



**United Nations Development Programme**

Country: Global

**PROJECT DOCUMENT**

**Project Title:** Technical dialogue on nationally determined contributions towards a 2015 agreement under the UNFCCC

**United Nations Development Programme (UNDP) Strategic Plan Environment and Sustainable Development**

**Primary Outcome:** Promote climate change responses

**UNDP Strategic Plan Secondary Outcome:** Mainstreaming environment (climate change)

**Executing Entity/Implementing Partners:** UNDP

**Implementing Entity:** UNDP

**Brief Description**

This project proposal intends to establish a technical dialogue between interested countries on different aspects of the process of putting forward nationally determined contributions towards a 2015 agreement under the UNFCCC. This dialogue will be implemented through a series of regional workshops. In addition, the project intends to contribute to an enhanced dialogue within the donor community in order to find clarity around para 2d of Dec/CP19. Donors to this project include the governments of Germany, United Kingdom, France, Austria, and Norway.

<table> <tr> <td>Programme Period:</td> <td>April 2014-Dec2014</td> </tr> <tr> <td>Atlas Award ID:</td> <td>00079435</td> </tr> <tr> <td>Project ID:</td> <td>00089421</td> </tr> <tr> <td>PIMS #</td> <td>5371</td> </tr> <tr> <td>Start date:</td> <td>April 2014</td> </tr> <tr> <td>End Date</td> <td>Dec 2014</td> </tr> <tr> <td>* Management Arrangements</td> <td>DIM</td> </tr> <tr> <td>PAC Meeting Date</td> <td>_____</td> </tr> </table>	Programme Period:	April 2014-Dec2014	Atlas Award ID:	00079435	Project ID:	00089421	PIMS #	5371	Start date:	April 2014	End Date	Dec 2014	* Management Arrangements	DIM	PAC Meeting Date	_____	<table> <tr> <td>Total resources required</td> <td>660,000</td> </tr> <tr> <td>Total allocated resources:</td> <td>660,000</td> </tr> <tr> <td>• Regular</td> <td></td> </tr> <tr> <td>• Other:</td> <td></td> </tr> <tr> <td>    o Government*</td> <td>660,000</td> </tr> <tr> <td>    o In-kind</td> <td>_____</td> </tr> <tr> <td>    o Other</td> <td>_____</td> </tr> <tr> <td>In-kind contributions</td> <td></td> </tr> </table>	Total resources required	660,000	Total allocated resources:	660,000	• Regular		• Other:		o Government*	660,000	o In-kind	_____	o Other	_____	In-kind contributions	
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Cleared by

21st May 2014

Adriana Dinu, UNDP-GEF Executive Coordinator and Director, Date/Month/Year

Approved by:

21 May 2014

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## **I. SITUATION ANALYSIS**

1. COP 17 of the UNFCCC established the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP) with the objective of developing a protocol, another legal instrument or an agreed outcome with legal force under the Convention, applicable to all Parties.
2. In the past two years, the ADP has devoted its work to discussing substantive and technical aspects of the 2015 agreement and has also considered options to increase pre-2020 ambition.
3. Decisions adopted by COP 19 on the work of the ADP mark the beginning of the last phase of this working group evolving from general discussions to focus work on developing a draft negotiating text. This text should eventually become a protocol, another legal instrument or an agreed outcome with legal force.
4. In addition to instructions given to the ADP, the COP also invited all Parties to initiate or intensify domestic preparations for their intended nationally determined contributions in the context of the agreement. These contributions should be communicated well in advance of COP 21 (e.g., by the first quarter of 2015). Developed countries, the operating entities of the financial mechanism of the UNFCCC and other organizations were invited to provide support to this task as early as possible in 2014.
5. The decision of the COP does not provide any further guidance or information on “nationally determined contributions”. However, past experience during the AWGLCA and national processes relating to low emission and resilient development provide a starting point to develop them. It is generally understood that these contributions refer to national actions to address climate change that will eventually become part of the agreed outcome as targets or objectives of each Party toward meeting the objective of the Convention. Precedents under the Convention and its Kyoto Protocol may be used by some countries to guide their own process as well as expectations about the contributions of other countries.
6. This project proposal intends to establish a technical dialogue between interested countries on different aspects of the process of putting forward nationally determined contributions. This dialogue will be implemented through a series of workshops.

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## **II. STRATEGY**

### **Project Objective**

7. The objective of the technical dialogue is to provide support to countries on the preparations for their nationally determined contributions and, in particular, to build capacity of developing countries in the processes and technical elements that may be considered in the preparation of their own contributions.
8. The dialogue will focus on domestic aspects of considering options, preparing, consulting and communicating nationally determined contributions. More specifically, it will provide a space for:

- a. Understanding the concept of nationally determined contributions and related options.
- b. Sharing views, experiences and approaches in developing the contributions.
- c. Considering the technical basis required to prepare robust, realistic and achievable contributions.
- d. Providing information on needs for national consultations among stakeholders as well as on the political process required to reach domestic agreement on the contributions.
- e. Facilitating discussions on potential needs for financial and technical support in the preparation of the contributions, and a forum for bilateral conversations with donors and organizations that may provide this support.
- f. Identifying potential challenges of countries in the process towards communicating their contributions in early 2015 and options to address these challenges.
- g. Facilitating discussions on the format and content for communicating national contributions to the UNFCCC, including the technical and descriptive information that could accompany them.
- h. Making available to interested countries technical expertise from international organizations, think tanks, regional initiatives and others.
- i. Identifying opportunities for cooperation and the provision of support, including through using existing platforms and initiatives.

