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**United Nations Development Programme**

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| **Project title: Third National Communication and First Biennial Update Report** | | | | | |
| **Country: Federated States of Micronesia** | **Implementing Partner:** Department of Environment, Climate Change and Emergency Management | | | | **Management Arrangements:** National Implementation Modality (NIM) |
| **UN Pacific Strategy Outcome 1.4***: Number of PICTs with NDC and National Adaptation Plans under the UNFCCC at least* ***partially*** *implemented* | | | | | |
| **UNDP Strategic Plan Output 1.1:** *Scaled up action on climate change adaptation and mitigation across sectors which is funded and implemented* | | | | | |
| **UNDP Social and Environmental Screening Category:** *Exempt* | | | **UNDP Gender Marker:** *GEN1* | | |
| **Atlas Project ID/Award ID number:** *00099096* | | | **Atlas Output ID/Project ID number:** *00102321* | | |
| **UNDP-GEF PIMS ID number: 5901** | | | **GEF ID number: 9505** | | |
| **Planned start date:** *January 2019* | | | **Planned end date:** *January 2023* | | |
| **LPAC date:** *18 October 2018* | | | | | |
| **Brief project description:**  This enabling activity project aims to assist Micronesia in meeting reporting requirements under the UNFCCC Convention in accordance with its commitments as a non-Annex 1 Party (as mandated by Article 4 and 12 of the Convention, COP Decisions 17/CP.8, 1/CP.16, 2/CP.17 and other relevant guidance), and to strengthen the technical and institutional capacity of Micronesia to prepare and submit its NC and BUR reports to the UNFCCC on a continuous and sustainable manner. The TNC and BUR will update and strengthen information related to the national circumstances and institutional arrangements, constraints and gaps, national greenhouse gas Inventory, vulnerability to climate change and steps taken to adapt to climate change, mitigation actions and domestic Monitoring, Reporting and Verification (MRV) system. | | | | | |
| **Financing Plan** | | | | | |
| GEF Trust Fund *or LDCF or SCCF or other vertical fund* | | | USD 852,000 | | |
| UNDP TRAC resources | | | USD | | |
| Cash co-financing to be administered by UNDP | | | USD | | |
| 1. **Total Budget administered by UNDP** | | | **USD 852,000** | | |
| **Parallel co-financing** (*all other co-financing that is not cash co-financing administered by UNDP)* | | | | | |
| UNDP | | | USD | | |
| Government In-kind | | | USD 100,000 | | |
| 1. **Total co-financing** | | | **USD 100,000** | | |
| 1. **Grand-Total Project Financing (1)+(2)** | | | **USD 952,000** | | |
| **Signatures** | | | | | |
| **Signature:** print name below  **Andrew Yatilman** | | **Agreed by Government** | | **Date/Month/Year:** | |
| **Signature:** print name below | | **Agreed by Implementing Partner** | | **Date/Month/Year:** | |
| **Signature:** print name below  **Bakhodir Burkanov** | | **Agreed by UNDP** | | **Date/Month/Year:** | |

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**List of acronyms**

**CC** – Climate Change

**CCA –** Climate Change Adaptation

**CC/DRR** – Climate Change and Disaster Risk Reduction

**CH4** – Methane

**CO2e** – Carbon Dioxide equivalent

**COP** – Conference of Parties

**CRP** – Comprehensive Reform Program

**CRM** – Country Results Matrix

**CSO** – Civil Society Organizations

**DECCEM** – Department of Environment, Climate Change and Emergency Management

**DRM** – Disaster Risk Management

**DRR** – Disaster Risk Reduction

**EIA** – Environmental Impact Assessment

**ENSO** – El Nino-Southern Oscillation

**FAO** – Food and Agriculture Organization

**FBUR** – First Biennial Update Report

**FSM** – Federated States of Micronesia

**GEF** – Global Environment Facility

**Gg** – Giga Gram

**GIZ** – Deutsche Gesellschaft für Internationale Zusammenarbeit

(German Agency for International Cooperation)

**GHG** – Greenhouse Gas

**INC** – Initial National Communication

**INDC** Intended Nationally Determined Contributions

**IPCC** – Intergovernmental Panel on Climate Change

**LDC** – Least Developed Countries

**MRV** – Monitoring, Reporting and Verification

**M&E** – Monitoring and Evaluation

**NAB** – National Advisory Board

**NC** – National Communication

**NGOs** – Non-Governmental Organizations

**NIM –** Nationally Implemented Project

**NMVOC** – Non-methane volatile organic compounds

**NOx** – Oxides of Nitrogen

**N2O** – Nitrous Oxide

**PICTs** – Pacific Island Country Territories

**PMU** – Project Management Unit

**QA** – Quality Assurance

**QC** – Quality Control

**SBAA** – Standard Basic Assessment Agreement

**SDG** – Sustainable Development Goals

**SNC** – Second National Communication

**SSTrC** – South-South and Triangular Cooperation

**TNC** – Third National Communications

**TWG** – Technical Working Group

**UN** – United Nations

**UNFCCC** – United Nations Framework Convention on Climate Change

**UNDP** – United Nations Development Program

**UNEP** – United Nations Environment Programme

**V&A** – Vulnerability and Adaptation

# Development Challenge

The Government of the Federated States of Micronesia (FSM) signed the United Nations Framework Convention on Climate Change (UNFCCC) on June 12, 1992. On November 18, 1993, the FSM Congress ratified this initiative. The Convention entered into force on March 21, 1994. Since that time the FSM has taken the necessary steps to fulfil its obligations under the Convention.

The Federated States of Micronesia submitted its Initial National Communication in October 1999. The Second National Communication, submitted in November 2015, used it as the baseline to document the increases in FSM’s vulnerability to climate change, and changes in its greenhouse gas emissions, since the Initial National Communication was prepared. The Second National Communication also reported on the efforts FSM is making to reduce its emissions and to identify and implement adaptation options that reduce climate risks. Continuing and new information and research needs were also described, as the ongoing efforts to strengthen FSM’s capacity to manage climate risks by increasing awareness, enhancing knowledge and skills, strengthening institutions and preparing and implementing policies and plans designed to reduce climate risks.

FSM’s environment and natural resources are considered to be the nation’s living wealth. Maintaining the habitats and ecosystems that nurture these is vital for improving the quality of life of its people and sustaining the country’s rich traditions. However, except for the offshore fisheries, there are limited financially exploitable resources in the FSM. As a result, a significant portion of FSM’s revenue comes from Compact funding.

Climate change remains an important policy priority for the FSM. In the past 10 years or so FSM has made considerable progress in documenting the climate-related risks faced by the nation. Substantial advances have also been made in developing relevant policies and plans, and in establishing and strengthening National and State institutions with mandates for managing climate and related risks, including disaster risk management. The Nationwide Climate Change Policy, the National Biodiversity Strategy and Action Plan, the National Energy Policy and State Action Plans, and the National Action Plan to Combat Land Degradation are but a few of the National and State-level plans and policies that the FSM is implementing in order to address major threats to the sustainability and economic and social viability of the country. FSM has prepared four Joint State Action Plans for climate change adaptation (CCA) and disaster risk management (DRM). FSM already has a Multi-State Hazard Mitigation Plan. Considerable effort has been put in the Second National Communication into undertaking vulnerability and adaptation assessments, at a variety of spatial scales and for various sectors, with a focus on food security as a priority theme. However, there is still not a comprehensive understanding of vulnerability to climate change at National, State, island or community levels, assessments are not being informed by the results of systematic analyses of current let alone future risks, and identification of appropriate adaptation measures remains at a very generic level. FSM has yet to develop the full range of sector level policies and strategies that will ensure climate change considerations are reflected in a meaningful way in all its development and social economic plans and activities. The second greenhouse emissions inventory for FSM used data from a 2000 survey, with 1994 data used as the baseline. The total amount of CO2 emitted in the FSM as a result of fossil fuel combustion is estimated at 151.91 gigagrams, or 151,910 metric ton. CO2 emissions have therefore decreased by 7.7% since 1994, when the amount of CO2 emitted in the FSM was estimated to be 164.51 gigagrams. Significantly, FSM’s contribution on a global scale is a mere 0.003% of global CO2 emissions.

Regarding mitigation, the goals in the FSM Energy Sector Policy and in the State Energy Action Plans are for FSM to be less dependent on imported fossil fuels by implementing energy efficiency and conservation measurements and including more environmentally sound renewable energy sources that are locally available; and by promoting sustainable socioeconomic development through the provision and utilization of cost-effective, safe, reliable and sustainable energy services. Measurable progress has been made, especially with respect to the deployment of photovoltaic energy systems in communities and for buildings such as schools and community health centres.

# Strategy

This enabling activity project aims to assist the FSM in meeting reporting requirements under the UNFCCC Convention in accordance with its commitments as a non-Annex 1 Party (as mandated by Article 4 and 12 of the Convention and COP 16 and 17 decisions), and to strengthen the technical and institutional capacity of FSM to prepare and submit its NC and BUR reports to the UNFCCC on a continuous and sustainable basis.

The project is prepared in line with GEF-6 strategic focal area on climate change mitigation, objective CCM3: fostering enabling conditions to mainstream mitigation concerns into sustainable development strategies. Program 5 of this objective aims to mainstream the integration of climate considerations into the national planning process and to help countries mainstream mitigation action in support of the 2030 Agenda for Sustainable Development and SDGs.

Preparation of the TNC and BUR will attain higher level change by contributing to the achievement of the national environmental objectives in several ways: (1) It will enhance the ability of FSM to participate actively in addressing the global environmental threat of climate change; (2) It will further develop capacity in climate change-related research and analysis that can support effective environmental policies and provide important data related to environmental challenges to sustainable development in FSM that go beyond climate change; and (3) It will provide improved information and analysis for policies in key areas, etc.Furthermore, this project will contribute to the Sustainable Development Goal (SDG) 13: Take urgent action to combat climate change and its impacts. Preparations of NC/BURs represent an obligation of signatory countries of the United Nations Framework Convention on Climate Change and it represent a valuable insight into the efforts that countries are taking to integrate climate change measures to policies, strategies and planning

The Project will support the country in data collection and reporting from the aspects of: (1) national circumstances and institutional arrangements; (2) assessment of progress towards mainstreaming climate change considerations into key development strategies and sector-based policy frameworks; (3) identification of constraints and gaps including assessment of financial, technology and capacity building needs and provision of recommendations for addressing those needs; (4) consolidation of other information relevant for the preparation of TNC and BUR; (5) update of GHG inventory up to year 2014 and improvement of GHG inventory system; (6) in-depth vulnerability assessment, including recommended adaptation measures for priority sectors of socio-economic development and natural environment, risks of climate change, climate variability and extreme weather events; (7) assessment of sectors and interventions contributing to GHG emission reduction at the national level, using best practices and latest NDC; (8) support to the establishment of domestic Measurement, Reporting and Verification system.

Delivery of the set objective and tailored activities rests on the assumption that political support and consensus for the preparation process of national communications will continue while relevant institutions will be willing and able to share relevant data with the project team.

# Results And Partnerships

Project goals and objectives will be achieved through a set of outcomes and outputs, as presented in the Project Results Framework. The following activities will be undertaken under the specific areas:

## National GHG Inventory

The FSM ’s Inventory for Greenhouse Gases under the Second National Communications (SNC) was for the base year 2000 using the revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories. Due to the fact that the FSM has a small population and limited land area, the activities outlined under most of these sectors do not have much practical relevance for the country. The only exception is the energy sector, which has been identified as being the principal source of greenhouse gas emissions in the country. In year 2000, GHG emissions came mostly from the energy sector (78% - 152 Gg CO2eq), forestry and land use (12%) and waste (8%).

