

**United Nations Development Program**  
**Country: EGYPT**  
**PROJECT DOCUMENT**



**Project Title:** Egypt's First Biennial Update Report

**UNDAF Outcome(s):** UNDAF Outcome 3: By 2015 central and local level authorities have improved capacities to integrate environment and disaster risk reduction into national and local development frameworks, while communities and civil society organizations participate more effectively in environmental protection and disaster risk reduction planning, implementation and monitoring.

**Expected CP Outcome(s):**  
*(Those linked to the project and extracted from the CP)*

**Expected Output (s):**  
*(Those that will result from the project)* Increased capacity to produce GHGs inventories and impact costing, policy options, integrated plans for climate change as well as awareness raising and increased competency of civil society organizations to contribute to decision making process for national policies and measures on climate change in key economic and social sectors that can serve as a source of information.

**Executing Entity/Implementing Partner:** Egyptian Environmental Affairs Agency/Ministry of Environment

**Implementing Entity/ Responsible Partners:** Egyptian Environmental Affairs Agency (EEAA) / Ministry of State for Environmental Affairs (MSEA)/UNDP

**Brief Description**

The project will enable Egypt to prepare and submit its Biennial Update Reports (BURs) to the Conference of the Parties (CoP) of the United Nations Framework Convention on Climate Change (UNFCCC) for the fulfillment of Egypt's obligation to the Convention under Decision 1/CP.16 par. 60 and Decision 2/CP. 17 par. 41 and its Annex III. It will provide an update to the national communication in areas of national circumstances and institutional arrangements; national inventory of anthropogenic emissions of all GHGs, information on mitigation actions and their effects; constraints and gaps, and related financial, technical and capacity needs, including support needed and received; information on the level of support received to enable the preparation and submission of the BURs; information on domestic measurement, reporting and verification; and any other information that Egypt considers relevant to the achievement of the objective of the Convention and suitable for inclusion in its BUR. The project will also increase the capacity of experts and institutions in Egypt to produce subsequent BURs that meet all guidelines established by the CoP and that serve as a source of information for national policies and measures to mitigate and adapt to climate change in key economic and social sectors.

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Total resources required	382,000 US\$
Total allocated resources:	382,000 US\$
• Regular	_____
• Other:	
○ GEF	352,000 US\$
○ Government in kind	30,000 US\$

Agreed by	Signature	Date	Name/Title
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For the Implementing Partner			Eng Ahmed Abou El Seoud, CEO, Egyptian Environmental Affairs Agency
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## TABLE OF CONTENTS

<b><u>Subject</u></b>	<b><u>Page</u></b>
1. SITUATION ANALYSIS.....	4
2. STRATEGY.....	6
3. PROJECT OBJECTIVE, OUTCOMES AND OUTPUTS.....	9
4. PROJECT RESULTS FRAMEWORK.....	15
5. TOTAL BUDGET AND WORKPLAN .....	18
6. MANAGEMENT ARRANGEMENTS .....	25
7. MONITORING AND EVALUATION FRAMEWORK.....	30
8. LEGAL CONTEXT .....	34
9. APPENDICES .....	35
Appendix A: Stakeholder Involvement Matrix.....	35
Appendix B: Terms of Reference.....	43
APPENDIX C: Endorsement Letter.....	58

## List of Acronyms

AR	Annual Report
AWP	Annual Work Plan
CDCC	Central Department for Climate Change
CGE	Consultative Group of Experts
CoP	Conference of the Parties
CPAP	Country Program Action Plan
EE	Energy Efficiency
EEAA	Egyptian Environmental Affairs Agency
EER	Energy and Environment Review
ENCPC	Egypt's National Cleaner Production Center
ENPEP	Energy and Power Evaluation Program
FBUR	First Biennial Update Report
GDP	Gross Domestic Product
GEF	Global Environment Facility
GHGs	Greenhouse Gases
GoE	Government of Egypt
GPG	Good Practice Guidance
INC	Initial National Communication
IPCC	Intergovernmental Panel on Climate Change
LECB	Low Emission Capacity Building
MALR	Ministry of Agriculture & Land Reclamation
MDGs	Millennium Development Goals
MFT&I	Ministry of Foreign Trade & Industry
MoFTII	Ministry of Foreign Trade, Industry and Investment
MoT	Ministry of Transport
MSEA	Ministry of State for Environmental Affairs
NC	National Communication
NCoCC	National Committee on Climate Change
NCSP	National Communications Support Program
NEX	National Execution
NGOs	Non-governmental Organizations
NPD/C	National Project Director / Coordinator
PAM	Policies and Measures
PIR	Project Implementation Report
PIU	Project Implementation Unit
PSC	Project Steering Committee
PO	Project Officer
QA/QC	Quality Assurance/Quality Control
QPRs	Quarterly Progress Reports
SBAA	Standard Basic Assistance Agreement
SNC	Second National Communication
SRES	Special Report on Emission Scenarios
TL	Team Leader
TNC	Third National Communication
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Program
UNFCCC	United Nations Framework Convention on Climate Change
USD	US Dollar (\$)
V&A	Vulnerability and Adaptation [to climate change]

## 1. SITUATION ANALYSIS

The Egyptian Environmental Affairs Agency (EEAA) was founded in 1982, followed by establishing the Ministry of State for Environmental Affairs in 1997. Environmental policies in Egypt are directed at halting environmental degradation, creating conditions for rehabilitation of polluted areas and promoting the sustainable use of natural resources. The Law No. 4/1994 and its amendments on Environmental Protection form the basis for environmental management in Egypt. The law addresses the prevention and reduction of pollution, sustainable management of natural resources, and provides binding provisions for environmental impact assessment.

In 1994, Egypt ratified the United Nations Framework Convention on Climate Change (UNFCCC). The Intergovernmental Panel on Climate Change in its Third assessment report, IPCC (1995), identified Egypt's Mediterranean coast and the Nile Delta as vulnerable regions to sea level rise. In this respect, Egypt set up the Climate Change institutional structure at the national level, and a Climate Change Unit (CCU) was established in 1996 in the EEAA. This unit has been developed over the years to the Central Department for Climate Change (CDCC) since 2009, which conform a strong institutional structure on the national level.

The CDCC is also acting as a Designated National Authority for endorsement of CDM projects. 24 CDM projects have been registered while several others (around 16) are in the pipeline in an advanced stage of development.

In 2007, the Egyptian Prime Minister's Decree No. 272 instituted the reform of the National Climate Change Committee that was established in 1997. The new National Climate Change Committee is chaired by the Minister of State for Environmental Affairs and includes members representing a wide range of governmental and non-governmental institutions. In addition, two Climate Change Ministerial Committees in the "Ministry of Agriculture & Land Reclamation" and the "Ministry of Irrigation & Water Resources" have been established. In addition, a "Climate Change Information Centre" in the Agriculture Research Centre has been established. However, many barriers still exist that are challenging Egypt's efforts to comply with the UNFCCC such as inadequate capacity and weak coordination and cooperation between governmental bodies, NGOs and private sector. Furthermore, there is a lack of mainstreaming the mitigation measures in the national planning process.

Two ministerial climate change committees in the Ministry of Agriculture & Land Reclamation and the Ministry of Irrigation & Water Resources have been established. In addition, a climate change information centre in the Agriculture Research Centre has been established. However, many barriers still exist that are challenging Egypt efforts to comply with UNFCCC such as inadequate capacity and weak coordination and cooperation between governmental bodies, NGOs and private sector. Furthermore there is a lack of mainstreaming the adaptation measures in the national planning process, particularly in comparison with mitigation measures.

Egypt has already submitted its "Initial National Communication" (INC) and "Second National Communication"(SNC) reports to the UNFCCC in 1999 and 2010, respectively and it is, also, preparing now the Third National Communication (TNC), subject to be submitted to the UNFCCC in 2015. According to the INC and SNC, Egypt's most vulnerable sectors to climate change are identified as follows: 1) coastal zones, 2) water resources and 3) agriculture. The sea level rise is the cause of the most serious climate change impacts that threatens the densely populated River Nile Delta which includes extensive infrastructure and fertile cultivated lands. In this respect, sea level rise is expected to inundate large areas of low lying lands in the Nile Delta and sea water intrusion will increase water logging conditions and soil salinity in other lands. Decline in precipitation is expected along the Northern Coast and a projected increase in the population estimated between 115 and 179

million by 2050. Moreover, temperature rise is expected to reduce the productivity of major crops, increase crop water requirements coupled with an expected water stress and loss of some lands and fertility in the Nile Delta and consequently the overall food production maybe significantly reduced. Impacts of climate change on other vulnerable sectors to climate change will be further investigated in the TNC. Accordingly, climate change risks may threaten Egypt's efforts to achieve the MDGs and to face those threats. Both of the INC & SNC has presented many mitigation actions, as well as several adaptation measures to climate change, in the course of playing an effective role in achieving the main target of the UNFCCC.

Assessment of GHGs emissions for Egypt in the year 2000 revealed that the total emissions in the year 2000 were about 193 MtCO<sub>2</sub>e, compared to about 117 MtCO<sub>2</sub>e in 1990, representing an average increase of 5.1%, annually. Estimated total GHGs emissions in 2008 are about 288 MtCO<sub>2</sub>e. GHGs emissions by gas type reveal that CO<sub>2</sub> represents 66% of emissions, with CH<sub>4</sub> representing 20%, N<sub>2</sub>O representing 13%, PFCs representing 1%, SF<sub>6</sub> representing 0.06% and HFCs representing 0.03%. The energy sector, including transportation, is the primary contributor to emissions of GHGs in Egypt, followed by agriculture, industrial processes and then the waste sector. GHGs emissions per capita show 37% increase in year 2000 relative to 1990. Meanwhile, GHGs emissions per thousand US\$ of Egypt GDP went down from 3.32 ton CO<sub>2</sub>e to 1.98 ton CO<sub>2</sub>e indicating the use of low carbon activities. The share of Egypt in the total world GHGs emissions in 1990 was 0.4% and was still limited to 0.58% in 2000.

In January 2005, Egypt ratified the Kyoto Protocol, followed by establishing the Egyptian Designated National Authority for Clean Development Mechanism "DNA-CDM". Egypt participated with some North African Countries during 2003 - 2006 in a UNEP regional Program aimed at "Capacity Development for Clean Development Mechanism (CD4CDM)". This Program assisted Egypt in building one of the largest CDM portfolios in Africa with an investment cost of initially approved projects estimated in 2011 at around USD 3.05 billion. They are expected to reduce GHGs emissions by around 9.4 million tons CO<sub>2</sub> equivalent per annum. In the meantime, seven projects are internationally registered and claiming CERs.

Since 1990, the UNDP is supporting Egypt in terms of Sustainable Environmental Development, including assistance towards compliance with international environmental conventions, aiming at: (a) promoting environmental governance in mainstreaming sustainable development and implementing relevant policy, legal and regulatory measures, (b) preparation of the first and second "National Environmental Action Plans" in 1992 and 2003, respectively and (c) capacity development to implement global environmental conventions primarily through *Egypt's First and second National Communications to the UNFCCC*.

Also, the "UN Joint Program on Climate Change Risk Management" aims to assist Egypt in aligning its climate risk management and human development efforts in pursuing the achievement of MDGs to face climate change and the anticipated serious threats to the country. Meanwhile, a "Climate Change Adaptation Strategy" and "Climate Change Socio-Economic Impact Study", in addition to the "Third National Communication" are currently under preparation.

With support from UNDP a comprehensive assessment of capacities of local governments to address the climate change challenges has been carried out, and set of recommendations has been developed for actions of the key actors at the local level. It should be noted that local governments have been very active in the implementation of various energy efficiency measures, as well as in facilitation of the implementation of renewable project within their competences.

The ongoing process for preparation of the Third National Communication to the UNFCCC (TNC) aims to strengthen the information base, analytical and institutional capacity of the key national

institutions to integrate climate change priorities into country development strategies and relevant sector programs. The process for development of the TNC shall further strengthen the dialogue, information exchange and cooperation among all relevant stakeholders including governmental, non-governmental, academic, and private sectors. It is expected that this will result in achieving national consensus on the actions and measures that need to be undertaken to address the climate change related issues for the country on a short and long term. The Third National Communication will be submitted to the UNFCCC by 2015.

Establishment of GHG inventory team within the Ministry of State for Environmental Affairs/EEAA has been supported, adding value to the sustainability of the process for preparation of national communications and BURs. As a result of the latest decisions and recommendations from the UNFCCC, several activities were recommended in TNC that would enable the country to better face the new obligation arising from UNFCCC.

Recognizing the important steps forward taken for the institutionalization of climate change issues and the mainstreaming of climate change in the national and sectorial development policies, the Third National Communication is expected to contribute to strengthen these integration processes as well as to inform the international community on the actions taken by the country to address climate change issues.

In addition, the EU-UNDP, through the 3-year duration Low-Emission Capacity Building (LECB) Project, supports increasing the capacity to public sector and industry on design Low-Emission Development Strategies (LEDS), Nationally Appropriate Mitigation Actions (NAMAs) and Measurement, Reporting & Verification (MRV), including identification of mitigation actions in both public and private industries.

Egypt's First Biennial Update Report will build on the findings and recommendations of Third National Communication, which is underway to be submitted to the UNFCCC in 2015, as well as the outcomes of the ongoing complementary projects in the country.

The First BUR from Egypt will be submitted to the UNFCCC by mid 2015.

In order to fulfil the obligations arisen from Cancun and Durban COP decisions related to the submission of national communications and biennial update reports, support from the Global Environment Facility is needed to continue to develop and consolidate the existing technical and institutional capacity and to continue the efforts of integrating climate change into national policies, plans and Programs.

## 2. STRATEGY

**The global path of CO<sub>2</sub> emissions already surpasses the worst case scenario SRES<sup>(1)</sup>.** Although there are uncertainties with regard to exact consequences, there is high confidence (IPCC 2007) that impacts from climate change, even under significantly more modest emission scenarios than the current trends predict, will affect the functioning and integrity of key ecosystems worldwide. While the impacts are being felt globally, the effects of climate change will likely impact African continent heavily. This is a region with substantial, but intrinsically fragile, natural capital, and where there are a number of climate sensitive regions (climate hotspots).

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(1) SRES (Special Report on Emission Scenarios) prepared by the IPCC in 2001. The worst case scenario, A1FI, assumed business as usual and runaway expansion in the use of fossil fuels.

Environment protection is one of the three priority areas of cooperation both for the UN in the country (UNDAF 2010-2015), and for UNDP (CPD 2010 – 2015). The support in this area responds to the national priority for strengthening national capacities for integrated environmental management and enhancing administrative capacities at central and local level for enforcement and fulfilment of obligations of regional and global conventions. The main result of the UN/UNDP support is expected to be improved capacities of central and local level authorities to integrate environment and disaster risk reduction into national and local development frameworks, while communities and CSOs participate more effectively in environmental protection and disaster risk reduction planning, implementation and monitoring. This will be achieved through support for development of national policies that better address climate adaptation and mitigation challenges, implementation of demonstration energy efficiency and renewable Programs/projects and public awareness on climate change issues and raised competencies of CSOs to influence national and local level decision making.

UNDP has a proven track record and experience in addressing environmental challenges in the country for more than a decade. One of the key pillars in the area of environmental protection is directed towards providing strategic support to decision makers and various stakeholders in raising awareness of the major impacts from climate change and associated risks posed to the economy. In this context, UNDP contributes towards formulation of adequate mitigation and adaptation strategies, Programs and plans, as well as implementation of demonstration energy efficient measures, and support for research and innovative approaches in addressing climate change issues on central and local levels.

The project activities will build upon the findings and recommendations of Third National Communication, and will benefit from the coordination with all relevant ongoing complementary projects in the country. The project, also, will try to deeply coordinate with on-going projects/programs such as LECB projects (funded by EU) to maximize benefits regarding national capacity building in National GHGs Inventory Report (NIR) preparation, GHG data management, NAMAs and MRV.

The EEAA, through its Central Department for Climate Change should perform a leadership and coordination for the development of actions needed to fulfil the obligations to the Convention and its formal communication to the international community, acting in coordination with other stakeholders, integrating climate change in the ongoing national activities for the achievement of results to be reported and communicated through the National Communications and Biennial Update Report.

The project will encourage engagement of experts who worked in climate change and related fields and institutions that have already been involved for the purpose of facilitation of administrative arrangements. New qualified experts in the relevant fields and institutions will be invited to join the BUR teams. This project will enhance the sustainability of the teams and the process of preparation of national communications. This will also foster internal networking of national experts. The project will also hire short-term international consultants if deemed necessary.

