



Empowered lives.
Resilient nations.

United Nations Development Programme

Project title: Armenia's Third Biennial Update Report to the UNFCCC	
Country: Armenia	Implementing Partner: Ministry of Environment of RA
Management Arrangements: Support to National Implementation Modality (NIM)	
UNDAF Outcome7/Country Programme Document Outcome 4: By 2020, sustainable development principles and good practices for environmental sustainability resilience building, climate change adaptation and mitigation, and green economy are introduced and applied. UNDAF Output 7.4/CPD 4.4. Low carbon and 'green economy' issues become priority for the Government, supported by relevant regulatory framework and activities.	
UNDP Strategic Plan Output 2.3.1: Data and risk-informed development policies, plans, systems and financing incorporate integrated and gender-responsive solutions to reduce disaster risks, enable climate change adaptation and mitigation, and prevent risk of conflict	
UNDP Social and Environmental Screening Category: EXEMPT	UNDP Gender Marker: GEN 2
Atlas Project ID/Award ID: 00112638	Atlas Output ID/Project ID: 00111074
UNDP-GEF PIMS ID number: 6353	GEF ID number: 10145
Planned start date: June 2019	Planned end date: May 2021
LPAC date: 22 April 2019	
<p>Brief project description:</p> <p>Armenia is exposed to numerous climate change linked risks and impacts considering a significant increase in temperature observed in recent decade and a tendency towards decreased precipitation as well. These climate trends pose a threat to Armenia's sustainable development. Considering the local and global needs to tackle climate change, Armenia ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1993 and signed the Paris Agreement within the UNFCCC in 2017.</p> <p>Complying with its commitments towards the UNFCCC, Armenia has prepared and submitted three National Communications and two Biennial Update Reports. While developing Armenia's NCs and BURs, significant progress has been made over time in the quality of reporting on both GHG inventories and mitigation actions. The BUR3 development will help to further improve and consolidate the reporting processes following the recommendations provided during technical analysis of the Armenia's BURs. Quality improvement works for the GHG Inventory will lead to filling data gaps, improving key category analysis and uncertainty assessment, facilitate</p>	

the development of procedures and institutional arrangements to collect, compile and validate activity data for preparing national GHG inventories and to make the data gathering less time-consuming.

Mitigation-related reporting under BUR3 will include the assessment on progress of policies and actions implemented in the country within 2015-2018. The mitigation scenarios until 2030 for Energy sector will be developed considering that Energy sector predominates in the country's total emissions and plays key role in meeting the national development goals, ensuring security, reliability, as well as affordability of energy services for population.

Constraints, gaps and related financial, technical and capacity needs will be identified and information on support received will be provided.

Requirements for domestic Monitoring, Reporting and Verification arrangements related to mitigation measures, including associated support received, will be formulated to overcome some of the main gaps the country faces in formulating climate change related policies, building upon the results and lessons of the BURs preparation process.

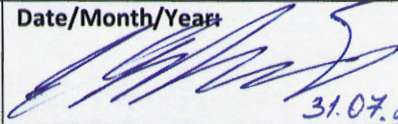
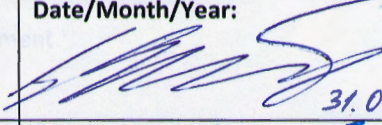
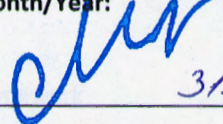
FINANCING PLAN

GEF Trust Fund	USD 352,000
Total Budget administered by UNDP	USD 352,000

PARALLEL CO-FINANCING

UNDP (in kind)	USD 10,000
Government (in kind)	USD 45,000
Total co-financing	USD 55,000
Grand-Total Project Financing	USD 407,000

SIGNATURES

Signature: Erik Grigoryan Ministry of Environment of the Republic of Armenia	Agreed by Government	Date/Month/Year:  31.07.2019
Signature: Erik Grigoryan Ministry of Environment of the Republic of Armenia	Agreed by Implementing Partner	Date/Month/Year:  31.07.2019
Signature: Dmitry Mariyasin UNDP Resident Representative	Agreed by UNDP	Date/Month/Year:  31.07.2019

Contents

List of acronyms	4
I. Development Challenge	5
II. Strategy	7
III. Results and Partnerships.....	8
IV. Project Results Framework:	16
V. Financial Planning and Management, Total Budget and Work Plan.....	20
VI. Governance and Management Arrangements	27
VII. Monitoring Framework and Evaluation	32
VIII. Legal Context.....	36
IX. Risk Management	37
X. Mandatory annexes	39
Annex A. Multi Year Work Plan:.....	40
Annex B. Terms of Reference for Project Board and Project Management Team	45
Annex C. UNDP Social and Environmental and Social Screening Template (SESP) - Exempt	50
Annex D. UNDP Project Quality Assurance Report (to be completed by UNDP Country Office)	51
Annex E. UNDP Risk Log	52
Annex F. Standard Letter of Agreement between UNDP and the Government for the Provision of Support Services.....	53
Annex G. Final Report of Armenia’s Third Biennial Update Report’s Project.....	56
Annex H. Draft Action Plan for integrating gender aspects in the BUR3.....	64
Annex I. Results of the capacity assessment of the project implementing partner and HACT micro assessment.....	65

LIST OF ACRONYMS

1NC	First National Communication
2BUR	Second Biennial Update Report
3BUR	Third Biennial Update Report
3NC	Third National Communication
4NC	Fourth National Communication
AFOLU	Agriculture, Forestry and Other Land–Use
CC	Climate Change
CoM	Covenant of Mayors
CP	Conference of Parties
CPD	Country Programme Document
EU	European Union
GEF	Global Environmental Facility
GHG	Greenhouse Gases
GoA	Government of Armenia
GOE	General Operating Expenses
GRR	Gender Related Requirements
GSP	Global Support Programme
IACCC	Inter-agency Climate Change Council
IFI	International Financial Institution
INDC	Intended Nationally Determined Contributions
IPCC	Intergovernmental Panel on Climate Change
IPPU	Industrial Processes and Product Use
M&E	Monitoring and Evaluation
MOE	Ministry of Environment of RA
MRV	Measuring, reporting and verification
NEEAP2	Second National Energy Efficiency Action Plan
NGO	Non-governmental Organization
NIM	National Implementation Modality
PB	Project Board
PMT	Project Management Team
PSC	Project Steering Committee
QA	Quality Assurance
QC	Quality Control
RA	Republic of Armenia
SBAA	Standard Basic Assistance Agreement
SDG	Sustainable Development Goal
SEAP	Sustainable Energy Action Plan
SESP	Social and Environmental Screening Procedure
TL	Project Task Leader
TOR	Terms of references
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Programme
UNFCCC	United Nations Framework Convention on Climate Change
USAID	United States Agency for International Development ()
WB	World Bank

I. DEVELOPMENT CHALLENGE

Armenia is a small, mountainous, landlocked country located in the South Caucasus region of Eurasia with a population of approximately 2.9 million people. Armenia is exposed to numerous climate change linked risks and impacts considering significant increase in temperature observed in recent decade and tendency towards decreased precipitation as well. These climate trends pose a threat to Armenia's sustainable development. These is especially true for the Agriculture sector which comprises approximately one fifth of the country's GDP and 40% of total employment and for the Energy sector, as hydropower comprises around one third of the power generation mix.

Considering the local and global needs to tackle climate change, Armenia ratified the United Nations Framework Convention on Climate Change (UNFCCC) as a non-Annex I country in 1993. In 2002, Armenia ratified the Kyoto Protocol and the Paris Agreement - in 2017.

Since the ratification of the UNFCCC, the Government of Armenia every five years approves a list of measures for implementing the country's commitments under international environmental conventions, including the UNFCCC. The Government Protocol Decision #49 from December 8, 2016 approved the last list of measures. It includes measures to be implemented during years 2017-2021 to fulfil obligations and provisions arising from the UNFCCC and Paris Agreement, and assigns the responsible agencies.

National climate change policies and actions are coordinated by the Inter-agency Coordinating Council for Implementation of Requirements and Provisions of the UNFCCC, which was established in 2012 by the Prime Minister's Decree. The Council has the authority to coordinate reporting on climate change and ensure coherent policies for the achievement of Armenia's stated commitments under the Convention and Paris Agreement. The Inter-agency Council is chaired by the Minister of Environment and was composed of representatives of 13 ministries; 3 state agencies adjunct to the Government, including the Statistics Committee; two independent bodies (the Public Services Regulatory Commission and the National Academy of Sciences); and the UNFCCC national focal point.

On 24 November 2017 the Comprehensive and Enhanced Partnership Agreement (CEPA) between the European Union and the Republic of Armenia was signed. As part of EU-Armenia CEPA, Armenia is committed to implement joint activities emanated from multilateral environmental agreements including the UNFCCC and Paris Agreement. The cooperation shall promote measures at domestic, regional and international level concerning the mitigation and adaptation to climate change, mainstreaming of climate considerations into general and sector-specific policies, and establishment of market and non-market mechanisms for addressing climate change. To ensure implementation of the agreement, EU-Armenia CEPA implementation assessment and monitoring roadmap has been developed and approved by the Government.

Armenia's post-2020 climate policy under the Paris agreement is formulated in its "Intended Nationally Determined Contributions" (INDC), which was endorsed by the Government Protocol Decision #41 on September 10, 2015 and submitted to the UNFCCC Secretariat on September 22, 2015. This document, now its NDC, applies an ecosystem-based approach to mitigation and adaptation actions and is based on the principle of "green economy". In the area of mitigation, the NDC sets the total aggregate contribution of the country at 633 million tons of carbon dioxide equivalent (t CO_{2eq}) for the period of 2015-2050.

The Article 13 of the Paris Agreement establishes an enhanced transparency framework in order to provide a clear understanding of climate change action through reporting on action and support received. Meanwhile, Armenia's BURs indicate that in order to meet to the enhanced reporting requirements there is a need to strengthen human, technical and institutional capacities so as to overcome some of the main gaps the country faces, such as: the need to establish strong institutional arrangements to systematize the greenhouse gases (GHG) inventory compiling and make the data gathering less time-consuming and further improving the GHG emissions/removals estimate; the lack of formal arrangements for data collection on mitigation actions and their effects, including gender aspects and analysis across sectors.

Energy is a strategic sector for the country, playing a key role in meeting the national development goals, ensuring security, reliability, as well as affordability of energy services for population. The sector predominates in the country's

total GHG emissions (with the share of up to 70 per cent) and has the highest mitigation potential as well. Therefore, the energy sector will be in the focus while assessing mitigation policies and measures; making projections of Armenia's GHG emissions; and assessing contribution to the targets set under NDC. The Armenia's GDP energy intensity in 2014 was 0.287 toe/thousand USD, showing a continuous downward trend since 2000. The projections demonstrate that this trend will be maintained up to 2030 considering the energy sector strategy and implementation of the planned mitigation measures.

The transition to low carbon emission development is fully in line with national energy security priority. The National Energy Security Concept (2013) identifies the promotion, development and investment in renewable energy technologies as critical for diversifying the country's energy supply and achieving energy independence. The Armenian Development Strategy (2014) and National Security Strategy (2007) also emphasize the importance of renewable energy and energy efficiency in addressing energy security.

II. STRATEGY

The process of development of the NCs and BURs has improved over the years and significant progress has been achieved in the quality of the GHG Inventories both in terms of activity data and in applying higher tier approaches, in reporting on mitigation actions in terms of development of mitigation scenarios and modelling of relevant actions. However, there are still gaps that need to be closed.

The BUR3 project will build on the recommendations and findings from the previous and ongoing NC/BUR work, as well as from the ICA process for Armenia's both BURs to further improve and consolidate the reporting processes in terms of presenting information in a more accurate and disaggregated way.

The most relevant ones, which BUR3 activities are targeted to cover are listed below:

- facilitate the development of procedures and institutional arrangements to collect, compile and validate activity data for preparing national GHG inventories in accordance with the 2006 IPCC Guidelines, the IPCC Good practice guidance and the IPCC Good practice guidance for LULUCF;
- fill data gaps of AD to the possible extent, further improve Energy sector AD accuracy through close collaboration with the Energy balance compilers;
- improve GHG emission estimates for waste sector;
- improve GHG Inventory Key category analysis through conducting Trend assessment;
- enhance the mitigation analysis and the identification of the quantitative goals of mitigation actions in the non-energy sectors, especially waste and forestry.

More specifically, in order to overcome the challenges faced by the country in relation to the preparation of the emission estimates, mostly related to data collection and their accuracy, quality improvement works for the GHG Inventory will be further continued and will be focused on the methods and approaches for data collection process, filling data gaps, an approaches and activities targeted at the enhancement of consistency of data will also be further developed; Energy sector AD accuracy will be further improved through close collaboration with the Energy balance compilers. The development of procedures and institutional arrangements to collect, compile and validate activity data for preparing national GHG inventories in accordance with the 2006 IPCC Guidelines, the IPCC Good practice guidance and the IPCC Good practice guidance for LULUCF will be facilitated.

For previous inventories, a close cooperation with the key stakeholders have been established. It is envisaged that the cooperation between these institutions will be formalized to improve the efficiency of the process of data collection and to ensure sustainability of the process of preparation of the inventories thus facilitating the reporting obligation of the country. The national capacity on GHG inventory preparation will be enhanced through close cooperation with the representatives of the key national agencies and stakeholders.

The main challenge faced on mitigation actions reporting in the frames of the BURs was lack of formal arrangements/assigned responsibilities ensuring data provision on on-going/planned mitigation actions. Moreover, different ministries, local governments, and the private sector are involved in the implementation of mitigation actions, without overall coordination, which causes the risk that not all of them are captured. Therefore, in the frames of the BUR3 the discussions and consultations with the key stakeholders will be held to identify requirements and relevant formal arrangements for Monitoring, Reporting and Verification (MRV) system in relation to the mitigation actions, build upon lessons from the BURs preparation process.

The scope of the mitigation assessments for the BUR3 will include an analysis of related legislation, policies and programmes that enabling and promoting implementation of mitigation actions in all sectors. The mitigation-related reporting in the framework of the BUR3 will follow the recommendations provided during technical analysis of the Armenia's BURs. A progress of policies and actions to mitigate GHG emission implemented from 2015 to 2018 and planned in all sectors will be reported and their effects will be assessed. Information on mitigation actions and their effects will be provided in a logical and transparent way enabling evaluation of outcomes/effects of the mitigation actions.

Projections of GHG emissions to 2030 and an assessment of the combined impact of policies and measures in Energy sector will help to align the strategy of the Energy sector with the Armenia's commitments under Paris Agreement.

The consultations will be undertaken to find a common ground and understanding of the requirements for establishing the national institutional arrangements and framework for domestic MRV on mitigation measures through facilitating dialogue between the key stakeholders on the data collection process, common formats and approaches, etc.

