



United Nations Development Programme

Country: Republic of Albania

PROJECT DOCUMENT

Project title: Development of Albania' Fourth National Communication to the UNFCCC and First Biennial Report		
Country: Republic of Albania	Implementing Partner: Ministry of Tourism and Environment	Management Arrangements: National Implementation Modality (NIM)
UNDP Country Programme Document: <i>Outcome 4 Environment and climate change is the fourth priority, deriving from outcome 4 of UNDAF: 'Government and non-government actors adopt and implement innovative, gender-sensitive national and local actions for environmental sustainability, climate change mitigation and adaptation, and disaster risk reduction. This mirrors Strategic Plan outcome 1 and responds to the NSDI objective of sustainable growth and provides the framework for UNDP to support national realization of a broad range of Sustainable Development Goals'.. SDG targets 13.01, 13.02, 13.03</i>		
UNDP Strategic Plan Output 1.4: <i>Countries are able to reduce the likelihood of conflicts and lower the risk of natural disasters, including from climate change.</i>		
UNDP Social and Environmental Screening Category: <i>Exempt</i>	UNDP Gender Marker: <i>GEN1</i>	
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LPAC date: <i>20 March, 2018</i>		

Brief project description:

This project aims to assist Albania in the preparation and submission of its First Biennial Update Report (1BUR) and its Fourth National Communication (4NC) to the United Nations Framework Convention on Climate Change (UNFCCC), so as to fulfil its obligations to the Convention under Decision 17 / CP. 8, decision 2/CP17 and other related guidance.

The project work components include: (i) Description of the national circumstances, existing and intended institutional arrangements, identification of the constraints & gaps, related financial, technical and capacity needs and review of any other relevant Information; (ii) Preparation of the National inventory of anthropogenic emissions of all GHG by sources and removals by sinks not controlled by the Montreal Protocol; (iii) Vulnerability assessment and adaptation (V&A); (iv) Review of adopted mitigation actions, policy measures and intended Domestic Monitoring, Reporting and Verification (MRV) system; and (v) Publication and submission of First Biennial Update Report and the Fourth National Communication to the UNFCCC alongside Monitoring and Evaluation.

- Component on National Circumstances in the 4th National Communication will review the country main development priorities which will determine its ability to address implications of climate change. The review will include more detailed information about the country geography, climate, demography and structure of its economy and highlight in which aspects they are crucial for the ability to deal with mitigating and adapting to climate change. It will also describe the existing institutional and legal frameworks relevant for formulation and implementation of policies related to climate change and mention their specific roles and responsibilities. Moreover major channels for exchange of information and data will be identified. Finally the existing capacities to meet the requirements for the preparation of national communications and biennial update reports on a continuous basis will be evaluated.
- Component on the National Inventory of anthropogenic emissions by sources and removals by sinks of all GHG emissions not controlled by the Montreal Protocol will present data on national GHG emissions for the years 2010 - 2014 as part of the 1BUR and for the years 2015 – 2016 as part of the 4NC. Calculations of the emission inventories will follow the 2006 IPCC Guidelines. The emission inventories will include estimates of the greenhouse gas emissions from energy, industrial processes, LULUCF, agriculture and waste. Calculations will cover 5 gases with direct greenhouse effect (CO₂, CH₄, N₂O) and perfluorocarbons (CF₄ and C₂F₆) and 4 gases with indirect greenhouse effect (CO, NO_x, NMVOC and SO₂).
- Component on Vulnerability and adaptation assessment as part of the 4NC will highlight impacts of climate change on key socio-economic sectors (energy, agriculture, tourism and health) and natural resources (with special focus on water sector), which could have been observed during the last decade in Albania. The IPCC new set of climate scenarios will be used (IPCC AR 5, 2014). A stocktaking exercise will be conducted to map out the most vulnerable country zones / territories to climate risks. In addition a back to back study will explore the link between the Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) for the development of response measures in the Vjosa river basin.
- The component on climate change mitigation in the 1BUR and 4NC will present an analysis of the existing CC related policy framework in the country. Description will draw on the institutional aspects and undertaken/planned activities under the 2015 - 2020 Cross-Cutting Environment Strategy, the INDC Albania submitted to the UNFCCC Secretariat on 24 September, 2015, the developed NAMAs on energy efficiency and fuel switch in the cement sector and the under-development Climate Change Strategy and its Action Plan for Mitigation, expected to be adopted by the end of 2017.
- Within the context of the UNFCCC and the Albania's EU Accession Process, the 1BUR and the 4NC will support the efforts in the country to establish a national MRV system. An assessment will be carried out of the different options and possibilities for the national MRV, taking into account the national

circumstances, existing and planned policies and regulations, institutional arrangements and technical capacities.

- The 1BUR and the 4NC will present updated information related to Albania’s financial, technical and capacity needs to address the adverse effects of climate change. Support provided by multilateral agencies, the GEF and Annex I Parties in the area of climate change will be described, including the technical and financial support received for the preparation of the First Biennial Update Report and the Fourth National Communication. Areas requiring enhanced support will be also described, according to Albania’s most pressing needs and national circumstances.
- Other information considered relevant to achieve the objectives of the Convention regarding capacity building activities implemented, climate research and systematic observation, activities to raise awareness on climate change, climate change education and steps undertaken by Albania to promote the transfer of environmentally sound technologies will also be included in the 1BUR and 4NC.

In order to fulfill the reporting requirements to the UNFCCC, Albania is planning to submit the First BUR in 2019 and the Fourth NC in 2021. It is expected that their outputs complement the achievement of the objectives proposed in the Third National Communication Project and further contribute to the national development priorities of Albania.

FINANCING PLAN

GEF Trust Fund <i>or</i> LDCF <i>or</i> SCCF <i>or</i> other vertical fund	USD 852,000
UNDP TRAC resources	USD
Cash co-financing to be administered by UNDP	USD
(1) Total Budget administered by UNDP	USD 852,000

PARALLEL CO-FINANCING *(all other co-financing that is not cash co-financing administered by UNDP)*

UNDP	USD
Government	USD 50,000 (in kind)
(2) Total co-financing	USD 50,000
(3) Grand-Total Project Financing (1)+(2)	USD 902,000

SIGNATURES

Signature: print name below	Agreed by Government	Date/Month/Year:
Signature: print name below	Agreed by Implementing Partner	Date/Month/Year:
Signature: print name below	Agreed by UNDP	Date/Month/Year:

LIST OF ACRONYMS

1BUR	First Biennial Update Report
AF	Alternative Fuels
ARA	Albanian Recyclers Association
ARTI	Agency for Research, Technology and Innovation
BoA	Bank of Albania
BAT	Best Available Technology
BaU	Business as Usual
BAP	Bali Action Plan
BUR	Biennial Updated Report
CCS	Climate Change Strategy
CDM	Clean Development Mechanism
CEDAW	Convention on the Elimination of All Forms of Discrimination Against Women
COP	Conference of Parties
DCM	Decree of Council of Ministers
DMRD	Drini and Mati River Deltas
EBRD	European Bank for Reconstruction and Development
EC	European Commission
ECRAN	Environment and Climate Regional Accession Network
ECT	Energy Community Treaty
EIB	European Investment Bank
EITI	Extractive Industries Transparency Initiative
EEMM	European Electricity Market Model
EFTA	European Free Trade Agreement
EU ETS	European Union's Emission Trading System
EEA	European Environment Agency
EIA	Environmental Impact Assessment
EIPPCB	European Integrated Pollution Prevention and Control Bureau
EU	European Union
EWC	European Waste Catalogue
FAO	Food and Agriculture Organization
FNC	First National Communication
GACMO	Greenhouse gas Mitigation Cost Model
GCMs	General Circulation Models
GCF	Green Climate Fund
GDP	Gross Domestic Product
GEF	Global Environmental Facility
GHG	Greenhouse Gas
GVA	Gross Value Added
GWP	Global Warming Potential

HPP	Hydro Power Plant
ICZM	Integrated Coastal Zone Management
IMF	International Monetary Fund
IMWGCC	Inter-ministerial Working Group on Climate Change
INDC	Intended Nationally Determined Contribution
INSTAT	Albanian Institute of Statistics
IPCC	Intergovernmental Panel on Climate Change
IRRF	Integrated Results and Resources Framework
IWRM	Integrated Water Resources Management Strategy
LEAP	Long Range Energy Alternatives Planning
LEDS	Low Emissions Development Strategy
LUCF	Land Use Change and Forestry
MCA	Multi-Criteria Analysis
MoE	Ministry of Environment
MoEI	Ministry of Energy and Industry
MoEFWA	Ministry of Environment, Forestry and Water Administration
MSW	Management of Solid Waste
MoTI	Ministry of Transport and Infrastructure
MoPWTT	Ministry of Public Works, Transport and Telecommunication
MoUDT	Ministry of Urban Development and Tourism
MWh	Megawatt hours
MRV	Monitoring, Reporting and Verification
MSW	Municipal Solid Waste
NAE	National Agency of Environment
NANR	National Agency of Natural Resources
NAMA	Nationally Appropriate Mitigation Action
NAP	National Adaptation Plan
NC	National Communication
NCA	NAMA Coordinating Authority
NCSP	National Communications Support Programme
NEEAP	National Energy Efficiency Action Plan
NGO	Non-governmental organization
NIE	NAMA Implementing Entity
NSDI	National Strategy for Development and Integration
ODS	Ozone Depleting Substance
OECD	Organization for Economic Co-operation and Development
OPEX	Operational expenditures
PDF	Packaging Derived Fuel
PEF	Process Engineered Fuel
PES	Payment of Ecosystem Services
PHI	Public Health institution

POP	Persistent Organic Pollutant
PPF	Paper and Plastic Fraction
PPM	Parts per Million
PRTR	Pollutant Release and Transfer Register
QELRC	Quantified Emission Limits and Reduction Commitment
RoA	Republic of Albania
RENA	Regional Environmental Network for Accession
RES	Renewable Energy Sources
RESAP	Renewable Energy Sources Action plan
RCP	Representative Concentration Pathways
RDF	Refuse Derived Fuel
REF	Recovered Fuel
SLED	Support for Low Emission Development in South East Europe
SD	Sustainable Development
SNC	Second National Communication
TNA	Technology Needs Assessment
TNC	Third National Communication
TPES	Total Primary Energy Sources
TPP	Thermal Power Plant
TSO	Transmission system operator
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
UNISDR	United Nations Office for Disaster Risk Reduction ()
WAM	With Additional Measures
WEM	With Existing Measures
WHO	World Health Organisation of UN
WMO	World Meteorological Organization of UN

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1. SITUATION ANALYSIS

Albania is a signatory Party of the UN Framework Convention on Climate Change. The UNFCCC was ratified by the Albanian Parliament in 1994. Albania has also signed the Kyoto Protocol and ratified it, as stated in law no. 9334, dated 16.12.2004, and has actively participated in the Conferences of Parties organized under the UNFCCC.

The Albanian Government in general and Ministry of Tourism and Environment in particular have recently paid great attention to the rising evidence on impacts of the ongoing climate change at the global level and this has been reflected by a number of important related actions. In response to the invitation of the UNFCCC parties, Republic of Albania adopted the INDC document by the Decision of the CoM no. 762, dated 16.09.2015 and submitted to the UNFCCC Secretariat by 24 September, 2015. Albania committed to reduce CO₂ emissions compared to the baseline scenario in the period of 2016 to 2030 by 11.5%. Maintaining the low GHG emission content of the electricity generation and decoupling economic growth from GHG emissions in other sectors are the primary strategic objectives of the country regarding mitigation of the GHG emissions. Albanian Parliament ratified the Paris Climate Agreement on 14th July 2016 through the law "On ratification of the Paris Agreement in the frame of the UNFCCC".

The updated 2015 - 2020 Cross-Cutting Environment Strategy identifies climate change indicators, which are to be further addressed by the Climate Change Strategy and its Action Plan for Mitigation, expected to be adopted by mid 2018. In addition the strategic documents / policies on sectors that have a considerable impact on climate change, such as e.g. energy, water, transport, agriculture, forest, etc. will further integrate climate change in their respective analysis and action plans. Low carbon emission developments generally are supported by other actions including the Nationally Appropriate Mitigation Actions (NAMAs), which represent a valuable opportunity for developing countries such as Albania to address greenhouse gas (GHG) emissions, while remaining true to their sustainable development priorities and needs. Assisted by UNDP, Albania has already identified a list of 11 NAMAs and fully developed two of them, addressing respectively 1) Financial mechanism for the implementation of the National Energy Efficiency Action Plan, and 2) Fuel switch in the cement industry, using the non-hazardous municipal waste.

Inter-ministerial Working Group on Climate Change (IMWGCC) has been set up by a Prime Minister's Order No. 155, date 25.04.2014, "On establishment and functioning of the inter ministerial working group in the field of climatic changes". The IMWGCC serves as a permanent coordinating body regarding climate change issues. It is headed by the Deputy Minister of Environment at the political level, and supported by nominated technical focal points in each and every related institution. The IMWG has led the finalization of the Third National Communication of Albania to the UNFCCC.

During the last two decades the Ministry of Tourism and Environment has been strongly supported by the UNDP Climate Change Programme for all climate change activities under the UNFCCC and the Kyoto Protocol, including the preparation of three National Communications and participation in various negotiation forums.

Seven years after the Second National Communication, Albania was provided with financial assistance from GEF-UNDP for the preparation of the Third National Communication (submitted to the UNFCCC Secretariat on October, 2016). Albania has developed time series of GHG inventories covering the period 2000 – 2009 and updated the mitigation analysis and the document of the NDC after the Paris Agreement. Moreover Action Plan for Adaptation of the Coastal Zone was developed to facilitate the process of mainstreaming the climate vulnerability and adaptation response to the national planning and policies. As it was the case in the previous National Communications, also this document goes beyond the reporting

commitments of a non-Annex I Party, under the existing guidelines for the preparation of the National Communications to the UNFCCC.

Implementation of a list of prioritized measures / technologies was recommended to achieve GHG emissions reduction, cut energy demand and broaden energy supply, contribute to sustainable development and enable Albania to mobilize resources from market based or policy related mechanisms. Guidelines in mainstreaming gender in climate change adaptation and mitigation programmes and plans in Albania were developed as part of the Third National Communication, using the systematic approach provided by the UNDP Gender Responsive National Communications Toolkit (2015).

Despite to the problems and constraints of development, which have affected this exercise, a considerable experience has been gained, a national capacity has been further developed and many lessons have been learnt. It has become a useful tool and basis for sustainability of the preparation process of future National Communications and mainstreaming of climate change related issues into other sectorial policies, including gender issues.

The Conference of the Parties to the UNFCCC at its sixteenth session, decided that developing countries, consistent with their capabilities and the level of support provided for reporting, should submit biennial update reports containing updates on national greenhouse gas inventories, including a national inventory report and information on mitigation actions, needs and support received. Later on, the Conference of the Parties at its seventeenth session adopted guidelines for the preparation of biennial update reports by Parties not included in Annex I to the Convention (Annex III of decision 2/CP.17). In order to fulfill the reporting requirements contained in this decision, this project proposal has been prepared in accordance with the aforementioned guidelines. Albania's first BUR will be submitted to the UNFCCC in December 2018, while the Fourth National Communication of Albania to the UNFCCC will be submitted in December 2020, expected that their outputs complement the achievement of the objectives proposed in the Third National Communication Project and further contribute to the national development priorities of Albania. In June 2014, Albania received the EU candidacy status. In September 2015, Albania adopted the new 2030 Agenda for Sustainable development including the Sustainable Development Goals (SDGs), alongside all other Member States of the United Nations. In early 2016, the Government issued its National Strategy for Development and (European) Integration (NSDI II) 2015 – 2020. These key and ambitious events underpin the United Nations' Programme of Cooperation for Sustainable Development (PoCSD) with the Government of Albania. Albanias' objective within the European Integration strategy is to adopt a broad programme of reforms as a shared political priority. The UN system is assisting Albania to achieve its SDG targets by supporting the pursuit of full European integration, as expressed in the NSDI, with a rights-based and inclusive approach.

The Government of Albania – UN Programme of Cooperation for Sustainable Development (PoCSD) for the period 2017 – 2021 is a framework for attaining results that focuses on upstream support and is strategic forward looking and fully aligned to country strategic priorities. This framework builds on the successes of the previous programme and continuous the Delivering-as-One approach, identifying four outcomes. Among them, "Environment and climate change" is the fourth priority, deriving from **outcome 4**, government and non-government actors adopt and implement innovative, gender-sensitive national and local actions for environmental sustainability, climate change mitigation and adaptation, and disaster risk reduction. This mirrors Strategic Plan outcome 1 and responds to the NSDI objective of sustainable growth and provides the framework for UNDP to support national realization of a broad range of Sustainable Development Goals.

2. STRATEGY

2.1 Project Rationale

The project proposal is developed in compliance with UNFCCC requirements for preparation of the NCs based on Decision 17/CP.8 “Guidelines for the preparation of NCs from parties not included in Annex 1 to the Convention”, and for BURs contained in the Annex III to the Decision 2/CP.17. The strategy of the project is to employ the best practice in preparation of 1BUR and 4NC at the maximum extent possible. Therefore international consultancy will be needed. The project will build upon findings and experience gained through implementation of the activities / projects aiming to address climate change issues and to meet the country’s commitments under the UNFCCC.

Project objectives will be achieved with the fulfilment of the outcomes described under the section **“Project objective, outcomes and outputs/activities” below** which are in line with the GEF’s Focal Area Objective **“CCM-3: Foster Enabling Conditions to Mainstream Mitigation Concerns into Sustainable Development strategies, Programme 5: Integrate findings of Convention obligations and enabling activities into national planning processes and mitigation targets.”** The project is also aligned with the **UNDAF outcome 4 “Environment and climate change”** according to which, government and non-government actors adopt and implement innovative, gender-sensitive national and local actions for environmental sustainability, climate change mitigation and adaptation, and disaster risk reduction. This mirrors Strategic Plan outcome 1 and responds to the NSDI objective of sustainable growth and provides the framework for UNDP to support national realization of a broad range of Sustainable Development Goals.

Both 4NC and 1BUR will build on the existing gaps / constraints and recommendations from the previous NCs as well as the results of the ongoing complementary projects in the country. In addition to its information sharing purpose preparation of the national communications and biennial update reports to the UNFCCC on continuous basis enhances capacities of the key national institutions engaged in the preparation of the analytical studies and contributes to strengthening of the evidence based decision-making, integration of climate change related concerns into relevant sectorial policies and national development strategies.

Taking into the account the current economic development situation in the country the GEF financial support is needed to ensure Albania’s reporting on progress of the UNFCCC implementation and to comply with the key provisions of the respective COP decisions on submission of the national communications and biennial update reports. Enhancement of the existing reporting systems will also contribute to the continuous efforts on technical and institutional capacity building, elaboration of potential for synergies aimed at integration of climate change concerns into national strategies, policies and programmes.

The 4NC and 1BUR will be based on the recommendations and findings of the TNC, with full consideration of knowledge generated in the course of new studies, research, and complementary projects. The process of preparation of the 4NC and 1BUR will be based on the ongoing partnership among relevant stakeholders, including government agencies, civil society, academia, private sector and international development partners. This partnership will continue to serve as a regular reporting process on climate change, framework for inter-agency coordination and capacity building platform to ensure adoption of coherent policies securing the achievement of Albania’s commitments under the NDC.

It is expected that the proposed project will also contribute to strengthening the existing capacities of the national research institutions to play a stronger role in Albania’ efforts in reducing the impacts of the

global environmental threats such as climate change. Reports, findings, and analysis produced within this process will be directly used by the decision-makers as a basis for preparation and implementation of environmentally sound programs ensuring compliance with the adopted national and international commitments, including those identified in the recent NDC document.

Albania will submit its 1BUR and 4NC to the UNFCCC in **2019 and 2021** respectively.

2.2 Country ownership

Both reports will be prepared under the full administrative responsibility of the Ministry of Tourism and Environment (MoTE) of the Republic of Albania. MoTE will provide technical and administrative support for contributors to the reports and at the same time technical inputs for the implementation of all project activities.