The expertise of governmental institutions, international organizations, academia, private sector and NGOs that have contributed to Egypt's INC and SNC will be utilized and improved by bringing more stakeholders on board and building partnership with the private sector that is crucial for promoting investments of cleaner technologies.

The project will contribute to the institutional sustainability of the project outcomes through institutional strengthening. A new system will be established within the GHGs Inventory Section of the Central Department for Climate Change (CDCC) of the EEAA to continuously collect greenhouse gas data.

The on-going TNC project is currently planning to establish a Dynamic Database System for GHGs emission estimates and statistics. The BUR will work closely with the TNC to identify metadata needed to complete the GHGs emission inventory and its sources. "Mutual Agreements" will be signed between the EEAA and all relevant entities (Ministry of Petroleum, Ministry of Electricity & Renewable Energy, Ministry of Agriculture, Ministry of Local Administration, Ministry of Industry and Foreign Trade, EGPC, EGAS, EEHC, NREA,.. etc.) to provide data systematically on a continuous basis and BUR will test the system, verify its performance and check the accuracy of the Database in estimating the GHGs inventory.

With respect to the gender dimension, women are meaningfully involved, not only as beneficiaries but also in the decision-making process of climate change related activities. Understanding how the different social roles and economic status of men and women affect, and are affected differently by climate change will improve actions taken to adapt and to mitigate climate change. In this sense, and for this specific project, the update of the national circumstances chapter of this Biennial Update Report will consider this gender dimension in order to better understand how the different roles of men and women in social and economic circumstances may affect Egypt's ability to deal with mitigating the climate change at the national and local levels.

The role of women in the climate change mitigation strategies has received little attention, as actions have been perceived to be either technical or scientific in nature. However, as climate change is partly the result of human behaviour and affects all people, mitigation strategies must consider the gendered patterns of energy use in order to be effective. In this sense, the project will incorporate a gender perspective in the identification, description and preparation of mitigation actions when relevant.

With regard to the technical team to be hired to implement the enabling activity, gender balance will be considered as appropriate.

The initial emphasis of the project will be on developing GHGs inventory for the year 2012 and analyzing the abatement measures of GHGs in Egypt. Building on results, the options to mitigate climate change will be analyzed and reviewed in the light of country development context. Gaps, uncertainties and constraints along with other information related to the UNFCCC will be addressed as indicated by 17/CP8.

The project will identify and, to the extent feasible, develop proposals for projects related to climate change mitigation; projects which may be eligible for further funding or co-funding by GEF, other multilateral or bilateral organizations and national funding sources or eligible for funding under Clean Development Mechanism.

The project will help strengthening the institutional structure of GHGs inventory and related work to mitigation, e.g. Nationally Appropriate Mitigation Actions (NAMAs), Low Emission Development Strategy (LEDS), Measurable, Reportable, Verifiable (MRV) systems and mitigation actions.

Finally, the project will contribute to enhancing general awareness and knowledge on climate change related issues in Egypt, and to strengthen the dialogue, information exchange and cooperation among all the relevant stakeholders including governmental, non-governmental, academic, and private sectors in accordance to the Article 6 of the UNFCCC and Implementation of Buenos Aires Plan of Action.



### 3. Project Objective, Outcomes and Outputs

The **main goal** of the project is to assist the country in mainstreaming and integrating climate change consideration into national and sectorial development policies by ensuring continuity to the institutional and technical capacity strengthening process, partly initiated and sustained by the National Communications.

The **immediate objective** of the project is to assist the country in the preparation and submission of its First Biennial Update Report to the Conference of the Parties to the UNFCCC for the fulfilment of its obligations to the Convention under Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and its Annex III.

The project objective will be achieved with the fulfillment of the following outcomes, which are in line with the GEF's climate change mitigation strategic objective (SO-6) under GEF-5: Enabling Activities: Support enabling activities and capacity building under the Convention. The outcome is: Completed Climate Change Enabling Activities under the UNFCCC.

#### Project Outcomes

The Overall Outcome of the project is to enable Egypt to prepare and submit its BUR to the CoP of the UNFCCC in accordance with its commitments as a non-Annex 1 Party to the Convention. The project will also result in an increased capacity to produce subsequent BURs that meet guidelines established by the CoP and that can serve as a source of information for national policies and measures in climate change and in key economic and social sectors.

This Outcome is the integration target of the following Outcomes:

1. National circumstances and institutional arrangements relevant to the preparation of the national communications updated.
2. GHGs inventory for 2012 prepared, and inventories for the period 2010-2011 calculated, using the 2006 IPCC Guidelines.
3. Mitigation actions and their effects, including associated methodologies and assumptions, and progress of implementation are described as per the guidelines.
4. Constraints and gaps identified; related financial, technology and capacity building needs assessed and recommendation for addressing the needs provided.
5. Establishment of domestic Measurement, Reporting and Verification (MRV) arrangements.
6. Compilation, consolidation of information in tabular format and publication of the First Biennial Update Report.
7. Monitoring, reporting, and preparing of financial audits.

#### Project Outputs

##### **Outcome 1: National circumstances and institutional arrangements relevant to the preparation of the national communications updated**

Output 1.1 Updated information on features of the population, natural resources, climate and economy which may affect its ability to deal with mitigating and adapting to climate change.

Output 1.2 Description of national development objectives, priorities and circumstances, and the specific needs and concerns arising from the adverse effects of climate change.

- Output 1.3 Description of institutional arrangements relevant to the preparation of the national communications and Biennial Update Reports on a continuous basis.
- Output 1.4 Mechanisms for stakeholders' involvement and participation to enable the preparation of national communications and biennial update reports.

**Outcome 2:GHGs inventory for 2012prepared and inventories for the period 2010 - 2011 calculated, using the 2006IPCC methodology Guidelines**

- Output 2.1. GHGs inventories for period 2010-2011calculated using 2006 IPCC Guidelines, as a complementary calculations to the Third National Communication
- Output 2.2. GHGs inventory for the year 2012updated using 2006 IPCC Guidelines.
- Output 2.3. National emission factors for the key sources updated on annual basis, as possible and appropriate.
- Output 2.4. Data collection and management systemrevised as per the requirement of the IPCC 1996 guidelines
- Output 2.5. Support given to the process of inclusion of GHGs inventory in the national environment information system
- Output 2.6. Cross-sector collaboration for preparation of GHGs Inventory strengthened.

**Outcome 3:Mitigation actions and their effects, including associated methodologies and assumptions, and progress of implementation are described as per the guidelines**

- Output 3.1. Analytical work carried out in order to assess the mitigation potential of the country, considering all relevant aspects – technically, environmentally and economically.
- Output 3.2. Participatory process initiated, aimed at analyses and setting of appropriate and feasible emission reduction and limitation targets.
- Output 3.3. Appropriate criteria for prioritization of the mitigation measures developed and mitigation measures evaluated against the agreed criteria
- Output 3.4. Support given to the mitigation related activities proposed in the Second and Third National Communication: assess the mitigation potential in key sectors
- Output 3.5. National capacities for GHGs mitigation potential strengthened.

**Outcome 4:Constraints and gaps identified; related financial, technology and capacity building needs assessed and recommendation for addressing the needs provided**

- Output 4.1 Technology, financial and capacity needs for mitigation assessed.
- Output 4.2 A case study for mitigation potential - switching from conventional fuel to natural gas and/or renewables, showing the economic and environmental benefits, developed
- Output 4.3. Information updated on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors, IFCs, etc. for activities related to climate change.
- Output 4.4. Information on national resources allocated for climate change upon ratification of the UNFCCC collected.

**Outcome 5:Establishment of Domestic Measurement, Reporting and Verification arrangements supported**

- Output 5.1. Options and possibilities for establishment of a domestic MRV system analyzed.
- Output 5.2. Support given to the process of development of national institutional and legal frameworks for establishment of domestic MRV.

## **Outcome 6:Compilation, consolidation of information in tabular format and publication of the First Biennial Update Report**

Output 6.1. First Biennial Update Report published and submitted in accordance to the guidelines contained in Annex III of Dec.2/CP. 17.

## **Outcome 7:Monitoring, reporting, and preparing of financial audits**

Output 7.1. Project financial and progress reports prepared and submitted.

### ***PLANNED ACTIVITIES***

#### **National Circumstances**

The information on the national circumstances provided in the Third National Communication (TNC) will be updated taking into account all new studies, projects and research developed since the start of preparation of the TNC.

This outcome includes an update of the country characterization in terms of demography, natural resources, climate and education, social and cultural aspects, as well as macroeconomic parameters, employment, income and services. It will also include the characterization of the specific sectors such as water resources, energy, wastes and transport. In particular, the question of "how the national circumstances described may affect country's ability to deal with mitigating climate change?" will be analyzed. Special attention will be paid to new information and data related to those sectors that are largest contributors to the GHGs emissions taking into consideration the measures/policies/projects that fulfil simultaneously the synergy between mitigation and adaptation.

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

Also, this description will include the information on the institutional arrangements and the mechanisms for stakeholder's involvement relevant to the preparation of the national communications and the Biennial Update Reports.

#### **GHGs National Inventories**

Under the Third National Communication, GHGs Inventory of emissions by sources and removals by sinks for direct and indirect GHGs for the period 2001-2005 (INC covered 1990; SNC covered 1990-2000) has been prepared, using the methodology described in the Revised 1996 Guidelines for National Greenhouse Gas Inventories of the Intergovernmental Panel on Climate Change (IPCC) and applying the IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories.

LULUCF sector in the Ministry of Agriculture will need more studies and monitoring activities (for bridging the gap of lack of data) related to GHGs emission inventory, so that national experts would have been encouraged to have, and try, special models and hold training sessions to fulfill the requirement of this sector.

Within the project, a GHGs inventory for 2012 will be prepared and the GHGs for the period 2010-2011, using the same 2006 IPCC Guidelines shall be calculated, as recommended for the developing countries.

There are several reasons for calculation of recent years inventories:

- The sectors and subsectors are differently distributed, there are new subsectors added, agriculture is merged with LULUCF, solvent use is merged with industrial processes and named IPPU (Industrial Processes and Product Use) and some more differences.
- In the TNC some improvement to methodologies and emission factors were used in comparison with GHGs inventories prepared within SNC and INC. Also better activity data have been obtained, and new source categories have been included.
- Furthermore, it had been recommended that "when recent changes occur in the GHGs inventory, it is better to calculate the emissions of recent years' inventory, this guarantees the consistency of recent series of emissions". This recommendation is also in line with the Good Practice Guidance.
- In final, some of the GHGs inventory national team experts actively participated in the international expert meeting for 2006 IPCC Software Usage and have gained first-hand information and training for the preparation of GHG inventories using this new version of the software. National team experts will gain on-the-job training and experience in its usage.

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

- Data collection/ interaction with data providers for preparation of inventory for 2012 according to 2006 guidelines.
- Calculation of inventory for period 2010-2011 according to 2006 guidelines.
- Review of the proposed data collection and management system according to requirements from 2006 guidelines.
- Strengthen of the institutional arrangements with other Institutions/Ministries for data collection and management.
- Incorporation of good practices for improving sustainability of the process.
- Revision of nationally adopted emission factors on annual basis, if needed.
- Provision of input for preparation of relevant laws and regulations for institutionalization of the GHGs inventory.
- Preparation of working sheets, summary tables (including Common Reporting Format (CRF) tables); uncertainty estimation and management.
- Preparation of graphics, tables and analysis of results.
- Publication of GHGs National Inventory Report (NIR).

### **Mitigation Actions**

The mitigation assessment will focus on clearly defined objectives and emphasize implementation. The results will facilitate the national mitigation action and planning, will enable recognition of the mitigation efforts in the country, and will link the national mitigation action to international support, as well.

The mitigation analysis for the FBUR will follow the recommendations of the TNC and the World Bank's green growth study.

The scope of the sectoral mitigation assessments will include an analysis of related legislation, policies and programs that facilitate the rapid implementation of mitigation technologies and practices, as well as – to the extent possible – the macro-economic impact of the mitigation options (including possibilities for green job creation) and linking activities to mitigation-adaptation co-benefits. The international requirements deriving from UNFCCC as guiding principles for development will be taken into consideration while doing the analyses within the FBUR.

The basic steps will include: Analytical work in order to identify/revise the mitigation potential of the country, considering all relevant aspects – technically, environmentally and economically using participatory approach to ensure connection with governmental priorities and to ensure implementation of recommended measures; adoption of appropriate criteria for prioritization of the mitigation measures; evaluation of the mitigation measures against the adopted criteria; and strengthening of National Capacities for GHGs mitigation potential including analyses for potential targets for emission limitation/reduction.

In particular, technical support will be given through this project to the activities of training and awareness raising to the sectors with mitigation potential in the framework of the UNFCCC.

Support will also be needed to the process of identification of different types of financing and co-financing needed.

### **Financial, Technology and Capacity Building Needs and Support Received**

These activities as part of the First Biennial Update Report(FBUR)will closely link the process and outcomes of the TNC to relevant planning and decision making processes. A study of financial, technological and capacity needs and constraints of institutions responsible for activities related to climate change will be conducted through the collection, synthesis and analysis of existing information, individual interviews or group discussions and site visits, among others.

A case study for mitigation potential “Switching from Conventional Fuel to Natural Gas and/or Renewables” will be developed, showing the economic and environmental benefits of introducing natural gas and/or renewables.

Information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors, IFCs, etc. for activities related to climate change will be collected. Also, information on national resources allocated for climate change upon ratification of the UNFCCC will be collected.

### **Domestic Monitoring, Reporting and Verification (MRV)**

In 2010 in Cancun, the COP, through Dec. 1/CP 15, decided that internationally supported mitigation actions will be measured, reported and verified domestically and will be subject to international measurement, reporting and verification in accordance with guidelines to be developed under the Convention. In addition, it was decided that domestically supported mitigation actions will be measured, reported and verified domestically in accordance with general guidelines to be developed under the Convention.

In 2011, in Durban, the COP, through Dec. 1/CP.17, requested the Subsidiary Body for Scientific and Technological Advice (SBSTA) to develop general guidelines for domestic measurement, reporting, and verification (MRV) of domestically supported Nationally Appropriate Mitigation Actions (NAMAs). The project will closely follow the decisions of the SBSTA and act accordingly.

In this international context, the FBUR shall support the establishment of a domestic MRV system for the Nationally Appropriate Mitigation Actions in accordance with the guidelines to be developed under the Convention.

Under the project, an assessment will be conducted regarding the different options and possibilities for the domestic MRV according to the guidelines to be developed, considering national circumstances and capabilities, as well as taking into account the different nature of the mitigation

actions. In addition, technical support will be given to the process of development of the national institutional and legal frameworks for establishment of domestic MRV.

### **Compilation, Publication and Submission of the First Biennial Update Report**

When the expected outcomes 1 to 5 and its respective outputs are completed, the First Biennial Update Report (FBUR) document will be compiled according to the guidelines contained in Annex II of Dec. 2. CP 17 and will be submitted to the Conference of the Parties of the United Nations Framework Convention on Climate Change according to the requirements and formats established by the UNFCCC Secretariat.

#### 4. PROJECT RESULTS FRAMEWORK

<b>This project will contribute to achieving the following Country Program Outcome as defined in CPAP or CPD:</b>					
3.1. By 2015, national policies better address climate change mitigation needs and demonstration programs respond to climate change challenges;					
<b>Country Program Outcome Indicators:</b> Number of programs addressing climate change issues implemented by the central government, municipalities and civil society organizations					
<b>Primary Applicable Environment and Sustainable Development Key Result Area (same as that on the cover page, circle one):</b> 1. Mainstreaming environment and energy OR 2. Catalyzing environmental finance OR 3. Promote climate change adaptation OR 4. Expanding access to environmental and energy services for the poor.					
<b>Applicable GEF Strategic Objective and Program:</b> Enabling Activities: Climate Change					
<b>Applicable GEF Expected Outcomes:</b> Adequate resources allocated to support enabling activities under the Convention (Outcome 6.1					
<b>Applicable GEF Outcome Indicators:</b> Completed and submitted Biennial Update Report (BUR)					
	Indicator	Baseline	Targets End of Project	Source of Verification	Risks and Assumption
<b>Project Objective<sup>1</sup></b> The immediate objective of the project is to assist the country in the preparation and submission of its First Biennial Update Report (FBUR) to the Conference of the Parties to the UNFCCC for the fulfilment of its obligations to the Convention under Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and it's Annex III.	First Biennial Update Report Endorsed (FBUR).	INC and SNC endorsed and submitted to UNFCCC, TNC under development.	First Biennial Update Report (FBUR) to be endorsed and submitted to the UNFCCC.	Government decision.  UNFCCC Database.	Assumes strong political support from all relevant stakeholders and the Government.
<b>Outcome 1<sup>2</sup></b> <i>National circumstances</i>	National circumstances and institutional arrangements relevant to the preparation of the national communications updated.	Outline of the national circumstances as part of the TNC.	Updated national circumstances that reflect the developments by the end of 2012 in terms of population, natural resources, climate and economy which may affect its ability to deal with mitigating and adapting to climate change; national development objectives, priorities and circumstances, and the specific needs and concerns arising from the adverse effects of climate change; institutional	Project document.  FBUR document.  Key relevant strategic documents.	New developments are happening as a result of Government's commitment to advancement of the climate change agenda in the country.

