



## United Nations Development Programme

Country: Global

### PROJECT DOCUMENT<sup>1</sup>

**Project Title:** Global Support Programme for Preparation of National Communications and Biennial Update Reports of non-Annex I Parties under the UNFCCC

**United Nations Development Programme (UNDP) Strategic Plan Environment and Sustainable Development**

**Primary Outcome:** Promote climate change responses

**UNDP Strategic Plan Secondary Outcome:** Mainstreaming environment (climate change)

**Executing Entity/Implementing Partners:** UNDP Istanbul Regional Hub

**Implementing Entity:** UNDP Istanbul Regional Hub

#### Brief Description

The Global Support Programme is a UNEP and UNDP implemented programme that provides support to non-Annex I Parties in order to prepare quality National Communications (NCs) and Biennial Update Reports (BURs) that are submitted to the UNFCCC in a timely manner. Technical support is being provided on-line, off-line and on-site to all countries that approach the GSP team, and complements the work of other supporting bodies such as the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention.

This 5-year long programme has the intention to deliver on the following three outputs, being i) strengthened technical and institutional capacities of non-Annex I Parties to report on NCs and BURs, consistent with national development plans and that meet the Convention objectives, ii) established national systems/frameworks of documenting procedures and processes for NCs and BURs reporting under the UNFCCC, and iii) high quality and timely reporting on NCs and BURs by non-Annex I Parties.

Work will be organised around three components that together contribute to the achievement of the above mentioned objectives. These components are i) broaden and make more robust and operational institutional arrangements for the preparation of NCs and BURs, ii) provide technical backstopping to national teams for the preparation of NCs and BURs, including the preparation and dissemination of technical and policy-relevant guidance materials, methodologies and tools, and iii) enhance knowledge management, best practice, communication and outreach.

The programme will build on the lessons learnt from the previous NCSP cycles and related activities carried out by the implementing agencies, including built-in flexibility to easily provide targeted support to countries or groups of countries according to their country context and supporting needs.

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<sup>1</sup> For UNDP supported GEF funded projects as this includes GEF-specific requirements

Programme Period:	May2015-Dec2019
Atlas Award ID:	00088409
Project ID:	00095090
PIMS #	5164
Start date:	May 2014
End Date	December 2019
Management Arrangements	DIM (UNDP IRH)
PAC Meeting Date	4-15 August2014

Total resources required	4,475,000
Total allocated resources:	4,475,000
• Regular	
• Other:	
○ GEF	3,575,000
○ In-kind Government <sup>2</sup>	450,000
○ Cash UNDP	450,000
In-kind contributions	450,000

**Agreed by:**

*Mr. Rastislav Vrbensky*  
*Manager, UNDP Istanbul Regional Hub*

NAME

SIGNATURE

Date/Month/Year

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<sup>2</sup> As specified on page 44 of the CEO Endorsement Request, the in-kind contribution from recipient countries has been estimated to USD450,000 and includes staff time of Government representatives in the national steering committees, higher level oversight of the project at ministries and other government staff who directly or indirectly contribute to the GSP.

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## List of Acronyms

APR	Annual Project Review
BUR	Biennial Update Report from Parties not included in Annex I to the United Nations Convention on Climate Change
CEO	Chief Executive Officer
CGE	Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention
CO	UNDP Country Office
COP	Conference of the Parties
GEF	Global Environment Facility
GHG	Greenhouse Gas(es)
GSP	Global Support Programme
IA(s)	Implementing Agency/-ies
IPCC	Intergovernmental Panel on Climate Change
LDC	Least Developed Country
M&E	Monitoring and Evaluation
MRV	Monitoring, reporting and verification
NAPA	National Adaptation Programmes of Action
NC	National Communication(s) to the United Nations Framework Convention on Climate Change
NCSP	National Communications Support Programme
TNC	Third National Communications
SIDS	Small-island developing state
STA	Senior Technical Advisor
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
USEPA	United States Environmental Protection Agency
V&A	Vulnerability and Adaptation
QA/QC	Quality assurance/quality control

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## I. SITUATION ANALYSIS

Although most non-Annex I Parties have been preparing National Communications (NCs) for the past 15 years, most of these countries are faced with a myriad of challenges during the preparation of these documents. Over the last few years, the intergovernmental negotiation processes under the UNFCCC have advanced the need for more detailed and frequent reporting on greenhouse gas (GHG) inventories and mitigation, in addition to the NC and National Adaptation Programmes (NAPs) reports. As a result, non-Annex Parties are required to prepare and submit to the UNFCCC Biennial Update Reports (BURs). This has been requested in an effort to ensuring that full attention is given to climate change and its associated impacts, especially for non-Annex I Parties. Countries have highlighted the need to link their NC process more effectively with policy-making to address climate change concerns. Furthermore, countries have set up national steering committees and climate change units, usually supported by a formal institutional structure, to facilitate the preparation of their NC on a continuous basis. Although in a number of countries the institutional framework for the preparation of NCs has been fairly well established over the past few years, the climate change enabling activity projects continue to play a pivotal role in the consolidation of these structures, and the only basis for broad climate change assessment in many countries. Nevertheless, countries' efforts to consolidate such institutional arrangements still face critical challenges in terms of technical capacities, coordination among different institutions, and generation of the data required for solid research and studies. In addition, a number of countries, especially LDCs and SIDS, face a great challenge in establishing the adequate institutional arrangements to support the NC process.

As governments pay increasing attention to the threat climate change poses in undermining their development efforts, NCs are starting to play a more prominent role in shaping the climate change agendas at many levels, including sectors and regions. With the new proposed reporting requirements, countries are expected to provide accurate, detailed and frequent reports to facilitate the mobilization of financial, technological and capacity building resources/support. These reports are also expected to further enhance efforts that have been made by national governments and partners in integrating climate change into national development plans, strategies and programmes.

Having advanced the need for reporting, most of the non-Annex I Parties are still faced with a number of challenges to comply with the new reporting requirements under the Convention. This Global Support Programme (GSP), therefore, targets to assist these countries meet their reporting obligations to the Climate Change Convention through a streamlined platform that offers a range of technical support and innovative approaches to facilitate preparation of timely and good quality NCs and BURs. Through the GSP, Parties will be provided technical backstopping, tools and targeted guidance, as well as training to carry out the preparation of these reports in a timely manner. Similarly, countries will be assisted to strengthen national institutional arrangements to support the new reporting requirements and ensure alignment with national development priorities. This support will be linked to regional centres and international experts who will be standing by to provide guidance to countries as and when needs arise. Parties will also be encouraged to exchange data and information, tools and methodologies, lessons learnt and good practices to enhance the quality and utility of their reports.

This proposed project will thus build on and learn from the previous National Communications Support Programme (NCSP)'s work to provide enhanced and more effective support to non-Annex I Parties. A lessons learnt document was published by the NCSP in early 2013, partly based on the outcomes and recommendations from the NCSP Lessons Learnt Workshop organised in Istanbul, Turkey, in October 2012. This document provides additional information and a strong foundation for the GSP to target its support activities to countries on the basis of identified needs and priorities. The report concludes that the NC process could be a powerful tool for mobilising climate action and the necessary financing. Comprehensive and policy-relevant data and information is critical to fulfilling reporting requirements, but also to planning and budgeting efficiently, taking climate change into account. Institutions therefore need to be further enabled to respond to the increasing reporting demands under the Convention in a streamlined manner. However, the report highlights that the average time to prepare an NC is rather long (8 years), and that new challenges, policies, institutions, and priorities emerge during the life span of a NC project. This represents an important barrier to most countries, as the NCs have not yet been able to provide critical climate change information on a more regular basis. The need for more frequent and reliable information is critical for policy making, especially in an area where new researches demonstrate the need for immediate actions to tackle climate change.

Thus, shortening the NC cycles in countries will be one of the critical challenges the GSP will need to address. Institutional changes and the influence of new players affect the role NCs can play in the future. Those countries that can flexibly respond to these changes will most benefit from their NCs. These conclusions are reflected in the choice of the outcomes and outputs of the proposed GSP. The NCSP lessons learnt workshop provided a basis for sharing ideas on specific activities that the GSP should implement to facilitate knowledge sharing: e.g. a wider and different use of the online platform (e-learning modules); combined global, regional and national support components; compile best practices and update the NC Toolkit, particularly regarding its MRV treatment and more.

A key element of the support strategy that the GSP will put in place to help countries shorten the submission periods is the targeted support through continuous monitoring of project activities, in coordination with the implementing agencies. The GSP will build on the in-country support and on-line technical assistance that the NCSP had put in place in the past. This includes technical advice on a wide range of issues to project coordinators and thematic team leaders; guidance on terms of reference for the different studies, reviews of draft reports on GHG inventories, mitigation analysis and vulnerability and adaptation (V&A) assessments; and feedback on NC reports before submission to the UNFCCC. Similarly, the GSP will carry out dissemination activities including regular distribution of relevant information to countries via an electronic list serve and a website, produce thematic newsletters featuring lessons learned and results from the NCs and BURs, and encourage south-south learning via webinars on specific topics.

In addition to NCs and BURs, the GSP will support countries in their identification process, preparation, consultation and communication of their nationally determined contributions to the 2015 agreement. Though these contributions are to be communicated to the COP well in advance of the COP21 in Paris in 2015 (the suggested timing is the first quarter of 2015), further guidance or information on these contributions has not yet been

provided. The GSP will therefore build on the findings of the UNDP implemented project<sup>2</sup> ‘Technical dialogue on nationally determined contributions toward a 2015 agreement under the UNFCCC’, which during the first half of 2014 will facilitate a technical dialogue between interested countries on different aspects of the process of putting forward nationally determined contributions, basically by facilitating the organization of regional workshops. The compilation reports of these workshops will provide insights on the key gaps and challenges countries may face in preparing their contributions, capacity building and potential technical assistance needs, potential linkages with other current support or initiatives in the respective regions, and follow up actions to secure a successful submission of countries’ contributions to the 2015 agreement. NCs and BURs and their respective processes in the countries, are important national platforms to initiate national consultations among stakeholders and to initiate the political process to reach domestic agreement on the contribution. Therefore, some of these insights gained by the above mentioned UNDP-implemented project will be addressed by the GSP.

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## II. STRATEGY

The programme is fully compliant with the GEF 5 climate change strategic objective 6 “Support Enabling Activities and Capacity Building”, and will contribute to the successful implementation of the outcome “Human and institutional capacity of recipient countries strengthened”.

### **Project Objective and components**

#### **Implementation approach**

Over its five (5) year period in operation, the GSP will provide support to all non- Annex I Parties as they prepare their NCs and BURs. However, support will focus on those countries with lowest capacities (such as LDCs and SIDS) while bringing the experience and expertise of the most advanced countries through a collaborative approach. The GSP will also build on the work that UNDP and UNEP are currently providing to countries in the areas of mitigation and adaptation in order to ensure complementarity among relevant initiatives at country level. This will include the necessary linkages with national climate change process and strategies, as well as enhanced data, information, and analytical studies. Its components will be structured to address key challenges and barriers identified by Parties during national reporting such as:

*Lack of harmonized national institutional framework for GHG inventories reporting:* The programme will assist countries establish and/or strengthen national institutional arrangements the preparation of GHG inventories for NCs and BURs and create a national system for data access, documenting procedures and processes involved in preparing national GHG inventories and ensuring data, information, and assumptions are reported and archived in transparent and systematic and easily accessible ways. The programme will assist countries define mandates of involved organizations and experts at national level and address political roadblocks; paying attention to national institutional mandates and processes.

