



# REQUEST FOR CLIMATE CHANGE ENABLING ACTIVITY

## PROPOSAL FOR FUNDING UNDER THE GEF Trust Fund

### PART I: PROJECT IDENTIFIERS

EA Title:	Second Communication to the UNFCCC		
Country(ies):	Timor-Leste	GEF Project ID: <sup>1</sup>	
GEF Agency(ies):	UNDP (select)	GEF Agency Project ID:	5295
Other Executing Partner(s):	Ministry of Commerce, Industry and Environment	Submission Date:	3 June 2014
GEF Focal Area (s):	Climate Change	Project Duration (Months)	36
Check if applicable:	NCSA <input type="checkbox"/> NAPA <input type="checkbox"/>	Agency Fee (\$):	95,000

### A. EA FRAMEWORK\*

EA Objective: To assist Timor-Leste in the preparation of its Second National Communication to the UNFCCC					
EA Component	Grant Type	Expected Outcomes	Expected Outputs	Grant Amount (\$)	Confirmed Co-financing (\$)
National Circumstances	TA	1. National circumstances reviewed and updated and a chapter on National Circumstances prepared	1.1. All available national and sectoral strategies, plans, programmes and studies, and institutional arrangements relevant to the formulation of the SNC, including national development plans and poverty reduction strategy papers and strategies analyzed. 1.2. Information on geographical characteristics including climate, forests, land use and other environmental characteristics and information on population, economy and other service sectors updated. 1.3. Information regarding specific needs and concern arising from the adverse impacts of climate change and the implementation of response strategies provided.	34,000	10,000
Green House Gas (GHG) Inventory	TA	2. GHG inventory reviewed, updated and the National GHG Emission Inventory for the period 2011-2014	2.1. Awareness among national institutions on methods of inventory preparation and needs for emission coefficients increased	150,000	20,000

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

		prepared.	<p>2.2. Local emission factors for agriculture, industry, waste, forestry, land use change and energy sectors generated</p> <p>2.3. National GHG Emission Inventory for the period 2011-2014 prepared, highlighting emission sources and sinks including key source analysis.</p> <p>2.4. Development of Database Management system not only for GHGs but also for other gases developed.</p> <p>2.5. Capacity to prepare future GHG Inventory enhanced</p> <p>2.6. National data collection capability enhanced and GHG Inventory management system designed.</p>		
Vulnerability and impacts and programmes containing measures to facilitate adequate adaptation to climate change	TA	.Programmes/actions plan containing measures to facilitate adequate adaptation to climate change are carried out	<p>3.1. Information on key socio-economic sectors (food, water security etc.) vulnerable to climate change updated.</p> <p>3.2. Scientific, technical and institutional capabilities for V&amp;A assessments improved.</p> <p>3.3. Vulnerability assessment focusing specially on agriculture and land degradation conducted</p> <p>3.4. Adaptation plan based on the findings of the vulnerability assessment conducted</p> <p>3.5. Programmes/measures to motivate studies on adaptation and mitigation barrier removal mechanisms in mainstreaming climate change formulated.</p>	150,000	10,000

Programmes containing measures to mitigate GHG emission	TA	4. Programmes containing measures to mitigate GHG emission are formulated.	<p>This component will fully build on the findings from component 2, and therefore the GHG Inventory for 2011-2014</p> <p>4.1. Current Government Policies analyzed and policies needed for implementation of recommended mitigation options suggested.</p> <p>4.2. Development of baseline and mitigation scenarios for priority sectors updated.</p> <p>4.3. Development of draft National Mitigation Plan covering the LULUCF, agriculture, waste and energy sectors that identifies ways to take an advantage of financing opportunities under NAMAS and other mitigation-related frameworks such as REDD/REDD+</p>	190,000	20,000
Other information considered relevant towards achieving the objective of the UNFCCC and constrains and gaps; related financial, technical & capacity needs.	TA	5. Other relevant information is described. (e.g. research programmes / systematic observation, technology transfer, education, training and public awareness, capacity building, information and networking).	<p>5.1. Integration of climate change issues into relevant social, economic and national environmental policies improved.</p> <p>5.2. Awareness on climate change issues among the Government of Timor-Leste and also general public deepened.</p> <p>5.3. Capacity building efforts enhanced and information exchange mechanisms among public and NGOs strengthened and made more sustainable over time.</p> <p>5.4. Technology, financial and capacity needs for mitigation and adaptation plans identified.</p>	40,000	20,000

Constraints and gaps	TA	6. Constraints and gaps, related financial, technical & capacity needs are assessed	6.1. Constraints, gaps and needs, and activities for overcoming gaps, etc. assessed. 6.1.Information on financial resources and technical support provided by the Government of Timor-Leste and by the GEF, Annex II Parties or bilateral and multilateral institutions, for activities related to climate change documented. 6.2. A list of projects proposed for financing both from national and international funds and donors prepared. 6.3.Information on barriers to the implementation of adaptation measures collected and assessed. 6.4.Information on other relevant needs and/or areas for capacity building collected and analyzed.	40,000	20,000
Compilation, translation and edition of final report	TA	7. Stakeholder consultations, meetings organized, six draft chapter produced and peer reviewed of final SNC report produced.	7.1 SNC is produced, edited, finalized, translated published, distributed among the stakeholders.	20,000	20,000
Nationally determined contributions	TA	8. Nationally determined contributions are analysed.	8.1 Desk review conducted 8.2.Consultations organized. 8.3. target setting analysed carried out 8.4. Contributions determined and reported.	90,000	20,000

Institutional climate change capacity building and knowledge sharing	TA	9. Constraints and Gaps, Related Financial, Technical & capacity needs in climate change assessed, business models identified, roles and responsibilities analyzed and development mechanisms identified.	9.1.Constraints gaps and capacity needs assessment finalized, 9.2. Business models developed 9.3. Strategies and operational plans developed 9.4. Institutional capacity on climate change enhanced	185,090	20,000
Monitoring and Evaluation	TA	10. M&E plan implemented	10.1 Project financial and progress reports prepared and submitted.	10,000	
Subtotal				909,090	160,000
EA Management Cost <sup>2</sup> (including DPCs: 20,000)				90,910	30,000
<b>Total EA Cost</b>				<b>1,000,000</b>	<b>190,000</b>

<sup>a</sup> List the \$ by EA components. Please attach a detailed project budget table that supports all the EA components in this table.

