

**UNITED NATIONS DEVELOPMENT PROGRAMME
GLOBAL ENVIRONMENT FACILITY**

PROJECT DOCUMENT

PIMS Number: 3089
UNDP Atlas Proposal ID: 00035728; **Atlas Project ID:** 00038511
UNOPS Atlas Project ID:

Title: National Communications Support Programme

Duration: Six years

GEF Focal Area: Climate Change

Implementing Agency: UNDP

Executing Agency: UNOPS

Project Site: Global

Operational Program/ Capacity Development

Short-term measure: Enabling Activities

Estimated Starting Date: July 2004

Financing (UNOPS executed)	
GEF:	\$3,833,304
Co-financing:	\$637,473
Total:	\$4,470,777

Summary

A new modality has been approved for implementing UNDP's and UNEP's climate change enabling activities in support of preparing National Communications to the United Nations Framework Convention on Climate Change (UNFCCC). This new modality is an umbrella approach that comprises three components: 1) self-assessments, 2) climate change enabling activities, and 3) the National Communications Support Programme. Over its 6-year lifetime, this initiative will provide financial assistance for up to 130 countries (assuming that 100 countries will continue to work with UNDP and 30 countries will continue to work with UNEP on expedited climate change enabling activities). Funding for the umbrella approach will be released in tranches from GEF to UNDP and UNEP in a "rolling" financial modality, subject to country demand and satisfactory programme performance.

Component 3, the National Communications Support Programme (NCSP), will be executed by UNOPS, and is highlighted in this project document. The NCSP will provide an integrated package of technical support to facilitate implementation of enabling activities. The core focus of the programme is capacity building, knowledge sharing of best practices and monitoring progress of national projects through the National Communications Support Programme, to be jointly managed by the GEF and the Implementing Agencies, and implemented by UNDP. National Communications are the key outputs of this programme.

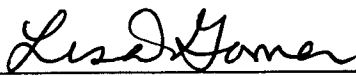
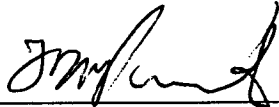
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1. Background and context

In November 2002, the Conference of Parties (COP) adopted new guidelines for preparing the National Communications of Parties not included in Annex I to the United Nations Framework Convention on Climate Change (UNFCCC). The COP also requested the Global Environment Facility (GEF) to provide financial assistance for preparing National Communications on an 'agreed full cost' basis.

The "National Communication" describes what a Party is doing to implement the Convention. Relevant issues could include policies for limiting greenhouse gas emissions and adapting to climate change, climate research, monitoring of climate impacts on ecosystems and agriculture, voluntary action by industry, integration of climate change concerns into long-term planning, coastal-zone management, disaster preparedness, training, and public awareness. The National Communication also includes a national greenhouse gas inventory.

In response to the COP, the GEF Council authorized its Chief Executive Officer to approve financing for National Communications under expedited procedures. New GEF Operational Procedures for Expedited Financing of National Communications from non-Annex I Parties (hereafter referred to as GEF Operational Procedures) have been developed, with a ceiling of \$405,000 per enabling activity.

The Council also requested the GEF Secretariat and its Implementing Agencies to explore modalities to help broaden the National Communication process through stocktaking and stakeholder consultations at the national level. In response to this request, the GEF Operational Procedures have established a modality to provide \$15,000 to countries for stocktaking and stakeholder consultations for National Communications.

In November 2003, UNDP and UNEP submitted a joint proposal to the GEF Secretariat for a new modality for implementing climate change enabling activities in support of preparing National Communications to the United Nations Framework Convention on Climate Change (UNFCCC). This new modality was an umbrella approach that comprised three components: 1) self-assessments, 2) climate change enabling activities, and 3) the National Communications Support Programme (NCSP) described hereafter in this project document. Over its 6-year lifetime, the initiative will provide financial assistance for up to 130 countries (assuming that 100 countries will continue to work with UNDP and 30 countries will continue to work with UNEP on expedited climate change enabling activities). Funding for the umbrella approach will be released in tranches from GEF to UNDP and UNEP in a "rolling" financial modality, subject to country demand and satisfactory programme performance.

The umbrella project has two main objectives: (1) to improve implementation of climate change enabling activities and (2) to develop national capacity for reporting under the UNFCCC, through technical support to national climate change teams. The programme design builds upon the GEF's successful efforts of the initial National Communications Support Programme (NCSP) and the First National Communications.

2. Project rationale

During the first round of climate change enabling activities, countries experienced difficulties in the implementation of their projects. To solve this problem, the first phase of the NCSP was created at the end of 1998 as a two-year technical support programme.

The GEF Review of Climate Change Enabling Activities concluded that the NCSP was highly effective in providing the support needed by countries to prepare their initial National Communications. An independent evaluation of the NCSP also recommended continuation of the programme, which was

cost-effective and significantly contributed to improving the quality and timeliness of initial National Communication submissions. The independent evaluation of the NCSP also recommended more tailored technical support from a wider group of experts – particularly for sub-regions that encountered difficulties in completing their National Communications.

These findings support UNDP's internal analysis and UNEP's independent evaluation of their enabling activities. Among the key lessons learned are that technical support should be provided in a flexible package of options, but targeted to address the specific needs and conditions of countries. In addition, this package should be available to countries as they are planning their enabling activity proposals, so that support services can be planned and budgeted for.

3. Project goal and objectives

The overall goal is to provide an integrated package of flexible support activities to facilitate implementation of enabling activities. By doing so, the NCSP will assist countries in promoting integration of climate change policy into countries' national development priorities, on the basis of national needs and priorities. The NCSP emphasises capacity building, knowledge sharing and monitoring of programme progress.

The overall objective of the NCSP is to assist eligible countries to develop national capacity for reporting under the UNFCCC. Specific objectives are to:

- Facilitate implementation of enabling activities related to preparation of National Communications;
- Prepare and disseminate technical materials, including recommended methodologies and tools; and
- Sustain capacity building efforts through knowledge management, best practices, communications and outreach.

At the national level, the goal is to improve the implementation of the GEF enabling activities for preparing National Communications. Specific objectives are:

- To improve the degree of national ownership of National Communications; and
- To ensure that the enabling activities meet the reporting obligations of the UNFCCC for non-Annex I Parties.

4. Project strategy

As mentioned in the Background and Context, the NCSP is one of three components of an umbrella project. The other two components are national stocktaking and stakeholder consultations, and climate change enabling activities. The NCSP provides support at the regional/global level; the other two components are bottom-up and support activities at the country level. A brief explanation of the two national components is included here for context.

Component 1: National stocktaking and stakeholder consultations

During the *first national phase* (6 months maximum), participating countries work closely with the Implementing Agencies to carry out a self-assessment and to prepare their climate change enabling activity project documents. The output of this phase is a detailed national workplan and project document, endorsed by the national GEF and UNFCCC focal points. The project document will be based upon a simplified format, but will include timelines, benchmarks and indicators to show how each project output is linked to capacity development for reporting to the UNFCCC. To prepare the project document, preparatory funds of up to \$15,000 are available to countries, in accordance with the GEF Operational Procedures.

The NCSP Technical Advisor will prepare guidance for countries to prepare their project proposals and workplans, and will review the self-assessment outputs in collaboration with the UNDP-GEF Regional Co-ordination Units.

Component 2: Climate change enabling activities

Once the project document has been agreed and signed between the country and the Implementing Agency, the enabling activity funding will be made available to the country, and the *second national phase (up to 3 years)* can begin. Progress will be monitored by the Implementing Agencies according to the project indicators and the agreed work programme. The Implementing Agencies will be responsible for reporting this information annually to the GEF Secretariat. Funds of up to \$405,000 are available to countries, in accordance with the GEF Operational Procedures.

The UNDP-GEF Regional Co-ordination Units will backstop on administrative and financial issues related to the implementation of the climate change enabling activities. The NCSP will provide technical backstopping.

Component 3: National Communications Support Programme

The initial phase of the NCSP (1999-2000) provided technical support in three ways: 1) a help desk comprising an email/fax "hotline", newsletter, website, and email list-server; 2) a series of thematic and regional exchange workshops; and 3) technical support for feedback on national communications.

The new strategy for the NCSP will build upon these elements, in keeping with the GEF Review recommendation that global and regional projects focus on information exchange and network support, training and development of methodologies. However, the technical support will be based upon capacity building principles¹ and will adopt an approach that is both proactive and direct response, with a focus on national ownership and customization of support. The ultimate goal is sustainability and maintenance of capacity – both at the institutional and individual levels – through a more strategic and long-term approach.

