

Project Document

Project Title	Consolidating the national approach to adapting to climate change in Burkina Faso.
UNDAF Outcome(s):	Food security for the vulnerable group and the sustainable natural resource management is improved
Expected CP Outcome(s): <i>(Those linked to the project and extracted from the CP)</i>	Systematic prevention against natural/climate disaster strengthened
Project Objective	Burkina Faso has adjusted development processes to incorporate the risks and opportunities linked to climate change.
Expected Output(s): <i>(Those that will result from the project)</i>	<p>1 – Burkina Faso has established dynamic, long-term planning mechanisms to cope with the inherent uncertainties of climate variability and climate change.</p> <p>2 – Burkina Faso has strengthened leadership capacity and institutional frameworks to manage climate change risks and exploit related opportunities in an integrated manner at local and national levels.</p> <p>3 – Burkina Faso is implementing climate-resilient policies and measures in NAPA priority sectors.</p> <p>4 – Capacity to mobilise financial resources to meet national adaptation costs are developed at national and local levels.</p>
Executing Entity:	Permanent Secretariat of the National Council for Environment and Sustainable Development (SP/CONEDD)
Implementing Agencies:	UNDP, SP/CONEDD, NAPA Steering Committee.

Brief Description

Burkina Faso is particularly vulnerable to climate change. Despite developing significant capacity, recent studies reveal many factors that undermine progress towards adapting to climate change. Root causes are: no methodologies to address climate change; few trained technical experts; a shortage of data and information, incomplete and unclear organisational mandates, and; weak working linkages across organisations.

In response, the project Overall Objective is for Burkina Faso to adjust development processes to incorporate the risks and opportunities linked to climate change. There are five Outputs:

- Output 1 – Burkina Faso has established dynamic, long-term planning mechanisms to cope with the inherent uncertainties of climate variability and climate change.
- Output 2 – Burkina Faso has strengthened leadership capacity and institutional frameworks to manage climate change risks and exploit related opportunities in an integrated manner at local and national levels.
- Output 3 – Burkina Faso is implementing climate-resilient policies and measures in NAPA priority sectors.
- Output 4 – Capacity to mobilise financial resources to meet national adaptation costs are developed at national and local levels.
- Output 5 - Knowledge on adjusting national development processes to fully incorporate climate change risks and opportunities generated and shared across all levels.

The Project will be implemented in a collaborative manner with three parallel projects.

Programme Period:	3 years
Key Result Area (Strategic Plan)	_____
Atlas Award ID:	after the approval
Start date:	August 2009
End Date	August 2011
PAC Meeting Date	
Management Arrangements	NEX (national) DEX (regional)

Total resources required	
Total allocated resources:	
• Regular	
• Other:	
○ Japan	\$2,901,250
○ Donor	_____
○ Donor	_____
○ Government	_____
Unfunded budget:	_____
In-kind Contributions	_____

Agreed by (Government):

Agreed by (Executing Entity):

Agreed by (UNDP):

TABLE OF CONTENTS

Table of Contents	3
List of Acronyms.....	4
I. Situation Analysis	5
II. Strategy	8
III. Results and Resources Framework	15
IV. Annual Work Plan	24
V. Management Arrangements	31
VI. Monitoring Framework And Evaluation	33
VII. Legal Context	40
VIII. ANNEXES	40
Annex 1: Recent Relevant Studies	41
Annex 2: Introductory Information on the Parallel ACC Projects being Launched with support from SP/CONEDD and/or UNDP	42
Annex 3: Description and Terms of Reference of Project Supervision, Management and Coordination Mechanisms.	46
Annex 4. Risk Log.....	51
Annex 5: UNDP Tools and Resources	52
Annex 6. Capacity Assessment: Results of capacity assessments of Implementing Partner	53
Annex 7. Minutes of the Project Appraisal Committee Meeting (PAC)	58

LIST OF ACRONYMS

ACC	Adaptation to climate change
ALM	Adaptive Learning Mechanism
APR	Annual Project Report
AWP	Annual Work Plan
BCPR	Bureau for Crisis Prevention and Recovery (of UNDP)
CONASUR	National Council for Emergencies and Rehabilitation
CONEDD	National Council for Sustainable Development
CRM	The <i>Climate Risk Management Technical Assistance Project of BCPR</i>
DEP	Department for Evaluation and Planning
GDCN	General Department for the Conservation of Nature (of the MEL)
GDEL	General Department for Improving Lifestyles (of the MEL)
GDM	General Department for Meteorology (of MT)
GDWR	General Department for Water Resources (of MAWR)
IR	Inception Report
IW	Inception Workshop
LDCF	Least Developed Countries Fund
M&E	Monitoring and evaluation
MAR	Ministry of Animal Resources
MAWR	Ministry of Agriculture and Water Resources
MDGs	Millennium Development Goals
MEF	Ministry for the Economy and Finance
MEL	Ministry of Environment and Lifestyle
MLMD	Ministry of Land Management and Decentralisation
MT	Ministry of Transport
NAPA	National Adaptation Programme of Action
NAPA SC	NAPA Steering Committee
NC	National Coordinator
NPD	National Project Director
PCD	Local Development Plans
PCU	Project Coordination Unit
PDA	Ten-year Action Programme for implementing the PNE
PDEL	Provincial Department for Environment and Lifestyle
PISA	Water Resources and Agriculture Investment Programme
PNE	National Environmental Policy
PNGT	National Programme for Land Management (phases 1 and 2)
PRSP	Poverty Reduction Strategy Paper
PrsSDRP	Rural Development Sector Development Programme
PSC	Project Steering Committee
QPR	Quarterly Progress Report
SP/CONEDD	Permanent Secretariat of CONEDD
TOR	Terms of Reference
TPR	Tripartite Review
TTR	Terminal Tripartite Review

I. SITUATION ANALYSIS¹

1. Problem and root causes

1. Despite recent progress and a healthy natural resource base, West Africa is one of the poorest regions in the world. Latest forecasts also suggest the region will be more affected by global climate change than most regions. In recent decades, climate variability has led to serious challenges in terms of food security, poverty alleviation and socio-economic development. In the West Africa region, future global climate change, due to greenhouse gas emissions, threatens to magnify existing climate variability and to have major direct impacts on sustainable development.
2. Burkina Faso is a land-locked West African country with a population of almost 14.5 million and surface area of 274,000 km². Due to its socio-economic, climatic and geographical characteristics, Burkina Faso is particularly vulnerable to climate change. Firstly, it is one of the poorest countries in the world. Approximately 72% of the population live on less than \$2 per day. In terms of human poverty, in 2008 it was ranked 173rd out of 177 countries in the 2008 UNDP Human Development Report. Secondly, in climatic terms, although reliable country level forecasts are not available, the West African region is expected to experience amongst the greatest climatic impacts on the planet. The Sahel region (i.e. almost all of Burkina Faso) in particular is expected to experience the most challenging climatic changes in terms of temperature, rainfall, storms and extreme events. Thirdly, Burkina Faso's population and economy is largely dependent on natural resources and food production. Large parts of the population and the economy are involved in and dependent on the sectors most vulnerable to climate change. The above factors combine to leave Burkina Faso highly vulnerable to climate change.
3. As Burkina Faso has faced serious climatic variability threats for several decades, much capacity has been developed to manage climate variability and many actions have been taken. The most pertinent of these are: reform and transformation in the related natural resources management sectors at the national level; local development projects and programmes focussing on land and water management, and; an array of spontaneous village-level initiatives.
4. More recently, in line with the growing global awareness of climate change, several national level institutional measures have been taken specifically in response to climate change. These include: the establishment of an inter-sectoral, multi-stakeholder committee to oversee implementation of the UNFCCC; the preparation and submission of the National Adaptation Programme of Action (NAPA) and the Initial National Communication to the UNFCCC. These developments have been accompanied by lobbying and awareness-raising amongst government agencies and decision-makers. Climate change has been firmly placed on the national development agenda.
5. The threats of climate change are huge, and the adaptation needs vast and diverse. Burkina Faso aims to consolidate the measures already taken to adapting to climate change by firmly adjusting development processes so that they incorporate the risks and opportunities linked to climate change. In recent months, a series of studies on climate change and adaptation have

¹ This situational analysis is based on the findings of a series of recently completed technical studies undertaken at national, sub-regional and regional levels (see Annex 1). These findings were validated by specific consultations focusing on this project.

been implemented (see Annex 1). These studies identified barriers to adaptation, and analysed the root-causes of vulnerability. These studies identified a consistent series of factors that undermine progress towards adapting to climate change across this country. These factors are:

- Existing long term national development planning mechanisms are not geared to addressing climate change risk. This is despite the fact that in recent years Burkina Faso has greatly improved its integrated development planning at many levels, notably with the roll out of the Poverty Reduction Strategy Paper (PRSP), the Rural Development Strategy (RDS) and the National Strategy for Food Security.
- Decision-makers and institutional frameworks are not supportive of or conducive to adapting to climate change. This stems partly from the none-availability of good data and information, and the inability of key institutions to provide the necessary services. There is also a lack of leaders at various levels.
- In priority sectors and at local levels, planning and project development does not account for the risks of climate change. The vast array of sector policy, programmes and plans, and local (notably communal and regional) policies, programmes and plans are the main forces driving sustainable development across Burkina Faso.
- Financial challenges. Limited budgets and competing priorities in Burkina Faso make it difficult to allocate substantial resources to long-term priorities, such as adapting to climate change.

2. Proposed response

6. To address the identified problems and root causes undermining adaptation to climate change (ACC) in Burkina Faso, this project will address the following five aims:
7. (1) Long-term, dynamic, planning mechanisms that cope with the inherent uncertainties of climate change are established. There will be a strong and effective inter-sectoral multi-disciplinary national planning mechanism focussing on adaptation to climate change. In addition, climate change will be integrated into key national socio-economic development planning mechanisms, and mechanisms will be established to incorporate climate change into sectoral long-term planning. As an integral part of this, Burkina Faso will be issuing an annual report on the state of vulnerability to climate change in the country. This report will serve as an input to planning in general. It will also serve as an opinion-former and communications/awareness-raising tool.
8. (2) Leadership capacity and institutional frameworks to manage climate change risks and exploit related opportunities are developed at local and national levels. First, there will be increased capacity to collect and process climate-related data, and to provide information that is directly useful to leaders, planners and policy-makers. Next, the institutional framework for public and private investment project planning will be strengthened so that climate change adaptation is integrated into the investment project cycle. Finally, there will be an empowered and enabled national scientific commission to observe and monitor climate change and adaptation, and make recommendations. The revised investment project planning cycle will identify measures required to adapt investments to climate change, and the project will finance some piloting of these measures.
9. (3) In priority sectors, and at priority localities, climate-resilient policies and measures are developed and implemented. First, the ongoing programme to support land reform – the National Programme for Land Management and Administration (PNGT) - will be reinforced so that it becomes a vehicle to incorporating climate change adaptation into local and communal

development planning. Through this reinforcement, some of the physical measures required to adapt local investments to climate change will be identified - the project will finance small-scale piloting of these measures. Second, effective policies and measures will be developed and tested in the health sector. It is noted that despite being a crucial sector highly vulnerable to climate change, the health sector has not had any support on integrating climate change, nor been the subject of any specific research. Finally, at a general level, lobbying and awareness-raising will lead generally to broader support for climate change adaptation. This will also specifically address the urgent need for an integrated Law addressing climate change issues in Burkina Faso.

10. (4) Effective capacity to mobilise financial resources to meet national adaptation costs are developed at national and local levels. Stakeholders in Burkina Faso will have the capacity to access international and regional sources of finance for adaptation, thereby making more funds available in-country for adaptation measures. The procedures, mechanisms and frameworks to effectively and accountably allocate these funds to the most needing and priority interventions in country will be established – possibly through establishing a National Fund. Through these processes, the second NAPA will be prepared, building on the original NAPA, but increasing the coverage, strategic thinking and long-term aspects of this approach.
11. (5) Knowledge on adjusting national development processes to fully incorporate climate change risks and opportunities generated and shared across all levels². Lessons, knowledge and information will be shared in-country to different target groups, including communities. Internationally, all the experience, knowledge and information generated in Burkina Faso will be effectively and efficiently shared with the international community.
12. The Proposed Project is being launched collaboratively with three parallel projects consolidating the national approach to adapting to climate change in Burkina Faso (see Annex 2 for introductory information on these projects). Together, all four projects address, to some extent, the aims (1) to (5) listed above³. The four projects will be implemented under the joint stewardship of SP/CONEDD and UNDP and will share operational and management arrangements. Subsequent to a gap analysis of these projects and the needs under (1) – (5) (see Annex 2 for summary gap analysis), it was identified that the other three projects are sufficiently addressing (5), and hence there is no need for this Project to address (5).
13. In addition, UNDP, through its Bureau for Crisis Prevention and Recovery (BCPR) is initiating two closely related projects in Burkina Faso: (i) *Strengthening National Capacity to Manage and Recover from Crises and Catastrophe* and (ii) the BKF component of the “*Climate Risk Management (CRM) Technical Assistance Project*”. Close, operational collaboration will be developed with these projects. More information is provided in Annex 2. Finally, with support from IUCN, and in close collaboration with UNEP and UNDP, the government is implementing the national component of the Poverty and Environment Initiative, which focuses on the impacts of climate change. Close working linkages are being established.

3. Barriers to proposed response

14. A series of consistent capacity weaknesses undermine performance with regards to the aims (1) to (5)⁴ described above. These capacity weaknesses are:

²For reasons set out in paragraphs below, this will not be a major focus of this project.

³It is noted that the other three projects also address many other issues.

⁴See detailed analysis in the reports listed in Annex 1.