In parallel with the BUR3 proposal, Armenia has prepared and presented the GEF funding proposal for the "Building Armenia's national transparency framework under Paris Agreement" (CBIT) project, which aims to establish institutional arrangements, build relevant capacities and provide tools for supporting transparency-related activities to meet the enhanced reporting requirements under Article 13 of the Paris Agreement. The BUR3 project is designed considering the proposed CBIT project to avoid duplications and exploit complementarities. Complementarity will be ensured as both projects will focus on mitigation and GHG inventory. Thus, for example, the capacity building needs identified within ICA processes of the BURs will be addressed with the help of the CBIT project, resulting in substantial improvements in the quality of GHG inventory and reporting on mitigation actions under BURs; or lessons learned from BURs preparation will be taken into consideration while defining the appropriate legal/institutional arrangements for ensuring collection of GHG inventory activity data on a continuous basis.

The Government of Armenia is planning to prepare and submit the BUR3 report to the UNFCCC by November 2020.

III. RESULTS AND PARTNERSHIPS

As a whole, the project will assist the country in the preparation and submission of its Third Biennial Update Report to the Conference of the Parties to the UNFCCC for the fulfilment of its obligations to the Convention under Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and its Annex III while contributing to enhanced accountability and transparency of the reporting through strengthening national institutional and technical capacities.

The project is prepared in accordance with the GEF-7 Climate Change Focal Area, Objective 3: Foster Enabling Conditions for Mainstreaming Mitigation Concerns into Sustainable Development Strategies.

It will update National Circumstances and National GHG Inventory; identify progress in GHG mitigation policies and actions; identify constraints and gaps and assess related financial, technology and capacity building needs, as well as provide recommendations for addressing the needs including ones connected with establishment of system for MRV. It will be a useful tool to support the design of environmental, social and economic policies and strategies at the national and sectoral levels; will contribute to the information dissemination and strengthening institutional and technical capacity in line with Armenia's national priorities. As a whole, the project will contribute to the country's efforts in moving towards a low emission and climate resilient growth path.

The project has four components:

1. National circumstances; Institutional arrangements; Constrains and gaps and related financial, technical and capacity needs;
2. National Greenhouse Gas Inventory
3. Mitigation actions and their effects; and information on domestic Measurement Reporting & Verification
4. Knowledge Management, Monitoring and evaluation; Compilation and submission of the BUR3 to the UNFCCC

Narrative description of the planned outcomes and activities:

Component 1: National circumstances; Institutional arrangements; Constrains and gaps and related financial, technical and capacity needs

More specifically, under this component, the project will focus on the following activities:

Outcome 1.1 Information on National circumstances and Institutional arrangements reviewed and updated

The information on the national circumstances will be updated taking into account all new studies, projects and research with the special attention paid to the sectors that are the largest contributors to the GHG emissions, namely to Energy and Agriculture sectors.

National development objectives, priorities and circumstances will also be updated, including the specific needs and concerns arising from the adverse effects of climate change.

The information on the institutional arrangements and the mechanisms for stakeholder's involvement relevant to the preparation of the national communications and the biennial update reports will be updated including consideration of more active involvement of women in the decision-making process on climate mitigation policy and mitigation actions when relevant. Gender aspect shall be also captured through presenting gender and climate change relevant information based on various gender disaggregated data and activities

Outcome 1.2 Constraints and gaps identified, related financial, technology and capacity building needs assessed and recommendations for addressing the needs provided

These activities shall build upon the results and recommendations of the previous BURs and NCs.

A study of financial, technological and capacity needs and constraints of institutions responsible for activities related to climate change will be conducted through the collection, synthesis and analysis of existing information and discussions with the key stakeholders.

Information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors for activities related to climate change will be collected.

Possibilities for establishment of a mechanism for the collection and assessment of climate change-related projects shall be explored and the corresponding requirements will be formulated.

Component 2: National Greenhouse Gas Inventory

Outcome 2.1 National Inventory of anthropogenic emissions by sources and removals by sinks of all GHG not controlled by the Montreal Protocol will be updated up to 2017 using 2006 IPCC guidelines.

The national GHG inventory of anthropogenic emissions by sources and removal by sinks will be updated to 2017 (1990-2017) for the following sectors: Energy; Industrial Processes and Product Use; Agriculture, Forestry and Other Land Use; and Waste using 2006 IPCC Guidelines for National Greenhouse Gas Inventories.

As was mentioned above, Armenia have had a certain improvement on the GHG Inventory reporting in the frames of the previous BURs and ongoing works under the 4NC as well, including: i) consideration of 14 new sub-categories in the frames of BUR2; ii) development of the country-specific emission factors for the key categories - from the 15 categories identified as the key ones for 2014, for 10 categories the GHG emissions and removals were estimated using tier 2 and 3 methodologies; iii) quality improvement works for the GHG Inventory were continued in the frames of the 4NC - 2 new sub-categories were considered and Key category analysis was done at a more disaggregated level. With regards to the methodologies used, the information in the BUR2 was clearly reported, including sources of AD and EFs and description of tier levels. Detailed information on each category was provided in the NIR (2014), including a description of the category; an overview of emission shares and trends; a description of methodological issues; sources of data used (EFs, AD and other parameters); uncertainty analysis; time-series consistency; source-specific quality assurance/quality control; source-specific recalculations; and source-specific planned improvements and recommendations.

Quality improvement works for the GHG Inventory will be further continued following the recommendations provided during technical analysis of the Armenia's BURs and will be focused on the methods and approaches for data collection process, filling data gaps, improving key category analysis and uncertainty assessment. An approaches and activities targeted at the enhancement of consistency of data will also be further developed.

For previous inventories, a close cooperation with the key stakeholders have been established. It is envisaged that the cooperation between these institutions will be formalized to improve the efficiency of the process of data collection

and to ensure sustainability of the process of preparation of the inventories thus facilitating the reporting obligation of the country.

More specifically, under this component, the project will focus on the following:

- Data collection, analysis and cross-checking of data to ensure their consistency;
- Renew and strengthen the cooperation with other institutions for data collection for the sectors;
- Discussions and consultations with the representatives of the key stakeholders with effective women involvement to further improve national inventory through emissions estimate at a more disaggregated level and application of higher Tier approach and ensuring collection, reporting and archiving data on GHG Inventory on a continuous basis;
- The national capacity on GHG inventory preparation will be enhanced through close cooperation with the representatives of the key stakeholders;
- Update of country-specific emission factors, if needed;
- Preparation of working sheets and summary tables, development of the consistent time series for years 1990-2017
- Assessment of Quality Assurance and Quality Control of the GHG Inventory Report;
- GHG Inventory for 2017 is reported including Key Category Analyses and Uncertainty Analyses.

Component 3: Mitigation actions and their effects; and information on domestic Measurement Reporting & Verification

Outcome 3.1 Mitigation policies and actions have been updated and reported for the period of 2015-2018 for all sectors

Progress of policies and actions to mitigate GHG emission implemented from 2015 to 2018 and planned at national and local levels in all sectors will be reported and their effects will be assessed; the contribution to the NDC GHG reduction targets will be analyzed; gender analyses will be carried out to better understand how climate change impacts men and women in energy and non-energy sectors.

Outcome 3.2 The forecast of greenhouse gas emissions up to 2030 in Energy sector

The scope of the sectoral mitigation assessments for the BUR3 will include an analysis of related legislation, policies and programmes that facilitate the implementation of mitigation technologies and practices in the country.

Armenia keeps its efforts to identify and implement mitigation actions with resources coming from state, municipal, private and international financing sources. In this sense, at the national level, the energy sectors stand out in promoting resources efficient and environmentally friendly energy supply through the development of provisions to maximal use of renewable sources as well as implementation of energy efficiency actions.

Therefore, the Energy sector will be in the focus while assessing mitigation policies and measures, making projections of Armenia's GHG emissions and assessing contribution to the targets set under NDC.

Baseline and mitigation scenarios until 2030 for Energy sector will be updated considering the recent, after BUR2, developments in the sector and the forecast of greenhouse gas emissions up to 2030 per scenarios will be conducted using LEAP-Armenia model.

The results will facilitate the national mitigation action and planning, will enable recognition of the mitigation efforts in the country, as well as link the national mitigation action to international support.

Outcome 3.3 The data collection process on mitigation actions improved

Considering that lack of formal arrangements/assigned responsibilities was one of the main challenges faced while preparing the previous BURs as well as based on the experience gained and lessons learned on this matter, consultations with key stakeholders will be conducted to improve collection, reporting, archiving data on mitigation actions and their effects including gender aspects.

Outcome 3.4 The status of the domestic MRV system described

Outcome 3.5 Domestic Measurement, Reporting and Verification arrangements supported

Technical support will be provided to the process of establishment of the domestic MRV framework through formulating requirements for domestic MRV arrangements related to mitigation measures, built upon the results and lessons of the BURs preparation process.

Component 4: Knowledge Management, Monitoring and evaluation, Compilation and submission of the BUR3 to the UNFCCC

Outcome 4.1 Monitoring and Evaluation of the project outcomes and outputs done

The project will comply with the monitoring and evaluation framework and plans described in detail in Chapter VII of the Project Document.

The project will identify, analyze and share lessons learned that might be beneficial to the design and implementation of similar projects and disseminate these lessons widely.

Outcome 4.2 Compilation and Submission of the BUR3

Upon completion of all planned activity and validation of the BUR3 by the Inter-agency Coordinating Council on Climate Change, the BUR3 document will be compiled in accordance with the relevant guidelines contained in the Annex III of Dec.2/CP17 and submitted to the Conference of the Parties of the United Nations Framework Convention on Climate Change following the format established by the UNFCCC Secretariat. The document is expected to be submitted to the UNFCCC in 2020.

Partnerships:

The close collaboration of all relevant national stakeholders, including ministries, agencies, NGOs, scientific community and programmes is critical for addressing climate change issues allowing a real co-management, in particular in relation to the design and implementation of the mitigation measures, in the framework of pursuing the wider objectives of sustainable development. In addition, close cooperation with all key actors in the country will contribute to the increased national knowledge, concerns and awareness of the different stakeholders on climate change issues.

The BUR3 will be developed through Stakeholder's engagement. The meaningful, effective, and informed stakeholder engagement and participation allowing for increased ownership and thus sustainability is critical. The project will ensure that key stakeholder representatives are involved early and throughout project implementation as partners for development. This includes their participation in the Project Board, in the Inter-agency Council on Climate Change and its Working Groups on guidance and review of project outputs, as well as participation in monitoring activities.

The project team will create mechanisms for effective gender responsive stakeholder engagement and will ensure the meaningful participation of targeted groups. Efforts will be made to take into consideration the needs of excluded and marginalized groups, which are more affected by climate change. For this purpose, the project team will use various tools, including design thinking, behavioral science, and foresight, thus creating a collaborative space where different stakeholders will join forces to design policies and actions that will contribute to mitigation of GHG emissions and will enhance the resilience and adaptive capacities to climate change on national and local levels.

The project will also coordinate its activities and will benefit from complementary projects and initiatives related to climate change. Some of them that BUR3 project can cooperate with and benefit from are listed below.

Projects Funded by Climate Funds:

- "Development of Armenia's Fourth National Communication to the UNFCCC and Second Biennial Report" UNDP-GEF project; is scheduled to be completed in 2020. The BUR3 project will work closely with this ongoing

project to further enhance GHG inventory and reporting on mitigation actions considering the improvements made in the frames of this ongoing GEF Enabling Activity;

- “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-Eastern Armenia”, is implemented by UNDP, started in 2016. It supports carbon stock assessment and development of country-specific coefficients for the main types of forests. The BUR3 project will cooperate with this project to improve the Forestry sector GHG Inventory;
- “Building Armenia’s national transparency framework under Paris Agreement” (CBIT) UNDP-GEF project (under preparation); The BUR3 project will cooperate with the CBIT project to support establishment of the institutional arrangements for data collection in key transparency areas (inventories, mitigation and support received).
- “De-risking and Scaling-up Investment in Energy Efficient Building Retrofits” Green Climate Fund (GGF) funded Project, started in 2017. The BUR3 project will collaborate with this initiative to obtain clear understanding and specifics on MRV system for building sector which will facilitate tracking of building sector’s mitigation measures;
- “Scaling up Renewable Energy Programme (SREP), Climate Investment Funds (CIF)–WB project, 2014. The BUR3 project will provide consultations to the relevant technical specialists to ensure common approach on mitigation actions effect assessment and improve reporting on mitigation actions;

Other Donor-Supported Projects:

- ENI SEIS II EAST, funded under European Union. The project aimed at the development of climate change-related statistics. The BUR3 project will work closely with this initiative to facilitate ensuring that GHG inventory use existing official statistics as much as possible and to facilitate improving the quality of official statistics used for GHG inventories;
- EU-funded Covenant of Mayors East (CoM East) project. The BUR3 project will work with signatory cities to include community-level mitigation activities in overall reporting on mitigation actions and improve their monitoring and reporting capacities;
- EU-Armenia Comprehensive and Enhanced Partnership Agreement (CEPA), 2017. The BUR3 project will communicate with this project regarding mitigation measures as well as on the issues related to mainstreaming of climate considerations into general and sector-specific policies;
- The Eastern Europe Energy Efficiency and Environment Partnership (E5P). Envisages EUR 20 million in grant financing to implement high-priority energy efficiency projects. The BUR3 project will cooperate with the relevant technical specialists to ensure common approach on mitigation actions effect assessment and improve reporting on mitigation actions.
- EU4Climate EU-UNDP regional project, 2019. The BUR3 project will collaborate with this project on the issues regarding establishing measurement, reporting and verification (MRV) system and establishing of concrete sectoral guidelines for the implementation of the Paris Agreement, especially in the field of energy.

Government Initiatives:

- Energy Balance. The BUR3 project will continue close cooperation with the Energy Balance compilers to ensure QA/QC of data applied in Energy Balance thus contributing to the improvement and sustainability of Energy sector GHG Inventory.
- The Ministry of Territorial Administration and Infrastructure has embarked on elaboration of the country’s long-term energy system development strategy with the support of United States Agency for International Development (USAID). The BUR3 project will work closely with this project to align the scenarios considered for the Energy sector emissions projections with the Energy sector development strategy.

Risks and Assumptions:

The project is not exposed to social and environmental risk that can threaten the project implementation. The main external risk for the project smooth and timely implementation is possible structural changes in the Government, which are expected to take place within the project's lifetime. In order to mitigate the risk, the project team will proactively apply the adaptive management approach in focusing on promotion of the key activities while sustaining the relevance with the national priorities.

Stakeholder engagement plan:

The project implementation envisages effective multi-stakeholders' discussions and participation, including ministries, agencies, research and educational institutions, private sector and international organizations. Their involvement in the Project implementation is highly essential.

Going forward, stakeholders will be consulted and engaged at all stages, from the launch to implementation and submission of the BUR3 to the UNFCCC. The key stakeholders and brief description of their engagement in the project implementation is provided in the Table below. In the inception phase of the project, the list will be reviewed and further expanded if need be.

