



REQUEST FOR CLIMATE CHANGE ENABLING ACTIVITY

PROPOSAL FOR FUNDING UNDER THE GEF TRUST FUND

PART I: PROJECT IDENTIFIERS

Project Title:	Namibia's Second Biennial Update Report (BUR2)		
Country(ies):	Namibia	GEF Project ID: ¹	9036
GEF Agency(ies):	UNDP	GEF Agency Project ID:	5555
Other Executing Partner(s):	Ministry of Environment and Tourism	Submission Date:	21 April 2015
GEF Focal Area (s):	Climate Change	Project Duration (Months)	24
Type of Report:	Biennial Update Report	Expected Report Submission to Convention	December 2016

A. PROJECT FRAMEWORK*

Project Objective: To assist Namibia in the preparation and submission of its Second Biennial Update Report (BUR2) for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC)				
Project Component	Project Outcomes	Project Outputs	(in \$)	
			GEF Project Financing	Confirmed Co-financing ²
a) Institutional arrangements	1. Existing Institutional arrangements strengthened and information on national circumstances updated	1.1. Description of the strengthened institutional arrangements put in place to enable Namibia successfully prepare its biennial update reports on a continuous basis	12,000	0
b) National Circumstances	2. Updated write-up on the National Circumstances and Institutional Arrangements of Namibia with respect to climate change issues	2.1. Provision of updated information on Namibia's socio-economic and environmental profiles including geography, demography, natural resources, climate and land use amongst others 2.3. Description of Namibia's development priorities and specific needs and concerns at national and regional levels arising from the adverse effects of climate change		
c) Prepare the national inventory of all GHG emissions	3. National GHG inventory on emissions by sources and removal by sinks prepared for the years 2011 and 2012	3.1. The National GHG Inventory Team established during the preparation of the BUR1 is further strengthened for the IPCC sectors Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU), and Waste 3.2. The institutional arrangements developed during the preparation of the BUR1 is strengthened to better produce the national reports to the Convention.	120,000	0

¹ Project ID number will be assigned by GEFSEC and to be entered by Agency in subsequent document submission.

² Co-financing for enabling activity is encouraged but not required.

		<p>3.3. Activity data for the energy, IPPU, AFOLU, and waste sectors collected, quality controlled and fed into the 2006 IPCC software for the year 2012 and emission estimates generated including Uncertainty analysis, Key Category Analysis and an improvement plan with all the steps , procedures, AD and workings documented and added to the existing database</p> <p>3.4. Emission factors for key source categories improved to represent national circumstances as feasible</p> <p>3.5 The GHG inventory team is provided with a second round of hands-on training after the one imparted during the BUR1 to collect AD, enter these in the software and generate emissions and reports for inclusion in the BUR2</p> <p>3.6. Constraints and gaps as well as further capacity building are identified and reported</p> <p>3.7. A GHG inventory report is produced and included in the BUR2</p>		
d) Mitigation actions and their effects	4. Mitigation actions and their effects investigated	<p>4.1. Strengthen the technical capacity of the established National Mitigation Team</p> <p>4.2. Data collection and analysis of relevant information regarding the mitigation actions or group of actions being developed</p> <p>4.3. Mitigation actions or groups of actions being developed described, including, sector, coverage, objectives, methodologies, and mitigation potential estimates</p> <p>4.4. Investigate the effects of the mitigation actions on other sector</p> <p>4.5. Conduct a Cost Benefit Analysis (CBA) of the mitigation actions being developed up until 2030</p> <p>4.6. Complete the mitigation section of the BUR</p> <p>4.7. Support Namibia in development of its first Nationally Appropriate Mitigation Action (NAMA)</p>	100,000	0
e) Constraints and gaps, and related financial, technical and capacity needs	5. Constraints and gaps, and related financial, technical and capacity needs identified and solutions found	<p>5.1. Technology, financial and capacity needs for mitigation assessed</p> <p>5.2. Review and assess constraints, gaps, technology, financial and capacity needs</p> <p>5.3. Identify new constraints, gaps, technology, financial and capacity needs</p> <p>5.4. Identify and propose solutions to the constraints, gaps, technology, financial and capacity needs</p> <p>5.5. Information updated on technology needs and technology support received</p>	10,000	0