The work process will also be facilitated by the Inter-Ministerial Working Group on Climate Change headed by the Deputy Minister of Environment (who serves at the same time also as the UNFCCC Focal Point) will act as Project Steering Committee (PSC). The Committee will be responsible for providing policy support, oversight and guidance to the project implementation. The Project National Director (to be appointed by the Minister of Tourism and Environment) and Steering Committee inputs to the project will represent the Government's in kind contribution to the Project.

The project will follow the same institutional arrangements that have been established for the implementation of the First, Second and Third National Communications of Albania to the UNFCCC.

2.3 Stakeholders' engagement

The project implementation strategy envisages an effective stakeholders' participation, including relevant ministries, regulatory agencies, local communities, NGOs, mass media, scientific, research and educational institutions, private sector and international organizations. Their involvement in the planning, implementation, monitoring and evaluation phases of the project is essential. The list of stakeholders of the project draws on the rich network of partners and experts involved in the preparation of the previous national communications.

All of the experts come from a range of different backgrounds, with particular expertise on relevant economic sectors. Their effective coordination is crucial to foster synergies of environmentally responsive policy formulation and implementation in the country.

Participation of all stakeholders on the capacity building and awareness raising activities aiming to ensure the continuation in the preparation of national communications and biennial update reports is an important part of the project. As the UNFCCC process itself is evolving and increasingly complex, capacity building activities are even more important to 4NC and 1BUR. Hence, they will form the key part of the project and will be done through training workshops, sharing experiences and encouraging information exchange between national, regional and international stakeholders. It is expected that such approach will increase the existing capacities, and reduce identified technical gaps.

It is the intention to address the gender issue in climate change adaptation and mitigation in the 1BUR and the 4NC following the *"Guidelines in mainstreaming gender in climate change adaptation and*

mitigation programmes and plans in Albania” developed under the TNC project. Where relevant, stakeholders will therefore also be consulted on gender issues at national level. Major candidates include, but not limited to the line ministries in charge of social affairs (gender included) including their gender focal points, civil society organizations working in the fields of gender and climate change as well as research institutions and development partners working on gender issues.

The information below presents the key stakeholders that will be involved in the project work and briefly describes their respective roles.

Government agencies:

- **Ministry of Tourism and Environment** is responsible for the formulation and implementation of the national environmental policies and acting as UNFCCC Focal Point. MoTE will be acting as the National Executing Agency of the Project. It will provide full technical and administrative support to the project and will facilitate coordination of project activities with other governmental agencies and decision makers through the Inter-ministerial Committee on Climate Change.
- **Ministry of Infrastructure and Energy** is responsible to formulate and implement policies, plans, programs and projects with focus on energy, transport, infrastructure and industry. MoIE will provide information and experts’ participation for the calculations of the GHG inventory and both mitigation and adaptation analysis.
- **Ministry of Agriculture, Rural Development and Water** is responsible to formulate and implement policies, plans, programs and projects on agriculture, rural development and water administration. They will provide information and experts’ participation for the calculations of the GHG inventory and mitigation and adaptation related analysis.
- **Ministry of Health and Social Care** is responsible to formulate and implement policies, plans, programs and projects on health and social care, including address of gender issues. They will provide information and experts’ participation for the assessment of vulnerability of the health sector and also contribute to analysis on gender and climate change.
- **Ministry of Defence** is responsible to formulate and implement policies, plans, and programs to ensure the country’s security and defence. They will provide information and experts’ participation with regards to the civil emergency’s service which operates under the Ministry of Defence.
- **Ministry of Finance and Economy** is responsible for matters relating to economic policy, the central government budget, taxes, banking, security and insurance, international economic work, central, regional and local government. They will support the 4NC and 1BUR project with relevant data to produce the socio-economic scenarios for the country.

Regulatory agencies:

- **National Environmental Agency** – is responsible for reporting on i) Pollutant Release and Transfer Register (PRTR), ii) the urban air emissions inventory (CLRTAP). Recently this agency became responsible for reporting on the GHG emissions inventories. NEA will provide information and experts’ participation mainly for the calculations of the GHG inventory.

- **National Agency for Natural Resources** – Its purpose is to maintain the interests of the State in the fields of hydrocarbons, minerals and energy. The agency oversees the development and rational use of natural resources and monitors their post-use. NANR will provide information and experts’ participation mainly for the annual energy balances and renewable energy resources.
- **Agency for Water Resource Management** – Its purpose is to secure for the integrated water resources management. They will provide information and experts’ participation mainly for the vulnerability and adaptation of water resources.

Scientific organizations:

- **Institute of Geosciences, Energy, Water and Environment (IGEWE)** will act as the main source of collection and provision of hydrometeorological data under the leadership of the Tirana Polytechnic University. IGEWE will also provide information and experts’ participation for the V&A analysis.
- **Institute of Statistics (INSTAT)** is in charge to produce and publish statistical information important for decision-making on economic and social policies in the country. INSTAT will provide information and experts’ participation for macroeconomic data, sectors specific emissions and the calculations of the GHG inventory.
- **Academy of Sciences**
- **Universities and other research institutions**

Local government bodies

- Vlore Prefecture, Vjosa River Basin Council, municipalities along the Vjosa river basin – those bodies will provide information and experts’ participation for the formulation of the adaptation policies for the Vjosa river.

International organizations:

- **UNDP in Albania** aims to support the local authorities to integrate environmental, energy and natural resource considerations into the sustainable development agenda in the country. Within the project it will provide conceptual guidance and technical orientation. It has specific responsibilities such as to supervise implementation, perform monitoring and evaluation, manage financial resources, etc. To ensure effectiveness and cost-efficiency of project implementation, the UNDP funded Climate Change Program (CCP) will be assigned as main implementing unit for the project.
- **GIZ in Albania** is active in the field of adaptation to climate change, where they support preparation of the National Adaptation Program by engaging with the relevant working group. They also target capacity building activities. Main topics addressed by the GIZ led interventions include the flood management and possibilities to forecast flood events, they also support preparation of the flood risk maps. Gender aspect has also been addressed nevertheless no analysis or study has been undertaken on that issue. Given the broad scope of project relevant activities, their achievements should be reflected within the preparation of the reports to the UNFCCC.
- **World Bank** is engaged in a range of related projects, which achievements will find a reflection in the reports. Moreover WB as development agency has a broad portfolio with very strong expertise in the field of environmental policy and climate change. This gives the local WB office a strong position within the stakeholders of the project. As project relevant activities includes the WB work on water resources and irrigation. They support the existing and newly existing agencies in charge (Agency of Water Resource Management), work on the integrated water resource

strategy and management. Their projects also address tourism. In terms of natural resource management, the focus is on forests and pasture lands in protected areas (national parks). Pilot projects were and are being design to pay for the providers of the environmental services in the two selected watersheds.

Civil society

- Representatives of the business community, women and youth groups and mass-media.

2.4 Project objective, outcomes and outputs/activities

The immediate objective of the project hereby proposed is to assist Albania obligation as a non-Annex 1 Party to the UNFCCC (as mandated by Articles 4 and 12 of this Convention and COP 17 decisions), and more specifically to support the authorities in the preparation of its First Biennial Update Report (1BUR) and its Fourth National Communication (4NC).

The project is in line with the GEF-6 climate change focal area "CCM-3: Foster Enabling Conditions to Mainstream Mitigation Concerns into Sustainable Development Strategies-Programme 5: Integrate findings of Convention obligations and enabling activities into national planning processes and mitigation targets."

Moreover as a country highly vulnerable to the adverse effects of climate change, Albania has also come to recognize that information on climate related issues is an essential input to targeted actions and to the inclusion of climate change considerations into territorial and sectorial projects and development plans. It is also expected that the proposed project will add to the efforts so far undertaken to enhance the institutional capacities continuously able to generate such information that helps understanding the obstacles and development opportunities associated with climate change.

The project's objective will be achieved through a set of outcomes and outputs presented in the Project Framework that are consistent with the guidelines for the preparation of NCs and BURs by countries not included in Annex I to the Convention contained in Decision [17/CP.8](#) and Annex III of Decision [2/CP.17](#).

The project components include: (i) National circumstances, Institutional Arrangements, Constraints & Gaps, related financial, technical & capacity needs and Other relevant Information; (ii) National Inventory of anthropogenic emissions by sources and removals by sinks of all GHG not controlled by the Montreal Protocol; (iii) Vulnerability assessment and adaptation (V&A); (iv) Mitigation actions and policy measures and Domestic Monitoring, Reporting and Verification (MRV) system; and (v) Publication and submission of First Biennial Update Report and the Fourth National Communication to the UNFCCC alongside Monitoring and Evaluation.

Besides complying with reporting requirements, the project will link complementary and interrelated project milestones, in a much more efficient way, coordinating the schedules of expected outcomes. The capacities within various relevant institutions were already built within the process of preparation of FNC, SNC, and TNC. Their involvement in the 4NC process will further strengthen the already existing institutional technical abilities to support the efficient implementation of the UNFCCC reporting commitments and enhance the reporting process to overcome existing weaknesses, constrains and gaps.

The project outcomes will be achieved through a wide range of outputs compatible with the UNFCCC goals. Knowledge and awareness extension on climate change related issues at the planning and policy level is crucial, so the institutions will be able to establish climate change issues into relevant social, economic, scientific and environmental policies, programs and strategies. That way, identified and prioritized mitigation and adaptation actions will be consistent with national sustainable development priorities, including the NDC and NAP process, and climate change mitigation and adaptation related projects may be eligible for mobilising additional funding resources by GEF, EU or other multilateral and bilateral organizations.

The project implementation shall facilitate the following:

- Updated information on Albania's national circumstances, development objectives and main concerns arising from the adverse effects of climate change described, with gender-disaggregated data;
- Description of the existing institutional arrangements relevant to the preparation of the NC and BUR on a continuous basis;
- Definition of mechanisms for gender-responsive stakeholders involvement and participation, enabling for a gender responsive preparation of national communication and biennial update reports;
- Description of national development objectives, priorities and circumstances impacted by climate risks and assessment of mainstreaming progress into policy frameworks, with gender disaggregated data;
- Preparation of the document with updated information on Albania's main constraints, gaps and financial needs to cope with climate change;
- Conduction of a study on technological needs assessment, providing a list of the most effective/new technology solutions for at least water sector (adaptation related) and energy sector (mitigation related); and undertaken steps to promote the transfer of environmentally sound technologies;
- Preparation of a document containing information on capacity building activities, climate research and systematic observation including awareness raising activities on climate change, climate change education.
- Preparation of the national GHG inventory for the period 2010 - 2014 (1BUR) and 2015-2016 (4NC) calculated for following sectors: a) energy, b) industrial processes c) LULUCF d) agriculture and e) waste based on the revised 2006 IPCC Guidelines; with a consistent time series back to the years reported in previous NCs;
- Inventory report prepared, including: (i) a key category analysis and (ii) a description of the methods and references used;
- A stocktaking analysis / assessment of vulnerability and sensitivity of the country territory to climate risks;
- An in-depth gender sensitive vulnerability assessment of key socio-economic sectors (energy, agriculture, tourism, health) and natural resources to climate impacts;
- A study integrating response measures in the context of Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) for the Vjosa river basin;
- Assessment of the mitigation potential in key development sectors (energy, transport, agriculture, waste), and abatement measures proposed / described / prioritised, including where possible: (i)

coverage, (ii) objectives, (iii) activities, (iv) information on the extend of achieved mitigation or projected to achieve, (v) information on methodologies and assumptions used in estimating the mitigation potential of actions; with gender considerations included;

- Assessment of progress achieved in implementation of policies and actions to mitigate GHG from 2010 on;
- Roadmap for NDC implementation, CAP 20-30;
- Options and possibilities for establishment of a domestic MRV systems;
- Support with the development process of national institutional arrangements and framework for domestic MRV;
- 1BUR compiled, published and submitted according to the guidelines contained in Annex III of Decision 2/CP.17;
- 4NC compiled, published and submitted in accordance with the guidelines of the Conventions (Decision 17/CP.8);
- Project financial and progress reports preparation and submission;
- Compilation of end of Project report and lessons learned.

2.5 Activities for Project Implementation

2.5.1. National Circumstances and Institutional Arrangements

The 1BUR and the 4NC will present updated information on Albania's geographical and socioeconomic characteristics, strategic objectives in terms of economic development and political aspects that influence the ways in which Albania seeks to mitigate and adapt to the the adverse effects of climate change.

Geographic information will include a brief presentation of the country's climatic patterns and its geographic and physiographic characteristics. An updated description of the local ecosystems and natural resources (water, forests and biodiversity) will also be provided.

- **Macroeconomic conditions**

The description of the country's economic circumstances will include a review of the most uptodate macroeconomic indicators as well as information on the most relevant productive sectors. Macroeconomic data typically include indicators on productive capacities, aggregate demand components (such as e.g. private and government demand, investment patterns and country trade position). Moreover detailed information on economic structure of the economy i.e. specific sectors their enery and resource intensity. Description of labour market conditions both on demand and supply side add to the overall picture. In addition as long as available any measure of country wealth would complete the analysis. Several of the mentioned indicators are in general already available to capture gender detail. In particular data on employment, different skill sets of the available labour force and income distribution would allow to trace the gender participation on the country economy.

- **Social conditions and heath related issues**

Where possible, gender-disaggregated information on population, key development indicators and public health will be compiled in a section on Albania's social aspects.

- Policies and strategies

National development objectives will be presented in accordance with current policies and plans, and a description of the climate change policy framework will also be provided. The component will also include a description of the country's main concerns arising from climate change, taking into account existing evidence on climate variability and risks associated with extreme weather events.

- Existing insittutional arrangements

In addition, the component on National Circumstances will offer a description of the existing institutional arrangements that are relevant to the preparation of National Communications and Biennial Update Reports on a continuous basis.

The following activities will be undertaken:

- *Identify an explicit list of data request addressing each of the topics identified. Prepare a list of institutions / sources responsible for collection of such data.*
- *Establish as appropriate a flexible institutional coordination mechanisms to ensure regular collection of the the required statistical data and information on policies.*
- *Collect data and policy related information using official statistics and information provided by the designated institutions or contained in any relevant projects / studies.*
- *Where possible collect gender -disaggregated data to analyze status of women and men nationally and by economic sector in the context of climate change related activities.*
- *Identify and analyze links between national development strategies and sector-based policies. Where appropriate highlight the channels how these policies / strategies affect or are affected by climate change.*
- *Describe institutional arrangements relevant to preparation of the national communications and biennial update reports on a continuous basis Identify specific institutional responsibilities within the process and highlight information flow.*
- *Define mechanisms for gender responsive stakeholders involvement and consultations to support the preparation of the national communications and the biennial update reports.*
- *Finalize the section on National Circumstances for the 1BUR and the 4NC.*

2.5.2. National GHG inventory

Albania's GHG inventories prepared under the previous NCs cover all sources and sinks, as well as all gases as mandated by Decision 10/CP2. Five modules are covered: i) energy, ii) industrial processes, iii) agriculture, iv) waste, and v) LUCF, as requested by the Revised IPCC guidelines of 1996. The national inventory for the years 1990 – 2009 has covered three direct GHGs CO₂, CH₄ and N₂O, and three indirect GHGs CO, NO_x, SO₂ and NMVOC. Estimates of key source categories have been provided as well. Aggregated GHG emissions and removals expressed in CO₂ equivalents have also been provided.

The overall uncertainty of the national GHG inventory under the TNC was estimated at approximately 10%. As the main source of uncertainty were identified the activity data from cement and lime stone production as well as the data on self-collected fuel wood from rural areas.

Recommendations were provided by previous NCs for the 4NC and 1BUR to adopt procedures / mechanisms to allow for a regular production and dissemination of data on GHG emissions as part of the official statistics at a national level, with appropriate institutional arrangements initially established in the Ministry of Environment and INSTAT.

The Albania's First BUR (1BUR) will include national GHG emissions inventory for the years 2010 – 2014 and the Fourth National Communication (4NC) will include the national GHG emissions inventory for the years 2015 - 2016. The inventory calculations will be prepared according to the 2006 IPCC Guidelines. The inventories will include estimates of the greenhouse gases emitted from the Energy, Industrial Processes, LULUCF, Agriculture and Waste sectors, covering 5 gases with direct greenhouse effect (CO₂, CH₄, N₂O and perfluorocarbons (CF₄ and C₂F₆)) and 4 gases with indirect greenhouse effect (CO, NO_x, NMVOC and SO_x).

This section will also include a summary table with the results of GHG inventories previously submitted by Albania to the UNFCCC. In addition, the inventory report will include (i) a key category analysis for the years 2014 and 2016 and (ii) a description of methods and references used in developing GHG emission calculations.

The following activities will be undertaken:

- *Prepare a proposal for an institutional management of the regular and continuous collection of emission data. Identify each participating institution with clear responsibilities.*
- *Prepare a proposal for a secondary processing of the collected primary data.*
- *Establish a network of experts covering all GHG inventory categories: i) Energy, ii) Industrial Processes, iii) Agriculture, iv) LUCF and v) Waste.*
- *Identify the needs in terms of capacity building for governmental / regulatory and research agencies on management of the GHG emission reporting / data collection / preparation of inventories.*
- *Conduct capacity building activities to the selected stakeholders such as e.g. the National Environmental Agency to conduct regular GHG inventory.*
- *Establish an institutional mechanism to coordinate data collection; Establish a process to keep the values of the emission factors up to date for the key sources, as needed;*
- *Calculate the GHG inventory for the years 2010 - 2014 under the 1BUR and for the years 2015-2016 under the 4NC.*
- *Set up the GHG emission data collection system within the national institutions in charge and INSTAT, providing for:*
 - ✓ *quality improvement works for the GHG Inventory, focused on the methods and approaches for data collection process, filling data gaps and supporting establishment of a sustainable system for developing GHGI;*
 - ✓ *institutionalization of the inventory process in the work of the relevant agencies and ministries;*
 - ✓ *establishment of the National Inventory System with defined institutional arrangements; and*
 - ✓ *Institutional strengthening and capacity building including the thematic working groups for efficient and timely development and submission of GHG inventories*
- *Prepare the Inventory reports, including: (i) a key category analysis and (ii) a description of the methods and references used. Share the the GHG emission calculations with the GSP for peer-review before finalizing the reports;- Finalize and approve the section on National GHG Inventory for the 1BUR and the 4NC.*

2.5.3. Vulnerability and Adaptation Assessment

Vulnerability and Adaptation assessment under the 4NC will highlight impacts of climate change on key socio-economic sectors (energy, agriculture, tourism and health) and natural resources (with special focus on water sector), which were observed over the last decade in Albania. The IPCC new set of climate scenarios will be used (the so-called Representative Concentration Pathways of the Fifth Assessment Report (IPCC AR 5, 2014) to identify the CC impacts on Albania. A stocktaking assessment will be conducted to map out the most vulnerable country zones / territories to climate related risks. In addition a back to back study will explore the link between the Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) for the development of response measures in the Vjosa river basin, for which an assessment of its hydro-ecological and socio-economic systems is performed (to be confirmed during the stock-taking exercise). Results from the National Adaptation Planning Process will be used to assess the effectiveness of the formulated measures. Overall, the project team will follow an evidence-based research approach for the V&A assessment, which has proved efficient throughout all three National Communications prepared before.

- The following activities will be undertaken:*Set up a network of experts (e.g. as a working group) on climatology, key socio-economic sectors and natural resources.*
- *Analyse trends in air temperature and atmospheric precipitation, including extremes over the past several decades.*
- *Update projections of key climate indicators, relevant to temperature, precipitation, sea-level rise and extreme events until 2050 and 2100.*
- *Perform a stocktaking exercise of vulnerability and sensitivity of the country territory to climate risks. Conduct an in-depth vulnerability assessment of key socio-economic sectors and natural resources to climate impacts.*
- *Conduct a study integrating response measures in the context of DRR and CCA.- Compile, peer-review and approve the draft section of V&A for the 4NC.*

2.5.4. Mitigation analysis

Well-designed abatement policy can substantially reduce emissions and deliver benefits. On the other hand suboptimal policy design could significantly increase the costs of emission abatement. In general the macroeconomic and welfare costs and benefits of the mitigation of impacts of climate change are uncertain. Therefore the mitigation analysis will draw on the set of scenarios adopted from the country key economic strategies to identify the potential macroeconomic and welfare costs and benefits.

