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United Nations Development Programme
Project Document for Adaptation Planning / NAP (National Adaptation Plan) projects
financed by the Green Climate Fund (GCF)

5th June 2018

Project title: Advance the National Adaptation Plan (NAP) process for medium-term investment planning in climate sensitive sectors in Bosnia-Herzegovina (B&H)	
Country: Bosnia and Herzegovina (B&H)	
Implementing Partner: United Nations Development Programme	Management Arrangements: Direct Implementation Modality (DIM)
UNDAF/Country Programme Outcome: UNDAF Outcome 5: By2019, legal and strategic frameworks enhanced and operationalized to ensure sustainable management of natural, cultural and energy resources	
UNDP Strategic Plan Output: 2.3.1 Data and risk-informed development policies, plans, systems and financing incorporate integrated solutions to reduce disaster risks, enable climate change adaptation and mitigation, and prevent crisis	
UNDP Social and Environmental Screening Category: EXEMPT	UNDP Gender Marker for the project output: GEN1
Atlas Project ID (formerly Award ID): 00100066	Atlas Output ID (formerly Project ID): 00103202
UNDP-GEF PIMS ID number: 5975	GCF ID number: -
Planned start date: 1 st August 2018	Planned end date: 31 st July 2021
PAC meeting date: 13 th June 2018	
<p>Brief project description: The proposed project will support the Government of Bosnia and Herzegovina (B&H) to advance the National Adaptation Plan (NAP) process. Green Climate Fund (GCF) resources will be used to enable the government to integrate climate change related risks, coping strategies and opportunities into ongoing development planning and budgeting processes.</p> <p>The proposal builds on B&H's Climate Change Adaptation and Low Emission Development Strategy of 2013. The strategy is based on four specific outcomes covering climate change risks, vulnerabilities and opportunities supporting evidence-based policy development, effective institutional and regulatory framework,</p>	

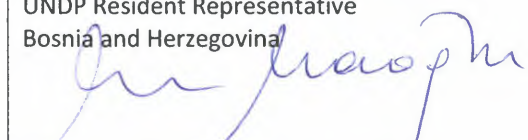

mainstreaming CCA approaches into decision making, and effective resourcing with timely and effective implementation. However, its implementation has slowed mainly due to lack of knowledge and institutional capacity to undertake adaptation measures.

The objective of the proposed project is to advance adaptation planning in B&H with a focus on sectoral approaches, upgrading the knowledge base for adaptation, prioritising adaptation interventions for the medium term, building institutional capacities for integrating climate change adaptation and demonstrating innovative ways of financing adaptation at the sub-national/local government level. Proposed activities will result in the compilation of a NAP and implementation strategy focused on scaling-up adaptation in key sectors for the medium-term; develop municipal level investment financing instruments with public/private sector engagement; and build national, sub-national and sectoral capacity to integrate and mainstream risk informed planning and budgeting.

FINANCING PLAN

GCF grant	USD 2,278,920.00
UNDP TRAC resources	-
Cash co-financing to be administered by UNDP	-
(1) Total Budget administered by UNDP	USD 2,278,920.00

SIGNATURES

Signature: print name below	Agreed by Government	Date/Month/Year:
Signature: Sezin Sinanoglu UNDP Resident Representative Bosnia and Herzegovina 	Agreed by UNDP as the Delivery Partner	Date/Month/Year: 

I. TABLE OF CONTENTS

I.	Table of Contents	3
II.	Development Challenge	4
III.	Strategy	5
IV.	Results and Partnerships	7
V.	Project Results Framework	15
VI.	Monitoring and Evaluation (M&E) Plan	19
VII.	Project Management	22
VIII.	Governance and Management Arrangements	23
IX.	Financial Planning and Management	28
X.	Total Budget and Work Plan	31
XI.	Legal Context	34
XII.	Risk Management	34
XIII.	Mandatory Annexes	37
Annex A.	GCF approved Readiness and Preparatory Support proposal for Adaptation Planning/NAP	38
Annex B.	GCF approval letter	38
Annex C.	Timetable of project implementation (GANTT chart)	39
Annex D.	Procurement Plan	40
Annex E.	Terms of References for Project Board and Project Team/PMU	43
Annex F.	UNDP Risk Log	47
Annex G.	Additional Agreements	48
Annex H.	Section 2 of the GCF Readiness Support Interim Progress Report Template	49

II. DEVELOPMENT CHALLENGE

1. Bosnia and Herzegovina is a sovereign state with a decentralized political and administrative structure. It comprises two entities: Republika Srpska (RS) and Federation of Bosnia and Herzegovina (FB&H), and Brčko District. Decision making involves the Council of Ministers, two entities (Federation of Bosnia and Herzegovina and Republika Srpska) and Brčko District. Federation of Bosnia and Herzegovina is sub-divided into 10 Cantons, while Republika Srpska has a centralized structure. The entities have a very high degree of autonomy, with their president, parliament, government, and courts. The entities have jurisdiction in the areas of environment, water management, agriculture, forestry, energy, civil administration, health, education, police department, physical planning. Authority at the state level covers foreign policy, defense, border monitoring, foreign trade, fiscal and monetary politics.
2. With a population of 3,791,622 and total surface area of 51,209.2 km², Bosnia and Herzegovina is located at Balkan Peninsula. It is composed of 51,197 km² of land and 12.2 km² of sea and belongs to the Adriatic basin and the Black Sea basin. Of the total land area, 5% is lowlands, 24% hills, 42% mountains, and 29% karst regions.
3. Bosnia and Herzegovina has several climate types: the temperate continental climate type (northern and central parts), the sub-mountainous and mountainous type, the Adriatic and modified Adriatic climate type. Temperature increase on annual level and change of precipitation schedule is evident in the entire area, resulting in extreme weather conditions.
4. Extreme climate events in Bosnia and Herzegovina are becoming more frequent. In the past 16 years, drought was experienced during seven years (2000, 2003, 2007, 2008, 2011, 2012, 2013). In addition, years with floods are very common (2004, 2006, 2009, 2010, 2014). Extreme climate events were especially pronounced during the last seven years:
 - in 2009, 2010 and 2014 major floods were recorded;
 - in 2011, 2012 and 2013 there were severe droughts and waves of high/tropical temperatures;
 - in early 2012 there was a wave of extreme cold; and
 - In mid-2012 there were windstorms.Economic damages are vast, especially in the water, agricultural and housing sectors. The total economic impact of the 2014 floods is estimated to have reached 2.04 billion EUR, or 15% of B&H's GDP in 2014.¹
5. The Bosnia and Herzegovina UNFCCC and GCF focal point, Ministry of Spatial Planning, Civil Engineering and Ecology, RS, officially launched the NAP process in 2016². The NAP process began with a national consultation that engaged sector ministries and local government units via associations of cities and municipalities in both entities (Republika Srpska and Federation of B&H).
6. As a party to the United Nations Framework Convention on Climate Change (UNFCCC), Bosnia and Herzegovina (B&H) has undertaken important steps towards understanding and addressing climate change issues. It is increasingly recognized not only by the Government and scientific community, but also by its citizens that climate change is an issue of key strategic importance. B&H has put great emphasis on climate change as one of the most significant development challenges facing the country. The importance of adaptation was clearly reflected in its Second National Communications and Climate Change Adaptation and Low Emission Development Strategy (CCA LEDs), adopted in 2013. In 2015, B&H submitted its Intended Nationally Determined Contributions (INDC), as part of the negotiations leading to the historic Paris Agreement, which it signed in April 2016.

¹ Bosnia and Herzegovina Floods, 2014, Recovery Needs Assessment

² Although the NAP was officially launched, the process has not yet initiated. It requires support to advance the NDA's current understanding of how to move forward with the process that will build capacities and establish a sustainable system for NAP, proposed in this document.

7. In 2017, B&H submitted its Third National Communication (TNC) to the Conference of the Parties to the UNFCCC. The TNC provides further update and strengthens information regarding national circumstances, vulnerabilities to climate change, steps taken to adapt to climate change and information on public awareness, education, training, systematic research and observation and technology transfer.
8. B&H's Climate Change Adaptation and Low Emission Development Strategy itself is of key importance to the NAP process. The strategy was adopted by the B&H Council of Ministers on October 8, 2013 and utilized the then available observed and projected climate change impacts on key sectors in the country including agriculture, water, hydropower, human health, forestry, biodiversity/ sensitive ecosystems and tourism. The strategy is based on four specific outcomes covering climate change risks, vulnerabilities and opportunities supporting evidence-based policy development, effective institutional and regulatory framework, mainstreaming CCA approaches into decision making, and effective resourcing with timely and effective implementation. However, its implementation has slowed mainly due to lack of knowledge and institutional capacity to project, attract finances and undertake adaptation measures.

III. STRATEGY

9. Authorities of Bosnia and Herzegovina and key domestic stakeholders realize the increasing threat posed to them and the development of the country by climate change and the need of adapting to it in order to avoid or minimise negative consequences. The government is motivated to support and implement the NAP process as adaptation issues are becoming very important for the country's further development. The problem that this readiness and preparatory support project will address is that despite the government motivation and extreme climate events already observed in the country, climate change is *insufficiently integrated into development planning processes in Bosnia and Herzegovina*.
10. The main identified barriers to change are:
 - a) Limited institutional capacities and weak vertical and horizontal coordination for adaptation planning and implementation caused by complex administrative structure and top-down approach, limited stakeholders' participation in B&H strategic planning for adaptation, inadequate level of technical knowledge on CC adaptation of staff in sectoral ministries, limited training on climate change issues and low capacity to monitor, forecast, archive, analyse, communicate, and use climate risks and impacts for sectors.
 - b) Limited climate Information to support integration of climate change into planning and budgeting due to limited existence of scientific data and information on climate impacts and vulnerability assessments, limited knowledge of current climate variability, and a lack of systematic information on environmental protection.
 - c) Alternative sources of finance, including innovative funds are not optimized as neither CC adaptation, nor DRR activities are included in budgeting on any level (municipal, cantonal, entity) and effective finance plan for securing adequate funds from a range of sources for adaptation does not exist.

By addressing the above barriers, this project will contribute to the Sustainable Development Goal (SDG) 13: Take urgent action to combat climate change and its impacts.

11. The preferred solution is to advance the NAP process through a) improving coordination mechanisms, b) strengthening technical expertise, and c) establishing mechanisms for financing climate change adaptation in the medium- to long-term. To achieve the solution, barriers listed in paragraph 9 will need to be addressed.
12. The proposed project aims to overcome these barriers by:
 - a) **Improving national coordination mechanisms** for multi-sectoral planning and implementation at the national and sub-national levels. Capitalizing on lessons and knowledge gained from successful cross-entity and local development planning and management methodology such as that of Integrated Local Development Planning (ILDP)³, the proposed project will support the strengthening of coordination

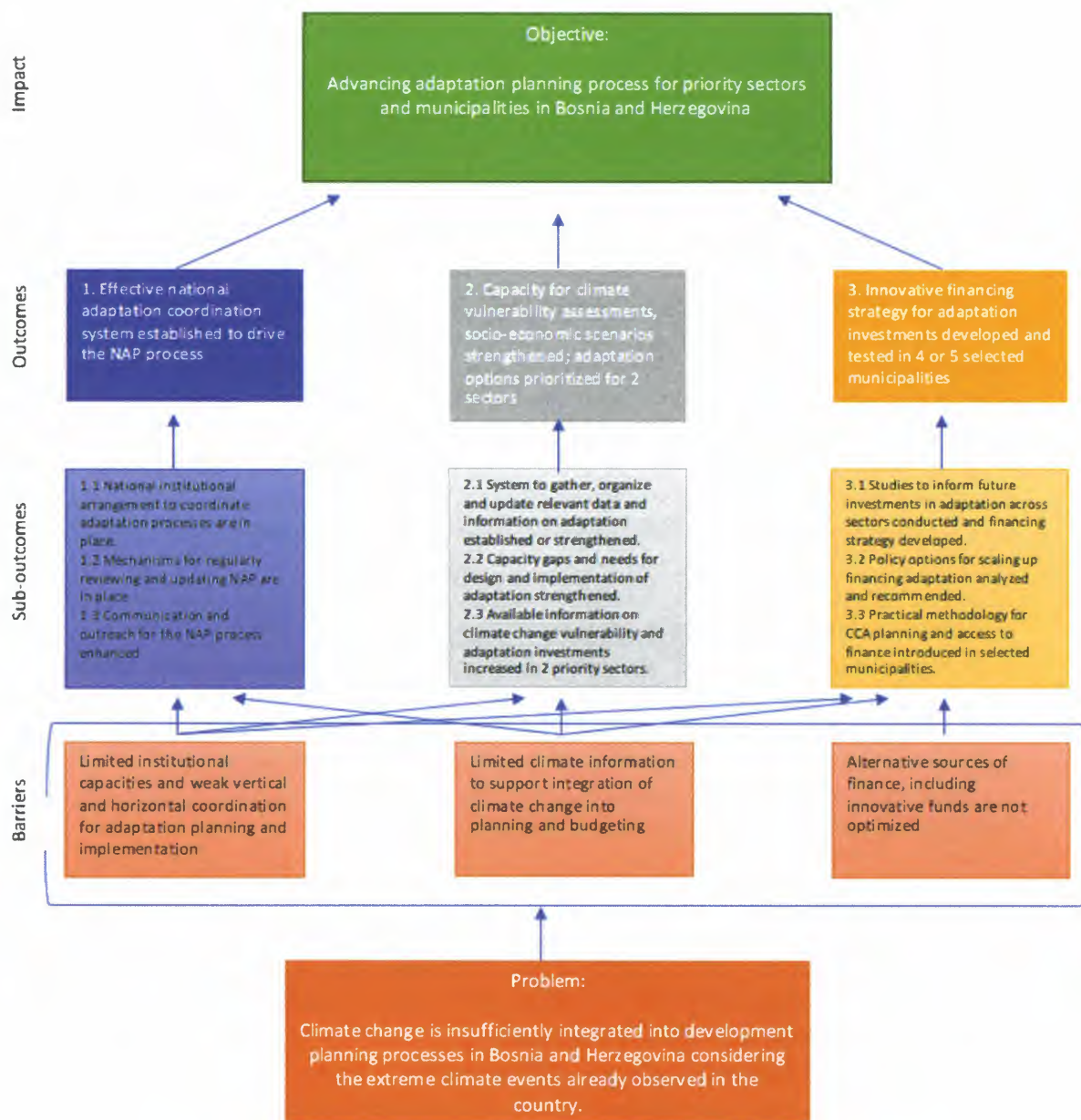
between: i) different levels of government within the country; ii) technical experts; iii) private sector; iv) local communities v) civil society and vi) academia. The improved coordination will increase efficiency, ensure vertical connectivity, avoid redundancy and allow Bosnia and Herzegovina to leverage capacity that is present or being supported by other initiatives. In order to strengthen national coordination mechanisms, climate adaptation planning at municipal and cantonal levels will need to be included in the planning process from the outset, by a) differentiating capacity needs in municipality and cantonal from those at the entity level, b) clearly establishing roles and responsibilities of different stakeholders at the entity, municipal and cantonal levels. This will clarify the institutional arrangements for formulation, implementation, and monitoring and evaluation (M&E) of Bosnia and Herzegovina's NAP. Existing policies and strategies will be used as entry-points for advancing the NAP process. Building on existing plans such as the CCA LEDS will ensure avoidance of parallel structures and processes that may lead to conflict or redundancy.