## B. CO-FINANCING FOR THE EA BY SOURCE AND BY NAME

Sources of Co-financing	Name of Co-financier	Type of Cofinancing	Amount (\$)
National Government	Government of Timor Leste	In-kind	100,000
GEF Agency	UNDP	In-kind	90,000
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
(select)		(select)	
<b>Total Co-financing</b>			<b>190,000</b>

<sup>2</sup> 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.

### C. GRANT RESOURCES REQUESTED BY AGENCY, FOCAL AREA AND COUNTRY

GEF Agency	Type of Trust Fund	Focal Area	Country Name/Global	EA Amount (a)	Agency Fee (b) <sup>2</sup>	Total (c)=(a)+(b)
UNDP	GEF TF	Climate Change	Timor-Leste	1,000,000	95,000	1,095,000
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
<b>Total Grant Resources</b>				1,000,000	95,000	1,095,000

### D. EA MANAGEMENT COST

Cost Items	Total Estimated Person Weeks/Months	Grant Amount (\$)	Co-financing (\$)	EA Total (\$)
Local consultants*	200.00	30,000		30,000
International consultants*	20.00	35,910		35,910
Office facilities, equipment, vehicles and communications*			30,000	30,000
Travel*		5,000		5,000
Others**	Direct Project Cost	20,000		20,000
	Specify "Others" (2)			0
	Specify "Others" (3)			0
<b>Total</b>		<b>90,910</b>	<b>30,000</b>	<b>120,910</b>

\* Details to be provided in Annex A. \*\*For Others, to be clearly specified by overwriting fields (1)-(3)

### ADDITIONAL INFORMATION FOR TABLE D, IF APPLICABLE:

If costs for office facilities, equipment, vehicles and communications, travels are requesting for GEF financing, please provide justification here: Various items for office facilities and equipment (computers, printer and furniture etc) need to be procured for the Project Team to perform official tasks. Travels will also be arranged to visit project sites and to participate in the workshops and trainings that will be organized in different parts of the country and abroad. (Details have been provided in Annex A).