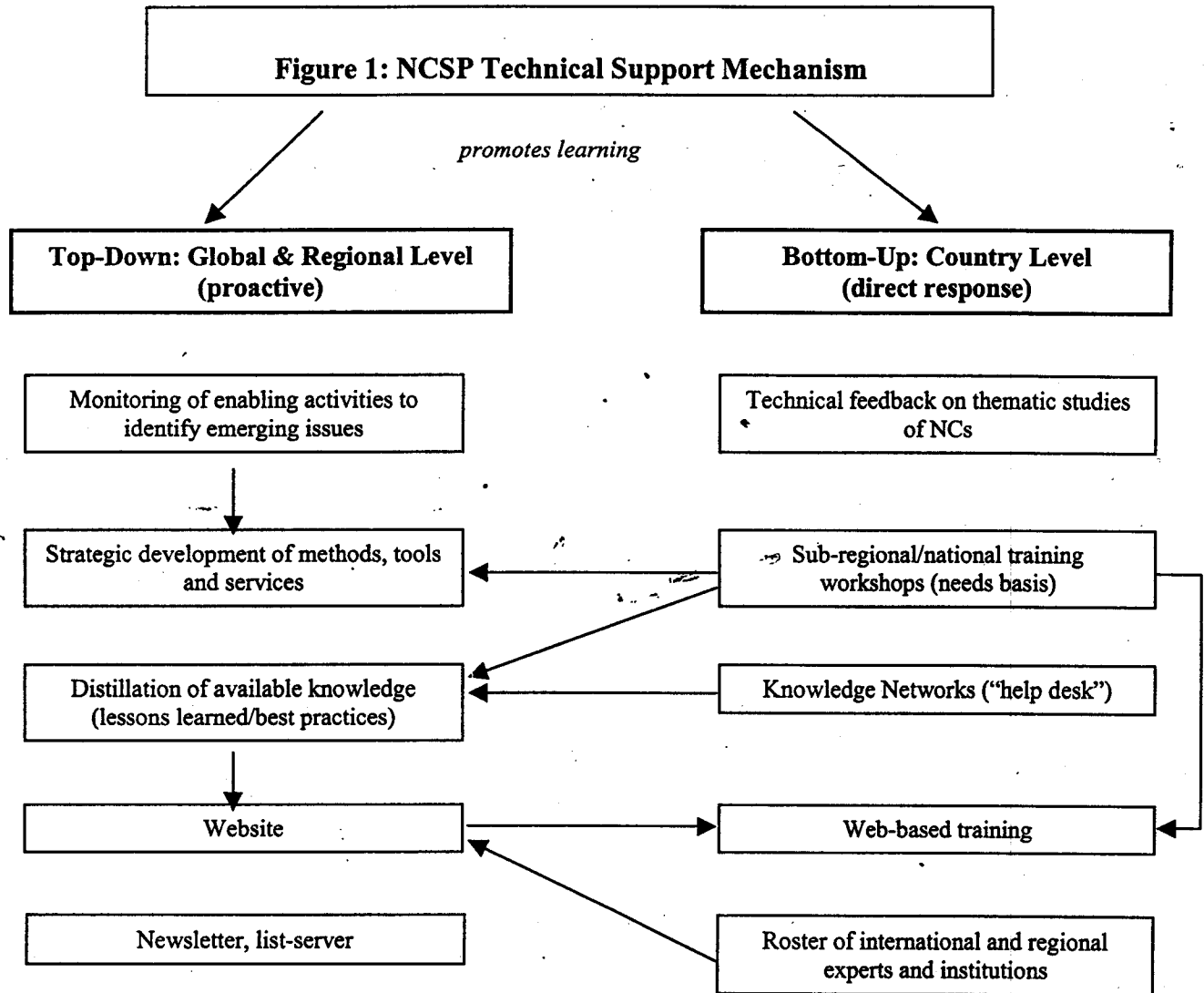
The NCSP will consist of a "toolbox" of proactive and direct response technical support options (Figure 1). The centralised components will include a website, newsletter, development of tools and methods, and distillation of best practices. The bottom-up national components will include technical feedback on national communications, site visits, development of a global roster of experts and information exchange on through knowledge networks. Strong linkages and synergies exist between the proactive and direct response technical support options.

Each country can review this menu of options at their disposal and select the options and services that best suits their circumstances at that time. This approach recognizes the deficiencies in the "one size fits all" approach of the past. Indeed, certain client groups will be targeted under the NCSP, such as SIDS and LDCs, while efforts will be made to link "like" groups of countries, e.g. at the sub-regional level where common issues are identified.

The "toolbox" caters to the three objectives of the NCSP at the global level (see Chapter 3), namely:

- Objective 1.* To facilitate implementation of enabling activities related to the preparation of National Communications;
- Objective 2.* To prepare and disseminate technical and policy-relevant materials, including methodologies and tools; and
- Objective 3.* To enhance knowledge management, best practices, communications and outreach.

¹ Refer to the Capacity Development Initiative.



Under *Objective 1*, the NCSP will increase one-on-one interaction with GEF's client countries and improve its information based on technical support needs. This will allow the NCSP to identify emerging issues in the short term, and to prepare a longer-term strategy for enabling activities. Key outputs will include: a long-term strategy for enabling activities, policy guidance, a global database of national teams, support for technical feedback on national communications and site visits, where necessary.

Under *Objective 2*, gaps in resource materials, methods and tools will be identified from the intensified backstopping of the enabling activities portfolio and direct feedback from countries on their emerging issues. Training workshops will be held at the sub-regional level on a needs basis, i.e. the timeline and thematic content will be based upon country requests. Agendas will be tailored according to specific needs (e.g. sectoral, geographic, level of experience, etc.). Over the longer-term, web-based training methods and tools will be developed to reduce the need for workshops, which are costlier, less sustainable in the longer-term, and which cannot provide continuous training.

Objective 3 recognises the importance of information exchange and learning by doing. Enabling activities' project managers and national experts will be invited to participate in NCSP knowledge networks. Five thematic areas (in descending order of priority²) have been selected: adaptation, inventories, mainstreaming³, technology needs assessments and mitigation. The NCSP will identify international and regional institutions and regional experts to be active participants in the networks. Such a forum will allow north-south, south-south and south-north exchange of expertise; best practices documents will be prepared annually based upon the network discussions, ensuring a continuous and iterative learning process throughout the programme's lifetime. In addition, the NCSP will update and expand its website and list-server functions, and renew the periodic newsletter.

5. Development Objective

The development objective of the NCSP is to provide an integrated package of support activities to promote the integration of climate change policy into national development policies, by facilitating the implementation of climate change enabling activities.

6. Immediate Objectives, Activities, and Outputs

NCSP activities will be flexible and customised according to country needs, and fall under three key objectives.

Objective 1: To facilitate implementation of enabling activities related to preparation of NCs⁴

The NCSP will work closely with countries in the preparation and implementation of NCs. Technical assistance will be designed on the basis of countries' needs and priorities. Expertise will be drawn from international, regional and national institutions to ensure adequate backstopping to national teams during the implementation of project activities.

Activity 1.1: Identify emerging issues in the preparation of national communications

- Carry out periodic follow up activities to assess progress of project activities
- Identify and assess good practices and lessons learned during project implementation
- Prepare long-term strategy for enabling activities based on experience with implementation

Outputs:

- 1 long-term strategy developed

Activity 1.2: Maintain country files and databases

- Develop records of countries activities to facilitate technical backstopping, follow up, and dissemination
- Establish a database system to archive and report on project outcomes at the national level

Outputs:

- 1 global database of national teams

Activity 1.3: Provide technical backstopping through technical feedback and site visits

² Based upon 2003 NCSP survey on the establishment of knowledge networks. To ensure flexibility, these thematic areas may be modified on the basis of national needs and requests, as the NCSP is implemented.

³ Mainstreaming in this document refers to the national processes that a country may use to incorporate climate change concerns into national planning, where appropriate.

⁴ Annual GEF programme review will be carried out to ensure that EA portfolio is performing satisfactorily

- Encourage countries to utilise the NCSP knowledge networks for general technical assistance queries
- Request countries to submit their draft reports to the NCSP for technical feedback
- Identify a roster of experts for technical backstopping and technical reviews
- Design technical assistance activities at the country level in close consultation with national teams at early stage of project implementation

Outputs:

- Technical feedback provided up to 130 times
- Up to 130 site visits
- At least 130 responses to requests
- 1 roster of international and regional experts

Activity 1.4: Provide strategic policy guidance on capacity building aspects of enabling activities 1

- Develop guidance to facilitate the mainstreaming of national communications into national development agendas
- Identify capacity building opportunities with other national and bilateral programs to maximise impacts and ensure sustainability of technical/institutional capacity.

Outputs:

- 1 policy guidance document developed

Objective 2: To prepare and disseminate technical and policy-relevant materials, including methodologies and tools

The NCSP will respond to country feedback from various channels (e.g. workshops, surveys, etc) to identify emerging technical and policy issues. The NCSP will assess whether materials, such as methods or tools, exist to respond to assistance needs, and commission the development of any resources that could fill gaps. Over the longer-term, the NCSP will migrate from offering training at workshops to web-based training.

Activity 2.1: Hold targeted, sub-regional workshops to disseminate methods, best practices and data sources

During 2004-07, the NCSP will offer sub-regional training and regional exchange workshops. Workshops will be organized on a needs basis, i.e. the timeline and content will be based upon country requests. Agendas will be tailored according to specific needs (e.g. sectoral, geographic, level of national experience, etc.) A “best practices” document will be prepared as an output of each workshop, and disseminated through the website and the NCSP list-server. The workshops will be used to identify and compile emerging issues (in the workshop reports), as well as to identify resource gaps and training needs. Over the longer-term, web-based training methods and tools will be developed to reduce the need for workshops (see below).

Outputs:

- Sub-regional training workshops held
- Best practices documents compiled for each workshop

Activity 2.2: Prepare technical and policy-relevant materials related to emerging issues

- Identify gaps in resource materials, based on workshops (activity 2.1), activities 1.1 and 1.4
- Consultants/regional partners hired to develop materials, methods and tools, on a needs basis

Outputs:

- Technical and policy manuals developed, reviewed, published and disseminated

Activity 2.3: Prepare web-based training materials

- Identify training needs, based on activities 1.1, 1.4, 2.1, and 2.2 and surveys
- Consultants/regional partners will be hired to develop web training materials, on a needs basis

Outputs:

- Up to 5 thematic web-based training packages developed, reviewed, published and disseminated

Objective 3: To enhance knowledge management, best practices, communication and outreach

A key element of the second phase of the NCSP will be to disseminate lessons learned and best practices on a continuous basis. At the centre of this information exchange will be five knowledge networks – electronic bulletin boards where national teams can post technical assistance requests. The NCSP, along with regional and international partners and experts, will respond within a set number of working days (to be decided) to any such requests. South-South exchange will also be encouraged. On a periodic basis, the NCSP will capture and disseminate any useful resources posted on the networks. At least one best practices document will be prepared annually for each thematic area.

The other elements of the information exchange will be outlined in a communications and outreach strategy; this strategy will aim to disseminate information about NCSP activities through a bi-monthly newsletter, as well as filtering and disseminating climate news from the international arena through the NCSP list-server. NCSP results will be reported every six months during the UNFCCC Subsidiary Body meetings and COPs. All information will be captured on the NCSP website, and disseminated annually each year on a CD-Rom to all national climate teams.

Activity 3.1: Create and maintain five NCSP knowledge networks⁵ in the following thematic areas: adaptation, mainstreaming, inventories, technology needs assessment, and abatement

3.1.1. Engage regional center participation in knowledge networks

- NCSP to identify suitable regional partners

3.1.2. Promote active discussion on, and participation in, knowledge networks

- NCSP to identify active participants, e.g. international experts
- Expand national participation in each knowledge network
- One discussion topic launched each month, in one thematic area, based upon emerging issues identified in activities 1.1 and 1.4

3.1.3. Analyse, capture and disseminate information exchanged on knowledge networks

- Capture resources and issues from knowledge network each month
- Disseminate results each month

3.1.4. Prepare "best practices" documents for each thematic area

- Develop 5 best practices document per year

Outputs:

- At least 5 regional centers as partners
- 30 best practices documents

⁵ Replaces help desk function of Phase I NCSP

Activity 3.2: Implement communications and outreach strategy

3.2.1. Prepare, translate, and disseminate bi-monthly newsletter

- Prepare 2-4 page PDF bi-monthly newsletter on NCSP activities
- Oversee translation of newsletter into French, Spanish and Russian

3.2.2. Maintain web site

- Update the website every month
- Prepare annual CD-Rom capturing key documents posted on website

3.2.3. Maintain electronic list-server

- Disseminate consolidated bulletin every two weeks
- Expand membership of list-server

3.2.4. Hold side events at UNFCCC Subsidiary Body meetings and COPs

Outputs:

- Six PDF B newsletters each year
- Website updated once a month
- 1 CD-Rom of web materials produced each year
- 24 list-server bulletins each year
- 2 side events each year

7. Risks

This project assumes that countries will complete their projects in three years, which, experience shows, may be optimistic for some countries. It is critical that the NCSP be established as part of the same project cycle as the enabling activities (2004-09) in an integrated manner. If this is not the case, the success of the proposed umbrella approach to National Communications may be undermined.

