



Project Document Revision Cover Page

Project Title: Alliance of Small Island States (AOSIS) United Nations Framework Convention on Climate Change (UNFCCC) Support Program

Project Number: 00084866

Implementing Partner: Permanent Mission of Antigua and Barbuda to the United Nations

Extension Start Date: 19 January 2021 **End Date:** 31 December 2022 **PAC Meeting date:** N/A

Brief Description

As the chairmanship of the Alliance of Small Island States (AOSIS) has been passed from Belize to Antigua and Barbuda in 2020, the project is being extended to continue supporting and enhancing the institutional capacity of AOSIS. This project is particularly important as the vulnerabilities facing SIDS have been exacerbated by the COVID-19 pandemic in 2020; and many SIDS face heavy debt burdens and limited access to concessional finance to fund recovery and sustainable development. Amidst the pandemic, climate change remains the top priority for SIDS. Communities in these countries that are located in low-lying coastal areas stand to be impacted severely from sea-level rise, storm surges, extreme weather and flooding. Narrow and limited resource bases, geographic isolation, and susceptibility to natural hazards, low and poorly diversified economic growth, weak private sector, and uneven development, among other factors, present additional challenges to achieving sustainable development for SIDS. In response to their situation, SIDS, especially through the AOSIS, are playing an increasingly active role in the United Nations Framework Convention on Climate Change (UNFCCC) negotiations process and on sustainable development issues in the UN system more broadly. In terms of international cooperation for sustainable development, 2021 will see the convening of a series of international forums at a level and concentration not seen since the historic year of hope, 2015. Given the need to agree and structure the post-COVID green recovery, these convenings take on special importance.

*The project document has not been revised since 2015 but has undergone several no-cost extensions. The purpose of this **extension/amendment** is to reflect -*

- (i) the current AOSIS Chair and elaborate the nature of the project as capacity building and technical support to the AOSIS -and specifically the needs of the Chair- to amplify their voice in international negotiations*
- (ii) updated results framework*
- (iii) updated financial status and 2020 Annual Work Plan reflecting funds from the Norwegian Agency for Development Cooperation (NORAD), complemented by remaining balance of funds from Canada and Romania.*
- (iv) updated narrative on the board (equivalent) arrangements*

With regard to (ii) and (iii), the number of project Outputs has been reduced to two, with all technical support grouped under output 1 and all coordination support under output 2. Technical support (output 1) aims at increasing AOSIS' capacity to cover negotiation topics in the UNFCCC process and increasing awareness of its position in the media through the recruitment of seven (7) experts: one Lead Climate Change Negotiator, one technical Expert for Climate Change, Oceans and other Multilateral Environmental Agreements, one Lead Negotiator for Sustainable Development, one Technical Expert on Sustainable Development, one Technical Team Coordinator and Administrator, one Communications Advisor and one programme Advisor and Manager.

Enhanced coordination (output 2) aims at greater technical level coordination among AOSIS experts, enhanced engagement at the national level and high-level political engagement in AOSIS UNFCCC activities, as well as enhanced collaboration between AOSIS and enhanced participation by AOSIS in the UNFCCC process to build institutional memory and capacity. This will be achieved through AOSIS strategy and coordination meetings, leaders' meetings, ministerial meetings, mitigation ambition meetings, AOSIS/LDC/Africa meetings, and through travel support (transport fares and per diem) of AOSIS permanent representatives/senior officials as well as coordinators, experts, and advisors to UNFCCC conferences.

Annex 2 – implementing partner capacity assessment is currently being carried out and will be complemented by the HACT Micro-assessment before any funds are disbursed.

Period		2012-2020	2021-2022
Total resources required:		7,398,812	1,063,245
Total resources allocated:	UNDP TRAC:	-	-
	Donor:		
	Govt. of Australia	10,443	-
	Govt. of Germany	92,340	-
	Govt. of Norway	1,531,945	-
	Govt. of Romania	30,000	-
	NORAD	963,998	1,454,011
SIDA	235,101	-	
AusAID	387,103	-	
Dept of Foreign Affairs/Canada	37,257	-	
European Commission	4,178,522	-	
Government:		-	-
In-Kind:		-	-
TOTAL		7,466,709	1,454,011

Contributing Outcome SP Outcome: 1
 SP Output: 1.1.1.
 Indicative Output(s) with gender marker
 Output 1 – Strengthened Technical Capacities within AOSIS: GEN1
 Output 2 – Strengthened Strategy and Coordination Capacities within AOSIS: GEN1

Agreed by:

UNDP	Implementing Partner
<p><i>Adriana Dinu</i></p> <hr/> <p>Adriana Dinu Deputy Director Bureau for Policy and Programme Support, UNDP</p>	<p><i>W. Webson</i></p> <hr/> <p>Print Name: <i>HE Ambassador Dr Aubrey Webson</i> <i>Permanent Representative of Antigua and Barbuda to the United Nations</i> <i>Chair of AOSIS 2021-2022</i></p>
Date: 09-Feb-2021	Date: <i>05-March-2021</i>

I. DEVELOPMENT CHALLENGE

Small Island Developing States (SIDS) are recognized by the international community as being a special case for development and highly vulnerable to the adverse impacts of global climate change. Communities in these countries that are located in low-lying coastal areas stand to be impacted severely from sea-level rise, storm surges, extreme weather and flooding. Narrow and limited resource bases, geographic isolation, and susceptibility to natural hazards, low and poorly diversified economic growth, weak private sector, and uneven development, among other factors, present additional challenges to achieving sustainable development for SIDS. These vulnerabilities have been exacerbated by the COVID-19 pandemic in 2020, many SIDS face heavy debt burdens and limited access to concessional finance to fund recovery and sustainable development. Amidst the pandemic, climate change remains the top priority for SIDS.

In response to their situation, SIDS, especially through the Alliance of Small Island States (AOSIS)¹, are playing an increasingly active role in the United Nations Framework Convention on Climate Change (UNFCCC) negotiations process and on sustainable development issues in the UN system more broadly. Following the Third International Conference on SIDS held in Samoa September 2014, AOSIS has also sought to increase its level of engagement in the post-2015 development agenda negotiations and related sustainable development forum (for example, the financing for sustainable development discussions). The commitment was solidified following the High-Level Midterm Review of the small island developing states (SIDS) Accelerated Modalities of Action (SAMOA) Pathway in 2019. Amidst AOSIS has been active advocating for ramping up efforts on global climate action ahead of the COP-26 negotiations. The level of human resource capacity and detailed technical policy advice required for the AOSIS Chair to facilitate and coordinate these engagements on behalf of the membership of AOSIS is significant.

In the run up to COP-26, under the UNFCCC Subsidiary Bodies (Subsidiary Body for Implementation – SBI, Subsidiary Body for Scientific and Technical Advice – SBSTA), AOSIS will continue to play an active role, including efforts to improve coordination between SIDS representatives on the various Boards and Bodies of the UNFCCC and between SIDS and the other negotiating groups (i.e.. LDCs, African Group, etc.). The AOSIS Chair has also indicated an interest to expand outreach with climate related multilateral agencies on behalf of SIDS. Furthermore, AOSIS is actively advocating for the development of a multidimensional vulnerability index that will support the reassessment of eligibility criteria for accessing affordable finance for sustainable development, particularly concessional finance.

In order to effectively participate in, and develop positions for, such a challenging and complex negotiation process, developing countries – in particular those with small-size economies such as SIDS -- will be required to increase their capacity to keep pace with the evolving UNFCCC negotiations and pre-COP26 discussions. As smaller delegations have limited capacity to address the wide range of associated issues, “negotiation by exhaustion” constrains smaller delegations much more severely than larger ones; therefore, the coordination and representation functions of AOSIS are critical to addressing issues on behalf of SIDS. AOSIS, as the ad-hoc political group representing SIDS interests, will continue to play an influential role in the UNFCCC and pre-COP26 discussions in 2021 and beyond, particularly as it has secured increased technical and financial resources to support its efforts.

Currently, UNDP provides support to SIDS at the national and regional level through UNDP’s country offices, Multi-country offices, and Regional Service Centre, and has also expanded its services on policy and capacity development support for SIDS, particularly in the context of the UNFCCC negotiations since late 2009 through AOSIS based in New York at the UN.

¹ **Members of AOSIS:** Antigua & Barbuda, Bahamas, Barbados, Belize, Cape Verde, Comoros, Cook Islands, Cuba, Dominica, Dominican Republic, Fiji, Grenada, Guinea-Bissau, Guyana, Haiti, Jamaica, Kiribati, Maldives, Marshall Islands, Federated States of Micronesia, Mauritius, Nauru, Niue, Palau, Papua New Guinea, Samoa, Sao Tome & Principe, Singapore, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Seychelles, Solomon Islands, Suriname, Timor-Leste, Tonga, Trinidad & Tobago, Tuvalu, and Vanuatu

This current project will build on these other relevant UNDP supported initiatives in a coherent manner such that AOSIS – and SIDS’ – capacity to engage effectively in sustainable development and climate change negotiations in 2021 increases and to maintain momentum in years ahead to ensure the work transitions smoothly into implementation. It has been designed to allow other donors to make contributions to provide stability and predictability to the Chair and AOSIS throughout the period. This is essential to sustain the institutional and capacity building gains. Any additional contributions via UNDP will be planned and managed to ensure coherence of the overall support available for AOSIS activities.

II. STRATEGY

The objective of this project is to continue the work of developing and enhancing the institutional capacity of the member States of the Alliance of Small Island States (AOSIS) and its members to continue to engage effectively in the major global development processes currently underway within the UN System, including the continued implementation of the SAMOA Pathway and synergies with the 2030 Sustainable Development Agenda and the negotiations under the United Nations Framework Convention on Climate Change (UNFCCC).

