

**United Nations Development Programme
Global Project Document**

Project Title	Climate Vulnerable Forum Support
Applicable Key Result Area of UNDP Strategic Plan (2008-2013)	Development plans and programme integrate environmentally sustainable solutions in a manner that promotes poverty reduction, MDG achievement and low-emission climate-resilient development (Output 4.1 ¹); South-South Cooperation,
Overall Programme Objective	Representatives of climate vulnerable counties empowered as collective agents of more effective climate change policies at international and national levels
Expected Outcomes	<ol style="list-style-type: none">1) Increased institutional capacity of the Climate Vulnerable Forum (CVF) to collectively address global and national climate change policy issues2) Enhanced collaboration, coordination and knowledge building/exchange on climate change policy issues among CVF member countries
Expected Outputs	<ol style="list-style-type: none">1) Provision of institutional support provided for the Climate Vulnerable Forum (CVF), creating increased effectiveness of CVF members' cooperation on climate policy issues2) Provision of implementation support for the activities outlined in the CVF Trust Fund (CVFTF) work plan
Implementing Agency	UNDP

¹ Reference to the Midterm Review of the Strategic Plan

Brief Description: Climate Vulnerable Forum Support

In line with UNDP's 2008-2013 Strategic Plan, this project will support developing countries to address a range of key global and domestic climate change policy issues. This will be accomplished through facilitation of South-South cooperation among self-identified climate-vulnerable countries which are part of the Climate Vulnerable Forum (CVF). The project will provide institutional support to the Forum, as well as implementation support for activities outlined in the associated CVF Trust Fund (CVFTF) work plan in the areas of south-south cooperation, advocacy, international cooperation and research and analysis.

In alignment with CVFTF Programme Framework, the project seeks to empower CVF participants to collectively make a greater contribution towards the creation and implementation of more adequate, appropriate and timely climate change policies at the international and national levels.

The project is organized into two successive phases. Phase One (6 months) will provide institutional support to the CVF and implementation of immediate activities under the 2013 CVFTF work plan, namely, organization of the CVF High-level Meeting jointly with Costa Rica, current Chair of the CVF. One key result of the Meeting will be to further detail the work programme, partnerships and resourcing for the CVF after 2013. Phase Two (2 years) will continue to provide institutional support to the CVF and expanded implementation support for activities in future CVFTF work plans. The institutional support provided under Phase Two will put in place longer-term arrangements to ensure sustainability and effectiveness of impact. The specifics of individual activities within the four pillar areas will be defined during the first project phases.

Programme Period:	2013-2016	Total Resources Required:	\$4,876,893.80
Key Result Area (Strategic Plan):	Climate Change; South-South Cooperation	Total allocated resources:	
Atlas Award ID:	TBD	• Regular:	\$0
Start Date:	September 2013	• Other:	
End Date:	March 2016	o CVFTF	\$191,893.80
PAC Meeting Date:	TBD	o Donor	TBD
Management Arrangements:	Direct Execution	Unfunded budget:	
		• Other:	\$4,500,000.00
		In-kind contributions:	\$185,000.00

Agreed by (UNDP/BDP)



Agreed by (CVFTF):

I. LIST OF ACRONYMS

AOSIS	Alliance of Small Island States
AWP	Annual Work Plan
BCPR	UNDP Bureau for Crisis Prevention and Recovery
BDP	UNDP Bureau for Development Policy
CVF	Climate Vulnerable Forum
CVFTF	Climate Vulnerable Forum Trust Fund
COP	Conference of Parties
DARA	Fundación DARA Internacional
EEG	UNDP (BDP) Environment and Energy Group
IEA	International Energy Agency
IPCC	Intergovernmental Panel on Climate Change
IUCN	World Conservation Union
NGO	Non-governmental Organization
PPR	Project Progress Reports
SBAA	Standard Basic Assistance Agreement
UN	United Nations
UNCSD	United Nations Conference on Sustainable Development
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
UNISDR	United Nations International Strategy for Disaster Reduction
WHO	World Health Organization
WMO	World Meteorological Organization
WWF	World Wildlife Fund

1. SITUATION ANALYSIS

International negotiations under the 1992 United Nations Framework Convention on Climate Change (UNFCCC) have established an upper limit reference point for the rise in atmospheric temperatures at 2 degrees Celsius compared pre-industrial levels. A recent United Nations Environment Programme (UNEP) publication, entitled "The Emissions Gap Report," has highlighted the extent to which the world is off-track to stabilize the temperature rise in respect of this 2 degrees goal. The International Energy Agency (IEA) in parallel has continued to emphasize that on current projections, 2017 likely constitutes a date beyond which investments in emission-intensive infrastructure would lock-in an overshoot of the recognized temperature goal, necessitating urgent pre-emptive measures by governments and society as a whole.

