also provide recommendations for follow-up activities and requires a management response which should be uploaded to PIMS and to the [UNDP Evaluation Office Evaluation Resource Center \(ERC\)](#).

177. The relevant GEF Focal Area Tracking Tools will also be completed during the final evaluation.

178. During the last three months, the project team will prepare the Project Terminal Report. This comprehensive report will summarise the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project's results.

#### **Learning and knowledge sharing:**

179. Results from the project will be disseminated within and beyond the project intervention zone 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 project implementation though lessons learned. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects.

Finally, there will be a two-way flow of information between this project and other projects of a similar focus.

#### **Communications and visibility requirements:**

180. Full compliance is required with UNDP's Branding Guidelines. These can be accessed at <http://intra.undp.org/coa/branding.shtml>, and specific guidelines on UNDP logo use can be accessed at: <http://intra.undp.org/branding/useOfLogo.html>. Amongst other things, these guidelines describe when and how the UNDP logo needs to be used, as well as how the logos of donors to UNDP projects needs to be used. For the avoidance of any doubt, when logo use is required, the UNDP logo needs to be used alongside the GEF logo. The GEF logo can be accessed at: [http://www.thegef.org/gef/GEF\\_logo](http://www.thegef.org/gef/GEF_logo). The UNDP logo can be accessed at



<http://intra.undp.org/coa/branding.shtml>. Full compliance is also required with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at:

[http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08\\_Branding\\_the\\_GEF%20final\\_0.pdf](http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08_Branding_the_GEF%20final_0.pdf).

181. Amongst other things, the GEF Guidelines describe when and how the GEF logo needs to be used in project publications, vehicles, supplies and other project equipment. The GEF Guidelines also describe other GEF promotional requirements regarding press releases, press conferences, press visits, visits by Government officials, productions and other promotional items.

Where other agencies and project partners have provided support through co-financing, their branding policies and requirements should be similarly applied.

The project will be subject to applicable audit in accordance with UNDP Financial Regulations and Rules and Audit policies.

#### **M&E Workplan and budget:**

<b>Type of M&amp;E activity</b>	<b>Responsible Parties</b>	<b>Budget US\$ <i>Excluding project team staff time</i></b>	<b>Time frame</b>
Inception Workshop and Report	Project Manager	5,000	Within first 2 months of project start up
Measurement of Means of Verification of project Outcomes	Project Manager will oversee the hiring of specific support as appropriate and delegate responsibilities to relevant team members.	Continuous by project team	Start, mid and end of project (during evaluation cycle) and annually when required.
Measurement of Means of Verification for Project Progress on <i>output and implementation</i>	Project Manager	None	Annually prior to ARR/PIR and to the definition of annual work plans
ARR/PIR	Project manager and team UNDP and UNEP	None	Annually
Periodic status/progress reports	Project manager and team	None	Quarterly
Mid-Term Evaluation	Project Manager and team	15,000	At the mid-point of project implementation.
Final Evaluation	Project manager and team, UNDP and UNEP External Consultants (mixed local/int. team)	15,000	At least three months before the end of project implementation



Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
Project Terminal Report	Project manager and team local consultant (mixed local/int. team)	0	At least three months before the end of the project
Visits to field sites	UNDP and UNEP* TSU and consultants	None	Yearly
<b>TOTAL INDICATIVE COST</b>		US\$ 35,000	

## 7. Legal Context

182. 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 SBAs for the specific countries; or (ii) in the Supplemental Provisions attached to the Project Document in cases where the recipient country has not signed an SBA with UNDP, attached hereto and forming an integral part hereof.

183. This project will be implemented by UNDP (“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.

184. The responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP’s property in the Implementing Partner’s custody, rests with the Implementing Partner. The Implementing Partner shall: (a) 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; (b) assume all risks and liabilities related to the Implementing Partner’s security, and the full implementation of the security plan. 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 this agreement.

185. The Implementing Partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document 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/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

## 8. Annexes

### Annex 1: Risk Analysis

**Table 1. Risks, rating and proposed mitigation measures.**

Identified risks	Potential consequence	Risk rating L: Likelihood I: Impact	Mitigation measures	Risk category
Limited cooperation between stakeholders in providing the required data	Incomplete data collection  Delay in the completion of the outputs	L: 3 I: 5	Clear commitment of national partners/government institutions to provide data	Political/organisational
Governments unable to fund national mechanisms/climate change secretariats after the proposed LDCF project ends	Threat to project sustainability	L: 2 I: 5	Awareness-raising among decision-makers for sustained funding  Outreach to potential donors to secure funding	Financial
Conflicts among stakeholders regarding roles in the proposed LDCF project	Uncoordinated approach to project activities  Threat to project implementation	L: 3 I: 3	Detailed stakeholder involvement plans outlining stakeholder roles clearly	Political/organisational
Lack of political will to support the proposed LDCF project	Threat to project sustainability	L: 2 I: 4	Awareness-raising among decision-makers  Detailed stakeholder involvement plans outlining support to the project  Support for consultations on project progress at key stages to maintain government ownership and interest in the project  Collaboration with other cooperation projects to maintain political visibility	Political/strategic
Poor coordination of project activities	Delays in deliverables	L: 3 I: 3	Clear project management arrangements	Organisational
Frequent staff turnover and limited	Limited/delayed project	L: 3 I: 2	Strengthened institutional and	Political/strategic

capacity within relevant ministries	implementation/completion		technical capacity through building on existing initiatives; emphasize importance of and develop network and partnership building.	
Limited internet facilities constrain access to e-Learning courses	Reduced participation of targeted negotiators	L: 2 I: 5	Alternatives to online resources explored and made available where necessary	Organisational

**Table 2. Risks, consequences and countermeasures for consideration in establishment of the support mechanism.**

#	Description of the risk	Potential consequence	Countermeasures/ Mngt response	Type (Risk category)	Probability & Impact (1-5)
1	Problems related to involvement and cooperation of stakeholders to provide the project team with data	Incomplete data collection Delay in the completion of the outputs	Clear commitment of the Ministry to data collection and hand over of data	Political and organisational	P=3 I=5
2	Governments will not have funds to sustain the national arrangements, once the project ends	Endangered project sustainability	Awareness-raising among the decision-makers. Outreach potential donors	Financial	P=2 I=5
3	Conflicts among stakeholders as regards roles in the project.	Uncoordinated approach to tackling climate change Threat to successful project implementation.	Stakeholder involvement detailed clearly in stakeholder involvement plan and stakeholders are held to their roles.	Political and organisational	P=3 I=3

4	Lack of political will to support the project	Endangered project sustainability	<p>Awareness-raising among the decision-makers.</p> <p>Develop leadership/ champions for change.</p> <p>A strong stakeholder involvement plan has been developed (and will be confirmed during the Inception Workshop) to provide support to the project.</p> <p>Support will be given to government to organise consultations on project progress at key stages in order to maintain government ownership and interest in the project.</p> <p>Collaboration with other cooperation projects which will help to maintain political visibility.</p>	Political and strategic	P=2 I=4
5	Poor coordination.	Leading to delays in deliverables	Clear Project Management arrangements	Political	P=3 I=3
6	Limited capacity within relevant ministries/ insufficient qualified human capacity.	May limit/delay project implementation/ completion.	A major part of the project is to strengthen institutional and regulatory capacity, building on existing country-based initiatives, for example those with national climate change learning strategies already in place.	Political, strategic	P=3 I=2

## **Annex 2: Stakeholder involvement plan**

See section 2.9

## **Annex 3: Terms of Reference for Project Personnel**

### **Project Board (PB)**

UNDP and UNEP will be responsible for establishing the project board. The PB will consist of the following:

- i) One representative from UNDP (Co-chair);
- ii) One representative from UNEP (Co-chair);
- iii) One representative from the UNFCCC Secretariat/LEG (Alternative chair);
- iv) Two representatives from countries supported by the initiative (selected by UNFCCC and the LEG); and
- v) One representative from any of UNITAR, IIED or CTCN.

The PB will be co-chaired by the representatives from UNEP and UNDP. The Technical Specialist will be secretary of the Board.

### ***Responsibilities***

- Provide major guidance and direction to the project, ensuring it remains within any specified constraints of time, scope and budget
- Provide advice and guidance on efficient and timely execution of the project, when required
- Establish policies when required to define the functions, responsibilities, and delegation of powers for the implementing agency and the Technical Support Unit
- Ensure that project's policy recommendations are integrated within the policies of respective sectors each member represents
- Address project issues as raised by the Project Managers including approval of major project revisions
- Provide guidance and agree on possible countermeasures/management actions to address conflicts and risks during project implementation
- Ensure that LDCF resources are committed exclusively to activities that relate to achievement of the project objective
- Resolve significant conflicts within the project, and negotiate solutions to major problems that may arise between the project and external bodies
- Appraise the Project progress and make recommendations for next steps

The Technical Support Unit (TSU) will be formed and based in Bangkok, where UNDP APRC is co-located and has a critical mass of staff already working with LDCs globally and regionally. The Technical Specialist will lead the TSU. The project staff will be funded by the project throughout its duration to ensure delivery of results as specified in the Strategic Results Framework. The TSU will ensure project implementation proceeds smoothly through well-written work plans and effective administrative arrangements that meet donor requirements.

### **Technical Support Unit (TSU)**

The Technical Support Unit will be based in Bangkok where UNEP and UNDP have a critical mass of staff already working with LDCs globally and regionally, respectively. UNDP will identify office space for the project staff. The project staff will be funded by the project throughout its duration to ensure delivery of results as specified in the Strategic Results Framework. The TSU will ensure project implementation proceeds smoothly through well-written work plans and effective administrative arrangements that meet donor requirements.

The TSU will be composed of the following project staff:

- i) Senior Technical Specialist (50% time);
- ii) Technical Specialist; and
- iii) Project Assistant.

### **Technical Specialist (UNDP)**

The Technical Specialist (TS) will be contracted by UNDP to be responsible for the implementation of the UNDP-overseen components of the project. He/she will be responsible for project implementation and working to achieve the project outcomes. The TS will direct and guide other project staff, including day-to-day project coordination with other implementing partners. He/She will ensure that input required from the implementing partners is secured, and the project provides the required support. The TS will be supervised by UNDP staff involved in oversight of this project.

### ***Responsibilities***

- Approve project Annual work plans and budget revisions
- Approve annual status and financial reports
- Ensure that UN rules and procedures are fully met in the course of the project implementation
- Oversee implementation of Project Board directives
- Report to UNDP/UNEP/GEF and the Project Board on the use of the project resources and achievement of the project outputs
- Ensure effective partnership between all implementing partners in the project
- Ensure that project activities are integrated and coordinated with the established operations of both UNDP and UNEP within their comparative advantage and their areas of work
- Develop and maintain close linkages with relevant agencies, stakeholders, and implementing partners of the project
- Supervise the project team in discharging their duties at an optimum level through ensuring efficient and effective resources utilisation
- Endorse procurement contracts

### ***Qualifications/ Requirements***

- Graduate degree with at least 5 years working experience in disciplines of international relations and capacity development
- Experience in managing a multi-country support project
- Experience in working with diverse staff
- Sound understanding of development issues
- Familiarity with intergovernmental engagement processes
- Extensive contacts with international organisations involved in capacity development support mechanisms
- Excellent inter-personal, communication and negotiating skills
- Previous work experience in a UN Organisation
- Ability and willingness to travel
- Demonstrable skills in computer use including word processing, spread sheets, PowerPoint
- Excellent verbal and written skills in English; a second UN language is an asset

### **Senior Technical Specialist- 50% time (UNDP)**

The Senior Technical Specialist (STS) will be contracted by UNDP to contribute to the implementation of the UNDP-overseen components of the project. He/she will be responsible for providing substantive technical inputs to the project implementation. The STS will be supervised by UNDP staff involved in oversight of this project.

### ***Responsibilities***

- Assist inception, contracting and start-up of the project including establishment of indicators, benchmarks and work plans, annual status and financial reports and assist with implementation of other Project Board directives
- Maintain a strategic understanding of, and engagement with, the substantive technical issues, institutions, and processes relevant to the objectives of the project, including establishing contact with and developing strategic partnerships with other agencies, donors, NGO's, the private sector, and scientific institutions etc. as they relate to advancing key elements of the project

- Assist with organising regional training workshops for climate change negotiators, including the development of training materials and other resources
- Evaluate, capture, codify, synthesize lessons and stimulating the uptake of best practices and knowledge, including the development of resource kits and other knowledge materials
- Develop and maintain close linkages with relevant agencies, stakeholders, and implementing partners of the project
- Identify and source technical expertise required for implementation of project activities

### ***Qualifications/ Requirements***

- Master's degree or equivalent, with at least 7 years work experience, in Environmental Economics, Climate Change and Development, Social Sciences or closely-related field
- Sound understanding of climate change, sustainable human development, environmental management issues, adaptation, vulnerability and impact, and other related sustainable human development issues
- Experience in managing a multi-country support project
- Extensive contacts with international organisations involved in climate change negotiations
- Work experience in an international organisation as well as UN agencies
- Ability and willingness to travel
- Good communications skills, both oral and written
- Proficiency in English; additional UN languages an asset

### **Project Assistant**

The Project Assistant will undertake administration of the day-to-day operations of the project office and be responsible for the reporting of project financing.

### ***Responsibilities***

- Set up and maintain all files and records of the project in both electronic and hard copies;
- Collect project related information and data;
- Administer Project Board meetings;
- Establish document control procedures;
- Compile, copy and distribute all project reports;
- Provide logistical support to the TSU and international consultants in organising training events, workshops, and seminars;
- Assist international, short-term consultants by organising their travel schedules, arranging meetings with different stakeholders, and booking hotel accommodations;
- Prepare monthly leave records for the project staff and long-term national/international consultants;
- Draft necessary correspondence with local and international agencies and stakeholders;
- Standardise the finance and accounting systems of the project while maintaining compatibility with UNDP and UNEP financial and accounting procedures;
- Prepare budget revisions of the projects based on the Combined Delivery Reports;
- Assist in the preparation of the Annual Work Plan (AWP);
- Comply and verify budget and accounting data by researching files, calculating costs, and estimating anticipated expenditures from readily available information sources;
- Prepare financial status reports, progress reports and other required financial reports;
- Process all types of payment requests for settlement purpose including quarterly advances to the partners;
- Prepare periodic accounting records by recording receipts and disbursements (ledgers, cash books, vouchers, etc.) and reconciling data for recurring or financial special reports and assist in preparation of annual procurement plan;
- Undertake project financial closure formalities including submission of terminal reports, transfer and disposal of equipment, processing of semi-final and final revisions, and support professional staff in preparing the terminal assessment reports;



- Prepare financial reports and documents as per specified formats, project, or programme plans and general reference documents as well as general administrative/financial or specialised tasks related to the project which may be of a confidential nature within the assigned area of responsibility;
- Assist in the timely issuance of contracts and assurance of other eligible entitlements of the projects personnel, experts, and consultants by preparing annual recruitment plans;
- Provide substantive support to the TSU for overall implementation; and
- Prepare and update inventories of expendable and non-expendable project equipment.

***Qualifications/ Requirements***

- University Degree in Commerce, Business Management, or other relevant discipline;
- At least 5 years of relevant administrative, financial or programme experience at the national or international level;
- Strong understanding of budgeting and the UN/GoM accounting system – candidates familiar with UNDP and UNEP administrative, programme, and financial procedures preferred;
- Ability to use MS Office packages under the Windows XP Professional environment, particularly word processing and spreadsheets (MS Word, Excel, etc.);
- Initiative, sound judgment, and capacity to work independently;
- Knowledge of database packages and web-based management systems;
- Excellent inter-personal and communication skills; and
- Excellent verbal and written skills in English.

#### Annex 4: ENVIRONMENTAL AND SOCIAL SCREENING SUMMARY

Name of Proposed Project: Building Capacity for LDCs to participate effectively in intergovernmental climate change processes

##### A. Environmental and Social Screening Outcome

☒ Category 1. No further action is needed

☐ Category 2. Further review and management is needed. There are possible environmental and social benefits, impacts, and/or risks associated with the project (or specific project component), but these are predominantly indirect or very long-term and so extremely difficult or impossible to directly identify and assess.

☐ Category 3. Further review and management is needed, and it is possible to identify these with a reasonable degree of certainty. If Category 3, select one or more of the following sub-categories:

☐ Category 3a: Impacts and risks are limited in scale and can be identified with a reasonable degree of certainty and can often be handled through application of standard best practice, but require some minimal or targeted further review and assessment to identify and evaluate whether there is a need for a full environmental and social assessment (in which case the project would move to Category 3b). See Section 3 of the Review and Management Guidance.

☐ Category 3b: Impacts and risks may well be significant, and so full environmental and social assessment is required. In these cases, a scoping exercise will need to be conducted to identify the level and approach of assessment that is most appropriate. See Section 3 of Review and Management Guidance.

##### B. Environmental and Social Issues (for projects requiring further environmental and social review and management)

NOT REQUIRED

C. Next Steps (for projects requiring further environmental and social review and management):

NOT REQUIRED

D. Sign Off

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Project Manager: claudia.ortiz

Signed Date: 2014-05-06

# ENVIRONMENTAL AND SOCIAL SCREENING CHECKLIST

Name of Proposed Project: Building Capacity for LDCs to participate effectively in intergovernmental climate change processes

## QUESTION 1

Has a combined environmental and social assessment/review that covers the proposed project already been completed by implementing partners or donor(s)?

**Answer to Question 1:** . . . . .No

## QUESTION 2

Do ALL outputs and activities described ONLY fall in the Project Document fall within the following categories?

1. Procurement (in which case UNDP's Procurement Ethics and Environmental Procurement Guide need to be complied with)
2. Report preparation
3. Training
4. Event/workshop/meeting/conference (refer to Green Meeting Guide)
5. Communication and dissemination of results

**Answer to Question 2:** . . . . .Yes

**ANNEX 5: Procurement Plan (Year 1)**

<b>Requesting Unit</b>	<b>Type of Supply</b>	<b>Category</b>	<b>Description of goods, services or works required</b>	<b>Unit of Measure</b>	<b>Quantity</b>	<b>Estimated Unit Price in USD</b>	<b>Estimated Total Price in USD</b>	<b>Requested delivery date (goods, works) or start of services</b>	<b>Finalization of services date</b>	<b>End user of goods, services or works</b>	<b>Procurement Process Status</b>
APRC	Individual Contractor	Individual Consultant (IC) - Intl.	Short term Int'l consultant will be hired on an adhoc basis to develop resources for trainings	days	30	\$600	\$18,000	01-Nov-14	01-Feb-15	project	Not Started
APRC	Individual Contractor	Individual Consultant (IC) - Intl.	Short term Int'l consultant will be hired on an adhoc basis to design curriculum for trainings	days	40	\$600	\$24,000	01-Nov-14	01-Feb-15	project	Not Started
APRC	Individual Contractor	Individual Consultant (IC) - Intl.	Short term Int'l consultant will be hired on an adhoc basis to support the organization of trainings	days	10	\$300	\$3,000	01-Nov-14	01-Feb-15	project	Not Started
APRC	Individual Contractor	Individual Consultant (IC) - Intl.	long term Int'l consultant to support/facilitate Community of Practice	days	160	\$300	\$48,000	1/Nov/2014	1/Nov/2015	project	Not Started
APRC	Goods	IT Equipment	Laptop	1	1	\$1,500	\$1,500	1-Sep-14		project	Not Started

APRC	Services	Other Services	Project Staff	2 years	1		\$160,000	1-Sep-14	1-Sep-16	project	Not Started
APRC	Services	Other Services	Project Staff	1 year	1		\$200,000	1-Sep-14	1-Sep-15	project	Not Started

## Annex 6: Letters of co-financing



**unitar**

United Nations Institute for Training and Research

AM/am/14/251

Geneva, 25 March 2014

Dear Dr. Ishii,

I write in connection with UNITAR's co-financing commitment to LDCF project: "Building capacity for LDCs to participate effectively in intergovernmental climate change processes".

The United Nations Institute for Training and Research (UNITAR) is pleased to confirm a total of US\$1,054,000 as baseline co-financing to support the "Building capacity for LDCs to participate effectively in intergovernmental climate change processes" project to meet its GEF/LDCF project objectives. The co-financing is committed through two UNITAR supported programmes, as detailed below.

**Climate Change Diplomacy: Negotiating Effectively under the UNFCCC** develops participants' understanding of the international climate change policy framework, by building an appreciation of the science, causes and impacts of climate change, the history of the policy making process and the UNFCCC framework. It considers pertinent challenges currently facing diplomats and international decision makers in making progress with what is currently on the negotiating table. It takes a close look at the negotiations to-date and considers hot topics for negotiators as we move towards establishing a new global agreement on climate change by 2015.

**One UN Training Service Platform on CC (UN CC:Learn)** supports member States, UN Agencies and other development partners in designing and implementing results-oriented and sustainable learning to address climate change. This initiative is well aligned with and supportive of the proposed project, in particular the second component which will strengthen national systems/institutions for climate change in LDCs.

*Dr. Naoko Ishii*  
CEO & Chairperson  
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Institut des Nations Unies pour la formation et la recherche  
Instituto de las Naciones Unidas para Formación Profesional e Investigaciones



Page 2

Please find below a budget breakdown for these UNITAR led projects and programmes which the GEF/LDCF project will benefit from.

Project/programme	Budget (US\$)	Duration	Type of co-financing
Climate Change Diplomacy	54, 000	Bi-annual, recurrent	in-kind
UN Climate Change: Learn Programme	1,000,000	Ongoing until 2017	in-kind
<b>Total</b>	<b>1,054,000</b>		

With best wishes

Angus Mackay  
Manager  
Climate Change Programme

*CC: Rabih Haddad, Manager, Multilateral Diplomacy Programme*





21 March 2014

Dear Dr. Ishii,

**Subject: Building capacity for LDCs to participate effectively in intergovernmental climate change processes.**

UNDP is pleased to confirm USD \$120,000 as baseline co-financing to support the **“Building capacity for LDCs to participate effectively in intergovernmental climate change processes”** project to meet its GEF/LDCF project objectives.

The co-financing is committed through the capacity-building initiatives of UNDP’s Knowledge, Innovation, and Capacity Group (KICG). KICG’s capacity development approach focuses on strengthening institutions and systems, by working with government as well as other stakeholder groups, noting the increasing complexity of development challenges and the need for a diverse range of actors, interest groups and indeed sectors to collaborate effectively in order to overcome challenges. KICG’s work is relevant this LDCF project given its focus on: i) strengthening the capacities of national institutions and coordination mechanisms within LDCs which underpin engagement with UNFCCC processes; ii) strengthening capacities of LDC negotiators; and iii) putting in place appropriate knowledge sharing systems. KICG initiatives that are relevant to this LDCF project include the framework methodologies and tools on Capacity Development, Capacity Assessment, and Capacity Measurement, as well as service offerings on Collaborative Capacities and Adaptive Capacities. KICG has extensive experience applying these approaches with public sector institutions in LDCs, including those institutions mandated to address development issues related to environment, disaster risk reduction/management, and climate change.

The proposed LDCF project will build on these KICG initiatives by strengthening capacities of LDCs to participate in intergovernmental climate change processes.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'D. Bagai', is written over a horizontal line.

Ms. Dipa Bagai  
Capacity Development Team Leader  
Knowledge, Innovation and Capacity Group  
UNDP Asia-Pacific Regional Center

Dr. Naoko Ishii  
Chief Executive Officer and Chairperson  
Global Environment Facility  
1818 H Street, NW, MSN G6-602  
USD, Washington DC, 20433



*Empowered lives.  
Resilient nations.*

16 May, 2014

Dr. Naoko Ishii  
Chief Executive Officer and Chairperson  
Global Environment Facility  
1818 H Street, NW, MSN G6-602  
USD, Washington DC, 20433

**Subject: Co-financing letter for project "Building capacity for LDCs to participate effectively in intergovernmental climate change processes".**

Dear Dr. Ishii,

UNDP is pleased to confirm USD \$200,000 as baseline co-financing to support the "Building Capacity for LDCs to participate effectively in intergovernmental climate change processes" project to meet its GEF/LDCF project objectives.

UNDP, along with partners launched the "Adaptation Learning Mechanism" in 2007 in response to the climate change information gap and to address existing adaptation knowledge needs. UNDP is facilitating the ALM in close partnership with the UN Framework Convention on Climate Change (UNFCCC), UNEP, the World Bank and specialized UN agencies including FAO. The ALM represents a collaborative, global learning process, with leadership, facilitation and strong participation by Southern institutions. Seeking to provide stakeholders with a common platform for sharing and learning, the ALM bridges knowledge gaps by bringing relevant knowledge and stakeholders together to exchange information, experiences, and expertise. Additionally, the ALM is currently serving as a knowledge platform for the Global Support Programme on National Adaptation Plans for LDCs, implemented jointly by UNDP and UNEP and financed by LDCF.

**United Nations Development Programme**

The proposed LDCF project will build on the significant results of the ALM in promoting South-South and North-South knowledge exchange and cooperation, by promoting the sharing of knowledge on climate change negotiations and integrating climate change into development planning and reporting, according to UNFCCC requirements.

Yours sincerely,



Adriana Dinu  
Executive Coordinator and Director a.i.  
UNDP - Global Environment Facility



*Empowered lives.  
Resilient nations.*

**16 May, 2014**

Dr. Naoko Ishii  
Chief Executive Officer and Chairperson  
Global Environment Facility  
1818 H Street, NW, MSN G6-602  
USD, Washington DC, 20433

**Subject: Co-financing letter for project "Building capacity for LDCs to participate effectively in intergovernmental climate change processes".**

Dear Dr. Ishii,

UNDP is pleased to confirm USD \$11,858,380 as baseline co-financing to support the **"Building Capacity for LDCs to participate effectively in intergovernmental climate change processes"** project to meet its GEF/LDCF project objectives.

The co-financing is committed from The Green Climate Fund (GCF) Readiness Programme, which is currently in inception phase (with a total budget of Euro 10 million, split among UNDP, UNEP and WRI). This programme provides needs-oriented support to countries for accessing the GCF once it is fully operational. It is implemented by UNDP, UNEP, WRI and the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU). Specifically, this programme is undertaking: i) specific capacity building programmes in 6 target countries; ii) the development of national project pipelines on the basis of existing and potential specific national plans and policies; and iii) the development of in-country monitoring tracking systems for climate finance and its effectiveness, together with feeding back shortcomings identified with GCF processes to support the work of the GCF board.

**United Nations Development Programme**

The proposed LDCF project will build on this initiative by strengthening national capacities to: i) support integration of climate change into development planning; and ii) participate in intergovernmental climate change processes, including reporting to UNFCCC and accessing funding for climate change mitigation and adaptation.

Yours Sincerely,



Adriana Dinu  
Executive Coordinator and Director a.i.  
UNDP - Global Environment Facility



## UNITED NATIONS ENVIRONMENT PROGRAMME

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联合国环境规划署



Reference : DEPI/GEFCCA/

22 April 2014

Dear Dr. Ishii,

**Subject: UNEP co-financing commitment to the LDCF project "Building capacity for LDCs to participate effectively in intergovernmental climate change processes."**

UNEP helps developing countries to reduce vulnerabilities and build resilience to the impacts of climate change. UNEP builds and strengthens national institutional capacities for vulnerability assessment and adaptation planning, and supports national efforts to integrate climate change adaptation measures into development planning and ecosystem management practices. The project entitled "Building capacity for LDCs to participate effectively in intergovernmental climate change processes" is built upon and contributes to the on-going projects and programs implemented by UNEP. More specifically, it will be aligned and build upon and provide mutual benefits to the following ongoing initiatives:

- UNEP regional networks **Asia Pacific Adaptation Network (APAN)** and **Africa Adaptation Knowledge Network (AAKNet)** apply knowledge and technology to support climate change adaptation. These two regional networks are hosted under UNEP to coordinate and facilitate the exchange of climate change information. This includes: i) improving collaboration for innovation; ii) collating knowledge in tailored packages; iii) supporting strategic planning and policy processes; and iv) building capacity for climate change adaptation. The proposed LDCF project will build on these initiatives by promoting the sharing of knowledge on climate change negotiations, integrating climate change into development planning and reporting according to UNFCCC requirements among LDCs and non-LDCs.
- The **UNEP National Implementing Entity (NIE) Direct Access Support Programme** aims to strengthen developing countries' institutional and financial capacity of their NIE towards accreditation to the Adaptation Fund and other international climate funds for direct access. The project provides support on identification of key capacities that already exist and additional capacities that may be needed of an appropriate entity; as well as on supporting the entities to prepare a capacity development strategy to address those gaps (these may include capacities for financial management, procurement, monitoring and evaluation).

Dr. Naoko Ishii  
CEO & Chairperson  
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---

DIVISION OF ENVIRONMENTAL POLICY IMPLEMENTATION (DEPI)  
P.O. Box 30552-00100, Nairobi, Kenya  
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## UNITED NATIONS ENVIRONMENT PROGRAMME

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UNEP further provides support services to NIEs in preparing an application for accreditation and technical assistance in developing adaptation project proposals under the direct access modality. The LDCF project will help advance this capacity building initiative through the setting up or strengthening of new national institutional mechanisms for climate change in LDC countries.

- The **Climate Technology Centre and Network (CTCN)** is the operational component of the UNFCCC Technology Mechanism, hosted and managed by UNEP in collaboration with UNIDO with the support of 11 Centres of Excellence located in developing and developed countries, was set up to stimulate technology cooperation and enhance the development and transfer of technologies to developing country parties at their request. The CTCN provides an outlet for technical assistance, information and knowledge sharing, and networking and collaboration. The center has started its operations in mid-2013, following the Doha CoP's decision and UNEP's Governing Council of 2013. The proposed LDCF project will build on this initiative by facilitating the exchange of the state-of-the-art information on climate change technology to support integration of climate change into development.

Please find below the budgets for these UNEP supported / led projects which the LDCF project will benefit from.

Project/ Network	Budget (US \$)	Duration	Type of co- financing
APAN	500,000	2014-2015	Grant
AAKNET	200,000	2014-2015	Grant
UNEP NIE	300,000	2014-2016	Grant
Direct Access Project			
CTCN	1,000,000	2014-2015	Grant
<b>Total</b>	<b>2,000,000</b>		

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## UNITED NATIONS ENVIRONMENT PROGRAMME

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This letter serves to confirm UNEP's commitment of **USD 2,000,000** to the above-mentioned GEF LDCF project to provide co-financing through the projects detailed here for the amounts outlined in the table.

We look forward to your continued cooperation.

Yours sincerely,

Keith Alverson  
Coordinator, Climate Change Adaptation & Terrestrial Ecosystem Branch

---

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**United Nations Development Programme**  
**Country: Global**  
**PROJECT DOCUMENT**



**Project Title: Building capacity for LDCs to participate effectively in intergovernmental climate change processes**

**UNDAF Outcome(s):**

**UNDP Strategic Plan Primary Outcome:** Outcome 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.

**UNDP Strategic Plan Secondary Outcome:**

**Expected CP Outcome(s):**

- National capacities are strengthened to mainstream climate change policies into national development plans (BDP Outcome 62)
- Policies and institutional capacities at national and decentralised levels strengthened to realise low carbon and climate resilient human development
- Sustainable management of environment enhanced at decentralised levels to increase livelihoods resilience in a changing climate

**Expected CPAP Output (s):**

Institutional Plans developed to implement environmental management initiatives at decentralised levels that increase ecosystem benefits for sustainable livelihoods

**Executing Entity/Implementing Partner:** UNDP

**Implementing Entity/Responsible Partners:**

Programme Period:	30 Months	Total resources required	US \$17,232,380
Atlas Award ID:	TBD	Total allocated resources:	US \$2,000,000
Project ID:	TBD	GEF (LDCF)	US \$2,000,000
PIMS #	5319	<i>Co-financing:</i>	
Start date:	1 July 2014	UNITAR	US \$ 1,054,000
End Date	31 December 2016	UNDP	US \$ 12,178,380
Management Arrangements	DIM	UNEP (LDCF)	US \$ 2,000,000
PAC Meeting Date	Expected in July 2015	<i>Total Co-financing:</i>	US \$ 15,232,380

Agreed by Adriana Dinu, Executive Coordinator and Director a.i, UNDP-GEF

Date/Month/Year

Agreed by Magdy Martínez-Solimán, Director, a.i. Bureau for Development Policy

Date/Month/Year



# UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement

Programa de las Naciones Unidas para el Medio Ambiente

Программа Организации Объединенных Наций по окружающей среде

برنامج الأمم المتحدة للبيئة

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## PROJECT DOCUMENT

### SECTION 1: PROJECT IDENTIFICATION

<b>1.1 Project title</b>	Building capacity for LDCs to participate effectively in intergovernmental climate change processes
<b>1.2 Project number</b>	1215
<b>1.3 Project type</b>	FSP
<b>1.4 Trust Fund</b>	GEF LDCF
<b>1.5 Strategic Objective</b>	Climate change adaptation
<b>1.6 UNEP priority</b>	Climate change adaptation;
<b>1.7 Geographical scope</b>	Global:
<b>1.8 Mode of execution</b>	Internal execution
<b>1.9 Project executing organisation</b>	UNEP / UNDP
<b>1.10 Duration of project</b>	30 months Commencing: 2014 Technical Completion: 2016

<b>1.11 Cost of project</b>	<b>US\$</b>	<b>%</b>
Cost to the LDCF <sup>1</sup>	4,000,000	21
Co-financing		
<b>Grant</b>		
UNEP-NIE Direct Access project	300,000	2
UNEP-APAN/AAKNET	700,000	4
UNEP-CTCN	1,000,000	5
<b>In-kind</b>		
UNDP-KCIG	120,000	1
UNITAR's e-Learning course	54,000	0.3
Climate Change Diplomacy		
UNITAR's One UN Training Service Platform on Climate Change	1,000,000	5
UNEP/UNDP GCF	11,858,380	62
UNDP-ALM	200,000	1
<i>Sub-total</i>	15,232,380	
<b>Total</b>	<b>19,232,380</b>	<b>100</b>

<sup>1</sup> This is a joint UNEP UNDP project with a total budget of US\$4,000,000; each agency is responsible for the administration of US\$2,000,000 of LDCF funding.

## 1.12 Project summary

The negative effects of climate change are constraining economic development of LDCs. Decisions made at the Conventions of the Parties of the United Nations Framework Convention on Climate Change (UNFCCC) – such as those related to finance, adaptation and mitigation technology – have major ramifications for LDC economies. To ensure that the interests of LDCs are adequately and fairly reflected in these ongoing processes, it is imperative that LDCs engage effectively in intergovernmental climate change negotiations, decision-making processes and implementation of the decisions made.

Currently, many international resolutions on climate change are decided and implemented without adequate participation from LDCs. This is largely a result of existing disparities and gaps in the capacity of LDCs to engage in and influence the outcomes of intergovernmental climate change negotiations. The capacity constraints include: i) weak national coordination mechanisms to support effective participation in the intergovernmental negotiations; ii) insufficient technical knowledge and language skills of climate change negotiators; iii) limited knowledge of topics being negotiated in intergovernmental climate change negotiations; and iv) uncoordinated and ad hoc transfer of knowledge, skills and lessons learned between all members of the LDC Group. Efforts to address these constraints have been inconsistent, and lessons learned have not been shared among the LDCs.

In 2001, LDCs – through a broad, consultative process – developed a work programme, which identified six priority needs. These priorities included support for: i) NAPA implementation; ii) capacity development of the climate change secretariats; iii) increasing public awareness; iv) training on negotiation and language skills; and v) provision of climate and technology information. While LDCs have made remarkable progress on NAPA formulation and implementation since the development of this work programme, other elements are yet to be implemented.

To address the disparities and gaps in capacity of LDCs to participate in intergovernmental climate change negotiations, there is a need for a coordinated approach to increase the negotiation skills and technical capacity of LDC negotiators and national institutions. This need was reflected in the LDC Work Programme, formulated in Marrakesh nearly a decade ago. Until now, this programme has not been operationalised with resources from the LDCF. In addition, there is a need to establish and strengthen national coordination mechanisms to facilitate improved knowledge sharing and communication between line ministries, socio-economic sectors, LDC negotiators and focal points.

This LDCF-financed project will: i) strengthen the technical capacity of LDCs to participate effectively in intergovernmental climate change negotiations; ii) strengthen the institutional capacity of LDCs to manage and communicate climate change data and information; and iii) collect and disseminate knowledge generated on intergovernmental climate change negotiation. This will be achieved by: i) enhancing the negotiation skills and technical knowledge of LDCs for intergovernmental climate change negotiation; ii) building on the existing capacity and expertise of well-capacitated LDC negotiators and delegations; iii) establishing and strengthening national coordination mechanisms to improve the communication of climate change-related information between line ministries, socio-economic sectors and other stakeholders; iv) translating and disseminating knowledge products on climate change negotiations through existing networks and climate change-related forums; and v) strengthening South-South and North-South cooperation and knowledge exchange.