- b) **Enhancing in-country knowledge and technical capacity** to a) appropriately apply policy guidance on climate change adaptation planning, and b) use existing climate assessments and analyses to inform medium- to long term adaptation budgeting and planning. The project will support the government of Bosnia and Herzegovina by i) drawing on lessons from a successful Energy Management Information System (EMIS)⁴ in developing a management information system with database open to all stakeholders across different levels of government on the NAP process, on-going institutional and technical capacity building, etc., ii) identify institutional and technical capacity gaps in utilization of climate information, data collection and analysis, and iii) build capacity of relevant staff to generate and analyse climate and socio-economic data and to select most efficient adaptation solutions. This suite of solutions will support science and evidence-backed arguments (and proposed interventions) to convince policymakers at the planning and finance ministries and ensure appropriate attention is given to climate change adaptation and ensure sustainability of the National Adaptation Plan in Bosnia and Herzegovina.
- c) **Establishing a financing framework for climate change adaptation** action in Bosnia and Herzegovina from the bottom-up. The project will support the development of a financing framework at the municipal level, including identification of possible innovative financing solutions for climate change adaptation action. The project will further seek to i) conduct studies to inform future investments in adaptation across sectors in selected municipalities; ii) identify policy options for scaling up adaptation, including by engaging and incentivizing the private sector in adaptation, in addition to its corporate social responsibility; iii) development of municipal assistance tools for adaptation planning and financing, and iv) training of staff to apply the tools in the design of 'bankable' adaptation interventions. By undertaking these interventions, appropriate financing for climate change adaptation action is expected to be met for medium- to long-term planning.

http://www.ba.undp.org/content/bosnia_and_herzegovina/en/home/operations/projects/poverty_reduction/integrated-local-development-project--ildp-.html

4

http://www.ba.undp.org/content/bosnia_and_herzegovina/en/home/ourwork/environmentandenergy/successstories/sustainable-energy-solutions.html



IV. RESULTS AND PARTNERSHIPS

Expected Results

13. This project aims to advance the integration of climate change adaptation concerns in existing national strategies, in particular, the CCA LEDS of 2013, and relevant sectoral and municipal development plans. It further aims to develop a sustainable financing strategy for adaptation investments to support 4 or 5 selected municipalities in B&H.
14. The project aims to achieve the above through the following components or outcomes:
 1. Outcome 1: Effective national adaptation coordination system established to drive the NAP process;

2. Outcome 2: Capacity for climate vulnerability assessments, development of socio-economic scenarios strengthened, and adaptation options prioritized for 2 key sectors;
 3. Outcome 3: Innovative financing strategy for adaptation investments developed and tested in 4-5 selected municipalities.
15. Under the first outcome, the project aims to lay the groundwork for the NAP process by strengthening institutional coordination, including through i) an establishment of a coordination structure that includes among others, key multi-sectoral actors and municipalities, ii) development of manuals, standard operating procedures and trainings, iii) formulation of the NAP and iv) enhancement of communication and outreach.

1.1 National institutional arrangements to coordinate adaptation processes are in place.

This sub-outcome responds to the identified barrier on weak coordination, by examining the current structure and instituting a multi-sectoral steering mechanism to formulate and implement the NAP. The steering mechanism will be built on lessons from and be fashioned around the sound and proven approach applied by the Integrated Local Development Planning project, while furthering the development of mid-term municipal investment programming and financial planning (outcome 3) that integrates CCA.

Activities proposed under this sub-outcome include:

- 1.1.1 Establish an inter-agency working group to enable an active and participatory approach to advance the NAP*
- 1.1.2 Conduct gaps assessments focused on existing processes, technical capacity, frameworks and coordination to improve coordination across sectors and levels of government*
- 1.1.3 Analyse existing regulatory framework, policies and plans and assess entry points to identify opportunities to integrate climate risk considerations*
- 1.1.4 Develop Standard Operating Procedures for coordination of adaptation within sectors and between agencies and among working groups at the state, entity, cantonal and municipal levels*
- 1.1.5 Constitute a multi-disciplinary drafting team (a subset of the working group in 1.1.1), compile available technical studies and assessments and draft the NAP for B&H*

1.2 Mechanisms for regularly reviewing and updating NAP are in place

Activities under this sub-outcome will focus on gender sensitive monitoring, learning and review of NAP, adaptation processes as well as development of tracking and reporting mechanisms of financial investments for adaptation. These will in turn support the iterative development of B&H's NAP.

Activities proposed under this sub-outcome include:

- 1.2.1 Development of technical guidelines for M&E activities*
- 1.2.2 Identify appropriate gender-sensitive indicators for monitoring climate change impacts and a system to collect data*
- 1.2.3 Undertake capacity building on M&E*
- 1.2.4 Establish and maintain an effective M&E system for adaptation and inter-alia the NAP process, adaptation investments and assess their effectiveness and relevance*
- 1.2.5 Undertake peer review of NAP and make it publicly available for information and comments from general public*

1.3 Communication and outreach for NAP process enhanced

Within this sub-outcome, the strategy will be developed to communicate the importance of climate resilient development and medium to long-term adaptation planning. This activity will start with identification of most effective communication channels to highlight the NAP process and climate change adaptation concerns. Activities will include steps to raise awareness on both - the project results and climate change issues.

- 1.3.1 Develop and implement communication and outreach strategy for medium to long-term adaptation planning*

- 1.3.2 Increase the coverage and visibility of project activities for both domestic and international audiences*
- 1.3.3 Document and communicate lessons learned and best practice in order to encourage replication of successful approaches*
- 1.3.4 Finalize the NAP for official endorsement and place online and submit internationally to the UNFCCC NAP central*

16. Under the second outcome, capacity of stakeholders and institutions will be strengthened to climate vulnerability assessments and development of socio-economic scenarios. Adaptation options for agriculture and water sectors will also be prioritized using multi-criteria and/or cost benefit analyses.

2.1 System to gather, organize and update relevant data and information on adaptation established or strengthened

Activities under this sub-outcome will establish a system to gather and organize climate change related data from across sectors and levels of government, and train relevant staff to maintain it in the medium-to-long term. The Energy Management Information System model will be applied in development of a system to gather and share data across entities and all sectors/levels of government.

2.1.1 Create climate change data management system accessible to all stakeholders

2.1.2 Utilise information on key climate change vulnerability scenarios and projected impacts as informed by 2.3.1 to enhance initial capacity gaps assessments (carried out under 1.1.2)

2.1.3 Capacity building of relevant sectors and levels of government to report on and utilize information for decision making on adaptation interventions Data/ information utilisation will be part of capacity building programme implemented under sub-outcome 2.2.1.

2.2 Capacity for design and implementation of adaptation strengthened

Capacity gaps identified in sub-outcomes 1.1 and 2.1 will be addressed through this sub-outcome to strengthen the individual and institutional capacity to identify, prioritise and monitor effectiveness of adaptation interventions.

2.2.1 Informed by 1.1.2, 2.1.2 and 2.3.1, formulate a capacity development plan for upgrading skills and knowledge of government staff on adaptation.

2.2.2 Sensitize and train policy makers and stakeholders

2.3 Available information on climate change impacts, vulnerability and adaptation investments increased or shared in at least 2 priority sectors and 4 or 5 municipalities.

Activities within this sub-outcome aim to increase the skills and capacity of staff in relevant institutions to generate and/or use assessments towards science-informed policy making in agriculture and water sectors as well as sub-national development.

2.3.1 Undertake a review of existing vulnerability assessments (including the information from National Communications) for key priority sectors

2.3.2 Quantitatively assess socio-economic and environmental change scenarios for the medium to long-term, for agriculture and water sectors in B&H

2.3.3 Identify and prioritize options for climate change adaptation in 2 priority sectors based on findings of 2.3.1-2

17. **Under the third outcome**, the project aims to introduce an innovative, sustainable and bottom-up approach to adaptation investments in 4-5 selected municipalities informed by activities under outcomes 1 and 2. A set of guidance and tools will also be developed to potentially scale-up these activities through future adaptation investments outside these initial municipalities.

3.1 Studies to inform future investments in adaptation across sectors conducted and financing strategy developed

This sub-outcome will include development of a financing strategy, incorporating analyses of national and sectoral adaptation finance needs and a prioritisation of national adaptation investments.

3.1.1 Analyse current budgetary and extra-budgetary expenses, sources of funding and other financing mechanisms used to address climate change impacts

3.1.2 Identify financial resources required to meet adaptation strategies and develop a financing strategy

3.1.3 Develop two GCF concepts along with pre-feasibility studies concepts for 2 follow-up priority CCA projects

3.2 Policy options for scaling up financing adaptation analysed and recommended

Under this sub-outcome financing opportunities and new sources of funding will be identified, with particular focus on sub-national level to set the ground for active participation of municipalities in reaching out to complementary sources of funding that are available and feasible for accessing by local authorities.

3.2.1 Assess existing market barriers for up to 2 municipalities and identify effective means of de-risking market based adaptation financing transactions

3.2.2 Assess feasibility of complementary sources of finance, including private sector capital

3.2.3 Define and demonstrate new financing approach for accessing adaptation finance by municipalities

3.2.4 Develop methodology and tools for multi-year capital investment risk informed programming and prioritization as well as for long-term forecasting and mid-term financial planning at municipal level

3.3 Practical methodology for CCA planning and access to finance introduced in selected municipalities

In order to introduce innovative financial mechanisms facilitating access to supplemental adaptation financing at the sub-national level, new financing approaches for accessing adaptation will be developed and tested in 4-5 municipalities. This will be undertaken through the application of pertinent financial tools with the aim of further replication. Adaptation projects will be addressed in budgetary planning and allocation processes.

3.3.1 Test new financing approach (linked to activity 3.2) and prepare investment programming, prioritization and financial planning tools to support municipal access to domestic market financing to leverage additional sources of funding for effective adaptation implementation

3.3.2 Carry out municipal CCA finance start-up and orientation workshops

3.3.3 Assist selected municipalities and local professionals through expert support and practical hands-on training

Partnerships

18. The project will be implemented in partnership with the Ministry of Spatial Planning, Civil Engineering and Ecology (MSPCEE) as B&H UNFCCC and GCF focal point and Ministry of Foreign Trade and Economic Relations (MoFTER) as a state level ministry in charge of coordination of CCA activities throughout the country.

19. In addition to institutions which are part of the Project board, the project will also closely work with technical institutes which can provide input and alleviate project implementation (hydro-meteorological institutes, statistics institutes, water agencies, agricultural institutes) and local governments together with associations of cities and municipalities, Republika Srpska and Federation of B&H Environmental Protection Funds, the civil society and other local and international NGOs. The coordination among these institutions and government agencies will be ensured through the inter-agency working group. UNDP's Global Support Programme on NAPs, in partnership with UNEP, will also be involved by providing technical inputs as needed.