As developing countries gear up responses to the emerging challenge of climate change, the impacts of this challenge are already being seen. The World Health Organization's (WHO) estimates that climate change already causes over 100,000 annual deaths worldwide, providing an indication of the scale of this growing problem.² Populations heavily reliant on climate-sensitive sectors such as agriculture, fisheries and forestry to support their livelihoods are being severely affected by climate change impacts. This is particularly true for countries with limited capacities and/or disproportionate vulnerabilities to the consequences of two decades of insufficient global action.

Climate change is now a core United Nations system-wide priority. In the Secretary-General's 2012 5-year agenda for the UN, addressing climate change was identified as a key measure for achieving the objective of sustainable development.³ The 2007/08 UNDP Human Development Report entitled "Fighting Climate Change" emphasized the seriousness of the human development dimensions of this challenge and concluded that responding to climate change was an essential component of the fight against poverty and achievement of the Millennium Development Goals.

In the drive to urgently ramp up global climate action, there is a recognized need for more active involvement of developing countries with medium to low levels of economic and human development. These countries have typically faced barriers for effective climate action. In particular, there are challenges in accessing appropriate knowledge, finance, policy mechanisms and technologies to address climate change. It has also proven difficult to collaborate across regional or thematic groups among these countries, due to shared constraints of capacity, size and income-levels. While many of the countries most vulnerable to climate change have developed exemplary policy approaches, cross-fertilization of experience has been limited. Further, there is wide recognition that a deficit in political will - also undermined by collaboration and communication limitations for vulnerable countries - remains a primary obstacle to progress on international climate change policy.

The CVF was established to overcome these barriers by strengthening capacity and opportunities for knowledge generation and sharing, cooperation, awareness raising and political commitment. The Climate Vulnerable Forum (CVF) is a unique intergovernmental partnership platform made up of countries self-identified as particularly vulnerable to the impacts of climate change. This Forum has emerged as the only dedicated global framework specifically aimed at promoting cooperation among developing countries already seriously affected by climatic changes.

² A. McMichael et al., "Environmental and Occupational Risk Factors: Global Climate Change", in M. Ezzati et al. (eds.), *Comparative Quantification of Health Risks: Global and Regional Burden of Disease Associated with Major Risk Factors*, World Health Organization, 2004 - <http://bit.ly/11YZDle>

³ "The Secretary-General's Five-Year Action Agenda", United Nations, 25 January 2012 - <http://www.un.org/sg/priorities/>

The initiative was formed in 2009 under the leadership of Maldives in order to marshal a maximum contribution from vulnerable countries in the run-up to the major UN Climate Change Conference at Copenhagen, Denmark, in December of that year (COP15). The CVF's official reference modalities (see Annex 3) stipulate its key **objectives** to include: i) joint agenda setting; ii) best practice sharing/knowledge building; iii) awareness raising; and iv) consensus building/policy conversion.

The CVF is an initiative of global reach, directly engaging political leaders of developing countries across the world under a common framework of climate-related and policy-relevant activities. Since its initiation, a growing number of developing countries have chosen to become active in the CVF as a means to advance shared interests in the climate change policy domain. The CVF is currently made up of 20 self-identified vulnerable countries and led by rotating Chairs drawn from this group.⁴ Forum membership is self-regulated and currently guided by reference modalities adopted by the Forum in 2011 that enable an expansion of membership to potentially include any vulnerable developing countries provided membership scale remains appropriate to achieving "critical mass" without becoming "unwieldy" (fuller details on membership are at Annex 3).

Three High-Level Meetings have taken place, each led by the incumbent CVF Chair, including: in 2009 near Male', Maldives; in 2010 at Ambo, Kiribati; and in 2011 at Dhaka, Bangladesh, an event inaugurated with participation by the UN Secretary-General. The next High-Level CVF meeting will take place in Costa Rica in September 2013.

From a non-exclusive membership and a semi-formal footing, the CVF has become:

- an outspoken voice amplifier for vulnerable countries;
- an important knowledge exchange mechanism;
- an influential contributor to global expertise; and,
- a progressive force in international and multi-lateral cooperation.

Throughout its period of activity, leading CVF governments have nonetheless faced difficulties in independently managing the cross-regional CVF initiative due to capacity and associated constraints. Effective implementation of consistent, cohesive and collaborative actions requires substantial programming and execution capabilities, in particular given the short-term (1-2 year) rotational tenure of Forum Chairs.