The LDCF project will be implemented and executed by UNEP and UNDP.

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**ACRONYMS AND ABBREVIATIONS**

AAKNET	African Adaptation Knowledge Network
AGN	African Group of Negotiators
ALM	Adaptation Learning Mechanism
AMCEN	African Ministerial Conference on the Environment
APAN	Asia Pacific Adaptation Network
APR	Annual Project Review
AWP	Annual Work Plan
AYLG	Asia Young Leaders in Governance
BDP	Bureau of Development Policy
BURS	Biennial Update Reports
CBD	Convention on Biological Diversity
CDES	Capacity Development for Environmental Sustainability
CDNA	Capacity Development Needs Assessment
CDKN	Climate and Development Knowledge Network
CDM	Clean Development Mechanism
COP	Conference of the Parties
CPAP	Country Programme Action Plan
CTCN	Climate Technology Centre and Network
DELC	Division of Environmental Law and Conventions
DEPI	Division of Environmental Policy Implementation
ecbi	European Capacity Building Initiative
ERBM	Enhanced Results Based Management →
ERC	Evaluation Resource Centre
ESCOS	Energy Services Companies
GCF	Green Climate Fund
GEF	Global Environment Fund
GSP	Global Support Programme
IIED	International Institute for Environment and Development
INC	Initial National Communication
KCIG	Knowledge, Innovation and Capacity Group
LDCF	Least Developed Countries Fund
LDCs	Least Developed Countries
LEG	Least Developed Countries Expert Group
M&E	Monitoring and Evaluation
MDGs	Millennium Development Goals
MEA	multilateral environmental agreements
NAMAS	Nationally Appropriate Mitigation Actions
NAP	National Adaptation Plan
NAPA	National Adaptation Programme of Adaptation
NGO	Non-Governmental Organisation
NIE	National Implementing Entities
PB	Project Board
PIR	Project Implementation Reports
PPR	Project Progress Reports

REDD	Reducing Emissions from Deforestation and Forest Degradation
SB	Subsidiary Body
SCCF	Special Climate Change Fund
SOF	Source of Funding
SIDS	Small Island Developing States
SIP	Stakeholder Involvement Plan
STAP	Scientific Technical and Advisory Panel
TNA	Technology Needs Assessment
TOR	Terms of Reference
TS	Technical Specialist
TSU	Technical Support Unit
UNCCD	United Nations Convention to Combat Desertification
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
UNITAR	United Nations Institute for Training and Research
UNOPS	United Nations Office for Project Services
WRI	World Resources Institute



## SECTION 2: BACKGROUND AND SITUATION ANALYSIS (BASELINE COURSE OF ACTION)

### 2.1. Background and context

Presently, 48 countries worldwide are categorised as Least Developed based on their low gross national income, weak human assets and economic vulnerability. Of these Least Developed Countries (LDCs), 34 are located in Africa, 13 are in the Asia-Pacific region and one is in the Caribbean. All LDCs face severe socio-economic and environmental problems that threaten sustainable development. Problems faced include: i) financial constraints; ii) technical capacity constraints; iii) political instability; iv) regional conflicts; and v) ecosystem degradation. According to the IPCC's Fifth Assessment Report (AR5), the effects of climate change and variability – including increases in temperature, changes in precipitation patterns, sea level rise and increases in the frequency and intensity of extreme weather events – have exacerbated these problems. It is anticipated that future effects of climate change will further intensify the challenges facing LDCs. Given the above, climate change is likely to deprive large sections of populations living in LDCs of their livelihoods, increasing the likelihood that communities will remain in poverty.

The Parties to the UNFCCC<sup>2</sup> under Articles 4.8 and 4.9 acknowledge that LDCs are more vulnerable than other countries to the adverse effects of climate change. Other articles of the UNFCCC and relevant decisions – such as those related to finance, adaptation and mitigation technology – have considerable ramifications for the development of LDCs under climate change conditions. Therefore, the engagement of LDCs in intergovernmental climate change negotiations is of paramount importance and requires greater involvement of the LDCs in the UNFCCC processes, decision-making and implementation of decisions.

Currently, many international decisions on climate change policies are being made and implemented without adequate participation from LDCs. This is because LDC negotiators often have insufficient technical capacity and resources to effectively represent their countries in the UNFCCC processes. These problems are exacerbated by: i) the increasing pace of the UNFCCC negotiations; ii) the increasing number of topics, agendas and institutions being negotiated; and iii) insufficient institutional capacity of LDCs to follow these negotiations. To overcome these problems, LDCs need to establish and strengthen national coordination mechanisms to facilitate knowledge sharing between different ministries and individuals. They also need to facilitate the integration of climate change information into development planning. This will allow LDCs to participate more effectively in intergovernmental climate change negotiations, and will allow them to coordinate mitigation and adaptation efforts<sup>3</sup> at global, regional and national levels.

The need to strengthen national coordination mechanisms for climate change is identified in the LDC work programme, which was established during COP-7<sup>4</sup> in 2001. The work programme – developed through a broad, consultative process – identified six priority needs for LDCs. These are:

- strengthening existing – and, where needed, establishing – national climate change secretariats and/or focal points to enable the effective implementation of the UNFCCC and its Kyoto Protocol in LDCs;

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<sup>2</sup> as described in Decision 9/CP.17

<sup>3</sup> as described in GEF/LDCF.SCCF.13/Inf.05.

<sup>4</sup> Decision 5/CP.7.

- providing training, on an ongoing basis, in negotiating skills and language, where needed, to develop the capacity of negotiators from LDCs to participate effectively in the climate change process;
- supporting the preparation and implementation of NAPAs;
- promoting public-awareness programmes, to ensure the dissemination of information on climate change issues;
- development and transfer of technology, particularly adaptation technology in accordance with Decision 4/CP.7; and
- strengthening the capacity of meteorological and hydrological services to collect, analyse, interpret and disseminate weather and climate information to support the implementation of NAPAs.

Out of the six priority needs of the LDC work programme, LDCF resources were directed preferentially to the third point, i.e. supporting the preparation and implementation of NAPAs. Through the development of NAPAs, considerable progress has been made in terms of identifying and implementing the most urgent and immediate needs for adaptation. However, at COP-17 in 2011, it was recognised that sufficient progress on the remaining elements of the work programme – other than those under the third point – had yet to be realised, and that specific support was required to enable LDCs to participate more effectively in the UNFCCC<sup>5</sup> process. Subsequent COP guidance has requested the GEF, through the LDCF, to support the remaining elements of the LDC work programme (Decisions 5/CP.144 and 5/CP.165). To achieve this, the GEF Secretariat, in collaboration with LDC Parties and its Agencies, and in close coordination with Least Developed Country Expert Group (LEG), is implementing a Global Support Programme (GSP). This GSP will focus on addressing the shortfalls in institutional and technical capacity that prevent LDCs from assuming greater ownership of the implementation of the UNFCCC. It will also establish sustainable institutional arrangements for coordinating their adaptation and mitigation efforts. These consultations were translated into guidance from the GEF to its Agencies on how to address the shortfalls and abovementioned constraints for LDCs<sup>6</sup>. In response to the needs of LDCs, a GSP, subject to LDCF funding, is hereby designed by UNDP and UNEP to provide:

- support to national coordination mechanisms for climate change to enable the effective participation of LDCs in intergovernmental climate change negotiations; and
- access to – and support the application of – the best available information, science and technology to integrate climate change into development planning and facilitate reporting under the UNFCCC.

## 2.2. Threats, root causes and barrier analysis

### *The problems to be addressed by the project*

The **problem that this project seeks to address** is that most LDCs currently have insufficient capacity to engage in and implement the outcomes of intergovernmental climate change negotiations. This severely constrains the capacity of LDCs to respond to climate change. The level of expertise within many LDCs has been increased as a result of previous capacity building and engagement in UNFCCC processes such as the NAPA. However, there are inadequate mechanisms to coordinate and capitalise on the existing capacities of

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<sup>5</sup> Decision 9/CP.17.

<sup>6</sup> "Support for Elements of the Least Developed Countries Work Programme other than the NAPAs LDCF/SCCF Council Information Document. GEF/LDCF.SCCF.13/Inf.05.

skilled LDC negotiators and other LDC focal points. Furthermore, there is a need for tailored training, guidance and information-gathering mechanisms.

The capacity of LDCs to engage in and implement the outcomes of intergovernmental climate change negotiations may be constrained by a combination of factors. These include: i) weak national coordination mechanisms to support effective participation in the intergovernmental negotiations; ii) insufficient technical knowledge and language skills of climate change negotiators<sup>7</sup>; iii) limited knowledge of topics being negotiated in intergovernmental climate change negotiations<sup>8</sup>; and iv) limited application of the latest technological and scientific knowledge to support the integration of climate change mitigation and adaptation into development planning. Efforts to address these constraints have been inconsistent, and lessons learned have not been shared among the LDCs. There is consequently a need for a coordinated approach to increase the capacity of LDC negotiators and national institutions to support their effective participation in intergovernmental climate change negotiations. This coordinated approach should include: i) building the capacity of individual negotiators and representatives of LDCs to improve their technical knowledge and language skills; ii) strengthening national coordination mechanisms for climate change to improve communication and transfer of information between relevant LDC stakeholders; and iii) establishing an appropriate knowledge management strategy to support ongoing capacity development through existing climate change networks.

### Non-climate change related threats

1. **Budget shortfalls.** Budgetary allocations in LDCs seldom make adequate provision for participation in intergovernmental climate change negotiations. In many cases, delegations for climate change negotiation from LDCs are limited to those negotiators supported by the UNFCCC.
2. **Staff turnover.** Many LDCs experience a high turnover of government personnel. This is a result of various factors, including *inter alia* high wage differentials between the public and private sector. This situation leads to a loss of institutional memory, including: i) the loss of climate change data needed to inform negotiation positions; ii) reduced transfer of experience and technical skills from older to younger staff; and iii) a lack of continuity in government planning processes.
3. **Natural resource degradation.** Most LDCs have undergone severe land degradation because of unsustainable activities such as deforestation and unsuitable agricultural practices. This affects food security and livelihoods of local communities through the reduction of agricultural productivity. This renders these communities particularly vulnerable to anticipated effects of climate change. The degradation of natural resources also results in institutions responding to immediate problems and concerns of communities, rather than undertaking methodical long-term planning to respond to climate change. The institutions serving such communities tend to be in a state of perpetual short-term crisis management, dealing with pressing concerns such as droughts, floods, poor agricultural practices, inadequate healthcare and a plethora of other equally pressing challenges.
4. **Poor education.** Education levels in LDCs are generally low, especially with regard to secondary and tertiary education. There is consequently a lack of appropriately trained staff for meeting sectoral demands for employment, particularly with regard to technical

<sup>7</sup> FCCC/SBI/2012/7

<sup>8</sup> such as annual Conferences of Parties (COP) to the UNFCCC, its Subsidiary Bodies (SBI and SBSTA) and ad hoc working groups established under negotiating platforms such as the ADP (Ad Hoc Working Group under Durban Platform for Enhanced Action)

fields. Technical capacity for generating appropriate information to inform negotiation positions and report under the UNFCCC is particularly constrained. Further, the linkages to social and gender issues and the distinguished effects of climate change on different segments of society are often poorly understood.

### **Preferred response**

The preferred solution to address the problem of insufficient technical and institutional capacity to engage in and implement the outcomes of intergovernmental climate change negotiations is to **develop negotiation skills, technical expertise and national coordination mechanisms for climate change within LDCs**. The preferred solution will strengthen the capacity of LDCs to: i) participate effectively in intergovernmental climate change negotiations, using informed positions; ii) disseminate information emanating from these negotiations to relevant sectors and groups, and iii) report under the UNFCCC. Such strengthened capacity would enable negotiation positions to be based on the latest available information and to be formulated based on the triangulation of priorities drawn from relevant sectors and stakeholder groups. It would also enable LDCs to establish and/or strengthen institutional arrangements, and coordination mechanisms for disseminating climate change information and generating national reports for submission to the UNFCCC. Such a process would contribute to ongoing efforts to support LDCs to address mitigation and adaptation priorities in the context of national development planning.

### **Barriers**

A number of barriers will need to be removed for LDCs to participate effectively in UNFCCC processes. These barriers are outlined below.

#### *Human resource capacity gaps in LDC negotiating teams*

Many negotiating teams from LDCs are constrained because they do not have enough climate change negotiators with the requisite skills and knowledge to represent their country effectively in an international climate change forum. There are many causes of this problem and they vary by country. In some LDCs, the most capable civil servants are assigned to address immediate national priorities, such as poverty alleviation or improved healthcare, rather than climate change adaptation. In addition, the education systems of many LDCs does not emphasise: i) technical areas relevant to climate change; and ii) analytical and critical thinking skills relevant to high-level negotiation. These skills are required by climate change negotiators to triangulate complex and nuanced information into a national negotiation position.

Similarly, many LDCs do not have the financial resources or the strategies to maintain the negotiation capacities that have been built. Because of limited resources, many LDCs are unable to send more than two or three delegates – funded by the UNFCCC – to attend negotiations. This results in small negotiation delegations and limits the number of personnel who have had the experience of participating in negotiations at that level. High turnover of delegates exacerbates the problem. Constrained financial resources also prevent many LDCs from enrolling their negotiators in available short courses or degree programs offered by international institutions and programs. Furthermore, many LDCs lack strategies at the national level to train future negotiators by transferring knowledge and experience from the current generation of negotiators to the next.

*Diversity of capacity gaps and support needs among LDC countries*

The typology and characteristics of countries classified as “LDC” vary considerably. This is relevant to each country’s requirements for capacity building to improve participation in intergovernmental climate change negotiations. For example, some LDCs require support to strengthen the skills of their negotiators who have limited or no prior experience. By contrast, some LDCs have large teams of experienced negotiators, but the country would welcome support to deepen their negotiators’ knowledge in specific technical areas. Yet other LDCs have adequately skilled negotiators, but the country would benefit from support to strengthen national coordination systems and processes for analysing, interpreting, disseminating, and implementing the decisions and outcomes of UNFCCC processes.

*Lack of coordinated and institutionalised support for LDC participation in UNFCCC processes*

Over the past 10–15 years, a number of programs and interventions have focused on supporting LDCs to achieve the above-mentioned preferred solution. These programs have varied in objective, duration, intended audience, effectiveness and quality. Three main problems associated with these programs are discussed below.

Firstly, methods used to assess the most effective approaches to achieving objectives – and to sharing lessons about what has worked and why – has been inconsistent. To date, the legacy of such initiatives – as well as the tools and materials that they have produced – has not been systematically reviewed, archived, and shared with LDCs and their development partners.

Secondly, international climate change discussions are fast-paced and negotiation topics change frequently. Consequently, many support initiatives – not to mention LDCs themselves – struggle to keep abreast of the latest developments and to update materials and approaches accordingly.

Lastly, many support initiatives have not received optimal participation by LDCs because of the timing of their activities in the context of the annual UNFCCC negotiation schedule. Training courses and preparatory sessions held just prior to – or during – negotiations strain the busy schedules of LDC negotiators and delegation members. As a result, the LDC negotiators and delegation members do not have sufficient time to absorb the information and use it to support a negotiation strategy or position.

*Incomplete operational strategy for LDC Group as a whole*

Since the formation of the LDC Group in 2001, considerable progress has been made in terms of governance arrangements and coordination within the Group. This is evident in the system that was established to nominate an LDC Chair and core LDC Group members. However, the LDC Group still requires strengthening as a whole to:

- systematise the strategic coordination among LDCs between major negotiations, in order to strategise and plan joint negotiation positions and formal submissions on major negotiation topics;
- protect and share the institutional memory of LDC Group participation in UNFCCC processes, given the high turnover of LDC participants in these processes;
- establish a system for identifying capacity requirements within the LDC Group and matching this demand with the existing supply of support in the form of existing programs, projects, and initiatives; and

- formulate a long-term financial resource strategy for the LDC Group to function effectively and sustainably.

#### *Weak coordination between government ministries in LDCs*

An effective national response to climate change requires coordination between different national ministries, such as the Ministries of Agriculture, Finance, Planning and Local Government. Many LDCs are constrained by inadequate coordination – vertically and horizontally – between these institutions. Therefore, many LDCs have not been able to establish or maintain effective coordination mechanisms for the country's climate change adaptation and mitigation efforts. Each ministry should: i) fulfil specific functions related to submission of reporting to the UNFCCC; ii) collect and disseminate relevant information to all sectors and stakeholders; and iii) analyse technical information to inform the country's negotiating position. Many LDCs are not able to harness the technical expertise and inputs required from different institutions, and coordinate these inputs with political processes including climate change negotiations.

#### *Fragmentation of knowledge sharing*

Many initiatives have focused on enabling LDCs to access scientific and technical data that can inform their negotiation positions, as well as underpin their efforts to report under the UNFCCC. Similarly, numerous programs have been developed to train LDC climate change negotiators. However, the resources developed by these initiatives and programs are not readily available to relevant institutions and stakeholders in LDCs. These resources are also not kept up to date with respect to LDC climate change adaptation and mitigation priorities. In addition, given the significant language barriers faced by many LDC negotiators, there has been inadequate investment in translating materials into the national languages of LDCs.

#### **Overcoming barriers:**

To achieve the preferred solution, LDC negotiators would require: i) strong negotiation skills, including political and diplomatic skills; ii) a thorough understanding of UNFCCC processes, current and past negotiation topics and outcomes; and iii) comprehension of the negotiation language and terminology used within the UNFCCC. LDC negotiators would also be required to translate technical information into a negotiation position and communicate that position effectively. Furthermore, LDC negotiation teams would be required to argue their country's position independently or – when circumstances dictate – as part of the LDC Group and/or other strategic constituent bloc participating in a given negotiation process.

Strengthened negotiation skills would be complemented by establishing and/or strengthening national coordination mechanisms for climate change in LDCs. Such institutional arrangements would be defined locally by LDCs and they would allow LDCs to develop negotiation positions based on the triangulation of information from relevant sectors and stakeholder groups. The preferred solution would also rely on the LDCs implementing strategies overcoming the challenges of small delegation sizes and high negotiator turnover. These strategies would include designing systems to retain institutional memory and leveraging existing capacities for participation in intergovernmental climate change negotiations.

To achieve the preferred solution, LDC negotiation teams would also be trained on the requisite technical knowledge. In particular, they would receive training on negotiation topics

that are most relevant to their country. In order to formulate an evidence-based negotiation position, LDC negotiation teams would have to draw on existing technical expertise and data – sourced from within their country as well as from international sources – in advance of negotiations.

In addition, a long-term operational strategy for the LDC Group would be required to achieve the preferred solution. Such a strategy would guide the governance of and communication within the LDC Group. Firstly, it would facilitate coordination within the LDC Group – as and when appropriate – of joint negotiating positions and coalition-building to achieve common LDC negotiating goals. Secondly, it would facilitate the preparation of formal submissions to the UNFCCC by LDCs. Thirdly, it would support the long-term financial needs of the LDC group, and propose resource mobilisation strategies to address them. Such a strategy would require consultation with – and commitment of – LDC focal points to the UNFCCC, the LDC Chair, the LEG, and the LDC Core Group.

The preferred solution would also involve establishing and/or strengthening mechanisms to facilitate the dissemination of negotiation outcomes and decisions to relevant sectors and stakeholder groups at national and sub-national levels. The effective and timely dissemination of such information would: i) catalyse the implementation of both adaptation and mitigation measures; and ii) increase awareness of climate change relevant to the respective LDCs.

Effective, timely, and accurate reporting on climate change adaptation and mitigation efforts to the UNFCCC would be required. Such reports would be prepared using the best available data, which in turn would be analysed using appropriate statistical methods. Data sets would be archived in a reliable and secure manner so that they are readily accessible and easily understood. The preferred solution would also involve LDCs determining the most appropriate institutional arrangements within their governments for coordinating UNFCCC reporting, and ensuring that the institutional memory of the UNFCCC processes is maintained despite political and/or bureaucratic transitions within governments. In addition to addressing the challenges of reporting under the UNFCCC, such a process would need to contribute to the efforts by LDCs to formulate negotiation positions on climate change based on technical knowledge and data gathered from relevant sectors.

Finally, the preferred solution would see LDCs able to access and utilise resources and knowledge from previous and current interventions that focus on the problem of effective LDC participation in UNFCCC processes. It would therefore: i) build on existing knowledge within LDCs, as well as on South-South and North-South exchange of experiences on effective approaches to climate change negotiations; and ii) strengthen the national systems and coordination mechanisms that underpin participation in UNFCCC processes.

The proposed LDCF project will consequently overcome barriers to effective participation of LDCs in intergovernmental climate change negotiations by:

- **providing technical support** through the training of LDC climate change negotiators on negotiation skills and technical knowledge relevant to current climate change negotiation topics;
- **supporting** the development of a **long-term operational strategy** for the LDC Group;
- **providing institutional support** to strengthen **national coordination mechanisms** for climate change, which will enable LDCs to develop informed negotiation positions as well as to disseminate negotiation outcomes and decisions to relevant sectors and stakeholder groups at national level;

- **providing institutional support** to develop tailored national mechanisms for collecting, analysing disseminating and archiving climate change data; and
- **disseminating knowledge products** relevant to intergovernmental climate change negotiations through existing climate change networks.

### 2.3. Global significance

The decisions taken at intergovernmental climate change negotiations are of significance for the global response to climate change. The proposed LDCF project will increase the technical and institutional capacities of LDCs required to participate effectively in these intergovernmental climate change negotiations and potentially influence the decisions taken. In addition, support provided by the proposed LDCF project will enable LDCs to capitalise on financial assistance made available to them through the UNFCCC processes to implement climate change adaptation and mitigation projects at a national level.

The project will build the capacities of LDCs to effectively manage complex development processes based on national priorities. This will enable countries to integrate climate change mitigation and adaptation measures – such as REDD+ and CDM – into national strategies<sup>9</sup>. The integration of climate change considerations into long-term development planning – using a rigorous, evidence-based approach – will generate multiple social, economic and environmental co-benefits in LDCs. The proposed LDCF project will also support LDCs to effectively implement adaptation measures in priority sectors through improved institutional coordination. These measures will contribute to sustainable development in LDCs in achieving UN Millennium Development Goals (MDGs). As such, project activities can be considered ‘no regrets’ measures, since they will improve baseline socio-economic conditions and strengthen key national capacities, even in the case where climate change effects are less severe than anticipated.

### 2.4. Institutional, sectoral and policy context

#### *Global and regional frameworks*

The **United Nations Environment Programme’s Programme of Work** details *inter alia* the expected accomplishments of the organisation in achieving its over-arching goals. The proposed LDCF project is aligned with the objective of Subprogramme 1 of the current UNEP Programme of Work (2012-2013). In particular, the project supports the following point of the Programme of Work: to improve the general understanding of climate change by communicating key messages regarding climate change in clear and understandable ways to different target audiences such as national level policymakers, negotiators, civil society and the private sector, including those aimed at influencing consumer choices.

The **United Nations Framework Convention on Climate Change (UNFCCC)** coordinates the efforts of 195 signatory countries to mitigate and adapt to climate change within the context of a global response. The climate change adaptation and mitigation strategies of signatory nations are prioritised and developed through a set of stocktaking and reporting mechanisms under the UNFCCC. For example, the convention’s signatories produce periodic National Communications (NCs) to report national greenhouse gas inventories and describe national activities for implementation, including planning for climate change adaptation. These NCs include details such as: i) vulnerability assessments; ii) status of

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<sup>9</sup> for example NAPAs and NAPs



financial resources and transfer of adaptation technology; iii) education, training and public awareness; and iv) policies and strategies for climate change mitigation and adaptation. In addition, signatories of the convention attend the annual COP. The proposed LDCF project will enable LDCs to participate effectively in negotiations at future COPs and other UNFCCC processes with technical understanding and scientific knowledge.

The **Hyogo Framework for Action (HFA)** (2005-2015) is a 10-year plan of prioritised actions to reduce the threat and impact of natural hazards associated with climate change. The HFA describes five priority actions and provides practical guiding frameworks for member states to coordinate the multiple sectors involved in planning for and responding to disaster risks and increasing resilience to natural disasters. The overarching goal of the HFA is to substantially reduce the environmental and socio-economic impacts of disasters and natural hazards associated with climate change by 2015, and to build local and national resilience to these disasters. The initial period of commitment for the HFA will expire in 2015. It is anticipated that a post-2015 framework will be established through consultation processes. The proposed LDCF project is complementary to the HFA in its focus on strengthening national coordination mechanisms for climate change.

The **Convention on Biological Diversity (CBD)** is an international framework for guiding the conservation, sustainability and equitable use of biological diversity. The three main objectives of the CBD include: i) the conservation of biological diversity; ii) the sustainable use of the components of biological diversity; and iii) the fair and equitable sharing of the benefits arising from the utilisation of genetic resources. Signatory countries implement the CBD at the national level. National Biodiversity Strategies and Action Plans are developed to provide guidelines for mainstreaming biodiversity management strategies into the planning and implementation of appropriate interventions in all national sectors whose activities influence biodiversity. CBD signatories attend a CBD COP every second year where decisions regarding biodiversity conservation negotiated. The proposed LDCF project is aligned with the CBD through its focus on strengthening coordination mechanisms between different sectors. Furthermore, the negotiation skills provided to LDC climate change negotiators will be transferable to LDC negotiators attending the CBD COP.

The **Millennium Development Goals (MDGs)** describe eight targeted indicators of human development that signatory nations have committed to achieve by 2015. These include targets for: i) eradicating extreme poverty and hunger; ii) achieving universal primary education; iii) promoting gender equality and empowering women; iv) reducing child mortality rates; v) improving maternal health; vi) combating HIV/AIDS, malaria, and other diseases; vii) ensuring environmental sustainability; and viii) developing a global partnership for development. The MDGs do not focus explicitly on either climate change adaptation or mitigation. However, global efforts to achieve several of the MDGs would be strengthened through an inclusive approach to climate change adaptation. As LDCs have the most pressing MDGs needs, their effective participation in negotiations will enhance the representation of the link between MDGs and climate change adaptation.

The **Least Developed Countries Expert Group (LEG)** was established as part of the Marrakesh Accords during COP-7 in 2001. The initial objective of the LEG was to advise LDCs during their preparation and implementation of NAPAs. Subsequent to this, the LEG has been involved in the development of guidelines for the NAP process. The proposed LDCF project provides training sessions for LDCs imparting technical and scientific knowledge on climate change. This is complementary to the LEG, which also develops training material, tools, technical papers, publications and databases on adaptation for LDCs.

The **Adaptation Committee (AC)** promotes the planning and implementation of climate change adaptation under the UNFCCC. The AC mainly achieves this through: i) technical support provision and guidance; ii) knowledge brokering through the sharing of lessons learned, experiences and good practices; and iii) the engagement of national, regional and international networks. The technical support and knowledge sharing components of the proposed LDCF project will be complementary to those of the AC.

#### *National policy (NAPAs, NAPs, INCs SNCs, TNAs)*

The conventions mentioned above provide frameworks and guidelines that influence or dictate policy in signatory nations. Examples include the guiding policy documents generated under the UNFCCC such as the NAPAs and the National Communications, the UNCCD's National Action Programme, and the NBSAPs under the CBD. The proposed LDCF project will contribute to these frameworks by strengthening national capacities for participating in the intergovernmental processes that determine and affect the contents of the frameworks. This will promote the representation of LDCs and the adaptation needs of LDCs in these processes.

Additionally, the LDC's NAPAs and NAPs serve as national policy tools that articulate short-, medium- and long-term adaptation needs. Increased support for applying climate change information, science and technology to inform development planning will allow LDCs to bolster their adaptation efforts relating to NAPAs and NAPs. The regional approach to training and knowledge sharing will support the requisite intergovernmental, regional and national capacity for coordination of climate change efforts. This capacity development will occur within the national contexts of each LDC in terms of *inter alia*: i) the presence of climate change secretariats and their ability to negotiate effectively; ii) existing institutional and technical capacities; and iii) support already extended by bi- and multi-lateral initiatives to support climate resilient development.

## **2.5. Stakeholder mapping and analysis**

Since the initiation of the design phase of the GEF-LDCF project, UNDP and UNEP have held a series of consultations with key stakeholders and intended beneficiaries of the project, including LDC representatives and negotiators, the LDC Group Core Team (<http://ldccclimate.wordpress.com/ldc-group-core-team/>), UNFCCC representatives, and members of the LEG. In addition, a number of other experts and partners were also consulted for guidance on how the proposed project could best succeed. Most of these consultations took place during the PPG period of the project formulation, during February-March 2014. This approach to stakeholder consultation represents a triangulation of information – that is, not only from the country representatives/negotiators but also from key informants who have been involved in similar initiatives and could provide an objective perspective on the value added of this project. This approach was preferred to a detailed stocktaking of the needs/priorities of every individual LDC as the baseline needs/priorities are dynamic and will likely change before project implementation. This dynamic baseline is due to the ongoing work of other initiatives targeting climate change negotiators. Surveys will be carried out to attain a “snapshot” contextual situation of each country's negotiation team during the initial phase of project implementation. This will inform the final design of the tailored training programmes.

### NAP-GSP Asia Regional Training Workshop (Pattaya, February 2014)

A regional training workshop organised by the joint UNDP-UNEP NAP-GSP for LDCs in Asia was held from 17–20 February 2014 in Pattaya, Thailand. At this workshop, policy makers and technical officials from eight Asian LDCs were trained on advancing the NAP process within their respective countries. During this workshop, representatives of the proposed LDCF project met with LDC delegates to present the project's key components. Delegates were asked to provide feedback on the proposed project, and were invited to discuss their country's expectations of the project and capacity needs that could be addressed within the scope of the project. In addition, representatives of several representatives organisations/groups involved in the workshop were consulted. A list of persons consulted during the workshop can be viewed in Table 1, below.

Discussions with delegates yielded a number of findings, which include *inter alia*: i) a need to strengthen both national climate change institutions of LDC's and negotiator skills; ii) there is limited institutional memory within LDCs as a result of high staff turnover; iii) a recommendation that senior or more experienced negotiators should assist in training and guiding junior negotiators; and iv) a need to train senior negotiators on in-depth issues related to implementation of negotiation outcomes and technical issues/topics related to climate change.

These findings have been incorporated into the design of the proposed LDCF project in the following ways: i) negotiator training will be tailored to include basic negotiation skills (e.g. diplomacy) as well as specific technical information; ii) senior and experienced negotiators will be involved in the training provided through the project; and iii) support will be provided to national climate change institutions to develop country-specific coordination strategies.

**Table 1:** List of persons consulted during NAP-GSP Asia training workshop during 17-20 February 2014 (Pattaya, Thailand).

<b>Name</b>	<b>Designation</b>
<b>Partners and Key Informants/Resource People</b>	
Mr. Paul Desanker	Manager, National Adaptation Plans and Policy Adaptation, UN Climate Change Secretariat
Mr. Thinley Namgyel	LDC Experts Group
Mr. Mozaharul Alam	
Dr. Saleemul Huq	Director, ICCCAD; Senior Fellow, IIED
Mr. Richard Klein	Senior Research Fellow, PROVIA
<b>LDC Country Delegates to NAP-GSP</b>	
Mr. Noorullah Kaleem	UN and International Conferences Department, Ministry of Foreign Affairs, Afghanistan
Mr. Eng Naqibullah Sediqi	Climate Change Division, National Environmental Protection Agency, Afghanistan
Mr. Abdul Hakim Hellali	Head of Monitoring and Evaluation, ANDS, Afghanistan
Mr. Ram Hari Pantha	Climate Change Section, Ministry of Science, Technology & Environment, Nepal
Mr. Fahmi Abdulhadi Binshbrak	Climate Change Unit, Environment Protection Authority, Ministry of Water and Environment, Yemen
Mr. Hussein Mohammed Shedaiwa	Climate Change Unit, Environment Protection Authority, Ministry of Water and Environment, Yemen
Ms. Suhair Ahmed Al-Sakkaf	Ministry of Planning and International Cooperation, Yemen

Mr. Tin Ponlok	Deputy Director General, Ministry of Environment, Cambodia
Ms. Ummea Saima	Senior Assistant Chief, Ministry of Environment and Forests, Bangladesh
Ms. Umme Rehena	Senior Assistant Secretary, Ministry of Finance, Bangladesh

#### UNFCCC LEG Technical Meeting on NAPs (Dar es Salaam, February 2014)

The LEG technical meeting was held from 24<sup>th</sup>–26<sup>th</sup> February 2014 in Dar es Salaam, Tanzania. This meeting explored the technical aspects of the NAPs. During this meeting, various LDC representatives and LEG members were consulted to identify LDC capacity needs and provide input on the design of the proposed LDCF project. A full list of delegates consulted during the workshop is found in Table 2 and Table 3, below.

During discussions and interviews with these LDC representatives (Table 2) and LEG members (Table 3) the following gaps were identified.

- There is limited transfer of research findings on climate change from national research institutions to the relevant government officials.
- There is limited transfer of information emanating from intergovernmental climate change negotiations (e.g.COP) from climate change negotiators to other relevant line ministries.
- Submissions from the LDC Group rely on the Chair. Despite strategy meetings between experts from different countries and the Chair, these submissions do not include input from all LDCs because of limited capacity within certain countries to gather relevant information and prepare a position.
- Many LDCs do not have systems in place to collect and analyse climate change information.

The consultations in Dar Es Salaam also resulted in the following recommendations: i) existing training materials and guidelines should be updated rather than new ones developed; ii) training should be conducted in different languages; iii) good practices from previous multilateral agreements should be identified and shared with negotiators; iv) training should be designed around relevant negotiation topics (thematic areas), and institutions with relevant experience in these topics should be involved in the training; and v) training should focus on negotiation skills (including diplomacy and communication skills) as well as technical material.

These recommendations have been incorporated into the design of the proposed LDCF project in the following ways: i) where appropriate, existing training materials and guidelines will be updated, incorporating international good practice; ii) training will be conducted in both English and French, and relevant knowledge products generated by the project will be translated into the official languages of LDCs as appropriate; and iii) negotiator training will be tailored to include basic negotiation skills (e.g. diplomacy) as well as specific technical information.

**Table 2: LDC Representatives Consulted**

<b>Representative Name</b>	<b>Country</b>	<b>Contact details</b>
Mr. Bubu Jallow	The Gambia	<a href="mailto:bubupateh@yahoo.com">bubupateh@yahoo.com</a>
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Zakieldeen		
Mr. Andrew Teem	Kiribati	<a href="mailto:ateem@ob.gov.ki">ateem@ob.gov.ki</a>

**Table 3: LEG Members Consulted**

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Mr. Fredrick Kossam	Malawi	<a href="mailto:fredkossam@yahoo.com">fredkossam@yahoo.com</a>
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Ms. Pepetua Latasi	Tuvalu	<a href="mailto:pepetua@gmail.com">pepetua@gmail.com</a>
Mr. Douglas Yee	Solomon Islands	<a href="mailto:d.yee@met.gov.sb">d.yee@met.gov.sb</a>

UNFCCC ADP 2-4 (Bonn, March 2014)

The Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP) held the fourth part of its second session from 10<sup>th</sup>–14<sup>th</sup> March 2013 in Bonn, Germany. In connection with the ADP, a meeting of the LDC Group Core Team took place. The proposed LDCF project was presented to the LDC Group Core Team so that they could provide input on project design.

The LDC Core Team confirmed that small negotiation delegations, high staff turnover and limited institutional capacity to manage climate change information limit the ability of many LDCs to participate in intergovernmental climate change negotiations. In addition, they recommended that the proposed LDCF project should build on existing capacity building programmes. This recommendation has been incorporated into the design of the proposed LDCF project, and where appropriate, existing training materials and guidelines will be updated and used.

Key experts and partners

A number of informants were approached to provide feedback on the proposed project. In some cases, opportunities for collaboration and co-financing were discussed with informants in their related projects and/or programmes. See Table 4 below.

Suggestions and recommendations pertaining to the project resulting from these consultations included *inter alia*: i) there is a need for both basic and technical skill training within LDC's because of the presence of both junior and senior negotiators; ii) existing training materials should be updated and improved; iii) training for climate change negotiators should be provided consistently rather than in an *ad hoc* manner; iv) many LDCs experience poor internet connectivity, and e-Learning courses should be designed with this in mind; and v) climate change negotiator training should not occur directly before a COP because of time and scheduling constraints.

These recommendations have been incorporated into the design of the proposed LDCF project in the following ways: i) negotiator training will be tailored to include basic negotiation skills (e.g. diplomacy) as well as specific technical information; ii) where appropriate, existing

training materials and guidelines will be updated, incorporating international good practice; iii) e-Learning courses will be designed to function efficiently in areas with limited internet connectivity (e.g. courses will be available on CD/hard-drive); and iv) the regional training workshops will be conducted 2 – 4 months prior to the annual SBI/SBSTA meeting and COP.