On the basis of the previous inventory, national GHG Inventory for direct greenhouse gases carbon dioxide (CO2), methane (CH4) and nitrous oxide (N2O) and for indirect greenhouse gases carbon monoxide (CO), nitrogen oxides (NOx) and non-methane organic volatile compounds (NMVoC) will be undertaken for the period 2001 to 2018 (TNC) and 2017 (FBUR) in five source categories: energy, industrial processes and product use, agriculture, Forestry and other land use and waste, using the IPCC 2006 Guidelines for National Greenhouse Gas Inventories.

A key source/category analysis will be carried out to determine the sectors with significant emissions where resources can be targeted. This activity will also include training in and capacity building on the use and application of the IPCC 2006 Guidelines for National Greenhouse Gas Inventories, the IPCC Good Practice Guidance on National Greenhouse Gas Inventories and Uncertainty Management, and the IPCC Good Practice Guidance on and Use, Land Use Change and Forestry and related applications of geographic information systems and remote sensing techniques.

Quality assurance and quality control (QA/QC) procedures based on the IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories will be applied as appropriate to ensure that the results of the inventory will be as reliable as possible.

Tables 1 and 2, as provided by the UNFCCC guidelines (annex to decision 17/CP.8) will be used for reporting the national GHG inventory. This activity will be coordinated with any regional efforts wherever possible.

At the end of the proposed activities, a workshop will be held to review the results. Policy makers and other stakeholders will be invited to participate in the workshop, so as to enhance their awareness on the importance of GHG inventory and on a long-term programme for the improvement of future GHG inventories.

The GHG emission data collection system will be set-up within the national Statistics office with defined institutional arrangements, and the project will make sure involved Stakeholders understand their roles and responsibilities

## Mitigation actions

In terms of mitigation, energy is one of the crucial development indicators in any country and like the other Pacific Island Countries; FSM’s primary energy needs are mainly met by imported petroleum fuel.

According to the Second National Communication (SNC), FSM is committed to formulating strategies, national policies and best practices for addressing GHG emissions and making a practical contribution to the global mitigation efforts, while improving the renewable energy ratio in the energy matrix. The development objectives are planned to be achieved by integrating GHG abatement efforts with other social, environmental and economic priorities.

Significant constraints relating to the availability of data and information and, specific institutional arrangements to handle data acquisition and database maintenance for climate change mitigation still remain problematic. Mitigation assessment will entail the generation of information on the national analysis of the potential costs and impacts of the various technologies and practices to mitigate climate change. This information will also be relevant for sustainable development and useful for policy makers in formulating and prioritizing mitigation programmes.

In order for FSM to undertake mitigation assessment as part of its development strategy, the below activities will be carried out:

* + Collection, collation, analysis and archiving of data for the different sectors of the economy, with particular detail for the energy sector;
  + Development of Mitigation Scenarios (Emission Forecast) based on the available data from the GHG inventory, as well as socio-economic information, prepares a series of mitigation scenarios to 2030 and to 2050. This will include a baseline scenario, whereby current trends continue, as well as at least two other scenarios showing how emissions may decrease if mitigation actions are taken.
  + Training and capacity building for national experts and institutions to undertake the preparation of the mitigation assessment;
  + Based on all of the above analyses, a draft National Mitigation Plan for key socio-economic sectors will be developed and will directly be linked to FSM’s INDC. A list of environmentally friendly mitigation technologies, including renewable energy technologies, will also be identified and assessed. Preparation of financially sound mitigation project profiles for existing and possible future implementation in the energy sector, in order to attract public and private interest
  + At the end of the proposed activities, a workshop will be held to review the results and the draft National Mitigation Strategy for GHG Emission Reduction. Policy makers and other stakeholders will be invited to participate in the workshop, so as to enhance their awareness on the importance of GHG emission reduction, which should be taken into consideration in national development planning.

## Vulnerability & Adaptation

FSM faces a full range of geologic and climatic hazards and is also subjected to climatic variability and extremes. Future climate change and sea-level rise threaten to exacerbate the risks posed by tropical cyclones, coastal and river flooding, coastal erosion, land-slides, hailstorms, heavy rainfall events, and droughts. Climate-related disasters have had huge impacts on the economic growth and national development.

For FSM, wet season (May-October), dry season (November-April) and annual average rainfall amounts are projected to increase over the course of the 21st century. There is high confidence in this direction of change. The majority of models used in the study indicate little change (-5% to 5%) in rainfall by 2030. However, by 2090 the majority simulate an increase (>5%) in wet season, dry season and annual rainfall, with up to a third simulating a large increase (>15%)for eastern FSM under the A2 (high) emissions scenario.

Mean sea level is projected to continue to rise over the course of the 21st century. There is very high confidence in this direction of change. The models simulate a rise of between approximately 2–6 inches (5–15 cm) by 2030, with increases of 8–24 inches (20–60 cm) indicated by 2090 under the higher emissions scenarios (i.e. A1B (medium) and A2 (high). There is moderate confidence in this range and distribution of possible futures.

The intensity and frequency of days of extreme heat are projected to increase over the course of the 21st century. There is very high confidence in this direction of change. For both eastern and western FSM, the majority of models simulate an increase of approximately 1.8°F (1°C) in the temperature experienced on the 1-in-20-year hot day by 2055 under the B1 (low) emissions scenario, with an increase of over 4.5°F (2.5°C) simulated by the majority of models by 2090 under the A2 (high) emissions scenario.

As a consequence of these and other threats related to climate change, FSM is actively engaged in assessing the vulnerability to climate change, and to identifying and implementing adaptation measures.

Even if further understanding of the matter has been achieved with the SNC, there are still shortcomings, including: no comprehensive understanding of vulnerability to climate change at National, State, island or community levels; assessments are not being informed by the results of formal analyses of current let alone future risks; and identification of appropriate adaptation measures remains at a very generic level.

The TNC will include (i) an integrated assessment of impacts and adaptation options including (ii) the identification of least-cost adaptation measures; (iii) strengthening an adequate baseline information to measure changes and assess impacts (iv) a climate change-induced disaster prevention, preparedness and management plan; (v) the list of high priority measures recommended for inclusion in sustainable development strategy; (vi) analysis of barriers and opportunities for integration of adaptation measures in the medium and long-term national development plans.

At the end of the assessment, a workshop will be held to review the results of the adaptation option and strategies. Policy makers and other stakeholders will be invited to participate in the workshop, so as to enhance their awareness on the various adaptation options, which should be taken into consideration in national development planning

**Domestic MRV**

Under the FBUR appropriate MRV system will be proposed for national mitigation actions. This includes:

* An assessment of options and possibilities to develop a domestic MRV system
* Establishment of institutional arrangements and the national MRV framework.
* Requirements and recommendations for development of institutional mechanisms for national MRV.
* Compilation and approval of the section on domestic MRV system for the FBUR incorporation

## National Circumstances and Institutional Arrangements

Information provided on national circumstances is critical for understanding FSM’s vulnerability to the adverse effects of climate change, its capacity and its options for adaptation, as well as its options for addressing its GHG emissions, in particular in the energy sector, within the broader context of sustainable development.

Information on national circumstances will include the analyses of national and/or regional development priorities and objectives that FSM is pursuing and those that would serve as the basis for addressing climate change and sea-level rise issues. Information on national circumstances will be linked to information provided in other chapters of the national communication. The analyses of development priorities and objectives would be of interest to other national stakeholders investigating the benefits of specific activities and policies and the linkages between the activities and policies relating to climate change and those of other Conventions, such as the CBD. Information will include:

* Geographical characteristics, including climate, forests, land use and other environmental characteristics,
* Population: growth rates, distribution, density and other vital statistics;
* Economy, including energy, transport, industry, and tourism, agriculture, fisheries, waste, health and services sector Education, including scientific and technical research institutions,
* Institutional arrangements, regarding how FSM is organized to deal with climate change challenges, as well as in the implementation of the TNC and FBUR
* Stakeholder engagement, including how gender dimensions are integrated into climate change policy making and activity implementation

## Constraints and gaps, finance, technology and capacity needs and other information

The main objective will be to identify the constraints and gaps in context of finance, technology and capacity needs for the national climate change activities including assessment of financial, technology, policy and capacity building needs with recommendation for addressing the needs provided. This includes:

* Estimation of the financial resources required for implementation of the GHG emission reduction strategy based on the outcomes from the assessments.
* Identification of capacity building and technology transfer needs for implementation of the prioritized adaptation and mitigation interventions.

Further, as part of the other information component and in line with the Decision 15/CP.18 - Doha Work Program on Article 6 of the Convention, the activities will be shaped around 6 pillars, with particular emphasis on education, training and public awareness. Additional attention will be handed to:

* Improvement of climate change information and systematic observation, by for example increasing data aerial photography
* Education, training and public awareness, by preparing outreach materials (leaflets, booklets, calendars, posters, quarterly newsletters, videos etc.) and by disseminating it through public media (TV, radio, newspapers, magazines, Internet, etc.).
* Enhanced climate change information sharing during workshops as well as distribution of presentations and reports. The findings of the studies will be disseminated among universities, research institutions and others for further elaboration and creation of linkages with relevant thematic and specific areas.

## Submission of FBUR and TNC

Compilation and approval process of FBUR and TNC will follow a close consultation with national stakeholders and will liaise with the UNDP/UNEP Global Support Program. Once finalized, both documents will be translated, edited and submitted to the UNFCCC Secretariat for posting and dissemination. The FBUR is expected to be submitted in June 2021, while TNC submission deadline is tentatively set for December 2022.

## Partnerships

Project will identify synergies with other on-going projects to increase cost-effectiveness and enhance consistencies with various national development priorities and programmes undertaken at national and local levels such as:

* FSM Strategic Development Plan
* FSM Nationwide Climate Change and Disaster Risk Reduction Policy
* The joint State Action Plans on Disaster Risk and Climate Change
* State Strategic Development Plans
* FSM Infrastructure Development Plan
* FSM INDC
* FSM Ridge-to-Reef (R2R) Project
* Enhancing the Climate Change Resilience of Vulnerable Island Communities in the FSM Project
* FSM GEF-6 Climate Change Mitigation Project (under formulation)

## Stakeholder engagement plan

Stakeholder involvement and consultation processes is critical to the success of the project. An effective gender-responsive engagement of key stakeholders is envisaged during project inception, implementation, monitoring and evaluation to enhance ownership of the NC and BUR processes and makes these reports more responsive to national needs. The project proposal intends to strengthen stakeholder’s participation to collectively participate in addressing climate change issues and challenges in the FSM. The stakeholders of the project are expected to come from a wide range of backgrounds, including line departments and agencies, local communities, local authorities and NGOs, mass-media, research institutions, private sector and international organizations, with particular emphasis on related sectors.

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| --- | --- |
| **Stakeholder** | **Role** |
| Department of Environment, Climate Change and Emergency Management | Implementing agency and overall coordination |
| Department of Resources and Development – Division of Resource Management and Development | GHG inventory lead for Agriculture and land use, land-use change and forestry (LULUCF) |
| Department of Resources and Development – Division of Energy | GHG inventory lead for Energy |
| Department of Transportation, Communications and Infrastructure | Activity Data (AD) and other information on transport, road infrastructure |
| State Transportation and Public Works | AD and other informaiton on Waste Sector |
| State Environmental Protection Agencies | AD and other information on Waste Sector |
| Department of Health and Social Affairs | AD and other information on Health and Waste Sector |
| Department of Education | Work on dissemination of results |
| State Environment Non-Government Organizations | Work on dissemination of results |
| College of Micronesia-FSM | Provide research assistance |
| National and State Women Councils | Work on dissemination of results |

## Gender equality and empowering women

The UNFCCC and the CoP Lima Work Programme on Gender recognize that all aspects of climate change have gender dimensions.