Challenges in operationalizing the CVF have restrained governments' intentions to see further dynamism added to the initiative. This is particularly relevant during a new and highly critical phase for climate change policy that will culminate in the Climate Change Agreement at COP 21 in 2015. Parallel deliberations regarding the Post-2015 Development Agenda and the Hyogo Framework for Action on disaster risk reduction, both with close relevance and interest vis-à-vis climate change policy, also culminate during this time period. As a result, partnership with UNDP and other UN entities was sought given the shared institutional interest in supporting vulnerable countries address climate change. In July 2012, UNDP was formally requested by the 2011-2013 Chair of the CVF, Bangladesh, acting jointly with the incoming Chair, Costa Rica, to support the implementation of the future Trust Fund of the CVF (CVFTF) in addition to the independent provision of Administrative Agent services for the CVFTF separately through its Multi-Partner Trust Fund Office (host of the CVFTF).⁵

⁴ The current CVF membership includes the following 20 governments: Afghanistan, Bangladesh (3rd Chair), Barbados, Bhutan, Costa Rica (4th Chair), Ethiopia, Ghana, Kenya, Kiribati (2nd Chair), Madagascar, Maldives (initiating Chair), Nepal, Philippines, Rwanda, Saint Lucia, Tanzania, Timor-Leste, Tuvalu, Vanuatu and Vietnam.

⁵ The UNISDR and WMO were also invited to participate in the CVFTF as implementing partners and have signed MOUs with the Fund.

The CVFTF was ultimately established in September 2012 (operational: 2013-2015) to enhance the administration and predictable management of Forum operations through 2015. CVF members and traditional donors have since capitalized the CVFTF. It aims to bring about more effective climate change policies internationally and in developing countries by supporting a more organized, engaged, communicative, collaborative and informed set of vulnerable countries that share common challenges and aspirations. The Programme Framework of the CVFTF steers the scope of the Trust Fund's resource investments and was developed jointly by representatives of CVF governments in consultation with key partners. The Framework was presented to CVF members in Bonn, Germany, in May 2012 and received broad support.

The advent of a CVF Trust Fund was also important since the CVF as a body is, strictly speaking, limited to the organized meeting and collaboration of its government members. The CVF is not an institution, has not had a Secretariat, nor, to date, has it had a conventional *work plan*.⁶ Rather, a CVF *agenda* has been articulated in outcome documents and other documentation adopted and connected with the sessions of the Forum body. This refers in particular to its 2009 and 2011 Declarations. The CVFTF exists solely to support the Implementation Mechanism of the Forum body in the pursuit of a *programme of work* anchored in the CVF agenda and encompassing the organization and implementation of various activities. These activities are now reflected in operational terms in *CVFTF work plans*. The CVFTF further has both an executive board able to oversee activities beyond and between CVF body sessions – its *Steering Committee* led by CVF Chairs – and an *Ad Hoc "Technical" Secretariat* to facilitate implementation of all main aspects of the Forum's work. Through this project, UNDP would facilitate the implementation effort of the CVF's programme of work, including both Technical Secretariat functions of institutional support as well as a supporting implementation for priority activities.

UNDP has a strong history of engagement with the CVF, given that the objective of the initiative aligns with UNDP efforts to support vulnerable communities. As such, UNDP has engaged in CVF activities related to analytical, outreach and organizational matters through its country offices since 2009, and actively supported the 2011 high-level CVF meeting at Dhaka, including with financial assistance. UNDP staff, including the Administrator, has also served on CVF-related advisory bodies, such as the Advisory Panel and the Peer Review Committee of the CVF-mandated first and second editions of the "Climate Vulnerability Monitor" reports from 2010-2012.

UNDP itself is also a major contributor to supporting climate change policy and programming around the world. With an extensive portfolio and a strong network of Regional Service Centres and Country Offices, UNDP is supporting implementation of initiatives funded by Global Environment Facility (GEF) Trust Fund, the Special Climate Change Fund and Least Developed Country Fund managed by the GEF, the Adaptation Fund, and additional bilateral funding from the European Union, Germany, Norway, Japan, and others. This vast experience and expertise is a strong basis for UNDP inputs to CVF processes which can be strengthened through knowledge exchange and peer learning and collaboration.

The emphasis on South-South cooperation under the CVF is also in-line with the priorities and added value of UNDP. The Administrator's Cumulative Review of the 2008-2013 UNDP Strategic Plan emphasizes the importance of deepening links with South-South and triangular cooperation. This approach is in recognition of UNDP's unique role within the UN system by virtue of a broad national presence and coordination of the UN Country Team on the ground. Already 128 country offices report South-South cooperation initiatives in 2012. The 2013 HDR, "The Rise of the South", highlighted UNDP's ability to act as a knowledge broker and as a convener of partners to share experiences and facilitate learning and capacity building. Enhanced focus on South-South collaboration also matches the realities of a shifting development landscape characterized by newly established donors and fast-growing emerging markets. Such autonomously established ties among developing countries help to accelerate human development gains and echo the

⁶ Since inception, a number of different partners, in particular the Spain-based NGO DARA, have provided ad hoc support to CVF Chairs/CVF activities on substantive and organizational aspects of the initiative as an unstructured means of meeting functional needs.

deliberations and outcomes of the 2012 Fourth High-Level Forum on Aid Effectiveness in Busan, Republic of Korea.