### **Implementation approach**

9. In the absence of any guidance or further information by the COP in relation to the preparation of nationally determined contributions, a technical dialogue could enhance the capacity of governments to prepare intended contributions for several reasons:

- a. A dialogue between government representatives that share interests, challenges and constraints will help them better understand available options as well as expectations of the process in the context of the 2015 agreement. Through the invitations to the Dialogues, the project specifically tries to involve technical professionals and policy advisors working on climate change policy in their countries, who will have a role in the preparation of the intended nationally determined contributions (indcs). It is expected that these professionals will be able to provide detailed information about their countries' approach to the preparation of indcs, as well as any challenges they might be facing and needs for future work and support. These government representatives would also be expected to bring any lessons learned back to their countries to influence high-level decision makers and UNFCCC negotiators.

- b. A space away from the politics of negotiations under the Convention could help advance the consideration of different types of contributions based on national interests and international requirements.
  - c. Countries that are more advanced in the process of identifying nationally determined contributions could share experiences and information with countries who wish to learn and reinforce some aspects of their own process. This exchange would include, among others, the technical basis to determine their contributions, the process of national consultation, approaches to inter-ministerial coordination, and the choice for presenting their commitments.
  - d. A forum for countries to discuss the potential interrelations between national contributions towards the 2015 agreement and development priorities can contribute to ensuring the necessary political backstopping and country ownership.
10. The dialogue will be implemented as regional in-person meetings and further follow-up through bilateral means.

**Project components and outcomes**

***Component 1: Supporting countries in the identification, preparation, consultation and communication of nationally determined contributions to the 2015 Agreement***

***Outcome 1: Enhancing NAI Parties understanding of the issues involved***

***Output 1.1: Organised in-person meetings***

11. One in-person meeting will be organized per chapter<sup>1</sup> as part of a single dialogue. An optional second meeting may also be organized if there is demand for it and resources are made available. The schedule will be the following:<sup>2</sup>

- a. First round of meetings: April to July 2014
- b. Optional meetings: September to November 2014 (depending on outcomes of first round of workshops and additional funding provided by donors)

12. The objectives of the first in-person meeting will be to initiate the activities of the dialogue, contribute to the understanding of the meaning of nationally determined contributions, identify and consider related options and identify and address needs for technical and financial support for domestic processes leading to the communication of these contributions. The program of the meeting will include:

- a. A brainstorming on the meaning of nationally determined contributions and related options;

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1 A chapter is country grouping. There will be three country groupings, namely one for Latin America and the Caribbean, one for Africa and one for Asia and the Pacific plus Eastern Europe. The Latin America and the Caribbean grouping contains a total of 33 countries, the Africa grouping contains 54, and the Asia and the Pacific/Eastern Europe grouping contains 65.

<sup>2</sup>This meeting will be hosted by the lead countries.

- b. Technical input on the basis for identifying, preparing and formulating different types of nationally determined contributions;
- c. Presentation of domestic political requirements, required consultations and related constraints on the process of putting forward nationally determined contributions;
- d. Overview of the programmes of international, regional and bilateral organizations, as well as other initiatives, to support the process of preparing nationally determined contributions;
- e. A one to one space for countries to interact between each other as well as with organizations with a view to addressing specific issues and, as appropriate, identifying further opportunities for support; and
- f. As noted above, an extra day will be dedicated to discussing issues specific to interest groups (for example, regional contributions for SIDS; links between adaptation and mitigation for SIDS and LDCs and others).

13. The objective of the second and any additional in-person meetings will be based on the findings of the first meetings and will seek to take stock of the process of developing nationally-determined contributions, share views and domestic experiences of that process, and consider related challenges, constraints and obstacles. In this meeting, participants will understand the landscape and status of the processes to communicate nationally determined contributions; discuss and consider the format and content for communicating them to the UNFCCC; and identify way to address specific challenges. The program of the meeting will include:<sup>3</sup>

- a. Overview of options being considered by select countries to develop their nationally determined contributions and consideration of the implications for the international process;
- b. Presentation by select countries on the status of preparation of their nationally determined contributions;
- c. Technical input on means to deliver robust, realistic, achievable and cost-effective nationally determined contributions;
- d. Focused discussions to address challenges, constraints and obstacles faced by countries so far;
- e. Consideration of issues relating to financial and technical support in the short to medium term; and
- f. A space for interest groups to discuss and address issues specific to their interests.

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<sup>3</sup> The program for the second and third meeting will be developed taking into consideration information contained in the web-based platform. Surveys will also be developed to gather input from participating countries and organizations.