Mitigation analysis under the 3NC was based on the GHG inventory, emissions trends and also country's development priorities for the sectors of Energy and Transport, Agriculture, LUCF and Waste. As for the energy sector (the biggest GHG emitter), analysis was carried out in line with Albania's Intended National Determined Contribution (INDC) and Nationally Appropriate Mitigation Measures (NAMAs), taking into consideration also Albania's Agenda 20-20-20 in the context of the EU Accession Process and the Energy Community Treaty to implement energy efficiency measures and increase the penetration of the renewable energy in all economic sectors.

This component of the 1BUR and 4NC will provide an assessment of the existing policy framework for climate change mitigation in the country. The description will draw on the institutional aspects and activities performed under the 2015 - 2020 Cross-Cutting Environment Strategy, the INDC Albania submitted to the UNFCCC Secretariat on 24 September 2015, the developed NAMAs on energy efficiency and fuel switch in the cement sector and the under-development Climate Change Strategy and its Action Plan for Mitigation, expected to be adopted by the end of 2019.

Following the guidelines contained in Annex III of Decision 2/CP.17, data and information will be collected in order to prepare a tabular description of Albania's mitigation actions, to the extent possible and taking into consideration national circumstances, including: (i) name, nature and coverage of the action, by sectors and/or gases, (ii) objectives of the actions, (iii) activities undertaken, (iv) the extent of mitigation achieved or projected to achieve, and (v) methodologies and assumptions used in estimating the mitigation potential of mitigation actions.

The following activities will be undertaken:

- *Review the existing capacities and institutions with responsibility and expertise to address the GHG emissions mitigation policies.*
- *Evaluate the findings against a set of qualitative criteria.*
- *Prepare a strategy to enhance the capacity of experts within the selected institutions e.g. such as National Environmental Agency to coordinate the mitigation action in the country.*
- *Set up the network of experts (e.g. in form of the working group) from different socio-economic sectors in particular energy, transport, waste, forestry and agriculture.*
- *Carry out assessment of the country mitigation potential in key economic sectors, and propose / update the list of key abatement measures, coupling where possible with rigorous economic analysis.*
- *Carry out assesment of the progress in implementation of policies and actions to mitigate greenhouse gas emissions from 2010 onwards.*
- *Compile, peer-review and approve the draft section on mitigation analysis for the 4NC and 1BUR.*

2.5.5. Domestic Monitoring, Reporting and Verification (MRV) system

The project aims to support the ongoing efforts to establish a national MRV system in Albania as a means to design appropriate national mitigation actions. Adoption of a national MRV system is important also in context of the country commitments under the UNFCCC as well as within the Albania's EU Accession Process. Prior any decision on this matter however a comprehensive assessment of different options and possibilities for the national MRV will be carried out, taking into account the national circumstances, existing and planned policies and regulations, institutional arrangements and technical capacities.

The following activities will be undertaken:

- *Review key features of the selected countries' MRV systems including institutional aspects. Countries can be selected e.g. on the basis of similar economic power / structure or affiliation to any country grouping / organization etc. such as e.g. EU Member States.*

- *Review the institutional / technical / financial capacities of the relevant Albanian institutions to assume the respective responsibilities.*
- *Review the data flow and reflect the current practice with the official requirements.*
- *Review of data collection methods.*
- *Identify and review of the main gaps and constraints.*
- *Organize meetings with key stakeholders who might be involved in MRV, to discuss identified opportunities and gaps.*
- *Based on the outcomes from the above listed activities develop proposals on the implementation of the adopted legal framework and MRV mechanism.*
- *Compile and approve the draft section on national MRV system for the 1BUR and / or 4NC.*

2.5.6. Constraints and gaps, finance, technology and capacity needs

This component will present updated information related to Albania's financial, technical and capacity needs to address the mitigation related and adverse effects of climate change. Support provided by multilateral agencies, the GEF and Annex I Parties in the area of climate change will be described, including the technical and financial support received for the preparation of the First Biennial Update Report and the Fourth National Communication. Areas requiring enhanced support will be also described, according to Albania's most pressing needs and national circumstances.

The following activities will be undertaken:

- *Set up the working group with experts covering both mitigation and adaptation to climate change, considering both aspects of technical and financial needs.*
- *Based on the assessment produced within the Outcome 4, estimate finance resources needed for implementation of the GHG emissions reduction measures in the energy sector.*
- *Based the V&A assessment, estimate the finance resources for adaptation measures considering the water sector.*
- *Conduct a pre-study on technology needs assessment, and compile a list of the most effective / new technology solutions at least for two sectors (energy and water);*
- *Compile and approve draft section on constraints and gaps, finance, technology and capacity needs for the 4NC incorporation.*

2.5.7. Other information

Other information considered relevant to the achievement of the objectives of the Convention as updated information on implemented capacity building activities, climate research and systematic observation, activities to raise public awareness on climate change, climate change education and steps undertaken by Albania to promote the transfer of environmentally sound technologies will be included in this component of the 1BUR and 4NC.

The following activities will be undertaken:

- *Elaborate a critical stocktake of all public awareness raising, education, and research on climate change that has been carried out within different programmes and projects, including donors-funded interventions.*
- *Conduct at least three capacity building activities on climate change covering recent developments and negotiations with young professionals, interested NGOs and media representatives accordingly.*
- *Implement and compile the lessons learnt of the Guideline developed under the TNC on "Mainstreaming gender in climate change adaptation and mitigation programs and plans in Albania";*
- *Compile a draft section containing information on capacity building activities, climate research and systematic observation, activities to raise awareness on climate change, climate change education and steps undertaken to promote the transfer of environmentally sound technologies, relevant to be incorporated under the 4NC and/or 1BUR.*

2.5.8. Publication and submission of the 1BUR and 4NC

The project will conclude with the publication and submission of the final 1BUR and 4NC reports to the COP. The process of preparation of the respective reports will follow the Guidelines adopted by the UNFCCC for non-Annex I countries included in the Decision [17/CP.8](#) and Annex III of the Decision [2/CP.17](#). 1BUR is expected to be submitted in 2019, while the 4NC submission deadline is tentatively set for the late 2021.

The following activities will be undertaken:

- *Compile the draft 1BUR and introduce it to the Interministerial Committee on Climate Change for approval.*
- *Translate, edit and submit the 1BUR to the UNFCCC Secretariat;*
- *Compile the draft 4NC and introduce it to the Interministerial Committee on Climate Change for approval;- Translate, edit and submit the 4NC to the UNFCCC Secretariat.*

2.6 Gender Dimension

The UNFCCC and the CoP Lima Work Programme on Gender recognize that all aspects of climate change have gender dimensions. The guidance on gender integration through the NCs and BURs developed by the Global Support Programme through UNDP and in collaboration with UNEP and GEF was used under the TNC project to develop the "*Guidelines in mainstreaming gender in climate change adaptation and mitigation programmes and plans in Albania*", to be implemented during the 4NC and 1BUR project.

The project will perform a study, analysing gender specific impacts of adaptation and mitigation activities and policy formulations. The expected findings will build recommendations for most of the project outcomes (National Circumstances, V&A, Mitigation, etc.).

Efforts will also be made to have appropriate gender representation in project management structures (committees, institutional frameworks, technical team) and capacity building actions (trainings, workshops).

2.7 Sustainability and Replicability

The project aims to ensure continuation of the activities performed involving key national institutions/partners/stakeholders/experts responsible for specific sections / topics In addition, one of the main objectives of this project is to raise capacity of national stakeholders to meet future reporting requirements under the UNFCCC as well as strengthen the capacity to pursue evidence based governance in the country. Following standard practice, the 1BUR and the 4NC will be endorsed by the Inter-ministerial Working Group on Climate Change and subsequently sent to the UNFCCC Secretariat by the national UNFCCC focal point.

2.8 South-South and Triangular Cooperation

UNDP has a strong role to play as knowledge broker, capacity development supporter and partnership facilitator when countries work together to find solutions to common development challenges. South-South and Triangular Cooperation (SSTrC) is a necessity to ensure and inclusive global partnership towards sustainable development. The project will support and encourage SSTrC to knowledge exchanges, technology transfer, peer support, and neighbourhood initiatives, as well as countries forming common development agendas and seeking collective solutions as appropriate.

The project will explore possibilities for SSTrC within the framework of the sectoral and intergovernmental networks in which Albania participates, both related to adaptation and mitigation, and to the elaboration of National Inventories of GHG.

Under the guidance and exchanges facilitated via UNDP/UNEP Global Support Program for NC and BUR projects, Albania will participate on the South-South learning and capacity building via webinars, regional workshops and networks on NC and BUR specific topics.

3. PROJECT RESULTS FRAMEWORK:

This project will contribute to the following Sustainable Development Goal (s): <i>SDG 13 – Climate Action; SDG 11 – Sustainable cities and communities; SDG 5 – Gender equality</i>
This project will contribute to the following country outcome included in the UNDAF/Country Programme Document: <i>By 2021, Government and non-government actors adopt and implement innovative, gender sensitive national and local actions for environmental sustainability, climate change mitigation and adaptation, and disaster risk reduction</i>
This project will be linked to the following output of the UNDP Strategic Plan Output 1.4: Scaled up action on climate change adaptation and mitigation cross sectors which is funded and implemented.

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline¹	End of Project Target	Source of Verification	Assumptions²
Project Objective: Enabling Albania in preparing and submitting its First Biennial Updated Report and Fourth National Communication to the UNFCCC in accordance with its commitments as a non-Annex 1 Party to the UNFCCC	IRRF Indicator 1.4.2: Extent to which implementation of comprehensive measures - plans, strategies, policies, programmes and budgets - to achieve low-emission and climate-resilient development objectives has improved. Preparation and submission of Albania's 4 NC and 1BUR	<i>1=Not improved</i> <i>Albania ensures regular reporting of climate change related trends and developments in the form of national communications, as part of its commitments under the UNFCCC. The First (2002), Second (2009), Third (2016) were submitted to the UNFCCC respectively.</i>	<i>2 = have improved to a very partial extent</i> <i>The 1BUR and 4NC endorsed and submitted to the UNFCCC in June 2019 (1BUR) and June 2021 (4NC).</i>	European Union progress report for Albania http://eeas.europa.eu/delegations/albania/documents/al The 1BUR and 4NC publication prepared and available at the UNFCCC web site: http://unfccc.int/national_reports/non-annex_i_natcom/submitted_natcom/items/653.php	<i>Risks:</i> <i>The Government restructure can delay the endorsement of the 1BUR and thus deadlines for submission can be shifted to late 2019.</i> <i>Assumptions:</i> <i>4NC will benefit from experience gained in the preparation of TNC and the coordination mechanisms already in place; and will draw on a pool of experts.</i>
Component/Outcome³ 1 National circumstances, Institutional Arrangements, Constraints & Gaps, related	1.1 National circumstances updated and the institutional arrangements relevant to the preparation of the National Communications and Biennial Update Reports on a continuous basis described	<i>National circumstances chapter included in the TNC submitted to the UNFCCC on October 2016</i>	Document containing updated information on Albania's national circumstances, development objectives and main concerns arising	<i>The relevant chapter with required information is available in the</i>	<i>No risks observed</i> <i>Assumptions:</i> <i>4NC will benefit from experience gained in the</i>

¹ Baseline, mid-term and end of project target levels must be expressed in the same neutral unit of analysis as the corresponding indicator. Baseline is the current/original status or condition and need to be quantified. The baseline must be established before the project document is submitted to the GEF for final approval. The baseline values will be used to measure the success of the project through implementation monitoring and evaluation.

² Risks must be outlined in the Feasibility section of this project document.

³ Outcomes are short to medium term results that the project makes a contribution towards, and that are designed to help achieve the longer term objective. Achievement of outcomes will be influenced both by project outputs and additional factors that may be outside the direct control of the project.

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline ¹	End of Project Target	Source of Verification	Assumptions ²
financial, technical & capacity needs and Other relevant Info described		<i>Guideline to integrate Gender into climate change policies developed under the TNC as of 2016</i>	from the adverse effects of climate change described, with gender-disaggregated data Document containing a description of the institutional arrangements relevant to the preparation of the NC and BUR on a continuous basis Mechanisms for gender-responsive stakeholders involvement and participation, enabling the preparation of national communications and biennial update reports defined	<i>published 4NC and 1BUR report.</i> <i>Project documentation, policy reports, expert review, 4NC, project website</i>	<i>preparation of TNC and the coordination mechanism already in place; and will draw on a pool of experts</i>
	1.2 Progress towards mainstreaming of climate change considerations into key development strategies and sector-based policy frameworks assessed	<i>Mainstreaming progress of climate change considerations into policy frameworks assessed in the TNC submitted to the UNFCCC on October 2016. The gender data in relation to climate change was not reported in previous NCs</i>	National development objectives, priorities and circumstances impacted by climate risks described and mainstreaming progress into policy frameworks assessed, with gender disaggregated data.		
	1.3 Constraints, gaps and related needs updated	<i>Constraints, gaps and related needs assessed in the TNC submitted to the UNFCCC on October 2016</i>	Document prepared with updated information on Albania's main constraints, gaps and financial needs to cope with climate change		
	1.4 Support for climate change activities needed and received, identified	<i>The technology needs are assessed in the Technology Needs Assessment (TNA) submitted in 2004</i>	A study on technological needs assessment conducted, and a list of the most effective/new technology solutions		

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline ¹	End of Project Target	Source of Verification	Assumptions ²
			provided for at least water sector (adaptation related) and energy sector (mitigation related)		
	1.5 Other information considered relevant to the achievement of the objective of the Convention updated	<i>Information on other relevant issues is reported in the TNC as of 2016</i>	Document containing information on capacity building activities, climate research and systematic observation, activities to raise awareness on climate change, climate change education and steps undertaken to promote the transfer of environmentally sound technologies compiled		
Component/ Outcome 2 National Inventory of anthropogenic emissions by sources and removals by sinks of all GHG not controlled by the Montreal Protocol updated	2.1 National GHG Inventory updated up to 2014 (period 2010-2014) for the 1BUR and up to 2016 for the 4NC prepared	<i>National GHG inventory report developed as part of the TNC submitted to the UNFCCC on October 2016</i>	National GHG inventory for the period 2010 - 2014 (1BUR) and 2015-2016 (4NC) calculated for following sectors: a) energy, b) industrial processes c) LULUCF d) agriculture and e) waste based on the revised 2006 IPCC Guidelines; with a consistent time series back to the years reported in previous NCs Inventory report prepared, including: (i) a key category analysis and (ii) a description of the methods and references used Set-up of the GHG emission data collection system within the national statistics agency; with	<i>The relevant chapter with required information is available in the published 4NC and 1BUR report.</i> <i>Project documentation, policy reports, expert review, 4NC, project website</i>	Risks: <i>Delay to collect the updated information</i> <i>Lack of disaggregated data for some sub-sectors like Forestry and Industrial Processes</i> <i>Ensuring completeness and accuracy of information is a challenge</i> <i>Changes within governmental structures pose some risks regarding coordination, data collection and endorsement</i> Assumptions: <i>The experts are familiar with the 1996 IPCC Guidelines, while will get trained after the training modules prepared and delivered by the UNDP/UNEP Global Support Programme (GSP) for National</i>

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline ¹	End of Project Target	Source of Verification	Assumptions ²
			defined institutional arrangements		<i>Communications and Biennial Update Reports</i> <i>International consultant involvement is envisaged</i>
Component/ Outcome 3 Vulnerability assessment and adaptation (V&A) analyses developed for priority sectors and plan proposing measures to facilitate adaptation prepared	3.1 In-depth vulnerability assessment, including recommended adaptation measures for priority sectors of socio-economic development and natural environment conducted	<i>V&A report developed as part of the TNC submitted to the UNFCCC on October 2016</i> <i>The Climate Change scenarios developed for Albania in the frame of the TNC using the new set of IPCC scenarios – called “Representative Concentration Pathways” (RCPs) from AR5</i> <i>The Assessment of hydro-ecological and socio-economic systems of the Vjosa River under the EU Flood Protection Infrastructure Project – FPIP</i> <i>The National Planning Process for Climate Change Adaptation/draft National Adaptation Plan developed in the frame of cooperation with GIS and UNDP in 2017</i>	A stocktaking exercise of vulnerability and sensitivity of the country territory to climate risks An in-depth gender sensitive vulnerability assessment of key socio-economic sectors (energy, agriculture, tourism, health) and natural resources (water, biodiversity) to climate impacts; A study integrating response measures in the context of Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) for the Vjosa river basin	<i>The relevant chapter with required information is available in the published 4NC. Project documentation, policy reports, expert review, 4NC, project website</i>	<i>Risks:</i> <i>Delay to generate the climate change scenarios with high spatial resolution;</i> <i>Capacity shortcoming for using appropriate impact models</i> <i>Changes within governmental structures pose some risks regarding coordination, data collection and endorsement</i> <i>Assumptions;</i> <i>Coordination with several research centers and South-South cooperation will be applied for reducing capacity shortcoming</i> <i>Cooperation with EU Copernicus Program that provides open satellite and surface data</i> <i>Coordination with different stakeholders including DRR team, as well as international consultant involvement is envisaged.</i> <i>Government of Albania has a commitment for endorsing the National Action Plan on Adaptation to Climate Change</i>

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline ¹	End of Project Target	Source of Verification	Assumptions ²
Component/ Outcome 4 Mitigation actions and policy measures prepared and Domestic Monitoring, Reporting and Verification (MRV) system accelerated	4.1 Using best practices and the latest (I)NDC and NAMAs, assesment of sectors and interventions contributing to the GHG emissions reduction at the national level conducted/updated	<i>Mitigation analysis report developed as part of the TNC submitted to the UNFCCC on October 2016</i> <i>Document of INDC submitted to the UNFCCC Secretariat on 24 September 2015</i> <i>NAMAs' documents prepared in the frame of the TNC and a UNDP regional cooperation prepared and submitted to the Ministry of Environment in 2015</i> <i>Draft Strategy and its Action Plan for Climate Change Mitigation prepared in the frame of EU IPA Programme in 2017</i>	Mitigation potential in key development sectors (energy, transport, agriculture, waste) assessed, and abatement measures proposed/described/prioritised, including where possible: (i) coverage, (ii) objectives, (iii) activities, (iv) information on the extend of achieved mitigation or projected to achieve, and (v) information on methodologies and assumptions used in estimating the mitigation potential of actions; with gender considerations included. Progress of policies and actions to mitigate GHG from 2010 assessed. Roadmap for NDC implementation, CAP 20-30	<i>The relevant chapter with required information is available in the published 4NC.</i> <i>Project documentation, policy reports, expert review, 4NC, project website</i>	<i>Risks:</i> <i>Information on mitigation measures and projects dispersed and ensuring completeness and accuracy of information is a challenge.</i> <i>Changes within governmental structures pose some risks regarding coordination, data collection and endorsement</i> <i>Assumptions:</i> <i>Some experience and partnership is already built in the scope of the TNC and INDC preparation.</i> <i>Government of Albania continues efforts for the environment sector to become more and more compliant with the European Union acquis and the international environmental conventions.</i> <i>Government of Albania has a commitment to revise accordingly and implement the NDC</i> <i>Government of Albania has a commitment to endorse the draft Strategy and Its Action Plan for Climate Change Mitigation</i>
	4.2 Acceleration/establishment of the domestic Measurement, Reporting and Verification system supported at national level	<i>Draft legislation developed by the Ministry of Tourism and Environment on Climate Change and "On establishing the monitoring,</i>	<i>Options and possibilities for establishment of a domestic MRV systems analysed;</i>	<i>The relevant chapter with required information is available in the published 4NC</i>	<i>Risks:</i> <i>Lack of clear guidelines and proved experience on the MRV systems for non-Annex I countries</i>