- Lack of methodologies to address climate change;
- Lack of trained technical experts;
- Lack of required data and information.
- Lack of clear mandate in organisations;
- Lack of clear working linkages across organisations;

15. More specifically, with regards to each aim:

16. (1) Long-term, dynamic, planning mechanisms. The NAPA planning mechanisms have limited resources and capacity, and they are not performance oriented. They do not have access to sufficient expertise and data. The PRSP and CONASUR mechanism do not appreciate CC at the leadership levels. They do not have tools and techniques to integrate CC. Finally, the environmental units that have recently been established and embedded within each ministry and are mandated with integrating environment into long-term planning do not have resources, the methodologies or the data to support adapting to climate change.

17. (2) Leadership capacity and institutional frameworks. The high level National Scientific Commission does not have the mandate, tools and information related to climate change adaptation. The Departments of Evaluation and Planning (DEP), that are responsible for supervising the investment project cycle, do not have the mandate, information and tools for integrating climate change. The data available for monitoring the climate change is out-of-date and incomplete. There is insufficient capacity to analyse the data and prepare managerial information.

18. (3) Climate-resilient policies and measures in priority sectors and localities. The PNGT is a key development entry point. It supports land reform and the roll-out of integrated, participatory local development planning across the country. At present, the PNGT programme not have the people, information or tools for integrating climate change. Likewise, the health sector, which is predicted to be adversely affected by climate change, thereby undermining development processes, has not yet initiated a programme to address climate change. Finally, amongst legislators and national decision-makers, the level of overall awareness and support for adapting to climate change is low. There is an inadequate understanding of climate change, and there is no legislation that obliges sectors and localities and departments to integrate adaptation to climate change.

19. (4) Effective capacity to mobilise financial resources. Burkina Faso is one of the more advanced countries in West Africa with regards to mobilising financial resources in this sector. However, it still lacks the knowledge, the tools, the expertise and the institutions needed to exploit the growing and significant international funding opportunities. Moreover, given that adaptation funds are likely to grow significantly, Burkina Faso needs to develop mechanisms to ensure the funding is allocated, efficiently, to priority investments and needs.

II. STRATEGY

The AAP interventions directly address UNDAF priority 4, “Food security for the vulnerable group and the sustainable natural resource management is improved”. However, Climate change adaptation is not fully incorporated in the current UNDAF and CPAP. Without considerable effort towards adaptation, UNDAF outputs cannot be achieved, in particular (ii) systematic prevention against natural/climatic disaster strengthened, and (v) sustainable natural resource management improved. Moreover, the conclusion of mid term evaluation with regard to UNDAF 2006-2010 stresses the absence of indicator as well as the lack of strategy to optimize the opportunity for

resource mobilisation. Given the new funding source allocated by international community under climate change, the UNDP Strategic Plan places a high priority on climate change adaptation. Furthermore, the new UNDAF which will be prepared in the following year, there will be a greater focus on climate change in the fight against poverty. Needless to say, AAP Burkina Faso project aims to contribute to attain these outputs and the project design for this project is detailed in the following.

20. The Overall Objective is: ***Burkina Faso has adjusted development processes to incorporate the risks and opportunities linked to climate change***

21. In order to achieve this Overall Objective, the following principles will guide the strategic implementation of the project:

- *Coordination with other initiatives.* A significant number of partners are initiating ACC programmes in Burkina Faso, in addition to those described in Annex 2. First, this project will play a key role in strengthening coordination, in order to maximise efficiency and synergies. This will be achieved by strengthening SP/CONEDD and their capacity to coordinate;
- *Building on existing achievements and institutions.* The project will continually build on past work and achievements related to climate variability, notably with regards to agriculture and land management. It will build on existing legal and institutional capacity, notably in the SP/CONEDD, on its commissions and its working groups. This project will build on the experts, institutions and networks that prepared the NAPA and the second national communication;
- *Permanent anchoring into existing institutional frameworks, including non-governmental.* Adapting to climate change is primarily about mainstreaming. Change has to be initiated from inside institutions. Hence, the project will aim to stimulate change from within the many concerned governmental and non-governmental actors involved in the programme. The project has to 'get inside' these agencies and their work-programmes. In part, this will be achieved through operationalizing *memoranda of understanding* between the project and the concerned agencies. In addition, the project will support measures to adapt the work plans/business plans of the key agencies;
- *Linking with regional programmes and actors.* Burkina Faso does not have all the capacity required to address climate change. Moreover, due to their nature, some issues have to be addressed through a regional approach. Hence, economies of scale and synergies will be developed by working with regional programmes and actors. This means interacting with the Economic Community of West African States (ECOWAS), the West African Economic and Monetary Union (UEMOA), the Permanent Interstate Committee for Drought Control in the Sahel (CILSS), the Regional Centre for Agriculture, Hydrology and Meteorology (Aghryment) and the African Centre of Meteorological Applications for Development (ACMAD). The linkages will be two-way, with this project and Burkina Faso contributing to the regional organisations.

22. The project builds on previous actions and mechanisms, notably the preparation of the NAPA and its initial implementation. In contrast to previous actions that addressed climate change adaptation, this project adopts a long-term approach. The project is to build the long-term, sustainable capacities that will be needed to carry through adaptation to climate change in Burkina Faso over the coming decades.

23. In order to achieve the Overall Objective, the Project is to support a series of catalytic and strategic actions around key development processes and institutions in Burkina Faso. The

project will build strategic capacity to adapt to climate change at key entry and leverage points throughout Burkina Faso, with a focus on leaders, opinion-makers, policy drivers and influential development agencies. These actions will focus on development planning, sectoral planning, institutional strengthening and finances. Together, these actions will form a coherent web and network of support to the development processes in Burkina Faso. In total, five Outputs will be delivered:

- Output 1 – Burkina Faso has established dynamic, long-term planning mechanisms to cope with the inherent uncertainties of climate variability and climate change.
- Output 2 – Burkina Faso has strengthened leadership capacity and institutional frameworks to manage climate change risks and exploit related opportunities in an integrated manner at local and national levels.
- Output 3 – Burkina Faso is implementing climate-resilient policies and measures in NAPA priority sectors.
- Output 4 – Capacity to mobilise financial resources to meet national adaptation costs are developed at national and local levels.
- Output 5 - Knowledge on adjusting national development processes to fully incorporate climate change risks and opportunities generated and shared across all levels.

It is noted that Output 5 is covered by three parallel projects: hence no specific activities are envisaged under this project.

1. Outputs and activity results

Output 1 – Burkina Faso has established dynamic, long-term planning mechanisms to cope with the inherent uncertainties of climate variability and climate change.

Activity Result 1.1 – Strengthen national long term planning mechanisms.

Actions

1.1.1 Analyse existing long-term development planning mechanisms and current ability to address adaptation to climate change (ACC).

1.1.2 Prepare a Five Year and a One-Year business plan for the NAPA Steering Committee (SC).

1.1.3 Strengthen the NAPA SC capacity to oversee the process to issue annual reports on the situation with regards to adaptation in BKF. Over time, as information and methods improve, these annual reports will become a flagship communication tool, covering the impacts of climate change, the state of vulnerability, and the costs of action and of inaction.

1.1.4 Enable the representatives of the most vulnerable groups and of women to effectively participate in long term adaptation planning mechanisms.

1.1.5 Support the integration of climate change into the work plans of the PRSP sectoral Commissions.

1.1.6 Review legal regulations related to environment in order to ensure they account for climate change adaptation.

1.1.7 Support the National Committee on Emergency Relief and Rehabilitation (CONASUR) to integrate ACC into its long-term planning. This to be implemented conjointly with the BCPR project '*Strengthening National Capacity to Manage and Recover from Crises and Catastrophe*'.

1.1.8 Support the implementation of long-term plans and provide associated training.

Activity Result 1.2 – Strengthen the ability of environmental units in ministries and regional councils to support adaptation to climate change.

Actions

- 1.2.1 Assess the knowledge, competencies and needs, with respect to ACC, of the environmental units. There are 43 such units, at ministerial and regional level. In most cases, in the baseline, they have low operational capacity.
- 1.2.2 Prepare training programmes and capacity development programmes for the environmental units.
- 1.2.3 Lobby, train and raise awareness of the personnel in environmental units.

Output 2 – Burkina Faso has strengthened leadership capacity and institutional frameworks to manage climate change risks and exploit related opportunities in an integrated manner at local and national levels.

Activity Result 2.1 – Consolidate the ability of the CONEDD's « Specialised Commission on Natural Risks, Technology and Consumer Modes » to scientifically observe and monitor adaptation to climate change.

Actions

- 2.1.1 Identify the capacity development needs of the Commission with regards to scientific observation/monitoring of ACC and ACC actions.
- 2.1.2 Develop new tools, or adapt the existing tools of the Commission, in order to improve scientific observation/monitoring of ACC. The Commission already observes and monitors in several domains, and has tools. These tools will be either improved or replaced. The Commission may play a role in development of the Annual reports (1.1.3).
- 2.1.3 Develop capacity of the Commission members.

Activity Result 2.2 – Strengthen the capacity of the Department for Meteorology's (DM) to observe and analyse the climate and its impacts on development, with a view to providing information to planners and decision-makers.

Actions

- 2.2.1 Identify the climate-related information needs of those involved in development, sectoral and local planning. The aim is to ensure the DM becomes more 'client-oriented', providing data that is used and useful. This will ensure that the equipment provided for data collection/analysis will be sustainable;
- 2.2.2 Support the DM to collect data and to produce/distribute the required information, working closely with sub-regional and regional agencies.

Activity Result 2.2 is to be implemented in close collaboration with the BCPR/CRM project.

Activity Result 2.3 – Enable the Departments for project planning and evaluation (DEP) in various ministries to integrate climate change risk management into development projects.

Actions

- 2.3.1 Analyse the DEP workplans in various ministries. The DEP are responsible for evaluating, appraising, monitoring and evaluating all investment projects in their concerned ministry. They are therefore a key entry point for mainstreaming.
- 2.3.2 Develop tools to integrate ACC into DEP workplans and into the investment project cycles.
- 2.3.3 Train the resource persons in the DEP.

Output 3 – Burkina Faso is implementing climate-resilient policies and measures in NAPA priority sectors.

Activity Result 3.1 – Support the National Programme on Land Administration (PNGT) in order to integrated ACC into local planning.

Actions

3.1.1 Analyse the existing local planning process that are supported by the PNGT. The PNGT has teams at national, regional and provincial level. These teams support all local communes to plan and to implement plans. Therefore they are a key entry point for mainstreaming.

3.1.2 Develop and implement an ACC training programme for vulnerable groups and for women at the communal level.

3.1.3 Develop a workplan and training programme to support the development of a strong consultancy sector and strong commune-level commissions that can support integrating ACC into local planning. The consultancy sector in Burkina Faso remains very weak, meaning government initiatives that are outsourced are often implemented slowly and often inadequately.

3.1.4 Enable the national and regional PNGT technical teams, so that they can provide better support to local planning processes.

Activity Result 3.2 – Support the health sector.

Actions

3.2.1 Identify 2-3 key entry points, in health sector projects, programmes or policies.

3.2.3 Provide training and awareness raising.

3.2.3 Develop tools to integrate CC into health sector projects, programmes and/or policies.

3.2.4 Support fund mobilisation to health sector adaptation interventions.

Activity Result 3.3 – Strategic lobbying and strengthening of the legal framework related to climate change.

Actions

3.3.1 Identify the key national decision-making institutions (i.e. the policy and law and opinion makers).

3.3.2 Undertake study to identify the optimal measures needed to strengthen the legal framework;

3.3.3 Prepare and implement a communication/lobbying strategy that targets the key institutions identified in 3.3.1 (e.g. through briefing documents, exhibitions, round tables).

3.3.4 Support the development of integrated legal tools that addresses climate change, covering both mitigation and adaptation, and includes: (i) the creation of a national mechanism for mobilising/allocating funding to adaptation projects, e.g. a national fund, and (ii) obligation to address ACC in sectoral projects.

Output 4 – Capacity to mobilise financial resources to meet national adaptation costs are developed at national and local levels.

Activity Result 4.1 – Strengthen capacity to evaluate the costs of adapting to climate change.

Actions

4.1.1 Develop a methodology to evaluate adaptation costs at the project level and the sector level.

4.1.2 Develop capacity to utilise the methodology from 4.1. Develop this capacity in the consultancy sector, in local planning services, in CONEDD and in DEPs. 4.1.1 and 4.1.2 will deliver lots of new information on the costs of adapting to climate change at the project and local levels.

4.1.3 Prepare an updated NAPA. This is a key activity. By end 2012, the NAPA will be six years old. It will be time to prepare an updated NAPA. Given the additional time, information and resources, this updated NAPA should be more comprehensive than the previous one. It will lay the foundation for adapting to climate change in the period 2012-2020.

4.1.4 Based on the updated NAPA, estimate the costs to Burkina Faso of measures to adapt to climate change. This will be valuable information for mobilising international resources to Burkina Faso.

Activity Result 4.2 – Strengthen capacity to access international ACC funds.

Actions

4.2.1 Assess and analyse the procedures to mobilise the various existing and proposed international and continental adaptation funds.

4.2.2 Develop an action plan to access international funds.

4.2.3 Support the implementation of the action plan from 4.2.2.

Activity Result 4.3 – Develop capacity to utilise Funds effectively

Actions

4.3.1 Analyse existing national funds from other sectors in Burkina Faso (e.g. the Rural Electrification Fund) and draw lessons;

4.3.2 Undertake feasibility study of alternative mechanisms (including a National Fund) to channel adaptation funding to deserving priority projects.

4.3.3 Support the creation of mechanisms to channel finance to adaptation projects. The mechanism should be efficient, accountable, transparent.

4.3.4 Support the operations of the mechanism established in 4.3.3. This may include drawing up the legal papers, drafting detailed procedures and criteria for investment selection, supporting the training of key staff, and supporting operations in the first year.

