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**United Nations Development Programme**

**Project Document template for nationally implemented projects  
financed by the Green Climate Fund (GCF)**

<b>Project title:</b> Advance the NAPs process for medium term investment planning in climate sensitive sectors (i.e. agriculture, energy, waste management, forestry and health) and coastal areas in Liberia	
<b>Country:</b> Liberia	
<b>Implementing Partner:</b> UNDP	<b>Management Arrangements :</b> Direct Implementation Modality (DIM)
<b>UNDAF/Country Programme Outcome:</b> <b>UNDAF CP Outcome</b>	
<ul style="list-style-type: none"> <li>2.1: Food Security and Natural Resources: Improved food security and sustainable natural resource utilization</li> </ul>	
<b>UNDAF CP Output :</b>	
<ul style="list-style-type: none"> <li>2.1.4: Utilization of Natural Resources (land, water and forest) improved.</li> </ul>	
<b>UNDP Strategic Plan Output:</b>	
<b>UNDP Strategic Plan Primary Outcome:</b>	
<ul style="list-style-type: none"> <li>Outcome 1 - Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.</li> <li>Output 1.4 - Scaled up action on climate change adaptation and mitigation across sectors which is funded and implemented.</li> </ul>	
<b>UNDP Social and Environmental Screening Category:</b>	<b>UNDP Gender Marker for each project output:</b>
Low	<p>Comprehensive consideration of gender issues is a prerequisite for sustainable development and for the NAP process. The NAP project will therefore follow a country-driven, gender-sensitive, participatory and fully transparent approach, taking into consideration vulnerable groups, communities and ecosystems. Gender equality and women's empowerment is a significant objective (GEN 2) of all project outputs of the Liberia NAP project. In addition, some of the Liberia NAP project outputs areas (e.g. Outputs 3.1 and 3.2) will have gender equality as a principle objective (GEN 3).</p> <p>The gender marker for the entire project is therefore GEN2</p>
<b>Atlas Project ID/Award ID number:</b> 00103417	<b>Atlas Output ID number:</b> 00105422
<b>UNDP-GEF PIMS ID number:</b> 5966	<b>GCF reference number:</b> CPD/RAN/2017/110

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Planned start date: September 2017		Planned end date: September 2019	
LPAC date: 23 June 2017 (final confirmation by GoL and CO pending)			
<b>Brief project description:</b>			
<p>The project supports the Government of Liberia to advance its National Adaptation Plans process in climate sensitive sectors. The activities in this project focus on four outputs:</p> <ol style="list-style-type: none"> <li>(1) Strengthening institutional frameworks and coordination for implementation of the NAPs process</li> <li>(2) Expansion of the knowledge base for scaling up adaptation</li> <li>(3) Building capacity for mainstreaming climate change adaptation into planning, and budgeting processes and systems</li> <li>(4) Formulation of financing mechanisms for scaling up adaptation (including public, private, national and international)</li> </ol> <p>The direct beneficiaries of the project are the Environment Planning Authority and the National Climate Change Secretariat. Key government partners are Ministry of Finance and Development Planning, Ministry of Agriculture, National Disaster Management Commission, National Port Authority of Liberia, Liberia Maritime Authority, Bureau of National Fisheries, Liberia National Department of Meteorology, Liberia Institute of Statistics and Geo-Information Services and University of Liberia.</p> <p>The expected outputs are derived from the government of Liberia's priorities for NAP formulation and implementation as set-out in a consultative note issued in 2016, following national stakeholder consultations as well as a stock-taking exercise that was held in 2015 with the assistance of UNDP.</p>			
GCF grant		USD 2,057,697.00	
UNDP TRAC resources		USD N/A	
Cash co-financing to be administered by UNDP		USD N/A	
<b>(1) Total Budget administered by UNDP</b>		USD 2,057,697.00	
<b>PARALLEL CO-FINANCING (all other co-financing (cash and in-kind) administered by other entities, non-cash co-financing administered by UNDP)</b>			
UNDP		-	
Government		-	
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<b>SIGNATURES</b>			
Signature: print name below		Agreed by Government	Date/Month/Year:
Signature: print name below		Agreed by UNDP	Date/Month/Year:

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## II. DEVELOPMENT CHALLENGE

### *Geography:*

Liberia is located on the west coast of Africa and covers approximately 111 370 km<sup>2</sup>. It is divided into 6 regions made of 15 counties. With a growth rate of 2.4%, its population is estimated at 4 001 855<sup>1</sup> (47.9 individual per km<sup>2</sup>). 75% of the population lives in the South Central, Montserrado, and the North Central regions. It is projected that the population will increase to 10.3 million by 2050, with the majority (70% of the population) living in coastal regions. The national literacy rate is estimated at 66.7% (80.6% for males and 54.8% for females). The infant life mortality is estimated at 106 and 120 per 1000 live birth, in the urban and rural areas, respectively. Life expectancy at birth has increased from 54 years in 2005 to 59 in 2015. Approximately, 44.9% of the national territory (4 329 000 ha) is forested. Liberia can be divided in 3 main agro-ecological regions: coastal plains, forest and northern savannah. All of these agro-ecological zones are vulnerable to climate change impacts.

### *Socio-economic issues:*

In 2015, the GDP estimated at USD 2.1013 billion grew at a rate of 0.7%. The GDP per capita was estimated at USD 456 and the GDP growth is projected to rise to about 3.9% in 2016 (World Bank Data). The national unemployment rate is at 2.8%: 4.5 and 0.6%, in the urban and rural areas, respectively. Twelve years of civil war have impacted its economic development and human capital, destroying 75% of educational infrastructure and 95% of health facilities. More recently, the Ebola epidemic (2014-2016) and the decline in commodity prices have again slowed down its reconstruction efforts. Despite being well endowed in natural resources (diamonds, gold, timber, iron, rubber), 54.1% of the population lives below the poverty line. Agriculture and fishery are the backbones of Liberia's economy; together they contributed 44% of the GDP in 2013. The second most productive sector is the services (29.7% of the GDP). Forestry, mining and manufacturing contributed 11.1, 9.7 and 5.1%, respectively.

### *Climate risks and vulnerability:*

Liberia, like other developing countries, especially Least Developed Countries (LDCs), is vulnerable to the impacts of climate change. While Liberia has a low carbon footprint, the impact and effects of climate change may have severe consequences in multiple sectors and areas. Changes in temperature and precipitation may affect several sectors and areas across Liberia, including agriculture, fisheries, forests, energy production related to the availability of water resources, coastal areas and health.

At the sectoral level, 70% of the population depends on agriculture for their livelihoods, while rural areas are as much as 80% vulnerable to food insecurity according to the Environmental Protection Agency. In the 350 miles of coastal areas, these are exposed to the combined effects of ongoing coastal erosion, climate change induced sea level rise, change in the frequency and intensity of storms, and increases in precipitation and warmer ocean temperatures. For health, climate change may lead to increased vulnerability to malaria, cholera and diarrheal diseases, as well as increased incidence of other diseases. Finally, climate change may negatively impact hydroelectric generation from the Mount Coffee hydropower plant.

## III. STRATEGY

This section outlines the current strategy for advancing Liberia's National Adaptation Plan (NAP) process. Therefore, this section presents the intended activities under the major output areas. These output areas correspond to the GCF Readiness Proposal, Section 3 (synthesized in the project logframe). The work programme builds on existing work in Liberia to address climate change. To summarize, Liberia began its NAP process in 2015 with the development of a Road Map in consultation with the main stakeholders in the country. This road map was based on an evaluation of the existing climate adaptation and mitigation initiatives, an assessment of the knowledge, capacity and implementation gaps, as well as an assessment of the capacity development needs. The road map provides a guideline for implementation of the NAP process in Liberia and the areas as prioritized in the work programme over long term. This GCF-financed project addresses the major needs identified in road map for the implementation of the NAP process in Liberia.

### **Activities and Inputs at Project/ Programme level**

The GCF resources will enable Liberia to develop the knowledge base and capacity required to reduce vulnerability to climate change and to facilitate the integration of climate change adaptation into national development planning processes. These goals will be achieved through 4 Outputs.

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<sup>1</sup> 2014, Household and Income Expenditure Survey

## **Output 1: Strengthening of Institutional Frameworks and coordination for the NAPs process**

In Liberia, the current level of technical knowledge on adaptation to climate change of key institutions and the staffs of line ministries is inadequate. The principal public entity in charge of climate change related activities, the Climate Change Secretariat, does not have the satisfactory staff competency. Moreover, it was identified that the relevant ministries do not have the experts and technicians needed, and there is limited training on climate change issues. Key activities for this output are:

### 1.1. Development of a climate change strategy and action plan for adaptation, in support of the on-going development of the Climate Change Policy

Prior to the NAP, the GoL has implemented a number of climate change related initiatives; including the NAPA in 2008, Initial National Communication in 2012, National Climate Change Policy and REDD+ in 2012. The lack of institutional and technical capacity on climate change adaptation in Liberia prevents the GoL and the stakeholders to integrate fully adaptation to climate change into planning and budgeting processes, and to implement successfully adaptation strategies.

### 1.2 Development of sector-based climate change strategies and actions plans in agriculture and coastal management

The coastal development and management and agriculture have been identified as priority sectors<sup>2</sup> for NAP in Liberia. The present project will focus primarily on these sectors. In order to integrate the CCA in sectoral policy, it is important to evaluate all current adaptation options and integrate adaptation into all sectoral policies. Updated and relevant climate vulnerability and risk assessment studies on the economic impacts of climate change as it relates to the key sectors and most important resources give decisions makers and the most vulnerable population adequate tools/information to integrate climate change in to their planning strategies. Also, it enables them to better plan their medium and long-term adaptation programs/policies/strategies.

## **Output 2: Expansion of the knowledge base for scaling up adaptation**

At the moment, there is limited scientific data (resources, socio-economic indicators, meteorological, etc.) and information on climate impacts in Liberia, with limited knowledge of current climate variability, climate risks and no early warning system data. There is a need to develop and disseminate socio-economic scenarios to project the future impacts of climate change in Liberia and develop vulnerability studies at the sector and national level. Related to climate services, there is limited capacity to monitor, forecast, archive, analyse and communicate hydro-meteorological and climate change information. The modelling capacity, infrastructures and human capacity of the meteorological department and other climate services need to be reinforced in order to identify climate change hazards and to explore/ evaluate suitable adaptation options in the vulnerable sectors.

### 2.2. Effective Climate data and related information knowledge sharing platform created

Climate change is a cross-cutting issue that requires a coordinated and integrated approach to the NAP process. Furthermore, with climate change cutting across multiple sectors, it's necessary for Liberia to implement a platform to make accessible climate data and related information across all sectors, and to engage all stakeholders in the process (producers and beneficiaries). Related to climate services, there is limited capacity to monitor, forecast, archive, analyze and communicate hydro-meteorological and climate change information.