## **PART II: ENABLING ACTIVITY JUSTIFICATION**

<p><b>A. ENABLING ACTIVITY BACKGROUND AND CONTEXT</b> (Provide brief information about projects implemented since a country became party to the convention and results achieved):</p>	<p>Timor-Leste ratified the United Nations Framework Convention on Climate Change (UNFCCC) in October 2006, the Kyoto Protocol to the UNFCCC in October 2008, the Convention to Combat Desertification (UNCCD) in August 2003, and in January 2007 became a party to the Convention on Biological Diversity (UNCBD). The country started its Initial National Communication to the UNFCCC with the support of the Global Environment Facility, the Australian Aid and the United Nations Development Programme (UNDP) in 2010 and the final Initial National Communication is yet to be submitted to the UNFCCC in May 2014. The SNC is to be submitted to the COP in 2017.</p> <p>The Government of Timor-Leste has emphasized the importance of climate change and environmental sustainability issues in the country and they are becoming an integral part of national planning policies. The National Adaptation Programme of Action (NAPA) which identifies key impacts, vulnerable sectors and groups, as well as adaptation measures to address the impacts of climate change, and integration of UNFCCC guidance into national policy, programs and actions was submitted to UNFCCC in 2010. The Timor-Leste's NAPA focused on following nine priority adaptation areas: Food Security, Water Resources, Human Health, Natural Disasters, Forests, Biodiversity and Coastal Ecosystems, Livestock Production, Physical Infrastructure, Poverty Reduction and National Institutional Capacity for Climate Change. Implementation of the NAPA priorities started in 2012 and there are number of ongoing adaptation projects initiated so far. Through implementation of the abovementioned policy and implementation level processes the institutional capacity has been built in the Secretary of State for Environment and other government, non-government, private and research organizations by providing training, policy inputs and suggestion on climate change related issues.</p> <p>Through the Second National communication, government officials, development planners, NGO workers and policy makers will be able to understand climate change issues and utilize the measures conducted to mitigate and facilitate efficient adaptation to the adverse impacts of climate change. At the sectoral and national levels the project will support developing new projects which address climate change especially adaptation.</p> <p>The Initial National Communication project has enhanced the technical and institutional capacity of the Government in mainstreaming climate change concerns into its sectoral and national development planning priorities. The Second National Communication will strengthen the process and focus especially on the GHG Inventory and vulnerability assessment components. The project will also strengthen understanding of climate change in general to see possible adaptation and mitigation possibilities and the specific focus will be on general people of the country specially the women, children, urban poor and the marginalized groups to benefit from the project outputs.</p> <p>The project is in conformity with the GEF's strategy to support enabling activities and capacity development in climate change and is fully consistent with GEF 5 priorities of enhancing national ownership of climate change activities and to strengthen countries' capacities to fulfill their reporting commitments under the Convention. (SO 6: Enabling Activities: Support enabling activities and capacity building under the Convention – Outcome: completed climate change enabling activities under the UNFCCC) The project supports studies/assessments in the areas of national greenhouse gas (GHG) inventories, GHG mitigation, and Vulnerability and Adaptation to climate impacts, and will lead to the development of relevant policy instruments which will inform and guide the formulation of cost-effective project proposals in the areas of GHG mitigation and climate change adaptation that are responsive to both convention obligations and national sustainable development needs relating to minimizing climate risk and implementing low carbon strategies.</p>
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<p><b>B. ENABLING ACTIVITY GOALS, OBJECTIVES, AND ACTIVITIES</b></p> <p>(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>The proposed project will enable the Government of Timor-Leste (GoTL) to prepare and submit its Second National Communication (TNC) to the Conference of the Parties (CoP) of the United Nations Framework Convention on Climate Change (UNFCCC).</p> <p>The activities of the SNC formulation project are a continuation and an update of the work undertaken by Timor-Leste in preparing its Initial National Communication. The project objective will be achieved with the fulfillment of the following outcomes, which are in line with the GEF's climate change mitigation strategic objective (SO-6) under GEF-5: Enabling Activities: Support enabling activities and capacity building under the Convention. The final results will be presented in the SNC report (in English, Tetun and Portuguese)</p> <p>The outcome is: completed climate change enabling activities under the UNFCCC.</p> <p>Objectives: The project will facilitate the integration of climate change concerns (both mitigation and adaptation) into the national development policies and plans:</p> <ul style="list-style-type: none"> <li>- Update data and information on climate change issues;</li> <li>- Promote energy efficient pathways of growth and development, self reliance, reduction of risks from climate related hazards;</li> <li>- Prepare an updated GHG emission inventory for 2011-2014; and</li> <li>- The project will also highlight sectors/areas with the highest mitigation and adaptation potentials.</li> </ul> <p>The project will furthermore:</p> <ul style="list-style-type: none"> <li>- Enhance capacity within GoTL institutions/agencies and NGOs. Relevant stakeholders of the private sector, civil society organizations, local and indigenous communities will be involved in the consultations/workshops/round tables and also in the six technical working groups which have already been formed during the INC. The concerns of civil society on climate change will be taken into account and media events will be organized for different groups (focusing on women and youth) of the society to discuss the subject and give new information about climate change in the country. Other capacity building activities will contribute to increased institutional capacity.</li> <li>- Strengthen the coordination, networks and information flows between ministries, different levels of the government and civil society to have a more efficient integration of climate change variables into poverty reduction and development strategies. All ministries will be involved in the project activities through data collection and trainings even though, the Ministry of the Commerce, Industry with the help from the Ministry of Agriculture and Fisheries will take the lead.</li> <li>- Respond to the major constraints and gaps identified in the Initial National Communication.</li> <li>- Initiate domestic preparations for intended nationally determined contributions in the context of adopting a protocol and communicate at the twenty-first session of the Conference of the Parties in 2015</li> <li>- Support and build national institutional capacity and knowledge on climate change through the Climate Change Centre to be established.</li> </ul>
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<p><b>C. DESCRIBE THE ENABLING ACTIVITY AND INSTITUTIONAL FRAMEWORK FOR PROJECT IMPLEMENTATION</b> (discuss the work intended to be undertaken and the output expected from each activity as outlined in Table A ).</p>	<p><b>Activities for project implementation</b></p> <p><b>National Circumstances</b></p> <p>Data and information on National Circumstances provided in the INC will be updated based on current realities, not the least by providing gender disaggregated data where possible. Review of the updated statistical information (as available) on geographical characteristics including climate, forests, land use and other environmental characteristics will be carried out. Information on population, economy and other services sector, national policies and development strategies of the country will be provided. Also the SNC will start to collect spatial information as appropriate and analyze the links between poverty and climatic variability or between climate-induced disaster and poverty. In addition, all available national and sectoral strategies, plans, programmes and studies, and institutional arrangements relevant to the formulation of the SNC (NAPA, NBSAP, SDP etc.), including poverty reduction strategy papers (vulnerability assessments conducted) and national development strategies will be analyzed. The SNC tries to create an overall view of the situation in the country and to find out tools to future sustainable development.</p> <p>A report (chapter) on National Circumstances of the SNC will be prepared based on the above activities.</p> <p><b>Greenhouse Gas Inventory</b></p> <p>It is envisaged that the Emission Inventory under the SNC will be conducted following 2006 Guidelines. It will also draw on the IPCC Good Practice Guidance and Uncertainty Management in National GHG Inventories, and the Good Practice Guidance on Land Use, Land-use Change and Forestry.</p> <p>The INC covered the years 2005- 2010 and it calculated that in 2010, total GHG emissions for the three main greenhouse gases (CO<sub>2</sub>, CH<sub>4</sub> and N<sub>2</sub>O) with the inclusion of LULUCF were about 1,48 Gg CO<sub>2</sub>-e. Within period of 2005- 2010, it is observed that the rate of emissions from two sectors namely agriculture and waste have shown an increase, which is also a reason why the SNC will focus on these categories, while those from the other two sectors (LUCF and energy sectors) tended to decrease after 2006 and 2007 respectively. Agriculture sector and energy remains as the main source of emissions in the country which is accounted for more than 80% of the total country emission. The SNC will also concentrate on oil and gas production which needs to be studies more in detail.</p> <p>The SNC will undertake a comprehensive national GHG Inventory for the years 2011-2014 in the 4 categories suggested by IPCC: "<i>Energy</i>" i.e., fuel combustion, energy industries; transport; commercial, residential; solid fuels, "<i>Industrial processes and product use</i>", "<i>AFOLU</i>" i.e. Agriculture" i.e., enteric fermentation from domestic livestock; manure management; rice cultivation, agricultural soils and field burning of agricultural residues, "Land-Use Changes and Forestry" i.e., changes in forest and other woody biomass stock; forest and grassland conversion; abandonment of managed lands and "<i>Waste</i>" i.e., solid waste disposal on land; wastewater handling; human sewage.</p> <p>The SNC will incorporate studies on local GHG emission factors and modelling parameters paying particular attention in the waste category to study urban household waste generation in the country and generation of local emission factors from the waste sector including but not limited to methane emission factors, values of BOD (biochemical oxygen demand) and COD (chemical oxygen demand) from local wastewater and weight fractions of local MSW. For the Energy Sector Tier 2 methodology for calculation of emission from oil and gas production facilities will be used, which is made possible thanks to the extensive availability of data.</p> <p>More elaboration on relevant information about institutions where data were collected from will be provided as these were not elaborated much in the GHG Inventory chapter of the INC. Further identification of ways to improve data quality, data sharing mechanisms and storage for future GHG inventories will be conducted and implemented within the timeframe of the SNC.</p> <p>A report (chapter) on Greenhouse Gas Inventory by sources and removals by sinks for the period 2011-2014 for Timor-Leste will be prepared under the SNC.</p>
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	<p><b>Mitigation Analysis</b></p> <p>The SNC will quantitatively assess and evaluate the most realistic, practical and cost-effective mitigation options in Timor-Leste based on the results of the GHG inventory (sources and sinks). Relevant analytical tools and methodologies will be used to undertake the analysis.</p> <p>For the waste sector, the SNC will identify appropriate measures for liquid and solid waste management that not only mitigate GHG emission but also contribute to better sanitation practices and development of green economy in Timor-Leste.</p> <p>Natural resources play an important role in the lives of people in the country with 75% of the population living in rural areas and over 70% employed by the agriculture and forestry sector. Due to heavy use of firewood (over 90% of the households use firewood for cooking) annual deforestation rate has been estimated at 1.75% and existing land use practices have led to rapid land degradation (Census 2010, JICA 2013). For the Forestry Sector, there is a need to identify GHG emission mitigation measures such as afforestation, reforestation and avoided deforestation in more detail. Closer assessment will be conducted for policy, plans, strategy, activities and institutional capacity within the sector to identify appropriate and cost effective interventions either in the form of technical assistance or in the form of implementation of certain measures that can benefit from donor funding within existing framework of support (NAMAs, REDD/REDD+ etc.). Providing energy efficient technologies and supportive policy framework and for example at the household level replacing traditional cook stoves by energy efficient cook stoves may also have social benefits (reduction of health hazards, time savings), environmental benefits (GHG emission reductions, reduced deforestation etc.) and economical benefits (increase in investments in the green energy, energy, fuel wood and expenditure savings etc.).</p> <p>For the agriculture sector, a closer assessment of water and fertilizer regime will be conducted for the identification of locally appropriate measures for GHG mitigation in rice, maize and vegetable cultivation. Closer assessment of existing mitigation measures within the livestock subsector especially related to implemented biogas projects will also be conducted. Assessment of the biogas projects will provide recommendations for improvement of performance and uptake of the technology among small scale holders in Timor-Leste. Especially for biogas, ways to improve coordination and synergy between NGO, donor, and government agencies implementing the system will be assessed within the context of government's policy to promote livestock intensification.</p> <p>For the energy sector, analysis of the mitigation measures and the various renewable technology involved in it will not only focus on the cost and benefit and the kind of technology adopted but also on ways to improve maintenance of the technologies installed. New approaches in the implementation of energy – related mitigation measures such as market-based approach should be assessed to answer to the technology sustainability question. In addition to sustainability issue, analysis for mitigation measures in the energy sector will also be conducted within the context of the development of a green economy within the country.</p> <p>A draft National Mitigation Strategy for GHG Emission Reduction for the key socio-economic sectors listed above will be developed. This Strategy will highlight the barriers for adopting cleaner technologies, as well as for promoting cleaner production and consumption. A list of environmentally friendly mitigation technologies, including renewable energy technologies, will be identified and assessed.</p> <p>For all sectors, a cost benefit analysis of identified mitigation measures will be done, barriers to mitigation will be determined and policies regarding how to overcome them will also be formulated. Finally a report (chapter) on “Programmes containing measures to mitigate GHG emission” will be prepared.</p>