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<sup>2</sup> This project is a joint initiative between UNDP and UNFCCC, which is expected to initiate its activities in March 2014. Three sub-regional workshops are expected to be carried out by the third quarter of 2014.

*Lack of technical capacities to prepare solid quality reports:* While the first and second NCs have allowed countries to increase their expertise in climate change, the increasing reporting requirements and the need for greater accuracy and transparency in reporting, is considered an additional 'burden' by most countries, especially the LDC and SIDS. Based on previous experiences, the support programme will prepare guidance notes, identify suitable tools & methodologies, provide on-line and on-site training on use of these tools, in addition to identifying regional centres of excellence in both Annex I and non-Annex I countries, for Parties preparing their reports to access up to date climate-relevant data, information and appropriate analytical tools particularly in their areas of interest.

*Limited access to data:* Data reliability and accessibility is perhaps the most significant challenge countries face when carrying out their GHG inventories, mitigation analysis or V&A assessments. While data gaps and uncertainties have improved in the past few years in many countries, this continues to be a very important barrier to the quality and comprehensiveness of the NC reports, and the sustainability of the NC and BUR processes. The programme will work with national and international institutions and experts to assist countries generate or access national data, while also reviewing institutional arrangements or other legal and financial barriers to data access. At the same time, the programme will provide guidance on how to acquire, process and store national data by assisting countries create national databases and plans to ensure continuous collection and improvement of data required for NC and BUR reporting.

*Limited consultation and weak stakeholder consultation processes:* The programme will work closely with countries to ensure that a strong stakeholder engagement, solid technical and institutional capacities, adequate coordination mechanisms among all the relevant stakeholders, and the necessary monitoring of actions are put in place to ensure that the quality and frequency of the reporting commitments are achieved. Although stakeholders' engagement in the preparation of NCs has expanded in many countries, there is a need to consolidate and enhance the participation of a wider range of government and non-government organizations in the NCs, and subsequently, in BURs set-up, preparation and follow-up. This participation becomes especially relevant as new and more updated/reliable data will be required for enhanced and solid reporting. The importance of a wide and inclusive consultative process is further highlighted as it is the basis for making the NCs and BURs effective tools for addressing pressing development policy issues, ensuring that appropriate actions are designed within the project proposal to specifically identify priority actions and relevant linkages with development needs.

### **Project components and outcomes**

The support programme will design its technical assistance based on individual country needs and priorities in climate change reporting. Expertise will then be drawn from international, regional and national institutions to ensure adequate backstopping is provided to national teams during their reporting period. The support programme will provide a range of technical assistance focused on three (3) main components:



***Component 1: Broaden and make more robust and operational, institutional arrangements for the preparation of NCs and BURs***

Through this component, countries will be assisted to build national technical teams, enhance and strengthen national institutional arrangements to support the new reporting requirements in the context of strengthened and more frequent NCs and BURs reporting. This component will seek to assist countries strengthen national documentation processes, build individual and institutional capacities and establish a durable national climate change reporting system in countries. The programme will guide the countries through the design, enhancement and/or consolidation of the institutional structures that will be required for continuous reporting under the Convention. Current institutional arrangements for the preparation of NCs vary significantly by countries, ranging from relatively strong climate change units responsible for NCs to ad-hoc structures that are largely dependent of GEF funding for NCs. This coupled with significant differences of technical and institutional capacities bring an important challenge to the support the programme can provide. Thus rather than developing a ‘cookie-cutter’ approach, the programme will work with countries individually to assist them develop their own strategies on their institutional structure and capacity development required, building on the work done in their previous NCs.

It is important to highlight lessons learned from the NCSP. Through its support to countries, the NCSP has noted that general descriptions of stakeholder participation and expert consultations have improved, but process adopted and potential involvement in the longer term are not always explained. Furthermore, reporting is often limited to listing stakeholders and a very brief description, if any, of their role on consultations. The work of the GSP would provide guidance, including steps to ensure that the institutional structures are more useful for the sustainability of the NC process, taking into account the relevant planning processes at the country level. The programme will also work with national teams to help them assess roles of institutions to support NC and BUR preparation and reporting, advice on the required collection of data and information, and catalyze decision-making process to meet climate change objectives, as part of the NC work. Furthermore, the programme will assist countries in carrying out further analysis on the how the relevant institutions may benefit from the NC process to ensure effective communication, coordination and provision of information.

Under most SNCs, countries are reporting the creation of institutional structure for climate change, which represents a significant progress, as awareness is growing as well as political support. However, additional understanding is needed on how institutional arrangements may need to be adjusted to facilitate the preparation of more stringent NC reports and to better address the new BURs reporting requirement. In this context, the programme will assist countries in developing their policy frameworks for managing institutional cooperation among key stakeholders for the NC and BUR.

The NCSP has also developed a guidance document on how the NC can provide inputs to the integration of climate change concerns into relevant planning and decision-making processes. Although some progress can be observed in the areas, there is a need for stronger participation of national development priorities and objectives with climate change. The GSP will assist countries in using this NCSP guidance from the very beginning of their NC and BUR preparation to ensure stronger linkages and identify the necessary incentives for greater institutional support and capacities in the reporting obligations.

In particular, the expected outcomes of this component are:

- Outcome 1.1: Sustainable national institutional arrangements for climate change reporting established in non-Annex I countries
- Outcome 1.2: NC and BUR data and analyses available and used by a greater number of government ministries and provisional resources managers for planning purposes

This translates into a number of outputs that are listed in table B of part I. Under outcome (1.1), countries will be assisted on a one-by-one basis, with the development and organization of targeted workshops, particularly designed for more and better involvement of government staff dealing with policy formulation and national planning into the NC and BUR processes. To this purpose, material developed within the context of this support programme or other relevant material will be made available and be used as a basis. These workshops have the intention to address the importance of robust institutional arrangements for climate change reporting, while they provide insights into the how and what, including stakeholder analysis, definition of roles of institutions, development of policy frameworks for managing institutional cooperation, among others. Examples of durable and robust institutional arrangements exist in a number of countries (e.g. inter-ministerial climate change cell, climate change committees), and lessons can be learnt from these existing examples. Countries will also be assisted in the stakeholder analyses and in the design, enhancement or consolidation of institutional mechanisms to support the NC and BUR, in light of the increased reporting requirements.

Outcome 1.1 will thus look at gaps and achievements of previous institutional structures that can provide both a better understanding of where the interventions would make a greater impact and ideas on how those gaps could be addressed. In doing so, countries will identify experiences from other successful institutional structures that may be replicated, as appropriate, for the NC and BUR. Given the need to improve the quality and frequency of the reporting under the convention and the additional efforts to design measurement, evaluation and reporting (MRV) systems, the programme will guide the national teams on how to leverage political and, if feasible, financial support, from the relevant government counterparts. This will involve guidance to countries on the definition of roles and responsibilities through the provision of templates, examples, and learning from other countries.

In particular, this outcome will assist countries in the following:

- Define a country-driven process to assess gaps and opportunities to strengthen the institutional structures
- Identify key players and cluster them in smaller groups based on their mandates within the government (e.g. policy, technical, research)
- Identify non-governmental institutions that may play a critical or even secondary role to expand both support and ownership of the NC process
- Outline the roles and responsibilities to ensure clear division of labor, contribution, and decision making
- Define the communication protocols to facilitate the coordination and consultations on a regular basis
- Provide more detailed reporting on the institutional arrangements adopted to both prepare the reports and to consolidate such arrangements for future reporting.

Outcome1.2 intends to have well established procedures for data collection across government institutions, in order to improve compilation, retention, access and utility of data and analysis. This support will be provided to a number of countries that identify the lack of such procedures as a significant barrier for NC and BUR preparation. Other countries that may have already made important progress in this area will be involved, under the guidance of the GSP, in south-south learning activities in different regions. Two workshops will be held in different parts to train approximately 60 people in total. As part of these trainings, country-specific activities will be implemented with support of the GSP, depending on the demand expressed by countries, and the resources available to support them. These country level activities will include the formulation of procedures across institutes for data collection, management and archiving, particularly focusing on quality assurance and control, and based on a sound analysis of the legal, financial and institutional barriers to undertake data collection.

In particular this component will assist countries in the following:

- Identify critical data gaps, including the institutions responsible for generating the data
- Design a plan to motivate responsible institutions in data improvement strategies
- Disseminate and support training activities, as needed, on approaches for data management and archiving, such as those developed by USEPA
- Define key quality control and quality procedures that may be reported under the NCs
- Determine the training needs, in coordination with the relevant institutions
- Design a framework for an inventory management system taking into account the key elements to ensure higher quality reports, such as the GHG inventories, mitigation analysis and V&A assessment, as feasible.

***Component 2: Provide technical backstopping to national teams for the preparation of NCs, BURs, and nationally determined contributions to the 2015 agreement including the preparation and dissemination of technical and policy-relevant guidance materials, methodologies and tools***

The support programme will respond to country needs obtained through one on one interaction, on site backstopping, surveys and workshops. Furthermore, it will update, as needed and in coordination with the Consultative Group of Experts (CGE), the key training materials to support preparation of climate change reports in a timely manner. Strategic policy guidance will also be provided to countries to facilitate mainstreaming of climate change reports into national development agendas. The programme will enhance the science-policy dialogue in an effort to supporting national governments to identify innovative policies and incentives on climate change that would link to national development priorities and processes to achieve a low emission and climate resilience development.

In this context, the GSP will assist countries identify entry points for climate change mainstreaming during the preparation of the NCs, and where appropriate, the BURs. This will involve disseminating the NCSP guidance document on climate change integration as the basis for discussions at the country level. Other materials developed by UNDP and UNEP on environmental mainstreaming will also be provided to support efforts in those countries

where an “integration agenda” has been prioritized. This element, along with linkages with national development, is considered to be central to the sustainability of the NC and BUR process. Furthermore, the GSP will work with the Implementing Agencies and national teams from the outset of project implementation to ensure that integration issues are adequately considered and reported. In addition, and in response to the lack of clear guidance and directions on the information countries will need to put forward on their contributions, the GSP will prepare guidance material and upon request by Parties, recommendations on how to present the information for the official communication of nationally determined contributions to the 2015 agreement. The GSP will also support countries in the identification, preparation and consultation of their contributions. In this context, guidance would be provided on the involvement of key stakeholders in the consultation process to prepare their contributions and on linkages with priorities at the country level, building on the NC and BUR experiences and arrangements in place, among others.

In the area of GHG inventories, the NCSP has identified the areas that would need further improvement, especially in the context of BUR. On this basis the GSP will focus its support activities in the following areas: Key source analysis, as appropriate, discussions on uncertainties of the data and emissions calculations; complete calculation sheets and tables to enhance transparency and better understanding of inventory results, development and application of quality control and quality assurance procedures; identification of sources of data and key assumptions used in emission estimates by sources; and the development/establishment of GHG inventory systems to improve periodic reporting of more reliable inventory data. Central to this support is the inventory years that countries are mandated to report on under both the BUR and the TNC.

The GSP will work with countries to ensure that the appropriate years or series are reported, including the use of the appropriate methodologies. In this sense, training, as needed, will be provided in the use of the 2006 IPCC Guidelines for the preparation of national GHG inventories, along with the IPCC Good Practice Guidelines.

The GSP will also assist countries in accurately reporting data sources and gaps, as well as the assumptions used for emission inventories, including emission factors. As previously done under the NCSP, the programme will make available to countries GHG reviewers certified by the UNFCCC to carry out technical reviews of the GHG inventory. These reviews will not only identify potential gaps, errors or inconsistencies, but also concrete recommendations to address them. Rather than carrying out such reviews at the end of the NC projects, the GSP will encourage countries to not only submit their draft GHG inventory for review as early as possible, but will also offer countries online support to answer any queries they may have during the preparation of their GHG inventories. This would allow countries to make adjustments and correct any mistakes before the reports are submitted to the UNFCCC. This support is critical for the BURs given the potential international consultation process that would be put in place to review the GHG inventories for non-Annex I Parties.