### 2.3. Natural disasters risk management and reduction strategies developed

Climate related hazards (floods, windstorms, fire, and sea erosion) are likely to worsen with climate change in Liberia. This in turn will have significant impact on local communities' livelihoods, the key sectors and overall national economic performances. One possible entry point for NAP is the integration of natural disasters risk management and reduction strategies for in Liberia public financing.

## **Output 3: Development of guidelines and criteria for mainstreaming climate change adaptation in Government budgeting and planning, climate-proofing projects, and reporting**

Climate change has been integrated into the national development document, the Agenda for Transformation (AFT) 2030, in a limited way as a cross cutting issue. At the sectoral level, climate change is only identified in the Food and Agriculture Policy and Strategy (2008) of the Ministry of Agriculture where there is a focus on food security, sustainable agriculture and climate change resilience. As for other sectors, there is no integration of climate change in the development planning and implementation processes.

There is lack of capacity of sectoral ministries to integrate adaptation into their strategies. Integrating climate change in the budgeting and planning processes will follow the institutional reform and capacity development (Outcome 1). It will also require adequate impact, vulnerability and adaptation assessments, and socio-economic analysis, (Outcome 2).

### 3.1. Development of technical guidelines for the personnel of Ministry of Finance & Development Planning (MFDP) and other relevant Ministries to include climate change into budgeting and planning.

The NAP process as a transversal process integrates multiple sectors. Mainstreaming climate change adaptation into policy and budgeting processing (at the sectoral, national and subnational) implies identifying and evaluating all current and on-going climate change adaptation options and developing guidelines for the personnel of key Ministries to include climate change into all planning and budgeting processes.

### 3.2. Capacity building for the private sector, financial intermediaries and other stakeholders in the implementation of adaptation activities.

In addition to strong institutions and coordination mechanisms, adequate level of technical knowledge on climate change and adaptation to climate change of staff of sectoral ministries, private sector, financial intermediaries and other stakeholders are needed to implement and prioritize adaptation options.

### 3.3. Development of tools (screening tools, scorecards) for climate proofing of investments in infrastructure and other areas that may be sensitive to the impacts of climate change, to be able to withstand those impacts.

Climate-proofing a project is to reduce the climate change potential impact on the project activities. The final goal is to increase resilience to climate change, protect investments and increase the project sustainability. Generally, it involves assessing the risks posed by climate change and modifying the project design to reduce those risks. In order to climate proof investments in infrastructure and other areas that may be sensitive to the impacts of climate change, it is important to develop and apply tools (such as, the Climate Proofing for Development, designed by GIZ) enabling the inclusion climate aspect into planning and designing of project at national, sectoral, and local levels.

### 3.4. Implement reporting system to track investments and other climate related finance in adaptation.

The NAP process being an ongoing process with iterative steps, it is essential to periodically monitor and evaluate the progress made. The guidelines of the LEG on the NAP insist on the importance of the M&E process (Axis D). Moreover, M&E is useful for reporting to the international and bilateral donors and as well as to the UNFCCC.

## **Output 4: Formulation of financial mechanisms for scaling up adaptation**

In Liberia, like many other developing countries, a significant handicap is the non-appropriation of processes at all levels and the lack of local funds to sustain previous investments. For the CCA planning actions, initiated and implemented, under NAP process to be durable and sustainable; it is essential the local communities, line sectors and the GoL supplement international funding with new and innovative ways to self-finance these activities, including private financing. Scaling up is an important task that has both vertical and horizontal impacts. Horizontally, it implies that a greater number of vulnerable communities, sectors and systems will benefit from past and on-going CCA actions. Vertical scale up vertically supports policy changes at the local, national and international levels.

Strong institutions and well equipped technical staffs (Outcome 1) and with CCA mainstreamed into budgeting and planning processes (Outcome 2) at all level (sectoral and national) are essential to designing and implementing successfully a national adaptation strategy. Given the scope of the adaptation needs in Liberia, the GoL will need to explore alternative investment opportunities and scale-up adaptation strategies (outcome 3).

### 4.1. Designing of procedures to scale up adaptation investments and address financial gaps.

The GCF resources will allow the GoL to identify and provide adequate alternative funding to support adaptations strategies implementation. Additionally, inclusion of climate change into the planning and national budget process at an early stage will secure co-financing of internationally funded projects by the GoL.

### 4.2. Fostering Public Private Partnerships (PPPs) to support adaptation investments;

Public private partnerships (PPP) in identifying and managing climate variability and to manage climate change, is essential in planning climate change adaptation actions. The private sector companies, for their own economic interest, collect and analyses climate data. To be cost effective, it is necessary to learn and capitalize the private sector's experience in identifying climate variability and managing climate change.

The importance of the private sector in supporting Liberia's CCA actions is well established in its Initial National Communication (2013) and INDC (2015). With Liberia Electricity Corporation (LEC), the private sector (petroleum and industrial companies) is a major producer of GHGs in Liberia (the energy and agricultural sector GHGs production amount to 67.5% and 31.9% of the national total, respectively). The role of the private sector in CCA in Liberia can be summarized in the following: (i) identification and implementation of strategies to reduce GHGs emissions, (ii) provision and sales of climate-sensible technologies and services, and (iii) funding of CCA projects.

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#### **IV. RESULTS AND PARTNERSHIPS**

This section briefly summarizes the expected results from the project, and the expected approach to address partnerships, stakeholder engagement, gender mainstreaming, south-south cooperation, and knowledge. The contents of this section are intentionally short, to avoid duplication with the above section, and to maintain the flexibility required for modifications to the approach during the inception phase

i. Expected Results:

The NAP process in Liberia is expected to bring about beneficial results at output, outcome and impact level in the following two broad areas:

1. **Reduction of vulnerability and increase of adaptive capacity:** Results will be achieved in terms of new and improved assessments for multisector and sectoral interventions, local areas based interventions, prioritizing interventions, costing Interventions etc.
2. **Mainstreaming of climate risk into planning and budgeting processes:** Results will be achieved in relation to strengthening institutional aspects through national capacity development, upgrading skills, use of climate information, setting monitoring systems etc.

ii. Partnerships:

Forging and utilizing effective and sustainable partnerships is an essential component of the project and it will amplify impact for all sectors and stakeholders if done well.

Currently, it is known that the direct beneficiaries of the project, the Environment Planning Authority and the National Climate Change Secretariat, will continue to work with partners across government, including: Ministry of Finance and Development Planning, Ministry of Agriculture, National Disaster Management Commission, National Port Authority of Liberia, Liberia Maritime Authority, Bureau of National Fisheries, Liberia National Department of Meteorology, Liberia Institute of Statistics and Geo-Information Services and University of Liberia.

To amplify the impact of the project, the above governmental partnerships will leverage related initiatives. The project will forge connections, focusing on building institutional partnerships, leveraging technical studies, lessons learnt and enhance synergies with

- Enhancing Resilience of Vulnerable Coastal Areas to Climate Change Risks in Liberia (LDCF Funding)
- Climate Information for Resilient Development -Early Warning System (CIRDev/EWS) Project)- LDCF Funding
- Strengthening Liberia's Capability to Provide Climate Information and Services to Enhance Climate Resilient Development and Adaptation to Climate Change, UNDP, GEF and GoL
- Enhancing Resilience to Climate Change by Mainstreaming Adaption Concerns into Agricultural Sector Development in Liberia
- Increasing Energy Access through the Promotion of Energy Efficient Appliances in Liberia
- Strengthening the Resilience of Peri-urban Areas of the Coastal Regions to the Increasing Risks of Flooding



The theory of change which will be developed during the inception phase of the project as stated earlier, will be designed to illustrate how institutions from within and outside of government will collaborate on the various inputs and activities to bring about the desired results.

iii. Stakeholder engagement:

Non-state actors have been and will be engaged, within the framework of this project, through a consultative process that is very much country owned and driven. This initiative, in line with the outputs presented above and the LEG technical guidelines will cover this aspect as follows.

- Consultative processes involving all relevant stakeholders will be used to identify barriers to the planning, design and implementation of adaptation activities and their root causes. Public consultations, such as a survey, will be used to validate the ranking of climate change risks and vulnerabilities, to ensure that the most urgent and important risks are being considered from both an objective and a subjective perspective.
- The project will help communities identify linkages relevant to their well-being and livelihoods, through public awareness raising campaigns of poverty–environment issues. Part of the process of identifying linkages between development and climate change adaptation as per Output 2, will include identifying and understanding the various processes, institutions, actors, mandates, existing policies and other factors that are relevant for the integration of climate change into national policies and plans.
- This will facilitate the identification of risks to investment and opportunities for collaboration and realization of co-benefits including economic benefits. Addressing these risks would lead to the climate-proofing of development efforts.
- National and local institutions across governments, NGOs, community organizations and research and academic institutions will play a critical role in increasing long-term adaptation capacity. Therefore, importantly, the project will aim at the provision of strategies for addressing adaptation in activities that iteratively strengthen the capacity of all relevant institutions and stakeholders, considering, as an integral part of the process, the sustainability of the provision of sufficient resources to support their actions on adaptation.
- To supplement the role of national and local stakeholders and institutions, and to support collaboration among them, appropriate regulatory frameworks will also be adequately strengthened. This will include frameworks to provide the enabling environment for adaptation, including regulatory and policy frameworks, within which institutions and individuals operate.

iv. Mainstreaming gender:

Gender inequality with respect to differential access to education, income, economic opportunities exacerbates the vulnerable situation of women and girls and their ability to cope with the effects of climate change. Both men and women are affected by climate change, but women are more vulnerable due to their economic dependency on climate sensitive sectors. Gender analysis and incorporation into designs of programmes is limited at the government level. The provision of gender expertise through this project will assist in training relevant stakeholders on practical tools and methods to incorporate gender dimensions into every aspect of the programme activities including the focus on gender at the strategic action plan level, as well as into the risk assessments and economic impact studies for the sectors, into the prioritization of adaptation options which take women's economic empowerment into account as well as into the training provided for capacity building, as well as into guidelines/curriculum for integration of climate change into plans and budgets.

v. South-South and Triangular Cooperation (SSC/TrC):

The project will facilitate to engaged country members primary elements of the NAP process. These for a will provide Liberia with the opportunity to exchange knowledge and lessons learned – through South-South and North-South cooperation – with a view to enhancing the capacity for advancing the NAP process within Liberia and other LDCs. The exchange of knowledge will be facilitated by the UNDP-UN Environment Expanded NAP GSP. This extends the support provided through the ongoing NAP GSP to the GoL by delivering additional technical support to overcome capacity gaps, in line with the objectives of the programme.

vi. Knowledge:

Based on the information from the Liberia NAP road map and Liberia's national circumstances, the main areas that the NAP process may focus on are: a) Generation and management of climate information; b) Human and Institutional capacities; c) Long term vision and mandate; d) Mainstreaming; and e) Implementation at the sectoral, multi-sectoral and local level of governance. Based on these areas, the NAP formulation and implementation project is expected to focus on:

1. Expansion of the knowledge base regarding options for addressing challenges in climate change adaptation, and synergies with mitigation;
2. Strengthening of institutional frameworks and capacity building;
3. Development of guidelines and criteria for mainstreaming climate change adaptation in Government budgeting and planning, climate-proofing projects, and reporting;
4. Identification, prioritization and assessment of adaptation projects in key sectors and natural systems;
5. Development of mechanisms for scaling up adaptation investments and addressing financial gaps.