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	<p><b>Studies on vulnerability and impacts</b></p> <p>Two of the possible major impacts of climate change are the shift in seasonal and latitudinal precipitation patterns, and the increase in extreme weather events, both of which could have significant implications for Timor-Leste. In addition, the frequency, persistence and magnitude of El Niño are projected to increase under the climate change scenario. Thus, in collaboration with relevant government directorates and university research groups it is proposed to undertake and update the following research activities (some parts were not analyzed in detail during the INC): Assessment of the effects of climate variability, as well as the impacts of increased probability of extreme weather events (flood, drought) associated with climate change on the key socio-economic sectors (focusing on a household level); Trend analysis on the rainfall patterns in Timor-Leste based on the best available data; assessment of existing water resources, including the underground water resources, and its implications for socio-economic development; The trends of ENSO (El Niño and La Niña) and their impacts in Timor-Leste; Assessment of the impacts of climate change on oceanographic processes and ocean productivity; Assessment of the reef systems and associated resources for better management of reef resources which are the one of the main sources of protein for Timor-Leste (food security); Development and construction of vulnerability assessment for key socio-economic sectors and in key areas which are most vulnerable under various climatic scenarios focusing on agriculture and land degradation in a term of climate change and sustainable development in Timor-Leste. The SNC will also come up with the adaptation plan based on the finding of the vulnerability assessment. In addition, a capacity to forecast potential risk events and preparedness will be analysed and options identified. A separate study on community tree planting program and mangrove replanting will be conducted to develop a monitoring tool and adaptation measures for the forestry sector focusing on the coastal areas of the country. The coastal communities of Timor-Leste are particularly vulnerable to climate change and already experiencing unpredictable weather events, including high intensity rainfall, more extreme temperatures and longer dry seasons. Moreover, every year, the country suffers from extensive small-scale disaster events mostly related to climate variability. As an example, the probable loss and damage due to droughts in some districts is over US\$ 3 million per year<sup>3</sup>.</p> <p>A vulnerability analysis was conducted in the INC. Yet the question what would happen to poverty, employment, gendered and urban poor impact will be answered and elaborated upon in the SNC. Also at household level data will be analyzed more in detailed. For example women are mainly responsible for collecting firewood and water in the rural areas of the country and sometimes women carry water for daily household use over very long distances several times a day. One of the adaptation measures identified in the INC is improving the water management including development and utilization of rainfall harvesting technologies, particularly in high prone drought areas. Investing in water management would save women's time and recourses in the future.</p> <p>The Timor-Leste's NAPA aims at ensuring that the development targets related to food, water and livelihood security, and other socio economic aspects. However, it also includes improving institutional and community capacity to prepare for natural disasters, forests, biodiversity and coastal ecosystems and climate resilient infrastructure development for promoting energy and water efficient agricultural production. Mitigation Action Plan to climate change should also ensure safeguarding of the ecosystem by protecting forestry and biodiversity and adopting low carbon development.</p> <p>Many projects are being implemented by NGOs in different areas of Timor-Leste in the name of climate change adaptation and an independent socio-economic evaluation of the performance of those projects will be done, which is very much crucial for the development and implementation of adaptation projects in future. At the same time government adaptation policies and roles will also be reviewed.</p> <p><b>Other relevant information</b></p> <p>This component of the SNC will provide information on past and ongoing initiatives to integrate climate change in the national planning process, status of activities related to technology transfer, overview of climate change research and systematic observation, information on research programmes related to impact and adaptation, initiatives on climate change education, training s and finally the status of information and networking.</p> <p>An assessment of the public awareness will be conducted and capacity building and training tools will be identified with a specific focus on public awareness in rural areas in the country. In addition, the SNC will</p>
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	<p>conduct wide variety of awareness raising activities and try to engage civil society at all levels. The project will also work closely with the local universities and provides a platform for coordinating and analyzing multi-agency climate change research. Available documents and information from different public, private, local and international sources will be used in preparing this chapter of the SNC to enable the country towards achieving the objectives of the UNFCCC.</p> <p><b>Constraints and Gaps; Related Financial, Technical, &amp; Capacity Needs</b>  This component will include a description on constraints and gaps, and related financial, technical and capacity needs, as well as proposed and /or implemented activities for overcoming the gaps and constraints, associated with the implementation of activities, measures and programmes envisaged under the convention, and with the preparation and improvement of the National Communication.</p> <p><b>Intended nationally determined contributions</b>  This component of the SNC will initiate domestic preparations for intended nationally determined contributions in the context of adopting a protocol and to communicate well in advance the twenty-first session of the Conference of the Parties in 2015 in a manner that facilitates the clarity, transparency and understanding of the intended contributions. The desk review will be conducted to analyze contribution options and targets will be set based on the consultations, negotiations and analysis. A financial mechanism will be suggested. The Nationally determined contributions will be collected into a document.</p> <p><b>Institutional climate change capacity building and knowledge sharing</b>  The project will develop the institutional capacity of the Climate Change Centre set up by the Government of Timor-Leste at the premises of the University of Timor-Leste. Information on constraints and gaps, related financial, technical &amp; capacity needs will be collected and assessed. The support will also include collecting and storing climate related data generated by various institutions working on climate change and opening a website for the findings. The SNC project will build the research, technical and policy analysis capacities of the Centre through trainings and other capacity building activities on GHG inventory, V&amp;A assessment and Mitigation options. The project will develop a business model for the Centre in order to ensure its long-term sustainability and identify roles and responsibilities of all national stakeholders. The SNC will also support sectoral work that the Climate Change Centre is planning to conduct on National circumstances, conducting Green House Gas (GHG) Inventory and Vulnerability and impact assessments.</p> <p><b>Institutional Framework for Project Implementation</b>  The project will be implemented by the Ministry of Commerce, Industry and Environment through its technical wing, the State Secretary for Environment. The State Secretary will provide office space and premises for meetings and conferences and assign a National Project Director (NPD) as in-kind support of the government to supervise the officials and activities of the SNC project. The International Project Manager (PM) recruited will facilitate and guide the processes of developing the SNC, while a National Project Team will operate under the supervision of the PM and National Steering Committee (NSC). A National Technical Working Group (NTWG) which has already been working productively during the INC appointing representatives from the different sectors relevant to the work will continue its work under the PM to enable the core National Project Team (NPT) including National Experts to render specific services for the SNC preparation. All ministries (especially the Ministry of Agriculture and Fisheries) will be involved in the project activities through data collection and trainings based on their mandate.  The project will recruit international technical experts or make agreements with international institutions to provide technical support to the Project Team in project coordination for efficient and timely execution of the project activities. Additional international experts may be included in the NPT to conduct the activities of the components of the SNC more efficiently. The experts may be assigned with the NPT on short time basis to support activities like data collection and preparation of the GHG inventory. Also the State Secretary will assign a national support team including technical experts for the components of the project at the Ministry.  UNDP Timor-Leste Country Office will facilitate the implementation of the project on behalf of GEF and provide support services to the project in accordance with UNDP procedures. These services may include</p>
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	<p>sub-contract arrangements with experts/professionals (project support team members) and national institutions and procurement of goods and services as necessary.</p> <p><b>Mainstreaming Gender in SNC Preparation Process</b></p> <p>Since independence, the young nation has made serious efforts to improve gender equality and women's empowerment through policy reform, legislation, institutional mechanisms and public awareness campaigns, but women still need to be involved more deeply in development efforts, not just as beneficiaries but also in the decision-making and planning process.</p> <p>It is important to understand how climate change affects existing inequalities between men and women, how the gender-sensitive adaptation efforts can make initiatives gender-responsive and at the same time improve actions taken to adapt to and to mitigate climate change. For this reason gender dimension will be taken into account in the components on the national circumstances and vulnerability and impacts/programmes containing measures to facilitate adequate adaptation in order to better understand how gender may affect the country's ability to deal with mitigating and adapting to climate change. Traditionally, women have passed on their skills in water management, forest management and the management of biodiversity, among others. Through these experiences, women have acquired valuable knowledge that will allow them to contribute positively to the identification of appropriate adaptation and mitigation techniques. Climate change affects all people and mitigation and adaptation strategies must consider the gendered patterns in order to be effective. In this sense, the project will conduct a gender assessment and mainstream a gender perspective into the all activities when relevant. For example a climate change adaptation plan to be conducted and new technology like energy efficient cook stoves to be presented will be analyzed in women-lead discussion groups. Participation of women in the environment sector will also be enabled by organizing different kinds of public hearings, climate change trainings and other events in the district centres focusing on climate change adaptation and mitigation topics that interest women.</p> <p>Additionally, gender balance will be taken in to account in engaging the National Team, Steering Committee and National Technical Working Group of the SNC.</p>
<b>D. DESCRIBE, IF POSSIBLE, THE EXPECTED <u>COST-EFFECTIVENESS</u> OF THE PROJECT:</b>	<p>The SNC project will enhance national capacity for mainstreaming climate change into Timor-Leste's policies, strategies etc. The project activities will also be able to strengthen the technical and institutional capacity of the Government in climate change concerns into its sectoral and national development planning priorities which will ensure the cost-efficiency of the GEF Funds.</p>