<sup>1</sup>Objective (Atlas output) monitored quarterly ERBM and annually in APR/PIR.

<sup>2</sup>All outcomes monitored annually in the APR/PIR. It is highly recommended not to have more than 4 outcomes.

			arrangements relevant to the preparation of the national communications and Biennial Update Reports on a continuous basis, and mechanisms for stakeholders' involvement and participation to enable the preparation of national communications and Biennial Update Reports.		
<b>Outcome 2</b> <b><i>GHGs Inventory for 2012.</i></b>	<ul style="list-style-type: none"> <li>Updated GHGs inventory.</li> <li>Continuous data measurement and analysis system established.</li> </ul>	Inventories for the period 2010– 2011.	<p>GHGs inventory for 2012 prepared, and inventories for the period 2010 - 2011 calculated, using the 2006 IPCC Guidelines;</p> <p>National emission factors for the key sources updated on annual basis, as needed;</p> <p>Data collection and management system revised as per the requirement of the IPCC 2006 guidelines.</p>	<p>FBUR document.</p> <p>External expert review.</p> <p>Relevant reports and other documents.</p>	<p>Assumes that relevant entities will be willing and able to share data on their emissions with the project team.</p> <p>Assumes political commitment for establishing an institutional set up for preparation, updating, and reporting of the GHGs emissions.</p>
<b>Outcome 3</b> <b><i>Mitigation Analysis</i></b>	<ul style="list-style-type: none"> <li>Number of studies available to inform different institutions and sectors about feasible mitigation policies and measures and their potential prioritization to facilitate decision making process.</li> <li>Upgraded mitigation chapter in the FBUR.</li> </ul>	Sectoral studies/reports for the mitigation potential in the respective sectors. Mitigation scenarios as part of the TNC.	<p>Updated analyses of the mitigation potential of the country, considering all relevant aspects – technically, environmentally and economically.</p> <p>Appropriate criteria for prioritization of the mitigation measures developed and mitigation measures evaluated against the agreed criteria.</p> <p>National capacities for GHGs mitigation potential strengthened.</p>	<p>FBUR document.</p> <p>Sectoral report.</p> <p>Relevant Government strategies.</p>	Assumes strong political commitment for investing in mitigation measures, as well as availability of financial resources and financial instrument that will facilitate such investments, especially for the industry and private sector.



<p><b>Outcome 4</b> <b>Financial, technology and capacity building needs and support received</b></p>	<p>Technology, financial and capacity needs for mitigation assessment.</p> <p>A case study for mitigation potential - switching from conventional fuel to natural gas and/or renewables, showing the economic and environmental benefits.</p> <p>Information on national resources allocated for climate change upon ratification of the UNFCCC.</p> <p>Relevant training curricula and number of trained individuals.</p>	<p>Technology, financial and capacity needs for mitigation report as part of the TNC.</p>	<p>Updated technology, financial and capacity needs for mitigation assessment prepared.</p> <p>A case study for mitigation potential - switching from conventional fuel to natural gas, showing the economic and environmental benefits, developed.</p> <p>Information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors, IFCs, etc. for activities related to climate change updated.</p>	<p>FBUR document.</p> <p>Relevant reports.</p>	<p>Assumes commitment from the national and local governments to invest in capacity building and increasing human and financial resources for mitigation actions and measures.</p>
<p><b>Outcome 5</b> <b>Domestic MRV</b></p>	<p>Options for establishment of a domestic MRV system analyzed.</p> <p>Process for establishment of national institutional and legal frameworks for domestic MRV initiated.</p>	<p>Initial analyses done and a roadmap for MRV developed.</p>	<p>Options and possibilities for establishment of a domestic MRV system analyzed.</p> <p>The process of development of national institutional and legal frameworks for establishment of domestic MRV facilitated.</p>	<p>FBUR document.</p> <p>Relevant studies and reports.</p>	<p>Assumes strong commitment from the Government and other concerned entities.</p>

## 5. TOTAL BUDGET AND WORKPLAN

<b>Award ID:</b>		00084766	<b>Project ID(s):</b>		00092623			
<b>Award Title:</b>		Egypt /Egyptian Biennial GHGs Emissions Update Report Project						
<b>Business Unit:</b>		EGY10						
<b>Project Title:</b>		Egypt /Egyptian Biennial GHGs Emissions Update Report Project						
<b>PIMS no</b>		5203						
<b>Implementing Partner (Executing Agency)</b>		EEAA						
GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 2015 (USD)	Total (USD)	Budget Note
OUTCOME 1: National circumstances	EEAA	62000	GEF	71300	Local Consultants	5,000	5,000	1
				74500	Miscellaneous	2,000	2,000	2
					<b>Total Outcome 1</b>	<b>7,000</b>	<b>7,000</b>	
OUTCOME 2: GHGs Inventory	EEAA	62000	GEF	71300	Local Consultants	55,000	55,000	1
				71400	Contractual services Individuals	37,000	37,000	3
				74200	Audio Visual & Print Prod Costs	6,000	6,000	4
				72800	IT Equipment	32,000	32,000	5
				75700	Workshops	10,000	10,000	13
				74500	Miscellaneous	4,000	4,000	2
	<b>Total Outcome 2</b>	<b>144,000</b>	<b>144,000</b>					
OUTCOME 3: Mitigation Analysis	EEAA	62000	GEF	71200	International Consultants	17,000	17,000	6
				71300	Local Consultants	38,000	38,000	1
				75700	Workshops	8,000	8,000	7
				73100	Rental and Maintenance Costs	9,600	9,600	14
				74500	Miscellaneous	5,000	5,000	2

					<b>Total Outcome 3</b>	<b>77,600</b>	<b>77,600</b>	
<b>OUTCOME 4: Financial, technology and capacity building needs and support received</b>	EEAA	62000	GEF	71300	Local Consultants	12,400	12,400	1
				71400	Contractual services individuals	9,600	9,600	3
				71600	Travel	4,000	4,000	7
				74200	Audio Visual & Print Prod Costs	4,000	4,000	4
				74500	Miscellaneous	3,000	3,000	2
					<b>Total Outcome 4</b>	<b>33,000</b>	<b>33,000</b>	
<b>OUTCOME 5: Domestic MRV</b>	EEAA	62000	GEF	71200	International Consultants	17,400	17,400	6
				72100	Contractual services Companies	6,000	6,000	8
				74200	Audio Visual & Print Prod Costs	2,000	2,000	4
				74500	Miscellaneous	2,000	2,000	2
					<b>Total Outcome 5</b>	<b>27,400</b>	<b>27,400</b>	
<b>OUTCOME 6: Publication and submission</b>	EEAAA	62000	GEF	72100	Contractual services Companies	8,000	8,000	8
				74200	Audio Visual & Print Prod Costs	5,000	5,000	4
					<b>Total Outcome 6</b>	<b>13,000</b>	<b>13,000</b>	
<b>OUTCOME 7: Monitoring and evaluation</b>	EEAAA	62000	GEF	74100	Professional Services	8,000	8,000	9
				71600	Travel	10,000	10,000	7
					<b>Total Outcome 7</b>	<b>18,000</b>	<b>18,000</b>	
<b>OUTCOME 8: Project Management</b>	EEAA/UND P	62000	GEF	71400	Contractual Services-Individual	21,000	21,000	3
				72200	Equipment and Furniture	3,000	3,000	15
				72500	Supplies	2,000	2,000	10
				72400	Communication and Audio Visual Equipment	1,000	1,000	11
				71600	Travel	1,000	1,000	7

			74598	Direct Project Costs - GOE	4,000	4,000	12
				<b>Total Outcome 8</b>	<b>32,000</b>	<b>32,000</b>	
<b>Project Total:</b>					<b>352,000</b>	<b>352,000</b>	

### Summary of Funds:<sup>1</sup>

	Amount (USD) 2015	Total (USD)
<b>Donor 1 (GEF)</b>	352,000	352,000
<b>Donor 3 (Government)</b>		
<b>in-kind</b>	30,000	30,000
<b>TOTAL</b>	<b>382,000 \$</b>	<b>382,000 \$</b>

### Budget notes:

Number	Note
1	Local short-term consultants
2	Low-value miscellaneous expenses and contingencies
3	Local long-term consultants and core project team
4	Documentation
5	Hardware and software for the National Inventory System
6	Consultancy fees, excluding mission (travel) costs
7	Travel costs of both international and local consultants in addition to learning and training missions for project team
8	Sub-contracts for required technical backstopping and research
9	Project evaluation and financial audits
10	Office consumables
11	IT and communications costs

<sup>1</sup>Summary table should include all financing of all kinds: GEF, co-financing, cash, in-kind, etc...

12	UNDP Direct Project Costs to provide services such as recruitment, procurement, assistance for training and payments services, as per Letter of Agreement (Annex E)
13	Costs of training workshops and stakeholder consultations
14	Rent for the premises to host the National Inventory System until the end of the project since there are no available premises to host the project in the Environmental Agency
15	Equipment and Furniture

## WORKPLAN

	Quarter 1			Quarter 2			Quarter 3			Quarter4		
Outcomes/Activities	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
<b>Implementation Arrangements and Project Inception:</b>												
1.Contract the project Office Staff												
2.Establish Technical Teams												
3. Establish the Project Steering Committee (PSC)												
4.Organize Project Inception Workshop												
5. Organize a Scoping Meeting												
<b>Outcome 1: National circumstances and institutional arrangements relevant to the preparation of the national communications updated</b>												
<u>Output 1.1</u> Updated information on features of the population, natural resources, climate and economy which may affect its ability to deal with mitigating and adapting to climate change												
<u>Output 1.2</u> Description of national development objectives, priorities and circumstances, and the specific needs and concerns arising from the adverse effects of climate change												
<u>Output 1.3</u> Description of institutional arrangements relevant to the preparation of the national communications and Biennial Update Reports on a continuous basis.												
<u>Output 1.4</u> Mechanisms for stakeholders' involvement and participation to enable the preparation of national communications and biennial update reports.												
<b>Outcome 2:GHGs inventory for 2012prepared, and inventories for the period 2010 - 2011calculated, using the 2006 IPCC methodology Guidelines</b>												
<u>Output 2.1.</u> GHGs inventories for period 2010-2011calculated using 2006IPCC Guidelines, as a complementary calculations to the Third National Communication												
<u>Output 2.2.</u> GHGs inventory for the year 2012 updated using 2006IPCC Guidelines.												
<u>Output 2.3.</u> National emission factors for the key sources updated on annual basis, as possible and appropriate.												
<u>Output 2.4.</u> Data collection and management system revised as per the requirement of the IPCC 2006guidelines												
<u>Output 2.5.</u> Support given to the process of inclusion of GHGs inventory in the national environment information system												
<u>Output 2.6.</u> Cross-sector collaboration for preparation of GHGs Inventory strengthened.												

Outcomes/Activities	Quarter 1			Quarter 2			Quarter 3			Quarter4		
	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
<b>Implementation Arrangements and Project Inception:</b>												
<b>Outcome 3: Mitigation actions and their effects, including associated methodologies and assumptions, and progress of implementation are described as per the guidelines</b>												
<u>Output 3.1.</u> Analytical work carried out in order to assess the mitigation potential of the country, considering all relevant aspects – technically, environmentally and economically.												
<u>Output 3.2.</u> Participatory process initiated, aimed at analyses and setting of appropriate and feasible emission reduction and limitation targets.												
<u>Output 3.3.</u> Appropriate criteria for prioritization of the mitigation measures developed and mitigation measures evaluated against the agreed criteria												
<u>Output 3.4.</u> Support given to the mitigation related activities proposed in the Second and Third National Communication: assess the mitigation potential in key sectors												
<u>Output 3.5.</u> National capacities for GHGs mitigation potential strengthened												
<b>Outcome 4: Constraints and gaps identified; related financial, technology and capacity building needs assessed; and recommendation for addressing the needs provided</b>												
<u>Output 4.1</u> Technology, financial and capacity needs for mitigation assessed												
<u>Output 4.2</u> A case study for mitigation potential-switching from conventional fuel to natural gas and/or renewables, showing the economic and environmental benefits, developed												
<u>Output 4.3.</u> Information updated on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors, IFCs, etc. for activities related to climate change												
<u>Output 4.4.</u> Information on national resources allocated for climate change upon ratification of the UNFCCC collected												
<b>Outcome 5: Establishment of Domestic Measurement, Reporting and Verification arrangements supported</b>												
<u>Output 5.1.</u> Options and possibilities for establishment of a domestic MRV system analyzed												
<u>Output 5.2.</u> Support given to the process of development of national institutional and legal frameworks for establishment of domestic MRV												

Outcomes/Activities	Quarter 1			Quarter 2			Quarter 3			Quarter4		
	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
<b>Implementation Arrangements and Project Inception:</b>												
<b>Outcome 6:Compilation, consolidation of information in tabular format and publication of the First Biennial Update Report</b>												
Output 6.1. First Biennial Update Report published and submitted in accordance to the guidelines contained in Annex-III of Dec.2/CP. 17.												
<b>Outcome 7:Monitoring, reporting, and preparing of financial audits</b>												
Output 7.1. Project financial and progress reports prepared and submitted												
<b>Project Management, including M&amp;E</b>												
1. Compile Documentation for the Project Implementation Report (PIR) / Annual Progress Report (APR) and Terminal Report (TR).												
2. File Regular Reporting Documents for UNDP and donors, including Quarterly Progress Reports (QPRs).												
3. Conduct Independent Financial Audit of the Project Annually.												
4. Compile and Distribute Lessons-learned Notes (LLNs) on the Project Process.												

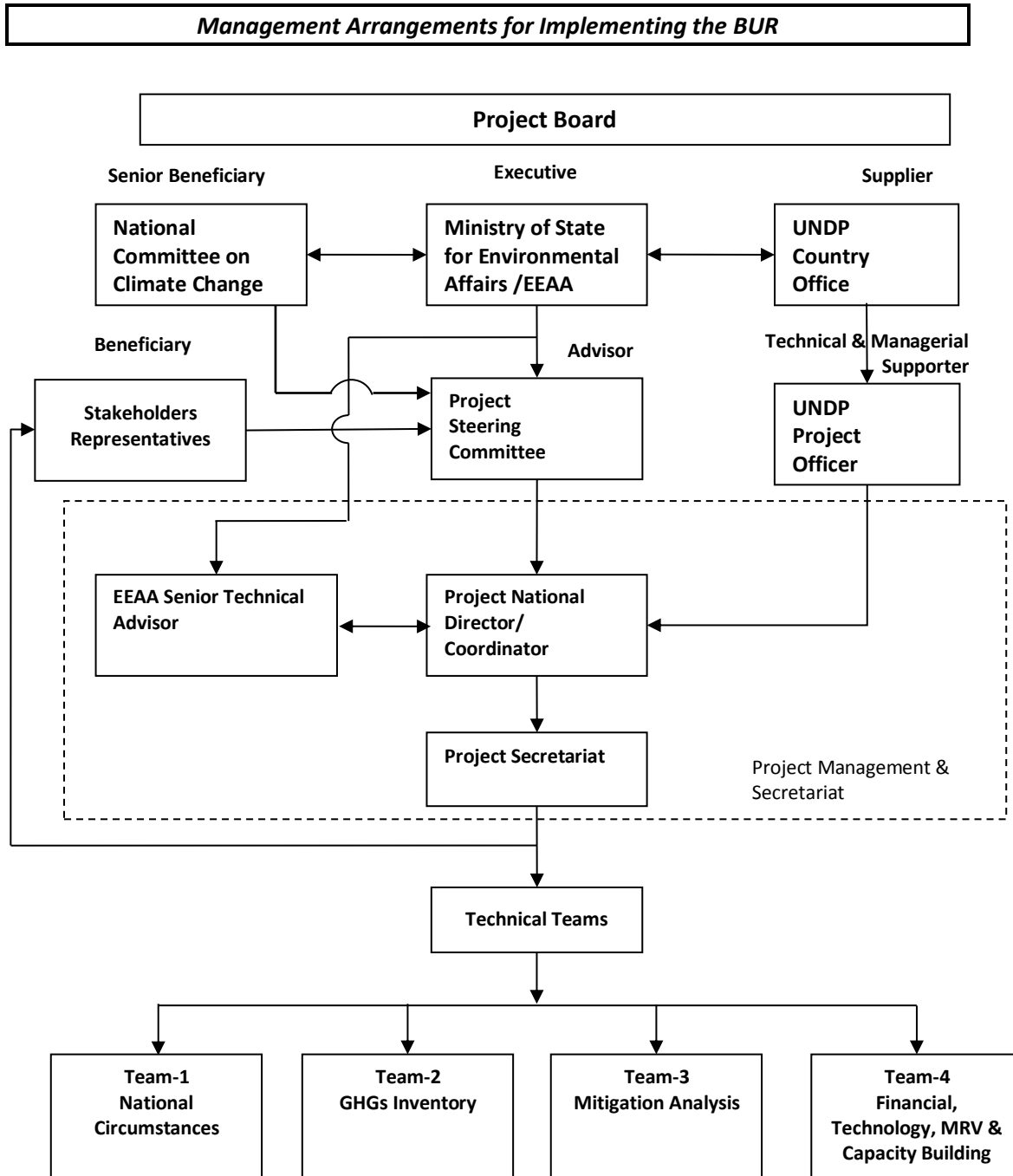


## 6. MANAGEMENT ARRANGEMENTS

### 6.1 Project's Organizational Structure

Project will be implemented according to UNDP's National Implementation Modality (NIM) as per NIM guidelines agreed by UNDP and the Government of Egypt.