f) Information on domestic measurement reporting & verification	6. Information on domestic measurement reporting & verification included	6.1. Awareness raising and identification of the different options and possibilities for the domestic Measurement, Reporting & Verification (MRV) according to national circumstances and capacity and taking into account the different nature of the mitigation actions, as identified in BUR1 6.2. Support the process of strengthening the national institutional arrangements and framework for domestic MRV	38,000	0
g) Other information considered relevant	7. Other information considered relevant to the achievement of the objective of the convention reported	7.1. Identification and review of all information relevant to the achievement of the objective of the convention 7.2. Documentation and reporting of the information to the UNFCCC 7.3. Information on the level of support received to enable the preparation and submission of the BUR2	5,000	0
h) Preparation and submission of biennial update report	8. Biennial update report prepared and submitted to UNFCCC	8.1. Second Biennial Update Report compiled and submitted according to the guidelines as outlined Dec. 2/CP. 17 for non-Annex I parties	27,000	0
i) Monitoring and Evaluation	9. Monitoring and Evaluation of the project outcomes and outputs done	9.1. Hold inception workshop and produce report 9.2. Perform quarterly and periodic M&E 9.3. Prepare annual report 9.4. Prepare final evaluation report 9.5. Financial Audits	8,000	0
		Subtotal	320,000	0
		Project Management Cost ³ (including Direct Project Services Cost: 5,000) ⁴	32,000	50,000
		Total Project Cost	352,000	50,000

* List the \$ by project components. Please attach a detailed project budget table that supports all the project components in this table.

B. SOURCE OF CO-FINANCING FOR THE PROJECT BY NAME AND BY TYPE

Sources of Co-financing	Name of Co-financier	Type of Co-financing	Amount (\$)
Recipient Government	Ministry of Environment and Government	In-kind	50,000
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
Total Co-financing			50,000

³ This is the cost associated with the unit executing the project on the ground and could be financed out of trust fund or co-financing sources. For EAs within the ceiling, PMC could be up to 10% of the Subtotal GEF Project Financing.

⁴ Project Direct Cost, e.g. recruitment of Project Personnel and Consultants by UNDP CO

C. GEF FINANCING RESOURCES REQUESTED BY AGENCY, COUNTRY AND PROGRAMMING OF FUNDS

GEF Agency	Trust Fund	Country Name/Global	Programming of Funds	(in \$)		
				GEF Project Financing (a)	Agency Fee ^{a)} / (b) ²	Total c=a+b
UNDP	GEF TF	Namibia <input checked="" type="checkbox"/>	Climate Change	352,000	33,440	385,440
(select)	(select)	<input type="checkbox"/>	(select as applicable)			0
(select)	(select)	<input type="checkbox"/>	(select as applicable)			0
(select)	(select)	<input type="checkbox"/>	(select as applicable)			0
(select)	(select)	<input type="checkbox"/>	(select as applicable)			0
(select)	(select)	<input type="checkbox"/>	(select as applicable)			0
(select)	(select)	<input type="checkbox"/>	(select as applicable)			0
(select)	(select)	<input type="checkbox"/>	(select as applicable)			0
(select)	(select)	<input type="checkbox"/>	(select as applicable)			0
Total Grant Resources				352,000	33,440	385,440

a) Refer to the Fee Policy for GEF Partner Agencies

PART II: ENABLING ACTIVITY JUSTIFICATION

A. ENABLING ACTIVITY BACKGROUND AND CONTEXT

(Provide brief information about projects implemented since a country became party to the convention and results achieved):

Namibia ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1995 and acceded to its Kyoto Protocol in 2003, as a non-Annex I Party. As a Party to the convention Namibia has the obligation to report on the measures adopted and implemented through its policies and measures to adapt to and mitigate the effects of climate change, thereby contributing to the attainment of the objective of the Convention.

To honour and meet its reporting obligation, Namibia has so far prepared and submitted two national communications to the UNFCCC: the Initial National Communication (INC) in 2002, with a national GHG inventory for the base year 1994 and the Second National Communication (SNC) in 2011 which reported on GHG for the base year 2000, as mandated by articles 4 and 12 of the Convention. Namibia is currently busy with its Third National Communication which is due for submission in December 2015. In the TNC, Namibia is updating the inventory of the year 2000 and estimating emissions to complete a full time series up the year 2010.