14. A total of 6 meetings (2 for each region) will be planned. Each individual meeting will be organized for a period of three days, including time for working group discussions. Once a preliminary agenda for the first one is developed, the organizer, in consultation with countries and other relevant partners, may adjust the length of the meetings, if deemed necessary.

15. The program for each meeting of each chapter will be developed individually on the basis of the information summarized above, input received from countries through a survey (for every meeting) and discussions with lead and donor countries. The program will be developed in partnership with the lead country. In addition, the organizer will liaise with representatives from the focused groups with a view to organizing the program for that day and providing the necessary arrangements and technical input to those discussions.

16. The organizer will seek to use modalities that promote interaction between countries, organizations and experts while limiting the time made available for plenary discussions and classroom-style presentations. To this end, the meetings will include a combination of a limited number of plenary sessions with open spaces for question and answer and discussion, focused working group discussions and face-to-face informal interaction. The participants will then be expected to bring back any information learned and insights from the discussions and feed that back into their national processes. This will vary country by country but is expected to include activities such as:

- a. Preparation and sharing of the Dialogue report with technical colleagues, UNFCCC negotiators and any high-level committees within in their countries.
- b. Sharing of the presentations and any other materials obtained with technical colleagues, UNFCCC negotiators and any high-level committees within their countries.
- c. Training or informational session on indcs for technical colleagues, UNFCCC negotiators and any high-level committees.
- d. Design/planning/implementation of a high-level stakeholder process for preparation of contributions.
- e. Design/planning/implementation of technical analysis related to the preparation of indcs.

#### **Output 1.2 Meeting summary reports**

17. A report from each workshop will be developed to not only highlight the key points, conclusions and recommendations but also to provide a more in-depth analysis of the priorities and gaps in the regions. Thus the reports will address, among others, the following issues: countries' plans in the context of the 2015 Agreements, key gaps and challenges countries may face in preparing their contributions, capacity building and potential technical assistance needs, potential linkages with other current support or initiatives in the respective regions, and follow-up actions to secure a successful submission of countries' contributions to the 2015 Agreement. It would also include a mapping of support from international organizations and donors that could provide entry points for further discussions at country level on the way forward to prepare such contributions. Lastly, the report would provide specific recommendations on priority areas for follow-up to the discussions and recommendations from this series of workshops.

### ***Output 1.3 Organised meeting of organizations and donors***

18. This proposal includes a scoping meeting of international, regional and bilateral organizations, as well as relevant initiatives and think tanks, to be held in the first quarter of 2014 with the objectives of:

- a. Reaching a common understanding of the meaning of paragraph 2(d) of decisions 1/CP.19, in particular the concept of nationally determined contributions;
- b. Anticipating and exploring needs for financial and technical support by countries in response to that paragraph;
- c. Considering the role of organizations interested in providing financial and technical support and avenues available to delivering that support;
- d. Discussing potential for cooperation and for avoiding duplication of efforts, in particular for existing and on-going initiatives; and
- e. Considering the role of the organizations and other initiatives in the dialogue.

19. The meeting will be open to interested relevant organizations and will be organized by one with the capacity to host it at no extra cost. Each organization should cover the costs of its own participation.

20. The format of the meeting will be decided in consultation with relevant organizations and could be implemented either as an in-person meeting or a teleconference.

21. Follow-up teleconferences may be organized between UNDP, UNFCCC and donors, as deemed necessary, to discuss emerging issues and progress of the project activities.

### ***Output 1.4 Preparation of support materials for developing countries in carrying out the preparation of their intended nationally determined contributions***

22. After the first regional dialogue is concluded, the UNDP will begin to analyze what type of support materials could be prepared that could further support developing countries in organizing and executing the preparation of their intended nationally determined contributions. These materials could include documents such as a mapping or stocktaking of current preparation activities by region; a roadmap or guidance on best practices for carrying out the stakeholder process required to prepare intended nationally determined contributions; a manual on the technical aspects of preparing including nationally determined contributions, including inventory preparation, GHG projection/modeling techniques, contribution types and possible up-front information to be included in the contributions. The exact type of support materials to be developed, as well as their objective, scope and timing would be determined in conjunction with the donors and co-sponsors of the project after there has been time for participants countries to provide feedback on what would be most useful and provide the most value added.



### Coordination with other related initiatives

22. The request to identify and communicate nationally determined contributions was only decided by the UNFCCC Conference of the Parties in December 2013 at COP 19. Therefore, very few support mechanisms have been set up in order to assist developing country Parties to prepare and submit their indcs by the first quarter of 2015, as requested by the COP. Nevertheless, as the preparation of indcs will require developing countries to rely on any and all existing information on climate change available in their countries, this particular project will be tangentially linked with the Global Support Programme (GSP). The GSP supports the development of National Communications and Biennial Update Reports and is a UNDP and UNEP implemented GEF supported programme that will be addressing the knowledge gaps faced by NAI Parties for the successful and timely execution of the exercise of identifying and communicating nationally determined contributions. This project will work in close collaboration with the GSP's team in order to deliver complementary work. Moreover, the GSP is planning on hosting a dedicated subsection of its platform to nationally determined contributions, and findings from this project per chapter within each workshop's report will be publically shared.