The following figure presents the institutional management structure for project implementation:



## **6.2 Roles and Responsibilities of the Key Parties**

Key parties include government ministries which are the government cooperating agency / implementing partner, National Committee on Climate Change, Project Steering Committee, UNDP country office, UNDP project Technical / Financial Support officer, Project Director/ Coordinator and Project Secretariat.

### **6.2.1 Government Ministries**

Of the 31 ministries present in Egypt, 13 are concerned with climate change and its consequences: Ministry of State for Environmental Affairs, Ministry of Petroleum, Ministry of Electricity and Renewable Energy, Ministry of Transport, Ministry of Water Resources and Irrigation, Ministry of Agriculture and Land Reclamation, Ministry of Foreign Trade, Industry and Investment, Ministry of Tourism, Ministry of Higher Education and State for Scientific Research, Ministry of Housing, Utilities & Urban Development, Ministry of State for International Cooperation, Ministry of Local Administration Development and Ministry of Foreign Affairs.

The only ministry in charge of directly targeting climate change is the Ministry of State for Environmental Affairs. Six other ministries can have a major indirect impact on Egyptian CO<sub>2</sub> emissions, through their own initiatives, programs and projects. They are the Ministry of Electricity and Renewable Energy, the Ministry of Foreign Trade, Industry and Investment, the Ministry of Transport, the Ministry of Water Resources and Irrigation, the Ministry of Housing, Utilities & Urban Development and the Ministry of Local Administration Development.

- Ministry of State for Environmental Affairs: the Egyptian Environmental Affairs Agency (EEAA) is the executive arm of the Ministry of State for Environmental Affairs, according to the Law 4/1994 for the Protection of the Environment and its updates/amendments. The EEAA defines environmental policies and projects, implement them and promote environmental relations with the other states. A Non-Governmental Organizations (NGOs) unit was established by the EEAA Board of Directors in June 2002. This Unit is used to identify civic environmental work priorities, to organize environmental awareness raising campaigns or to follow-up environmental projects implemented with NGOs. The Climate Change Unit was created and upgraded to Central Department for Climate Change to directly tackle climate change issues.
- Ministry of Electricity and Renewable Energy: within this ministry four affiliated authorities work on solutions to produce lowCO<sub>2</sub>-emissions energy: the New and Renewable Energy Authority (NREA), the Hydropower Projects Executive Authority (HPEA), the Nuclear Power Plants Authority (NPPA) and the Egyptian Electricity Holding Company (EEHC). The NPPA is not in charge of significant activities for the moment. As energy production is at the origin of most Egyptian emissions, most of concrete projects to fight climate change in Egypt are concentrated in this sector.
- Ministry of Transport: this ministry is in charge of the transport (roads, railways, public transport, marine transport, etc.). It is becoming a key-actor in Egypt in order to reduce air pollution and mitigate climate change.
- Ministry of Water Resources and Irrigation: this ministry plays an important role in the Egyptian access to renewable energies, as it is the one in charge of the dams, as the Aswan dam and the High dam. It is also this ministry which will have to find solutions to fight climate changes impacts on water resources.
- Ministry of Housing, Utilities & Urban Communities: this ministry is one of the ministries in charge of the urban, communal and economic development. As this ministry participates to the

development of infrastructure networks (roads, bridges, potable water and sewerage plants, etc.) and of construction standards, it is an essential actor for sustainable development and for facing climate change.

- Ministry of Foreign Trade, Industry and Investment: This ministry is in charge of all industrial activities. It is, today, a key-actor in Egypt for mitigating GHGs emissions resulted from industrial processes.
- Investment Sector is in charge of fostering investment in Egypt and of the 9 public holding companies, which gather 152 companies under their umbrella, in various sectors (e.g. chemical, medicine, transportation, etc.). For the last 8 years, a Unit for Environmental Affairs within this Ministry has followed up environmental issues in public holding companies in order to know if such companies have been complying with the environmental law. Recently, a new office was created in order to advise the Minister on sustainable development and environmental issues.
- Ministry of Local Administration Development: This ministry is in charge of all municipalities in Egypt. Solid waste collection and disposal has become strictly linked to generation of GHGs emissions and their mitigation activities.

### **6.2.2 Government Coordinating Agency / Implementing Partner**

**The Egyptian Environmental Affairs Agency (EEAA) is the Government Coordinating Agency:** This Agency is responsible for defining, assessing, and monitoring project outputs towards country-level outcomes. The EEAA will work closely with UNDP to ensure that the plan of the project includes necessary aspects, including identification of activities required to achieve the expected outcomes.

The EEAA represents, also, the Government Cooperating Agency, which is the governmental unit directly responsible for the government's participation in this GEF/UNDP-assisted project. It is typically responsible for the functions or areas being addressed by the project.

In this context, the EEAA is the Implementing Partner, who is the entity responsible and accountable for managing the project, including the monitoring and evaluation of project interventions, achieving project outputs, and for the effective use of UNDP resources.

### **6.2.3 National Committee on Climate Change**

This committee was restructured in 2007 and became the national coordinator concerning climate change issues. It is to provide Egypt with the national vision and goals needed to frame policies and strategies targeting climate change. It also suggests mechanisms for implementation.

### **6.2.4 Project Steering Committee (Project Board)**

At the overall project management level, Project Steering Committee shall be set up as a mechanism for consultation and on the consensus basis making management decisions on project issues. The Project Steering Committee is responsible for oversight of the project implementation, as well as its contribution to the UN efforts. The Project Steering Committee is as a minimum composed of the concerned Heads (or their designated representatives) of the EEAA (Government Coordinating Agency), UNDP Office and national eminent consultants, respectively.

The Project Steering Committee is the group responsible for making by consensus, management decisions for the project when guidance is required by the Project Manager, including recommendation for UNDP/Implementing Partner approval of project plans and revisions. In order to ensure UNDP's ultimate accountability, Project Steering Committee 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 Project Steering Committee, final decision shall rest with the Project Director in consultation with UNDP Project Officer. In addition, the Project Steering Committee will play a critical role in project evaluations by quality assuring the evaluation process and products, and using evaluations for performance improvement, accountability and learning. Project reviews by this group are made at designated decision points during the running of the project, or as necessary when raised by the Project Manager. This group is chaired by the Project Director for decisions when Project Manager's tolerances (normally in terms of time and budget) have been exceeded (flexibility). Based on the approved annual work plan (AWP), the Project Steering Committee may review and advise project quarterly plans when required.

#### **6.2.5 UNDP Country Office**

The UNDP Country Office is responsible for developing and managing the UNDP Project to ensure that the Project outputs are delivered as planned, contributing to the achievement of Project outcomes as per UNDAF and CPD (as agreed with national counterparts). They are also responsible for ensuring that there is efficient and effective use of Project resources. The Country Office is also responsible for ensuring Implementing Partner capacity and oversight of project implementation.

#### **6.2.6 UNDP Project Officer**

The UNDP Project Officer is responsible for the successful Project management and support to the achievement of Project outcomes. The Project Officer is also responsible for the developing an evaluation plan and commissioning and using evaluations in accordance with the UNDP evaluation policy. Through management of the Project, the Project Officer ensures that the project continues to contribute to Project outcomes through delivery of planned outputs, via efficient and effective management of resources. Monitoring of interdependencies between projects and managing changes within and among projects will be a key focus area of this role. The UNDP Resident Representative holds the role of the Project Supporter, technically and financially, and can designate this role to another UNDP staff.

#### **6.2.7 Project Director / Coordinator**

**Project Director/ Coordinator** (also called Executive) is an individual representing the project ownership to chair the project board. The Project Director is assigned by the Implementing Partner EEAA

#### **6.2.8 Project Manager:**

The Project Manager has the authority to run the project on a day-to-day basis on behalf of the Implementing Partner within the management guidelines laid down by the Project Steering Committee. 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 (outputs) specified in the project document-, to the required standard of quality and within the specified constraints of time and cost. The Implementing Partner appoints the Project Manager jointly with UNDP, who should be different from the Project Director who is the Implementing Partner’s representative in the Project Steering Committee. Prior to the approval of the project, the Project Developer role is the UNDP staff member responsible for project technical & financial support functions during formulation until the Project Manager is in place.

### 6.2.8. Project Support Unit

The Project Support role provides project administration, management and technical support to the Project Manager. It is necessary to keep Project Support and Project Assurance roles separate in order to maintain the independence of Project Assurance.

## 6.3 Summary of the Stakeholder Consultations

Stakeholder consultations and validation process used for the preparation of the project proposal are summarized in the following table.

<b>Name of Institutions / Stakeholders Consulted</b>	<b>Reason for Inclusion</b>	<b>Role in the Context-assessment Process</b>
Egyptian Environmental Affairs Agency (EEAA)	Leading institution of the environment protection and climate change tackling efforts	Consultation and provider of baseline data.
Ministry of Electricity & Energy	Leading institution in the energy sector	Consultation and provider of baseline data.
Ministry of Petroleum	Leading institution in the energy sector	Consultation and provider of baseline data.
Ministry of Foreign Trade & Industry	Leading institution of the industrial sector	Consultation and provider of baseline data.
Ministry of Transport	Leading institution of the transport sector	Consultation and provider of baseline data.
Ministry of Agriculture	Leading institution of the agriculture and land reclamation sector	Consultation and provider of baseline data.
Ministry of Foreign Affairs	Leading institution of international affairs, international cooperation and foreign policy	Provider of political and legal framework and the context of Egypt- international relations.
Cabinet	Leading Executive Body	Consultation and provider of national plans perspective.
New and Renewable Energy Authority	Leading Executive Authority in the energy sector	Consultation and provider of baseline data.
Building Research Center, Ministry of Housing, Utilities & urban Development	Leading institution of energy efficiency studies and research	Consultation and provider of scientific base knowledge.
Cairo University	Leading institution of the higher education & research sector	Consultation, deep insight and guidance.
Agriculture Research Center	Think tank of the agriculture and land reclamation sector	Consultation, deep insight and guidance
Federation of Industries	Leading NGO of industrial sector	Consultation and provider of baseline data
Consulting Firms (for energy, industry, waste, ...etc.)	Non-governmental Think tank	Consultation and provider of scientific as well as executive support.
ESCOs	Leading institutions of the NGOs and civil society sector	Providers of project-based services in the energy field.

Name of Institutions / Stakeholders Consulted	Reason for Inclusion	Role in the Context-assessment Process
UNDP	Leading institutions of the international support	Activity promoters and providers of finance.

## 7. Monitoring and Evaluation Framework

In accordance with UNDP's Program and Operations Policies and Procedures (POPP) user guide and following deliberations between the National Project Director/ Coordinator and the UNDP Project Officer, the project will be monitored and evaluated through the following monitoring and evaluation (M & E) activities.

### 7.1 Project's Inception

Project Inception Workshop will be held within the first 4 weeks of project start-up with those with assigned roles in the project organization structure, the UNDP CO and technical policy and project advisors, as well as other stakeholders. The Inception Workshop is the cornerstone for building ownership regarding the project results and to prepare the first Year annual work plan.

The Inception Workshop will address the following key issues:

- a) Assist all partners to fully understand and take ownership of the project. Discuss the roles, functions, and responsibilities within the project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms.
- b) Based on the Project Results Framework (Section 4), finalize the annual work plan. Review and agree on the indicators, targets and their means of verification, and recheck assumptions and risks.
- c) Provide a detailed overview of reporting, monitoring and evaluation requirements. The M&E work plan will, also, be agreed and scheduled.
- d) Discuss financial reporting procedures and obligations.
- e) Plan and schedule Project Steering Committee meetings. Roles and responsibilities of all project organization structures should be more clarified and meetings planned. The first Project Steering Committee meeting will be held within the first quarter year following the Inception Workshop.

The Inception Workshop Report should be kept as a key reference document and must be shared with participants to formalize various agreements and plans decided during the meeting. It shall be considered a key deliverable of the project.

The Project Inception Report will be prepared immediately following the Inception Workshop. It will include a detailed Full Year Work Plan divided in quarterly timeframes detailing the activities and progress indicators that will guide implementation during the first year of the project. The Report will also include the detailed project budget for the project full year duration of implementation, prepared on the basis of the entire Work Plan, and including any monitoring and evaluation requirements to effectively measure project performance during the projected 12 month time-frame.

The Inception Report will include a more detailed narrative on the institutional roles, responsibilities, coordinating actions and feedback mechanisms of project related partners. In addition, a section will be included to cover progress on project establishment and start-up

activities and an update of any changed external conditions that may affect project implementation.

As part of the Inception Report, the project team will also prepare a draft Reports List, detailing the technical reports that are expected to be prepared on key areas of activity during the course of the Project, and tentative due dates. Where necessary this Reports List will be revised and updated, and included in subsequent PIR/APRs. Technical Reports may also be prepared by external consultants and should include comprehensive, specialized analyses of clearly defined areas of research within the framework of the project. These technical reports will represent, as appropriate, the project's substantive contribution to specific areas, and will be used in efforts to disseminate relevant information and best practices at local, national and international levels.

When finalized, the Inception Report and Reports List will be circulated to project counterparts who will be given a period of one calendar week in which to respond with comments or queries. Prior to this circulation of the IR, UNDP Egypt and Project Steering Committee will review the document within one calendar week.

An Issue Log shall be activated in Atlas and updated by the Project Director/ Coordinator to facilitate tracking and resolution of potential problems or requests for change.

## **7.2 Periodic Monitoring**

A detailed schedule of project reviews meetings will be developed by the project management team, in consultation with project implementation partners and stakeholder representatives and incorporated in the Inception Workshop Report. Such a schedule will include: (i) tentative time frames for Steering Committee Meetings, (or relevant advisory and/or coordination mechanisms) and (ii) project-related M&E activities.

*Day to day monitoring of implementation progress* will be the responsibility of the Project Director/ Coordinator, based on the project's Annual Work plan and its indicators. The Project Director/ Coordinator will inform the UNDP CO of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted in a timely and remedial fashion.

*Periodic monitoring of implementation progress* will be undertaken by the UNDP CO through quarterly meetings with the project proponents, or more frequently as deemed necessary. This will allow parties to take stock and to troubleshoot any problems pertaining to the project in a timely fashion to ensure smooth implementation of project activities.

### Within the annual duration

#### Quarterly:

- Based on the initial risk analysis submitted, the risk log shall be regularly updated in ATLAS. Risks become critical when the impact and probability are high. Note that for UNDP GEF projects, all financial risks associated with financial instruments such as revolving funds, microfinance schemes, or capitalization of ESCOs are automatically classified as critical on the basis of their innovative nature (high impact and uncertainty due to no previous experience justifies classification as critical).
- Based on the information recorded in Atlas, a Project Progress Reports (PPR) can be generated in the Executive Snapshot.
- Other ATLAS logs can be used to monitor issues, lessons learned etc... The use of these functions is a key indicator in the UNDP Executive Balanced Scorecard.

#### Bi-annual progress:

- Status Survey Questionnaires to indicate progress and identify bottlenecks as well as technical support needs will be carried out twice a year.

### **7.3 End of Project**

(Full Year Implementation)

- **Project Overall Review:** During the last three months, the project team will prepare a brief terminal report. The terminal report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project's results.
- **Project Financial Audit.** Audit on project will follow UNDP Financial Regulations and Rules and applicable Audit policies.