To elaborate on number 1 regarding the expansion of the knowledge base: At the moment, there is limited scientific data and information on climate impacts in Liberia, with limited knowledge of current climate variability and no early warning system data. There is a need to develop and disseminate a set of standard scenarios for Liberia and develop vulnerability studies at the sector and system level. Related to climate services, there is limited capacity to monitor, forecast, archive, analyze and communicate hydro-meteorological and climate change information. To this effect, the NAP project will:

- a. Support studies on the economics of climate change;
- b. Develop climate change vulnerability and climate risk assessments on key sectors and systems;
- c. Develop management and risk reduction strategies linked to natural disaster risk management policies;
- d. Develop programs to educate and learn from the private sector on how to identify and manage risks from climate variability and climate change;
- e. Develop knowledge sharing platforms for easy access of data and information generated.

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## V. FEASIBILITY

### i. Cost efficiency and effectiveness:

The project supports the Government of Liberia to advance its National Adaptation Plans process in climate sensitive sectors. It is a cost-effective decision for Liberia to advance the NAP process as a means to respond to climate risks affecting the country. Assessing climate vulnerabilities and identifying adaptation options at sector, subnational, national and other appropriate levels is both efficient and cost-effective at avoiding and mitigating the impacts associated with climate extremes and disasters.

It will also be beneficial for Liberia to respond to climate risks through the NAP process because of the available international peer-support opportunities; countries advancing NAPs can make use of enhanced south-south and triangular cooperation, workshops and training activities. These offer support on technical issues, such as compiling potential measures to adapt to projected climate measures, among others. The NAP approach also offers Liberia with a viable means to assess and exploit positive opportunities associated with the changing climate.

The project will utilize tools for decision support over its duration to maximize the value for money of interventions implemented and recommendations put forward. International guidance to support this type of NAP project advise on the use of cost-effectiveness analysis. Cost-effectiveness analysis (CEA) deploys costing of different options that achieve the same objective and therefore it only produces ranking in terms of cost, seeking to find the least costly option. CEA can also handle cases with multiple objectives or criteria, but only if it is possible to weigh these objectives against each other. Generic steps in CEA include: - Identifying the adaptation objective and potential adaptation options; - Establishing a baseline; - Quantifying and monetizing the costs over specific time periods; - Determining cost-effectiveness; - Comparing the cost-effectiveness of different adaptation options. CEA is a useful alternative to CBA in areas where benefits (like social benefits) cannot be quantified monetarily. However, CEA is not often used as a standalone tool for decision support, as the benefits are defined in only one dimension (i.e. cost-effectiveness) (UNFCCC NAP Technical Guidelines, 2012).

The expected project outputs are derived from the government of Liberia's NAP formulation and implementation note issued in 2016, following national stakeholder consultations held during the launch of the NAP process in April 2015. A stock-taking exercise was prepared by the government in 2015 with the assistance of UNDP. The project will deliver on tangible benefits from the NAP process since its launch in 2015.

### ii. Risk Management:

Please see Risk Log in Annex for full details on risk management. As per standard UNDP requirements, the Project Manager will monitor risks quarterly and report on the status of risks to the UNDP Country Office. The UNDP Country Office will record progress in the UNDP ATLAS risk log. Risks will be reported as critical when the impact and probability are high (i.e. when impact is rated as 5 and probability is 1,2,3,4, 5 or when impact is rated as 4 and probability is rated at 3 or higher). Management responses to critical risks will also be reported in the Annual Project.

iii. Sustainability and Scaling Up:

The project will implement measures to achieve sustainability of results at outcome and impact level.

Under Output 2, the project will ensure that long-term systems are put in place to share knowledge for climate relevant planning over the short, medium and long-term. An accessible knowledge sharing platform, which will be maintained by the country's EPA, will be designed to synchronize with existing climate information platforms used in other government departments. The platform will connect with national, regional and international networks and research institutes. This will facilitate access to relevant events, workshops and training courses. These measures will contribute to the sustainability of the project by creating highly accessible information systems, and strengthening capacity for knowledge sharing between divergent groups during and beyond the lifetime of the current project.

In addition to the long-term capacity development work conducted under Output 2, the project activities under Outputs 3 and 4 also contribute to sustainability goals. Under Output 3, measures will build capacity for undertaking appraisal among budget, planning, project formulation and monitoring departments in sector ministries. This will strengthen the capacity for the Liberian government to mainstream climate change adaptation into budgeting processes and systems. The sustainability benefits associated with this is that it will embed Liberia's systematic adaptation priorities within the country's medium and long-term national planning frameworks, raising the profile of identified adaptation priorities across government, including at the highest level.

Financial measures under Output 4 will strategically identify and mobilize local funds to sustain initial project investments. The project will supplement the international funding received with new forms of finance, including from the private and public sector. Systematically attracting private finance through public-private partnerships and other means will contribute to the scaling up of activities. This will enable a greater number of vulnerable communities, sectors and systems to benefit from the adaptation actions funded (horizontal scale-up) and support policy changes at the local, national and international levels (vertical scale-up). This will ensure that the project's actions are durable and sustainable.

A further opportunity will be to explore synergies between the project and other systems implementation work, and integrating or related initiatives. The project will forge connections for the implementation of the NAPs process with related initiatives, focusing on building institutional partnerships, leveraging technical studies, lessons learnt and enhance synergies with the abovementioned list of projects in part IV-ii.

## VI. PROJECT RESULTS FRAMEWORK

This project will contribute to the following Sustainable Development Goal (s): The project inputs will contribute to all SDGs in some form, with the main SDG linkages illustrated in the table below.

GOAL	SD INDICATORS	NAP
SDG 1: No hunger	1.b Create sound policy frameworks to support accelerated investment in poverty eradication actions	Creating policy frameworks to support investment frameworks for CCA and resilience
SDG 2: No hunger	2.4 By 2030, ensure sustainable food production systems and implement resilient agricultural practices	Mainstreaming CCA in agriculture and prioritizing agriculture adaptation options in development to increase food security
SDG 3: Good health and wellbeing	3.6 Strengthen the capacity of all countries, for early warning, risk reduction and management of national & global health risks	Getting a better understanding of health impacts of CC and building capacities to address these risks through NAP
SDG 4: Quality education	4.7 By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development	Engaging primary, secondary and higher education institutions to build capacities on CCA, directly or indirectly via civil society engagement and public awareness-raising activities
SDG 5: Gender equality	5.c Adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and empowerment of all women and girls at all levels	Promoting gender-responsive and gender-transformative policies with regards to CCA
SDG 8: Good jobs and economic growth	8.3 Promote development-oriented policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation	Promoting innovation and engagement of private sector in CCA planning
SDG 13: Climate Action	All 96 13 indicators are relevant see indicator numbers 13.1.1, 13.1.2, 13.2.2, 13.3, 13.3.2, 13.A.1, 13.B.1 here: <a href="http://sustainabledevelopment.ti.org/sdg13">http://sustainabledevelopment.ti.org/sdg13</a>	Strengthening resilience; integrating climate measures into policy and planning; improving education and awareness-raising; mobilizing climate finance; raising capacity including among women and marginalised groups.
SDG 16: Peace, justice and strong institutions	16.6 Develop effective, accountable and transparent institutions at all levels	Strengthening institutional capacity for CCA coordination incl. M&E and stakeholder inclusion

This project will contribute to the following country outcome included in the UNDAF/Country Programme Document:

UNDAF CP Outcome

- 2.1: Food Security and Natural Resources: Improved food security and sustainable natural resource utilization

<p><b>UNDAF CP Output:</b></p> <p>2.1.4: Utilization of Natural resources (land, water and forest) improved.</p> <p><b>This project will be linked to the following output of the UNDP Strategic Plan:</b></p> <p><b>UNDP Strategic Plan Primary Outcome:</b></p> <ul style="list-style-type: none"> <li>• Outcome 1 - Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.</li> <li>• Output 1.4 - Scale up action on climate change adaptation and mitigation across sectors which is funded and implemented.</li> </ul> <p><b>UNDP Strategic Plan Secondary outcome:</b></p> <ul style="list-style-type: none"> <li>• Outcome 5. Countries are able to reduce the likelihood of conflict and lower the risk of natural disasters, including from climate change.</li> <li>• Output 5.3. Gender-responsive disaster and climate risk management is integrated in the development planning and budgetary frameworks of key sectors (e.g. water, agriculture, health and education).</li> </ul> <p><b>GCF Paradigm shift objectives:</b> Overall, the project will contribute to Fund level impact towards output A.5 – “Strengthened institutional and regulatory systems for climate responsive, planning and development.”</p>	
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Objective / Outcome	Indicator	Baseline	2010-2011	2012-2013	2014-2015
<p><b>Outcome 1: Liberia has enhanced institutional frameworks and coordination capacity to advance medium to long-term adaptation planning processes in the context of their national development strategy and budgets (led by UNDP).</b></p>	<ul style="list-style-type: none"> <li>• Targeted sectoral policies in the country evaluated and integrated with adaptation measures.</li> <li>• Adaptation measures presented in a climate change strategy and action plan to be developed under the leadership of the NCCS.</li> </ul>	<ul style="list-style-type: none"> <li>• There is currently no climate change strategy or action plan for the two priority sectors of agriculture and coastal management.</li> <li>• There is no national climate change strategy and action plan for adaptation. This manifests in low capacity for NCCS to effectively coordinate institutions, especially at sector level.</li> </ul>	<ul style="list-style-type: none"> <li>• Two sectoral climate change adaptation strategies and action plans produced under the leadership of the NCCS in the sectors of agriculture and coastal management.</li> <li>• A national climate change adaptation strategy and action plan produced under the leadership of the NCCS.</li> </ul>	<ul style="list-style-type: none"> <li>• Interviews and document review</li> <li>• Review and launch of the Climate Strategy and Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Effective multi-sectoral and multi-stakeholder coordination</li> <li>• Political buy-in and support</li> </ul>
<p><b>Outcome 2: The knowledge base for scaling up adaptation is expanded in Liberia</b></p>	<ul style="list-style-type: none"> <li>• Cross-sectoral web-based climate data and information knowledge sharing in Liberia</li> </ul>	<ul style="list-style-type: none"> <li>• There is currently no finalized knowledge-sharing platform for climate information in Liberia</li> </ul>	<ul style="list-style-type: none"> <li>• One web-based knowledge sharing platform produced under the leadership of the NCCS and accessible</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge sharing platform launched</li> <li>• Interviews and document review</li> </ul>	<ul style="list-style-type: none"> <li>• Strong coordination with national partners will be needed to ensure new knowledge platform is integrated</li> </ul>