23. In addition, NAI Parties are starting to engage in the process of identifying, preparing, consulting and communicating nationally determined contributions with financial support from GEF. The early findings of their work will be built upon and further supported through this project.

24. This project will also coordinate with the UNDP's Low Emissions Capacity Building Program, which currently supports 25 countries on the preparation of GHG inventories, the development of low emissions development strategies (LEDS) and the development of Nationally Appropriate Mitigation Actions (NAMAs). The experience that the UNDP has in supporting countries on these efforts are very highly applicable to the preparation of indcs, in the following ways: a) GHG inventories are an important point of reference and possible baseline for the preparation of indcs, b) NAMAs are voluntary, supported mitigation actions to be implemented by developing countries that could provide valuable lessons learned for the preparation of indcs. c) the preparation of a LEDS is an important technical-political exercise and both the process and the technical outputs from country experiences can be crucial inputs for indc preparation. This project team will work in close collaboration with the LECB team in order to share lessons learned, relevant resources and contact information for critical stakeholders across projects. Moreover, LECB plans on extending its activities to support its member countries in the preparation of indcs, so the information shared and any knowledge products developed under the Dialogues could later be used by the LECB project.

24. The project will seek to create complementarities with the *Parliamentary Action for Renewable Energy* project, which has created cross-party groups of Members of Parliaments in ten target countries in Africa, Asia and the Arab region to build their capacity and strengthen their advocacy and monitoring to fight climate change. These two hundred committed legislators could be a great asset in the process of developing intended nationally determined contributions, as well as supporting these through advocacy at national level.

III. PROJECT RESULTS FRAMEWORK & TIMELINE:

	Key Performance indicator	Objectively verifiable indicators	Source of Verification	External factors (Assumptions and risks)
<p><b>Outcome 1.1: Enhancing NAI parties understanding of the issues involved</b></p>	<p>Communication of the nationally determined contributions to the 2015 Agreement of at least 70% of the countries that have participated in the regional workshops organised within the context of this project.</p>	<p><u>Baseline</u> No nationally determined contributions have been communicated so far by NAI Parties</p> <p><u>Target</u> 70% of participating countries in this project communicate nationally determined contributions by the first half of 2015</p>	<p>UNFCCC website</p>	<p>Assumption The ambition of the 2015 Agreement under the UNFCCC will be determined by the ambition Parties demonstrate within their national agendas. A full, significant, and realistic involvement of NAI Parties is critical in the process of identifying this 2015 Agreement.</p> <p>Risk On a grant scale, economic or other crises may shift the attention of policy makers away from the climate agenda, and therefore fail Parties to agree upon an ambitious 2015 agenda.</p>
<p><b>Output 1.1: In person meetings</b></p>	<p>Organisation of a total of 6 workshops</p> <p>Publication of a total of 3 + 3 workshop reports widely distributed through the organisations involved (donor community, implementing partners, and others)</p>	<p><u>Baseline</u> Countries have never participated in workshops with the intent to enhance participants' understanding on nationally determined contributions</p> <p><u>Targets</u> 3 regional workshop organised and An additional 3 'optional' workshops organised further focusing on region-specific bottlenecks in the process of identification, preparation, consultation and communication on nationally determined contributions</p>	<p>Participants lists</p>	<p>Assumption A lot of momentum has been created, creating a conducive environment for a successful negotiation process towards a 2015 Agreement.</p> <p>Risk The role of NAI Parties in a 2015 Agreement may not yet been fully comprehended, therefore risking potential participants to be disengaging and not participate in capacity</p>

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance Indicator	Baseline – Target (end of project)		
<b>Output 1.2: Meeting summary reports</b>	Publication of a summary report for each of the Dialogue meetings	<p><u>Baseline</u> Globally distributed and consulted workshop reports</p> <p><u>Target</u> There is no report prepared. There will be a report prepared after each of the regional dialogues and circulated with participants and donors.</p>	Workshop reports	<p>building opportunities as the ones provided through this project.</p> <p>Assumption Participants will present on national experiences and share lessons learned and advances on the preparation of indcs. Risk Participants will ask UNDP not to prepare a report.</p>
<b>Output 1.3 Organised meeting of organizations and donors</b>	Organisation of 1 meeting of international, regional and bilateral organizations, as well as relevant initiatives and think tanks	<p><u>Baseline</u> Paragraph 2(d) of decisions 1/CP.19 is not fully comprehended and organisations are not organised in a concerted fashion to implement this request by the COP.</p> <p><u>Target</u> The meeting will allow organisations to reach agreements around some key issues of importance in order to contribute to the implementation of paragraph 2 (d) of decision/CP19.</p>	Participants list and meeting minutes	<p>Assumption There will be high interest from a number of countries in each region to host the workshop and take a lead role in facilitating the discussions, including supporting the preparatory phase of the workshops. Risk Limited participation of national representatives in the technical discussions. Political issues may generate some tensions at the workshops.</p>