In accordance with decisions taken during COP 16 and 17 for non-Annex I Parties, Namibia prepared its First Biennial Update Report (BUR) that was submitted at COP 20, in Lima, Peru. The BUR1 reported on the established institutional arrangement during the preparation of the BUR1, the GHG inventory for the year 2010 including AD collection procedures, databasing and archiving, capacity building undertaken to produce GHG inventories in-house in the medium term, mitigation analysis and their effects and domestic Monitoring, Reporting and Verification (MRV) system.

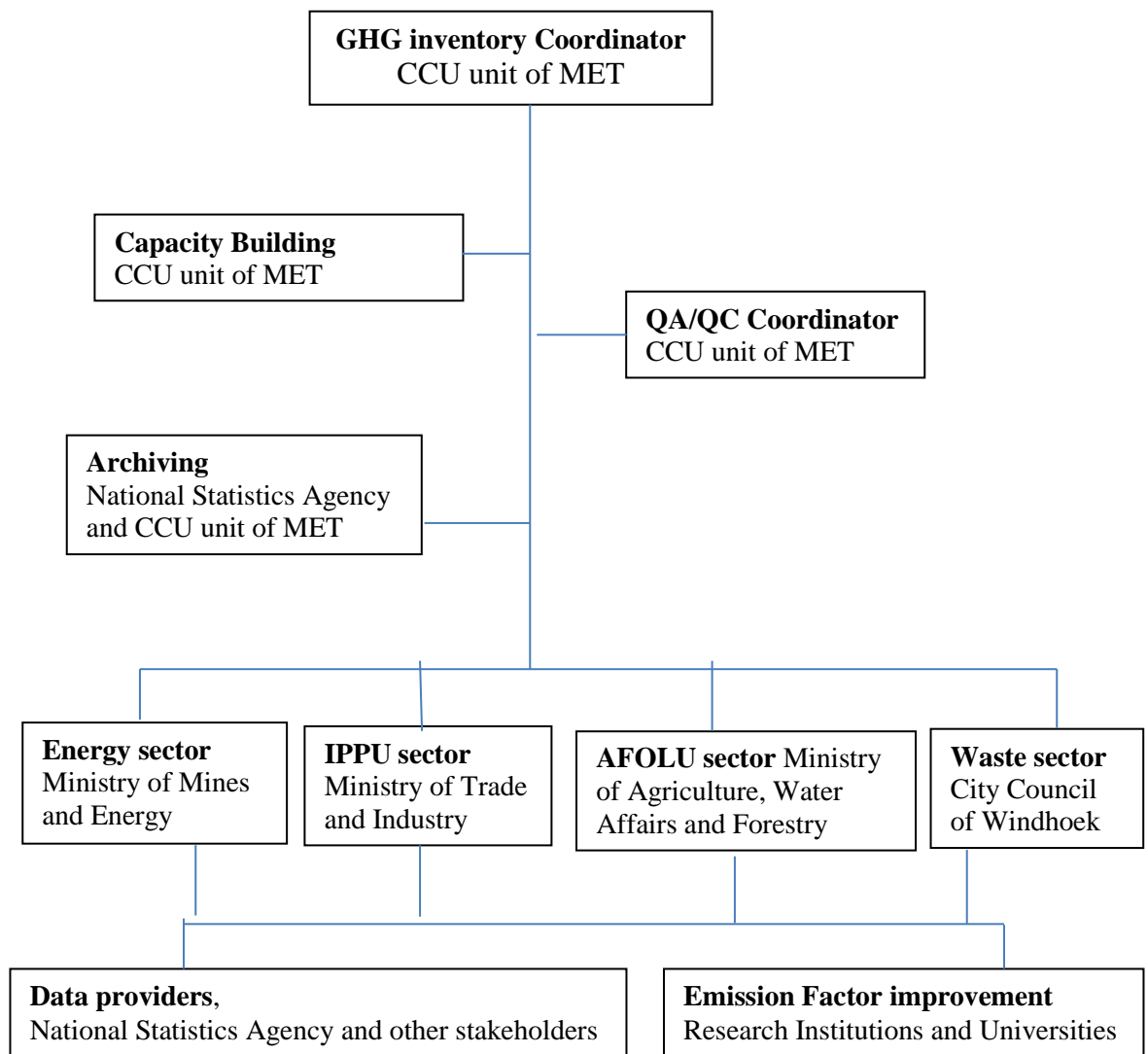
The institutional arrangements adopted during the preparation of the BUR1 and presently for the ongoing TNC as depicted in Table 1 below will be strengthened. AD collected by the various institutions and ministries are centralized and stored at the National Statistics Office. These constitute the main source of AD for estimating emissions and are supplemented with data from the private sector through direct contacts. These AD are also stored along with the workings and documentaton in the IPCC software as provided for in the notes section. With the shift from consultants to in-house preparation of the GHG inventory, the teams respectively responsible for the four IPCC sectors were trained on AD collection, quality control and assurance, keying in of data in the IPCC software for generating emissions and preparing summary reports for inclusion in the BUR1. This exercise will continue as it is a difficult challenge for newly introduced staff to master this process in a single session of training.