The activities supported through the CVFTF complement key UN-wide initiatives and processes, such as the UN Secretary-General's planned 2014 global summit on climate change. Other similar programmes either target support to specific regional or other sub-groups of countries, are not specific to developing countries, are exclusively focused on the UNFCCC, and/or are directed at the technical level. Such initiatives include the Least Developed Countries and Alliance of Small Island States (AOSIS) country groups, or international collaborations, such as the Cartagena Dialogue or the Climate Parliament.

At a critical juncture for global climate change policy, this project provides new impetus and the necessary support for the Climate Vulnerable Forum and its participating governments to effectively and collectively address key global and national climate change policy issues.

2. STRATEGY

This project aims to empower representatives of climate vulnerable countries as collective agents of more effective climate change policies at international and national levels. This will be accomplished through South-South cooperation among CVF member countries to enhance their collaboration, coordination, and knowledge building/exchange efforts on climate change policy issues.

The intended outcomes of the programme include increased institutional capacity of the Climate Vulnerable Forum (CVF) to collectively address global and national climate change policy issues, and overall enhanced collaboration, coordination, and knowledge building/exchange on climate change policy issues among CVF member countries.

There are two outputs of the project:

- 1) Provision of **institutional support** for the Climate Vulnerable Forum (CVF) creating increased effectiveness of CVF members' cooperation on climate policy issues
- 2) Provision of **implementation support** for the activities outlined in the CVFTF work plan.

The project is also phased in two separate and succeeding time-bound segments. **Phase One** (6 months) focuses on the highest priority CVF activities for the immediate term and builds the pathway for the inception and implementation of the next phase of the project. A key focus activity for Phase One is resource mobilization to maintain and continue the work of the CVF. **Phase Two** supports wider and more sustained CVF efforts until just beyond the end of 2015. Within the bounds of the CVFTF Programme Framework and UNDP institutional guidelines, UNDP implementation of Phase Two will be shaped both by CVFTF governance decisions and the final outcomes of resource mobilization efforts each forthcoming during this project's first phase and continuing also through Phase Two.

While each phase will address both outputs of the project, they will vary in focus and scope between the two phases, in particular with scaled up activities during the second phase.

The limited capacity of CVF member governments makes it difficult to effectively manage and implement the cross-regional initiative. In order to achieve the goals set forward by the CVF, the body requires institutional support on issues of organization, logistics, and communication (Output 1), and assistance with activity implementation (Output 2).

*Output 1: Provision of **institutional support** for the Climate Vulnerable Forum (CVF) creating increased effectiveness of CVF members' cooperation on climate policy issues*

This project supports lasting progress towards outlined goals/outcomes through the provision of institutional support enabling the Forum body to exercise an effective and responsive implementation mechanism for achieving its objectives. This requires the following activities:

- Support CVF Chairs (past, incumbent, future) to exercise their leading role in the implementation of CVF activities;
- Provision of the CVFTF Technical Secretariat service functions (distinct from the UNDP MPTF Administrative Agent functions), including provision of effective support to the CVFTF Steering Committee, and comprising a range of institutional and programme tasks;
- Support for resource mobilization for CVF-related activities;
- Establishment of partnerships among CVF members and with external countries and/or institutions.

Phase One will focus on support to Costa Rica, as the CVF Chair in 2013 and includes a strong focus on establishing partnerships, finalizing institutional details for Phase Two, including the development of the CVFTF 2014 work plan, and concerted efforts on resource mobilization to ensure the effective forward continuation of the project (see the resource mobilization strategy endorsed by the CVFTF Steering Committee in Annex 6).

Phase Two aims to support the coordination and facilitation of a more expanded work programme as CVF members seek to step-up their activities.

*Output 2: Provision of **implementation support** for the activities outlined in the CVF Trust Fund (CVFTF) work plan*

Under this output, the project aims to further enhance the impact of CVF activities through implementation assistance for the realization of priority activities. The project therefore provides support for successful implementation of these activities through undertaking necessary procurement, technical advising, and delivery, as needed.