Key Performance Indicator	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Baseline – Target (end of project)			
<p><b>Output 1.4: Preparation of support materials for developing countries in carrying out the preparation of their intended nationally determined contributions</b></p> <p>Publication of a document or documents containing guidance to developing countries on carrying out the preparation of their intended nationally determined contributions.</p>	<p><u>Baseline</u> No support materials are prepared.</p> <p><u>Target</u> Support materials on the preparation of indcs are prepared in a timely manner so that they can be used by developing countries to begin or further their preparation process, as soon as possible.</p>	Document	<p>Assumption There will be specific demand from participants to prepare materials to support the preparation of indcs by developing countries.</p> <p>Risk Country participants do not request support materials or specifically ask the UNDP not to prepare materials.</p>	

IV. **WORLDPLAN**

Activity	2014												2015											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Preparations (e.g. finalization of project)	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2
Staffing																								
Identification of lead countries and consultations																								
Identification of funded countries																								
Country consultations (interest to participate)																								
Identification of host organization																								
Consultations on program for meeting of organizations																								
Meeting of organizations																								
Consultations for first in person meeting (inc. survey)																								
Arrangements with host country and logistics																								
Final program for first in-person meeting																								
First in-person meeting																								
Follow-up, as needed																								
Consultations for second in person meeting (inc. survey)																								
Arrangements with host country and logistics																								
Final program for second in-person meeting																								
Second in-person meeting																								
Follow-up, as needed																								

**V. TOTAL BUDGET AND WORKPLAN**

<b>Award ID:</b>	00079435	<b>Project ID(s):</b>	Verj089421					
<b>Award Title:</b>	PIMS 5371/MSP/CC: Technical dialogue on nationally determined contributions towards a 2015 agreement under the UNFCCC							
<b>Business Unit:</b>	UNDP1							
<b>Project Title:</b>	Technical dialogue on nationally determined contributions towards a 2015 agreement under the UNFCCC							
<b>PIMS no.</b>	PIMS 5371							
<b>Implementing Partner (Executing Agency)</b>	UNDP							
<b>GEF Outcome/Atlas Activity</b>	<b>Responsible Party/Implementing Agent</b>	<b>Fund ID</b>	<b>Donor Name</b>	<b>Atlas Budgetary Account Code</b>	<b>ATLAS Budget Description</b>	<b>Amount Year 1 (USD)</b>	<b>Total (USD)</b>	<b>Budget Notes:</b>
<b>OUTCOME 1:</b> Enhancing NAI Parties understanding on the issues	UNDP	62040	Germany, United Kingdom, France, Austria, and Norway	71200	International consultants	\$100,000	\$100,000	1
				75700	Workshops	\$130,000	\$130,000	2
				74200	Publications, translation	\$40,000	\$40,000	3
				71600	Travel	\$245,605	\$245,605	4
				74500	Miscellaneous	\$4,000	\$4,000	5
				72800	Equipment	\$2,000	\$2,000	6
				75100	Facilities and Administration	\$41,728	\$41,728	7
<b>TOTAL OUTCOME 3</b>						\$563,333	\$563,333	
<b>PROJECT MANAGEMENT</b>	UNDP	62040		74599	UNDP cost recovery charges-Bills	\$69,506	\$69,506	8
				71300	Local consultant	\$20,000	\$20,000	9
				75100	Facilities and Administration	\$7,161	\$7,161	10
<b>TOTAL PROJECT MANAGEMENT</b>						\$96,667	\$96,667	
<b>TOTAL</b>						\$660,000	\$660,000	

1 Fees of international consultant coordinating the project and facilitating workshops

2 Organisation of regional workshops

3 Publication of workshop reports

4 Travel costs of workshop participants and resource persons

5 Miscellaneous

6 Equipment

7 GMS calculated at 8%

8 Direct project cost, recovering the cost of ticketing and other support services by HQ and involved Cos

9 Cost of part time project assistant for a total period of 2,5 months

10 GMS calculated at 8%

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## VI. MANAGEMENT ARRANGEMENTS

25. The dialogue is an initiative in response to a request by all Parties at UNFCCC COP 19<sup>4</sup> to support the preparations for their intended nationally determined contributions. It aims to build the capacity of developing countries to initiate or intensify domestic processes for their nationally determined contributions.

26. This project will be directly implemented by UNDP under the Direct Implementation Modality, in full accordance with UNDP rules and regulations, policies and procedures. In implementing this project, UNDP will enter into appropriate arrangements with relevant organizations following UNDP policies and procedures, including any applicable procurement procedures.

27. UNDP will be responsible for the general coordination and implementation of the initiative, including the preparation and compilation of the required supporting materials, developing workshop agendas, contracting consultants and workshop facilitators, and organizing logistical and travel arrangements.