<p><b>Platform created;</b></p> <ul style="list-style-type: none"> <li>Detailed sectoral risk assessments completed;</li> </ul>	<ul style="list-style-type: none"> <li>Government staff do not have access to detailed risk assessments in energy, waste management, forestry and health sectors</li> </ul>	<p>to all Government agencies</p> <ul style="list-style-type: none"> <li>Four detailed risk assessments completed for the priority sectors of energy, waste management, forestry and health</li> </ul>	<ul style="list-style-type: none"> <li>Risk assessments for priority sectors published</li> <li>Interviews with government institutions and technicians who will be questioned before (inception) and after the project interventions on how their access to knowledge has changed, and to what affect</li> </ul>	<p>with any existing information systems</p>
<ul style="list-style-type: none"> <li>Enhanced capacity of targeted institutions to use climate data, information and knowledge sharing platforms</li> </ul>	<ul style="list-style-type: none"> <li>No government staff have received training on how to utilise climate data, information and knowledge sharing platforms</li> </ul>	<ul style="list-style-type: none"> <li>Two comprehensive training packages developed in climate data and information</li> <li>At least six training sessions delivered to staff of the following sectors of: waste management, forestry, energy, health, agriculture and coastal management</li> <li>Trainees access knowledge sharing platform and utilise climate data and information at least monthly 6 months after training</li> </ul>	<ul style="list-style-type: none"> <li>Interviews and document review</li> <li>Training packages produced and distributed to government staff</li> <li>Review of training sessions reports;</li> <li>Survey to targeted government staff before and after the project interventions, on climate data and information</li> <li>Analysis of access and usage of web-based platform through data analytics (unique visitor and page view matrixes, amongst others)</li> </ul>	<ul style="list-style-type: none"> <li>Sufficient cooperation of staff between and within relevant government agencies to ensure staff can participate in and share knowledge from</li> </ul>
<p><b>Outcome 3: Strengthened capacity for mainstreaming CCA into planning, and budgeting processes and systems</b></p>	<ul style="list-style-type: none"> <li>Technical mainstreaming guidance documents created;</li> <li>Sectoral adaptation capacity building program delivered on planning and budgeting</li> </ul>	<ul style="list-style-type: none"> <li>No government ministries have received formal technical guidance on how to mainstream adaptation into sectoral budgets and plans</li> </ul>	<ul style="list-style-type: none"> <li>Mainstreaming guidelines developed and shared with six ministries by June 2019</li> <li>Ministerial staff representing at least four different sectors</li> </ul>	<ul style="list-style-type: none"> <li>Number and type of staff participating in new capacity building programme</li> <li>Surveys completed by participants of capacity building programme</li> </ul>

Overall Outcomes	Enabling	End of project	Phase of implementation	Phase of implementation	Capacity building programme
<ul style="list-style-type: none"> <li>National monitoring system reviewed and updated to integrate adaptation</li> </ul>	<ul style="list-style-type: none"> <li>No government staff have received training to support adaptation planning</li> <li>The national monitoring system has not been evaluated or updated to account for adaptation action across sectors</li> </ul>	<ul style="list-style-type: none"> <li>participate in new capacity building programme</li> <li>Trainees share lessons learnt from capacity building programme with ministerial peers through at least one knowledge-sharing session each delivered within 6 months of the training</li> <li>The national monitoring system is evaluated and updated to integrate adaptation</li> </ul>	<ul style="list-style-type: none"> <li>after 6 months of completion to identify key lessons learnt, and how knowledge has been applied and shared across ministerial teams</li> <li>Number of new, adaptation-related indicators included in the national monitoring plan</li> </ul>	<ul style="list-style-type: none"> <li>Interviews and document review</li> <li>Adaptation investment plans costed and published</li> <li>Information products proposing bankable options for scaling up financing for adaptation investments</li> <li>Private sector knowledge exchange programme launch event</li> <li>Survey targeted private sector representatives before and after the project interventions</li> </ul>	<ul style="list-style-type: none"> <li>capacity building programme</li> </ul>
<p><b>Outcome 4: Mechanisms support scaling up of prioritised adaptation investments and addressing of financial gaps</b></p> <ul style="list-style-type: none"> <li>New costed investment plan developed</li> <li>Policy analysis conducted for (at least four types of) financing options;</li> <li>Private sector lesson-sharing programme launched to engage private sector institutions in the country's climate response</li> <li>Awareness exists of the need to mobilize private sector investment but the private sector has barely engaged with government on adaptation</li> </ul>	<ul style="list-style-type: none"> <li>No full sector-level investment plans for adaptation have been created by ministries to date.</li> <li>Detailed Liberia-specific policy analysis identifying tangible investment and finance opportunities from domestic, international, private and public sources of finance has not been carried out</li> <li>Awareness exists of the need to mobilize private sector investment but the private sector has barely engaged with government on adaptation</li> </ul>	<ul style="list-style-type: none"> <li>At least six new full sector-level investment plans costed in the following sectors: coastal area, agriculture, energy, waste management, forestry and health by June 2019.</li> <li>At least four new, Liberia-specific advisory products published based on a detailed analysis of tangible investment and finance opportunities presenting recommended options to attract climate finance from at least four sources domestic, international, public and private</li> <li>One new private sector programme is launched to exchange knowledge on</li> </ul>	<ul style="list-style-type: none"> <li>At least six months of completion to identify key lessons learnt, and how knowledge has been applied and shared across ministerial teams</li> <li>Number of new, adaptation-related indicators included in the national monitoring plan</li> </ul>	<ul style="list-style-type: none"> <li>Interviews and document review</li> <li>Adaptation investment plans costed and published</li> <li>Information products proposing bankable options for scaling up financing for adaptation investments</li> <li>Private sector knowledge exchange programme launch event</li> <li>Survey targeted private sector representatives before and after the project interventions</li> </ul>	<ul style="list-style-type: none"> <li>capacity building programme</li> </ul>

Objective/Outcome	Indicator	Responsible	Source of Information	Frequency
			adaptation options with the private sector	

OUTCOMES <sup>3</sup> /ACTIVITIES	BASELINE	TARGET	Inputs (including key outputs or deliverables where applicable)
<b>1. Strengthening institutional frameworks and coordination for implementation of the NAPs process</b>	<b>1/4</b>	<b>3/4</b>	
<b>1.1 Climate change strategy and action plan for adaptation developed as part of the NAP process</b>	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<ul style="list-style-type: none"> <li>Formulation of climate change strategy and action plan including identification of institutional arrangements for its implementation</li> <li>Awareness and dissemination of the climate change strategy and action plan among high level policy makers, ministries and countries</li> </ul>
<b>1.2 Coordination and monitoring enhanced for climate change adaptation program development across sectors</b>	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<ul style="list-style-type: none"> <li>Strengthen the capacity of the NCCCS (the coordination mechanism for the NAP process) and the EPA (the Secretariat of the ICCS) for monitoring activities implemented under the NAP Process</li> </ul>
<b>2. Expansion of the knowledge base for scaling up adaptation</b>	<b>1/6</b>	<b>4/6</b>	
<b>2.1 Risk assessments and economic impact studies in climate sensitive sectors conducted and incorporated in official data systems</b>	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<ul style="list-style-type: none"> <li>Detailed risk assessments, including integrated economic assessments of adaptation studies undertaken in energy, waste management, forestry and health sectors</li> <li>Incorporate results of climate risk assessments and economic studies into the ongoing sectoral data and monitoring systems</li> <li>Integrate the data and analysis from the studies, as per input above, into the national development plan (ATT II) monitoring and review reports</li> </ul>
<b>2.2 Effective knowledge sharing platform as a resource for climate relevant planning established</b>	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<ul style="list-style-type: none"> <li>Assess gaps, from a planning and budget process perspective, in the climate information (CI) platform under development by the Directorate of Meteorology under the early warning systems framework</li> <li>Based on the gap assessment, design an accessible knowledge sharing platform for climate relevant planning to be maintained by EPA which is synchronized with the Department of Meteorology CI platform.</li> <li>Identify existing knowledge networks and research institutions relevant to adaptation and develop</li> </ul>

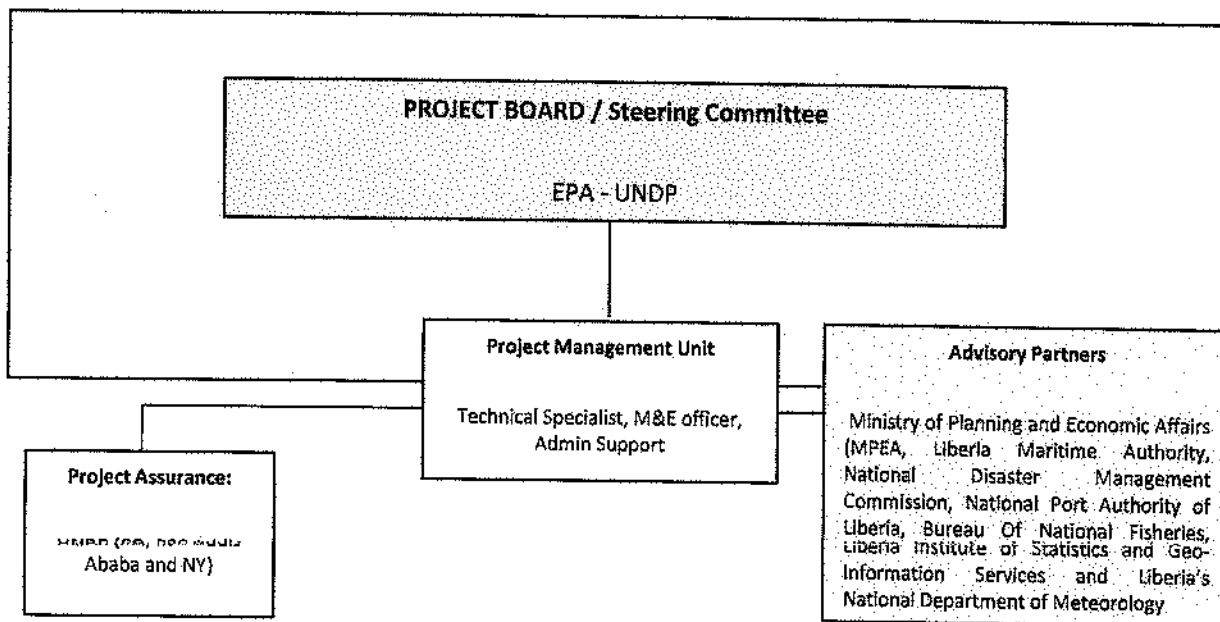
<sup>3</sup> Based on decisions B.08/00, annexes xii, xiv & xv; B.08/01, annexes; B.11/00, annexes; B.12/00, annexes 1