Results from BUR1 indicate that Namibia remained a net GHG sink in 2010 with the sink capacity enhanced compared to the year 2000 and 1994. Throughout the period 1994, 2000 and 2010, the Energy sector remained the highest emitting sector followed by IPPU while the waste sector contributed only a small portion of the GHG emissions.

The Ministry of Environment and Tourism (MET) is the government agency tasked with coordinating climate change issues in Namibia, with the multi-sectoral national climate change committee providing the overall oversight. Thus has been coordinated the national communications as well as the recently concluded BUR process.

In its efforts to combat climate change, Namibia approved the National Policy on Climate Change for the country in 2011. This Policy provides a regulatory framework within which climate change issues are managed. The accompanying Climate Change Strategy and Action Plan were recently endorsed by the Cabinet of the Republic of Namibia. The Strategy will be implemented from the year 2013 to 2020 after which it will be reviewed. Furthermore, Namibia has over the past few years, implemented various projects on climate change adaptation and mitigation. One such project of relevance to GHG reduction and mitigation is the Namibia Renewable Energy Programme (NAMREP), a project, which was co-funded by GEF, aimed at improving livelihoods and income

Table 1. Institutional Arrangements



generation opportunities of rural people by providing them with access to off-grid solar energy technologies. Another such project is the Namibia Energy Efficiency Programme (NEEP), also co-funded by GEF. The project aimed at reducing Namibia's energy related GHG emissions through the promotion of nationwide adoption of energy-efficient technologies and practices in the commercial and residential buildings such as government offices, hospitals, hotels, schools and a few examples of residential buildings.

Another project currently on-going is the Concentrating Solar Power Technology Transfer for Electricity Generation in Namibia (CSP), which aims at increasing the share of renewable energies in the Namibian energy mix by developing the necessary technology framework and conditions for the successful transfer and deployment of CSP technology for on-grid power generation, thereby reducing GHG emissions. The actions and steps above indicate that Namibia considers climate change to be an important development issue and they demonstrate Namibia's commitment towards playing its role for the achievement of the UNFCCC. Namibia is currently busy with its Third National Communication which has been implemented concurrently with the first Biennial Update Report (BUR1).