This project has two main components:

- A. Strengthened Technical Support within AOSIS - this will provide essential technical support, including climate change and sustainable development policy analysis, administrative support, and communications advice
- B. Strengthened Strategy and Coordination Capacities within AOSIS: This component aims to help overcome financial and technical barriers faced by SIDS in developing and coordinating group positions in major international fora. This component will support AOSIS strategy and coordination meetings for all AOSIS, not just related to technical support.

A. Strengthened Technical Support within AOSIS

This component will provide the Chair and membership of AOSIS with essential technical and negotiation support and support in the further implementation of the AOSIS communications strategy on climate change and sustainable development. Under this component, AOSIS, via the Permanent Mission of Antigua and Barbuda to the UN, will maintain staff members for the duration of the grant as follows:

1. Lead Climate Change Negotiator
2. Technical Expert for Climate Change, Oceans, and other Multilateral Environment Agreements
3. Lead Negotiator for Sustainable Development
4. Technical Expert for Sustainable Development
5. Technical Team Coordinator and Team Administrator
6. Communications Adviser
7. Programme Adviser and Manager

It will, as well, provide travel overheads to the AOSIS Lead Negotiator for Climate Change, the Lead Negotiator for Sustainable Development, Technical Experts, the Technical Team Coordinator and other AOSIS Coordinators who may be designated by the Chair to participate in various negotiation meetings and to the AOSIS Chair to participate in meetings as the need arises.

1. Lead Climate Change Negotiator

This person will act as the AOSIS Lead Negotiator for climate change negotiations and related processes:

- A. Under the UNFCCC/Paris Agreement: Including, but not limited to: (1) follow-up on the carryover of any additional mandates and or work from the UN Secretary-General's Climate Action Summit, in particular in relation to the SIDS Ambition Package; (2) follow-up on the carryover of any additional mandates and or work from COP25; (3) Executive Committee of the Warsaw International Mechanism for Loss & Damage (WIM); Standing Committee on Finance (SCF); Technology development and transfer; Capacity building; Gender action plan; Pre-2020 implementation and ambition; Completion of the GCF Replenishment Process; (4) Long-term climate finance and the 2021 High-level Ministerial Dialogue on Climate Finance; (5) Standing Committee on Finance: release of fourth biennial assessment and overviews of financial flows; (6) ex ante information on finance under article 9.5 of the Paris Agreement and ex post information on finance as well as finance needed and received under the enhanced transparency framework; (7) launch of the process for the new collective goal; (8) 7th Review of Financial Mechanism to be initiated by COP 26 (Nov. 2021); (9) joint work on agriculture; (10) 4th Review of Adaptation Fund – initiated in June 2020; (11) 5th review of implementation of framework for capacity-building in countries with economies in transition; (12) enhanced transparency framework.
- UNFCCC High-level events – High-level Event on Climate Action at each COP 2021-2023 and the High-level Ministerial Dialogue on Climate Finance in 2021.
- B. Inter-governmental Panel on Climate Change (IPCC): Including, but not limited to: (1) 53rd Session of the IPCC (2) 54rd Session of the IPCC;
- C. Green Climate Fund (GCF): Preparation and advice where requested for: (1) At least 3 GCF Board meetings; (2) Strategic Plan for the programming period 2020 – 2023; (3) Review of Simplified Approval Process; (4) Addressing outstanding policy gaps; (5) Continuation of replenishment process; (6) Regular reviews of policies.
- D. UNGA events on climate change and sustainable development and UNSG 2021 Climate Summit: Support coordination on: (1) AOSIS inputs to the follow-up to the SG's Summit; and (2) AOSIS discussion series on "Uniting behind the Science".

2. Technical Expert for Climate Change, Oceans and other Multilateral Environmental Agreements

The Technical Expert will assist the AOSIS Lead Negotiator on Climate Change on all the matters outlined above; and also in regards to matters related, but not limited to Oceans, including the development of an internationally legally binding instrument under the United Nations Convention on the Law of the Sea on the conservation and sustainable use of marine biological diversity of the areas beyond national jurisdiction (BBNJ), follow-up to the United Nations Ocean Conference to be held in Portugal and other oceans related conferences, and the 2021 UN Biodiversity Conference.

The Technical Expert will keep abreast of how climate change is being addressed in other fora relating to other multilateral environmental agreements addressing climate change, including but not limited to the World Meteorological Organization (WMO) Congress, International Civil Aviation Organization (ICAO), International Maritime Organization (IMO), and the Convention on Biological Diversity (CBD).

The Technical Expert's duties will include: to assist in the convening of relevant AOSIS Working Group Meetings; draft statements; assist with the development and implementation of negotiation strategies, briefing documents, submissions, and position papers; undertake general research on climate change, ocean and other multilateral environmental issues; and to participate in, and report, at daily or weekly meetings convened by the Technical Team Coordinator and Team Administrator.

3. Lead Negotiator for Sustainable Development

- i. The Lead Negotiator for Sustainable Development (the Lead Negotiator) of the Alliance of Small Island States (AOSIS) under the Chairmanship of the Permanent Mission of Antigua and Barbuda to the United Nations (the Mission) will represent the AOSIS Chair and AOSIS Membership in the capacity as the AOSIS Lead Negotiator at the technical level, in all tasks related to *inter alia*:

A. S.A.M.O.A. Pathway and the 2030 Agenda: Including, but not limited to: (1) Coordination and follow up of AOSIS position for the S.A.M.O.A. Pathway including its Mid-term Review; (2) Coordination of support for the development of “partnerships in action” to address gaps in partnerships for the continuing implementation of the S.A.M.O.A. Pathway 2020-2024; (3) Coordination and continuing review of the implementation of the repositioning of the UN development system and the quadrennial comprehensive policy review and its follow-up, taking into account SIDS priorities particularly with respect to the Multi country offices; and all other operational activities for development; (4) Forging partnerships for action through the 2021 UN Ocean Conference; (5) Supporting AOSIS Member States engagement with monitoring and implementation platforms including through the High-level Political Forum and the Statistical Commission; (6) Coordination with Lead Negotiator on Climate Change for the development of the *AOSIS United behind the Science Series* .

B. United Nations Framework Convention on Climate Change (UNFCCC)

Identify inter-linkages between climate change and sustainable development through integrated approaches and continue to conduct regular reviews of policies.

- ii. The Lead Negotiator will also represent the AOSIS Chair and Membership in all tasks related to: non communicable diseases (NCDs), SIDS sustainable development and follow up on mandates and issues emanating from the HLPF in-depth review of SDG 13 on Climate Action; and the UNSG’s Climate Action Summit in particular in relation to access to finance.
- iii. With the support of the Technical Expert on Sustainable Development, the Expert will convene AOSIS Working Group Meetings for coordination and development and follow-up of AOSIS positions and strategies; drafting and delivering statements; coordinating the development and implementation of negotiation strategies, briefing documents, submissions and position papers; undertaking general research on sustainable development; and participation in all internal coordination meetings convened by the Technical Team Coordinator and Team Administrator and to provide written reports when requested.

4. Technical Expert for Sustainable Development

The Technical Expert will assist the AOSIS Lead Negotiator on Sustainable Development in the matters outlined above as they arise in all UN Committees and relevant related processes.

5. Technical Team Coordinator and Team Administrator

The Technical Team Coordinator and Team Administrator will coordinate the activities of the Lead Climate Change Negotiator, the Technical Expert for Climate Change, the Technical Expert for Sustainable development, Lead Sustainable Development Negotiator, and the Technical Adviser on communications.

The Coordinator will, in consultation with the Permanent Representative and the Deputy Permanent Representative of the Mission:

- Coordinate AOSIS negotiations at meetings in New York and when necessary internationally as well as develop and implement AOSIS strategic objectives.
- In conjunction with the Technical Experts draft AOSIS submissions including statements, briefing documents and concept papers, resolutions, invited submissions, presentations, and position papers.
- Analyze technical negotiating documents as appropriate.
- Contribute to the managing, tracking and analysis of the implementation of the 2030 Agenda for Sustainable Development and the SAMOA Pathway by aligning communication between the relevant stakeholders.

- Work with the AOSIS Climate Change team to ensure a consistent SIDS approach to climate change issues across the United Nations including at the UN General Assembly, the Economic and Social Council, the UN Framework Convention on Climate Change and other UN bodies that may be identified by technical experts.
- Ensure SIDS priorities are reflected in resolutions and debates on sustainable use and management of oceans, sustainable transport, and sustainable energy.

The Coordinator will have primary responsibility for coordinating AOSIS engagements at relevant meetings and with appropriate representatives including as follows:

- Coordinate AOSIS Chairmanship schedule including through convening of weekly and if necessary daily meetings with Lead Negotiators and Technical Experts.
- Coordinate AOSIS Chair's engagement in all relevant high-level meetings of the main organs of the United Nations and cover said meetings.
- Coordinate AOSIS Chair's engagement in the Steering Committee on Partnership for SIDS, and follow-up of the voluntary commitments from the Partnership Dialogue.
- Develop and maintain technical-level relationships with negotiating partners.
- Liaising with relevant representatives and/or departments of the UN to coordinate AOSIS Chair's engagements.
- Coordinate AOSIS events including discussion series, workshops, ministerial, and briefings, together with relevant technical experts.
- Set up a dedicated AOSIS email address and receive and sort AOSIS incoming emails and communications and prepare and disseminate communications for the Chair.