<b>E. DESCRIBE THE BUDGETED M&amp;E PLAN:</b>	<p>The project will be subject to the monitoring and evaluation rules and practices of UNDP / GEF.</p> <p>According to GEF requirements, progress report on activities and achievements related to each component of the project should be presented quarterly to the UNDP office in Timor-Leste as well as to the UNDP/GEF Headquarters.</p> <p>The final report will be submitted at the final tripartite meeting between the Minister of Commerce, Industry and Environment and UNDP and then be submitted to the UNFCCC.</p> <p>Quarterly financial reports will be submitted to the UNDP office in Timor-Leste, as well as annual financial audits in accordance with UNDP rules and regulations.</p> <p><b>Project start</b></p> <p>A Project Inception Workshop will be held <u>within the first 2 months</u> of project start with those with assigned roles in the project organization structure, UNDP country office and where appropriate/feasible regional technical policy and program advisors as well as other stakeholders. The Inception Workshop is crucial to building ownership for the project results and to plan annual work plan.</p> <p>The project will ensure broad participation at the national level and shared experience in the international level.</p> <p><b>End of Project</b></p> <p>During the last three months, the Project Coordinator with the collaboration of the project team will prepare the Final Project Report, to be submitted and reviewed by the national coordination institution and UNDP.</p> <p>Audit on Project will follow UNDP Financial Regulations and Rules and applicable Audit policies.</p> <p>The results of the project, both partial and final will be disseminated widely to the scientific and political communities as well as to the general public, to enhance awareness of climate change aspects and thus preserve the sustainability of the project.</p>
<b>F. EXPLAIN THE DEVIATIONS FROM TYPICAL COST RANGES (WHERE APPLICABLE):</b>	