### **7.4 Learning and Knowledge Sharing**

Up to 5 percent of national resources shall be dedicated to capturing best practices and lessons learned, and raising the visibility of the project – both internally and externally.

Results from the project will be disseminated within and beyond the project intervention zone through existing information sharing networks and forums at the sub-national, national, regional, and global levels. The national management unit will work closely with the Program's Global Support Component in this context.

The project team will also identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to project implementation through lessons learned.

The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects. There will be a two-way flow of information between this project and other projects of a similar focus, supported by the Program's Global Support Unit.

In particular, learning and knowledge sharing will be mainly designed to be achieved through the following activities:

- During the life cycle of the project, two national symposia will be held, one in Energy Sector and one in Transport Sector or another selected Sector).
- Periodic Pamphlets, highlighting best practices and lessons learned, will be published and distributed locally, regionally and internationally, either through media instruments or conferences/workshops/symposia.
- Best practices and lessons learned will be disclosed via Web Sites of the project's main stakeholders, particularly EEAA.

Communications and visibility requirements:

Full compliance is required with UNDP's Branding Guidelines. These can be accessed at <http://intra.undp.org/coa/branding.shtml>, and specific guidelines on UNDP logo use can be accessed at: <http://intra.undp.org/branding/useOfLogo.html>. Amongst other things, these guidelines describe when and how the UNDP logo needs to be used, as well as how the logos of donors to UNDP projects needs to be used. For the avoidance of any doubt, when logo use is required, the UNDP logo needs to be used alongside the GEF logo. The GEF logo can be



accessed at: [http://www.thegef.org/gef/GEF\\_logo](http://www.thegef.org/gef/GEF_logo). The UNDP logo can be accessed at <http://intra.undp.org/coa/branding.shtml>.

Full compliance is also required with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at: [http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08\\_Branding\\_the\\_GEF%20final\\_0.pdf](http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08_Branding_the_GEF%20final_0.pdf). Amongst other things, the GEF Guidelines describe when and how the GEF logo needs to be used in project publications, vehicles, supplies and other project equipment. The GEF Guidelines also describe other GEF promotional requirements regarding press releases, press conferences, press visits, visits by Government officials, productions and other promotional items.

Where other agencies and project partners have provided support through co-financing, their branding policies and requirements should be similarly applied.

#### Monitoring and Evaluation (M&E) Workplan

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
Inception Workshop and Report	<ul style="list-style-type: none"> <li>▪ Project Manager</li> <li>▪ UNDP CO, UNDP GEF</li> </ul>	Indicative cost: 10,000	Within first 4 weeks of project start up
Measurement of Means of Verification of project results.	<ul style="list-style-type: none"> <li>▪ UNDP GEF RTA/Project Manager will oversee the hiring of specific studies and institutions, and delegate responsibilities to relevant team members.</li> </ul>	To be finalized in Inception Phase and Workshop.	Start, mid and end of project (during evaluation cycle) and annually when required.
Measurement of Means of Verification for Project Progress on <i>output and implementation</i>	<ul style="list-style-type: none"> <li>▪ Oversight by Project Manager</li> <li>▪ Project team</li> </ul>	To be determined as part of the Annual Work Plan's preparation.	Annually prior to ARR/PIR and to the definition of annual work plans
ARR/PIR	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> <li>▪ UNDP CO</li> <li>▪ UNDP RTA</li> <li>▪ UNDP EEG</li> </ul>	None	Not applicable
Periodic status/ progress reports	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> </ul>	None	Quarterly
Mid-term Evaluation	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> <li>▪ UNDP CO</li> <li>▪ UNDP RCU</li> <li>▪ External Consultants (i.e. evaluation team)</li> </ul>	None	Not applicable for EA projects
Final Evaluation	<ul style="list-style-type: none"> <li>▪ Project manager and team,</li> <li>▪ UNDP CO</li> <li>▪ UNDP RCU</li> <li>▪ External Consultants (i.e. evaluation team)</li> </ul>	None	Not applicable for EA projects
Project Terminal Report	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> <li>▪ UNDP CO</li> <li>▪ local consultant</li> </ul>	Indicative cost: 5,000	At least three months before the end of the project
Audit	<ul style="list-style-type: none"> <li>▪ UNDP CO</li> <li>▪ Project manager and team</li> </ul>	Indicative cost per year: 3,000	Yearly
Visits to field sites	<ul style="list-style-type: none"> <li>▪ UNDP CO</li> <li>▪ UNDP RCU (as appropriate)</li> <li>▪ Government representatives</li> </ul>	For GEF supported projects, paid from IA fees and operational budget	Yearly

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
<b>TOTAL indicative COST</b> Excluding project team staff time and UNDP staff and travel expenses		US\$ 18,000 (+/- 5% of total budget)	

## 8. Legal Context

1. This document together with the Country Programme Action Plan (CPAP) signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the Standard Basic Assistance Agreement (SBAA), signed by the parties on 21 March 1978, and all CPAP provisions apply to this document
2. Consistent with the Article III of the SBAA, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner. The implementing partner shall:
  - Ensure the safety and security of project personnel contracted by UNDP and project property (equipment, files and other assets);
  - Assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.
3. UNDP reserves the right to verify whether project personnel and property are adequately safeguarded. Failure to maintain and implement appropriate measures in this respect shall be deemed a breach of this agreement.
4. The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
5. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

## 9. Appendices

### Appendix A: Stakeholder Involvement Matrix

Institution	Department	Responsibility / Field of Activities	Relevance to Climate Change/ Reasons for Inclusion	Role in the Self-Assessment Process
<b>PUBLIC INSTITUTIONS</b>				
<b>MINISTRY OF STATE FOR ENVIRONMENT AFFAIRS (MSEA)</b>	EEAA	<p>EEAA is the main specialized governmental body responsible for environmental protection in the Arab Republic of Egypt. Responsibilities of EEAA and its directorates and institutions that are under its responsibility and relevant to the climate change are as following:</p> <ul style="list-style-type: none"> <li>• Drafts and implements governmental policies, strategies and action plans for environmental protection;</li> <li>• Drafts laws, by-laws and decisions for the protection of the environment;</li> <li>• Follows-up the implementation of laws, by-laws and decisions of the Council of Ministers for Environmental Protection;</li> <li>• Coordinates the cooperation between relevant Ministries, local government, research institutions, and NGOs;</li> <li>• Supervise the monitoring of the state of environment in collaboration with relevant Ministries, local government, research institutions, and NGOs;</li> <li>• Proposes measures, activities and standards to protect water, soil, air and biological diversity;</li> <li>• Designs and endorse projects for the protection and remediation of environment;</li> <li>• Manages environmental funds provided by the Government of Egypt;</li> <li>• Raises awareness on environmental protection and related issues;</li> <li>• Issues environmental permission/ license for all activities that have an impact to environment;</li> <li>• Prepares agreements and MoUs, in the framework of bilateral and multilateral co-operation and attends their implementation after their adoption;</li> <li>• Oversees the implementation process of all environmental conventions where Egypt is a Party;</li> </ul>	<ul style="list-style-type: none"> <li>• MSEA/EEAA leads the Project Steering Committee;</li> <li>• MSEA through its Climate Change Unit (CCCD) is responsible for the preparation of National Communications to the COP of the</li> <li>• UNFCCC stands under the MSEA along with the overall implementation process of the UNFCCC;</li> <li>• The responsibility of the GEF Focal Point (Operational/Political) stands under MSEA;</li> <li>• The responsibility of the UNFCCC and IPCC Focal Point stands under CCCD;</li> <li>• The responsibility of the UNEP and other UN Conventions stands under MSEA;</li> <li>• The MSEA is the Executing Agency for UNDP-GEF portfolio for climate change and also for all GEF projects Egypt;</li> </ul>	<ul style="list-style-type: none"> <li>• The CCCD based under the MSEA led and coordinated the stocktaking exercise at national level being responsible for the preparation of the final stocktaking report and the Project Proposal for Egypt's Third National Communication to the UNFCCC;</li> <li>• Directorates, officials and experts of the MSEA are consulted and have provided their inputs and feedback to this process;</li> </ul>
	Climate Change Central Department (CCCD)	<ul style="list-style-type: none"> <li>• Serves as National Focal Point for the UNFCCC and provides technical support and policy advice to the MSEA for its implementation process and represents GoE into the negotiations;</li> <li>• Serves as National Focal Point for the IPCC;</li> <li>• Prepares inventories of GHG emissions and removals by sources;</li> <li>• Regularly archives data and inventory estimates;</li> <li>• Develops scenarios of GHG emissions and proposes mitigation policies and measures;</li> <li>• Performs assessment of vulnerability and proposes adaptation measures to the expected climate change;</li> <li>• Prepares Technology Needs Assessment;</li> <li>• Prepares National Communications and arrange their submission to the COP of UNFCCC as mandated by the COP decisions;</li> <li>• Raises general awareness and knowledge on climate change and related issues;</li> <li>• Strengthens the dialogue, information exchange and co-operation among all the relevant stockholders including governmental, non-governmental, academic, private sectors on</li> </ul>		

Institution	Department	Responsibility / Field of Activities	Relevance to Climate Change/ Reasons for Inclusion	Role in the Self-Assessment Process
		climate change and related issues; <ul style="list-style-type: none"> <li>• Mobilizes resources for implementation of the UNFCCC;</li> <li>• Designs and implements projects related to the implementation of the UNFCCC;</li> </ul>		
<b>MINISTRY OF AGRICULTURE &amp; LAND RECLAMATION (MALR)</b>	<b>Agricultural Research Center</b>	MALR is the main specialized governmental body responsible for agriculture and food policy in the Republic of Egypt. Responsibilities of MALR and its directorates and institutions that are relevant to the climate change are as following: <ul style="list-style-type: none"> <li>• Drafts and implements governmental policies, strategies and action plans for development of agriculture and food sector by aiming at: (i) increasing agricultural, livestock, agro-industrial, fishery production; (ii) improvement of market infrastructure; (iii) sustainable management of natural resources;</li> <li>• Set standards and propose policies and measures to ensure the improvement of food safety, and protect consumers;</li> <li>• Design agro-food policies that will be oriented towards the coordination of agriculture sector development with the regional one, by highlighting integrated rural development;</li> <li>• Design national policies for irrigation and drainage;</li> <li>• Drafts laws, by-laws and decisions for development of agriculture and food sector and achievement of the above aims;</li> <li>• Follows-up the implementation of laws, by-laws and decisions of the Council of Ministers for development of agriculture and food sector;</li> <li>• Develop institutional capacities, capable to design and implement agricultural policies oriented towards the regional and European integration of Egypt's agriculture and food sector;</li> <li>• Coordinates the cooperation between relevant Ministries, local government, research institutions, and NGOs regarding the development of Agriculture and Food.</li> </ul>	<ul style="list-style-type: none"> <li>• MALR is represented in the PSC;</li> <li>• Provides policy advice regarding the development of the LUCF and agriculture and livestock sector and related GHG mitigation and adaptation strategies;</li> <li>• Potential data provider on LUCF and Agriculture and Livestock;</li> </ul>	<ul style="list-style-type: none"> <li>• The CCCD led and coordinated the stocktaking exercise;</li> <li>• The CCCD synthesized thematic area specific reports into the core stocktaking report.</li> <li>• The CCCD held consultations with all national climate change relevant stockholders in the country;</li> <li>• The CCCD got technical guidance from UNDP-GEFNCUSU and exchanged experience with homologue offices/colleagues from East Europe and CIS countries who were to develop stocktaking exercises;</li> </ul>
<b>MINISTRY OF WATER RESOURCES AND IRRIGATION</b>	<b>Planning Sector</b>	<p><i>In the framework of its policy for providing water in adequate quantity and quality to the country's sectors, the ministry has been keen on formulating a policy based on scientific bases to face the continuously increasing demand in the water sector.</i></p> <p>The Ministry's Objectives can be summarized as follows :</p> <ul style="list-style-type: none"> <li>• Formulate the water policies necessary for securing coverage of all the water requirements in agriculture, industry, drinking, navigation and power sectors as well as other consuming requirements.</li> <li>• Maintain all the available water resources, rationalize its use, maximize its revenues and increase its efficiency by using state-of-the-art technologies in managing water of the Nile River, the underground reservoir, rainfall, torrents and drainage water that is usable according to specific standards.</li> <li>• Control distribution of irrigation water; establish, operate and maintain grand barrages and reservoirs and industrial works along the Nile River along with its branches, rayahat, canals, and irrigation and drainage networks.</li> <li>• Improve and develop irrigation methods for the optimization of the available water resources</li> <li>• Maintain water quality and protect water from pollution.</li> </ul> <p>Increase Egypt's share from the Nile water by cooperation and coordination with the Nile basin</p>	<ul style="list-style-type: none"> <li>• MWRI is represented in the PSC;</li> <li>• Provides policy advice regarding the water resources and coastal zones vulnerability assessment and adaptation strategies;</li> <li>• Potential data provider on water resources, shoreline erosions and sea level rise</li> </ul>	<ul style="list-style-type: none"> <li>• Consulted by CCCD regarding the data provision for LUCF and Agriculture and Livestock.</li> <li>• Information of the stock of activities / studies related to the TNC provided.</li> <li>• Feedback on stocktaking report provided;</li> </ul>

Institution	Department	Responsibility / Field of Activities	Relevance to Climate Change/ Reasons for Inclusion	Role in the Self-Assessment Process
		countries to establish joint projects to polarize and make use of the lost water.		
	<b>Egyptian Public Authority for Shore Protection</b>	<ul style="list-style-type: none"> <li>• Preparing the general planning for shore protection activities and projects;</li> <li>• Develop master plans &amp; prepare the technical designs for new development projects on the seashores;</li> <li>• Develop pilot projects which serve the Authority's activities in cooperation with the different authorities and Egyptian universities and foreign universities</li> </ul> <p><b>Future Plans</b></p> <ul style="list-style-type: none"> <li>• Establish an overall plan for an integrated shoreline management plan to protect the Egyptian coast;</li> <li>• Expand the usage of aerial wave photos for the Egyptian shores;</li> <li>• Expand the international cooperation between the SPA and the countries advanced in this field;</li> <li>• Expand in establishing and using the meteo-marine current recording and wave measurements;</li> <li>• Establish net system for information and data at SPA and its branches to link all Egyptian shorelines to facilitate the follow-up process.</li> </ul>	<ul style="list-style-type: none"> <li>• Shoreline and coastal areas vulnerability due to sea rise impacts on the northern Mediterranean shoreline of Egypt.</li> </ul>	<ul style="list-style-type: none"> <li>• Consulted by CCCD regarding the data provision for water resources and coastal zones vulnerability assessment and adaptation strategies;</li> <li>• Information of the stock of activities / studies related to the TNC provided.</li> <li>• Feedback on stocktaking Report provided;</li> </ul>
	<b>Coastal Research Institute (CoRI)</b>	<p><i>Coastal Research Institute (CoRI), was established in 1972 as an urgent need for monitoring and protecting the Egyptian coasts. CoRI is one of the twelve institutes of the National Water Research Center (NWRC).</i></p> <ul style="list-style-type: none"> <li>• Vision As the coastal zones of Egypt hosts many natural resources, CoRI emphasizes on Integrated Management Plans (IMP) for sustainable protection and development of the coastal zones.</li> <li>• Mission CoRI is concerned with research and investigation activities to protect and to develop the coastal zones of Egypt through the following objectives:</li> <li>• Monitoring the evolution of the Mediterranean coast in order to determine the near shore zone changes of the Nile delta and its neighborhood.</li> <li>• Collecting and analyzing Dynamical, coastal and marine data for the determination of the erosion and accretion pattern and their driving forces.</li> <li>• Conducting numerical models to predict future changes in the coastal zone, and select the most economical and effective protective measures and to find out their best alignment.</li> <li>• Studying and design the most efficient, low cost and high effective control works to protect the heavily populated areas with its valuable agricultural land, industrial establishments and infrastructure from the sea attacks and carrying out their EIA.</li> <li>• Providing expert advice to the Egyptian Government on problems associated with coastal instability.</li> <li>• Integrated coastal zone management studies considering current and future changes.</li> <li>• Carrying out studies concerning following up the existing and future coastal problems and the</li> </ul>		