The Coordinator will participate in periodic meetings and provide reports for monitoring programme status which meetings will be convened by the Programme Adviser and Manager together with the Permanent Representative and Deputy Permanent Representative

6. Communications Adviser

The AOSIS Communications Adviser will:

- Develop and implement the AOSIS Chair's internal and external communication strategy on issues related to climate change, sustainable development, oceans and broader issues affecting the socio-economic development of SIDS under the UN.
- Ensure consistency and responsiveness in communications with AOSIS Membership, partners and relevant stakeholders.
- Manage the AOSIS website and online presence.
- Organize communication between the AOSIS Chair and lead negotiators and the media at conferences and on a regular basis and cultivate relationships with key media and journalists.
- Develop communication products.
- Promote the vision, mission, and strategic goals of AOSIS.
- Provide media training to the Chair's team; and
- Undertake research and analysis on AOSIS coverage.

7. Programme Adviser and Manager

The Programme Adviser to Alliance of Small Island States (AOSIS) under the Chairmanship of the Permanent Mission of Antigua and Barbuda to the United Nations (the Mission) will have primary administrative responsibility for ensuring that expenditure by the AOSIS Chair is in conformity with budgeted parameters, that required reporting requirements to contributors and agencies are met in a proper and timely manner, and generally for all staff working at the Permanent Mission of Antigua and Barbuda to the United Nations.

The Programme Adviser will ensure that expenditures on behalf of the AOSIS Chairmanship for technical support staff, strategy planning meetings, workshops and travel for AOSIS negotiators and in fulfillment of Chair's obligations, and attendance at mandatory UN meetings are disbursed in a timely manner and with the prior approval of the Permanent Representative or the Deputy Permanent Representative of the Mission.

The Programme Adviser will serve as the primary liaison with the United Nations Development Programme (UNDP) and other representatives who provide contributions (contributors) to AOSIS under the Chairmanship of the Permanent Mission of Antigua and Barbuda. Included in his liaison role, the Programme Adviser will be responsible *inter alia*:

- To fund raise in line with the strategic vision of the AOSIS Chair.
- To develop a project management structure for both program and financial monitoring and reporting with a focus on identifying risks to AOSIS plans and deliverables and have alternate plans to mitigate those identified risk.
- To periodically, in consultation with the Permanent Representative, the Deputy Permanent Representative and the Technical Team Coordinator and Team Administrator, monitor program status and to document same as the basis for required monthly or quarterly reporting to UNDP.
- To record expenditures in QuickBooks in designated project accounts in the case of earmarked contributions and to summarize by budget line for monitoring as well as inclusion with the narrative reports submitted to UNDP and other contributors.
- To ensure compliance with standard United Nations financial management rules and financial reporting procedures, such as the following:
 - o Obtaining the relevant documents, guidance or explanations from the UN Country Office.
 - o Where necessary, introducing new financial management procedures and controls to meet the UN's requirements.
 - o Documenting new procedures and controls in a procedure's manual; and,
 - o Conducting internal training of the organisation's management and staff to ensure they are aware of any new procedures.
- To ensure that all Mission bank accounts, including the dedicated AOSIS bank account, are reconciled monthly and provided to the designated reviewer in a timely manner.

Included in his administrative role, the Programme Adviser will be responsible *inter alia*:

- To ensure that all staff forming part of the AOSIS Chairmanship Team receive the benefits that they are contractually entitled to or any other allowances as agreed to by the Permanent Representative or Deputy Permanent Representative of the Mission; and,
- To perform any other administrative duty assigned by the Permanent Representative of the Mission.

B. Strengthened Strategy and Coordination Capacities within AOSIS

This component aims to help overcome financial and technical barriers faced by SIDS in developing and coordinating group positions in major international fora. This component would support AOSIS strategy and coordination meetings for all of AOSIS, not just related to the activities outlined in the Technical Assistance component of this proposal outlined above.

Given that AOSIS experts on climate change and oceans are typically based in their respective capitals, it is important to create opportunities for the AOSIS Chairman to enable the Group to identify key strategic priorities and plan responses to dynamic international negotiation processes underway. This is particularly vital in the period of 2021-2023 as the implementation phase of the Paris Agreement takes effect and efforts commence to urge the urgent increase of mitigation ambition by 2021 and the intergovernmental conference on marine biological diversity of areas beyond national jurisdiction convenes for its second and third sessions.

This component could include additional AOSIS preparatory days in advance of the COP and other UNFCCC meetings. This component could also support the participation of AOSIS thematic coordinators in formal UNFCCC meetings as needed. In the sustainable development and ocean context this component would include meetings of AOSIS experts in advance of various negotiating processes including the IGC.

This component may also be used to support participation by AOSIS representatives, including Permanent Representatives to the UN and other appropriate high-level representatives on an as needed basis, in external and informal meetings with the aim to explore options and build support for raising ambition in both sustainable development, oceans and climate change negotiations

A major challenge for AOSIS is in coordinating positions owing to funding constraints and limited opportunities to bring together representatives from island nations across all parts of the world. Funding will support meetings, which are central to AOSIS's full and effective engagement in the climate change negotiations, such as.

- AOSIS Strategy and Coordinators Meetings - to enable AOSIS to identify priorities and organize their work on sustainable development and climate change
- Ministerial Meetings - meetings for AOSIS ministers to coalesce and endorse policy priorities to maintain essential ownership of the process by the national membership and high-level political engagement.
- AOSIS Leaders' Meeting – annual meeting of AOSIS Heads of State and Government on the margins of the UNGA for political guidance and to raise profile of climate change on international agenda
- AOSIS Mitigation Ambition Meeting(s) - meeting for AOSIS/like-minded countries to explore options and build support for raising mitigation ambition in the climate change negotiations

III. RESULTS AND PARTNERSHIPS

Expected Results

The objective of this project is to build institutional capacity and enable the active participation of the Alliance of Small Island States (AOSIS) in the UNFCCC negotiations. Through its two outputs, 1 – Technical support and 2- Coordination and travel support, the project will bring an increased capacity to AOSIS in order to cover negotiation topics in the UNFCCC, UN Oceans Conference, UN Biodiversity Conference and other relevant international negotiations on sustainable development. This will allow AOSIS to be well represented and to effectively convene and coordinate their positions and negotiation strategies. It will also increase awareness of AOSIS positions in the media, through the recruitment of a communications adviser. Moreover, the project aims to enhance internal and external policy coordination through funding participation in meetings for enhanced collaboration between AOSIS, African countries, and LDCs on the discussions under the Durban Platform for Enhanced Action. Finally, the project will also support AOSIS Coordinators, experts, and advisors by covering travel and per diem for UNFCCC conferences and related meetings.

The results of this project will contribute to priority output 1.1.1 of the Strategic plan “*Capacities developed across the whole of government to integrate the 2030 Agenda, the Paris Agreement and other international agreements in development plans and budgets, and to analyse progress towards the SDGs, using innovative and data-driven solutions*” and contributes more specifically to Enabling Action 1.1.1.7 “*Establish UNDP as a key partner to advocate for and support countries to raise ambition, accelerate actions and mobilise society to meet the objectives of the Paris Agreement.*”

Resources Required to Achieve the Expected Results

NORAD has already committed NOK 22.1 million to supporting the AOSIS chair through this project. Remaining funds from previous contributions to this project notably by the Government of Romania and Dept of Foreign Affairs of Canada will also fund activities if needed.

The project requires the regular engagement of the BPPS project manager with the Implementing Partner during the implementation phase. It will also require the BPPS manager to oversee the quality of Donor reports produced by the Implementing Partner.

Risks and Assumptions

It is deemed that there is low **physical risk** associated with the action. There is no major procurement of equipment or other materials which may be exposed to physical risk. Activities proposed and functions expected to be fulfilled by personnel associated with the action (ie. funded AOSIS staff positions) are in line with those activities expected in comparable professional international office environments. The normal physical risks associated with travel are likely the greatest physical/safety risks to personnel associated with this action. Travel in this activity will be restricted to locations which are deemed low security risk according to UNDP travel guidelines.

The main **political risk** associated with the action is the potential rotation of chairmanship of the Alliance of Small Island States (AOSIS) grouping during the action period (2021-2022). This is the main assumption associated with the implementation phase of the action. As of March 2021, this risk is deemed to be a low-likelihood and represents a medium-level of risk to the overall action. The Republic of the Antigua and Barbuda took up the Chair of AOSIS and is expected to retain the post until at least end 2022. Recent experience with the rotation of the AOSIS Chair at the end of December 2018 (from the Republic of Maldives to the Belize) and end December 2014 (from Nauru to Maldives) provides recent examples of a transition of AOSIS leadership where there was a successful continuity of programmatic support to AOSIS managed via UNDP. During the aforementioned transition period in 2014, support provided to AOSIS via UNDP by the Government of Australia and European Commission for staffing positions and UNFCCC strategy and negotiations support was transitioned to the incoming Chair through consultations with the relevant stakeholders. Related project experience and institutional memory has also been observed to be building up within the current cohort of AOSIS advisors associated with the project.

Environmental risks to this action are deemed to be low-likelihood, low-risk. The main environmental risks associated with this action are the possibility of environmental related disruptions to travel associated with activities related to the action. The primary means of mitigating these risks will be to situate, in time and place, the meetings associated with this action in locations which take into account environmental factors (i.e., avoiding hurricane/cyclone prone locations and seasons for AOSIS meetings).

It is deemed that the **social risks** to this action are low. A potential source of social/cultural risk associated with the action could be cultural acclimatization challenges for any new AOSIS staff members to re-locate to New York City as part of this action. The Chair of AOSIS will address this potential source of risk to the program through training and the provision of a suitable working environment. The budget set out for the action will ensure that sufficient means are available to accommodate living standards commensurate with the post.