8. Monitoring and Evaluation

To assess programme results, a unified monitoring and evaluation system of deliverables and indicators (see Table 1 below) will be developed to chart progress and to serve as a management tool.

Table 1: Deliverables to be Produced during Programme Lifetime

Deliverable	Indicator	Target	Timeframe
1. Annual report to GEF Secretariat*, including summary of PIR, revised workplan and budget	No. of reports	6	Every 12 months
2. Independent evaluations	No. of evaluations	2	Mid-term (2006) and final (2009)
3. NCSP implemented through: <ul style="list-style-type: none"> • Technical backstopping • Preparation of technical and policy materials and training • Knowledge management, best practices, communications and outreach 	<ul style="list-style-type: none"> • No. of times technical feedback provided • No. of workshop reports • No. of best practices documents prepared 	<ul style="list-style-type: none"> • Up to 130 • Minimum of 29 • 30 	<ul style="list-style-type: none"> • Ongoing • 1 month after workshop • 5 documents per year

* Under the umbrella project, UNDP and UNEP will provide separate reports to the Council for Deliverable 1.

A number of benchmarks will be identified in the workplan in order to monitor the quality of outputs and measure the success of the NCSP. One of the key elements is the technical feedback that the NCSP will provide to countries on the national reports and studies, which will contribute to ensuring the quality of the outputs. The information gathered will be summarized and included in the progress reports to be provided to the GEF Secretariat annually.

8. Sustainability and Replicability of the Full Project

One important output of this decentralized approach will be strengthened capacity of regional networks to provide training and sustainability over the longer-term. To catalyze regional networking, the NCSP will create knowledge networks among climate change coordinators to facilitate information sharing via email and Internet. This enhanced exchange of south-south expertise will enhance national capacity. The programme will also co-ordinate and co-operate closely with relevant programmes, such as the GEF National Dialogue Initiative. Efforts will be made to further decentralize this model to regional partners during this project's lifetime.

9. Country Eligibility

Non-Annex countries are eligible under the proposed programme, if they have become a Party to the UNFCCC and:

- wish to begin their Initial National Communication; or
- submitted their First National Communication to the UNFCCC and wish to begin their Second National Communication; or
- submitted their Second National Communication and wish to begin their Third National Communication.

The vast majority of Parties applying for funding will be in the second category.

10. Country Drivenness

The programme is consistent with priorities of countries as identified in Initial National Communications and the GEF Review of Climate Change Enabling Activities. Development of the NCSP activities was based upon feedback from a survey of climate change enabling activity project coordinators with some Annex I responses (Annex IV). The GEF Operational Procedures contain requirements for endorsement by the country's GEF and UNFCCC Focal Points.

11. Stakeholder participation

The primary stakeholders are the national climate change teams with enabling activities. The secondary stakeholders are the broader range of institutions to be consulted during the stocktaking exercise and national stakeholder consultations.

12. Institutional Arrangements

The NCSP will be jointly managed by GEF and the implementing agencies and will be implemented by UNDP. The National Communications Support Unit in New York will co-ordinate NCSP activities, with implementation support from regional institutions. This model is based upon the Small Grants Programme, which employs a decentralized structure, but with strong centralized oversight in UNDP HQ. Collaboration with other partners, such as UNITAR, UNEP/Risoe and the Climate Technology Initiative (CTI), will be established for specific project activities. It is expected that sub-contracts will

be awarded to partners, based on tenders and transparent, competitive bidding for services, in line with UN rules and procedures. Collaboration with regional partners will be actively promoted.

The NCSP will be executed through UNOPS as the collaborating executing agency. For NCSP activities, UNOPS will be responsible for services related to recruitment of staff and consultants, travel, and sub-contracting.

13. IA co-ordination and linkages to GEF and IA programmes

Services provided by the NCSP will be available to all eligible countries regardless of the Implementing Agency they have chosen. Any country carrying out enabling activities will be invited to participate in NCSP workshops and to utilize the Knowledge Networks. The Advisory Committee (see below) is the mechanism to ensure all countries receive NCSP services according to their needs. National teams will be provided funding in their national projects to participate in NSCP regional workshops.

The GEF Secretariat will meet with UNDP, UNEP and the World Bank, as necessary, to ensure that the agencies' programme meets targets and strategic priorities set out by the GEF Council, and that it is delivering according to agreed benchmarks. Meetings will be held approximately every 12 months for reviewing any annual progress reports submitted by UNDP, UNEP and the World Bank.

The *Advisory Committee* (GEF, UNFCCC, UNDP, UNEP, WB) will focus on *co-ordination* issues. The Committee will meet at regular intervals to keep the Implementing Agencies fully apprised of the implementation of the programme and to seek their advice. Each IA will be invited to designate a staff member to represent it on the committee. For this purpose, IA representatives will find it useful to provide a full status report of the progress of their enabling activities. In particular, IAs may report on difficulties arising from implementation of GEF projects in countries, experiences of monitoring and evaluation, and progress on capacity building and mainstreaming. The Committee will review Support Programme activities on an annual basis, according to country needs. NCSP will gather country feedback and modify its work programme accordingly. With this information, the Support Programme will adjust its services in countries with implementation difficulties and strive to be responsive to country needs for technical assistance. The UNFCCC Secretariat will report to this Committee on the activities of the Consultative Group of Experts on non-Annex I National Communications to ensure full co-ordination and no duplication of activities. The Committee will be chaired by the GEF Secretariat.

The programme recognizes the major importance of both the UNFCCC's Capacity Building Framework and the GEF Strategic Approach to Enhancing Capacity Building. The Advisory Committee will seek to ensure consistency between the programme between the programme and the relevant UNFCCC and GEF capacity building activities.

The first meeting of the Advisory Committee will clarify the terms of reference and responsibilities of its members. This meeting will also discuss the programme's workplan, including its monitoring and evaluation strategy. The Advisory Committee will meet more frequently during the first year of the programme to provide strategic direction on its main activities. The programme will also report on its progress and activities at meetings of the Consultative Group of Experts (CGE). These reports will help to ensure that activities planned under the programme do not overlap or duplicate those of the CGE's workplan (e.g. sub-regional workshops or training activities).

The GEF is expected to play a key supervisory role through regular communications with UNDP and UNEP on the progress of activities, and on the quality of each enabling activity outputs. These internal follow-up mechanisms will be agreed upon during the initiation of the programme in early 2004.

The *Project Implementation Committee* (UNDP, UNEP, World Bank) will be responsible for reviewing management of technical issues. It will meet every month through teleconference to ensure that close collaboration takes place between the implementing agencies for all activities.

14. Prior obligations and prerequisites

See Section 8 (Country eligibility).

15. Budget

Under the joint UNDP/UNEP umbrella project approved by the GEF Council in November 2003, a total sum of \$58.65 million was requested from the GEF for 2004-09 (see Table 2). The UNDP committed to raising the \$1.55 million of co-financing for the NCSP.

Table 2: Provisional Funding Requirements, FY2004-2009

Components	Total	2004	2005	2006	2007	2008	2009
1. National stocktaking ^o							
Of which: UNDP *	1,500,000	525,000	600,000	375,000	0	0	0
UNEP **	450,000	150,000	195,000	105,000	0	0	0
<i>Component total</i>	<i>1,950,000</i>	<i>675,000</i>	<i>795,000</i>	<i>480,000</i>	<i>0</i>	<i>0</i>	<i>0</i>
2. National Communications enabling activities ^o							
Of which: UNDP *	40,500,000	14,175,000	16,200,000	10,125,000	0	0	0
UNEP **	12,150,000	4,050,000	5,265,000	2,835,000	0	0	0
<i>Component total</i>	<i>52,650,000</i>	<i>18,225,000</i>	<i>21,465,000</i>	<i>12,960,000</i>	<i>0</i>	<i>0</i>	<i>0</i>
3. National Communications Support Programme ^o							
Of which: UNDP	3,833,303	848,305	901,650	835,602	571,085	407,265	269,395
UNEP ***	216,000	43,200	64,800	43,200	32,400	32,400	0
Co-financing	1,546,966	236,520	451,516	420,435	208,983	158,050	71,461
<i>Component total</i>	<i>5,596,269</i>	<i>1,128,025</i>	<i>1,417,966</i>	<i>1,299,237</i>	<i>812,468</i>	<i>597,715</i>	<i>340,856</i>
Total	60,196,268	20,028,025	23,677,966	14,739,237	812,468	597,715	340,856

^o Assumes \$15,000 per country

^o Assumes upper limit of \$405,000 per country

^o Includes UNOPS support costs (8%).

* Assumes UNDP pipeline FY2004: 35 countries, FY2005: 40 countries, FY2006: 25 countries

** Assumes UNEP pipeline FY 2004: 10 countries, FY 2005: 13 countries; FY 2006: 7 countries

*** UNEP funds will be channelled directly to UNEP via UNDP and will not be executed by UNOPS

The NCSP will provide technical support for the six-year duration of the umbrella project to ensure that those countries commencing Second National Communications in 2006 (e.g. LDCs that complete their NAPA activities in 2004-5) have support through 2009, when their enabling activity projects end. Nonetheless, it is anticipated that technical support needs will taper off as the project pipeline decreases, and the NCSP budget (Annex II) reflects this expectation.

- The UNDP share of \$1.5 million from the GEF for Component 1 will be allocated by the GEF to UNDP as a lump sum. These funds will be administered by UNDP.
- The UNDP share of \$40.5 million from the GEF for Component 2 will be released in a "rolling" financial modality. That is, within the adopted umbrella approach, a number of benchmarks and deliverables are to be met annually. Payment of annual tranches will be subject

to reviews and satisfactory programme performance. UNDP will report annually to GEF Secretariat on progress in reaching the benchmarks and deliverables; this report will constitute the basis for deliberations on the replenishment. These funds will be administered by UNDP.