Name of key stakeholders	Responsibility/expertise
Ministry of Environment (MoE)	Authorized national entity for coordination of climate change activities and focal point of the UNFCCC, is in charge of developing national reporting under UNFCCC, including GHG inventories, following up on coordination of Inter-ministerial interactions related to the Armenia's NDC implementation. MOE will be the implementing partner of the BUR3 project.
Ministry of Territorial Administration and Infrastructure	Is being responsible for the development and implementation of the state policy on energy, including energy efficiency, renewable energy and for the development of the annual energy balance is a key partner in the development of Energy sector GHG Inventory, reporting on mitigation actions and their effect per development scenarios.
	Will be involved for tracking the progress on mitigation measures in the transport sector as the main data provider, considering that the transport sector is a key source of GHG emissions.
Scientific Research Institute of Energy	As the professional organization develops the energy balance for the last two years and is assessing the results of the National energy efficiency action plan (Phase II) implementation. In 2018 the Institute under USAID funding started elaboration of the long-term energy system development strategy. The cooperation and collaboration will be established to align the scenarios considered for the Energy sector emissions projections with the Energy sector development strategy and to ensure the comparability of data reported in the Energy Balance and in the Energy Sector GHG Inventory.
Yerevan Municipality	Is data provider on the implementation of the Sustainable Energy Action Plan.
Ministry of Economy	Is the main source of data on agriculture, livestock and land use data for the AFOLU sector of the GHG Inventory and will be involved to improve consistency of the data provided and emissions estimate.
Statistics Committee	Is the main activity data provider for the National GHG Inventories and National Circumstances; the project will cooperate on improvement of the national statistics on climate change.
Public Services Regulatory Commission	Will provide information for the Energy Sector GHG Inventory and mitigation actions.

Name of key stakeholders	Responsibility/expertise
Ministry of Finance	Data provider on climate finance and planning.
Committee of the Real Estate Cadaster	Data provider on the land balance, including information on land use change.
Committee of Forest of the Ministry of Environment	Along with Statistics Committee will be involved in identifying an approach to reduce uncertainty in forest data.
Cities signatories to the Covenant of Mayors	Data providers on low carbon development measures impact assessment.
Universities, research institutions, and non-governmental organizations (NGOs)	Will participate in workshops, capacity-building activities during the BUR3 preparation and will play an important role in communicating findings from BUR3 to the research community, to students and to the broader public.
Private sector	Data providers for GHG Inventory, e.g. Industrial Processes and Product Use (IPPU), including fluorinated gases (F-gases), as well as on technology transfer and financial needs. It will also be involved indirectly in reporting on mitigation in case private sector investment results in GHG emissions reductions.
International organizations/IFIs	Data providers on the support provided to the country including technology transfer, capacity building and climate finance for addressing the country's climate change mitigation needs.

Gender equality and empowering women:

Gender issues related to climate change in Armenia are not well assessed and identified. However, women were meaningfully involved as experts for NCs and BURs preparation and stakeholder groups consulted during implementation of the projects, as well as were effectively engaged in the decision-making process of climate change related activities being represented in the Inter-agency Coordinating Council on Climate Change, which acts as the Project Steering Committee.

An initial stocktaking and gender analysis across all areas – and inclusion of stakeholders who understand gender issues in relation to their sectors – will be conducted in course of BUR3 preparation to assess and understand where deeper analysis and action is required to make the overall BUR reports more credible, realistic and sustainable.

The update of the National Circumstances chapter of the BUR3 will consider gender-disaggregated data where possible to better understand how the different roles of men and women in social and economic circumstances may affect Armenia's ability to deal with climate change.

The project will use following guidance:

- UNFCCC Gender Action Plan¹
- Guidance to advance gender equality in GEF projects and programs²
- Gender Responsive National Communications Toolkit³

During the inception phase, project will prepare and finalize Gender analysis and Gender action plan. The engagement for women and vulnerable groups will be designed to ensure gender and vulnerable community dimensions are adequately addressed.

¹ <https://wedo.org/wp-content/uploads/2017/11/Final-Gender.pdf>

² http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.Inf_05_Guidance_Gender_0.pdf

³ <http://www.un-gsp.org/news/gender-responsive-national-communications-toolkit>

Gender analysis will follow the structure of five priority areas of UNFCCC Gender Action:

- Capacity building, knowledge sharing and communications
- Gender balance, participation and women's leadership
- Coherence
- Gender responsive implementation and means of implementation
- Monitoring and reporting.

The Project will provide capacity building in relation to NC/BUR purpose and content, gender issues in environment and their role in the NC/BUR processes if necessary. For all analysis included in the project (national circumstances, GHG, mitigation actions, constraints, gaps and capacity needs), gender-disaggregated data from national statistical agency and international approved sources will be included. Project will hire a gender specialist who will be working on gender mainstreaming throughout the project's activities and, if possible, all the technical reports will be assessed through a gender lens. The areas where data and information on gender and climate change is not available will be identified as priorities with steps to fill gaps.

South-South and Triangular Cooperation:

The Global Support Programme (GSP) facilitates the collaboration and exchange of knowledge and experience among the developing countries, in order to move from ad hoc project-based support to sustained institutional capacity. With GSP support, in the frames of South-South cooperation the initial exchange between Government of Armenia and Government of Lebanon was held in September 2018 in Beirut, Lebanon, aimed at strengthening the capacities of the countries on GHG Inventories, reporting on mitigation actions and MRV systems establishment. At the next meeting, which is planned for the 2019, the country representatives from Armenia and Lebanon will present their achievements and challenges and share lessons learned.

Sustainability and Scaling Up:

The project activities will improve the quality of the GHG inventory. Quality improvement works for the GHG Inventory will be further continued to improve its sustainability in time. At the same time, the project will facilitate the development of procedures and institutional arrangements to collect, compile and validate activity data for preparing national GHG inventories on a continuous basis, which along with enhanced national capacity on GHG inventory preparation will also contribute to the sustainability of the results.

Consultations and close collaboration with national stakeholders will ensure their clear understanding of the approaches to the mitigation actions effect assessment, which will facilitate the tracking of mitigation initiatives implemented/planned in the country.

IV. PROJECT RESULTS FRAMEWORK:

This project will contribute to the following Sustainable Development Goal (s): SDG 13 – Climate Action, SDG 17 – Partnerships for the Goals, SDG 7 – Affordable and Clean Energy, SDG 5 – Gender equality
This project will contribute to the following country outcome included in the UNDAF /Country Programme Document: UNDAF Outcome7/Country Programme Document Outcome 4: By 2020, sustainable development principles and good practices for environmental sustainability resilience building, climate change adaptation and mitigation, and green economy are introduced and applied. UNDAF Output 7.4/CPD 4.4. Low carbon and ‘green economy’ issues become priority for the Government, supported by relevant regulatory framework and activities.
This project will be linked to the following output of the UNDP Strategic Plan: Output 2.3.1: Data and risk-informed development policies, plans, systems and financing incorporate integrated and gender-responsive solutions to reduce disaster risks, enable climate change adaptation and mitigation, and prevent risk of conflict

	Objective and Outcome Indicators	Baseline ⁴	End of Project Target	Data Collection Methods and Risks/Assumptions ⁵
Project Objective: Enabling Armenia in preparation and submission of its Third Biennial Update Report for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC)	<i>Indicator 1:</i> (IRRF Output 2.3.3.1.) Existence of data-informed development and investment plans that incorporate integrated solutions to reduce disaster risks and enable climate change adaptation and mitigation	No legal/formal arrangements in place to monitor and report on climate change related issues	The arrangements for data collection and reporting in key transparency areas improved	National Statistics, government agencies, private sector, IFIs. The data for GHG Inventory will be collected following the approaches provided in 2006 IPCC Guidelines for National Greenhouse Gas Inventories. The information on the mitigation actions will be collected through formal channels using worked-out templates. <i>Risks:</i> The implementation of this project depends mainly on various stakeholders’ involvement and their willingness actively participates in the project implementation. <i>Assumptions:</i> The project will be based on the experience gained from the previous BURs and NCs, the existing coordination mechanism and will draw on a pool of experts.
	<i>Indicator 2:</i> 60 direct project beneficiaries in the corresponding institutions responsible for CC policy development,	Due to rotation of the staff in partner institutions the knowledge gaps and capacity needs	The knowledge and awareness on UNFCCC enhanced reporting is improved.	Report on the meetings and events, capacity scorecards assessment with involvement of the members of the Inter-agency Coordinating Council on Climate Change, staff of the Ministry of Environment (corresponding divisions and Forest Authority), Ministry of Territorial Administration and

⁴ 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.

⁵ Data collection methods should outline specific tools used to collect data and additional information as necessary to support monitoring. The PIR cannot be used as a source of verification.

	Objective and Outcome Indicators	Baseline⁴	End of Project Target	Data Collection Methods and Risks/Assumptions⁵
	enforcement and implementation are familiarized with the enhanced reporting requirements towards UNFCCC	of the related staff will be identified during the preparation phase		Infrastructure (divisions responsible for energy efficiency and renewable energy policy monitoring and reporting, energy statistics), Statistics Committee, Ministry of Economy, Aviation Committee, Public Services Regulating Commission, State Real Estate Cadaster.
	<i>Indicator 3:</i> Preparation and submission of the Armenia's Third Biennial Update Report	Armenia's BUR2 (2018)	Armenia's BUR3 finalized, endorsed and submitted to the UNFCCC	
Component/Outcome⁶ 1 National circumstances; Institutional arrangements; Constrains and gaps and related financial, technical and capacity needs	<i>Indicator 4:</i> Information on National circumstances and Institutional arrangements reviewed and updated	National circumstances and institutional arrangements described in BUR2	Updated information on the Armenia's socio-economic and environmental conditions, national priorities, institutional arrangements, as well as data on climate related gender specific data provided.	Statistics Committee, MOE, Hydromet Center and other government agencies. <i>Risks:</i> Gender issues related to climate change in Armenia are not well assessed. <i>Assumptions:</i> The team will benefit from the experience gained from the previous BURs and NCs, existing coordination mechanism. The gender expert will be hired and close cooperation with the UNDP Gender national focal point will be ensured.
	<i>Indicator 5:</i> Constraints and gaps identified, related financial, technology and capacity building needs assessed and recommendations for addressing the needs provided	Constraints and gaps and related financial, technical and capacity needs provided in BUR2	Information on financial resources and technical support received; technology, financial and capacity needs; constrains and gaps for activities related to climate change collected and analyzed.	The information on finance and planning ministries will be collected; consultations with key stakeholders and private sector will be held. <i>Risks:</i> Lack of complete information on technology and financial needs; <i>Assumptions:</i> The project will work closely with other initiatives aimed at the assessment of the technology, financial and capacity needs.
	<i>Indicator 6:</i> National Inventory of anthropogenic emissions by sources and removals by sinks	The most recent greenhouse gas inventory was prepared for the years 1990- 2016	National GHG inventory on emissions by sources and removal by sinks prepared for the year 2017 for the Energy, IPPU,	The Energy Balance of Armenia (the most important source officially published on annual basis), Statistics Committee, PSRC, Gazprom Armenia, Ministry of Economy, MOE, State Committee of Real Estate Cadaster, and State Revenue Committee are the main sources of GHG Inventory data, which

⁶Outcomes 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	Baseline ⁴	End of Project Target	Data Collection Methods and Risks/Assumptions ⁵
	<p>of all GHG not controlled by the Montreal Protocol updated for the year 2017 using 2006 IPCC guidelines</p> <p><i>Indicator 7:</i> Institutional arrangements relevant to the preparation of national GHG Inventory and on a continuous basis enhanced and technical support for setting requirements on collection, reporting and archiving data on GHG Inventory provided.</p>	in the frames of the FNC	<p>AFOLU and Waste sectors, using 2006 IPCC guidelines:</p> <ul style="list-style-type: none"> - improved GHG emissions activity data collection process; - accuracy of Energy sector activity data is improved and consistency between GHG Inventory and Energy balance is ensured; - country-specific emissions factors for 10 key sources updated, as needed and Key Categories Analysis trend assessment conducted; - consistent time series for years 1990-2017 developed and summary information table of inventories for previous submission years prepared. - Templates and guidelines for activity data collection per IPCC sectors developed and applied. 	<p>provide the required information in response to the MOE inquiry.</p> <p>The GHG inventory will be prepared according to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories.</p> <p><i>Risks:</i> Difficulties with data collection from private sector, lack of reliable sectoral and national statistics on agriculture, land use and forestry sectors.</p> <p><i>Assumptions:</i> The project will be based on the experience gained from the previous BURs and NCs including QA/QC works and will draw on a pool of experts already familiar with the IPCC 2006 Guidelines.</p>
<p>Component/ Outcome 3 Mitigation actions and their effects; Information on domestic Measurement Reporting & Verification</p>	<p><i>Indicator 8:</i> Mitigation policies and actions updated and reported for the period of 2015-2018 for all sectors; the forecast of greenhouse gas emissions up to 2030 in Energy sector conducted</p>	<p>Mitigation policies and actions and the forecast of greenhouse gas emissions provided in the BUR2;</p>	<p>Progress of policies and actions to mitigate GHG emissions implemented from 2015 to 2018 and planned at national and local levels in all sectors reported; the analysis of the legal/regulatory framework enabling development and implementation of mitigation measures in Energy sector provided; GHG emissions forecast up to 2030 per energy sector development scenarios conducted.</p>	<p>Ministry of Territorial Administration and Infrastructure, R2E2 Fund, IFIs, UNDP, NEEAP2, CoM project.</p> <p>The information on the mitigation actions will be collected through enquire of the MOE to the identified data providers along with reporting format template.</p> <p><i>Risks:</i> Lack of formal arrangements for data collection on current/planned mitigation actions may lead to the risk that not all of them will be captured or on the contrary - to the risk of double counting.</p> <p><i>Assumptions:</i> The project will be based on the experience gained from the previous BURs and working relations established with mitigation projects implementing units. The QA/QC procedures will be applied on the reported mitigations actions and their effects.</p>

	Objective and Outcome Indicators	Baseline ⁴	End of Project Target	Data Collection Methods and Risks/Assumptions ⁵
	<i>Indicator 9:</i> Recommendations developed on mitigation actions data collection	Lack of formal arrangements on mitigation actions and their impact data collection	Collection, reporting, archiving data on mitigation actions and their effects including gender aspects and analysis across sectors improved.	The stakeholder consultations will be held, donor coordination arrangements will be used for information on the mitigation actions will be collected through enquire of the MOE sent to the identified data providers along with reporting format template. <i>Risks:</i> The process depends on various stakeholders' involvement and their willingness to support data collection improvement process. <i>Assumptions:</i> A close collaboration will be established with the stakeholders aimed at the outlining the best available way to improve the process based on the previous experience
	<i>Indicator 10:</i> The status of the domestic MRV system described; Domestic Measurement, Reporting and Verification arrangements supported	Lack of legal arrangements on domestic MRV system	Information on status of domestic MRV arrangements updated; Requirements for domestic MRV arrangements related to mitigation measures are formulated.	The information on existing domestic arrangements for MRV system collected, analyzed and consultations with the key stakeholders arranged for defining the appropriate MRV arrangements. <i>Risks:</i> Lack of clear understanding of the formal arrangements required for establishing and duly functioning of domestic MRV system <i>Assumptions:</i> The project will work closely with different stakeholders and other initiatives aimed at establishment of domestic MRV system.
Component/ Outcome 4 Knowledge Management and M&E	<i>Indicator 11:</i> The quarterly, annual and final reports	UNDP and GEF M&E guidelines	Inception workshop, project board, consultation and validation meetings organized. Gender Analysis and Action Plan, Inception Report, Annual Status surveys, End of project report, Gaps and Lessons Learnt compiled.	Inception workshop will be held and Inception Report prepared, including gender analysis action plan; Project progress reports on quarterly and annual basis will be prepared, see Chapter VII and Annex H. Draft Action Plan for integrating gender aspects in the BUR3 for the Final report <i>Risks:</i> No risks observed <i>Assumptions:</i> The M&E of the Project will be done in due order.
	<i>Indicator 12:</i> The BUR3 report	BUR2 was submitted to the UNFCCC in 2018	The BUR3 of Armenia compiled, validated and published; Armenia's BUR3 submitted to the UNFCCC in 2020	The draft BUR3 will circulate among stakeholder agencies, will be revised as needed to consider the comments/recommendations provided, and validated by the Inter-agency Coordinating Council on Climate Change. <i>Risks:</i> Possible delay of validation of the BUR3 caused by structural changes in the Government. <i>Assumptions:</i> The regular interactions with the UNFCCC Focal Point for timely submission

V. FINANCIAL PLANNING AND MANAGEMENT, TOTAL BUDGET AND WORK PLAN

The total cost of the project is *USD 407,000*. This is financed through a GEF grant in amount of *USD 352,000*, Government in kind co-financing of *USD 45,000* and UNDP in parallel co-financing of *USD 10,000*. UNDP, as the GEF Implementing Agency, is responsible for the execution of the GEF resources and the cash co-financing transferred to UNDP bank account only.