In the area of V&A assessment, the NCSP has also identified a number of areas that would need improvements. Based on these findings, the programme will assist countries in the adoption of the most appropriate methodologies based on their national circumstances and scope of work, to avoid duplication of previous work, provide better explanations of the reasons for adopting these methodologies, challenges faced and assumptions used in their applications; better describe the climate scenarios developed or adopted, timeframes

chosen, and sources of data; carry out more comprehensive analysis of socio-economic context for impacts assessments; provide clearer descriptions of results from models used in impacts assessments, while ensuring solid linkages between climate scenarios and socio-economic analysis with impacts and vulnerability assessments; and finally strengthen the analysis on how proposed adaptation measures would address potential impacts identified.

Although the current NC reports submitted to the UNFCCC contain some or many of these areas, often they don't provide the details required for a comprehensive understanding of the approaches, results, challenges, and linkages between scenarios (climate and socio-economic), impacts, and adaptation measures. The programme will assist countries design and carry out the gap fillings of previous NCs and provide the necessary training and technical backstopping to address them. In particular, the GSP will assist countries better articulate the key vulnerability and impacts, building on the work carried out in the previous NCs, through more solid use of climate scenario information. This will include clear reporting of assessment periods, methodological choices, uncertainties of these assessments, and the articulation of an adaptation plan through proposed measures and policies to address climate change impacts. Particular attention will be given to the need to strengthen the socio-economic analysis to avoid vulnerability and adaptation assessment purely based on bio-physical impacts.

In the area of mitigation, the NCSP found significant differences in the level of detail among the NCs submitted and that in most cases, information reported under mitigation is not comprehensible or complete. This is one of the areas that requires a better structure and use of methodologies to carry out more solid analyses and interpret future mitigation actions. For example, there is limited capacity to carry out an appropriate cost analysis of mitigation options and to analyse socio-economic implications of these mitigation measures. On the other hand, calculations of mitigation potentials are not always transparent, when provided, and linkages with the GHG inventory are not always evident. In the context of BUR, this area along with the GHG inventories would require strengthened technical support to improve the quality and reliability of the analysis and results.

The GSP will assist national teams to design in more detail their plans for the mitigation analysis so that the work is prioritized from the beginning and avoid dispersion of efforts. This approach will help countries make better use of resources (both human and financial) by concentrating on the areas with biggest impacts on GHG emission reduction and strongest linkages with national or sectoral development needs/plans. Given the availability of a number of models for mitigation analysis, especially in the energy sector, the GSP will coordinate with the CGE, as appropriate and other support initiatives to design more cost-effective ways of training national experts on mitigation analysis. Although the trainings will make use of existing models, the support will not be centred around modelling exercise alone; on the contrary, it will emphasize the need to ensure a more comprehensive assessments of mitigation options that may include analytical frameworks to identify mitigation options that are aligned with development priorities. This will include the use of appropriate tools for prioritization of such options and for basic viability assessments, including costs, socio-economic impacts, and political support of the proposed mitigation options.

Regarding the more recent commitment under the Convention that requests all parties to submit their nationally determined contributions to the 2015 Agreement, there is a lack of clear guidance on the content and format of such submission. The work that countries would need to carry out to comply with this new commitment is strongly linked to the

activities under the NCs and BURs. Similarly, the process that may need to be put in place to identify, prepare and submit the contributions to the 2015 agreement is likely to be similar to the process adopted for NCs and BURs. This may include consultations processes, analysis, prioritization, and technical discussion that may build on the NC and BUR work and experiences. In this context, the GSU will work with NC and BUR counterparts at the country level to assist in the consultation process, identification and preparation of the contributions to the 2015 agreement. Emphasis will be given on the use of reliable baseline information that may have been developed as part the NC formulation and other relevant studies as the basis to initiate the discussions and prioritize the areas and sectors that may be considered for the contributions to the 2015 agreement. Similarly, the GSP will facilitate online consultation on technical issues and exchange of information and experiences to ensure that a minimum level of support is in place so that countries can resolve issues and challenges that may arise during the preparation of the contributions to the 2015 agreement.

Concretely, the in-country knowledge base and expertise on the different components of NCs, BURs, and the preparation and communication of nationally determined contributions to the 2015 agreement will be enhanced through a large number of workshops, guidance materials, on line support, in country support and online training through webinars. The GSP intends to produce or compile available guidance to support countries with their technical studies including the following:

- A guidance note on how to set up for and prepare a quality BUR. This will be a short guidance note in addition to the policy guidance that has been prepared and distributed by GEF. Given that the CGE is currently developing some training materials (NCSP, UNDP, and UNEP are contributing to this work), the GSP will base the guidance note on this material, if deemed necessary.
- An updated guidance note on integrating climate change in development planning and policy, building on the easy guide that was prepared under the NCSP and which countries explicitly asked for to have an update on on a regular basis.
- An updated guidance note on how to set up for and prepare a policy relevant NC;
- An update of sector-specific compilation on tools and methodologies for mitigation analysis and V&A assessments, in coordination with the CGE.
- One compilation document on lessons learnt from national efforts in creating institutional arrangements for tackling climate change. This will be a compilation of the experiences of the 10 countries that will be carried out under component 1 of the GSP.
- One publication on how gender issues may considered and integrated in the NCs and BURs;
- An updated guidance on the design of GHG inventory systems in coordination with the IPCC and other relevant institutions, such as USEPA, and in consultation with the CGE; and
- A guidance note on how to identify and communicate nationally determined contributions of the 2015 agreement in a robust, realistic and

achievable fashion, and based on extensive and inclusive dialogues within the country with relevant stakeholders, sectors and levels.

The training component of this GSP is rather substantive, with at least the following training events and activities scheduled:

- Sub-regional and thematic workshops and training, with post-workshop online support, including follow-up activities to the process countries are putting in place in the context of the nationally determined contributions to the 2015 agreement;
- Self-paced online learning modules and webinars with international experts on pertinent technical issues for NCs, BURs and for the preparation of nationally determined contributions to the 2015 agreement;
- South-south learning through facilitated exchanges via the GSP.
- Dissemination on lessons learned and good practices to provide relevant examples which countries may adapt for their own studies in NCs, BURs and nationally determined contributions to the 2015 agreement;
- Dissemination of templates and formats that countries may adapt for reporting purposes under their NCs and BUR, including online discussion on how to use them, as needed. . This activity will also include discussions and recommendation on ways to compile and present nationally determined contributions to the 2015 agreement;
- Diversify the learning packages offered, in order to address not only a limited number of technical staff from NC and BUR project teams in countries, but involve other less obvious stakeholders and contributors to the processes. This responds to inputs received from a number of countries at the NCSP lessons learnt workshop. In the context of the 2015 agreement, the GSP will also target stakeholders that are relevant for the preparation of nationally determined contributions.

In addition to the above training events and publications, the GSP will update its vetted list of experts that is now being shared through the NCSP platform, but needs regular update. Indeed, on a regular basis, the implementing agencies are asked by countries to recommend technical experts who can support the development of NC and/or BUR components. The intention of this vetted list of experts is twofold: 1) to have a pool of experts, which have already been screened by the GSP, and therefore meet minimum qualification criteria, from which country teams can easily and promptly select appropriate candidates for identified consultancies, and 2) to create a network of experts that is affiliated to research centres, consultancy firms, centres of excellence including relevant regional institutions that can further help country teams train national experts in different thematic areas. Thus, an updated database will be made available featuring international and national experts, and prominent research institutes, think tanks, on various NC and BUR topics.

Particular attention will be paid to quality assurance and control procedures for data collection, management and storage at the country level. Being part of outcome 1, output 1.2.1 in particular, the support programme plans to assist on a one by one basis a number of countries in the formulation of quality assurance and control procedures for data collection, management and storage. It is recalled in this context that more accurate

inventories enable non-Annex I Parties to identify major sources and sinks of GHGs with greater confidence, and thus to make more informed policy decisions with respect to appropriate response measures. A variety of QA/QC procedures are made available and are already being applied by countries, though not systematically. Moreover, QA/QC methods and procedures are not always properly reported on or described with sufficient detail in the NCs. Inventory quality needs to be sensibly increased, also in light of the future international consultation process that may be put in place to review GHG inventories of non-Annex I Parties. This includes QA/QC procedures providing cross-checks during inventory compilation and quantification of uncertainties at the source level and for the inventory as a whole.

***Component 3: Enhance knowledge management, best practices, communication and outreach***

A key element of the support programme will be to develop and disseminate informative products and lessons learned to raise awareness, engage stakeholders, and inform decision makers on a continuous basis. The support programme will target to enhance partnerships and technical support amongst national institutions, private sector, international organizations, academia, research institutions, Non-Governmental Organizations and regional centres in an effort to provide comprehensive support to national teams. Countries will be encouraged to develop peer support by linking up national teams to exchange data and information, tools and methodologies, lessons learnt and good practices to enhance the quality and utility of their reports.

The purpose of this component is to provide support to the previous components 1 and 2 through exchange of best practices. To this end, sub-regional sections will be created on the programme's website (grouping may include SIDS, LDCs, Asia, Eastern Europe, Latin America and, Africa), which will provide relevant information at the sub-regional level, and if feasible, a database of relevant material per NC and BUR issue, with smart search options. Per region, on the dedicated sections of the support programme's website, a list of research centres will be provided, with a short narrative on the possible support or area of expertise of the centres/institutes. There will be a launch event of an online forum and related activities, such as webinars and expert meetings online. As mentioned under component 2, the website will become a more interactive and dynamic space for knowledge sharing. The GSP's platform will be a one-stop shop for all information related to NCs and BURs and with the possibility to zoom in per region. Moreover, the GSP platform will become the hub for countries to share their experiences in terms of initiating and managing national dialogues, challenges faced during the process of, the format and content of official communications, etc. on nationally determined contributions to the 2015 agreement.

Ten in-focus magazines will be produced and distributed through the website of the support programme and through distribution lists that the GSP will create and maintain to facilitate communications with country teams on a regular basis. These short publications will zoom in on a specific issue, such as a critical discussion on the strengths and limitations of applying specific models, a review of climate mitigation options for priority sectors, etc. The existing newsletter will therefore evolve into publications that will go into more detail discussion of technical issues. Instead, an in-focus magazine with connected webinars and online discussion fora could provide an important added value to the work countries are delivering on the ground. The topics of the in-focus magazine will be decided upon based on requests from countries. These publications will also seek to keep country teams abreast of the latest developments under the UNFCCC negotiations, directly affecting and



influencing reporting requirements. Topics related to the 2015 agreement and experiences from countries in preparing their national contributions will also be included in the GSP publications and information exchange.

In order to complement the dissemination of information, lessons from countries, relevant news and events, the GSP will develop a “Monthly Round Up” on-line publication. UNDP has used this dissemination tool under the Low Emissions Capacity Programme, which has proved to be very useful and highly appreciated by participating countries. The monthly round ups feature very concise articles and news in different topics, ranging from the specific activities at country level, relevant initiatives from international partners, recommended publication, webinars, workshops, training activities, among others.