The guidance on gender integration through the NCs and BURs developed by the Global Support Programme through UNDP and in collaboration with UNEP and GEF, will be applied: <http://www.un-gsp.org/news/gender-responsive-national-communications-toolkit>

In line with [the GEF SEC’s policy on gender equality](http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.53.04_Gender_Policy.pdf)[[1]](#footnote-1) and [Guidance to advance gender equality in GEF projects and programs](http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.Inf_.05_Guidance_Gender_0.pdf)[[2]](#footnote-2), project will prepare and finalize [Gender analysis and Gender action plan](https://intranet.undp.org/unit/bpps/sdev/gef/_layouts/15/WopiFrame.aspx?sourcedoc=/unit/bpps/sdev/gef/Gender%20Library/UNDP%20GEF%20Guidance.%20How%20to%20conduct%20gender%20analysis%20and%20gender%20action%20plan.pdf&action=default)[[3]](#footnote-3) during its inception phase[[4]](#footnote-4).

A gender disaggregated analysis approach will be implemented, and gender-sensitive stakeholders and partners’ involvement plan will be adopted. 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, the update of the national circumstances chapter will consider gender dimension to better understand how the different roles of men and women in social and economic circumstances may affect FSM’s ability to deal with mitigating and adapting to climate change.

The project will perform a study, analyzing the role of gender in adaptation and mitigation activities[[5]](#footnote-5), policy formulation and knowledge. The expected findings will build recommendations for most of the project outcomes (National Circumstances, V&A, Mitigation, etc.).

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

Institutions to be consulted on gender issues at national level will include, but not limited to: Department of Health and Social Affairs, Unit for Gender Development, FSM National Women Council, State Women Councils including Chuuk Women Council, Pohnpei Women Council, Yap Women Association, and Kosrae Women Council. Other civil society organizations include church groups, farmers associations, and Island Food Community of Pohnpei. Regional and development partners to be consulted will include the Secretariat of the Pacific Community based in Pohnpei, and the diplomatic missions in the country.

## South-South and Triangular Cooperation (SSTrC)

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

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

Under the guidance and exchanges facilitated via the Global Support Program for National Communication and Biennial Update Reports, FSM will participate on the South-South learning and capacity building via webinars, regional workshops and networks on NC and BUR specific topics.

## Sustainability and Scaling Up

The project approach will build on the work done under development of previous national communications and will involve the key national experts and institutions responsible for its compilation in order to maintain continuity in the process while additional experts and institutions will be involved as needed. The project will address sustainability by developing both individual and organizational capacity in FSM. The engagement of national experts will allow them to strengthen their experience in climate change issues and linkages between key socioeconomic development issues and climate change.

Finally, designated project activities in each area of the TNC and BUR will include coordinated data archiving to support continuity and make the NC process more efficient.

# Project Results Framework:

|  |
| --- |
| **This project will contribute to the following Sustainable Development Goal (s):** SDG 13: Take urgent action to combat climate change and its impacts |
| **This project will contribute to the Sub-regional Programme Outcome 1 included in the** **UN Pacific Strategy Outcome 1.4:** Number of PICTs with NDC and National Adaptation Plans under the UNFCCC at least **partially** implemented |
| **This project will be linked to the following output of the UNDP Strategic Plan 2018-2021:**  Output 1.1: Scaled up action on climate change adaptation and mitigation cross sectors which is funded and implemented |

|  | **Objective and Outcome Indicators**  **(no more than a total of 15 -16 indicators)** | **Baseline****[[6]](#footnote-6)** | **End of Project Target** | **Data Collection Methods and Risks/Assumptions[[7]](#footnote-7)** |
| --- | --- | --- | --- | --- |
| **Project Objective:**  **To assist the FSM in the preparation of its Third National Communication and First Biennial Update report to the UNFCCC** | *Indicator 1: Number of PICTs with NDC and National Adaptation Plans under the UNFCCC at least* ***partially*** *implemented* | 0 | 1 |  |
| *Indicator 2: TNC and BUR submitted to the UNFCCC*  *(Scale: 1 not endorsed & not submitted; 2 endorsed and not submitted; 3 endorsed and submitted)* | *0*  *Initial NC submitted to the UNFCCC in Dec 1997, and Second NC in 2015*  *No BUR* | *3*  *First BUR compiled, endorsed and submitted to the UNFCCC by June 2021*  *Third NC compiled, endorsed and submitted to the UNFCCC by Dec 2022* | **Data Collection Methods:**  Strategies/Plans evaluations;  Interviews;  Desk review.  Draft and final TNC and BUR reports |
| **Risks:**  Insufficient attention to climate change issues on the part of the government due to other pressing concerns will hinder project implementation.  **Assumptions:**  Political support and consensus for the NC/BUR process will continue. Stable political situation and firm commitment of the Government to fulfil its commitments towards the UNFCCC and the Paris Agreement |
| *Mandatory indicator 3: # direct project beneficiaries (disaggregated by sex) that have built capacity on TNC and BUR monitoring and reporting* | *2015: 14 experts from relevant ministries and agencies involved in preparation of SNC* | *2021: 14 experts*  *(how many women and how many men)*  *from relevant ministries and agencies involved in preparation of TNC and BUR increased their knowledge and capacity on climate change monitoring and reporting* | **Data collection Methods:**  Interviews, Surveys,  Participation on workshops, desk reviews, data collection, etc. |
| **Risks:**  Insufficient interest of responsible institutions to take part in the preparation of TNC and BUR.  **Assumptions:**  Strong political support and consensus for the NC/BUR processes will be strengthened and continued. |
| *Indicator 4:*  *Institutional arrangements and capacity strengthened, and 2-year BUR and 4-year NC reporting cycle established* | *BUR reporting not initiated*  *4-year reporting cycle still not established (1NC in 1997, 2NC in 2015)* | *First BUR compiled, endorsed and submitted to the UNFCCC by June 2021*  *Third NC compiled, endorsed and submitted to the UNFCCC by Dec 2022* | **Data Collection Methods:**  UNFCCC documentation; government records |
| **Risks:**  Insufficient attention to climate change issues on the part of the government due to other pressing concerns will hinder project implementation.  **Assumptions:**  Political support and consensus for the NC/BUR process will continue. Stable political situation and firm commitment of the Government to fulfil its commitments towards the UNFCCC and the Paris Agreement |
| **Component/Outcome[[8]](#footnote-8) 1**  ***Greenhouse gas (GHG) inventory updated*** | *Indicator 5: National GHG inventory updated for period 2001-2013 (TNC) and for 2014 (FBUR) and capacity to collect and archive data strengthened* | *SNC* | *1.1 Collection of data for the five key thematic sectors (Energy, Industrial Processes, Solvent and other Product Use, Agriculture, Land-Use, Land-Use Change and Forestry and Waste).*  *1.2 Improve, through surveys and additional calculations, data on: a) fuel combustion from sub-categories or “end use activities” within the energy sector b) per capita annual biomass consumption c) sourcing and analysis of international fuel bunkering data*  *1.3 Carry out greenhouse gas emission calculation as per IPCC 2006 guidelines for the five key thematic areas of emissions for period 2001 to 2018 (TNC) and 2017 (FBUR).*  *1.4 Development of the chapter on GHG Inventory as part of the TNC for period 2001 to 2018 and 2017 (FBUR).*  *1.5 Recalculation of previously submitted GHG inventories (year 1994 and 2000) using the IPCC 2006 guidelines*  *1.6 An updated National Inventory Report (NIR)*  *1.7 Training and capacity building activities on data collection, analysis, on the use of 2006 IPCC guidelines on national greenhouse gas inventories, the IPCC good practice guidance on the National GHG inventories and Uncertainty Management and the IPCC Good Practice Guidance on Land use, land-use change and forestry.*  *1.8 Institutional strengthening and capacity building including the thematic working groups for efficient and timely development and submission of GHG inventories.*  *1.9 Set-up of the GHG emission data collection system within the national Statistics office to allow the continued collection of greenhouse gas information* | **Data Collection Methods**:  National Statistics; Project reports, Stakeholders consultation,  Expert review (Global Support Programme);  GHGI database,  GHG chapter |
| **Risks:**  GHG Inventories covers all sectors of the economy and hence the completion of this outcome will depend on the availability of activity data and the willingness of stakeholders to collaborate and provide their data  Stakeholders may be unwilling or unable to provide data in necessary areas  **Assumptions:**  Enterprises and government agencies will be willing and able to share data on their emissions with the project team |
| **Component/ Outcome 2**  ***Climate Change Mitigation updated*** | *Indicator 6: Mitigation actions and their effects reported and monitored, and capacity to collect and analyse this information on an ongoing basis strengthened, with a particular focus in the energy sector* | *SNC* | *2.1. Identification of all potential mitigation options for each sector listed in the GHG inventory; and prioritization of mitigation options for each sector and categorization as long, medium and short-term priorities.*  *2.2. Development of Mitigation Scenarios (Emission Forecast) based on the available data from the GHG inventory, as well as socio-economic information, and preparation of a series of mitigation scenarios to 2030 and 2050.*  *2.3 Preparation of financially sound mitigation project profiles for existing and possible future implementation in the energy sector*  *2.4 Training and capacity building on the use of appropriate technologies, methodologies and tools for assessment of mitigations options and development of mitigation scenarios* | Project reports,  Expert reviews, Technical and Government reports, Stakeholders consultation  Draft and final chapter on Mitigation actions |
| **Risks:**  Insufficient data for some of the sectors, which might affect the modelling and development of scenarios.  **Assumptions:**  Availability of relevant documents;  Availability of new data and information;  Existence of adequate methodologies and models |
| **Component/ Outcome 3**  ***Vulnerability Assessment & Adaptation to the climate change*** | *Indicator 7: Vulnerability of key sectors assessed and adaptation measures proposed* | *SNC* | *3.1 Further assessment and elaboration of the climatic scenario for Micronesia including past, present and future projection*  *3.2 Identification of vulnerable sectors in Micronesia based on the latest assessment and studies*  *3.3 Strengthen adequate baseline information to measure changes and assess impacts*  *3.4 Description of current vulnerability and adaptation efforts; future risks including national/sectoral adaptation policies, strategies and measures*  *3.5 Identified potential adaptation actions for priority sectors including opportunities and barriers* | **Data collection methods:**  Project reports,  Expert reviews, Technical and Government reports, Stakeholders consultation  Draft and final V&A chapter |
| **Risks:**  Insufficient data for some of the sectors, which might affect the modelling and development of scenarios.  **Assumptions:**  Availability of relevant documents;  Availability of new data and information;  Existence of adequate methodologies and models which are applicable in the country context and/or interest |
| **Component/ Outcome 4**  Domestic Measurement, Reporting and Verification | *Indicator 8: Establishment of domestic Measurement, Reporting and Verification system supported* | *SNC* | *4.1. Options and possibilities to develop a domestic MRV system assessed.*  *4.2. Identification of the requirements for development of institutional arrangements and the national MRV framework.*  *4.3. Report describing the requirements and recommendations for development of institutional mechanisms for national MRV.*  *4.4. The development process of national institutional arrangements and framework for domestic MRV supported.* | **Data collection methods:**  UNFCCC documentation, Project reports, Expert reviews, Technical and Government reports, Stakeholders consultation  Draft and final MRV chapter |
| **Risks:**  Insufficient human and financial resources for design and operationalization of a domestic MRV system  **Assumptions:**  Availability of input data for modelling;  Strong commitment from the national and local governments to invest in capacity building and increasing human and financial resources for establishment and operationalization of a domestic MRV system. |
| **Component/ Outcome 5**  **National circumstances, Institutional Arrangements, Constraints & Gaps, related financial, technical & capacity needs and**  **Other relevant Info** | *Indicator 9: National Circumstances and institutional arrangements relevant to the preparation of the biennial update report and national communications updated* | *SNC* | *5.1.1. Description of geographical and socio-economic (economy, education, population, health, livelihoods) characteristics*  *5.1.2 Review and analysis of national development objectives, priorities and circumstances, and the specific needs and concerns arising from the climate change risks*  *5.1.3 Description of institutional arrangements relevant to the preparation of the national communications on a continuous basis including distribution of responsibilities within government departments, universities, research institutions, etc.*  *5.1.4. Mechanisms for stakeholder involvement, coordination and participation - with a particular focus on gender integration- to enable the preparation of national communications and biennial update reports on a sustainable manner identified* | Data collection methods:  SNC, National Statistics,  Project reports, Government reports,  Desk review, Stakeholders consultation;  Draft and final chapters for TNC and FBUR  **Risks:**  Statistical agencies may be unwilling or unable to provide data in necessary areas.  **Assumptions:**  Statistical agencies and relevant institutions will be willing and able to share data with the project team. |
| *Indicator 10: Constraints and gaps identified; financial, technology, policy and capacity building needs assessed and recommendation for addressing the needs provided* | *SNC* | *5.2.1. Technology, financial and capacity needs for mitigation assessed.*  *5.2.2. Review and assess constraints, gaps, technology, financial and capacity needs.*  *5.2.3. Identify new constraints, gaps, technology, financial and capacity needs*  *5.2.4. Identify and propose solutions to the constraints, gaps, technology, financial and capacity needs* |
| *Indicator 11: Other information relevant for the preparation of FBUR and TNC consolidated* | *SNC* | *5.3.1 Improve climate change information and systematic observations, including up to date aerial photography and LIDAR data*  *5.3.2 Education, training and public*  *awareness activities on climate change* |
| **Component/ Outcome 6**  **Third National Communication and Biennial Update Report, Monitoring and Evaluation** | *Indicator 12: FBUR and TNC compiled, endorsed by the Government and submitted to UNFCCC* |  | *6.1.1. FBUR compiled, approved and submitted by June 2021;*  *6.1.2. TNC compiled, approved and submitted by Dec 2022.* | **Risks:**  Insufficient attention and political support to climate change issues on the part of the government.  Operational delays due to human resources and capacity constraints  **Assumptions:**  Political support and consensus for the NC/BUR process will continue. Stable political situation and firm commitment of the Government to fulfil its commitments towards the UNFCCC and the Paris Agreement  UNDP will provide necessary support and regular oversight of project progress through CO, UNDP-GEF PA/TA and GSP team. |
| *Indicator 13: Project regularly monitored, financial audit conducted and lessons learned compiled* |  | *6.1.3 TNC and FBUR disseminated among policy makers and general population*  *6.2.1. Project financial and progress reports prepared and submitted.*  *6.2.2. End of Project report and lessons learned compiled.* | **Risks:**  Lack of M&E oversight  **Assumptions:**  Project progress will be regularly monitored, following M&E plan milestones to allow effective management of project activities and timely interventions in case of challenges and issues. |