20. Other important project initiatives in B&H of relevance to the NAP process in relation to its planned outcomes and activities include:

- (i) Capacity Development for the Integration of Global Environmental Commitments into National Policies and Development Decision Making (GEF)- for facilitating cross-sectoral and participatory approaches to natural resource management planning and implementation; Including developing

- individual and institutional capacities to better adapt and apply global environmental management indicators as a monitoring tool to assess the intervention performance and institutional sustainability
- (ii) [Flood Hazard and Flood Risk Maps of B&H of the Western Balkans Investment Framework \(WBIF\)](#). The overall objective of this project is to prepare the expert basis needed to ensure protection against floods for existing and future facilities and raise the level of knowledge on flood hazard and flood risk in the most prone-to areas of Bosnia and Herzegovina. It will be achieved via development of flood hazard and flood risk maps. Therefore, its aim is to raise awareness of the likelihood of floods among stakeholders (population, state and local government, future investors, etc.) and, thereby, reduce the vulnerability of the population and properties (injury, death, material and economic damages, etc.) to flooding under extreme conditions. This 2-year project started in July 2016.
 - (iii) [Technology Transfer for Climate Resilient Flood Risk Management – SCCF funded UNDP implemented project](#). The SCCF funds will be used to enable the communities of the Vrbas basin (12% of B&H) to adapt to flood risk through the transfer of adaptation technologies for climate resilient flood management, upgrade and rehabilitation of the hydrometric monitoring network, development of a flood forecasting system and early warning system, development of emergency response plans, and provision of training in flood-specific civil protection. Importantly, the project will provide targeted training on climate-induced Flood Risk Management (FRM) to over 100 practitioners and decisions makers and will develop an institutional capacity development plan for the long-term development of capability and capacity in FRM.
 - (iv) [Emergency Flood Relief and Prevention Project - EIB Loan](#). The total value of this project is 55 million Euros with implementation period 2012-2017. The purpose of the project is to safeguard the agriculture, industrial and housing areas prone to flood impacts and to enable a stable basis for future development. The main focus of this project is construction of hard engineering structures, mainly along the Sava River. The project also makes an inventory of damages to flood protection infrastructure within the RS's main Danube tributaries
 - (v) [DRR Initiative and Disaster Reduction and Response Application for Municipalities \(UNDP\)](#), UNDP has launched several initiatives with a purpose to support DRR efforts in B&H in a form of a road map to contribute to the achievement the four priorities of the Sendai Framework for Disaster Risk Reduction 2015-2030.
 - (vi) [Floods and Landslides Housing Risk Assessment – EU](#), The European Union launched the EU Flood Recovery Programme for B&H, in order to support recovery efforts after the floods of May 2014. The Programme aims at assisting people in the flood affected areas and communities in the 24 most affected municipalities to normalize their lives. Furthermore, the Programme recognizes the importance of investing in future risk informed decision making and it thus initiated the development of a Flood and Landslide Risk Assessment for the Housing Sector in B&H (Assessment). The Assessment focuses on the flood and landslide risk for the housing sector in Bosnia and Herzegovina, prioritizes locations based on risk ranking and makes recommendations for risk reduction.
 - (vii) [Support to Flood Protection and Water Management – EC Instrument for Pre-Accession Assistance \(IPA II 2014 – 2020\)](#), The Action supports the development of integrated flood risk management in B&H observing the cornerstone relevant European Union Floods Directive. The assistance is provided within two components through sets of activities aiming to increase capacities (in terms of prevention, protection and preparedness) for integrated flood risk management. Component 1 is designed for the development of hydrological forecasting system for Bosna River Basin. The scope of Component 2 is re/building infrastructure for protection from potential floods at the sites with highest flood risk. The two components are implemented with synergetic efforts to establish and strengthen the network of key stakeholders and institutions for integrated flood risk management in the country.
 - (viii) [West Balkans Drina River Basin Management Project \(GEF\)](#)- World Bank project to assist the countries of Bosnia-Herzegovina, Serbia and Montenegro to achieve improved planning and implementation for integrated, cooperative management of the trans-boundary Drina River basin
 - (ix) [Municipal Infrastructure Development Fund \(MIDF\)](#)- EBRD/KfW, The Fund is registered in Luxemburg and will involve local banks to provide loans in the amount of up to EUR 5 mln. In B&H no loans have been processed by the Fund yet and EBRD would be very interested in collaborating through NAP initiative to support sub-sovereign resilient development finance.

- (x) Integrated Local Development Planning (ILDP) – SDC. This project, launched in 2008 has resulted in application of a methodology for Integrated Local Development Planning, as an instrument for proactive and responsible planning and management of local development in B&H. The methodology has been adopted by both Association of cities and municipalities in Republika Srpska and Federation of B&H and recommended for implementation by entity governments. It has been used by more than 50 municipalities across B&H.

Stakeholder engagement

21. The most important Governmental institutions include, Ministry of Spatial Planning, Civil Engineering and Ecology (MSPCEE) as B&H UNFCCC and GCF focal point, Ministry of Foreign Trade and Economic Relations (MoFTER) as a state level ministry in charge of coordination of CCA activities throughout the country, Federal Ministry for Environment and Tourism (FMoET) and entity ministries of agriculture, forestry and water management (Republika Srpska Ministry of Agriculture, Forestry and Water Management – MAFW RS and Federal Ministry of Agriculture, Water Management and Forestry – FMAWF), having in mind vulnerability of water, agriculture and forestry sectors in B&H. The non-state actors, in addition to international organizations, include non-governmental organizations (NGOs) such as associations of municipalities, chambers of commerce and civil society, active in environmental sector. The principal Donors and International Organizations are the UNDP, World Bank, European Commission and other bilateral donors. Private sector can be divided into consulting companies specialized in water management, agricultural services etc. and construction companies. Research institutions (the Agricultural Institute and Economics Institute), along with state (faculties of sciences and faculties of civil engineering) and private universities, are also stakeholders of huge importance.
22. The National Adaptation Plan of B&H will require greater coordination between the MoFTER and entity ministries, as well as coordination among ministries for climate change to be included in the budget policy. Important part of NAP will be devoted to municipalities to strengthen their role in CCA and its budgeting.

through previous assistance by strengthening their experience in climate change issues and linkages between key socioeconomic development issues and climate change. The involvement of many organizations, ranging from water agencies, hydro-meteorological services to universities and research institutes, will also provide those groups with best practice techniques and training materials for their employees. Finally, designated project activities in each area of the NAP will include coordinated data archiving to support continuity and make the process of adaptation planning more efficient.

25. The main issue identified during the consultation process is nonsufficient consideration and integration of CC issues in development planning processes in Bosnia and Herzegovina, considering the extreme events already observed in the country. In order to advance adaptation planning process for priority sectors and municipalities the project will work on three key segments which will ensure sustainability: ensure institutionalisation and coordination of the NAP at the national level, improve climate information and knowledge and develop financing strategy for adaptation investment at local level. With this issue addressed, the NAP process will be incorporated in regular planning processes and nationally coordinated which is key condition for its sustainability.

V. PROJECT RESULTS FRAMEWORK

As per section VI below, the project board will review and agree on the results framework and finalize the indicators, means of verification and monitoring plan during the inception workshop and in line with the GCF interim report format (Annex H)

This project will contribute to the following Sustainable Development Goal (s): 13

This project will contribute to the following country outcome included in the UNDAF/Country Programme Document: Outcome 5: By 2019, legal operationalized to ensure sustainable management of natural, cultural and energy resources

This project will be linked to the following output of the UNDP Strategic Plan:

2.3.1 Data and risk-informed development policies, plans, systems and financing incorporate integrated solutions to reduce disaster risks, enable climate prevent crisis

IES	BASELINE	TARGET	ACTIVITIES <i>Please including key outputs or deliverables where applicable</i>
nal adaptation coordination system established to drive the NAP process			
institutional coordinate sses are in	No effective coordination mechanism on climate change	Multi-sectoral inter- agency coordination mechanism established	1.1.1 Establish an inter-agency working group to enable an active and participatory approach to Deliverables: i) Government decision appointing NDA to initiate the NAP process (months 0-3); ii) Government decision establishing inter-agency working group and appointment of members (i
	No existing capacity assessments for climate change integration	Capacity gaps assessed and recommendations made for capacity building plan	1.1.2 Conduct gaps assessments focused on existing processes, technical capacity, frameworks c improve coordination across sectors and levels of government Deliverable: Report analysing gaps in existing processes, frameworks and coordination at individual skill capacity levels, with recommendations (months 4-9)
	Ineffective regulatory frameworks to advance NAP	Recommendations for amendment of existing laws and regulations	1.1.3 Analyse existing regulatory framework, policies and plans and assess entry points to ident integrate climate risk considerations Deliverable: Report containing concrete review of existing laws, by-laws or policies and proposals for amendir 12)
		Draft NAP produced	1.1.4 Develop Standard Operating Procedures for coordination of adaptation within sectors and and among working groups at the state, entity, cantonal and municipal levels Deliverable: Standard Operating Procedures with roles of stakeholders (months 4-18)
			1.1.5 Constitute a multi-disciplinary drafting team (a subset of the working group in 1.1.1), technical studies and assessments and draft the NAP for B&H Deliverables: A multi-disciplinary drafting team appointed by the NDA (months 7-9) Draft NAP produced for integration into CCA LEDS of B&H (10-20)
for regularly dating NAP	M&E of climate change done on ad-hoc, donor driven processes	M&E framework and guidelines produced to track adaptation	1.2.1 Development of technical guidelines for M&E activities Deliverable: Technical guidelines and M&E tools prepared to complement the SOP produced in 1.1.4 (months
			1.2.2 Identify appropriate gender-sensitive indicators for monitoring climate change impact; collect data Deliverable: Gender-sensitive indicators with data collection procedures developed (months 7-12)
	Lack of available gender disaggregated assessments on CC	Gender-sensitive indicators developed and stakeholders trained	1.2.3 Undertake capacity building on M&E Deliverable: Set of 6 workshops on reporting, monitoring and evaluation (months 13-24)
			1.2.4 Establish and maintain an effective M&E system for adaptation and inter-alia the NAP p investments and assess their effectiveness and relevance

⁵ Working group to meet on regular intervals throughout the project

V. PROJECT RESULTS FRAMEWORK

As per section VI below, the project board will review and agree on the results framework and finalize the indicators, means of verification and monitoring plan during the inception workshop and in line with the GCF interim report format (Annex H)

This project will contribute to the following Sustainable Development Goal (s): 13
This project will contribute to the following country outcome included in the UNDAF/Country Programme Document: Outcome 5: By 2019, legal and strategic frameworks enhanced and operationalized to ensure sustainable management of natural, cultural and energy resources
<p>This project will be linked to the following output of the UNDP Strategic Plan:</p> <p>2.3.1 Data and risk-informed development policies, plans, systems and financing incorporate integrated solutions to reduce disaster risks, enable climate change adaptation and mitigation, and prevent crisis</p>

OUTCOMES	BASELINE	TARGET	ACTIVITIES <i>Please including key outputs or deliverables where applicable</i>
1. Effective national adaptation coordination system established to drive the NAP process			
1.1 National institutional arrangements to coordinate adaptation processes are in place	No effective coordination mechanism on climate change	Multi-sectoral inter-agency coordination mechanism established	<p>1.1.1 Establish an inter-agency working group to enable an active and participatory approach to advance the NAP</p> <p>Deliverables:</p> <p>i) Government decision appointing NDA to initiate the NAP process (months 0-3);</p> <p>ii) Government decision establishing inter-agency working group and appointment of members (months 0-4)⁵</p>
	No existing capacity assessments for climate change integration	Capacity gaps assessed and recommendations made for capacity building plan	<p>1.1.2 Conduct gaps assessments focused on existing processes, technical capacity, frameworks and coordination to improve coordination across sectors and levels of government</p> <p>Deliverable:</p> <p>Report analysing gaps in existing processes, frameworks and coordination at individual skills and institutional capacity levels, with recommendations (months 4-9)</p>
	Ineffective regulatory frameworks to advance NAP	Recommendations for amendment of existing laws and regulations	<p>1.1.3 Analyse existing regulatory framework, policies and plans and assess entry points to identify opportunities to integrate climate risk considerations</p> <p>Deliverable:</p> <p>Report containing concrete review of existing laws, by-laws or policies and proposals for amending them (months 6-12)</p>
		Draft NAP produced	<p>1.1.4 Develop Standard Operating Procedures for coordination of adaptation within sectors and between agencies and among working groups at the state, entity, cantonal and municipal levels</p> <p>Deliverable:</p> <p>Standard Operating Procedures with roles of stakeholders (months 4-18)</p>
			<p>1.1.5 Constitute a multi-disciplinary drafting team (a subset of the working group in 1.1.1), compile available technical studies and assessments and draft the NAP for B&H</p> <p>Deliverables:</p> <p>A multi-disciplinary drafting team appointed by the NDA (months 7-9)</p> <p>Draft NAP produced for integration into CCA LEDS of B&H (10-20)</p>
1.2 Mechanisms for regularly reviewing and updating NAP are in place	M&E of climate change done on ad-hoc, donor driven processes	M&E framework and guidelines produced to track adaptation	<p>1.2.1 Development of technical guidelines for M&E activities</p> <p>Deliverable:</p> <p>Technical guidelines and M&E tools prepared to complement the SOP produced in 1.1.4 (months 3-12)</p>
	Lack of available gender disaggregated assessments on CC	Gender-sensitive indicators developed and stakeholders trained	<p>1.2.2 Identify appropriate gender-sensitive indicators for monitoring climate change impacts and a system to collect data</p> <p>Deliverable:</p> <p>Gender-sensitive indicators with data collection procedures developed (months 7-12)</p>
			<p>1.2.3 Undertake capacity building on M&E</p> <p>Deliverable:</p> <p>Set of 6 workshops on reporting, monitoring and evaluation (months 13-24)</p>
			<p>1.2.4 Establish and maintain an effective M&E system for adaptation and inter-alia the NAP process, adaptation investments and assess their effectiveness and relevance</p> <p>Deliverable:</p> <p>M&E system, in line with guidelines/SOP in place (months 4-24)</p>
			<p>1.2.5 Undertake peer review of NAP and make it publicly available for information and comments from general public</p>