Parallel co-financing: The planned parallel co-financing will be used as follows:

Co-financing source	Co-financing type	Co-financing amount, USD	Planned Activities/Outputs	Risks	Risk Mitigation Measures
Government of Armenia	In kind	45,000	The Government will provide in-kind support to the project through provision of office space, means of communication and other utilities, premises for meetings, as well as information and time of civil servants and governmental officials involved in IACCC and Working Group under IACC as part of the government contribution. Inter-agency Council members time	Co-financing being realized	The agreement between UNDP CO and Ministry of Environment on office allocation exists and the office space was provided to the previous projects as well
UNDP	In kind	10,000	UNDP will cover costs related to the in-country travel, office equipment, premises for meetings	Not observed	

Total Budget and Work Plan			
Atlas ⁷ Proposal or Award ID:	00112638	Atlas Primary Output Project ID:	00111074
Atlas Proposal or Award Title:	Third Biennial Update Report		
Atlas Business Unit	ARM10		
Atlas Primary Output Project Title	Armenia's Third Biennial Update Report to the UNFCCC		
UNDP-GEF PIMS No.	6353		
Implementing Partner	Ministry of Environment of the Republic of Armenia		

GEF Outcome/Atlas Activity	Resp. Party	Fund ID	Donor Code / Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 2019 (USD)	Amount Year 2020 (USD)	Amount Year 2021 (USD)	Total (USD)	Budget notes
OUTCOME 1: National circumstances; Institutional arrangements; Constrains and gaps and related financial, technical and capacity needs <i>1.1. National Circumstances and Institutional Arrangements updated</i> <i>1.2. Constraints and gaps identified; related financial, technology and capacity building needs assessed; recommendation for addressing the needs provided</i>	UNDP	62000	10003/GEF	71300	Local Consultants	7,000	17,000	-	24,000	1
				72400	Communication & Audio Visual Equip	1,000	2,500	-	3,500	2
				72800	Information Technology Equipment	1,500	-	-	1,500	3
				74200	Audio Visual & Printing Prod Cost	-	2,000	-	2,000	4
				74500	Miscellaneous	500	500	-	1,000	5
				TOTAL OUTCOME 1					10,000	22,000
OUTCOME 2: National Greenhouse Gas Inventory <i>2.1. National Inventory of</i>	UNDP	62000	10003/GEF	71200	International Consultants	14,000	-	-	14,000	6
				71300	Local Consultants	45,000	7,000	4,000	56,000	7
				71400	Contractual services-individuals	12,500	12,500	-	25,000	8

⁷ See separate guidance on how to enter the TBWP into Atlas

GEF Outcome/Atlas Activity	Resp. Party	Fund ID	Donor Code / Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 2019 (USD)	Amount Year 2020 (USD)	Amount Year 2021 (USD)	Total (USD)	Budget notes
<i>anthropogenic emissions by sources and removals by sinks of all GHG not controlled by the Montreal Protocol updated for the year 2017 using 2006 IPCC guidelines</i>				71600	Travel	2,000	1,500	-	3,500	9
				72100	Contractual services-companies	12,000	-	-	12,000	10
				72500	Supplies	500	500	-	1,000	11
				72800	Information Technology Equipment	-	1,500	-	1,500	12
				74200	Audio Visual & Printing Prod Cost	-	2,000	-	2,000	13
				75700	Trainings, Workshops and Conferences	2,000	2,000	1,000	5,000	14
					TOTAL OUTCOME 2	88,000	27,000	5,000	120,000	
OUTCOME 3: Mitigation actions and their effects; information on domestic Measurement, Reporting & Verification <i>3.1. GHG mitigation policies and actions have been updated and reported for the period 2015-2018 for all sectors</i> <i>3.2 The forecast of greenhouse gas emissions up to 2030 in Energy sector conducted</i> <i>3.3 The data collection process on mitigation actions improved</i> <i>3.4 The status of the domestic MRV system described</i> <i>3.5 Domestic Measurement, Reporting and Verification arrangements supported</i>	UNDP	62000	10003/GEF	71200	International Consultants	-	15,000	-	15,000	15
				71300	Local Consultants	-	44,000	12,000	56,000	16
				71400	Contractual services-individuals	5,000	21,000	17,000	43,000	17
				72100	Contractual services-companies	-	15,000	-	15,000	18
				74200	Audio Visual & Printing Prod Cost	-	3,000	2,000	5,000	19
				75700	Trainings, Workshops and Conferences	-	2,000	2,000	4,000	20
					TOTAL OUTCOME 3	5,000	100,000	33,000	138,000	
OUTCOME 4: Knowledge Management, Monitoring and evaluation, Compilation and submission of the BUR3 to the UNFCCC	UNDP	62000	10003/GEF	71300	Local Consultants	2,000	1,500	-	3,500	21
				71400	Contractual services-individuals	3,000	5,500	3,000	11,500	22
				74100	Professional Services	-	2,000	2,000	4,000	23

GEF Outcome/Atlas Activity	Resp. Party	Fund ID	Donor Code / Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 2019 (USD)	Amount Year 2020 (USD)	Amount Year 2021 (USD)	Total (USD)	Budget notes
4.1 Monitoring and Evaluation of the project outcomes and outputs done 4.2 Compilation and Submission of the BUR3				74200	Audio Visual & Printing Prod Cost	-	6,000	-	6,000	24
				75700	Trainings, Workshops and Conferences	3,000	2,000	-	5,000	25
					TOTAL OUTCOME 4	8,000	17,000	5,000	30,000	
Project management	UNDP	62000	10003/GEF							
				71400	Contractual services-individuals	5,500	11,400	5,500	22,400	26
				74500	Miscellaneous (DPC-74596)	2,400	5,200	2,000	9,600	27
					TOTAL OUTCOME 5	7,900	16,600	7,500	32,000	
TOTAL PROJECT						118,900	182,600	50,500	352,000	

Summary Table

Name	1 st year (USD)	2 nd year (USD)	3 rd year (USD)	TOTAL (USD)
GEF	118,900	182,600	50,500	352,000
Government	15,000	15,000	15,000	45,000
UNDP	4,000	3,000	3,000	10,000
	137,900	200,600	68,500	407,000

Project Budget Notes

#	Budget Description	Atlas Code	Budget Notes
1.	Local consultants	71300	Research and data science consultants to analyze information on the Armenia's socio-economic and environmental conditions and climate change related needs and concerns; Gender consultant to collect and analyze sex-disaggregated data on resource use, natural resource management and women's and men's roles in each area of the economy and to reveal the links between climate change and gender; Research consultants to support technology, financial and capacity needs assessment for climate change mitigation; Consultant to support data collection on financial support received and provision of recommendations for establishing the corresponding formal arrangements; Research consultants to assess the constraints and gaps, and related financial, technical and capacity needs to ensure data collection and reporting under Convention on a continuous basis.
2.	Communic & Audio Visual Equip	72400	Connectivity charges as well as computers for the project staff
3.	Information Technology Equipment	72800	Information technology supplies, including mice, keyboards, cartridges, etc.
4.	Audio Visual & Printing Prod cost	74200	Translation/interpretation as well as publication and printing costs
5.	Miscellaneous	74500	Costs related to bank charges, claims and adjustments, etc.
6.	International Consultants	71200	International consultants to support: improvement of Key Category and uncertainties analysis; development of land use inventory
7.	Local Consultants	71300	Research consultants, data management consultant and QA/QC consultants to support development of the GHG inventory for the Energy, IPPU, AFOLU and Waste sectors according to the 2006 IPCC guidelines. Conduct trainings for relevant stakeholders with the aim to improve data collection process; and develop recommendations for ensuring collection, reporting and archiving data on GHG Inventory on a continuous basis.
8.	Contractual services-individuals	71400	Project Task Leader (40%)- provision of technical guidance and supervision of the work of experts and national institutions involved in GHG inventory development process
9.	Travel	71600	Local travel intends to study large dump-sites in the regions of Armenia and the DSA is calculated based on the current month DSA rate for Armenia. International travel intends to attend relevant training/capacity building workshops. DSA is calculated based on economy class ticket cost, DSA rate and TE.
10.	Contractual services-companies	72100	Research company contracted to verify the GHG inventory and ensure its consistency with the RA Energy Balance
11.	Supplies	72500	Stationery and other office supplies
12.	Information Technology Equipment	72800	Information technology supplies
13.	Audio Visual & Printing Prod cost	74200	Translation/interpretation as well as publication and printing costs of the NIR
14.	Trainings, Workshops and Conferences	75700	Stakeholders' consultation meetings, training/capacity building workshops to present the results of GHG Inventory
15.	International Consultants	71200	International consultants to support and verify mitigation analyses
16.	Local Consultants	71300	Research consultants to analyze and verify progress of policies and actions to mitigate GHG emission in all sectors;

#	Budget Description	Atlas Code	Budget Notes
			Research consultants to analyze related legislation, policies and programmes that facilitate the implementation of mitigation technologies and practices; Research consultants to develop mitigation scenarios for Energy sector; Gender consultant for incorporating gender analysis in climate change mitigation; Research consultants to support the improvement of the collection, reporting, archiving data on mitigation actions and their effects; Legal consultant to analyze legislation enabling establishment of domestic MRV arrangements related to mitigation measures.
17.	Contractual services- individuals	71400	Project Task Leader 40% – to lead the mitigation related analyses and impact assessment; to lead the work on formulating requirements for domestic MRV arrangements related to mitigation measures and Project Expert Team Assistant (50%) salaries
18.	Contractual services-companies	72100	Research company to verify mitigation scenarios with the Energy sector development Strategy
19.	Audio Visual & Printing Prod cost	74200	Translation/interpretation as well as publication and printing costs
20.	Trainings, Workshops and Conferences	75700	Organization of sectoral stakeholders' consultation meetings and national workshops to present the results
21.	Local Consultants	71300	Development of the Project Gender Action Plan and development of the gender chapter of the report
22.	Contractual services- individuals	71400	Climate Change Programme Coordinator salary (15%)*
23.	Professional Services	74100	Project audit costs
24.	Audio Visual & Printing Prod cost	74200	Develop and print infographics and other relevant public awareness raising materials; Translate, design and print the Third Biennial Update Report to the UNFCCC
25.	Trainings, Workshops and Conferences	75700	Organization of national workshop to present the results of the BUR3; Project board meetings
26.	Contractual services- individuals	71400	Project Task Leader (20%) and Climate Change Programme Associate (20%) salaries*
27.	Direct Project Costs (staff, GOE)	74500	DPC costs - Direct Project Costs: for services rendered by UNDP to the project, according to the Letter of Agreement (Annex F) 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 the 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.

* The day-to-day implementation of the project will be carried out through UNDP Climate Change Program established in the frames of Armenia's 1NC and strengthened in the course of various climate change projects. This ensures: i) coordination with other activities and projects under the Climate Change Programme, including 4NC, EU4Climate and CBIT projects; ii) cost-saving, where possible, particularly, costs associated with purchase, operation and maintenance of office equipment, office LAN and its service, as well as other administration costs.

The Climate Change Programme Coordinator (with 15% time involvement) will be responsible for ensuring synergy with climate change related projects and programmes, liaison with the Project Board, Ministry of Environment and Inter-agency Coordination Council on Climate Change, as well as government agencies and partners. The Coordinator's responsibilities include supervision over: i) procurement and recruitment plans; ii) efficient use of financial resources; iii) timely delivery of the project outputs; iv) timely identification and management of the project risks.

The Climate Change Programme Associate (with 20% time involvement) will ensure smooth financial operation of Project activities, including: i) preparation and management of project budget; ii) analyses of budget expenditures and projections; iii) budget revisions and its follow up with CO and RBEC; iv) keeping registry of financial records, expenditures, balances; v) development of procurement and recruitment plans in accordance with administrative rules, regulations, procedures and instructions in line with UNDP SOPs for Recruitment/Procurement/Finance.

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 Management Team (PMT) 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 PMT 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.⁸ 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 Terminal Report (that will be available in English) and the end-of-project review Project Board meeting.

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. 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 file⁹.

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) 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.

⁸ see <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx>

⁹ See https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PTL_Project%20Management_Closing.docx&action=default.

VI. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

Roles and responsibilities of the project’s governance mechanism: The project will be implemented following UNDP’s national implementation modality (Support services to NIM), according to the Standard Basic Assistance Agreement between UNDP and the Government of Armenia, and the Country Programme.