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline¹	End of Project Target	Source of Verification	Assumptions²
		<i>reporting and verification GHG emissions”;</i>	<i>The development process of national institutional arrangements and framework for domestic MRV supported/accelerated</i>		<p><i>Assumptions:</i></p> <p><i>New developments under Convention are envisaged.</i></p> <p><i>Government of Albania has a commitment to endorse the draft legislation on MRV system</i></p> <p><i>International consultant involvement is envisaged.</i></p>
Component/ Outcome 5 Publication and submission of First Biennial Update Report and the Fourth National Communication to the UNFCCC; the Project Monitoring and Evaluation conducted	5.1 First Biennial Update Report and Fourth NC compiled and submitted to the UNFCCC	<i>The TNC report submitted to the UNFCCC on October 2016</i>	1BUR compiled, published and submitted according to the guidelines contained in Annex III of Decision 2/CP.17 4NC compiled, published and submitted in accordance with the guidelines of the Conventions (decision 17/CP.8)	<i>1BUR and 4NC reports are endorsed, submitted to the UNFCCC, published and presented to the stakeholders</i>	<p><i>Risks:</i></p> <p><i>The national validation of the 1BUR and 4NC may take longer than planned due to upcoming elections and change in GoA</i></p>
	5.2 Project regularly monitored, financial audit conducted and lessons learned compiled	<i>The TNC Project documentation, policy reports, financial audit report, lessons learnt report</i>	Project financial and progress reports prepared and submitted End of Project report and lessons learned compiled	<i>4NC, project website</i>	<i>No risks observed</i>

4. TOTAL BUDGET AND WORKPLAN

Total Budget and Work Plan											
Atlas ⁴ Proposal or Award ID:		00094872			Atlas Primary Output Project ID:			00098948			
Atlas Proposal or Award Title:		Development of Albania's Fourth National Communication to the UNFCCC and its First Biennial Report									
Atlas Business Unit		ALB10									
Atlas Primary Output Project Title		Development of Albania' Fourth National Communication to the UNFCCC and its First Biennial Report									
UNDP-GEF PIMS No.		5811									
Implementing Partner		Ministry of Tourism and Environment of Albania									
GEF Outcome/Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	Atlas budgetary account code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Amount Year 4 (USD)	Total (USD)	See Budget Note :
OUTCOME 1: National circumstances, Institutional Arrangements, Constraints & Gaps, related financial, technical & capacity needs and Other relevant Info described	UNDP	62000	GEF	71200	International Consultants	10,000	0		0	10,000	1
				71300	Local Consultants	9,000	9,000	16,000	15,000	49,000	2
				75700	Training Workshops and Conferences	3,300	3,500	3,400	3,500	13,700	3
				72400	Communic & Audio Visual Equip	0	0	2,300	5,000	7,300	4
					Total Outcome 1	22,300	12,500	21,700	23,500	80,000	
OUTCOME 2: National Inventory of anthropogenic emissions by sources and removals by sinks of all GHG not controlled by the Montreal Protocol updated	UNDP	62000	GEF	71200	International Consultants	7,500	7,500	0	0	15,000	5
				71300	Local Consultants	20,000	20,000	15,000	2,500	57,500	6
				71600	Travel	2,603	4,000	3,000	2,000	11,603	7
				72500	Office Supplies	1,000	1,000	1,000	500	3,500	8
				72100	Contractual services-company	3,000	5,000	5,000	5,000	18,000	9
				72400	Communic & Audio Visual Equip	0	5,000	5,249	5,000	15,249	10
				74500	Miscellaneous	500	500	500	500	2,000	11
				71400	Contractual Services - Individual	24,000	24,000	24,000	25,148	97,148	12

⁴ See separate guidance on how to enter the TBWP into Atlas

					Total Outcome 2	58,603	67,000	53,749	40,648	220,000	
OUTCOME 3: Vulnerability assessment and adaptation (V&A) analyses developed for priority sectors and plan proposing measures to facilitate adaptation prepared	UNDP	62000	GEF	71200	International Consultants	15,000	10,000	0	0	25,000	13
				71300	Local Consultants	31,900	33,600	21,400	11,100	98,000	14
				71600	Travel	5,000	4,000	2,000	3,000	14,000	15
				72200	Equipment and Furniture	8,000	7,000	0	0	15,000	16
				73100	Rental and maintenance	3,413	3,412	3,413	3,412	13,650	17
				74500	Miscellaneous	1,000	1,000	1,000	1,350	4,350	18
				75700	Training Workshops and Conferences	2,500	2,500	2,500	2,500	10,000	19
					Total Outcome 3	66,813	61,512	30,313	21,362	180,000	
Outcome 4:	UNDP	62000	GEF	71300	Local Consultants	26,150	26,150	23,950	15,000	91,250	20
Mitigation actions and policy measures prepared and Domestic Monitoring, Reporting and Verification (MRV) system accelerated				71600	Travel	200	200	200	200	800	21
				71200	International Consultants	0	10,000	5,430	0	15,430	22
				71400	Contractual Services - Individual	23,950	24,000	24,000	19100	91,050	23
				72100	Contractual Services - company	2,550	5,500	5,500	4000	17,550	24
				73100	Rental and maintenance	3,413	3,412	3,413	3,412	13,650	25
				74500	Miscellaneous	997	1,500	1,323	1,000	4,820	26
					Total Outcome 4	57,260	70,762	63,816	42,712	234,550	
Outcome 5:	UNDP	62000	GEF	74100	Professional Services	0	0	5,000	0	5,000	27
Publication and submission of First Biennial Update Report and the Fourth National Communication to the UNFCCC; the Project Monitoring and Evaluation conducted				71200	International Consultants		4,000		4,000	8,000	28
				71300	Local Consultants	4,000		4,000		8,000	29
				71400	Contractual Services - Individual	4,550	4,500	4,500	4,000	17,550	30
				72400	Communic & Audio Visual Equip	0	3000	0	5,000	8,000	31
				72100	Contractual services-company	0	5,925	0	5,925	11,850	32

				74500	Miscellaneous	500	500	250	350	1,600	33
					Total Outcome 5	9,050	17,925	13,750	19,275	60,000	
Project management unit (This is not to appear as an Outcome in the Results Framework and should not exceed 10% of project budget)	UNDP	62000	GEF	64397/74596	Direct project costs	7,220	8,075	5,886	4,819	26,000	34
				71400	Contractual Services - Individual	12,700	12,700	12,700	13,050	51,150	35
				74200	Audio Visual& Printing Prod.cost	0	0	0	300	300	36
					Total Management	19,920	20,775	18,586	18,169	77,450	
						\$233,946	\$250,474	\$201,914	\$165,666	\$852,000	

Summary of funds:

	Year 1	Year 2	Year 3	Year 4	Total
GEF	233,946	250,474	201,914	165,666	852,000
Government (in kind)	12,500	12,500	12,500	12,500	50,000

Budget Notes:

- 1 Contractual appointment of an international consultant to assist with the identification of financial, technical and capacity needs of the country to address climate change
- 2 Contractual appointment of national consultant/s to address national circumstances and institutional arrangements for climate change
- 3 Cost of Inception workshop and other stakeholders consultations (including venue hire, equipment hire, printed materials, meals, drinks, etc.)
- 4 Communication expenses (internet, phone, and mobile charges)
- 5 Contractual appointment of an international consultant for the GHG emissions inventory
- 6 Contractual appointment of local consultants to calculate the sectoral GHG emissions inventory
- 7 Travel costs for national or international experts
- 8 Office stationery
- 9 Consultancy service (LTA/companies for organising planned activities)
- 10 Different communication and translation cost
- 11 Miscellaneous cost and bank charges
- 12 *Pro rata* costs of contractual appointment of the Project Manager and the technical assistant of the project
- 13 Contractual appointment of an international consultant/s on Vulnerability and Adaptation to climate change
- 14 Contractual appointment of local consultants to provide for climatic scenarios and sectoral analysis on vulnerability and adaption to climate change
- 15 Travel costs for national or international experts
- 16 Office equipment
- 17 *Pro rata* costs of rental of dedicated office space for the Project staff
- 18 Miscellaneous cost and bank charges

- 19 Cost of technical seminars/trainings and other stakeholders' consultations (including venue hire, equipment hire, printed materials, meals, drinks, etc.)
- 20 Contractual appointment of local consultants to provide for sectoral mitigation scenarios/analysis
- 21 Travel costs for national or international experts
- 22 Contractual appointment of an international consultant/s on mitigation analysis
- 23 *Pro rata* costs of contractual appointment of the Project Manager
- 24 Consultancy services, meetings of Project Board and/or advisory groups
- 25 *Pro rata* costs of rental of dedicated office space for the Project staff
- 26 Miscellaneous cost and bank charges
- 27 Audit fee
- 28 Contractual appointment of an international consultant/s to compile, edit and design the reports of 1BUR and 4NC
- 29 Contractual appointment of a national consultant to assist with compilation and publication of the 1BUR and 4NC
- 30 *Pro rata* costs of contractual appointment of the Admin/finance assistant, including support to project outreach and verification of information, reporting and record keeping
- 31 Communication expenses (awareness raising activities/campaign)
- 32 Costs to design and/or publish the reports of 1BUR and 4NC
- 33 Miscellaneous cost and bank charges
- 34 Direct Project Costs: for services rendered by UNDP to the project, according to the Letter of Agreement (Annex G). DPC are the costs of administrative services (such as those related to human resources, procurement, finance, and other functions) provided by UNDP in relation to the project. Direct project costs will be charged based on the UNDP Universal Price List or the actual corresponding service cost, in line with GEF rules on DPCs. The amounts indicated here are estimations. DPCs will be detailed as part of the annual project operational planning process and included in the yearly budgets. DPC costs can only be used for operational cost per transaction. DPCs are not a flat fee
- 35 *Pro rata* costs of contractual appointment of the Project Manager, the admin/finance assistant and a driver. The driver's services will be used for meetings and workshops purposes, as well as for occasional site visits (for example Vjosa river basin analysis under the V&A chapter). The driver's cost will be transaction based.
- 36 Different audio, visual and printing for the needs of the project

Budget Revision and Tolerance: As per UNDP requirements outlined in the UNDP POPP, the project board will agree on a budget tolerance level for each plan under the overall annual work plan allowing the project manager to expend up to the tolerance level beyond the approved project budget amount for the year without requiring a revision from the Project Board. Should the following deviations occur, the Project Manager and UNDP Country Office will seek the approval of the UNDP-GEF team as these are considered major amendments by the GEF: a) Budget re-allocations among components in the project with amounts involving 10% of the total project grant or more; b) Introduction of new budget items/or components that exceed 5% of original GEF allocation.

Any over expenditure incurred beyond the available GEF grant amount will be absorbed by non-GEF resources (e.g. UNDP TRAC or cash co-financing).

Refund to Donor: Should a refund of unspent funds to the GEF be necessary, this will be managed directly by the UNDP-GEF Unit in New York.

Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP.⁵ On an exceptional basis only, a no-cost extension beyond the initial duration of the project will be sought from in-country UNDP colleagues and then the UNDP-GEF Executive Coordinator.

Operational completion: The project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities have been completed. This includes the final clearance of the Project Terminal Report (that will be available in English), and the end-of-project review Project Board meeting. The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed. At this time, the relevant parties will have already agreed and confirmed in writing on the arrangements for the disposal of any equipment that is still the property of UNDP.

Transfer or disposal of assets: In consultation with the NIM Implementing Partner and other parties of the project, UNDP programme manager (UNDP Resident Representative) is responsible for deciding on the transfer or other disposal of assets. Transfer or disposal of assets is recommended to be reviewed and endorsed by the project board following UNDP rules and regulations. Assets may be transferred to the government for project activities managed by a national institution at any time during the life of a project. In all cases of transfer, a transfer document must be prepared and kept on file⁶.

Financial completion: The project will be financially closed when the following conditions have been met: a) The project is operationally completed or has been cancelled; b) The Implementing Partner has reported all financial transactions to UNDP; c) UNDP has closed the accounts for the project; d) UNDP and the Implementing Partner have certified a final Combined Delivery Report (which serves as final budget revision).

The project will be financially completed within 12 months of operational closure or after the date of cancellation. Between operational and financial closure, the implementing partner will identify and settle all financial obligations and prepare a final expenditure report. The UNDP Country Office will send the final signed closure documents including confirmation of final cumulative expenditure and unspent balance to the UNDP-GEF Unit for confirmation before the project will be financially closed in Atlas by the UNDP Country Office.

⁵ See <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx>

⁶ See https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Project%20Management_Closing.docx&action=default.

5. MANAGEMENT ARRANGEMENTS

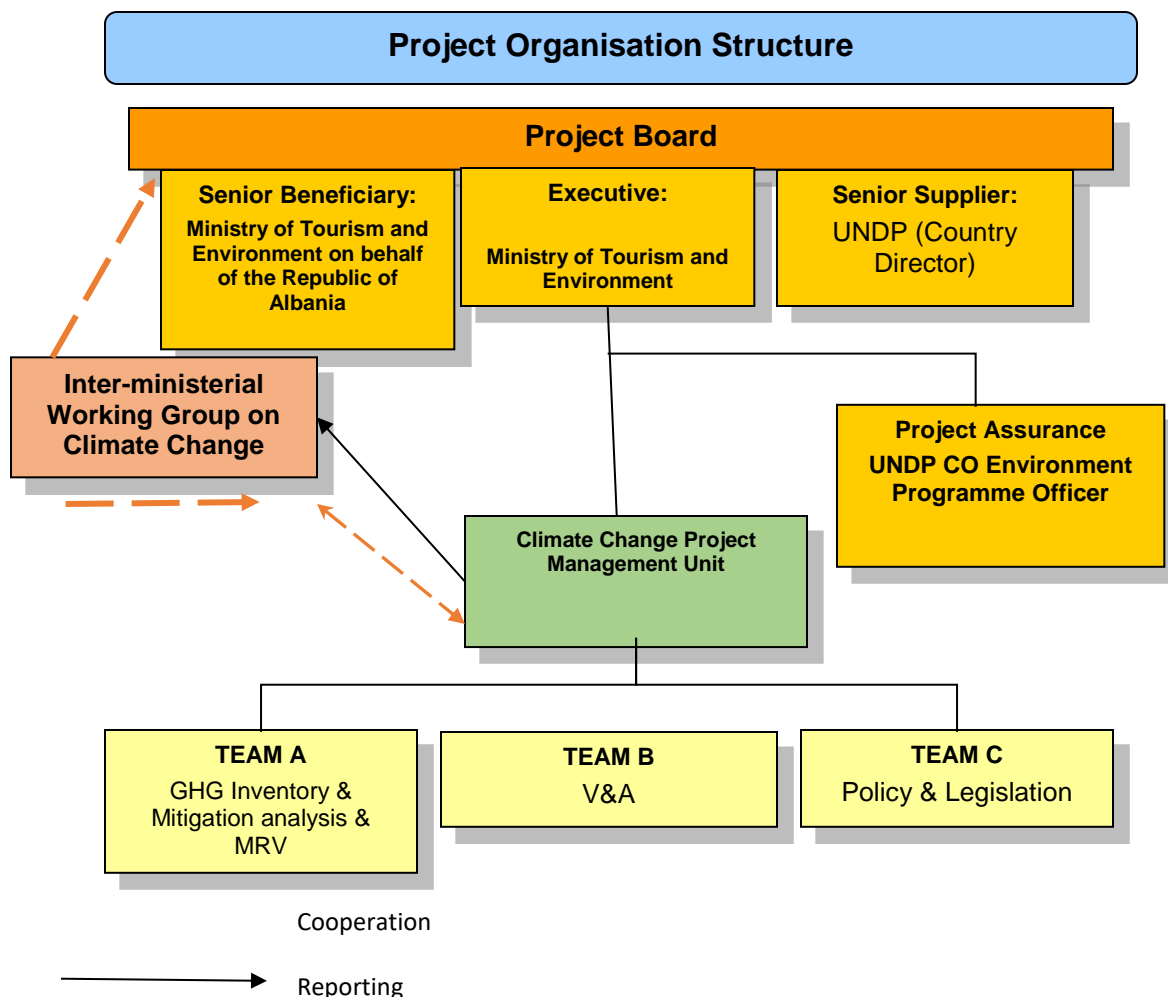
5.1 Roles and responsibilities of the project's governance mechanism: The project will be implemented following UNDP's national implementation modality, according to the Standard Basic Assistance Agreement between UNDP and the Government of Albania, and the UNDP Country Programme. The Ministry of Tourism and Environment, as an Implementing Partner of the project, will provide support to and inputs for the implementation of all project activities. The Inter-Ministerial Working Group on Climate Change headed by the Deputy Minister of Environment (who serves at the same time also as the UNFCCC Focal Point) will play an important role in coordinating with different stakeholders at national level. The Project Steering Committee (PSC) will be responsible for providing policy support, oversight and guidance to the project implementation. The Project National Director (to be appointed by the Minister of Tourism and Environment) and Steering Committee inputs to the project will represent the Government's in-kind contribution to the Project. The project will follow the same institutional arrangements that have been established for the implementation of the FNC, SNC and TNC.

The **Implementing Partner** for this project is *the Ministry of Tourism and Environment of the Republic of Albania*. The Implementing Partner is responsible and accountable for this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of UNDP resources.

The Implementing Partner is responsible for:

- Approving and signing the multiyear work plan;
- Approving and signing the combined delivery report at the end of the year; and,
- Signing the financial report or the funding authorization and certificate of expenditures.

The project organisation structure is as follows:



The **Project Board** (also called Project Steering Committee) is responsible for making by consensus, management decisions when guidance is required by the Project Coordinator, including recommendation for UNDP/Implementing Partner approval of project plans and revisions. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with the UNDP CO Environment Officer.

Specific responsibilities of the Project Board include:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the project manager;
- Provide guidance on new project risks, and agree on possible countermeasures and management actions to address specific risks;
- Agree on project manager's tolerances as required;
- Review the project progress, and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;

- Appraise the annual project implementation report, including the quality assessment rating report; make recommendations for the workplan;
- Provide ad hoc direction and advice for exceptional situations when the project manager's tolerances are exceeded; and
- Assess and decide to proceed on project changes through appropriate revisions.

The composition of the Project Steering Committee is as follows:

Executive: Ministry of Tourism and Environment, represented by the Deputy Minister of Environment

Executive for the Project is the Ministry for Tourism and Environment which is the GEF Focal Point Agency and oversees the environmental policy-making in Albania. The Ministry of Tourism and Environment is also the UNFCCC Focal Point and oversees the climate change policy-making in Albania. The representative of MoTE will chair the PSC. The Executive is ultimately responsible for the project, supported by the Senior Beneficiary and Senior Supplier. The Executive's role is to ensure that the project is focused throughout its life cycle on achieving its objectives and delivering outputs that will contribute to higher level outcomes. The executive has to ensure that the project gives value for money, ensuring cost-conscious approach to the project, balancing the demands of beneficiary and supplier.

Specific Responsibilities: (as part of the above responsibilities for the Project Board)

- Ensure that there is a coherent project organisation structure and logical set of plans;
- Set tolerances in the AWP and other plans as required for the Project Manager;
- Monitor and control the progress of the project at a strategic level;
- Ensure that risks are being tracked and mitigated as effectively as possible;
- Brief relevant stakeholders about project progress;
- Organise and chair Project Board meetings.

Senior Supplier: UNDP

The Senior Supplier's primary function within the Board is to provide guidance regarding the technical feasibility of the project. The Senior Supplier role must have the authority to commit or acquire supplier resources required.

Specific Responsibilities (as part of the above responsibilities for the Project Board)

- Make sure that progress towards the outputs remains consistent from the supplier perspective;
- Promote and maintain focus on the expected project output(s) from the point of view of supplier management;
- Ensure that the supplier resources required for the project are made available;
- Contribute supplier opinions on Project Board decisions on whether to implement recommendations on proposed changes;
- Arbitrate on, and ensure resolution of, any supplier priority or resource conflicts.

Senior Beneficiary: Ministry of Tourism and Environment, represented by the Director in charge for Climate Change

The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries.