# Financial Planning And Management, Total Budget And Work Plan

The total cost of the project is *USD 952,000.* This is financed through a GEF grant of USD 852,000 and USD 100,000 in-kind co-financing from the Government. UNDP, as the GEF Implementing Agency, is responsible for the execution of the GEF resources and the cash co-financing transferred to UNDP bank account only.

Parallel co-financing: The actual realization of project co-financing will be monitored during the *mid-term review* and terminal evaluation process and will be reported to the GEF. The planned parallel co-financing will be used as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Co-financing source** | **Co-financing type** | **Co-financing amount** | **Planned Activities/Outputs** | **Risks** | **Risk Mitigation Measures** |
| *Government -*  *Office of Environment and Emergency Management* | *In kind* | *100,000* | *Existing National Government budgetary allocations, State Government budgets and external funding through non-Governmental Organizations, Office space, office equipment and infrastructure development* | *There is no risks associated with the co-financing from Government, considering its commitment to seeing the TNC and first BUR reports submitted in compliance to UNFCCC requirements* | *There is a zero risk* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Budget and Work Plan** | | | |
| Atlas[[9]](#footnote-9) Proposal or Award ID: | 00099096 | Atlas Primary Output Project ID: | 00102321 |
| Atlas Proposal or Award Title: | FSM TNC / BUR |
| Atlas Business Unit | FJI10 | | |
| Atlas Primary Output Project Title | FSM TNC / BUR | | |
| UNDP-GEF PIMS No. | 5901 | | |
| Implementing Partner | Department of Environment, Climate Change and Emergency Management (DECCEM) | | |

| **GEF Outcome/Atlas Activity** | **Responsible Party/Implementing Agent** | **Fund ID** | **Donor Name** | **Atlas Budgetary Account Code** | **ATLAS Budget Description** | **Year 2019 (USD)** | **Year 2020 (USD)** | **Year 2021 (USD)** | **Year 2022 (USD)** | **Total (USD)** | **See Budget Note:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|
|  |
|
| **OUTCOME 1: Greenhouse gas (GHG) inventory** | **DECCEM** | **62000** | **GEF** | 71200 | International Consultants | 20,000 | 20,000 | 15,000 | 15,000 | 70,000 | 1 |
| 71300 | Local Consultants | 12,000 | 12,000 | 12,000 | 12,000 | 48,000 | 2 |
| 72100 | Contractual services Companies | 10,500 | 19,250 | 19,250 | 11,000 | 60,000 | 3 |
| 74200 | Audio Visual & Print Prod | 1,000 | 1,000 | 1,000 | 1,000 | 4,000 | 4 |
| 75700 | Training, Workshops, Conferences | 5,000 | 5,000 | 5,000 | 5,000 | 20,000 | 5 |
| 71600 | Travel | 3,000 | 3,000 | 2,000 | 2,000 | 10,000 | 6 |
| 72800 | IT Equipment | 2,000 | 2,000 | 2,000 | 2,000 | 8,000 | 7 |
|  | **Total Outcome 1** | **53,500** | **62,250** | **56,250** | **48,000** | **220,000** |  |
| **OUTCOME 2: Climate Change Mitigation** | **DECCEM** | **62000** | **GEF** | 71200 | International Consultants | 20,000 | 20,000 | 15,000 | 15,000 | 70,000 | 8 |
| 71300 | Local Consultants | 11,000 | 11,000 | 11,000 | 11,000 | 44,000 | 9 |
| 72100 | Contractual services - Companies | 12,000 | 12,000 | 12,000 | 12,000 | 48,000 | 10 |
| 71600 | Travel | 2,500 | 2,500 | 2,500 | 2,500 | 10,000 | 11 |
| 74200 | Audio Visual & Print Prod | 500 | 1,000 | 1,000 | 1,000 | 3,500 | 12 |
| 75700 | Training, Workshops & Conferences | 4,000 | 4,500 | 4,000 | 4,000 | 16,500 | 13 |
| 74500 | Miscellaneous | 2,000 | 2,000 | 2,000 | 2,000 | 8,000 | 14 |
|  | **Total Outcome 2** | **52,000** | **53,000** | **47,500** | **47,500** | **200,000** |  |
| **Outcome 3: Vulnerability Assessment & Adaptation to the climate change** | **DECCEM** | **62000** | **GEF** | 71200 | International Consultants | 17,500 | 17,500 | 15,000 | 15,000 | 65,000 | 15 |
| 71300 | Local Consultants | 12,000 | 5,000 | 4,000 | 4,000 | 25,000 | 16 |
| 71600 | Travel | 800 | 800 | 800 | 800 | 3,200 | 17 |
| 75700 | Training, Workshops & Conferences | 700 | 700 | 700 | 700 | 2,800 | 18 |
| 72100 | Contractual services - Companies | 13,000 | 13,000 | 13,000 | 13,000 | 52,000 | 19 |
| 74500 | Miscellaneous | 500 | 500 | 500 | 500 | 2,000 | 20 |
|  | **Total Outcome 3** | **44,500** | **37,500** | **34,000** | **34,000** | **150,000** |  |
| **Outcome 4: Measurement, Reporting & Verification** | **DECCEM** | **62000** | **GEF** | 71200 | International Consultants | 10,000 | 5,000 | 5,000 |  | 20,000 | 21 |
| 71300 | Local Consultants | 5,000 | 5,000 |  |  | 10,000 | 22 |
| 72400 | Communication & AudioVisual Equipment | 1,000 | 1,000 | 1,500 | 1,400 | 4,900 | 23 |
| 71600 | Travel | 1,000 | 750 | 750 |  | 2,500 | 24 |
| 75700 | Training, Workshops & Conferences | 1,000 | 1,000 | 2,000 | 2,000 | 6,000 | 25 |
| 74500 | Miscellaneous | 400 | 400 | 400 | 400 | 1,600 | 26 |
|  | **Total Outcome 4** | **18,400** | **13,150** | **9,650** | **3,800** | **45,000** |  |
| **Outcome 5: National Circumstances, Institutional Arrangements, Constraints and Gaps, Related Financial, Technical & Capacity Needs & Other Relevant Information** | **DECCEM** | **62000** | **GEF** | 71200 | International Consultants | 11,500 | 13,000 | 13,500 | 13,500 | 51,500 | 27 |
| 71300 | Local Consultants | 5,000 | 5,000 | 5,000 | 5,000 | 20,000 | 28 |
| 71600 | Travel | 2,500 | 2,500 | 2,500 | 2,500 | 10,000 | 29 |
| 75700 | Training, Workshops & Conferences | 2,500 | 2,500 | 2,500 | 2,500 | 10,000 | 30 |
| 74200 | Audio Visual & Print Prod | 2,500 | 2,500 | 2,500 | 3,000 | 10,500 | 31 |
| 74500 | Miscellaneous | 1,000 | 1,000 | 500 | 500 | 3,000 | 32 |
|  | **Total Outcome 5** | **25,000** | **26,500** | **26,500** | **27,000** | **105,000** |  |
| **OUTCOME 6: Compilation of Third National Communication and Biennial Update Report, Monitoring and Evaluation** | **DECCEM** | **62000** | **GEF** | 71300 | Local Consultants | 0 | 0 | 2,500 | 5,000 | 7,500 | 33 |
| 71600 | Travel | 300 | 400 | 400 | 300 | 1,400 | 34 |
| 72100 | Contractual services - Companies |  | 0 | 10,000 | 10,000 | 20,000 | 35 |
| 74100 | Professional Services – Audit |  |  |  | 10,000 | 10,000 | 36 |
| 75700 | Training, Workshop, Conferences | 5,500 | 1,000 | 1,000 | 3,950 | 11,450 | 37 |
| 74200 | Audio Visual & Print Prod | 750 | 750 | 750 | 750 | 3,000 | 38 |
| 72500 | Office supplies | 300 | 300 | 300 | 300 | 1,200 | 39 |
|  | **Total Outcome 6** | **6,850** | **2,450** | **14,950** | **30,300** | **54,550** |  |
| **PMU** | **DECCEM/**  **UNDP** | **62000** | **GEF** | 71400 | Contractual Services - Individual | 15,000 | 15,000 | 15,000 | 15,000 | 60,000 | 40 |
| 72800 | IT Equipment | 950 | 500 | 500 | 500 | 2,450 | 41 |
| 64397/  74596 | Services to projects - CO staff/GOE for CO’ | 3,000 | 4,000 | 4,000 | 4,000 | 15,000 | 42 |
|  | **Total Management** | **18,950** | **19,500** | **19,500** | **19,500** | **77,450** |  |
|  |  |  |  | **PROJECT TOTAL** | | **219,200** | **214,350** | **208,350** | **210,100** | **852,000** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Summary of Funds: [[10]](#footnote-10)** | | | | | | |
|  |  | **Amount**  **Year 2019** | **Amount**  **Year 2020** | **Amount**  **Year 2021** | **Amount**  **Year 2022** | **Total** | |
|  | **GEF** | 219,200 | 214,350 | 208,350 | 210,100 | **852,000** | |
|  | **Government in-kind** | 25,000 | 25,000 | 25,000 | 25,000 | **100,000** | |
|  | **TOTAL** | 244,200 | 239,350 | 233,350 | 235,100 | **952,000** | |