<p>2.3 Climate Change induced, natural disasters related database developed</p>	<p><input checked="" type="checkbox"/>0 <input type="checkbox"/>1 <input type="checkbox"/>2</p>	<p><input type="checkbox"/>0 <input checked="" type="checkbox"/>1 <input type="checkbox"/>2</p>	<p>mechanisms for connecting them to the platform</p> <ul style="list-style-type: none"> <li>Undertake training of institutions involved in the NAP process on the effective use of the platform</li> <li>Strengthen projections, preparation and mobilization of resources for disaster preparedness and management and identify relevant platform for housing and maintaining this information</li> <li>Disaster related information, planning, preparedness and response capacity enhanced amongst disaster risk reduction related institutions</li> <li>Implement community-based training programs for stakeholders to respond properly nature disasters</li> <li>Advocate for the Disaster Management Policy to be passed into law</li> </ul>
<p>3. Building capacity for mainstreaming CCA into planning, and budgeting processes and system</p>	<p>0/6</p>	<p>3/6</p>	
<p>3.1. Technical guidelines for the personnel of the Ministry of Finance &amp; Development Planning and other relevant Ministries, to mainstream climate change into budgeting and planning processes incorporating gender disaggregated data</p>	<p><input checked="" type="checkbox"/>0 <input type="checkbox"/>1 <input type="checkbox"/>2</p>	<p><input type="checkbox"/>0 <input checked="" type="checkbox"/>1 <input checked="" type="checkbox"/>2</p>	<ul style="list-style-type: none"> <li>Assist MFDP to develop criteria for screening public investment programmes in adaptation, prioritizing budget allocations</li> <li>Assist key ministries to develop appraisal guidelines to prioritize public and private investments with adaptation benefits</li> <li>Build capacity for undertaking appraisal among budget, planning, project formulation and monitoring departments in vector ministries</li> <li>Review the national budget guidelines and include CCA into the budgeting and planning process</li> </ul>
<p>3.2 Capacity building programs on implementing adaptation investments and strategies established.</p>	<p><input checked="" type="checkbox"/>0 <input type="checkbox"/>1 <input type="checkbox"/>2</p>	<p><input type="checkbox"/>0 <input checked="" type="checkbox"/>1 <input type="checkbox"/>2</p>	<ul style="list-style-type: none"> <li>Develop and implement a three-year work plan for capacity-building of national authorities (PA, NCCS, MOA, MFDP, and MLME) with a particular focus on skills enhancement in project development, economics of adaptation, multi-criteria analysis and other economic valuation tools</li> <li>Develop training tools and undertake training on integrating gender through the use of sex disaggregated data and gender analysis tools in programme formulation and monitoring</li> <li>Identification and selection on merit of at least 5 focal points across sectors and counties, to pursue graduate studies up-to three years (masters levels, towards research qualifications) in environmental science, economics and management for technical skills development related to the advancement of the NAP process</li> </ul>
<p>3.3. Monitoring and reporting system to track adaptation investments and implementation</p>	<p><input checked="" type="checkbox"/>0 <input type="checkbox"/>1 <input type="checkbox"/>2</p>	<p><input type="checkbox"/>0 <input checked="" type="checkbox"/>1 <input type="checkbox"/>2</p>	<ul style="list-style-type: none"> <li>Integrate into the national monitoring system indicators and tools to assess the efficiency of climate change adaptation related investment</li> <li>Build capacity of sector, county and national M&amp;E staff on monitoring of climate change adaptation investment</li> <li>Integrate into the national financial reporting systems, tracking tools and criteria to estimate the level of financing for CCA</li> <li>Develop an institutional framework that enables review of national and sectoral adaptation priorities periodically, which includes feedback between national and local levels in order to update national and sectoral plans periodically, and reflect this in knowledge platform in activity 2.2</li> <li>Develop and implement mechanisms to monitor and update the NAP process and connect to</li> </ul>

activities under activity 1.2			
	0/4	3/6	
<p><b>4 Formulation of mechanisms for scaling up of prioritised adaptation investments and addressing financial gaps</b></p> <p>4.1 Sector and area based costed investment plans prepared for scaling up adaptation in agriculture and coastal areas that take into account climate change risks and opportunities</p>	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<ul style="list-style-type: none"> <li>• Prioritize adaptation options for coastal areas, agriculture, energy, waste management, forestry and health sectors</li> <li>• Assess economic impacts and opportunities due to climate change using macro data as well as including field level data collection, in up-to ten field sites with a focus on low income and vulnerable groups in coastal areas and in agricultural zones</li> <li>• Support the development of climate sensitive sector strategies and costed investment plans in agriculture sector and in coastal areas, that take into account climate change risks and opportunities</li> <li>• Identify adaptation investment priorities and prioritize preparation of four to five bankable adaptation projects for multi-sector implementation</li> </ul>
<p>4.2 Policy options for scaling up financing for adaptation investments identified and recommended</p>	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<ul style="list-style-type: none"> <li>• Undertake policy analysis for future financing instruments/options for adaptation including identification of alternative funding sources (private, local, etc.).</li> <li>• Sensitize planners and project developers engaged with designing adaptation projects from government, civil society and private sector on sources of domestic and external public and private financing options for scaling up adaptation</li> </ul>
<p>4.3. Foster Public Private Partnerships (PPPs) to support adaptation investment.</p>	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<ul style="list-style-type: none"> <li>• Create information product that can support private sector, particularly micro, small and medium enterprises to integrate adaptation into their investment planning.</li> <li>• Develop strategies to foster private investment in new climate sensitive technologies and to encourage public-private partnerships to implement CCA options</li> <li>• Prepare an options paper for future financing of adaptation by considering potential financial instruments that can be leveraged for blending finance</li> <li>• Establish programs to educate and learn from the private sector on how to identify climate variability and manage climate change</li> </ul>

## VII. MANAGEMENT ARRANGEMENTS



The project will be implemented following UNDP's Direct Implementation Modality (DIM), according to the Readiness and Preparatory Support Grant Framework Agreement between UNDP and the GCF.

The **Project Management Unit** will carry out day-to-day project implementation, with the support of a Financial and Administrative Assistant. The management arrangements for this project are summarized in the chart below:

The management arrangements for this project are summarized in the chart above:

The **Project Board (PB)** is comprised of the following organizations: Environmental Protection Agency, the UNDP CO, and the GCF. As the **Senior Beneficiary**, the EPA is part of the board. Furthermore, as the **Senior Supplier**; UNDP provides quality assurance for the project, and ensures compliance with GCF and UNDP policies and procedures. The Project Board is responsible for making, by consensus, management decisions when guidance is required by the Project Manager. Project Board decisions will be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with the UNDP (represented by the UNDP Programme Manager). The Project Board will meet up to 3 times a year, based on the schedule set each time. A sub-committee comprising of National Project Director (EPA/Senior Beneficiary) and a Project Team will be delegated to provide more regular and periodic (monthly) guidance and implementation support to the Programme Manager. UNDP will participate in sub-committee meetings in its oversight capacity as and when needed.

The technical specialist will work as the **Project Manager**, and under the guidance of the UNDP Environment Focal point and the overall supervision of the project board will run the project on a day-to-day basis. The Project Manager function will end when the final project terminal evaluation report and other documentation required by the GCF and UNDP has been completed and submitted to UNDP. The Project Manager is responsible for day-to-day management and decision-making for the project within the Annual Work Plan approved by the PB. The Project Manager's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and costs. The annual work plan is prepared by the Project Manager and reviewed and approved by the PB. However, the UNDP-Global Environmental Finance Unit, as part of its quality assurance role, provides the final approval before cash can be allocated. The Project Manager is also responsible for managing and monitoring the project risks initially identified and submit new risks to the project board

for consideration and decision on possible actions, if required, and update the status of these risks by maintaining the project risks log.

**Advisory partners:** this group comprises primarily of an inter-governmental coordinating committee (National Climate Change Steering Committee<sup>4</sup>), departments at national level (Liberia Maritime Authority, National Disaster Management Commission, National Port Authority of Liberia, Bureau Of National Fisheries, Liberia Institute of Statistics and Geo-Information Services and Liberia’s National Department of Meteorology), local government, the community members from targeted counties, civil society and other local and international NGOs. These partners contribute technical resources as and when solicited by the PB or the IP and collaborate closely with the implementing Partner EPA.

**Local stakeholders and community members** have a key role in the implementation and monitoring of the project. During the inception phase of the project, the EPA working together with UNDP, will consult with all stakeholders, including vulnerable community members, NGOs, Community Based Organization, civil society, women organizations, etc., to facilitate an understanding of the roles, functions, and responsibilities within the Project’s decision-making structures, including reporting and communication lines, and conflict resolution mechanisms. The project Logic Framework (indicators, means of verification, assumptions) will be reviewed and the quarterly and annual plans will be refined engaging the communities from the targeted counties. The stakeholders will also be engaged during the mid-term and final evaluations to assess the progress of the project and enable adaptive project management in response to the needs and priorities of the communities.

**Technical assistance:** The UNDP-UN Environment Expanded NAP GSP – also financed by the LDCF – will extend the support provided through the Ongoing NAP GSP to the GoL by delivering additional technical support to overcome capacity gaps, in line with the objectives of the programme. Namely, the objective of the programme is to further strengthen the institutional and technical capacities of LDCs to start and/or advance their NAP process. This will assist LDCs to adapt to the impacts of climate change by providing these countries with an enhanced capacity to plan, finance, and implement adaptation interventions through integration of climate change into medium- to long-term development frameworks. The programme objective will be achieved by: i) expanding technical support with tailored one-on-one support; ii) building on the Ongoing NAP GSP project to further develop and disseminate tools and methodologies that support important steps of the NAP process in LDCs; iii) organising targeted training workshops on key elements of the NAP process; and iv) further facilitating the exchange of knowledge and lessons learned – through South-South and North-South cooperation – with a view to enhancing the capacity for advancing the NAP process within LDCs.

**Project Assurance:** UNDP provides a three – tier supervision, oversight and quality assurance role – funded by the GCF. Project Assurance must be totally independent of the Project Management function. The quality assurance role supports the Project Board and Project Management Unit by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. The Project Board cannot delegate any of its quality assurance responsibilities to the Project Manager. This project oversight and quality assurance role is covered by the accredited entity fee provided by the GCF.

As an Accredited Entity to the GCF, UNDP delivers the following GCF-specific oversight and quality assurance services: (i) day to day project oversight supervision covering the start-up and implementation; (ii) oversight of project completion, and (iii) oversight of project reporting. A detailed list of the services is presented in the table below.