Linking into Knowledge Management and Lesson Learning

24. For reasons outlined above, this project has no activities directly focussing on knowledge management and lesson learning. These activities are thoroughly covered by parallel projects, with which this project will fully share supervisory and management mechanisms.

25. In order to ensure that this project fully benefits from lessons learnt regionally and internationally, and fully contributes to the growing body of knowledge, the project's coordination unit will be in full communication through UNDP knowledge management tools and resources, and with UNDP's Adaptive Learning Mechanism (ALM). This will be further consolidated by the interactions with the AAP regional management unit in Dakar.

26. The project will also benefit fully from UNDP's technical tools and resources (see Annex 5).

Comparative advantage

27. In Burkina Faso, UNDP is a leading agency in the environmental sector, and has chaired the donor working group (with 23 members) since 2005. It has also significant experience in implementing GEF projects. UNDP Burkina Faso is also a partner of UNDP/BCPR on risk management and a partner for UNEP on the Poverty and Environment Initiative.

28. With regards to climate change, UNDP has excellent operating relationships with all the governmental and non-governmental agencies concerned by this project. UNDP is also implementing two other projects (see Annex 1) and can therefore play a key role in coordination. UNDP, both nationally and regionally, has developed specialist capacity in adapting to climate change that can be brought to bear upon this project.

Ensuring Concerns of Most Vulnerable Groups and Gender Issues

29. Various mechanisms are established to ensure that the concerns of the most vulnerable groups and gender are addressed. Firstly, the project will ensure these groups are represented in, and

can participate in, the national planning mechanisms, such as the NAPA SC and the PRSP. This will ensure that their collective voice is heard at the highest and most strategic level, and that it cascades down to all actions. This will be done through lobbying for the interests of the most vulnerable groups and gender, and providing training.

30. Second, some key on-the-ground actions have been identified and are to be supported. These are mostly associated with local development planning and the local development plans (PCD, in Output 3). These focus on developing operational capacity to effectively and meaningfully address gender and poverty concerns when adapting to climate change at the commune level.

31. Thirdly, the project coordination unit will have gender and poverty reduction expertise.

III. RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the Country Programme Results and Resource Framework: (UNDAF)
Food security for the vulnerable group and the sustainable natural resource management is improved
Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:
Applicable Key Result Area (from 2008-11 Strategic Plan): Promote climate change adaptation
Partnership Strategy
Project title and ID (ATLAS Award ID): Consolidating the National Approach to Adapting to Climate Change in Burkina Faso
Applicable Key Result Area (from 2008-11 Strategic Plan): Promote climate change adaptation

INTENDED OUTPUTS	OUTPUT TARGETS (End-of-Project)	INDICATIVE ACTIVITIES	MEANS OF VERIFICATION			RESPONSIBLE PARTIES	INPUTS
			Quality indicator	Quality methods	Assessment time		
<p>Output 1: Burkina Faso has established dynamic, long-term planning mechanisms to cope with the inherent uncertainties of climate variability and climate change.</p> <p><u>Indicators:</u> 1.1 Existence of reports on the state of adaptation in Burkina Faso. 1.2 Degree to which sectoral and regional development programmes incorporate climate change.</p> <p><u>Baseline:</u> 1.1 The NAPA provides an illustrative report. 1.2 Sectoral and regional development programmes do not account for climate change.</p>	<p>1.1 Annual reports of high quality prepared in a consensual manner. Over time, these reports will become key communication tools providing information on the state of the climate, the state of vulnerability and the costs of action and inaction.</p> <p>1.2 Three regional development programmes and two</p>	<p><u>Activity Result 1.1 – Strengthen national long term planning mechanisms.</u></p> <p><u>Actions</u> 1.1.1 Analyse existing long-term development planning mechanisms and current ability to address adaptation to climate change (ACC). 1.1.2 Prepare a Five Year and a One-Year business plan for the NAPA Steering Committee (SC). 1.1.3 Strengthen the NAPA SC capacity to oversee the process to issue annual reports on the situation with regards to adaptation in BKF. 1.1.4 Enable the</p>	<p>Broad cross-section of stakeholders actively involved in NAPA planning process.</p> <p>PRSP and CONASUR processes modified.</p>	<p>Minutes of the NAPA SC meetings.</p> <p>Minutes of meeting of PRSP and CONASUR steering committees refer to climate change adaptation.</p>	<p>End of year 1</p> <p>End of year 3</p>	<p>SP/CONEDD Governorates Ministry of Environment and Lifestyle (MEL) The Ministries responsible for the PRSP and for the National Committee on Emergency Relief and Rehabilitation (CONASUR)</p>	<p>National and international experts Subcontractors Workshops, round tables and conferences Short-term and long-term training programmes (4 PhDs)</p> <p>\$701,000</p>

INTENDED OUTPUTS	OUTPUT TARGETS (End-of-Project)	INDICATIVE ACTIVITIES	MEANS OF VERIFICATION			RESPONSIBLE PARTIES	INPUTS
			Quality indicator	Quality methods	Assessment time		
	sectorial development programmes are adapted to climate change.	<p>representatives of the most vulnerable groups and of women to effectively participate in long term adaptation planning mechanisms.</p> <p>1.1.5 Support the integration of climate change into the work plans of the PRSP sectoral Commissions.</p> <p>1.1.6 Review legal regulations related to environment in order to ensure they account for climate change adaptation.</p> <p>1.1.7 Support the National Committee on Emergency Relief and Rehabilitation (CONASUR) to integrate ACC into its long-term planning.</p> <p>1.1.8 Support the implementation of long-term plans and provide associated training.</p>					
		<p><u>Activity Result 1.2 – Strengthen the ability of environmental units in ministries and regional councils to support adaptation to climate change.</u></p> <p><u>Actions</u></p> <p>1.2.1 Assess the knowledge,</p>	Environmental units in ministries are able to promote climate change.	Capacity reviews of environmental units.	End of year 2.		

INTENDED OUTPUTS	OUTPUT TARGETS (End-of-Project)	INDICATIVE ACTIVITIES	MEANS OF VERIFICATION			RESPONSIBLE PARTIES	INPUTS
			Quality indicator	Quality methods	Assessment time		
		<p>competencies and needs, with respect to ACC, of the environmental units.</p> <p>1.2.2 Prepare training programmes and capacity development programmes for the environmental units.</p> <p>1.2.3 Lobby, train and raise awareness of the personnel in environmental units.</p>					
<p>Output 2: Burkina Faso has strengthened leadership capacity and institutional frameworks to manage climate change risks and exploit related opportunities in an integrated manner at local and national levels.</p> <p><u>Indicators:</u></p> <p>2.1 Level of usage of climate data base by various client institutions.</p> <p>2.2 Degree to which the ministerial departments for project planning and evaluation (DEP) address climate change during project development/implementation</p> <p><u>Baseline:</u></p> <p>2.1 Negligible</p> <p>2.2 Negligible.</p>	<p>2.1 Three ministries from NAPA priority sectors; 10 rural communes and 6 NGOS regularly use the climate data-base.</p> <p>2.2 Five supervision reports and three mid-term evaluation reports fully consider the climate change issue.</p>	<p><u>Activity Result 2.1 – Consolidate the ability of the CONEDD's « Specialised Commission on Natural Risks, Technology and Consumer Modes » to scientifically observe and monitor adaptation to climate change.</u></p> <p><u>Actions</u></p> <p>2.1.1 Identify the capacity development needs of the Commission with regards to scientific observation/monitoring of ACC and ACC actions.</p> <p>2.1.2 Develop new tools, or adapt the existing tools of the Commission, in order to improve scientific observation/monitoring of ACC.</p> <p>2.1.3 Develop capacity of</p>	<p>Commission issues regular reports on climate change vulnerability</p>	<p>CONEDD annual performance reports.</p>	<p>End of year 1.</p>	<p>SP/CONEDD Meteorological Department DEP</p>	<p>National and international experts</p> <p>Subcontractors</p> <p>Equipment</p> <p>Study tour.</p> <p>\$810,750</p>

INTENDED OUTPUTS	OUTPUT TARGETS (End-of-Project)	INDICATIVE ACTIVITIES	MEANS OF VERIFICATION			RESPONSIBLE PARTIES	INPUTS
			Quality indicator	Quality methods	Assessment time		
		<p>the Commission members.</p> <p><u>Activity Result 2.2 – Strengthen the capacity of the Department for Meteorology's (DM) to observe and analyse the climate and its impacts on development, with a view to providing information to planners and decision-makers.</u></p> <p><u>Actions</u></p> <p>2.2.1 Identify the climate-related information needs of those involved in development, sectoral and local planning.</p> <p>2.2.2 Support the DM to collect data and to produce/distribute the required information, working closely with sub-regional and regional agencies.</p>					
		<p><u>Activity Result 2.3 – Enable the Departments for project planning and evaluation (DEP) in various ministries to integrate climate change risk management into development projects.</u></p> <p><u>Actions</u></p> <p>2.3.1 Analyse the DEP workplans in various ministries.</p> <p>2.3.2 Develop tools to integrate ACC into DEP</p>	DM database is strengthened and recognised in the region.	Agrymet records	End of year 2.		
			DEP has tools and methodology for integrating CC into projects.	Ministerial report	End of Year 2.		

INTENDED OUTPUTS	OUTPUT TARGETS (End-of-Project)	INDICATIVE ACTIVITIES	MEANS OF VERIFICATION			RESPONSIBLE PARTIES	INPUTS
			Quality indicator	Quality methods	Assessment time		
		workplans and into the investment project cycles. 2.3.3 Train the resource persons in the DEP.					
<p>Output 3: Burkina Faso is implementing climate-resilient policies and measures in NAPA priority sectors.</p> <p><u>Indicators:</u> 3.1 Number of adaptation actions in local development plans (PCD). 3.2 Existence of a law on climate change.</p> <p><u>Baseline:</u> 3.1 Very rare. 3.2 No climate change law exists.</p>	<p>3.1 60% of new PCD include adaptation actions. 3.2 Law is approved.</p>	<p><u>Activity Result 3.1 – Support the National Programme on Land Administration (PNGT) in order to integrated ACC into local planning.</u></p> <p><u>Actions</u> 3.1.1 Analyse the existing local planning process that are supported by the PNGT. 3.1.2 Develop and implement an ACC training programme for vulnerable groups and for women at the communal level. 3.1.3 Develop a workplan and training programme to support the development of a strong consultancy sector and strong commune-level commissions that can support integrating ACC into local planning. 3.1.4 Enable the national and regional PNGT technical teams, so that they can provide better support to local planning processes.</p> <p><u>Activity Result 3.2 – Support the health</u></p>	<p>PNGT teams actively promoting adaptation to climate change</p>	<p>PNGT reports</p>	<p>End of Year 2</p>	<p>SP/CONEDD National Programme on Land Administration (PNGT) Ministries of Administration, Finance and Health MEL National Assembly</p>	<p>Mostly subcontracts. Some national and international consultants. \$704,750</p>
			National plan for adapting	Ministry of health reports	End of Year 3.		

INTENDED OUTPUTS	OUTPUT TARGETS (End-of-Project)	INDICATIVE ACTIVITIES	MEANS OF VERIFICATION			RESPONSIBLE PARTIES	INPUTS
			Quality indicator	Quality methods	Assessment time		
		<u>sector.</u> <u>Actions</u> 3.2.1 Identify 2-3 key entry points, in health sector projects, programmes or policies. 3.2.3 Provide training and awareness raising. 3.2.3 Develop tools to integrate CC into health sector projects, programmes and/or policies. 3.2.4 Support fund mobilisation to health sector adaptation interventions.	health sector to CC.				
		<u>Activity Result 3.3 – Strategic lobbying and strengthening of the legal framework related to climate change.</u> <u>Actions</u> 3.3.1 Identify the key national decision-making institutions (i.e. the policy and law and opinion makers). 3.3.2 Undertake study to identify the optimal measures needed to strengthen the legal framework; 3.3.3 Prepare and implement a communication/lobbying strategy that targets the key institutions identified	Draft law prepared	National Assembly reports	End of Year 2.		

INTENDED OUTPUTS	OUTPUT TARGETS (End-of-Project)	INDICATIVE ACTIVITIES	MEANS OF VERIFICATION			RESPONSIBLE PARTIES	INPUTS
			Quality indicator	Quality methods	Assessment time		
		<p>in 3.3.1 (e.g. through briefing documents, exhibitions, round tables).</p> <p>3.3.4 Support the development of integrated legal tools that addresses climate change, covering both mitigation and adaptation, and includes: (i) the creation of pertinent financial mechanisms, (ii) obligation to address ACC in sectoral projects.</p>					
<p>Output 4: Capacity to mobilise financial resources to meet national adaptation costs are developed at national and local levels.</p> <p><u>Indicators:</u> 4.1 Amount of international funds mobilised. 4.2 Existence of a national Fund.</p> <p><u>Baseline:</u> 4.1 ?? \$10million in 1009?? 4.2 No national fund</p>	<p>4.1 30% increase in funds mobilised. 4.2 A Decree to establish the national fund is promulgated.</p>	<p><u>Activity Result 4.1 – Strengthen capacity to evaluate the costs of adapting to climate change.</u></p> <p><u>Actions</u> 4.1.1 Develop a methodology to evaluate adaptation costs at the project level and the sector level. 4.1.2 Develop capacity to utilise the methodology from 4.1. Develop this capacity in the consultancy sector, in local planning services, in CONEDD and in DEPs. 4.1.3 Prepare an updated NAPA. 4.1.4 Estimate the financial needs in order</p>	An updated NAPA prepared	Ministry reports	End of year 3	SP/CONEDD Ministry of Finance MEL	<p>National and international experts Subcontractors Workshops, round tables and conferences</p> <p>\$684,750</p>

INTENDED OUTPUTS	OUTPUT TARGETS (End-of-Project)	INDICATIVE ACTIVITIES	MEANS OF VERIFICATION			RESPONSIBLE PARTIES	INPUTS
			Quality indicator	Quality methods	Assessment time		
		to implement adaptation measures in Burkina Faso.					
		<p><u>Activity Result 4.2 – Strengthen capacity to access international ACC funds.</u></p> <p><u>Actions</u></p> <p>4.2.1 Assess and analyse the procedures to mobilise the various existing and proposed international and continental adaptation funds.</p> <p>4.2.2 Develop an action plan to access international funds.</p> <p>4.2.3 Support the implementation of the action plan from 4.2.2.</p>	Action plan for accessing international funds.	Project reports	End of Year 2.		
		<p><u>Activity Result 4.3 – Develop capacity to utilise Funds effectively</u></p> <p><u>Actions</u></p> <p>4.3.1 Analyse existing national funds from other sectors in Burkina Faso (e.g. the Rural Electrification Fund) and draw lessons;</p> <p>4.3.2 Undertake feasibility study of alternative mechanisms (including a National Fund) to channel adaptation funding to deserving priority</p>	National Fund established and ready to function	Project reports	End of Year 3.		