As defined by the CVFTF Programme Framework, four activity pillars delineate the areas of work undertaken by the CVF, which the CVFTF supports:

- **South-South Cooperation:** Sustaining an intra-group meeting place and network for knowledge-exchange, peer-learning, collaboration and coordination that responds to the evolving demands of climate change policy;
- **Advocacy:** Increasing the capacity for articulating the collective voice of numerous and wide-ranging climate vulnerable countries for greater resonance in the global debate on climate change;
- **International Cooperation:** Supporting the engagement of relevant international actors and Fora for consultation, dissemination, sensitization and follow-up (including, *inter alia*, the UNFCCC, UNCSD, Aid Effectiveness Forums, Bretton Woods and multi-lateral institutions, development partners, and other major emitters);
- **Research and Analysis:** Generating, through independent development of relevant evidence-based research, targeted analysis and policy/communication tools

Under these four overarching pillars, decisions of the CVF body itself provide the basis for the key activities of CVFTF work plans. The CVF's primary individual action is its high-level meetings (usually at the ministerial-level) which have been held once every year, except in 2012. CVFTF work plans are developed yearly (although extraordinary work plans may complement or replace these) and outline the full range of desired activities on a prioritization basis that guides fund allocation and programming. These activities are then supported with the financial contributions of CVF members and other donors through the CVFTF.

Phase One will support the organization of the Costa Rica High-Level Meeting of the CVF scheduled to take place on 20-21 September 2013. It is also anticipated that Phase One will support the launch of a finance track of the CVF – termed “V20” – in collaboration with the World Bank, which is one of the main agenda items under discussion at the 2013 Costa Rica meeting. The launch of the V20 is scheduled to take place in mid-October 2013 in Washington, DC, involving finance ministers of CVF member countries.

Phase Two is expected to support a much expanded set of activities across all pillars on the basis of decisions taken at the Costa Rica meeting and subsequent CVF deliberations and CVFTF Steering Committee meetings.

3. RESULTS AND RESOURCES FRAMEWORK

Intended Outcomes:			
<p>1. Increased institutional capacity of the Climate Vulnerable Forum (CVF) to collectively address global and national climate change policy issues,</p> <p>2. Enhanced collaboration, coordination, and knowledge building/exchange on climate change policy issues among CVF member countries</p>			
Applicable Key Result Area (from 2008-13 Strategic Plan): Climate Change; South-South Cooperation			
Project title and ID (ATLAS Award ID): Climate Vulnerable Forum Support			
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES (CVFTF ACTIVITY PILLAR)	RESPONSIBLE PARTIES
INPUTS			
<p>Output 1</p> <p>Institutional support for the Climate Vulnerable Forum (CVF), creating increased effectiveness of CVF members' cooperation on climate policy issues</p> <p>Baseline: Capacity challenges to link vulnerable developing countries into a coherent and fundable collaborative initiative with 1-2 year leadership (CVF Chairs) term rotations are not easily surmounted by lead governments</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Number of CVFTF Steering Committee sessions facilitated and follow-up actions completed • Scale of new resource capitalization in CVFTF and/or parallel resourcing 	<p>Targets</p> <p>Phase One (first 6 months)</p> <ul style="list-style-type: none"> - One CVFTF Steering Committee meeting held - CVFTF work plan for 2014 established and endorsed by the CVFTF Steering Committee - Resources mobilized for continuation of project for 2014 - Institutional preparation for Phase Two completed <p>Phase Two (year 1.5-2.5)</p> <ul style="list-style-type: none"> - 4 or more CVFTF Steering Committee meetings are held (two in 2014, and two in 2015) - CVFTF work plan for 2015 developed and endorsed by the CVFTF Steering Committee - Successful resource mobilization ensures continuation of institutional 	<p>1 Finalize outstanding institutional preparation for Phase Two of this project</p> <p>2 Provision of the CVFTF Technical Secretariat service functions, including:</p> <ul style="list-style-type: none"> ▪ Organize bi-annual Steering Committee meeting and support fulfillment of follow-up actions ▪ Support the development of the annual CVFTF work plan ▪ Support for resource mobilization of CVF-related activities ▪ Provision of other effective institutional and programme support to the CVFTF Steering Committee as feasible, including for any extraordinary Steering Committee meetings <p>3 Establish and/or sustain partnerships among CVF members and with external countries and/or institutions</p>	<p>UNDP BDP EEG at Headquarters</p> <p>Partners: CVF lead governments</p>
\$971,117.55			