28. Project Board: There will be a Project Board (PB) for the UNDP-administered project. The PB will be the strategic decision-making body of the project. It will provide overall guidance and direction to the project, and also be responsible for making decisions on a consensus basis, when high-level strategic guidance is required, including the approval of major revisions in project strategy or implementation approach. The PB will meet once a month, and it will consult with relevant players in the UNDP Regional Bureaux, UNFCCC and workshop host countries as the activities are carried out. A meeting will be carried out with the UNFCCC, donor countries and host CO in the margins of workshops, sharing results and recommendations and consulting on follow-up actions to be undertaken. Due the nature of the project (e.g. a series of regional workshops) and its short duration, the PB will be limited to representatives and will consist of:

- a. The Manager of the Low Emission Capacity Building Programme and Senior Advisor of the Global Support Programme for National Communications and Biennial Update Reports (EEG);
- b. The Project Coordinator of the "Technical dialogue on nationally determined contributions towards a 2015 agreement under the UNFCCC" (EEG);
- c. The UNDP COs hosting the dialogue workshops;
- d. The Government counterparts of the countries hosting the dialogue workshops
- e. The UNFCCC Secretariat; and
- f. Donor countries

29. The UNFCCC secretariat will provide technical and substantive support to the above activities, as required.

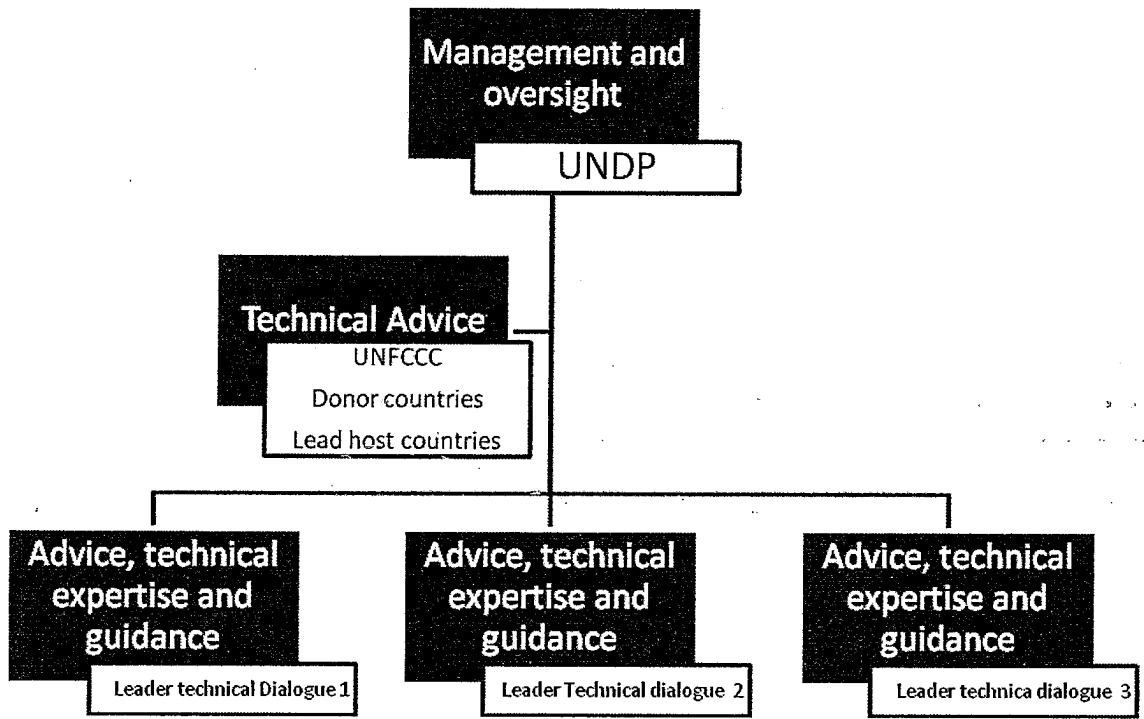
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<sup>4</sup> COP 19 (Decision 1/CP.19, para. 2(d)) decided "to urge and request developed country Parties, the operating entities of the financial mechanism and any other organizations in a position to do so to provide support for the related activities referred to in paragraphs 2(b) and 2(c) as early as possible in 2014"

30. Participating countries, including lead countries and donors supporting this initiative, will provide advice on discussion issues and strategies to facilitate the workshops. They may also provide technical expertise on given topics and guidance on emerging issues that may be considered in the implementation of this capacity building initiative.

31. Donors will provide advice in the organization of the workshop, especially in the technical content to assist shaping up the agenda of the regional dialogues. They will also identify emerging issues from the negotiations under the Convention that would need to be considered in workshop planning and implementation.

Figure 1: General structure of the management arrangement



***Participants to the dialogue***

32. The dialogue will be open to all countries interested in receiving support and sharing experiences and information relating to nationally determined contributions in the context of the 2015 agreement. This includes developed countries that may wish to contribute to the discussions on the basis of their national processes and/or to learn from other countries' experiences.

33. Coordination with the appropriate focal points in developing countries will be carried out to ensure that nominated representatives will have a clear role in the process to define the national contributions.

34. International, regional and bilateral organizations with expertise and capacity to provide support to countries on the process of preparing nationally determined contributions will also be invited to participate. A consortium of experts from the different organizations will be made available to provide



technical support to interested countries, as required. Their services will be delivered through the web-based platform.