The Senior Beneficiary is responsible for validating the needs and for monitoring that the solution will meet those needs within the constraints of the project. The Senior Beneficiary monitors progress against targets and quality criteria.

Specific Responsibilities (as part of the above responsibilities for the Project Board)

- Prioritize and contribute beneficiaries' opinions on Project Board decisions on whether to implement recommendations on proposed changes;
- Specification of the Beneficiary's needs is accurate, complete and unambiguous;
- Implementation of activities at all stages is monitored to ensure that they will meet the beneficiary's needs and are progressing towards that target;
- Impact of potential changes is evaluated from the beneficiary point of view;
- Risks to the beneficiaries are frequently monitored.

The **Project Manager** will run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Board. The Project Manager is assigned to coordinate implementation of both 1BUR and 4NC activities and serve as a wise expert for the climate change related activities. The Project Manager's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost. The Project Manager function will end when the final project terminal report, and other documentation required by the GEF and UNDP, has been completed and submitted to UNDP (including operational closure of the project).

Specific responsibilities include:

- *Provide direction and guidance to project team(s)/ responsible party (ies);*
 - *Liaise with the Project Board to assure the overall direction and integrity of the project;*
 - *Identify and obtain any support and advice required for the management, planning and control of the project;*
 - *Responsible for project administration;*
 - *Plan the activities of the project and monitor progress against the project results framework and the approved annual workplan;*
 - *Mobilize personnel, goods and services, training and micro-capital grants to initiative activities, including drafting terms of reference and work specifications, and overseeing all contractors' work;*
 - *Monitor events as determined in the project monitoring schedule plan/timetable, and update the plan as required;*
 - *Manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments or reimbursement using the fund authorization and certificate of expenditures;*
 - *Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports;*
 - *Lead the technical team on GHG emissions Inventory and Mitigation analysis;*
- Be responsible for preparing and submitting financial reports to UNDP on a quarterly basis;*
- *Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;*
 - *Capture lessons learned during project implementation;*
 - *Prepare the annual workplan for the following year; and update the Atlas Project Management module if external access is made available.*
 - *Prepare the NC Status Survey in line with GEF and UNFCCC reporting requirements for NCs and BURs*
 - *Based on the project progress, Status Surveys and the Project Board review, prepare the AWP for the following year.*

- *Ensure the project team prepares and submit on time the Project Terminal Report to the PB for end of project review.*

The **project assurance** role will be provided by the UNDP Country Office/*Environment and Climate Change Portfolio Officer*. Additional quality assurance will be provided by the UNDP Regional Technical Advisor as needed.

UNDP provides a three – tier supervision, oversight and quality assurance role – funded by the GEF agency fee – involving UNDP staff in Country Offices and at regional and headquarters levels. Project Assurance must be totally independent of the Project Management function. The quality assurance role supports the Project Board and Project Management Unit by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. The Project Board cannot delegate any of its quality assurance responsibilities to the Project Manager. This project oversight and quality assurance role is covered by the GEF Agency.

Governance role for project target groups: The Project main partners/beneficiaries, as well as target group representatives are involved in the Inter-ministerial Working Group on Climate Change.

UNDP, as GEF Agency for this project, will provide project management cycle services for the project as defined by the GEF Council. In addition, the Government of Albania may request UNDP direct services for specific projects, according to its policies and convenience. The UNDP and Government of Albania acknowledge and agree that those services are not mandatory, and will be provided only upon Government request. If requested the services would follow the UNDP policies on the recovery of direct costs. These services (and their costs) are specified in the Annex E. As is determined by the GEF Council requirements, these service costs will be assigned as Project Management Cost, duly identified in the project budget as Direct Project Costs. Eligible Direct Project Costs should not be charged as a flat percentage. They should be calculated on the basis of estimated actual or transaction based costs and should be charged to the direct project costs account codes: “64397-Services to Projects – CO Staff” and “74596-Services to Projects – General Operating Expenses (GOE) “

Agreement on intellectual property rights and use of logo on the project’s deliverables and disclosure of information: In order to accord proper acknowledgement to the GEF for providing grant funding, the GEF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects funded by the GEF will also accord proper acknowledgement to the GEF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy⁷ and the GEF policy on public involvement⁸.

5.2 Project management:

In order to ensure sustainability and linkage with climate change enabling activities already implemented in the country, the day-to-day implementation of the project will be carried out through UNDP Climate Change Programme Unit established in the frame of Albania’s First National Communication to UNFCCC and strengthened in the course of various climate change projects. The Unit is sharing the premises and

⁷ See http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/

⁸ See https://www.thegef.org/gef/policies_guidelines

operational costs with the overall Environment Programme of UNDP, ensuring synergy and cost efficiency of activities under implementation.

The Government will provide in-kind support to the project through provision of premises for meetings, means of communication and other utilities, as well as information and time of civil servants and governmental officials involved in responsible Unit for Climate Change in the Ministry of Tourism and Environment and the Interministerial Working Group on Climate Change.

The Project Team will consist of Climate Change Programme Team Leader/Coordinator, Team Leaders for GHG emissions Inventory, Mitigation Analysis & MRV, Vulnerability & Adaptation, and Policy & Legislation, part time Technical and Fin/Admin Assistants, and other Project experts. To implement one of the good lessons learned from the previous Nat Coms, the practice of experts' roster will be replicated also in the course of the 1BUR and 4NC project.

UNDP will act as the GEF Implementing Agency for the project and will play a key role in interaction with participants from the state, private and civil sector and will render the following services to support the project in accordance with UNDP-GEF standard procedures. Partnership with other UNDP projects and programs, as well as with other donors and national institutions in advocacy of incorporation of climate change issues into development agendas has been a good practice already in place and will continue. Working in synergy with other GEF climate change or non-climate change projects has been and will be an efficient way of getting efficient results.

The project will maintain links to the UNDP-UNEP Global Support Program (GSP), which will be regularly updated through UNDP Istanbul Regional Hub for the status of activities and will provide in the same time technical assistance as required. Technical assistance is also expected by the UNFCCC Secretariat /Consultative Group of Experts (CGE), mainly through the workshops and trainings.

6. MONITORING FRAMEWORK AND EVALUATION

The project results as outlined in the project results framework will be monitored annually and evaluated periodically during project implementation to ensure the project effectively achieves these results.

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the [UNDP POPP and UNDP Evaluation Policy](#). While these UNDP requirements are not outlined in this project document, the UNDP Country Office will work with the relevant project stakeholders to ensure UNDP M&E requirements are met in a timely fashion and to high quality standards. Additional mandatory GEF-specific M&E requirements (as outlined below) will be undertaken in accordance with the [GEF M&E policy](#) and other relevant GEF policies⁹.

In addition to these mandatory UNDP and GEF M&E requirements, other M&E activities deemed necessary to support project-level adaptive management will be agreed during the Project Inception Workshop and will be detailed in the Inception Report. This will include the exact role of project target groups and other stakeholders in project M&E activities including the GEF Operational Focal Point and national/regional institutes assigned to undertake project monitoring. The GEF Operational Focal Point

⁹ See https://www.thegef.org/gef/policies_guidelines

will strive to ensure consistency in the approach taken to the GEF-specific M&E requirements across all GEF-financed projects in the country.

M&E Oversight and monitoring responsibilities:

Project Manager: The Project Manager is responsible for day-to-day project management and regular monitoring of project results and risks, including social and environmental risks. The Project Manager will ensure that all project staff maintain a high level of transparency, responsibility and accountability in M&E and reporting of project results. The Project Manager will inform the Project Board, the UNDP Country Office and the UNDP-GEF RTA of any delays or difficulties as they arise during implementation so that appropriate support and corrective measures can be adopted.

The Project Manager will develop annual work plans based on the multi-year work plan included in Annex A, including annual output targets to support the efficient implementation of the project. The Project Manager will ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality. This includes, but is not limited to, ensuring the results framework indicators are monitored annually and provided to the UNDP Country Office for recording in the UNDP web-based monitoring tools, and that the monitoring of risks and the various plans/strategies developed to support project implementation (e.g. gender strategy, KM strategy, etc.) occur on a regular basis.

Project Board: The Project Board will take corrective action as needed to ensure the project achieves the desired results. The Project Board will hold project reviews to assess the performance of the project and appraise the Annual Work Plan for the following year. In the project's final year, the Project Board will hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to highlight project results and lessons learned with relevant audiences. This final review meeting will also discuss the findings outlined in the End of project report.

Project Implementing Partner: The Implementing Partner is responsible for providing any and all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary and appropriate. The Implementing Partner will strive to ensure project-level M&E is undertaken by national institutes, and is aligned with national systems so that the data used by and generated by the project supports national systems.

UNDP Country Office: The UNDP Country Office will support the Project Manager as needed, including through annual supervision missions. The annual supervision missions will take place according to the schedule outlined in the annual work plan. Supervision mission reports will be circulated to the project team and Project Board within one month of the mission. The UNDP Country Office will initiate and organize key GEF M&E activities. The UNDP Country Office will also ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality.

The UNDP Country Office is responsible for complying with all UNDP project-level M&E requirements as outlined in the [UNDP POPP](#). This includes ensuring the UNDP Quality Assurance Assessment during implementation is undertaken annually; that annual targets at the output level are developed, and monitored and reported using UNDP corporate systems; the regular updating of the ATLAS risk log; and, the updating of the UNDP gender marker on an annual basis based on gender mainstreaming progress reported in the UNDP ROAR. Any quality concerns flagged during these M&E activities must be addressed by the UNDP Country Office and the Project Coordinator.

The UNDP Country Office will retain all M&E records for this project for up to seven years after project financial closure in order to support ex-post evaluations undertaken by the UNDP Independent Evaluation Office (IEO) and/or the GEF Independent Evaluation Office (IEO).

UNDP-GEF Unit: Additional M&E and implementation quality assurance and troubleshooting support will be provided by the UNDP-GEF Regional Technical Advisor and the UNDP-GEF Directorate as needed.

Audit: The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies on NIM implemented projects.¹⁰

Additional GEF monitoring and reporting requirements:

Inception Workshop and Report: A project inception workshop will be held within two months after the project document has been signed by all relevant parties to, amongst others:

- a) Re-orient project stakeholders to the project strategy and discuss any changes in the overall context that influence project strategy and implementation;
- b) Discuss the roles and responsibilities of the project team, including reporting and communication lines and conflict resolution mechanisms;
- c) Review the results framework and finalize the indicators, means of verification and monitoring plan;
- d) Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E; discuss the role of the GEF OFP in M&E;
- e) Update and review responsibilities for monitoring the various project plans and strategies, including the risk log; Environmental and Social Management Plan and other safeguard requirements; the gender strategy; the knowledge management strategy, and other relevant strategies;
- f) Review financial reporting procedures and mandatory requirements, and agree on the arrangements for the audit; and
- g) Plan and schedule Project Board meetings and finalize the first year annual work plan.

The Project Manager will prepare the inception report no later than one month after the inception workshop. The inception report will be prepared in one of the official UN languages, duly signed by designated persons, cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board.

Annual progress:

Status Survey Questionnaires to indicate progress and identify bottlenecks as well as technical support needs will be carried out twice a year, in line with GEF and UNFCCC reporting requirements for NCs and BURs.

Lessons learned and knowledge generation: Results from the project will be disseminated within and beyond the project intervention area through existing information sharing networks and forums. The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to the project. The project will identify, analyse and share lessons learned that might be beneficial to the design and implementation of similar projects and disseminate these lessons widely. There will be continuous information exchange between this project and other projects of similar focus in the same country, region and globally.

¹⁰ See guidance here: <https://info.undp.org/global/popp/frm/pages/financial-management-and-execution-modalities.aspx>

End of Project:

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

M&E workplan and budget

GEF M&E requirements	Primary responsibility	Budget	Time frame
		GEF grant	
Inception Workshop	UNDP Country Office	USD 8,000	Within two months of project document signature
Inception Report	Project Manager External consultant/s	USD 2,000	Within two weeks of inception workshop
Standard UNDP monitoring and reporting requirements as outlined in the UNDP POPP	UNDP Country Office	None	Quarterly, annually
Monitoring or indicators in project results framework (add name of national/regional institute if relevant)	Project Manager	None	Annually
NIM Audit as per UNDP audit policies	UNDP Country Office	USD 5,000	Annually or other frequency as per UNDP Audit policies
Lessons learned and knowledge generation	Project Manager	<i>None</i>	On-going
Monitoring of environmental and social risks, and corresponding management plans as relevant	Project Manager UNDP CO	<i>None</i>	On-going
Addressing environmental and social grievances	Project Manager UNDP Country Office BPPS as needed	<i>None for time of project coordinator, and UNDP CO</i>	<i>Costs associated with missions, workshops, BPPS expertise etc. can be charged to the project budget.</i>
Project Board meetings	Project Board UNDP Country Office Project Manager	<i>add</i>	At minimum annually
Supervision missions	UNDP Country Office	None ¹¹	Annually
Oversight missions	UNDP-GEF team	None ¹¹	Troubleshooting as needed
Knowledge management	<i>Project Manager</i>	<i>1% of GEF grant</i>	<i>On-going</i>

¹¹ The costs of UNDP Country Office and UNDP-GEF Unit's participation and time are charged to the GEF Agency Fee.

GEF M&E requirements	Primary responsibility	Budget	Time frame
		GEF grant	
GEF Secretariat learning missions/site visits	UNDP Country Office and Project Manager and UNDP-GEF team	None	To be determined.
Project Terminal Report	<ul style="list-style-type: none"> ▪ Project Manager and team ▪ UNDP CO 		At least three months before the end of the project
TOTAL indicative COST Excluding project team staff time, and UNDP staff and travel expenses		<i>US \$ 15,000</i>	

7. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Albania and UNDP, signed on 17 June, 1991. All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

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

8. RISK MANAGEMENT

Consistent with the Article III of the SBAA, 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. To this end, 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 the Implementing Partner’s obligations under this Project Document.

The Implementing Partner agrees to undertake all reasonable efforts to ensure that no 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/sc/committees/1267/eq_sanctions_list.shtml.

Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).

The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.

All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.

The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.

In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.

The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement.

Where such funds have not been refunded to UNDP, the Implementing Partner agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other

than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.

Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.

The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, mutatis mutandis, in all sub-contracts or sub-agreements entered into further to this Project Document.

9. MANDATORY ANNEXES

- A. Multiyear Work plan (see template below)
- B. Terms of Reference for Project Board, Project Manager, Chief Technical Advisor and other positions as appropriate
- C. UNDP Social and Environmental and Social Screening Template (SESP) Exempt
- D. UNDP Project Quality Assurance Report (to be completed by UNDP Country Office)
- E. UNDP Risk Log (to be completed by UNDP Country Office)
- F. Results of the capacity assessment of the project implementing partner and HACT micro assessment (to be completed by UNDP Country Office)
- G. The Letter of Agreement between the UNDP and the Government of Albania for the Provision of support services
- H. Final Report of Albania's 4th National Communication and its 1st Biennial Update Report.

Annex A. Multi Year Work Plan¹²:

Task	Responsible Party	Year 1				Year 2				Year 3				Year 4			
		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Implementation arrangements																	
1.Contract the project staff			■														
2. Establish technical teams				■	■	■											
3. Update the composition of PSC, if needed				■													
4.Organize the project Inception workshop		■	■														
5.Develop the Project Inception Report, including the detailed work plan			■														
6. Organize an expert team meeting			■	■													
Outcome 1: National circumstances, Institutional Arrangements, Constraints & Gaps, related financial, technical & capacity needs and Other relevant Info described																	
					■	■	■	■			■	■					
Outcome 2: National Inventory of anthropogenic emissions by sources and removals by sinks of all GHG not controlled by the Montreal Protocol updated																	
					■	■	■	■	■	■	■	■	■	■	■	■	
Outcome 3: Vulnerability assessment and adaptation (V&A) analyses developed for priority sectors and plan proposing measures to facilitate adaptation prepared																	
					■	■	■	■	■	■	■	■	■	■	■	■	
Outcome 4: Mitigation actions and policy measures prepared and Domestic Monitoring, Reporting and Verification (MRV) system accelerated																	
						■	■	■	■	■	■	■	■	■	■	■	
Outcome 5: Publication and submission of First Biennial Update Report and the Fourth National Communication to the UNFCCC; the Project Monitoring and Evaluation conducted																	
								■	■						■	■	■

¹² The detailed workplan will be discussed and agreed during the Inception workshop and finalized as a part of the Inception Report.

Annex B. Terms of Reference

Project Manager

1. Background Information

The project objective is to enable Albania to prepare its Fourth National Communication (4NC) to the UNFCCC and the First Biennial Update Report (1BUR) to the UNFCCC. The 4NC and the 1BUR will be built upon previous studies, self-assessment exercises and will be based on the UNFCCC Guidelines. It will enable Albania to present the updated information on Convention implementation in a consistent, transparent and comparable manner.

2. Objective

Under the overall guidance of the Project Board, the UNDP Environment Portfolio Officer and the Designated Representative of the Implementing Partner, the Project Manager/Team Leader of Climate Change Programme is responsible for the overall management, coordination and supervision of the implementation of the above project to ensure the overall quality of Project outputs in line with UNDP and GEF requirements and according to countries commitments under the Convention. The project Coordinator is assigned to coordinate implementation of both 1BUR and 4NC activities and serve as a content wise expert for the climate change related activities.

3. Scope of work

- At the outset of project implementation, in-cooperation with UNDP ensures the selection of project implementation team;
- Ensure the project overall coordination and supervision, including overseeing and coordination of the work of project implementation team, national experts and sub-contractors;
- Ensure that the 4NC and 1BUR process is in line with guidance provided by the COP of the UNFCCC and contributes to the improvement of the UNFCCC reporting process;
- Prepare a detailed work plan for the project and draft terms of reference for the contracts/subcontracts (in consultation with UNDP);
- Supervise and ensure the timely implementation of the project activities as scheduled in the working plan;
- Identify and hire/subcontract the national experts and institutions (in consultation with UNDP);
- Develop the scope of the work and ToRs and other procurement documentation required to identify and facilitate the recruitment of experts and consultants;
- Compile the scope and content of the overall 4NC and 1BUR reports relevant sections in consultation with other Team Leaders;
- Lead the technical teams on GHG emissions Inventory & Mitigations analysis;
- Organise workshops, trainings and publications, information dissemination;
- Ensure management of the project budget under the supervision and in-cooperation with UNDP;
- Report regularly on the progress of the project to the Execution Agency and UNDP as specified under the "Monitoring and Evaluation: Section";
- Ensures the access to the project outcomes for stakeholders agencies and organisations and other partners to ensure their involvement in the 4NC and 1BUR;

- Finalise the 4NC and 1BUR along with the executing agency, PSC and national experts;
- Liaise with relevant ministries, national and international research institutions, NGOs, and other relevant institutions to involve them in project activities, and to gather and disseminate information relevant to the project;
- Establishes relationships with national and international financial organisations for identification of cooperation perspectives to mobilise additional financial resources in order to achieve project outputs;
- Summarise and synthesize the results of the project;
- Prepare periodic progress reports of the project, as per UNDP, GEF and Executing agency requirements and documents to be submitted to the PSC' approval;
- Ensure efficient and timely expenditures and adequate management of the resources provided for the project;
- Identify and ensure synergy of the 4NC and 1BUR with other relevant ongoing/new projects to ensure continuity of the process;
- Represent the project in the meetings of governmental and non-governmental agencies and donors meetings on climate change issues;
- Oversee the maintenance and update of the Albania' climate change webpage.
- Support the Environment and Participation Cluster Manager/Environment Officer in other duties as required.
- Perform other coordinating tasks as appropriate for the successful implementation of the projects that fall under the UNDP Climate Change Programme.
- Liaise and collaborate with other climate change related initiatives in the country and in the region. Enable the project to learn from other GEF-funded projects worldwide and other UNDP-projects in the region; establish links with other related GEF-funded programs and other relevant regional programs;

4. Tentative schedule for delivery of outputs

The Project Coordinator is expected to adhere to the timetable of the project, delivering the progress according to the project work plan and expected outputs.