Function	Detailed description of activity	Typical GCF fee breakdown
Day-to-day oversight	<ol style="list-style-type: none"> <li>Project start-up: <ul style="list-style-type: none"> <li>In the case of Full Funding Proposals, prepare all the necessary</li> </ul> </li> </ol>	70%

<sup>4</sup> The NCCS is chaired by the Min. of Planning and Economic Affairs (MPEA) and its members includes the Min. of Lands, Mines and Energy (MLME), Min. of Agriculture (MoA), Min. of Transport (MoT), Forestry Development Authority (FDA), EPA, National Investment Commission, Liberia Maritime Authority, Min. of Internal Affairs (MIA), World Bank, University of Liberia and Fauna & Flora International (FFI).

Function	Detailed description of activity	Typical GCF fee breakdown
supervision	<p>documentation for the negotiation and execution of the Funding Activity Agreement (for the project) with the GCF, including all schedules</p> <ul style="list-style-type: none"> <li>• In the case of readiness proposals, if needed assist the NDA and/or government partners prepare all the necessary documentation for approval of a readiness grant proposal</li> <li>• Prepare the Project Document with the government counterparts</li> <li>• Technical and financial clearance for the Project Document</li> <li>• Organize Local Project Appraisal Committee</li> <li>• Project document signature</li> <li>• Ensure quick project start and first disbursement</li> <li>• Hire project management unit staff</li> <li>• Coordinate/prepare the project inception workshop</li> <li>• Oversee finalization of the project inception workshop report</li> </ul> <p><b>2. Project implementation:</b></p> <ul style="list-style-type: none"> <li>• <u>Project Board</u>: Coordinate/prepare/attend annual Project Board Meetings</li> <li>• <u>Annual work plans</u>: Quality assurance of annual work plans prepared by the project team; issue UNDP annual work plan; strict monitoring of the implementation of the work plan and the project timetable according to the conditions of the FAA and disbursement schedule (or in the case of readiness the approved readiness proposal)</li> <li>• <u>Prepare GCF/UNDP annual project report</u>: review input provided by Project Manager/team; provide specialized technical support and complete required sections</li> <li>• <u>Portfolio Report (readiness)</u>: Prepare and review a Portfolio Report of all readiness activities done by UNDP in line with Clause 9.02 of the Readiness Framework Agreement.</li> <li>• <u>Procurement plan</u>: Monitor the implementation of the project procurement plan</li> <li>• <u>Supervision/oversight</u>: Provide technical support and conduct annual supervision/oversight site missions</li> <li>• <u>Interim Independent Evaluation Report</u>: Initiate, coordinate, finalize the project interim evaluation report and management response</li> <li>• <u>Risk management and troubleshooting</u>: Ensure that risks are properly managed, and that the risk log in Atlas (UNDP financial management system) is regularly updated; Troubleshooting project missions from the regional technical advisors or management and programme support unit staff as and when necessary for high state team performing projects)</li> <li>• <u>Project budget</u>: Provide quality assurance of project budget and financial transactions according to UNDP and GCF policies</li> <li>• <u>Performance management of staff</u>: where UNDP supervises or co-supervises project staff</li> <li>• <u>Corporate level policy functions</u>: Overall fiduciary and financial policies, accountability and oversight; Treasury Functions including banking information and arrangements and cash management; Travel services, asset management, and procurement policies and support; Management and oversight of the audit exercise for all GCF projects; Information Systems and Technology provision, maintenance and support; Legal advice and contracting/procurement support policy</li> </ul>	

Function	Detailed description of activity	Typical GCF fee breakdown
	advice; Strategic Human Resources Management and related entitlement administration; Office of Audit and Investigations oversight/investigations into allegations of misconduct, corruption, wrongdoing and fraud; and social and environmental compliance unit and grievance mechanism.	
<b>Oversight of project completion</b>	<ul style="list-style-type: none"> <li>• Initiate, coordinate, finalize the Project Completion Report, Final Independent Evaluation Report and management response</li> <li>• Quality assurance of final evaluation report and management response</li> <li>• Independent Evaluation Office assessment of final evaluation reports; evaluation guidance and standard setting</li> <li>• Quality assurance of final cumulative budget implementation and reporting to the GCF</li> <li>• Return of any un-spent GCF resources to the GCF</li> </ul>	10%
<b>Oversight of project reporting</b>	<ul style="list-style-type: none"> <li>• Quality assurance of the project interim evaluation report and management response</li> <li>• Technical review of project reports: quality assurance and technical inputs in relevant project reports</li> <li>• Quality assurance of the GCF annual project report</li> <li>• Preparation and certification of UNDP annual financial statements and donor reports</li> <li>• Prepare and submit fund specific financial reports</li> </ul>	20%
	<b>TOTAL</b>	<b>100%</b>

## VIII. MONITORING AND EVALUATION (M&E) PLAN

The project results as outlined in the project results framework will be monitored and reported annually and evaluated periodically during project implementation to ensure the project effectively achieves the intended results. The framework for monitoring and reporting, and evaluation, will be articulated in a Monitoring and Evaluation Plan.

The Monitoring and Evaluation Plan will be finalized during the inception stage, and presented in the inception report. Keeping the M&E planning broad at this stage will ensure the process has the required flexibility for the management team to develop an M&E plan that suitably fits the workplan. This also has the benefit of ensuring that those implementing the project have the time and space to understand and buy-into the project.

The Inception Phase work includes an Inception Workshop to ensure stakeholders agree on both mandatory UNDP and GCF M&E requirements, as well as other M&E activities deemed necessary to support project-level adaptive management. This will include the exact role of project target groups and other stakeholders in project M&E activities including national/regional institutes assigned to undertake project monitoring.

### UNDP M&E requirements

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the UNDP POPP and UNDP Evaluation Policy. The UNDP Country Office will work with the relevant project stakeholders to ensure UNDP M&E requirements are met in a timely fashion and to high quality standards. Additional mandatory GCF-specific M&E requirements will be undertaken in accordance with relevant GCF policies.

#### i. M&E oversight and monitoring responsibilities:

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

The Project Manager will develop annual work plans to support the efficient implementation of the project. The Project Manager will ensure that the standard UNDP and GCF M&E requirements are fulfilled to the highest quality. This includes, but is not limited to, ensuring the results framework indicators are monitored annually in time for evidence-based reporting in the Annual Project Report, and that the monitoring of risks and the various plans/strategies developed to support project implementation (e.g. Environmental and social management plan, gender action plan etc..) occur on a regular basis.

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

**UNDP:** will retain all project records for this project for up to seven years after project financial closure in order to support any ex-post reviews and evaluations undertaken by the UNDP Independent Evaluation Office (IEO) and/or the GCF. UNDP is responsible for complying with all UNDP project-level M&E requirements as outlined in the UNDP POPP. This includes ensuring the UNDP Quality Assurance Assessment during implementation is undertaken annually; the regular updating of the ATLAS risk log; and, the updating of the UNDP gender marker on an annual basis based on gender mainstreaming progress reported in the Annual Project Report and the UNDP ROAR. Any quality concerns flagged during these M&E activities (e.g. Annual Project Report quality assessment ratings) must be addressed by the Project Manager. UNDP will initiate and organize key M&E activities including the Annual Project Report, the independent mid-term review and the independent terminal evaluation. UNDP will also ensure that the standard UNDP and GCF M&E requirements are fulfilled to the highest quality.

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

The UNDP Country Office is responsible for complying with all UNDP project-level M&E requirements as outlined in the UNDP POPP. This includes ensuring the UNDP Quality Assurance Assessment during implementation is undertaken annually; the regular updating of the ATLAS risk log; and, the updating of the UNDP gender marker on an annual basis based on gender mainstreaming progress reported in the Annual Project Report and the UNDP ROAR. Any quality concerns flagged during these M&E activities (e.g. Annual Project Report quality assessment ratings) must be addressed by the UNDP Country Office and the Project Manager.

The UNDP Country Office will support GCF staff (or their designate) during any missions undertaken in the country, and support any ad-hoc checks or ex post evaluations that may be required by the GCF.

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

**UNDP-Global Environmental Finance Unit (UNDP-GEF):** Additional M&E and implementation oversight, quality assurance and troubleshooting support will be provided by the UNDP-GEF Regional Technical Advisor and the UNDP-GEF Directorate as outlined in the management arrangement section above.

ii. Audit:

The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies on DIM implemented projects.<sup>5</sup> Additional audits may be undertaken at the request of the GCF.

iii. Additional monitoring and reporting requirements:

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

- a) Re-orient project stakeholders to the project strategy and discuss any changes in the overall context that influence project strategy and implementation;
- b) Discuss the roles and responsibilities of the project team, including reporting and communication flow and conflict resolution mechanisms;
- c) Review the results framework and finalize the indicators, means of verification and monitoring plan;
- d) Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E;
- e) Identify how project M&E can support national monitoring of SDG indicators as relevant;
- f) Update and review responsibilities for monitoring the various project plans and strategies, including the risk log; Environmental and Social Management Plan and other safeguard requirements; the gender action plan; and other relevant strategies;
- g) Review financial reporting procedures and mandatory requirements, and agree on the arrangements for the annual audit; and
- h) Plan and schedule Project Board meetings and finalize the first-year annual work plan.

The inception report must be submitted to the GCF within six months of project start. The inception report will be cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and approved by the Project Board.

**GCF Annual Project Report (due 1 March each year of project implementation):** The Project Manager, the UNDP Country Office, and the UNDP-GEF Regional Technical Advisor will provide objective inputs to the annual project report covering the calendar year for each year of project implementation. The Project Manager will ensure that the indicators

<sup>5</sup> See guidance here: <https://info.undp.org/global/popp/frm/pages/financial-management-and-execution-modalities.aspx>



... The Annual Project Report (APR) will be prepared and submitted in advance so that progress can be included in the report. The APR will include reporting of: environmental and social risks and related management plans, gender, co-financing and financial commitments, amongst other issues.

The Annual Project Report submitted to the GCF will also be shared with the Project Board. The UNDP Country Office will coordinate the input of other stakeholders to the report as appropriate. The quality rating of the previous year's report will be used to inform the preparation of the subsequent report.

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

Final Independent Evaluation Report: A final independent evaluation report will be completed by March 2019. The final evaluation will take place upon completion of all major project outputs and activities. The final evaluation process will begin at least three months before operational closure of the project allowing the evaluation mission to proceed while the project team is still in place, yet ensuring the project is close enough to completion for the evaluation team to reach conclusions on key aspects such as project sustainability.

The Project Manager will remain on contract until the final evaluation report and management response have been finalized. The terms of reference, the evaluation process and the final evaluation report will follow the standard templates and guidance prepared by the UNDP IEO available on the [UNDP Evaluation Resource Center](#). As noted in this guidance, the evaluation will be 'independent, impartial and rigorous'. The consultants that will be hired to undertake the assignment will be independent from organizations that were involved in designing, executing or advising on the project to be evaluated. Additional quality assurance support is available from the UNDP-GEF Directorate. The final evaluation report will be cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board. The final evaluation report will be publicly available in English on the UNDP ERC.