⁵ Working group to meet on regular intervals throughout the project

			Deliverable: NAP review by relevant institutions and public discussion completed (months 19-21)
1.3 Communication and outreach for NAP process enhanced	No communication strategy for CCA	Communication strategy for CCA developed and promoted	1.3.1 Develop and implement communication and outreach strategy for medium to long-term adaptation planning Deliverable: Communication strategy developed (months 4-9)
	Low awareness of adaptation concerns	Awareness raised through promotional activities NAP disseminated in country	1.3.2 Increase the coverage and visibility of project activities for both domestic and international audiences Deliverable: A set of promotional materials and activities developed and disseminated (project info, bi-annual bulletins, press statements, etc.) (months 9-24)
			1.3.3 Document and communicate lessons learned and best practice in order to encourage replication of successful approaches Deliverables: i) Articles and footages to showcase project (months 4-36) ii) Project summary with lessons learnt (months 30-36)
			1.3.4 Finalise the NAP for official endorsement and place online and submit internationally to the UNFCCC NAP central Deliverables: i) NAP finalised and submitted to UNFCCC (months 22-24) ii) NAP document translated in Bosnian, Serbian and Croatian and disseminated in country (months 22-24)
2. Capacity for climate vulnerability assessments, development of socio-economic scenarios strengthened and adaptation options prioritized for 2 key sectors			
2.1 System to gather, organize and update relevant data and information on adaptation established or strengthened	No unified or central system for climate relevant data	A centralised system for climate data management developed and staff trained	2.1.1 Create climate change data management system accessible to all stakeholders Deliverable: Database created, and populated delegated rights to identified institutions (months 9-21)
			2.1.2 Capacity building of relevant sectors and levels of government to report on and utilize information for decision making on adaptation interventions Deliverable: Set of trainings and workshops with training assessment reports (months 21-28)
2.2 Capacity gaps and needs for design and implementation of adaptation strengthened	Limited capacity on assessment, prioritization and implementation of adaptation	Capacity of government staff strengthened for assessment, prioritization and implementation of adaptation	2.2.1 Informed by 1.1.2, formulate a capacity development plan for upgrading skills and knowledge of government staff on adaptation. Deliverable: Capacity development plan, including capacity building programme for state and entity, sub-entity authorities (cantons and municipalities) developed (months 4-9)
			2.2.2 Sensitize and train policy makers and stakeholders Deliverable: Set of 15 workshops conducted for the duration of the project (months 10-36)
2.3 Available information on climate change impacts, vulnerability and adaptation investments increased or shared in at least 2 priority sectors	Limited and scattered information on impacts, vulnerability and adaptation	Existing information reviewed and complemented with additional assessments for 2 sectors Adaptation options prioritized for the 2 sectors	2.3.1 Undertake a review of existing vulnerability assessments (including the information from National Communications) for key priority sectors Deliverable: Review of existing assessments (months 4-9)
			2.3.2 Quantitatively assess socio-economic and environmental change scenarios for the medium to long-term, for agriculture and water sectors in B&H Deliverable: Assessment of socio-economic/environmental impacts for 2 sectors updated (months 4-9)
			2.3.3 Identify and prioritize options for climate change adaptation in 2 priority sectors based on findings of 2.3.1-2 Deliverable: Report on prioritized adaptation options for 2 sectors (months 9-15)
3. Innovative financing strategy for adaptation investments developed and tested in 4-5 selected municipalities			
3.1 Studies to inform future investments in adaptation across sectors conducted and financing strategy developed	Limited or no non-government investment in local level adaptation interventions	Sources of finance (budgetary and extra-budgetary) analysed, identified and 2 suitable concepts developed	3.1.1 Analyse current budgetary and extra-budgetary expenses, sources of funding and other financing mechanisms used to address climate change impacts Deliverable: Analysis of existing climate finance (months 9-12)
			3.1.2 Identify financial resources required to meet adaptation strategies and develop a financing strategy Deliverable: Summary listing of identified financial resources (months 9-15)

			<p>3.1.3 Develop two GCF concepts along with pre-feasibility studies concepts for 2 of the priority sectors</p> <p>Deliverable: 2 concepts for adaptation projects (months 12-30)</p>
3.2 Policy options for scaling up financing adaptation analysed and recommended	<p>Insufficient information on types of market barriers related to subnational finance and effective mitigation</p> <p>Lack of effective approaches for linking municipalities with market financing</p> <p>Lack of practical tools for strengthening municipal capacity in planning and access to CCA finance</p>	<p>Market assessment conducted and feasible opportunities recognized and agreed</p> <p>Financing approach for municipal access to CCA finance defined and accepted for NAP framework.</p> <p>Effective tools adopted for NAP under NAP framework</p>	<p>3.2.1 Assess existing market barriers for up to 2 municipalities and identify effective means of de-risking market based adaptation financing transactions.</p> <p>Deliverable: Feasibility assessment for 2 municipalities (months 9-12)</p>
			<p>3.2.2 Assess feasibility of complementary sources of finance, including private sector capital</p> <p>Deliverables: i) Feasibility assessment (combined with 3.2.1) of using complementary sources of finance (months 9-12) ii) Summary of applicable financial mechanisms and available financing instruments (months 9-12)</p>
			<p>3.2.3 Define and showcase new financing approach for accessing adaptation finance by municipalities</p> <p>Deliverable: Proposed approach for municipal adaptation finance (months 9-15)</p>
			<p>3.2.4 Develop methodology and tools for multi-year capital investment risk informed programming and prioritization for financial planning at municipal level.</p> <p>Deliverable: Methodology and analytical tools for: (1) multi-year capital investment risk informed programming (2) investments prioritization and (3) financial forecasting and mid-term municipal finance planning (months 7-15)</p>
3.3 Practical methodology for CCA planning and access to finance introduced in selected municipalities	CCA not included in municipal budget planning, external finances not considered to date for adaptation	Innovative tools and methods for CCA financing tested in 4 or 5 municipalities and capacity of local stakeholders built	<p>3.3.1 Test new financing approach (linked to activity 3.2) and prepare investment programming, prioritization and financial planning tools to support municipal access to domestic market financing to leverage additional sources of funding for effective adaptation implementation</p> <p>Deliverable: Package of tested software tools and manuals with data application examples (months 12-15)</p>
			<p>3.3.2 Carry out municipal CCA finance start-up and orientation workshop</p> <p>Deliverable: Set of 4 workshops for representatives of selected municipalities (months 9-15)</p>
			<p>3.3.3 Assist selected municipalities and local professionals through expert support and practical hands-on training on: i) formulation of multi-year climate resilient investment plan, ii) prioritization of investment projects, iii) preparation of financial plans and creditworthiness assessments, iv) preparation of long-term financing scenarios and formulation of proposals, and v) linking municipalities with financing institutions and supporting market transactions for co-financing of prioritized investment programs and projects.</p> <p>Deliverables: i) Initial investment plans for municipalities (months 12-18) ii) Prioritized investment plans for assisted municipalities (months 18-21) iii) Financial plan models for assisted municipalities (months 18-24) iv) Municipal financing proposals prepared and approved (months 24-30) v) Municipal financing agreements (months 30-36)</p>

VI. MONITORING AND EVALUATION (M&E) PLAN

26. The project results as outlined in the project results framework will be monitored and reported annually and evaluated periodically during project implementation to ensure the project effectively achieves these results.
27. Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the [UNDP POPP](#) and [UNDP Evaluation Policy](#). While these UNDP requirements are not outlined in this project document, the UNDP Country Office will work with the relevant project stakeholders to ensure UNDP M&E requirements are met in a timely fashion and to high quality standards. Additional mandatory GCF-specific M&E requirements will be undertaken in accordance with relevant GCF policies.
28. In addition to these mandatory UNDP and GCF M&E requirements, other M&E activities deemed necessary to support project-level adaptive management will be agreed during the Project Inception Workshop and will be detailed in the Inception Workshop Report. This will include the exact role of project target groups and other stakeholders in project M&E activities including national/regional institutes assigned to undertake project monitoring.

M&E oversight and monitoring responsibilities:

29. Project Manager: The Project Manager is responsible for day-to-day project management and regular monitoring of project results and risks, including social and environmental risks. The Project Manager will ensure that all project personnel maintain a high level of transparency, responsibility and accountability in M&E and reporting of project results. The Project Manager will inform the Project Board, the UNDP Country Office and the UNDP-GEF Regional Technical Advisor of any delays or difficulties as they arise during implementation so that appropriate support and corrective measures can be adopted.
30. Project Board: The Project Board will take corrective action as needed to ensure the project achieves the desired results. The Project Board will hold project reviews to assess the performance of the project and appraise the Annual Work Plan for the following year. In the project's final year, the Project Board will hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to highlight project results and lessons learned with relevant audiences. This final review meeting will also discuss the findings outlined in the project terminal evaluation report and the management response.
31. UNDP Country Office: The UNDP Country Office will support the Project Manager as needed, including through annual supervision missions. The annual supervision missions will take place according to the schedule outlined in the annual work plan. Supervision mission reports will be circulated to the project team and Project Board within one month of the mission. The UNDP Country Office will initiate and organize key M&E activities including the Annual Project Report, and the independent terminal evaluation. The UNDP Country Office will also ensure that the standard UNDP and GCF M&E requirements are fulfilled to the highest quality.
32. The UNDP Country Office is responsible for complying with all UNDP project-level M&E requirements as outlined in the [UNDP POPP](#). This includes ensuring the UNDP Quality Assurance Assessment during implementation is undertaken annually; the regular updating of the ATLAS risk log; and, the updating of the UNDP gender marker on an annual basis based on gender mainstreaming progress reported in the Annual Project Report and the UNDP ROAR. Any quality concerns flagged during these M&E activities (e.g. Annual Project Report quality assessment ratings) must be addressed by the UNDP Country Office and the Project Manager.
33. The UNDP Country Office will support GCF staff (or their designate) during any missions undertaken in the country, and support any ad-hoc checks or ex post evaluations that may be required by the GCF.

34. The UNDP Country Office will retain all project records for this project for up to seven years after project financial closure in order to support any ex-post reviews and evaluations undertaken by the UNDP Independent Evaluation Office (IEO) and/or the GCF.
35. UNDP-Global Environmental Finance Unit (UNDP-GEF): Additional M&E and implementation oversight, quality assurance and troubleshooting support will be provided by the UNDP-GEF Regional Technical Advisor and the UNDP-GEF Directorate as needed.
36. **Audit:** The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies on DIM implemented projects.⁶ Additional audits may be undertaken at the request of the GCF.

Additional GCF monitoring and reporting requirements:

37. Inception Workshop and Report: A project inception workshop will:
- a) Re-orient project stakeholders to the project strategy and discuss any changes in the overall context that influence project strategy and implementation;
 - b) Discuss the roles and responsibilities of the project team, including reporting and communication lines and conflict resolution mechanisms;
 - c) Review the results framework and finalize the indicators, means of verification and monitoring plan;
 - d) Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E;
 - e) Identify how project M&E can support national monitoring of SDG indicators as relevant;
 - f) Update and review responsibilities for monitoring the various project plans and strategies, including the risk log; Environmental and Social Management Plan and other safeguard requirements; the gender action plan; and other relevant strategies, where applicable;
 - g) Review financial reporting procedures and mandatory requirements, and agree on the arrangements for the annual audit; and
 - h) Plan and schedule Project Board meetings and finalize the first-year annual work plan.
38. The Project Manager will prepare the inception workshop report no later than one month after the inception workshop. The inception report will be cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Advisor, and approved by the Project Board
39. GCF Readiness Support Interim Progress Report (due every six months): The Project Manager, the UNDP Country Office, and the UNDP-GEF Regional Technical Advisor will provide objective inputs to the progress annual project report.
40. Lessons learned and knowledge generation: Results from the project will be disseminated within and beyond the project intervention area through existing information sharing networks and forums. The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to the project. The project will identify, analyse and share lessons learned that might be beneficial to the design and implementation of similar projects and disseminate these lessons widely. There will be continuous information exchange between this project and other projects of similar focus in the same country, region and globally.
41. Final Independent Evaluation Report: A final independent evaluation will take place upon completion of all major project outputs and activities, and an evaluation report will be completed soon thereafter. The final

⁶ See guidance here: <https://info.undp.org/global/popp/frm/pages/financial-management-and-execution-modalities.aspx>

evaluation process will begin at least three months before operational closure of the project allowing the evaluation mission to proceed while the project team is still in place, yet ensuring the project is close enough to completion for the evaluation team to reach conclusions on key aspects such as project sustainability. The Final Independent Evaluation report is due for submission to the GCF within 6 months after the project completion date.