<p>B. ENABLING ACTIVITY GOALS, OBJECTIVES, AND ACTIVITIES (The proposal should briefly justify and describe the project framework. Identify also key stakeholders involved in the project including the private sector, civil society organizations, local and indigenous communities, and their respective roles, as applicable. Describe also how the gender dimensions are considered in project design and implementation):</p>	<p>Justification of the proposal: Namibia has so far submitted two National Communications and the first Biennial Update Report (BUR1) to the COP. The approach taken during the preparation of the two communications has to a certain extent built technical and institutional capacities, but not to the desired levels. This was strengthened when preparing the BUR1. However due to time and other limitations, there is still a serious need for further capacity building and development of institutional arrangements. The BUR2 will provide the platform to further strengthen the existing institutional arrangements and enhance capacity of the working groups established under previous NCs and BUR projects.</p> <p>Goal: To fulfill the decisions of COP 16 & 17, which require developing countries to submit biennial update reports (BURs) containing updates of national greenhouse gas inventories, including a national inventory report and information on mitigation actions, needs and support received.</p> <p>Objective: Enable Namibia to prepare and submit its second BUR in line with COP 16 & 17 decisions for non-Annex 1 parties.</p> <p>The project is in line with the GEF’s climate change mitigation objective CCM3 under GEF-6: Foster Enabling Conditions to Mainstream Mitigation Concerns into Sustainable Development Strategies which provides support to Non Annex I countries at fully agreed cost to prepare their BUR in a timely manner.</p> <p>Namibia intends to strengthen institutional, technical and analytical capacities through the preparation of the BUR2 with the financial assistance of the GEF. The main activities will be:</p> <ol style="list-style-type: none"> 1. Enhance existing institutional arrangements and update information on national circumstances 2. Prepare a National inventory on emissions by sources and removal by sinks of GHG for the year 2012 in line with IPCC requirements through the use of the IPCC 2006 Guidelines and software 3. Assess and report on specific mitigation actions implemented by the country and their outcomes including emissions reductions as far as possible 4. Provide information on constraints and gaps, and related financial, technical and capacity needs, including a description of the support needed and received 5. Provide information on the domestic measurement, reporting & verification system being developed according to the national circumstances and capabilities 6. Report on the level of support received to enable the preparation and submission of the BUR2 7. Provide any other information relevant to the achievement of the objective of the convention that are suitable for inclusion in the BUR. 8. Prepare and submit the Biennial Update Report to the COP
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Stakeholders: The stakeholders will be the Ministry of Environment and Tourism, through the Directorate of Environmental Affairs, which will be the implementing agency and coordinating body for the project, with the oversight and monitoring being provided by the NCCC. The project will be implemented under the TNC PMU, which is already established and operational. Based on the experience from the national communications and BUR1, one of the lessons learnt is that the most effective way to address climate change is to allow for a real co-management of the issues where all the relevant stakeholders will be involved. Therefore this project will be implemented with several key stakeholders involved. These include, but are not limited to the Ministry of Agriculture, Water and Forestry; Ministry of Mines and Energy; Ministry of Works, Transport and Communication; National Planning Commission; Ministry of Trade and Industry; Nampower; University of Namibia; Polytechnic of Namibia; Namibia Statistics Agency; the private sector; civil society groups, NGOs and community based organizations. The roles of the main stakeholders in the BUR2 preparation process is more explicitly given below:

Stakeholder	Role
Ministry of Environment and Tourism	Implementing agency and overall coordination
Ministry of Agriculture, Water and Forestry	GHG inventory lead for AFOLU
Ministry of Mines and Energy	GHG inventory lead for Energy
Ministry of Works, Transport and Communication	AD and other information on transport, road infrastructure
Ministry of Trade and Industry	GHG inventory lead for IPPU
Ministry of Fisheries	AD and other information on Fisheries sector
National Planning Commission	Info on policies and strategies, and funding
Nampower	AD and other info on electricity generation
Namibia Statistics Agency	AD and info for GHG inventory, archiving and socio-economics scenarios
University of Namibia	Develop national emission factors
Polytechnic of Namibia	Develop national emission factors
Electricity Control Board	Info on energy policies and electricity generation
Namibia Roads Authority	AD on vehicles and road transport
Namibia Airports Authority	AD on civil aviation
Department of Forestry	AD on FOLU, develop emission and other stock factors
Namibia Agronomic Board	AD and info on agriculture, fertilizer and practices
City Council of Windhoek	GHG inventory lead for Waste
Swakopmund and Walvis Bay councils	AD on waste for inventory and mitigation
MeatCo Namibia	AD on livestock sector
Agra	AD and info on agriculture, fertilizer and practices
Desert Research Foundation	Studies and surveys for GHG inventory and EFs
FeedMaster	Info on livestock feeds
TransNamib	AD on rail transport
Civil aviation office	AD on LTOs and bunkering

Gender dimension: Woman and children are highly vulnerable to climate change, hence the need for women to be meaningfully involved, not only as beneficiaries but also in the decision-making process of climate change related activities. Women and men are affected differently by climate change and this has an implication on the various adaptation and mitigation measures to be initiated. Under this project special emphasis will be placed on gender related issues in the working groups. This will help to better understand the role of women, men and children in mitigating and adapting to climate change while integrating them in the process.