INTENDED OUTPUTS	OUTPUT TARGETS (End-of-Project)	INDICATIVE ACTIVITIES	MEANS OF VERIFICATION			RESPONSIBLE PARTIES	INPUTS
			Quality indicator	Quality methods	Assessment time		
		projects. 4.3.3 Support the creation of mechanisms to channel finance to adaptation projects. 4.3.4 Support the operations of the mechanism established in 4.3.3.					

IV. ANNUAL WORK PLAN

Year: Year 1

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
<p>Output 1: Burkina Faso has established dynamic, long-term planning mechanisms to cope with the inherent uncertainties of climate change.</p> <p><u>Indicators:</u> 1.1 Existence of reports on the state of adaptation in Burkina Faso. 1.2 Degree to which sectoral and regional development programmes incorporate climate change.</p> <p><u>Baseline:</u> 1.1 The NAPA provides an illustrative report. 1.2 Sectoral and regional development programmes do not account for climate change.</p> <p><u>Annual Targets</u></p> <p><u>Related CP outcome:</u></p>	<p><u>Activity Result 1.1 – Strengthen national long term planning mechanisms.</u></p> <p><u>Actions</u> 1.1.1 Analyse existing long-term development planning mechanisms and current ability to address adaptation to climate change (ACC). 1.1.2 Prepare a Five Year and a One-Year business plan for the NAPA Steering Committee (SC). 1.1.3 Strengthen the NAPA SC capacity to oversee the process to issue annual reports on the situation with regards to adaptation in BKF. 1.1.4 Enable the representatives of the most vulnerable groups and of women to effectively participate in long term adaptation planning mechanisms. 1.1.5 Support the integration of climate change into the work plans of the PRSP sectoral Commissions. 1.1.6 Review legal regulations related to environment in order to ensure they account for climate change adaptation.</p>					<p>SP/CONEDD Governorates The Ministries responsible for the PRSP and for the National Committee on Emergency Relief and Rehabilitation (CONASUR)</p>	AAP	<p>National and international experts Workshops, round tables and conferences</p>	157,000
		X	X	X					
					X				
		X	X	X					
			X	X					
			X	X					
				X					

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
	<p>1.1.7 Support the National Committee on Emergency Relief and Rehabilitation (CONASUR) to integrate ACC into its long-term planning.</p> <p>1.1.8 Support the implementation of long-term plans and provide associated training.</p>								
	<p><u>Activity Result 1.2 – Strengthen the ability of environmental units in ministries and regional councils to support adaptation to climate change.</u></p> <p><u>Actions</u></p> <p>1.2.1 Assess the knowledge, competencies and needs, with respect to ACC, of the environmental units.</p> <p>1.2.2 Prepare training programmes and capacity development programmes for the environmental units.</p> <p>1.2.3 Lobby, train and raise awareness of the personnel in environmental units.</p>					SP/CONEDD	AAP	National experts Workshops, round tables and conferences Long-term training programmes (4 PhDs)	49,000
<p>Output 2: Burkina Faso has strengthened leadership capacity and institutional frameworks to manage climate change risks and exploit related opportunities in an integrated manner at local and national levels.</p> <p><u>Indicators:</u></p>	<p><u>Activity Result 2.1 – Consolidate the ability of the CONEDD's « Specialised Commission on Natural Risks, Technology and Consumer Modes » to scientifically observe and monitor adaptation to climate change.</u></p> <p><u>Actions</u></p>					SP/CONEDD	AAP	National and international experts Study tour.	71,500
			X	X	X				

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
<p>2.1 Level of usage of climate data base by various client institutions.</p> <p>2.2 Degree to which the ministerial departments for project planning and evaluation (DEP) address climate change during project development/implementation</p> <p><u>Baseline:</u> 2.1 Negligible 2.2 Negligible.</p> <p><u>Annual Targets</u></p> <p><u>Related CP outcome:</u></p>	<p>2.1.1 Identify the capacity development needs of the Commission with regards to scientific observation/monitoring of ACC and ACC actions.</p>			X	X				
	<p>2.1.2 Develop new tools, or adapt the existing tools of the Commission, in order to improve scientific observation/monitoring of ACC.</p>				X				
	<p>2.1.3 Develop capacity of the Commission members.</p>					Meteorological Department	AAP	National and international experts Subcontractors Equipment	34,500
	<p><u>Activity Result 2.2 – Strengthen the capacity of the Department for Meteorology’s (DM) to observe and analyse the climate and its impacts on development, with a view to providing information to planners and decision-makers.</u></p>			X	X				
	<p><u>Actions</u></p> <p>2.2.1 Identify the climate-related information needs of those involved in development, sectoral and local planning.</p> <p>2.2.2 Support the DM to collect data and to produce/distribute the required information, working closely with sub-regional and regional agencies.</p>								
	<p><u>Activity Result 2.3 – Enable the Departments for project planning and evaluation (DEP) in various ministries to integrate climate change risk management into development projects.</u></p>					DEPs	AAP	National and international experts Subcontractors	39,500
<p><u>Actions</u></p> <p>2.3.1 Analyse the DEP workplans in various ministries.</p> <p>2.3.2 Develop tools to integrate</p>				X					

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
	ACC into DEP workplans and into the investment project cycles. 2.3.3 Train the resource persons in the DEP.								
<p>Output 3: Burkina Faso is implementing climate-resilient policies and measures in NAPA priority sectors.</p> <p><u>Indicators:</u> 3.1 Number of adaptation actions in local development plans (PCD). 3.2 Existence of a law on climate change.</p> <p><u>Baseline:</u> 3.1 Very rare. 3.2 No climate change law exists.</p> <p><u>Annual Targets</u></p> <p><u>Related CP outcome:</u></p>	<p><u>Activity Result 3.1 – Support the National Programme on Land Administration (PNGT) in order to integrated ACC into local planning.</u></p> <p><u>Actions</u> 3.1.1 Analyse the existing local planning process that are supported by the PNGT. 3.1.2 Develop and implement an ACC training programme for vulnerable groups and for women at the communal level. 3.1.3 Develop a workplan and training programme to support the development of a strong consultancy sector and strong commune-level commissions that can support integrating ACC into local planning. 3.1.4 Enable the national and regional PNGT technical teams, so that they can provide better support to local planning processes.</p>					SP/CONEDD National Programme on Administration (PNGT) of Ministries of Environment, Administration	AAP	Mostly subcontracts. Some national and international consultants.	47,500
	X								
	X								
	X								
<p><u>Activity Result 3.2 – Support the health sector.</u></p> <p><u>Actions</u> 3.2.1 Identify 2-3 key entry points, in health sector projects, programmes or policies. 3.2.3 Provide training and awareness raising. 3.2.3 Develop tools to integrate CC into health sector projects,</p>					SP/CONEDD Ministry of Health	AAP	National and international consultants.	44,500	
X									
X									

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
	programmes and/or policies. 3.2.4 Support fund mobilisation to health sector adaptation interventions.								
	<u>Activity Result 3.3 – Strategic lobbying and strengthening of the legal framework related to climate change.</u> <u>Actions</u> 3.3.1 Identify the key national decision-making institutions (i.e. the policy and law and opinion makers). 3.3.2 Undertake study to identify the optimal measures needed to strengthen the legal framework; 3.3.3 Prepare and implement a communication/lobbying strategy that targets the key institutions identified in 3.3.1 (e.g. through briefing documents, exhibitions, round tables). 3.3.4 Support the development of integrated legal tools that addresses climate change, covering both mitigation and adaptation, and includes: (i) the creation of pertinent financial mechanisms, ii) obligation to address ACC in sectoral projects.					Ministry of Finance National Assembly	AAP	Subcontracts. National and international consultants.	45,500
					X				
					X				
Output 4: Capacity to mobilise financial resources to meet national adaptation costs are developed at national and local levels. <u>Indicators:</u> 4.1 Amount of international funds mobilised. 4.2 Existence of a national Fund.	<u>Activity Result 4.1 – Strengthen capacity to evaluate the costs of adapting to climate change.</u> <u>Actions</u> 4.1.1 Develop a methodology to evaluate adaptation costs at the project level and the sector level. 4.1.2 Develop capacity to utilise the methodology from 4.1. Develop this					SP/CONEDD Ministry of Finance	AAP	National and international experts Subcontractors Workshops, round tables and conferences	84,500
			X	X	X				
				X	X				

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
<p><u>Baseline:</u> 4.1 ?? \$10million in 1009?? 4.2 No national fund <u>Annual Targets</u></p> <p><u>Related CP outcome:</u></p>	capacity in the consultancy sector, in local planning services, in CONEDD and in DEPs.								
	4.1.3 Prepare an updated NAPA.								
	4.1.4 Estimate the financial needs in order to implement adaptation measures in Burkina Faso.								
	<u>Activity Result 4.2 – Strengthen capacity to access international ACC funds.</u>					SP/CONEDD Ministry of Finance	AAP	National and international experts Subcontractors Workshops, round tables and conferences	45,500
	<u>Actions</u>		X	X	X				
	4.2.1 Assess and analyse the procedures to mobilise the various existing and proposed international and continental adaptation funds.				X				
	4.2.2 Develop an action plan to access international funds.								
	4.2.3 Support the implementation of the action plan from 4.2.2.								
	<u>Activity Result 4.3 – Develop capacity to utilise Funds effectively</u>					SP/CONEDD Ministry of Finance	AAP	National and international experts Subcontractors Workshops, round tables and conferences	79,500
	<u>Actions</u>		X	X	X				
4.3.1 Analyse existing national funds from other sectors in Burkina Faso (e.g. the Rural Electrification Fund) and draw lessons;			X	X					
4.3.2 Undertake feasibility study of alternative mechanisms (including a National Fund) to channel adaptation funding to deserving priority projects.									
4.3.3 Support the creation of mechanisms to channel finance to adaptation projects.									
4.3.4 Support the operations of the mechanism established in 4.3.3.									

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
TOTAL									698,500

V. MANAGEMENT ARRANGEMENTS

32. The Project **execution is** by the Permanent Secretariat of the CONEDD (SP/CONEDD) under the supervision of MECV. The summarised results of the assessment of SP/CONEDD capacity are provided in Annex 6. Implementation oversight will be by UNDP.
33. The proposed project starts-up at the same time as two closely related projects: *Strengthening Adaptation Capacities and Reducing the Vulnerability to Climate Change in Burkina Faso* (UNDP/GEF/LDCF) and *Adapting to Climate Change and Improving Human Security in Burkina Faso* (Denmark/UNDP). In order to create synergies, the three projects will share, to the extent possible, the supervision, management and anchoring arrangements. The three projects shall share: office space; the Project Steering Committee; the Project Coordination Unit, equipment, and; the project technical team. The three projects shall jointly develop workplans.

Project Management

Project Steering Committee (PSC).

34. The existing Committee responsible for the preparation of the NAPA and for the Second National Communication to the UNFCCC will act as Project Steering Committee (PSC). However, its composition will be increased, in line with Decree 2007 - 775 /PRESS/PM, to include representatives of local governments and beneficiaries. Furthermore, concerned Development Partners (Japan, Denmark and UNDP) will also be represented on the PSC. See Annex 3 for the TOR and membership of the PSC.
35. The PSC will be responsible for support, policy guidance and overall supervision of the project. The PSC is specifically responsible for: validating key project outputs, notably annual workplans, budgets, technical reports and progress; monitoring and evaluating project progress. Terms of reference for the PSC – including membership – are provided in Annex 3.

Project Coordination Unit (PCU)

36. Day-to-day implementation and management will be assured through the Project Coordination Unit (PCU), embedded in the SP/CONEDD. The PCU will be responsible for planning, reporting, monitoring, and providing technical support to all local and national demonstration and capacity development activities. The PCU will be staffed by at least one National Coordinator (NC) and technical staff (technical competencies will include but not be limited to: economics, climate change, communications, and monitoring and evaluation), and administrative/logistical support staff. Terms of reference for the PCU – including TOR for the NC – is provided in Annex 3.
37. The PCU is responsible for the moral, financial and operational implementation of the project, in terms of results and timelines. The PCU is both the 'brain' and mechanism through which governments/development partners and beneficiaries will be coordinated and called to complete their obligations.
38. The PCU will be responsible for preparing quarterly and annual workplans and progress reports. It will be responsible for preparing ToR for all inputs and activities. It will be responsible for

preparing all documentation and supporting the Executing Agency in the identification and mobilisation of experts and sub-contractors.