<ul style="list-style-type: none"> • Completion of recruitments and procurement, as needed • Number of Annual CVFTF Work Plans finalized 	<p>support and delivery of CVFTF work plan activities</p>	<p>Targets</p> <p>Phase One (6 months)</p> <ul style="list-style-type: none"> - CVF High-level Meeting successfully held in Costa Rica in September 2013 - Active support to the launch of the V20 <p>Phase Two (years 1.5-2.5)</p> <ul style="list-style-type: none"> - Two CVF High-level Meetings are held (one in 2014, and one in 2015) - Manage implementation of other priority CVF actions defined in the CVFTF work plan across any activity pillar areas (tbd.) 	<p>1 Support organization of High-Level CVF meetings, including the Forum meeting in Costa Rica, September 2013</p> <p>2 V20 launched with support from the CVFTF</p> <p>3 Range of other Support Activities implemented, which cut across four activity pillars (tbd):</p> <ul style="list-style-type: none"> ▪ South-South Cooperation ▪ Advocacy ▪ International Cooperation ▪ Research and Analysis 	<p>UNDP BDP EEG at Headquarters</p> <p>CVF Support Unit (to be established)</p> <p>Partners: CVF lead governments</p>	<p>\$3,905,776.25</p>
<p>Output 2</p> <p>Provision of implementation support for the activities outlined in the CVF work plan</p> <p>Baseline: Implementation of concrete CVF-agreed actions and mandated activities involving partner collaboration and contracting across initiative Chair cycles are complicated for lead participating governments to effectively pursue.</p> <p>2013 priority activities have been defined by the CVFTF Steering Committee, and four activity pillars have defined to guide future activities beyond 2013.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Number of delegations present at the High-Level CVF Meetings • CVF V20 launch successfully supported • Number of activities identified in the CVFTF work plan successfully implemented 					<p>Total</p> <p>\$4,876,893.80</p>

4. TOTAL WORK PLAN & PLANNED BUDGET

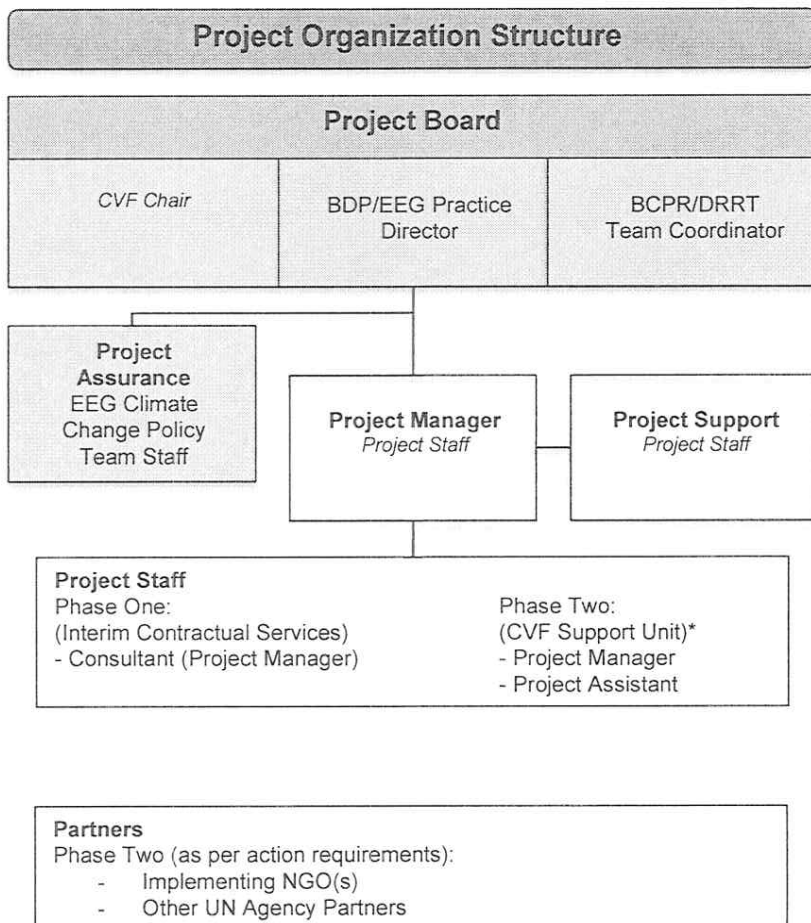
Years: 2013 (September 2013-February 2014, Project Phase One)

EXPECTED OUTPUTS	PLANNED ACTIVITIES	RESPONSIBLE PARTY	PLANNED BUDGET		Phase One 2013	
			Funding Source	Budget Description		
Output 1 Provision of institutional support for the Climate Forum creating increased effectiveness of CVF members' cooperation on climate policy issues	1. Finalize outstanding institutional preparation for Phase Two of this project	BDP EEG	CVFTF	Supplies, Commodities, Materials	1,050.00	
				Contractual Services	9,261.00	
				Travel	5,250.00	
	2. Provision of the CVFTF Technical Secretariat service functions	BDP EEG	CVFTF	Supplies, Commodities, Materials	1,050.00	
				Contractual Services	31,479.00	
				Travel	5,775.00	
	3. Establish and/or sustain partnerships among CVF members and with external countries and/or institutions	BDP EEG	CVFTF	Contractual Services	10,500.00	
				Travel	2,100.00	
				Sub-Total UNDP	66,465.00	
				UNDP Indirect Support Costs (7%)	4,652.55	
			Total UNDP	71,117.55		
			Sub-Total Parallel (non-UNDP)	0		
			Global Total Output 1	71,117.55		
Output 2 Provision of implementation support for the activities outlined in the CVF work plan	1. Support organization of High-Level CVF meetings, including the Forum meeting in Costa Rica, September 2013	BDP EEG	CVFTF and Parallel	Supplies, Commodities, Materials	10,000.00	
				Contractual Services	90,000.00	
				Travel*	184,750.00	
	2. V20 launched with support from the CVFTF	BDP EEG	CVFTF and Parallel	Contractual Services	10,500.00	
				Travel	2,625.00	
	3. Range of other Support Activities implemented, which cut across four activity pillars (tbd)	BDP EEG	CVFTF and Parallel	Final costing estimate and precise allocation tbd.		0
					3a.	0
					3b.	0
					3c.	0
	3d.	0				