Through all these dissemination and public awareness modalities, the GSP will create a knowledge and outreach platform to feature relevant information for the compilation and completion of NC and BUR reports, and nationally determined contributions to the 2015 agreement. This platform will be updated on a regular basis (at the occurrence of launch of milestone publications, capacity building events, and more) and constituents will be contacted through distribution lists and relevant information shared. The intention is not to limit these dissemination efforts to the national teams responsible for the NCs and BURs, but to cover a much wider range of stakeholders at the country level, including those involved in the preparation of the contributions to the 2015 agreement, to enhance the understanding of these convention reports. Thus the GSP will coordinate with project managers to identify the key stakeholders in each country who would be targeted under this outreach strategy. As a result, selected articles would feature technical and policy work that can demonstrate how the NCs and BURs, as well as the contributions to the 2015 agreement, can have greater impacts in supporting the national climate change agendas.

### **Sustainability and Replicability**

The project has strong support from a wide range of stakeholders, from governments to other implementing partners such as the UNFCCC Secretariat and the CGE, among others.

The long-term project viability and sustainability will depend greatly on its ‘ownership’ and on ‘institutionalization’ of the capacity that is built by the project. All capacity building activities foreseen in the project are thought out so as to have a lasting impact at the national level, e.g. training components will be planned based on needs assessments. It will equally build on the ‘multiplier-effect’ where trained experts and government representatives will facilitate further national training and institutional capacity building. By maintaining consistent institutional partnerships with other relevant initiatives, such as the UNEP-UNEP Global Support Programme for the National Adaptation Plans and UNDP Low Emission Capacity Building Programme, the project seeks to provide a level effect on other sources of funding for adaptation, mitigation and other components of NCs and BURs at the country level. Finally, lessons learned from the implementation of this global project will be compiled and disseminated to a broad range of stakeholders, using a systemic framework to ensure that knowledge and key findings have a larger impact among the key partners worldwide.

### **Consistency of the project with national/regional priorities/plans**

There is an increasing recognition that accurate and consistent reporting on climate change information i.e. inventories of anthropogenic emissions by sources and removals by sinks of greenhouse gases; mitigation and adaptation measures, and all other information relevant to the attainment of the Convention objectives go a long way in supporting integration of these aspects of climate change into national planning processes. The GSP is designed to complement, without duplicating, all climate change reporting obligations of developing countries in ways that promote increasing cost-effectiveness and enhance consistencies with various national development priorities and programmes undertaken by participating countries such as:

- Poverty reduction strategies/plans;
- Regional and national programmes and strategies to address climate change in a more concerted manner, including low emission and climate resilient development strategies;
- Adaptation projects, the National Adaptation Programme of Actions (NAPA);
- Mitigation projects, including Nationally Appropriate Mitigation Actions;
- Reducing emissions from deforestation and forest degradation (REDD) projects;
- National Capacity Self- Assessment Projects;
- Preparation of national Human Development Reports in the context of the climate change threats;
- Low emission, climate resilient development strategies;
- National UN Development Assistance Framework (UNDAF) processes to tackle climate change at different levels (national, sectoral, local) including development of water management strategies, drought resistant crops, and renewable energy resources; and
- The capacity building efforts by national governments for effective participation in climate change negotiations.

Complementarity exists with other global support programmes jointly carried out by the implementing agencies UNDP and UNEP, such as the GEF supported programme called “Assisting Least developed Countries (LDCs) with country-driven processes to advance National Adaptation Plans (NAPs)”. This has the objective of facilitating effective medium- to long-term planning for adaptation to climate change in LDCs, by strengthening institutional and technical capacities for iterative development of comprehensive NAPs in LDCs. NAPs are to be country-driven, and based on integrating adaptation into existing national development priorities and plans, to ensure a strategic and properly aligned approach to addressing climate change adaptation.

The GSP will also work in close coordination with UNDP's Low Emission Capacity Building (LECB) Programme, which is funded by the EU, Germany and Australia. The LECB Programme covers 25 countries in different regions and includes the following areas of work, all of which are relevant for the NCs and BURs: 1) Creation of National GHG Inventory Systems; 2) Identification and formulation of Nationally Appropriate Mitigation Actions; 3) Preparation of Low-Emission Development Strategies (LEDS); 4) Design and adoption of mitigation action plans by select industries; and 5) Design of systems for the measuring, reporting, and verification (MRV) of the proposed mitigation actions. The GSP will build on

the work that the LECB Programme is currently carrying out in the 25 countries to ensure the necessary synergies, adopt and/or relevant guidance materials, coordinate with the LECB roster of experts and support network, especially in the areas of GHG inventories, mitigation strategies and MRV systems.

In light of the recently adopted decision Dec.1/CP19 of the COP in Warsaw in November 2013, the GSP will help build the capacity of non-Annex I Parties to identify, prepare, initiate national stakeholder consults and communicate their intended nationally determined contributions to the 2015 agreement by 31 March 2015. The COP by its Dec.1/CP19, invited “all Parties to initiate or intensify domestic preparations for their intended nationally determined contributions, without prejudice to the legal nature of the contributions, in the context of adopting a protocol, another legal instrument or an agreed outcome with legal force under the Convention for the period post 2020 applicable to all Parties towards achieving the objective of the Convention as set out in its Article 2 and to communicate them well in advance of the twenty-first session of the Conference of the Parties (by the first quarter of 2015 by those Parties ready to do so) in a manner that facilitates the clarity, transparency and understanding of the intended contributions, without prejudice to the legal nature of the contributions.”

#### **Consistency of the project with GEF strategies and strategic programmes**

The GSP 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 strengthening countries’ human and institutional capacities to fulfil their reporting commitments under the Convention.

A major focus of the GSP is to further strengthen human and institutional capacities that contribute to the creation and maintenance of durable institutional frameworks/arrangements that are capable of addressing climate change issues in a more comprehensive manner at the national level and consistent with national development priorities. It is important to note that this support does not involve the creation of new institutions in the countries, but rather the strengthening of the institutional capacities and coordination required to produce the convention reports in a more sustainable manner. Experiences and lessons learnt during the implementation of the previous support programmes (NCSP) as they relate to the establishment of solid and permanent institutional frameworks involving relevant ministries and government bodies will be taken into account.

Within the framework of the previous NCSP, attempts were made to assist countries integrate climate change issues into their national, sectoral and other policies; and planning processes. As this integration represents a key strategy of GEF support to countries, the GSP will build on NCSP achievements and support the NC and BUR teams in their role as facilitators and conveners, within the respective institutions, to consolidate a coordination mechanism for regular reporting under the Convention. The ultimate objective of a more strategic support to countries is to facilitate timely submission of qualitatively stronger reports. Furthermore, the GSP will provide technical guidance to national teams in the areas of national GHG inventories, mitigation analysis, and V&A assessments; it will also provide countries with critical inputs to formulate project proposals in the areas of mitigation and adaptation to climate change, which are in turn responsive to their national development needs, and it will provide the technical basis, information and guidance for countries to

identify, prepare, consult and communicate nationally determined contributions to the 2015 agreement. Furthermore, the GSP will assist countries in ensuring that the NCs and BURs provide sound basis for policy and programme formulation.

In this context, through its technical assistance work, the GSP will provide an important contribution to countries' efforts in linking the NCs, BURs and nationally determined contributions to the 2015 agreement with the sectoral and national development plans to address climate change in a more cohesive manner, while meaningfully and realistically contributing to the post 2020 emission reduction efforts under a renewed 2015 agreement (protocol, another legal instrument or an agreed outcome with legal force). It also includes the formulation of project proposals that can be submitted for funding from different sources. The GSP will also work in close coordination with relevant programme by UNDP and UNEP (see section A2) to assist countries with the preparation of low emission, climate resilient development strategies.

As mentioned earlier, the GSP will build on the NCSP II, a GEF funded global project that has been under implementation for the past 7 years by UNDP and UNEP, and which was completed in early 2013. The numerous activities carried out under NCSP will provide a substantive basis for enhancing the support that has been provided to countries in the past. This includes learning from the 25 regional and training workshops for national communication coordinators and country experts organized by the NCSP. These workshops have provided an opportunity for exchange of information, knowledge and tools on GHG inventories, mitigation analysis, and V&A assessments. In order to avoid duplicating the work that had been done in the past, the GSP will make use of, and update as needed, the NCSP guidance materials to assist national teams with the preparation of their National Communications, including, among others, the following:

- Resource Kit on the National Communications Process;
- Guidance on Development of Climate Scenarios for V&A assessments;
- Guidance on Climate Information for Policy Makers;
- Country-level climate profiles for 52 countries in collaboration with the University of Oxford; and
- Guidance document on using the National Communications process and outputs to support climate change integration into national development policy and plans.

### **Coordination with other related initiatives**

Due to the very nature of National Communications and Biennial Update Reports, there is a strong link with many parallel and related initiatives. Hereinafter, only two obvious links are mentioned, and these are the link with an ongoing umbrella project for implementing Third National Communications, and the link with development strategies, with the view of integrating climate change issues in policies and plans. Furthermore, the programme will coordinate closely with the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) and will draw on their work regarding guidelines and training materials for the preparation of NCs. The project will use methodologies recommended by the UNFCCC and will build on the work carried out under previous NCs, as well as on the workshops and guidance materials developed by the NCSP.

The GEF-funded Third National Communications umbrella project provides administrative and technical support to 50 non Annex I Parties. As management teams of both the project and the support programme will be working closely together (same offices and same reporting mechanisms), coordination will safeguard from overlap and duplication.

As mentioned under question A.2 of Part II of this document, the support programme is designed to complement, without duplicating, all climate change reporting in an effort of increasing cost-effectiveness and enhancing consistencies with various national development priorities and programmes undertaken by participating countries. These initiatives have been listed earlier in this document.

The programme will work closely with a number of relevant initiatives including among others: The NAP support programme, funded by GEF, the Germany funded and GIZ implemented project to support the development of BUR in a few countries; the USEPA support on GHG inventory systems for the LULUCF and Agriculture in Asia, Africa and Latin America, WRI initiative on GHG Inventory protocol, the IPCC training activities on the use of the GHG inventory methodologies, the UNFCCC capacity building activities under the CGE. Coordination with these initiatives will include the following:

- Carry out joint training activities in given areas of the NC and BUR
- Coordinate the development of guidance material to avoid duplication
- Organize joint webinars
- Facilitate south-south and north-south learning
- Collaborate on the review of draft technical reports

### III. PROJECT RESULTS FRAMEWORK:

**Focal area objective:** Support enabling activities and capacity building under the Convention (UNFCCC)

**Focal area outcome:** Human and institutional capacity of recipient countries strengthened

**Programme objective:** : Improve the quality of non-Annex I Parties' National Communications (NCs) and Biennial Update Reports (BURs), so they are more widely used for national development planning, climate negotiations, and for funding low emission, climate resilient development projects, while they are also submitted to the UNFCCC in a timely manner.

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
<b>COMPONENT 1: Broaden and make more robust and operational institutional arrangements for the preparation of NCs and BURs</b>				
<b>OUTCOME 1.1: Sustainable national institutional arrangements for climate change reporting established in non-Annex I countries</b>	From a representative sample of participating countries, government climate change policy making bodies are represented by all sectors affected by and contributing to climate change.	<p><u>Baseline:</u> From a sample of 10 countries, the level participation of government, non-government, private sector and academic representatives in government climate change policy making bodies is identified at the start of the project.</p> <p><u>Target:</u> In a sample of 10 countries, government climate change policy making bodies are represented at the Director level or above, and equivalent for non-government, private sector, and academic representatives.</p> <p><u>Baseline:</u> From a sample of 10 countries, the percentage of sectors vulnerable to climate change that are represented on government climate change policy making bodies, at the start of the project.</p> <p><u>Target:</u> From sample, 90% of sectors vulnerable to climate change are represented at government climate change policy making bodies, at the end of project</p>	Sample survey done by the global support programme	The political importance of climate change is not high.