Economic risks associated with this action include the potential need for budget revisions as a result of changing prices and assumptions relating to project costs. This risk is assessed to be medium likelihood with a potential medium level of risk for the overall project. Measures to be taken to mitigate this risk include regular and robust monitoring of project expenses and frequent consultation between UNDP and AOSIS Chair regarding planned project expenses and activities. It is noted that donors do not generally cover costs relating to exchange rate losses and therefore any such losses would have to be covered by adjustments to the program budget. A specific economic risk relates to travel and potential volatility in airline ticket prices. These risks will be mitigated by making travel arrangements associated with the program activities as early as possible to reduce ticket prices at the time of purchase.

This risk analysis will be regularly updated by UNDP, in consultation with AOSIS Chair, through ongoing monitoring and review of the internal and external environment that may affect the project implementation.

Stakeholder Engagement

The main target group is the Alliance of Small Island States, consisting of 39 member states² across three regions (African, Indian, and South China Seas, the Caribbean, and the Pacific) as well as 5 observer states³. Through providing technical support to the current AOSIS Chair, all member states benefit from the increased capacity of the former to lead and further the agenda and interests of the AOSIS group.

Sustainability and Scaling Up

There are no major financial sustainability requirements of this program post-action, due to the fact that there are no maintenance costs as a result of the action being human resource/policy focused instead of equipment/technology focused. Should there be a rotation of the Chair of AOSIS following this project, the incoming Chair of AOSIS would be responsible for assessing their resource mobilization needs, including staffing requirements.

Actions to ensure institutional sustainability from the program will include the identification of potential opportunities for building on the capacity development activities undertaken during the action as part of the final assessment report from the action.

Policy level sustainability issues will be the responsibility of the AOSIS Chair in consultation with the AOSIS membership. Where decisions are taken at AOSIS meetings (especially, Leaders and Ministerial level meetings) the AOSIS Chair will work with the membership so that the results/outcomes are disseminated and taken up by the group. The AOSIS Chair has the responsibility for maintaining institutional memory during periods of rotation of the leadership of the group.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

The project aim is to build the capacity of the implementing partner through i) the recruitment of staff and ii) financially support coordination meetings, as well as travel and per diem costs of AOSIS Chair representatives, staff, and experts as needed to participate in global negotiations related to climate, biodiversity, oceans and sustainable development.

- i) The implementing partner will recruit the most competent applicants, who will be remunerated in accordance with the living standards of New York City, where they will be based. The budget set out for the action will ensure that sufficient means are available to accommodate living standards commensurate with the post.
- ii) Regarding travel costs and coordination expenses, cost effectiveness will be ensured through regular and robust monitoring of project expenses coupled with frequent consultation between UNDP and AOSIS Chair regarding planned project expenses and activities. Travel cost will be cost effective by making travel arrangements associated with the program activities as early as possible to reduce ticket prices at the time of purchase. Per Diem costs will in accordance with United Nations rules set by the International Civil Service Commission.

Project Management

The AOSIS UNFCCC Support Program will be implemented by the Permanent Mission of Antigua and Barbuda to the United Nations under the National Implementation Modality (NIM). UNDP

² Cabo Verde, Comoros, Guinea-Bissau, Maldives, Mauritius, Sao Tome and Principe, Seychelles, Singapore, Antigua and Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Suriname, Trinidad and Tobago, Cook islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu.

³ American Samoa, Guam, Netherland Antilles, Puerto Rico, US Virgin Islands

BPPS SIDS (NY) team will maintain constant communication to support the Permanent Mission, it will provide quality assurance on donor reporting, as well as advice and guide on policy and advocacy issues to ensure successful implementation and effective representation. Operational and financial oversight will be provided by operational support of BPPS (NY).

V. RESULTS FRAMEWORK

Intended Outcome as stated in the UNDP Strategic Plan Results and Resource Framework: SP Outcome 1							
Outcome indicators as stated in the UNDP Strategic Plan Results and Resources Framework, including baseline and targets: 1.1.1.1 <i>Number of additional countries that have development plans and budgets that integrate international agreements across the whole-of-government: b) Paris Agreement –</i> <i>Baseline</i> 0 countries – <i>Milestone 2020:</i> 19 countries – <i>2021 target:</i> 25 countries.							
Applicable Output(s) from the UNDP Strategic Plan: 1.1.1 “Capacities developed across the whole of government to integrate the 2030 Agenda, the Paris Agreement and other international agreements in development plans and budgets, and to analyse progress towards the SDGs, using innovative and data-driven solutions”							
Project title and Atlas Project Number: 00084866 - Alliance of Small Island States (AOSIS) United Nations Framework Convention on Climate Change (UNFCCC) Support Program							
EXPECTED OUTPUTS	OUTPUT INDICATORS	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)		DATA COLLECTION METHODS & RISKS
			Value	Year	Year 2021	Year 2022	
Output 1: Strengthened technical capacities within the AOSIS	1.1 Strengthened capacity of AOSIS delegation to participate in and cover negotiation topics in the UNFCCC process	Measured by recruitment of technical staff and negotiators	Pre-project technical support available to the Members and Chair of AOSIS via Permanent Mission of Antigua and Barbuda to the UN	2020	7 staff members recruited	7 staff members contracts renewed	Staff contracts signed, staff performance
	1.2 strengthened visibility of AOSIS positions in the media	Measured by new communication strategy and number of press releases & media statements	Pre-project press releases and media statements (10 press releases on AOSIS website)		1 communication strategy 15 published press statements on AOSIS website	20 additional published press statements on AOSIS website	Communication strategy developed Press releases published on AOSIS website.

	1.3 effective AOSIS delegation management, presence and participation at UN System and international negotiations	Measured by number of statements and interventions during negotiations	Pre-project statements and interventions in previous COPs and relevant negotiations		<p><i>At least 5 statements of the AOSIS delegation on each of the following:</i></p> <ul style="list-style-type: none"> - sustainable development negotiations (UNGA, HLPF, ECOSOC, Global Pact for the Environment, CBD, etc) - Climate Change (Climate Action Summit, UNFCCC COP, Placencia Ambition Forum, Cartagena Dialogues, etc) - Oceans (UN Oceans Conference, BBNJ, etc) 	<p><i>At least 5 statements of the AOSIS delegation on each of the following:</i></p> <ul style="list-style-type: none"> - sustainable development negotiations (UNGA, HLPF, ECOSOC, Global Pact for the Environment, CBD, etc) - Climate Change (Climate Action Summit, UNFCCC COP, Placencia Ambition Forum, Cartagena Dialogues, etc) - Oceans (UN Oceans Conference, BBNJ, etc) 	<p><i>Statements, speeches and interventions at COPs and other relevant negotiations gathered from official UN system websites of negotiation meetings</i></p>
Output 2 Strengthened Strategy and Coordination Capacities within AOSIS	2.1 Organisation of, and participation rate in AOSIS hosted meetings	Meeting minutes and lists of participants	Pre-project levels of AOSIS engagement in UNFCCC activities	<i>At least 10 AOSIS coordinators video conferences and/or strategy workshops</i>	<i>At least 10 AOSIS coordinators video conferences and/or strategy workshops</i>	<i>Minutes provided by AOSIS chair</i>	
	2.2 Qualitative assessments of the outcomes of such meetings with respect to the impact of joint-negotiation positions derived and areas for further collaboration between like-minded groups in the negotiations.	Meeting reports, joint statements and policy statements		<i>At least 3 coordinator's meeting reports. at least 3 joint statements from AOSIS and partners. at least 3 policy analysis statements from AOSIS</i>	<i>At least 3 coordinator's meeting reports. at least 3 joint statements from AOSIS and partners. at least 3 policy analysis statements from AOSIS</i>	<i>Meeting reports, joint statements and policy statements provided by AOSIS chair</i>	

VI. MONITORING AND EVALUATION

Program Quality and Project Assurance functions including monitoring and evaluation will be completed by UNDP BPPS in regular consultation with the current Chair of AOSIS. The project will be monitored through the following:

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	Quality assessment comprising of a consultation with the AOSIS Chair shall record progress towards the completion of key results, based on expected outputs. Key management actions/events will be recorded and tracked throughout the action.	Quarterly	Slower than expected progress will be addressed by project management.		
Monitor and Manage Risk	An Issue Log shall be recorded and updated to facilitate tracking and resolution of potential problems or requests for change during the action period.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.		
Learn	A project Lesson-learned log shall be recorded and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report as part of the final report at the end of the action.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.		
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.		
Project Report	An Annual Review Report and Annual Work Plan shall be prepared by the implementing partner with the support of a Programme Officer (UNDP BPPS) and presented to the	Annually, and at the end of the project (final report)			

	<p>Donor. The report shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project. In the last year, the Annual Review will be a final assessment. This review is driven by the Implanting Partner and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.</p>				
<p>Project Review (Project Board)</p>	<p>The project is governed by a board equivalent involving weekly communication between BPPS (Project Manager) and the Implementing Partner, in addition to annual consultations with project Donors. These consultations will be documented through approved meeting minutes.</p>	<p>Annually</p>	<p>Any quality concerns or slower than expected progress should be discussed between the IP and BPPS and management actions agreed to address the issues identified.</p>		

VII. MULTI-YEAR WORK PLAN ⁴⁵

All anticipated programmatic and operational costs to support the project, including development effectiveness and implementation support arrangements, need to be identified, estimated and fully costed in the project budget under the relevant output(s). This includes activities that directly support the project, such as communication, human resources, procurement, finance, audit, policy advisory, quality assurance, reporting, management, etc. All services which are directly related to the project need to be disclosed transparently in the project document.