**Budgetary Notes:**

|  | **Atlas Category** | **Atlas Code** | **Budget Notes** |
| --- | --- | --- | --- |
|  | International Consultants | 71200 | Collection of data for the five key thematic sectors (Energy, Industrial Processes, Solvent and other Product Use, Agriculture, Land-Use, Land-Use Change and Forestry and Waste). Carry out greenhouse gas emission calculation as per IPCC 2006 guidelines for the five key thematic areas of emissions for period 2001 to 2018 (TNC) and 2017 (FBUR).  Recalculation of previously submitted GHG inventories (year 1994 and 2000) using the IPCC 2006 guidelines. Development of the chapter on GHG Inventory as part of the TNC for period 2001 to 2018 and 2017 (FBUR). An updated National Inventory Report (NIR). Training and capacity building activities on data collection, analysis, on the use of 2006 IPCC guidelines on national greenhouse gas inventories, the IPCC good practice guidance on the National GHG inventories and Uncertainty Management and the IPCC Good Practice Guidance on Land use, land-use change and forestry. Institutional strengthening and capacity building including the thematic working groups for efficient and timely development and submission of GHG inventories. Improvement of the GHG emission data collection system. |
|  | Local Consultants | 71300 | Local research consultants to support international consultants in collection of data from 5 key thematic sectors in development of the GHG inventory as per the 2006 IPCC Guidelines and to conduct comprehensive training programmes for relevant stakeholders with an aim to ensure regular data collection and sharing of the national GHG inventory for these sectors; Energy, Industrial Processes, Solvent and other Product Use, Agriculture, Land-use Change, Forestry and Waste. |
|  | Contractual services Companies | 72100 | Academic institutions contracted to develop/verify the updated GHG inventory and the mitigation scenarios  Local IT company or a consultancy to develop innovative tools for collection of data from other sectors apart from the industries, particularly data needed for forestry, land use, agriculture sectors and climate finance  Local company or a consultancy to design and deliver capacity building of relevant stakeholders for various specific points of the GHG inventory to ensure full sustainability and quality control of the national GHG inventory process |
|  | Audio Visual & print Production | 74200 | Printing of GHG reports, NIR |
|  | Training, Workshops, Conferences | 75700 | Training and capacity building activities on data collection, analysis, on the use of 2006 IPCC guidelines on national greenhouse gas inventories, the IPCC good practice guidance on the National GHG inventories and Uncertainty Management and the IPCC Good Practice Guidance on Land use, land-use change and forestry.  Organization of 7 sectoral stakeholders’ consultation meetings 1 national workshop to present the results |
|  | Travel | 71600 | Travel expenses for attending relevant training/capacity building workshops or promotion of the reports |
|  | IT Equipment | 72800 | IT Equipment to support the GHGI database |
|  | International Consultants | 71200 | International Mitigation consultant foridentification of all potential mitigation options for each sector listed in the GHG inventory; and prioritization of mitigation options for each sector and categorization as long, medium and short term priorities, development of Mitigation Scenarios (Emission Forecast) based on the available data from the GHG inventory, as well as socio-economic information, and preparation of a series of mitigation scenarios to 2030 and 2050, preparation of financially sound mitigation project profiles for existing and possible future implementation in the energy sector, and training and capacity building on the use of appropriate technologies, methodologies and tools for assessment of mitigations options and development of mitigation scenarios. |
|  | Local Consultants | 71300 | National Consultants to support Mitigation Action Analysis |
|  | Contractual services – Companies | 72100 | Local company to develop mechanisms for tracking investments in climate change mitigation. Company to propose steps/action for creating an enabling environment for the implementation of mitigation measures (de-risking) |
|  | Travel | 71600 | Travel expenses for attending relevant training/capacity building workshops or promotion of the report and travel expenses for the international consultants |
|  | Audio Visual & Print Production Costs | 74200 | Printing of Mitigation Reports & Publications |
|  | Training, Workshops & Conferences | 75700 | Training and capacity building on the use of appropriate technologies, methodologies and tools for assessment of mitigations options and development of mitigation scenarios.  Organization of 2 lots of 7 sectoral stakeholders’ validation and for consultation meetings, 1 national workshop to present the results. |
|  | Miscellaneous | 74500 | Miscellaneous expenses |
|  | International Consultants | 71200 | International consultant to conduct further assessment and elaboration of the climatic scenario for Micronesia including past, present and future projection. Identification of vulnerable sectors in Micronesia based on the latest assessment and studies. Strengthen adequate baseline information to measure changes and assess impacts. Description of current vulnerability and adaptation efforts; future risks including national/sectoral adaptation policies, strategies and measures. Identify potential adaptation actions for priority sectors including opportunities and barriers. |
|  | Local Consultants | 71300 | Gender consultant to assess gender- differentiated vulnerabilities to climate risks and the implications for men and women of relevant adaptation actions, policies or programmes  Local consultant to support gathering information for international consultant in Component 3; Vulnerability Assessment & Adaptation to Climate Change. |
|  | Travel | 71600 | Travel expenses for attending relevant training/capacity building workshops or promotion of the report and travel expenses for the international consultants. |
|  | Training, Workshops & Conferences | 75700 | Training/workshop expenses |
|  | Contractual services – Companies | 72100 | Company to conduct activities supporting the achievement of the outputs of Component 3; Vulnerability Assessment & Adaptation to Climate Change |
|  | Miscellaneous | 74500 | Other miscellaneous expenses |
|  | International Consultant | 71200 | International consultant to assess options and possibilities to develop a domestic MRV system, identification of the requirements for development of institutional arrangements and the national MRV framework, report describing the requirements and recommendations for development of institutional mechanisms for national MRV and ensure that the development process of national institutional arrangements and framework for domestic MRV is supported. |
|  | Local Consultant | 71300 | Local consultant to support the International consultant in the MRV work. |
|  | Communication & Audio Visual equipment | 72400 | Telephone/Internet |
|  | Travel | 71600 | Travel expenses for attending relevant training/capacity building workshops or promotion of the report and travel expenses for the international consultants |
|  | Training, Workshops & Conferences | 75700 | Organization of 3 national workshops -2 for consultations & 1 to present the results. |
|  | Miscellaneous | 74500 | Other miscellaneous expenses |
|  | International Consultant | 71200 | Assess constraints, gaps, technology, financial and capacity needs for mitigation, review and assess technology, financial and capacity needs. Identify and propose solutions to the constraints, gaps, technology, financial and capacity needs  Improve climate change information and systematic observations, including up to date aerial photography and LIDAR data. Education, training and public awareness activities on climate change |
|  | Local Consultants | 71300 | Description of geographical and socio-economic (economy, education, population, health, livelihoods) characteristics & review and analysis of national development objectives, priorities and circumstances, and the specific needs and concerns arising from the climate change risks.  Description of institutional arrangements relevant to the preparation of the national communications on a continuous basis including distribution of responsibilities within government departments, universities, research institutions, etc. and mechanisms for stakeholder involvement, coordination and participation – with a particular focus on gender integration- to enable the preparation of national communications and biennial update reports on a sustainable manner identified. |
|  | Travel | 71600 | Travel expenses for attending relevant training/capacity building workshops or promotion of the report and travel expenses for the international consultants. |
|  | Training, Workshops & Conferences | 75700 | Stakeholders Consultations/ Workshops/ Trainings |
|  | Audio visual & print production | 74200 | Printing of National circumstances reports |
|  | Miscellaneous | 74500 | Other miscellaneous expenses |
|  | Local Consultants | 71300 | Local consultant to support the identification and introducing innovative methodologies and new tools to evaluate the success and lessons learned from this and the previous NCs/BUR/NDC process |
|  | Travel | 71600 | Travel expenses for attending relevant training/capacity building workshops or promotion of the report and travel expenses for the international consultants |
|  | Contractual services - Companies | 72100 | Compilation, printing and production of TNC and BUR reports |
|  | Professional Services – Audit | 74100 | Audit cost |
|  | Training, Workshop, Conferences | 75700 | Inception Workshop, Project Board meetings, Validation Workshop and Stakeholders Consultations |
|  | Audio Visual & Print Production | 74200 | Printing and production of project reports and awareness materials |
|  | Supplies | 72500 | Office supplies |
|  | Contractual Services - Individual | 71400 | Project Manager and Finance & Admin Assistant salaries |
|  | IT Equipment | 72800 | Laptop for Project Management Unit |
|  | Services to projects - CO staff/GOE for CO’ | 64397/74596 | DPC costs - Direct Project Costs: for services rendered by UNDP to the project, according to the Letter of Agreement (Annex G) are the costs of administrative services (such as those related to human resources, procurement, finance, and other functions) provided by UNDP in relation to the project. Direct project costs will be charged based on the UNDP Universal Price List or the actual corresponding service cost, in line with the GEF rules on DPCs. The amounts indicated here are estimations. DPCs will be detailed as part of the annual project operational planning process and included in the yearly budgets. DPC costs can only be used for operational cost per transaction. DPCs are not a flat fee. |

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

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

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

Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP.[[11]](#footnote-11) On an exceptional basis only, a no-cost extension beyond the initial duration of the project will be sought from in-country UNDP colleagues and then the UNDP-GEF Executive Coordinator.

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

Transfer or disposal of assets: In consultation with the NIM Implementing Partner and other parties of the project, UNDP programme manager (UNDP Resident Representative) is responsible for deciding on the transfer or other disposal of assets. Transfer or disposal of assets is recommended to be reviewed and endorsed by the project board following UNDP rules and regulations. Assets may be transferred to the government for project activities managed by a national institution at any time during the life of a project. In all cases of transfer, a transfer document must be prepared and kept on file[[12]](#footnote-12).

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

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

# Governance and Management Arrangements

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

The **Implementing Partner** for this project is the Department of Environment, Climate Change and Emergency Management (DECCEM)*.* DECCEM is responsible and accountable for managing this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of UNDP resources.

The Implementing Partner is responsible for:

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

The project organisation structure is as follows:

**Project Organisational Structure**

**Project Board**

1. ***Senior Beneficiary*** – Climate Change and Sustainable Development Council
2. ***Executive*** - Department of Environment, Climate Change and Emergency Management: Secretary (Chair) and Project Director
3. ***Senior Supplier*** - UNDP

**Project Director (PD)**

DECCEM

**Project Assurance**

UNDP Fiji Multi Country Office, UNDP-GEF RTA

**National Technical Advisory Committee (TAC)**

**FSM CC Country Team**

**Project Implementation Unit (PIU)**

1. Project Manager
2. Financial & Admin Assistant

**TEAM of Experts C:**

**GHG Inventory & Mitigation**

**TEAM of Experts B:**

**V&A & Adaptation Measures**

**TEAM of Experts C:**

**Other relevant information**

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

Specific responsibilities of the Project Board include:

* Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
* Address project issues as raised by the project manager;
* Provide guidance on new project risks, and agree on possible countermeasures and management actions to address specific risks;
* Agree on project manager’s tolerances as required;
* Review the project progress, and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
* Appraise the annual project implementation report, including the quality assessment rating report; make recommendations for the workplan;
* Provide ad hoc direction and advice for exceptional situations when the project manager’s tolerances are exceeded; and
* Assess and decide to proceed on project changes through appropriate revisions.