- The UNDP share of \$3.8 million⁶ from the GEF for Component 3 (the NCSP) will be released in a "rolling" financial modality (see Table 3). Subsequent tranches will be subject to annual performance reviews on the meeting of deliverables. The UNDP is guaranteeing the total co-financing of \$1,546,966 and will make up any deficit arising from lower co-financing amounts. Both the GEF funding to UNDP and the co-financing amounts will be executed by UNOPS.
- The UNDP committed to raising the \$1.55 million of co-financing for the NCSP. Of this, \$637,47 is bilateral funding that is still to be raised (see Annex II). In the case that all of the co-financing cannot be raised, UNDP-GEF has guaranteed that it will make up the deficit. The remaining funds (\$909,493) are required for the P4 position based at UNDP, New York⁷. UNDP-GEF will fund this position through fees.

18. Legal context

The following types of revisions may be made to this project document with the signature of the both the UNDP/GEF Executive Coordinator only, provided he is assured that the other signatories of the project document have no objections to the proposed changes:

- a. Revisions in, or addition of, any of the annexes of the project document (with the exception of the Standard Legal Text for non-SBAA countries which may not be altered and the agreement to which is a pre-condition for UNDP assistance);
- b. Revisions which do not involve significant changes in the immediate objectives, outputs or activities of a project, but are caused by rearrangement of inputs agreed to or by cost increases due to inflation; and
- c. Mandatory annual revisions that rephrase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.

⁶ The remaining \$216,000 of NCSP funds from the GEF apportioned to UNEP will be channelled through UNDP, and will not be executed by UNOPS.

⁷ The P4 post will decline to 75% of workload in Year 4, 63% of workload in Year 5, and 25% of workload in Year 6.

ANNEXES

- ANNEX I:** Logframe Matrix for the NCSP (2004-09)
- ANNEX II:** NCSP budget (baseline and ATLAS)
- ANNEX III:** Draft workplan
- ANNEX IV:** NCSU Survey/Response on Knowledge Networks
- ANNEX V:** Terms of Reference

ANNEX I: Logframe Matrix for the NCSP (2004-09)

Goal	Output	Activities
<p>To provide an integrated package of support activities to promote the integration of climate change policy into national development policies</p> <p>Objectives:</p> <p>1. To facilitate implementation of enabling activities related to preparation of NCs</p>	<p>Sustainable capacity of national climate change teams is enhanced</p> <p>Outputs</p> <ul style="list-style-type: none"> • Long-term strategy for EAs • Global database of national teams • Technical backstopping on 130 EAs <ul style="list-style-type: none"> ○ Technical feedback on components of NCs provided up to 130 times ○ Up to 130 site visits ○ At least 130 responses to requests • Policy guidance developed 	<p>Activities</p> <p>1.1 Monitor enabling activities and identify emerging issues. In final year, prepare long-term strategy for enabling activities based on experience with implementation.</p> <p>1.2 Maintain country files and databases</p> <p>1.3 Provide technical backstopping to national teams through knowledge networks, technical feedback on draft NCs and site visits</p> <p>1.4 Provide strategic policy guidance on capacity building aspects of EAs</p>
<p>2. To prepare and disseminate technical and policy materials, including methods and tools</p>	<ul style="list-style-type: none"> • Sub-regional training workshops held (2004-7) • Technical and policy materials prepared • Web-based training materials prepared 	<p>2.1. Hold sub-regional training workshops to disseminate methods and data sources, and to address implementation issues (2004-7)</p> <p>2.2. Prepare technical and policy-relevant materials related to emerging issues (see activities 1.1, 1.4)</p> <p>2.3. Prepare web-based training materials</p>
<p>3. To enhance knowledge management, best practices, communication and outreach</p>	<ul style="list-style-type: none"> • Five thematic knowledge networks comprising national and regional experts maintained <ul style="list-style-type: none"> ○ At least 5 regional centers involved ○ 30 best practices documents prepared • Communications and outreach strategy prepared <ul style="list-style-type: none"> ○ Bi-monthly Newsletter (2004-9) ○ Web site maintained ○ 12 UNFCCC side events held 	<p>3.1. Maintain five knowledge networks of national and regional experts in thematic areas</p> <p>3.1.1. Engage regional center participation in knowledge networks</p> <p>3.1.2. Promote active discussion on, and participation in, networks</p> <p>3.1.3. Analyse, capture and disseminate information exchanged on knowledge networks</p> <p>3.1.4. Prepare "best practices" documents for each thematic area</p> <p>3.2. Communications and outreach strategy created</p> <p>3.2.1. Bi-monthly newsletter prepared, translated, and disseminated</p> <p>3.2.2. Website maintained</p> <p>3.2.3. Electronic list-server maintained</p> <p>3.2.4. Side events held at UNFCCC Subsidiary Body meetings and COPs</p>

ANNEX II: National Communications Support Programme (2004-10): GEF financing allocation

Programme activities	Total (2004-10)	2004 (6 mths)	2005	2006	2007	2008	2009	2010 (6 mths)
Personnel								
Senior Technical Advisor (P5) ¹	965,139	96,850	199,511	205,496	185,204	150,393	98,781	28,904
Programme Associate (G7) ²	454,192	43,034	88,650	91,310	82,293	66,840	56,373	25,693
<i>Component sub-total</i>	1,419,331	139,884	288,161	296,806	267,497	217,233	155,154	54,597
Consultants								
Programme evaluation (external)	45,000	0	0	20,000	0	0	0	25,000
Technical desk reviews/site visits	435,000	5,000	80,000	100,000	100,000	75,000	50,000	25,000
Preparation: methods and tools (technical/policy)	250,000	20,000	80,000	100,000	50,000	0	0	0
Dissemination: methods and tools (web training)	100,000	0	50,000	50,000	0	0	0	0
<i>Component sub-total</i>	830,000	25,000	210,000	270,000	150,000	75,000	50,000	50,000
Missions								
Missions: regional workshops (UNDP)	162,000	0	68,000	67,000	27,000	0	0	0
<i>Component sub-total</i>	162,000	0	68,000	67,000	27,000	0	0	0
Subcontracts								
Knowledge Network: APF	265,000	25,000	50,000	50,000	50,000	50,000	30,000	10,000
Knowledge Network: Inventories	120,000	15,000	40,000	30,000	25,000	10,000	0	0
Knowledge Network: Abatement	80,000	0	20,000	20,000	20,000	10,000	10,000	0
Communications, newsletter and website	136,000	15,000	22,000	22,000	22,000	22,000	22,000	11,000
Translation	150,000	5,000	27,000	27,000	27,000	27,000	27,000	10,000
<i>Component sub-total</i>	751,000	60,000	159,000	149,000	144,000	119,000	89,000	31,000
Fellowships								
Sub-regional thematic workshops ³	294,748	0	30,000	104,748	75,000	35,000	30,000	20,000
UNFCCC side events (2003-9)	21,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
<i>Component sub-total</i>	315,748	3,000	33,000	107,748	78,000	38,000	33,000	23,000
Equipment								
Non-expendible equipment	22,276	3,500	3,000	3,000	3,000	3,000	3,000	3,000
Expendible equipment	7,000	0	1,000	1,000	1,000	1,000	1,000	1,000
<i>Component sub-total</i>	29,276	3,500	4,000	4,000	4,000	4,000	4,000	4,000

Programme activities	Total (2004-10)	2004 (6 mths)	2005	2006	2007	2008	2009	2010 (6 mths)
Miscellaneous								
Misc. reporting costs	12,000	0	2,000	2,000	2,000	2,000	2,000	1,000
Sundries	30,000	5,276	5,000	5,000	5,000	5,000	5,000	2,500
Component sub-total	42,000	5,276	7,000	7,000	7,000	7,000	7,000	3,500
Project Total	3,549,355	236,660	769,161	901,554	677,497	460,233	338,154	166,097
UNOPS AOS (8%)	283,948	18,933	61,533	72,124	54,200	36,819	27,052	13,288
Grand Total	3,833,304	255,593	830,694	973,678	731,697	497,052	365,206	179,384

Notes:

1. Post to decline to 75% of workload in Year 4, 63% of workload in Year 5, and 25% of workload in Year 6.
2. Post to decline to 75% of workload in Year 4, 63% of workload in Year 5, and 50% of workload in Year 6.
3. Sub-regional workshop costs include logistics, interpretation, best practices report, resource team and organisation by regional partner. National participants will pay for travel, DSA and terminal expenses from the climate change enabling activities. The number and nature of workshops will be based upon country feedback.

Co-financing allocation

Programme activities	Total	2004	2005	2006	2007	2008	2009	2010
Knowledge Network: Mainstreaming	200,000	0	30,000	50,000	50,000	40,000	20,000	10,000
Knowledge Network: Tech. Transfer	75,000	0	30,000	25,000	20,000	0	0	0
Sub-regional thematic workshops ⁴	125,253	0	20,000	55,253	30,000	20,000	0	0
Regional exchange workshops	190,000	0	85,000	105,000	0	0	0	0
Total	590,253	0	165,000	235,253	100,000	60,000	20,000	10,000
UNOPS AOS (8%)	47,220	0	13,200	18,820	8,000	4,800	1,600	800
Grand Total	637,473	0	178,200	254,073	108,000	64,800	21,600	10,800

Notes:

4. Sub-regional workshop costs include logistics, interpretation, best practices report, resource team and organisation by regional partner. National participants will pay for travel, DSA and terminal expenses from the climate change enabling activities. The number and nature of workshops will be based upon country feedback.