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year		RESPONSIBLE PARTY	PLANNED BUDGET		
		Y1	Y2		Funding Source	Budget Description	Amount
Output 1: Strengthened technical capacities within the AOSIS <i>Gender marker: GEN1</i>	1.1 Increased capacity of AOSIS to cover negotiation topics in the UNFCCC process	USD 315,480	USD 315,480	Permanent Mission of the Republic of Antigua and Barbuda	NORAD	77105 Salaries 1. Lead Negotiator for Sustainable Development, 2. Communications Adviser, 3. Lead Negotiator for Climate Change, 4. Programme Manager/Adviser, 5. Technical Expert on Climate Change, 6. Technical Expert Sustainable Development	USD 630,960
	1.2 Increased awareness of AOSIS positions in the media						
	1.3 Effective AOSIS UNFCCC delegation management						
Sub-Total for Output 1							USD 630,960
Output 2: Strengthened Strategy and Coordination Capacities within	2.1 Organisation of, and participation rate in AOSIS hosted meetings	USD 166,763	USD 166,763	Permanent Mission of the Republic of	NORAD	75700 Training, workshops, and	USD 333,526

⁴ Cost definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32

⁵ Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.

<p>AOSIS</p> <p><i>Gender marker: GEN1</i></p>	<p>2.2 Qualitative assessments of the outcomes of such meetings with respect to the impact of joint-negotiation positions derived and areas for further collaboration between like-minded groups in the negotiations.</p>			<p>Antigua and Barbuda</p>		<p>Conferences: AOSIS Coordinators workshop . AOSIS Workshop on Finance. AOSIS Workshop on preliminary capacity of Small Island Developing States to access and use marine genetic resources of areas beyond national jurisdiction; Oceans workshop and oceans related activities to be carried out by Pacific SIDS 71600 Travel</p>	
Sub-Total for Output 2							USD 333,526
Audit							USD 20,000
General Management Support (8%)						75105 – facilities & admin	USD 78,758.88
TOTAL							USD 1,063,244.88

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

The AOSIS UNFCCC Support Program will be implemented by the Permanent Mission of Antigua and Barbuda to the United Nations under the National Implementation Modality (NIM).

The project is not governed by a conventional board, but rather, a board equivalent involving weekly communication between BPPS (Project Manager) and the Implementing Partner, in addition to annual consultations with project Donors. These consultations will be documented through approved meeting minutes.

The role of the BPPS Project Manager will consist of operational oversight and capacity building, quality assurance of reports and knowledge products and donor reporting.

The implementing partner maintains autonomy considering the nature of the project due to the proposed actions which require substantive involvement of internal political and decision-making processes within the AOSIS grouping of countries.

The beneficiaries of this project are the member states coalition making up the AOSIS group, represented by the IP in its role as chair of the Alliance.

AOSIS functions primarily as an ad hoc lobby and negotiating voice for SIDS through the United Nations (UN) system. It coordinates its decisions through three bodies: The Working group, the Plenary and the Bureau.

The AOSIS working group consist of lead AOSIS negotiators and relevant technical experts from the missions of the AOSIS Member States, identified from each mission according to the thematic areas of Climate Change, Sustainable Development and Oceans. This group discusses substantive issues and for matters requiring further political guidance, they refer to the plenary.

The AOSIS plenary is the main decision-making body, where the Chair updates Member states on ongoing work and seeks their guidance, as well as a space for member states to bring forth any issue of importance to the group. The agenda of the plenary is coordinated by the bureau.

The AOSIS Bureau consists of ambassadorial representatives of each of the SIDS regions – PSIDS, AIS and Caribbean constituencies – and coordinates plenary agenda, and acts as a facultative mechanism for consultations with regional grouping in lieu of plenary meetings and as an advisory board to the Chair for particular contentious issues as well as urgent matters that do not allow time for the plenary to convene.

Newly appointed as AOSIS Chair in 2020, the Antigua & Barbuda Mission is anticipated to hold the AOSIS Chair throughout the duration of the planned project duration. While unexpected, should the Chair of AOSIS rotate during this period UNDP will consult AOSIS and its incoming Chair to ensure a smooth transition in the action to support AOSIS.

Any challenges that arise during the implementation reported and any suggested changes to the agreed strategy and work plan suggested by the implementing partner will be discussed with the BPPS project manager and with the Donors. Any changes must be approved by all parties.

IX. LEGAL CONTEXT

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 to the Project Document](#) 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. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by the Permanent Mission of Antigua and Barbuda to the United Nations ("Implementing Partner") in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

X. RISK MANAGEMENT

Government Entity (NIM)

1. Consistent with the Article III of the SBAA, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner 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 the Implementing Partner's security, and the full implementation of the security plan.
2. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.
3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml.
4. The Implementing Partner acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the Implementing Partner, and each of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.
 - (a) In the implementation of the activities under this Project Document, the Implementing Partner, and each of its sub-parties referred to above, shall comply with the standards of conduct set forth in the Secretary General's Bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse" ("SEA").
 - (b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, the Implementing Partner, and each of its sub-parties referred to above, shall not engage in any form of sexual harassment ("SH"). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct

interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment.

5. a) In the performance of the activities under this Project Document, the Implementing Partner shall (with respect to its own activities), and shall require from its sub-parties referred to in paragraph 4 (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include: policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, the Implementing Partner will and will require that such sub-parties will take all appropriate measures to:
 - i. Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;
 - ii. Offer employees and associated personnel training on prevention and response to SH and SEA, where the Implementing Partner and its sub-parties referred to in paragraph 4 have not put in place its own training regarding the prevention of SH and SEA, the Implementing Partner and its sub-parties may use the training material available at UNDP;
 - iii. Report and monitor allegations of SH and SEA of which the Implementing Partner and its sub-parties referred to in paragraph 4 have been informed or have otherwise become aware, and status thereof;
 - iv. Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and
 - v. Promptly and confidentially record and investigate any allegations credible enough to warrant an investigation of SH or SEA. The Implementing Partner shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties referred to in paragraph 4 with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the Implementing Partner shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.
- b) The Implementing Partner shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the Implementing Partner, and each of its sub-parties referred to in paragraph 4, to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.
6. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
7. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
8. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.
9. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds. The Implementing Partner will ensure that its financial management, anti-

corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.

10. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.
11. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes in accordance with UNDP's regulations, rules, policies and procedures. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.
12. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

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

13. UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement. Recovery of such amount by UNDP shall not diminish or curtail the Implementing Partner's obligations under this Project Document.

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

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

14. Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.
15. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
16. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

XI. ANNEXES

ANNEX 1: RISK ANALYSIS



Project Title: Alliance of Small Island States (AOSIS) United Nations Framework Convention on Climate Change (UNFCCC) Support Program	Award ID: 00084866	Date: 12/2020
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Potential rotation of chairmanship of the Alliance of Small Island States (AOSIS) grouping during the action period (2021-2022).	12/2020	Political	This is the main assumption associated with the implementation phase of the action. As of March 2021, this risk is deemed to be a low-likelihood and represents a medium-level of risk to the overall action. The Republic of the Antigua and Barbuda took up the Chair of AOSIS and is expected to retain the post until at least end 2023. P = 1 I = 2	Recent experience with the rotation of the AOSIS Chair provides recent examples of a transition of AOSIS leadership where there was a successful continuity of programmatic support to AOSIS managed via UNDP. Related project experience and institutional memory has also been observed to be building up within the current cohort of AOSIS advisors associated with the project.	BPPS Project Manager AOSIS Chair	<i>BPPS Project Manager</i>		
2	The possibility of environmental related disruptions to travel associated with coordination and negotiation activities.	12/2020	Environmental	This is deemed to be low-likelihood, low-risk. The main environmental risks associated with this action are the possibility of environmental related disruptions to travel associated with coordination and negotiation activities P = 1 I = 1	The primary means of mitigating these risks will be to situate, in time and place, the meetings associated with this action in locations which consider environmental factors (i.e., avoiding hurricane/cyclone prone locations and seasons for AOSIS meetings).	AOSIS Chair	BPPS Project Manager		

3	Cultural acclimatization challenges for any new AOSIS staff members to relocate to New York City	12/2020	Other	<p>It is deemed that the social risks to this action are low.</p> <p>P = 1 I = 1</p>	<p>The Chair of AOSIS will address this potential source of risk to the program through training and the provision of a suitable working environment. The budget set out for the action will ensure that sufficient means are available to accommodate living standards commensurate with the post.</p>	AOSIS Chair	BPPS Project Manager		
4	The potential need for budget revisions as a result of changing prices and assumptions relating to project costs and travel costs.	12/2020	Financial	<p>This risk is assessed to be medium likelihood with a potential medium level of risk for the overall project. A specific economic risk relates to travel and potential volatility in airline ticket prices.</p> <p>P = 3 I = 3</p>	<p>Measures to be taken to mitigate this risk include regular and robust monitoring of project expenses and frequent consultation between UNDP and AOSIS Chair regarding planned project expenses and activities. It is noted that donors do not generally cover costs relating to exchange rate losses and therefore any such losses would have to be covered by adjustments to the program budget. Travel cost-associated risks will be mitigated by making travel arrangements associated with the program activities as early as possible to reduce ticket prices at the time of purchase.</p>	<p>BPPS Project Manager</p> <p>AOSIS Chair</p>	BPPS Project Manager		