5. Qualifications and Experience

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the Team through leadership and personal example;
- Actively works towards continuing personal learning and development in climate field and applies newly acquired skills.

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates excellent oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities;
- Leads the Team effectively and shows mentoring as well as conflict resolution skills;

- Remains calm, in control and good humoured even under pressure.

Essential knowledge and experience:

- Master’s Degree or equivalent in Natural Sciences or other relevant areas;
- At least 10 years of increasingly responsible experience in project management, out of which preferably 7 years within an international organization, government institution or NGO;
- Excellent knowledge of the environmental issues in Albania and knowledge related to the area of climate change and the specific sub-areas the projects are dealing with would be an advantage;
- Substantial involvement with the National Communications development;
- Substantial knowledge of IPCC methodologies and UNFCCC and GEF guidelines;
- Familiarity with international negotiations and processes under the UNFCCC preferred;
- Strong written and spoken English skills;
- Extensive knowledge and experience with UNDP project implementation modalities is desirable;
- Ability and demonstrated success to work in a team, to effectively organize its work and to motivate its members and other project counterparts to effectively work towards the project’s/programme objective and expected outcomes;
- Excellent communication skills;
- Knowledge of ATLAS, PRINCE 2 and other UNDP management tools is an asset.

Admin/Finance Assistant

1. Background Information

The project objective is to enable Albania to prepare its Fourth National Communication (4NC) to the UNFCCC and the First Biennial Update Report (1BUR) to the UNFCCC. The 4NC and the 1BUR will be built upon previous studies, self-assessment exercises and will be based on the UNFCCC Guidelines. It will enable Albania to present the updated information on Convention implementation in a consistent, transparent and comparable manner.

2. Objective

Under the direct supervision of the Project Manager, the Admin/Finance Assistant will administer and execute processes and transactions ensuring high quality and accuracy of work. He/She will work in close collaboration with the UNDP CO to exchange information and ensure consistent service delivery. He/She will be responsible for project operational support in the area of Human Resources, Administration and Finance, including support to project outreach activities in general and support with the cross-checking, verification of information, reporting and record keeping in the frame of the 1BUR and 4NC reports.

Duties and responsibilities:

Supporting the project manager in the implementation of the project, including:

- Responsibility for logistics and administrative support of the project implementation, including administrative management of the project budget, required procurement support, etc.

- Maintaining the business and financial documentation up to date, in accordance with UNDP and other project reporting requirements;
- Organizing meetings, business correspondence and other communication with the project partners;
- Supporting the project outreach and PR activities in general, including support to the project web-site up to date;
- Managing the project's files and supporting the project manager in preparing the required financial and other reports required for monitoring and supervision of the project progress;
- Supporting the project manager in tasks related to data cross-checking, verification of information, reporting and records keeping with regards to the 1BUR and 4NC reports;
- Circulate the technical reports with project team and make sure the related comments are accordingly addressed;
- Supporting the project manager in managing the contracts, in organizing correspondence and in ensuring effective implementation of the project otherwise.

Expected Qualifications:

- Master Degree or equivalent in Business Management, Finance or other related areas;
- At least 10 years' experience in finance and administration field;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.,) and knowledge of spreadsheet and database packages, experience in handling of web based management systems;
- Professional experience within the UN common finance related system or ERP financials preferably PeopleSoft, desirable ;
- Understanding of the pertinent UN administrative instructions, rules and procedures;
- Proficiency in word processing applications and solid knowledge of the Internet basic applications;
- Demonstrates ability to identify problems and proposes solutions;
- Knowledge of IPSAS desirable;
- Fluency in English, French, Italian, written and spoken.

DRAFT TERMS OF REFERENCE (NATIONAL CONSULTANTS FOR THE FIRST YEAR) **DRAFT TERMS OF REFERENCE (NATIONAL CONSULTANTS FOR THE FIRST YEAR)**

I. NATIONAL CIRCUMSTANCES

I.A Research Assistance to Collect Data on Albania's National Circumstances

Duties and Responsibilities

- Using publically available data, provide in a timely manner a comprehensive update to the "National Circumstances" chapter of Albania's National Communication to the UN Framework Convention on Climate Change.
- The baseline for this update is the Third National Communication. Government data sources shall be, unless otherwise noted by the Project Manager, the basis for the update.

Expected Outputs

- Detailed report providing updated, most recent data publically available on Albania's:
 - Geography,

- Climate,
 - Economy,
 - Biodiversity,
 - Demography,
 - Healthy, and
 - Education.
- Background documentation supplied in electronic format of reports/datasets/references for all the above information;
 - Summary write-up of update, in similar format to the Third National Communication, for inclusion in the Albanian Fourth National Communication;
 - Deliver training sessions as per project requirement.

Qualifications

- Written fluency in Albanian and English;
- Master's degree in a field of social or natural science;
- Proven familiarity with climate change issues;
- Ability to work independently;
- Good knowledge of Albanian public information sources;
- IT literacy (at least Word and Excel), and,
- At least 5 years' work experience undertaking research assistance in any field of social or natural sciences.

I.B Policy and Legal Expert

Duties and Responsibilities

- Conduct a comprehensive policy, legal and institutional assessment of the abilities and constraints Albania faces to implement the UN Framework Convention on Climate Change (UNFCCC), and provide practical recommendations to overcome these constraints, including approaches to leverage existing abilities and new policies or laws. Specific attention shall be paid towards constraints, needs and recommendations to deepening and broaden governmental ownership and substantive involvement in the National Communication process, and consider the existing and required human, financial, training and technology capacities required.

Expected Outputs

- Policy/institutional outline of a paper covering:
 - Legal frameworks for implementation of the UNFCCC;
 - Institutional responsibilities for implementation;
 - Policies and regulations that enable legal and institutional implementation;
 - Institutional capacity;
 - Key barriers each of these to executing the National Communications; and,
 - Policy, legal, or management/administrative actions that will overcome these barriers.

- Preparation of a paper based on the approved outline and with the active involvement of the UNDP Albania Climate Change Programme, government officials, policy and legal authorities and academics, and non-governmental environmental, community and business interests;
- Meeting presentation to brief the MoTE and other key Government of Albania agencies and ministries on the issues and the proposed approach to overcome these.
- Following feedback from the above process and parties, summary report conclusions to be integrated into the Forth National Communication.
- Deliver training sessions as per project requirement.

Qualifications

- Fluent in Albanian and English;
- Master’s degree, or higher, in public policy, law, environmental science or policy, or a related field;
- At least five years of policy, institutional, or legal work experience in or related to Albanian national or local governance;
- Good knowledge of the current climate and environmental, infrastructure, and energy-related legal and regulatory framework in Albania and the required changes to address Albania’s EU accession requirements; and,
- Excellent written and analytical skills.

II. GREENHOUSE GAS INVENTORY

II.A Greenhouse Gas Emissions from Energy & Transport Expert

Duties and Responsibilities

- Using the 2006 IPCC guidelines, the IPCC Good Practice Guidance, and, as a template, the inventory from Albania’s Third National Communication to the UNFCCC, the consultant shall update and enhance the Albanian National Greenhouse Gas Inventory for the energy and transport sectors for the period 2010-2016.
- In collaboration with the Project Manager, identify publically available data and analyses prepared and as applicable, apply these to improve the energy & transport emissions portions of the inventory.
- Support the Project Manager and the 4NC’s national agriculture and forestry expert in estimating the emissions from wood consumption, by corroborating, if possible, energy consumption data with the findings from a planned field fuel wood survey and data testing conducted by the agriculture and forestry expert.
- Support the Project Manager in designing the Energy sector’s data collection, analysis, and management system, and provide needed data on Energy and Transport estimates to follow up with the robust uncertainty analysis.

Expected Outputs

- A memo outlining the approach to perform the energy and transport inventory, outlining the IPCC guidelines “tier level” for each category of data required to complete the inventory and how the energy expert will secure needed data to improve the energy & transport sector

inventory estimates, and approach to harmonize the energy consumption versus LULCF inventory estimates for wood fuel consumption.

- Detailed datasets for the period 2010 - 2016 for the energy and transport sections of the inventory.
- Notations for the dataset on the sources of data, and the quality control/quality assurance performed on these data by the various data providers.
- A summary document, format to be based on the “Energy and Transport” section of the Third National Communication, to be included in the 1BUR and 4NC.
- Deliver training sessions as per project requirement.

Qualifications

- Fluency in Albanian and English;
- Master's degree or higher in natural or environmental sciences or other related to the expertise areas;
- Minimum 10 years of practical working experience in the energy sector of Albania;
- Practical working experience preparing emissions inventories sector is a strong asset;
- Experience in the transport planning/modeling sector, is a strong asset; and,
- IT literacy.

II.B Greenhouse Gas Emissions from Industrial Processes and Solvents Expert

Duties and Responsibilities

- Using the 2006 IPCC guidelines, the IPCC Good Practice Guidance, and, as a template, the inventory from Albania’s Third National Communication to the UNFCCC, the consultant shall update and enhance the Albanian National Greenhouse Gas Inventory for the industrial processes and solvents sectors for the period 2010-2016.
- Support the Project Manager in designing the industrial processes and solvents sectors’ data collection, analysis, and management system, and provide needed data on industrial processes and solvents estimates to further perform a robust uncertainty analysis.

Expected Outputs

- A memo outlining the approach to perform the industrial processes and solvents inventory, outlining the IPCC guidelines “tier level” for each category of data required to complete the inventory.
- Detailed datasets for the period 2010 - 2016 for the Industrial Processes and Solvents sections of the inventory.
- Notations for the dataset on the sources of data, and the quality control/quality assurance performed on these data by the various data providers.
- A summary document, format to be based on the “Industrial Processes” section of the Third National Communication, to be included in the 1BUR and 4NC.
- Deliver training sessions as per project requirement.

Qualifications

- Fluency in Albanian and English;

- Master's degree or higher in natural or environmental sciences, engineering or other related to the expertise areas;
- Minimum 10 years of practical working experience in the industrial processes/solvents sectors of Albania;
- Familiarity with emissions inventories, and/or the UNFCCC National Communication process is a strong asset; and,
- IT literacy.

II.C Greenhouse Gas Emissions from Land Use, Land Use Change, Forestry and Agriculture Expert

Duties and Responsibilities

- Using the 2006 IPCC guidelines, the IPCC Good Practice Guidance, and, as a template, the inventory from Albania's Third National Communication to the UNFCCC, the consultant shall update and enhance the Albanian National Greenhouse Gas Inventory for the Land Use, Land Use Change and Forestry (LULUCF) and Agriculture sectors for the period 2010-2016.
- Conduct and communicate to the Project Manager and the 4NC's national Energy expert the findings of field data testing to estimate the emissions from wood consumption, and if possible corroborating, energy consumption data with these findings.
- Support the Project Manager in designing the LULUCF and Agriculture sectors' data collection, analysis, and management system, and provide needed data on estimates for the further development and performing of a robust QA/QC of these data and an uncertainty analysis.

Expected Outputs

- A memo outlining the approach to perform the LULUCF and Agriculture inventory, outlining the IPCC guidelines "tier level" for each category of data required to complete the inventory and how the expert shall secure needed data to improve the transport sector inventory estimates with the support of a transport expert, and approach to harmonize the energy consumption versus LULUCF inventory estimates for wood fuel consumption.
- Detailed datasets for the period 2010 - 2016 for the LULUCF and Agriculture sections of the inventory.
- Notations for the dataset on the sources of data, and the quality control/quality assurance performed on these data by the various data providers.
- A summary document, format to be based on the LUCF and Agriculture sections of the Third National Communication, to be included in the 1BUR and 4NC.
- Co-authoring short report with the 4NC's Energy expert on the improvements to data and analyses for fuel wood consumption, based on the fuel wood surveys and analyses for the period 2010-2016.
- Deliver training sessions as per project requirement.

Qualifications

- Fluency in Albanian and English;
- Master's degree in land use, forestry, agriculture, or environmental sciences or other related to the expertise areas;
- Minimum 10 years of practical working experience in the LUCF or agriculture sectors of Albania;

- Familiarity with emissions inventories, and/or the UNFCCC National Communication process is a strong asset; and,
- IT literacy.

II.D Greenhouse Gas Emissions from Waste Expert

Duties and Responsibilities

- Using the 2006 IPCC guidelines, the IPCC Good Practice Guidance, and, as a template, the inventory from Albania’s Third National Communication to the UNFCCC, the consultant shall update and enhance the Albanian National Greenhouse Gas Inventory for the waste sector for the period 2010-2016.
- Support the Project Manager in designing the waste sectors’ data measurement, analysis, and management system, and provide needed data on estimates to develop and perform a robust QA/QC of these data and an uncertainty analysis.

Expected Outputs

- A memo outlining the approach to perform the waste sector inventory, outlining the IPCC guidelines “tier level” for each category of data required to complete the inventory.
- Detailed datasets for the period 2010 - 2016 for the waste section of the inventory.
- Notations for the dataset on the sources of data, and the quality control/quality assurance performed on these data by the various data providers.
- A summary document, format to be based on the waste section of the Second National Communication, to be included in the 1BUR and the 4NC.
- Deliver training sessions as per project requirement.

Qualifications

- Fluency in Albanian and English;
- Master’s degree in engineering, environmental sciences, public administration or other field related to the expertise areas;
- Minimum 10 years of practical working experience in the waste sector of Albania;
- Familiarity with emissions inventories, and/or the UNFCCC National Communication process is a strong asset; and,
- IT literacy.

III. VULNERABILITY AND ADAPTATION

III.A Climate modeler/scenarios developer

Duties and Responsibilities

- Gather necessary climate data and employ/update the Climate Change scenarios developed for Albania in the frame of the TNC using the new set of IPCC scenarios – called “Representative Concentration Pathways” from AR5;

- Engage with sectoral experts and climate scenario outputs expert to ensure that the climate elements/indicators are modeled in appropriate timescale and output formats, relevant and important for the climate vulnerability assessment of the Vjosa River basin in Albania;
- Organize data so that it will be most useful for sectoral experts (agriculture, health and sanitation, water, disaster management, biodiversity/forestry and population and tourism) in preparation of impacts assessments and to analyze alternative adaptation options.

Expected Outputs

- Following discussions with the Fourth National Communication's sector-level vulnerability and adaptation experts, prepare a memo outlining the proposed downscaling approach, data required, GCMs employed, climate scenarios, years modeled, and climate outputs (e.g., temperature, precipitation).
- With current and historical climate data provided by the Institute of Geoscience, Energy, Water and Environment and other organizations, identify and employ the five or six GCMs that best characterize the current and recent historical climate, and perform statistical downscaling to a resolution of 1 x 1 km for the Vjosa River basin area.
- Prepare a short report on the model experience, including analysis of issues quality assurance/quality control of the input and output data and modeling, and analysis of confidence/uncertainties in the modeling results. Uncertainties shall be characterized by climate indicator, and timeframe (e.g., how uncertainty of outputs changes between 2020 and 2050).
- Provide a complete and readily useable dataset of modeling outputs;
- Provide a summary of most important climate scenario outputs for Vjosa river vulnerability and adaptation analyses, including tourism comfort index (TCI), to be integrated into the 4NC;
- Deliver training sessions as per project requirement.

Qualifications

- Fluency in English and Albanian.
- Master's degree or higher in environmental science, climatology, meteorology, geography, computer science, statistics, or related field.
- Training in statistical analysis, including alternative approaches to characterize statistical uncertainty, training in QA/QC techniques for data intensive processes.
- At least 10 years working experience using or developing climate models, including regional climate models.
- Excellent written, verbal, and quantitative skills.
- Excellent IT skills, especially with quantitative and data management software.

III.C Agriculture Impacts Assessment Expert

Duties and Responsibilities

- Provide the climate modeling expert - with guidance on what climate elements/indicators (e.g., precipitation, temperature, etc.) and what data structures (e.g. tabular data, graphical, written, and for what timeframes (e.g., daily, monthly, annual) will be most useful for performing impacts and adaptation assessments for Vjosa river basin area' agriculture.
- Identify the key vulnerabilities to climate change for the Vjosa river area agricultural economy.
- For priority vulnerabilities, quantitatively model the impacts of climate change on productivity.

- Gather economic data (e.g., commodity prices, costs of agricultural infrastructure and practices) for climate impact and adaptation cost and benefit analyses.

Expected Outputs

- Prepare a memo outlining the key anticipated climate sensitivities of the Vjosa river basin agriculture economy, the available research and models for performing qualitative and quantitative vulnerability assessments, and recommending priority crops to perform climate impacts assessments.
- Upon approval by the UNDP Albania Climate Change Programme, perform climate vulnerability assessments for priority crops and geographies. Characterize the uncertainties in these assessments.
- Prepare a written summary of the results of the vulnerability assessment for inclusion in the 4NC.
- Prepare a short memo with all economic data required for calculating the climate impact costs of the vulnerability assessments. Additionally, reference and include economic data (costs, prices) to be used for anticipated cost: benefit and other (NPV, IRR) analyses.
- Deliver training sessions as per project requirement.

Qualifications

- Fluency in Albanian and English;
- Master's degree or higher in agronomy, biology, environmental sciences or other field related to the expertise areas;
- Minimum 10 years of practical working experience in the agriculture sectors of Albania;
- Familiarity with research and models for key commodities grown in the Albanian coastal areas; of particular relevance is experience with modeling impact of climate elements on agricultural productivity;
- Working experience characterizing uncertainties in modeling outputs for the agriculture sector;
- Familiarity with the UNFCCC National Communication process is a strong asset; and,
- IT literacy.

III.D Water Resource Expert

Duties and Responsibilities

- Provide the climate modeling expert and the climate scenario outputs expert with guidance on what climate elements (e.g., precipitation, humidity, extremity of storms, wind speed, etc.) and what data structures (e.g. tabular data, graphical, written, and for what timeframes (e.g., daily, monthly, annual) will be most useful for performing impacts and adaptation assessments for Vjosa river water resources.
- Identify the key vulnerabilities to climate change for Vjosa basin water resource including extreme events (heavy rains, floods, droughts).
- For priority vulnerabilities, quantitatively model the impacts of climate change on water resources.

- Provide the 4NC's disaster risk management expert with support regarding heavy rains, floods and other water related disaster risks to enable the disaster risk assessment for Albania's river basins.
- Gather economic data (e.g., costs of water and flood prevention infrastructure and practices) for climate impact and adaptation cost and benefit/cost: risk analyses.

Expected Outputs

- Prepare a memo outlining the key anticipated climate sensitivities of the Albanian coastal area related to water resource and flood control, the available research and models for performing qualitative and quantitative vulnerability assessments, and recommending priority issues (e.g., water resource depletion, water transport, irrigation, urban area flooding) and geographic regions in the coastal zone to perform climate impacts assessments. Review and incorporate any vulnerability assessment work on water resource management, including a study performed for the World Bank on hydro potential of the country's water basin, and the vulnerability assessments prepared for the UNDP Drini-Mati River Delta project.
- Upon approval by the UNDP Albania Climate Change Programme, perform climate vulnerability assessments for priority issues. Characterize the uncertainties in these assessments.
- Prepare a written summary of the results of the vulnerability assessment for inclusion in the Forth National Communication.
- Prepare a short memo with all economic data required for calculating the climate impact costs of the vulnerability assessments. Additionally, reference and include any available economic data (costs, prices) to be used for anticipated cost: benefit/cost: risk and other (NPV, IRR) analyses.
- Deliver training sessions as per project requirement.

Qualifications

- Fluency in Albanian and English;
- Master's degree or higher in hydrology, engineering, or other field related to the expertise areas;
- Minimum 10 years of practical working experience in the water resources' sectors of Albania;
- Familiarity with research and models relevant to assessing impacts of climate on water resource and flood control in Albania;
- Working experience characterizing uncertainties in modeling outputs for the water resource and flood control sectors;
- Familiarity with the UNFCCC National Communication process is a strong asset; and,
- IT literacy.

III.F Disaster Risk Assessment/Management Expert

Duties and Responsibilities

- Provide the climate modeling expert with guidance on what climate elements (e.g., precipitation, wind speed, temperature, etc.) and what data structures (e.g. tabular data, graphical, written, and for what timeframes (e.g., daily, monthly, annual) will be most useful for performing climate related disaster risk assessments for river basins in Albania.
- Identify the key climate-related disaster impacts in Vjosa river infrastructure, populations, and systems.