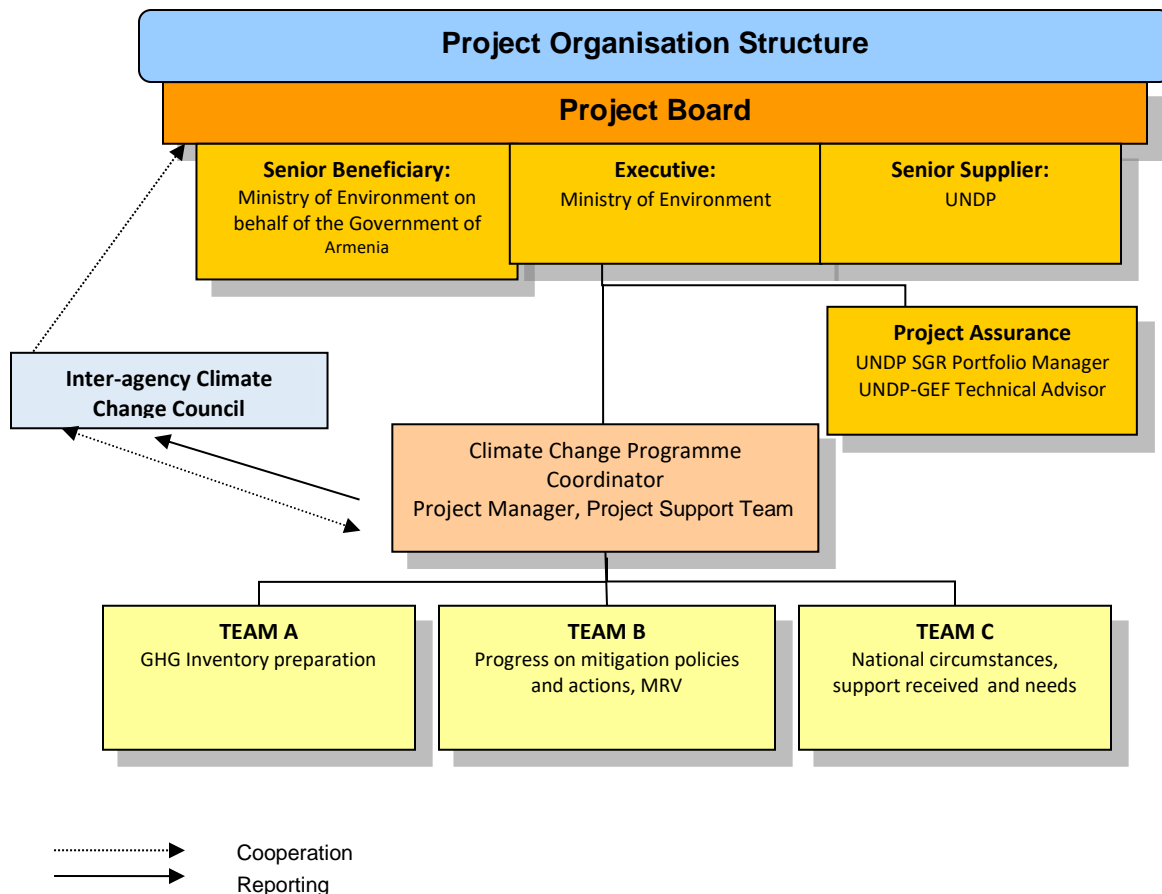
The **Implementing Partner** for this project is the Ministry of Environment of RA. The Implementing Partner is responsible for coordination of this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of resources.

The Implementing Partner is responsible for:

- Approving and signing the multiyear workplan;
- Approving and signing the combined delivery report at the end of the year; and,

The Responsible Party and GEF Implementing Agency for this project is UNDP CO (see page 29 for details).

The project organization structure is as follows:



Project Board: The Project Board (also called Project Steering Committee) is responsible for making by consensus, management decisions when guidance is required by the PMT, including recommendations for UNDP/Implementing Partner approval of project plans and revisions, and addressing any project level grievances. 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 Portfolio Manager.

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 CC Programme Coordinator;
- Provide guidance on new project risks, and agree on possible countermeasures and management actions to address specific risks;
- 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;
- Assess and decide to proceed on project changes through appropriate revisions.

The composition of the Project Board must include the following roles:

Executive: The Executive is an individual who represents ownership of the project who will chair the Project Board. This role can be held by a representative from the Government Cooperating Agency or UNDP. The Executive is: Deputy Minister of Environment.

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;
- 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;
- Organize and chair Project Board meetings.

Senior Supplier: The Senior Supplier is an individual or group representing the interests of the parties concerned, which provide funding and/or technical expertise to the project (designing, developing, facilitating, procuring, implementing). 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. If necessary, more than one person may be required for this role. Typically, the implementing partner, UNDP and/or donor(s) would be represented under this role. The Senior Supplier is UNDP.

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: The Senior Beneficiary is an individual or group of individuals representing the interests of those who will ultimately benefit from the project. 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 role is held by the representatives of the Ministry of Environment on behalf of the Government of Armenia.

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 role monitors progress against targets and quality criteria. This role may require more than one person to cover all the beneficiary interests. For the sake of effectiveness, the role should not be split between too many people.

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.

Project Assurance: 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 PMT. 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 Climate Change Inter-agency Council as well as in the Working group of the Climate Change Inter-agency Council.

In the process of the project development, consultations will be hold with the main partners/beneficiaries, as well as target group representatives to identify the requirements ensuring collection, reporting and archiving data on GHG Inventory and on mitigation actions on a continuous basis, which will contribute to the improved reporting process and information transparency in the country.

UNDP Direct Project Services as requested by Government:

The UNDP Country Programme signed with the Government of the Republic of Armenia (2016) under Article 6.1 indicates that the Country Programme will be executed in the modality of Support to National Implementation. The Article 6.9 indicates that for the implementation modality of Support to NIM, for this CPAP period, as mentioned in Article 6.1, UNDP will act as the Responsible Party. The Responsible Party is responsible and accountable for managing a project, including the monitoring and evaluation of project interventions, achieving project outputs, and for the effective use of project resources. It acts on the basis of the signed CPAP and a Project Document. The Responsible Party manages the use of the procured goods and services to carry out project activities and produce outputs.

UNDP Direct Project Services as requested by Government

The 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 Armenia may request UNDP direct services for specific projects, according to its policies and convenience. The UNDP and Government of Armenia 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 Letter of Agreement (Annex F). 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- Direct Project Costs – Staff” and “74596-Direct Project Costs – 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 Policy¹⁰ and the GEF policy on public involvement¹¹.

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 Program established in the frames of Armenia’s 1NC and strengthened in the course of various climate change projects. The Programme is working under content-based coordination of MOE and located in the Government building #3. The Programme ensures coordination of UNDP-GEF mitigation, adaptation and enabling projects, ensuring synergy and cost efficiency of activities under implementation.

The Project Team will consist of Climate Change Program Coordinator, Project Task Leader, Climate Change Program Associate (part time), Project Expert Team Assistant, IT specialist (part time), as well as Project experts.

Climate Change Programme Coordinator:

- Liaise with the Project Board to assure the overall direction and integrity of the project;
- Responsible for project overall administration;
- Manage requests for the provision of financial resources by UNDP, 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;
- Ensure reporting to UNDP Country Office and the UNDP-GEF RTA on any risks which need corrective measures.
- Identify follow-on actions and submit them for consideration to the Project Board;

Project Task Leader (TL): The TL is responsible for day-to-day management and decision-making for the project. The TL’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.

Specific responsibilities include:

¹⁰ See http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/

¹¹ See https://www.thegef.org/gef/policies_guidelines

- Provide direction and guidance to project team(s)/ responsible party (ies);
- Identify and obtain any support and advice required for the management, planning and control of the project;
- 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, 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;
- Be responsible for preparing and submitting 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.
- Ensure the project closure process as per the UNDP guidance and submit the final report to the Project Board;

The Government will provide in-kind support to the project through provision of office space, means of communication and other utilities, premises for meetings, means of communication and other utilities, as well as information and time of civil servants and governmental officials involved in IACCC and Working Group under IACC as part of the government contribution.

The UNDP Country Office in Armenia will act as a GEF Implementing Agency for the project and will play a key role in interaction with the participants from the state, private and civil sector and will render the following services to support the project in accordance with the established policies and procedures: (i) Identification and recruitment of the project personnel; (ii) Procurement of equipment, labor and services; (iii) Identification and facilitation of training activities, seminars and workshops; (iv) Financial monitoring, reporting and audit; (v) Processing of direct payments; (vi) Supervision of project implementation, monitoring and assistance in project assessment. 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 use 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.

VII. 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 policies¹².

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 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:

Climate Change Programme Coordinator: The CC Programme Coordinator is responsible for regular monitoring of project results and risks and will ensure that all project staff maintain a high level of transparency, responsibility and accountability in M&E and reporting of project results. The CC Programme Coordinator 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 CC Programme Coordinator will oversee annual work plans based on the multi-year work plan included in [Annex A. Multi Year Work Plan](#): including annual output targets to support the efficient implementation of the project and 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 PMT as needed, including through annual supervision missions. The annual supervision missions will take place according to the schedule outlined in the

¹² See https://www.thegef.org/gef/policies_guidelines

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 CC Programme 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.¹³

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 TL 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 once a year, in line with GEF and UNFCCC reporting requirements for BURs.

¹³ See guidance here: <https://info.undp.org/global/popp/frm/pages/financial-management-and-execution-modalities.aspx>

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, analyze 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.

End of Project:

During the last three months, the project team will prepare the Project Final Report. 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. The Project Terminal Report shall be discussed with the Project Board during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.

M&E workplan and budget

GEF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget ¹⁴ (US\$)		Time frame
		GEF grant	Co-financing	
Inception Workshop	UNDP Country Office	USD 3,000	None	Within two months of project document signature
Gender Analysis and Action Plan	UNDP Country Office (Gender Focal Point), TL	USD 3,500	None	Within two months of project document signature
Inception Report	TL	None	None	Within one month of inception workshop
Standard UNDP monitoring and reporting requirements as outlined in the UNDP POPP	UNDP Country Office	None	None	Quarterly, annually
Monitoring of indicators in project results framework	CC Programme Coordinator	None	None	Annually
Audit as per UNDP audit policies	UNDP Country Office	2 x USD 2,000	None	Annually or other frequency as per UNDP Audit policies
Lessons learned and knowledge generation	TL	None	None	Annually
Project Board meetings	Project Board, UNDP Country Office, CC Programme Coordinator	None	None	At minimum annually

¹⁴ Excluding project team staff time and UNDP staff time and travel expenses.

GEF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget ¹⁴ (US\$)		Time frame
		GEF grant	Co-financing	
Supervision missions	UNDP Country Office	None ¹⁵	None	Annually
Oversight missions	UNDP-GEF team	None ¹⁵	None	Troubleshooting as needed
Knowledge management	TL	1% of GEF grant USD 3,520	None	On-going
GEF Secretariat learning missions/site visits	UNDP Country Office, TL and UNDP-GEF team	None	None	To be determined
Project Final Report	<ul style="list-style-type: none"> ▪ TL 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		USD 14,020	None	

¹⁵ The costs of UNDP Country Office and UNDP-GEF Unit's participation and time are charged to the GEF Agency Fee.

VIII. LEGAL CONTEXT

This Project Document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement (SBAA) between the Government of Armenia and the United Nations Development Programme (UNDP), signed by the parties on 8 March 1995. 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 Environment of Republic of Armenia (“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.

IX. 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/aq_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.

X. MANDATORY ANNEXES

- A. Multi- Year Work plan
- B. Terms of Reference for Project Board, Project Management Team
- C. UNDP Social and Environmental and Social Screening Template (SESP) – exempt for EA projects
- 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. Standard Letter of Agreement between UNDP and the Government for the Provision of Support Services
- G. Final Report of Armenia’s Third Biennial Update Report’s Project
- H. Gender analysis /action plan
- I. Results of the capacity assessment of the project implementing partner and HACT micro assessment

ANNEX A. MULTI YEAR WORK PLAN:

Task	Responsible Party	Year 1		Year 2				Year 3	
		Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Component 1. National circumstances; Institutional arrangements; Constrains and gaps and related financial, technical and capacity needs									
Outcome 1.1. Information on National circumstances and Institutional arrangements reviewed and updated									
1.1.1. Updated information on the Armenia’s socio-economic and environmental conditions including geography, demography, natural resources and climate, as well as sector specific information together with examples of the key drivers for emission trends	UNDP, MOE, Consultants								
1.1.2. Analysis and description of the national priorities as well as specific needs and concerns arising from the adverse effects of climate change									
1.1.3. Updated information on the institutional arrangements relevant to the preparation of the national communications and biennial update reports on a continuous basis									
1.1.4. Across all stocktaking areas, sex-disaggregated data and research done to date on gender issues in relation to resource use, natural resource management and women’s and men’s roles in each area of the economy collected									
Outcome 1.2. Constraints and gaps identified, related financial, technology and capacity building needs assessed and recommendations for addressing the needs provided									
1.2.1. Information on financial resources and technical support received for activities related to climate change provided, including level of support received to enable the preparation of the BUR3	UNDP, MOE, Consultants								

1.2.2. Technology, financial and capacity needs for mitigation assessed									
Task	Responsible Party	Year 1		Year 2				Year 3	
		Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
1.2.3. Constrains and gaps identified, and solutions proposed to address technology, finance and capacity needs	UNDP, MOE, Consultants								
1.2.4 Requirements for ensuring data collection on support received on a continuous basis discussed and formulated, build upon the results and lessons of the BURs' preparation process									
Component 2. National Greenhouse Gas Inventory									
<i>Outcome 2.1. National Inventory of anthropogenic emissions by sources and removals by sinks of all GHG not controlled by the Montreal Protocol updated for the year 2017 using 2006 IPCC guidelines</i>									
2.1.1. Improved GHG emissions activity data collection process through further capacity building and training of sector experts ensuring women involvement	UNDP, MOE, Consultants								
2.1.2. Activity data required by 2006 IPCC Guidelines collected and analyzed, data gaps filled to the possible extent, accuracy of Energy sector activity data is improved through close collaboration with the Energy balance compilers ensuring cross-checking of data applied									
2.1.3. Country-specific emissions factors for the key sources updated, as needed									
2.1.4. GHG Inventory Key Categories Analysis is improved through conducting Trend Assessment, analysis of uncertainties is conducted and improved									
2.1.5. Consistent time series for years 1990-2017 developed and GHG emissions trends for years 1990-2017 defined, summary information table of inventories for previous submission years prepared									

2.1.6. National GHG inventory on emissions by sources and removal by sinks prepared for the year 2017 for the Energy, IPPU, AFOLU and Waste sectors, using 2006 IPCC guidelines									
Task	Responsible Party	Year 1		Year 2				Year 3	
		Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
2.1.7. Institutional arrangements relevant to the preparation of national GHG Inventory on a continuous basis described	UNDP, MOE, Consultants								
2.1.8. Consultations with the key stakeholders have been conducted to outline the requirements ensuring collection, reporting and archiving data on GHG Inventory on a continuous basis considering the experience gained while developing the previous BURs									
Component 3. Mitigation actions and their effects; and information on domestic Measurement Reporting & Verification									
Outcome 3.1. Mitigation policies and actions have been updated and reported for the period of 2015-2018 for all sectors									
3.1.1 Progress of policies and actions to mitigate GHG emission implemented from 2015 to 2018 and planned at national and local levels in all sectors reported, including sector, coverage, objectives, methodologies, their effects assessed; the contribution to the NDC GHG reduction targets analyzed; gender analysis of mitigation findings conducted.	UNDP, MOE, Consultants								
Outcome 3.2 The forecast of greenhouse gas emissions up to 2030 in Energy sector conducted									
3.2.1. The analysis of the legal/regulatory framework enabling development and implementation of mitigation measures in Energy sector provided	UNDP, MOE, Consultants								
3.2.2. Baseline and mitigation scenarios until 2030 for Energy sector updated considering the recent developments in the sector, the forecast of greenhouse gas emissions up to 2030 per scenarios is conducted									
Outcome 3.3. The data collection process on mitigation actions improved									