42. The Project Manager will remain on contract until the final evaluation report and management response have been finalized. The terms of reference, the evaluation process and the final evaluation report will follow the standard templates and guidance prepared by the UNDP IEO available on the [UNDP Evaluation Resource Center](#). As noted in this guidance, the evaluation will be ‘independent, impartial and rigorous’. The consultants that will be hired, using project funds, to undertake the assignment will be independent from organizations that were involved in designing, executing or advising on the project to be evaluated. Additional quality assurance support is available from the UNDP-GEF Directorate. The final evaluation report will be cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board. The final evaluation report will be publicly available in English on the UNDP ERC.
43. The UNDP Country Office will include the planned project evaluations in the UNDP Country Office evaluation plan, and will upload the evaluation reports in English and the corresponding management response to the UNDP Evaluation Resource Centre (ERC).
44. Final Report: A final project report will be prepared following the template provided by the GCF.
45. **Mandatory GCF M&E Requirements and M&E Budget:**

GCF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget ⁷ (US\$)		Time frame
		GCF grant	Co-financing	
Inception Workshop	UNDP Country Office	USD 11,000	None	13 th June 2018
Inception Report	Project Manager	None	None	13 th July 2018
Standard UNDP monitoring and reporting requirements as outlined in the UNDP POPP	UNDP Country Office	None	None	Quarterly, annually
Risk Management	Project Manager Country Office	None	None	Quarterly, annually
Monitoring of indicators in project results framework (including hiring of external experts, project surveys, data analysis etc...)	Project Manager	Per year: USD 10,000 Total USD 30,000	None	Annually
DIM Audit as per UNDP audit policies	UNDP Country Office	Per year: USD 3,000 Total USD 9,000	None	Annually or other frequency as per UNDP Audit policies
Lessons learned, case studies, and knowledge generation	Project Manager	None	None	Annually

⁷ Excluding project team staff time and UNDP staff time and travel expenses.

GCF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget ⁷ (US\$)		Time frame
		GCF grant	Co-financing	
GCF Bi-Annual Project report	Project Manager UNDP Country Office and UNDP-GEF Unit	None	None	1 March for each year of implementation
Project Board meetings	Project Board UNDP Country Office Project Manager	Per year: USD 2,000 Total USD 6,000	None	At minimum annually
Supervision missions	UNDP Country Office	None ⁸	None	Two per year (as per agreed workplan)
Oversight missions	UNDP-GEF Unit	None ⁸	None	Troubleshooting as needed
GCF learning missions/site visits	UNDP Country Office and Project Manager and UNDP-GEF Unit	TBC	None	To be determined.
Final independent evaluation and management response	UNDP Country Office and Project team and UNDP-GEF Unit	USD 10,000	None	TBC
TOTAL indicative COST Excluding project team staff time, and UNDP staff and travel expenses		USD 66,000	None	

VII. PROJECT MANAGEMENT

46. The project will be implemented following UNDP's Direct Implementation Modality (DIM), according to the Readiness and Preparatory Support Grant Framework Agreement between the GCF and UNDP. Office space will be provided by the Government of the Republika Srpska, where the PMU will be stationed.
47. The management arrangements for this project are summarized in the chart below:
48. The implementation of the project will be carried out in full collaboration with and consultation of Bosnia and Herzegovina UNFCCC and GCF Focal Point, the Ministry of Spatial Planning, Construction and Ecology of the Republika Srpska (MSPCEE) and the Ministry of Foreign Trade and Economic Relations (MoFTER). As per the GCF framework readiness and preparatory support grant agreement, the project will be implemented according to the UNDP Direct Implementation Modality. Such modalities will be particularly beneficial, given the complexity of B&H's administrative set-up, that includes two self-governing entities and applies multi-layered administrative procedures, the recently approved United Nations Programme / United Nations Development Assistance Framework (UNDAF) for 2015 – 2019 and UNDP's Country Programme Document (CPD) for 2015 – 2019 for Bosnia and Herzegovina stipulate that all projects be implemented under the direct implementation modality (DIM). Furthermore, this modality has been supported and agreed by governments at all levels (state and entity) and is in line with the Standard Basic Assistance Agreement (SBAA, 1995) between the UNDP and the Government of B&H. Guided by these above-mentioned country programme

⁸ The costs of UNDP Country Office and UNDP-GEF Unit's participation and time are charged to the GCF Agency Fee.

frameworks, the DIM will be applied in a way to consider potentials for maximum cost-effectiveness and tailored capacity development of counterpart government institutions.

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

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

Roles and responsibilities of the project's governance mechanism:

51. The project will be implemented following UNDP's direct implementation modality, according to the Readiness and Preparatory Support Grant Agreement between the GCF and UNDP.
52. The Project Board (PB) is comprised of the following organizations: The Ministry for Spatial Planning, Civil Engineering and Ecology, Ministry of Foreign Trade and Economic Relations of Bosnia and Herzegovina, Ministry of Agriculture, Water-Management, and Forestry of Federation of B&H, Ministry of Agriculture, Forestry, and Water Resources of Republika Srpska and Ministry of Environment and Tourism of Federation of B&H. As the Senior Beneficiary, the GCF focal point, Ministry for Spatial Planning, Civil Engineering and Ecology is part of the board. Furthermore, as the Senior Supplier; UNDP provides quality assurance for the project, ensures adherence to the DIM guidelines and ensures compliance with GCF and UNDP policies and procedures. The Project Board is responsible for making, by consensus, management decisions when guidance is required by the Project Manager. Project Board decisions will be made in accordance with standards that shall ensure management for development results, best value for money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, the final decision shall rest with the UNDP (represented by the UNDP Programme Manager). The Project Board will meet as necessary and agreed, and at least once a year.
53. The Project Management Unit, under supervision of the UNDP and B&H GCF focal point, will run the project on a day-to-day basis within the constraints laid down by the Project Board. The Project Manager function will end when the final project terminal evaluation report and other documentation required by the GCF and UNDP has been completed and submitted to UNDP. The Project Manager is responsible for day-to-day management and decision-making for the project within the Annual Work Plan approved by the PB and reviewed by UNDP. The Project Manager's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost. The annual work plan is prepared by the Project Manager and reviewed and approved by PB. However, the UNDP-Global Environmental Finance Unit, as part of its quality assurance role, provides the final approval. The Project Manager is also responsible for managing and monitoring the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required and update the status of these risks by maintaining the project risks log according to the DIM Guidelines.
54. The project organisation structure is as follows:

55. Project Support comprises primarily of technical institutes which can provide input and alleviate project implementation (hydro-meteorological institutes, statistics institutes, water agencies, agricultural institutes) and local governments together with associations of cities and municipalities of Republika Srpska and Federation of B&H Environmental Protection Funds, the civil society and other local and international NGOs. The coordination among these institutions and government agencies will be ensured through the inter-agency working group. UNDP's Global Support Programme on NAPs, in partnership with UNEP, will also be involved by providing technical inputs as needed.
56. Local stakeholders and community members have a key role in the implementation and monitoring of the project. During the inception phase of the project, UNDP, will consult with all stakeholders, including vulnerable community members, NGOs, civil society, women organizations, etc., to facilitate an understanding of the roles, functions, and responsibilities within the Project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms. The project Logic Framework (indicators, means of verification, assumptions) will be reviewed and the quarterly and annual plans will be refined engaging the communities from the targeted counties. The stakeholders will also be engaged during the mid-term and final evaluations to assess the progress of the project and enable adaptive project management in response to the needs and priorities of the communities.
57. **Technical Assistance:** The UNDP's NAP GSP, in partnership with UNEP, will extend the support provided already through the ongoing NAP GSP to the Government of B&H by delivering additional technical support to overcome capacity gaps, in line with the objectives of the programme. The objective of the programme is to further strengthen the institutional and technical capacities of countries to start and/or advance their NAP process. This will assist in adapting to the impacts of climate change by providing these countries with an enhanced capacity to plan, finance, and implement adaptation interventions through integration of climate change into medium- to long-term development frameworks. The programme objective will be achieved by: i) expanding technical support with tailored one-on-one support; ii) building on the Ongoing NAP GSP project to further develop and disseminate tools and methodologies that support important steps of the NAP process; iii) organising targeted training workshops on key elements of the NAP process; and iv) further facilitating the exchange of knowledge and lessons learned – through South-South and North-South cooperation – with a view to enhancing the capacity for advancing the NAP process. Technical assistance will also be provided by B&H hydro-meteorological institutes, water agencies, statistics institutes and relevant universities, which will contribute with their data, analysis and experience crucial for adapting to climate changes.
58. **Project Board:** The Project Board (also called Project Steering Committee) is responsible for making by consensus, management decisions when guidance is required by the Project Manager, including recommendations for UNDP/Implementing Partner approval of project plans and revisions, and addressing any project level grievances. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with the UNDP Programme Manager.
59. Specific responsibilities of the Project Board include:
- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
 - Address project issues as raised by the project manager;
 - Provide guidance on new project risks, and agree on possible countermeasures and management actions to address specific risks;
 - Agree on project manager's tolerances as required;
 - Review the project progress, and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
 - Appraise the annual project implementation report, including the quality assessment rating report; make recommendations for the workplan;

- Provide ad hoc direction and advice for exceptional situations when the project manager's tolerances are exceeded; and
- Assess and decide to proceed on project changes through appropriate revisions.

60. The composition of the Project Board includes the following roles:

Executive: The Executive is an individual who represents ownership of the project who will chair the Project Board. This role can be held by a representative from the Government Cooperating Agency or UNDP. The Executive is: *Ministry of Spatial Planning, Civil Engineering and Ecology of Republika Srpska*.

61. The Executive is ultimately responsible for the project, supported by the Senior Beneficiary and Senior Supplier. The Executive's role is to ensure that the project is focused throughout its life cycle on achieving its objectives and delivering outputs that will contribute to higher level outcomes. The executive has to ensure that the project gives value for money, ensuring cost-conscious approach to the project, balancing the demands of beneficiary and supplier.

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

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

63. Senior Supplier: The Senior Supplier is an individual or group representing the interests of the parties concerned which provide funding and/or technical expertise to the project (designing, developing, facilitating, procuring, implementing). The Senior Supplier's primary function within the Board is to provide guidance regarding the technical feasibility of the project. The Senior Supplier role must have the authority to commit or acquire supplier resources required. If necessary, more than one person may be required for this role. Typically, the implementing partner, UNDP and/or donor(s) would be represented under this role. The Senior Supplier is: *UNDP CO B&H*

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

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

65. Senior Beneficiary: The Senior Beneficiary is an individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries. The Senior Beneficiary role is held by a representative of the government or civil society. The Senior Beneficiary is: *GCF focal point (Ministry of Spatial Planning, Civil Engineering and Ecology of Republika Srpska), Ministry of Foreign Trade and Economic Relations, Ministry of Agriculture, Water-Management and Forestry of Federation of B&H, Ministry of Agriculture, Forestry and Water Resources of Republika Srpska and Ministry of Environment and Tourism of Federation of B&H*

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

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

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

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

68. **Project Manager:** The Project Manager has the authority to run the project on a day-to-day basis on behalf of the Project Board within the constraints laid down by the Board. The Project Manager is responsible for day-to-day management and decision-making for the project. The Project Manager's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

69. The Implementing Partner contracts the Project Manager, who should be different from the Implementing Partner's representative in the Project Board.

70. Specific responsibilities include:

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

71. **Project Assurance:** UNDP provides a three – tier supervision, oversight and quality assurance role – funded by the agency fee – involving UNDP staff in Country Offices and at regional and headquarters levels. Project

Assurance must be totally independent of the Project Management function. The quality assurance role supports the Project Board and Project Management Unit by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. The Project Board cannot delegate any of its quality assurance responsibilities to the Project Manager. This project oversight and quality assurance role is covered by the accredited entity fee provided by the GCF.

72. UNDP has been selected by the Government to act as the Delivery Partner for this NAP project. UNDP delivers the following GCF-specific oversight and quality assurance services: (i) day to day project oversight supervision covering the start-up and implementation; (ii) oversight of project completion; and (iii) oversight of project reporting. A detailed list of the services is presented in the table below.