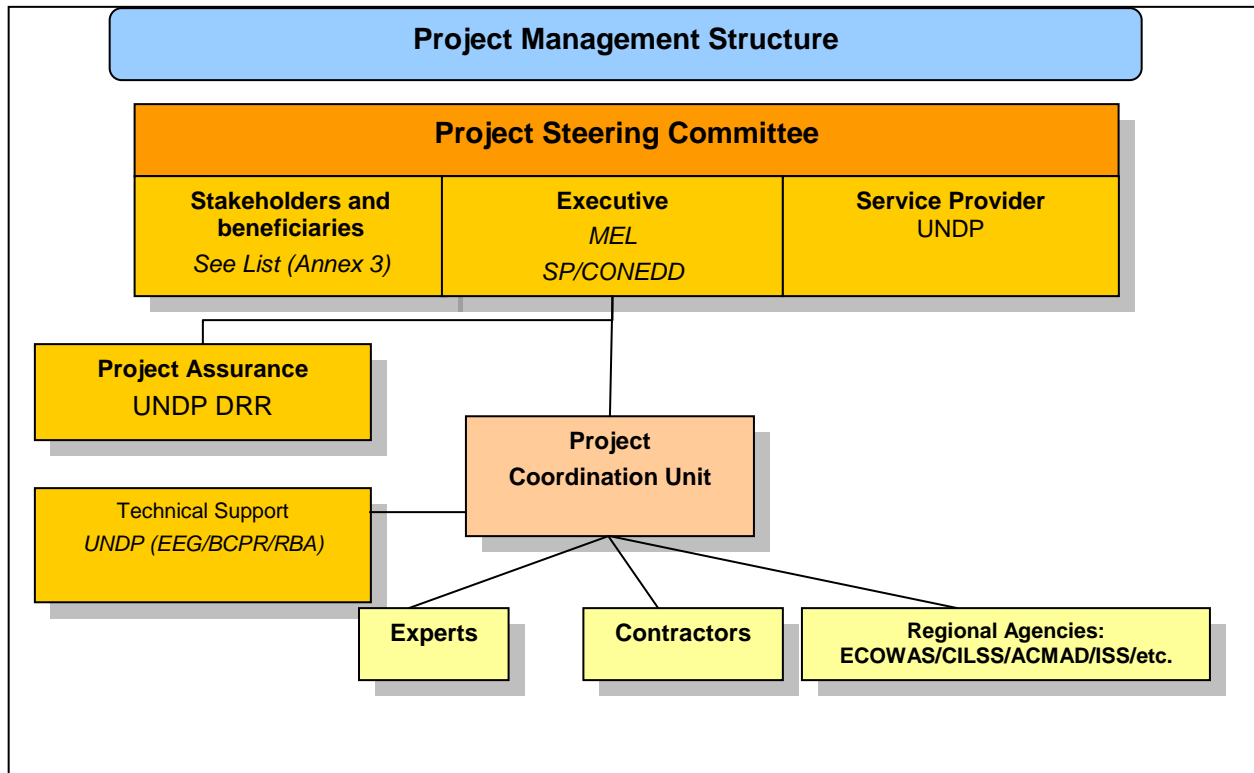


Figure 1: Project Management Structure

2. Project Anchoring

39. At the national level, in order to ensure the project is firmly anchored within national structures, the following agencies, in addition to being members of the PSC, will play a key role in project implementation:

- Governorates;
- Ministries responsible for PRSP and CONASUR;
- Department for Meteorology;
- Ministerial Departments for Evaluation and Planning;
- National Programme for Land Management and Administration;
- Ministries for Environment, Administration, Finance, Health;
- National Assembly

40. Separate MoU will be developed with each of these to ensure (i) each benefits appropriately from the project (ii) each engages fully in the project and actively commits to the project objectives.

VI. MONITORING FRAMEWORK AND EVALUATION

Global/Regional-Level

41. This national project forms part of a selected number of national projects supported by UNDP under a targeted program of support, entitled "the Africa Adaptation Program". In this regard, monitoring will be undertaken within the broader context of learning and creating a platform for documenting and creating a platform for experience sharing.

National-Level

42. In accordance with the programming policies and procedures outlined in the UNDP User Guide, the Programme will be monitored at the national levels through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below (below).
- An Issue Log shall be activated in Atlas and updated by the Programme Manager/National Project Managers to facilitate tracking and response of potential problems or requests for change.
- Based on the initial risk analysis submitted, a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Report (PPR) shall be submitted by the Programme Manager (regional) to the Project Board (regional) and by the Burkina Faso National Project Manager to the National Project Steering Committee through Project Assurance, using the standard report format available in the Executive Snapshot.
- A Project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project.
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events.

LEARNING AND KNOWLEDGE SHARING

43. Results from the project will be disseminated within and beyond the project intervention zone through a number of existing information sharing networks and forums. In addition:

- i. The project will participate, as relevant and appropriate, in UNDP-GEF sponsored networks, organized for senior personnel working on projects that share common characteristics. The **Adaptation Learning Mechanism (ALM)** will function as key electronic platform to capture project learning and adaptation impacts generated by the project. The ALM lessons learned template (to be made available by the Regional technical advisory) will be adapted for use by the project. To support this goal, adaptation-related activities from the project will contribute knowledge to the ALM, such as the following:
 - Best practices in integrating adaptation into national and local development policy, and project design and implementation mechanisms.
 - Lessons learned on removing the most common barriers to adaptation, with special attention to the roles of local partners, international partners, UNDP, and GEF in designing and implementing projects
 - The conditions for success (or failure), including replication and scaling up.
- ii. 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 project implementation through lessons learned.
- iii. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects. Identification and analysis of lessons learned is an

ongoing process, and the need to communicate such lessons as one of the project's central contributions is a requirement to be delivered not less frequently than once every 12 months. UNDP-GEF shall provide a format and assist the project team in categorizing, documenting and reporting on lessons learned. To this end a percentage of project resources will need to be allocated for these activities.

Annually

44. Annual Review Report. An Annual Review Report shall be prepared by the Programme Manager and shared with the Project Board and the National Project Managers and shared with the National Project Steering Committee. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the Quarterly Progress Report (QPR) covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
45. Annual Project Review. Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. The national review is driven by the PSC and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcome(s). The regional review is driven by the PSC.

Quality Management for Project Activity Results

The following tables shall be further refined during the process "Initiating a Project".

OUTPUT 1: Burkina Faso has established dynamic, long-term planning mechanisms to cope with the inherent uncertainties of climate variability and climate change.		
Activity Result 1 (Activity1)	<i>Planification en longue terme ACC</i> Strengthen national long term planning mechanisms	Start Date: 2009 End Date: 2011
Purpose	<i>What is the purpose of the activity?</i> The Purpose of this activity is to strengthen the long term planning mechanisms responsible for climate change adaption and those responsible for socio-economic development. Adaption to climate change will therefore become an integral part of long term planning.	
Description	<i>Planned actions to produce the activity result.</i> 1.1.1 Analyse existing long-term development planning mechanisms and current ability to address adaptation to climate change (ACC). 1.1.2 Prepare a Five Year and a One-Year business plan for the NAPA Steering Committee (SC). 1.1.3 Strengthen the NAPA SC capacity to oversee the process to issue annual reports on the situation with regards to adaptation in BKF. 1.1.4 Enable the representatives of the most vulnerable groups and of women to effectively participate in long term adaptation planning mechanisms. 1.1.5 Support the integration of climate change into the work plans of the PRSP sectoral Commissions. 1.1.6 Review legal regulations related to environment in order to ensure they account for climate change adaptation. 1.1.7 Support the National Committee on Emergency Relief and Rehabilitation (CONASUR) to integrate ACC into its long-term planning. 1.1.8 Support the implementation of long-term plans and provide associated training.	
Quality Criteria <i>how/with what indicators the quality of the</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has</i>	Date of Assessment <i>When will the assessment</i>

<i>activity result will be measured?</i>	<i>been met?</i>	<i>of quality be performed?</i>
The fact that a broad cross-section of stakeholders is actively involved in NAPA planning process.	Review of the minutes of the NAPA PC meetings.	Every six months, as this is an ongoing process. First impact by end of Year 1.
The modification of PRSP and CONASUR processes so that they integrate CC risks	Minutes of meeting of PRSP and CONASUR steering committees refer to climate change adaptation.	Every six months, as this is an ongoing process. First sustainable impact by end of Year 2.

OUTPUT 1: Burkina Faso has established dynamic, long-term planning mechanisms to cope with the inherent uncertainties of climate variability and climate change.		
Activity Result 2 (Activity1)	<i>Planification en longue terme ACC</i> Strengthen the environmental units in ministries and regional councils.	Start Date: 2009 End Date: 2011
Purpose	<i>What is the purpose of the activity?</i> The environmental units are the institutional mechanism for integrating climate change into sectoral development planning in Burkina Faso. At outset they do not have the capacity – this activity will give them the required capacity.	
Description	<i>Planned actions to produce the activity result.</i> 1.2.1 Assess the knowledge, competencies and needs, with respect to ACC, of the environmental units. 1.2.2 Prepare training programmes and capacity development programmes for the environmental units. 1.2.3 Train and raise awareness of the personnel in environmental units.	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
The environmental units in ministries are able to promote climate change.	Capacity reviews of environmental units. These are to be undertaken with support of project, in line with ongoing national capacity assessments.	Yearly, as this is an ongoing process. First sustainable impact by end of Year 2.

OUTPUT 2: Burkina Faso has strengthened leadership capacity and institutional frameworks to manage climate change risks and exploit related opportunities in an integrated manner at local and national levels.		
Activity Result 1 (Atlas Activity ID, activity2)	<i>Short title to be used for Atlas Activity ID Capacité de leadership ACC</i> Consolidate CONEDD's « Specialised Commission on Natural Risks, Technology and Consumer Modes »	Start Date: 2009 End Date: 2011
Purpose	<i>What is the purpose of the activity?</i> The Commission plays a key role in observing development/status and in initiating change. This Activity will empower the Commission to play this role for climate change, vulnerability and adaptation.	
Description	<i>Planned actions to produce the activity result.</i> 2.1.1 Identify the capacity development needs of the Commission with regards to scientific observation/monitoring of ACC and ACC actions. 2.1.2 Develop new tools, or adapt the existing tools of the Commission, in order to improve scientific observation/monitoring of ACC. 2.1.3 Develop capacity of the Commission members.	

Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
The fact that the Commission is regularly issuing reports on climate change vulnerability	This information will be available in the annual performance reports of CONEDD.	End of year 1, and annually thereafter.

OUTPUT 2: Burkina Faso has strengthened leadership capacity and institutional frameworks to manage climate change risks and exploit related opportunities in an integrated manner at local and national levels.		
Activity Result 2 (Atlas Activity ID Activity 2)	<i>Short title to be used for Atlas Activity ID Capacité de leadership ACC</i> Strengthen the capacity of the Department for Meteorology's (DM) to collect, analyse and provide data and information (to be client oriented).	Start Date: 2009 End Date: 2012
Purpose	<i>What is the purpose of the activity?</i> Useful and reliable information on climate and climate change is vital for all elements of planning and adaptation. This activity contributes to having good data and information services in place, that is geared towards meeting the needs of planners.	
Description	<i>Planned actions to produce the activity result.</i> 2.2.1 Identify the climate-related information needs of those involved in development, sectoral and local planning. 2.2.2 Support the DM to collect data and to produce/distribute the required information, working closely with sub-regional and regional agencies	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
DM database is strengthened and recognised across the West Africa region as a model of client-oriented, useful and used data-bases.	The records of key institutions in the region, e.g. CILSS/AGRYMET, show that DM database is being used.	End of year 2.

OUTPUT 2: Burkina Faso has strengthened leadership capacity and institutional frameworks to manage climate change risks and exploit related opportunities in an integrated manner at local and national levels.		
Activity Result 3 (Atlas Activity ID Activity2)	<i>Short title to be used for Atlas Activity ID Capacité de leadership ACC</i> Enable the Ministerial DEPs to integrate climate change risk management into development projects.	Start Date: 2009 End Date: 2010
Purpose	<i>What is the purpose of the activity?</i> The DEPs oversee all elements of the project cycle for investment projects in the ministries. They are therefore a critical entry point for ensuring investment projects are adapted to climate change and manage optimally climate change risks and opportunities. This activity will give them the capacity to do so. Some pilot measures may be financed, to demonstrate adaptation in sectoral investments.	
Description	<i>Planned actions to produce the activity result.</i> 2.3.1 Analyse the DEP workplans in various ministries. 2.3.2 Develop tools to integrate ACC into DEP workplans and into the investment project cycles. 2.3.3 Train the resource persons in the DEP.	

Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
DEP has tools and methodology for integrating CC into projects.	The reports from the concerned ministries will record DEPs progress.	Major progress by end of Year 2.