ANNEX 2: IMPLEMENTING PARTNER CAPACITY ASSESSMENT

Capacity Assessment for Project Implementation

UNDP Project:	AOSIS UNFCCC Support Program
Implementing Partner:	Permanent Mission of Antigua and Barbuda to the UN, in its capacity of Chair of the Alliance of Small Island States (AOSIS)
Implementing Partner: Contact:	Permanent Mission of the Antigua and Barbuda to the United Nations 305 E 47th St New York, NY 10017 unmission@ab.gov.ag ; jackley.peters@ab.gov.ag (Ambassador's Office)
Assessment conducted by:	Riad Meddeb, Senior Principal Advisory for Small Island Developing States, UNDP, BPPS, e: riad.meddeb@undp.org p: +1-929-330-8222 in 2020)

Summary and Recommendation:

The "AOSIS UNFCCC Support Program" is a project of UNDP (#00084866) approved by PAC 22 Feb. 2013 with the ProDoc signed 24 April 2013. The project was largely funded by a grant from the European Commission, with early co-financing from Australia and latterly from Sweden (it has been designed to allow new co-financiers to contribute in 2015 and 2016). The original implementing partner for the project was the Permanent Mission of the Republic of Nauru to the UN, in its capacity as Chair of AOSIS (2012-2014). The ProDoc anticipated the possibility that during the course of the project there would be a rotation of the Chair of the Alliance of Small Island States (AOSIS). This occurred 1 January 2015, with the Permanent Mission of the Republic of Maldives to the UN assuming the role of AOSIS Chair. The chairmanship was rotated again in December 2018 with the Permanent Mission of Belize assuming the role of Chair of AOSIS. In this second phase of the project, funding is provided by the Norwegian Agency for Development Cooperation (NORAD), as well as Canada and Romania. As in the first phase, the chairmanship of the AOSIS has been rotated. This occurred on December 2020, with the Permanent Mission of Antigua and Barbuda assuming the role of AOSIS Chair. The purpose, therefore, of this implementing partner capacity assessment is to assess the capacity of the new AOSIS Chair to implement this ongoing project. Antigua and Barbuda and NORAD have indicated their strong interested to continue with the project. Based on (1) the results of this current assessment (see below for responses to the checklist and attachments), (2) past experience of the Antigua and Barbuda project personnel with implementation of UNDP supported programming, and (3) given their current role as Chair of the Alliance of Small Island States (AOSIS), *the Permanent Mission of the Antigua and Barbuda is recommended as the new implementing partner for this project*. As with the previous implementing partner Belize, and as stated in the original ProDoc it is recommended that the administration of resources obtained from or through UNDP shall be carried out under the financial regulations, rules, practices and procedures of Permanent Mission of the Antigua and Barbuda to the UN, only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of the implementing partner, does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition that of UNDP shall apply. This assessment has shown that the capacity of AOSIS to manage financial resources has increased over the course of the project to date, for example, where written travel policies did not exist previously, they have now been developed – in line with UNDP travel policy- as have other policies directly relevant to the implementation of this project.

Implementing Partner Checklist

AREAS FOR ASSESSMENT	ASSESSMENT QUESTIONS	REFERENCE DOCUMENT & INFORMATION SOURCES
PART I. BACKGROUND INFORMATION		
1. History	<i>Date of establishment of the organization</i>	
2. Mandate and constituency	<i>What is the current mandate or purpose of the organization?</i> <i>Who is the organization's primary constituency?</i>	
2. Legal Status	What is the organization's legal status? Has it met the legal requirements for operation in the programme country?	
3. Funding	What is the organization's main source(s) of funds?	
4. Certification	Is the organization certified in accordance with any international standards or certification procedure?	
5. Proscribed organizations	Is the organization listed in any UN reference list of proscribed organizations?	
PART II. PROJECT MANAGEMENT CAPACITY		
2.1 Managerial Capacity		
1. Leadership Commitment	Are the leaders of the organization ready and willing to implement the proposed project?	
2. Management experience and qualifications	Which managers in the organization would be concerned with the proposed project? What are their credentials and experience that relate to the proposed project? Do these managers have experience implementing UNDP or other donor-funded projects?	
3. Planning and budgeting	Does the organization apply a results-based management methodology? Are there measurable outputs or deliverables in the strategies, programmes and work plans?	

	<p>Are budgets commensurate with intended results?</p> <p>How do planners identify and accommodate risks?</p>	
4. Supervision, review, and reporting	<p>How do managers supervise the implementation of work plans? How do they measure progress against targets?</p> <p>How does the organization document its performance, e.g. in annual or periodic reports?</p> <p>How are the organization's plans and achievements presented to stakeholders?</p> <p>Does the organization hold regular programme or project review meetings?</p> <p>Are such meetings open to all stakeholders?</p> <p>Are the organization's activities subject to external evaluation?</p> <p>How does the organization learn and adapt from its experience?</p>	
5. Networking	<p>What other organizations are critical for the successful functioning of this organization?</p> <p>How does the organization conduct relations with these organizations?</p> <p>Is the organization a party to knowledge networks, coordinating bodies, and other fora?</p>	
2.2 Technical Capacity		
1. Technical knowledge and skills	<p>Do the skills and experience of the organization's technical professionals match those required for the project? Would these professionals be available to the project?</p> <p>Does the organization have the necessary technical infrastructure (e.g. laboratories, equipment, software, technical data bases, etc.) to support the implementation of the project?</p> <p>How do staff members of the organization keep</p>	

	<p>informed about the latest techniques and trends in their areas of expertise?</p> <p>What external technical contacts and networks does the organization utilize? What professional associations does the organization and/or its staff belong to?</p>	
PART III. ADMINISTRATIVE AND FINANCIAL MANAGEMENT CAPACITIES		
1. Facilities, infrastructure and equipment	<p>Does the organization possess sufficient administrative facilities, infrastructure, equipment and budget to carry out its activities, particularly in relation to the requirements of the project?</p> <p>Can the organization manage and maintain the administrative and technical equipment and infrastructure?</p>	
2. Procurement and contracting	<p>Does the organization have the legal authority to enter into contracts and agreements with other organizations?</p> <p>Does the organization have access to legal counsel to ensure that contracts are enforceable, meet performance standards, and protect the interests of the organization and UNDP?</p> <p>Does the organization have dedicated procurement capacity?</p> <p>Do procurement personnel have skills and experience that are appropriate to the requirements of the project? Does the organization have written procurement procedures?</p> <p>Is there evidence that the organization conducts procurement on the basis of best value for money, transparency, and effective international competition?</p> <p>Does the organization have a system and procedures for asset management and inventory control?</p>	
2. Recruitment and personnel management	<p>Does the organization have the legal authority to enter into employment contracts with individuals?</p> <p>Does the organization have dedicated personnel capacity?</p> <p>Do recruitment personnel have skills and experience</p>	

	<p>that are appropriate to the requirements of the project?</p> <p>Does the organization have written recruitment procedures? Is there evidence that the organization conducts recruitment objectively on the basis of competition, fairness, and transparency?</p> <p>Does the organization have a salary scale that would apply to project personnel? Would that scale inhibit the hiring of the best candidates?</p>	
3.2 Financial Management Capacity		
1. Financial management organization and personnel	<p>Does the organization have written rules and regulations for financial management that are consistent with international standards?</p> <p>Does the organization have a dedicated finance unit?</p> <p>Do finance managers and personnel have skills and experience that are appropriate to the requirements of the project?</p> <p>Is the existing financial management capacity adequate to meet the additional requirements of the project?</p> <p>Do finance personnel have experience managing donor resources?</p>	
2. Financial position	<p>Does the organization have a sustainable financial position?</p> <p>.</p> <p>What is the maximum amount of money the organization has ever managed?</p> <p>If the proposed project is implemented by this organization, what percentage of the organization's total funding would the project comprise?</p>	
3. Internal control	<p>Does the organization maintain a bank account?</p> <p>Does the organization have written rules and procedures on segregation of duties for receipt, handling and custody of funds?</p> <p>How does the organization ensure physical security of advances, cash and records?</p> <p>Does the organization have clear written procedures and internal controls governing payments? How does</p>	

	<p>the organization ensure that expenditures conform to their intended uses?</p> <p>Does the organization have policy requiring two signatures for payments over a defined limit?</p> <p>Is there any evidence of non-compliance with financial rules and procedures?</p>	
4.Accounting and financial reporting	<p>Are accounts established and maintained in accordance with national standards or requirements?</p> <p>When and to whom does the organization provide its financial statements?</p> <p>Can the organization track and report separately on the receipt and use of funds from individual donor organizations?</p> <p>Is there any evidence of deficiencies in accounting or financial reporting?</p>	
1. Audit	<p>Is the organization subject regularly to external audit? Is audit conducted in accordance with international audit standards? Are audit findings public? If so, have the organization's financial audits produced any significant recommendations for strengthening of financial systems and procedures? Have audits identified instances of non-compliance with rules and procedures or misuse of financial resources? What has been done to carry out audit recommendations?</p>	

ANNEX 3: RECENT SIMILAR ACTIONS IN SUPPORT OF AOSIS

RECENT ACTIONS in SUPPORT of AOSIS (via UNDP)				
Location of the action	Donor Contributions (Direct costs of the action)⁶	lead manager or partner	Donor(s) to the action	Dates
Mission of Grenada and Mission of Nauru to the United Nations, New York	AUS 1,515,596.27	Implemented by Mission of Grenada and subsequently Mission of Nauru to the United Nations, managed by UNDP	Government of Australia (AusAID & Department of Climate Change and Energy Efficiency - DCCEE)	June 2010 - 2013
Mission of Grenada to the United Nations, New York	USD 20,000.00	Implemented by Mission of Grenada to the United Nations, managed by UNDP	Government of Finland	October-December 2011
Mission of Nauru to the United Nations, New York	USD 45,000.00	Implemented by Mission of Nauru to the United Nations, managed by UNDP	Government of Finland	September-October 2012
Mission of Maldives to the United Nations, New York	EUR3,450,000	Implemented by Mission of Nauru and subsequently, Mission of Maldives to the United Nations, managed by UNDP	European Union	Jan 2013 – Dec 2017
Mission of Maldives to the United Nations, New York	SEK2,000,000	Implemented by Mission of Maldives to the United Nations, managed by UNDP	Government of Sweden	September-October 2015

SUMMARY OF FUND STATUS 2012-2020 IN USD

Name of Donor	Total Income received	Total Expenses	Balances
Govt. of Australia	10,443.15	10,443.15	-
Govt. of Germany	92,340.00	92,340.00	-
Govt. of Norway	1,531,945.30	1,522,140.11	9,805.19
Govt. of Romania	30,000.00	-	30,000.00
NORAD	896,101.44	425,003.76	471,097.68
SIDA	235,100.51	234,598.15	502.36
AusAID	387,103.24	387,103.24	-

⁶ Cost of the action includes the 7% GMS fee mandated by the UNDP Executive Board (for contributions agreed prior to 2014).