**Table 4: Key experts and partners**

<b>Informant</b>	<b>Position/background</b>
Chad Carpenter	Worked with UNFCCC secretariat for 6 years and has prepared many negotiators for CoP events. Chad has also worked with the International Institute for Sustainable Development (IISD) and has been involved in capacity building.
Angus Mackay	Manager of UNITAR's Climate Change programme in Geneva.
Anand Patwardhan	Anand has been a member of the Scientific and Technical Advisory Panel (STAP) of the Global Environment Facility (GEF); and a coordinating lead author for the Fourth Assessment Report of the Intergovernmental Panel on Climate Change (IPCC), and for the Millennium Ecosystem Assessment. Anand is co-chair of the Scientific Steering Committee for the Global Carbon Project, and is a member of a core consultative group on climate change for the Indian government.
Cassie Flynn and Rebecca Carmen	<b>Cassie Flynn:</b> Climate Change Policy Specialist within UNDP. In this role Cassie has supported countries in UNFCCC negotiations and provided technical advice to countries on: i) finance; ii) capacity building; iii) adaptation; and iv) technology. <b>Rebecca Carmen:</b> Managed the "capacity development for policy makers to address climate change" project focussing on climate change negotiators.
Benito Muller	Managing director of Oxford Climate Policy and director of ecbi.
Daniela Carrington	UNDP Climate Change Policy Advisor and holds experience in international climate change negotiations and capacity building.
Kinga Lodge	Programme manager on CDKN, Sustainability & Climate Change, PricewaterhouseCoopers (PwC), United Kingdom
Quamrul Chowdhury	lead Bangladesh negotiator to the UN, Chair of the Joint Implementation Supervisory Committee (JISC)

## 2.6. Baseline analysis and gaps

### Component 1. The role of LDCs in intergovernmental climate change negotiations (overseen by UNDP)

Under this Component, the baseline situation is presented as follows: i) the common challenges faced by LDCs with regards to effective participation in intergovernmental negotiations; ii) the LDC Group and LEG, and their role in intergovernmental climate change negotiations; iii) an overview of previous training initiatives for LDC negotiators; and iv), the ongoing projects that will be built upon by the proposed LDCF project.

*Challenges to the effective participation of LDCs in intergovernmental climate change negotiations*

The typology and characteristics of countries classified as Least Developed vary considerably. This is relevant to each country's requirements for capacity building to improve participation in intergovernmental climate change negotiations. For example, some LDCs require support to strengthen the skills of their negotiators who have limited or no prior experience. By contrast, some LDCs have large teams of experienced negotiators, but the country would welcome support to deepen their negotiators' knowledge in specific technical areas. Furthermore, the challenges to effective participation in negotiations faced by individual LDCs are dynamic, as their capacities are strengthened through ongoing initiatives (see below) or reduced through, for example, staff turnover. It is therefore most relevant to consider the common challenges faced by LDCs with regards to effective participation in intergovernmental negotiations.

In general, LDCs prepare for intergovernmental climate change processes in a relatively uncoordinated manner. Negotiation positions tend to be informed by *ad hoc* discussions and few representatives from LDCs are able to draw on formal training to conduct negotiations effectively. There is often considerable reliance on the designated UNFCCC focal point to provide relevant information to inform negotiating positions, particularly in cases where the same person attends successive intergovernmental climate change meetings. As a result, focal points are often required to participate in detailed technical discussions on topics that are not necessarily within their primary fields of expertise.

LDC delegations frequently have limited knowledge on the structure of intergovernmental negotiations on climate change— including the various workstreams – and how previous COP decisions affect current negotiations. This is because inadequate financial resources limit the size of LDC delegations. For example, the delegations of Yemen and Afghanistan are often limited to only three people, while Benin's delegation is usually composed of eight representatives. Consequently, one or two individuals from any particular country may have to attend and record multiple topics, which are often negotiated simultaneously in parallel sessions.

Furthermore, high staff turnover among LDC negotiation delegations limits knowledge retention. This is because: i) LDC governments have inadequate financial resources to attract and retain skilled individuals; and ii) individuals are regularly transferred between different government departments. Additionally, negotiators who have gained experience and training at intergovernmental negotiations are often promoted to more senior positions within government. Consequently, many LDC negotiators attending intergovernmental climate change negotiations have minimal experience attending and participating in such meetings. This, coupled with inadequate training opportunities at a national level, results in many LDC negotiators having limited basic negotiation skills (e.g. diplomacy skills).

Rapid rates of staff turnover, combined with insufficient systems to retain information emanating from the negotiations, result in a loss of institutional memory within LDCs. Consequently, there is insufficient analysis of previous negotiations to establish how the specific resolutions were determined. Furthermore, a lack of coordination between climate change secretariats and other ministries – as well as between government agencies and other sectors<sup>10</sup> – impedes inter-ministerial and cross-sectoral collaboration on national responses to climate change. As a result, only a few decision-makers within LDCs are aware of UNFCCC processes, and how the current topics under negotiation relate to their countries' socio-economic development.

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<sup>10</sup> e.g. the private sector

In summary, *ad hoc* preparation for climate change negotiations, small delegations, rapid staff turnover and ineffective national coordination mechanisms result in many LDCs being ill-equipped to effectively participate in intergovernmental climate change negotiations. Overall, there is a need to increase the basic negotiation skills and understanding of UNFCCC processes among LDC climate change negotiators and – as discussed below – to capitalise on the capacity and strengths that exist within the relatively well-capacitated LDCs.

### *The role of the LDC Group and LEG in intergovernmental climate change negotiations*

Since the 2001 LDC work programme identified a need for training climate change negotiators, progress has been made. In 2000, the LDC Group emerged as a negotiating bloc within the UNFCCC, representing all 48 LDCs. The Group works at intergovernmental negotiations under the UNFCCC, demanding that wealthier nations act in accordance with their responsibilities for climate change and their capacities to address it<sup>11</sup>. The LDC Chair – a position that rotates every two years – leads the Group. The Chair is supported by the LDC Group Core Team, which is currently comprised of ten technical experts from LDCs. These experts provide support on their specialised subject area and represent the group in the UNFCCC negotiations.

The formation of the LDC Group has increased the effectiveness of many LDCs in intergovernmental climate change negotiations. However, the same financial constraints that restrict individual country delegations also apply to the LDC Group. This limits the ability of the Group to hold regular planning sessions to analyse relevant decisions and develop common positions on negotiation topics. Despite the inadequate availability of resources and structures to support the work of the LDC Group, previous accomplishments have demonstrated the potential of this Group to work collaboratively and represent the common interest of LDCs. For example, following COP-16, the LDC Group held a strategy meeting and analysed the outcomes of the conference. During this meeting, the Group prepared submissions for all the required negotiation topics, which was the first time that the LDC Group was able to prepare such comprehensive submissions on behalf of all LDCs. This example highlights the need for a long-term operational strategy and funding mechanism to support the ongoing activities of the LDC Group and facilitate effective participation in intergovernmental climate change negotiations.

The LEG was formed in 2001, and is a separate entity to the LDC Group. At the behest of the COP, the LEG provides technical support and advice to LDCs on the LDC work programme, including the NAPAs and the National Adaptation Plan (NAP) process. The LEG meets twice a year and supports LDC climate change secretariats through a variety of modalities that include: i) provision of training through workshops; ii) developing guides, tools, technical papers, publications and databases; and iii) reviewing draft NAPAs upon request.

With its focus on providing support to the NAPA and NAP processes, the LEG is constrained – given the limited number of governmental, non-governmental and academic professionals in its ranks – to provide technical advice on other relevant UNFCCC processes and negotiation topics. Therefore, LDC negotiators require additional technical advice and training on specific negotiation topics – for example, financial instruments or technologies for adaptation and mitigation.

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<sup>11</sup> <http://ldccclimate.wordpress.com/>



### *Climate change negotiator training*

In response to the abovementioned challenges, several initiatives have provided some form of training to LDC negotiators. These initiatives are described below.

UNEP has been providing support to the African Group of Negotiators (AGN) and African Ministerial Conference on the Environment (AMCEN), of which African LDCs are members. For example, UNEP organised a consultative meeting of African Ministers of Environment prior to the start of COP-19 in Warsaw. The main objective of the meeting was to enable Ministers to develop their strategy for negotiation and engagement with other important parties and Groups during the high-level segment of COP negotiations. In addition, in its capacity as the AMCEN Secretariat, UNEP has provided technical reports and the latest scientific information to guide the AGN. For example, a particularly useful technical report is the African Adaptation Gap Report<sup>12</sup>. African Ministers of Environment used the findings of this report to negotiate the African position on issues such as finance, adaptation, capacity building and adaptation goals.

The Government of Australia and UNDP are collaborating on a project entitled: “Capacity Building for SIDS Climate Change Negotiators”. The project focuses on several LDCs – for example, Haiti and Vanuatu – that are included among the Small Island Developing States (SIDS). The objective of the project is to enhance the skills of climate change negotiators and increase their understanding of the negotiating process within the framework of climate change negotiations. The project, which began in 2013, emphasises: i) training of junior officials; ii) training of trainers; and iii) increasing the participation of women in leadership and decision-making roles. Training will take place at regional workshops.

In 2008, the UNDP Environment & Energy Group implemented a project entitled: “Capacity Development for Policy Makers to Address Climate Change”. The Governments of Norway, Finland and Switzerland, UNDP, and the United Nations Foundation funded the US\$6 million project. Nineteen countries – including six LDCs – participated in the project. One of the project objectives was to increase each country’s national capacity to participate in the UNFCCC process and negotiate positions within the timeframe of the Bali Road Map<sup>13</sup>. Several publications – including reviews of key outcomes from COPs<sup>14</sup> – have been produced through this project and are available to LDC countries online.

Since 2007, UNEP Division of Environmental Law (DELG) has organised a series of high-profile preparatory meetings for the regional Groupings within the UNFCCC negotiating process. These meetings do not include formal training for groups of climate change negotiators, but rather enable the Groups to: i) effectively formulate their positions on the thematic agenda items under negotiation; and ii) develop their negotiating strategies. These meetings are held in close collaboration with the Secretariat of the UNFCCC. The actual implementation of these workshops is done in close collaboration with UNEP’s regional offices. In Africa, at least one preparatory meeting for the Africa Group has been held each year, usually just prior to the COP. This meeting includes many African LDCs. In Latin America and the Caribbean, five preparatory meetings were held between 2007 and 2013. The last took place in Ecuador in 2013. Haiti was the only LDC included in these meetings.

<sup>12</sup> Accessible at <http://www.unep.org/pdf/AfricaAdaptationGapreport.pdf>

<sup>13</sup> The Bali Road Map refers to the UNFCCC negotiations on long-term cooperative action on climate change.

<sup>14</sup> e.g. The outcomes of Copenhagen: the negotiations and the accord; Taking stock of Durban: key outcomes and the road ahead

Furthermore, some of these participatory meetings are supported by a series of technical papers on various themes relating to adaptation and mitigation that were commissioned by DELC.

UNEP – through its Division of Environmental Policy Implementation (DEPI) and DELC – has produced a guide for negotiators of multilateral environmental agreements (MEA). This negotiator guide was updated in 2006 and then again in 2007<sup>15</sup>. These guides are available online to all LDC negotiators and provide an overview of intergovernmental climate change negotiations.

Although the abovementioned initiatives have included climate change negotiator training relevant to LDCs over the past decade, there are a number of shortfalls in the training provided.

- Training activities have mainly been conducted within individual projects that benefit specific countries or groups of countries. There have been no initiatives that provided uniform training and capacity building to all LDCs. There are no examples of initiatives, which have developed training programmes that are tailored to the particular needs of LDCs.
- The participation of climate change negotiators in training events has not been based on technical capacity requirements. Rather, officials have been sent to training events on an *ad hoc* basis.
- Training has been provided on an *ad hoc* basis, and there is no strategy to provide coordinated, sustainable training support.
- Training materials and technical support are generally available only in English. As a result, opportunities for capacity building through international training courses are restricted to LDC climate change negotiators who speak English.

#### *Ongoing initiatives that contribute to this Component*

Component 1 of the proposed LDCF project will build on the ongoing initiatives listed below.

The **UNDP Knowledge, Innovation, and Capacity Group (KICG)**, Bureau of Development Policy (BDP), provides a range of policy and technical advisory services that can be utilised to support the proposed LDCF project. The objectives of the KICG are to: i) support and guide the development of policy; ii) collect and provide evidence on successful capacity development strategies; iii) conduct research and analysis; and iv) work as the in-house resource team for training UNDP country office and country team colleagues. On-the-ground technical support is provided for conducting capacity assessments, designing and executing capacity development responses, and helping to implement systems that measure changes in capacity over time. KICG also supports development initiatives by integrating state-of-the-art knowledge-sharing approaches as an integral part of UNDP's services, looking to and beyond technology platforms in this pursuit. The total co-financing contribution to the proposed LDCF project is US\$120,000. The proposed LDCF project will build on the application of KICG's core approach to capacity development, capacity assessment and measurement of capacity results in designing and monitoring its negotiator training activities. In addition, the proposed LDCF project will build on the experience and lessons learned by KICG to gather and share information collected and generated by the project.

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<sup>15</sup> Multilateral Environmental Agreements Negotiators Handbook

UNITAR's e-Learning course ***Climate Change Diplomacy*** provides training for negotiators and other officials for participation in UNFCCC processes. The training develops participants' understanding of climate change risks and negotiation processes. This strengthens their capacity for decision-making and for representing their countries' interests when negotiating climate change commitments. UNITAR also conducts training events tailored to national circumstances in specific countries. The proposed LDCF project will build on this initiative by working with UNITAR to expand the course for all LDCs and to tailor it to their specific needs and national circumstances. UNITAR has a total budget of US\$160,000 over two years for this e-learning course and will contribute US\$54,000 in co-financing to the proposed LDCF project.

**UNITAR's One UN Training Service Platform on Climate Change (UN CC:Learn)** supports member States, UN Agencies and other development partners in designing and implementing results-oriented and sustainable training on climate change. This platform is now supporting five pilot projects in Benin, the Dominican Republic, Indonesia, Malawi and Uganda. This will be expanded to a further eight countries over the next year. The proposed LDCF project will build on the knowledge products produced through this initiative, and will provide these products to additional LDCs. The UN CC:Learn platform has an overall budget of US\$1,000,000, which will be used as co-financing for the proposed LDCF project.

## **Component 2. National systems/institutions for coordinating climate change information in LDCs (overseen by UNEP)**

The majority of LDCs used opportunities presented by NAPA and National Communications to establish national climate change secretariats and/or UNFCCC focal points. These secretariats and focal points facilitate the effective implementation of country commitments under the UNFCCC and Kyoto Protocol<sup>16</sup>. The secretariats are usually situated within the Ministries of Environment. These secretariats and focal points usually support: i) the development of a regulatory framework that underpins an LDCs' response to climate change under the UNFCCC; ii) institutional and financial requirements for the coordination of national climate change programmes; and iii) communication of climate change information at a national level. However, following the closure of the above-mentioned projects, the functionality of many LDC secretariats has diminished.

NAPA formulation and implementation – funded by the LDCF – has also contributed towards the establishment, development and/or strengthening of existing/new national institutions to oversee and promote regulatory support for climate change adaptation. However, many of these national institutions are constrained in their capacity to effectively participate in UNFCCC processes by: i) under-resourced bureaucracies; ii) insufficient technical capacity; and iii) poor institutional memory. Furthermore, mechanisms to disseminate information emanating from intergovernmental climate change negotiations to relevant national structures are limited. For example, in many LDCs, climate change negotiators disseminate information emanating from the negotiations through a single post-COP meeting with relevant government officials – e.g. Timor-Leste, Yemen, Benin. There is consequently a need to strengthen national institutional arrangements and coordination mechanisms within LDCs to increase their capacity to participate effectively in UNFCCC processes.

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<sup>16</sup> report of the 21<sup>st</sup> meeting of the LEG

Climate change information – at both national and international levels – is required to inform national development policies and appropriate responses to climate change. LDCs – through their NAPA and INC projects – have developed strategies to access this information. Furthermore, LDCs have contributed information on climate change technology, adaptation and GHG emissions through various projects – *inter alia* NAPAs, INCs and TNAs<sup>17</sup>. While the functionality of these information management strategies varies considerably between individual LDCs, in general institutional arrangements and mechanisms to transfer such climate change information to and from LDC climate change secretariats are inadequate. This is because such arrangements or mechanisms – along with technical capacity and institutional memory – diminish once a project and the associated financial support ends. Therefore, in many cases, LDCs have limited access to the latest climate change information. This limits the capacity of LDCs to carry out long-term planning for climate change adaptation and report under the UNFCCC on a continuous basis.

In the run-up to the development and implementation of a new climate change treaty in 2015, LDCs need to be informed on the latest available information on climate change and technologies for mitigation and adaptation. The IPCC's Fifth Assessment Report (AR5) has been released in 2014 to support UNFCCC Parties – including those from LDCs – in their long-term cooperative action on climate change. In order to respond to the findings of this report – and any subsequent climate change information – LDCs require strengthened institutional capacity to use AR5 scientific information to inform their negotiation positions.

The institutional capacity strengthening requirements of each LDC will be variable. Political, financial and social differences between individual LDCs result in different levels of baseline institutional capacity. In addition, other relevant initiatives (see below and Section 2.7) will continue to strengthen institutional capacity in those LDCs that they are working in. The variable and dynamic level of capacity within different LDCs means that tailored capacity-building approaches are required for each different country.

Overall, there is a need to establish sustainable mechanisms to ensure that LDC climate change negotiators are as informed as possible on the negotiation topics of importance to their respective countries or negotiating blocs. Upon conclusion of negotiations, countries must also address climate change issues within the framework of the decisions reached. There is also a need to develop national LDC mechanisms for collecting, analysing, disseminating and archiving climate change data to inform future negotiating positions and support reporting under the UNFCCC.

#### *Ongoing initiatives that contribute to this Component*

The proposed LDCF project will build on the following ongoing initiatives to deliver consistent training and support to national institutions.

**The NIE Direct Access project** – implemented by UNEP – focuses on strengthening the institutional and financial capacity of developing countries. The strengthening of capacities facilitates accreditation of National Implementing Entities (NIE) for direct access to the Adaptation Fund and other international climate funds. The project provides support on identification of capacities that already exist and additional capacities that may be needed within the relevant entity. The NIE Direct Access project also supports the appropriate entities to prepare a capacity development strategy to address identified gaps. These may

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<sup>17</sup> Technology Needs Assessments

include capacities for financial management, procurement, monitoring and evaluation. UNEP further provides support services to NIEs in preparing an application for accreditation and technical assistance in developing proposals for adaptation projects under the direct access modality. The LDCF project will help advance this capacity building initiative through the establishment or strengthening of national coordination mechanisms for climate change in LDCs. The NIE Direct Access project will contribute US\$300,000 in co-financing to the proposed LDCF project.

UNEP and UNDP joint initiative: **The Green Climate Fund (GCF) Readiness** – currently in the inception phase – will offer needs-oriented support to countries for accessing and using the GCF, once it is operational. It is implemented by UNDP, UNEP, WRI, with financing from the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU). This programme will include the development of: i) specific technical capacity building programmes in nine target countries; ii) national project pipelines on the basis of existing and potential specific national plans and policies; and iii) in-country monitoring and tracking systems for climate finance. The monitoring and tracking systems will provide feedback on shortcomings identified with GCF processes to support the work of the GCF board. The programme is currently working with stakeholders in each country – through scoping missions – to develop a readiness plan. The plan will be based primarily on an assessment of capacities around the pillars of climate finance readiness. The proposed LDCF project will build on this initiative by strengthening national institutional capacities to: i) support the integration of climate change into development planning; and ii) participate in UNFCCC processes, including reporting under the UNFCCC and accessing funding for climate change mitigation and adaptation. The overall budget of the relevant initiatives from the GCF Readiness Programme is US\$11,858,380, which is also co-financing for the proposed LDCF project.

### **Component 3. Knowledge management (overseen jointly by UNDP and UNEP)**

Many existing web-based networks, which are accessible to LDCs, share information on climate change. These include: i) the Africa Adaptation Knowledge Network (AAKNet); ii) the Asia Pacific Adaptation Network (APAN); iii) the Global Adaptation Network; and iv) the Climate Technology Centre and Network (CTCN). However, these networks are not always able to provide access to all of the relevant training materials and knowledge products (see a description of these under Outcome 1) that have been developed to improve negotiation skills and increase understanding of UNFCCC processes. Consequently, many of these training materials have been developed by individual projects, and they have not been shared once the projects have ended. There is consequently a need to collect and disseminate available climate change information on existing knowledge networks.

Knowledge on climate change is also not widely available in the official languages of many LDCs. This limits the ability of LDC climate change secretariats, negotiators and technical staff to understand what can often be specialised information. There is therefore a need to provide relevant training materials and knowledge products on intergovernmental climate change negotiations in languages that are regularly spoken in LDCs.

#### *Ongoing initiatives that contribute to this Component*

The **UNDP and UNEP Knowledge Management Initiatives** apply knowledge and technology to support climate change adaptation. These networks coordinate and facilitate

the exchange of climate change information. This includes: i) improving collaboration for innovation; ii) collating knowledge in tailored packages; iii) supporting strategic planning and policy processes; and iv) building capacity for climate change adaptation. The proposed LDCF project will build on these initiatives by promoting the sharing of knowledge among LDCs and non-LDCs on: i) intergovernmental climate change negotiations; ii) integrating climate change into development planning; and iii) reporting under the UNFCCC. The Adaptation Learning Mechanism (UNDP) will contribute US\$200,000, and APAN and AAKNET (UNEP) US\$700,000, in co-financing to the proposed LDCF project.

**The Climate Technology Centre and Network (CTCN)** is the operational component of the UNFCCC Technology Mechanism. It is hosted and managed by UNEP in collaboration with UNIDO and is supported by a consortium of 11 Centres of Excellence located in developing and developed countries. The CTCN's mandate is to: i) build or strengthen the capacity of developing countries to identify technology needs; ii) facilitate the preparation and implementation of technology projects and strategies to support mitigation and adaptation interventions; and iii) promote low-emission and climate-resilient development. The centre started its operations in mid-2013, following the Doha COP's decision and UNEP's Governing Council of 2013. The proposed LDCF project will build on this initiative by facilitating the exchange of state-of-the-art information on climate change technology to support integration of climate change into development. The centre currently operates under a budget of more than US\$5,000,000, of which US \$1,000,000 is relevant as co-financing to the proposed LDCF project.

## 2.7. Linkages with other GEF and non-GEF interventions

The proposed LDCF project will collaborate with and build on the lessons learned of a range of related initiatives, including those detailed below, which include a focus on strengthening capacity of negotiators and/or decision-makers from LDCs.

The joint UNDP-UNEP **National Adaptation Plan (NAP) Global Support Programme** will strengthen the capacities of Least Developed Countries for preparation of NAPs. These NAPs will improve coordination of country-led efforts to advance medium- to long-term planning for climate change adaptation, building on the work done under the NAPAs. Support for integration of adaptation to climate change into national development planning and budgeting processes will be based on three main pillars: i) institutional support; ii) technical support; and iii) knowledge brokering. Participating LDCs will be enabled to identify, finance and implement measures for climate change adaptation. This will be done by coordinating sectoral and cross-sectoral priorities for development and adaptation at national, sub-national and local levels. In addition, LDCs will be supported to conduct national adaptation planning based on best available science, rigorous data analysis and lessons learned/good practices disseminated through North-South and South-South knowledge-sharing mechanisms.

The **International Institute for Environment and Development (IIED)** is engaged in a project entitled "Building the capacity, knowledge and expertise of LDC negotiators to ensure more equitable outcomes for the countries they represent"<sup>18</sup>. This project aims to support the participation of LDCs in intergovernmental climate change negotiations by: i) increasing their understanding of key legal and technical issues; ii) building stronger representation of LDCs in the UNFCCC process; ii) increasing LDCs' technical capacity to contribute to global climate change negotiations; iii) ensuring better coordination of the LDC Group; and iv)

<sup>18</sup> available from: <http://www.iied.org/supporting-climate-change-negotiators-least-developed-countries>

increasing the Group's representation at other forums, including high level political meetings. Furthermore, the European Capacity Building Initiative Workshop Programme (ecbi), also managed by IIED, is an initiative for sustained capacity building in support of intergovernmental climate change negotiations. Part of this initiative is the ecbi Workshop Programme, launched in 2005, which works alongside IIED's previously mentioned capacity building project. This programme aims to support intergovernmental climate change negotiations by building and sustaining capacity amongst developing country negotiators, and by fostering trust between both developed and developing country negotiators. The workshop programme has been a series of events, with 76 events being run since 2005. Participants included negotiators, policymakers and policy implementers.

The **Climate and Development Knowledge Network (CDKN)** is implementing a three-year programme "Training and capacity building for negotiators". The objective of this programme is to strengthen the skills and knowledge of climate change negotiators so that they are able to participate effectively in international climate change processes and positively influence the outcomes of climate change negotiations. The programme, which began in 2013, has been designed for negotiators from the poorest and most vulnerable countries. To date, the programme has hosted two training workshops and has run one e-learning course. The programme only supplies training when specific training requests are received from participating countries.

The **International Centre for Climate Change and Development (ICCCAD)** intended to support growing capacity of Bangladesh stakeholders, while enabling people and organizations from outside to benefit from training in Bangladesh, where they can be exposed to the climate change adaptation and increasing knowledge from this emerging field. International participants will gain direct knowledge of the issues in a real-world context and build a strong practitioners' "alumni network". Through the expertise of ICCCAD and its local partners, international organizations will be exposed to relevant and grounded knowledge that can be shared and transmitted around the world for the benefit of other LDCs and their governments, donors, and international NGOs. Courses typically run for seven days in Bangladesh; 25 participants (similar backgrounds and expertise but different nationalities, particularly Asia and Africa) receive training from three international resource people. ICCCAD has piloted this model in a "mobile" modality in Africa (tailoring the workshops' topics to region-specific needs and challenges), and is exploring conducting it in other countries in the future. Piloting a mobile modality of this initiative will be further explored during preparatory phase of this project, to existing networks in other countries in Africa and Asia, principally.

The **Survive Project** is a joint initiative between Climate Analytics and the Potsdam Institute for Climate Impact Research. This initiative aims to provide science and policy support for SIDS and LDCs to participate in international climate negotiations, enabling low carbon, sustainable development and supporting adaptation needs. One of the main activities is the provision of strategic, technical, policy and scientific and legal support for negotiators from SIDS and LDCs for and during the UNFCCC negotiations. The Survive Project provides support based on the latest science and policy analysis in relation to mitigation, adaptation, finance and MRV, with the goal of achieving an effective and legally binding international climate agreement by 2015. It is funded by the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) as part of its International Climate Initiative (ICI).

The **Climate Vulnerability Forum Trust Fund (CVFTF)** provides an international platform for cooperation, coordination, advocacy and knowledge-building among developing countries, including LDCs, that face significant insecurity due to climate change. The aim of the CVFTF is to facilitate the administration and management of activities and to ensure sustainable resource flows, now and in the future, to achieve the following goals: i) unity and consensus promotion – development of common approaches to policy questions of mutual interest/concern, promoting consensus and increasing opportunities for favourable outcomes in critical international fora or with respect to key actors; ii) awareness raising – enhanced quantitative and qualitative contributions to the public debate on climate change, articulating collective or complementary viewpoints; iii) increased accountability – a greater degree of accountability on major emitters and all countries through improved tracking of progress and heightened visibility, analysis/scrutiny and political attention for headline policy concerns; and iv) knowledge building – enhanced knowledge of best practices through a cross-fertilization of member experiences as well as targeted research and policy analysis that empower the Forum/member countries.

**UNITAR** has begun a programme entitled *Strengthening Capacity of Policy-makers in Tajikistan for their Effective Participation in the UNFCCC Process in 2013*. The **UNITAR capacity development** programme provides step-by-step support for UNFCCC COP participants, including preparation before and follow-up after the event. This will develop the awareness of decision-makers on how UNFCCC negotiations relate to national development. While the programme currently only supports Tajikistan, it is envisaged that the approach will be upscaled to other Central Asian countries and could be successfully applied to LDCs as well.

The **UNEP Programme of Research on Climate Change Vulnerability, Impacts and Adaptation (PROVIA)** is a global initiative, which aims to provide direction and coherence at the international level for research on vulnerability, impacts and adaptation (VIA). The PROVIA Secretariat is currently hosted by UNEP in Nairobi. Launched with the support of leading scientists and decision-makers, PROVIA responds to the urgent call by the scientific community for a more cohesive and coordinated approach, and the critical need to harmonize, mobilize, and communicate the growing knowledge- base on VIA. PROVIA acts as a new and growing network of scientists, practitioners and decision-makers working towards identifying research gaps and meeting policy needs in climate change vulnerability, impact and adaptation research. Acknowledging emerging policy strategies, new scientific developments and lessons learnt from past programmes, PROVIA promises to deliver, in collaboration with its implementing partners, improved coordination of international research on the impacts of and responses to climate change, and provide the credible scientific information that is being increasingly requested by the world's decision makers.

The **UNEP LIVE**<sup>19</sup> portal, launched in January 2014, is a UNEP initiative that offers a cutting-edge, dynamic new platform to collect, process and share the world's best environmental science and research. It provides a single gateway to accessing and locating country-level statistics as well as providing access to Satellite/Space Programmes such as GEOSS Portal, Earthnet Online, USGS Earth Explorer, as well as an In Situ Programme called Argo. This portal will provide data access to both the public and policy makers using distributed networks, cloud computing, big data and improved search functions with the objective of filling gaps between data providers and consumers. It includes Communities of Practice that gather experts in various fields relating to the environment and bring them on a

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<sup>19</sup> <http://www.uneplive.org/>



common platform that provides access to discussion and exchange. UNEP LIVE will also support streamlining of national monitoring, reporting and verification of data for global and regional environmental goals. In the further development of UNEP LIVE, this project will collaborate with UNEP LIVE and present it at the regional trainings as a means of accessing up to date environmental information and statistics.

### **SECTION 3: INTERVENTION STRATEGY (ALTERNATIVE)**

#### **3.1. Project rationale and policy conformity**

##### **Project Rationale**

In response to a request made at COP-17, the GEF Secretariat – in collaboration with LDC Parties and its Agencies and in close coordination with LEG – has considered options for a Global Support Programme (GSP) to address the remaining elements of the LDC work programme.

The GSP will address the shortfalls in institutional and technical capacity – as well as in awareness – that prevent LDCs from assuming greater ownership of the implementation of the UNFCCC. In addition, the GSP will support the establishment of sustainable institutional arrangements so that LDCs have the capacity to coordinate their own adaptation and mitigation efforts. Presently, there are disparate levels of capacity within LDCs to participate effectively in intergovernmental climate change negotiations and the coordination of global climate change efforts. Although there has been an increase in the capacity of LDC negotiators and focal points because of participation in capacity-building initiatives and ongoing UNFCCC processes (such as the NAPA), the development of negotiation skills and technical capacity has not been uniform across all LDCs. Similarly, despite the increase in participation and influence of LDCs in intergovernmental climate change negotiations since the UNFCCC was first established, many LDC negotiators still have limited capacity to represent their countries' national interests and implement the resolutions of intergovernmental climate change negotiations. As a result, many LDCs are prevented from effective participation in ongoing global efforts to respond to climate change.

To address this, the GEF provided guidance to its Agencies on how to address the shortfalls and constraints mentioned above for LDCs. Responding to this guidance, LDCF resources of US\$4,000,000 are requested for the period July 2014–December 2016. This will enable the development of a support mechanism that is appropriately staffed and financially resourced to assist LDCs to develop the required technical and institutional capacity to participate effectively in intergovernmental climate change negotiations. The proposed LDCF project is rooted in the LDC work programme, and consequently the project reflects the national needs and priorities of LDCs.

The effective participation of LDCs in intergovernmental climate change negotiations is fundamental to LDCs developing appropriate responses to climate change at local, national and global levels. This is because the ramifications of decisions made by the international community will influence billions of people in rural as well as urban communities of LDCs. Engaging effectively in long-term cooperative action at global, regional and national levels will allow LDCs to assume greater ownership of the implementation of UNFCCC. To achieve this, LDCs require the negotiators who represent them in these intergovernmental processes to be equipped with the appropriate diplomacy skills and technical knowledge to accurately

represent their positions on different negotiation topics. There is also a need for all LDCs to establish effective national mechanisms to facilitate communication between LDC negotiators and focal points, climate change secretariats, relevant line ministries and important socio-economic sectors. These national mechanisms are necessary in order to: i) coordinate the collection of accurate, up-to-date information from relevant national stakeholders so that the negotiation positions of LDC negotiators and focal points are supported by high-quality information; and ii) provide accurate and detailed communication of decisions taken at intergovernmental negotiations – particularly those decisions affecting national policy – to the relevant line ministries within their country.

The capacity of many LDCs to participate effectively in intergovernmental climate change processes is constrained by various factors including, inter alia: i) disparities in negotiation skills among climate change negotiators; ii) inadequate coordination between relevant institutions at national and international level; and iii) insufficient access to the best available information on global, regional and national climate change topics. As a result of the abovementioned constraints, the proposed LDCF project will strengthen institutional and technical capacities in LDCs for more effective participation in intergovernmental negotiations as well as coordination of climate change efforts. The project will enhance the technical capacity and negotiation of LDCs through: i) providing training sessions for negotiators; ii) developing a long-term operational strategy for the LDC group; and iii) establishing a mechanism to promote future knowledge sharing among LDCs. Similarly, institutional capacity will be enhanced by establishing both national strategies and mechanisms for LDCs to participate in, analyse and disseminate information from intergovernmental climate change processes. Finally, knowledge and lessons learned generated from project processes will be collated and disseminated through existing climate change networks.

## **Policy conformity**

### LDCF conformity

The proposed project is consistent with the LDCF mandate which was extended beyond preparing and implementing the NAPA and includes the remaining elements of the LDC work programme (Decisions 5/CP.144 and 5/CP.165).

Country driven and participatory approach: activities to be undertaken by the project were selected through numerous stakeholder consultations (see Section 2.4) and address the national priorities of LDCs as identified by LDCs during COP-7<sup>20</sup>

Supporting a learning-by-doing approach: the project will promote the sharing of lessons learned during project processes through climate change networks under Component 3. This will further improve capacity development by promoting the current and future exchange of knowledge and experience among LDCs.

Multi-disciplinary approach: the interventions of the proposed LDCF project require expertise from various disciplines. These include international relations, climate change finance, and technical disciplines such as meteorology and hydrology.

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<sup>20</sup> Decision 5/CP.7.

Gender equality: women's exposure to climate risks is increased by existing inequalities and practices associated with traditional understandings of "appropriate" behaviour for men and women<sup>21</sup>. Despite their capability to innovate and lead, historically women have been marginalised from local and national decision-making processes, particularly in developing countries<sup>22</sup>. It is therefore important to identify gender-sensitive strategies to ensure that women are the focus of interventions designed to improve their resilience and capacity to adapt to climate change. The UNFCCC emphasises the necessary role part women have to play as active participants in the global response to climate change. At COP-18, a decision was adopted that: i) promotes gender balance; and ii) improves the participation of women in UNFCCC negotiations and in the representation of Parties<sup>23</sup>. The proposed LDCF project is aligned with this decision, and understands that gender equality is a prerequisite for sustainable development.

The proposed LDCF project will mainstream gender equity by promoting gender-sensitivity during the implementation of the project activities. This will be aligned to the relevant national gender equity targets of participating countries and international agreements, such as the third MDG. Gender equity will be promoted in the following ways:

#### Outcome 1:

- Relevant national gender equity targets of participating countries and international agreements such as the third Millennium Development Goal<sup>24</sup> will guide the project's efforts to incentivize LDCs to nominate women to participate in the training interventions.
- Training on negotiation skills will include gender-sensitivity training to ensure that: i) female negotiators are empowered to participate meaningfully in the negotiations; and ii) all LDC negotiators are made aware of their responsibility to respect the views of all of their colleagues during training and negotiations. Trainers will be required to have the skills and experience necessary to plan and facilitate gender-sensitive training.

#### Outcome 3:

- Knowledge generated by the LDC project will be consolidated into gender-responsive publications, language and messages, ensuring sensitivity towards differences among target audiences.
- The LDC project will use appropriate access and communication channels to reach men and women equally when disseminating these products. Specifically, national climate and gender advocacy groups will be enrolled in the knowledge dissemination network.

The Technical Support Unit (TSU) will be responsible for monitoring and evaluation of the actions above. Gender disaggregated indicators will be developed and used for monitoring and evaluation of the proposed LDCF project. In addition to gender, the project will also ensure that other disadvantaged and more vulnerable groups as elderly, children and less-abled, will receive adequate attention.