Output 3: Burkina Faso is implementing climate-resilient policies and measures in NAPA priority sectors.		
Activity Result 1 (Atlas Activity ID, Activity3)	<i>Short title to be used for Atlas Activity ID Politique et mesures à la réduction ACC</i> Support the PNGT to integrate ACC into local planning.	Start Date: 2009 End Date: 2012
Purpose	<i>What is the purpose of the activity?</i> The PNGT oversee and support local development planning. It is therefore an entry point into transforming activities at the communal level. Empowering PNGT to adapt to climate change will directly affect planning process at communes across the country. Some pilot measures may be financed, to demonstrate adaptation at local level.	
Description	<i>Planned actions to produce the activity result.</i> 3.1.1 Analyse the existing local planning process that are supported by the PNGT. 3.1.2 Develop and implement an ACC training programme for vulnerable groups and for women at the communal level. 3.1.3 Develop a workplan and training programme to support the development of a strong consultancy sector and strong commune-level commissions that can support integrating ACC into local planning. 3.1.4 Enable the national and regional PNGT technical teams, so that they can provide better support to local planning processes.	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
PNGT teams are actively promoting adaptation to climate change	The six-monthly and annual reports of the PNGT teams.	Major progress by end of Year 2

Output 3: Burkina Faso is implementing climate-resilient policies and measures in NAPA priority sectors.		
Activity Result 2 (Atlas Activity ID Activity3)	<i>Short title to be used for Atlas Activity ID Politique et mesures à la réduction ACC</i> Support the health sector	Start Date: 2009 End Date: 2012
Purpose	<i>What is the purpose of the activity?</i> The health sector is likely to be heavily affected by climate change, in turn threatening to undermine development achievements in Burkina Faso. These are the first activities to support ACC in this sector.	
Description	3.2.1 Identify 2-3 key entry points, in health sector projects, programmes or policies. 3.2.2 Provide training and awareness raising. 3.2.3 Develop tools to integrate CC into health sector projects, programmes and/or policies. 3.2.4 Support fund mobilisation to health sector adaptation interventions.	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>

	<i>been met?</i>	
The approval of a national plan for adapting health sector to CC.	Ministry of health reports	End of Year 3.

OUTPUT 3: Output 3: Burkina Faso is implementing climate-resilient policies and measures in NAPA priority sectors.		
Activity Result 3 (Atlas Activity ID Activity3)	<i>Short title to be used for Atlas Activity ID_Politique et mesures à la réduction ACC</i> Strategic lobbying and development of the legal framework related to change change..	Start Date: 2010 End Date: 2011
Purpose	<i>What is the purpose of the activity?</i> BFK requires legal backing to many issues, e.g. the need for sectors to integrated adaptation to climate change, e.g. the establishment of a National Fund. This Integrated law - covering both adaptation and mitigation – will provide the legal backing	
Description	<i>Planned actions to produce the activity result.</i> 3.3.1 Identify the key national decision-making institutions (i.e. the policy and law and opinion makers). 3.3.2 Undertake study to identify the optimal measures needed to strengthen the legal framework; 3.3.3 Prepare and implement a communication/lobbying strategy that targets the key institutions identified in 3.3.1 (e.g. through briefing documents, exhibitions, round tables). 3.3.4 Support the development of integrated legal tools that addresses climate change, covering both mitigation and adaptation, and includes: (i) the creation of a national fund for adaptation and (ii) obligation to address ACC in sectoral projects.	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Draft law prepared	National Assembly reports	End of Year 2.

Output 4: Capacity to mobilise financial resources to meet national adaptation costs are developed at national and local levels.		
Activity Result 1 (Atlas Activity ID Activity 4)	<i>Short title to be used for Atlas Activity ID Mécanismes de mobilisation pour ACC</i> Strengthen capacity to evaluate the costs of adapting to climate change.	Start Date: 2009 End Date: 2012
Purpose	<i>What is the purpose of the activity?</i> The capacity to estimate the financial implications of climate change at the local, project and sectoral levels is essential to future planning and future fund mobilisation efforts. At project start-up, it is missing. This activity addresses that weakness. This process – to estimate micro and macro costs of climate change adaptation will be linked to the process to prepare a revised, comprehensive NAPA.	
Description	<i>Planned actions to produce the activity result.</i> 4.1.1 Develop a methodology to evaluate adaptation costs at the project level and the sector level. 4.1.2 Develop capacity to utilise the methodology from 4.1. Develop this capacity in the consultancy sector, in local planning services, in CONEDD and in DEPs. 4.1.3 Prepare an updated NAPA. 4.1.4 Estimate the financial needs in order to implement adaptation measures	

Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
An updated NAPA prepared	Ministry reports	End of year 3

Output 4: Capacity to mobilise financial resources to meet national adaptation costs are developed at national and local levels.		
Activity Result 2 (Atlas Activity ID Activity4)	<i>Short title to be used for Atlas Activity ID Mécanismes de mobilisation pour ACC</i> Strengthen capacity to access international ACC funds.	Start Date: 2010 End Date: 2012
Purpose	<i>What is the purpose of the activity?</i> Significant international funds exist and more will be created. This includes private and public sector funds, standard and innovative. Current capacity to access these funds is a major bottleneck to fund mobilisation and to adaptation efforts. This Activity will overcome this bottleneck.	
Description	<i>Planned actions to produce the activity result.</i> 4.2.1 Assess and analyse the procedures to mobilise the various existing and proposed international and continental adaptation funds. 4.2.2 Develop an action plan to access international funds. 4.2.3 Support the implementation of the action plan from 4.2.2.	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
An action plan for accessing international funds will be prepared and approved.	Project reports	End of Year 2.

Output 4: Capacity to mobilise financial resources to meet national adaptation costs are developed at national and local levels.		
Activity Result 3 (Atlas Activity ID Activity4)	<i>Short title to be used for Atlas Activity ID Mécanismes de mobilisation pour ACC</i> Develop capacity to utilise Funds effectively.	Start Date: 2010 End Date: 2012
Purpose	<i>What is the purpose of the activity?</i> Once Burkina Faso has mobilised funds, it will require the mechanisms, procedures, institutions and legal framework to ensure the fund are allocated to the priority, most-deserving investments, in a transparent, accountable manner. This will most likely require the establishment of specific mechanism, e.g. a National Adaptation Fund. This activity will assess options, identify the best option, and built the institutional framework required.	
Description	<i>Planned actions to produce the activity result.</i> 4.3.1 Analyse existing national funds from other sectors in Burkina Faso (e.g. the Rural Electrification Fund) and draw lessons; 4.3.2 Undertake feasibility study of alternative mechanisms (including a National Fund) to channel adaptation funding to deserving priority projects. 4.3.3 Support the creation of mechanisms to channel finance to adaptation projects. 4.3.4 Support the operations of the mechanism established in 4.3.3.	

Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
National Fund established and ready to function	Project reports	End of Year 3.

VII. LEGAL CONTEXT

National activities:

46. The project document shall be the instrument envisaged in the [Supplemental Provisions](#) to the Project Document, attached hereto.

Agreements. Not applicable.

Special Clauses. Not applicable.

47. This Project Document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the Government of Burkina Faso and the UNDP, signed by the parties on 13 April 2007. The host country implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government co-operating agency described in that Agreement.

48. The UNDP Resident Representative in Burkina Faso is authorized to effect in writing the following types of revision to this Project Document, provided that he/she has verified the agreement thereto by the UNDP-GEF Unit and is assured that the other signatories to the Project Document have no objection to the proposed changes:

- a) Revision of, or addition to, any of the annexes to the Project Document;
- b) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation;
- c) Mandatory annual revisions which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility;
- d) Inclusion of additional annexes and attachments only as set out here in this Project Document.

VIII. ANNEXES

Annex 1: Recent Relevant Studies

Supporting Integrated and Comprehensive Approaches to Climate Change Adaptation in Africa: Inter-Regional Technical Support Component. UNDP Project Document.

Sub-Regional Action Programme to Reduce Vulnerability to Climate Change in West Africa, Parts I and II. ECOWAS.

Burkina Faso National Adaptation Programme of Action. Government of Burkina Faso.

Burkina Faso Initial Communication to the UNFCCC. Government of Burkina Faso.

National Programme to Develop Capacity to Manage the Global and National Environment, Strategy and Action Plan, 2008-20025. Government of Burkina Faso.

Strengthening Adaptation Capacities and Reducing the Vulnerability to Climate Change in Burkina Faso. Government of Burkina Faso/UNDP/GEF Project document.

Supporting the Implementation of the Climate Change Programme in Burkina Faso. Government of Burkina Faso/Denmark/IUCN Project document.

Adapting to Climate Change and Improving Human Security in Burkina Faso. Government of Burkina Faso/Denmark/UNDP Project document.

Annex 2: Introductory Information on the Parallel ACC Projects being Launched with support from SP/CONEDD and/or UNDP

1. Strengthening Adaptation Capacities and Reducing the Vulnerability to Climate Change in Burkina Faso.

Sponsors/key partners SP-CONEDD/UNDP/GEF (LCDF)

Objective to enhance Burkina Faso's resilience and adaptation capacity to climate change risks in the agro-sylvo-pastoral sector. This resilience will notably be enhanced in Mouhoun, Namatenga and Oudalan Provinces.

Outcomes

- Capacity to plan for and respond to climate changes in the agro-sylvo-pastoral sector improved.
- Risk of climate induced impacts on agro-sylvo-pastoral productivity reduced through the understanding, testing and adoption of best practices through a community-centred approach.
- Lessons learned and best practices from Outcome 1 and Outcome 2 are collected and disseminated.

Financial details Baseline: \$15,257,595, LCDF: \$2,900,000, Additional co-financing: \$5,420,000.

Estimated starting date: August 2009

2. Supporting the Implementation of the Climate Change Programme in Burkina Faso.

Sponsors/key partners SP-CONEDD/Government of Denmark/IUCN

Objective The main objective is to increase the capacity in civil society to contribute to the implementation of the Climate Change Programme in Burkina Faso.

Outcomes

- A consultative and information exchange mechanism for climate change with full participation of civil society;
- Indigenous natural resource use practices from rural areas are better integrated into development policies;
- Appropriate technologies, including indigenous practices and technical innovations, are implemented amongst the most vulnerable groups in rural areas.

Financial details \$800,000.

Estimated starting date: 2009

3. Adapting to Climate Change and Improving Human Security in Burkina Faso.

Sponsors/key partners SP-CONEDD/Government of Denmark/UNDP

Objective Improving human security through adapting to climate change.

Outcomes

- Awareness of environmental challenges and the adverse effects of climate change amongst key actors raised;
- Strengthened operational and managerial capacity (decentralised) and strengthened stakeholders (civil society, community-based organisations, private sector) involvement in sustainable resource ecosystem management.

Financial details \$870,000

Estimated starting date: 2009

4. Projects supported by the UNDP Bureau for Crisis Prevention and Recovery.

(i) Strengthening national capacity to manage and recover from crises and catastrophe.

- Partner: CONASUR
- Components: (i) Strengthening institutional capacity to prepare for, to respond to and to manage risk through increasing resources (human, financial, physical) in order to improve coordination, a decentralised response, and a better adaptation to climate change; (ii) Establish an integrated information system on the risks associated with catastrophes and tools to reduce the risk of catastrophe, at the central level and in two pilot Regions (this includes small grants), and; (iii) Integrate catastrophe risk reduction into the PRSP, and into sectoral and regional development plans, and into the Medium Term Expenditure Framework.
- Budget: \$1 030 000
- Period: 2009-2012.

(ii) BKF component of the “*Climate Risk Management (CRM) Technical Assistance Project*”.

- Partner: to be determined, International Research Institute for Climate and Society (IRI);
- Components: (i) Climate analysis (ii) Identification of climate-related risks and impacts (iii) decision analysis and support (iv) institutions and policy research, and (v) capacity development. A main focus of this project is to develop capacity and awareness inside the UN system.
- Budget: \$4.36 million over 22 countries
- Period: 2009 - 2011

5. Summary of Findings of Gap Analysis Illustrating Priority Gaps fill.

Effets	Interpretation dans le contexte Burkinabé	LDCF	Projet danois UICN	Projet danois PNUD	Commentaires
Le BF a mis en place des mécanismes dynamiques de planification à long terme pour gérer les incertitudes inhérentes aux changements climatiques.	Les mécanismes de planification à long terme prenant en compte les incertitudes liées au changement climatique dans le processus de planification existent.				Cet effet est quasiment non abordé par les projets actuels
Le BF a renforcé ses capacités de leadership et élaboré des cadres institutionnels pour gérer les risques et exploiter les opportunités présentés par les changements climatiques de manière intégrée au niveau local et national.	Le leadership et les cadres institutionnels au niveau national, régional, provincial et départemental ont des capacités à prévoir les risques liés au CC et à saisir les opportunités existantes en matière d'adaptation au CC.	Cette priorité se retrouve au niveau du résultat 1	L'effet est pris en compte au niveau du résultat 1 du projet qui est l'existence d'un mécanisme fonctionnel de concertation et d'échanges sur le changement climatique impliquant la société civile	L'organisation d'ateliers de sensibilisation sur les CC au profit des différentes parties prenantes (gouvernement, collectivités, communautés locales, secteur privé, partenaire de coopération	Cet effet est partiellement pris en compte par tous les projets actuels et les documents d'orientation relatifs au CC et au renforcement des capacités.
Le BF met en œuvre des politiques et des mesures favorables à la résilience face au climat dans les secteurs prioritaires.	Des politiques et mesures mises en œuvre dans les secteurs prioritaires tels que l'Agriculture, l'environnement et de la santé sont favorables à la résilience face au climat	Cet effet est pris en compte au niveau du résultat 1	Cette priorité est abordée par le résultat 2 " les pratiques endogènes de production en milieu rural appropriées sont mieux intégrées dans les politiques de développement		La partielle prise en compte de cet effet est observé au niveau de l'appui danois et du PANA/PPG.
Les options de financement visant à subvenir aux coûts nationaux de l'adaptation ont été élargies au niveau local et national	Les allocations budgétaires au niveau national et au niveau local prennent en compte les coûts d'adaptation.			Cet effet est pris en compte dans un des effets de l'objectif 2 du projet notamment "Les ressources financières et matérielles d'appui à la GRN et des écosystèmes sont mises à la disposition des collectivités locales et des utilisateurs	Cet effet est insuffisamment pris en compte aussi bien par les projets que les documents d'orientation relatifs au CC
Des connaissances sur l'ajustement des processus de développement nationaux pour tenir compte pleinement	Les expériences en matière de prise en compte du changement climatique dans les processus de planification	Cette priorité est en partie pris en	Cet effet est en partie pris au niveau du résultat 1.	Cette priorité se retrouve au niveau de l'objectif 2 en ce qui concerne le développement des outils de planification et de	Cette effet est prise en compte par l'ensemble des projets en cours.