	Sub-Total UNDP*	112,875.00
	UNDP Indirect Support Costs (7%)	7,901.25
	Total UNDP	120,776.25
	Sub-Total Parallel (non-UNDP)	185,000.00
	Global Total Output 2	305,776.25
	Annual Global Project Total	376,893.80
PROJECT TOTAL		

* The planned budget foresees a minimum of US\$94,750.00 as attributed to external travel costs for activity 1 of Output 2, out of the CVFTF allocated US\$112,875.00 UNDP Output 2 Sub-Total.

5. MANAGEMENT ARRANGEMENTS



* The above diagram describes option one for staffing under Phase Two – a second option for staffing is described below under “Project Management, Staff and Phasing”.

The Project is managed by UNDP BDP EEG and will retain accountability for the results specified and funded through this project.

Project Board

In accordance with UNDP’s Programme and Project Management Organization requirements, a project Board will be established to oversee the project and to provide strategic and operational recommendations to the Project Management Unit. The Project Board will comprise of:

- CVF Chair, providing guidance on alignment with CVF objectives and mandate and representing the CVF members
- BDP/EEG Practice Director, providing substantive and strategic guidance to the project; also acting as chair of the Project board and with final executive authority
- BCPR/DRRT Practice Director, providing substantive and strategic guidance to the project.

In terms of its operating parameters, the Project Board:

- Is responsible for making by consensus, management decisions for the project when guidance is required by the Project Manager, including recommendation for UNDP/Implementing Partner approval of project plans and revisions;

- Ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems between the projects and external bodies;
- Approves the appointment and responsibilities of the Project Manager and any delegation of its Project Assurance responsibilities;
- Will review and approve the Annual Work Plans proposed by the Project Manager;
- Reviews by this group are made at designated decision points during the running of the project, or as necessary when raised by the Project Manager;
- Will meet annually, either virtually or in person, to review progress and discuss any upcoming issues, or whenever requested by the Project Manager.

Funding from the CVFTF is made available under the rules set forth in the MOU between the administrative agent and the recipient organisation (details: <http://mptf.undp.org/factsheet/fund/CVF00>).

Project Management, Staff and Phasing

Project Management and staffing arrangements match the phasing of the project. In **Phase One**, an interim arrangement of one consultant will assume all staff responsibilities including the role of project manager. The TOR for the interim consultant position are found in Annex 2. During Phase One the final staffing structure will be adopted in accordance with UNDP organizational requirements.

It is foreseen that for **Phase Two** a “CVF Support Unit” be established with a staffing capacity able to meet this project’s evolving activity demands while matching with the financial and resourcing situation of the project as it stands at different stages. Two alternative options for meeting these requirements are outlined for consideration and decision by the Project Board during the project’s first phase.

In the first option, the proposed Support Unit would have two posts, including one Project Manager (full-time) and one Project Assistant (full/part-time), as per the below table.

Table: Phase Two CVF Support Unit – Initial Staffing Plan, Option 1

Function	Post Level	Contract	Description
Project Manager	P4	TA/FTA (100%)	Project coordinator, responsible for general management of project implementation, including leading day-to-day work
Project Assistant	G5	TA/FTA (50-100%)	Project support, responsible for substantive and administrative assistance for project implementation tasks

In a second option, one part-time (i.e. 30%) programme officer would oversee the project as a UNDP staff focal point, while a full-time consultant would assume the Project Manager role. The second option would also foresee one Project Assistant (full/part-time). This option is outlined in a second table below.