Complementary approach: from inception, the proposed LDCF project will collaborate with baseline projects and other complementary projects. In addition, the knowledge platform

<sup>21</sup> Masika, R. (2002). Editorial- Gender & Development. *Gender & Development*, 10(2), 2–9. doi:10.1080/13552070215910

<sup>22</sup> Denton, F. (2002). Climate change vulnerability, impacts, and adaptation: Why does gender matter? *Gender & Development*, 10(2), 10–20. doi:10.1080/13552070215903

<sup>23</sup> Decision 23/CP.18 in 4. Framework Convention on Climate Change, United Nations (2013) *Report of the Conference of the Parties on its eighteenth session*, Doha.

<sup>24</sup> promoting gender equality and empowering women

developed through Outcome 3 will collate best practices and develop knowledge products from all projects.

### Overall GEF conformity

The proposed LDCF project meets overall GEF requirements in terms of implementation and design.

- **Sustainability:** enhancing technical and institutional capacities of the LDCs are priorities of the project. The sustainability of capacitating interventions will be promoted through long-term training and knowledge sharing mechanisms including establishing: i) a community of practice; ii) a long-term operational strategy for the LDC group; iii) an e-Learning programme; and iv) a knowledge platform for enhanced sharing of lessons learned beyond the timeframe of the project.
- **Replicability:** the proposed LDCF project will systematically document the activities, decisions, strategies, results, lessons learned and guidelines so that they can be used for the design and implementation of future projects. This documentation will enable the development of a robust planning framework in conjunction with stakeholder participation.
- **Monitoring and Evaluation (M&E):** the project design includes an M&E framework. This framework will be used to measure the indicators of the proposed design. Lessons learned will be documented and disseminated.
- **Stakeholder Involvement:** the project design was developed through extensive stakeholder consultation. The stakeholders' involvement in the project will be clearly defined and signed off by each stakeholder group during the initial phases of project implementation.

### **3.2. Project goal and objective**

The **goal** of the proposed LDCF project is to support LDCs to effectively engage in and implement the outcomes of intergovernmental climate change negotiations. The project **objective** is to strengthen institutional and technical capacities in LDCs for more effective participation in intergovernmental climate change negotiations and coordination of climate change efforts.

### **3.3. Project components and expected results**

The objective of the proposed LDCF project will be achieved through the following complementary components:

#### **Component 1. The role of LDCs in intergovernmental climate change negotiations (overseen by UNDP)**

##### *Adaptation alternative*

Under Outcome 1 (overseen by UNDP), LDCF resources will be used to provide coordinated training to climate change negotiators from all LDCs. These training activities will build on and be informed by the knowledge and expertise that already exists within capacitated individuals and delegations from LDCs. Increasing the negotiation skills and technical capacity of all LDC negotiators will allow them to participate effectively in intergovernmental

climate change negotiations, thereby increasing the ability of LDCs to influence the global response to climate change.

The support mechanism provided by the proposed LDCF project will build on and complement – rather than duplicate – other relevant support provided to LDCs. This will be done by drawing on, synthesising, updating, and making available relevant guidance, methodologies and tools, rather than developing new ones. This complementarity will be achieved through close coordination with the LEG, relevant co-financing initiatives, and other ongoing initiatives at the regional and national level – for example IIED and CDKN.

Through the proposed LDCF project, LDC climate change negotiators will receive: i) training on general negotiation skills; and ii) technical knowledge on current negotiation topics. This capacity building will be enhanced by the establishment of a community of practice that consolidates the existing capacity and expertise of skilled LDC representatives and provides ongoing technical support to all LDCs. To strengthen the continued effective participation of LDCs collectively in intergovernmental negotiations, LDCF resources will also be used to assist the LDC Group to develop a long-term operational strategy.

**Output 1.1: Negotiators from each LDC have enhanced diplomacy skills and critical information on key issues underpinning the negotiations in order to formulate their own negotiation positions pertaining to UNFCCC negotiation topics.**

Building on the activities of related initiatives – *inter alia* IIED, CDKN – relevant training materials for LDC climate change negotiators will be updated, or where necessary, new materials will be developed. These training materials will focus on: i) diplomacy skills; ii) negotiation terminology; iii) UNFCCC processes; and iv) guidance on how to formulate negotiation positions. Training materials on negotiation skills will include gender-sensitivity training to ensure that: i) female negotiators are empowered to participate meaningfully in the negotiations; and ii) LDC negotiators are made aware of their responsibility to respect the views of all of their colleagues during training and negotiations. These training materials will include handbooks, training courses, briefing notes and toolkits. They will also be tailored to the specific context of LDCs.

Additionally, regional training workshops will be convened to provide training to LDC climate change negotiators. This training will provide LDC climate change negotiators with the skills required to participate effectively in intergovernmental negotiations. The training materials prepared will be used at these workshops. These materials will also be provided in a format – for example, handbooks – that trainees can take home. These materials can be shared with other negotiators and/or negotiators-in-training who could not attend the workshops in person or who cannot access internet-based materials. Training will be provided by experienced facilitators, and will draw on the experience gained through similar workshops run by other initiatives – for example ecbi.

Regional training workshops will be conducted with the following guiding principles.

- Separate training workshops will be convened for the West Africa (Francophone Africa), Southern/East Africa (Anglophone Africa), Asia and Pacific regions. Haiti, a French-speaking Caribbean nation, will be invited to join the West Africa workshop.
- A total of 12 training workshops – three per region – will be convened over the course of the project. However, the number of training workshops may be adjusted during the

project implementation phase if it is not feasible to fit them into the already busy UNFCCC schedule.

- The regional training will take place 2 – 4 months prior to the annual SBI/SBSTA meeting and COP.
- At least three negotiators from each LDC will be invited for training. LDCs will be supported by project staff and workshop facilitators to identify participants to benefit from training on climate change negotiations. Relevant national gender equity targets of participating countries and international agreements, such as the third Millennium Development Goal<sup>25</sup>, will guide the recruitment of LDC climate change negotiators.
- The agenda for the training will include – but will not be limited to – diplomacy skills, negotiation terminology and explanations of UNFCCC processes. Further, strategies for sustainable and effective participation in intergovernmental climate change processes will be discussed.
- The training provided will be based on interactive and participatory learning approaches such as simulated negotiations, and sharing of experiences between senior negotiators and negotiators-in-training.
- Existing alumni networks (such as those administered by IIED) will be used to invite senior LDC negotiators to attend the regional training to share their experiences.

Activities under Output 1.1 include:

*Activity 1.1.1:* Revise/develop training materials on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.

*Activity 1.1.2:* Convene regional training workshops to strengthen the skills of LDC negotiators to participate effectively in intergovernmental climate change negotiations.

### **Output 1.2: Negotiators from LDCs have increased technical knowledge pertaining to negotiation topics.**

Existing technical training materials, developed by related initiatives, will be updated to provide LDC climate change negotiators with the latest available technical knowledge pertaining to targeted negotiation topics or streams. These training materials will include – for example – the LDC Paper series prepared by the ecbi. If necessary, new technical training materials will be developed. The training materials, including information briefs, brochures, and training courses, will provide technical information on the latest available climate change science, technology and finance. This information will include – for example – details from the Fifth Assessment Report (AR5) of the IPCC.

The technical training materials revised/developed will be presented at the regional training delivered under Output 1.1. The target audience for the materials will be senior negotiators with at least five years of experience. This training will provide senior negotiators with an enhanced understanding of the technical details underpinning the targeted negotiation topics. Furthermore, the enhanced technical knowledge of senior negotiators will allow them to become trainers for junior negotiators within their delegations.

Activities under Output 1.2 include:

*Activity 1.2.1:* Develop and/or update technical training materials, relevant to selected negotiation topics, on the latest available information on climate change science, technology and finance.

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<sup>25</sup> promoting gender equality and empowering women

*Activity 1.2.2:* Train senior negotiators on the latest available information on climate change science, technology and finance at the regional training workshops convened under Output 1.1, enabling them to provide training to junior negotiators within their delegation.

**Output 1.3: A community of practice to interpret and respond to negotiation outcomes.**

A community of practice to provide technical support to LDCs to interpret and respond to negotiation outcomes will be established. This will allow LDCs to address climate change issues within the framework of the decisions reached during intergovernmental climate change negotiations. The community of practice will include experts, practitioners and negotiators. This community will build on existing expert networks, such as the Adaptation Learning Mechanism, LDC Group network and IIED's roster of experts, and will include technical experts from academia, civil society, and the public sector. A lead facilitator will also be identified to oversee the functioning of the community of practice.

The community of practice will consider regional (i.e. West Africa, Southern/East Africa, Asia, and the Pacific) and sub-regional expertise needs. The establishment and nurturing of a community of practice will facilitate the sustainability of technical support to LDCs beyond the duration of the project. This is because strong working relationships will be developed between experts and negotiators.

The community of practice will develop briefing notes on each agenda item prior to – and after – COP and SBI/SBSTA meetings. These briefing notes will: i) provide technical information on each agenda that may assist each LDC to formulate their own negotiation position; and ii) support the dissemination of resultant information from the negotiations to the appropriate sectors at a national level. Briefing notes will be developed in collaboration with other related initiatives – for example ecbi – who have undertaken similar activities. The briefing notes will be distributed to all LDC climate change secretariats. In addition to developing briefing notes, other regular activities – such as online discussions – will be organised. This will encourage active learning through participation and observation, and promote the development of a vibrant community.

The proposed LDCF project will also establish communication networks between the community of practice and relevant national institutions in each LDC. The communication network will build on any existing knowledge networks within LDCs. The project management unit of the proposed LDCF project will – through the lead facilitator for the COP – provide a helpdesk service to facilitate communication between the LDCs and the appropriate experts within the community of practice.

Activities under Output 1.3 include:

*Activity 1.3.1:* Coordinate a community of practice to support LDCs to interpret and respond to negotiation outcomes.

*Activity 1.3.2:* Develop, through the community of practice, briefing notes on each agenda item prior to, and after, COP and SBI/SBSTA meetings.

*Activity 1.3.3:* Establish communication networks between the community of practice and relevant national institutions in each LDC.

**Output 1.4: A long-term operational strategy for the LDC Group to coordinate responses/submissions and participate in parallel negotiation topics.**

The LDC Group has been effective at representing the collective positions of LDCs at intergovernmental climate change negotiations. To maintain their continued effective participation, the proposed LDCF project will – in close cooperation with the LDC Chair – strengthen ongoing efforts to formulate a long-term operational strategy for the LDC Group. Support will be provided by: i) identifying good practices from other multilateral agreements/conventions to inform this long-term operational strategy; and ii) facilitating group discussions on the long-term strategy at the regional training convened under Output 1.1 or other relevant platforms. By building on the existing structures and ongoing work of the LDC Group, the LDCF project will support improved coordination with the LDC Group and hasten the delivery of the Group's objectives.

The LDC Chair will lead the ongoing development of the strategy. The strategy will include *inter alia* regular – as opposed to *ad hoc* – group meetings to coordinate responses/submissions to all ongoing negotiation topics. Experts on climate change finance will also be consulted to advise the LDC Group on approaches to raising finance for implementing their long-term operational strategy.

Activities under Output 1.4 include:

*Activity 1.4.1:* Identify good practices from other multilateral agreements/conventions to inform the long-term operational strategy for the LDC Group.

*Activity 1.4.2:* Facilitate group discussions, at the regional training workshops or other relevant platforms, to formulate a long-term operational strategy for the LDC Group.

## **Component 2. National systems/institutions for coordinating climate change information in LDCs (overseen by UNEP)**

### *Adaptation alternative*

Underpinning the effective participation of LDCs in intergovernmental climate change negotiations – and the integration of climate change into development planning – are the mechanisms for coordinating climate change activities across institutions and sectors. Under Outcome 2 – overseen by UNEP – the proposed LDCF project will provide support to LDCs to develop strategies for strengthening national coordination mechanisms between climate change secretariats and relevant line ministries and departments – such as water, meteorology, local government, foreign affairs and agriculture.

LDCF resources will also be used to provide guidance to LDCs on how to apply the latest available science and technology concerning climate change mitigation and adaptation interventions. Furthermore, guidance will be provided to support the development of sustainable national systems for collecting, analysing, disseminating and archiving climate change data. The support provided through the proposed LDCF project will assist LDCs to: i) integrate climate change into development planning<sup>26</sup>; and ii) design a national system for reporting under the UNFCCC<sup>27</sup>.

**Output 2.1: Support provided for formulation of country-specific institutional coordination strategies for effective participation in intergovernmental climate change negotiations and facilitation of dissemination of relevant information emanating from these negotiations.**

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<sup>26</sup> e.g. NAPAs, NAPs

<sup>27</sup> e.g. National Communications



National strategies – for individual LDCs – for coordinating climate change activities across institutions and sectors will be developed. These are tailored national strategies that will support countries in coordinating their effective participation in intergovernmental processes. These strategies will include guidance coordinating a country-specific position on relevant negotiation topics (including input from all of the relevant sectors), interpreting decisions made at intergovernmental climate change negotiations and disseminating the relevant information to the appropriate sectors at a national level. The development of these national coordination strategies will be aided by the identification of good practices and effective national strategies from both LDCs and non-LDCs. These good practices will pertain to national institutional arrangements and coordination mechanisms for bringing together the relevant national stakeholders from different ministries, departments, NGOs and civil society to collectively formulate the country's negotiation position. These institutional arrangements and coordination mechanisms will draw on the progress made by LDCs in this regard during the development of their NAPAs. In addition, under Output 2.1, LDCF resources will be used to identify national institutional and technical capacities of individual LDCs required to: i) interpret decisions made at intergovernmental climate change negotiations; and ii) disseminate the resultant information to the appropriate sectors at a national level.

The good practices and capacity needs identified will be used to inform the development of e-Learning courses on: i) interpreting decisions made at intergovernmental climate change negotiations; and ii) disseminating the resultant information to the appropriate sectors. These courses will be based on those already developed by UNITAR. The e-Learning courses developed will be tailored to the specific needs of LDCs. The intended audience of these e-Learning courses will be technical staff from the Ministries of Environment, Planning, Finance, Local Government, and other main sectoral Ministries. As this form of training does not require travel, a large group of technical staff in all LDCs will be able to benefit from training provided in an e-Learning format. The e-Learning courses will be run bi-annually (prior to COP and SBI/SBSTA meetings) and will be designed to function efficiently in areas with limited connectivity. For example, the course will: i) use training materials that can be downloaded as pre-recorded lectures and do not have to be streamed live via the internet; ii) supply training materials on CDs/hard-drives; and iii) avoid approaches that require real-time communication.

At the regional training workshops organised under Output 1.1, support will be provided to LDCs to develop tailored national strategies for: i) coordinating a country-specific position on relevant negotiation topics (including input from all of the relevant sectors); ii) interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate sectors at a national level. This support will include training on international best practice for developing such strategies as well as technical advice on how to sustain institutional arrangements and coordination between secretariats and other national sectoral ministries. The communities of practice established under Output 1.3 will provide technical advice to the LDCs both during and after the regional training. Given the intensive support required to formulate an institutional coordination strategy, not all LDCs can receive this assistance. Twenty LDCs will be selected during project implementation to receive this support. The development of tailored national coordination strategies will promote the implementation of national climate change actions/projects and provide LDC climate change negotiators with the knowledge required to participate effectively in intergovernmental climate change negotiations.

Activities under Output 2.1 include:

*Activity 2.1.1:* Identify good practices and effective national strategies within LDCs – pertaining to national institutional arrangements and coordination mechanisms in particular – for coordinating country-specific positions on relevant negotiation topics.

*Activity 2.1.2:* Identify national institutional and technical capacities of individual LDCs required to: i) interpret decisions made at intergovernmental climate change negotiations; and ii) disseminate the resultant information to the appropriate sectors at a national level.

*Activity 2.1.3:* Develop e-Learning courses that provide technical staff with training on interpreting decisions made at COP and disseminating the resultant information to the appropriate sectors.

*Activity 2.1.4:* Conduct e-Learning courses bi-annually.

*Activity 2.1.5:* Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored institutional coordination national strategies for: i) coordinating a country-specific position on relevant negotiation topics (including input from all of the relevant sectors); ii) interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate sectors at a national level.

## **Output 2.2: National systems for collecting, analysing, disseminating and archiving climate change information and data to support reporting under the UNFCCC.**

Under Output 2.2, national institutional and technical capacities required to collect, analyse, interpret and archive climate change information will be identified. These capacities are required to facilitate reporting under the UNFCCC. Furthermore, a stocktaking of existing manuals, toolkits, and other resource materials that facilitate such information management capacities will be undertaken.

The above-mentioned capacity assessment and stocktaking exercise will inform the revision/development of resource materials. These resource materials will assist LDCs to establish national systems to collect, analyse, interpret and archive climate change information. Resource materials – such as guidelines and toolkits – may be revised versions of existing materials, or may be specifically developed to fill gaps identified in the capacity assessment. The revision/development of resource materials will be based on current international best practice. Existing knowledge platforms and regional training will be used to distribute these resource materials to all LDCs. Where possible, materials will be made available in the main languages of LDCs so as to allow a widespread access.

In addition to disseminating resource materials, the proposed LDCF project will provide direct support to LDCs – at the regional training organised under Output 1.1 – to develop tailored national systems for collecting, analysing, disseminating and archiving climate change data. This support will include training on international best practice for developing such systems, and training on the information required to report under the UNFCCC. Technical advice on how to prepare National Communications, NAMAs, BURs and TNAs – where necessary – will also be provided. The community of practice established under Output 1.3 will provide ongoing technical advice to the LDCs both during and after the regional training.

Activities under Output 2.2 include:

*Activity 2.2.1:* Identify national institutional and technical capacities required to collect, analyse, interpret and archive climate change information to facilitate reporting under the UNFCCC.

*Activity 2.2.2:* Undertake a stocktaking of existing manuals, toolkits, and other resource materials for collection, analysis, dissemination and archiving of climate change data and information.

*Activity 2.2.3:* Develop and/or update manuals and toolkits – based on international best practice and gaps identified through the stocktaking – on the collection, analysis, dissemination and archiving of information to facilitate reporting under the UNFCCC.

*Activity 2.2.4:* Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national systems for collecting, analysing, disseminating and archiving climate change data.

### **Component 3. Knowledge management (overseen by UNDP and UNEP)**

#### *Adaptation alternative*

Sustained access to training materials and knowledge products generated/collected by the proposed LDCF project will help to maintain the technical and institutional capacities required by LDCs to participate effectively in intergovernmental change negotiations and other UNFCCC processes. This is because these training materials and knowledge products will allow: i) new, inexperienced climate change negotiators to learn the skills to participate in intergovernmental climate change negotiations; ii) experienced negotiators to keep up to date with the latest available climate change information; and iii) national institutional arrangements to be amended/developed based on international best practice. The proposed LDCF project will therefore make all the knowledge products generated/collected through Outcomes 1 and 2 available on an existing web-based knowledge platform (e.g. NAP-GSP/NAP Central website).

Selected knowledge products will also be translated into several LDC official languages (e.g. French). The benefits of knowledge sharing will be enhanced if the training materials and knowledge products are available in multiple languages.

The knowledge products collected/generated by the proposed LDCF project (including translated versions) will be shared on existing platforms. They will be constructed using gender-responsive language, ensuring sensitivity towards differences among target audiences. The sharing of this LDC-specific knowledge will promote South-South and North-South knowledge exchange.

#### **Output 3.1: Knowledge products generated through the project are translated and available on an appropriate knowledge platform (UNDP).**

Under Output 3.1, selected knowledge products generated under Outcomes 1 and 2 – including best-practice manuals, training materials and toolkits – will be translated into the official languages of LDCs, as appropriate or necessary. LDCs will be consulted to determine the preferred languages for translation. To facilitate the translation of knowledge products, existing rosters of translators will be utilised (e.g. UNDP translator roster, PROVIA).

Knowledge products developed under the project, together with relevant existing knowledge products and resources will be collated into a central database. These products – including translated versions – will be incorporated into existing web-based knowledge platforms (e.g. NAP-GSP/Nap Central website). In addition, relevant knowledge products will be disseminated through other mechanisms – such as universities and research institutions within LDCs – to maximise accessibility.

The knowledge generated and experiences gained by LDC climate change negotiators at regional training workshops and through the e-Learning offered will be captured and shared

in an existing newsletter (e.g. NAP-GSP newsletter). This newsletter will be produced on a quarterly basis.

Activities under Output 3.1 include:

*Activity 3.1.1:* Translate the knowledge products – including best-practice manuals, training materials and toolkits – developed in Outcomes 1 and 2 into the official languages of LDCs, as appropriate/necessary.

*Activity 3.1.2:* Collate knowledge products developed under the project, together with relevant existing knowledge products and resources, and incorporate them into web-based knowledge platforms and other delivery mechanisms.

*Activity 3.1.3:* Present the knowledge generated and experiences gained through the regional training workshops and e-Learning courses in an existing newsletter.

### **Output 3.2: Strategy to sustain knowledge generated by the project including through South-South cooperation (UNEP).**

Output 3.2 will provide the knowledge collected/generated under Outcomes 1 and 2 on existing regional/global knowledge networks (e.g. AAKNet, APAN, CTCN). National gender advocacy groups will be encouraged to enrol in these networks to ensure that knowledge products are available to men and women equally. These global/regional networks connect both LDCs and non-LDCs, and therefore will support South-South and North-South knowledge exchange.

To avoid the disintegration of these knowledge exchange mechanisms when the proposed LDCF project ends, a sustainable funding mechanism for the selected knowledge platforms will be developed. The support provided by the LDCF project to develop such a mechanism will include: i) identifying appropriate funders; ii) assisting in the development of long-term strategies for the ongoing functioning of these knowledge platforms; and iii) providing technical support to develop funding proposals.

Activities under Output 3.2 include:

*Activity 3.2.1:* Disseminate knowledge on intergovernmental climate change negotiations – collected and generated by the project through existing knowledge platforms.

*Activity 3.2.2:* Develop a funding mechanism/strategy to sustain the project's knowledge platforms beyond the implementation phase of the project.

### **3.4. Intervention logic and key assumptions**

The proposed LDCF project interventions will increase the technical and institutional capacities of LDCs to support their effective participation in intergovernmental climate change negotiations.

The project assumes that participating LDCs will have developed sufficient technical and institutional capacity to continue their effective participation in intergovernmental climate change negotiations without limited external support. However, experience from the GSP for National Communications shows that there are varying degrees of progress – and similarly varying degrees of support needs – among LDCs. For this reason, options for expanding the scope and duration of the support mechanism should not be precluded, to make sure that the progress achieved through the project will not be lost.

### **3.5. Risk analysis and risk management measures**

Broadly speaking, major risks involve the sustainability of national coordination mechanisms and climate change secretariats, beyond the project's completion. However, this project has envisioned the institutional partnership building approach as a key element of a sustainability strategy, as opposed to ad hoc support on stand-alone trainings or development of tools. The purpose of this project's initiatives is precisely to engage government institutions on building sustainable mechanisms to strengthen national capacities in the context of climate information collection, analysis and intergovernmental negotiation

**Table 5:** Risks, rating and proposed mitigation measures.

Identified risks	Potential consequence	Risk rating (1–5) L: Likelihood I: Impact	Mitigation measures	Risk category
Project management is complex as a result of a broad geographic extent, a wide variety of project activities and a large number of stakeholders	Project implementation is ineffective	L: 3 I: 3	Undertake detailed planning for all project activities to account for the broad geographic extent and large number of stakeholders	Strategic/ Organisational
Workshops are attended by participants from a range of profiles	Training is not effective/directed	L: 4 I: 4	Communicate the content of training clearly Pre-screen nominated participants	Organisational
Governments unable to fund national coordination mechanisms after the proposed LDCF project ends	Threat to project sustainability	L: 2 I: 5	Raise awareness-among decision-makers for sustained funding Outreach to potential donors to secure funding	Financial
Conflicts among stakeholders regarding roles in the proposed LDCF project	Uncoordinated approach to project activities Threat to project implementation	L: 3 I: 3	Develop detailed stakeholder involvement plans outlining stakeholder roles clearly	Political/ Organisational
Lack of political will to support the proposed LDCF project	Threat to project sustainability	L: 2 I: 4	Raise awareness among decision-makers Develop negotiators who are champions for change Develop detailed stakeholder	Political/ Strategic

			involvement plans outlining support to the project Undertake consultations on project progress at key stages to maintain government ownership and interest in the project Collaborate with other cooperation projects to maintain political visibility	
Poor coordination of project activities	Delays in deliverables	L: 3 I: 3	Develop clear project management arrangements	Organisational
Frequent staff turnover and limited capacity within relevant ministries	Limited/delayed project implementation/ completion	L: 3 I: 2	Strengthen institutional and technical capacity through building on existing initiatives Emphasise importance of network and partnership building	Political/ Strategic
Limited internet facilities constrain access to e-Learning courses	Reduced participation of targeted negotiators	L: 2 I: 5	Explore and make available alternatives to online resources where necessary	Organisational

### 3.6. Consistency with national priorities or plans

The LDC work programme established at COP-7 in 2001 identifies priority national needs for LDCs, including *inter alia*: i) strengthening national climate change secretariats and/or focal points; and ii) providing training to negotiators from LDCs to develop their capacity to negotiate effectively. At COP-17 in 2011, it was recognised that the implementation of these elements of the LDC work programme had been insufficiently addressed, but were necessary to further enable LDCs to participate effectively in the UNFCCC<sup>28</sup>. The proposed LDCF project, through its focus on LDC climate change negotiator training and strengthening of national coordination mechanisms, is consistent with the LDC work programme. Furthermore, the project is designed to complement both past initiatives and current enabling activities in the LDC work programme.

The proposed LDCF project is consistent with the needs, in the context of participation in intergovernmental climate change negotiations, expressed by LDC representatives in a series of consultations with UNDP/UNEP. In particular, the priority needs identified during these consultations include:

<sup>28</sup> Decision 9/CP.17.

- training on general negotiation skills;
- training on technical details pertaining to specific negotiation topics; and
- strengthening coordination between national ministries and departments.

As it is presented in this proposal, the support mechanism has been designed taking into account these priorities expressed by LDCs.

### **3.7. Additional cost reasoning**

The effects of climate change occur at regional, national, sectoral and local levels. Climate change already poses a threat to development in LDCs, and this threat is likely to increase in the future as climate change intensifies. Those sectors that are negatively affected by climate change include water, energy, agriculture, tourism and health. For example i) decreased rainfall reduces crop yields; ii) an increase in natural disasters can reduce tourism at affected localities; and iii) human health is impacted when floods contaminate drinking water sources with sewage. Local communities in LDCs are particularly vulnerable to the effects of climate change as they heavily rely on ecosystems for their livelihoods and have limited financial capacity to cope with climate change inflicted losses. Intact ecosystems are essential in providing these communities with vital ecosystem services such as clean drinking water. Climate change can compromise such services and therefore threaten livelihoods. As a result of the subsistence nature of many local communities in LDCs, climate change effects, such as failing crops in areas vulnerable to droughts, can be devastating.

Without the proposed support mechanism, there will be limited planning for climate change adaptation in the medium- to long-term in LDCs. Planning to address climate change effects in LDCs seldom include medium- to long-term considerations, but instead are often restricted to urgent and immediate climate change adaptation. This lack of focus on medium- to long-term planning for climate change adaptation is a fundamental gap in the international community's approach to climate change. Furthermore, lessons learned from successful climate change planning in the medium- to long-term are rarely collated and disseminated for replication elsewhere. Although the consideration of climate change is being mainstreamed into national development strategies by governments, this is not done within a medium- to long-term framework.

The proposed support mechanism will assist LDCs<sup>29</sup> to adapt to the effects of climate change by providing these countries with an enhanced capacity to plan, finance, and implement cross-sectoral adaptation plans to climate change in a medium- to long-term framework.

### **3.8. Sustainability**

Sustainability is an important principle in the design of the proposed LDCF project and will be achieved in several ways.

Firstly, the participation of both senior and junior negotiators in the training sessions will increase the technical capacity of negotiators in LDCs in a more sustainable manner than if only senior negotiators were trained. This is because the participatory approach that will be used during training sessions will foster knowledge sharing between negotiators of varying skill and experience. In addition, training junior negotiators during these workshops will maximise the long-term benefits of the project activities that focus on increasing the

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<sup>29</sup> see footnote 28

participation of LDCs during intergovernmental climate change negotiations. It will also extend the period during which trained individuals can transmit their knowledge to new recruits. This knowledge transfer will be facilitated and consolidated by the distribution of booklets on the training content.

Secondly, the proposed LDCF project will build institutional capacity to allow LDCs to benefit from the project activities in the long term. In particular, the establishment of the community of practice (see Output 1.3) will support the participation of LDCs in intergovernmental negotiations after the project has ended. Furthermore, the long-term operational strategy – that will be formalised and strengthened by the proposed LDCF project – will guide future participation in intergovernmental climate change negotiations. In addition, the fundraising plan – developed to implement this strategy – will enable regular group meetings to be held to facilitate LDCs' participation in intergovernmental climate change negotiations beyond the project implementation phase.

Thirdly, the project will increase the technical capacity of government authorities in LDCs and maintain this new capacity level over time. This will be achieved by developing a system of e-Learning courses. The system will enable current and future technical staff in LDCs to be trained on the interpretation of the information discussed and decisions taken during the intergovernmental climate change negotiations.

Finally, particular attention will be given to the development of a long-term knowledge sharing system between LDCs and non-LDCs. Sharing knowledge generated through the proposed LDCF project on existing and well-established knowledge networks will serve this purpose. The production and distribution of these support documents in languages regularly spoken in LDC will further facilitate the dissemination of the knowledge compiled and generated by the project. The project will also support the development of a sustainable funding mechanism for the selected knowledge networks by: i) identifying appropriate funders; ii) assisting in the development of long-term strategies for the ongoing functioning of these knowledge platforms; and iii) providing technical support to develop funding proposals. This funding mechanism included in the project activities will maintain the knowledge-sharing platform beyond the project implementation phase.

### **3.9. Replication**

The proposed LDCF project will increase the technical capacity of LDC negotiators through various training activities, including regional training workshops. This will allow for a range of experiences and lessons being learned, as each region will have a unique set of circumstances and capacity requirements. Capturing, collating and disseminating the experiences and lessons learned will allow for the development of additional capacity-building initiatives for climate change negotiators. Consequently, there is considerable potential for replication of climate change negotiator training activities provided by the project in other non-LDCs that are also vulnerable to the effects of climate change (such as non-LDC SIDS<sup>30</sup> and LLDC<sup>31</sup>).

Training materials developed through the project will be disseminated on global/regional knowledge sharing networks. These training materials will therefore be available for use in

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<sup>30</sup> Small Island Developing States

<sup>31</sup> Landlocked Developing Countries



other capacity-building initiatives. This will facilitate the replication and up scaling of project activities.

National strategies for coordinating climate change activities across institutions and sectors will be developed through the proposed LDCF project. These strategies will be tailored to the specific national circumstances of individual LDCs. The lessons learned and experience gained through the development of these strategies will facilitate the replication of similar coordination mechanisms in other LDCs and non-LDCs.

### **3.10. Public awareness, communications and mainstreaming strategy**

The active participation of LDC climate change negotiators in the proposed LDCF project will promote the effective engagement of LDCs in intergovernmental climate change processes. Capacity building of these negotiators through the project will promote replication and up scaling of the project's outcomes within LDCs (see Section 3.8 and 3.9). The development of e-Learning courses, which can be accessed remotely, will promote the dissemination of training and knowledge generated through the project. Furthermore, the community of practice established by the project will also promote dissemination of knowledge and creation of awareness beyond LDC negotiators. Through the community of practice, climate change secretariats in LDCs will be able to obtain technical advice from relevant experts when required.

Through Outcome 3, the knowledge products developed by the project will be disseminated through existing knowledge networks. UNDP and UNEP are connected to a number of well-established information sharing networks and forums – such as the ALM, the Regional Climate Change Adaptation Knowledge Platform for Asia/Pacific and the GAN – which will provide the regional and global connecting points for the exchange of project knowledge. Therefore, these knowledge products will be available to a broad group of people. This will facilitate the exchange of knowledge and lessons learned through South-South and North-South exchanges.

### **3.11. Environmental and social safeguards**

The proposed LDCF project is anticipated to have positive environmental benefits, as the increased institutional and technical capacity within LDCs developed through the project will facilitate the implementation of national adaptation priorities on climate change. Improved institutional and technical capacity can be considered to be “no regret” interventions because the activities will improve baseline conditions even where climate change effects are less severe than anticipated.

The UNEP checklist for Environmental and Social Safeguards has been completed (Appendix 18). This checklist will be reviewed annually by the TSU. The activities of the proposed LDCF project will provide indirect environmental benefits and will not require strategic environmental assessments (SEAs) or environmental impact assessments (EIAs) to be undertaken in any of the participating countries.

The proposed LDCF project will include a focus on gender equity and will promote gender sensitivity during the implementation of the project activities. Consequently, the project will be aligned with the relevant national gender equity targets of participating countries and international agreements. For further information on gender equality, please see Section 3.1.

## SECTION 4: INSTITUTIONAL FRAMEWORK AND IMPLEMENTATION ARRANGEMENTS

UNDP and UNEP will be the GEF Implementing Agencies (IAs) for the proposed LDCF project. The oversight services that UNDP and UNEP will provide as GEF IAs throughout the formulation and implementation of this project is outlined in Appendix 17.

This proposed LDCF project is in line with UNEP's Programme of Work 2014-2015, in particular with Subprogramme 1- Climate Change. The project will be conducting assessments, providing training, supporting national climate change secretariats with technical assistance, fostering climate change outreach and awareness-raising, and promoting knowledge-sharing through climate change networks — all of which are areas of work under Subprogramme 1 under the current UNEP Programme of Work (PoW 2014-15). The UNEP PoW also seeks disaster risk reduction and improved disaster preparedness, under Subprogramme 2, which is furthered by this project through increased availability and access to climate information. Under the Climate Change Subprogramme the project will be contributing to PoW Outputs 1, 3, 4 and 6 under Expected Accomplishment (a) of Subprogramme 1- Climate Change (*Ecosystem-based and supporting adaptation approaches are implemented and integrated into key sectoral and national development strategies to reduce vulnerability and strengthen resilience to climate change impacts*). In particular, the focus will be primarily on contribution to Output 1: *Technical support provided to countries to develop and pilot methods and tools and dissemination of these through knowledge networks along with research results, lessons learned and good practices*. The project will also contribute to the following outputs:

- Output 3: Support provided to integrate EBA and supporting adaptation approaches into national and sectoral development policies, plans and strategies, and develop legal and regulatory frameworks
- Output 4: Support provided to integrate EBA and supporting adaptation approaches into national and sectoral development policies, plans and strategies, and develop legal and regulatory frameworks
- Output 6: Outreach and awareness raising promoted for adaptation-related science, practices, policies, UNEP initiatives including for climate change negotiations.

Linkages will be made to on-going UNEP, UNDP, and other projects and programmes, including those highlighted in Appendix 17. The execution agency of the project will be UNEP DEPI in collaboration with relevant UNEP divisions. The project will work with UNEP Regional Offices for Africa and Asia Pacific in order to develop trainings and e-Learning courses. The Regional Office can identify potential additional training programmes for negotiators that may be starting up or are in development, in order to ensure they are not duplicating activities within this project and can be partnered with. This will ensure that synergies are maximised and value-added use is made of the resources provided to this initiative. While the focus of this support mechanism is on building capacity for LDCs to participate in intergovernmental climate change processes, it will also build on and complement regional platforms and networks for collating and disseminating lessons learned from the NAP process. For example, the Global Adaptation Network (GAN) – facilitated by UNEP – links extant adaptation networks and knowledge platforms to improve the availability and accessibility of information concerning climate change adaptation. Under the auspices of GAN, the Africa Adaptation Knowledge Network (AAKNet) and Asia-Pacific Adaptation Network (APAN) form regional platforms for the sharing of information and knowledge on climate change adaptation. The proposed support mechanism will complement the work of

AAKNet and APAN, enabling lessons learned from medium- to long-term adaptation planning at the national, sectoral and local levels to be shared through regional networks.

Outcome 1 (Capacity of LDCs to participate effectively in intergovernmental climate change processes strengthened) and Outcome 3/Output 3.1 (Knowledge products generated through the project are translated and available on an appropriate knowledge platform) will be overseen by UNDP.<sup>32</sup> Outcome 2 (Institutional capacity of LDCs to manage climate change in a sustainable and effective manner strengthened; including participation in intergovernmental climate change negotiations, reporting, and implementation of climate change adaptation projects) and Outcome 3/Output 3.2 (Strategy to sustain knowledge generated by the project including through South-South cooperation) will be overseen by UNEP.

Outcome 1 and Outcome 3/Output 3.1 will be executed under UNDP's Direct Implementation Modality (DIM). UNDP's Asia Pacific Regional Centre (APRC) will function as the responsible party for services related to recruitment of project staff and consultants, travel, sub-contracting, and organisation of regional workshops. The costs of UNDP-APRC services will be borne by the Project Management Cost budget. UNDP/GEF will delegate spending authority to APRC and the budget will be set up by UNDP/GEF. UNDP/GEF will approve the budget, and UNDP-APRC can spend within the approved spending limits. The UNDP-GEF Task Manager will oversee the project while a Technical Specialist will be recruited to undertake day-to-day management.