**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 [country endorsement letter\(s\)](#) with this template).


NAME	POSITION	MINISTRY	DATE (Month, day, year)
Mr. Joao Carlos Soares	National Director General for Environment, GEF Operational Focal Point	MINISTRY OF COMMENRSE, INDUSTRY AND ENVIRONMENT	05/15/2014

**B. CONVENTION PARTICIPATION**

CONVENTION	DATE OF RATIFICATION/ ACCESSION (mm/dd/yyyy)	NATIONAL FOCAL POINT	
UNCBD	01/01/2007		
UNFCCC	10/01/2006	MR. ADAO BARBOSA	
UNCCD			
STOCKHOLM CONVENTION			
	DATE SIGNED (MM/DD/YYYY)	NATIONAL FOCAL POINT	DATE OF NOTIFICATION UNDER ARTICLE 7 TO THE MINAMATA CONVENTION SECRETARIAT
MINAMATA CONVENTION			

**B. GEF AGENCY(IES) CERTIFICATION**

This request has been prepared in accordance with GEF policies and procedures and meets the standards of the GEF Project Review Criteria for Climate Change Enabling Activity approval.

Agency Coordinator, Agency name	Signature	Date (Month, day, year)	Project Contact Person	Telephone	E-mail Address
Adriana Dinu, Executive Coordinator and Director a.i. UNDP-GEF		June, 02, 2014	Maude Veyret- Picot, Technical Specialist, UNDP (Green- LECRDs)	+1 212 906 6196	Maude.veyrte- picot@undp.org

**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>
<b>For EA Management</b>			
<b>Local</b>			
Project Assistant/Finance Assistant	200	150	<ul style="list-style-type: none"> <li>- Responsible for maintenance of overall aspects of the project accounts, books of accounts, budgeting, financial operations and reporting, auditing and payroll:</li> <li>- Compile and/or prepare documentation necessary for the procurement of services, goods and supplies under the project:</li> <li>- Organize seminars, trainings and workshops for stakeholders:</li> <li>- Ensure timely distribution of funds from the project bank account:</li> <li>- Maintain the project's files and supporting documentations for payments:</li> <li>- Maintain the project's disbursement ledger and journal:</li> <li>- Prepare financial reports:</li> <li>- Assist team members, experts and consultants on procurement, logistics, travel and financial and other operational matters,</li> <li>- Maintain cash &amp; replenish time to time:</li> <li>- Undertake other financial duties as requested by the Project Team:</li> <li>- Maintain files and records of the project:</li> <li>- Assist Project Manager in organizing trainings/seminars/workshops etc.</li> <li>- Circulate all sorts of meeting notices, working papers, minutes of the meetings, official letter:</li> <li>- Facilitate necessary correspondence with relevant stakeholders:</li> <li>- Assist in the preparation of documentation in advance of and following all meeting and capacity building and awareness-raising activities:</li> <li>- Purchase stationeries and the materials for the project office:</li> <li>- Provide logistic support to event management</li> <li>- Support , as necessary, the organizing of trainings for the project personnel:</li> <li>- Prepare, maintain and update information on the project web site:</li> <li>- Assist in the preparation of documents related to project activities:</li> <li>- Assist Project Manager and Project Director when needed</li> </ul>
<b>International</b>			