### ***Country grouping (chapters)***

35. As already noted, the dialogue will be open to all countries that wish to engage in a conversation about their own domestic contributions. In order to make the dialogue more effective, the number of participants to the different meetings will be limited by organizing regional chapters as follows:

- a. Latin America and the Caribbean, with an additional focus groups on common interests (e.g. SIDS, LDCs, middle income countries)
- b. Africa, with additional focus groups on common interests (for example LDCs, francophone countries or the Mediterranean region)
- c. Asia and the Pacific<sup>5</sup>, with additional focus groups on common interests (for example, Gulf States, SIDS and LDCs).

36. Each regional chapter will be open to all interested countries; however, financial support to cover the costs of participation will be provided only to a select number of countries that belong to the respective region. The financial proposal will, however, include resources for a limited number of developing countries to participate in the dialogue of a different region on the basis of, first, the potential for this country to contribute to the discussions of another region (e.g., through expertise of sharing of experiences); and, second, the anticipated benefit of the additional interaction emerging from common interests (e.g., Island countries, Arab countries and LDCs).

### ***Lead countries***

37. In order to enhance ownership of the dialogue, one country from each region will be invited to act as convener of the in-person meetings. In addition to acting as convener, each lead country, with support from UNDP, will have the responsibility of, among others, contributing to preparing the agenda for the discussion, advising on the format and methodology for each segment, making proposals for the level of participation from countries to the different activities and proposing arrangements for the moderation of the dialogue. The selection of the lead countries would be subject to discussions with potential countries at the start of the project

### ***Organizations***

38. UNDP, in consultation with the lead country, will identify and invite to each meeting organizations, think tanks and other initiatives with the potential and interest to provide financial and/or technical support and make expertise available to countries to initiate or intensify domestic preparations for their nationally determined contributions.

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<sup>5</sup> This group will include Eastern Europe and CIS

39. The organizer will also engage with these organizations to make their expertise available during a follow-up period until the end of the project.
40. With a view to supporting organizations in understanding the process of preparing contributions and discuss their role in the dialogue, the organizer will convene a meeting at the beginning of 2014 (see below).

***Audit clause***

41. The project will be audited according the UNDP Financial Regulations and Rules and applicable audit policies on DIM projects.

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**VII. MONITORING FRAMEWORK AND EVALUATION**

42. The project will be monitored through the following M&E activities.

***Quarterly:***

43. Progress made shall be monitored in the UNDP Enhanced Results Based Management Platform.
- Based on the initial risk analysis submitted, the risk log shall be regularly updated in ATLAS. Risks become critical when the impact and probability are high.
  - Based on the information recorded in Atlas, a Project Progress Reports (PPR) can be generated in the Executive Snapshot.
  - Other ATLAS logs can be used to monitor issues, lessons learned etc. The use of these functions is a key indicator in the UNDP Executive Balanced Scorecard.

***Periodic Monitoring:***

44. A detailed schedule of project review meetings will be developed by the project coordinator, in consultation with project implementation partners and stakeholder representatives and incorporated in the Project Document. Such a schedule will include: (i) tentative time frames for monitoring meetings and (ii) project related Monitoring and Evaluation activities.

45. Day to day monitoring of implementation progress will be the responsibility of the Project Coordinator under coordination of the LECB Programme Manager and will be based on the project's Annual Work plan and its indicators.

***End of Project:***

46. During the last month, the project team will prepare the Project Final Report. This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project's results.

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**VIII. LEGAL CONTEXT**

47. 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

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

49. 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.

50. 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.

**IX. ANNEXES**

**Risk Analysis.**

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Management response.	Owner	Submitted, updated by	Last Update	Status
1	The role of NAI Parties in a 2015 Agreement may not yet been fully comprehended, therefore risking potential participants to be disengaging and not participate in capacity building opportunities as the ones provided through this project.	Project preparation	Capacity	(Low)	The lead country of each chapter, together with the project team will make sure that relevant and sufficient information is shared with all Parties and communicating nationally determined contributions is fully comprehended.	Project manager	Project preparation	None	N/A
2	Lack of participation by country representatives at the regional dialogue meetings	Project preparation	Coordination	(Medium)	The UNDP HQ team will send invitations to all the of the representatives that countries have nominated as National Focal Points to the UNFCCC to request that these nominate technical professionals from the public sector to participate in the Dialogue meetings. Reminders will be sent to all of those countries that have not responded after 1-2 weeks and further follow up will be made with priority countries. UNDP will also recruit the host country office to foster widespread participation from the host country government.	Project manager	Project preparation	None	N/A
3	There is a	Project	Institutional	(Medium)	The UNDP HQ team will prepare an	Project	Project	None	N/A