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

Executive: The Executive is an individual who represents ownership of the project who will chair the Project Board. This role can be held by a representative from the Government Cooperating Agency or UNDP. The Executive is the Department of Environment, Climate Change and Emergency Management Secretary who also chairs the Climate Change and Sustainable Development Council.

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

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

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

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

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

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

Senior Beneficiary: The Senior Beneficiary is an individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary’s primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries. The Senior Beneficiary role is held by a representative of the government or civil society. The Senior Beneficiary is: Climate Change and Sustainable Development Council

The Senior Beneficiary is responsible for validating the needs and for monitoring that the solution will meet those needs within the constraints of the project. The Senior Beneficiary role monitors progress against targets and quality criteria. This role may require more than one person to cover all the beneficiary interests. For the sake of effectiveness, the role should not be split between too many people.

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

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

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

The Implementing Partner appoints the Project Manager, who should be different from the Implementing Partner’s representative in the Project Board.

Specific responsibilities include:

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

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

Governance role for project target groups: The target group can participate in the Project Board through their representative or discuss directly with the Project Management Unit

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

Agreement on intellectual property rights and use of logo on the project’s deliverables and disclosure of information**:** In order to accord proper acknowledgement to the GEF for providing grant funding, the GEF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects funded by the GEF will also accord proper acknowledgement to the GEF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy[[13]](#footnote-13) and the GEF policy on public involvement[[14]](#footnote-14).

Project management*:*

The TNC/FBUR project activities are envisaged to be implemented and coordinated under the auspices of DECCEM utilizing the existing institutional arrangements. The DECCEM will continue to work and undertake its tasks in consultation with other relevant government departments, the private sector and NGOs.

DECCEM in association with PMU will provide technical and policy oversight to the TNC/FBUR preparation and will be supported by TNC/FBUR Project Manager and other stakeholders. The local and international consultants will liaise with the TNC/FBUR project implementation team for timely and effective delivery of project outputs. The project team will also have adequate and appropriate computer and telecommunication facility, including Internet, to enable them to efficiently and effectively undertake their activities.

The TNC/FBUR Project manager will coordinate the day-to-day implementation of activities to be carried out by consultants and relevant stakeholders.

# Monitoring Framework and Evaluation

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

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the [UNDP POPP](http://www.undp.org/content/undp/en/home/operations/accountability/programme_and_operationspoliciesandprocedures.html) and [UNDP Evaluation Policy](http://www.undp.org/content/undp/en/home/operations/accountability/evaluation/evaluation_policyofundp.html). While these UNDP requirements are not outlined in this project document, the UNDP Country Office will work with the relevant project stakeholders to ensure UNDP M&E requirements are met in a timely fashion and to high quality standards. Additional mandatory GEF-specific M&E requirements (as outlined below) will be undertaken in accordance with the [GEF M&E policy](http://www.thegef.org/gef/Evaluation%20Policy%202010) and other relevant GEF policies[[15]](#footnote-15).

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

**M&E Oversight and monitoring responsibilities:**

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

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

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

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

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

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

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

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

**Audit**: The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies on NIM implemented projects.[[16]](#footnote-16)

**Additional GEF monitoring and reporting requirements:**

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

a) Re-orient project stakeholders to the project strategy and discuss any changes in the overall context that influence project strategy and implementation;

b) Discuss the roles and responsibilities of the project team, including reporting and communication lines and conflict resolution mechanisms;

c) Review the results framework and finalize the indicators, means of verification and monitoring plan;

d) Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E; discuss the role of the GEF OFP in M&E;

e) Update and review responsibilities for monitoring the various project plans and strategies, including the risk log; Environmental and Social Management Plan and other safeguard requirements; the gender strategy; the knowledge management strategy, and other relevant strategies;

f) Review financial reporting procedures and mandatory requirements, and agree on the arrangements for the audit; and

g) Plan and schedule Project Board meetings and finalize the first-year annual work plan.

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

Annual progress:

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

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

End of Project:

During the last three months, the project team will prepare the Project Terminal Report (Annex H). This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project’s results. The Project Terminal Report shall be discussed with the Project Board during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.

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. 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>.

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.

**M& E workplan and budget**

| **GEF M&E requirements** | **Primary responsibility** | **Indicative costs to be charged to the Project Budget [[17]](#footnote-17)[1]  (US$)** | | **Time frame** |
| --- | --- | --- | --- | --- |
| **GEF grant** | **Co-financing** |
| **Inception Workshop** | UNDP Country Office | 5,000 | 3,250 | Within two months of project document signature |
| **Inception Report** | Project Manager | None | None | Within two weeks of inception workshop |
| **Standard UNDP monitoring and reporting requirements as outlined in the UNDP POPP** | UNDP Country Office | None | None | Quarterly, annually |
| **Monitoring of indicators in project results framework** | Project Manager | 4,000 | 2,000 | Annually |
| **GEF Project Implementation Report (PIR)** | Project Manager and UNDP Country Office and UNDP-GEF team | None | None | Annually. Not applicable for EAs. |
| **NIM Audit as per UNDP audit policies** | UNDP Country Office | 10,000 | 3,000 | Annually or other frequency as per UNDP Audit policies |
| **Lessons learned and knowledge generation** | Project Manager | *Once a year* | 2,000 | Annually |
| **Monitoring of environmental and social risks, and corresponding management plans as relevant** | Project Manager  UNDP CO | *None* | 2,000 | On-going |
| **Addressing environmental and social grievances** | Project Manager  UNDP Country Office  BPPS as needed | *None for time of project manager, and UNDP CO* | 3,000 | *Costs associated with missions, workshops, BPPS expertise etc. can be charged to the project budget.* |
| **Project Board meetings** | Project Board  UNDP Country Office  Project Manager | 4,000 | 1,000 | At minimum annually (*2x in a year)* |
| **Supervision missions** | UNDP Country Office | None**[[18]](#footnote-18)[2]** | None | Annually |
| **Oversight missions** | UNDP-GEF team | None14 | 2,000 | Troubleshooting as needed |
| **Knowledge management** | Project Manager | 1% of GEF grant (8,520) | 3,000 | On-going |
| **GEF Secretariat learning missions/site visits** | UNDP Country Office and Project Manager and UNDP-GEF team | None | None | To be determined. |
| **Project Terminal Report** | * Project manager and team * UNDP CO | None | None | At least three months before the end of the project |
| **TOTAL indicative COST**  Excluding project team staff time, and UNDP staff and travel expenses | | *$31,520* | *$21,250* |  |

# Legal Context

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of FSM and UNDP, signed on 2nd December 2008   All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

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

Any designations on maps or other references employed in this project document do not imply the expression of any opinion whatsoever on the part of UNDP concerning the legal status of any country, territory, city or area or its authorities, or concerning the delimitation of its frontiers or boundaries.

# Risk Management

**Option a. Government Entity (NIM)**

Consistent with the Article III of the SBAA *[or the Supplemental Provisions to the Project Document]*, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP’s property in the Implementing Partner’s custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

1. put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
2. assume all risks and liabilities related to the Implementing Partner’s security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner’s obligations under this Project Document.

The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml>.

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

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

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

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

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

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

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

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

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

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

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

Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.

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

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

# Mandatory annexes

1. Multi-year Workplan (see template below)
2. Terms of Reference for Project Board, Project Manager, Chief Technical Advisor and other positions as appropriate
3. UNDP Social and Environmental and Social Screening Template (SESP)
4. UNDP Project Quality Assurance Report (to be completed by UNDP Country Office)
5. UNDP Risk Log (to be completed by UNDP Country Office)
6. Results of the capacity assessment of the project implementing partner and HACT micro assessment (to be completed by UNDP Country Office)
7. Any additional agreements, such as cost sharing agreements, project cooperation agreements signed with NGOs (where the NGO is designated as the “executing entity”), letters of financial commitments, GEF OFP letter, GEF PIFs and other templates for all project types, LOA with the government in case DPCs are applied should be attached.
8. ANNEX H. FINAL REPORT OF [COUNTRY’S NAME] NATIONAL COMMUNICATION’S / BIENNIAL UPDATE REPORT’S PROJECT

## Annex A. Multi Year Work Plan

| **Task** | **Responsible Party** | **2019** | | | | **2020** | | | | **2021** | | | | **2022** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | |
| **Implementation arrangements and project inception** | | | | | | | | | | | | | | | | | |
| Contract the project office staff |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Establish technical teams |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Update the composition of the PSC |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Organize a project inception workshop |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Organize scoping meetings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| ***Greenhouse gas (GHG) inventory*** | | | | | | | | | | | | | | | | | |
| 1.1 Collection of data for the five key thematic sectors (Energy, Industrial Processes, Solvent and other Product Use, Agriculture, Land-Use, Land-Use Change and Forestry and Waste). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 1.2 Improve, through surveys and additional calculations, data on: a) fuel combustion from sub-categories or “end use activities” within the energy sector b) per capita annual biomass consumption c) sourcing and analysis of international fuel bunkering data |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 1.3 Carry out greenhouse gas emission calculation as per IPCC 2006 guidelines for the five key thematic areas of emissions for period 2001 to 2018 (TNC) and 2017 (FBUR). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 1.4 Development of the chapter on GHG Inventory as part of the TNC for period 2001 to 2018 and 2017 (FBUR). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 1.5 Recalculation of previously submitted GHG inventories (year 1994 and 2000) using the IPCC 2006 guidelines |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 1.6 An updated National Inventory Report (NIR) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 1.7 Training and capacity building activities on data collection, analysis, on the use of 2006 IPCC guidelines on national greenhouse gas inventories, the IPCC good practice guidance on the National GHG inventories and Uncertainty Management and the IPCC Good Practice Guidance on Land use, land-use change and forestry. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 1.8 Institutional strengthening and capacity building including the thematic working groups for efficient and timely development and submission of GHG inventories. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 1.9 Set-up of the GHG emission data collection system within the national Statistics office to allow the continued collection of greenhouse gas information |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Climate Change Mitigation** | | | | | | | | | | | | | | | | | |
| 2.1. Identification of all potential mitigation options for each sector listed in the GHG inventory; and prioritization of mitigation options for each sector and categorization as long, medium and short-term priorities. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 2.2. Development of Mitigation Scenarios (Emission Forecast) based on the available data from the GHG inventory, as well as socio-economic information, and preparation of a series of mitigation scenarios to 2030 and 2050. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 2.3 Preparation of financially sound mitigation project profiles for existing and possible future implementation in the energy sector |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 2.4 Training and capacity building on the use of appropriate technologies, methodologies and tools for assessment of mitigations options and development of mitigation scenarios |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Vulnerability Assessment & Adaptation to the climate change** | | | | | | | | | | | | | | | | | |
| 3.1 Further assessment and elaboration of the climatic scenario for Micronesia including past, present and future projection |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 3.2 Identification of vulnerable sectors in Micronesia based on the latest assessment and studies |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 3.3 Strengthen adequate baseline information to measure changes and assess impacts |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 3.4 Description of current vulnerability and adaptation efforts; future risks including national/sectoral adaptation policies, strategies and measures |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 3.5 Identified potential adaptation actions for priority sectors including opportunities and barriers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Domestic Measurement, Reporting and Verification** | | | | | | | | | | | | | | | | | |
| 4.1. Options and possibilities to develop a domestic MRV system assessed. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 4.2. Identification of the requirements for development of institutional arrangements and the national MRV framework. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 4.3. Report describing the requirements and recommendations for development of institutional mechanisms for national MRV. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 4.4. The development process of national institutional arrangements and framework for domestic MRV supported |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **National circumstances, Institutional Arrangements, Constraints & Gaps, related financial, technical & capacity needs and Other relevant Info** | | | | | | | | | | | | | | | | | |
| 5.1.1. Description of geographical and socio-economic (economy, education, population, health, livelihoods) characteristics |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 5.1.2 Review and analysis of national development objectives, priorities and circumstances, and the specific needs and concerns arising from the climate change risks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 5.1.3 Description of institutional arrangements relevant to the preparation of the national communications on a continuous basis including distribution of responsibilities within government departments, universities, research institutions, etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 5.1.4. Mechanisms for stakeholder involvement, coordination and participation - with a particular focus on gender integration- to enable the preparation of national communications and biennial update reports on a sustainable manner identified |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 5.2.1. Technology, financial and capacity needs for mitigation assessed. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 5.2.2. Review and assess constraints, gaps, technology, financial and capacity needs. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 5.2.3. Identify new constraints, gaps, technology, financial and capacity needs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 5.2.4. Identify and propose solutions to the constraints, gaps, technology, financial and capacity needs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 5.3.1 Improve climate change information and systematic observations, including up to date aerial photography and LIDAR data |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 5.3.2 Education, training and public awareness activities on climate change |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Compilation of Third National Communication and Biennial Update Report, Monitoring and Evaluation** | | | | | | | | | | | | | | | | | |
| 6.1.1. FBUR compiled, approved and submitted by June 2021; |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 6.1.2. TNC is compiled, approved and submitted by Dec 2022. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 6.1.3 TNC and FBUR disseminated among policy makers and general population |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 6.2.1. Project financial and progress reports prepared and submitted. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 6.2.2. End of Project report and lessons learned compiled. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |

## Annex B. Terms of Reference for Project Board, Project Manager, and Project as appropriate

***Terms of Reference for the Project Board***

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

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

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

***Terms of Reference for the Technical Advisory Committee******(TAC)***

*The TAC will provide technical advice and inputs relating to project implementation and will be chaired by the PD with support from the PM. The members of the TAC will consist of representatives from Government Ministry, UNDP, other relevant government agencies, research and educational organizations, NGOs (including WCS), technical experts and other relevant stakeholders to be agreed by the Project Board. Technical experts may be invited in to discuss specific issues. Indicative Terms of Reference are as follows. These will be reviewed by the Project Board during project inception and may be extended as necessary.*

* *Review planned activities and ensure that they are technically sound and that, wherever possible, there is integration and synergy between the various project components during planning and implementation;*
* *Promote technical coordination between institutions, where such coordination is necessary and where opportunities for synergy and sharing of lessons exist;*
* *Provide technical advice and guidance on specific issues concerning illegal and unsustainable wildlife trade;*
* *Share information on project progress and lessons learned with related stakeholders at the national level;*
* *The TAC or a subset of its members may be requested to undertake specific project-related tasks, such as preparing or reviewing analytical reports, strategies and action plans, etc.;*
* *Other tasks as indicated by the Project Board*

***Terms of Reference for Key Project Staff***

***Project Director***

*Background*

*The Project Director (PD) is the Deputy Director General of Law Enforcement of the MOEF, who will be accountable to the MoEF and UNDP for the achievement of objectives and results in the assigned Project. The PD will be part of the Project Steering Committee and answer to it. The PD will be financed through national government funds (co-financing), whose appointment will be made by the Director General of Law Enforcement, in consultation with the UNDP CO.*

*Duties and Responsibilities*

* *Serve as a member of the Project Board.*
* *Supervise compliance with objectives, activities, results, and all fundamental aspects of project execution as specified in the project document.*
* *Supervise compliance of project implementation with MoEF policies, procedures and ensure consistency with national plans and strategies.*
* *Facilitate coordination with other organizations and institutions that will conduct related conservation activities for the protected area system, same target landscapes or same themes from elsewhere in Indonesia, especially related to the UNDP/GEF E-PASS project in Sulawesi and UNDP/GEF Project Transforming effectiveness of biodiversity conservation in priority Sumatran landscapes.*
* *Participate in project evaluation, testing, and monitoring missions.*
* *Coordinate with national governmental representatives on legal and financial aspects of project activities.*
* *Coordinate and supervise government staff inputs to project implementation.*
* *Coordinate, oversee and report on government cofinancing inputs to project implementation.*

***Project Manager***

*Background*

*The Project Manager (PM), will be locally recruited following UNDP procedure, with input to the selection process from the Project partners. The position will be appointed by the project implementing agencies and funded entirely from the Project. The PM will be responsible for the overall management of the Project, including the mobilisation of all project inputs, supervision over project staff, consultants and sub-contractors. The PM will report to the PD in close consultation with the assigned UNDP Programme Manager for all of the Project’s substantive and administrative issues. From the strategic point of view of the Project, the PM will report on a periodic basis to the Project Board, based on the PD’s instruction. Generally, the PM will support the PD who will be responsible for meeting government obligations under the Project, under the NIM execution modality. The PM will perform a liaison role with the government, UNDP and other UN agencies, CSOs and project partners, and maintain close collaboration with other donor agencies providing co-financing. The PM will work closely with the Project Implementation Unit Coordinators.*

*Duties and Responsibilities*

* *Plan the activities of the project and monitor progress against the approved work-plan.*
* *Supervise and coordinate the production of project outputs, as per the project document in a timely and high quality fashion.*
* *Coordinate all project inputs and ensure that they are adhere to UNDP procedures for nationally executed projects.*
* *Supervise and coordinate the work of all project staff, consultants and sub-contractors ensuring timing and quality of outputs.*
* *Coordinate the recruitment and selection of project personnel, consultants and sub-contracts, including drafting terms of reference and work specifications and overseeing all contractors’ work.*
* *Manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments, or reimbursement using the UNDP provided format.*
* *Prepare, revise and submit project work and financial plans, as required by Project Board and UNDP.*
* *Monitor financial resources and accounting to ensure accuracy and reliability of financial reports, submitted on a quarterly basis.*
* *Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log.*
* *Liaise with UNDP, Project Board, relevant government agencies, and all project partners, including donor organisations and CSOs for effective coordination of all project activities.*
* *Facilitate administrative support to subcontractors and training activities supported by the Project.*
* *Oversee and ensure timely submission of the Inception Report, Project Implementation Report, Technical reports, quarterly financial reports, and other reports as may be required by UNDP, GEF and other oversight agencies.*
* *Disseminate project reports and respond to queries from concerned stakeholders.*
* *Report progress of project to the steering committees, and ensure the fulfilment of PSC directives.*
* *Oversee the exchange and sharing of experiences and lessons learned with relevant community based integrated conservation and development projects nationally and internationally.*
* *Assist community groups, municipalities, CSOs, staff, students and others with development of essential skills through training workshops and on the job training thereby increasing their institutional capabilities.*
* *Encourage staff, partners and consultants such that strategic, intentional and demonstrable efforts are made to actively include women in the project, including activity design and planning, budgeting, staff and consultant hiring, subcontracting, purchasing, formal community governance and advocacy, outreach to social organizations, training, participation in meetings; and access to program benefits.*
* *Assists and advises the Project Implementation Units responsible for activity implementation in the target sites.*
* *Carry regular, announced and unannounced inspections of all sites and the activities of the Project Implementation Units.*

*Required skills and expertise*

* *A university degree (MSc or PhD) in a subject related to natural resource management or environmental sciences.*
* *At least 10 years of experience in natural resource management (preferably in the context of wildlife conservation and law enforcement).*
* *At least 5 years of demonstrable project/programme management experience.*
* *At least 5 years of experience working with ministries, national or provincial institutions that are concerned with natural resource and/or environmental management.*

*Competencies*

* *Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical aspects.*
* *Ability to effectively manage technical and administrative teams, work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.*
* *Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project.*
* *Ability to coordinate and supervise multiple Project Implementation Units in their implementation of technical activities in partnership with a variety of subnational stakeholder groups, including community and government.*
* *Strong drafting, presentation and reporting skills.*
* *Strong communication skills, especially in timely and accurate responses to emails.*
* *Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.*
* *Strong knowledge about the political and socio-economic context related to the Indonesian protected area system, biodiversity conservation and law enforcement at national and subnational levels.*
* *Excellent command of English and local languages.*

***Project Finance& Admin Officer***

*Under the guidance and supervision of the Project Manager, the Project Accountant will have the following specific responsibilities:*

* *Assist the Project Manager in day-to-day management and oversight of project activities;*
* *Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager;*
* *Review project expenditures and ensure that project funds are used in compliance with the Project Document and GoI financial rules and procedures;*
* *Validate and certify FACE forms before submission to UNDP;*
* *Provide necessary financial information as and when required for project management decisions;*
* *Provide necessary financial information during project audit(s);*
* *Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues;*
* *Consolidate financial progress reports submitted by the responsible parties for implementation of project activities;*
* *Liaise and follow up with the responsible parties for implementation of project activities in matters related to project funds and financial progress reports.*
* *Assist in the preparation of progress reports;*
* *Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by PB, TAC, UNDP, project consultants and other PMU staff;*
* *Provide PMU-related administrative and logistical assistance.*

*The Project Finance and Admin Officer will be recruited based on the following qualifications:*

* *A Bachelors degree or an advanced diploma in accounting/ financial management;*
* *At least five years of relevant work experience preferably in a project management setting involving multi-lateral/ international funding agency. Previous experience with UN project will be a definite asset;*
* *Proficiency in the use of computer software applications particularly MS Excel;*
* *Excellent language skills in English (writing, speaking and reading) and in local languages.*

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

Project falls within the risk-based SESP exemption criteria and is excluded from the UNDP Social and Environmental Screening Procedure.

## Annex D. UNDP Project Quality Assurance Report

The web-link to the Project Quality Assurance Report:

<https://intranet.undp.org/sites/FSM/project/00099096/SitePages/DesignAppraisalFormV3.aspx?year=2018>

## Annex E. UNDP Risk Log

**OFFLINE RISK LOG**

*(see* [*Deliverable Description*](http://content.undp.org/go/prescriptive/Project-Management---Prescriptive-Content-Documents/download/?d_id=1266195&) *for the Risk Log regarding its purpose and use)*

| **#** | **Description** | **Date Identified** | **Type** | **Impact &**  **Probability** | **Counter measures / Mngmt response** | **Owner** | **Submitted, updated by** | **Last Update** | **Status** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Enter a brief description of the risk  Non- availability of data and information required for development of TNC and FBUR and poor absorptive capacity of stakeholders | When was the risk first identified  4th September, 2018 | Operational  (In Atlas, select from list) | Describe the potential effect on the project if this risk were to occur  An inadequate amount of data will produce an erroneous report of the GHG inventory. In turn this will give misguidance on the mitigation measures and an incorrect index or measure of vulnerability.  Enter probability on a scale from 1 (low) to 5 (high)  P = 3  Enter impact on a scale from 1 (low) to 5 (high)  I = 5  (in Atlas, use the Management Response box. Check “critical” if the impact and probability are high) | What actions have been taken/will be taken to counter this risk  Carry-out extensive consultations with stakeholders during the project inception phase and incorporate their feedback in the work plan  (in Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using “+”, for instance to record updates at different times) | Who has been appointed to keep an eye on this risk  The PMU  (in Atlas, use the Management Response box) | Who submitted the risk  Programme Analyst  (In Atlas, automatically recorded) | When was the status of the risk last checked  4th September 2018  (In Atlas, automatically recorded) | Not applicable; will await the next assessment of risks.  (in Atlas, use the Management Response box) |
| 2 | Inadequate consultations and coordination among the stakeholders | 4th September, 2018 | Strategic | The most relevant stakeholders required to provide or facilitate the provision of GHG data for a more accurate reporting may be left out.  P = 5  I = 5 | Involve all relevant stakeholder from the inception phase of project and maintain on-going communication and interaction throughout the project period | The PMU | Programme Analyst | 4th September 2018 | Not applicable; will await the next assessment of risks. |
| 3 | Lack of in country expertise and capacity in developing the TNC and FBUR | 4th September, 2018 | Organizational | The report will not be thorough as a TNC and BUR report can be.  P = 1  I = 1 | Hire consultants to assist the national team and to build capacities through training on the IPCC guidelines and procedures | The PMU | Programme Analyst | 4th September 2018 | Not applicable; will await the next assessment of risks. |
| 4 | Project Management | 4th September, 2018 | Organizational | High staff turnover and limited local human resource base could compromise the project management unit and delay implementation  P = 1  I = 1 | Have a closer working relationships between government staff and other funded projects within government so that temporary backstopping duties can be facilitated during a period of staff vacancies | The DECCEM oversight officer of the project. | Programme Analyst | 4th September 2018 | Not applicable; will await the next assessment of risks. |