Institution	Department	Responsibility / Field of Activities	Relevance to Climate Change/ Reasons for Inclusion	Role in the Self-Assessment Process
		required protection system along the Egyptian coastal zone.		
<b>MINISTRY OF FOREIGN TRADE AND INDUSTRY (MFTI)</b>	<b>Ministry in General</b>	<p>MFTI is the highest governmental authority responsible for energy and industry policy-making in the republic of Egypt. Responsibilities of MFTI and its directorates and institutions that are under its responsibility and relevant to the climate change are as following:</p> <ul style="list-style-type: none"> <li>• Designs, revises and regularly updates national strategies for sustainable development of energy and industry sectors;</li> <li>• Drafts the respective legal framework for the development of the energy and industry sectors;</li> <li>• Forecasts the continuous demand for different energy sources;</li> <li>• Promotes private investments, domestic or foreign ones, in both energy and industry sector by creating an attractive environment climate for these investments;</li> <li>• Boosts market reforms in the energy and industry sector to achieve the national objectives for their integration under EU structures;</li> <li>• Supervises and facilitates the merging of energy and industry public companies towards privatization process.</li> </ul>	<ul style="list-style-type: none"> <li>• MFTI is represented in the PSC</li> <li>• Provides policy advice regarding the development of the Energy and Industry sector and related GHG mitigation and adaptation strategies for these sectors;</li> <li>• Significant data provider for Energy and Industry category;</li> </ul>	<ul style="list-style-type: none"> <li>• Consulted by CCCD regarding the data provision for Energy and Industry</li> <li>• Information of the stock of activities / studies related to the TNC provided.</li> <li>• Feedback on stocktaking report provided;</li> </ul>
<b>Cabinet of Ministries</b>	<b>Supreme Council of Energy (SCE)</b>	<p>SCE advises the Government, Minister of Energy and other ministries and public institutions on energy issues.</p> <ul style="list-style-type: none"> <li>• Designs National Policy and Strategies for the Development of the Energy Sector and propose Actions for their implementation;</li> <li>• Designs Laws and by-Laws for development of Energy sector;</li> <li>• Prepares different development scenarios and carries out analyses in energy field (including energy efficiency) with the goal of orienting the Egypt's economy towards a sustainable development of energy sector.</li> <li>• Supervises the implementation process of the National Energy Strategy.</li> <li>• Gathers, assembles and analyzes data on production, supply and consumption of energy sources in all economic sectors by creating a database according to International Agency of Energy (IAE) and EUROSTAT standards.</li> <li>• Develops annual energy balance of the country according to IAE and EUROSTAT formats.</li> <li>• Forecasts and proposes action plans for rational and efficient use of energetic fuels in different economic sectors.</li> <li>• Carries out studies for promotion of using of renewable energy sources.</li> <li>• Prepares in cooperation with other institutions, the environment standards related to exploitation of energy sources.</li> </ul>	<ul style="list-style-type: none"> <li>• The Team Leader role of GHG inventory and technical expertise on GHG mitigation analysis are provided by the SCE;</li> <li>• The NAE is the main data provider for energy sector, mainly from energy balance</li> <li>• SCE is represented in PSC;</li> </ul>	<ul style="list-style-type: none"> <li>• The SCE has drafted the report on GHG inventories</li> <li>• - as significant part of the core stocktaking report;</li> <li>• The SCE has drafted the sections of the V&amp;A report related to the impact of CC into the energy sector and response adaptation measures;</li> <li>• The SCE is consulted on issues related to GHG inventories, GHG mitigation analysis; related activity data for GHG inventory (energy);</li> <li>• The SCE has provided information of the stock of activities / studies related to the TNC;</li> <li>• Feedback and validation of the stocktaking report is provided by SCE.</li> </ul>
<b>MINISTRY OF TRANSPORT (MT)</b>	<b>Ministry in General</b>	<ul style="list-style-type: none"> <li>• Designs national policies for sustainable development of the transport and telecommunication sector through expanding and enhancing the transport infrastructure;</li> <li>• Designs transport master plans for each mode of transport (road, maritime, air);</li> <li>• Designs and implements measures for commercialization of services into the overall infrastructure network;</li> </ul>	<ul style="list-style-type: none"> <li>• Potential member of PSC;</li> <li>• Potential data provider for transport category;</li> <li>• Provides policy advice for the development of transport and for</li> </ul>	<ul style="list-style-type: none"> <li>• MOTT is consulted by CCCD regarding to the transport sector;</li> <li>• Information of the stock of activities / studies related to</li> </ul>

Institution	Department	Responsibility / Field of Activities	Relevance to Climate Change/ Reasons for Inclusion	Role in the Self-Assessment Process
		<ul style="list-style-type: none"> <li>• Designs and implements measures for rehabilitation of road network;</li> <li>• Designs the legal and institutional framework that would help the implementation of the polices and measures to the transport and telecommunication;</li> </ul>	integrated assessment of impact of expected climate changes into these sector;	the TNC provided.
<b>MINISTRY OF HEALTH</b>	<b>Ministry in General</b>	<p>MOHP is the highest governmental authority responsible for health policy-making in the republic of Egypt. Responsibilities of MOHP and its institutions that are under its responsibility and relevant to the climate change are as following:</p> <ul style="list-style-type: none"> <li>• Designs national polices for the protection of the public health and improvement of public health services</li> <li>• Designs the respective legal framework and build institutional</li> <li>• Implements policies, laws and regulations for the protection of the public health and health service;</li> </ul>	<ul style="list-style-type: none"> <li>• MOHP is represented in the PSC;</li> <li>• Provides policy advise regarding the development of Health sector and related impact of climate change and adaptation strategy for this sectors;</li> <li>• Potential data provider for health sector</li> </ul>	<ul style="list-style-type: none"> <li>• MOHP is consulted by CCCD regarding the health sector;</li> <li>• Information of the stock of activities / studies related to the TNC provided.</li> <li>• Feedback on stocktaking report provided;</li> </ul>
<b>MINISTRY OF PETROLEUM</b>	<b>Ministry in General</b>	<p>Increasing Egypt's reserves of crude oil and natural gas</p> <p>Creating constant sufficiency in Egypt's consumption of crude oil and natural gas in their varied forms.</p> <p>To make the petroleum sector a major contributor to Egypt's national economy and a principal source of employment for Egypt's large and skilled work force.</p> <p>Protect Egypt's resplendent environment and its varied ecological systems through the enactment and implementation of stringent national and international environmental protection laws to govern petroleum operations.</p> <p>Curb Pollution through the increased use of environmentally friendly fuels such as natural gas and low-sulphur petroleum products that are produced in accordance with international specifications.</p>	<ul style="list-style-type: none"> <li>• Provides the main source of anthropogenic fuel, which is the source for GHG emissions.</li> <li>• Contributes in the process of fuel switching from fluid fuel to natural gas fuel.</li> </ul>	<ul style="list-style-type: none"> <li>• It is consulted by CCCD regarding the health sector;</li> <li>• Information of the stock of activities / studies related to the TNC provided.</li> <li>• Feedback on stocktaking report provided;</li> </ul>
<b>MINISTRY OF ELECTRICITY AND ENERGY</b>		<p>Optimize use of available energy sources and minimize environment pollution in the field of electricity generation and supply</p> <p>Expand utilization of new and renewable energy resources Provide electricity with minimum price and best quality</p> <p>Set and Implement general policies in the fields of electricity generation, transmission and distribution to use the most technical and scientific proven developments and technologies.</p> <p>Follow up and monitor different activities to provide electrical power for the social and economic development to support the government's framework and plans.</p> <p>Suggest tariff of electrical power to the cabinet</p> <p>Supervise study and implementation of important electrical projects</p> <p>Set data structure and technical statistics of electric activities</p>	<ul style="list-style-type: none"> <li>• One of the main contributors to GHG emissions in Egypt.</li> <li>• Implements important projects for climate change mitigation in the fields of renewable energies &amp; energy efficiency.</li> </ul>	<ul style="list-style-type: none"> <li>• It is consulted by CCCD regarding the health sector;</li> <li>• Information of the stock of activities / studies related to the TNC provided.</li> <li>• Feedback on stocktaking report provided;</li> </ul>
<b>PUBLIC ACADEMIA &amp; RESEARCH INSTITUTES</b>				
<b>CAIRO UNIVERSITY</b>	<b>Faculty of Science (FSc), Meteorology &amp; Astronomy Department</b>	<ul style="list-style-type: none"> <li>• Provides education at all levels on Meteorology &amp; Climatology, Chemistry, Physics, Biology, Computing Science and Mathematics.</li> <li>• Conducts scientific research and implements projects on Meteorology &amp; Climatology, Chemistry, Physics, Biology, Computing Science, and Mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>• FSc is represented in PSC</li> <li>• FSc is a potential provider of the technical expertise for Meteorological forecasts, climatological researches</li> </ul>	<ul style="list-style-type: none"> <li>• FSc is consulted by CCCD on genera technical issues;</li> </ul>
<b>ALAZHAR UNIVERSITY</b>	<b>Faculty of Science, Meteorology &amp; Astronomy Department</b>	<ul style="list-style-type: none"> <li>• Provides education at all levels on Meteorology &amp; Climatology, Chemistry, Physics, Biology, Computing Science and Mathematics.</li> <li>• Conducts scientific research and implements projects on Meteorology &amp; Climatology, Chemistry, Physics, Biology, Computing Science, and Mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>• Physics department provides technical expertise on uncertainty assessment for GHG inventory.</li> </ul>	<ul style="list-style-type: none"> <li>• Physics department is consulted by CCCD related to the issue of uncertainty assessment;</li> </ul>

Institution	Department	Responsibility / Field of Activities	Relevance to Climate Change/ Reasons for Inclusion	Role in the Self-Assessment Process
				<ul style="list-style-type: none"> <li>Feedback and validation of the stocktaking report is provided by IHM;</li> </ul>
<b>AIN SHAMS UNIVERSITY</b>	<b>Institute of Environment (IE)</b>	<ul style="list-style-type: none"> <li>Provides Education at all levels on topics related to Environmental sciences, Media, Agro-Climatology.</li> <li>Conducts scientific research &amp; implements projects on Agro-Climatology, Public Awareness, Environmental protection &amp; mass media.</li> </ul>	<ul style="list-style-type: none"> <li>Provides advice regarding the development of Public Awareness &amp; impacts of Climate Change on different sectors.</li> </ul>	<ul style="list-style-type: none"> <li>IE is consulted by CCCD regarding the public awareness</li> <li>Information of the stock of activities related to the TNC provided.</li> </ul>
<b>National Research Center (NRC)</b>	<b>Environmental &amp; OCCC national Medicine Department</b>	<ul style="list-style-type: none"> <li>Conducts scientific research &amp; implements projects related to Climate change and its health Impact among the different sectors of the population.</li> <li>Conducts scientific research &amp; implements projects on Public Awareness, Environmental protection &amp; mass media.</li> <li>Design and Implement activities that raise awareness of public on environmental issues.</li> </ul>	<ul style="list-style-type: none"> <li>Assess the impacts of Climate Change on the health of the different sectors</li> <li>Provides advice regarding the development of Public Awareness</li> </ul>	<ul style="list-style-type: none"> <li>NRC is consulted by CCCD regarding information of the stock of activities related to the TNC provided and the public awareness.</li> </ul>
<b>Egyptian Meteorological Authority (EMA)</b>	<b>Climatology</b>	<ul style="list-style-type: none"> <li>Systematically observes and monitors meteorological parameters from all national stations;</li> <li>Process the data and information received from the observations;</li> <li>Develop data base and information system on the metrological indicators of the country;</li> <li>Develops weather forecast and provide it to the interested parties;</li> <li>Report data to the World Metrological Organization and to other regional / sub-regional networks established;</li> </ul>	<ul style="list-style-type: none"> <li>The Team Leader role of V&amp;A and significant technical expertise on V&amp;A are supported by the EMA</li> <li>The EMA is the main Metrological data provider;</li> </ul>	<ul style="list-style-type: none"> <li>The EMA is consulted on issues related to V&amp;A and related data</li> <li>EMA has provided information of the stock of activities / studies related to the TNC;</li> <li>Feedback and validation of the stocktaking report is provided by EMA</li> </ul>
<b>Agricultural Research Center (ARC)</b>	<b>Institute of Soil, Water &amp; Environment Central Laboratory for Agricultural Climate (CLAC)</b>	<ul style="list-style-type: none"> <li>Conducts scientific research &amp; implements projects related to Climatology , Agro-Climatology &amp; Agro- meteorology</li> <li>Researches in Climate Change impacts , vulnerability &amp; Adaptation in Agriculture.</li> </ul>	<ul style="list-style-type: none"> <li>Provides technical expertise for GHG inventory &amp; GHG mitigation analysis</li> <li>Technical expertise on uncertainty assessment for GHG inventory</li> </ul>	<ul style="list-style-type: none"> <li>ARC is consulted by CCCD on general issues related to Agro- meteorology.</li> </ul>
<b>Tebbin Institute for Metallurgical Studies (TIMS)</b>		<ul style="list-style-type: none"> <li>Tebbin Institute for Metallurgical Studies started its activities in November 1968 as a scientific establishment for continuous engineering education, training, research and industrial consultation Under the Presidential Decree no. 1330/ 1975, issued on 31 December 1975. Currently it accomplishes these activities for the Ministry of Foreign Trade and Industry.</li> </ul>	<ul style="list-style-type: none"> <li>Center of energy efficiency in Industry, 1983 to 1987, 400 thousands US\$, UNDP.</li> <li>Project of energy efficiency in metallurgical and glass industries, 1985 to 1988, 900 thousands US\$, UNDP</li> <li>Energy efficiency and environment protection project (ECEP), 1989 to 1998, 67.5 Million US\$, USAID and 70 Million LE Egypt's Government contribution.</li> <li>National Strategy Study for CDM, 160 thousands US\$, World Bank, 2000 to 2002.</li> <li>Capacity Development for Clean development Mechanism (CD for CDM)</li> </ul>	



Institution	Department	Responsibility / Field of Activities	Relevance to Climate Change/ Reasons for Inclusion	Role in the Self-Assessment Process
			project 300 thousands US\$, UNEP, 2003 to present.	
<b>Non-Governmental Organizations (NGOs)</b>				
<b>Arab Office for Youth and Environment (AOYE)</b>		Arab Office for Youth and Environment (AOYE) seeks to be one of the best NGOs working in the field of Environment and Sustainable Developmental on the National, Arab and International levels through comprehensive environmental action plan that has economical sustainable approach; That offer an integrated services and activities towards the environment protection and conservation, capable to provide full enabling to its beneficiaries.		
<b>Partners in Development for Research, Consulting and Training (PID)</b>		Partners in Development for Research, Consulting and Training PID are an Egyptian think tank that specializes in development studies, broadly defined. It was established as a private company under the Law of Companies No. 159 of 1981 and the Investment Law No. 8 of 1997.  PID was founded by a number of Egyptian experts, university professors, international civil servants, and businessmen known for their concern with issues of development. They build on the experience of successfully running a research center at Cairo University, which had acquired an international reputation under their leadership  They find in this new think tank an opportunity to put their knowledge and expertise to the service of economic, social, and cultural development in Egypt and other Arab countries. The status of a private company ensures the sustainability and independence of PID's activities.  In carrying out its work, PID engages a large number of multi-disciplinary experts working in universities and research centers in the Middle East and North Africa region. Although priority is given to those with expertise in the field of economic and social developments, specialists in areas such as Political Science, Public Administration, Law, Information Technology, Nutrition Sciences, and in Science and Engineering will be called upon whenever the need arises.		
<b>INTERNATIONAL ORGANIZATIONS BASED IN EGYPT</b>				
<b>UNDP EGYPT</b>		UNDP Egypt is uniquely placed to advise the government on policies and institutions to meet development challenges, to work with partners to mobilize talent and resources, and to play the advocacy role through the Human Development Report and the Millennium Development Goals (MDGs). UNDP is helping Egypt integrate the Millennium Development Goals into national development frameworks.  The Environment portfolio in Egypt's country office covers a wide range of projects that include conservation of biodiversity in at least seven protectorates promoting the sustainable use of natural resources and protecting indigenous knowledge thus linking biodiversity conservation to fighting poverty and improvement of livelihoods. UNDP Egypt is also tackling climate change issues through a number of projects focusing on developing innovative mechanism for improving energy efficiency and establishing marketing support for cleaner and renewable energy technologies targeting the upstream policy level and downstream consumer and grass root level.	<ul style="list-style-type: none"> <li>• UNDP holds the capacity of the Implementing Agency of all GEF funded Projects;</li> <li>• UNDP is represented in PSC;</li> <li>• UNDP provides technical support to the implementation process of the project;</li> </ul>	<ul style="list-style-type: none"> <li>• UNDP is systematically consulted by CCCD in all steps of the stocktaking exercise;</li> <li>• Feedback and validation of the stocktaking report is provided by UNDP Egypt</li> </ul>