<p>C. DESCRIBE THE ENABLING ACTIVITY AND INSTITUTIONAL FRAMEWORK FOR PROJECT IMPLEMENTATION (discuss the work intended to be undertaken and the output expected from each activity as outlined in Table A).</p>	<p>Institutional framework</p> <p>The BUR project intends to strengthen Namibia’s capability to meet its obligations as a non-Annex 1 party to the UNFCCC in line with the decisions of COP 16 &17. It will ensure the above is done by providing technical training, tools and methods that the national team requires to carry out credible GHG inventory to meet IPCC requirements. It will also seek to ensure that sustainable mechanisms are put in place to ensure that future GHG inventories will be done comprehensively and in a sustainable manner.</p> <p>Similar to the BUR1, the BUR2 project will be implemented by the Ministry of Environment and Tourism, through the Department of Environmental Affairs, as the government ministry tasked with the responsibility for coordination of climate change activities in the country. The role of MET will be to provide strategic guidance to the project, facilitate smooth project implementation and to monitor project progress. The NCCC will serve as the project steering committee and provide policy and strategic guidance for the implementation of project activities and also play an oversight role of the project as a whole. The BUR2 will strengthen and further capacitate the working groups established under BUR1 and TNC.</p> <p>The national teams will be responsible for collecting data as outlined in the stakeholders section, under the coordination and supervision of the project coordinator. Budgetary allocation will be made to ensure for effective implementation under each sector. An institution will lead the work on each IPCC sector with the support of other experts from concerned institutions. The overall supervision and clearing of final products will be done by the National Committee on Climate Change. The Government of Namibia will provide in-kind contribution equivalent to a value of USD 50,000. The in-kind support to the project by government will be through the use of office equipment, premises for conference and meetings, the provision of office space and the administrative framework. It will also provide the technical coordinator (project manager) for the project.</p> <p>Activities for Project implementation:</p> <ol style="list-style-type: none"> 1. Strengthen institutional arrangements and update information on National circumstance <p>The Institutional arrangements developed for the BUR1 and TNC preparation will be reviewed in light of shortcomings encountered and updated with new stakeholders added as necessary. The roles of the various institutions will be reviewed to enhance their participation in the UNFCCC process to improve the quality of the BUR and NC reports. Information on the Institutional Arrangements and the framework being improved, including the whole list of stakeholders, to enhance effective implementation of the Convention and reporting thereon to the COP will be provided in the BUR2.</p> <p>Information on the national circumstances presented in the BUR1 will be reviewed and updated to reflect mainstreaming of climate change issues within the development strategies of the country. This component will provide the latest information as far as possible on the geography, demography, natural resources, socio-economic and environmental profiles, climate, land use, health and other sectors with particular reference to climate change impacts, adaptation, emissions and sinks, mitigation and other related information on Namibia’s efforts to implement the Convention. Thus, the COP will be provided with the most complete set of latest information for action at the international level.</p>
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2. National GHG Inventory

Namibia has so far prepared and submitted to the UNFCCC, 3 national GHG inventories. Namibia prepared its first inventory covering the base year of 1994, which was reported in the initial national communication submitted in 2002, while the second inventory for base year 2000 was submitted in the second national communication which was submitted in 2011. The two GHG inventories were mainly outsourced. Namibia has completed its BUR1 that was submitted at COP 20, with a GHG inventory for the year 2010. The TNC which is currently underway will cover the period 2001 to 2009 to provide for a complete time series for the period 2000 to 2010 using the same methodologies for consistency with the one for the year 2000 recalculated.

Presently under the TNC, the different approach adopted for the BUR1 aiming at institutionalize the GHG inventory process was undertaken. A working group was established to collect good quality data, analyze it and compute estimates of emissions for the inventory under the guidance and supervision of a consultant. This institutionalization process has been partially successful through the training and capacity building imparted to the national experts. However, this was a very difficult challenge and more efforts need to be invested in capacity building in order for the WG to be conversant with the whole process and become fully operational. Thus, the preparation of the inventory component of the BUR2 will build on what has been achieved so far in terms of institutionalization of the GHG inventory process and development of a GHG inventory management system. The main activities to be undertaken under this component will lead to the following outcomes:

- The established national GHG inventory management system and institutional arrangements are strengthened, thus reflecting the improvements in the institutionalization process that started with the BUR1 and ongoing with the TNC;
- Further capacity building imparted to the GHG inventory team members to produce better quality inventories;
- Activity data collected for the Energy, IPPU, AFOLU and Waste sectors for the year 2012
- Emission factors are reviewed and improved as far as possible, namely for the key source categories to better reflect national circumstances and improve the quality of the inventory;
- Estimates of emissions and/or sinks computed using the IPCC 2006 Guidelines and software, attempting to move to the Tier 2 level wherever possible;
- The existing database for the year 2010 from the BUR1 will be consolidated with the data collected for the year 2012;
- An archiving system will be created for databases with all activity data and related information and computations on a yearly basis for the years 2010 and 2012;
- GHG inventory estimates and sinks for the IPCC categories are computed and reported for the year 2012 including the KCA and Uncertainty analyses, and an improvement plan;
- A chapter is written for inclusion in the BUR2 report

	<p>3. Mitigation measures and their effects Although Namibia’s contribution to global GHG emissions is negligible, the country is committed to putting measures in place to mitigate climate change through the reduction of GHG emissions and increasing sinks. Mitigation measures are usually informed by the sources and sinks of GHGs, thus making this component of the BUR2 to be closely linked to the GHG inventory one. A mitigation analysis was also covered under BUR1, though not extensively due to time constraint. This will be further expanded under the TNC and reported in the BUR2. A working group has been established under BUR1 and TNC. The same WG will be reviewed and used under BUR2. Specific activities include: Strengthen the established national mitigation working group; Data collection and analysis of relevant information regarding mitigation actions or group of actions developed and planned; and Conduct a mitigation analysis, identifying the priority mitigation actions and their effects on both GHG emissions and non-GHG related impacts (such as sustainable development and other relevant impacts).</p> <p>4. Constraints and gaps, and related financial, technical and capacity needs Namibia conducted an assessment of Technology Needs Assessment (TNA) for Mitigation and Adaptation to climate change which was submitted under the Second National Communication, following a process recommended by the UNDP/GEF. As part of the TNC, the TNA will be reviewed and consolidated in accordance with the UNDP revised methodologies. Constraints and gaps and related financial, technical and capacity needs have been identified under the BUR1 and these will be reviewed and updated under the BUR2. BUR2 will also identify any progress on capacity development that may have occurred since BUR1 as well as ways to ensure that the capacity building efforts are mainstreamed into the relevant sectoral institutions.</p> <p>5. Domestic Monitoring, Reporting and Verification Namibia has just initiated its first NAMA process, the NAMA will be on off-grid rural electrification in rural Namibia. This NAMA process comes at the right time when the country is trying to set up its domestic MRV, in order to measure, report and verify the NAMA. BUR2 will help institutionalize and put in place the MRV system proposed in the BUR1.</p> <p>6. Preparation and submission of FBUR</p> <p>When all of the above activities are completed the Second Biennial Update Report (BUR2) will be compiled according to the guidelines and it will be submitted to the Conference of Parties (COP 22) to the UNFCCC in December 2016.</p>
<p>D. DESCRIBE, IF POSSIBLE, THE EXPECTED COST-EFFECTIVENESS OF THE PROJECT:</p>	<p>The project will bring international experts to Namibia to provide additional hands-on training to the national GHG inventory team as it is more efficient and cost effective than sending the team outside Namibia for training purposes. As well more national experts will be exposed to the capacity building process so as to take care of staff movements, promotions and other unforeseen circumstances that may crop up during the preparation of future BURs. The approach will be that of training of trainers whereby trained members will be required to impart skills further to their counterparts/colleagues. BUR2 aims to build on what has already been achieved under TNC and BUR1. BUR2 will use the already existing TNC PMU and it will be implemented together with NCs to allow for synergies.</p>

E. DESCRIBE THE BUDGETED M&E PLAN:

The project will be monitored through the following M& E activities.

Project start:

A Project Inception workshop will be held within the first 3 months of project start with stakeholders that have roles in the project organization structure, UNDP country office and Ministry of Environment and Tourism and where feasible regional technical policy and programme advisors as well as other stakeholders. The Inception workshop is crucial to building ownership for successful project implementation and to plan the project and first year detailed work plans. An Inception workshop report is a key reference document and will be prepared and shared with all participants to formalize agreements and plans agreed during the meeting.