The UNDP Country Office will include the planned project evaluations in the UNDP Country Office evaluation plan, and will upload the evaluation reports in English and the corresponding management response to the UNDP Evaluation Resource Centre (ERC).

Final Report: The project's final Annual Project Report along with the final independent evaluation report and corresponding management response will be submitted as the final project report package. The final project report package shall be discussed with the Project Board during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.

GCF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget <sup>6</sup> (US\$)		Time frame
		GCF grant	Co-financing	
Inception Workshop	UNDP Country Office	USD 11,000		Within 2 months of project start
Inception Report and baseline assessments	Project Manager		None	Within 2 months of project start
Standard UNDP monitoring and reporting requirements as outlined in the UNDP POPP	UNDP Country Office	None	None	Quarterly, annually
Monitoring of indicators in project results framework (including hiring of external experts, project surveys, data analysis etc...)	Project Manager	Per year: USD 10,000		Annually
GCF Annual Project Report	Project Manager and UNDP Country Office and UNDP-GEF team	None	None	Annually
DIM Audit as per UNDP audit policies	UNDP Country Office	Per year: USD 3,000		Annually or other frequency as per UNDP Audit policies
Lessons learned, case studies, and knowledge generation	Project Manager	See budget breakdown		Annually
Monitoring of environmental and social risks, and corresponding management plans as relevant	Project Manager UNDP CO	See budget breakdown		On-going
Addressing environmental and social grievances	Project Manager UNDP Country Office BPPS as needed			On-going
Project Board meetings	Project Board UNDP Country Office Project Manager	See budget breakdown		At minimum, annually
Supervision missions	UNDP Country Office	None <sup>7</sup>		Two per year
Oversight missions	UNDP-GEF team	None <sup>7</sup>		Troubleshooting as needed
GCF learning missions/site visits	UNDP Country Office and Project Manager and UNDP-GEF team			To be determined.
Final independent Evaluation and management response	UNDP Country Office and Project team and UNDP-GEF team	USD 30,000 - 60,000		At least 3 months before operational closure

<b>TOTAL indicative COST</b>	<b>74,000 ~</b>		
Excluding project team staff time, and UNDP staff and travel expenses	<b>95,000</b>		

<sup>6</sup> Excluding project team staff time and UNDP staff time and travel expenses.

<sup>7</sup> The costs of UNDP Country Office and UNDP-GEF Unit's participation and time are charged to the GCF Agency Fee.

**IX. FINANCIAL PLANNING AND MANAGEMENT**

**TOTAL BUDGET AND WORKPLAN**

GCF Output/Atlas Activity	Donor Name	Atlas Budget Account Code	Atlas Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Total	See Budget Note:
1. Strengthening institutional frameworks and coordination for implementation of the NAPs process	GCF	72100	Contractual services - companies	30,000.00	14,217.79	44,217.79	a
		74100	Professional services	15,000.00	15,000.00	30,000.00	b
		71200	International Consultant	24,000.00	24,000.00	48,000.00	c
		60000	Staff (Project Personnel - Technical)	92,482.21	92,482.21	184,964.42	d
		71300	Local Consultants	22,517.79	25,000.00	47,517.79	e
		71600	Travel	30,000.00	28,000.00	58,000.00	f
		75700	Training, workshops and conferences	20,000.00	20,000.00	40,000.00	g
		72500	Office Supplies	1,000.00	1,000.00	2,000.00	h
		74200	Audio Visual & Print Prod Costs	18,000.00	11,000.00	29,000.00	i
		74500	Miscellaneous	18,000.00	12,500.00	30,500.00	j
			<b>Total Output 1</b>	<b>271,000.00</b>	<b>243,200.00</b>	<b>514,200.00</b>	
2. Expansion of the knowledge base for scaling up adaptation	GCF	71200	International Consultant	69,000.00	48,000.00	117,000.00	k
		71300	Local Consultants	43,517.79	40,000.00	83,517.79	l
		71600	Travel	18,000.00	16,000.00	34,000.00	m
		60000	Staff (Project Personnel - Technical)	92,482.21	92,482.21	184,964.42	d
		75700	Training, workshops and conferences	28,000.00	25,000.00	53,000.00	n
		72800	IT Equipment	60,000.00	27,517.79	87,517.79	o
		74200	Audio Visual & Print Prod Costs	9,642.86	7,000.00	16,642.86	p

GCF Output/Atlas Activity	Donor Name	Atlas Budget Account Code	Atlas Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Total	See Budget Note:
3. Building capacity for main-streaming CCA into planning, and budgeting processes and systems	GCF	74500	Miscellaneous	11,632.11	8,650.00	20,282.14	j
			<b>Total Output 2</b>	<b>332,275.00</b>	<b>264,650.00</b>	<b>596,925.00</b>	
		71200	International Consultant	44,000.00	48,000.00	92,000.00	q
		71300	Local Consultants	14,000.00	14,000.00	28,000.00	r
		60000	Staff (Project Personnel - Technical)	92,482.21	92,482.21	184,964.42	d
		71600	Travel	24,517.79	31,517.79	56,035.58	s
		75700	Training, workshops and conferences	30,000.00	28,000.00	58,000.00	t
		74200	Audio Visual & Print Prod Costs	8,000.00	11,000.00	19,000.00	u
		72100	Contractual services - companies	12,000.00	14,000.00	26,000.00	v
		72800	IT Equipment	1,500.00	1,000.00	2,500.00	z
4. Formulation of mechanisms for scaling up adaptation investments and addressing financial gaps	GCF	74500	Miscellaneous	11,325.00	12,000.00	23,325.00	j
			<b>Total Output 3</b>	<b>237,825.00</b>	<b>252,000.00</b>	<b>489,825.00</b>	
		72100	Contractual services - companies	12,000.00	-	12,000.00	x
		71200	International Consultant	22,000.00		22,000.00	y
		71300	Local Consultants	8,000.00	8,000.00	16,000.00	aa
		60000	Staff (Project Personnel - Technical)	92,482.21	92,482.21	184,964.42	d
		71600	Travel	15,000.00	11,530.00	26,530.00	bb
		75700	Training, workshops and conferences	15,517.79	5,487.79	21,005.58	cc
		74200	Audio Visual & Print Prod Costs	5,000.00	2,000.00	7,000.00	dd
		74500	Miscellaneous	5,350.00	5,975.00	11,325.00	j
	<b>Total Output 4</b>	<b>175,350.00</b>	<b>125,475.00</b>	<b>300,825.00</b>			

GCF Output/Atlas Activity	Donor Name	Atlas Budget Account Code	Atlas Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Total	See Budget Note:		
Project management	GCF	71400	Contractual Services-Individuals	20,453.85	20,456.86	40,910.72	ee		
		60000	Staff (Project Personnel)	44,543.11	44,543.14	89,086.28	d		
		71600	Travel	3,000.00	4,000.00	7,000.00	ff		
		72800	IT Equipment	6,000.00	1,000.00	7,000.00	gg		
		72500	Office Supplies	2,000.00	500	2,500.00	hh		
		74200	Audio Visual & Print Prod Costs	1,000.00	1,000.00	2,000.00	ii		
		74500	Miscellaneous	3,850.00	3,575.00	7,425.00	j		
			<b>Total Project Management</b>		<b>80,847.00</b>	<b>75,075.00</b>	<b>155,922.00</b>		
		<b>TOTAL PROJECT</b>				<b>1,097,297.00</b>	<b>960,400.00</b>	<b>2,057,697.00</b>	

Budget Note:	Description
a	Company procured to organize and administer in-country trainings
b	Professional Services costs to conduct the audit and to develop pilot sites in agriculture and in the coastal areas
c	2 international consultants to assess adaptation strategies in the agriculture and in coastal areas
d	Project staff for coordination and technical Support (including NAP GSP)
e	Contract for a national climate specialist and 2 national consultants to co-facilitate workshops and assess adaptation needs
f	Consultants travel costs (i.e. to Liberia and to areas where previous adaptation projects were implemented)
g	Cost of sensitization and consultation workshops
h	Office supplies for the climate specialist
i	Printing of training materials, documents, creation of a database
j	Miscellaneous costs: bank charges, exchange losses, etc.
k	Contract for a climate change economist to undertake climate scenarios, socio economic and vulnerability analysis, an international consultant on policy responses, a gender/social impact expert, an international consultant specialized in natural disaster management
l	A national consultant on CBA and project appraisal, a national consultant to co-facilitate trainings and workshops, a national communication specialist, an engineer/technician, a Local consultant to conduct trainings on natural disaster readiness
m	Consultants travel cost
n	Cost for training workshops on climate risk assessments, socio-economic analysis and on natural disaster prevention
o	Equipment/software for the EPA (including pilot radio sets for farmers and equipment for the national meteorological department)
p	Printing cost for training materials and advertisements
q	International consultant specialized in public finance, international consultant for specific training interventions in climate proofing investments, an M&E Specialist to identify indicators and assist the
r	2 national consultants for specific training intervention in climate proofing investments and in reporting and tracking investments
s	Travel costs for the consultants
t	Cost of the trainings on mainstreaming climate change into budgeting and planning, on implementing climate change adaptation activities and on tracking and M&E
u	Printing cost for the training materials
v	Contract for a company to climate proof investments
w	Cost for printing workshop and training materials
x	Contract for an institution to conduct an assessment of public budget (CPEIR)
y	International consultant to identify gaps in public finance and to support private sector strategy
aa	national consultants to co-facilitate trainings and workshops (i.e. on public financing and on private sector investments)
bb	Travel costs for the consultants
cc	Cost of the trainings and workshops (including one with the private sector)
dd	Cost for printing workshop and training materials
ee	Administrative staff and M&E officer

Budget Note:	Description
ff	Travel cost for the project manager, administrative staff and M&E officer
gg	Cost for laptops and other equipment (software, etc.)
hh	Office supplies for the managing team
ii	Cost for printing newsletters, articles, etc.