Outcome 2 and Outcome 3/Output 3.2 will be executed under UNEP DEPI in collaboration with relevant UNEP divisions, who will be a responsible party for services related to recruitment of project staff and consultants, travel, sub-contracting, and organisation of regional workshops. The costs of UNEP DEPI execution services will be borne from the Project Management Cost budget. UNEP GEF will delegate spending authority to DEPI through annual sub-allotments and UNEP-GEF CCAU will set up the budget. UNEP-GEF Climate Change Adaptation Unit will approve the budget that UNEP DEPI can spend within the approved spending limits. The project will be overseen by a UNEP GEF Task Manager while day-to-day management will be undertaken by a Technical Specialist who will be recruited and paid for by project.

These management arrangements reflect the model through which UNEP-UNDP Global Support Programmes namely the NAP GSP are being implemented under. This GSP is one of a group of three GSPs<sup>33</sup> that UNEP-UNDP will be jointly implementing with the support of a number of collaborative partners.

**Project Board:** There will be a single Project Board (PB) for the UNEP and UNDP administered LDCF resources. The PB will be the strategic decision-making body of the project. It will provide overall guidance and direction to the project and be responsible, when high-level strategic guidance is required, for making decisions on a consensus basis. This will include the approval of major revisions in project strategy or implementation approach.

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<sup>32</sup> Note: UNEP will provide oversight of Outcome 2 (Institutional capacity of LDCs to manage climate change in a sustainable and effective manner strengthened; including participation in intergovernmental climate change processes, reporting, and implementation of climate change adaptation projects), and Outcome 3/Output 3.2 (Strategy to sustain knowledge generated by the project including through South-South cooperation).

<sup>33</sup> additional GSPs are: i) NAP-GSP: "Assisting Least Developed Countries with country-driven processes to advance National Adaptation Plans" and ii) non-LDC NAPs: "Assisting non- LDC developing countries with country-driven processes to advance National Adaptation Plans"

The PB will meet once per year, within the margins of UNFCCC events and/or LEG events and/or virtually, and will consist of:

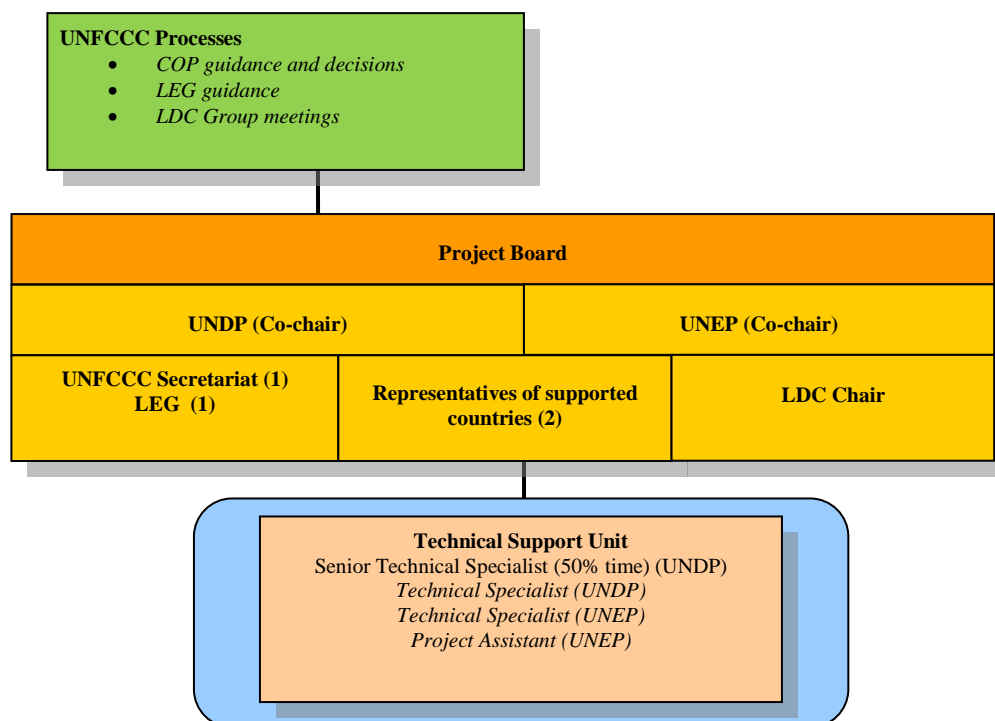
Co-chairs:

- i) one representative from UNDP
- ii) one representative from UNEP

Additional members of the Board:

- iii) one representative from the UNFCCC Secretariat
- iv) one representative from the LEG
- v) the LDC Group Chair
- vi) two representatives from countries supported by the initiative (selected by UNFCCC Secretariat and the LEG) – representing the beneficiary LDC negotiators

Other relevant stakeholders may participate in meetings as observers as needed, or upon approval by the Board, as Board members. The PB will review progress towards project implementation at regular intervals (but at least annually), or as required, at the request of the Technical Specialist. The PB will also approve the annual work plan prepared by the Technical Specialist, with the assistance of the Technical Support Unit. The annual work plan will be the instrument of authorisation through which the Technical Specialist and his/her team will deliver results. Additional functions of the PB are to: i) ensure that LDCF resources are committed exclusively to activities that relate to the achievement of approved project objectives and outcomes, and in line with approved annual work plans; ii) arbitrate significant conflicts within the project; and iii) negotiate a solution to major problems that may arise between the project and external bodies. To secure ultimate accountability for project results, PB decisions will be made in accordance to standards that shall support management for development results, best value for money, fairness, integrity, transparency and effective international competition. PB members and their associated travel expenses are not funded through this project. As far as possible, PB meetings will be coordinated with the regularly planned LEG meetings that are scheduled 2-3 times a year. The PB is expected to interact with the various UNFCCC processes including the LEG, UNFCCC secretariat, and CoPs.



**Figure 1:** Proposed project organisation structure and Project Board composition.

**Technical Support Unit:** UNEP and UNDP will provide separate office space for the project staff (UNEP in Nairobi, UNDP in Bangkok), the costs of which will be borne by the project. The technical staff of this project will include a:

- i) Technical Specialist – UNDP (TOR in Appendix 12);
- ii) Senior Technical Specialist (50% time) – UNDP (TOR in Appendix 12);
- iii) Technical Specialist – UNEP (TOR in Appendix 12); and
- iv) Project Assistant – UNEP.

**Project Support:** The Project Support role provides administrative support to the Technical Support Unit. For this purpose, one Project Assistant will be recruited by the project (TOR in Appendix 12).

**Project Assurance:** UNEP GEF and UNDP-GEF will provide technical oversight services for this project. UNEP and UNDP will ensure that project monitoring and evaluation run according to an agreed schedule, and in line with UNEP/UNDP and GEF requirements. This is further described in Section 6.

## SECTION 5: STAKEHOLDER PARTICIPATION

The lead institution for Outcome 1 is UNDP, while UNEP is the lead institution for Outcome 2. Both UNDP and UNEP will provide oversight and support for Outcome 3. The implementation strategy for the project is dependent on comprehensive stakeholder participation. In addition to UNDP and UNEP, other organisations will be involved in this initiative as responsible parties and collaborative partners (e.g. UNITAR, IIED). National partners will include national climate change as well as relevant line ministries (e.g. Agriculture, Water, Public Works, Energy, Environment, Health, Women's Affairs and Forestry). The relevant partners and

stakeholders for each outcome and their responsibilities are described in Table 6 below.

**Table 6:** Relevant partners and stakeholders identified for engagement by project outcome/output

Outcome	Output	Oversight Responsibility	Key Partners	Key Responsibilities
<b>Outcome 1:</b> Capacity of LDCs to participate effectively in intergovernmental climate change processes strengthened.	<i>Output 1.1: Negotiators from each LDC have enhanced diplomacy skills and critical information on key issues underpinning the negotiations in order to formulate their own negotiation positions pertaining to UNFCCC negotiation topics.</i>	UNDP	IIED, CDKN, ecbi, UNITAR, National climate change secretariats	Revise/develop training materials on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.  Convene regional training workshops to strengthen the skills of LDC negotiators to effectively participate in intergovernmental climate change negotiations.
	<i>Output 1.2: Negotiators from LDCs have increased technical knowledge pertaining to negotiation topics.</i>	UNDP	IIED, CDKN, ecbi, National climate change secretariats	Develop and/or update technical training materials, relevant to selected negotiation topics, on the latest available information on climate change science, technology and finance.  Train senior negotiators on the latest available information on climate change science, technology and finance.
	<i>Output 1.3: A community of practice to support LDCs to interpret and respond to negotiation outcomes.</i>	UNDP	IIED, CDKN, ecbi, National universities and research institutes, National climate change secretariats	Coordinate a community of practice to support LDCs to formulate negotiating positions as well as to interpret and respond to negotiation outcomes.  Develop briefing notes on each agenda item prior to, and after, COP and SBI/SBSTA meetings.  Establish communication networks between the community of practice and relevant national institutions in each LDC.

	<i>Output 1.4: A long-term operational strategy for the LDC Group to coordinate responses/submissions and participate in parallel negotiation topics.</i>	<b>UNDP</b>	IIED, LDC Group	<p>Identify good practices from other multilateral agreements/conventions to inform the long-term operational strategy for the LDC Group.</p> <p>Facilitate group discussions, at the regional training workshops or other relevant platforms, to formulate a long-term operational strategy for the LDC Group.</p>
<b>Outcome 2:</b> Institutional capacity of LDCs to collect, interpret and disseminate climate change data and information is strengthened.	<i>Output 2.1: Support provided for formulation of country-specific institutional coordination strategies for effective participation in intergovernmental climate change negotiations and facilitation of dissemination of relevant information emanating from these negotiations.</i>	<b>UNEP</b>	UNITAR, IIED, NIE Direct Access project, National climate change secretariats, national planning ministries, line ministries	<p>Identify good practices and effective national strategies within LDCs – pertaining to national institutional arrangements and coordination mechanisms in particular – for formulating national positions on climate change negotiations.</p> <p>Identify national institutional and technical capacities of individual LDCs required to: i) interpret decisions made at intergovernmental climate change negotiations; and ii) disseminate the resultant information to the appropriate sectors at a national level.</p> <p>Develop e-Learning courses that provide technical staff with training on interpreting decisions made at COP and disseminating the resultant information to the appropriate sectors.</p> <p>Conduct e-Learning courses bi-annually.</p> <p>Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national strategies for: i) formulating national climate change positions; ii) interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate</p>

				sectors at a national level.
	<i>Output 2.2: Technical assistance and guidance provided for the development of national systems for managing climate change information and data to support reporting under the UNFCCC.</i>	<b>UNEP</b>	UNITAR, National climate change secretariats, national planning ministries, line ministries	<p>Identify national institutional and technical capacities required to collect, analyse, interpret and archive climate change information to facilitate reporting under the UNFCCC.</p> <p>Undertake a stocktaking of existing manuals, toolkits, and other resource materials for collection, analysis, dissemination and archiving of climate change data and information.</p> <p>Based on gaps identified through the stocktaking, develop and/or update manuals and toolkits – based on international best practice – on the collection, analysis, dissemination and archiving of information to facilitate reporting under the UNFCCC.</p> <p>Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national systems for collecting, analysing, disseminating and archiving climate change data.</p>
Outcome 3: Knowledge products generated by the project are accessible and available.	<i>Output 3.1: Knowledge products generated through the project are translated and available on an appropriate knowledge platform (UNDP).</i>	<b>UNDP</b>	CDKN, PROVIA, UNFCCC	<p>Translate the knowledge products – including best-practice manuals, training materials and toolkits – developed in Outcomes 1 and 2 into the official languages of LDCs, as appropriate/necessary.</p> <p>Collate knowledge products developed under the project, together with relevant existing knowledge products and resources, and them into web-based knowledge platforms and other delivery mechanisms.</p> <p>Present the knowledge generated and experiences gained through the regional training workshops and e-</p>



				Learning courses in an existing newsletter.
	<i>Output 3.2: Strategy to sustain knowledge generated by the project including through South-South cooperation (UNEP).</i>	<b>UNEP</b>	ALM. (UNDP), APAN, AAKNET (UNEP), CTCN	Disseminate knowledge on climate change negotiations and reporting according to UNFCCC requirements through existing knowledge networks.  Develop a funding mechanism/strategy to sustain these knowledge networks beyond the implementation phase of the project.

## SECTION 6: MONITORING AND EVALUATION PLAN

Project Monitoring and Evaluation (M&E) will be conducted in accordance with established UNDP, UNEP and GEF procedures. It will be undertaken by the project team under the oversight of the UNDP-GEF unit based in Bangkok and UNEP Division for Environmental Policy Implementation (DEPI) in Nairobi respectively. The Results Framework in Appendix 5 provides performance and impact indicators for project implementation along with their corresponding means of verification. These will form the basis of the project's M&E system. The following sections outline the principle components of the M&E Plan and indicative cost estimates related to some major M&E milestones are provided in Appendix 8.

**Project Start:** A Project Inception Workshop will be held within the first 2 months of project start with those with assigned roles in the project organisation structure. The Inception Workshop is important to building ownership for the project results and to plan the first year annual work plan.

The Inception Workshop should address a number of key issues including:

- Assist all partners to fully understand and take ownership of the project. Detail the roles, support services and complementary responsibilities of UNEP and UNDP staff

vis à vis the project team. Discuss the roles, functions, and responsibilities within the project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms. The Terms of Reference for project staff will be discussed again as needed.

- Based on the project results framework and the relevant GEF Tracking Tool if appropriate, finalise the first annual work plan. Review and agree on the indicators, targets and their means of verification, and recheck assumptions and risks.
- Provide a detailed overview of reporting, M&E requirements. The M&E work plan and budget should be agreed and scheduled.
- Discuss financial reporting procedures and obligations, and arrangements for annual audit.
- Plan and schedule Project Board meetings. Roles and responsibilities of all project organisation structures should be clarified and meetings planned. The first Project Board meeting should be held within the first 12 months following the inception workshop.

An Inception Workshop report is a key reference document and must be prepared and shared with participants to formalise various agreements and plans decided during the meeting.

**Bi-annual Reporting:** Progress made shall be monitored by UNDP and UNEP. Bi-annual progress reports will be prepared by the TSU for sharing with the UNEP Coordination Unit.

**Annual Reporting:** Annual Project Review/Project Implementation Reports (APR/PIR) is prepared to monitor progress made since project start and in particular for the previous reporting period (30<sup>th</sup> June to 1<sup>st</sup> July). The APR/PIR combines UNEP, UNDP and GEF reporting requirements. It is to be completed by the project in the prescribed report format by 1<sup>st</sup> August of each year. The APR/PIR includes, but is not limited to, reporting on the following:

- progress made toward project objective and project outcomes - each with indicators, baseline data and end-of-project targets (cumulative);
- project outputs delivered per project outcome (annual);
- lessons learned/good practices;
- risk and adaptive management;
- ATLAS QPR;
- Bi-annual reports; and
- portfolio level indicators (i.e. GEF focal area tracking tools) are used by most focal areas on an annual basis as well.

**Mid-term of project cycle:** The project will undergo an independent Mid-Term Review (MTR) or Mid-Term Evaluation (MTE) at the mid-point of project implementation, as deemed most appropriate. The purpose of the Mid-Term Review (MTR) or Mid-Term Evaluation (MTE) is to provide an independent assessment of project performance at mid-term, to analyze whether the project is on track, what problems and challenges the project is encountering, and which corrective actions are required so that the project can achieve its intended outcomes by project completion in the most efficient and sustainable way. The Project Board will participate in the MTR or MTE and develop a management response to the evaluation recommendations along with an implementation plan. It is the responsibility of the UNEP and UNDP Task Managers to monitor whether the agreed recommendations are being implemented. A single MTR may be managed jointly by the UNEP and UNDP Task

Managers, otherwise two separate MTRs may also be carried out. An MTE would be managed by the Evaluation Office of UNEP (EOU). The EOU will determine whether an MTE is required or an MTR is sufficient after consulting with the UNEP and UNDP Task Managers.

The MTR/MTE will focus on the effectiveness, efficiency and timeliness of project implementation; will highlight issues requiring decisions and actions; and will present initial lessons learned about project design, implementation and management. Findings of this review will be incorporated as recommendations for enhanced implementation during the final half of the project's term. The organisation, terms of reference and timing of the mid-term evaluation will be decided after consultation between the parties to the project document. The Terms of Reference for the MTR will be prepared by the UNEP and UNDP, or by UNEP EO in the case of an MTE. The management response and the evaluation will be uploaded to UNEP and UNDP corporate systems

The relevant GEF Focal Area Tracking Tools will also be completed during the mid-term evaluation cycle.

**End of Project Cycle:** An independent Final Evaluation will take place three months prior to the final Project Board meeting and will be undertaken in accordance with UNEP and UNDP and GEF guidance. The final evaluation will focus on the delivery of the project's results as initially planned (and as corrected after the mid-term evaluation, if applicable) . The final evaluation will look at impact and sustainability of results, including the contribution to capacity development and the achievement of global environmental benefits/goals.

The UNEP and UNDP Evaluation Offices will be responsible for the TE and liaise with the UNEP and UNDP Task Managers throughout the process. The TE will provide an independent assessment of project performance (in terms of relevance, effectiveness and efficiency), and determine the likelihood of impact and sustainability. It will have two primary purposes:

- (i) to provide evidence of results to meet accountability requirements, and
- (ii) to promote learning, feedback, and knowledge sharing through results and lessons learned

While a TE should review use of project funds against budget, it would be the role of a financial audit to assess probity (i.e. correctness, integrity etc.) of expenditure and transactions. The TE report will be sent to project stakeholders for comments. Formal comments on the report will be shared by the EOU 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 jointly by the EOU and the UNEP and UNDP Evaluation Office when the report is finalized. The evaluation report will be publicly disclosed and will be followed by a recommendation compliance process. The direct costs of reviews and evaluations will be charged against the project evaluation budget.

The relevant GEF Focal Area Tracking Tools will also be completed during the final evaluation.

During the last three months, the project team will prepare the Project Terminal Report. This comprehensive report will summarise the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will

also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project's results.

**Learning and knowledge sharing:** Results from the project will be disseminated within and beyond the project intervention zone 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 project implementation through lessons learned. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects. Finally, there will be a two-way flow of information between this project and other projects of a similar focus.

**Communications and visibility requirements:** Amongst other things, the GEF Guidelines describe when and how the GEF logo needs to be used in project publications, vehicles, supplies and other project equipment. The GEF Guidelines also describe other GEF promotional requirements regarding press releases, press conferences, press visits, visits by Government officials, productions and other promotional items. Where other agencies and project partners have provided support through co-financing, their branding policies and requirements should be similarly applied.

## SECTION 7: PROJECT FINANCING AND BUDGET

### 7.1. Overall project budget

To achieve the objective and outcomes presented above, LDCF resources of US\$4,000,000 in total – US\$2,000,000 for administration by UNEP and US\$2,000,000 for administration by UNDP – are requested for the period of 2014-2016, excluding the fees for the two Implementing Agencies. The breakdown of the budget across the outcomes is presented below (for greater detail, see the full project budget in Appendix 1, as well as the budget components for which UNEP is responsible in Appendix 2):

LDCF funding	UNDP	UNEP	Total
<b>Component 1: The role of LDCs in intergovernmental climate change negotiations (overseen by UNDP)</b> <b>Outcome 1:</b> Capacity of LDCs to participate effectively in intergovernmental climate change processes strengthened	1,687,000		1,687,000
<b>Component 2: National systems/institutions for coordinating climate change information in LDCs (overseen by UNEP)</b> <b>Outcome 2:</b> Institutional capacity of LDCs to collect, interpret and disseminate climate change data and information is strengthened.		1,373,818	1,373,818
<b>Component 3: Knowledge management (overseen jointly by UNDP and UNEP)</b> <b>Outcome 3:</b> Knowledge products generated by the project are accessible and available.	156,000	409,818	565,818
<b>Project management costs</b>	157,000	156,364	313,364
<b>M&amp;E</b>		60,000	60,000
<b>Total</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>4,000,000</b>

## 7.2. Project co-financing

136. Detailed descriptions of the activities conducted by the co-financing initiatives have been described in Section 2.6 above. Table 7 below provides an outline of the initiatives and the co-financing amounts provided.

<b>Table 7. Project co-financing initiatives</b>		
<b>Co-financing Initiative</b>	<b>Type of Co-financing</b>	<b>Amount (\$)</b>
UNDP-KCIG initiatives	In-kind	120,000
UNITAR's e-Learning course Climate Change Diplomacy	In-kind	54,000
UNITAR's One UN Training Service Platform on Climate Change (UN CC:Learn)	In-kind	1,000,000
UNEP- NIE direct access project	In-kind	300,000
UNEP/UNDP-GCF Readiness Project	In-kind	11,858,380
UNDP-Adaptation Learning Mechanism	In-kind	200,000
UNEP-APAN & UNEP-AAKNet	In-kind	700,000
UNEP- CTCN	In-kind	1,000,000
<b>Total</b>		<b>15,232,380</b>

## 7.3 Project cost-effectiveness

Building on the successful global support architecture established under the GSP-NC, the management arrangement for the proposed support mechanism will largely follow this tested model. This will promote a cost-effective, streamlined and effectual support mechanism, substantively as well as operationally.

The proposed support mechanism will build on: i) existing capacities for negotiations; and ii) national coordination strategies in LDCs. This includes capacities developed during the development processes for national communications, NAPAs and NAPs. Developed institutional and technical capacities will therefore build on national efforts to date. This is a cost-effective approach to capacity building, which will facilitate LDCs' participation in intergovernmental climate change negotiations.

Lessons learned, experiences to date and best practices – all related to effective participation in intergovernmental climate change negotiations – will be captured and synthesised. This information will be disseminated through: i) web-based knowledge platforms; ii) an existing newsletter; and iii) other delivery mechanisms such as local universities and research groups. Traveling costs for LDCF attendees will be limited because the workshops will be held regionally and several project activities will be completed at each workshop (see Section 2.4). Furthermore, information will also be shared across South-South and North-South exchanges through existing platforms. These methods of dissemination are cost-effective ways of informing a broad range of stakeholders, including government staff, policy-makers, line ministries and all role players responsible for advancing climate change adaptation in LDCs.

## APPENDICES

## Appendix 1: Full project budget by project components and UNEP budget lines

Project title:			Building capacity for LDCs to participate effectively in intergovernmental climate change processes										Notes
Project number:			UNDP: 5318 UNEP: 1215										
Project executing partner:			UNEP, UNDP										
Project implementation period:				Expenditure by project component/activity					Expenditure by calendar year <sup>34</sup>				
From		Jul-14											
To:		December 2016											
UNEP Budget Line			Outcome 1	Outcome 2	Outcome 3	PM	M&E	Total	Year 1	Year 2	Year 3	Total	
10	PERSONNEL COMPONENT												
11001100		Project personnel											a
	1101	UNEP Technical Specialist (P3/P4)	0	185 000	185 000	80 000	0	450 000	180 000	180 000	90 000	450 000	
	1199	Sub-total		185 000	185 000	80 000	0	450 000	180 000	180 000	90 000	450 000	
1200		Consultants											b
	1201	International consultants	677 000	785 000	141 000	72 000	0	1 675 000	558 242	802 484	314 274	1 675 000	
	1202	National consultants	40 000	0	48 000	55 000	0	143 000	25 000	64 000	54 000	143 000	

<sup>34</sup> Please note that as this is a 30 month project, expenditure in Year 3 represents only the final 6 months of the project.

	1299	Sub-total	717 000	785 000	189 000	127 000	0	1 818 000	583 242	866 484	368 274	1 818 000	
	1300	Administrative support											
	1301	Project Administrative Assistant	0	111 818	111 818	26 364	0	250 000	100 000	100 000	50 000	250 000	c
	1399	Sub-total		111 818	111 818	26 364	0	250 000	100 000	100 000	50 000	250 000	
1600		Travel on official business											
	1601	Travel on official business	60 000	0	30 000	0	0	90 000	0	60 000	30 000	90 000	d
	1699	Sub-total	60 000	0	30 000	0	0	90 000	0	60 000	30 000	90 000	
	1999	Component total	777 000	1 081 818	515 818	233 364	0	2 608 000	863 242	1 206 484	538 274	2 608 000	
30	TRAINING COMPONENT												
	3200	Group training											
	3201	Training	900 000	292 000	0	0	0	1 192 000	48 667	746 000	397 333	1 192 000	e
	3299	Sub-total	900 000	292 000	0	0	0	1 192 000	48 667	746 000	397 333	1 192 000	
	3300	Meetings/Conferences											
	3301	Meetings/Conferences	0	0	35 000	0	0	35 000	0	20 000	15 000	35 000	f
	3399	Sub-total	0	0	35 000	0	0	35 000	0	20 000	15 000	35 000	
	3999	Component total	900 000	292 000	35 000	0	0	1 227 000	48 667	766 000	412 333	1 227 000	
40	EQUIPMENT AND PREMISES COMPONENT												

4200	Non-expendable equipment											
	4201	Office equipment	0	0	0	20 000	0	20 000	20 000	0	0	20 000
	4299	Sub-total	0	0	0	20000	0	20000	20000	0	0	20000
4300	Office Rental											
	4301	Office rent	0	0	0	60 000	0	60 000	20 000	20 000	20 000	60 000
	4399	Sub-total	0	0	0	60 000	0	60 000	20 000	20 000	20 000	60 000
	4999	Component total	0	0	0	80000	0	80000	40000	20000	20000	80000
50	MISCELLANEOUS COMPONENT											
5300	Sundry											
	5301	Communications	10 000	0	15 000	0	0	25 000	0	13 000	12 000	25 000
	5302	Inception Workshop and Report	0	0	0	0	8000	8 000	8 000	0	0	8 000
	5399	Sub-total	10 000	0	15 000	0	8 000	33 000	8 000	13 000	12 000	33 000
5500	Evaluation											
	5501	Mid-term evaluation	0	0	0	0	30 000	30 000	0	30 000	0	30 000
	5502	Final evaluation and desk review	0	0	0	0	22 000	22 000	0	0	22 000	22 000
	5599	Sub-total	0	0	0	0	52 000	52 000	0	30 000	22 000	52 000
	5999	Component total	10 000	0	15 000	0	60 000	85 000	8 000	43 000	34 000	85 000
99	GRAND TOTAL		1 687 000	1 373 818	565 818	313 364	60 000	4 000 000	959 909	2 035 484	1 004 607	4 000 000

g

h



**Budget Notes (UNEP and UNDP)**

a	The UNEP Technical Advisor (P3) will oversee, coordinate and provide technical input into the UNEP activities in the project. The TA will be paid \$180 000 per annum.
b	Cost of a UNDP technical specialist to lead programme @US\$200,000 pro-forma cost/year; International Consultants to develop materials including: i) handbooks, training courses, briefing notes and toolkits (1.1.1); ii) information briefs, brochures, training courses (1.2.1); iii) briefing notes (1.3.2); iii). International consultants will also: i) establish and facilitate a community of practice (1.3.1); and ii) establish communication networks (1.3.3). International consultants are required for developing a website with collated knowledge products (3.1.2) and communications (Activity 3.1.3). Cost of international consultant for technical advisory support: project management, final evaluation (M&E cost- \$15,000 in year 3). International consultants will: i) identify best-practice strategies (2.1.1; fees: 30 days at \$500; flights:2000; DSA: \$6,000); ii) identify national institutional and technical capacities of LDCs (2.1.2; 40 x 20 days at \$500; flights: \$35,000; DSA \$37,000); iii) develop e-learning courses (2.1.3; 40 days at \$500; flights \$2,000; DSA: \$8,000); iv) assess national institutional and technical capacities (2.2.1; 20 x 10 days at \$500; flights: \$35,000; DSA: \$37,000); v) undertake a stock-taking of existing resource materials (2.2.2; 30 days at \$500; flights: \$2,000; DSA: \$6,000); vi) update manuals and toolkits (2.2.3; 30 days at \$500; flights: \$2,000; DSA: \$6,000); vii) facilitate the development of tailored national mechanisms (2.2.4; 20 x 5 days at \$500; flights: \$2,000; DSA: \$2,000); viii) facilitate knowledge exchange (3.1.4; 10 days at \$500; flights: \$2,000; DSA: \$2,000); and ix) develop a funding mechanism (3.1.5; 20 days at \$500; flights: \$2,000; DSA: \$10,000).
c	Cost of national consultants to support organization and training of LDC participants (1.1.2). National consultants are required for translating knowledge products into (up to) 12 relevant national languages across LDCs (3.1.1). National consultants: project execution, monitoring and evaluation (\$5000 in year 1 for inception activities).
d	The UNEP administrative assistant will earn \$100,000 per annum.
e	Cost of travel for UNDP international consultants and resource people for regional trainings (1.1.2). This also includes travel for the Technical Advisor and Administrative assistant will need to travel. In addition, for activity 3.1.4 travel will be required to facilitate knowledge sharing. Travel will be for attending meetings and bringing priority stakeholders together to enable knowledge sharing.
f	3 sets of 4 regional workshops: 1 set of workshops at \$300,000 (Activities 1.1.2 and 1.2.2). Training will be conducted to achieve Activities 2.1.4, 2.1.5, 2.2.4. This includes: i) 4 e-Learning courses on interpreting decisions made at COP and disseminating resultant information to the appropriate sectors (48 people x 4 courses x \$1,000 = \$192,000); ii) supporting at least 20 LDCs - at the regional workshops – to develop tailored national strategies for formulating national climate change positions, interpreting decisions and disseminating relevant information (20 x \$2,500 = \$50,000); and iii) training in international best-practice for developing mechanisms for collecting, analysing, disseminating and archiving climate change data (20 x \$2,500 = \$50,000).
g	Meetings will be held to facilitate knowledge exchange (3.1.4).
h	Office and general running costs of the project including equipment (laptop, printer, printing costs) and rental of office space.
i	Printing of training and resource materials (1.1.1, 1.2.1). Some translated knowledge products should be printed (Activity 3.1.1). There will be communication costs required to facilitate knowledge exchange (3.1.4).
j	A Mid-term evaluation and final evaluation will be conducted and paid for by UNEP.

## Appendix 2: UNEP project budget by project components and UNEP budget lines

Project title:				Building capacity for LDCs to participate effectively in intergovernmental climate change processes									Notes
Project number:				5 615									
Project executing partner:				UNEP, UNDP, UNITAR									
Project implementation period:				Expenditure by project component/activity					Expenditure by calendar year				
From:		41 834		Outcome 2	Outcome 3	PM	M&E	Total	Year 1	Year 2	Year 3	Total	
To:		December-16											
UNEP Budget Line													
10	PERSONNEL COMPONENT												
	1100		Project personnel										
		1101	UNEP Technical Specialist (P3/P4)	185 000	185 000	80 000	0	450 000	180 000	180 000	90 000	450 000	a
		1199	Sub-total	185 000	185 000	80 000	0	450 000	180 000	180 000	90 000	450 000	
	1200		Consultants										
		1201	International consultants	785 000	43 000	0	0	828 000	378 242	442 484	7 274	828 000	b
		1299	Sub-total	785 000	43 000	0	0	828 000	378 242	442 484	7 274	828 000	
	1300		Administrative support										
		1301	Project Administrative Assistant	111 818	111 818	26 364		250 000	100 000	100 000	50 000	250 000	c
		1399	Sub-total	111 818	111 818	26 364	0	250 000	100 000	100 000	50 000	250 000	
	1600		Travel on official business										
		1601	Travel on official business	0	30 000	0	0	30 000	0	20 000	10 000	30 000	d
		1699	Sub-total	0	30 000	0	0	30 000	0	20 000	10 000	30 000	
1999		Component total		1 081 818	369 818	106 364	0	1 558 000	658 242	742 484	157 274	1 558 000	

30	TRAINING COMPONENT											
	3200		Group training									
		3201	Training	292 000	0	0	0	292 000	48 667	146 000	97 333	292 000
		3299	Sub-total	292 000	0	0	0	292 000	48 667	146 000	97 333	292 000
	3300		Meetings/Conferences									
		3301	Meetings/Conferences	0	35 000	0	0	35 000	0	20 000	15 000	35 000
		3399	Sub-total	0	35 000	0	0	35 000	0	20 000	15 000	35 000
3999		Component total		292 000	35 000	0	0	327 000	48 667	166 000	112 333	327 000
40	EQUIPMENT AND PREMISES COMPONENT											
	4200		Non-expendable equipment									
		4201	Office equipment	0	0	20 000	0	20 000	20 000	0	0	20 000
		4299	Sub-total	0	0	20 000	0	20 000	20 000	0	0	20 000
	4300		Office Rental									
		4301	Office rent	0	0	30 000	0	30 000	12 000	12 000	6 000	30 000
		4399	Sub-total	0	0	30 000	0	30 000	12 000	12 000	6 000	30 000
4999		Component total		0	0	50 000	0	50 000	32 000	12 000	6 000	50 000
50	MISCELLANEOUS COMPONENT											
	5300		Sundry									
		5301	Communications	0	5 000	0	0	5 000	0	3 000	2 000	5 000
		5032	Inception Workshop and Report	0	0	0	8 000	8 000	8 000	0	0	8 000
		5399	Sub-total	0	5 000	0	8 000	13 000	8 000	3 000	2 000	13 000
	5500		Evaluation									
		5501	Mid-term evaluation	0	0	0	30 000	30 000	0	30 000	0	30 000

		5502	Final evaluation and desk review	0	0	0	22 000	22 000	0		22 000	22 000
		5599	Sub-total	0	0	0	52 000	52 000	0	30 000	22 000	52 000
5999			Component total	0	5 000	0	60 000	65 000	8 000	33 000	24 000	65 000
99			GRAND TOTAL	1 373 818	409 818	156 364	60 000	2 000 000	746 909	953 484	299 607	2 000 000

### Budget Notes

a	The UNEP Technical Advisor (P3) will oversee, coordinate and provide technical input into the UNEP activities in the project. The TA will be paid \$180 000 per annum.
b	International consultants will: i) identify best-practice strategies (2.1.1; fees: 30 days at \$500; flights:2000; DSA: \$6,000); ii) identify national institutional and technical capacities of LDCs (2.1.2; 40 x 20 days at \$500; flights: \$35,000; DSA \$37,000); iii) develop e-learning courses (2.1.3; 40 days at \$500; flights \$2,000; DSA: \$8,000); iv) assess national institutional and technical capacities (2.2.1; 20 x 10 days at \$500; flights: \$35,000; DSA: \$37,000); v) undertake a stock-taking of existing resource materials (2.2.2; 30 days at \$500; flights: \$2,000; DSA: \$6,000); vi) update manuals and toolkits (2.2.3; 30 days at \$500; flights: \$2,000; DSA: \$6,000); vii) facilitate the development of tailored national mechanisms (2.2.4; 20 x 5 days at \$500; flights: \$2,000; DSA: \$2,000); viii) facilitate knowledge exchange (3.1.4; 10 days at \$500; flights: \$2,000; DSA: \$2,000); and ix) develop a funding mechanism (3.1.5; 20 days at \$500; flights: \$2,000; DSA: \$10,000)
c	The UNEP administrative assistant will earn \$100,000 per annum.
d	This budget line covers travel for the Technical Advisor and Administrative assistant will need to travel. In addition, for activity 3.1.4 travel will be required to facilitate knowledge sharing. Travel will be for attending meetings and bringing priority stakeholders together to enable knowledge sharing.
e	Training will be conducted to achieve Activities 2.1.4, 2.1.5, 2.2.4. This includes: i) 4 e-Learning courses on interpreting decisions made at COP and disseminating resultant information to the appropriate sectors (48 people x 4 courses x \$1,000 = \$192,000); ii) supporting at least 20 LDCs - at the regional workshops – to develop tailored national strategies for formulating national climate change positions, interpreting decisions and disseminating relevant information (20 x \$2,500 = \$50,000); and iii) training in international best-practice for developing mechanisms for collecting, analysing, disseminating and archiving climate change data (20 x \$2,500 = \$50,000).
f	Meetings will be held to facilitate knowledge exchange (3.1.4).
g	There will be communication costs required to facilitate knowledge exchange (3.1.4).
h	A Mid-term evaluation and final evaluation will be conducted and paid for by UNEP.