UNDP-GEF financed position (included here for informational purposes only; does not comprise part of this project document)

Programme activities	Total	2004	2005	2006	2007	2008	2009	2010
Technical Advisor ⁵	842,123	84,500	174,070	179,292	161,588	131,245	86,204	25,224
Total	842,123	84,500	174,070	179,292	161,588	131,245	86,204	25,224
UNOPS AOS (8%)	67,370	6,760	13,926	14,343	12,927	10,500	6,896	2,018
Grand Total	909,493.35	91,260	187,996	193,635	174,515	141,745	93,100	27,242

5. Post to decline to 75% of workload in Year 4, 63% of workload in Year 5, and 25% of workload in Year 6.

NCSP Budget: 2004 (ATLAS)

Key Activities	Year	Budget No.	Budget Description	Amount
1. Manage National Communications Support Unit (UNDP)	2004	71100	ALD Employee Costs	96,850
	2004	71600	Travel	-
	2004	72800	Information Technology Equipment	3,500
	2004	74500	Miscellaneous Expenses	5,276
	2004	75100	Facilities and Administration	8,450
2. Technical backstopping (site visits, reviews)	2004	72100	Contractual Services - Companies	5,000
	2004	75100	Facilities and Administration	400
3. Development and dissemination of methods and tools	2004	71200	International Consultants	10,000
	2004	72100	Contractual Services - Companies	10,000
	2004	75100	Facilities and Administration	1,600
4. Knowledge Networks	2004	71200	International Consultants	15,000
	2004	71300	Local Consultants	5,000
	2004	72100	Contractual Services - Companies	18,000
	2004	74200	Audio Visual & Print Prod Costs	2,000
	2004	75100	Facilities and Administration	3,200
5. Knowledge Networks - co-financing	2004			-
6. Communications and Outreach (incl. translation)	2004	71100	ALD Employee Costs	43,034
	2004	71200	International Consultants	5,000
	2004	71300	Local Consultants	3,000
	2004	72100	Contractual Services - Companies	10,000
	2004	74200	Audio Visual & Print Prod Costs	5,000
	2004	75100	Facilities and Administration	5,283
7. Sub-regional workshops	2004			-
8. Regional and sub-regional workshops - co-financing	2004			-
Project Total				255,593

NCSP Budget: 2005 (ATLAS)

Key Activities	Year	Budget No.	Budget Description	Amount
1. Manage National Communications Support Unit (UNDP)	2005	71100	ALD Employee Costs	199,511
	2005	71600	Travel	68,000
	2005	72200	Equipment and Furniture	2,000
	2005	72800	Information Technology Equipment	1,000
	2005	72500	Supplies	2,000
	2005	74200	Audio Visual & Print Prod Costs	1,000
	2005	74500	Miscellaneous Expenses	5,000
	2005	75100	Facilities and Administration	22,281
2. Technical backstopping (site visits, reviews)	2005	71200	International Consultants	20,000
	2005	71300	Local Consultants	15,000
	2005	72100	Contractual Services - Companies	30,000
	2005	71600	Travel	15,000
	2005	75100	Facilities and Administration	6,400
3. Development and dissemination of methods and tools	2005	71200	International Consultants	30,000
	2005	71300	Local Consultants	20,000
	2005	72100	Contractual Services - Companies	60,000
	2005	74200	Audio Visual & Print Prod Costs	20,000
	2005	75100	Facilities and Administration	10,400
4. Knowledge Networks	2005	71200	International Consultants	15,000
	2005	71300	Local Consultants	15,000
	2005	72100	Contractual Services - Companies	70,000
	2005	74200	Audio Visual & Print Prod Costs	10,000
	2005	75100	Facilities and Administration	8,800
5. Knowledge Networks -- co-financing	2005	71200	International Consultants	20,000
	2005	71300	Local Consultants	10,000
	2005	72100	Contractual Services - Companies	30,000
	2005	75100	Facilities and Administration	4,800
6. Communications and Outreach (incl. translation)	2005	71100	ALD Employee Costs	88,650
	2005	71200	International Consultants	16,000
	2005	71300	Local Consultants	6,000
	2005	72100	Contractual Services - Companies	23,000
	2005	74200	Audio Visual & Print Prod Costs	7,000
	2005	75100	Facilities and Administration	11,252
7. Sub-regional workshops	2005	71200	International Consultants	15,000
	2005	71300	Local Consultants	5,000
	2005	72100	Contractual Services - Companies	5,000
	2005	71600	Travel	5,000
	2005	75100	Facilities and Administration	2,400
8. Regional and sub-regional workshops - co-financing	2005	71200	International Consultants	35,000
	2005	71300	Local Consultants	10,000
	2005	72100	Contractual Services - Companies	20,000
	2005	71600	Travel	40,000
	2005	75100	Facilities and Administration	8,400
Project Total				1,008,894

NCSP Budget: 2006 (ATLAS)

Key Activities	Year	Budget No.	Budget Description	Amount
1. Manage National Communications Support Unit (UNDP)	2006	71100	ALD Employee Costs	205,496
	2006	71600	Travel	67,000
	2006	72200	Equipment and Furniture	1,000
	2006	72800	Information Technology Equipment	1,000
	2006	72500	Supplies	2,000
	2006	74200	Audio Visual & Print Prod Costs	2,000
	2006	74500	Miscellaneous Expenses	5,000
	2006	71200	International Consultants	12,000
	2006	71600	Travel	8,000
	2006	75100	Facilities and Administration	24,280
2. Technical backstopping (site visits, reviews)	2006	71200	International Consultants	30,000
	2006	71300	Local Consultants	15,000
	2006	72100	Contractual Services - Companies	45,000
	2006	71600	Travel	10,000
	2006	75100	Facilities and Administration	8,000
3. Development and dissemination of methods and tools	2006	71200	International Consultants	50,000
	2006	71300	Local Consultants	30,000
	2006	72100	Contractual Services - Companies	50,000
	2006	74200	Audio Visual & Print Prod Costs	20,000
	2006	75100	Facilities and Administration	12,000
4. Knowledge Networks	2006	71200	International Consultants	20,000
	2006	71300	Local Consultants	20,000
	2006	72100	Contractual Services - Companies	50,000
	2006	74200	Audio Visual & Print Prod Costs	10,000
	2006	75100	Facilities and Administration	8,000
5. Knowledge Networks -- co-financing	2006	71200	International Consultants	20,000
	2006	71300	Local Consultants	5,000
	2006	72100	Contractual Services - Companies	50,000
	2006	75100	Facilities and Administration	6,000
6. Communications and Outreach (incl. translation)	2006	71100	ALD Employee Costs	91,310
	2006	71200	International Consultants	16,000
	2006	71300	Local Consultants	6,000
	2006	72100	Contractual Services - Companies	23,000
	2006	74200	Audio Visual & Print Prod Costs	7,000
	2006	75100	Facilities and Administration	11,465
7. Sub-regional workshops	2006	71200	International Consultants	25,000
	2006	71300	Local Consultants	25,000
	2006	72100	Contractual Services - Companies	24,748
	2006	71600	Travel	30,000
	2006	75100	Facilities and Administration	8,380
8. Regional and sub-regional workshops - co-financing	2005	71200	International Consultants	40,000
	2005	71300	Local Consultants	30,000
	2005	72100	Contractual Services - Companies	45,000
	2005	71600	Travel	45,252
	2005	75100	Facilities and Administration	12,820
Project Total				1,227,750

NCSP Budget: 2007 (ATLAS)

Key Activities	Year	Budget No.	Budget Description	Amount
1. Manage National Communications Support Unit (UNDP)	2007	71100	ALD Employee Costs	185,204
	2006	71600	Travel	27,000
	2007	72200	Equipment and Furniture	1,000
	2007	72500	Supplies	3,000
	2007	74200	Audio Visual & Print Prod Costs	2,000
	2007	74500	Miscellaneous Expenses	5,000
	2007	75100	Facilities and Administration	17,856
2. Technical backstopping (site visits, reviews)	2007	71200	International Consultants	20,000
	2007	71300	Local Consultants	10,000
	2007	72100	Contractual Services - Companies	50,000
	2007	71600	Travel	20,000
	2007	75100	Facilities and Administration	8,000
3. Development and dissemination of methods and tools	2007	71200	International Consultants	10,000
	2007	71300	Local Consultants	5,000
	2007	72100	Contractual Services - Companies	30,000
	2007	74200	Audio Visual & Print Prod Costs	5,000
	2007	75100	Facilities and Administration	4,000
4. Knowledge Networks	2007	71200	International Consultants	20,000
	2007	71300	Local Consultants	20,000
	2007	72100	Contractual Services - Companies	40,000
	2007	74200	Audio Visual & Print Prod Costs	15,000
	2007	75100	Facilities and Administration	7,600
5. Knowledge Networks -- co-financing	2007	71200	International Consultants	20,000
	2007	71300	Local Consultants	20,000
	2007	72100	Contractual Services - Companies	30,000
	2007	75100	Facilities and Administration	5,600
6. Communications and Outreach (incl. translation)	2007	71100	ALD Employee Costs	82,293
	2007	71200	International Consultants	16,000
	2007	71300	Local Consultants	6,000
	2007	72100	Contractual Services - Companies	23,000
	2007	74200	Audio Visual & Print Prod Costs	7,000
	2007	75100	Facilities and Administration	10,743
7. Sub-regional workshops	2007	71200	International Consultants	20,000
	2007	71300	Local Consultants	10,000
	2007	72100	Contractual Services - Companies	20,000
	2007	71600	Travel	25,000
	2007	75100	Facilities and Administration	6,000
8. Regional and sub-regional workshops - co-financing	2007	71200	International Consultants	10,000
	2007	71300	Local Consultants	5,000
	2007	72100	Contractual Services - Companies	10,000
	2007	71600	Travel	5,000
	2007	75100	Facilities and Administration	2,400
Project Total				839,697

NCSP Budget: 2008 (ATLAS)

Key Activities	Year	Budget No.	Budget Description	Amount
1. Manage National Communications Support Unit (UNDP)	2008	71100	ALD Employee Costs	150,393
	2008	72200	Equipment and Furniture	1,000
	2008	72800	Information Technology Equipment	1,000
	2008	72500	Supplies	2,000
	2008	74200	Audio Visual & Print Prod Costs	2,000
	2008	74500	Miscellaneous Expenses	5,000
	2008	75100	Facilities and Administration	12,911
2. Technical backstopping (site visits, reviews)	2008	71200	International Consultants	20,000
	2008	71300	Local Consultants	10,000
	2008	72100	Contractual Services - Companies	35,000
	2008	71600	Travel	10,000
	2008	75100	Facilities and Administration	6,000
3. Development and dissemination of methods and tools	2008			-
4. Knowledge Networks	2008	71200	International Consultants	20,000
	2008	71300	Local Consultants	15,000
	2008	72100	Contractual Services - Companies	25,000
	2008	74200	Audio Visual & Print Prod Costs	10,000
	2008	75100	Facilities and Administration	5,600
5. Knowledge Networks -- co-financing	2008	71200	International Consultants	10,000
	2008	71300	Local Consultants	10,000
	2008	72100	Contractual Services - Companies	20,000
	2008	75100	Facilities and Administration	3,200
6. Communications and Outreach (incl. translation)	2008	71100	ALD Employee Costs	66,840
	2008	71200	International Consultants	16,000
	2008	71300	Local Consultants	6,000
	2008	72100	Contractual Services - Companies	23,000
	2008	74200	Audio Visual & Print Prod Costs	7,000
	2008	75100	Facilities and Administration	9,507
7. Sub-regional workshops	2008	71200	International Consultants	10,000
	2008	71300	Local Consultants	5,000
	2008	72100	Contractual Services - Companies	10,000
	2008	71600	Travel	10,000
	2008	75100	Facilities and Administration	2,800
8. Regional and sub-regional workshops - co-financing	2008	71200	International Consultants	10,000
	2008	71300	Local Consultants	5,000
	2008	71600	Travel	5,000
	2008	75100	Facilities and Administration	1,600
Project Total				561,852