Project Manager	1,795	20	<ul style="list-style-type: none"> <li>- Under the overall supervision of the NPD and UNDP Management, the Project Manager will be responsible for overall management of the project.</li> <li>- Supervise and coordinate the production of project outputs as per the project document:</li> <li>- Ensure the technical coordination of the project and the work related to legal and institutional aspects:</li> <li>- Mobilize all project inputs in accordance with UNDP procedures for national executed projects:</li> <li>- Finalize the TOR for the consultants and subcontractors:</li> <li>- Coordinate the recruitment and selection of project personnel:</li> <li>- Supervise and coordinate the work of all project staff, consultants and sub-contractors:</li> <li>- Work closely with UNDP Management and project partners to closely coordinate all the actors involved with achieving Project Outcomes: Outputs and Activities:</li> <li>- Supervise the work of all members of the Project Team:</li> <li>- Prepare and revise project work and financial plans, as required by the Government and UNDP:</li> <li>- Manage procurement of goods and services under UNDP guidelines and oversight of contracts:</li> <li>- Ensure proper management of funds consistent with UNDP requirements and budget planning and control:</li> <li>- Arrange for audit of all project accounts for each fiscal year:</li> <li>- Prepare and ensure timely submission of quarterly financial consolidated reports, quarterly consolidated progress reports, mid-term reports and other reports as may be required by UNDP;</li> <li>- Report progress of project to the Steering Committee:</li> <li>- Oversee the exchange and sharing of experiences and lessons learned with relevant projects nationally and internationally</li> <li>- Prepare a detailed annual work plan for the project</li> <li>- Undertake any other activities that may be assigned by the Steering Committee:</li> </ul>
<b>For Technical Assistance</b>			
Local			

Consultant/ Consulting Firm/Institution to be hired for preparing the National Circumstances Chapter of the SNC	700	40	<ul style="list-style-type: none"> <li>- Identify information needs and collect necessary updated data from relevant sources</li> <li>- Analyze all available national and sectoral strategies, plans, programmes and studies relevant to the formulation of the SNC, including national development, gender and poverty reduction strategy papers and strategies</li> <li>- Update information based on geographical characteristic including climate, forest, land use and other environmental characteristics</li> <li>- Update information based on population, economy and other services which may affect country's ability to deal with mitigating and adapting to climate change</li> <li>- Analyze poverty-climate links</li> <li>- Prepare a draft National Circumstances Chapter of the SNC based on outputs of the above activities</li> </ul>
Consultant/ Consulting Firm/Institution to be hired for preparing the National GHG Inventory	900	150	<ul style="list-style-type: none"> <li>- Mobilize a Inventory team involving sector-specific experts in a co-operation with the Support team provided by the Secretary of State for Environment</li> <li>- Stock taking of the work done so far (INC and other relevant reports)</li> <li>- Organize trainings &amp; workshops on Inventory preparations</li> <li>- Carry out a key source analysis</li> <li>- Carry a study on urban household waste generation in the country and generation of local coefficients from the waste sector including but not limited to methane generation factors, values of BOD and COD from local wastewater and weight fractions of local MSW.</li> <li>- Projections of emissions up to 2050 in all sectors using appropriate models</li> <li>- Increase awareness among national institutions on methods of inventory preparation and needs for emission coefficients</li> <li>- Provide training of stakeholders on the Inventory and archiving of activity data</li> <li>- Development of database management system for GHGs</li> <li>- Prepare the draft National Emission Inventory Report and share with relevant agencies and experts for their comments and reviews</li> <li>- Preparation of the National GHG Emission Inventory for the years 2011-2014 highlighting emission sources and sinks</li> <li>- Finalize the Inventory Report</li> </ul>