<p>possibility that the country representatives that attend the Dialogue meetings do not come prepared to discuss technical inputs to the indc preparation process, and instead focus solely on political issues related to the 2015 agreement</p>	<p>preparation</p>			<p>internal briefing note that outlines possible points in the agenda where the discussions could become more politically charged and suggest recommendations on how to diffuse the discussion and refocus the conversation between participants on technical issues.</p>	<p>manager</p>	<p>preparation</p>	
<p>Countries who are invited to share their experiences make presentations that do not address indcs or the session topic outlined in the agenda</p>	<p>Project preparation</p>	<p>Capacity</p>	<p>(Medium)</p>	<p>The UNDP HQ team will ask all of the participants who are asked to present to share their presentations before the Dialogue meeting, in order to provide an opportunity for review and comments back to the presenter in the case that the presentation needs more substance or needs to be reoriented or refocused.</p>	<p>Project manager</p>	<p>Project preparation</p>	<p>N/A</p>
<p>Country participants don't find the meeting useful and/or don't request further meetings or additional support</p>	<p>Project preparation</p>	<p>Technical</p>	<p>(Very low)</p>	<p>In this case, the UNDP team would consider not carrying out a second or third round of regional Dialogues.</p>	<p>Project manager</p>	<p>Project preparation</p>	<p>N/A</p>
<p>Donors countries are not satisfied with the meetings</p>	<p>Project preparation</p>	<p>Coordination</p>	<p>(Low)</p>	<p>The UNDP team will talk to all donor country representatives present at each meeting after the meeting has</p>	<p>Project manager</p>	<p>Project preparation</p>	<p>N/A</p>

	Country representatives do not make any effort to share the knowledge they acquired at the Dialogue and therefore do not manage to further or advance the indc preparation process in their countries.	Project preparation	(Low)	concluded to request their feedback and suggestions for improvement. This feedback and these suggestions will be incorporated into the subsequent Dialogue meetings.	Project manager	Project preparation	None	N/A
	UNDP HQ team will make all the presentations from a given meeting publicly available to the participants after the meeting so that they can take the information back to their countries and share it upon return. UNDP HQ team will also circulate a meeting report summarizing the meeting and sharing with each participant the contact information of all participants, to facilitate information sharing in-country and to facilitate interaction between participants from different countries if needed. Additionally, UNDP HQ team will consider developing some type of guidance for countries to go about the process of preparing their indcs, if requested by country participants at the Dialogue meetings.							

## Terms of Reference

### I. Project Coordinator and technical advisor

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#### Responsibilities

1. Coordinate, manage and supervise the execution of project activities:
  - Develop the work plan based on the project document, in consultation with the other implementing partners such as the UNFCCC and the lead countries in the different chapters;
  - Coordinate and monitor activities outlined in the work plan;
  - Develop Terms of Reference for short term consultancies in the context of a workshop and award contracts;
  - Oversee progress and delivery of expected outputs under subcontracts and ensure that work schedules are adhered to and assure quality control.
  
2. Provide technical inputs to facilitate project results:
  - Provide technical inputs to the identification, organization and roll-out of all the workshops;
  - Assist proponents in identifying opportunities for follow-on actions after workshop conclusion and second round of workshops in the different chapters;
  - Lead the development of the scheduled guidelines; manuals and other programmatic tools to assist countries in preparing their NCs and BURs;
  - Liaise with all Parties involved including UNFCCC, consultants, participating countries;
  - Oversee and provide technical inputs to the preparation of project outreach and public relations materials, including material used during workshop and particularly workshop reports.

#### Qualifications

The candidate must fulfil the following requirements:

- Post-graduate degree in Environmental Management, Geography, Agronomy, Economics or a directly related field;
- Minimum 7 years professional working experience in fields related to environment, climate or closely related issues;
- At least seven years of experience at a senior project management level for a development project(s), including at least 4 years of experience in managing a complex project;
- At least 3 years of experience directly with capacity development;
- Experience working with international and national environment NGO community, bilateral, multilateral donors, and international organizations, including proven success in resource mobilization;
- Demonstrated experience in a wide range of developing countries;
- Demonstrated leadership, diplomatic, coordination, communication and negotiating skills;
- Excellent knowledge of English; working knowledge of Spanish and French is a strong asset.

## II. Part time Project Assistant

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### Responsibilities

Assisting the project coordinator in the overall management of the project

- Set up and maintain all files and records of the project in both electronic and hard copies;
- Provide logistical support to consultants of the project in organising workshops and meetings;
- Assist international consultants by organising their travel schedules, arranging meetings with different stakeholders;
- Assist in the preparation of the Annual Work Plan (AWP);
- Prepare financial reports and documents as per specified formats, project, or programme plans and general reference documents as well as general administrative/financial or specialised tasks related to the project which may be of a confidential nature within the assigned area of responsibility; and
- Assist in the timely issuance of contracts and assurance of other eligible entitlements of the projects personnel, experts, and consultants by preparing annual recruitment plans.

### Qualifications/ Requirements

- University Degree in Commerce, Business Management, Communication or other relevant discipline
- At least 5 years of relevant administrative, financial or programme experience at the national or international level
- Strong understanding of budgeting and the UN/GoM accounting system—candidates familiar with UNDP administrative, programme, and financial procedures preferred
- Ability to use MS Office packages under the Windows XP Professional environment, particularly word processing and spread sheets (MS Word, Excel, etc.)
- Initiative, sound judgment, and capacity to work independently
- Excellent inter-personal and communication skills
- Excellent verbal and written skills in English
- Understanding of Spanish and/or French is an asset