Function	Detailed description of activity	Typical GCF fee breakdown
Day-to-day oversight supervision	<ol style="list-style-type: none"> 1. Project start-up: <ul style="list-style-type: none"> In the case of readiness proposals, if needed assist the NDA and/or government partners prepare all the necessary documentation for approval of a readiness grant proposal Prepare the Project Document with the government counterparts Technical and financial clearance for the Project Document Organize Local Project Appraisal Committee Project document signature Ensure quick project start and first disbursement Hire project management unit staff Coordinate/prepare the project inception workshop Oversee finalization of the project inception workshop report 2. Project implementation: <ul style="list-style-type: none"> <u>Project Board</u>: Coordinate/prepare/attend annual Project Board Meetings <u>Annual work plans</u>: Quality assurance of annual work plans prepared by the project team; issue UNDP annual work plan; strict monitoring of the implementation of the work plan and the project timetable according to the approved readiness proposal <u>Prepare GCF/UNDP annual project report</u>: review input provided by Project Manager/team; provide specialized technical support and complete required sections <u>Portfolio Report (readiness)</u>: Prepare and review a Portfolio Report of all readiness activities done by UNDP in line with Clause 9.02 of the Readiness Framework Agreement. <u>Procurement plan</u>: Monitor the implementation of the project procurement plan <u>Supervision missions</u>: Participate in and support in-country GCF visits/learning mission/site visits; conduct annual supervision/oversight site missions <u>Risk management and troubleshooting</u>: Ensure that risks are properly managed, and that the risk log in Atlas (UNDP financial management system) is regularly updated; Troubleshooting project missions from the regional technical advisors or management and programme support unit staff as and when necessary (i.e. high risk, slow performing projects) <u>Project budget</u>: Provide quality assurance of project budget and financial transactions according to UNDP and GCF policies <u>Performance management of staff</u>: where UNDP supervises or co-supervises project staff <u>Corporate level policy functions</u>: Overall fiduciary and financial policies, accountability and oversight; Treasury Functions including banking information 	70%

Function	Detailed description of activity	Typical GCF fee breakdown
	and arrangements and cash management; Travel services, asset management, and procurement policies and support; Management and oversight of the audit exercise for all GCF projects; Information Systems and Technology provision, maintenance and support; Legal advice and contracting/procurement support policy advice; Strategic Human Resources Management and related entitlement administration; Office of Audit and Investigations oversight/investigations into allegations of misconduct, corruption, wrongdoing and fraud; and social and environmental compliance unit and grievance mechanism.	
Oversight of project completion	<ul style="list-style-type: none"> • Initiate, coordinate, finalize the Project Completion Report, Final Independent Evaluation Report and management response • Quality assurance of final evaluation report and management response • Independent Evaluation Office assessment of final evaluation reports; evaluation guidance and standard setting • Quality assurance of final cumulative budget implementation and reporting to the GCF • Return of any un-spent GCF resources to the GCF 	10%
Oversight of project reporting	<ul style="list-style-type: none"> • Technical review of project reports: quality assurance and technical inputs in relevant project reports • Quality assurance of the GCF annual project report • Preparation and certification of UNDP annual financial statements and donor reports • Prepare and submit fund specific financial reports 	20%
	TOTAL	100%

73. The implementation of the project will be carried out in full collaboration with and consultation of Bosnia and Herzegovina UNFCCC and GCF Focal Point, the Ministry of Spatial Planning, Construction and Ecology of the Republika Srpska (MSPCEE) and the Ministry of Foreign Trade and Economic Relations (MoFTER). As per the GCF framework readiness and preparatory support grant agreement, the project will be implemented according to the UNDP Direct Implementation Modality. Such modalities will be particularly beneficial, given the complexity of B&H's administrative set-up, that includes two self-governing entities and applies multi-layered administrative procedures, the recently approved United Nations Programme / United Nations Development Assistance Framework (UNDAF) for 2015 – 2019 and UNDP's Country Programme Document (CPD) for 2015 – 2019 for Bosnia and Herzegovina stipulate that all projects be implemented under the direct implementation modality (DIM). Furthermore, this modality has been supported and agreed by governments at all levels (state and entity) and is in line with the Standard Basic Assistance Agreement (SBAA, 1995) between the UNDP and the Government of B&H. Guided by these above-mentioned country programme frameworks, the DIM will be applied in a way to consider potentials for maximum cost-effectiveness and tailored capacity development of counterpart government institutions.

IX. FINANCIAL PLANNING AND MANAGEMENT

74. The total cost of the project is *USD 2,506,812*. This is financed through a GCF grant of *USD 2,506,812*. UNDP, as the GCF Accredited Agency, is responsible for the oversight and quality assurance of the execution of GCF resources and the cash co-financing transferred to UNDP bank account only.

75. GCF Disbursement schedule: Disbursement request will be managed at portfolio level by UNDP-GEF MPSU in NY, as agreed in the “Framework Readiness and Preparatory Support Grant Agreement” between GCF and UNDP. Under Clause 4 of said Framework Agreement, “the Delivery Partner shall be entitled to submit two Requests for Disbursement each year. Each such Request for Disbursement must be submitted to the Fund within 30 days of receipt by the Fund of the Portfolio Report referred to in Section 9.02.
76. Budget Revision and Tolerance: 10% of the total overall projected costs can be reallocated among the budget account categories within the same project output. Any budget reallocation involving a major change in the project’s scope, structure, design or objectives or any other change that substantially alters the purpose or benefit of the project requires the GCF’s prior written consent.
77. As outlined in the UNDP POPP, the project board will agree on a budget tolerance level for each plan under the overall annual work plan allowing the project manager to expend up to the tolerance level beyond the approved project budget amount for the year without requiring a revision from the Project Board (within the GCF requirements noted above). Should such deviation occur, the Project Manager and UNDP Country office will seek the approval of the UNDP-GEF Unit.
78. Any over expenditure incurred beyond the available GCF grant amount will be absorbed by non-GCF resources (e.g. UNDP TRAC or cash co-financing).
79. Refund to GCF: Unspent GCF resources must be returned to the GCF. Should a refund of unspent funds to the GCF be necessary, this will be managed directly by the UNDP-GEF Unit in New York.
80. Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP.⁹ On an exceptional basis only, a no-cost extension beyond the initial duration of the project will be sought from in-country UNDP colleagues and then the UNDP-Global Environmental Finance Executive Coordinator.
81. Operational completion: The project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities have been completed. This includes the final clearance of the Final Independent Evaluation Report (that will be available in English) and the corresponding management response, and the end-of-project review Project Board meeting. The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed.
82. Transfer or disposal of assets: In consultation with the Partners and other parties of the project, UNDP programme manager (UNDP Resident Representative) is responsible for deciding on the transfer or other disposal of assets. Transfer or disposal of assets is recommended to be reviewed and endorsed by the project board following UNDP rules and regulations. Assets may be transferred to the government for project activities managed by a national institution at any time during the life of a project. In all cases of transfer, a transfer document must be prepared and kept on file¹⁰.
83. Financial completion: The project will be financially closed when the following conditions have been met: a) The project is operationally completed or has been cancelled; b) UNDP has closed the accounts for the project; c) UNDP has certified a final Combined Delivery Report (which serves as final budget revision).
84. The project is required to be financially completed within 12 months of operational closure or after the date of cancellation. Between operational and financial closure, the UNDP CO will identify and settle all financial obligations and prepare a final expenditure report. The UNDP Country Office will send the final signed closure

⁹ see <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx>

¹⁰ See

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

documents including confirmation of final cumulative expenditure and unspent balance to the UNDP-GEF Unit for confirmation before the project will be financially closed in Atlas by the UNDP Country Office.

X. TOTAL BUDGET AND WORK PLAN

Atlas Proposal or Award ID:	00100066	Atlas Primary Output Project ID:	00103202
Atlas Proposal or Award Title:	Advance the National Adaptation Plan (NAP) process for medium-term investment planning in climate sensitive sectors in Bosnia-Herzegovina (B&H)		
Atlas Business Unit	BIH10		
UNDP-GEF PIMS No.	5975		

GCF Readiness outcome/Atlas Activity	Atlas implementing agent	Fund ID	Donor name	Atlas account codes	ATLAS Budget Description	Amount US\$ (year 1)	Amount US\$ (year 2)	Amount US\$ (year 3)	Total Amount US\$	Budget note
Effective national adaptation coordination system established to drive the NAP process	UNDP	66001	GCF	71400	Contractual services – individuals	25,000.00	26,000.00	28,000.00	79,000.00	1
				72100	Contractual services - companies	46,000.00	113,000.00	27,000.00	186,000.00	2
				71300	Local consultants	56,400.00	101,250.00	75,650.00	233,300.00	3
				71200	International Consultants	20,000.00	51,400.00	19,400.00	90,800.00	4
				71600	Travel	7,000.00	15,400.00	10,600.00	33,000.00	5
				75700	Training, workshops and conferences	24,000.00	38,700.00	21,000.00	83,700.00	6
				74200	Audio Visual&Print Prod Costs	6,000.00	15,400.00	44,400.00	65,800.00	7
				74500	Miscellaneous	1,700.00	1,700.00	1,700.00	5,100.00	8
Total outcome 1						186,100.00	362,850.00	227,750.00	776,700.00	
Capacity for climate vulnerability assessments, development of socio-economic scenarios strengthened and adaptation options prioritized for 2 key sectors	UNDP	66001	GCF	71400	Contractual services – individuals	23,000.00	27,000.00	29,000.00	79,000.00	1
				72100	Contractual services - companies	88,000.00	218,000.00	118,000.00	424,000.00	9
				71300	Local consultants	26,500.00	41,000.00	22,500.00	90,000.00	10
				71200	International Consultants	20,800.00	34,800.00	10,000.00	65,600.00	11
				71600	Travel	8,000.00	9,400.00	5,000.00	22,400.00	12
				75700	Training, workshops and conferences	25,000.00	25,000.00	25,000.00	75,000.00	13
				72800	IT equipment (software and hardware)	60,000.00	40,000.00	0.00	100,000.00	14

				74500	Miscellaneous	1,000.00	1,500.00	1,500.00	4,000.00	8
Total outcome 2						252,300.00	396,700.00	211,000.00	860,000.00	
Innovative financing strategy for adaptation investments developed and tested in 4-5 selected municipalities	UNDP	66001	GCF	71400	Contractual services – individuals	16,000.00	16,000.00	17,000.00	49,000.00	1
				72100	Contractual services - companies	50,000.00	100,000.00	50,000.00	200,000.00	15
				71300	Local consultants	11,500.00	15,900.00	11,600.00	39,000.00	16
				71200	International Consultants	79,000.00	71,600.00	67,000.00	217,600.00	17
				71600	Travel	8,000.00	8,120.00	6,000.00	22,120.00	18
				75700	Training, workshops and conferences	4,000.00	10,000.00	5,000.00	19,000.00	19
				74500	Miscellaneous	1,000.00	1,000.00	1,000.00	3,000.00	8
Total outcome 3						169,500.00	222,620.00	157,600.00	549,720.00	
Total operation costs (outcome 1+2+3)						607,900.00	982,170.00	596,350.00	2,186,420.00	
Project management costs	UNDP	66001	GCF	71400	Contractual services – individuals	12,000.00	20,000.00	14,000.00	46,000.00	20
				73100	Rental & Maintenance-Premises	4,000.00	3,000.00	3,000.00	10,000.00	21
				71600	Travel	3,000.00	3,000.00	3,000.00	9,000.00	22
				72500	Office Supplies	1,500.00	1,500.00	1,500.00	4,500.00	23
				72800	IT Equipment	6,000.00	2,000.00	0.00	8,000.00	24
				72400	Communication s & AudVis Eq	1,500.00	1,500.00	1,500.00	4,500.00	25
				74100	Professional services	3,000.00	3,000.00	3,000.00	9,000.00	26
				74500	Miscellaneous	500.00	500.00	500.00	1,500.00	8
Total Project management costs						31,500.00	34,500.00	26,500.00	92,500.00	
TOTAL PROJECT COSTS						639,400.00	1,016,670.00	622,850.00	2,278,920.00	

Budget notes

Budget note:	Description of cost item:
1	Service contracts: Climate change policy expert/ full time project manager @ USD 90,000, M&E expert/ full time project officer@ USD 75,000and project, Communication expert @ USD 42,000 - divided among outcomes 1,2 and 3;

2	USD 66,000 for knowledge development of inter-agency working group chaired by GCF focal point; USD120,000 for development of reporting, monitoring and review mechanisms (including baseline assessment);
3	Short-term national consultants: climate science expert @ USD 300*170 days, CC economist @ USD 300*100 days, institutional expert @ USD 250*120 days, training needs assessment consultant @ USD 250*3 days, legal expert @ USD 250*120 days, gender expert USD 300*70 days, local sectoral experts included in NAP development USD 250* approx. 282 days
4	International consultants: CC economist @ USD 800*20 days, M&E expert @ USD 700*40 days, gender expert @ USD 800*40 days, consultants for specific trainings @ 14,800
5	Travel costs: International consultants inclusive of flights, DSA and internal travel; local consultants inclusive of vehicle costs and DSA
6	Meetings of inter-agency working groups (app 6 per year) @ USD 2315*18, 3 end of year conferences @ USD 4010*3, set of 6 workshops on reporting, monitoring and evaluation (including legal framework and development of M&E tools) @ USD 5000*6, working meeting of NAP team
7	Promotional products, media campaign, knowledge sharing documentation, NAP design and distribution approx... 65800 over 3 years
8	Miscellaneous costs, including exchange loses, bank charges and other unforeseen expenses
9	USD 374,000 budget allocated for technical studies necessary for quality vulnerabilities assessment; USD 50,000 company specialized in climate proofing and scaling up CCA investments;
10	National climate science expert @ USD 300*100 days; CC economist @ USD 300*100 days; sectoral water management and agricultural experts each @ USD 300*50 days
11	International CC economist @ USD 800*38 days, consultants for specific trainings @ 35,200
12	Travel costs: International consultants inclusive of flights, DSA and internal travel; local consultants inclusive of vehicle costs and DSA
13	Set of 15 workshops (5 per year) during project duration @ USD 5000*15
14	USD 60,000 - development of software solution for data management system; USD 40,000 hardware ¹¹
15	USD 100,000 to develop financing strategy for CCA; USD 100,000 development of two adaptation project proposals
16	National public finance expert @ USD 300*80 days, private sector investment specialist @ USD 300*50 days
17	International adaptation planning and finance expert @ USD 800*180 days, private sector specialist @ USD 800*55 days, specific trainers @ USD 29,600
18	Travel costs: International consultants inclusive of flights, DSA and internal travel; local consultants inclusive of vehicle costs and DSA
19	Set of 4 workshops for municipal officials on multi-year climate resilient investment planning @ app USD 5,000 per workshop
20	Service contract: finance and admin assistant @ USD 46,000
21	Utilities
22	Travel costs related to project management
23	office supplies
24	3 laptops
25	phone, internet expenses
26	Audit – Project audit will be conducted by a firm hired competitively

¹¹ Two (2) servers, managed by ministries in charge of environment with the following characteristics: 12-core 3.00GHz processor, hard drive of 2.0 TB, 64GB RAM, effective memory speed: 2400MHz - estimated value USD 12,000 each. These two servers will also have a role of a back-up for each other. b. Seven (7) accompanying computers for data entry and management (2 in hydro-meteo institutes, 3 in water agencies and 2 in faculties of sciences), as there are 2 hydro-meteo institutes, 3 water agencies and 2 faculties of sciences in Bosnia and Herzegovina each having their own area of responsibility.