**Risk Analysis**. *Use the standard UNDP Atlas* [*Risk Log template*](http://content.undp.org/go/prescriptive/Project-Management---Prescriptive-Content-Documents/download/?d_id=1266198&)*. For UNDP GEF projects in particular, please outline the risk management measures including improving resilience to climate change that the project proposes to undertake.*

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

*Attached separately.*

## Annex G. STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

Dear Honorable Andrew Yatilman,

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

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

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

(a) Identification and/orrecruitment of project and programme personnel;

(b) Identification and facilitation of training activities;

1. Procurement of goods and services;

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

5. The relevant provisions of the Standard Basic Assistance Agreement (the “SBAA”) signed on 2nd December 2008, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.

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

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

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

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

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

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of UNDP

Bakhodir Burkhanov

Resident Representative a.i.

19th February 2019

For the Government

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Honorable Andrew Yatilman

Secretary,

Department of Environment, Climate Change and Emergency Management,

FSM National Government,

Palikir, Pohnpei.

Date: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachment

**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between Department of Environment, Climate Change and Emergency Management, Division of Climate Change, the institution designated by the Government of the Federated States of Micronesia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project with the UNDP-GEF PIMS #: 5901, the Federated States of Micronesia’s Third National Communication and First Biennial Update Report.

2. In accordance with the provisions of the letter of agreement signed on \_\_\_\_\_\_\_ of the month of \_\_\_\_\_\_\_\_ and the programme support document, the UNDP country office shall provide support services for the Programme, the Federated States of Micronesia’s Third National Communication and First Biennial Update Report as described below.

3. **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)** |
| --- | --- | --- | --- |
| 1. Support MOE in the identification and/or recruitment of project personnel  * Project Coordinator * Finance Officer | January 2019 – December 2021 | As per the UPL:  US$ 1,244.82 per case, including recurring cost after hire (i.e. payments) | Should be approved by the Project Board; then UNDP will directly charge the project upon receipt of request of services from the Implementing Partner/Project Board |
| 1. Procurement of goods:  * Data show * PCs * Printers | January 2019 – January 2023 | As per the UPL:  US$ 996.04 for each purchasing process | As above |
| 1. Procurement of Services Contractual services for companies | Ongoing throughout  implementation when applicable | As per the UPL:  US$ 458.12 each hiring | As above |
| 1. Payment Process | Ongoing throughout implementation when applicable | As per the UPL:  US$ 44.59 for each | As above |
| 1. Staff HR & Benefits Administration & Management | Ongoing throughout implementation when applicable | Not applicable | Not applicable |
| 6.Ticket request (booking, purchase) | Ongoing throughout implementation when applicable | As per the UPL:  US$ 50.49 for each | As above |
| 7. F10 settlement | Ongoing throughout implementation when applicable | As per the UPL:  US$ 44.18 for each | As above |
| 8.Support Implementing Partner in conducting workshops and training events | Ongoing throughout implementation when applicable | As per the UPL:  US$ 99.64 per day (for preparation and during workshop) | As above |
|  | | **Total: up to USD 15,000 from GEF grant** |  |

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

UNDP will conduct the full process while the role of the Implementing Partner (IP) will be as follows:

* The Implementing Partner will send a timetable for services requested annually/ updated quarterly
* The Implementing Partner will send the request to UNDP for the services enclosing the specifications or Terms of Reference required
* For the hiring staff process: the IP representatives will be on the interview panel,

For Hiring CV: the IP representatives will be on the interview panel or participate in CV review in case an interview is not scheduled.**Annex H. FINAL REPORT OF the Federated States of Micronesian NATIONAL COMMUNICATION’S / BIENNIAL UPDATE REPORT’S PROJECT**

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

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

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

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

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

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

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

The completion of this template has been made mandatory and has been budgeted for in all projects that received approval post 2013 (3 working days equivalent of project manager’s time). You are kindly invited to send the completed template to Damiano Borgogno, [damiano.borgogno@undp.org](mailto:damiano.borgogno@undp.org) and to Eva Huttova, [eva.huttova@undp.org](mailto:eva.huttova@undp.org).

**Details of the project**

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

**Project identification phase**

Duration of preparatory phase (expressed in months) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Ministry of Finance (or equivalent) |  | Women’s associations |
|  | Other Ministries (not being the Ministry in charge of climate change) |  | Youth movements |
|  | Local Governments |  | Indigenous peoples’ representatives |
|  | National universities |  | Environment or climate related NGOs |
|  | Domestic Research Centers |  | Other NGOs/CSOs |
|  | Media |  | Others (specify) |

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

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What were the major challenges faced during this phase?

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

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**Project implementation phase**

Technical components

1. **GHG inventory**

**Base year of the GHG inventory:**

**Base years used in previous GHG inventories:**

|  |  |
| --- | --- |
| Expected outcome |  |
| Expected output 1 |  |
| Expected output 2 |  |
| Expected output 3 |  |
|  |  |

|  |  |
| --- | --- |
| Final outcome |  |
| Final output 1 |  |
| Final output 2 |  |
| Final output 3 |  |
| … |  |

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

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

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

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1. **Mitigation actions**

|  |  |
| --- | --- |
| Expected outcome(s) |  |
| Expected output 1 |  |
| Expected output 2 |  |
| Expected output 3 |  |
| … |  |

|  |  |
| --- | --- |
| Final outcome(s) |  |
| Final output 1 |  |
| Final output 2 |  |
| Final output 3 |  |
| … |  |

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

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

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

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1. **Vulnerability & Adaptation for NC or MRV for BUR**

|  |  |
| --- | --- |
| Expected outcome(s) |  |
| Expected output 1 |  |
| Expected output 2 |  |
| Expected output 3 |  |
| … |  |

|  |  |
| --- | --- |
| Final outcome(s) |  |
| Final output 1 |  |
| Final output 2 |  |
| Final output 3 |  |
| … |  |

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

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

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

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1. **Constraints and Gaps/Support needed**

|  |  |
| --- | --- |
| Expected outcome |  |
| Expected output 1 |  |
| Expected output 2 |  |
| Expected output 3 |  |
| … |  |

|  |  |
| --- | --- |
| Final outcome |  |
| Final output 1 |  |
| Final output 2 |  |
| Final output 3 |  |
| … |  |

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

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

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

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Capacities and use of capacities

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_% national consultants. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_% international consultants and \_\_\_\_\_\_\_\_\_\_\_\_% national staff.

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

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

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Additional remarks

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Institutional arrangements

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

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Please, describe the composition of the project team.

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

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

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

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

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Additional remarks

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Technical support from GSP, CGE, or other bodies

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

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

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

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

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

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**Next steps**

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

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

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

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

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**Additional information**

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

1. http://www.thegef.org/sites/default/files/council-meeting-documents/EN\_GEF.C.53.04\_Gender\_Policy.pdf [↑](#footnote-ref-1)
2. http://www.thegef.org/sites/default/files/council-meeting-documents/EN\_GEF.C.54.Inf\_.05\_Guidance\_Gender\_0.pdf [↑](#footnote-ref-2)
3. Guide to Conducting a Participatory Gender Analysis and Developing a Gender Action Plan for projects supported by UNDP with GEF financing: https://intranet.undp.org/unit/bpps/sdev/gef/\_layouts/15/WopiFrame.aspx?sourcedoc=/unit/bpps/sdev/gef/Gender%20Library/UNDP%20GEF%20Guidance.%20How%20to%20conduct%20gender%20analysis%20and%20gender%20action%20plan.pdf&action=default [↑](#footnote-ref-3)
4. The GEF Enabling Activities and policy/strategy work 33. Enabling Activity projects provide financing for the preparation of a plan, strategy, or national program to fulfill the commitments under the Conventions that the GEF serves, including national communication or reports to the Conventions. Similarly, many GEF-financed medium- and full-size projects include activities that focus on developing and preparing national policies or strategies and, as such, do not work directly with beneficiaries on the ground. These plans and strategies provide an essential opportunity to recognize, build capacity, and to develop actions to advance GEWE. Some possible actions to include in these national documents include the following:

    ▪ request that gender experts review draft plans and strategies;

   ▪ ensure that any background and stocktaking exercises associated with development of the plans and strategies adequately account for the different roles for women and men;

   ▪ ensure that women are effectively engaged as members of stakeholder groups consulted during development of the strategies and plans;

   ▪ consider including gender-disaggregated data collection and/or gender-specific indicators; and

   ▪ consider how national gender policies can be incorporated into sectoral strategies and action plans. [↑](#footnote-ref-4)
5. This will be conducted in accordance with the UNDP Guidance Note on 'How to Conduct Gender Analysis: A Guidance Note for UNDP Staff'. [↑](#footnote-ref-5)
6. Baseline, mid-term and end of project target levels must be expressed in the same neutral unit of analysis as the corresponding indicator. Baseline is the current/original status or condition and need to be quantified. The baseline must be established before the project document is submitted to the GEF for final approval. The baseline values will be used to measure the success of the project through implementation monitoring and evaluation. [↑](#footnote-ref-6)
7. Data collection methods should outline specific tools used to collect data and additional information as necessary to support monitoring. The PIR cannot be used as a source of verification. [↑](#footnote-ref-7)
8. Outcomes are short to medium term results that the project makes a contribution towards, and that are designed to help achieve the longer term objective. Achievement of outcomes will be influenced both by project outputs and additional factors that may be outside the direct control of the project. [↑](#footnote-ref-8)
9. See separate guidance on how to enter the TBWP into Atlas [↑](#footnote-ref-9)
10. *Summary table should include all financing of all kinds: GEF financing, cofinancing, cash, in-kind, etc...*  [↑](#footnote-ref-10)
11. see <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx> [↑](#footnote-ref-11)
12. See <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Project%20Management_Closing.docx&action=default>. [↑](#footnote-ref-12)
13. See http://www.undp.org/content/undp/en/home/operations/transparency/information\_disclosurepolicy/ [↑](#footnote-ref-13)
14. See https://www.thegef.org/gef/policies\_guidelines [↑](#footnote-ref-14)
15. See <https://www.thegef.org/gef/policies_guidelines> [↑](#footnote-ref-15)
16. See guidance here: <https://info.undp.org/global/popp/frm/pages/financial-management-and-execution-modalities.aspx> [↑](#footnote-ref-16)
17. [1] Excluding project team staff time and UNDP staff time and travel expenses. [↑](#footnote-ref-17)
18. [2] The costs of UNDP Country Office and UNDP-GEF Unit’s participation and time are charged to the GEF Agency Fee. [↑](#footnote-ref-18)