**Appendix 3: Co-financing by source and UNEP budget lines**

Project title:		Building capacity for LDCs to participate effectively in intergovernmental climate change processes											
Project number:		UNDP: 5318											
		UNEP: 1215											
Project executing partner:		UNEP, UNDP											
Project implementation period:		Expenditure by co-financing initiative											
From	July 2014	GEF	UNEP-NIE Direct Access Project	UNEP- APAN/ AAKNET	UNEP- CTCN	UNDP- KICG	UNITAR's e-Learning course Climate Change Diplomacy	UNITAR's One UN Training Service Platform on Climate Change	UNEP/U NDP GCF	UNDP ALM	TOTAL		
To:	December 2016												
UNEP Budget Line		Grant	Grant	Grant	Grant	In-kind	In-kind	In-kind	In-kind	In-kind	Grant	In-kind	
10	PERSONNEL COMPONENT												
1100		Project personnel											
	1101	UNEP Technical Specialist (P3/P4)	450 000								450 000	0	
	1199	Sub-total	450 000	0	0	0	0	0	0	0	450 000	0	
1200		Consultants											
	1201	International consultants	1 675 000	150 000	200 000	500 000	50000		300 000	5 000 000	50 000	2 525 000	5 400 000
	1202	National consultants	143 000			250 000	20000			1 438 380		393 000	1 458 380
	1299	Sub-total	1 818 000	150 000	200 000	750 000	70000	0	300000	6438380	50000	2 918 000	6 858 380
1300		Administrative support											
	1301	Project Administrative Assistant	250 000									250 000	0
	1399	Sub-total	250 000	0	0	0	0	0	0	0	0	250 000	0
1600		Travel on official business											
	1601	Travel on official business	90 000		80 000	150000				200 000		320 000	200 000

	1699	Sub-total	90 000	0	80 000	150 000	0	0	0	200 000	0	320 000	200 000
	1999	Component total	2 608 000	150 000	280 000	900 000	70 000	0	300 000	6 638 380	50 000	3 938 000	7 058 380
30	TRAINING COMPONENT												
3200	Group training												
	3201	Training	1 192 000	150 000		100000	50000	54 000	600 000	4 000 000	100 000	1 442 000	4 804 000
	3299	Sub-total	1 192 000	150 000	0	100 000	50 000	54 000	600 000	4 000 000	100 000	1 442 000	4 804 000
3300	Meetings/Conferences												
	3301	Meetings/Conferences	35 000		400 000					3 000 000	50 000	435 000	3 050 000
	3399	Sub-total	35 000	0	400 000	0	0	0	0	3000000	50000	435 000	3 050 000
	3999	Component total	1 227 000	150 000	400 000	100 000	50 000	54 000	600 000	7 000 000	150 000	1 877 000	7 854 000
40	EQUIPMENT AND PREMISES COMPONENT												
4200	Non-expendable equipment												
	4201	Office equipment	20 000									20 000	0
	4299	Sub-total	20 000	0	0	0	0	0	0	0	0	20 000	0
4300	Office Rental												
	4301	Office rent	60 000									60 000	0
	4399	Sub-total	60 000									60 000	0
	4999	Component total	80 000	0	0	0	0	0	0	0	0	80 000	0
50	MISCELLANEOUS COMPONENT												
5300	Sundry												
	5301	Communications	25 000						100000	200 000		25 000	300 000
	5302	Inception Workshop and Report	8 000		20000					20000		28 000	20 000
	5399	Sub-total	33 000	0	20 000	0	0	0	100 000	220 000	0	53 000	320 000
5500	Evaluation												
	5501	Mid-term evaluation	30 000									30 000	0
	5502	Final evaluation and desk review	22 000									22 000	0

	5599	Sub-total	52 000									52 000	0
	5999	Component total	85 000	0	20 000	0	0	0	100 000	220 000	0	105 000	320 000
99	GRAND TOTAL		4 000 000	300 000	700 000	1 000 000	120 000	54 000	1 000 000	13 858 380	200 000	6 000 000	15 232 380

#### **Appendix 4: Incremental cost analysis**

LDCF projects do not follow the incremental cost reasoning, but rather apply additional cost reasoning. See Section 3.7 (Additional Cost Reasoning) in the main document for details.



## Appendix 5: Results Framework

<b>Project Goal:</b> to support LDCs to effectively engage in and implement the outcomes of intergovernmental climate change negotiations.						
	<b>Outputs</b>	<b>Indicator</b>	<b>Baseline</b>	<b>Targets End of Project</b>	<b>Source of verification</b>	<b>Risks and Assumptions</b>
<b>Project Objective<sup>35</sup></b> to strengthen institutional and technical capacities in LDCs for more effective participation in intergovernmental climate change negotiations and coordination of climate change efforts		<p>1. Number of LDCs that have formulated a structured institutional coordination strategy to allow for effective engagement in intergovernmental climate negotiation processes.</p> <p>2. Number of LDC climate change negotiators with the capacity to participate effectively in intergovernmental processes.</p>	<p>1. LDCs present their negotiation positions primarily through negotiating blocs such as the LDC Group and Africa Group. No national institution in LDCs has a structured institutional coordination strategy for coordinating climate change activities across different institutions and sectors.</p> <p>2. Low technical capacity of LDC negotiators (Level 2: Anecdotal evidence of</p>	<p>1. At least 20<sup>36</sup> LDCs have formulated an institutional coordination strategy for effective engagement in intergovernmental climate negotiation processes.</p> <p>2. By the end of the project: at least 144 LDC climate change negotiators (3 from each LDC) with sufficient capacity to participate effectively in intergovernmental climate change negotiations (Level 5: Fully developed capacity).</p>	<p>1. Surveys, project reports, interviews.</p> <p>2. Capacity scorecard assessment<sup>37,38</sup> of the LDC negotiators using surveys before, after and during regional training workshops.</p>	<p><b>Risks:</b> Continuity and political aspects to the individuals sent to training and sent to COPs. The persons that attend training might not be the same people that attend intergovernmental climate change negotiations.</p> <p>Persons attending trainings and intergovernmental meetings do not have a keen interest.</p> <p><b>Assumptions:</b> National financial resources are sufficient to</p>

<sup>35</sup> Objective monitored annually in APR/PIR

<sup>36</sup> Given the intensive support required to formulate an institutional coordination strategy, not all LDCs can receive this assistance. 20 LDCs will be selected to receive this support.

<sup>37</sup> These levels were used in the Capacity Scorecard assessment of Mozambique and Ethiopia LDCF projects.

<sup>38</sup> UNDP Bureau for Development Policy. 2010. Monitoring guidelines of capacity development in Global Environment Facility projects. Pretoria, South Africa.

			capacity).			<p>maintain project interventions in the long-term.</p> <p>Government decision makers recognise the importance of climate change and are committed to facilitating the necessary processes required for the success of the project.</p> <p>Government staff are interested, learn from trainings, and stay in their jobs.</p>
<b>Outcome 1<sup>39</sup></b> <b>Capacity of LDCs to participate effectively in intergovernmental climate change negotiations is strengthened.</b>	<b>Output 1.1</b> Negotiators from each LDC have enhanced diplomacy skills and critical information on key issues underpinning the negotiations in order to formulate their own negotiation positions pertaining to UNFCCC negotiation topics.	1. Number of training documents updated/developed and distributed to LDC negotiators on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.	1. Training material for climate change negotiators has been produced by AOSIS, UNITAR, UNEP, UNDP, CDKN, ICCCAD, but they are outdated and/or not specific to LDCs.  2. Approximately 300 LDC	1. At least 5 training documents updated/produced and distributed on negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.  2. At least 144	1. Number of guiding documents updated/produced and distributed to the LDC negotiators.  2. Surveys (tests, questionnaires and interviews) before and after training, list of participants to the training workshops.	<b>Risk:</b> Continuity and political aspects to the individuals sent to training and sent to COPs. The persons that attend training might not be the same people that attend intergovernmental climate change negotiations. Persons attending

<sup>39</sup> All outcomes monitored annually in the APR/PIR. It is highly recommended not to have more than 4 outcomes.

		2. Number of LDC negotiators trained on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.	negotiators have been trained through IIED (ICCCAD), ~10 negotiators representing the LDC Group have been trained through CDKN, and ~ 280 negotiators (not specifically from LDCs) have been trained through UNITAR. However, training provided has been geographically restricted and are not specifically tailored to LDCs.	LDC negotiators, with at least 15% <sup>40</sup> of these women, trained on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.		<p>trainings and intergovernmental meetings do not have a keen interest.</p> <p><b>Assumptions:</b> National financial resources are sufficient to maintain project interventions in the long-term.</p> <p>Government decision makers recognise the importance of climate change and are committed to facilitating the necessary processes required for the success of the project.</p> <p>Government staff are interested, learn from trainings and stay in their jobs.</p>
	<b>Output 1.2</b> Negotiators from LDCs have increased technical knowledge pertaining to negotiation topics.	<p>1. Number of training documents for senior LDC negotiators updated/developed on targeted negotiation topics.</p> <p>2. Number of senior LDC negotiators trained on technical knowledge relevant to climate change</p>	1. UNEP, UNDP and IIED have produced technical guidelines for negotiators. However, the existing documents are outdated and do not explain technicalities on the current negotiation	<p>1. At least 3 training documents updated/produced on selected negotiation topics/streams.</p> <p>2. At least 48 senior LDC negotiators (at least one from each LDC) trained on technical knowledge relevant</p>	<p>1. Number of guiding documents for senior LDC negotiators updated/produced.</p> <p>2. Surveys (tests, questionnaires and interviews) administered before and after training and a list of participants of training workshops</p>	

<sup>40</sup> This modest target reflects the principle of country-ownership in regards to government nominations for training programs' participation. Efforts will be made to incentivize countries to nominate women to achieve at least a 15% women attendance rate, if not more.

		negotiation topics/streams.	topics/streams.  2. No technical training has been available to allow senior LDC negotiators to better understand technicalities on selected negotiation topics.	to climate change negotiation topics/streams. (The 48 senior negotiators may be drawn from the 144 negotiators specified in the target for Output 1.1).	acquired.	
	<b>Output 1.3 A</b> community of practice to support LDCs to interpret and respond to negotiation outcomes.	1. The existence of a community of practice to support LDC negotiators.	1. . LDC negotiators currently seek technical assistance directly from the UNFCCC. The IIED (ICCCAD) has established an alumni community. No community of practice to support LDCs exists.	A community of practice to support LDC negotiators is established and fully functional.	1. Project reports, interviews.	
	<b>Output 1.4 A</b> long-term operational strategy for the LDC Group to coordinate responses/submissions and participate in parallel negotiation topics.	1. Existence of a long-term strategy for the LDC Group.	1. The LDC Group is currently developing a strategy, but additional support is required to formalise this into a long-term and operational strategy.	1. A long-term strategy for the LDC Group is developed and disseminated for endorsement.	1. Review of strategies developed.	

<b>Outcome 2</b> <b>Institutional capacity of LDCs to collect, interpret and disseminate climate change data and information is strengthened.</b>	<b>Output 2.1</b> Support provided for formulation of country-specific institutional coordination strategies for effective participation in intergovernmental climate change negotiations and facilitation of dissemination of relevant information emanating from these negotiations.	1. e-Learning courses developed and accessible.  2. Number of government technical staff trained through the e-Learning course.	1. e-Learning courses (such as Climate Change Diplomacy: Negotiating effectively under the UNFCCC) have been run by UNITAR but have not been targeted at LDCs. In addition, these current courses have not been accessible to all LDCs.  2. ~ 280 negotiators (not specifically from LDCs) have been trained through UNITAR e-Learning courses.	1. An e-learning that is tailored to the specific needs of LDCs is developed within the first year of the project.  2. At least 100 government technical staff, with at least 20% of these women, have accessed e-Learning courses.	Review of e-learning courses available, statistics on e-learning courses accessed and completed by LDC technical government staff.	<b>Risks:</b> Decision makers do not view participation in intergovernmental climate change processes as a priority.  <b>Assumptions:</b> Decision makers recognise the importance of participation in intergovernmental climate change processes.
	<b>Output 2.2</b> Technical assistance and guidance provided for the development of national systems for managing climate change information and data to support reporting under the UNFCCC.	1. Number of manuals and toolkits developed/updated and distributed to national climate change secretariats on the management (i.a. collection, analysis, dissemination and archiving) of climate change data and information.	1. Resource materials on climate change information management were developed during the National Communication Support Program, but these resources are now outdated.  2. No LDCs have received support	1. At least 3 manuals and toolkits developed/updated and distributed on the collection, analysis, dissemination and archiving of climate change data and information.  2. At least 20 LDCs have been provided with support to	1. Number of manuals and toolkits developed/updated and distributed on knowledge platforms or at regional trainings.  2. Review of systems developed by LDCs at regional training workshops.	

		2. Number of countries to whom support was provided for the establishment of a national system for collecting and managing climate change information –including relevant risk information (This indicator corresponds with AMAT indicator 2.1.1).	to develop adequate systems for managing (i.a. collecting, analyzing, disseminating and archiving) climate change data to support reporting under the UNFCCC.	develop a national system for managing (i.a. collecting, analyzing, disseminating and archiving) climate change information – including relevant risk information.		
<b>Outcome 3</b> Knowledge products generated by the project are accessible and available.	<b>Output 3.1</b> Knowledge products generated through the project are translated and available on an appropriate knowledge platform (UNDP).	1. Number of knowledge products on climate change negotiations translated into at least 5 official languages of LDCs and disseminated to the corresponding LDCs.	1. Limited knowledge products on climate change negotiations translated into LDCs common official languages, the majority of which are available only in French.	1. At least four knowledge products on climate change negotiations translated into at least 5 LDCs' common official languages and disseminated to the corresponding LDCs.	1. Number of translated versions of knowledge products (e.g. handbooks, toolkits, briefing notes, training courses and newsletters), number of these translated documents disseminated on knowledge platforms and distributed during training sessions.	<b>Risks:</b> Not all knowledge products are translated into official languages of LDCs (5 languages).  <b>Assumption:</b> The materials produced are considered practical, relevant and understandable.  Select knowledge products are translated into at least 5 languages
	<b>Output 3.2</b> Strategy to sustain knowledge is generated by the project including	1. Number of knowledge networks improved with up-	1. Climate change knowledge networks exist	1. At least 3 knowledge networks updated with information,	1. Number of LDCs downloading best practice and	<b>Risks:</b> Information is accessed but not used.

	through South-South cooperation (UNEP).	<p>to-date information and additional participating countries.</p> <p>2. Development of a funding mechanism to sustain the project's knowledge network beyond the implementation phase of the project.</p>	<p>(e.g. AAKNet, APAN, CTCN) but there is limited contact and sharing of information and lessons learned between LDCs.</p> <p>2. No funding mechanism to sustain the project's knowledge network exists.</p>	<p>and at least 20 LDCs are actively sharing information and lessons learned on these networks.</p> <p>2. A funding mechanism to sustain the project's knowledge networks beyond the implementation phase of the project exists.</p>	<p>lessons learned documents from knowledge networks.</p> <p>1.1 Number of documents downloaded from knowledge networks by LDCs.</p> <p>2. Review of funding mechanisms or strategies developed.</p>	<p><b>Assumptions:</b> Information that is downloaded by countries is used by them.</p>
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**Appendix 6: Workplan and timetable**

Outcome	Output	Activity	Annual breakdown		
			Year 1	Year 2	Year 3
Outcome 1	Output 1.1	1.1.1 Revise/develop training materials on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.			
		1.1.2 Convene regional training workshops to strengthen the skills of LDC negotiators to effectively participate in intergovernmental climate change negotiations.			
	Output 1.2	1.2.1 Develop and/or update technical training materials, relevant to selected negotiation topics, on the latest available information on climate change science, technology and finance.			
		1.2.2 Train senior negotiators on the latest available information on climate change science, technology and finance at the regional training workshops convened under Output 1.1.			
	Output 1.3	1.3.1 Coordinate a community of practice to support LDCs to formulate negotiating positions as well as to interpret and respond to negotiation outcomes.			
		1.3.2 Through the community of practice established in Activity 1.3.1, develop briefing notes on each agenda item prior to, and after, COP and SBI/SBSTA meetings.			
		1.3.3 Establish communication networks between the community of practice and relevant national institutions in each LDC.			
	Output 1.4	1.4.1 Identify good practices from other multilateral agreements/conventions to inform the long-term operational strategy for the LDC Group.			
		1.4.2 Facilitate group discussions, at the regional training workshops or other relevant platforms, to formulate a long-term operational strategy for the LDC Group.			
Outcome 2	Output 2.1	2.1.1 Identify good practices and effective national strategies within LDCs– pertaining to national institutional arrangements and coordination mechanisms in particular – for formulating national positions on climate change negotiations.			
		2.1.2 Identify national institutional and technical capacities of individual LDCs required to: i) interpret decisions made at intergovernmental climate change negotiations; and ii) disseminate the resultant information to the appropriate sectors at a national level.			
		2.1.3: Develop e-Learning courses that provide technical staff with training on interpreting decisions made at COP and disseminating the resultant information to the			



		appropriate sectors.				
		2.1.4: Conduct e-Learning courses bi-annually.				
		2.1.5: Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national strategies for: i) formulating national climate change positions; ii) interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate sectors at a national level.				
	Output 2.2	2.2.1 Identify national institutional and technical capacities required to collect, analyse, interpret and archive climate change information to facilitate reporting under the UNFCCC.				
		2.2.2: Undertake a stocktaking of existing manuals, toolkits, and other resource materials for collection, analysis, dissemination and archiving of climate change data and information.				
		2.2.3 Based on gaps identified through the stocktaking, develop and/or update manuals and toolkits – based on international best practice – on the collection, analysis, dissemination and archiving of information to facilitate reporting under the UNFCCC.				
		2.2.4: Support LDCs – at the regional training workshops organised under Output 1.1 – to develop tailored national mechanisms for collecting, analysing, disseminating and archiving climate change data.				
	Outcome 3	Output 3.1	3.1.1 Translate the knowledge products – including best-practice manuals, training materials and toolkits – developed in Outcomes 1 and 2 into the official languages of LDCs, as appropriate/necessary.			
			3.1.2 Collate knowledge products developed under the project, together with relevant existing knowledge products and resources, and them into web-based knowledge platforms and other delivery mechanisms.			
			3.1.3 Present the knowledge generated and experiences gained through the regional training workshops and e-Learning courses in an existing newsletter.			
Output 3.2		3.2.1 Disseminate knowledge on climate change negotiations and reporting according to UNFCCC requirements on existing knowledge networks.				
		Activity 3.2.2: Develop a funding mechanism/strategy to sustain these knowledge platforms beyond the implementation phase of the project.				

## **Appendix 7: Key deliverables and benchmarks**

See Appendix 5 (Results Framework) and Appendix 8 (Costed M&E plan)

**Appendix 8: Costed M&E plan**

<b>Type of M&amp;E activity</b>	<b>Responsible Parties</b>	<b>Budget US\$ <i>Excluding project team staff time</i></b>	<b>Time frame</b>
Inception Workshop and Report	<ul style="list-style-type: none"> <li>Project Manager</li> <li>Project team</li> </ul>	8,000	Within first 2 months of project start up
Measurement of Means of Verification of project Outcomes	<ul style="list-style-type: none"> <li>Project Manager will oversee the hiring of specific support as appropriate and delegate responsibilities to relevant team members.</li> </ul>	Continuous by project team	Start, mid and end of project (during evaluation cycle) and annually when required.
Measurement of Means of Verification for Project Progress on output and implementation	<ul style="list-style-type: none"> <li>Oversight by Project Manager</li> <li>Project team</li> </ul>	To be determined as part of Annual Work Plan prep.	Annually prior to ARR/PIR and to the definition of annual work plans
ARR/PIR	<ul style="list-style-type: none"> <li>Project manager and team</li> <li>UNDP and UNEP</li> </ul>	None	Annually
Periodic status/ progress reports	<ul style="list-style-type: none"> <li>Project manager and team</li> </ul>	None	Quarterly
Mid-term evaluation	<ul style="list-style-type: none"> <li>Project manager and team,</li> <li>UNDP and UNEP</li> <li>External Consultants (mixed local/int. team)</li> </ul>	30,000	At the mid-point of project implementation (Year 2).
Final Evaluation	<ul style="list-style-type: none"> <li>Project manager and team,</li> <li>UNDP and UNEP</li> <li>External Consultants (mixed local/int. team)</li> </ul>	22,000	At least three months before the end of project implementation
<b>TOTAL indicative COST</b>		60,000	

**Appendix 9: Summary of reporting requirements and responsibilities**

Reporting requirements	Due date	Responsibility
Inception Workshop Report	Within first two months of project start up.	<ul style="list-style-type: none"> <li>• Senior Technical Specialist (STS)</li> <li>• Technical Specialist (TS)</li> </ul>
Expenditure report accompanied by explanatory notes	Ongoing, as required	<ul style="list-style-type: none"> <li>• Technical Support Unit (TSU)</li> <li>• International Consultants (ICs)</li> </ul>
Supervision Plan	Before the end of the proposed LDCF project's inception phase.	<ul style="list-style-type: none"> <li>• Project Board (PB)</li> </ul>
Progress reporting	Quarterly	<ul style="list-style-type: none"> <li>• LTS</li> <li>• PB</li> </ul>
Audited report for expenditures for year ending 31 December	Yearly on or before 30 June.	<ul style="list-style-type: none"> <li>• TSU</li> </ul>
Inventory of non-expendable equipment	Yearly on or before 31 January.	<ul style="list-style-type: none"> <li>• TSU</li> </ul>
PIR	Yearly	<ul style="list-style-type: none"> <li>• TSU</li> <li>• PB</li> </ul>
Minutes of PB meetings	Quarterly (or as relevant).	<ul style="list-style-type: none"> <li>• Project Assistant</li> </ul>
Completion report	Within six months of project completion date.	<ul style="list-style-type: none"> <li>• TSU</li> <li>• PB</li> </ul>
Final inventory of non-expendable equipment		<ul style="list-style-type: none"> <li>• TSU</li> </ul>
Equipment transfer letter		<ul style="list-style-type: none"> <li>• TSU</li> </ul>
Final expenditure statement	Within three months of project completion date.	<ul style="list-style-type: none"> <li>• TSU</li> </ul>
Final audited report for expenditures of project	Within six months prior to project completion date.	<ul style="list-style-type: none"> <li>• TSU</li> <li>• PB</li> <li>• External consultant</li> </ul>
Independent terminal evaluation report	Within three months prior to project completion date.	<ul style="list-style-type: none"> <li>• TSU</li> <li>• PB</li> <li>• External consultant</li> </ul>
Measurement of means of verification of project results	Start, mid and end of project (during evaluation cycle) and annually when required.	<ul style="list-style-type: none"> <li>• TSU</li> <li>• PB</li> <li>• ICs</li> </ul>
Measurement of means of verification for project progress on output and implementation	Annually prior to project implementation review and to the definition of annual work plans.	<ul style="list-style-type: none"> <li>• TSU</li> <li>• PB</li> <li>• ICs</li> </ul>
Project closure workshop and report	On completion of the terminal evaluation.	<ul style="list-style-type: none"> <li>• TSU</li> </ul>
Consultants	During baseline assessment in inception phase, at the mid-point of project implementation and at least three months before the end of project implementation.	<ul style="list-style-type: none"> <li>• TSU</li> </ul>
PB meetings for overall project monitoring and evaluation	Annually.	<ul style="list-style-type: none"> <li>• PB</li> </ul>

## Appendix 10: Standard Terminal Evaluation TOR

Below are the standard Terminal Evaluation TORs of UNEP. They will need to be adjusted to the requirements of the project.

### Objective and Scope of the Evaluation

The objective of the terminal evaluation is to examine the extent and magnitude of any project impacts to date and determine the likelihood of future impacts. The evaluation will also assess project performance and the implementation of planned project activities and planned outputs against actual results.

### Methods

This terminal evaluation will be conducted as an in-depth evaluation using a participatory approach whereby the UNEP Task Manager, key representatives of the executing agencies and other relevant staff are kept informed and consulted throughout the evaluation. The consultant will liaise with the UNEP and the UNEP Task Manager on any logistic and/or methodological issues to properly conduct the review in as independent a way as possible, given the circumstances and resources offered. The draft report will be circulated to UNEP Task Manager, key representatives of the executing agencies and the UNEP. Any comments or responses to the draft report will be sent to UNEP for collation and the consultant will be advised of any necessary or suggested revisions.

### Key Evaluation principles

In attempting to evaluate any outcomes and impacts that the project may have achieved, evaluators should remember that the project's performance should be assessed by considering the difference between the answers to two simple questions ***“what happened?”*** and ***“what would have happened anyway?”***. These questions imply that there should be consideration of the baseline conditions and trends in relation to the intended project outcomes and impacts. In addition, it implies that there should be plausible evidence to **attribute** such outcomes and impacts **to the actions of the project**.

Sometimes, adequate information on baseline conditions and trends is lacking. In such cases this should be clearly highlighted by the evaluator, along with any simplifying assumptions that were taken to enable the evaluator to make informed judgments about project performance

## **Appendix 11: Decision-making flowchart and organizational chart**

See Section 4 (Institutional Framework and Implementation Arrangements) and Figure 1.

## **Appendix 12: Terms of Reference for Key Project Entities and Project Staff**

### **Project Board (PB)**

UNDP and UNEP will be responsible for establishing the project board (PB). The PB will consist of:

- i) one representative from UNDP (Co-chair);
- ii) one representative from UNEP (Co-chair);
- iii) one representative from the UNFCCC Secretariat/LEG (Alternative chair);
- iv) two representatives from countries supported by the initiative (selected by UNFCCC and the LEG); and
- v) one representative from any of UNITAR, IIED or CTCN.

The PB will be co-chaired by the representatives from UNEP and UNDP. The Technical Specialist will be secretary of the Board.

#### *Responsibilities*

- Provide major guidance and direction to the project, ensuring it remains within any specified constraints of time, scope and budget
- Provide advice and guidance on efficient and timely execution of the project, when required
- Establish policies when required to define the functions, responsibilities, and delegation of powers for the implementing agency and the Technical Support Unit
- Ensure that project's policy recommendations are integrated within the policies of respective sectors each member represents
- Address project issues as raised by the Project Managers including approval of major project revisions
- Provide guidance and agree on possible countermeasures/management actions to address conflicts and risks during project implementation
- Ensure that LDCF resources are committed exclusively to activities that relate to achievement of the project objective
- Resolve significant conflicts within the project, and negotiate solutions to major problems that may arise between the project and external bodies
- Appraise the progress and make recommendations for next steps

### **Technical Support Unit (TSU)**

The Technical Support Unit (TSU) will be formed and based in Bangkok, where UNDP and UNEP are both located. The Bangkok offices for both programmes have a critical mass of staff already working with LDCs globally and regionally. The Technical Specialist will lead the TSU. The project staff will be funded by the project throughout its duration to ensure delivery of results as specified in the Strategic Results Framework. The TSU will ensure project implementation proceeds smoothly through well-written work plans and effective administrative arrangements that meet donor requirements.

The TSU will be composed of the following project staff:

- i) Technical Specialist (UNDP)
- ii) Senior Technical Specialist- 50% time (UNDP), and
- iii) Project Assistant

### **Technical Specialist (UNDP)**

The Technical Specialist (TS) will be contracted by UNDP to be responsible for the implementation of the UNDP-overseen components of the project. He/she will be responsible for project implementation and working to achieve the project outcomes. The TS will direct and guide other project staff, including day-to-day project coordination with other implementing partners. He/She will ensure that input required from the implementing partners is secured, and the project provides the required support. The TS will be supervised by UNDP staff involved in oversight of this project.

#### *Responsibilities*

- Approve project annual work plans and budget revisions
- Approve annual status and financial reports
- Ensure that UN rules and procedures are fully met in the course of the project implementation
- Oversee implementation of Project Board directives
- Report to UNDP/UNEP/GEF and the Project Board on the use of the project resources and achievement of the project outputs
- Ensure effective partnership between all implementing partners in the project
- Ensure that project activities are integrated and coordinated with the established operations of both UNDP and UNEP within their comparative advantage and their areas of work
- Develop and maintain close linkages with relevant agencies, stakeholders, and implementing partners of the project
- Supervise the project team in discharging their duties at an optimum level through ensuring efficient and effective resources utilisation
- Endorse procurement contracts

#### *Qualifications/requirements*

- Graduate degree with at least five years' working experience in disciplines of international relations and capacity development
- Experience in managing a multi-country support project
- Experience in working with diverse staff
- Sound understanding of development issues
- Familiarity with intergovernmental engagement processes
- Extensive contacts with international organisations involved in capacity development support mechanisms
- Excellent inter-personal, communication and negotiating skills
- Previous work experience in a UN organisation
- Ability and willingness to travel
- Demonstrable skills in computer use including word processing, spreadsheets and PowerPoint
- Excellent verbal and written skills in English; a second UN language is an asset

#### **Technical Specialist (UNEP)**

The Technical Specialist (TS) will be contracted by UNEP to be responsible for the implementation of the UNEP-overseen components of the project. He/she will be responsible for project implementation and working to achieve the project outcomes. The TS will direct and guide other project staff, including day-to-day project coordination with other



implementing partners. He/She will ensure that input required from the implementing partners is secured, and the project provides the required support. The TS will be supervised by UNEP staff involved in oversight of this project.

#### *Responsibilities*

- Approve project Annual work plans and budget revisions
- Approve annual status and financial reports
- Ensure that UN rules and procedures are fully met in the course of the project implementation
- Oversee implementation of Project Board directives
- Report to UNDP/UNEP/GEF and the Project Board on the use of the project resources and achievement of the project outputs
- Ensure effective partnership between all implementing partners in the project
- Ensure that project activities are integrated and coordinated with the established operations of both UNDP and UNEP within their comparative advantage and their areas of work
- Develop and maintain close linkages with relevant agencies, stakeholders, and implementing partners of the project
- Supervise the project team in discharging their duties at an optimum level through ensuring efficient and effective resources utilisation
- Endorse procurement contracts

#### *Qualifications/requirements*

- Graduate degree with at least five years' working experience in disciplines of international relations and capacity development
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- Experience in working with diverse staff
- Sound understanding of development issues
- Familiarity with intergovernmental engagement processes
- Extensive contacts with international organisations involved in capacity development support mechanisms
- Excellent inter-personal, communication and negotiating skills
- Previous work experience in a UN Organisation
- Ability and willingness to travel
- Demonstrable skills in computer use including word processing, spreadsheets and PowerPoint
- Excellent verbal and written skills in English; a second UN language is an asset

#### **Senior Technical Specialist – 50% time (UNDP)**

The Senior Technical Specialist (STS) will be contracted by UNDP to contribute to the implementation of the UNDP-overseen components of the project. He/she will be responsible for providing substantive technical inputs to the project implementation. The STS will be supervised by UNDP staff involved in oversight of this project.

#### *Responsibilities*

- Assist inception, contracting and start-up of the project including establishment of indicators, benchmarks and work plans, annual status and financial reports and assist with implementation of other Project Board directives

- Maintain a strategic understanding of, and engagement with, the substantive technical issues, institutions, and processes relevant to the objectives of the project, including establishing contact with and developing strategic partnerships with other agencies, donors, NGO's, the private sector, and scientific institutions etc. as they relate to advancing key elements of the project
- Assist with organising regional training workshops for climate change negotiators, including the development of training materials and other resources
- Evaluate, capture, codify, synthesize lessons and stimulating the uptake of best practices and knowledge, including the development of resource kits and other knowledge materials
- Develop and maintain close linkages with relevant agencies, stakeholders, and implementing partners of the project
- Identify and source technical expertise required for implementation of project activities

#### *Qualifications/requirements*

- Master's degree or equivalent, with at least seven years' work experience, in Environmental Economics, Climate Change and Development, Social Sciences or a closely-related field
- Sound understanding of climate change, sustainable human development, environmental management issues, adaptation, vulnerability and impact, and other related sustainable human development issues
- Experience in managing a multi-country support project
- Extensive contacts with international organisations involved in climate change negotiations
- Work experience in an international organisation as well as UN agencies
- Ability and willingness to travel
- Good communications skills, both oral and written
- Proficiency in English; additional UN languages an asset

#### **Project Assistant**

The Project Assistant will undertake administration of the day-to-day operations of the project office and be responsible for the reporting of project financing.

#### *Responsibilities*

- Set up and maintain all files and records of the project in both electronic and hard copies
- Collect project related information and data
- Administer Project Board meetings
- Establish document control procedures
- Compile, copy and distribute all project reports
- Provide logistical support to the TSU and international consultants in organising training events, workshops, and seminars
- Assist international, short-term consultants by organising their travel schedules, arranging meetings with different stakeholders, and booking hotel accommodations
- Prepare monthly leave records for the project staff and long-term national/international consultants
- Draft necessary correspondence with local and international agencies and stakeholders
- Standardise the finance and accounting systems of the project while maintaining compatibility with UNDP and UNEP financial and accounting procedures
- Prepare budget revisions of the projects based on the Combined Delivery Reports
- Assist in the preparation of the Annual Work Plan (AWP)

- Comply and verify budget and accounting data by researching files, calculating costs, and estimating anticipated expenditures from readily available information sources
- Prepare financial status reports, progress reports and other required financial reports
- Process all types of payment requests for settlement purpose including quarterly advances to the partners
- Prepare periodic accounting records by recording receipts and disbursements (ledgers, cash books, vouchers, etc.) and reconciling data for recurring or financial special reports and assist in preparation of annual procurement plan
- Undertake project financial closure formalities including submission of terminal reports, transfer and disposal of equipment, processing of semi-final and final revisions, and support professional staff in preparing the terminal assessment reports
- Prepare financial reports and documents as per specified formats, project, or programme plans and general reference documents as well as general administrative/financial or specialised tasks related to the project which may be of a confidential nature within the assigned area of responsibility
- Assist in the timely issuance of contracts and assurance of other eligible entitlements of the projects personnel, experts, and consultants by preparing annual recruitment plans
- Provide substantive support to the TSU for overall implementation
- Prepare and update inventories of expendable and non-expendable project equipment

*Qualifications/requirements*

- University Degree in Commerce, Business Management, or other relevant discipline
- At least five years of relevant administrative, financial or programme experience at the national or international level
- Strong understanding of budgeting and the UN/GoM accounting system – candidates familiar with UNDP and UNEP administrative, programme, and financial procedures preferred
- Ability to use MS Office packages under the Windows XP Professional environment, particularly word processing and spreadsheets (MS Word, Excel, etc.)
- Initiative, sound judgment, and capacity to work independently
- Knowledge of database packages and web-based management systems
- Excellent inter-personal and communication skills
- Excellent verbal and written skills in English

## Appendix 13: Co-financing commitment letters from project partners



**unitar**

United Nations Institute for Training and Research

AM/am/14/251

Geneva, 25 March 2014

Dear Dr. Ishii,

I write in connection with UNITAR's co-financing commitment to LDCF project: "Building capacity for LDCs to participate effectively in intergovernmental climate change processes".

The United Nations Institute for Training and Research (UNITAR) is pleased to confirm a total of US\$1,054,000 as baseline co-financing to support the "Building capacity for LDCs to participate effectively in intergovernmental climate change processes" project to meet its GEF/LDCF project objectives. The co-financing is committed through two UNITAR supported programmes, as detailed below.

**Climate Change Diplomacy: Negotiating Effectively under the UNFCCC** develops participants' understanding of the international climate change policy framework, by building an appreciation of the science, causes and impacts of climate change, the history of the policy making process and the UNFCCC framework. It considers pertinent challenges currently facing diplomats and international decision makers in making progress with what is currently on the negotiating table. It takes a close look at the negotiations to-date and considers hot topics for negotiators as we move towards establishing a new global agreement on climate change by 2015.

**One UN Training Service Platform on CC (UN CC:Learn)** supports member States, UN Agencies and other development partners in designing and implementing results-oriented and sustainable learning to address climate change. This initiative is well aligned with and supportive of the proposed project, in particular the second component which will strengthen national systems/institutions for climate change in LDCs.

*Dr. Naoko Ishii*  
*CEO & Chairperson*  
*Global Environment Facility*  
*1818 H Street, NW*  
*Washington DC 20433, USA*  
*Email: [nishii@thegef.org](mailto:nishii@thegef.org)*

Postal Address: UNITAR - Palais des Nations CH-1211 Geneva 10 - Switzerland  
Street Address: International Environment House 11-13 Chemin des Anémones CH-1219 Châtelaine - Geneva  
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Institut des Nations Unies pour la formation et la recherche  
Instituto de las Naciones Unidas para Formación Profesional e Investigaciones



Page 2

Please find below a budget breakdown for these UNITAR led projects and programmes which the GEF/LDCF project will benefit from.

Project/programme	Budget (US\$)	Duration	Type of co-financing
Climate Change Diplomacy	54, 000	Bi-annual, recurrent	in-kind
UN Climate Change: Learn Programme	1,000,000	Ongoing until 2017	in-kind
<b>Total</b>	<b>1,054,000</b>		

With best wishes

Angus Mackay  
Manager  
Climate Change Programme

CC: Rabih Haddad, Manager, Multilateral Diplomacy Programme

**United Nations Development Programme**  
Asia-Pacific Regional Centre



*Empowered lives.  
Resilient nations.*

21 March 2014

Dear Dr. Ishii,

**Subject: Building capacity for LDCs to participate effectively in intergovernmental climate change processes.**

UNDP is pleased to confirm USD \$120,000 as baseline co-financing to support the **“Building capacity for LDCs to participate effectively in intergovernmental climate change processes”** project to meet its GEF/LDCF project objectives.