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
Output 1.1.1 Analysis of, and recommendations for, more robust national institutional arrangements	<p>1.1.1.1 Number of countries that are provided with guidance for successful stakeholder analysis, assisted to involve relevant institutions, groups and individuals in climate change institutional arrangements</p> <p>1.1.1.2 Countries supported in the design, enhancement and/or consolidation of institutional structures addressing climate change</p>	<p><u>Baseline:</u> Many countries have ad-hoc and poorly functioning institutional arrangements for the implementation of NCs (and now BURs) activities, often contributing to long, costly and ineffective processes. During NCSP II targeted support to countries on this issue was not covered</p> <p><u>Target:</u> At least 10 countries assisted in performing stakeholder analyses, engaging key stakeholders in the process and a minimum of 40 countries provided with targeted support</p> <p><u>Baseline:</u> Most countries do not have a well-designed and inclusive institutional structures capable of assisting countries address climate change issues/challenges on a more permanent basis</p> <p><u>Target:</u> At least 10 countries are assisted in setting up well-designed and inclusive institutional structures capable of assisting countries address climate change issues/challenges on a more permanent basis and a minimum of 40 other countries are provided targeted support</p>	<p>Relevant reports including minutes and lists of participants from relevant institutional structure meetings, project documents of the support programme (i.e. the papers/projects submitted after participating in the training(s), ...)</p> <p>Follow-up review papers, and outcome documents, including definitions of roles of institutions, policy frameworks, etc.</p>	<p>As countries will need to request for this type of support, it is assumed that the country counterparts will be very much engaged and therefore the output is supposed to be successful.</p> <p>A narrow understanding of the challenges and opportunities of climate change may lead to a poor stakeholder analysis and therefore leave out key players at different levels, but also from different sectors.</p>
1.1.2 National climate change reporting systems and procedures established to harmonize data collection across government institutions, to improve compilation, retention, access and utility of data	1.1.2.1 Countries assisted in organizing targeted workshops for government staff dealing with policy formulation and national planning addressing climate issues, eventually with the intent to include climate change into their agendas.	<p><u>Baseline:</u> The NCSP II targeted technical staff of NC project teams and not government staff</p> <p><u>Target:</u> At least 50 countries have used UNDP/UNEP tools, guidance material and support to facilitate the engagement of new stakeholders.</p>	<p>National development agendas and the presence of climate issues in these agendas</p> <p>Lists of participants of the training events organized in countries Workshop reports</p>	<p>There is a risk that technical government staff would be sent to participate in the programme's activities relating to raising the awareness of climate change issues designed for senior government officials and decision makers. It therefore fails</p>

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
			Survey of usefulness and needs for update of the tool done	to involve the decision-makers directly.
<b>OUTCOME 1.2: NC and BUR data and analyses available and used by a greater number of government ministries and provincial resources managers for planning purposes</b>	The NC/BUR database supports the development of climate change relevant policies	<u>Baseline:</u> From a sample of 10 countries the number of climate relevant policies developed between 2005-2010 supported by NC/BUR data  <u>Target:</u> From a sample of 10 countries, 80% of climate change relevant policies developed during the life of the project, are supported by data or information from the NC/BUR climate database.	Sample survey done by the global support programme	Lack of political will to set up new and robust interagency collaboration/frameworks to facilitate collection, collation and management of climate relevant data and information for the preparation of the NCs and BURs on a regular basis
Output 1.2.1 Involve a greater number of Ministries and stakeholders in compiling National Communications and BUR	1.2.1.1 Increased awareness of importance of sound data collection, management and archiving among all different stakeholders in countries due to workshops  1.2.1.2 Number of countries assisted in the analysis of legal, financial and institutional barriers to undertake adequate data collection and formulate alternative tracks to overcome these barriers  1.2.1.3 Number of countries assisted in the formulation of procedures across institutes for data collection, management and archival.	<u>Baseline:</u> This issue was not covered by NCSP II  <u>Target:</u> 2 workshops targeting 60 participants with diverse backgrounds from all regions and sample surveys on usefulness and applicability of workshops  <u>Baseline:</u> This issue was not covered by NCSP II  <u>Target:</u> Well established procedures in at least 10 assisted countries that have been closely assisted and supported to undertake the analysis described and formulate data collection, management and archiving procedures and ongoing discussions in another 10 countries that have been trained. Additional technical support provided to another 40 countries	Workshop reports and participants lists, working documents of workshops follow-up one-to-one work with countries and official communications from government institutions   Survey results Minutes of meetings held with the experts from the support programme, working documents and the analyses and working documents and the finalized procedures for data collection, management and archival.	Though the programme will target people from government institutions, there is a chance that people with another profile would participate and therefore the activities under this outcome could fail to have the desired impact.  There is a risk that this exercise remains an academic exercise, if the right persons are not involved in the process.



	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
<b>COMPONENT 2: Provide technical backstopping to national teams for the preparation of NCs, BURs, and nationally determined contributions to the 2015 agreement including the preparation and dissemination of technical and policy-relevant guidance materials, methodologies and tools.</b>				
<b>OUTCOME 2.1: National Teams are better able to apply UNFCCC reporting guidelines for the preparation of National Communications and Biennial Update Reports</b> and countries are equipped with the understanding, technical basis and information needed to identify, prepare, consult and communicate nationally determined contributions to the UNFCCC 2015 agreement.	<p>National experts compiling the NCs and BUR, are trained in the thematic &amp; cross cutting areas defined by the UNFCCC reporting guidelines.</p> <p>Participants rate training, technical backstopping, supporting tools and guidance notes 'high' in helping them to prepare high quality BURs and National Communications, and in assisting them in the process of identifying, preparing, consulting and communication on nationally determined contributions to the 2015 agreement.</p>	<p><u>Baseline:</u> Available country expertise will be measured during the 1st year of the project (possibly at the GSP inception workshop) to establish the baseline in 10 sample countries</p> <p><u>Target:</u> From a representative sample of countries national experts have training and experience in all thematic &amp; cross cutting areas defined by the UNFCCC reporting guidelines.</p> <p>From an 10 country sample survey of NC/ BUR/ nationally determined contributions compilers 90% rated the utility of their training as 'high'</p>	<p>Sample survey done by the global support programme.</p>	<p>Senior government officials and project coordinators do not nominate the right calibre of national experts to participate in training workshops</p> <p>There is a risk that capacity building activities have a limited impact as participants in GSP's training and learning events have limited multiplier effects, particularly if participants leave their positions and institutes</p> <p>A lack of proactive engagement of countries in GSP activities</p>
Output 2.1.1 New and revised guidance notes, tools, methodologies prepared for NCs, BURs and nationally determined contributions in identified areas	2.1.1.1 Production and/or compilation and distribution of key publications	<p><u>Baseline:</u> Under the NCSP II 5 publications (and another 52 country climate profiles) were prepared and distributed reaching out to a wide number of people within 142 countries</p> <p><u>Target:</u> 9 major publications comprising - guidance notes, lessons learnt, compilation documents and others on critical areas of expertise where gaps persist or have been recently identified</p>	<p>Publications distributed to countries during international gatherings (e.g. COPs). All will be made available on the online platform</p>	<p>It is impossible to address all capacity building needs with one single programme. Therefore, the programme will address the most urgent and frequently mentioned capacity development needs, in coordination with parallel work from e.g. the GCE.</p>

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
Output 2.1.2 Networks of qualified experts established	2.1.2.1 Updated and vetted roster of national and international experts in NC thematic assessment areas and BUR components shared	<p><u>Baseline:</u> NCSP II prepared and shared a vetted list of experts, but this list needs to be updated</p> <p><u>Target:</u> An updated list of experts covering the different areas of expertise important for sound NCs and BURs.</p>	<p>Roster on the programme's website</p> <p>Working documents proving that the experts have been screened prior to inclusion in the lists</p>	It is hoped that there is a growing pool of international and national experts to facilitate updating of the expert roster.
Output 2.1.3 National teams trained on use and application of tools and new and revised guidance notes, tools and methodologies for the different components	<p>2.1.4.1 Critical skill and knowledge gaps identified are addressed through</p> <ul style="list-style-type: none"> <li>- Face-to-face workshops with post-workshop online support</li> <li>- Self-paced online learning modules</li> <li>- Organization of webinars with international experts on pertinent technical issues for NCs, BURs and nationally determined contributions.</li> </ul>	<p><u>Baseline:</u> NCSP II trained x people through y face-to-face workshops, reaching out to all regions</p> <p><u>Target:</u> 22 face-to-face workshops held, targeting 150 people as follows: 2 online learning modules launched, potentially reaching out to 100 people in NAI Parties 12 webinars organized on specific issues brought up by countries, and coinciding with the launch of key publications from the GSP.</p>	<p>-Report of workshop and other training event and lists of participants.</p> <p>-Training/Learning material available on the online platform</p>	There is always a risk of not having the 'right' participants attending training events and therefore not having the desired multiplier effect of the trainings.
Output 2.1.4 Teams trained in Quality assurance and control procedures established for data collection, management and storage at the country level	2.1.4.1 As part of the output 1.2.1 (National climate change reporting systems and procedures established to harmonize data collection across government institutions, to improve compilation, retention, access and utility of data) number of countries assisted in the formulation of quality assurance and control procedures for data collection, management and storage	<p><u>Baseline:</u> This issue was not covered under the NCSP II</p> <p><u>Target:</u> Well established quality assurance and control procedures in at least 10 assisted countries (same countries as under output 1.2.1) and another 40 countries at the most provided with technical support on demand</p>	Minutes of meetings held with the experts from the support programme, working documents and the analyses and working documents and the finalized quality assurance and control procedures for data collection, management and archival.	There is a risk that this exercise remains an academic exercise, if the right persons are not involved in the process.

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
<b>COMPONENT 3: Enhance knowledge management, best practice, communication and outreach</b>				
<b>OUTCOME 3.1: National and/or regional climate change information networking enhanced</b>	In support of components 1 and 2, experts and practitioners rate the networks highly in providing them information and tools improve the quality of their National Communication and Biennial Update Reports.	<u>Baseline:</u> ratings taken at project inception <u>Target:</u> Surveys of practitioners using the networks rated their utility 25% higher as compared to the baseline.	Sample survey done by the global support programme.	Networks are only successful if participants are highly engaged
Output 3.1.1 Sub-regional exchange on experiences, results and lessons learnt carried out	3.1.1.1 Lessons learnt at sub-regional level completed and distributed 3.1.1.2 Sub-regional sections of the webpage created on the programme's website 3.1.1.3 Sub-section on nationally determined contributions to the 2015 agreement created and relevant information and lessons learnt distributed	<u>Baseline:</u> Support provided through the platform was mainly of global nature during the NCSP II <u>Target:</u> 6 sub-regional sections on the GSP's website and lessons learnt distributed and 1 sub-section on nationally determined contributions created and consulted globally	The webpages, their content and activity on the fora	The online discussions have an intrinsic risk of not being very successful if not rightly animated.
Output 3.1.2 Knowledge and/or information management system established	3.1.2.1 A number of in-focus magazines produced and distributed through the website of the support programme  3.1.2.2 News section on the platform with relevant information updated on a weekly basis  3.1.2.3 Regular (weekly) update of constituents through distribution/ mailing lists	<u>Baseline:</u> 29 newsletters were prepared under NCSP II and distributed in English, and partly French and Spanish <u>Target:</u> 10 (2 per year) in-focus magazines produced and distributed in English, French and Spanish <u>Baseline:</u> A news section was part of the NCSP platform but was not updated on a regular basis <u>Target:</u> News section will be updated with NC and BUR relevant events, publications, submissions from non-Annex I Parties, and more on a weekly basis in a systematized and semi-automatized way	The in-focus magazines for the quality content Platform and mailing lists for the weekly updated notifications  The consultation of the magazines can be followed through freely available online tracking software, such as GoogleAnalytics	Wide consultation will be undertaken to ensure success of the magazines, as the content is written by and for countries. Each number will have a focus (e.g. V&A in the health sector, greening the energy sector and more). Lessons learnt will need to be shared, new tools available featured and related capacity building opportunities highlighted.