Dept of Foreign Affairs/Canada	37,256.76	37,256.76	-
European Commission	4,178,521.94	4,151,953.99	26,567.95
	7,398,812.34	6,860,839.16	537,973.18

Objectives and results of the actions

The objective of the programme of work under this Project is to enhance institutional capacity of the Alliance of Small Island States (AOSIS) and its members to continue to engage effectively in the major global development processes currently underway within the UN System, including Negotiations on a Global Pact for the Environment, the Mid-term Review of the SAMOA Pathway and synergies with the 2030 Sustainable Development Agenda and negotiations under the United Nations Framework Convention on Climate Change (UNFCCC) and the intergovernmental conference on marine biological diversity of areas beyond national jurisdiction (IGC-BBNJ), with particular focus on the following: (1) Support for a targeted five-year work programme and enhanced UN support for the SAMOA Pathway, the Partnership Framework, and HLPF Follow-up; (2) Support for greater mitigation ambition and greater support for vulnerable countries; (3) Preparation of new updated NDCs communicated before or in 2022; and drawing upon outcomes of the Talanoa Dialogue and the IPCC Special Report on 1.5C; (4) Successful adoption of a BBNJ instrument; and (5) Increased ambition for oceans action including in the area of ocean/marine plastics.

ANNEX 4: FORECASTED DISBURSEMENT SCHEDULE:

DONOR	DESCRIPTION	DISBURSEMENT DATE to UNDP	AMOUNT
NORAD	Contribution from NORAD	1 March 2020	NOK 9.5 million
		1 March 2021	NOK 6.6 million
		1 March 2022	NOK 6 million

ANNEX 5: TERMS OF REFERENCE

Job Description: Lead Climate Change Negotiator for AOSIS

Reports to: Chair of AOSIS

Location: New York

Time Commitment: Full time

Responsibilities

Under the UNFCCC/Paris Agreement, the staff member will:

- follow-up on the carryover of any additional mandates and or work from the UN Secretary-General's Climate Action Summit, in particular in relation to the SIDS Ambition Package.
- follow-up on the carryover of any additional mandates and or work from COP25.
- Executive Committee of the Warsaw International Mechanism for Loss & Damage (WIM); Standing Committee on Finance (SCF); Technology development and transfer; Capacity

building; Gender action plan; Pre-2020 implementation and ambition; Completion of the GCF Replenishment Process.

- Long-term climate finance and the 2020 High-level Ministerial Dialogue on Climate Finance.
- Standing Committee on Finance: release of fourth biennial assessment and overviews of financial flows.
- ex ante information on finance under article 9.5 of the Paris Agreement and ex post information on finance as well as finance needed and received under the enhanced transparency framework.
- launch of the process for the new collective goal.
- 7th Review of Financial Mechanism to be initiated by COP 26 (Nov. 2021).
- joint work on agriculture.
- 4th Review of Adaptation Fund – to be initiated in June 2020.
- 5th review of implementation of framework for capacity-building in countries with economies in transition.
- enhanced transparency framework.
- UNFCCC High-level events – High-level Event on Climate Action and the High-level Ministerial Dialogue on Climate Finance in 2021.

The staff member will also act as the following negotiator for AOSIS at the following conferences:

- The Inter-governmental Panel on Climate Change (IPCC): Including, but not limited to:
 - 52nd Session of the IPCC.
 - 53rd Session of the IPCC.
- The Green Climate Fund (GCF): Preparation and advice when requested for:
 - At least 3 GCF Board meetings.
 - Strategic Plan for the programming period 2020 – 2023.
 - Review of Simplified Approval Process.
 - Addressing outstanding policy gaps.
 - Continuation of replenishment process.
 - Regular reviews of policies.
- UNGA events on climate change and sustainable development and UNSG 2019 Climate Summit; Support coordination on
 - AOSIS inputs to the follow-up to the SG's Summit.
 - and AOSIS discussion series on "Uniting behind the Science

Qualifications and Experience Required

- Advanced University degree
- In depth knowledge of UNFCCC and international politics
- Knowledge of UN organisations and processes
- International work experience
- Excellent communication skills, including the ability to convey complex concepts and recommendations at senior levels, both orally and in writing, in a clear, concise style
- Discretion and sound judgment in applying expertise to resolve complex and/or sensitive issues
- Knowledge of Small Island Developing States

Job Description: Technical expert for Climate Change, Oceans, and other Multilateral Environmental Agreements

Reports to: Chair of AOSIS

Location: New York

Time Commitment: Full time

Responsibilities

- Assist the lead Negotiator on Climate Change on all matters related but not limited to Climate Change.

- Assist the Lead Negotiator on Oceans in regards to matters related, but not limited to Oceans, including the development of an internationally legally binding instrument under the United Nations Convention on the Law of the Sea on the conservation and sustainable use of marine biological diversity of the areas beyond national jurisdiction (BBNJ);
- Follow-up to the United Nations Ocean Conference to be held in Portugal and other oceans related conferences, and the 2021 UN Biodiversity Conference.
- keep abreast of how climate change is being addressed in other fora relating to other multilateral environmental agreements addressing climate change, including but not limited to the World Meteorological Organization (WMO) Congress, International Civil Aviation Organization (ICAO), International Maritime Organization (IMO), and the Convention on Biological Diversity (CBD)
- Assist in the convening of relevant AOSIS Working Group Meetings; draft statements; assist with the development and implementation of negotiation strategies, briefing documents, submissions, and position papers; undertake general research on climate change, ocean and other multilateral environmental issues; and to participate in, and report, at daily or weekly meetings convened by the Technical Team Coordinator and Team Administrator.

Qualifications, Experience and Competencies Required

- University degree, preferably advanced
- In depth knowledge of UNFCCC and international politics
- Knowledge of climate change and oceans policy, and blue economy
- International work experience
- Excellent communication skills, including the ability to convey complex concepts and recommendations at senior levels, both orally and in writing, in a clear, concise style
- Discretion and sound judgment in applying expertise to resolve complex and/or sensitive issues
- Knowledge of Small Island Developing States

Job Description: Lead Negotiator for Sustainable Development for the Alliance of Small Island States (AOSIS)

Reports to: Chair of AOSIS, Permanent Representative of the Republic of Antigua and Barbuda to the United Nations

Location: New York

Time Commitment: Full time

Responsibilities

- The Lead Negotiator for Sustainable Development (the Lead Negotiator) of the Alliance of Small Island States (AOSIS) under the Chairmanship of the Permanent Mission of Belize to the United Nations (the Mission) will represent the AOSIS Chair and AOSIS Membership in the capacity as the AOSIS Lead Negotiator at the technical level, in all tasks related to inter alia:
 - S.A.M.O.A. Pathway and the 2030 Agenda: Including, but not limited to in 2019: (1) Coordination of the AOSIS position for the negotiated outcome of the Mid-term Review of the S.A.M.O.A. Pathway; (2) Coordination of support for the development of "partnerships in action" to address gaps in partnerships for the implementation of the S.A.M.O.A. Pathway 2020-2024 drawing on the Partnership Framework Analysis, Outcomes of the SIDS Regional and Inter- regional Preparatory Meetings for the Mid-term Review of the S.A.M.O.A. Pathway, and the UN Ocean Conference; (3) Coordination of the review of the implementation of the repositioning of the UN development system and the quadrennial comprehensive policy review and its follow-up, taking into account SIDS priorities particularly with respect to the review of Multi country offices; and all other operational activities for development; (4) Coordination of AOSIS@30 Discussion series with thematic focus areas drawing on the S.A.M.O.A. Pathway.