The co-financing is committed through the capacity-building initiatives of UNDP’s Knowledge, Innovation, and Capacity Group (KICG). KICG’s capacity development approach focuses on strengthening institutions and systems, by working with government as well as other stakeholder groups, noting the increasing complexity of development challenges and the need for a diverse range of actors, interest groups and indeed sectors to collaborate effectively in order to overcome challenges. KICG’s work is relevant to this LDCF project given its focus on: i) strengthening the capacities of national institutions and coordination mechanisms within LDCs which underpin engagement with UNFCCC processes; ii) strengthening capacities of LDC negotiators; and iii) putting in place appropriate knowledge sharing systems. KICG initiatives that are relevant to this LDCF project include the framework methodologies and tools on Capacity Development, Capacity Assessment, and Capacity Measurement, as well as service offerings on Collaborative Capacities and Adaptive Capacities. KICG has extensive experience applying these approaches with public sector institutions in LDCs, including those institutions mandated to address development issues related to environment, disaster risk reduction/management, and climate change.

The proposed LDCF project will build on these KICG initiatives by strengthening capacities of LDCs to participate in intergovernmental climate change processes.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'D. Bagai', is written over a horizontal line.

Ms. Dipa Bagai  
Capacity Development Team Leader  
Knowledge, Innovation and Capacity Group  
UNDP Asia-Pacific Regional Center

Dr. Naoko Ishii  
Chief Executive Officer and Chairperson  
Global Environment Facility  
1818 H Street, NW, MSN G6-602  
USD, Washington DC, 20433

**United Nations Development Programme**

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*Empowered lives.  
Resilient nations.*

16 May, 2014

Dr. Naoko Ishii  
Chief Executive Officer and Chairperson  
Global Environment Facility  
1818 H Street, NW, MSN G6-602  
USD, Washington DC, 20433

**Subject: Co-financing letter for project "Building capacity for LDCs to participate effectively in intergovernmental climate change processes".**

Dear Dr. Ishii,

UNDP is pleased to confirm USD \$200,000 as baseline co-financing to support the "Building Capacity for LDCs to participate effectively in intergovernmental climate change processes" project to meet its GEF/LDCF project objectives.

UNDP, along with partners launched the "Adaptation Learning Mechanism" in 2007 in response to the climate change information gap and to address existing adaptation knowledge needs. UNDP is facilitating the ALM in close partnership with the UN Framework Convention on Climate Change (UNFCCC), UNEP, the World Bank and specialized UN agencies including FAO. The ALM represents a collaborative, global learning process, with leadership, facilitation and strong participation by Southern institutions. Seeking to provide stakeholders with a common platform for sharing and learning, the ALM bridges knowledge gaps by bringing relevant knowledge and stakeholders together to exchange information, experiences, and expertise. Additionally, the ALM is currently serving as a knowledge platform for the Global Support Programme on National Adaptation Plans for LDCs, implemented jointly by UNDP and UNEP and financed by LDCF.

304 East 45<sup>th</sup> Street, New York, NY 10017, USA, Tel: 1 212 906 5143, Fax: 1 212 906 6998 [www.undp.org](http://www.undp.org)

**United Nations Development Programme**

The proposed LDCF project will build on the significant results of the ALM in promoting South-South and North-South knowledge exchange and cooperation, by promoting the sharing of knowledge on climate change negotiations and integrating climate change into development planning and reporting, according to UNFCCC requirements.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Adriana Dinu', with a horizontal line extending to the right.

Adriana Dinu  
Executive Coordinator and Director a.i.  
UNDP - Global Environment Facility



**United Nations Development Programme**



*Empowered lives.  
Resilient nations.*

**16 May, 2014**

Dr. Naoko Ishii  
Chief Executive Officer and Chairperson  
Global Environment Facility  
1818 H Street, NW, MSN G6-602  
USD, Washington DC, 20433

**Subject: Co-financing letter for project "Building capacity for LDCs to participate effectively in intergovernmental climate change processes".**

Dear Dr. Ishii,

UNDP is pleased to confirm USD \$11,858,380 as baseline co-financing to support the **"Building Capacity for LDCs to participate effectively in intergovernmental climate change processes"** project to meet its GEF/LDCF project objectives.

The co-financing is committed from The Green Climate Fund (GCF) Readiness Programme, which is currently in inception phase (with a total budget of Euro 10 million, split among UNDP, UNEP and WRI). This programme provides needs-oriented support to countries for accessing the GCF once it is fully operational. It is implemented by UNDP, UNEP, WRI and the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU). Specifically, this programme is undertaking: i) specific capacity building programmes in 6 target countries; ii) the development of national project pipelines on the basis of existing and potential specific national plans and policies; and iii) the development of in-country monitoring tracking systems for climate finance and its effectiveness, together with feeding back shortcomings identified with GCF processes to support the work of the GCF board.

304 East 45<sup>th</sup> Street, New York, NY 10017, USA, Tel: 1 212 906 5143, Fax: 1 212 906 6998 [www.undp.org](http://www.undp.org)

**United Nations Development Programme**

The proposed LDCF project will build on this initiative by strengthening national capacities to: i) support integration of climate change into development planning; and ii) participate in intergovernmental climate change processes, including reporting to UNFCCC and accessing funding for climate change mitigation and adaptation.

Yours Sincerely,



Adriana Dinu  
Executive Coordinator and Director a.i.  
UNDP - Global Environment Facility



# UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement    Programa de las Naciones Unidas para el Medio Ambiente  
 Программа Организации Объединенных Наций по окружающей среде    برنامج الأمم المتحدة للبيئة  
 联合国环境规划署



Reference : DEPI/GEFCCAUI

22 April 2014

Dear Dr. Ishii,

**Subject: UNEP co-financing commitment to the LDCF project *"Building capacity for LDCs to participate effectively in intergovernmental climate change processes."***

UNEP helps developing countries to reduce vulnerabilities and build resilience to the impacts of climate change. UNEP builds and strengthens national institutional capacities for vulnerability assessment and adaptation planning, and supports national efforts to integrate climate change adaptation measures into development planning and ecosystem management practices. The project entitled *"Building capacity for LDCs to participate effectively in intergovernmental climate change processes"* is built upon and contributes to the on-going projects and programs implemented by UNEP. More specifically, it will be aligned and build upon and provide mutual benefits to the following ongoing initiatives:

- UNEP regional networks **Asia Pacific Adaptation Network (APAN)** and **Africa Adaptation Knowledge Network (AAKNet)** apply knowledge and technology to support climate change adaptation. These two regional networks are hosted under UNEP to coordinate and facilitate the exchange of climate change information. This includes: i) improving collaboration for innovation; ii) collating knowledge in tailored packages; iii) supporting strategic planning and policy processes; and iv) building capacity for climate change adaptation. The proposed LDCF project will build on these initiatives by promoting the sharing of knowledge on climate change negotiations, integrating climate change into development planning and reporting according to UNFCCC requirements among LDCs and non-LDCs.
- The **UNEP National Implementing Entity (NIE) Direct Access Support Programme** aims to strengthen developing countries' institutional and financial capacity of their NIE towards accreditation to the Adaptation Fund and other international climate funds for direct access. The project provides support on identification of key capacities that already exist and additional capacities that may be needed of an appropriate entity; as well as on supporting the entities to prepare a capacity development strategy to address those gaps (these may include capacities for financial management, procurement, monitoring and evaluation).

Dr. Naoko Ishii  
 CEO & Chairperson  
 Global Environment Facility  
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DIVISION OF ENVIRONMENTAL POLICY IMPLEMENTATION (DEPI)  
 P.O. Box 30552-00100, Nairobi, Kenya  
 Tel: (+254 20) 762 6707  
 Email: keith.alverson@unep.org



# UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement    Programa de las Naciones Unidas para el Medio Ambiente  
 Программа Организации Объединенных Наций по окружающей среде    برنامج الأمم المتحدة للبيئة

联合国环境规划署



UNEP further provides support services to NIEs in preparing an application for accreditation and technical assistance in developing adaptation project proposals under the direct access modality. The LDCF project will help advance this capacity building initiative through the setting up or strengthening of new national institutional mechanisms for climate change in LDC countries.

- The **Climate Technology Centre and Network (CTCN)** is the operational component of the UNFCCC Technology Mechanism, hosted and managed by UNEP in collaboration with UNIDO with the support of 11 Centres of Excellence located in developing and developed countries, was set up to stimulate technology cooperation and enhance the development and transfer of technologies to developing country parties at their request. The CTCN provides an outlet for technical assistance, information and knowledge sharing, and networking and collaboration. The center has started its operations in mid-2013, following the Doha CoP's decision and UNEP's Governing Council of 2013. The proposed LDCF project will build on this initiative by facilitating the exchange of the state-of-the-art information on climate change technology to support integration of climate change into development.

Please find below the budgets for these UNEP supported / led projects which the LDCF project will benefit from.

Project/ Network	Budget (US \$)	Duration	Type of co- financing
APAN	500,000	2014-2015	Grant
AAKNET	200,000	2014-2015	Grant
UNEP NIE	300,000	2014-2016	Grant
Direct Access Project			
CTCN	1,000,000	2014-2015	Grant
<b>Total</b>	<b>2,000,000</b>		

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UNITED NATIONS ENVIRONMENT PROGRAMME

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This letter serves to confirm UNEP's commitment of **USD 2,000,000** to the above-mentioned GEF LDCF project to provide co-financing through the projects detailed here for the amounts outlined in the table.

We look forward to your continued cooperation.

Yours sincerely,

Keith Alverson

Coordinator, Climate Change Adaptation & Terrestrial Ecosystem Branch

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#### **Appendix 14: Endorsement letters of GEF National Focal Points**

No letters of endorsement are necessary for this global support programme.

**Appendix 15: Draft procurement plan**

The table below specifies the technical assistance consultancies planned for the proposed LDCF project.

<b><i>Position titles</i></b>	<b><i>US\$ per person week</i></b>	<b><i>Estimated person weeks</i></b>	<b><i>Tasks to be performed</i></b>
International consultants	2,250	744.4	<p>The International consultants will assist with the development of guidelines, technical manuals, and information and other material. They will provide direct support to participating countries, as well as facilitating training events and thematic workshops. The International consultants will also be responsible for setting up and maintaining the web platform and disseminating information, as appropriate.</p> <p>Furthermore, the International consultants will assist the project staff in providing participating countries with support for the development of NAP papers, the facilitation of stakeholder and other meetings, and in the promotion of awareness and dissemination of lessons and experiences.</p>

## Appendix 16: Tracking Tools

The outcomes, indicators, target at CEO Approval and baselines from the **Climate Change Adaptation - LDCF/SCCF Adaptation Monitoring and Assessment Tool (AMAT)** are shown below.

Outcome and Output Indicators	Metric	Target at CEO Approval	Baseline		
Objective 2: Increase adaptive capacity to respond to the impacts of climate change, including variability, at local, national, regional and global level					
Outcome 2.1: Increased knowledge and understanding of climate variability and change-induced risks at country level in targeted vulnerable areas					
Indicator 2.1.1 Relevant risk information disseminated to stakeholders	Yes=1, No=0	1	0		
Output 2.1.2: Systems in place to disseminate timely risk information					
Indicator 2.1.2.1 Type and No. of monitoring systems in place	Number and type of monitoring systems	Number	Type	Number	Type
		At least 20.	National systems for collecting, analysing, disseminating and archiving climate change data.	0	National systems for collecting, analysing, disseminating and archiving climate change data.



## Appendix 17: UNDP & UNEP comparative advantage

UNDP and UNEP have worked together in the provision of technical assistance to countries through the GSPNC and the National Capacity Self-Assessments. The long and successful partnership between the two agencies will continue, as they work together to oversee components of the proposed LDCF project that are mutually reinforcing.

The support that UNDP and UNEP will extend to LDCs to enhance technical and institutional capacity draws from the following:

- in-house technical advisory services on key topics of relevance to intergovernmental climate change negotiations, such as economics of adaptation, climate scenario analysis, integrated management and policy frameworks, sectoral specialisation (food security, water management, natural resource management, infrastructure, energy) and disaster risk reduction;
- experience with delivering technical and financial support to LDCs cost-effectively and at scale;
- on-the-ground experiences with linking climate changes impacts with poverty reduction, and development and environment agendas; and
- combining, sequencing and accessing finance from multiple sources, including public and private funds.

UNDP and UNEP have supported and assisted countries to meet their commitments under various Multilateral Environmental Agreements. This includes, *inter alia*, support to enable countries to meet commitments under: i) the UNFCCC; ii) the Convention on Biological Diversity (CBD); iii) the United Nations Convention to Combat Desertification (UNCCD); and iv) the Stockholm Convention on Persistent Organic Pollutants. Additionally, as part of the GEF Partnership, UNDP and UNEP have supported LDCs in combining and sequencing programmes and projects, and accessing finance through vertical funds as well as other sources. Additionally, LDCs have been provided with technical, financial and capacity development assistance, in order to facilitate the coherent integration of climate change risks and uncertainties into relevant new and existing national policies and programmes. In particular, development and environmental planning processes within all relevant sectors and at different levels.

The support provided by UNDP and UNEP includes experience and technical expertise that exists within the two organisations in assisting countries, especially LDCs, to foster an enabling environment for pursuing sustainable climate resilient development, and making sure that adaptation measures are environmentally sound and sustainable in the medium- to long-term (see table below). These experiences and lessons learned suggest that – to support LDCs – organisations will require:

- an ability to identify, vet, and access expertise on relevant thematic areas such as vulnerability impact and assessments, climate modelling, economics of adaptation, development of investment strategies, advancement of public and private sector collaboration in adaptation, integration of gender into climate change risk management strategies, establishment of institutional coordination mechanisms, and facilitation of broad-based stakeholder engagement;
- the capacity to examine the current landscape on climate finance in LDCs including: i) support that is already being delivered to countries via multiple channels within and outside of the UNFCCC process; ii) opportunities that may have high transaction costs; and ii) barriers that make it difficult for LDCs to access such financing; and
- the capability to ensure that delivery of support services is based on demand and recognises the importance of a country-owned, country-driven process.

Elements of the GSP	Relevance of initiatives
<p><b>1. Effective coordination of climate change efforts in LDCs.</b></p>	<ol style="list-style-type: none"> <li>1. In 2001, UNDP and UNEP, in partnership with the GEF and under the guidance of the UNFCCC COP, supported LDCs in identifying and addressing their urgent and immediate needs related to adaptation.</li> <li>2. In 2010 and 2011, UNDP allocated over 20% of all programmatic resources (approximately US\$2 billion) to activities to be carried out in LDCs. In particular, these resources were focused on programmes to: i) reduce poverty and achieve the MDGs; ii) foster democratic governance; iii) prevent and recover from crises; and iv) support work on environmental and sustainable development.</li> <li>3. During the biennium 2010–2011, UNEP supported LDCs through its six sub-programmes, namely: i) climate change; ii) disasters and conflicts; iii) harmful substances and hazardous waste; iv) environmental governance and ecosystem management; v) resource efficiency; and vi) sustainable consumption and production.</li> <li>4. UNEP Risoe has developed guidebooks for adaptation through the TNA project. These publications support and promote good adaptation planning and actions in three main areas/sectors, namely coastal, water and agriculture.</li> <li>5. Technical officers across different ministries in LDCs were supported by UNDP and UNEP to implement priority activities towards the finalisation of NAPAs in a technically robust, cost-effective and timely manner.</li> <li>6. UNDP and UNEP have provided technical support to LDCs to implement NAPA priorities with funding from the LDCF and other sources. There are currently over 50 such initiatives being implemented in LDCs. UNDP supports more than 35 initiatives in 27 countries, while UNEP supports more than 15 initiatives in 10 countries. These projects are creating enabling environments for: i) integrating climate change into policy formulation; ii) developing technical competencies; iii) creating knowledge products; and iv) facilitating knowledge sharing within and between LDCs. UNDP and UNEP are therefore supporting ongoing work in LDCs in areas such as food security, water resources management, coastal resources, and infrastructure.</li> <li>7. UNDP/UNEP/FAO: The UN-REDD Programme supports countries to reduce emissions from deforestation and forest degradation in order to generate funds that could be used by communities. The programme promotes sustainable management of forests, strengthens the role of conservation, encourages alternative development pathways in the forestry sector and supports biological diversity and community livelihoods.</li> <li>8. UNDP's Ecosystems and Biodiversity work focuses on maintaining and enhancing natural ecosystems in order to secure livelihoods, store carbon and avoid emissions from land-use change. This programme is helping 23 LDCs to conserve and sustainably use biodiversity, thereby securing ecosystem services that are vital to human welfare. It is also steering development efforts by: i) providing sound policy advice; ii) developing and implementing programmes that demonstrate sound on-the-ground practices; and iii) building capacity to sustain them.</li> <li>9. UNEP's Ecosystem Based Adaptation (EbA) programme increases the capacity of communities to adapt to the negative effects of climate change</li> </ol>

	<p>through ecosystem restoration and conservation. In addition to protection from climate change hazards, benefits are provided to communities through the maintenance and enhancement of ecosystem services crucial for livelihoods and human well-being, such as food and clean water. EbA can also contribute to climate change mitigation by reducing emissions from ecosystem loss and degradation, and enhancing carbon sequestration.</p>
<p><b>2. Effective participation in intergovernmental processes.</b></p>	<ol style="list-style-type: none"> <li>1. UNDP and UNEP, in partnership with the GEF, have assisted over 150 countries to develop their National Communications to the UNFCCC. These organisations have provided technical services and have overseen the development of vulnerability and adaptation assessments, many of which play a critical role in directing finance towards priority interventions.</li> <li>2. The UNDP-funded Strategic Initiative to Address Climate Change in LDCs provides technical and policy support to 23 LDCs, across three key areas: i) providing assistance to the intergovernmental climate change negotiations; ii) building capacity to access and use climate finance; and iii) integrating climate change into national plans, policies and strategies to ensure that development is both low-emission and climate resilient.</li> <li>3. UNDP and UNEP have developed joint support programmes for the last twenty years, including <i>inter alia</i>: i) National Capacity Self-Assessments; ii) the National Communications Support Programme; iii) the Biodiversity Planning Support Programme for National Biodiversity Strategies and Action Plans; iv) the Technology Needs Assessment for climate change technologies; v) the Country Support Programme; and vi) the National Dialogue Initiative.</li> </ol>
<p><b>3. Effective integration of climate change information into long-term sectoral planning.</b></p>	<ol style="list-style-type: none"> <li>1. UNDP, in collaboration with USAID's ADAPT Asia-Pacific Programme is working to strengthen the capacity of technical officers in Ministries of Planning/Finance as well as line Ministries (Environment, Agriculture, Water, Public Works, and others) to understand the economics of adaptation as it relates to medium- and long-term national, sub-national and sectoral development plans. The programme will also provide training to technical officers in the public and private sector to apply economic cost-benefit tools in evaluating various adaptation investment projects for financing by different funds. This capacity-building program was launched in Asia to produce a cadre of practitioners who can prepare high-quality economic analyses related to climate change adaptation projects and programs. In coordination with other on-going and planned UNDP initiatives, the programme is also expected to strengthen governments' capacity to more fully integrate climate change adaptation into national, sub-national and sector planning and budgeting.</li> <li>2. The joint UNDP/UNEP project 'Integrating climate change risks into national development processes and UN Country Programming' supports UNDP Country Offices and UN Country Teams and their government counterparts to integrate climate change considerations into national development plans.</li> <li>3. Since 2005, the UNDP/UNEP Poverty-Environment Initiative has supported country-led efforts to mainstream poverty-environment linkages into national development planning and budgeting. Financial and technical assistance is provided to government partners to set up institutional and capacity strengthening programmes in the poverty-environment context,</li> </ol>

	<p>including climate change adaptation.</p> <p>4. UNDP supports climate finance and development work in developing countries through “Climate Public Expenditure and Institutional Reviews”. This approach integrates climate finance discussions into national development planning, budgeting and expenditures. The Ministries of Finance and/or the Ministries of Planning lead the studies, in coordination with the Ministries of Environment and other line ministries.</p> <p>5. The joint UNDP/UNEP LDCF-funded programme “Assisting Least developed Countries (LDCs) with country-driven processes to advance National Adaptation Plans (NAPS)” will establish support around three main pillars: institutional support, technical support and knowledge brokering. The goal of the programme, which was approved in 2013, is to facilitate effective medium- to long-term planning for adaptation to climate change in LDCs.</p> <p>6. The UNEP-LIVE portal is a conceptual framework and technology platform to manage knowledge and capacity-building activities for environmental assessment, monitoring and reporting. It can be used by countries – including LDCs – to obtain access to environmental information held by UNEP and its partners worldwide.</p>
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UNDP and UNEP have produced guidance materials and a number of toolkits to assist LDCs. These are listed below.

#### Catalysing Climate Finance

This UNDP guidebook is offered as a primer to countries to enable them to better assess the level and nature of assistance they will require to catalyse climate capital based on their unique set of national, regional and local circumstances.

URL:[http://www.undp.org/content/undp/en/home/librarypage/environment-energy/low\\_emission\\_climateresilientdevelopment/in\\_focus/catalyzing-climate-finance/](http://www.undp.org/content/undp/en/home/librarypage/environment-energy/low_emission_climateresilientdevelopment/in_focus/catalyzing-climate-finance/)

#### Preparing Low Emission Climate Resilient Development Strategies – Executive Summary

This UNDP report is the Executive Summary of a series of manuals and guidebooks that UNDP offers in support of Low-emission and Climate-resilient Development Strategies (LECRDS). It provides a brief outline of the approach and methodologies that these materials treat in detail.

URL:[http://www.undp.org/content/undp/en/home/librarypage/environment-energy/low\\_emission\\_climateresilientdevelopment/in\\_focus/preparing-lecrds---executive-summary/](http://www.undp.org/content/undp/en/home/librarypage/environment-energy/low_emission_climateresilientdevelopment/in_focus/preparing-lecrds---executive-summary/)

#### Applying Climate Information for Adaptation Decision-making

This UNDP guidance document provides countries with a practical tool to use to incorporate climate information in decision-making processes. This guide addresses the issues of adaptation planning under the uncertainty of observed and projected climate change conditions.

URL:[www.undp.org/content/undp/en/home/librarypage/environment-energy/low\\_emission\\_climateresilientdevelopment/applying-climate-information-for-adaptation-decision-making/](http://www.undp.org/content/undp/en/home/librarypage/environment-energy/low_emission_climateresilientdevelopment/applying-climate-information-for-adaptation-decision-making/)

#### Formulating Climate Change Scenarios

This UNDP guidebook offers project managers and decision-makers – in collaboration with scientific and technical experts – a framework for the development of a projected range of climate scenarios in their regions. It aims to empower project managers and decision-makers to engage in discussions on climate-scenario development, including involvement in science-based decisions on the availability, applicability, and robustness of various climate-scenario approaches.

URL:[www.undp.org/content/undp/en/home/librarypage/environment-energy/low\\_emission\\_climateresilientdevelopment/in\\_focus/formulating-climate-change-scenarios/](http://www.undp.org/content/undp/en/home/librarypage/environment-energy/low_emission_climateresilientdevelopment/in_focus/formulating-climate-change-scenarios/)

#### Mapping Climate Change Vulnerability

This UNDP guidebook assists planners working at the sub-national levels to identify and map the nature of current and future vulnerability to long-term climate change so that appropriate policies and interventions can be designed and implemented.

URL:[http://www.undp.org/content/undp/en/home/librarypage/environment-energy/low\\_emission\\_climateresilientdevelopment/mapping-climate-change-vulnerability/](http://www.undp.org/content/undp/en/home/librarypage/environment-energy/low_emission_climateresilientdevelopment/mapping-climate-change-vulnerability/)

#### Stocktaking of Tools and Guidelines to Mainstream Climate Change Adaptation

This UNDP report provides a summary of existing tools and good practices from a range of organisations to guide development practitioners in their climate change mainstreaming efforts. The components and entry points of the mainstreaming process are explored; Key climate change adaptation and mainstreaming concepts are defined; and a comparative overview of existing tools and guidelines is provided.

URL:[www.undp.org/content/undp/en/home/librarypage/environment-energy/climate\\_change/integrating\\_climatechangeintodevelopment/stocktaking-of-tools-and-guidelines-to-mainstream-climate-change-adaptation/](http://www.undp.org/content/undp/en/home/librarypage/environment-energy/climate_change/integrating_climatechangeintodevelopment/stocktaking-of-tools-and-guidelines-to-mainstream-climate-change-adaptation/)

#### Designing Adaptation Initiatives Toolkit

This UNDP guide supports the design of measurable, reportable and verifiable adaptation initiatives. It provides step-by-step guidance in designing climate change adaptation projects.

URL:[www.undp.org/content/undp/en/home/librarypage/environment-energy/low\\_emission\\_climateresilientdevelopment/designing-adaptation-initiatives-toolkit/](http://www.undp.org/content/undp/en/home/librarypage/environment-energy/low_emission_climateresilientdevelopment/designing-adaptation-initiatives-toolkit/)

#### Blending Climate Finance through National Climate Funds

A National Climate Fund (NCF) is an important tool that can help countries to make the most of climate finance. An NCF is a country-driven mechanism that supports the collection, blending, coordination of, and accounting for climate finance at the national level. This guidebook presents a process for designing and establishing an NCF and provides a simple, robust and transparent method for meaningful stakeholder engagement. In this way, countries are better equipped to manage climate finance and achieve results.

URL:[www.undp.org/content/undp/en/home/librarypage/environment-energy/low\\_emission\\_climateresilientdevelopment/blending\\_climatefinancethroughnationalclimatefunds/](http://www.undp.org/content/undp/en/home/librarypage/environment-energy/low_emission_climateresilientdevelopment/blending_climatefinancethroughnationalclimatefunds/)

#### Mainstreaming Poverty-Environment Linkages into development planning: A handbook for practitioners

This UNEP/UNDP capacity building resource- is designed as a guide for champions and practitioners engaged in the task of mainstreaming poverty-environment linkages into national development planning. It uses a substantial body of experience at the country level and many lessons learned by UNDP and UNEP in working with governments especially ministries of planning, finance and environment- to support efforts to integrate the complex interrelationships between poverty reduction and improved environmental management into national planning and decision making.

URL: [http://www.unep.org/publications/search/pub\\_details\\_s.asp?ID=4042](http://www.unep.org/publications/search/pub_details_s.asp?ID=4042)

#### Ecosystem-based Adaptation Decision Support - Moving from Principles to Practice

The new UNEP EbA Decision Support Framework (EbA-DSF) will assist national and local planners and decision-makers to select, design, implement and track EbA as part of wider adaptation strategy. The EbA-DSF centres around four iterative steps and strategic considerations: i) Setting Adaptive Context; ii) Selecting Appropriate Adaptation Options; iii) Design for Change; and iii) Adaptive Implementation. The EbA-DSF provides a capacity building platform to support the implementation of National Adaptation Plans (NAPs) and other adaptation actions.

URL: <http://www.unep.org/climatechange/adaptation/Ecosystem-BasedAdaptation/EBADecisionSupportFramework/tabid/102163/Default.aspx>

#### Ecosystem-based Management Guidance

This UNEP capacity-building resource “Taking Steps toward Marine and Coastal Ecosystem-Based Management - An Introductory Guide” aims to assist planners and practitioners getting started on EbM. This includes strategic planning to on-site implementation. The Guide outlines practical considerations in accessible language, and uses experiences and lessons from across the globe. An important message of the guide is that EbM is an incremental process – it can evolve from existing capacity – and there are different paths toward EbM. Furthermore, this guide will assist future national and regional training workshops and demonstration projects.

URL: <http://www.unep.org/ecosystemmanagement/Publications/Publication/tabid/439/language/en-US/Default.aspx?BookID=6200>

#### PROVIA – The Programme of Research on Climate Change Vulnerability, Impacts and Adaptation

The objective of this UNEP global initiative is to direct and coordinate research on vulnerability, impacts and adaptation (VIA) at the international level. Launched with the support of leading scientists and decision-makers, PROVIA responds to the urgent call by the scientific community for a more cohesive and coordinated approach, and the critical need to harmonise, mobilise, and communicate the growing knowledge-base on VIA. PROVIA provides scientific information to the UNFCCC and assist to mobilise the Adaptation Fund. At present, PROVIA has two important deliverables: i) global research priorities in VIA (Vulnerability, Impacts and Adaptation); and ii) revised guidance of VIA assessment tool. Both products are important at global, regional and national levels. In particular, these products will be communicated to governments and international agencies in order to provide scientific information on VIA to the UNFCCC and assist in developing procedures and guidance for the development of National Adaptation Plans. The PROVIA secretariat is currently hosted by UNEP.

URL: <http://www.provia-climatechange.org/>

#### IEA Training Manual – Climate change Vulnerability and Impact Assessment in Cities

This new, UNEP-developed module analyses the results of recent research on climate change, its impact on cities and options for responding. Its primary aim is to foster debate and present methodologies for evaluating the level of vulnerability and the adaptation capacity of urban centres. In recent years – as part of the process of improving the GEO Cities Methodology and responding to important natural events – it was decided to supplement the GEO Cities Methodology with a module addressing vulnerability and adaptation to climate change, to increase the capacity of cities to analyse and prepare for future climate impacts. This module aims to strengthen awareness on possible impacts of

climate change, while providing decision-makers with a range of instruments to evaluate those impacts. It also provides examples of adaptation policies that could be applied by government institutions and other sectors of society.

URL: [http://www.unep.org/dewa/Portals/67/pdf/VIA\\_Methodology.pdf](http://www.unep.org/dewa/Portals/67/pdf/VIA_Methodology.pdf)

#### UNEP Handbook on Methods for Climate Change Impact Assessment and Adaptation Strategies

The UNEP methodology establishes a generic framework for thinking about and responding to the problems of sea level rise and climate change. The key output for this Handbook is the evaluation of a range of user-selected effects of sea level rise and potential adaptation strategies according to both socio-economic and physical characteristics.

URL: [http://unfccc.int/adaptation/nairobi\\_work\\_programme/knowledge\\_resources\\_and\\_publications/items/5503.php](http://unfccc.int/adaptation/nairobi_work_programme/knowledge_resources_and_publications/items/5503.php)

#### Africa Series Policy Briefs and Training Modules

The Africa Series of thematic policy briefs and training modules on gender and climate change, including, a general overview, adaptation, agriculture and food security, equitable energy access and climate finance. The knowledge products are designed to facilitate the work of regional and national cadres of national experts, practitioners, policy-makers and other partners in mainstreaming gender into climate change policy and programming.

URL: <http://alturl.com/v48dn>

#### Gender, Climate Change and Community-based Adaptation Guidebook

This handbook presents a wealth of experiences and examples taken from the UNDP-GEF Community-based Adaptation Programme that are being piloted throughout the world. The Guidebook will be useful for any community-based practitioners who to review successful cases of gender mainstreaming in community-based adaptation projects.

URL: <http://alturl.com/cnyhr>

#### Ensuring Gender Equity in Climate Change Financing

This publication was launched at COP-17 in Durban. It examines the links between gender equality, climate change and achievement of the Millennium Development Goals. The publication also suggests how climate financing can be structured to promote gender equality and women's empowerment.

URL: <http://alturl.com/fsdkg>

#### The Potential for Scale and Sustainability in Weather Index Insurance for Agriculture and Rural Livelihoods

Building on the experience of the IFAD-WFP Weather Risk Management Facility (WRMF) and the analysis of 37 index insurance programmes around the world, this paper identifies eight key principles to apply to weather index-based insurance so that they reach a sustainable scale. The paper also includes nine case studies on index insurance programmes that cover the following countries: Mexico, India, Ethiopia, China, Canada, United States, Ukraine, Brazil. It also outlines how donors and governments can support the sector.

URL: <http://www.ifad.org/ruralfinance/pub/weather.pdf>

#### Weather Index-based Insurance in Agricultural Development – A Technical Guide

This is a technical guide that translates the current findings and experience of IFAD into practical decision-making steps for donors interested in promoting risk-mitigation tools.

URL: <http://www.ifad.org/ruralfinance/pub/weather.pdf>

#### Climate-smart Smallholder Agriculture: What's different?

This is a IFAD occasional paper suggesting three major changes in smallholder agricultural practices as a result of climate change.

URL: <http://www.ifad.org/pub/op/3.pdf>

#### Participatory Mapping

This is a series of tools for involving poor rural communities in planning, managing and making decisions on natural resources, which are becoming increasingly affected by the changes brought about by climate variability and change.

- Evaluating the impact of participatory mapping activities (2011)  
URL: [http://www.ifad.org/pub/map/pm\\_iv.pdf](http://www.ifad.org/pub/map/pm_iv.pdf)
- Participatory mapping and communication (2010)  
URL: [http://www.ifad.org/pub/map/pm\\_iii.pdf](http://www.ifad.org/pub/map/pm_iii.pdf)
- The IFAD adaptive approach to participatory mapping (2010)  
URL: [http://www.ifad.org/pub/map/pm\\_ii.pdf](http://www.ifad.org/pub/map/pm_ii.pdf)
- Good practices in participatory mapping (2009)  
URL: [http://www.ifad.org/pub/map/PM\\_web.pdf](http://www.ifad.org/pub/map/PM_web.pdf)

#### Livestock Thematic Papers – Tools for Project Design Series

- Livestock and renewable energy  
URL: <http://www.ifad.org/lrkm/factsheet/energy.pdf>
- Women and pastoralism  
URL: [http://www.ifad.org/lrkm/factsheet/women\\_pastoralism.pdf](http://www.ifad.org/lrkm/factsheet/women_pastoralism.pdf)
- Livestock and climate change  
URL: <http://www.ifad.org/lrkm/factsheet/cc.pdf>
- Emergency livestock interventions in crisis and post-crisis situations  
URL: <http://www.ifad.org/lrkm/factsheet/emergency.pdf>
- Integrated crop-livestock farming systems  
URL: <http://www.ifad.org/lrkm/factsheet/integratedcrop.pdf>

#### Fisheries thematic paper

This paper is a tool that can be used to design projects about the effect of climate change on fisheries and aquaculture in the developing world – including opportunities for adaptation.

URL: <http://www.ifad.org/lrkm/pub/fisheries.pdf>

#### Community-based natural resource management: How knowledge is managed, disseminated and used

Natural resources are the foundation from which rural poor people can overcome poverty. However, planners and implementers of natural resource development projects do not always benefit from the lessons learned. This occurs when information lost, is not easily accessible or if changing circumstances limit its value.

URL: <http://www.ifad.org/pub/other/cbnrm.pdf>

#### Water Management

Tools and approaches for water management in countries affected by water stress

- Challenges and opportunities for agricultural water management in West and Central Africa: lessons from IFAD experience  
URL: <http://www.ifad.org/pub/pa/field/3.pdf>
- Les petits barrages de décrue en Mauritanie - Recommandations pour la conception et la construction  
URL: <http://www.ifad.org/pub/pa/mauritania.pdf>



## Gender

A series of thematic briefs on mainstreaming gender in natural resources management programming and policy

- Gender and desertification: Expanding roles for women to restore drylands  
URL: [http://www.ifad.org/pub/gender/desert/gender\\_desert\\_leaf.pdf](http://www.ifad.org/pub/gender/desert/gender_desert_leaf.pdf)
- Strengthening women's access to land into IFAD projects: Experiences from the field  
URL:  
[http://www.ifad.org/english/land/women\\_land/WomenAndLand\\_SynthesisReport\\_Eng.pdf](http://www.ifad.org/english/land/women_land/WomenAndLand_SynthesisReport_Eng.pdf)
- Gender and desertification: Making ends meet in dry lands  
URL: [http://www.ifad.org/pub/gender/desert/gender\\_desert\\_leaf.pdf](http://www.ifad.org/pub/gender/desert/gender_desert_leaf.pdf)
- Gender and water  
URL: [http://www.ifad.org/gender/thematic/water/gender\\_water.pdf](http://www.ifad.org/gender/thematic/water/gender_water.pdf)

Multidimensional poverty assessment tool (MPAT): A new framework for measuring rural poverty  
MPAT is a multi-purpose tool that can be used to assess and support rural poverty alleviation efforts in developing countries. It also focuses on methods used to assess rural livelihoods.  
URL: <http://www.ifad.org/mpat/index.htm>

## Capacity Building

UNITAR's guidance note: "Developing a National Strategy to Strengthen Human Resources and Skills to Advance Green, Low Emission, Climate Resilient Development" (UNITAR, 2012). This guidance note provides suggestions to assist interested countries in taking a strategic approach to climate change learning and capacity building, with the goal to foster green, low-emission, climate-resilient development. It is based on the premise that the capacity development challenges associated with climate change are so tremendous that a special, long term and programmatic effort is required in Member States, as called for under article 6 of the UNFCCC. It responds specifically to requests from more than 30 countries who have expressed a formal interest in develop a National Strategy to Strengthen Human Resources and Skills.