NCSP Budget: 2009 (ATLAS)

Key Activities	Year	Budget No.	Budget Description	Amount
1. Manage National Communications Support Unit (UNDP)	2009	71100	ALD Employee Costs	98,781
	2009	72200	Equipment and Furniture	2,000
	2009	72500	Supplies	2,000
	2009	74200	Audio Visual & Print Prod Costs	2,000
	2009	74500	Miscellaneous Expenses	5,000
	2009	75100	Facilities and Administration	8,782
2. Technical backstopping (site visits, reviews)	2009	71200	International Consultants	10,000
	2009	71300	Local Consultants	10,000
	2009	72100	Contractual Services - Companies	20,000
	2009	71600	Travel	10,000
	2009	75100	Facilities and Administration	4,000
3. Development and dissemination of methods and tools	2009			-
4. Knowledge Networks	2009	71200	International Consultants	10,000
	2009	71300	Local Consultants	10,000
	2009	72100	Contractual Services - Companies	15,000
	2009	74200	Audio Visual & Print Prod Costs	5,000
	2009	75100	Facilities and Administration	3,200
5. Knowledge Networks -- co-financing	2009	71200	International Consultants	5,000
	2009	72100	Contractual Services - Companies	15,000
	2009	75100	Facilities and Administration	1,600
6. Communications and Outreach (incl. translation)	2009	71100	ALD Employee Costs	56,373
	2009	71200	International Consultants	16,000
	2009	71300	Local Consultants	6,000
	2009	72100	Contractual Services - Companies	23,000
	2009	74200	Audio Visual & Print Prod Costs	7,000
	2009	75100	Facilities and Administration	8,670
7. Sub-regional workshops	2009	71200	International Consultants	10,000
	2009	71300	Local Consultants	5,000
	2009	72100	Contractual Services - Companies	10,000
	2009	71600	Travel	5,000
	2009	75100	Facilities and Administration	2,400
8. Regional and sub-regional workshops - co-financing	2009			-
Project Total				386,806

NCSP Budget: 2010 (ATLAS)

Key Activities	Year	Budget No.	Budget Description	Amount
1. Manage National Communications Support Unit (UNDP)	2010	71100	ALD Employee Costs	28,904
	2010	72200	Equipment and Furniture	2,000
	2010	72500	Supplies	2,000
	2010	74200	Audio Visual & Print Prod Costs	1,000
	2010	74500	Miscellaneous Expenses	2,500
	2010	71200	International Consultants	17,000
	2010	71600	Travel	8,000
	2010	75100	Facilities and Administration	4,912
2. Technical backstopping (site visits, reviews)	2010	71200	International Consultants	5,000
	2010	71300	Local Consultants	5,000
	2010	72100	Contractual Services - Companies	10,000
	2010	71600	Travel	5,000
	2010	75100	Facilities and Administration	2,000
3. Development and dissemination of methods and tools	2010			-
4. Knowledge Networks.	2010	71200	International Consultants	5,000
	2010	71300	Local Consultants	5,000
	2010	75100	Facilities and Administration	800
5. Knowledge Networks -- co-financing	2010	71200	International Consultants	5,000
	2010	72100	Contractual Services - Companies	5,000
	2010	75100	Facilities and Administration	800
6. Communications and Outreach (incl. translation)	2009	71100	ALD Employee Costs	25,693
	2010	71200	International Consultants	8,000
	2010	72100	Contractual Services - Companies	13,000
	2010	74200	Audio Visual & Print Prod Costs	3,000
	2010	75100	Facilities and Administration	3,975
7. Sub-regional workshops	2010	71200	International Consultants	5,000
	2010	71300	Local Consultants	5,000
	2010	72100	Contractual Services - Companies	5,000
	2010	71600	Travel	5,000
	2010	75100	Facilities and Administration	1,600
8. Regional and sub-regional workshops - co-financing	2010			-
Project Total				190,184

ANNEXIII: DRAFT WORKPLAN, 2004-09

No.	Project activities	2004			2005			2006			2007			2008			2009									
		Quarter	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
	Objective 1																									
1.1	Identify emerging issues																									
1.2	Maintain country files and databases																									
1.3	Provide technical backstopping																									
1.4	Provide strategic policy guidance																									
	Objective 2																									
2.1	Hold sub-regional workshops to disseminate methods/practices																									
2.2	Prepare technical and policy-relevant materials																									
	Objective 3																									
3.1	Create and maintain five SNC knowledge networks (KN)																									
	Engage regional center participation in KN																									
	Promote active discussion on, and participation in, KN																									
	Analyse, capture and disseminate information from KN																									
	Prepare "best practices" for each thematic area																									
3.2	Create communications strategy																									
	Newsletter																									
	Web site																									
	List-server																									
	Side events																									

ANNEX IV: NCSU Survey/Response on Knowledge Networks

National Communications Support Unit Survey Knowledge Network on Climate Change

Introduction

The National Communications Support Unit (NCSU) is planning to establish a Knowledge Network to assist Non-Annex I Parties with their Climate Change Enabling Activities. The Network might comprise electronic discussion groups, list-server, training materials, newsletter, and national studies.

The Network aims to improve information exchange on climate change issues in an open and transparent manner, involving stakeholders at all levels. By encouraging contacts between experts, the Network will facilitate the sharing of experiences and knowledge on different thematic areas.

The NCSU is currently designing the framework of the Knowledge Network, but is seeking inputs from national experts to ensure that it meets your needs. Initially, the Network will cover 2 to 3 thematic areas as a pilot phase to test its applicability. It is expected that the pilot phase will be operational by mid 2003.

Survey

In order to help us identify national priorities in thematic areas we will appreciate your feedback by completing the brief survey below. **Please answer each question and return the survey to yamil.bonduki@undp.org by 21 April 2003 at the latest.**

1. Please rank in order of priority from 1 (highest) to 7 (lowest) the areas you would like the Knowledge Network to address (Note: this prioritization does not seek to rule out specific areas, but rather to help us identify the national priorities for the Network)

- Greenhouse Gas Inventories: ()
- Vulnerability and Adaptation: ()
- Technology transfer: ()
- Climatic Observing Systems: ()
- Abatement: ()
- Cross-cutting issues: ()
- Other areas (please specify): ()

2. Identify up to 3 priority topics that you would like to see the Network address under each thematic area. Please be as specific as you can. For instance, under GHG inventories, topics might include improving emission factors for rice fields, compiling biomass densities data by forest types, or reducing uncertainties of emission estimates from transport.

- Greenhouse Gas Inventories
-
-
-

- Vulnerability and Adaptation

- **Technology Transfer**

- **Climatic Observing Systems**

- **Abatement**

- **Cross-cutting Issues**

- **Other Areas (please identify)**

3. The Network could facilitate technical discussions and information dissemination through the different activities listed below. Please tell us how useful these activities would be to you.

- On-line discussion groups on specific topics on the basis of countries requests

Very useful _____ Useful _____ Not Useful _____

- Information sharing, e.g. success stories, lessons learned, and best practices

Very useful _____ Useful _____ Not Useful _____

- Expert feedback on draft papers, methods or reports

Very useful _____ Useful _____ Not Useful _____

- Dissemination of national studies and reports

Very useful _____ Useful _____ Not Useful _____

- Dissemination of relevant methods and tools, where feasible

Very useful _____ Useful _____ Not Useful _____

- Information on events, news, and links to other websites/networks

Very useful _____ Useful _____ Not Useful _____

- Publication of a bi-monthly Newsletter

Very useful _____ Useful _____ Not Useful _____

Contact Details:

Name: _____

Organization: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Survey of priority areas (1 highest – 5 lowest)

Country	Priorities						
	LAC	GHG	V&A	T&T	GCOS	Mitigation	
1. Belize	5	1	3	2	6	4	
2. Uruguay	5	1	2	6	3	4	
3. Venezuela	6	1	4	2	7	3	
4. Mexico	3	1	6	5	2	4	
5. Argentina	1	2	6	3	5	4	
Caribbean							
6. Barbados		1	3	2		4	
7. St. Kitts	2	1	5	3	4	6	
Arab S							
8. Egypt	2	1	4	6	3	5	
9. Sudan	2	1	2	3	5	1	
10. Saudi A,	3	1	4	5	5	2	
Africa							
11. Kenya	1	2	4	6	5	3	
12. Mauritius	2	1	3	4	5	6	
13. Niger	2	1	3	5	4	6	
14. Gambia	4	1	2	5	3	6	
15. G. Bissau	2	1	3	4	6	5	
16. Ghana	5	2	3	6	4	1	
17. Burundi	1	1	1	3	3	2	
18. Congo R	2	1	3	4	5	6	
19. Malawi	2	1	3	4	5	6	
20. Cote d'Ivoire	2	1	3	5	4	6	
21. Zimbabwe	2	1	6	4	5	3	
22. Comoros	2	1	3	4	6	5	
23. Rwanda	1	5	4	3	2	6	
Asia-Pacific							
24. Bangladesh	6	1	5	2	4	3	
25. Cambodia	2	1	5	4	3	6	
26. Fiji		1		2		3	
27. Maldives	4	1	2	6	3	5	
Europe							
28. Uzbekistan	5	1	4	2	6	3	
29. Georgia	2	4	1	6	3	5	
30. Macedonia	2	3	4	5	1	6	
31. Uzbekistan	2	1	4	5	3	6	
32. Kazakhstan	6	6	5	4	5	4	
33. Slovenia	1	3	6	4	2	5	