- Including, but not limited to in 2020.' (1) Forging partnerships for action through the 2020 UN Ocean Conference; (2) Supporting AOSIS Member States engagement with monitoring and implementation platforms including through the High-level Political Forum and the Statistical Commission; (3) Coordination with Lead Negotiator on Climate Change for the development of the AOSIS 1.5 Discussion Series .
- Intergovernmental Panel on Climate Change (IPCC)
 - Including, but not limited to in 2019: Reviewing the Special Report on the Ocean and Cryosphere in a Changing Climate (September 2019) to identify relevant interlinkages with the 2030 Agenda for Sustainable Development and the Sustainable Development Agenda.
 - Including but not limited to in 2020. Regular reviews of policies.
- United Nations Framework Convention on Climate Change (UNFCCC)
 - Including, but not limited to in 2019: Identifying inter-linkages between climate change and sustainable development through integrated approaches.
 - Including but not limited to in 2020: Regular reviews of policies.
- The Lead Negotiator will also represent the AOSIS Chair and Membership in all tasks related to non-communicable diseases (NCDs), Sustainable Development issues in the High-level Event on Climate Change to be convened by the President of the 73rd session of the General Assembly; the HLPF in-depth review of SDG 13 on Climate Action; and 2019 Climate Summit and related events.
- With the support of the Technical Expert on Sustainable Development, the Lead Negotiator duties will include: the convening of the AOSIS Working Group Meetings for coordination and development of AOSIS positions and strategy; drafting and delivering statements; coordinating the development and implementation of negotiation strategies, briefing documents, submissions and position papers; undertaking general research on sustainable development; and participation in all internal coordination meetings convened by the Technical Team Coordinator and Team Administrator and to provide written reports if requested.

Qualifications, Experience and Competencies Required

- University degree, preferably advanced
- In depth knowledge of UNFCCC and international climate policy
- Knowledge of UN organisations and processes
- International work experience
- Excellent communication skills, including the ability to convey complex concepts and recommendations at senior levels, both orally and in writing, in a clear, concise style
- Discretion and sound judgment in applying expertise to resolve complex and/or sensitive issues
- Knowledge of the Small Island Developing States (SIDS)

Job Description: Sustainable Development Adviser* to AOSIS Chair

Reports to: Chair of AOSIS

Location: New York

Time commitment: Full time

Responsibilities

- Providing professional support and advice on sustainable development and climate change to the Chair of AOSIS, including in the work of the General Assembly, ECOSOC, the Rio plus 20 follow up processes, the development of sustainable development goals and the Third Global Conference for the Sustainable Development of Small Island Developing States
- Drafting AOSIS statements, briefing documents, position papers, submissions and presentations
- Coordinating with AOSIS Member States on AOSIS strategy, positions, and statements

- Undertaking general research on sustainable development and climate change
- Representing Nauru at meetings as directed by the Chair, including UNFCCC meetings
- Chairing the AOSIS sustainable development working group

Qualifications, Experience and Competencies Required

- Advanced university degree (or equivalent) in related field
- In depth knowledge of sustainable development policy and practice
- Knowledge of UN organisations and processes
- International work experience
- Excellent communication skills, including the ability to convey complex concepts and recommendations at senior levels, both orally and in writing, in a clear, concise style
- Discretion and sound judgment in applying expertise to resolve complex and/or sensitive issues
- Knowledge of Small Island Developing States

Job Description: Technical Team Coordinator and Team Administrator for the Alliance of Small Island States (AOSIS)

Reports to: Chair of AOSIS, Permanent Representative of the Antigua and Barbuda to the United Nations

Location: New York

Time Commitment: Full time

Responsibilities

- Coordinate the activities of the Lead Climate Change Negotiator, the Lead Ocean Negotiator and the Joint Technical Expert, Lead Sustainable Development Negotiator, and the Technical Adviser.
- The Coordinator will, in consultation with the Permanent Representative and the Deputy Permanent Representative of the Mission:
 - Coordinate AOSIS negotiations at meetings in New York and when necessary internationally as well, including developing and implementing AOSIS strategic objectives,
 - In conjunction with the Technical Experts draft AOSIS submissions including statements, briefing documents and concept papers, resolutions, invited submissions, presentations, and position papers,
 - Analyse technical negotiating documents as appropriate.
 - Contribute to the managing, tracking and analysis of the implementation of the 2030 Agenda for Sustainable Development and the SAMOA Pathway by aligning communication between the relevant stakeholders.
 - Work with the AOSIS Climate Change team to ensure a consistent SIDS approach to climate change issues across the United Nations including at the UN General Assembly, the Economic and Social Council, the UN Framework Convention on Climate Change and other UN bodies that may be identified by technical experts;
 - Ensure SIDS priorities are reflected in resolutions and debates on sustainable use and management of oceans, sustainable transport and sustainable energy.
- The Coordinator will have primary responsibility for coordinating AOSIS engagements at relevant meetings and with appropriate representatives including as follows:
 - Coordinate AOSIS Chairmanship schedule including through convening of weekly and if necessary daily meetings with Lead Negotiators and Technical Experts.
 - Coordinate AOSIS Chair's engagement in all relevant high-level meetings of the main organs of the United Nations and cover said meetings.
 - Coordinate AOSIS Chair's engagement in the Steering Committee on Partnership for SIDS, and follow-up of the voluntary commitments from the Partnership Dialogue.
 - Develop and maintain technical-level relationships with negotiating partners:

- Liaising with relevant representatives and/or departments of the UN to coordinate AOSIS Chair's engagements.
- Coordinate AOSIS events including discussion series, workshops, ministerial, and briefings, together with relevant technical experts.
- Set up a dedicated AOSIS email address and receive and sort AOSIS incoming emails and communications and prepare and disseminate communications for the Chair.
- The Coordinator will participate in periodic meetings and provide reports for monitoring programme status which meetings will be convened by the Programme Adviser and Manager together with the Permanent Representative and Deputy Permanent Representative

Qualifications, Experience and Competencies Required

- Advanced university degree (or equivalent)
- In depth knowledge of international project management and coordination
- Knowledge of UN organisations and processes
- International work experience
- Excellent communication skills, including the ability to convey complex concepts and recommendations at senior levels, both orally and in writing, in a clear, concise style
- Discretion and sound judgment in applying expertise to resolve complex and/or sensitive issues
- Knowledge of Small Island Developing States

Job Description: Communications Advisor for Alliance of Small Island States

Reports to: Chair of AOSIS

Time Commitment: Full time

Location: New York

Responsibilities

- Develop and implement the AOSIS Chair's internal and external communication strategy on issues related to climate change, sustainable development, oceans and broader issues affecting the socio-economic development of SIDS under the UN.
- Ensure consistency and responsiveness in communications with AOSIS Membership, partners and relevant stakeholders.
- Manage the AOSIS website and online presence.
- Organize communication between the AOSIS Chair and lead negotiators and the media at conferences and on a regular basis and cultivate relationships with key media and journalists.
- Develop communication products.
- Promote the vision, mission, and strategic goals of AOSIS.
- Provide media training to the Chair's team; and
- Undertake research and analysis on AOSIS coverage.

Qualifications and Experience Required

- University degree in communications or related field
- Highly organized with strong attention to detail
- Experience with communicating complex data and project results
- Experience with managing social media accounts, web pages and corporate brands
- Proficient computer skills including in-depth knowledge of MS Office, including Word, Excel, and photo editing software
- Ability to work in a highly stressful environment
- Ability to handle sensitive and confidential information with discretion
- Excellent oral and written communications skills

Job Description: Programme Advisor and Manager of the Alliance of Small Island States

Reports to: Chair of AOSIS

Location: New York

Time Commitment: Full time

Responsibilities

Ensure that expenditure by the AOSIS Chair is in conformity with budgeted parameters, that required reporting requirements to contributors and agencies are met in a proper and timely manner, and generally for all staff working at the Permanent Mission

Ensure that expenditures on behalf of the AOSIS Chairmanship for technical support staff, strategy planning meetings, workshops and travel for AOSIS negotiators and in fulfilment of Chair's obligations, and attendance at mandatory UN meetings are disbursed in a timely manner and with the prior approval of the Permanent Representative or the Deputy Permanent Representative of the Mission.

Serve as the primary liaison with the United Nations Development Programme (UNDP) and other representatives who provide contributions (contributors) to AOSIS under the Chairmanship of the Permanent Mission of Belize. Included in his liaison role, the Programme Adviser will be responsible inter alia:

- To fund raise in line with the strategic vision of the AOSIS Chair.
- To develop a project management structure for both program and financial monitoring and reporting with a focus on identifying risks to AOSIS plans and deliverables and have alternate plans to mitigate those identified risk.
- To periodically, in consultation with the Permanent Representative, the Deputy Permanent Representative and the Technical Team Coordinator and Team Administrator, monitor program status and to document same as the basis for required monthly or quarterly reporting to UNDP.
- To record expenditures in QuickBooks in designated project accounts in the case of earmarked contributions and to summarize by budget line for monitoring as well as inclusion with the narrative reports submitted to UNDP and other contributors.
- To ensure compliance with standard United Nations financial management rules and financial reporting procedures, such as the following:
 - Obtaining the relevant documents, guidance or explanations from the UN Country Office.
 - Where necessary, introducing new financial management procedures and controls to meet the UN's requirements.
 - Documenting new procedures and controls in a procedures manual; and,
 - Conducting internal training of the organization's management and staff to ensure they are aware of any new procedures.
- To ensure that all Mission bank accounts, including the dedicated AOSIS bank account, are reconciled monthly and provided to the designated reviewer in a timely manner.

Included in his administrative role, the Programme Adviser will be responsible inter alia:

- To ensure that all staff forming part of the AOSIS Chairmanship Team receive the benefits that they are contractually entitled to or any other allowances as agreed to by the Permanent Representative or Deputy Permanent Representative of the Mission; and,
- To perform any other administrative duty assigned by the Permanent Representative of the Mission.

Qualifications and Experience Required

- Highly organized with strong attention to detail
- Extensive international project coordination experience
- Knowledge of SIDS
- Proficient computer skills including in-depth knowledge of MS Office, including Word, Excel, PowerPoint, and Outlook

- Experience scheduling travel arrangements and organising international meetings
- Ability to work in a highly stressful environment
- Ability to handle sensitive and confidential information with discretion
- Excellent oral and written communications skills