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
Output 3.1.3 South-South cooperation at the sub-regional and global level promoted.	<p>3.1.3.1 Provide guidance on how to enhance the reporting of climate resilient measures in the NCs</p> <p>3.1.3.2 Per region, on the dedicated sections of the support programme’s website, a roster of regional, sub-regional and national research institutes, centers of excellence and more is provided, including a short narrative of the areas of work for each center/institute and respective contact details</p>	<p><u>Baseline:</u> This issue was not covered by NCSP II</p> <p><u>Target:</u> Guidance note prepared and used by the majority of the participating countries</p> <p><u>Baseline:</u> The NCSP II website did not have research institutes and centers of excellence</p> <p><u>Target:</u> A platform containing comprehensive and up-to-date rosters of research institutes and centers</p>	The rosters of research institutes and centers of excellence on the website	Countries may not be motivated to post material on the website.

#### IV. TOTAL BUDGET AND WORKPLAN

<b>Award ID:</b>	00088409		<b>Project ID(s):</b>	00095090								
<b>Award and Project Title:</b>	Global Support Programme for Preparation of National Communications and Biennial Update Reports of non-Annex I Parties under the UNFCCC											
<b>PIMS no.</b>	5164											
<b>Business Unit:</b>	SVK10											
<b>Implementing Partner (Executing Agency)</b>	UNDP Istanbul Regional Hub											
GEF Outcome/Atlas Activity	Responsible Party/Implementing Agency	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Amount Year 4 (USD)	Amount Year 5 (USD)	Total (USD)	Budget note
<b>OUTCOME 1: Broadened and strengthened institutional arrangements for NCs and BURs</b>	UNDP	62000	GEF	61200	Salaries Cost - GS Staff	15,974	15,974	15,974	15,974	15,974	79,870	1
				61300	Salary & Post Adj Cst – IP Staff	58,628	58,628	58,628	58,628	58,628	293,140	2
				73100	Rent	1,600	1,600	1,600	1,600	1,600	8,000	3
				71200	International consultants	46,273	46,273	46,273	46,273	39,523	224,615	4
				<b>TOTAL OUTCOME 1</b>						<b>122,475</b>	<b>122,475</b>	<b>122,475</b>
<b>OUTCOME 2: Technical support for the preparation of NC, BUR, and INDC provided</b>	UNDP	62000	GEF	71200	International consultants	73,859	73,859	73,859	73,859	66,609	362,045	5
				61300	Salary & Post Adj Cst – IP Staff	87,941	87,941	87,941	87,941	87,941	439,705	6
				75700	Workshops	176,000	226,000	176,000	226,000	176,000	980,000	7
				74200	Publications, translation	0	60,000	0	60,000	0	120,000	8
				73100	Rent	1,600	1,600	1,600	1,600	1,600	8,000	9
				71600	Travel	30,000	50,000	45,000	50,000	45,000	220,000	10
				74500	Miscellaneous	1,500	1,000	1,000	1,000	1,000	5,500	11
<b>TOTAL OUTCOME 2</b>						<b>370,900</b>	<b>500,400</b>	<b>385,400</b>	<b>500,400</b>	<b>378,150</b>	<b>2,135,250</b>	
<b>OUTCOME 3: Knowledge, best practice, and outreach enhanced</b>	UNDP	62000	GEF	61300	Salaries Cost – GS Staff	28,865	28,865	28,865	28,865	28,865	144,325	12
				72100	Service contracts-companies	14,150	14,150	14,150	14,150	14,150	70,750	13

				72200	Equipment	7,000	3,000				10,000	14
				73100	Rent	1,600	1,600	1,600	1,600	1,600	8,000	15
				74200	Publications, translation	26,000	21,000	21,000	21,000	16,000	105,000	16
				74500	Miscellaneous	4,210	4,210	4,210	4,210	4,210	21,050	17
				<b>TOTAL OUTCOME 3</b>		<b>81,825</b>	<b>72,825</b>	<b>69,825</b>	<b>69,825</b>	<b>64,825</b>	<b>359,125</b>	
<b>M&amp;E</b>	UNDP	62000	GEF	74200	Publications, translation	0	0	30,000	0	0	30,000	18
				74100	Professional services	3,000	3,000	3,000	3,000	3,000	15,000	19
				71600	Travel	5,000	0	0	0	0	5,000	20
	<b>TOTAL M&amp;E</b>		<b>8,000</b>	<b>3,000</b>	<b>33,000</b>	<b>3,000</b>	<b>3,000</b>	<b>50,000</b>				
<b>PROJECT MANAGEMENT</b>	UNDP	62000	GEF	61200	Salaries Cost - GS Staff	11,210	11,210	11,210	11,210	11,210	56,050	21
				61300	Salary & Post Adj Cst-IP Staff	36,642	36,642	36,642	36,642	36,642	183,210	22
				73100	Rent	1,600	1,600	1,600	1,600	1,600	8,000	23
				74500	Miscellaneous	7,650	5,400	5,400	5,400	5,400	29,250	24
				74598	Direct Project Cost - GoE	29,698	29,698	29,698	29,698	29,698	148,490	25
<b>TOTAL PROJECT MANAGEMENT</b>		<b>86,800</b>	<b>84,550</b>	<b>84,550</b>	<b>84,550</b>	<b>84,550</b>	<b>425,000</b>					
<b>TOTAL</b>						<b>670,000</b>	<b>783,250</b>	<b>695,250</b>	<b>780,250</b>	<b>646,250</b>	<b>3,575,000</b>	

Budget notes

1. Partial time of project assistant allocated to technical tasks of component 1 (representing about 28.5% of her/his time)
2. Contribution of the project manager to implement this component (representing about 32% of her/his time)
3. Rent for project staff
4. Cost of international consultants
5. Cost of international consultants
6. Contribution of the project manager to implement this component (representing about 48% of her/his time)
7. 10 workshops organised (out of total of 22), 2 online training packages published and 10 webinars organised
8. 2 major publications produced out of 4 planned (2 of which are UNEP funded)
9. Rent for project staff
10. Missions of all project staff and consultants related to technical backstopping and training
11. Miscellaneous

12. Partial time of project assistant allocated to technical tasks of component 1 (representing about 51.5% of her/his time)
13. The creation and maintenance of the website will be outsourced to a company
14. IT equipment, including software
15. Rent for project staff
16. The publication, translation, and more of the in-focus magazines
17. Miscellaneous cost
18. Costs production of mid-term evaluation report
19. Audit cost
20. Travel costs for participation in inception workshop
21. Cost of project assistant – G6 (about 20% of her/his time)
22. Cost of the project manager – P3 (about 20% of her/his time)
23. Rent for project staff
24. Miscellaneous
25. Direct Project Cost according to UPL

	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5	Total
<b>GEF</b>	670,000	783,250	695,250	780,250	646,250	3,575,000
<b>UNDP</b>	90,000	90,000	90,000	90,000	90,000	450,000
<b>Governments</b>	90,000	90,000	90,000	90,000	90,000	450,000
<b>TOTAL</b>	850,000	963,250	875,250	960,250	826,250	4,475,000

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## V. MANAGEMENT ARRANGEMENTS

The project will be implemented by UNDP Istanbul Regional Hub who will be responsible for overall management, backstopping and monitoring in close coordination with the Global Support Unit (GSU).

Programme oversight will be provided by the Project Advisory Committee (PAC). This is a committee comprising UNEP and UNDP, the partner GEF Agencies responsible for the implementation of the programme, the project manager, the UNFCCC and the Chair of the CGE. The roles of this Project Advisory Committee is to provide guidance on emerging issues for support and recommendations for adjustment to the project activities, based on a careful assessment of the monitoring and evaluation reports that are being provided by the project management team. The PAC will meet on a regular basis and not less than once a year.

Technical support and day-to-day management support will be provided by the Global Support Unit (GSU). This unit is made up of the project management team – project manager and project assistant – and the technical team with its technical expert overseeing the work of a number of consultants covering a wide array of technical areas, i.e. vulnerability and adaptation assessments, GHG mitigation assessments, GHG inventories. The project management team will be located in UNDP Istanbul Regional Hub, while the technical expert on GHG inventories and BURs will be based in UNEP Nairobi. It is the role of the Global Support Unit to implement the activities planned, as indicated by the Project Advisory Committee and in close consultation with participating non-Annex I countries, and regularly report to the GEF on the progress made. Technical support will also be given through local, regional, and international experts, apart from the project expert and designated regional Centres of Excellence.

UNDP and UNEP, the two Implementing Agencies (IAs) of this project<sup>3</sup>, will closely work together as they have done in the past National Communications Support Programme and other related NC programmes. The long and successful partnership between the two agencies will continue to ensure that countries follow consistent guidelines in the preparation of the NC proposals and BUR projects and receive adequate and timely technical backstopping, training and learning opportunities during the implementation of these projects. Both agencies will continue to share their experiences and coordinate the provision of technical support and project monitoring.

Single projects, such as the design of climate change institutional arrangements in a country or stakeholder analyses for increased and wide involvement in NC and BUR processes, in each of the participating countries will be implemented by the respective government institutions which are responsible for coordinating all reporting matters to the UNFCCC. Having worked together very effectively in the provision of technical assistance to countries through the National Communications Support Programme, UNDP and UNEP will provide support to all non-Annex I Parties regardless of their modality of accessing GEF

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<sup>3</sup> It is important to highlight that this Prodoc refers only to UNDP's role (e.g. management and technical support) and corresponding budget allocation to the different activities under UNDP's responsibilities. Furthermore, implementation of this GSP will follow UNDP rules and procedures for a DIM Project. It is also important to indicate that a separate project document was submitted by UNEP to GEF for approval, which will be implemented independently under UNEP's procedures. UNEP's role in this joint project will relate to providing technical support to countries and organizing training activities and workshops, in coordination with UNDP.



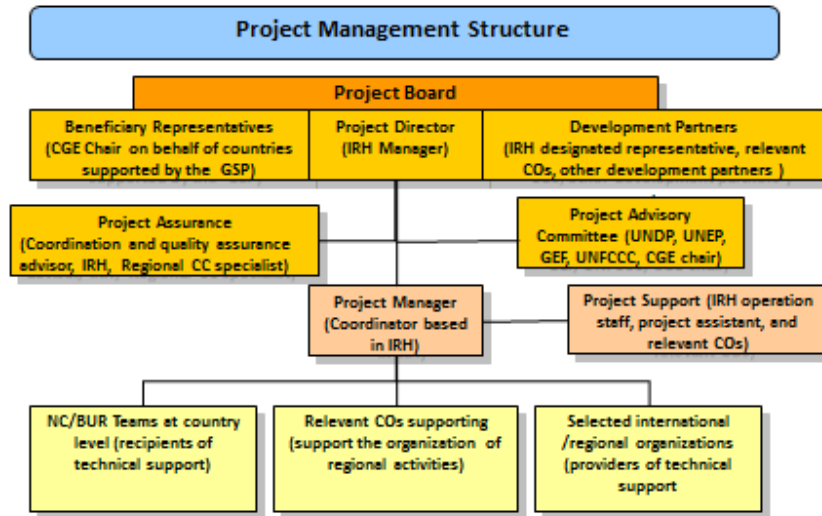
grants - either direct or through an Agency. Through a collaborative effort, the two Agencies will rely on their network of local partners in most countries of the world, and access to all UN implementation mechanisms.