XI. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Bosnia and Herzegovina and UNDP, signed on 07 Dec 1995. All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

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

XII. RISK MANAGEMENT

UNDP as the Implementing Partner will comply with the policies, procedures and practices of the United Nations Security Management System (UNSMS).

UNDP as the Implementing Partner will undertake all reasonable efforts to ensure that none of the [project funds]¹² [UNDP funds received pursuant to the Project Document]¹³ are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

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

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

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

UNDP as the Implementing Partner will ensure that the following obligations are binding on each responsible party, subcontractor and sub-recipient:

- a. Consistent with the Article III of the SBAA *[or the Supplemental Provisions to the Project Document]*, the responsibility for the safety and security of each responsible party, subcontractor and sub-recipient and its personnel and property, and of UNDP’s property in such responsible party’s, subcontractor’s and sub-recipient’s custody, rests with such responsible party, subcontractor and sub-recipient. To this end, each responsible party, subcontractor and sub-recipient shall:

¹² To be used where UNDP is the Implementing Partner

¹³ To be used where the UN, a UN fund/programme or a specialized agency is the Implementing Partner

- i. put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
 - ii. assume all risks and liabilities related to such responsible party's, subcontractor's and sub-recipient's security, and the full implementation of the security plan.
- b. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the responsible party's, subcontractor's and sub-recipient's obligations under this Project Document.
- c. Each responsible party, subcontractor and sub-recipient will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, subcontractors and sub-recipients in implementing the project or programme or using the UNDP funds. It will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.
- d. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to each responsible party, subcontractor and sub-recipient: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. Each responsible party, subcontractor and sub-recipient agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.
- e. In the event that an investigation is required, UNDP will conduct investigations relating to any aspect of UNDP programmes and projects. Each responsible party, subcontractor and sub-recipient will provide its full cooperation, including making available personnel, relevant documentation, and granting access to its (and its consultants', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with it to find a solution.
- f. Each responsible party, subcontractor and sub-recipient will promptly inform UNDP as the Implementing Partner in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where it becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, each responsible party, subcontractor and sub-recipient will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). It will provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

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

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

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

- h. Each contract issued by the responsible party, subcontractor or sub-recipient in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from it shall cooperate with any and all investigations and post-payment audits.
- i. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project or programme, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
- j. Each responsible party, subcontractor and sub-recipient shall ensure that all of its obligations set forth under this section entitled “Risk Management” are passed on to its subcontractors and sub-recipients and that all the clauses under this section entitled “Risk Management Standard Clauses” are adequately reflected, *mutatis mutandis*, in all its sub-contracts or sub-agreements entered into further to this Project Document.

XIII. MANDATORY ANNEXES

The following documents are mandatory annexes and must be included as part of the final project document package. Links can be provided to these documents if they have been posted to the UNDP GEF PIMS and open.undp.org.

- GCF approved Readiness and Preparatory Support proposal for Adaptation Planning/NAP
- GCF notification of approval letter
- Timetable of project implementation (GANTT chart)
- Procurement Plan
- Terms of References for Project Board and Project Team/PMU
- UNDP Risk Log
- Additional agreements,
 - UNDP Project Quality Assurance Report
- Section 2 of the GCF Readiness Support Interim Progress Report Template

Annex A. GCF approved Readiness and Preparatory Support proposal for Adaptation Planning/NAP

<https://undpgefpmis.org/attachments/5975/215487/1711560/1714782/BiH%20Adaptation%20Planning%20review%20%20241117-response%2008%20Dec%202017.docx>

Annex B. GCF approval letter



GREEN
CLIMATE
FUND

His Excellency
Ms. Srebrenka Golić
Minister
Ministry of Physical Planning, Civil Engineering and Ecology
Bosnia and Herzegovina

EXECUTIVE DIRECTOR

Date : 5 April 2018
Reference : DCP/RAN/2018/143
Page : 1 of 1

Subject: Notification of Decision on Readiness and Preparatory Support Programme Proposal for the Green Climate Fund (GCF)

Dear Minister,

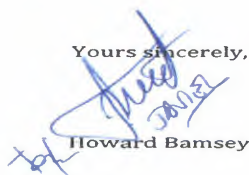
I present my compliments to the Ministry of Physical Planning, Civil Engineering and Ecology of the Government of Bosnia and Herzegovina and have the honour to convey to the Minister that the Green Climate Fund (GCF) Secretariat has approved the Readiness Proposal for Bosnia and Herzegovina, submitted on 30 April 2017, in accordance with the terms of the Framework Readiness and Preparatory Support Grant Agreement between the Green Climate Fund and the United Nations Development Programme (UNDP), dated 2 September 2016.

I am privileged to convey that the proposal was approved on 26 March 2018 for the amount of USD 2,506,812 to strengthen capacities to advance adaptation planning processes in the country. A copy of the proposal is enclosed for your reference. Once the UNDP has sent a request for disbursements to the Secretariat, the Government will be able to begin with the implementation.

The GCF Secretariat and myself remain at your disposal should any assistance or additional information be required. We stand ready to respond to any queries your Ministry may direct to e-mail: countries@gcfund.org.

I look forward to continuing a fruitful collaboration as we collectively advance this important process. Please allow me this opportunity to renew to your Excellency the assurances of my highest consideration.

Yours sincerely,



Howard Bamsey

Enclosure: Readiness Proposal of Bosnia and Herzegovina

cc: Ms. Adriana Dinu, Executive Coordinator, UNDP-Global Environment Finance, UNDP

Green Climate Fund
Songdo International Business District
G-Tower, 175 Art Center-daero
Yeonsu-gu, Incheon 22004
Republic of Korea

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Annex D. Procurement Plan

Procurement Plan					
ITEM	ITEM DESCRIPTION	ESTIMATED COST (US \$)	PROCUREMENT METHOD	ESTIMATED START DATE	PROJECTED CONTRACTING DATE
Goods and Non-Consulting Services					
Service contract	Full time national project manager /CC policy expert	90,000	Interview – competitive sourcing	QTR1-YR1	QTR1-YR1
Service contract	Full time project officer / M&E expert	75,000	Interview – competitive sourcing	QTR1-YR1	QTR1-YR1
Service contract	Administrative/finance staff	46,000	Interview – competitive sourcing	QTR1-YR1	QTR1-YR1
Service contract	Communication/knowledge expert	42,000	Interview – competitive sourcing	QTR1-YR1	QTR1-YR1
Office Supplies	Office Supplies (all years)	4,500	Desk review – competitive sourcing	QTR1-YR1	QTR1-YR1
Contractual services - companies	Office costs (utilities, communications, maintenance) - 3 years	<u>10,000</u>	Desk review – competitive sourcing	QTR1-YR1	QTR1-YR1
Travel costs	Travel costs (international and local consultants and project staff) - 3 years	86,520	Desk review – competitive sourcing	QTR1-YR1	QTR1-YR1
Professional services	Audit fees	9,000	Desk review – competitive sourcing	QTR1-YR2	QTR1-YR2
Audio Visual&Print Prod Costs	NAP design and distribution	9,400	Desk review – competitive sourcing	QTR4-YR2	QTR4-YR2
Audio Visual&Print Prod Costs	Communication products, media campaign, knowledge sharing documents	56,400	Desk review – competitive sourcing	QTR3-YR1	QTR3-YR1
Training, workshops and conferences	Various trainings, meetings and workshops (all years, including logistics) - app 25 workshops, 30 consultative meetings and 3 end-of-year conferences	177,700	Desk review – competitive sourcing	QTR2-YR1	QTR2-YR1
IT Equipment	Cost for laptops and other equipment for project management	8,000	Desk review – competitive sourcing	QTR1-YR1	QTR1-YR1
Contractual services - companies	Company to develop IT solution for climate data base	60,000	International Advert – competitive sourcing	QTR1-YR2	QTR1-YR2
Contractual services - companies	IT equipment for climate data base	40,000	National Advert – competitive sourcing	QTR2-YR2	QTR2-YR2
SUB-TOTAL (US \$)		719,020			

Consultancy Services					
International Consultant	Lead international adaptation planning and finance expert	144,000	Interview – competitive sourcing	QTR1-YR1	QTR1-YR1
International Consultant	Climate change economist	46,400	Desk review - competitive sourcing	QTR3-YR1	QTR3-YR1
International Consultant	Gender/social impact expert	32,000	Desk review - competitive sourcing	QTR2-YR1	QTR2-YR1
International Consultant	Private sector specialist	44,000	Desk review - competitive sourcing	QTR3-YR1	QTR3-YR1
International Consultant	International consultants to lead specific capacity building trainings (2)	79,600	Desk review - competitive sourcing	QTR2-YR1	QTR2-YR1
International Consultant	M&E expert	28,000	Desk review - competitive sourcing	QTR2-YR1	QTR2-YR1
Local Consultants	Climate science expert	81,000	Desk review - competitive sourcing	QTR1-YR1	QTR1-YR1
Local Consultants	Climate change adaptation economist	60,000	Desk review - competitive sourcing	QTR2-YR1	QTR2-YR1
Local Consultants	Water management expert	30,800	Desk review - competitive sourcing	QTR2-YR1	QTR2-YR1
Local Consultants	Agricultural expert	26,000	Desk review - competitive sourcing	QTR2-YR1	QTR2-YR1
Local Consultants	Forestry expert	10,000	Desk review - competitive sourcing	QTR2-YR1	QTR2-YR1
Local Consultants	Biodiversity expert	5,000	Desk review - competitive sourcing	QTR2-YR1	QTR2-YR1
Local Consultants	Energy expert	10,000	Desk review - competitive sourcing	QTR2-YR1	QTR2-YR1
Local Consultants	Medical expert	5,000	Desk review - competitive sourcing	QTR2-YR1	QTR2-YR1
Local Consultants	Tourism expert	5,000	Desk review - competitive sourcing	QTR2-YR1	QTR2-YR1
Local Consultants	Gender expert	21,000	Desk review - competitive sourcing	QTR2-YR1	QTR2-YR1
Local Consultants	National consultant - training needs assessment	9,500	Desk review - competitive sourcing	QTR1-YR1	QTR1-YR1
Local Consultants	National consultant - institutional expert	30,000	Desk review - competitive sourcing	QTR1-YR1	QTR1-YR1
Local Consultants	National consultants - legal expert	30,000	Desk review - competitive sourcing	QTR2-YR1	QTR2-YR1
Local Consultants	National consultant specialized in public finance	24,000	Desk review - competitive sourcing	QTR1-YR2	QTR1-YR2
Local Consultants	National consultant-private sectors investment	15,000	Desk review - competitive sourcing	QTR2-YR2	QTR2-YR2
Contractual services companies	Company specialized in climate proofing and scaling up of climate change adaptation investments	50,000	International Advert competitive sourcing	QTR2-YR2	QTR2-YR2

Contractual services - companies	Company/companies to develop technical studies necessary for vulnerability assessments	374,000	National Advert competitive sourcing		QTR3-YR1	QTR3-YR1
Contractual services - companies	Knowledge development and exchange of Inter-agency working group	66,000	International Advert competitive sourcing		QTR3-YR1	QTR3-YR1
Contractual services - companies	Development of reporting, monitoring and review mechanisms (including baseline assessment)	120,000	International Advert competitive sourcing		QTR2-YR1	QTR2-YR1
Contractual services - companies	Development of Financing strategy for CCA	100,000	International Advert competitive sourcing		QTR4-YR1	QTR4-YR1
Contractual services - companies	Development of municipal financing proposals for selected municipalities	100,000	International Advert competitive sourcing		QTR1-YR3	QTR1-YR3
SUB-TOTAL (US \$)		1,546,300				
TOTAL COST (US \$)		2,265,320				

Annex E. Terms of References for Project Board and Project Team/PMU

Project Manager

Summary of key functions:

In consultation with the Project Board, the Project Manager (PM) is responsible for day-to-day management, co-ordination and supervision of the implementation of the Project. Specifically, his/her responsibilities are but not limited to the following:

1. Supervises and ensures the timely implementation of the project relevant activities;
2. Prepares a detailed work plan for the project, manages the procurement and the project budget to assure timely involvement of local and international experts, organization of training and public outreach, purchase of required equipment etc. in accordance with UNDP rules and procedures;
3. Assures coordination among project activities;
4. Liaises with the relevant ministries, national and international research institutes, NGOs, and other relevant institutions in order to gather and disseminate information relevant to the project and organize realization of project activities;
5. Encourage shared learning with national partners and the other national coordinators;
6. Promote overall integration of the programme into the country's existing and planned readiness and related activities, the national climate change policies and plans;
7. Supervises and coordinates the contracts of the experts working for the project;
8. Submission of annual Project Implementation Reviews and other required progress reports (such as QPRs) to the PSC and the UNDP in accordance with the section "Monitoring and Evaluation" of the Project Document;
9. As applicable, communicating with the project's international partners and attracting additional financing in order to fulfil the project objectives; and
10. Ensuring otherwise successful completion of the project in accordance with the stated outcomes and performance indicators summarized in the project's results framework and within the planned schedule and budget.