Table: Phase Two CVF Support Unit – Initial Staffing Plan, Option 1

Function	Post Level	Contract	Description
Programme Officer	P4	Any (30%)	UNDP staff focal point for the project
Project Manager	(P4 equivalent)	International Consultant (100%)	Project coordinator, responsible for general management of project implementation, including leading day-to-day work
Project Assistant	G5	TA/FTA (50-100%)	Project support, responsible for substantive and administrative assistance for project implementation tasks

The project management role includes day to day management and the leading of the implementation of project activities as well as responsibility for the production of approved project outputs. Other project staff report to the project manager. The foreseen Project Assistant position would assume the Project Support function. CVF Support Unit staff contracts would be fixed-term or international consultancies for 1 or 2 years as per resources and UNDP organizational requirements. The Project Board would approve both the initial staffing plan for Phase Two and any subsequent adjustments. The final staffing arrangements will be decided in particular in relation to the evolving financial and resourcing status of the project.

In all options, other staff, consultants, interns or volunteers may be considered for integration in the staffing plan depending on resources, project demands and in accordance with UNDP organizational requirements. One consideration for personnel needs beyond the above staffing plans is to address the challenge for UNDP to meet this project's high-level requirements for project representation given the personal involvement in all CVF activities of Ministers to Head of State level representatives of UN member states.

The duty station for the CVF Support Unit and all staff would be Geneva as the traditional hub for CVF coordination activities given strong representation of CVF countries here and the large number of international processes of interest in human rights, health, labour, migration and other key sectors. Geneva also affords proximity to the UNFCCC Secretariat in Bonn, Germany, and the advantage of numerous international environmental and climate-related institutions based there (WWF International, IUCN, IPCC, WMO, and others). However, in the second staffing option as above, the programme officer staff position would be located at headquarters (New York) as a part-time role contributed by an existing staff member. Furthermore, in both options the G-staff could be located in either Geneva or New York (the latter being more cost effective) - if the Programme Assistant was to be a part-time role, a New York-based position would offer more options for staffing. Geneva and New York imply an approximate project cost of US\$10,000 to \$15,000 per year, per staff member for standard office facilities that will be factored into Phase 2 budgeting.

Project Assurance

The Project Assurance role, ensuring that operations correspond to agreed plans, budget and UNDP procedures, will be carried out by EEG Climate Change Policy Team, based in New York.

Internal UNDP Collaboration and Contributions

With assistance from senior UNDP officials, project staff are to liaise with Country Offices and Regional Bureaux and Service Centres as a matter of course for any country-based activities of this project and as otherwise appropriate in the implementation of country-based activities, including for the purpose of outreach to participating CVF delegations. Support for regional/country activities may be sought where feasible/appropriate and in coordinated agreement with government partners, Country Offices and/or Regional Service Centres.

Special efforts will be made for results and experiences from other related ongoing UNDP projects in CVF-active countries and/or other developing countries to be made available for feeding into CVF exchanges and other activities focused on climate change policy with due guidance and agreement from lead CVF governments. The specific mechanism for realizing UNDP substantive inputs into CVF activities shall entail project staff contacting relevant regional and/or country bureaux/centres/offices ahead of planned activities to be advised on and then facilitate the appropriate integration of desired contributions from those offices into anticipated CVF activities in accordance with lead CVF government preferences/requirements.

External Partners

CVF activities will involve contracted services, including collaboration implementation by external partners (i.e. NGOs). In Phase One external partnerships are not anticipated to represent a major portion of the total budget allocated to UNDP. Depending on the evolving definition of CVF

priorities and CVFTF agreed activities however, Phase Two implementation could require extensive external implementation to be overseen by project staff.

The CVFTF may also grant resources for activities drawn within a single CVFTF work plan to one or more other UN participating organizations (in particular, UNISDR or WMO, existing CVFTF partners), in which case coordination of activities assured at the CVFTF Steering Committee level is to be replicated to the extent feasible at the operational project level.

6. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. Reporting shall align as best as possible with the CVFTF monitoring and evaluation framework. Lessons learned shall be part of the annual report.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

7. LEGAL CONTEXT

REGIONAL AND GLOBAL PROJECTS

This project forms part of an overall programmatic framework under which several separate associated country level activities will be implemented. When assistance and support services are provided from this Project to the associated country level activities, this document shall be the "Project Document" instrument referred to in: (i) the respective signed SBAA's for the specific countries; or (ii) in the Supplemental Provisions attached to the Project Document in cases where the recipient country has not signed an SBAA with UNDP, attached hereto and forming an integral part hereof.

This project will be implemented by UNDP in accordance with its financial regulations, rules, practices and procedures.

To ensure its responsibility for the safety and security of the UNDP personnel and property, UNDP shall: (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried; (b) assume all risks and liabilities related to UNDP's security, and the full implementation of the security plan.

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

8. ANNEXES

1. Risk Log
2. Terms of Reference: Phase One staff (Consultant)
3. CVF Reference Provisional Operational Modalities
4. CVFTF Institutional Support Functions
5. CVF Bonn Provisional Information Note 2013 High-Level Meeting Costa Rica
6. CVFTF Resource Mobilization Strategy
7. CVFTF 2013 Work Plan