3.3.1. Consultations with the key stakeholders have been conducted aimed at the improvement of the collection, reporting, archiving data on mitigation actions and their effects including gender aspects and analysis across sectors, considering the experience gained and lessons learned while developing the previous BURs	UNDP, MOE, Consultants								
Task	Responsible Party	Year 1		Year 2				Year 3	
		Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Outcome 3.4. The status of the domestic MRV system described									
3.4.1 Information on domestic MRV arrangements updated	UNDP, MOE, Consultants								
Outcome 3.5. Domestic Measurement, Reporting and Verification arrangements supported									
3.5.1 Requirements for domestic MRV arrangements related to mitigation measures are formulated, build upon the results and lessons of the BURs preparation process	UNDP, MOE, Consultants								
Component 4. Knowledge Management, Monitoring and evaluation, Compilation and submission of the BUR3 to the UNFCCC									
Outcome 4.1. Monitoring and Evaluation of the project outcomes and outputs done									
4.1.1. Inception workshop held	UNDP, MOE								
4.1.2. Gender analysis and action plan completed	UNDP, MOE Consultants								
4.1.3. Project financial and progress reports on quarterly and annual basis prepared	UNDP								
4.1.4. End of project report, Gaps and Lessons Learnt compiled	UNDP								
Outcome 4.2. Compilation and Submission of the BUR3									
4.2.1. The 3rd Biennial Update Report of Armenia compiled, translated, edited and published	UNDP, MOE								

4.2.2. The 3rd Biennial Update Report of Armenia submitted to the UNFCCC in accordance to the guidelines contained in the Annex III of Dec.2/CP17

--	--	--	--	--	--	--	--	--	--

ANNEX B. TERMS OF REFERENCE FOR PROJECT BOARD AND PROJECT MANAGEMENT TEAM

Terms of Reference for the Project Board

The Project Board (PB) will serve as the project's decision-making body. It will meet according to necessity, at least twice each year, to review project progress, approve project work plans and approve major project deliverables. The PB is responsible for providing the strategic guidance and oversight to project implementation to ensure that it meets the requirements of the approved Project Document and achieves the stated outcomes. The PB's role will include:

- *Provide strategic guidance to project implementation;*
- *Ensure coordination between various donor funded and government funded projects and programmes;*
- *Ensure coordination with various government agencies and their participation in project activities;*
- *Approve annual project work plans and budgets, at the proposal of the PMT;*
- *Approve any major changes in project plans or programmes;*
- *Oversee monitoring, evaluation and reporting in line with GEF requirements;*
- *Ensure commitment of human resources to support project implementation, arbitrating any issues within the project;*
- *Negotiate solutions between the project and any parties beyond the scope of the project;*
- *Ensure that UNDP Social and Environmental Safeguards Policy is applied throughout project implementation; and, address related grievances as necessary.*

These terms of reference will be finalized during the Project Inception Workshop.

Project Director

Background

The Project Director (PD) will be appointed by the Project Implementing partner.

Duties and Responsibilities

- *Serve as a member of the Project Board.*
- *Supervise compliance with objectives, activities, results, and all fundamental aspects of project execution as specified in the project document.*
- *Supervise compliance of project implementation with national plans and strategies.*
- *Facilitate coordination with other organizations and institutions*
- *Participate in project evaluation, testing, and monitoring missions.*
- *Coordinate with national governmental representatives on legal and financial aspects of project activities.*
- *Coordinate and supervise government staff inputs to project implementation.*
- *Coordinate, oversee and report on government co-financing inputs to project implementation.*

Project Key Staff

Project Task Leader

Background

The Project Task Leader (TL) will be locally recruited following UNDP procedure, with input to the selection process from the Project partners. Under the overall guidance and direct supervision of the Climate Change Programme Coordinator, the TL will have the authority to run the project technical and operational activities on a day-to-day basis. The Task Leader'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.

Duties and Responsibilities

- *Plan the activities of the project and monitor progress against the approved work-plan.*
- *Coordinate and manage the production of project outputs, as per the project document in a timely and high quality fashion.*
- *Coordinate all project inputs and ensure that they adhere to UNDP procedures for nationally executed projects.*
- *Coordinate the work of consultants and sub-contractors ensuring timing and quality of outputs.*
- *Support the CC Programme Coordinator in recruitment and selection of project consultants and sub-contractors, including drafting terms of reference and work specifications and overseeing all contractors' work.*
- *Prepare, revise and submit project work plan, as required by the Project Board and UNDP.*
- *Monitor financial resources and accounting to ensure accuracy and reliability of financial reports, submitted 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.*
- *Provide technical guidance and supervise the work of experts and national institutions involved in GHG inventory development process*
- *Leads the mitigation related analyses and guides the team of national experts involved in assessment of the mitigation measures impact*
- *Lead the work on formulating requirements for integrated data collection in key transparency areas (inventory, mitigation and support received).*
- *Lead the work on formulating requirements for domestic MRV arrangements related to mitigation measures*
- *Facilitate training activities on national capacity building supported by the Project and capture the lessons learned.*
- *Oversee and ensure timely submission of the Inception Report, Project Implementation Report, Technical reports, and other reports as may be required by UNDP, GEF and other oversight agencies.*
- *Disseminate project reports and respond to queries from concerned stakeholders.*

Required skills and expertise

- *A university degree (MSc or PhD) in a subject related to energy,, economy or related fields.*
- *At least 10 years of experience in energy, climate change related policy areas.*
- *At least 5 years of demonstrable project/programme management experience.*
- *At least 5 years of experience working with ministries, national and international organizations..*

Competencies

- *Strong leadership and coordination skills, with a demonstrated ability to effectively coordinate the implementation of policy and capacity building oriented projects.*
- *Ability to effectively manage technical and administrative teams, work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.*
- *Ability to train and work effectively with counterpart staff at all levels and with all groups involved in the project.*
- *Strong drafting, presentation and reporting skills.*
- *Strong communication skills, especially in timely and accurate responses to emails.*
- *Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.*
- *Strong knowledge about the climate change related policies and country commitments under UNFCCC, socio-economic context related to the energy and climate related issues.*
- *Excellent language skills in English (writing, speaking and reading) and in local languages.*

Project Gender Expert

Under the overall supervision and guidance of the Project Task Leader, the Gender Expert will have the responsibility for the implementation of the Gender Action Plan. The Gender Expert will work closely with the UNDP CO Gender, M&E and Communications Officers on gender related aspects of project implementation, reporting, monitoring, evaluation and communication. Specific responsibilities will include:

- *Develop the Project Gender Action Plan during the Inception phase of the project;*
- *Monitor progress in implementation of the project Gender Action Plan ensuring that targets are fully met and the reporting requirements are fulfilled;*
- *Oversee/develop/coordinate implementation of all gender-related work;*
- *Review the Gender Action Plan annually, and update and revise corresponding management plans as necessary;*
- *Work with the TL to ensure reporting, monitoring and evaluation fully address the gender issues of the project;*

The Project Gender Expert will be recruited based on the following qualifications:

- *Master's in sociology, economics or other gender related areas;*
- *Proven experience in gender issues in Country/Region/Area of Work;*
- *Previous experience with UN projects will be a definite asset;*
- *Demonstrated understanding of the links between sustainable development, social and gender issues;*
- *Experience in gender responsive capacity building;*
- *Excellent analytical, writing, advocacy, presentation, and communications skills;*
- *Excellent language skills in English (writing, speaking and reading) and in local languages.*

Project Expert Team Assistant (part time)

Under the guidance and supervision of the TL, the Project Expert Team Assistant will carry out the following tasks:

- *Assist the TL in day-to-day management and oversight of project activities;*
- *Support the Programme Coordinator and Team Leader/Experts in planning, implementation and monitoring of the project related activities included in the annual work plan;*
- *Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by PB, GEF UNDP, TL and project consultants;*
- *Provide PMT-related administrative and logistical assistance;*
- *Assist in drafting relevant information for project website and support the PMT in external communication drafting and filling;*
- *Assist in making logistical arrangements for missions and experts;*
- *Assist to Project Expert for Mitigation with tasks related to mitigation analyses and impact assessment, as well as related to reports on MRV requirements*
- *Take notes and draft minutes of workshops and working group meetings, draft reports, and relevant correspondence as needed. Keep appropriate filing system;*
- *Ensure communication within project team and maintain external correspondence.*

The Project Expert Team Assistant will be recruited based on the following qualifications:

- *A Bachelor's degree or an equivalent qualification;*
- *At least three years of work experience preferably in climate change focal area projects.. Previous experience with UN project will be a definite asset;*
- *Very good inter-personal skills;*
- *Proficiency in the use of computer software applications especially MS Word and MS Excel;*
- *Excellent language skills in English (writing, speaking and reading) and in local languages.*

Climate Change Programme Coordinator

Under the guidance of the UNDP Sustainable Growth and Resilience Portfolio Analyst, the incumbent will serve as a content wise Climate Change Programme Coordinator for the climate change related activities within the portfolio:

Duties and Responsibilities:

- *Provide knowledge-driven policy advice to address mitigation and adaptation climate change related issues in the context of the field of Sustainable Development Goals.*
- *Assume full responsibility for and coordinates effectively and efficiently all project activities and resources (human, financial, physical/material assets, etc.) under the Climate Change Programme in order to meet expected results on time and that they comply with the specific project criteria and requirements.*
- *Coordinate development of annual activities and procurement work plans, annual and quarterly workplans, as well as the documents to be submitted to the Project Steering Committee's approval, donors and UNDP, ensure ongoing operations of project office; ensure close monitoring of activities and disbursements, including signing payment requests and certification issues.*
- *Build, motivate and lead a high performing team consisting of project managers and task leaders, expert, consultants. Undertake personnel performance appraisals and career development coaching at project level.*
- *Ensure organization of seminars, trainings and publications, as well as information dissemination on Programme activities and results.*
- *Ensure efficient implementation and development of activities related to Climate Change and support UNDP in providing guidance and technical expertise on the formulation of Programme strategies and proposals in the CC related fields and activities.*
- *Contribute to the UNFCCC, Kyoto Protocol, and Paris Agreement related institutional and legislative framework establishment support and advice to the country and implementation of the commitments under the Convention, provide technical advise and assistance to the UNFCCC Focal Point.*
- *Liaise with the Government, regional and local authorities, civil society organizations to ensure participatory approach and partnership building related to the Climate Change Programme activities development and implementation.*
- *Identify and analyze programme area related development trends, ongoing processes and initiatives in the country, contribute to the priority identification process for further programme development, contribute and coordinate development of project respective proposals.*
- *Conduct project budget planning, analyses, monitoring of budget disbursements; control financial input delivery and planned outputs of the programme as per project documents and ensure timely submission of financial reports by respective Project Managers/Task Leaders.*
- *Coordinate programme/project staff effectively within UNDP policies and procedures. Produces terms of references for Experts/consultants/project staff.*
- *Provide recommendations for specific training needs and other personnel capacity building initiatives.*
- *Ensure resource mobilization and partnership building: Maintain and animate effective dialogue with partners and among stakeholders. Engage with relevant donors and ensure resource mobilization of the SGR portfolio.*
- *Actively cooperate with other programme/project staff in UNDP CO to ensure proper coordination and information exchange.*

Climate Change Programme Associate

Under the direct supervision of Climate Change Programme Coordinator, the incumbent will be responsible for providing support in project implementation, general administrative, financial, procurement and human resources matters. More specifically, he/she will perform the following tasks:

Duties and Responsibilities

- *Provide substantive support to the Programme Coordinator in implementation and arrangement of Project's activities under the Climate Change Programme and their timely implementation.*
- *Compile, analyze and summarize data and records of Programme activities according approved AWP.*
- *Compile research background material for use in discussions and briefing sessions.*
- *Assist the Programme Coordinator in liaising with key stakeholders from the Government counterpart, Donor Community, Civil Society and NGOs as required.*
- *Make arrangements for missions, experts, drafts agendas, and prepares briefing kits and background materials.*
- *Provide support to Programme Coordinator in organizing meetings, seminars, trainings and workshops within the framework of the AWP.*
- *Support the Programme Coordinator in projects personal coordination and office administration issues.*
- *Draft correspondence relating to assigned project areas; clarify, follow up, respond to requests for information.*
- *Support Programme Coordinator in monitoring, evaluation and performance assessment of the activities and drafting monitoring reports.*
- *Assist the Programme Coordinator in preparing progress reports at quarterly basis, as well as other reports upon request.*
- *Ensure accurate observance of administrative rules, regulations and procedures within the framework of AWPs and in line with UNDP SOPs for Recruitment/Procurement/Finance.*
- *Provide support in developing procurement and recruitment plans within the framework of AWPs.*
- *Ensure smooth financial operation of AWP activities and follow up on all financial transactions. Carry out day-to-day financial transactions.*
- *ATLAS support to AWPs activities, review vendor forms, prepare requisitions, and create vouchers and receipt.*
- *Support the Programme Coordinator in developing the multi-year project budgets, ensure timely budget revisions, with considerations received of the Country Office, Regional Office and Donors as well as upload, follow-up relevant actions in ATLAS.*
- *Maintain financial records, monitor and reconcile expenditures, balances, payments, statements, other data for day-to-day transactions and reports. Keep track on delivery.*
- *Maintain records, documents and other information on AWPs activities. Keep filing system and record of routine, confidential and pending issues and follow up when required.*

ANNEX C. UNDP SOCIAL AND ENVIRONMENTAL AND SOCIAL 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 (TO BE COMPLETED BY UNDP COUNTRY OFFICE)

The Project Quality Assurance Report is attached as a separate annex to the project document.

ANNEX E. UNDP RISK LOG

Project Title:	Armenia's Third Biennial Update Report to the UNFCCC			Award ID:			Date:	March 2019
Description	Date Identified	Type	Impact & Probability	Countermeasures/Mngt response	Owner	Submitted, updated by	Last Update	Status
Lack of interest amongst stakeholders to participate in the process as it may fall outside their core mandate	March 2019	Operational Organizational	P=3 I= 2	Awareness raising activities for target groups will increase their supporting activity and buy-in	UNDP CO	CC Program Coordinator		
Lack of accurate and reliable data collection and reporting capacity within national institutions both on GHG Inventory and mitigation actions	March 2019	Operational	P=3 I= 2	Trainings on data collection and reporting will be organised which will bring together stakeholders from all the sectors to strengthen technical capacities and knowledge of the participating entities on the required data collection and reporting activity according to the available guidelines and software.	UNDP CO	CC Program Coordinator		
Unwillingness of some private sector representatives to share data	March 2019	Operational	P=2 I=2	Establishment of formal arrangements for GHG inventory and mitigation actions data collection is supported which will ensure data provision from private sector	UNDP CO	CC Program Coordinator		
Staff turnover	March 2019	Operational Organizational	P=1 I=2	Capacity strengthening activities will involve a carefully selected group of relevant experts within each ministry and agency	UNDP CO	CC Program Coordinator		

ANNEX F. STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

Excellency,

1. Reference is made to consultations between officials of the Government of *[the name of programme country]* (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 *[Insert title and date of the UNDP standard basic assistance agreement with the Government]* (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.