Contrary to the previous arrangements taken by the two implementing agencies, this support programme envisages a more specific role for each of the implementing agencies. Though both UNDP and UNEP will provide technical support and ensure a smooth and constructive development of the programme activities, the management of the programme will be UNDP's responsibility through the GSU located in UNDP Istanbul Regional Hub. The Hub will provide the required operation support to ensure the smooth implementation of the project. This support includes, among others: assist the GSU in the development of the terms of references for consultants and services to ensure compliance with UNDP rules and procedures, hire consultants and services selected through the procurement processes and in consultation with the GSU, organize regional workshops (travel, DSA, logistics arrangements, etc.), track budget and provide expenditure reports, issue payments based on deliverables as per contracts. The GSU will work closely with the Hub to provide the necessary information and support (e.g. develop ToRs for given consultancies, define agendas and venues for workshops, identify consultants on the basis of a roster of experts) to ensure coordination on administrative and operational matters.

The technical expert will be UNEP based, which makes this latter responsible for the provision of high quality and technically sound, updated and coherent support to participating countries in this programme. Regardless of this organisational division of roles and responsibilities, UNDP and UNEP will interact on a daily basis, and consult each other on both management and technical issues related to the programme.

UNDP country offices play a fundamental role in the implementation of the NC/BUR projects, and as per the project documents of the individual projects, they provide technical guidance throughout project implementation in each country where UNDP is the Implementing Agency (IA). However, given the broad areas covered by the NC/BUR projects, ranging from national greenhouse gas inventory systems, mitigation and adaptation to technology transfer, the GSU is intended to ease the burden in COs, especially when it comes to very specialized areas of support and expertise. It is important to note that at least half of the countries that will be supported by the GSU are working with UNEP as the implementing agency for their NC/BUR projects. In these cases, the COs are not expected to play any role. In cases where UNDP is the IA at country level, the GSU will coordinate with the CO Focal Points, in order to ensure that the support provided to countries is aligned with priorities agreed with the government counterparts. COs will also advise on issues related to the composition of the NC/BUR project teams, approaches used in the past for technical support, expertise available in the relevant Ministries, and capacity building needs, among other issues.

## Project Management Structure



**Project Director:** Given the global nature of the project, the Executive will be represented by the IRH Manager, who would have the highest decision role in cases his/her intervention is required to resolve any potential conflict.

**Development Partners (also called Supplier):** UNDP will be responsible for providing technical guidance through the lifetime of the project. An IRH staff may be designated, if considered appropriate, to strengthen the technical expertise along with selected COs, which will support the implementation of regional technical activities.

**Beneficiary Representative:** The project seeks to benefit all countries around the world that require technical for the preparation of their NC/BUR projects. The CGE chair will hold such a representation on a rotational basis, following the procedures of the UNFCCC Secretariat.

**Project Assurance:** A representative of the IRH and the Regional Climate Change Specialist will assist in ensuring that the project is on track and is meeting the objectives as defined in the project document. In this context, the PAC will provide oversight functions and guide the GSU on key issues that would need to be considered to address countries priorities, taking into account the relevant decisions and commitments under the UNFCCC process.

**Project Manager:** A project coordinator will be hired to carry out the activities on a day-to-day basis, which will include technical and managerial functions. He/she will provide regular reports to the PAC and IRH on progress and potential bottlenecks, will propose solutions to address constraints and will ensure that the funding is efficiently spent to meet the project objectives.

**Project Support:** A project assistant will be hired to perform administration and support functions to ensure the smooth implementation of the project on a daily basis.

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## VI. MONITORING FRAMEWORK AND EVALUATION

Project Monitoring and Evaluation (M&E) will be conducted in accordance with established UNDP, UNEP and GEF procedures and will be provided by the Global Support Unit, country project teams with their project coordinators at the national level and the respective Implementing Agency. The Project Results Framework in PART III provides performance and impact indicators for project implementation, along with their corresponding means of verification. These will form the basis on which the project's M&E system will be built.

The M&E plan described hereinafter distinguishes between monitoring and evaluation of individual NC and BUR projects under the support programme and the M&E plan of the support programme itself. It is important to briefly touch upon how M&E takes place at the project level in order to understand how it interacts with the overarching support programme.

**At the national/project level**, regular monitoring of the projects' activities will be ensured, as per the rules and procedures of the Implementing Agencies. The support programme will coordinate with the implementing agencies to ensure that the information generated by the project's regular monitoring is made available for planning purpose. In addition, questionnaires on the projects' progress will be administered twice a year before the meetings of the UNFCCC Subsidiary Bodies and the Conference of the Parties. Through these questionnaires, the Implementing Agencies will not only provide bi-annual reports to the GEF on projects' progress, but will also identify constraints in project implementation and needs for technical backstopping at the country level, so that the support programme design adequate assistance on the basis of emerging needs. This support will ultimately seek to help countries produce quality reports that can be submitted to the UNFCCC in a timely manner. Monitoring is particularly critical for the success of this support programme, as one of the key intentions is to pro-actively provide technical and institutional support to non-Annex I Parties in the preparation of their NCs and/or BURs. The M&E will also be used as a basis to demonstrate project impacts at the national levels, in coordination with the project managers, through lessons learnt and best practices.

In sum, per each individual NC or BUR project at the national level, the M&E plan includes:

- An inception workshop within the first 3 months from project start, bringing together stakeholders and deciding on the priorities and workplan of the NC and/or BUR (an Inception Workshop Report is the outcome of this first step). The inception phase will provide critical information on the capacity building needs of countries for their TNCs and BURs, which will in turn feed into the design of technical backstopping activities by the support programme.
- Twice a year questionnaires reporting progress and identifying bottlenecks (Project Progress Reports to the GEF and UNFCCC are generated).
- Annual progress, lessons, risks and adaptive management and more are reported on in the Annual Project Review/Project Implementation Reports.
- Periodic monitoring, including the day to day monitoring of implementation progress; and

- End of project report within the last 3 months of the project, analysing results achieved, making recommendations for future work, next steps towards sustainability of the process and replicability of results.

It is important to note that the reporting documents of the national M&E plans are relevant inputs to the implementation of all three components of the global support programme (GSP), and therefore fundamental to its success, as they provide important sources of lessons learnt for exchange with other country teams, bottlenecks for pro-active support, recommendations for future steps and remedial actions. The global support programme will track this technical progress in coordination with the Implementing Agencies and the national project coordinators in order to ensure these bottlenecks and recommendations are timely addressed. Through this tracking system, the GSP will aim at identifying a number of common and emerging issues that could be addressed, as such tailoring the targeted support provided to country teams within the financial and technical capacity of the programme.

**At the global support programme (GSP) level**, monitoring procedures will follow those of regular GEF full-size projects. The Project Results Framework as outlined in Annex A has identified several means of verification; these are performance and impact indicators that will allow for a close follow-up of the achievement of expected outputs and therefore contributing to expected outcomes.

During the first three months after project start up, the GSP will prepare an initiation report for wide distribution among non-Annex I Parties. This report, prepared under the supervision has the intent to set out a detailed narrative of the type of support that countries can expect from the support programme, the modalities of support provided, and timing of scheduled capacity building efforts and windows for tailored support. This report will take into account the result of a consultation process with countries that was carried out under the previous support programme (NCSP), which developed some key recommendations and suggestions for future technical assistance from the Lessons Learnt workshop of the NCSP that was organised in Istanbul last October 2012.

The measurement of impact and performance indicators will be done on a periodic basis and will be assessed through the mid-term evaluation to be carried out before the third year of the programme implementation. This report not only has the intent to take stock of how the programme evolved and measure its progress against targets spelled out at the onset of the programme, but it also gives the opportunity to rethink and redirect the programme's work. In this regard the GSP becomes a responsive programme, seeking to tackle in a holistic manner the challenges identified by non-Annex I Parties' experts in the course of the programme life. This report will be produced by an independent evaluator, following the mid-term evaluation guidance for GEF projects. This evaluation will represent an important opportunity of self-reflection on the support that the GSP is provides to countries with the objective of introducing any adjustments needed to improve its technical assistance performance.

The GSP will seek regular feedback to countries, especially when providing targeted technical assistance to national teams, to identify priorities areas of support and improve performance. The Bi-annual surveys will be used as an opportunity to more broadly seek inputs from countries on areas of support and on the mechanisms the GSP should use to deliver such support. Inputs received through these bi-annual surveys will be compiled and analysed during Steering Committee meetings in order to tailor the GSP's activities. It is also

important to note that through online backstopping the GSP will provide targeted support to national teams on the basis of their priority needs.

Before programme closure, a final evaluation will be carried out by an external consultant. The evaluation will be an output document of a wide consultation process with non-Annex I Parties that has benefited from technical assistance, the GSP, the country teams/offices involved in the programme, the donor countries, if appropriate, and any other relevant stakeholders (potential partner organizations). The evaluation will not only assess the impacts of the programme country's work to prepare their NCs and BURs, but will also identify key lessons learned. This would provide the basis for a final workshop to discuss lessons learnt and other relevant issues related to the sustainability of the NC and BUR work.

### Audit clause

Audit on project will follow UNDP Financial Regulations and Rules and applicable Audit policies (e.g. as a part of the IRH audit as a DIM project)

Summary M&E workplan and budget<sup>4</sup>

Type of M&E Activity	Responsible Parties	Time Frame	Indicative Budget
Initiation Workshop and Report, Detailed Multi-annual Work Programme	Advisory committee (UNDP, UNEP, UNFCCC, CGE chair, and potentially donors, if any)	Within 3 months from start programme	USD 5,000
Periodic measurement of Means of Verification of programme outputs (see Annex A for details)	Global Support Unit (project management team) with support from the Country Teams (including UNDP country offices)	Bi-annually	No cost, included in management cost
Audits	Global Support Unit	Annually	USD15,000
Midterm Evaluation	Global Support Unit (project management team) with support from the Country Teams (including UNDP country offices)	After programme evolved 2.5 years, and before the third year	USD 30,000
Final Evaluation	Global Support Unit	Within the three last months of programme implementation	(Paid out of UNEP's budget)
<b>TOTAL</b>			<b>USD 50,000</b>

<sup>4</sup> Only the UNDP M&E budget has been included in this table, and will need to be complemented with the UNEP M&E budget to obtain a comprehensive M&E budget. For instance, the Final Evaluation will be entirely paid out of UNEP's budget, but be implemented in coordination with UNDP.