	GHG	V&A	T&T	GCOS	Mitigation	Cross-cutting
Latin America and Caribbean	<ul style="list-style-type: none"> • EF for rum, outboard engines, small planes, cattle • Uncertainty of emissions and sinks of LUCF • Implementation of QA/AC • Reduc. uncer. transport 	<ul style="list-style-type: none"> • Citrus, sugar and bananas • Pilot projects • Integrated assessment • Downscaling • Adaptation costs • Methods to link CC and risks • Economic scenario models • Eliminating practices that destabilise coast 	<ul style="list-style-type: none"> • Energy efficiency • Renewable energy • Soil erosion • TNA • Enabling Envi. • Exp. on IT of EST • Soft tech. water • Databases • Incentives for use of clean ener 	<ul style="list-style-type: none"> • Design of network • CC indicators • How to incorporate national network into GCOS • Access to c. variability data • Climate data • rescue programs 	<ul style="list-style-type: none"> • Waste management • Mit analysis and SD • Baselines method. • Greening prog in villages 	<ul style="list-style-type: none"> • Sust. Cap. For NC • Integration of V&A into nat. planning • CC into education • Formal/informal education on CC • Educ and awar to reduce storms/hurricane damages • Improving agric practices
Arab States	<ul style="list-style-type: none"> • Reduc. uncer. transport and LUCF • EF for cattle 	<ul style="list-style-type: none"> • Cap. Build models • Uncert. of impacts local and sectoral • Met. to assess regional impacts • Scenarios build. 	<ul style="list-style-type: none"> • Clearinghouses • Financing • Role of govern. • Renewable energy • Role of tech. in sust. develop. • TNA • Mechanism for tech transf. 	<ul style="list-style-type: none"> • Monit. to detect cc national level • Monitoring of carbon cycle and land cover • Role of cc in extreme events • Integration into GCOS 	<ul style="list-style-type: none"> • Removing market barriers • S-S cooperation • Assess social and env. impacts • CC policies to promote mitigation in developing C 	<ul style="list-style-type: none"> • Cap. Build mass media • Awareness local • Inst. Cap building • Linkages adap/mitigation • Integration of V&A into nat. planning
Africa	<ul style="list-style-type: none"> • Cap. Build. for data collection and management • Biomass energy uses • Uncer. reduction of LUCF, agric, transport 	<ul style="list-style-type: none"> • Vul. indices • Prioritization • Integration into nat. develop. • Tools to develop socio-economic scenarios 	<ul style="list-style-type: none"> • TNA • Adaptation technologies • Efficient tech for rural electrification • Socio-economic 	<ul style="list-style-type: none"> • Improving networks • Use guidelines for reporting • Upper air observation • Use of atellite 	<ul style="list-style-type: none"> • Alternative energy sources other than biomass • Implementation of abatement for energy, transport, iron 	<ul style="list-style-type: none"> • Sharing of info awareness • Factoring of V&A into national development plans • Establishing

	GHG	V&A	T&T	GCOS	Mitigation	Cross-cutting
	<ul style="list-style-type: none"> • EF livestock, waste, energy, sugarcane, rice fields, coconut and bananas • Activity data for savanna burning • QA/QC • Sustainable inv process • Energy balance sheets • Compiling data for savanna burning 	<ul style="list-style-type: none"> • Coastal zone management • Strategies to deal with uncertainties of scenarios • Tools for integrated adaptation assessment • Demonstration projects • Regional models 	<ul style="list-style-type: none"> • scenarios • Industrial energy efficiency programs • Solar water heating tech • Biomass energy resources assess. 	<ul style="list-style-type: none"> • data • Options and prioritization • Needs assessments • Options and prioritisation • Early warning systems • Institutional support for data gathering • Participation of national inst in global networks 	<ul style="list-style-type: none"> • and steel. • CDM portfolio 	<ul style="list-style-type: none"> • national tech transfer • Adaptation of climate models to SIDS • Poverty reduction and gender issues
Asia Pacific	<ul style="list-style-type: none"> • Survey wood biomass consumption • EF for rice • CC scenarios w/ empirical and high resolute GCM models • Biomass density and annual growth rate by forest/region • Unc. Analysis • Improving AD 	<ul style="list-style-type: none"> • Adapt meas. low lying islands • Models for vulnerability in SIDS • Information on impacts assessment and adaptation in agriculture and water • Coastal zones managements in LDC 	<ul style="list-style-type: none"> • Tech for small islands: coastal protect, water, energy • Energy efficiency. • TT in agriculture. • Criteria for selecting appropriate tech in developing C. • Abatement tech and implem strategies in LDC 	<ul style="list-style-type: none"> • Sea level changes, sea surface temp, rainfall • Weather and flood prediction • Obs. Systems for coastal areas • Met, agro-met, hydro obser and data processing • Assistance in establishing appropriate data collection systems in LDC • Info on observ. stations and linkage with data collection 	<ul style="list-style-type: none"> • Improv transp network • Solar and wind energy • Role of coral reefs as sinks • Coastal reforest and building embankments • Case studies of abatement activities appropriate for LDC with large rural population • Bundling of small abatement activities • Abatement models and cost 	<ul style="list-style-type: none"> • Financing adaptation • Capacity bulding • CDM • Integration of CC issues into nat. planning • Adapt manuals for indigeneous • Co-operation to include cc studies in univ. • Strategies for integrated planning of adaptation and mitigation • Examples of how countries

GHG	V&A	T&T	GCOS	Mitigation	Cross-cutting
			for renewable energy (hydro flows, solar radiation, wind)	analysis	<ul style="list-style-type: none"> work across institution for mit and adapt. Regional CDM activities
<ul style="list-style-type: none"> Efs energy, transport Uncert. of industrial waste, and removals by sinks Systems to improve data collection in energy, transport and waste Efs waste, fugitive emissions and transport, lignite mining. Statistical reporting on fuel consumption to comply with GHG inv. 	<ul style="list-style-type: none"> Socio-economic impact Regional climate scenarios/model Development of strategies and measures, including pilots Barriers to adaptation Application of decision tools in adaptation strategies Potential funding for adaptation proposals Regional climate scenarios Climate risks assessment 	<ul style="list-style-type: none"> Solar energy Know-how, EST, demonstration projects Best practices CDM or other initiatives to channel TT Info of available tech to mitigate energy emissions Know-how on application of tech demand side Introduction of renewable energy (wind and solar) Re-injection of associated gas from oil wells. 	<ul style="list-style-type: none"> Opportunities to participate in global networks Developing climate networks, management, costs, barriers Funding, regulatory framework Capacity development for data collection and management Exchange of observation and data. Training to meet requirements of global networks 	<ul style="list-style-type: none"> Overcoming technical and financial constraints for implementation of mitigation measures Developing mitigation scenarios for heat production and transport Utilisation of coal mine methane and associated gas from oil fields. CDM regulatory framework 	<ul style="list-style-type: none"> Integration of CC into sustainable development/sector programs Best practices in capacity develop and public awareness Synergies among the different conventions Legislation for GHG monitoring and reporting and for mitigation and adaptation measures. Cap develop for sustainable develop planners
<ul style="list-style-type: none"> Assisting key non-Annex I C to create accurate inventory 	<ul style="list-style-type: none"> Case studies of adaptation on the ground Case studies and lessons learned 	<ul style="list-style-type: none"> Linkages w TT-Clear 	<ul style="list-style-type: none"> Develop a system to prioritise data gaps Strategy to 	<ul style="list-style-type: none"> Expanding renewable energy through CDM Best practices in 	<ul style="list-style-type: none"> Examples of mainstreaming mitigation and adaptation into national plans in

	GHG	V&A	T&T	GCOS	Mitigation	Cross-cutting
	<p>systems</p> <ul style="list-style-type: none"> Improving accuracy of emissions data in non-Annex I, e.g. EFs 	<p>in developing adapt policies, practices and measures</p>		<p>improve measurements of clouds</p> <ul style="list-style-type: none"> Assist in the provision of daily data where gaps exist 	<p>coal power generation</p>	<p>developing countries</p> <ul style="list-style-type: none"> Approaches to sustainable development capacity Case studies of mainstreaming CC into national and sectoral plans. Synergies: e.g. desertification and adaptation, common CD needs,

ANNEX V: TERMS OF REFERENCE

Chief Technical Advisor (P5) (UNDP, New York)

The NCSP is a six-year, \$5.5 million project that will provide an integrated package of support activities to promote the integration of climate change policy into national development policies, by facilitating the implementation of climate change enabling activities. Under the overall supervision of the Executive Coordinator of the UNDP Unit for Global Environment Facility (GEF), and directly reporting to the Senior Technical Advisor of the Capacity Development and Adaptation Cluster (CDAC), the Chief Technical Advisor (CTA) will be responsible for day-to-day management, co-ordination and supervision of the NCSP. Given the global nature of the programme, the CTA will work closely with all UNDP-GEF focal areas, the UNDP/BDP Energy and Environment Group, and other UNDP partners, as well as the GEF and UNFCCC Secretariats, and the Implementing Agencies.

DUTIES:

1.	<p>Strategic Programme Guidance & Management: Responsible for the overall strategic direction, planning, and implementation of the NCSP. The CTA will:</p> <ul style="list-style-type: none"> • Ensure proper and effective management of all NCSP activities; • Prepare a detailed workplan for the NCSP outlining all activities, outputs and estimated dates of completion; • Tailor NCSP technical assistance to country needs; • Oversee all subcontracts under the NCSP; • Supervise and provide strategic guidance on NCSP training and technical activities; • Design and implement a strategy to assist countries in incorporating climate change concerns into national development agendas. 	25%
2.	<p>Technical Support for climate change enabling activity implementation: Oversee and provide the substantive technical and policy content of NCSP support for preparation of National Communications. This activity will include development and publication of manuals, methods and tools; and capacity development activities, including:</p> <ul style="list-style-type: none"> • Oversee the creation and implementation of NCSP technical assistance and knowledge networks; • Provide substantive technical assistance and policy guidance; • Oversee the implementation of the NCSP Communications & Outreach strategy; • Evaluate impacts of, and make adjustments to, the NCSP's technical assistance to address emerging national needs and priorities. 	50%
3.	<p>Development of partnerships: The CTA will represent the NCSP with the GEF and UNFCCC Secretariats, and Implementing Agencies. Conventions, experts, partners, agencies, and within UNDP itself. This activity is mostly concerned with policy dialogues.</p> <ul style="list-style-type: none"> • Organize meetings of the Advisory Committee to provide policy direction to the programme throughout implementation; • Liaise closely with Advisory Committee and other relevant organizations (e.g. UNFCCC CGE) on the coordination of NCSP activities; • Develop strategic partnerships with donors and international/regional organizations for the implementation of NCSP activities. 	15%
4.	<p>Reporting and Evaluation: The CTA will be responsible for monitoring and evaluating the impacts of the NCSP portfolio, together with the M&E Unit of UNDP-GEF. This</p>	5%

	<p>activity will include:</p> <ul style="list-style-type: none"> • Developing indicators for measuring the impact of climate change enabling activities, and supervising their implementation; • Providing detailed annual report to GEF Secretariat on the NCSP to ensure financial replenishment, including assessment of performance and success; • Reviewing results of NCSP mid-term evaluation and incorporating recommendations into the NCSP work plan. 	
5.	Professional development	5%

QUALIFICATIONS:

- An advanced degree (MsC or equivalent) in a subject related to climate change, environmental management or related field, and broad knowledge of environmental management and capacity development;
- At least 10 years of relevant experience and increasing responsibilities in an environmental field;
- Demonstrated increasing responsibilities in an environmental field related to sustainable policy development, technical support and capacity development;
- Substantial experience in Government and in interdepartmental procedures;
- Familiarity with components of the National Communication, and experience in international negotiations and processes under the UNFCCC and GEF;
- Excellent managerial, organizational, diplomatic, networking, conflict resolution and communication skills;
- Excellent written and oral skills in English and knowledge of at least one other UN language;
- Fully proficient with computer and professional office software packages (Microsoft Office 97);
- Extensive experience in working in non-Annex I countries and able to travel.