For the Government

Signed on behalf of UNDP

Erik Grigoryan

Dmitry Mariyasin

Minister of Environment

UNDP Resident Representative

[Signature]

[Signature]

[Date]

31.07.2019

[Date]

31.07.2019

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry of Environment, the institution designated by the Government of Armenia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed "Armenia's Third Biennial Update Report to the UNFCCC", PIMS: 6353/Atlas Award ID: 00112638/Project ID: 00111074.
2. In accordance with the provisions of the letter of agreement signed and the project document, the UNDP country office shall provide support services for the Project as described below.
3. Support services to be provided:

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
Payment Process	Ongoing throughout implementation when applicable	As per the UPL: US\$ 38.49 for each $38.49 \times 49 = 1,886.01$	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner in accordance with the UPL
Payroll validation	Ongoing throughout implementation when applicable	US\$ 39.26 per person, quarterly $39.26 \times 8 = 314.08$	As above
Leave monitoring	Ongoing throughout implementation when applicable	US\$ 5.61 per person, quarterly $5.61 \times 7 = 39.27$	As above
Contractual Services for Individuals (IC and SC recruitment, including Advertisement, Short-listing, Contract Issuance)	Ongoing throughout implementation when applicable	US\$ 234.26 per person $234.26 \times 29 = 6,793.54$	As above
Travel management (Simple, including booking, purchase, F10 settlement)	Ongoing throughout implementation when applicable	US\$ 66.04 per travel $66.04 \times 2 = 132.08$	As above
Procurement of Services Contractual services for companies (not involving review bodies)	Ongoing throughout implementation when applicable	US\$ 217.36 per case $217.35 \times 2 = 434.70$	As above
		Total: up to USD 9,600 from GEF grant	

ANNEX G. FINAL REPORT OF ARMENIA'S THIRD BIENNIAL UPDATE REPORT'S PROJECT

Monitoring and Evaluation plans of climate change enabling activities for the preparation of 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 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. 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	

ANNEX H. DRAFT ACTION PLAN FOR INTEGRATING GENDER ASPECTS IN THE BUR3

Objective	Baseline	Targets	Actions	Indicators	Responsible Institutions
BUR3 Project Document preparation stage					
Integration of gender aspects in the BUR3 Project Document	Lack of gender disaggregated data and analysis in the previous NCs and BURs The approved Project Identification Form (PIF) includes the gender related requirements (GRRs) for the Armenia' BUR3	The signed Project Document incorporates the appropriate gender issues	Study of UN tools and methodologies on gender equality Review of country-based analytical and statistical reports on gender related issues Analysis of availability and reliability of gender disaggregated data on climate change Identification of main gender gaps to be tackled	A para on "Gender equality and empowering women" in the Project Document	Ministry of Environment in collaboration with UNDP CO
Inception Workshop to initiate work on the development of BUR3					
Familiarisation of stakeholders with the GRRs of the BUR3	The draft Gender Action Plan provided in the Project Document The requirement to finalise the draft Gender Action Plan during the Inception phase	Gender Action Plan is finalised based on the GRRs	Identify and agree on GRRs for the BUR3 based on country specific gender analysis Present and discuss with the stakeholders the GRRs Identify main actions to cover the identified gender gaps	The Action Plan developed and presented to stakeholders	UNDP Project team in close cooperation with key national stakeholders
Preparation of the Armenia BUR3					
Gender dimension is fully considered in Project components and reported in corresponding chapters of the BUR3	Gender issues related to the climate change in Armenia are not well assessed and identified. Mitigation planning does not consider gender dimensions. There is a lack of information on gender-differentiated benefits from mitigation actions in key sectors.	Gender Action Plan served as a basis for considering gender aspects in preparation of the BUR3	Collect and analyse the existing gender statistics and to date researches on gender issues in the climate change related areas. Analyse gender dimensions of various human activity fields being affected by/or contributing to climate change. Highlight constraints, gaps and needs from the BUR3 gender analysis/reporting viewpoint. Ensure gender equal participatory process in co-design of baseline and mitigation scenarios. Develop proposals to address constraints in meeting the GRRs.	Number of workshops / roundtable discussions on gender issues Number of gender related reports developed Percentage of GRRs covered by the project Percentage of women participating in the Project events	UNDP Project team in close cooperation with key national stakeholders

ANNEX I. RESULTS OF THE CAPACITY ASSESSMENT OF THE PROJECT IMPLEMENTING PARTNER AND HACT MICRO ASSESSMENT

The HACT assessment is not conducted as UNDP does not envisage to delegate any of the project components to the implementing partner. All financial, HR and admin. management will be done by UNDP.



ՀԱՅԱՍՏԱՆԻ ՀԱՆՐԱՊԵՏՈՒԹՅԱՆ ԲՆԱԴԱՀՊԱՆՈՒԹՅԱՆ ՆԱԽԱՐԱՐՈՒԹՅՈՒՆ
ՆԱԽԱՐԱՐ
MINISTRY OF NATURE PROTECTION OF THE REPUBLIC OF ARMENIA
MINISTER
МИНИСТЕРСТВО ОХРАНЫ ПРИРОДЫ РЕСПУБЛИКИ АРМЕНИЯ
МИНИСТР

0010, ք. Երևան, Հանրապետության հր. Կառավարական 3-րդ տուն
3 Government Bldg, Republic Sq, Yerevan, 0010, Armenia
0010, Армения, г.Ереван, Дом правительства, здание N3
Էլ.փոստ /E-mail/ эл.почта: min_ecology@mnp.am
Web page: www.mnp.am
(374 11) 818 501
(374 11) 818 506

№ 1/08.2/11612
« 06 » « 08 » 2018թ.

To: **Adriana Dinu**
UNDP/GEF Executive Coordinator
304 East 45th Street, NY 10017, USA

Subject: “Endorsement for Project “Development of Armenia’s Third Biennial Update Report to the UNFCCC”

In my capacity as GEF Operational Focal Point for Armenia, I confirm that the above project proposal (a) is in accordance with my government’s national priorities identified in Programme of the Government of the Republic of Armenia and in accordance with our commitments under UN Framework Convention on Climate Change; and (b) was discussed with relevant stakeholders, including the global environmental convention focal points.

I am pleased to endorse the preparation of the above project proposal with the support of the GEF Agency listed below. If approved, the proposal will be prepared and implemented by the Ministry of Nature Protection of the Republic of Armenia. I request the GEF Agency to provide a copy of the project document before it is submitted to the GEF Secretariat for CEO endorsement.

The total financing from GEFTF being requested for this project is US\$ 385,440 inclusive Agency fees for project cycle management services associated with the total GEF grant. The financing requested for Armenia is detailed in the table below.



Source of Funds	GEF Agency	Focal Area	Amount (in US\$)			
			Project Preparation	Project	Fee	Total
GEFTF	UNDP	Climate Change		352,000	33,440	385,440
Total GEF Resources				352,000	33,440	385,440

Sincerely,

Erik Grigoryan

Minister of Nature Protection of the Republic of Armenia

Operational & Political Focal Point of GEF

National Focal Point for UNFCCC



Empowered lives.
Resilient nations.

2 July 2019

Dear Mr. Mariyasin,

Subject: Enabling Activities project of Armenia: “Development of Armenia's Third Biennial Update Report to the UNFCCC”; PIMS No. 6353; ATLAS BU: ARM10; Proposal No.: 00112638; Project No.: 00111074

I am pleased to delegate to you as the UNDP Resident Representative the authority to sign the project document on behalf of UNDP for the above-mentioned *Enabling Activities* project. The project, which amounts to a total of 352,000 US\$, has received its final approval in accordance with the established Global Environment Facility (GEF) procedures (CEO approval/endorsement attached as relevant in Annex 1).

I am also pleased to provide a summary of the next steps in the process and to outline, for your ease of reference, the mandatory GEF-specific project financial and results management requirements. Please note that Annex 2 clarifies these in further detail.

Next steps and mandatory GEF-specific requirements:

1. Project document signature:

As the Resident Representative with the delegated authority for this project, we kindly request that you sign the above-mentioned *Enabling Activities* project document on behalf of UNDP. We would also appreciate your obtaining the signature of the representative of the Implementing Partner on the cover page (as well as signature by the representative of the Government of Armenia, if necessary).

2. Issuance of Authorized Spending Limit (ASL): To facilitate a quick start to the project, once the project document is signed, please kindly ensure that the Atlas-generated *Annual Work Plan (AWP)* based on the *Total Budget and Annual Work Plan* in the attached project document, along with a copy of the signed cover page, is sent to Ms. Eva Huttova, Regional Technical Advisor (RTA) in Istanbul, Turkey.

Any proposed budget revisions should be discussed with and forwarded early to the UNDP RTA together with a clear explanation of the changes proposed as any significant changes require review and approval by the GEF Secretariat. In addition, please note that the UNDP-GEF Unit is not in a position to increase the project budget above the amount already approved by the GEF Council. Therefore, any over-expenditure on this project would have to be absorbed by other Country Office resources.

3. Fee: As an Implementing Agency of the GEF, UNDP earns a fee upon approval of each project which is to be used to cover specific project assurance and oversight costs incurred by UNDP. For the Country Office, these services are related to the provision of project cycle management services, as detailed in Annex 2.

Mr. Dmitry Mariyasin
Resident Representative
UNDP Yerevan
Armenia

United Nations Development Programme

The total fee over the lifetime of the above mentioned project for these Country Office support services will be *USD 10,998*. This fee will be paid directly by the UNDP-GEF Unit to the XB account of the Country Office, based on project delivery, audit compliance, and compliance with the GEF project management requirements outlined below.

As noted above, the GEF fee is provided to cover the specialized project cycle management service indirect costs as detailed in Annex 2. At the Country Office level, project cycle management services performed by UNDP Country Offices are broadly analogous to General Management Support (GMS) and cover support to project development and oversight of implementation stages. The UNDP-GEF Unit will support the Country Office by providing a suite of specialized technical services as required by the GEF and detailed in Annex 2.

If the Implementing Partner requests UNDP to provide direct services specific to project inputs, then UNDP's costs must be recovered in full accordance with GEF-specific Bureau of Management Services (BMS) policy on Direct Project Costs (DPCs). This GEF and Adaptation Fund specific policy is available in the POPP and is provided at [Annex 3](#) for your reference. In summary, to comply with BMS policy, UNDP will need to ensure for each project that: (a) a Letter of Agreement (LOA) between UNDP and the Implementing Partner has been entered into clearly documenting the services requested and the associated costs; and (b) the DPCs are within the Project Management Cost (PMC) component of the project budget. If direct project services are requested after the date of GEF CEO Endorsement, prior approval of any DPCs will be needed from the GEF Secretariat. An appropriate separation between project oversight and direct project support is required in accordance with the UNDP Internal Control Framework.

All GEF-funded projects must be audited in accordance with UNDP Financial Regulations and Rules and Audit policies, and an appropriate separation between project oversight and direct project support is required in accordance with the UNDP Internal Control Framework.

4. GEF-specific project management requirements:

- Where possible, the inception workshop should be held within 3 months of project signature. To avoid any confusion during project implementation, we also recommend that the support activities to be undertaken by the Country Office, as listed in Annex 2, be confirmed at the inception workshop.
- The GEF Secretariat must be informed of any changes to the results framework of the project document. As such, should you wish to make any such changes to the project document and/or budget, please discuss this with the UNDP RTA, as minor changes may need to be reported to the GEF Secretariat and major changes will need prior approval.
- Projects will in general not be extended beyond the approved Project Document duration. On an exceptional basis, a project extension will need to be approved by the UNDP-GEF Executive Coordinator.
- As specified in the project document, a detailed annual project operational plan should be prepared by the Project Manager. It is strongly recommended that this plan for the first year of project implementation be reviewed at the inception workshop and subsequent years by the Project Board.
- All full-size and medium-sized projects are required to submit an annual **PIR** (Project Implementation Report). Template and detailed instructions will be provided on an annual basis by the RTA.
- As outlined in the 2010 [GEF Monitoring & Evaluation policy](#), full-size projects are required to undertake a **mid-term review and a terminal evaluation** with a corresponding management response. Medium-sized projects are required to undertake a terminal evaluation with a corresponding management response and a mid-term review is also recommended. Both mid-term reviews and terminal evaluations must be translated into English or they will not be accepted by the GEF. Terminal evaluations should also be included in the UNDP Country Office Evaluation Plan and should be posted to the UNDP Evaluation Resource Center when completed. The specific requirements are available at <http://erc.undp.org> and from the RTA.

United Nations Development Programme

- All full-size projects must also complete the **GEF Focal Area Tracking Tool** twice during project implementation: before the mid-term review mission takes place and again before the terminal evaluation mission takes place. Medium sized projects must complete the GEF Focal Area Tracking Tool once during project implementation before the terminal evaluation mission takes place. The GEF Focal Area Tracking Tools must be completed by the project team and provided to the review/evaluation team before their review/evaluation mission. The GEF Focal Area Tracking Tools are available at https://www.thegef.org/gef/tracking_tools and from the RTA.
- The UNDP Country Office must also retain all project M&E documents for this project for up to **five years** after financial closure. These records must be shared with the evaluation teams of either UNDP or the GEF should an ex-post evaluation or impact evaluation take place after the project closure. The UNDP Country Office is also required to facilitate access to project sites during UNDP and GEF evaluations.
- Annex 2 includes a number of key UNDP-GEF management performance indicators that aim to improve the efficiency and effectiveness in the oversight and supervision services provided. Performance against these indicators will be monitored on an annual basis.
- In order to accord proper acknowledgement to the GEF for providing funding, full compliance is needed with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at: <https://www.thegef.org/gef/node/4373>. Full compliance is also required with UNDP's branding guidelines. The UNDP Brand Manual can be accessed via the UNDP Communications Toolkit: <https://intranet.undp.org/unit/pb/communicate/communicationstoolkit/Pages/default.aspx>

In concluding, I would like to assure you of the UNDP-GEF Unit's and my personal commitment to the successful implementation of the project. The RTA is at your disposal for advice and technical support. Should you have any concerns or questions, please do not hesitate to contact me.