- Collaborate with the 4NC's sectoral impact assessment experts to understand the scope and scale of disaster risks for each sector.
- For priority vulnerabilities, quantitatively model the risks and potential impacts of climate change.
- Gather any relevant economic data (e.g., damage costs of disaster events, disaster reduction infrastructure and emergency management costs) for climate impact and adaptation cost and benefit/cost: risk analyses.

Expected Outputs

- Prepare a memo outlining the key anticipated climate sensitivities of the Vjosa river basin related to disaster risk and disaster management, the available research and models for performing qualitative and quantitative vulnerability assessments, and recommending priority issues (e.g., flood risk, emergency response logistics, diseases, populations, sanitation conditions): explicitly address flood risk.
- Upon approval by the UNDP Albania Climate Change Programme, perform climate related disaster risk/vulnerability assessments for priority issues. Characterize the uncertainties in these assessments by using also the Use the outputs of the EU FPIP, Action 2, project implemented by CIMA.
- Provide the flood risk map for Vjosa area map with the support of a 4NC Communication and Geographic Information Systems' expert.
- Prepare a written summary of the results of the vulnerability assessment for inclusion in the 4NC.
- Prepare a short memo with all economic data required for calculating the climate impact costs associated with the disaster risk/vulnerability assessments. Additionally, reference and include any available economic data (costs, prices) to be used for anticipated cost: benefit/cost: risk and other (NPV, IRR) analyses to be employed in subsequent disaster management planning performed for the adaptation component of the 4NC.
- Deliver training sessions as per project requirement.

Qualifications

- Fluency in Albanian and English;
- Master's degree or higher in civil/structural engineering, geology, disaster management, or other field related to the expertise areas; will be an asset;
- Minimum 10 years of practical working experience in the disaster management sector in Albania;
- Familiarity with research and models relevant to assessing impacts of climate on disaster risk/vulnerabilities in Albania;
- Working experience characterizing uncertainties in modeling outputs for disaster risk assessments;
- Familiarity with the UNFCCC National Communication process is a strong asset; and,
- IT literacy.

III.G Forestry and Biodiversity Impacts Assessment Expert

Duties and Responsibilities

- Provide the climate modeling expert and the climate scenario outputs expert with guidance on what climate elements (e.g., precipitation, temperature, etc.) and what data structures (e.g. tabular data, graphical, written, and for what timeframes (e.g., daily, monthly, annual) will be most useful for performing impacts and adaptation assessments for Vjosa river basin forestry and biodiversity.
- Identify the key vulnerabilities to climate change for the Vjosa river basin, with particular focus on protected areas.
- For priority vulnerabilities, quantitatively model the impacts of climate change.
- Gather economic data (e.g., timber prices, biodiversity protection costs) for climate impact and adaptation cost and benefit analyses.

Expected Outputs

- Prepare a memo outlining the key anticipated climate sensitivities of the Vjosa basin’s forests and biodiversity, the available research and models for performing qualitative and quantitative vulnerability assessments, and recommending priority forests, protected areas, and species threatened by climate change under the scenarios modeled. Review and incorporate vulnerability assessment findings from the previous study “Integrating response measures in the context of Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) for the Vjosa river basin” project.
- Also gather geographically based data, based on an assessment of satellite images and other literature sources, for preparation (in 2019) of a habitat map with the support of a 4NC Communication and Geographic Information Systems’ experts.
- Perform climate vulnerability assessments for priority forest areas, protected areas, and species. Characterize the uncertainties in these assessments.
- Prepare a written summary of the results of the vulnerability assessments for inclusion in the 4NC.
- Prepare a short memo with all economic data required for calculating the climate impact costs of the vulnerability assessments. Additionally, reference and include economic data (costs, prices) to be used for anticipated cost: benefit and other (NPV, IRR) analyses.
- Deliver training sessions as per project requirement.

Qualifications

- Fluency in Albanian and English;
- Master's degree or higher in forestry, biology, agronomy, environmental sciences or other field related to the expertise areas;
- Minimum 10 years of practical working experience in the forestry and/or biodiversity fields in Albania;
- Familiarity with research and models for assessing forest and biodiversity vulnerabilities in Albania; of particular relevance is experience with modeling impact of climate elements on biodiversity and forest wellbeing;
- Working experience characterizing uncertainties in modeling outputs for the forestry and biodiversity fields;
- Familiarity with the UNFCCC National Communication process is a strong asset; and,
- IT literacy.

III. H Population, Settlements, and Tourism Impacts Assessment Expert

Duties and Responsibilities

- Provide the climate modeling expert and the climate scenario outputs expert with guidance on what climate elements (e.g., precipitation, temperature, etc.) and what data structures (e.g. tabular data, graphical, written, and for what timeframes (e.g., daily, monthly, annual) will be most useful for performing impacts and adaptation assessments for social and demographic conditions, human settlements and tourism in the Vjosa river basin.
- Characterize and project social, livelihood, and demographic trends in the Vjosa river basin and consider how climate change may impact these three areas.
- Identify the key vulnerabilities to climate change for human settlements in the Vjosa river basin.
- Identify the key vulnerabilities to climate change for Vjosa river basin' tourism.
- For priority vulnerabilities, quantitatively model the impacts of climate change.
- Gather economic data (e.g., unemployment rates, housing and building prices, tourism economic data) for climate impact and adaptation cost and benefit analyses.

Expected Outputs

- Prepare a memo outlining the key anticipated climate sensitivities of the Vjosa river basin for populations (e.g., birthrates, migration, mortality rates, employment levels, etc.), human settlements (e.g., flooding, fires, etc.), and tourism. Identify the available research and models for performing qualitative and quantitative vulnerability assessments. Recommend priority areas for detailed vulnerability assessment on populations, settlements and tourism (e.g., impact on migration, impact on construction and tourism levels and types) under the scenarios modeled. Discuss impact of small hydro sector and informal economy on analysis and uncertainties in the vulnerability assessment and how the vulnerability assessment will address these.
- Perform climate vulnerability assessments for priority population, settlement and tourism activities and issues. Characterize the uncertainties in these assessments.
- Gather geographically based data, based on an assessment of satellite images and other literature sources, for preparation (in 2019) of a population density, built environment, , and other priority maps with the support of a 4NC project Geographic Information Systems expert.
- Prepare a written summary of the results of the vulnerability assessments for inclusion in the 4NC.
- Prepare a short memo with all economic data required for calculating the climate impact costs of the vulnerability assessments. Additionally, reference and include economic data (costs, prices) to be used for anticipated cost: benefit and other (NPV, IRR) analyses.
- Deliver training sessions as per project requirement.

Qualifications

- Fluency in Albanian and English;
- Master's degree or higher in geography, sociology, urban and regional planning, tourism, or other field related to the expertise areas; will be an asset;
- Minimum 10 years of practical working experience in demographics, urban and regional planning, or tourism fields in Albania;
- Familiarity with research and models for assessing population, settlements and tourism vulnerabilities in Albania; of particular relevance is experience with modeling impact of climatic conditions;

- Working experience characterizing uncertainties in modeling outputs for populations, settlements and tourism;
- Familiarity with the UNFCCC National Communication process is a strong asset; and,
- IT literacy.

Annex C. UNDP Social and Environmental Screening Template (SESP) Exempt

In line with the risk-based exemption criteria, this project is exempt from the SESP requirement, and therefore the SESP screening is not required.

Annex D. UNDP Project Quality Assurance Report

Design & Appraisal Stage Quality Assurance Report

Design & Appraisal Stage Quality Assurance Report

Overall Project Rating: Satisfactory

Decision: Approve: The project is of sufficient quality to continue as planned. Any management actions must be addressed in a timely manner.

Project Number: 00094872

Project Title: Albania's First Biennial Update Report and Fourth National Communication under the UNFCCC

Project Date: 01-Sep-2016

Strategic

Quality Rating: Highly Satisfactory

1. Does the project's Theory of Change specify how it will contribute to higher level change? (Select the option from 1-3 that best reflects the project)

- 3: *The project has a theory of change with explicit assumptions and clear change pathway describing how the project will contribute to outcome level change as specified in the programme/CPD, backed by credible evidence of what works effectively in this context. The project document clearly describes why the project's strategy is the best approach at this point in time.*
- 2: The project has a theory of change. It has an explicit change pathway that explains how the project intends to contribute to outcome-level change and why the project strategy is the best approach at this point in time, but is backed by limited evidence.
- 1: The project does not have a theory of change, but the project document may describe in generic terms how the project will contribute to development results, without specifying the key assumptions. It does not make an explicit link to the programme/CPD's theory of change.

Evidence

Management Response

The project is based on the theory of change prepared as part of the CPD.

2. Is the project aligned with the thematic focus of the UNDP Strategic Plan? (select the option from 1-3 that best reflects the project)

- 3: The project responds to one of the three areas of development [work](#) as specified in the Strategic Plan; it addresses at least one of the proposed new and emerging [areas](#); an issues-based analysis has been incorporated into the project design; and the project's RRF includes all the relevant SP output indicators. (all must be true to select this option)

2: The project responds to one of the three areas of development work as specified in the Strategic Plan. The project's RRF includes at least one SP output indicator, if relevant. (both must be true to select this option)

1: While the project may respond to one of the three areas of development work as specified in the Strategic Plan, it is based on a sectoral approach without addressing the complexity of the development issue. None of the relevant SP indicators are included in the RRF. This answer is also selected if the project does not respond to any of the three areas of development work in the Strategic Plan.

Evidence

The project objective responds/contributes to at least two areas of UNDP's Strategic Plan: namely sustainable development and inclusive and effective democratic governance.

Relevant

Quality Rating: Highly Satisfactory

3. Does the project have strategies to effectively identify, engage and ensure the meaningful participation of targeted groups/geographic areas with a priority focus on the excluded and marginalized? (select the option from 1-3 that best reflects this project)

3: The target groups/geographic areas are appropriately specified, prioritising the excluded and/or marginalised. Beneficiaries will be identified through a rigorous process based on evidence (if applicable.)The project has an explicit strategy to identify, engage and ensure the meaningful participation of specified target groups/geographic areas throughout the project, including through monitoring and decision-making (such as representation on the project board) (all must be true to select this option)

2: The target groups/geographic areas are appropriately specified, prioritising the excluded and/or marginalised. The project document states how beneficiaries will be identified, engaged and how meaningful participation will be ensured throughout the project. (both must be true to select this option)

1: The target groups/geographic areas are not specified, or do not prioritize excluded and/or marginalised populations. The project does not have a written strategy to identify or engage or ensure the meaningful participation of the target groups/geographic areas throughout the project.

Not Applicable

Evidence

Management Response

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The Guideline to Integrate gender into climate change policies will be strictly followed during the course of the project.

4. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design? (select the option from 1-3 that best reflects this project)

3: Knowledge and lessons learned (gained e.g. through peer assist sessions) backed by credible evidence from evaluation, corporate policies/strategies, and monitoring have been explicitly used, with appropriate referencing, to develop the project's theory of change and justify the approach used by the project over alternatives.

2: The project design mentions knowledge and lessons learned backed by evidence/sources, which inform the project's theory of change but have not been used/are not sufficient to justify the approach selected over alternatives.

1: There is only scant or no mention of knowledge and lessons learned informing the project design. Any references that are made are not backed by evidence.

Evidence

Management Response

TNC lessons learn.

5. Does the project use gender analysis in the project design and does the project respond to this gender analysis with concrete measures to address gender inequities and empower women? (select the option from 1-3 that best reflects this project)

3: A participatory gender analysis on the project has been conducted. This analysis reflects on the different needs, roles and access to/control over resources of women and men, and it is fully integrated into the project document. The project establishes concrete priorities to address gender inequalities in its strategy. The results framework includes outputs and activities that specifically respond to this gender analysis, with indicators that measure and monitor results contributing to gender equality. (all must be true to select this option)

2: A gender analysis on the project has been conducted. This analysis reflects on the different needs, roles and access to/control over resources of women and men. Gender concerns are integrated in the development challenge and strategy sections of the project document. The results framework includes outputs and activities that specifically respond to this gender analysis, with indicators that measure and monitor results contributing to gender equality. (all must be true to select this option)

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1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the constraints have not been clearly identified and interventions have not been considered.

Evidence

The Guideline to Integrate gender into climate change policies will be strictly followed during the course of the project.

Management Response

6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national partners, other development partners, and other actors? (select the option from 1-3 that best reflects this project)

3: *An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project. It is clear how results achieved by relevant partners will contribute to outcome level change complementing the project's intended results. If relevant, options for south-south and triangular cooperation have been considered, as appropriate. (all must be true to select this option)*

2: Some analysis has been conducted on the role of other partners where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project. Options for south-south and triangular cooperation may not have not been fully developed during project design, even if relevant opportunities have been identified.

1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work, and relatively limited evidence supports the proposed engagement of UNDP and partners through the project. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance.

Evidence

In the ProDoc there is an analysis of the role of different stakeholders/partners in the project.

Management Response

Social & Environmental Standards

Quality Rating: Highly Satisfactory

7. Does the project seek to further the realization of human rights using a human rights based approach? (select from options 1-3 that best reflects this project)

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3: Credible evidence that the project aims to further the realization of human rights, upholding the relevant international and national laws and standards in the area of the project. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. (all must be true to select this option)

2: *Some evidence that the project aims to further the realization of human rights. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget.*

1: No evidence that the project aims to further the realization of human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered.

Evidence

The project will pay special attention to the concerns of people affected by vulnerable sectors to climate change. Adaptation measures will be designed/recommended to mitigate the effect of climate change. The project's impact will be relevant for Albanian people, but also the ones in the region and worldwide.

Management Response

8. Did the project consider potential environmental opportunities and adverse impacts, applying a precautionary approach? (select from options 1-3 that best reflects this project)

3: *Credible evidence that opportunities to enhance environmental sustainability and integrate poverty-environment linkages were fully considered as relevant, and integrated in project strategy and design. Credible evidence that potential adverse environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. (all must be true to select this option).*

2: No evidence that opportunities to strengthen environmental sustainability and poverty-environment linkages were considered. Credible evidence that potential adverse environmental impacts have been identified and assessed, if relevant, and appropriate management and mitigation measures incorporated into project design and budget.

1: No evidence that opportunities to strengthen environmental sustainability and poverty-environment linkages were considered. Limited or no evidence that potential adverse environmental impacts were adequately considered.

Evidence

Management Response

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The project falls under the environmental protection area, so fully considers its indicators.

9. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? [If yes, upload the completed checklist as evidence. If SESP is not required, provide the reason(s) for the exemption in the evidence section. Exemptions include the following:

- Preparation and dissemination of reports, documents and communication materials
- Organization of an event, workshop, training
- Strengthening capacities of partners to participate in international negotiations and conferences
- Partnership coordination (including UN coordination) and management of networks
- Global/regional projects with no country level activities (e.g. knowledge management, inter-governmental processes)
- UNDP acting as Administrative Agent

- Yes
- No
- SESP not required*

Evidence

SESP not required

Management & Monitoring

Quality Rating: Exemplary

10. Does the project have a strong results framework? (select from options 1-3 that best reflects this project)

- 3: *The project's selection of outputs and activities are at an appropriate level and relate in a clear way to the project's theory of change. Outputs are accompanied by SMART, results-oriented indicators that measure all of the key expected changes identified in the theory of change, each with credible data sources, and populated baselines and targets, including gender sensitive, sex-disaggregated indicators where appropriate. (all must be true to select this option)*
- 2: *The project's selection of outputs and activities are at an appropriate level, but may not cover all aspects of the project's theory of change. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not*

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yet be fully specified. Some use of gender sensitive, sex-disaggregated indicators, as appropriate. (all must be true to select this option)

- 1: *The results framework does not meet all of the conditions specified in selection "2" above. This includes: the project's selection of outputs and activities are not at an appropriate level and do not relate in a clear way to the project's theory of change; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change, and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators.*

Evidence

Management Response

The projects' selection of outputs and activities are at an appropriate level, however, they will get further tuned during the Project's Inception phase.

11. Is there a comprehensive and costed M&E plan with specified data collection sources and methods to support evidence-based management, monitoring and evaluation of the project?

- Yes
- No

Evidence

In the project document, there is a specific session on Monitoring & Evaluation, done in accordance with UNDP's programming policies and procedures.

12. Is the project's governance mechanism clearly defined in the project document, including planned composition of the project board? (select from options 1-3 that best reflects this project)

- 3: *The project's governance mechanism is fully defined in the project document. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. (all must be true to select this option).*
- 2: *The project's governance mechanism is defined in the project document; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The prodoc lists the most important responsibilities of the project board, project director/manager and quality assurance roles. (all must be true to select this option)*

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1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided.

Evidence

In the project document, there is a specific session detailing the project's governance mechanism, however, it will get validated at the end of the Inception phase.

Management Response

13. Have the project risks been identified with clear plans stated to manage and mitigate each risks? (select from options 1-3 that best reflects this project)

3: *Project risks related to the achievement of results are fully described in the project risk log, based on comprehensive analysis drawing on the theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis. Clear and complete plan in place to manage and mitigate each risk. (both must be true to select this option)*

2: Project risks related to the achievement of results identified in the initial project risk log with mitigation measures identified for each risk.

1: Some risks may be identified in the initial project risk log, but no evidence of analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified and no initial risk log is included with the project document.

Evidence

The Project's Risk Log is fully defined in the ProDoc.

Management Response

Efficient

Quality Rating: Exemplary

14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include: i) using the theory of change analysis to explore different options of achieving the maximum results with the resources available; ii) using a portfolio management approach to improve cost effectiveness through synergies with other interventions; iii) through joint operations (e.g., monitoring or procurement) with other partners.

Yes

No

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Evidence

The project is using the Climate Change Programme and the Environment's Portfolio approach, to improve cost effectiveness through synergies with other projects. This is fully described in the ProDoc sharing the costs with other projects.

15. Are explicit plans in place to ensure the project links up with other relevant on-going projects and initiatives, whether led by UNDP, national or other partners, to achieve more efficient results (including, for example, through sharing resources or coordinating delivery?)

Yes

No

Evidence

In the project document, there is a specific session with information how the project links up with other relevant on-going projects and initiatives.

16. Is the budget justified and supported with valid estimates?

3: *The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget.*

2: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget. Costs are supported with valid estimates based on prevailing rates.

1: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget.

Evidence

The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget.

17. Is the Country Office fully recovering the costs involved with project implementation?

3: *The budget fully covers all direct project costs that are directly attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security,*

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travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.)

2: The budget covers significant direct project costs that are directly attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant.

1: The budget does not reimburse UNDP for direct project costs. UNDP is cross-subsidizing the project and the office should advocate for the inclusion of DPC in any project budget revisions.

Evidence

yes

Management Response

Effective

Quality Rating: Highly Satisfactory

18. Is the chosen implementation modality most appropriate? (select from options 1-3 that best reflects this project)

3: The required implementing partner assessments (capacity assessment, HACT micro assessment) have been conducted, and there is evidence that options for implementation modalities have been thoroughly considered. There is a strong justification for choosing the selected modality, based on the development context. (both must be true to select this option)

2: *The required implementing partner assessments (capacity assessment, HACT micro assessment) have been conducted and the implementation modality chosen is consistent with the results of the assessments.*

1: The required assessments have not been conducted, but there may be evidence that options for implementation modalities have been considered.

Evidence

Capacity assessment of the implementing partner is being conducted. There is good justification for choosing the selected modality.

Management Response

19. Have targeted groups, prioritizing marginalized and excluded populations that will be affected by the project, been engaged in the design of the project in a way that addresses any underlying causes of exclusion and discrimination?

3: Credible evidence that all targeted groups, prioritising marginalized and excluded populations that will be involved in or affected by the project, have been actively engaged in the design of the project. Their views, rights and any constraints have been

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analysed and incorporated into the root cause analysis of the theory of change which seeks to address any underlying causes of exclusion and discrimination and the selection of project interventions.