Effets	Interpretation dans le contexte Burkinabé	LDCF	Projet danois UICN	Projet danois PNUD	Commentaires
des risques et opportunités liés aux changements climatiques sont générées et partagées à tous les niveaux.	et de mise en œuvre des actions de développement sont capitalisées et diffusées	compte au niveau du résultat 3		gestion décentralisées des ressources et écosystèmes naturels pour les mettre à la disposition des collectivités territoriales	

Annex 3: Description and Terms of Reference of Project Supervision, Management and Coordination Mechanisms.

Senior Supplier: This is the **UNDP representative**, representing the interests of the parties concerned which provide funding and/or technical expertise to the project. He/she will provide guidance regarding technical feasibility and support to the project.

Executive: Represents project ownership and chairs the Project Steering Committee. This will be the

Direct Beneficiaries/stakeholders: Representatives of other Agencies (all represented on the PSC, see below).

Project Assurance

- Ensure that funds are made available to the project;
- Ensure that risks and issues are properly managed, and that the logs in Atlas are regularly updated;
- Ensure that critical project information is monitored and updated in Atlas, using the Activity Quality Assessment page in particular;
- Ensure that Project Progress Reports are prepared and submitted on time, and according to standards in terms of format and content quality;
- Ensure that financial reports are submitted to UNDP on time, and that CDRs are prepared and submitted to the Project Board;
- Perform oversight activities, such as periodic monitoring visits and “spot checks”.
- Ensure that the Project Data Quality Dashboard remains “green”

Project Support

- Set up and maintain project files
- Collect project related information data
- Update plans
- Administer Project Board meetings
- Administer project revision control
- Establish document control procedures
- Compile, copy and distribute all project reports
- Assist in the financial management tasks under the responsibility of the Project Manager
- Provide support in the use of Atlas for monitoring and reporting
- Review technical reports
- Monitor technical activities carried out by responsible parties

UNDP Programme Manager (UNDP Resident Representative or delegated authority):

- Approve and sign the Annual Work Plan for the following year;
- Approve budget for the first year in Atlas.

Implementing Partner (authorised personnel with delegated authority):

- Approve and sign the Annual Work Plan (AWP) for the following year;
- Approve and sign the Combined Delivery Report (CDR) at the end of the year.
- Sign the Financial Report (FR) or the Funding Authorization and Certificate of Expenditures (FACE)

I Project Steering Committee (PSC)

The PSC will be shared with the two closely related projects: *Strengthening Adaptation Capacities and Reducing the Vulnerability to Climate Change in Burkina Faso* (UNDP/GEF/LDCF) and *Adapting to Climate Change and Improving Human Security in Burkina Faso* (Denmark/UNDP).

Tasks and Mandate

The PSC will be responsible for overall support, policy guidance and overall supervision of the project. The PSC is specifically responsible for: validating key project outputs, notably annual workplans, budgets, technical reports and progress; monitoring and evaluating project progress.

Other key tasks of the PSC include:

- Ensure coordination with similar projects and programmes in Burkina Faso;
- Ensure the Project PCU has access to data and information from other sources in-country;
- Examine and approve annual workplans;
- Examine and approve monitoring reports;
- Examine and approve activity and progress reports;
- Ensure that the PSC recommendations are enacted;
- Ensure that gender and poverty issues are fully addressed by the project;
- Review the performance of the PCU, and make recommendations;
- Recommend actions and activities to be implemented under the project;

Membership

The PSC meets at least twice per year, and when convened by the Chair. Membership will be the same as for the NAPA and the SNC, however with some additions in line with Decree 2007-775/PRESSS/PM – MEF pertaining to the management of externally funded projects. Membership includes:

- SP/CONEDD (Chair)
- Ministry of Environment and Lifestyle;
- Ministry of Agriculture and Water Resources;
- Ministry of Animal Resources;
- General Department for Meteorology under the Ministry of Transport;
- Ministry of Land Management and Decentralisation
- Ministry of Economy and Finance
- Ministry of Commerce
- Ministry of Health
- The Ministry for Secondary, Tertiary and Scientific Research Education (MESSRS)
- One member from each of three Local Development Councils from representative villages

- UNDP
- Government of Japan
- Government of Denmark

Each member organisation shall nominate one member and one alternate.

II Project Coordination Unit (PCU)

The PCU will be shared with the two closely related projects: *Strengthening Adaptation Capacities and Reducing the Vulnerability to Climate Change in Burkina Faso* (UNDP/GEF/LDCF) and *Adapting to Climate Change and Improving Human Security in Burkina Faso* (Denmark/UNDP).

Introduction

The Project Coordination Unit is responsible for day-to-day implementation and management. It is notably responsible for technical support to all activities, and establishing technical working relationships with a range of projects and programmes and activities throughout Burkina Faso. The PCU is institutionally part of the SP/CONEDD and reports to the NPD, a senior SP/CONEDD staff member.

Tasks

- Preparing Annual and Quarterly workplans;
- Preparing Financial and progress report;
- Preparing TOR for all activities, inputs and services;
- Overseeing the identification, selection and supervision of all service providers;
- Providing technical support to all village level demonstration activities. This includes regular visits to demonstration villages to observe and advise on all local activities;
- Providing technical support and direct inputs to all capacity development activities at local, provincial and national levels. This includes the design and implementation of training programmes;
- Prepare policy papers, recommendation, as appropriate and necessary;
- Ensuring coordination with all related projects in the sector and related sector;
- Arrange and ensure the smooth implementation of all PSC meetings;
- In-between PSC meetings, ensure the PSC members are informed of all major developments and reports;
- Building working technical partnerships;
- Overseeing lesson learning and lesson dissemination;
- Providing training in line with workplans and budget;
- Implement the M&E plan;
- Oversee communications: website, newsletters, leaflets, etc;
- Ensure that appropriate accounting records are kept, and financial procedures for NEX are followed;
- Facilitates and cooperates with audit processes at all times as required;

Staffing

The PCU will consist of one National Coordinator, at least four professional staff based in the SP/CONEDD, and two administrative/logistical support staff based in SP/CONEDD.

The four professional staff will, between them, have experience and expertise in all of the following areas:

- Economics;
- Agriculture and livestock-raising;
- Climate change forecasting and impact forecasting;
- Project communications;
- Gender and poverty reduction;
- Project monitoring and evaluation.

Detailed TOR for each of these will be prepared prior to the Inception Workshop, approved by the PSC and by UNDP/GEF.

III National Coordinator

Reports to: National Project Director

Timing/Duration: This is a full-time position for the three years of the project (shared with the other two projects).

Objective/scope:

This is a high level policy/leadership position to oversee the project implementation.

- The initial objective is to establish the PCU and oversee the recruitment of its staff and its operationalisation.
- The next objective is to ensure regular work planning, adaptive management and monitoring of project progress towards project objectives and goals, and management of all PCU staff.
- The third objective is to ensure the PCU interacts functionally with all partners, Burkinabe and international, at high levels. This includes developing joint objectives and activities with international partners and other projects.

Tasks (these include, but are not limited to):

PCU Management and Planning

1. Assumes operational management of the project in consistency with the project document and UNDP policies and procedures for nationally executed projects;
2. Oversees preparation and updates of the project work plan as required; and formally submits updates to UNDP and reports on work plan progress to the NPD and UNDP as requested but at least quarterly;
3. Oversees the mobilization of project inputs under the responsibility of the Executing Agency;
4. Ensures that appropriate accounting records are kept, and financial procedures for NEX are followed, and facilitates and cooperates with audit processes at all times as required;
5. Ensures all reports are prepared in a timely manner;
6. Assist in the finalization of TORs and the identification and selection of national consultants to

undertake the rapid assessment;

7. Assists in the planning and design of all project activities, through the quarterly planning process and the preparations of TOR and Activity Descriptions;
8. Supervises the project staff and consultants assigned to project;
9. Throughout the project, when necessary, provides advice and guidance to the national consultants, to the international experts and to project partners;

Partnerships

10. Oversees development and implementation of communications strategy;
11. Oversees development and implementation of the M&E monitoring system;
12. Builds working relationships with national and international partners in this sector;

Policy

13. Oversees the recruitment of all consultants and sub-contractors and ensures that their work is focused on policy development;
14. Advises on how to disseminate the project findings, notably to governmental departments;
15. Assists on the dissemination of project findings, notably to governmental departments and internationally;
16. Ensures the coordination of project policy oriented work with related work of partners;
17. Helps establish a regular policy dialogue mechanism on adapting to climate change.

Technical

The National Coordinator will have nationally renowned expertise in at least one of the following fields: Agricultural or rural economics; Agricultural engineering; Water management; Livestock management, and/or; climate change forecasting and impact forecasting.

Qualifications

- Appropriate University Degree in natural resources management, economics, agriculture or livestock raising;
- Substantial experience and familiarity with the ministries and agencies in Burkina Faso;
- Verified excellent project management, team leadership, and facilitation;
- Ability to coordinate a large, multidisciplinary team of experts and consultants;
- Fluency in English.

Annex 4. Risk Log



Project Title:	Award ID:	Date:
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#	Description	Date Identified	Type	Impact & Probability (1-5)	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	<u>Programme/Project management</u> Several related projects are starting up in the same sector, and managerial capacity is limited.	May 2009	Operational	P = 4 I = 3	Time and resources are allocated in the project to establishing a strong project coordination unit to support SP/CONEDD. This unit will be actively responsible for at least 3 separate projects, thereby securing economies of scale.				
2	<u>Institutional arrangements and anchoring</u> Climate change adaptation is a new 'sector', requiring involvement/active cooperation of many traditional administrative sectors. There is a danger of some sectors capturing the project, and therefore interventions not reaching key partners.	May 2009	Organizational	P = 3 I = 42	Strong coordination mechanisms are required, and the involvement of strong ministries. 1. SP/CONEDD has the connections and the capacity to push coordination. 2. Ministry of Economics and Finance is to be invited and encouraged to play a key role. 3. MoUs are to be signed with key government departments, to ensure anchoring.				
3	<u>Critical legislation fails to pass</u> One Law and one Decree are to be supported by the project. Successful approval and promulgation cannot be assured.	May 2009	Regulatory	P = 2 I = 3	The project is to provide technical and communication resources to ensure the law/decrees are prepared in a timely manner, and broad support is fostered for their approval/promulgation.				

Annex 5: UNDP Tools and Resources

The UNDP/BDP/EEG Climate Change Adaptation team has finalised, or is developing, numerous tools that will support countries from project development and implementation through to monitoring and evaluation.

1. *Adaptation Policy Frameworks (APF) for Climate Change*: Provides a structured approach to formulating and implementing adaptation strategies, policies and measures to ensure human development in the face of climate variability and change. The APF links adaptation to sustainable development and global environmental issues and can be used for formulating and designing adaptation-related projects, or for exploring the potential to add adaptation considerations to other types of projects. Projects can focus on any population scale, from the village to the national level (<http://www.undp.org/climatechange/adapt/apf.html>).
2. *Operational Guidance for Climate Change Adaptation*: Describes the current development baseline, current vulnerabilities to climate hazards, and future climate risks for the thematic areas of agriculture and food security, water resources and quality, public health, disaster risk management, coastal zone development, and natural resources, drawing upon the findings of the Intergovernmental Panel on Climate Change (IPCC)'s Fourth Assessment Report (AR4). Possible adaptation strategies, policies and measures are described for each thematic area (May/June 2008).
3. *Country Adaptation Profiles*: Initially designed to assist UNDP Country Offices and Regional Technical Advisors in developing adaptation proposals that were integrated into broader development planning, the profiles are now publicly available on the Adaptation Learning Mechanism website. A large range of adaptation information is captured that assists with 1) providing a platform with national stakeholders can share information and 2) illustrating the structured thinking necessary for planning robust adaptation programmes (<http://www.adaptationlearning.net/profiles/>).
4. *Country-level climate risk profiles*⁵: Assist countries to identify their climate risks and management options by analysing observed trends in key climate variables and projected future changes using the latest climate model outputs which were assessed in the IPCC AR4. Underlying datasets, narratives of observed trends and projected changes and guidance notes on the appropriate application will be prepared (60 country profiles by end August 2008).
5. *Guidance and resource document on climate information for adaptation planning*: Analyses what climate information is really required for the different tasks of climate risk management and within different contexts. Current state of the availability and robustness of climate information and key sources of data are summarised to provide a quick guide for adaptation researchers and practitioners (September 2008).
6. *Monitoring and Evaluation Framework for Adaptation to Climate Change*: Describes how to define portfolio- and project-level indicators for adaptation that are applicable across all thematic areas and link programme objectives to the MDGs (May/June 2008). (http://www.undp.org/climatechange/adapt/downloads/Adaptation_ME_DRAFT_July.pdf)
7. *Resource guide on gender and climate change*: Describes the linkages between gender and climate change and provides entry points for designing gender sensitive adaptation and mitigation measures (September 2008)

Another important resource will be the UNDP-implemented GEF Adaptation Learning Mechanism (ALM). The ALM (www.adaptationlearning.net/) includes the Country Adaptation Profiles (noted above), case studies and lessons learned, learning templates, and a resources database.

⁵ Co-funded by DFID.