Technical Specialist for Climate Change (P4) (UNDP, New York)

The NCSP is a six-year, \$5.5 million project that will provide an integrated package of support activities to promote the integration of climate change policy into national development policies, by facilitating the implementation of climate change enabling activities. Reporting to the Chief Technical Advisor, the Technical Specialist will be primarily responsible for overseeing technical aspects of the NCSP, and capturing best practices. The Technical Specialist will be responsible for the following activities:

DUTIES:

1.	<p><u>Portfolio Management:</u> Oversee the climate change enabling activity portfolio, in collaboration with the Regional Coordination Units (RCUs), including:</p> <ul style="list-style-type: none"> • Respond to queries on project design and eligibility; • Review self-assessments and project proposals, provide comments, and give final HQ approval; • Backstop the implementation of the following NCSU regional and global projects: <ul style="list-style-type: none"> • Capacity Building for Stage II Adaptation to Climate Change (Central America, Mexico and Cuba) • Capacity Building for Improving the Quality of Greenhouse Gas Inventories (West and francophone Central Africa) • Capacity Building for Improving the Quality of Greenhouse Gas Inventories (Europe and CIS) • Capacity Building for Observing Systems for Climate Change (global) • Assessing Technology Needs (global) • Oversee tracking of status of enabling activities to identify potential bottlenecks and emerging issues. 	50%
2.	<p><u>Technical Support and Capacity Development:</u> Provide technical support to RCUs and national teams, as required, for the preparation and implementation of climate change enabling activities:</p> <ul style="list-style-type: none"> • Advise on tools and resources for the implementation of enabling activities; • Identify and/or respond to technical and emerging issues, and propose technical assistance solutions; • Review technical components of National Communications, and carry out site visits, as needed; • Organise thematic workshops and training activities; • Represent the NCSP at technical meetings, as necessary. 	30%
3.	<p><u>Knowledge Networks:</u> Be responsible for ensuring the capture of lessons learned, best practices and useful resources on the NCSP knowledge networks:</p> <ul style="list-style-type: none"> • Identify, document, and promote best practices in project preparation and implementation on the knowledge networks; • Identify, document and promote best practices from the NCSU's global and regional projects (see 1) on the knowledge networks; • Monitor the inputs of NCSP partners on the knowledge networks; • Oversee development of "best practices" documents captured from the networks; • Identify and engage regional and international partners for the networks. 	15%
4.	Professional development	5%

QUALIFICATIONS:

- An advanced science degree (MSc or equivalent) in a subject related to climate change and environmental management;
- A minimum of 5-7 years of relevant experience and increasing responsibilities in an environmental field related to climate change;
- Demonstrated ability in managing projects/supervising project activities;
- Substantial experience in Government and in interdepartmental procedures;
- Familiarity with international negotiations and processes under the UNFCCC;
- Experience in website design and maintenance considered a plus;
- Familiarity with computer; word processing and website design considered a plus;
- Experience in the preparation of National Communications and methodologies for inventories, mitigation and vulnerability and adaptation;
- Ability to review, prepare and present training material;
- High level of English and knowledge of at least one other UN language.

Programme Associate (G7) (UNDP, New York)

The NCSP is a six-year, \$5.5 million project that will provide an integrated package of support activities to promote the integration of climate change policy into national development policies, by facilitating the implementation of climate change enabling activities. Reporting to the Chief Technical Advisor, the Programme Associate will be primarily responsible for implementing the communications and outreach strategy of the NCSP and for all administrative aspects of the programme. The Programme Associate will be responsible for the following activities:

DUTIES:

1.	<p>Implement the NCSP communications and outreach strategy, including:</p> <ul style="list-style-type: none"> • Manage the content of the NCSP website, including regular updates to capture best practices and lessons learned from the knowledge networks; • Prepare and disseminate a quarterly newsletter, and organise translation; • Act as focal point for all NCSP publications, methods and tools, and promotional materials, ensuring timely and quality publication, dissemination, and translation; • Prepare an NCSP list-server announcement every two weeks, after synthesising information in the climate arena by reviewing and filtering relevant bulletins, list-servers and literature and resource materials of the IPCC, UNFCCC, IGES, USCSP, UNEP, UNDP, etc.; • Propose strategic outreach interventions for the NCSP; including preparation of side events for UNFCCC SB meetings and COPs; • Prepare and annually update the NCSP briefing package, and use for outreach activities; • Respond to all inquiries for articles on NCSP activities; • Maintain the NCSP database. 	50%
2.	<p>Manage all aspects of NCSP administration, including:</p> <ul style="list-style-type: none"> • Prepare donor reports and track NCSP budgets; review annual budget revisions in Atlas for all NCSP-related projects; • Act as leave monitor for NCSP; • Prepare Terms of Reference and oversee contractual matters; • Ensure appropriate filing is carried out; • Maintain tracking table of status of enabling activities. 	30%
3.	<p>Promote and oversee smooth functioning of the NCSP knowledge networks, including:</p> <ul style="list-style-type: none"> • Invite participants and partners to join networks; • Promote active discussion and participation; • Capture and disseminate useful resources from the networks, under guidance of Technical Specialist. 	15%
4.	<p>Backstop NCSP professional staff, as required, including:</p> <ul style="list-style-type: none"> • Organise international, regional and sub-regional workshops and training activities, as needed • Represent the NCSP at workshops, as requested 	10%
5.	Professional development	5%

QUALIFICATIONS:

- University degree, or equivalent experience, in a subject related to environment or communications;
- Minimum of 5 years of relevant experience, preferably in an international organisation;
- Experience in publication and professional editing and proof-reading;
- Experience in organisation of international meetings;
- Experience in office management, administration and budgeting;
- Familiarity with international negotiations and processes under the UNFCCC;
- Familiarity with Government and in interdepartmental procedures;
- Experience in web site maintenance an advantage;
- High level of proficiency in written English, knowledge of another UN language an asset;
- Advanced level of computer and word processing skills; competence in WORD and EXCEL is essential.

**TERMS OF REFERENCE
PROJECT ADVISORY COMMITTEE
PROJECT IMPLEMENTATION COMMITTEE**

The **Project Advisory Committee (AC)** will include representatives from the GEF, UNFCCC, UNDP, UNEP, and World Bank, and will focus on co-ordination issues. The Committee will be chaired by the GEF Secretariat. The Committee will meet at regular intervals to keep the Implementing Agencies fully apprised of the implementation of the programme and to seek their advice. Each IA will be invited to designate a staff member to represent it on the committee.

The first AC meeting will clarify the terms of reference and responsibilities of its members; this meeting will also approve the NCSP workplan, and monitoring and evaluation strategy.

Other AC duties will include:

1. Monitoring and reviewing the progress of the project against its stated outputs, including progress reports prepared by the Chief Technical Advisor, and CCEA status reports provided by IAs;
2. Reviewing and approving the NCSP workplan and activities; making modifications, as necessary, to activities and outputs in order to achieve the project's objectives;

The UNFCCC Secretariat will report to the AC on the activities of the Consultative Group of Experts on non-Annex I National Communications to ensure full co-ordination and no duplication of activities.

3. Special AC meetings will be held approximately every 12 months for reviewing any annual progress reports submitted by UNDP, UNEP and the World Bank; to ensure that the agencies' programme meets targets and strategic priorities set out by the GEF Council, and that it is delivering according to agreed benchmarks.
4. Ensuring consistency between the NCSP and relevant UNFCCC and GEF capacity building activities.

It is envisaged that to save on costs and where possible, AC meetings should be held in conjunction with the various meetings of the COP and the subsidiary bodies of the Convention. These meetings will be held by teleconference in instances where this is not possible.

The **Project Implementation Committee** will include representatives from UNDP, UNEP, and World Bank, and will be responsible for reviewing management of technical issues. The Committee will be chaired by UNDP. It will meet every month through teleconference to ensure that close collaboration takes place between the implementing agencies for all activities.

INTERNATIONAL AND REGIONAL INSTITUTIONS

Under the guidance of the Project Advisory Committee, International and Regional Institutions will be identified as NCSP partners. The Chief Technical Advisor and Technical Specialists will supervise the activities of the partner institutions.

The partner institutions will assume some or all of the following duties, depending on the technical assistance needs of each sub-region and the needs of the NCSP:

- Organisation of regional and/or sub-regional workshops, including:
 - Logistics (conference and hotel facilities, interpretation, etc.);
 - Workshop facilitation and identification of regional experts for resource team;
 - Identification of regional/sub-regional issues and emerging needs for agendas and training;
 - Preparation of workshop report.
- Contribute to NCSP Knowledge Management, Communications, and Outreach activities, including:
 - Identification of global, regional, or sub-regional issues and emerging needs, and development of strategies to meet them;
 - Capture of lessons learned and “good practices”;
 - Contributions to list-server, newsletters and website.
- Technical backstopping and site visits to countries, as and when requested by the CTA., and in direct response to country requests.

QUALIFICATIONS:

- Demonstrated ability in managing /supervising project activities;
- Demonstrated experience in capacity building and technical backstopping to countries;
- Demonstrated ability to review, prepare and deliver training materials and activities;
- Substantial experience in working with governments and international organisations;
- Familiarity with international negotiations and processes under the UNFCCC;
- Understanding of the preparation of National Communications, and experience in one or all of the Communications components (e.g. inventories, mitigation, vulnerability and adaptation);
- Familiarity with the organisation of workshops;
- Good communication facilities;
- Experience in word processing.