Institution	Department	Responsibility / Field of Activities	Relevance to Climate Change/ Reasons for Inclusion	Role in the Self-Assessment Process
		In addition, the CO office is engaged in pollution abatement through the introduction of low cost technologies for waste water treatment technologies such as engineered wetlands.		
<b>WORLD BANK (WB)</b>		<p>The WB is helping Egypt achieve social and economic development by providing the country with loans and grants to finance development projects. In addition, the WB is supporting the country's growth through the provision of technical assistance, as well as analytical and policy advice. In partnership with the EU, the WB has facilitated donor coordination efforts and helped to catalyze additional resources to support Egypt's development.</p> <p>The WB's Country Assistance Strategy for Egypt for the period 2002-2005 focuses on reducing poverty and supports the Egyptian Government's The WB is working closely with the Egypt's Government to achieve the priorities set in their strategy. The main priorities envisaged in the WB's strategy are to improve governance and strengthen institutions, promote sustainable private sector growth, and foster human development.</p>	<ul style="list-style-type: none"> <li>• WB has implemented and implements projects related to the management of natural resources including forests which are a significant source of data and information to be considered under the TNC;</li> <li>• WB is a potential innovative financing mechanism for carbon sequestration through its Prototype Carbon Fund (PCF) and other similar funds;</li> <li>• WB has recently approached the CCCD to participate into the Natural Resources Management Project, under PCF component.</li> </ul>	<ul style="list-style-type: none"> <li>• WB is consulted by CCCD regarding stocktaking</li> </ul>
<b>PROJECTS</b>				
<b>GEF Small Grants Program (SGP)</b>		<p><i>The GEF Small Grants Program is a corporate Program of the GEF, implemented by UNDP and executed by UNOPS.</i></p> <ul style="list-style-type: none"> <li>• The GEF's Small Grants Program aims to deliver global environmental benefits in the GEF Focal Areas of biodiversity conservation, climate change mitigation, protection of international waters, prevention of land degradation (primarily desertification and deforestation), and elimination of persistent organic pollutants through community-based approaches;</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborator regarding the projects on energy and climate change;</li> <li>• Potential data provider from relevant projects as this program has funded some projects (finalized / ongoing) in energy efficiency and renewable energy sources.</li> </ul>	<ul style="list-style-type: none"> <li>• GEF SGP is consulted by CCCD regarding stocktaking;</li> <li>• Information of the stock of activities / studies related to the TNC provided.</li> <li>• Feedback on stocktaking report provided;</li> </ul>
<b>Nile Basin Initiative(NBI)</b>		<ul style="list-style-type: none"> <li>• <i>The GEF's mission is</i> the protection of the global environment. The Global Environment Facility forges international cooperation and finances actions to address six critical threats to the global environment: biodiversity loss, climate change, degradation of international waters, ozone depletion, land degradation, and persistent organic pollutants (POPs).</li> <li>• <i>The Nile Basin Initiative is</i> supported by contributions from the NBI countries themselves and through the generous support of several multilateral and bilateral donors.</li> <li>• <i>A World Bank—managed,</i> multi-donor trust fund was established as proposed by the Nile Council of Ministers as the preferred initial funding mechanism</li> </ul>	<ul style="list-style-type: none"> <li>• The project has developed some work on the vulnerability of the arid land selected areas to the climate change and hereby a potential data provider.</li> </ul>	<ul style="list-style-type: none"> <li>• NBI Project is consulted by CCCD regarding stocktaking;</li> <li>• Information of the stock of activities / studies related to the TNC provided.</li> </ul>

## Appendix B: Terms of Reference

### Terms of Reference Project Manager (Full-time)

<b>Project Title:</b>	Egypt's First Biennial Update Report
<b>Post Title:</b>	Project Manager
<b>Duty Station:</b>	Cairo
<b>Duration of Project:</b>	12 months

#### **BACKGROUND/ORGANIZATION CONTEXT:**

The **main goal** of the project is to assist the country in mainstreaming and integration of climate change consideration into national and sectorial development policies by ensuring continuity to the institutional and technical capacity strengthening process, partly initiated and sustained by the National Communications.

The **immediate objective** of the project is to assist the country in the preparation and submission of its First Biennial Update Report to the Conference of the Parties to the UNFCCC for the fulfillment of its obligations to the Convention under Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and its Annex III.

The Project Manager will be based in a Project office within the Egyptian Environmental Affairs Agency (EEAA) or very close to it. Under the direct supervision of Project Director and UNDP Program Officer, Head of energy and Environment Unit, and the overall guidance of the Project Board, the Project Manager is responsible for the administrative, financial and overall project management and implementation ensuring that the project is efficiently managed to fulfill its mission and objectives as set out in the relevant project documents, and in accordance with the UNDP standards and best practices. The Project Manager works in close collaboration with the UNFCCC Focal Point, National Committee on Climate Change, UNDP Program and operations team, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful project implementation.

#### **DUTIES AND RESPONSIBILITIES:**

##### **Summary of Key Functions:**

1. Ensure the Implementation of the Project Goals and delivery of different aspects of the same.
2. Day-to-day implementation and management of the project by maintaining the delivery of appropriate technical, operational, financial and administrative outputs and tracking the progress of the project by monitoring and reporting.
3. Ensure Provision of policy advice services to the Government and relevant ministries, local authorities and other stakeholders, and facilitation of knowledge building.
4. Ensure creation of strategic partnership and support implementation of the resource mobilization strategy.
5. Ensure Gender mainstreaming within the project.

##### **Specific tasks and responsibilities:**

1. **Ensure the implementation of the Project Goals and delivery** of different aspects of the same, focusing on achieving coordination, systemization, codifying and integration of successful approaches, methodologies and tools developed in the relevant area, into a cohesive UNDP framework for supporting governments efforts in different aspects of climate change.
  
2. **Implement and manage day-to-day execution of the project** via maintaining the delivery of appropriate technical, operational, financial and administrative outputs and tracking the progress of the project through monitoring and reporting. Most importantly, the following tasks are to be implemented:
  - Managing and coordinating the activities of project implementation based on relevant Project Document and related proposals, including the supervision and guidance of the Project Staff, short, medium and long-term consultants, with a view to achieving project results.
  - Developing comprehensive/detailed Project work-plan including structured dynamics of all Project activities, role and responsibilities of the stakeholders and milestones.
  - Monitoring progress and implementation of comprehensive/detailed project work plans and key event schedules comprising planned activities, responsibilities and deadlines relating to all active participants in the project.
  - Mobilizing goods and services to initiate activities, including drafting TORs and work specification.
  - Monitoring financial resources and accounting to ensure accuracy and reliability of financial reports.
  - Managing and monitoring the project risks initially identified, submitting new risks to the Project Board for consideration and decision on possible action if required; updating the status of these risks via maintaining the Project Risk Log.
  - Ensuring the existence of successful quality assurance for the project's financial, procurement and administrative processes in order to make sure that they are conducted in line with prevailing UNDP rules and regulations as well as in line with the project timelines.
  - Preparing the Progress Report (progress against planned activities, update on Risks issues, expenditures) and submitting the report to the Project Board and Project Assurance.
  - Preparing the Final (Annual)Review Report, and submitting the report to the Project Board.
  - Performing tasks in ATLAS in line with given function.
  
3. **Ensure provision of policy advice services** to the Government and relevant ministries, local authorities and other stakeholders, and facilitate knowledge building focusing on achievement of the following results:
  - Identification of sources of information related to policy-driven issues.
  - Identification and synthesis of best practices and lessons learnt into project goals.
  - Support to development of policies that will address the country problems and needs in collaboration with the Government and other strategic partners.
  - Share relevant and substantive and operational experiences with other colleagues and counterparts (Develop knowledge products to be shared with the Project partners).
  
4. **Ensure creation of strategic partnership and support implementation of the resource mobilization strategy** focusing on achievement of the following results:
  - Develop strong relationships with the implementing partners.
  - Establish effective linkages with other UNDP projects and with other initiatives in the sector with a view to developing substantive partnerships and generating synergies.

- Analyze and search for information on donors, prepare substantive briefs on possible areas of cooperation, identify opportunities for initiation of new projects and recommend approaches to donors in terms of resource mobilization.

5. **Ensure Gender mainstreaming within the project** focusing on achievement of the following results:

- Ensure gender is effectively mainstreamed throughout the project activities, work plans, budgets, reports, researches, analyses and, where specifically relevant, analyzed in detail.
- Ensure gender equality is mainstreamed throughout team, consultant and staff management activities.
- Ensures knowledge on gender equality is incorporated in Project Knowledge management activities and products.

**PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS:**

- Project activities are executed in line with UNDP corporate principles (RBM, Prince2).
- Project team(s) is (are) effectively and efficiently guided and backstopped.
- New partnership with relevant national and international institutions (incl. UN agencies, GEF, bilateral donors and international organizations) is promoted.
- Enabling legal and policy environment is improved.
- Institutional and individual capacity to raise management cost-effectiveness in relevant institutions are strengthened.
- Funds are delivered in accordance to the planned Annual Work Plan (not less than 90 %).
- Timely and qualitative reporting is in line with the Program needs and Country Office/National partners requirements.

**COMPETENCIES:**

**Corporate Competencies:**

- Integrity: Demonstrates commitment to UNDP's mission, vision and values.
- Respect of diversity: Displays cultural, gender, nationality and age sensitivity and adaptability; Treats all people fairly without favoritism.

**Core Competencies:**

- Client Orientation: Focus on impact and result for the client and respond positively to feedback.
- Team Work: Participate in teams effectively and shows conflict resolution skills.
- Relationship Building: Build strong relationships with clients and external actors.
- Stress Management: Remain calm, in control and good humored even under pressure.
- Complexities Control: Demonstrate openness to change and ability to manage complexities.

**Functional Competencies:**

- Development and Operational Effectiveness: Ability to participate in strategic planning, results-based management, monitoring and reporting; Ability to contribute in formulation, implementation, monitoring and evaluation of development Programs.
- Judgment/Decision Making: identify key issues in a complex situation and propose course of action for overcoming issues/ conflicts.

**Technical Competencies:**

- Experience in implementing/managing environment and/or climate change related projects
- Experience in Managing Project work plans and budgets.

**QUALIFICATIONS AND EXPERIENCE OF THE PROJECT MANAGER:**

- Advanced university degree in environment, energy, economics studies or other related disciplines.
- Good understanding of the national environment/development issues as well as being aware of national obligation towards the UNFCCC with an institutional development experiences.
- At least five years of work experience in the area of GHGs emission assessment.
- Excellent communication (Written and Oral) Skills.
- Demonstrated experience in project management.
- Demonstrated experience in working with government, donors and the United Nations system.
- Appropriate experience working with government structures at local levels, and working with NGOs and private sector.
- Excellent inter-personal skills as well as working well within a team environment;
- Good command of Arabic and English languages.

**Terms of Reference  
Project Assistant (Full-time)**

<b>Project Title:</b>	Egypt's First Biennial Update Report
<b>Post Title:</b>	Project Assistant
<b>Duty Station:</b>	Cairo
<b>Duration of Project:</b>	12 months

**BACKGROUND/ORGANIZATION CONTEXT:**

The **main goal** of the project is to assist the country in mainstreaming and integration of climate change consideration into national and sectorial development policies by ensuring continuity to the institutional and technical capacity strengthening process, partly initiated and sustained by the National Communications.

The **immediate objective** of the project is to assist the country in the preparation and submission of its First Biennial Update Report to the Conference of the Parties to the UNFCCC for the fulfillment of its obligations to the Convention under Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and it's Annex III.

The Project Assistant Director will be based in a Project office within the Egyptian Environmental Affairs Agency (EEAA) or very close to it. Under the direct coordination of the Project Director/Coordinator and overall guidance of the Project Board, the Project Assistant Director will support effective delivery of the activities within the project by administering and executing processes and transactions and supporting day-to-day project implementation consistent with UNDP rules and regulations. The incumbent will work in close cooperation with the Ministry of Environment and Physical Planning, UNFCCC Focal Point, National Committee on Climate Change, UNDP Program and operations team, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful project implementation as deemed necessary.

**DUTIES AND RESPONSIBILITIES:**

**Summary of Key Functions:**

1. Perform financial duties related to implementation of the project activities.
2. Assist with organizing operational and administrative processes for project needs and provides support to office maintenance.
3. Support implementation of project strategies focusing on achieving the project results.
4. Manage the project documentation in an appropriate and satisfactory manner.
5. Support knowledge building and knowledge sharing across Unit's projects, particularly in finance and administrative/ATLAS matters.

**Specific Tasks and Responsibilities:**

1. **Function/ Expected Result:** Perform financial duties related to implementation of the project activities:
  - Prepare Requests for Direct Payment (RDP), upon conducting proper control of the supporting documentation and ensuring that the supporting documentation meets the requirements and standards of UNDP rules and procedures.
  - Assist in preparation of budget plans, budget revisions, financial reports, payments and status of funds and expenditures.

- Assist in analysis of financial information, availability of funds, readjustment of funds, monitoring of delivery of funds.
- Prepare the necessary documentation for timely VAT reimbursement, if relevant.
- Backstop the Project Director/ Coordinator and other project staff (if applicable) in performing tasks in ATLAS in conjunction with the functions/roles given (creating requisitions, preparation of budget plans, budget status of funds, drafting budget revisions, uploading project- related documents particularly with reference to stipulated requirements, generate various reports, etc.).

2. **Expected Result:** Assist with organizing operational and administrative processes for the needs of the project and provide support to office maintenance

- Assist in the human resources administrative processes, including recruitment of short-term consultants and temporary assignments, evaluation processes, minutes-taking.
- Create a roster of potential consultants/consultancy companies that work on issues relevant to the projects.
- Assist with procurement of goods and services.
- Initiate procurement cycle in ATLAS and assist the preparation of receiving reports for the procurement of equipment, other goods and services.
- Maintain records on assets management and prepare asset reports.
- Provide overall management of project premises and assets.
- Make travel and logistics arrangements, as needed.
- Initiate routine correspondence relating to the implementation of project and drafting of official documents.
- Assist in organization of meetings, workshops and conferences.
- Draft meeting minutes, translate and interpret from local language/s into English and vice-versa.
- Serve as a focal point for the audit exercises of the project and provide the relevant documentation and actions to respond to auditors' questions/requests.
- Propose solutions to any administrative issues, whenever relevant and possible.

3. **Function/Expected Result:**

Support implementation of project strategies focusing on achieving the project results

- Assist in preparation of project work-plans through providing support in data collection, systematization and analysis of information, inter-action with institutions in data collection;
- Preparation of relevant background materials for use in discussions, correspondence and briefing sessions.
- Contribute to the preparation and implementation of variety of progress reports, via providing information, preparation and analysis of financial data, etc.

Manage the project documentation in an appropriate and satisfactory manner

- Maintain files and ensure proper records of projects working files and permanent retention files in line with corporate requirements (project audit, evaluation and operational and financial closure).
- Perform tasks in ATLAS in conjunction with the functions/roles given (uploading project - related documents particularly with reference to stipulated requirements, generating various reports etc.).
- Compile, copy and distribute project products.



Support knowledge building and knowledge sharing across project components, particularly in finance and administrative/ATLAS matters.

- Participate in the training for the operations/project staff on administration.
- Advise counterparts and consultants on applicable administrative procedures and ensure their proper implementation.
- Provide recommendations on ways to improve project implementation systems.

**Other expected Results: She/he will perform any other duties related to the project as required**

#### **PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS:**

- Effective and timely fulfillment of all financial steps via ensuring due diligence and respecting the UNDP rules and regulations.
- Effective fulfillment of administrative, logistical and organizational requirements for the project.
- Establishment of effective document management system for the projects.
- Timely management of ATLAS requirements in terms of asset and document management systems.
- High quality maintenance of files and records and efficient response to queries.

#### **COMPETENCIES**

##### **Corporate Competencies:**

- Integrity: Demonstrate commitment to UNDP's mission, vision and values.
- Respect of diversity: Displays cultural, gender, nationality and age sensitivity and adaptability.

##### **Core Competencies:**

- Client Orientation: Focus on impact and results for the client and respond positively to feedback.
- Team Work: Participate in teams effectively and show conflict resolution skills.
- Relationship Building: Build strong relationships with clients and external actors.
- Stress Management: Remain calm, in control and good humored even under pressure.
- Demonstrate openness to change and ability to manage complexities.
- Consistently approach work with high energy and positive and constructive attitude.

##### **Functional Competencies:**

- Development and Operational Effectiveness: Ability to perform a variety of specialized tasks related to Results Management, including support to planning and implementation of the project, managing data, and clear and accurate reporting. Ability to provide input to business processes re-engineering, implementation of new systems, including new IT based systems.