Annex 6. Capacity Assessment: Results of capacity assessments of Implementing Partner

Project Title		Consolidating the national approach to adapting to climate change in Burkina Faso.	
Name of the Institution		SP/CONEDD	
Date of assessment		5 May 2009	
INDICATOR	AREAS FOR ASSESSMENT	APPLICABLE DOCUMENTS/TOOLS	COMMENTS
PART I – REFERENCES AND PRELIMINARY CHECKS			
1.1 History and Compliance with International Resolutions/Standards			
1.1.1 History	SP/CONEDD was created in 2005.	Annual Reports (see the Website: www.spconedd.bf)	
1.1.2 United Nations Security Council 1267	N/A	N/A	This is a government Ministry and therefore this is not applicable.
1.1.3 Certification	Is the institution already certified through international standards? N/A	N/A	N/A
PART II. ASSESSING NATIONAL INSTITUTION CAPACITY FOR PROJECT MANAGEMENT			
2.1 Managerial Capacity			
Ability to plan, monitor and coordinate activities			
Planning, Monitoring & Evaluation	Does the institution produce clear, internally consistent proposals and intervention frameworks, including detailed workplans? SP/CONEDD produces annual and quarterly workplan. Does the institution hold regular programme or project review meetings? The SP/CONEDD staff meet regularly. Division Chiefs meet weekly. All staff meet also weekly. SP/CONEDD works with a logframe, with indicators and full results-based M&E. Are there measurable outputs/deliverables in the defined project plans? Yes.	Quarterly and annual reports are submitted to Ministry ECV for approval. Quarterly project progress reports are also submitted to donors, eg UNDP..	
2.1.2 Reporting and performance track record	Each project has a log frame with indicators and targets. These are all followed by SP/CONEDD	All reports are shared with donors and other stakeholders.	

2.2 Technical Capacity			
2.2.1 Specialization	<p>Does the institution have the technical skills required? The SP/CONEDD has specialised staff members supported by consultants ranging from economists to ecologists.</p> <p>Does the institution have the knowledge needed? Not quite. Some special skills are still required, e.g. climate modelling.</p> <p>Does the institution keep informed about the latest techniques/competencies/policies/trends in its area of expertise? Yes. SP/CONEDD follows international processes and attends international technical meetings of Convention. .</p> <p>Does the institution have the skills and competencies that complement those of UNDP? SP/CONEDD has excellent strategic and operational collaboration with UNDP and is currently implementing 5 UNDP projects (from various funding sources).</p>	<p>Convention progress reports (e.g. INC and NBSAP).</p> <p>Produces annual State of Environment Report.</p> <p>All technical reports to UNFCCC and UNCCD.</p>	N/A
2.2.2 Ability to monitor the technical aspects of the project.	<p>Does the institution have access to relevant information/resources and experience? SP/CONEDD has the formal mandate and the authority to monitor all climate change related projects.</p> <p>Does the institution have useful contacts and networks? Yes, SP/CONEDD has excellent relationships with NGOs (e.g. Christian Aid, Reseau Marp – NGO network), technical institutions (e.g. CNRST), development partners</p>	<p>Lettre de mission.</p> <p>Divisional responsibilities set out.</p> <p>Each division maintains database.</p>	N/A most of the assessment

	<p>(UNDP, SIDA, DANIDA), private sector (e.g. SONABEL, consultancy sector).</p> <p>Does the institution know how to get baseline data, develop indicators?</p> <p>Yes.</p> <p>Does it apply effective approaches to reach its targets (i.e participatory methods)?</p> <p>Yes, SP/CONEDD uses Objective Oriented Planning.</p> <p>SP/CONEDD is implementing a participatory communications project and developing related capacity/tools (with support of CILSS/IDRC).</p>		
<p>2.2.3 Human Resources</p>	<p>Does the institution staff possess adequate expertise and experience?</p> <p>SP/CONEDD has approximately 20 professional staff. In the following sections: policy division; international partners and convention; environmental monitoring; financial division; administrative secretariat.</p> <p>Does the institution use local capacities (financial/human/other resources)?</p> <p>Yes.</p> <p>What is the institution capacity to coordinate between its main office and decentralized entities/branches (if relevant)?</p> <p>N/A</p> <p>Have staff been trained on project management methodology?</p> <p>Yes, all professional staff have received related training.</p>	<p>Profiles (ToRs) of staff, including expertise and professional experience</p> <p>Chart of assignments of roles and functions</p> <p>Reports on technical experience from national or international agencies for operations and capacity-building</p> <p>Individual certification on project management such as PRINCE2</p> <p>Training on PRINCE 2 has been provided.</p>	
<p>PART III. ASSESSING NATIONAL INSTITUTION CAPACITY FOR ADMINISTRATIVE AND FINANCIAL MANAGEMENT</p>			

3.1 Administrative capacity <i>Ability to provide adequate logistical support and infrastructure</i>			
3.1.1 Ability to manage and maintain infrastructure and equipment	<p>Does the institution possess logistical infrastructure and equipment? Has office space, computers, etc. Some challenges remain.</p> <p>Can the institution manage and maintain equipment? Yes.</p>	<p>Adequate logistical infrastructure: office facilities and space, basic equipment, utilities</p> <p>Office, regional and HQ.</p> <p>Computer capability and library materials</p>	
3.1.2 Ability to procure goods services and works on a transparent and competitive basis.	<p>Does the institution have the ability to procure goods, services and works on a transparent and competitive basis? Yes</p> <p>Does the institution have standard contracts or access to legal counsel to ensure that contracts meet performance standards, protect UNDP and the institution's interests and are enforceable? With support of DEP, SP/CONEDD has capacity to tender and to plan and purchase goods/services.</p> <p>Does the institution have the authority to enter into contracts? Yes.</p>	<p>Uses national standards, procedures and formats for contracts, procurement procedures, etc.</p>	
3.1.3 Ability to recruit and manage the best-qualified personnel on a transparent and competitive basis.	<p>Is the institution able to staff the project and enter into contract with personnel? Yes.</p> <p>Does the institution use written job descriptions for consultants or experts? Yes</p>	<p>Standard contracts</p> <p>Job descriptions</p>	N/A
3.2 Financial Capacity <i>Ability to ensure appropriate management of funds</i>			
3.2.1 Financial management and funding resources	<p>Is there a regular budget cycle? Yes. 1 January to 31 December.</p> <p>Does the institution produce programme and project budgets? What is the maximum amount of money the institution has managed? \$200,000/year operational costs.</p>	<p>Operating budgets and financial reports.</p> <p>Subject to random (i.e. unannounced) state inspection of accounts and procedures that assess all accounts and all use of state funds etc.</p> <p>All furniture is monitored.</p> <p>Written procedures</p>	

	<p>Does the institution ensure physical security of advances, cash and records? Yes</p> <p>Does the institution disburse funds in a timely and effective manner? Yes (confirmed by service providers)</p> <p>Does the institution have procedures on authority, responsibility, monitoring and accountability of handling funds? Yes.</p> <p>Does the institution have a record of financial stability and reliability? Yes</p>	<p>ensuring clear records for payable, receivables, stock and inventory</p> <p>State Financial procedures document.</p> <p>UNDP NEX manual.</p>	
3.2.2. Accounting System	<p>Does the institution keep good, accurate and informative accounts? Yes</p> <p>Does the institution have the ability to ensure proper financial recording and reporting? Yes, see the above. The SP/CONEDD has a division responsible for Financial administration.</p>	<p>A bank account or bank statements</p> <p>Audited financial statements</p> <p>Written procedures for processing payments to control the risks through segregation of duties, and transaction recording and reporting</p>	N/A
3.2.3. Knowledge of UNDP financial system	<p>Does the institution have staff familiar with Atlas through External Access? Yes. SP/CONEDD has been selected to have External Atlas (however internet connection currently limits implementation.)</p>	<p>External access provided</p>	

Annex 7. Minutes of the Project Appraisal Committee Meeting (PAC)

AAP; "Consolidating the national approach to adapting to climate change in Burkina Faso", PAC held at the **UNDP premises** in Ouagadougou, Burkina Faso, on 5 May 2009

1. Discussion du sur le cadre logique du projet PNUD/Japon

1.1 Questions

- Activité 1.2 : Raisons de se limiter au niveau régional seulement (et non pas communal, village...)
- Activité 3.2 : Raisons de se concentrer sur santé uniquement (et non pas agriculture, élevage...)
- Activité 3.3 : Nécessité de la loi proposée, faisabilité et possibles alternatives (comme sensibilisation des parlementaires, communes...)
- Activité 4.3 : Nécessité du fond proposé (fond d'intervention pour l'environnement disponible), faisabilité (voir fond de désertification...) et possibles alternatives (comme micro-finance niveau projets, rectificatif de loi, guichets...)

1.2 Commentaires

- Nécessité de connaissances et inclusion de bourses de recherche (doctorats)
- Possibilité de synergie avec l'initiative pauvreté et environnement PNUD/PNUE
- Présences d'imprécisions sur le document (actions 1.1.5, 3.2.1...)
- Difficulté de sensibiliser les élus locaux (mesures environnementales vues à long terme)
- Possibilité de synergie avec l'initiative PNUE/BM sur les CFC et gaz destructeurs d'ozone
- Activité 2.2 : Renforcement de capacité considéré plus nécessaire que la base de données
- Nécessité de plus de recherche en santé/environnement/changement et variabilité du climat
- Nécessité de vérifier spécifiquement les résultats des initiatives pour synergie
- Perception de non-fonctionnement de la commission SP/CONEDD sur la recherche, dû au manque de financement
- Perception de capacités déjà présentes au Burkina en CC, suggestion de ne pas dupliquer les efforts, consulter experts sur ces capacités nationales et peut-être considérer utiliser le financement à travers le gouvernement
- Action 4.1.4 : Estimation globale non réaliste dû au manque de définition de « quoi » adapter
- Demande d'amélioration/précision de l'activité 1.2
- Suggestion d'utiliser une formulation similaire à l'action 3.3.2 pour l'activité 1.2
- Action 1.1.5 : Suggestion d'inclure commissions sectorielles thématiques et politique sectorielle et stratégie au niveau départements ministériels (certains éléments déjà inclus dans le PANA)
- Effet 1 : Suggestion d'utiliser pour arriver à un cadre pour prochains projets similaires
- Activités 4.2 et 4.3 : Perception de l'idée de renforcer capacité pour mieux canaliser les financements internationaux (4.2) et les utiliser au niveau national (4.3), 4.2 étant déjà correctement formulée alors que 4.3 semble limiter les options à un « fond » alors que l'idée serait d'investiguer comment gérer les financements
- Préoccupation à cause de projets non soutenables car non approprié par acteurs nationaux
- Suggestion de saisir opportunité pour revoir/modifier projet code de l'environnement car texte en procès de revue (exemple inclure spécialiste CC), profiter capacité juridique nationale dans droit de l'environnement
- Explicitement inclure les 4 ou 5 bourses de doctorat proposées dans le cadre logique

1.3 Réponses

- Nécessité d'examiner efforts précédents pour élaborer le fond proposé, incluse dans le projet
- Révision acceptée de la formulation de l'activité 4.3
- Nécessité d'outils pour mobiliser fonds et pas nécessairement un « fond »
- Nécessité d'une loi pour appuyer certaines tentatives antérieures de décrets
- Conventions existantes mais nécessité d'intégrer l'environnement à tout niveau
- Etude pour conceptualiser les conventions, surtout les appuis budgétaires
- Priorisation du changement climatique
- Activités 1.2 : commissions ad-hoc régionales pour accompagner niveau local
- Inclusion de 5 bourses de doctorat
- Priorisation du secteur santé dû aux effets du changement climatique souvent ignorés (paludisme et problèmes niveau urbain...)
- Initiative pauvreté-environnement PNUD/PNUE déjà discutée avec SP/CONEDD
- Pour appuyer la recherche : appuyer commission CONEDD existante
- Différence du fond proposé avec efforts précédents, le financement existe dans ce cas

1.4 Conclusions

- Cadre logique validé par le CP sous condition d'inclure tous les amendements discutés avec la responsabilité du SP/CONEDD de faire les modifications et communiquer le résultat aux membres du CP par e-mail

2. Discussion sur les cadres de gestion et d'ancrage institutionnel du projet PNUD/Japon

2.1 Questions

- Coût du projet
- Préoccupation et demande d'explication sur comment partager les mêmes locaux et procédures pour trois projets dû à la complexité de la gestion
- Demande de précision sur le rôle de Dakar comme base du projet
- Demande de description de l'OCP

2.2 Commentaires

- Inclusion sur le document toutes institutions concernées dans le document
- Nécessité de préciser le tableau de structure
- Suggestion de maintenir un unique CP mais OCP doit être précisé
- Demande de préciser le terme « bénéficiaires »
- Demande correction de termes en anglais tels « executive »
- Préoccupation sur partenaires (exemple gouvernorats) manquant capacités en termes de développement
- Nécessité de bien définir les rôles des partenaires pour éviter possible conflits

2.3 Réponses

- Dans le cas du projet UICN/Danemark, structure légère indépendante avec facilitateur seulement et pas de coordinateur
- Concept de gestion unique suggéré par CP à Loubila
- Perception de difficulté pour la gestion unique due aux différents bailleurs
- Coût du projet 2.9 million US\$ pour 3 ans de la part du Japon (sans inclure cofinancements)
- Avertissement du risque d'alourdir les procès en mobilisant les ministères et non des organes relativement indépendants (exemple météo et ministère des transports)
- Définition des bénéficiaires : ministères et autres parties prenantes

- Explication de Dakar étant base du projet total incluant 21 pays africains
- Clarification : liste des membres du CP ne changera pas
- Perception d'une tendance : pour tous futurs projets, administration commune requise
- Discussion généralisée sur le tableau de structure et les rôles du CP et OCP : transmis en conclusions par insistance du CP

2.4 Conclusions

- Consensus sur le tableau de structure et différents rôles : maintenir une structure simple avec le CP et un coordinateur en commun alors que opérationnellement, juger cas par cas (exemple suivi et évaluation indépendants pour chaque projets mais communication ou similaire peuvent être partagés entre projets)

Réunion du comité de pilotage des projets « Deuxième Note de
Communication Nationale sur le Changement Climatique »
(Ouagadougou, le 05 mai 2009)

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