Required Skills and Experience:

- Advanced degree in environment/development/management related studies or other related disciplines;
 - Ten years' experience in managing projects, including demonstrated capacity to actively explore new, innovative implementation and financing mechanisms to achieve the project objective;
 - Good understanding of environment/development issues in B&H;
 - Demonstrated experience in working with government, donors and the United Nations system;
 - Good analytical and problem-solving skills and the related ability for adaptive management with prompt action on the conclusion and recommendations coming out from the project's regular monitoring and self-assessment activities as well as from periodic external evaluations;
 - Ability and demonstrated success to work in a team, to effectively organize it, and to motivate its members and other project counterparts to effectively work towards the project's objective and expected outcomes;
 - Good communication skills and competence in handling project's external relations at all levels;
 - Familiarity and prior experience with UNDP, GEF and GCF requirements and procedures are considered as an asset;
 - Fluency in English and local languages.
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Monitoring and Evaluation Officer

Summary of key functions:

Under overall supervision of the Project Manager (PM) the Monitoring and Evaluation officer will ensure and oversee establishment of required NAP M&E system. Also, he/she will ensure implementation monitoring and evaluation plan, based on the project document log frames and indicators. The main activities include:

1. In cooperation with relevant parties review the results framework and finalize the indicators, means of verification and monitoring plan;
2. In order to support the iterative development of B&H's NAP, ensure gender sensitive monitoring, learning and review of NAP, adaptation processes as well as development of tracking and reporting mechanisms of financial investments for adaptation,
3. Oversee and ensure establishment of appropriate gender-sensitive indicators for monitoring climate change impacts and a system to collect data,
4. Design, organize and participate a series of workshops on reporting, monitoring and evaluating (including legal framework and development of M&E tools) based on the technical guidelines that will be conducted throughout the life of the project,
5. Support establishment and maintenance of an effective M&E system for adaptation and inter-alia the NAP process, adaptation investments and assess their effectiveness and relevance,
6. Upon existing monitoring mechanisms, ensure development of a reporting system to track investments and financial flows related to the NAP process to monitor economic analysis of direct and indirect benefits of investments,
7. Oversee creation of climate change data management system that will be accessible to all stakeholders,
8. In parallel with development of NAP M&E tools and systems, the M&E Officer will work on capacity building in order to enable local and national stakeholders to systematize and perform future data collection, monitoring and evaluation,
9. Implement and maintain the project's monitoring and evaluation plan, based on the project document log frames and indicators,
10. Oversee and execute M&E activities included in the Annual Work Plan, with particular focus on results and impacts,
11. Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed,
12. Carry out regular follow-up and monitoring of implementation activities,
13. Monitor the follow up of evaluation recommendations,
14. Provide inputs for project reports, such as GCF reports (quarterly and annual PIR), and other on-time reports requested by UNDP CO, implementing partner and other stakeholders

Required Skills and Experience:

- Degree in environment, natural resource management or related fields,
- Experience in planning, design and implementation of M&E systems, M&E methods and approaches and data/information analysis,
- A good understanding of CC adaptation processes, environmental management, with a focus on participatory processes, joint management, and gender issues;
- Familiarity with NAP process in B&H from national to local level, and a supportive attitude towards NAP mainstreaming;
- Willingness to undertake regular field visits and interact with different stakeholders, national and local,
- Good personal organization, interpersonal and communication skills,
- Working at national and sub-national level in national development issues is an asset,
- Previous working experience with UNDP and other donors and development projects is an asset,
- Fluency in English and local languages.

Communication Officer

Duties and Responsibilities

In consultations with project team the communication officer will support and ensure development of best ways to communicate the importance of climate resilient development and medium to long-term adaptation planning. This activity will start with identification of most effective communication channels to highlight the NAP process and climate change adaptation concerns. Activities will include steps to raise awareness on both - the project results and climate change issues.

1. Develop and implement communication and outreach strategy for medium to long-term adaptation planning,
2. Identify the most effective communication channels adopted to various target groups, to highlight the NAP process and climate change adaptation concerns that the project is working to address
3. Ensure the coverage and visibility of project activities for both domestic and international audiences,
4. Document and communicate lessons learned and best practice in order to encourage replication of successful approaches,
5. Regularly produce articles and footage on selected adaptation interventions and good practices; project summary with lessons learnt produced at the end of the project,
6. Facilitate of knowledge building and knowledge sharing within B&H stakeholders and globally,
7. Plan, elaborate and execute activities in line with the communication strategy,
8. Identify and develop storylines for publications and substantive articles to be published on web and in other media,
9. Draft and disseminate common press releases on project results and climate change issues,

Required Skills and Experience:

- University degree in communications, Journalism, Publishing or related fields.
- 5-year experience at national and international level in public relations, communications and advocacy,
- In depth knowledge of the local and international media represented in B&H.
- Excellent understanding issues of climate change adaptation and development planning,
- Experience with the United Nations System is an asset, SDG's and other global initiatives,
- Fluency, excellent writing and oral skills in BHS and English.

Administrative Assistant

Summary of key functions:

The Project Assistant will work under the direct supervision of the Project Manager and provide assistance to project implementation, the organization of training activities and financial management and reporting.

The Project Assistant will be responsible for the following duties:

1. Manage day-to-day Project operations, particularly with respect to the provision of technical services and support;
2. Assist the Project Manager in the implementation of technical and operational activities;
3. Takes responsibility for logistics and administrative support of project implementation, including administrative management of the project budget, required procurement support, etc.
4. Maintains up to date business and financial documentation, in accordance with UNDP and other project reporting requirements;
5. Organizes meetings, business correspondence and other communications with the project partners;
6. Ensures effective dissemination of, and access to, information on project activities and results and supporting the project outreach and PR activities in general, including keeping the project web-site up to date;
7. Supporting the project manager in managing contracts, in organizing correspondence and in ensuring effective implementation of the project otherwise;
8. Maintain the Project's files and supporting documentation for payments;
9. Undertake other administrative/ financial duties as requested by the Project Coordinator;

10. Other duties which may be required.

Required Skills and Experience:

- Secondary education; University degree is considered as an asset level;
- Demonstrated experience and success of work in a similar position;
- Good administration and interpersonal skills;
- Ability to work effectively under pressure;
- Good computer skills;
- Fluency in English.

Project Board

- Project Board has the quality assurance role by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed,
- The Project Board is comprised of the following organizations: The Ministry for Spatial Planning, Civil Engineering and Ecology, Ministry of Foreign Trade and Economic Relations of Bosnia and Herzegovina, Ministry of Agriculture, Water-Management, and Forestry of Federation of B&H, Ministry of Agriculture, Forestry, and Water Resources of Republika Srpska and Ministry of Environment and Tourism of Federation of B&H. As the Senior Beneficiary, the GCF focal point, Ministry for Spatial Planning, Civil Engineering and Ecology is part of the board.
- The Project Board is responsible for making, by consensus, management decisions when guidance is required by the Project Manager,
- Project Board decisions will be made in accordance with standards that shall ensure management for development results, best value for money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, the final decision shall rest with the UNDP (represented by the UNDP Programme Manager),
- The Project Board will meet as necessary and agreed, and at least once a year
- The day-to-day management of the project will be carried out by a Project Manager under the overall guidance of the Project Board.

Annex F. UNDP Risk Log

Risks and Assumptions:

85. Risk factors associated with the project implementation are mainly technical and operational, while the social and environmental risks of the project are negligible, as the project emphasizes on capacity building initiatives and strengthening the local institutions.

Selected Risk Factor 1			
Description	Risk category	Level of impact	Probability of risk occurring
Limited technical and operational capacities of ministries' staff and high staff turnover at the target ministries	Technical and Operational	Low (<5% of project value)	Low
Mitigation Measure(s)			
Targeted trainings will be identified for various categories of employees. Special training conditions and / or training for trainers will be arranged to keep the trained staff at the target ministries. Staff retention and succession plans will be developed. All the trainings will be documented and archived in a database accessible to all stakeholders. The mitigation measures should keep the risk level as low.			
Selected Risk Factor 2			
Description	Risk category	Level of impact	Probability of risk occurring
Limited ability of the project's direct and indirect beneficiaries (ministries, government agencies, local organization etc.) to design, implement and integrate CCA actions in their sector or activity	Technical and Operational	Medium (5.1-20% of project value)	Low
Mitigation Measure(s)			
The project will build on local knowledge practices and will introduce innovative CCA solutions at the local level. The project will ensure that the capacity building actions are directed to local communities and officials. To improve and sustain the beneficiaries' ability to design and implement the project solutions, ongoing technical trainings and capacity building will be undertaken. The mitigation measure should lower the risk level to low.			
Selected Risk Factor 3			
Description	Risk category	Level of impact	Probability of risk occurring
Failure to fully identify training needs	Technical and Operational	Low (<5% of project value)	Low
Mitigation Measure(s)			
In addition to the initial assessment, the Project will continuously monitor capacity and training needs and will establishment training programme that will ensure continued development of capability and adequate succession planning. The mitigation measures should keep the risk level as low.			
Selected Risk Factor 4			
Description	Risk category	Level of impact	Probability of risk occurring
Limited national coordination between state, entity, cantonal and local levels can hinder the implementation and the success of the project interventions	Technical and Operational	Medium (5.1-20% of project value)	Low

Mitigation Measure(s)			
The project will boost the overall national coordination of climate change interventions. Also, the project will support coordination within the different ministries and will designate inter-agency working group which will meet on regular basis. Moreover, inter-agency working group members will be part of on-going capacity building programs. The responsibilities of all stakeholders will be clearly defined and to ensure that all the agencies are willing and able to share data, agreements will be put in place at the beginning of the project. To ensure sectoral and inter-sectoral coordination during the project lifetime and beyond, the project will support organization of regular progress meetings at the state, entity and sectoral levels. This will allow the project official to identify challenges as they rise and address. The mitigation measure should lower the risk level to low.			
Selected Risk Factor 6			
Description	Risk category	Level of impact	Probability of risk occurring
Failure to reach agreement on new policy framework	Technical and Operational	Medium (5.1-20% of project value)	Low
Mitigation Measure(s)			
The project will ensure that the inter-agency working group includes the right composition of stakeholders and is all-inclusive to maximize the chance of reaching agreement on new policy framework. The Project Board will also include all key stakeholders. The mitigation measure should lower the risk level to low.			
Selected Risk Factor 7			
Description	Risk category	Level of impact	Probability of risk occurring
Delays in availability of historical data, survey data leading to delays in starting the economic impact and technical studies and modelling. Insufficient data and/or data of poor quality.	Technical and Operational	Medium (5.1-20% of project value)	Low
Mitigation Measure(s)			
The project will enforce data collection and survey programme rigorously, identify data quality issues early as well as issues with model and technical studies quality before using in intervention designs and enforce a 'check, review, authorize' procedure to capture quality issues related to human errors. The mitigation measure should lower the risk level to low.			
Selected Risk Factor 8			
Description	Risk category	Level of impact	Probability of risk occurring
Low participation of women and other vulnerable groups in project design and implementation	Social and Environmental	Low (<5% of project value)	Low
Mitigation Measure(s)			
The project will use a gender base approach: women will be included in all stages of the project (implementation, reporting, M&E). They will also be part of all the capacity building programs, national stakeholders' consultations and will also be represented in the decision making. Similarly, the project will ensure that vulnerable groups and people of all ages participate at all levels.			

Annex G. Additional Agreements

Annex H. Section 2 of the GCF Readiness Support Interim Progress Report Template

Outcome 1:								
Outcome narrative: Please provide a brief summary of the outcome achieved.								
Outputs	Baseline summary	Activities	Targets achieved	Indicators	Milestones and deliverables achieved ¹⁴	Variance explanation	Qualitative assessment of activities undertaken	Planned activities and corresponding deliverables/milestones for the next reporting period
	Please provide a brief summary of the baseline scenario at the proposal stage.		Please rate the status of targets achieved through activities undertaken during the reporting period, against the baseline and the proposed targets in the proposal.	Based on your approved proposal, please outline the key indicators.	Please state the milestones and deliverables achieved as agreed in the Grant Agreement.	In this column, identify and explain the reasons for the difference, if any, between a planned activity and the corresponding actual activity that took place during the reporting period.	In this column, summarize some of the qualitative results achieved through activities undertaken during the reporting period.	Please highlight activities, deliverables and milestones planned for the next reporting period and indicate any modifications that might be made from the original implementation plan. Also, indicate any corrective actions that need to be taken up to address impediments that emerged in the reporting period.
1.1								
1.2								
1.3								

¹⁴ If possible, please provide hyperlinks to supporting documents.