Yours sincerely,



Pradeep Kurukulasuriya
Executive Coordinator
UNDP-Global Environmental Finance
Sustainable Development Cluster
Bureau for Policy and Programme Support

cc: Ms. Mirjana Spoljaric Egger – Assistant Administrator and Director of the Regional Bureau, RBEC
Ms. Agi Veres - Deputy Assistant Administrator and Deputy Regional Director, RBEC, Istanbul
Mr. Gerd Trogemann - Manager of Istanbul Regional Hub, RBEC, Istanbul
Mr. Manal Fouani - Coordination & Liaison Specialist, RBEC, New York
Mr. Shombi Sharp - ResRep/Res Coordinator, UNDP Yerevan, Armenia
Mr. Armen Martirosyan - Sustainable Growth and Resilience Portfolio Manager, UNDP Yerevan, Armenia
Ms. Diana Harutyunyan, Climate Change Programme Coordinator, Sustainable Growth and Resilience Portfolio, UNDP Yerevan, Armenia
Mr. Vladimir Mamaev, Regional Team Leader, UNDP -GEF Istanbul, Turkey
Ms. Eva Huttova – UNDP-GEF Regional Technical Advisor, Istanbul, Turkey



Empowered lives.
Resilient nations.

Annex 1: CEO endorsement/approval



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

Naoko Ishii
CEO and Chairperson

February 28, 2019

Mr. Pradeep Kurukulasuriya
GEF Executive Coordinator
United Nations Development Programme
One United Nations Plaza
304 East 45th St.
FF Bldg., 10th floor
New York, NY 10017

Dear Mr. Kurukulasuriya

I am pleased to inform you that I have approved the enabling activity detailed below:

Decision Sought:	Enabling Activity (EA) Approval
GEFSEC ID:	10145
Agency(ies):	UNDP
Focal Area:	Climate Change
Project Type:	Enabling Activity
Country(ies):	Armenia
Name of Project:	Armenia's Third Biennial Update Report to the UNFCCC
GEF Project Grant:	\$352,000
Agency Fee:	\$33,440
Funding Source:	GEF Trust Fund

This approval is subject to the comments made by the GEF Secretariat in the review sheet. It is also based on the understanding that the project is in conformity with GEF focal areas strategies and in line with GEF policies and procedures.

Sincerely,

Naoko Ishii
Chief Executive Officer and Chairperson

Copy to: Country Operational Focal Point, GEF Agencies, STAP, Trustee

1818 H Street, NW □ Washington, DC 20433 □ USA
Tel: +1 (202) 473 3202 - Fax: +1 (202) 522 3240
E-mail: gefceo@thegef.org
www.thegef.org

Mr. Dmitry Mariyasin
Resident Representative
UNDP Yerevan
Armenia

Annex 2: UNDP Project Cycle Management Services

Stage	Country Office ¹	UNDP/GEF at regional and global level
Identification, Sourcing/Screening of Ideas, and Due Diligence	Identify project ideas as part of country programme/CPAP and UNDAF/CCA.	RTA role: <ul style="list-style-type: none"> • Technical input to CCA/UNDAFs and CPAPs where appropriate. • Input on policy alignment between projects and programmes. • Provide information on substantive issues and specialized funding opportunities (SOFs). • Policy advisory services including identifying, accessing, combining and sequencing financing. • Verify potential eligibility of identified idea.
	Assist proponent to formulate project idea / prepare project idea paper (e.g. GEF PIF/PPG), and ensuring it is aligned with country outcomes and UNDP Strategic Plan key results, and included in Country Office Integrated Work Plan in the ERBM Platform.	RTA role: <ul style="list-style-type: none"> • Research and development. • Provide up-front guidance. • Sourcing of technical expertise. • Verification of technical reports and project conceptualization. • Guidance on SOF expectations and requirements. • Undertake pre-screening of potential environmental and social opportunities and risks. • Training and capacity building for the Environmental Officers at the Country Offices, as part of annual Regional Community of Practice meeting or during the RTA’s mission(s) in the country.
	<i>Appraisal:</i> <ul style="list-style-type: none"> • Review and appraise project idea. • Undertake capacity assessments of implementing partner as per UNDP POPP. • Monitor project cycle milestones. 	RTA and PTA role <ul style="list-style-type: none"> • Provide detailed screening against technical, financial, and risk criteria. • Determine likely eligibility against identified SOF.
	<i>Partners:</i> <ul style="list-style-type: none"> • Assist proponent to identify and negotiate with relevant partners, cofinanciers, etc 	RTA role: <ul style="list-style-type: none"> • Assist in identifying technical partners. • Validate partner technical abilities.
	<i>Obtain clearances:</i> <ul style="list-style-type: none"> • Government, UNDP, Implementing Partner, LPAC, cofinanciers, etc. 	RTA and PTA role: <ul style="list-style-type: none"> • Obtain SOF clearances.
Project Development	<i>Initiation Plan:</i> <ul style="list-style-type: none"> • Coordination, management and financial oversight of UNDP Initiation Plan • Discuss management arrangements 	RTA and PA role: <ul style="list-style-type: none"> • Assist in preparation of UNDP Initiation Plan • Technical support, backstopping and troubleshooting. • Support discussions on management arrangements • Facilitate issuance of DOA

¹ As per UNDP POPP with additional SOF requirements where relevant.

United Nations Development Programme

Stage	Country Office ¹	UNDP/GEF at regional and global level
	<p><i>Project Document:</i></p> <ul style="list-style-type: none"> • Support project development, assist proponent to identify and negotiate with relevant partners, cofinanciers, etc. • Undertake environmental and social screening of project before PAC. Ensure Social and Environmental Screening Procedure (SESP) documentation is signed by the Resident Representative or Chair of PAC meeting and attached as Annex to the Project Document. • Review, appraise, and finalize Project Document. • Negotiate and obtain clearances and signatures – Government, UNDP, Implementing Partner, cofinanciers, etc. Coordinate LPAC and document meeting decisions. • Respond to information requests, arrange revisions etc. • Prepare operational and financial reports on development stage as needed. 	<p>RTA role: Sourcing of technical expertise.</p> <ul style="list-style-type: none"> • Verification of technical reports and project conceptualization. • Guidance on SOF expectations and requirements. • Negotiate and obtain clearances by SOF • Respond to information requests, arrange revisions etc. • Quality assurance and due diligence.
<p><i>Key UNDP/GEF management performance indicators/targets for Project Development:</i></p> <ol style="list-style-type: none"> 1. Time between PIF approval to CEO endorsement for each project: <ul style="list-style-type: none"> • Target for GEF trust fund, LDCF, and SCCF projects: FSP = 16 months or less, MSP 10 months or less. 2. Time between CEO endorsement to project document signature: <ul style="list-style-type: none"> • Target = 2 months or less 		
<p>Project Oversight</p>	<p><i>Management Oversight and support</i></p>	<p><i>Technical and SOF Oversight and support</i></p>
	<p><i>Project Launch/Inception Workshop</i></p> <ul style="list-style-type: none"> • Preparation and coordination. • Participate in Inception Workshop 	<p>RTA role:</p> <ul style="list-style-type: none"> • Technical support in preparing TOR and verifying expertise for technical positions. • Participate in recruitment process for Chief Technical Advisor and/or Project Manager, if RTA elects to do so. • Verification of technical validity / match with SOF expectations of inception report. • Participate in Inception Workshop
	<p><i>Management arrangements:</i></p> <ul style="list-style-type: none"> • Facilitate consolidation of the Project Management Unit, where relevant. • Facilitate and support Project Board meetings as outlined in project document and agreed with UNDP RTA. • Provide project assurance role if specified in project document. • Ensure completion of timesheets as required. 	<p>RTA role:</p> <ul style="list-style-type: none"> • Technical input and support to TOR development. Troubleshooting support. • Support in sourcing of potentially suitable candidates and subsequent review of CVs/recruitment process.
	<p><i>Annual Work Plan:</i></p> <ul style="list-style-type: none"> • Issuance of AWP. • Monitor implementation of the annual work plan and timetable. 	<p>RTA and PA role:</p> <ul style="list-style-type: none"> • Advisory services as required • Review AWP, and clear for ASL where relevant.

United Nations Development Programme

Stage	Country Office ¹	UNDP/GEF at regional and global level
	<p><i>Financial management:</i></p> <ul style="list-style-type: none"> • Conduct budget revisions, verify expenditures, advance funds, issue combined delivery reports, and ensure no over-expenditure of budget. • Ensure necessary audits. 	<p>RTA, PA and Finance Unit roles:</p> <ul style="list-style-type: none"> • Allocation of ASLs, based on cleared AWP • Return of unspent funds to donor • Monitor projects to ensure activities funded by donor comply with agreements and project document • Oversight and monitoring to ensure financial transparency and clear reporting to the donor
	<p><i>Results Management:</i></p> <ul style="list-style-type: none"> • Alignment: link project output to CPAP Outcome in project tree in Atlas, link CPAP outcome in project tree to UNDP Strategic Key Result Area as outlined in project document during UNDP work planning Gender: In ATLAS, rate each output on a scale of 0-3 for gender relevance. • UNDP monitoring requirements: Monitor progress on quarterly basis in IWP, and monitor risks in Atlas. • Submit annual APR/PIR report. • Arrange mid-term review: prepare TOR, hire personnel, plan and facilitate mission / meetings / debriefing, circulate draft and final reports. • Submit GEF Focal Area Tracking Tool completed by Project Team to mid-term review team. • Ensure tracking of committed and actual co financing as part of mid-term review. • Ensure translation of mid-term review into English. • Prepare management response to mid-term review. • Annual site visits – at least one site visit per year, report to be circulated no later than 2 weeks after visit completion. 	<p>RTA role:</p> <ul style="list-style-type: none"> • Advisory services as required. • Quality assurance. • Project visits – technical support visit during life of Project as required.

United Nations Development Programme

Stage	Country Office ¹	UNDP/GEF at regional and global level
	<p><i>Evaluation:</i></p> <ul style="list-style-type: none"> • Integrate project terminal evaluation into CO evaluation plan. Identify synergies with country outcome evaluations. • Arrange terminal evaluation: prepare TOR, hire personnel, plan and facilitate mission / meetings / debriefing, circulate draft and final reports. • Submit GEF Focal Area Tracking Tool completed by Project Team to evaluation team. • Ensure tracking of committed and actual co financing as part of terminal evaluation. • Ensure translation of terminal evaluation into English. • Prepare management response to terminal evaluation and post both terminal evaluation report and management response in UNDP ERC. • Facilitate and participate in other UNDP and GEF evaluations as necessary. 	<p>RTA, PA, RKS roles:</p> <ul style="list-style-type: none"> • Technical support and analysis. • Quality assurance. • Compilation of lessons and consolidation of learning. • Dissemination of technical findings. • Participate as necessary in other SOF evaluations.
	<p><i>Project Closure:</i></p> <ul style="list-style-type: none"> • Final budget revision and financial closure (within 12 months after operational completion). • Final reports as required by donor and/or UNDP-GEF. 	<p>RTA, PA role:</p> <ul style="list-style-type: none"> • Advisory services as required. • Technical input. • Quality assurance.
<p><i>Key UNDP GEF management performance indicators/targets for Project Oversight:</i></p> <ol style="list-style-type: none"> 1. Each project aligned with country outcomes and UNDP Strategic Plan key results, and included in Country Office Integrated Work Plan in the ERBM: <ul style="list-style-type: none"> • Target = 100% 2. Quality rating of annual APR/PIRs: Once completed and submitted, the quality of each project APR/PIR is rated by an external reviewer <ul style="list-style-type: none"> • Target = Rating of Satisfactory or above 3. Quality rating of Terminal Evaluation report: Once completed, the quality of the terminal evaluation report is rated by the UNDP Evaluation Office <ul style="list-style-type: none"> • Target = Rating of Satisfactory or above 4. Quality of results achieved by project as noted in terminal evaluation: the independent evaluator assigns an overall rating to the outcome achieved by the project and this rating is validated by the UNDP Evaluation Office <ul style="list-style-type: none"> • Target = Satisfactory or above 		

Annex 3: Direct Project Costs for projects financed from GEF-managed vertical funds and the Adaptation Fund

1. The GEF Council and the Adaptation Fund Board have both adopted rules and issued guidance on when and how Direct Project Costs may be recovered for projects financed by the GEF Trust Fund, the Least Developed Countries Fund, the Special Climate Change Fund, the Nagoya Protocol Implementation Fund or the Adaptation Fund.²
2. For any projects financed by these funds and approved on or after 7 June 2012, UNDP must observe the following requirements:
 - a. The costs of any project cycle management services provided by UNDP must be paid exclusively from the fees paid to UNDP and not from the project budget. Project cycle management services are the quality assurance and oversight services involved with project identification, preparation of project concept, preparation of detailed project document, project approval and start-up, project implementation and supervision, and project completion and evaluation.³ ‘Development Effectiveness’ costs are therefore not eligible for recovery from a project budget;
 - b. Direct Project Costs – which will include the costs of any activities over and above the project cycle management services for which UNDP receives a fee – may only be charged to the project budget upon the specific request of, and agreement with, the Implementing Partner. These costs are not mandatory, and according to the GEF Secretariat and Adaptation Fund Board these costs should not be considered routine or normal, but instead provided only on an exceptional basis.
 - c. For any NIM or NGO implemented project, any Implementing Partner request for services incurring Direct Project Costs must be clearly documented and agreed in a **Letter of Agreement (LOA)** between the Implementing Partner and UNDP, outlining the services to be provided and their itemized costs. For the Adaptation Fund, further documentation (in a separate letter or in the project document) is also needed from the Implementing Partner to UNDP outlining why the services are needed and justifying the exceptional basis for the request;
 - d. The costs of any anticipated or known Direct Project Costs need to be clearly documented in the Project Information Form (PIF for GEF projects) or project concept or proposal (for Adaptation Fund projects) submitted for approval. Any DPCs requested by an Implementing Partner **after** GEF CEO endorsement or AFB approval need to be submitted to the GEF Secretariat or Adaptation Fund Board Secretariat, as appropriate;
 - e. Direct Project Costs must be within the Project Management Cost/Executions Costs Budget provided to Implementing Partners under GEF and Adaptation Fund projects⁴; and
 - f. 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- Direct Project Costs – Staff” and “74596-Direct Project Costs – GOE”.

² For the GEF Council, see paragraphs 32 and 33 of the 42nd Council Meeting Joint Summary of the Chairs regarding the paper, *Fee Structure for Agencies, Part I and Part II* (GEF/C.42/09, June 2012). For the Adaptation Fund Board, see Decision B.18/30 concerning *Implementing Entity Fees* as provided in the Report of the Eighteenth Meeting of the Adaptation Fund Board (AFB/B.18/6, August 2012).

³ For the GEF, these services are defined in GEF Council paper, *Rules and Guidelines for Agency Fees and Project Management Costs* (GEF/C.39/9).

⁴ Project Management Costs (PMCs) represent the Implementing Partner’s management costs associated with the unit executing the project on the ground and are included in the project budget. For GEF projects, the GEF Secretariat currently adopts the following approach: PMC shall not exceed 10% of GEF project grant for projects requesting GEF project grants up to \$2 million, and shall not exceed 5% of the GEF project grant for projects requesting GEF project grants of \$2 million and above. In principle, no PMC will be provided for DIM projects without justification. In exceptional cases where the PMC exceeds the fixed percentage amounts, a justification should be provided on the additional budget needed for the PMC.