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## VII. LEGAL CONTEXT

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

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

The responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP’s property in the Implementing Partner’s custody, rests with the Implementing Partner. The Implementing Partner shall: (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried; (b) assume all risks and liabilities related to the Implementing Partner’s security, and the full implementation of the security plan. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

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

## VIII. ANNEXES

### Risk Analysis.

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Management response	Owner	Submitted, updated by	Last Update	Status
1	National experts limited capacities and/or inadequate climate relevant data, information and appropriate analytical tools for thematic assessments as well as mainstreaming climate change issues into national and sectoral planning frameworks	During programme preparatory phase	Other: capacity	Risk of countries producing reports that lack adequate depth and quality  P = 2 I = 1	IAs will continue to raise the level of project supervision and work closely with the Consultative Group of Experts on National Communications from Non-Annex I Parties (CGE) to help build the capacity of national experts to undertake thematic assessments as well facilitating access to expertise residing in regional centers of excellence in both Annex I and non-Annex I countries to help countries access climate relevant data, information and appropriate analytical tools. These centers of excellence will provide technical assistance to country teams to request from project coordinators to enhance the overall quality of reporting.  Additionally, the IAs would encourage peer support by linking up country teams to exchange data and information, tools and methodologies, lessons learnt and good practices to enhance the quality and utility of these reports. Even in countries where capacity of national experts is a constraint, every effort will be made to ensure that the project outputs are based on sound science.	Project manager	Project team developing the project proposal	During programme preparatory phase	Reducing
2	Poor stakeholder consultation processes	During programme preparatory phase	Operational	Limited consultations and weak participation process amongst	The IAs will work with the country counterparts to ensure that appropriate actions are taken before, during and after the preparation of	Project manager	Project team developing	During programme preparatory	Reducing

				<p>stakeholders due to institutional rivalries and rigidities which hamper responsiveness of project outputs to national development needs as well as effective work delivery and quality of the outputs.</p> <p>P = 2 I = 4</p>	<p>national project proposals to specifically identify priority actions and relevant linkages with development needs. National governments will be requested to outline measures/activities on wider national consultation processes and effective stakeholder engagement, in order to ensure that the existence of this support platform is known beyond the executing partners and that there are no misunderstandings concerning objectives and activities. Efforts will be made to ensure that the project addresses both short term needs of meeting convention requirements and also achieves the long term objective of helping countries address climate change issues in a more sustainable manner</p>		the project proposal	phase checked	
3	Weak institutional arrangements	During programme preparatory phase	Other: institutional	<p>Challenges faced by some countries in particular the least developed countries (LDCs) and Small Islands Developing States (SIDS) due to low technical and managerial capacities as well as institutional limitations to complete all project activities</p> <p>P = 3 I = 3</p>	<p>IAs will through regular monitoring of project activities at national level and identification of technical bottlenecks, work to assist countries secure the needed external support to ensure effective and timely work delivery. This includes establishing technical support platforms at project and regional levels, provision of on-line training packages and advice on access to methodological tools through a website or e-capacity (on-line and off-line) building seminars.</p>	Project manager	Project team developing the project proposal	During programme preparatory phase	Reducing
4	High staff turnover in many countries	During programme preparatory phase	Operational	<p>These have tended to affect not only the quality of climate change reporting but also the timeliness of</p>	<p>As a result of increased interest in climate change issues by national governments over the past few years, countries will be encouraged to set up permanent and adequately staffed</p>	Project manager	Project team developing the project proposal	During programme preparatory phase	Unchanged



			<p>delivery of project outputs. The delays in completing project activities within the stipulated time frames imply that:</p> <p>a. national executing agencies will have to find additional funds from their limited financial resources to cover additional project management costs at the national level;</p> <p>b. IAs will also have to find additional funds to continue meeting their oversight and supervision responsibilities.</p> <p>P = 4 I = 4</p>	<p>climate change offices to ensure sustainability of climate change reporting including easy access to information, data and tools used for climate change studies.</p> <p>Wherever there is evidence that project output delivery is affected by politically motivated choices as regards expenditures incurred in funding of approved project activities, appropriate mitigative provisions outlined in the project document/legal instruments will be applied to promptly address the problem.</p> <p>It is also necessary to ensure that executing agencies country teams have the technical capacities to follow up the project and be able to identify countries' technical and implementation needs and ensure that national experts and institutions executing project activities take immediate actions to address problems mitigating effective work delivery.</p>				
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## **Agreements**

N/A

## **Terms of Reference**

### **A. UNDP Recruited Project Manager**

#### ***Responsibilities***

Under the supervision of Project Advisory Committee, the Project Manager will have the following responsibilities:

1. Coordinate, manage and supervise the execution of global activities (30% of time):
  - Develop the annual work plan for global activities based on the project document, under the overall direction of and in consultation with the Global Advisory Committee;
  - Coordinate and monitor activities outlined in the work plan;
  - Develop roster of expert institutions (regional, sub-regional and International Centers of Excellence and other relevant institutions) and make roster available to countries;
  - Award subcontracts for technical assistance from regional, sub-regional and international centers of excellence related to capacity building, mainstreaming and resource mobilization, and as requested by countries;
  - Develop Terms of Reference for technical assistance subcontracts with regional, institutions;
  - Provide regular reports to the Steering Committee members and the GEF Sec highlighting progress of the programme and lessons learnt;
  - Oversee progress and delivery of expected outputs under subcontracts and ensure that work schedules are adhered to and assure quality control.
  
2. Provide technical inputs and technical backstopping to countries (70% of time)
  - Provide technical guidance and support to improve the quality of national projects, implementation, outputs and impact with a particular focus on climate vulnerability and adaptation issues;
  - Assist proponents, country offices and UNDP-GEF regional units in identifying opportunities for follow-on projects after project completion;
  - Develop and implement the knowledge management component of the project, including global and regional workshops, exchanges;
  - Lead the development of the scheduled guidelines, manuals and other programmatic tools to assist countries in preparing their NCs and BURs;
  - Provide technical inputs to the identification, organization and roll-out of workshops at the global, regional and where needed national levels;
  - Develop project outreach and public relations materials, including material and side events at the UNFCCC COPs.

#### ***Qualifications***

The candidate must fulfil the following requirements:

- Post-graduate degree in Environmental Management, Geography, Agronomy, Economics or a directly related field;
- Minimum 7 years professional working experience in fields related to environment, climate or closely related issues;

- At least seven years of experience at a senior project management level for a development project(s), including at least 4 years of experience in managing a complex project;
- At least 3 years of experience directly with capacity development;
- Experience working with international and national environment NGO community, bilateral, multilateral donors, and international organizations, including proven success in resource mobilization;
- Experience with the GEF, preferably including at both project formulation and implementation levels, is advantageous;
- Demonstrated experience in a wide range of developing countries;
- Demonstrated leadership, diplomatic, coordination, communication and negotiating skills;
- Excellent knowledge of English; working knowledge of Spanish and French is a strong asset.

## **B. UNDP recruited Project Assistant**

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

### ***Responsibilities***

Assisting the project manager in the overall management of the global support programme (25% of time)

- Set up and maintain all files and records of the project in both electronic and hard copies;
- Provide logistical support to the Global Support Unit and international consultants in organising training events, workshops, and seminars;
- Assist international consultants by organising their travel schedules, arranging meetings with different stakeholders;
- Prepare budget revisions of the projects based on the Combined Delivery Reports;
- Assist in the preparation of the Annual Work Plan (AWP);
- Prepare financial reports and documents as per specified formats, project, or programme plans and general reference documents as well as general administrative/financial or specialised tasks related to the project which may be of a confidential nature within the assigned area of responsibility; and
- Assist in the timely issuance of contracts and assurance of other eligible entitlements of the projects personnel, experts, and consultants by preparing annual recruitment plans.

Providing technical support to the implementation of the project components 1 and 3 (75% of time)

- Provide substantive support to the Global Support Unit for overall implementation;
- Update and manage the project website in close collaboration and under the supervision of the Project Manager;
- Prepare and implement a visibility strategy for the programme;
- Compile lessons learnt and share lessons in various formats for different audiences;
- Assist in the organisation and roll-out of webinars; and
- Coordinate with the technical experts and consultants the inputs to the in-focus magazines, compile and publish on a regular basis.

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

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

**C. UNEP recruited Technical Specialist in GHG inventories and mitigation issues**

To be developed by UNEP

### **List of non Annex I Parties under the UNFCCC**

- 1 Afghanistan
- 2 Albania
- 3 Algeria
- 4 Andorra
- 5 Angola
- 6 Antigua and Barbuda
- 7 Argentina
- 8 Armenia
- 9 Azerbaijan
- 10 Bahamas
- 11 Bahrain
- 12 Bangladesh
- 13 Barbados
- 14 Belize
- 15 Benin
- 16 Bhutan
- 17 Bolivia
- 18 Bosnia and Herzegovina
- 19 Botswana
- 20 Brazil
- 21 Brunei Darussalam
- 22 Burkina Faso
- 23 Burundi
- 24 Cambodia
- 25 Cabo Verde
- 26 Cameroon
- 27 Central African Republic
- 28 Chad
- 29 Chile
- 30 China
- 31 Colombia
- 32 Comoros
- 33 Congo
- 34 Cook Islands
- 35 Costa Rica
- 36 Cuba
- 37 Côte d'Ivoire
- 38 Democratic People's Republic of Korea
- 39 Democratic Republic of the Congo
- 40 Djibouti
- 41 Dominica
- 42 Dominican Republic

- 43 Ecuador
- 44 Egypt
- 45 El Salvador
- 46 Equatorial Guinea
- 47 Eritrea
- 48 Ethiopia
- 49 Fiji
- 50 Gabon
- 51 Gambia
- 52 Georgia
- 53 Ghana
- 54 Grenada
- 55 Guatemala
- 56 Guinea
- 57 Guinea-Bissau
- 58 Guyana
- 59 Haiti
- 60 Honduras
- 61 India
- 62 Indonesia
- 63 Iran (Islamic Republic of)
- 64 Iraq
- 65 Israel
- 66 Jamaica
- 67 Jordan
- 68 Kazakhstan
- 69 Kenya
- 70 Kiribati
- 71 Kuwait
- 72 Kyrgyzstan
- 73 Lao People's Democratic Republic
- 74 Lebanon
- 75 Lesotho
- 76 Liberia
- 77 Libya
- 78 Madagascar
- 79 Malawi
- 80 Malaysia
- 81 Maldives
- 82 Mali
- 83 Marshall Islands
- 84 Mauritania
- 85 Mauritius

- 86 Mexico
- 87 Micronesia (Federated States of)
- 88 Mongolia
- 89 Montenegro
- 90 Morocco
- 91 Mozambique
- 92 Myanmar
- 93 Namibia
- 94 Nauru
- 95 Nepal
- 96 Nicaragua
- 97 Niger
- 98 Nigeria
- 99 Niue
- 100 Oman
- 101 Pakistan
- 102 Palau
- 103 Palestine
- 104 Panama
- 105 Papua New Guinea
- 106 Paraguay
- 107 Peru
- 108 Philippines
- 109 Qatar
- 110 Republic of Korea
- 111 Republic of Moldova
- 112 Rwanda
- 113 Saint Kitts and Nevis
- 114 Saint Lucia
- 115 Saint Vincent and the Grenadines
- 116 Samoa
- 117 San Marino
- 118 Sao Tome and Principe
- 119 Saudi Arabia
- 120 Senegal
- 121 Serbia
- 122 Seychelles
- 123 Sierra Leone
- 124 Singapore
- 125 Solomon Islands
- 126 Somalia
- 127 South Africa
- 128 South Sudan

- 129 Sri Lanka
- 130 Sudan
- 131 Suriname
- 132 Swaziland
- 133 Syrian Arab Republic
- 134 Tajikistan
- 135 Thailand
- 136 The former Yugoslav Republic of Macedonia
- 137 Timor-Leste
- 138 Togo
- 139 Tonga
- 140 Trinidad and Tobago
- 141 Tunisia
- 142 Turkmenistan
- 143 Tuvalu
- 144 Uganda
- 145 United Arab Emirates
- 146 United Republic of Tanzania
- 147 Uruguay
- 148 Uzbekistan
- 149 Vanuatu
- 150 Venezuela (Bolivarian Republic of)
- 151 Viet Nam
- 152 Yemen
- 153 Zambia
- 154 Zimbabwe