## Appendix 18: UNEP checklist of Environmental and Social safeguards

As part of the GEF's evolving Fiduciary Standards, implementing agencies have to address "Environmental and Social Safeguards". The checklist was developed with the following steps as guidance:

- STEP 1: Initially assess E&S Safeguards as part of PIF development. The checklist is to be submitted for the PRC.
- STEP 2: Checklist is reviewed during the PPG phase and updated as required.
- STEP 3: Final checklist submitted for PRC showing which activities are being undertaken to address issues identified.

<b>Project Title:</b>	<b>Building capacity for LDCs to participate effectively in intergovernmental climate change processes</b>		
<b>GEF project ID and UNEP ID/IMIS Number</b>		<b>Version of checklist</b>	Two
<b>Project status (preparation, implementation, MTE/MTR, TE)</b>	Under preparation	<b>Date of this version:</b>	April 2014
<b>Checklist prepared by (Name, Title, and Institution)</b>	<i>Nina Raasakka, Task Manager, GEF CCAU, DEPI UNEP.</i>		

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

### Section A: Project location

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

	Yes/No/N.A.	Comment/explanation
- Is the project area in or close to -		
- densely populated area	N/A	The proposed LDCF project is a global support programme that will strengthen the capacities of LDCs. As such there are no on-the-ground interventions related to a project location. The responses to this section are therefore all "N/A".
- cultural heritage site	N/A	
- protected area	N/A	
- wetland	N/A	
- mangrove	N/A	
- estuarine	N/A	
- buffer zone of protected area	N/A	
- special area for protection of biodiversity	N/A	
- Will project require temporary or permanent support facilities?	N/A	

*If the project is anticipated to impact any of the above areas an Environmental Survey will be needed to determine if the project is in conflict with the protection of the area or if it will cause significant disturbance to the area.*

### **Section B: Environmental impacts, i.e.**

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

	Yes/No/N.A.	Comment/explanation
- Are ecosystems related to project fragile or degraded?	N/A	No specific ecosystems are related to the project.
- Will the project cause any loss of precious ecology, ecological, and economic functions due to construction of infrastructure?	No	No permanent infrastructure will be constructed for the project.
- Will project cause impairment of ecological opportunities?	N/A	
- Will project cause increase in peak and flood flows? (including from temporary or permanent waste waters)	N/A	
- Will project cause air, soil or water pollution?	N/A	
- Will project cause soil erosion and siltation?	N/A	
- Will project cause increased waste production?	N/A	
- Will project cause Hazardous Waste production?	N/A	
- Will project cause threat to local ecosystems due to invasive species?	N/A	
- Will project cause Greenhouse Gas Emissions?	N/A	
- Other environmental issues, e.g. noise and traffic	N/A	
<i>Only if it can be carefully justified that any negative impact from the project can be avoided or mitigated satisfactorily both in the short and long-term, can the project go ahead.</i>		

### **Section C: Social impacts**

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

	Yes/No/N.A.	Comment/explanation
- Does the project respect internationally proclaimed human rights including dignity, cultural property and uniqueness and rights of indigenous people?	Yes	The project will align with national policies, strategies and priorities in participating LDCs.
- Are property rights on resources such as land tenure recognized by the existing laws in affected countries?	N/A	
- Will the project cause social problems and conflicts related to land tenure and access to resources?	No	

- Does the project incorporate measures to allow affected stakeholders' information and consultation?	Yes	The proposed LDCF project is designed to, <i>inter alia</i> , strengthen the capacity of climate change negotiators. These stakeholders will benefit from training and additional institutional support.
- Will the project affect the state of the targeted country's (-ies') institutional context?	Yes	The project will focus on capacity building and knowledge sharing to promote effective participation in intergovernmental climate change processes and coordination of climate change efforts. Part of this includes training LDC negotiators, as well as strengthening national mechanisms and strategies for effective participation and disseminating information on good practices. Through these activities, the project will positively affect the countries' institutional frameworks for effective planning for, participation in and disseminating the outcomes of intergovernmental climate change processes and coordination of climate change efforts.
- Will the project cause change to beneficial uses of land or resources? (incl. loss of downstream beneficial uses (water supply or fisheries)?	N/A	
- Will the project cause technology or land use modification that may change present social and economic activities?	Yes	The proposed LDCF project includes a transfer of knowledge on science and technology for climate change mitigation and adaptation. This will be integrated into development planning – with associated positive effects on social and economic activities – and into reporting under the UNFCCC.
- Will the project cause dislocation or involuntary resettlement of people?	No	
- Will the project cause uncontrolled immigration (short- and long-term) with opening of roads to areas and possible overloading of social infrastructure?	No	The project interventions do not entail any road or similar substantial infrastructure constructions.
- Will the project cause increased local or regional unemployment?	No	
- Does the project include measures to avoid forced or child labour?	N/A	
- Does the project include measures to ensure a safe and healthy working environment for workers employed as part of the project?	N/A	
- Will the project cause impairment of recreational opportunities?	N/A	
- Will the project cause impairment of indigenous people's livelihoods or belief systems?	No	
- Will the project cause disproportionate impact to women or other disadvantaged	No	The proposed LDCF project will include a focus on gender equity and will promote

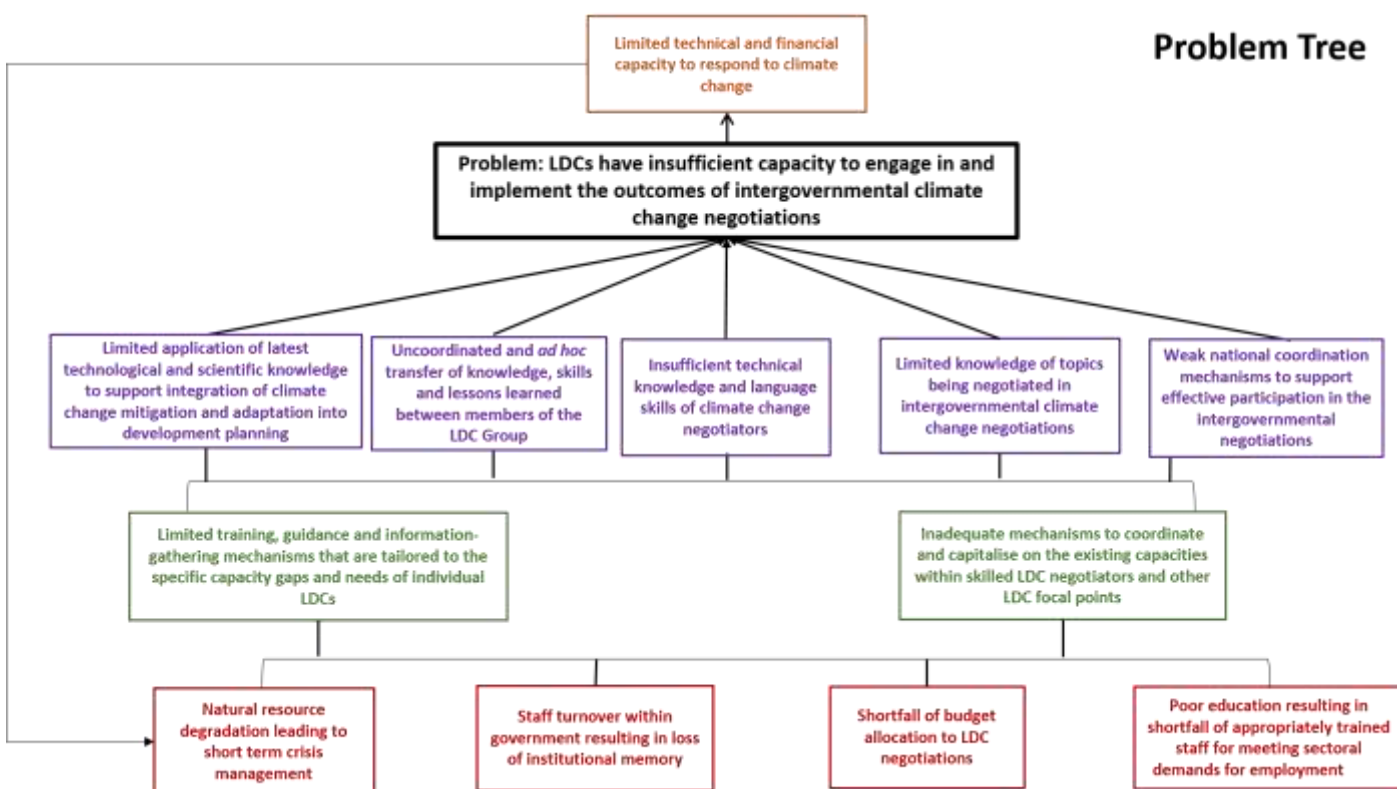
or vulnerable groups?		gender-sensitivity during the implementation of project activities.
- Will the project involve and or be complicit in the alteration, damage or removal of any critical cultural heritage?	No	
- Does the project include measures to avoid corruption?	Yes	According to UNEP norms and guidelines.
<i>Only if it can be carefully justified that any negative impact from the project can be avoided or mitigated satisfactorily both in the short and long-term, can the project go ahead.</i>		

#### **Section D: Other considerations**

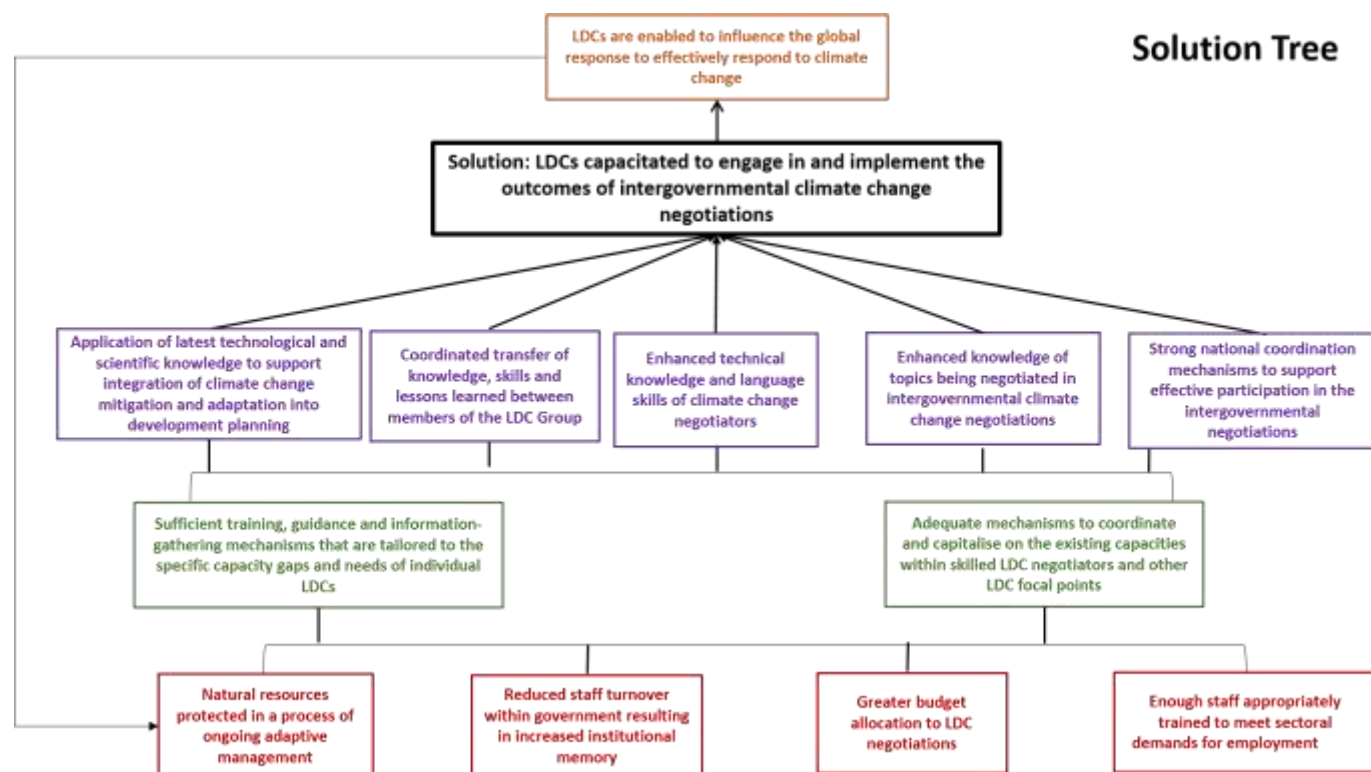
If negative impact is identified or anticipated the Comment/Explanation field needs to include: Project stage for addressing the issue; Responsibility for addressing the issue; Budget implications, and other comments.

	Yes/No/N.A.	Comment/explanation
- Does national regulation in affected country (-ies) require EIA and/or ESIA for this type of activity?	N/A	The project's activities will not result in direct impacts on the environment.
- Is there national capacity to ensure a sound implementation of EIA and/or SIA requirements present in affected country (-ies)?	N/A	
- Is the project addressing issues, which are already addressed by other alternative approaches and projects?	Somewhat	The proposed LDCF project will be addressing priorities identified by the LDC work programme, except for those addressed by the NAPAs. Although some initiatives have addressed the capacity of LDC negotiators involved in UNFCCC climate change processes, this has been identified as a priority by the GEF, its Agencies and LDC Parties.
- Will the project components generate or contribute to cumulative or long-term environmental or social impacts?	Yes	The proposed LDCF project will strengthen the negotiating position of LDCs at UNFCCC processes, which will result in beneficial environmental and social impacts at a national level in all LDCs participating in the project.
- Is it possible to isolate the impact from this project to monitor E&S impact?	N/A	

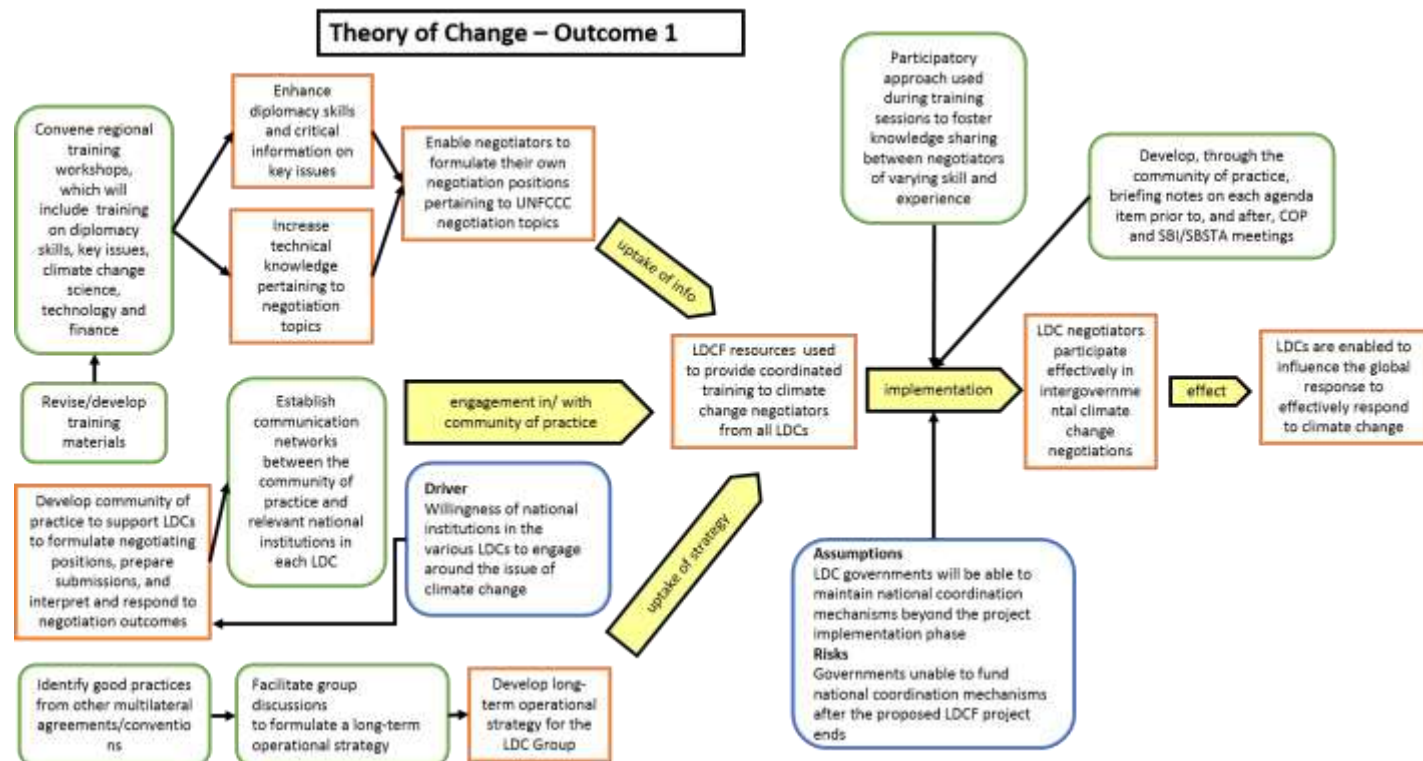
## Appendix 19: Theory of change, Problem and Solution trees

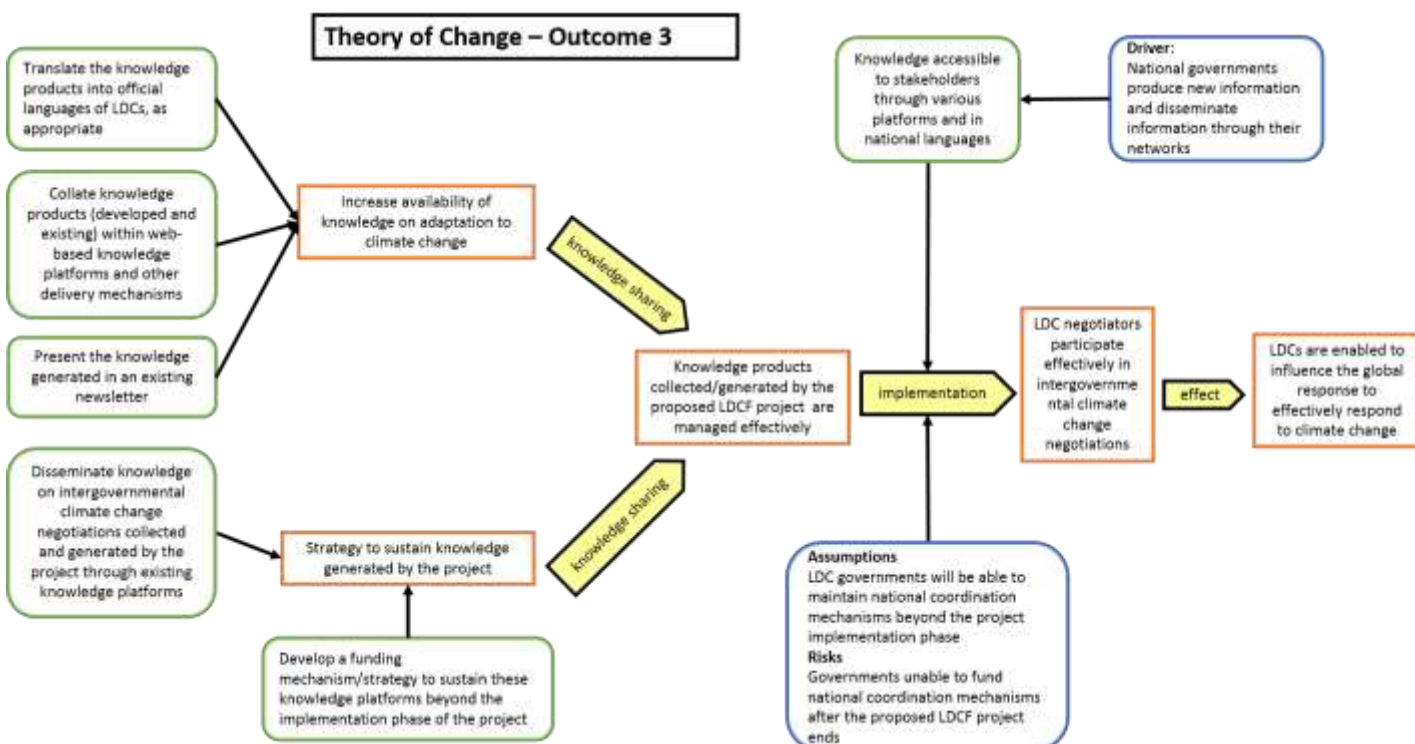
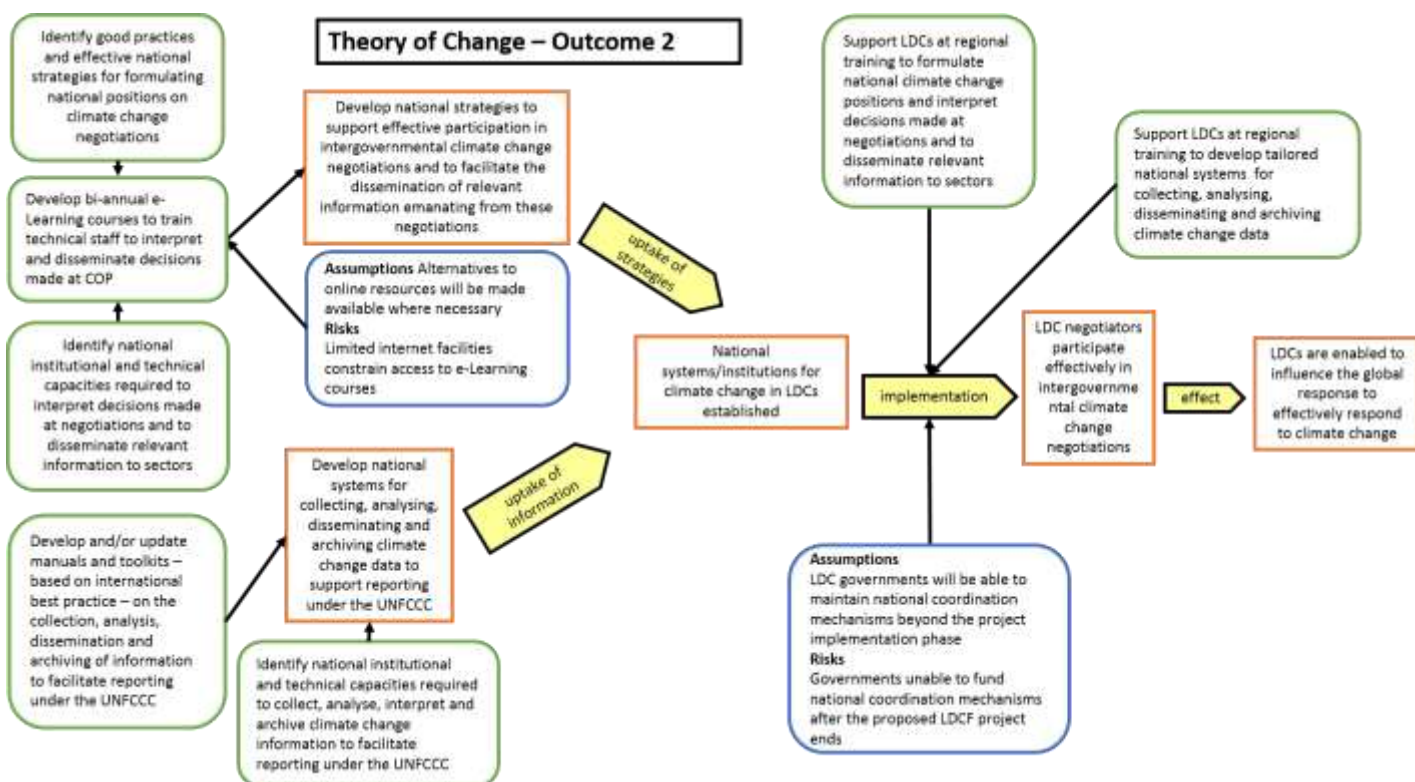


## Solution Tree



## Theory of Change – Outcome 1







**Appendix 20: Link between the baseline projects and the proposed LDCF project**

<b>Baseline projects and relevant intervention sites</b>	<b>Goals and activities of baseline projects</b>	<b>Adaptation measures supported by the proposed LDCF project</b>	<b>How the proposed LDCF project will build on the baseline project</b>
<ul style="list-style-type: none"> <li>UNDP Knowledge, Innovation, and Capacity Group (KICG)</li> </ul>	<p>KICG provides a range of policy and technical advisory services.</p> <p>The objectives of KICG are to: i) support and guide the development of policies; ii) collect and provide evidence on successful capacity development strategies; iii) conduct research and analysis; and iv) work as the in-house resource team for training UNDP country office and country team colleagues.</p> <p>On-the-ground technical support is provided in conducting capacity assessments, designing and executing capacity development responses, and helping set up systems that measure changes in capacity over time. KICG also supports development initiatives by integrating state-of-the-art knowledge-sharing approaches as an integral part of UNDP's services, looking to and beyond technology platforms in this pursuit.</p>	<p>Revise/develop training materials on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.</p> <p>Develop and/or update technical training materials, relevant to selected negotiation topics, on the latest available information on climate change science, technology and finance.</p> <p>Train senior negotiators on the latest available information on climate change science, technology and finance at the regional training workshops.</p> <p>Coordinate a community of practice to support LDCs to formulate negotiating positions as well as to interpret and respond to negotiation outcomes.</p> <p>Establish communication networks between the community of practice and relevant national institutions in each LDC.</p> <p>Identify good practices from other multilateral agreements/conventions to inform the long-term operational strategy for the LDC Group.</p> <p>Facilitate group discussions, at the regional training workshops or other relevant platforms, to formulate a long-term operational strategy for the LDC Group.</p>	<p>The proposed LDCF project will build on a number of KICG's ongoing initiatives including:</p> <ul style="list-style-type: none"> <li>the application of UNDP's core approach to capacity development, capacity assessment and measurement of capacity results; and</li> <li>the establishment of knowledge platforms to gather and share information throughout the negotiation and development processes.</li> </ul> <p>LDC climate change negotiators will receive: i) training on general negotiation skills; and ii) technical knowledge on current negotiation topics. In addition to this capacity building of LDC climate change negotiators, the establishment of community of practice will consolidate the existing capacity and expertise of skilled LDC representatives. The community of practice will create a platform for collaborative learning among the LDC negotiators. The capacity building and community of practice will enhance the benefits of the KICG and provide a state-of-the-art knowledge-sharing platform.</p>

<ul style="list-style-type: none"> <li>UNITAR's e-Learning course Climate Change Diplomacy (UNITAR)</li> </ul>	<p>UNITAR provides training for negotiators and other officials for participation in UNFCCC processes.</p> <p>The training develops participants' understanding of climate change risks and negotiation processes. This strengthens their capacity for decision-making and for representing their countries' interests when negotiating climate change commitments.</p> <p>Activities also include training events tailored to national circumstances in specific countries.</p>	<p>Revise/develop training materials on diplomacy, negotiation terminology, formulating negotiation positions and understanding UNFCCC negotiation processes.</p> <p>Convene regional training workshops to strengthen the skills of LDC negotiators to participate effectively in intergovernmental climate change negotiations.</p> <p>Develop and/or update technical training materials, relevant to selected negotiation topics, on the latest available information on climate change science, technology and finance.</p> <p>Train senior negotiators on the latest available information on climate change science, technology and finance at the regional training workshops.</p> <p>Coordinate a community of practice to support LDCs to formulate negotiating positions as well as to interpret and respond to negotiation outcomes.</p> <p>Develop, through the community of practice, briefing notes on each agenda item prior to, and after, COP and SBI/SBSTA meetings.</p> <p>Establish communication networks between the community of practice and relevant national institutions in each LDC.</p> <p>Identify good practices from other multilateral agreements/conventions to inform the long-term operational strategy for the LDC Group.</p> <p>Facilitate group discussions, at</p>	<p>The proposed LDCF project will build on the e-Learning course by working together with UNITAR to expand the course for all LDCs and tailor it to their specific needs and national circumstances.</p> <p>LDC climate change negotiators will receive training on: i) general negotiation skills; and ii) technical knowledge on current negotiation topics. These topics align with the learning objective of the UNITAR e-Learning course. Community of practice and group discussions will create platforms for the LDC climate change negotiators to learn from their peers. These learning opportunities will enhance training and capacity building for the LDC negotiators.</p>
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		the regional training workshops or other relevant platforms, to formulate a long-term operational strategy for the LDC Group.	
<ul style="list-style-type: none"> <li>UNITAR's One UN Training Service Platform on Climate Change (UN CC:Learn)</li> </ul>	<p>UN CC:Learn supports member States, UN Agencies and other development partners in designing and implementing results-oriented and sustainable learning on climate change. This platform is now supporting five pilot projects in Benin, the Dominican Republic, Indonesia, Malawi and Uganda.</p>	<p>Train senior negotiators on the latest available information on climate change science, technology and finance at the regional training workshops.</p> <p>Coordinate a community of practice to support LDCs to formulate negotiating positions as well as to interpret and respond to negotiation outcomes.</p> <p>Establish communication networks between the community of practice and relevant national institutions in each LDC.</p> <p>Identify good practices from other multilateral agreements/conventions to inform the long-term operational strategy for the LDC Group.</p> <p>Facilitate group discussions, at the regional training workshops or other relevant platforms, to formulate a long-term operational strategy for the LDC Group.</p>	<p>The proposed LDCF project will build on the knowledge products produced through UN CC:Learn to generate training materials for the LDC negotiators.</p> <p>In addition, the learning products of UN CC: Learn will be made available to more LDCs and a broader base of potential learners in the LDCs through the training workshops, community of practice, communication network and group discussion provided by the proposed LDCF project.</p>
<ul style="list-style-type: none"> <li>National Implementing Entities (NIE) Direct Access project, implemented by UNEP</li> </ul>	<p>The NIE Direct Access project aims to strengthen the institutional and financial capacity of developing countries to facilitate accreditation of National Implementing Entities (NIE) for direct access to the Adaptation Fund and other international climate funds.</p> <p>This baseline project provides support on identification of capacities that already exist and additional</p>	<p>Identify good practices and effective national strategies within LDCs – pertaining to national institutional arrangements and coordination mechanisms in particular – for formulating national positions on climate change negotiations.</p> <p>Identify national institutional and technical capacities of individual LDCs required to: i) interpret decisions made at intergovernmental climate change negotiations; and ii) disseminate the resultant information to the appropriate sectors at a national level.</p>	<p>The LDCF project will help advance the capacity building of the NIE Direct Access project through the establishment or strengthening of national coordination mechanisms for climate change in LDCs. In particular, the project will increase the institutional and technical capacity of LDCs to prepare for and to participate in international meetings on climate change negotiation. Their knowledge on adaptation to climate change will also be increased which will</p>

	<p>capacities that may be needed within the appropriate entity. The project also supports the appropriate entities to prepare a capacity development strategy to address identified gaps. These may include capacities for financial management, procurement, monitoring and evaluation. UNEP further provides support services to NIEs in preparing an application for accreditation and technical assistance in developing adaptation project proposals under the direct access modality.</p>	<p>Develop and conduct e-Learning courses that provide technical staff with training on interpreting decisions made at COP and disseminating the resultant information to the appropriate sectors.</p> <p>Support LDCs – at the regional training workshops to develop tailored national strategies for: i) formulating national climate change positions; ii) interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate sectors at a national level.</p>	<p>help the LDCs to formulate adaptation project proposals. Hence, the LDCF project activities will contribute to increasing the capacity of LDCs to access international climate funds and to implement adaptation projects.</p>
<ul style="list-style-type: none"> <li>• UNEP and UNDP joint initiative: The Green Climate Fund (GCF) Readiness</li> </ul>	<p>The GCF Readiness will offer needs-oriented support to countries for accessing and using the GCF once the fund is fully operational. It is implemented by UNDP, UNEP, WRI, with financing from the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU).</p> <p>This baseline project will include: i) specific technical capacity building programmes in six target countries; ii) the development of national project pipelines on the basis of existing and potential specific national plans and policies; and iii) the development of in-country monitoring and tracking systems for climate finance. The monitoring and tracking systems will provide</p>	<p>Identify good practices and effective national strategies within LDCs – pertaining to national institutional arrangements and coordination mechanisms in particular – for formulating national positions on climate change negotiations.</p> <p>Identify national institutional and technical capacities of individual LDCs required to: i) interpret decisions made at intergovernmental climate change negotiations; and ii) disseminate the resultant information to the appropriate sectors at a national level.</p> <p>Develop and conduct e-Learning courses that provide technical staff with training on interpreting decisions made at COP and disseminating the resultant information to the appropriate sectors.</p> <p>Support LDCs at the regional training workshops to develop tailored national strategies for: i) formulating national climate change positions; ii)</p>	<p>The proposed LDCF project will build on the GCF Readiness by strengthening national institutional capacities to: i) support the integration of climate change into development planning; and ii) participate in UNFCCC processes, including reporting under the UNFCCC and accessing funding for climate change mitigation and adaptation. By increasing the capacity of LDCs to participate effectively to intergovernmental climate change processes including diplomacy and negotiation skills, the LDCF project will increase the LDCs' readiness to access the GCF. Additionally, the lessons learned from the capacity building activities of the LDCF project will inform the GCF Readiness on the best practices for capacity building of LDCs.</p>

	<p>feedback on shortcomings identified with GCF processes to support the work of the GCF board.</p>	<p>interpreting decisions made at intergovernmental climate change negotiations; and iii) disseminating the relevant information to the appropriate sectors at a national level.</p> <p>Identify national institutional and technical capacities required to collect, analyse, interpret and archive climate change information to facilitate reporting under the UNFCCC.</p> <p>Undertake a stocktaking of existing manuals, toolkits, and other resource materials for collection, analysis, dissemination and archiving of climate change data and information.</p> <p>Based on gaps identified through the stocktaking, develop and/or update manuals and toolkits – based on international best practice – on the collection, analysis, dissemination and archiving of information to facilitate reporting under the UNFCCC.</p>	
<ul style="list-style-type: none"> <li>UNDP and UNEP Knowledge Management Initiatives (KMIs)</li> </ul>	<p>KMIs use technology to coordinate and facilitate the exchange of climate change information.</p> <p>These baseline initiatives support climate change adaptation by: i) improving collaboration for innovation; ii) collating knowledge in tailored packages; iii) supporting strategic planning and policy processes; and iv) building capacity for climate change adaptation.</p>	<p>Provide knowledge products – including best-practice manuals, training materials and toolkits – in the official languages of LDCs, as appropriate/necessary.</p> <p>Collate knowledge products developed under the project, together with relevant existing knowledge products and resources, and them into web-based knowledge platforms and other delivery mechanisms.</p> <p>Present the knowledge generated and experiences gained through the regional training workshops and e-Learning courses in an existing newsletter.</p> <p>Disseminate knowledge on</p>	<p>The proposed LDCF project will build on the KMIs by promoting knowledge transfer between LDCs and between LDCs and non-LDCs on topics including integration of adaptation to climate change into development planning and implementation of national coordination mechanisms. Additionally, the KMIs will benefit from the increased availability of knowledge on adaptation to climate change and development of the existing knowledge platforms by the LDCF project. Lastly, the development of a funding strategy for knowledge-sharing platforms will</p>

		<p>intergovernmental climate change negotiations collected and generated by the project through existing knowledge platforms.</p> <p>Develop a funding mechanism/strategy to sustain these knowledge platforms beyond the implementation phase of the project.</p>	<p>increase the sustainability of these platforms to address the objectives of the KMIs.</p>
<ul style="list-style-type: none"> <li>The Climate Technology Centre and Network (CTCN)</li> </ul>	<p>CTCN is the operational component of the UNFCCC Technology Mechanism. It is hosted and managed by UNEP in collaboration with UNIDO and is supported by a consortium of 11 Centres of Excellence located in developing and developed countries. CTCN's mandate is to: i) build or strengthen the capacity of developing countries to identify technology needs; ii) facilitate the preparation and implementation of technology projects and strategies to support mitigation and adaptation interventions; and iii) promote low-emission and climate-resilient development. The centre began its operations in mid-2013, following the decision taken at COP-18 in Doha and UNEP's Governing Council of 2013.</p>	<p>Provide knowledge products – including best-practice manuals, training materials and toolkits – in the official languages of LDCs, as appropriate/necessary.</p> <p>Collate knowledge products developed under the project, together with relevant existing knowledge products and resources, and then into web-based knowledge platforms and other delivery mechanisms.</p> <p>Present the knowledge generated and experiences gained through the regional training workshops and e-Learning courses in an existing newsletter.</p> <p>Disseminate knowledge on intergovernmental climate change negotiations collected and generated by the project through existing knowledge platforms.</p> <p>Develop a funding mechanism/strategy to sustain these knowledge platforms beyond the implementation phase of the project.</p>	<p>The proposed LDCF project will build on CTNC by generating state-of-the-art information on climate change technology in the official languages of LDCs. Furthermore, the project will facilitate the exchange and dissemination of this information to the LDCs. Lastly, the technical and institutional capacity of LDCs to implement adaptation technology projects will be increased by the project.</p>