Consultant/Consulting Firm/Institution to be hired for conducting mitigation analysis and preparing a chapter on GHG emission mitigation	900	150	<ul style="list-style-type: none"> <li>- Review relevant available documents to evaluate mitigation from various activities/ sectors</li> <li>- Based on the Inventory data over the period 2011-2014, time series emissions to be found sub-sector wise for determining correct mitigation strategy</li> <li>- Generating more than one scenario baseline and other two with mitigation measures in different sectors.</li> <li>- Carrying out a cost analysis for all of them and calculate the GHG mitigation potential in Gg</li> <li>- Collect information on the cost of mitigation measures, not only the cost for</li> <li>- Current Government Policies to be analyzed and policies needed for implementation of recommended mitigation options to be suggested</li> <li>- Barrier analysis on how to overcome them</li> <li>- Measures to be suggested for organizing banking system conducive to CDM project implementation</li> <li>- Measures to be suggested for strengthening of institutions for identifying and evaluating mitigation projects for implementation</li> <li>- Carrying out an assessment to identify appropriate measures for liquid and solid waste management and also contribute to better sanitation practices and development of green economy</li> <li>- Carrying out an assessment for policy, plans, strategy, activities and institutional capacity within the sector to identify appropriate and cost effective interventions</li> <li>- Provide a study on community tree planting program and mangrove replanting to develop a monitoring tool and adaptation measures for the forestry sector focusing on the coastal areas in the country.</li> <li>- Carrying out an assessment of water and fertilizer regime for identification of locally appropriate measures for GHG mitigation in rice, maize and vegetable cultivation.</li> <li>- Carrying out an assessment of existing mitigation measures within the livestock subsector especially related to implemented biogas projects</li> <li>- Provide an analysis of the mitigation measures on ways to improve maintenance of the technologies installed.</li> <li>- Provide an analysis for mitigation measures in the energy sector will also be conducted within the context of green economy development within the country</li> <li>- Collect information on projects that are being implemented or proposed for implementation</li> <li>- Construct a baseline and mitigation scenario over time for non-energy activities</li> <li>- Share the draft National Mitigation Strategy with relevant stakeholders and finalize it</li> </ul>
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Consultant/Consulting Firm/Institution to be hired for conducting climate change vulnerability and adaptation assessment	700	150	<ul style="list-style-type: none"> <li>- Estimate damages and losses caused by past weather events like floods, storms, river bank erosion, droughts etc.</li> <li>- Carry out analysis on correlation of diseases with weather phenomena and weather pattern</li> <li>- Carry out analysis on effect of changing weather events on coastal areas</li> <li>- Conduct vulnerability study in a terms on impacts on poverty reduction, livelihood, employment and women</li> <li>- Conduct studies on climate change impacts on water resources</li> <li>- Carry out an assessment of the effects of climate variability, as well as the impacts of increased probability of extreme weather events (flood, drought) associated with climate change on the key socio-economic sectors;</li> <li>- Trend analysis on the rainfall patterns in Timor-Leste based on the best available data;</li> <li>- Carry out an assessment of existing water resources, including the underground water resources, and its implications for socio-economic development;</li> <li>- Provide a study on trends of ENSO (El Niño and La Niña) and their impacts in Timor-Leste;</li> <li>- Carry out an assessment of the impacts of climate change on oceanographic processes and ocean productivity;</li> <li>- Carry out an assessment of the reef systems and associated resources for better management of reef resources</li> <li>- Development and construction of vulnerability assessment for key socio-economic sectors and in key areas which are most vulnerable under various climatic scenarios focusing on household based approach;</li> <li>- Analysis on a capacity to forecast potential risk events and preparedness will be analysed and options identified.</li> <li>- Analysis on links between poverty, employment, gendered and urban poor impact</li> <li>- Conduct a draft Mitigation Action Plan to ensure safeguarding of the ecosystem by protecting forestry and biodiversity and adopting low carbon development.</li> <li>- Prepare a draft National Climate Change vulnerability and adaptation Assessment, share it with relevant stakeholders and finalize it.</li> </ul>
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Consultant/Consulting Firm/Institution to be hired for preparing the chapter on other information	700	40	<ul style="list-style-type: none"> <li>- provide information on past and ongoing initiatives to integrate climate change in the national planning process,</li> <li>- Collect information on status of activities related to technology transfer,</li> <li>- Provide a overview of climate change research and systematic observation, information on research programmes related to impact and adaptation, initiatives on climate change education, training and public awareness and finally the status of information and networking.</li> <li>- Collect documents and information from different public, private, local and international sources</li> <li>- Prepare a draft version of the chapter, share it with relevant stakeholders and finalize it</li> </ul>
Consultants/to compile review, translate and edit the final report	500	40	<ul style="list-style-type: none"> <li>- Compilation, translate, review, edit and peer review and proof read the final report</li> </ul>
Consultant/Consulting Firm/Institution to be hired for analyzing nationally determined contributions	700	70	<ul style="list-style-type: none"> <li>- Conduct a desk review for national contributions</li> <li>- Organize consultation meetings</li> <li>- Analyze the results of the review and the consultations</li> <li>- Set targets for the contributions</li> <li>- Prepare a draft version of the nationally determined contributions</li> </ul>
Consultant/Consulting Firm/Institution to be hired for developing institutional climate change capacity/knowledge sharing	950	150	<ul style="list-style-type: none"> <li>- Carry out an assessment of the public awareness and capacity building and training tools; the specific focus on public awareness and training activities will be on urban areas in the country.</li> <li>- Assess constraints, and gaps related financial, technical &amp; capacity needs</li> <li>- Support the capacity building of the climate change centre where all relevant data will be storage</li> <li>- Open a website for the project findings and</li> <li>- Organize trainings on GHG inventory, V&amp;A assessment, Mitigation options and climate change in generally</li> <li>- Identify roles and responsibilities of the climate change centre</li> <li>- Identify business models and prepare strategies and operational plans for the climate change centre</li> <li>- Organize trainings on GHG inventory, V&amp;A assessment and Mitigation options</li> </ul>
<b>International</b>			
Consultant/Consulting Firm/Institution to be hired for supporting to preparation of all Chapters in a co-operation with the local consultants	1,500	120	<ul style="list-style-type: none"> <li>- Provide technical support to the national team in project coordination for efficient and timely execution of the project activities.</li> <li>- Participate in the NPT to conduct the activities of the components of GHG inventory, vulnerability and adaptation assessment and mitigation option analysis.</li> <li>- Make sure that the calculations and the Final National Communication Report will meet the technical specs of UNFCCC</li> </ul>

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## OPERATIONAL GUIDANCE TO FOCAL AREA ENABLING ACTIVITIES

### Biodiversity

- [GEF/C.7/Inf.11, June 30, 1997, Revised Operational Criteria for Enabling Activities](#)
- [GEF/C.14/11, December 1999, An Interim Assessment of Biodiversity Enabling Activities](#)
- [October 2000, Revised Guidelines for Additional Funding of Biodiversity Enabling Activities \(Expedited Procedures\)](#)

### Climate Change

- [GEF/C.9/Inf.5, February 1997, Operational Guidelines for Expedited Financing of Initial Communications from Non-Annex 1 Parties](#)
- [October 1999, Guidelines for Expedited Financing of Climate Change Enabling Activities – Part II, Expedited Financing for \(Interim\) Measures for Capacity Building in Priority Areas](#)
- [GEF/C.15/Inf.12, April 7, 2000, Information Note on the Financing of Second National Communications to the UN Framework Convention on Climate Change](#)
- [GEF/C.22/Inf.15/Rev.1, November 30, 2007, Updated Operational Procedures for the Expedited Financing of National Communications from Non-Annex 1 Parties](#)

### Persistent Organic Pollutants

- [GEF/C.17/4, April 6, 2001, Initial Guidelines for Enabling Activities for the Stockholm Convention on Persistent Organic Pollutants](#)
- [GEF/C.39/Inf.5, October 19, 2010, Guidelines for Reviewing and Updating the NIP under the Stockholm Convention on POPs](#)

### Land Degradation

- [\(ICCD/CRIC\(5\)/Inf.3, December 23, 2005, National Reporting Process of Affected Country Parties: Explanatory Note and Help Guide](#)

### National Capacity Self-Assessment (NCSA)

- [Operational Guidelines for Expedited Funding of National Self Assessments of Capacity Building Needs, September 2001](#)
- [A Guide for Self-Assessment of Country Capacity Needs for Global Environmental Management, September 2001](#)

### National Adaptation Plan of Action (NAPA)

- [GEF/C.19/Inf.7, May 8, 2002, Notes on GEF Support for National Adaptation Plan of Action,](#)

Annex C:

## ENVIRONMENTAL AND SOCIAL SCREENING SUMMARY

Name of Proposed Project: Second National Communication Timor Leste

### 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: maude.veyret-picot

Signed Date: 2014-05-30



# ENVIRONMENTAL AND SOCIAL SCREENING CHECKLIST

Name of Proposed Project:   Second National Communication Timor Leste

## 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