2: Some evidence that key targeted groups, prioritising marginalized and excluded populations that will be involved in the project, have been engaged in the design of the project. Some evidence that their views, rights and any constraints have been analysed and incorporated into the root cause analysis of the theory of change and the selection of project interventions.

1: No evidence of engagement with marginalized and excluded populations that will be involved in the project during project design. No evidence that the views, rights and constraints of populations have been incorporated into the project.

Not Applicable

Evidence

The project design includes a stakeholders analyses, their roles and responsibility.

20. Does the project conduct regular monitoring activities, have explicit plans for evaluation, and include other lesson learning (e.g. through After Action Reviews or Lessons Learned Workshops), timed to inform course corrections if needed during project implementation?

Yes

No

Evidence

The Monitoring plan

21. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.

Yes

No

Evidence

Gender review

Management Response

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22. Is there a realistic multi-year work plan and budget to ensure outputs are delivered on time and within allotted resources? (select from options 1-3 that best reflects this project)

- 3: *The project has a realistic work plan & budget covering the duration of the project at the activity level to ensure outputs are delivered on time and within the allotted resources.*
- 2: The project has a work plan & budget covering the duration of the project at the output level.
- 1: The project does not yet have a work plan & budget covering the duration of the project.

Evidence

There is a realistic multi-year plan and budget to ensure outputs are delivered on time. However, it will be further worked out and fine-tuned during the Inception Phase.

Sustainability & National Ownership

Quality Rating: Needs Improvement

23. Have national partners led, or proactively engaged in, the design of the project?

- 3: *National partners have full ownership of the project and led the process of the development of the project jointly with UNDP.*
- 2: The project has been developed by UNDP in close consultation with national partners.
- 1: The project has been developed by UNDP with limited or no engagement with national partners.
- Not Applicable

Evidence

The Ministry of Tourism and Environment have led the project development process, they were supported by the UNDP in this endeavor.

24. Are key institutions and systems identified, and is there a strategy for strengthening specific/ comprehensive capacities based on capacity assessments conducted? (select from options 0-4 that best reflects this project):

- 3: The project has a comprehensive strategy for strengthening specific capacities of national institutions based on a systematic and detailed capacity assessment that has been completed. This strategy includes an approach to regularly monitor national

capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly.

- 2.5: *A capacity assessment has been completed. The project document has identified activities that will be undertaken to strengthen capacity of national institutions, but these activities are not part of a comprehensive strategy to monitor and strengthen national capacities.*
- 2: A capacity assessment is planned after the start of the project. There are plans to develop a strategy to strengthen specific capacities of national institutions based on the results of the capacity assessment.
- 1.5: There is mention in the project document of capacities of national institutions to be strengthened through the project, but no capacity assessments or specific strategy development are planned.
- 1: Capacity assessments have not been carried out and are not foreseen. There is no strategy for strengthening specific capacities of national institutions.
- Not Applicable

Evidence

The entire project is built on activities that will be undertaken to strengthen the capacities of the national institutions dealing with climate change.

25. Is there a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc..) to the extent possible?

- Yes
- No
- Not Applicable*

Evidence

UNDP procurement and monitoring rules and regulations will apply.

26. Is there a clear transition arrangement/ phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation strategy)?

Yes

No

Evidence

No phase out plan is developed. It will be worked out when the mid-term evaluation will take place.

[Quality Assurance Summary/PAC Comments](#)

Annex E. UNDP Risk Log

Risk Analysis. Use the standard UNDP Atlas [Risk Log template](#). For UNDP GEF projects in particular, please outline the risk management measures including improving resilience to climate change that the project proposes to undertake.

Project Title		Development of Albania's Fourth National Communication to the UNFCCC and the its First Biennial Update Report			Award ID: 00094872		Date:		January 2018
No.	Description	Date defined	Type	Impacts and Probability	Countermeasures/Mng response	Owner	Submitted, updated by	Last update	Status
1.	Lack of interest among stakeholders to participate in the process	January 2018	Operational Organizational	Experience from TNC and other previous NCs indicates that active involvement of stakeholders can ensure successful implementation of the Project P=3 I=2	Hold consultations with stakeholders at before and during each stage of the project, starting with the Inception stage	UNDP CO	CC Programme Coordinator	x	
2.	Lack of accurate reliable data collection and reporting capacity within national institutions	January 2018	Operational	Some institutions may have no trained staff to asses and provide necessary data P=3 I=2	Trainings will be organised as per main 4NC outcomes, GHG Inventory, GHG mitigation, and V&A to bring relevant stakeholders together and details will be given on the activity data to be collected and how to report using available guidelines and software.	UNDP CO	CC Programme Coordinator		
3.	Unwillingness of some institutions to share data	January 2018	Operational Financial	Indicators of climate change mitigation and adaptation and the data flow among institutions are drafted in a legal piece during the TNC project, while a draft Governmental Decree will get approved soon. The Project should properly realize the formal routes for data acquisition P=2 I=2	Letters requesting for data will be sent to the management of institutions, through the Inter-ministerial Working Group o Climate Change, explaining the purpose of the data and the potential benefits thereof, with proper reference to national legal framework	UNDP CO	CC Programme Coordinator		
4.	The validation of the 1BUR and 4NC may take longer than planned	January 2018	Operational Organizational	Due to possible unavailability of the Government representatives and existing procedures P=1 I=2	Corresponding background information and policy framework will be presented and provided beforehand	UNDP CO	CC Programme Coordinator		

Annex F. Results of the capacity assessment of the project implementing partner and HACT micro assessment

The Annex is attached as a separate attachment to the project document.

Annex G. Standard Letter of Agreement between UNDP and the Government for the provision of support services for the Project “Development of Albania’s Fourth National Communication to UNFCCC and its First Biennial Update Report”

Your Excellency Minister Klosi,

1. Reference is made to consultations between officials of the Government of *Albania* (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.

2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.

3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:

- (a) Identification and/or recruitment of project and programme personnel;
- (b) Identification and facilitation of training activities;
- (c) Procurement of goods and services;

4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project,

the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

5. The relevant provisions of the Standard Basic Assistance Agreement *between UNDP and the Government of Albania of 17 June 1991* (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.

6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,

Signed on behalf of UNDP
Limya Eltayeb
Country Director

Ministry of Tourism and Environment
[Name/title]
[Date]

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry of Tourism and Environment, the institution designated by the Government of Albania and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project “Development of Albania’ Forth National Communication to the UNFCCC and First Biennial Report”, Project ID: 00094872, Output ID: 00098948 “*the Project*”.

2. In accordance with the provisions of the letter of agreement signed on [TBD] and the *project document*, the UNDP country office shall provide support services for the *Project* as described below.

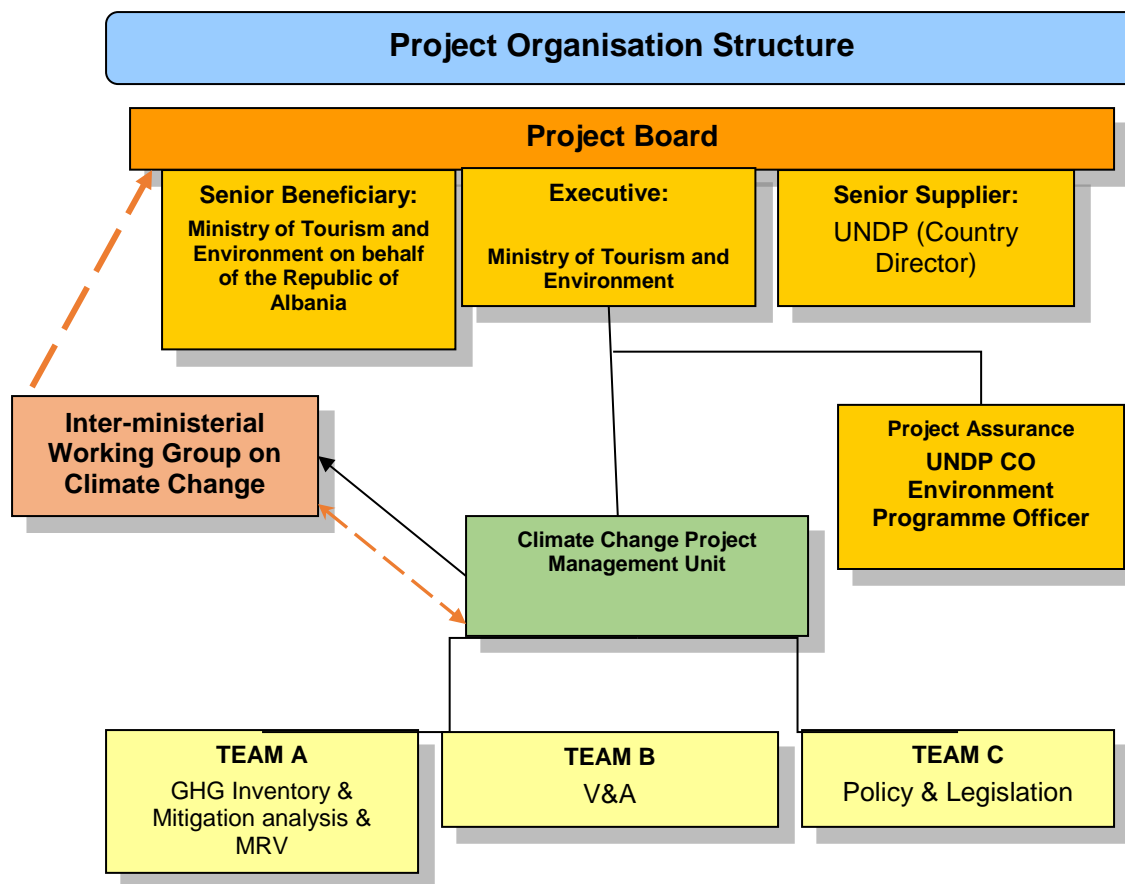
3. Description of UNDP Country Office Support Services to be provided¹³:

¹³ As per the UNDP 2018 Universal Price List/For services to UN Agencies provided by General Development Situation Country

	Description of Services	Reimbursement amount based on the UPL that UNDP uses for cost recovery with other UN Agencies (in USD)	UNIT
1.	Payment process	38.49	Per voucher
2.	Check payment	16.70	Per transaction
3.	New vendor creation in ATLAS	20.66	Per vendor
4.	Recurrent personnel HR & Benefits Administration	448.67	Per person per calendar year
4a	Payroll validation	157.04	
4b	Performance Evaluation	134.60	
4c	Extension, promotion, entitlements	134.60	
4d	Leave Monitory	22.43	
5.	IC and SC recruitment, including	234.26	Per person
5a	Advertisement	46.85	
5b	Short list	93.70	
5c	Contract Issuance	93.70	
6.	Issue IDs	38.20	Per ID
7.	Travel Management	66.04	Per travel
7a	Travel cost estimates	16.51	
7b	Travel request or authorization	26.42	
7c	Travel claim F10	23.12	
8.	Procurement process involving local CAP or RACP/ACP	540.84	Per case
8a	Identification and selection	270.42	
8b	Contracting/Issue PO	135.21	
8c	Follow -up	135.21	
9.	Procurement not involving review bodies	217.35	Per case
9a	Identification and selection	108.67	
9b	Contracting/Issue PO	54.34	
9c	Follow -up	54.34	
10.	Disposal of equipment	275.14	Per lot
		Total: USD 26,000 from GEF Grant	

4. Description of functions and responsibilities of the parties involved:

Project management arrangements will follow the standard UNPD project management structure that establishes a relationship between key project stakeholders, quality assurance and support functions:



A Project Board – aimed to monitor and steer the strategic direction of the programme implementation – will be convened under the chairmanship of the Minister of Tourism and Environment, and UNDP Country Director as Senior Supplier. The Senior Supplier's primary function within the Project Board will be to provide guidance regarding the technical feasibility of the project. The Senior Beneficiaries will be representing the interests of those who will ultimately benefit from the project. Their primary function within the board is to ensure the realization of project results. The Project Board will meet at least once in six-months or upon need. The first board meeting will convene following the approval of the Project Document in order to discuss and agree on the following matters:

- How to ensure successful implementation with the cooperation among all the parties involved.
- Agree on the following activities.
- Adjusting and confirming the work plan and strategy of the project.
- Making decisions on the direction of the project if needed.
- How to ensure sustainability of the project

The UNDP Environment Cluster will be in charge of Project Assurance. The Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures that appropriate project management milestones are properly managed and completed.

Annex E. FINAL REPORT OF Albania's Fourth NATIONAL COMMUNICATION and First BIENNIAL UPDATE REPORT'S PROJECT

Monitoring and Evaluation plans of climate change enabling activities for the preparation of National Communications on Climate Change and/or Biennial Update Reports do not require the production and publication of Terminal Evaluation Reports. Therefore, a number of intended purposes of such terminal exercises are not captured in full, including:

- The promotion of accountability and transparency, and the assessment and disclosure of the extent of the project accomplishments;
- A synthesis of lessons that can help to improve the selection, design and implementation of future GEF financed UNDP activities;
- The provision of feedback on issues that are recurrent across the portfolio, attention needed, and on improvements regarding previously identified issues; and
- The contribution to the GEF Evaluation Office databases for aggregation, analysis and reporting on effectiveness of GEF operations in achieving global environmental benefits and on the quality of monitoring and evaluation across the GEF system.

The intent of this Final Report is not to propose an abridged alternative to the Terminal Evaluation Report. Instead, its purpose is to gather some insightful details about the process of preparing the mandatory report under the UNFCCC that can be of use to both the UNDP support teams, and the current and future national project teams. Its focus is therefore on providing:

- A synthesis of lessons that can help to improve the selection, design and implementation of future GEF financed UNDP activities; and
- Feedback on issues that are recurrent across the portfolio, attention needed, and on improvements regarding previously identified issues.

National project teams in charge of the future enabling activity for the preparation of the National Communication or Biennial Update Report can therefore rely on a valuable source of information from inception to closure of the project, and UNDP support teams can further disseminate lessons across borders, fully up-taking its guiding role as implementing agency and partner within the Global Support Programme (GSP, previously known as National Communications Support Programme).

The template has been designed with the purpose of collecting relevant information, without representing a time-intensive and human resource-intensive burden to the current national project team. It is therefore divided into three core sections – project identification phase, project implementation phase and project follow-up –with for each section a limited number of open questions.

The intention is to have the team leader, project manager or equivalent figure completing the template, in close collaboration with other team members within the last two months of project implementation. It is furthermore the intention of the completion of this Final Report to trigger the discussions of the upcoming National Communication and/or Biennial Update Report, taking advantage of the momentum created by the ongoing project, the presence of the core of the current national project team, and the renewed interest of national counterparts with the perspectives of an eminent or recent submission to the UNFCCC.

The completion of this template has been made mandatory and has been budgeted for in all projects that received approval post 2013 (3 working days equivalent of project manager's time). You are kindly invited

to send the completed template to Damiano Borgogno, damiano.borgogno@undp.org and to Eva Huttova, eva.huttova@undp.org.

A. Details of the project

Project's title	
PIMS number	
Overall budget including GEF grant including co-financing	
Duration of implementation	
Planned duration of project	
Implementing partner	
Team Leader's name and contact details	
Link to final report	

B. Project identification phase

Duration of preparatory phase (expressed in months) _____

Was the project document developed by a national/international consultant? (Please, provide name if yes and expand on the satisfaction of this collaboration.)

Please, shortly describe the milestones of this initial preparatory phase (e.g. consultation workshops held, telephone interviews with key stakeholders, among others)

Where consultations made with one or more of the following stakeholder groups?

<input type="checkbox"/>	Ministry of Finance (or equivalent)	<input type="checkbox"/>	Women's associations
<input type="checkbox"/>	Other Ministries (not being the Ministry in charge of climate change)	<input type="checkbox"/>	Youth movements
<input type="checkbox"/>	Local Governments	<input type="checkbox"/>	Indigenous peoples' representatives
<input type="checkbox"/>	National universities	<input type="checkbox"/>	Environment or climate related NGOs
<input type="checkbox"/>	Domestic Research Centers	<input type="checkbox"/>	Other NGOs/CSOs
<input type="checkbox"/>	Media	<input type="checkbox"/>	Others (specify)

What were the main objectives for the project identified as a result of this preparatory phase?

What were the major challenges faced during this phase?

Looking back, what issues that were identified and/or overlooked during this preparatory phase had an impact on the successive implementation phase?

C. Project implementation phase

Technical components

1. GHG inventory

Base year of the GHG inventory:

Base years used in previous GHG inventories:

Expected outcome	
Expected output 1	
Expected output 2	
Expected output 3	

Final outcome	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the GHG inventory component, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the causes (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

Can you describe the process (es) implemented to generate and validate outcomes and outputs?

What pieces of advice do you have for future project teams?

2. Mitigation actions

Expected outcome(s)	
Expected output 1	
Expected output 2	
Expected output 3	
...	

Final outcome(s)	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the vulnerability and adaptation measures and mitigation measures components, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the causes (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

Can you describe the process(es) implemented to generate and validate outcomes and outputs?

What pieces of advice do you have for future project teams?

3. Vulnerability & Adaptation for NC or MRV for BUR

Expected outcome(s)	
Expected output 1	
Expected output 2	
Expected output 3	
...	

Final outcome(s)	
Final output 1	

Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the vulnerability and adaptation measures and mitigation measures components, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the main reasons (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

Can you describe the process(es) implemented to generate and validate outcomes and outputs?

What pieces of advice do you have for future project teams?

4. Constraints and Gaps/Support needed

Expected outcome	
Expected output 1	
Expected output 2	
Expected output 3	
...	

Final outcome	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the Constraints and gaps, and related financial, technical and capacity needs component, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the main reasons (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

Can you describe the process(es) implemented to generate and validate outcomes and outputs?

What pieces of advice do you have for future project teams?

Capacities and use of capacities

Do you believe the project has built - in a durable and cost-effective way - human and institutional capacities? Please, elaborate.

Please, estimate the amount of work done by national consultants versus international consultants:

_____ % national consultants. _____ % international consultants and _____ % national staff.

What work was entrusted to international consultants and for what reasons?

What would you have done differently, or do you advise the next project team to consider in this context?

Additional remarks

Institutional arrangements

Please, summarize an overview of the institutional arrangements for the project implementation.

Please, describe the composition of the project team.

Will the team remain in place, even after the project has fully closed?

Were gender considerations taken into account during the project design and implementation? If so, how?

Which were the strengths and weaknesses of the institutional arrangements used?

What suggestions have you to make regarding the institutional arrangements for future NC/BUR work?

Additional remarks

Technical support from GSP, CGE, or other bodies

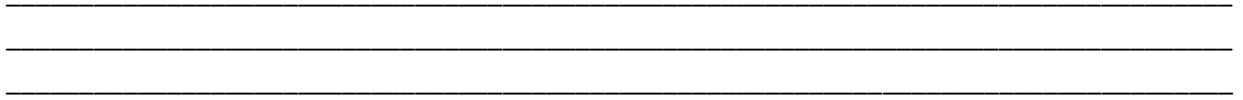
Has the project team, or members of the project team, participated in national, regional or global training events organized by a center of excellence or above mentioned body during the course of the project? If yes, please, specify the training event(s).

What has been the contribution of this participation to the project results?

What identified knowledge gaps holding back the proper implementation of the NC project could not be addressed by any of the above mentioned bodies?

In addition to capacity building support, what other assistance did the project team receive during project implementation? (E.g. review of draft report, technical backstopping of international expert)

Has UNDP provided timely and valuable support during project design and implementation? Please explain.



D. Next steps

How will findings of the project be further disseminated, if at all?

Are balance funds available under the NC/BUR project going to be used to identify the strategy of the next report?

At full project closure, is there a person or institute to whom one can turn in case there are follow-up questions to the NC/BUR?

Has the Government expressed interest to further work with UNDP on the next coming report? If no, please explain.

E. Additional information

Date	
Name and e-mail address of person who completed this template	
Others involved in completion of this template (names of individuals and their institutions)	
In case a terminal evaluation report has been produced, please link it here.	
Other attachments	