### **QUALIFICATIONS AND EXPERIENCE OF THE PROJECT TECHNICAL SPECIALIST (ASSISTANT)**

- University degree in Science/Engineering or Environment related disciplines; with minimum grade every good.
- High efficiency in using computer , Microsoft package.
- Good understanding of Climate change phenomena and its impacts;
- Fresh graduates are preferable.
- Excellent communication skills (written and Oral) Skills.
- Excellent inter-personal skills as well as working well within a team environment.
- Good command of English.

**Terms of Reference**  
**National GHGs Inventory Team Leader**

<b>Project Title:</b>	Egypt's First Biennial Update Report
<b>Post Title:</b>	National GHGs Inventory Team Leader
<b>Duty Station:</b>	El-Maady, Cairo
<b>Duration of Project:</b>	12 months
<b>Type of Contract:</b>	Service Contract
<b>Contract Level:</b>	SC 6

**BACKGROUND/ORGANIZATION CONTEXT:**

The **main goal** of the project is to assist the country in mainstreaming and integration of climate change consideration into national and sectorial development policies by ensuring continuity to the institutional and technical capacity strengthening process, partly initiated and sustained by the National Communications.

The **immediate objective** of the project is to assist the country in the preparation and submission of its First Biennial Update Report to the Conference of the Parties to the UNFCCC for the fulfillment of its obligations to the Convention under Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and it's Annex III.

The National GHGs Inventory Team Leader will be based in Egypt/Cairo. Under the direct coordination of the Project Director/ Coordinator and overall guidance of the Project Board, the National GHGs Inventory Team Leader will support effective delivery of the activities within the project by administering and executing processes and transactions and supporting day-to-day project implementation consistent with UNDP rules and regulations. The incumbent will work in close cooperation with the Ministry of Environment and Physical Planning, UNFCCC Focal Point, National Committee on Climate Change, UNDP Program and operations team, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful project implementation as deemed necessary.

**DUTIES AND RESPONSIBILITIES:**

The National GHGs inventory Team Leader should work in consultation with and under the guidance and supervision of the National Project Manager. Specifically, his\her responsibilities are but not limited to the following:

- Assists the NPM in establishing the team of experts for performing the GHGs inventory on the basis of the roster of experts.
- Oversees the training –of –trainers sessions on GHGs inventory.
- Assists NPM to organize GHGs inventory relevant training and workshops.
- Prepares a detailed work-plan for GHGs inventory exercise on the basis of the overall project work plan.
- Provides periodic progress report to the NPM on the GHGs inventory thematic area;
- Develops the scope of work and respective terms of reference for the team members;
- Leads the data collection process, including surveys.
- Leads and oversees the team to conduct the GHGs national inventory.
- Ensure the timely and effective management of the activities as scheduled.
- In consultation with NPM select and implement the methodologies for the conducting of GHGs inventory.
- Identifies gaps and key sectors for GHGs inventory.
- Incorporates comments received from the review process.

- Drafts the National Inventory Report and respective chapter of Egypt's TNC along with the respective part of executive summary.
- Leads and coordinates the updating the Manual of Procedures in the light of the new findings under the TNC exercise.
- Archives new data and estimates of new inventory.

#### **QUALIFICATIONS AND EXPERIENCE**

- An advanced degree in energy, environmental management or other field relevant to the project.
- A minimum of 7 years of working experience in the area relevant to the Climate Change.
- Substantial involvement in the preparation of the Second National Communication is highly preferred(GHGs inventory and abatement analysis).
- Good understanding of GHGs inventory process and demonstrable knowledge of IPCC and GPG.
- Demonstrated ability of analytical and drafting work.
- Familiarity with computers and data processing (EXCEL; ACCESS)
- Fluency in English.

**Terms of Reference**  
**Mitigation Policies and Measures (PAM) Analysis Team Leader**

<b>Project Title:</b>	Egypt's First Biennial Update Report
<b>Post Title:</b>	Mitigation Policies and Measures (PAM) Analysis Team Leader
<b>Duty Station:</b>	Cairo
<b>Duration of Project:</b>	12 months
<b>Type of Contract:</b>	Service Contract
<b>Contract Level:</b>	SC 6

**BACKGROUND/ORGANIZATION CONTEXT:**

The **main goal** of the project is to assist the country in mainstreaming and integration of climate change consideration into national and sectorial development policies by ensuring continuity to the institutional and technical capacity strengthening process, partly initiated and sustained by the National Communications.

The **immediate objective** of the project is to assist the country in the preparation and submission of its First Biennial Update Report to the Conference of the Parties to the UNFCCC for the fulfillment of its obligations to the Convention under Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and it's Annex III.

The Mitigation Policies and Measures (PAM) Analysis Team Leader will be based in Egypt/Cairo. Under the direct coordination of the Project Director/ Coordinator and overall guidance of the Project Board, the Mitigation Policies and Measures (PAM) Analysis Team Leader will support effective delivery of the activities within the project by administering and executing processes and transactions and supporting day-to-day project implementation consistent with UNDP rules and regulations. The incumbent will work in close cooperation with the Ministry of Environment and Physical Planning, UNFCCC Focal Point, National Committee on Climate Change, UNDP Program and operations team, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful project implementation as deemed necessary.

**DUTIES AND RESPONSIBILITIES:**

The team leader of scenarios development sector should work in consultation with and under the guidance and supervision of the National Project Manager. Specifically, his\her responsibilities are but not limited to the following:

- Assists the NPM in establishing the team of experts for performing the PAM analysis on the basis of the roster of experts.
- Prepares a detailed work-plan for GHGs abatement for the PAM analysis on the basis of the overall project work plan.
- Provides periodic progress report to the NPM on the PAM analysis by thematic area
- Develops the scope of work and respective terms of reference for the team members;
- Leads the data and information collection process.
- In consultation with NPM decide on methodologies for the elaboration of scenarios for sectors than energy.
- Leads and oversees the scenario development and update.
- Organize the scheduled consultations/workshops and ensure their success.
- Ensures synergy with other relevant projects.
- Ensure the timely and effective management of the activities as scheduled.
- Incorporates comments received from the review process.

- Drafts the PAMs Report and respective chapter of Egypt's TNC along with the respective part of executive summary.
- Oversees the documentation of the studies made and archiving.

#### **QUALIFICATIONS AND EXPERIENCE**

- An advanced degree in energy, environmental management or other field relevant to the project.
- A minimum of 7 years of working experience in the area relevant to the Climate Change.
- Substantial involvement in the preparation of the First National Communication is mandatory (inventory and abatement and analysis).
- Good understanding of GHGs inventory process and projection.
- Demonstrable knowledge of IPCC 1996, IPCC GPG, LEAP etc.
- Demonstrated ability of analytical and drafting work.
- Familiarity with computers and word processing.
- Strong proficiency in English.

## **Terms of Reference V&A Team Leader**

<b>Project Title:</b>	Egypt's First Biennial Update Report
<b>Post Title:</b>	V & A Team Leader
<b>Duty Station:</b>	El-Maady, Cairo
<b>Duration of Project:</b>	12 months
<b>Type of Contract:</b>	Service Contract
<b>Contract Level:</b>	SC 6

### **BACKGROUND/ORGANIZATION CONTEXT:**

The **main goal** of the project is to assist the country in mainstreaming and integration of climate change consideration into national and sectorial development policies by ensuring continuity to the institutional and technical capacity strengthening process, partly initiated and sustained by the National Communications.

The **immediate objective** of the project is to assist the country in the preparation and submission of its First Biennial Update Report to the Conference of the Parties to the UNFCCC for the fulfillment of its obligations to the Convention under Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and it's Annex III.

The V & A Team Leader will be based in Egypt/Cairo. Under the direct coordination of the Project Director/ Coordinator and overall guidance of the Project Board, the V&A Team Leader will support effective delivery of the activities within the project by administering and executing processes and transactions and supporting day-to-day project implementation consistent with UNDP rules and regulations. The incumbent will work in close cooperation with the Ministry of Environment and Physical Planning, UNFCCC Focal Point, National Committee on Climate Change, UNDP Program and operations team, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful project implementation as deemed necessary.

### **DUTIES AND RESPONSIBILITIES:**

The Vulnerability and Adaptation sector team leader should work in consultation with and under the guidance and supervision of the National Project Manager. Specifically, his\her responsibilities are but not limited to the following:

- Assists the NPM in establishing the team of experts for performing the V&A on the basis of the roster of experts.
- Prepares a detailed work-plan for V&A on the basis of the overall project work plan.
- Provides periodic progress report to the NPM on the V&A thematic area.
- Develops the scope of work and respective terms of reference for the team members.
- Leads the data and information collection process for performing the V&A study.
- In consultation with NPM decide on approaches (not concluded under stocktaking phase) to be used if necessary.
- Leads and oversees the development baseline climate and socio-economic scenario and impact of climate change.
- Organize the scheduled consultations/workshops and ensure their success;
- Ensures synergy with other relevant projects
- Ensure the timely and effective management of the activities as scheduled;
- Incorporates comments received from the review process.

- Drafts the V&A Report and respective chapter of Egypt's TNC along with the respective part of executive summary.
- Oversees the documentation of the studies made and archiving.

#### **QUALIFICATIONS AND EXPERIENCE**

- An advanced degree in energy, environmental management or other field relevant to the project.
- A minimum of 7 years of working experience in the area relevant to the Climate Change.
- Substantial involvement in the preparation of the initial National Communication is mandatory (V&A).
- Good understanding of climate change and sustainable development issues.
- Demonstrated ability of analytical and drafting work.
- Demonstrable knowledge of IPCC 1994, MAGIC / SCENGEN, MARKAL etc.
- Familiarity with computers and word processing.
- Fluency in English.



**Terms of Reference  
Project Steering Committee**

<b>Project Title:</b>	Egypt's First Biennial Update Report
<b>Post Title:</b>	Project Steering Committee
<b>Duty Station:</b>	El-Maady, Cairo
<b>Duration of Project:</b>	12 months
<b>Type of Contract:</b>	Service Contract
<b>Contract Level:</b>	SC 6

**BACKGROUND/ORGANIZATION CONTEXT:**

The **main goal** of the project is to assist the country in mainstreaming and integration of climate change consideration into national and sectorial development policies by ensuring continuity to the institutional and technical capacity strengthening process, partly initiated and sustained by the National Communications.

The **immediate objective** of the project is to assist the country in the preparation and submission of its First Biennial Update Report to the Conference of the Parties to the UNFCCC for the fulfillment of its obligations to the Convention under Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and it's Annex III.

**DUTIES AND RESPONSIBILITIES:**

The duties, responsibilities and operating rules of the PSC are as follows:

- Provides assistance and political support to the National Project Director, National Project Manager and national experts and counterparts during the implementation process of all project activities.
- Reviews and make necessary comments for the all draft documents prepared by the national climate change team.
- Receives information on regular basis on the status of the implementation of the project activities and problems to be faced with. National Project Manager submits the report on the status of the implementation of project activities.

**RULES UNDER WHICH PSC OPERATES:**

- The National Project Manager (NPM) serves as Moderator of PSC meetings. The NPD chairs the PSC meetings.
- PSC meets not less than three times during the project life-time. In special cases the PSC shall meet upon the initiative of the National Project Director.
- When the PSC does not meet, the NPD and NPM may request inputs and support from individual members of the PSC.

APPENDIX C: ENDORSEMENT LETTER

*Arab Republic of Egypt*  
*Cabinet of Ministers*  
*Ministry of State for Environmental Affairs*  
*Egyptian Environmental Affairs Agency*

جمهورية مصر العربية  
 رئاسة مجلس الوزراء  
 وزارة الدولة لشئون البيئة  
 جهاز شئون البيئة

May 20<sup>th</sup>, 2014

To: Mr Ignacio Artaza  
 Country Director  
 UNDP

Subject: Endorsement for First Biennial Update Report

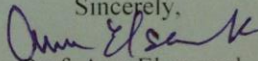
In my capacity as GEF Operational Focal Point for Egypt, I confirm that the above project proposal (a) is in accordance with my government's national priorities and our commitment to the relevant global environmental conventions; and (b) was discussed with relevant stakeholders, including the global environmental convention focal points.

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

The total financing (from GEFTF, LDCF, SCCF and/or NPIF) being requested for this project is US\$385,440, inclusive of project preparation grant (PPG), if any, and Agency fees for project cycle management services associated with the total GEF grant. The financing requested for Egypt is detailed in the table below.

Source of Funds	GEF Agency	Focal Area	Amount (in US\$)			
			Project Preparation	Project	Fee	Total
GEFTF	UNDP	CC	0	352,000	33,440	385,440
(select)	(select)	(select)				0
(select)	(select)	(select)				0
(select)	(select)	(select)				0
<b>Total GEF Resources</b>			0	352,000	33,440	385,440

*[WHERE THE SOURCE OF FUNDING IS GEF TRUST FUND ONLY (I.E. EXCLUDING LDCF AND/OR SCCF) AND THE FOCAL AREA FALLS UNDER THE STAR MODEL, INCLUDE THE FOLLOWING:*

Sincerely,  
  
 Prof. Amr Elsammak  
 GEF OFP / EEAA CEO

Copy to: Convention Focal Point for UNFCCC

٣٠ طريق مصر حلوان الزراعى - خلف فندق سوفيتل المعادى - القاهرة الرقم البريدى ١١٧٢٨ ت : ٢٥٢٥٦٤٥٢ فاكس : ٢٥٢٥٦٤٩٠  
 30, Misr Helwan El-Zyrae Rd., Maadi - Cairo Egypt. P.O. 11728 Tel. : 25256452 - Fax : 25256490

**United Nations Development Programme**



**STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND  
EGYPTIAN ENVIRONMENTAL AFFAIRS AGENCY, EGYPT  
FOR THE PROVISION OF SUPPORT SERVICES**

*Under project "Enabling Activities for the Preparation of Egypt First Biennial Update Report (BUR)  
to the UNFCCC of Egypt"*

*Proposal ID: 00084766/ Project ID: 00092623/ PIMS ID: 5203*

Sir,

1. Reference is made to consultations between officials of the Government of Egypt (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant project document, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the project:
  - (a) Identification and/or recruitment of project and programme personnel;
  - (b) Identification and facilitation of training activities;
  - (c) Procurement of goods and services;
  - (d) Financial support services
4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a project, the annex to the project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

5. The relevant provisions of the UNDP Standard Basic Assistance Agreement with the Government of Egypt dated 1987 (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the project document.

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

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

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

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

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

Your sincerely,

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Signed on behalf of UNDP  
Ignacio Artaza  
Country Director

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For the National Implementing Agency:  
Eng Ahmed Abou El-Seoud  
CEO, Egyptian Environmental Affairs Agency (EEAA), Egypt

## DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. In accordance with the provisions of the letter of agreement and the project document, the UNDP country office shall provide support services for the “Enabling Activities for the Preparation of Egypt First Biennial Update Report (BUR) to the UNFCCC of Egypt” as described below. (Proposal ID: 00084766/ Project ID: 00092623/ PIMS ID: 5203)

2. Support services to be provided:

Support services (insert description)	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
Services related to procurement (including but not limited to): Procurement of goods Procurement of services <ul style="list-style-type: none"> <li>○ Consultant recruitment</li> <li>○ Advertising</li> <li>○ Short-listing &amp; selection</li> <li>○ Contract issuance</li> </ul>	Throughout project implementation when applicable	As per the pro-forma costs: <ul style="list-style-type: none"> <li>○ 14 days over 12 months of GS5 Procurement Assistant: US\$ 2,000</li> </ul>	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner (IP)
Services related to finance (including but not limited to): <ul style="list-style-type: none"> <li>○ Payments</li> </ul>	Ongoing throughout implementation when applicable	As per the pro-forma costs: <ul style="list-style-type: none"> <li>○ 14 days over 12 months of GS5 Finance Associate: US\$ 2,000</li> </ul>	As above
<b>Total</b>		<b>US\$ 4,000</b>	

APPENDIX F: Risks and Assumption

#	Description	Date identified	Type	Probability & Impact	Countermeasures / Mgt response	Owner	Submitted, updated by	Last Update	Status
1.	Time constraint might not allow submission of the BUR on time		Management	Time is still needed for project mobilization.  p <sup>5</sup> = 2 I <sup>6</sup> = 4	UNDP has already advertised the position for PM before signing the project document in order to save time. The project will depend primarily on the TNC experts to speed up the startup of activities	Project Board		N/A	N/A
2.	Unavailability of necessary data for estimating GHG emissions		Technical	Lack of monitoring systems.  P = 3 I = 4	TNC is working on establishing a database for GHG inventory and identifying data sources for activity data used in estimating the GHG emissions.	Project Board		N/A	N/A

<sup>5</sup>Probability from 1 (low) to 5 (high)

<sup>6</sup>Impact from 1 (low) to 5 (high)