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 capitalization 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.

Bi-annually:

Status Survey Questionnaires to indicate progress and identify challenges as well as technical support needs will be carried out twice a year.

Periodic Monitoring:

Day to day monitoring of implementation progress will be the responsibility of the Project Manager, who will serve both the coordinating and technical role of the BURs project. Periodic monitoring of implementation progress will be jointly undertaken by the MET DEA and UNDP-CO through quarterly meetings with the project proponent (MET DEA).

End of Project:

During the last three months, the project team will prepare a brief terminal report. This brief report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved.

Learning and knowledge sharing: Results from the project will be documented on a regular basis, disseminated within and beyond the project intervention zone (Namibia, NCCC, UNDP CO) through existing information sharing networks and fora in country and within the UNDP and UNFCCC.

Audit clause:

Audit on project will follow UNDP Financial Regulations and Rules and applicable Audit policies.

F. EXPLAIN THE DEVIATIONS FROM TYPICAL COST RANGES (WHERE APPLICABLE):	N/A
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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 template).

NAME	POSITION	MINISTRY	DATE (Month, day, year)
Mr. Teofilus Nghitila	Environmental Commissioner	ENVIRONMENT AND TOURISM	12/03/2014

B. CONVENTION PARTICIPATION

CONVENTION	DATE OF RATIFICATION/ ACCESSION (mm/dd/yyyy)	NATIONAL FOCAL POINT	
UNCBD	16 MAY 1997	MR: TEOFILUS NGHITILA	
UNFCCC	16 MAY 1995	MR. PETRUS MUTEYAU LI	
UNCCD	16 MAY 1997	MR: TEOFILUS NGHITILA	
STOCKHOLM CONVENTION	24 JUNE 2005	DR. FRED SIKABONGO	
	DATE SIGNED (MM/DD/YYYY)	NATIONAL FOCAL POINT	DATE OF NOTIFICATION UNDER ARTICLE 7 TO THE MINAMATA CONVENTION SECRETARIAT
MINAMATA CONVENTION			

C. GEF AGENCY(IES) CERTIFICATION

This request has been prepared in accordance with GEF policies⁵ and procedures and meets the standards of the GEF Project Review Criteria for Climate Change Enabling Activity approval in GEF 6.					
Agency Coordinator, Agency name	Signature	Date (Month, day, year)	Project Contact Person	Telephone	E-mail Address
Adriana Dinu, Executive Coordinator, UNDP-GEF		February, 18, 2015	Yamil Bonduki, Programme Manager, UNDP (Green-LECRDs)		yamil.bonduki@undp.org

⁵ GEF policies encompass all managed trust funds, namely: GEFTF, UNCF, and SCCF

ANNEX A

CONSULTANTS TO BE HIRED FOR THE ENABLING ACTIVITY

<i>Position Titles</i>	<i>\$/ Person Week</i>	<i>Estimated Person Weeks</i>	<i>Tasks to be Performed</i>
For EA Management			
Local			
Project Coordinator	350	130	<ul style="list-style-type: none"> • Overall day to day management of the project • Ensure effective communication and adequate information flow between PMU and relevant stakeholders • Supervise project staff and consultants hired • Prepare and submit periodic reports as required • Plan, coordinate and manage training activities for the national teams • Approve the terms of reference for the international and local consultants and experts to be hired for the implementation of the project • Overall monitoring and management of financial resources allocation and accounting to ensure accurate and reliable financial reports • Follow the process of international negotiations in the UNFCCC and respective decisions related to reporting of Non-Annex 1 parties
Project Assistant	200	70	<ul style="list-style-type: none"> • Assist with the management the day-to-day operations of the FBUR project • Filing and documentation management of all the official documents to keep project files • Assist in the preparation of documentation in advance of and following all meetings, and preparing minutes as required • Ensuring that necessary financial, procurement, disbursement and related matters are adequately addressed in line with UNDP and GRN procedures • Assist with the organization of workshops, training sessions and other related activities for the project • Coordinating and assisting in travel arrangements for project personnel and activities.