OUTPUTS - ACTIVITIES	AMOUNTS
<b>1. Strengthening institutional frameworks and coordination for implementation of the NAPs process</b>	<b>514,200.00</b>
1.1 <i>Climate change strategy and action plan for adaptation developed as part of the NAP process</i>	308,520.00
1.2 <i>Coordination and monitoring enhanced for climate change adaptation program development across sectors</i>	205,680.00
<b>2. Expansion of the knowledge base for scaling up adaptation</b>	<b>596,925.00</b>
2.1 <i>Risk assessments and economic impact studies in climate sensitive sectors conducted and incorporated in official data systems</i>	162,797.73
2.2 <i>Effective knowledge sharing platform as a resource for climate relevant planning established</i>	212,058.26
2.3 <i>Climate Change induced, natural disasters related database developed</i>	222,069.02
<b>3. Building capacity for mainstreaming CCA into planning, and budgeting processes and systems</b>	<b>489,825.00</b>
3.1 <i>Technical guidelines for the personnel of the Ministry of Finance &amp; Development Planning and other relevant institutions on climate change adaptation budgeting and planning processes incorporating gender disaggregated data</i>	163,275.00
3.2 <i>Capacity building programs on implementing adaptation investments and strategies established.</i>	122,456.25
3.3 <i>Monitoring and reporting system to track adaptation investments and implementation</i>	204,093.75
<b>4. Formulation of mechanisms for scaling up of prioritised adaptation investments and addressing financial gaps</b>	<b>323,305.25</b>
4.1 <i>Sector and area based costed investment plans prepared for scaling up adaptation in agriculture and coastal areas that take into account climate change risks and opportunities</i>	111,305.25
4.2 <i>Policy options for scaling up financing for adaptation investments identified and recommended</i>	60,165.00
4.3 <i>Foster Public Private Partnerships (PPPs) to support adaptation investments.</i>	129,354.75

i. Budget Revision and Tolerance:

GCF requirement: 10% of the total projected costs per year can be reallocated among the budget account categories within the same project output. Any budget reallocation involving a major change in the project's scope, structure, design or objectives or any other change that substantially alters the purpose or benefit of the project requires the GCF's prior written consent.

UNDP requirement: As outlined in the UNDP POPP, the project board will agree on a budget tolerance level for each plan under the overall annual work plan allowing the project manager to expend up to the tolerance level beyond the approved project budget amount for the year without requiring a revision from the Project Board (within the GCF requirements noted above). Should such deviation occur, the Project Manager and UNDP Country office will seek the approval of the UNDP-GEF team.

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

ii. Refund to GCF:

Unspent GCF resources must be returned to the GCF. Should a refund of unspent funds to the GCF be necessary, this will be managed directly by the UNDP-GEF Unit in New York.

iii. Project Closure:

Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP.<sup>8</sup> On an exceptional basis only, a no-cost extension beyond the initial duration of the project will be sought from in-country UNDP colleagues and then the UNDP-GEF Executive Coordinator.

iv. Operational completion:

The project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities have been completed. This includes the final clearance of the Terminal Evaluation Report (that will be available in English) and the corresponding management response, and the end-of-project review Project Board meeting. The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed.

UNDP and the Implementing Partner agree that any durable assets or equipment purchased during the implementation of the project (such as vehicles or office equipment) will upon operational completion of the project be transferred to the implementing Partner. Any funds or proceeds received from the sale of such assets will be transferred to the GCF.

v. Financial completion:

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

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

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<sup>8</sup> see <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx>



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## X. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Liberia and UNDP, signed in April, 1977. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

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

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

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## XI. RISK MANAGEMENT

UNDP as the Implementing Partner will comply with the policies, procedures and practices of the United Nations Security Management System (UNSMS.)

UNDP as the Implementing Partner will undertake all reasonable efforts to ensure that none of the project funds 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/ag\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/ag_sanctions_list.shtml). This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

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>).

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

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

UNDP as the implementing Partner will ensure that the following obligations are binding on each responsible party, subcontractor and sub-recipient:

- a. Consistent with the Article III of the SBAA *[for the Supplemental Provisions to the Project Document]*, the responsibility for the safety and security of each responsible party, subcontractor and sub-recipient and its personnel and property, and of UNDP's property in such responsible party's, subcontractor's and sub-recipient's custody, rests with such responsible party, subcontractor and sub-recipient. To this end, each responsible party, subcontractor and sub-recipient shall:
  - i. 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;

- ii. assume all risks and liabilities related to such responsible party's, subcontractor's and sub-recipient's security, and the full implementation of the security plan.
- b. 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 responsible party's, subcontractor's and sub-recipient's obligations under this Project Document.
- c. Each responsible party, subcontractor and sub-recipient will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, subcontractors and sub-recipients in implementing the project or programme or using the UNDP funds. It 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.
- d. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to each responsible party, subcontractor and sub-recipient: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. Each responsible party, subcontractor and sub-recipient 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](http://www.undp.org).
- e. In the event that an investigation is required, UNDP will conduct investigations relating to any aspect of UNDP programmes and projects. Each responsible party, subcontractor and sub-recipient will provide its full cooperation, including making available personnel, relevant documentation, and granting access to its (and its consultants', 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 it to find a solution.
- f. Each responsible party, subcontractor and sub-recipient will promptly inform UNDP as the Implementing Partner in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where it becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, each responsible party, subcontractor and sub-recipient will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). It will provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

- g. UNDP will be entitled to a refund from the responsible party, subcontractor or sub-recipient 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 responsible party, subcontractor or sub-recipient under this or any other agreement.

Where such funds have not been refunded to UNDP, the responsible party, subcontractor or sub-recipient 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 such responsible party, subcontractor or sub-recipient 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.

- h. Each contract issued by the responsible party, subcontractor or sub-recipient 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 it shall cooperate with any and all investigations and post-payment audits.
- i. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project or programme, 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.
- j. Each responsible party, subcontractor and sub-recipient shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to its subcontractors and sub-recipients and that all the clauses under this section entitled "Risk Management Standard Clauses" are adequately reflected, *mutatis mutandis*, in all its sub-contracts or sub-agreements entered into further to this Project Document.

## **XII. MANDATORY ANNEXES**

The following documents are mandatory annexes included as part of the final project document package. These documents will be posted to [open.undp.org](http://open.undp.org) and may also be posted to the UNDP County Office website as appropriate.

1. Project Procurement Plan
2. Project Monitoring Plan
3. UNDP Risklog
4. Social and Environmental Screening Procedure
5. Social and Environmental Risk Screening Checklist

### **Annex 1: Procurement Plan**

The financial management and procurement of this project will be guided by UNDP financial rules and regulations (<http://web.undp.org/exe/brd/pdf/UNDPFinResRules.pdf>).

Further guidance is outlined in the financial resources management section of the UNDP Programme and Operations Policies and Procedures (POPP) (<https://info.undp.org/global/popp/frm/Pages/introduction.aspx>).

UNDP has comprehensive procurement policies in place as outlined in the 'Contracts and Procurement' section of UNDP's POPP. The policies outline formal procurement standards and guidelines across each phase of the procurement process, and they apply to all procurements in UNDP (<https://info.undp.org/global/popp/cap/Pages/introduction.aspx>).

The project will be implemented following the Direct Implementation Modality (DIM)

guidelines: [https://popp.undp.org/\\_layouts/15/opiFrame.aspx?sourcedoc=/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/FRM\\_Financial%20Management%20and%20Implementation%20Modality\\_Direct%20Implementation%20%28DIM%29%29%20Modality.iocx&action=default&DefaultItemOpen=1](https://popp.undp.org/_layouts/15/opiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/FRM_Financial%20Management%20and%20Implementation%20Modality_Direct%20Implementation%20%28DIM%29%29%20Modality.iocx&action=default&DefaultItemOpen=1).

Direct Implementation (DIM) is the modality whereby UNDP takes on the role of Implementing Partner. In DIM modality, UNDP has the technical and administrative capacity to assume the responsibility for mobilizing and applying effectively the required inputs in order to reach the expected outputs. UNDP assumes overall management responsibility and accountability for project implementation. Accordingly, UNDP must follow all policies and procedures established for its own operations.

The following table represents the procurement plan for national and international individuals throughout the duration of the project:

**Project procurement plan for national and international individuals**

Atlas Budget Description	General Description	Contract Value	Recruitment Method	Advertisement Method	Advertisement Date (quarter/year)	International or National Assignment
Contractual services - companies	institution to conduct an assessment of public budget	82,217	Desk review	Competitive Sourcing	QTR2-YR1	National
Contractual Services- individuals	full time administrative staff	40,911	Desk review	Competitive Sourcing	QTR1-YR1	National
International Consultant	full time climate change economist	45,000	Desk review	Competitive Sourcing	QTR3-YR1	International
International Consultant	full time gender/social impact expert	45,000	Desk review	Competitive Sourcing	QTR2-YR1	International
International Consultant	natural disaster prevention specialist	44,000	Desk review	Competitive Sourcing	QTR2-YR1	International
International Consultant	valuation specialist	50,000	Desk review	Competitive Sourcing	QTR3-YR1	International
International Consultant	private sector specialist	40,000	Desk review	Competitive Sourcing	QTR3-YR1	International
International Consultant	international consultants to assess adaptation strategies in the agriculture and in coastal areas	36,000	Desk review	Competitive Sourcing	QTR1-YR1	International
International Consultant	international consultant specialized in public finance	19,000	Desk review	Competitive Sourcing	QTR1-YR1	International
Local Consultants	engineer/technician	49,536	Desk review	Competitive Sourcing	QTR3-YR1	National
Local Consultants	national consultants to co-facilitate workshops and assess the adaptation needs (2)	15,000	Desk review	Competitive Sourcing	QTR1-YR1	National
Local Consultants	national consultants to undertake trainings and help organized in-country workshops	18,000	Desk review	Competitive Sourcing	QTR1-YR1	National
Local Consultants	national consultant specialized in communication	9,000	Desk review	Competitive Sourcing	QTR1-YR1	National
Local Consultants	national consultants to conduct trainings on natural disaster readiness (2)	16,000	Desk review	Competitive Sourcing	QTR3-YR1	National
Local Consultants	national consultant specialized in public finance and climate change (2)	12,000	Desk review	Competitive Sourcing	QTR2-YR1	National

Local Consultants	national consultants specialized in implementing climate change adaptation investment and strategies (2)	17,500	Desk review	Competitive Sourcing	QTR2-YR2	National
Local Consultants	national consultant for specific training interventions in adaptation needs assessment (1)	20,000	Desk review	Competitive Sourcing	QTR3-YR1	National
Local Consultants	national consultant in private stores investment	9,000	Desk review	Competitive Sourcing	QTR3-YR1	National
Local Consultants	national consultant specialized: public financing	9,000	Desk review	Competitive Sourcing	QTR2-YR1	National
Professional services	company to develop pilot site in agriculture and in the coastal areas	30,000	Desk review	Competitive Sourcing	QTR2-YR1	National
Audio Visual & Print Prod Costs	printing cost for training materials, documents etc (all years)	50,000	Desk review	Competitive Sourcing	QTR2-YR2	National
Audio Visual&Print Prod Costs	advertisements, training material cost (all years)	23,643	Desk review	Competitive Sourcing	QTR2-YR2	National
IT Equipment	equipment for the national meteorological department and tools to stations within the countries (e.g. equipment/software for the EPA, radio sets for farmers)	87,518	International Advert	CS with Advert	QTR2-YR1	International
IT Equipment	R&E and tracking software	2,500	Micro Purchasing	Competitive Sourcing	QTR2-YR1	National
IT Equipment	list for laptops and other equipment (software, etc.)	7,000	Desk review	Competitive Sourcing	QTR1-YR1	National
Office Supplies	Office Supplies (all years)	4,500	Desk review	Competitive Sourcing	QTR1-YR1	National
<b>TOTAL</b>		<b>782,324</b>				



### Annex 4: Offline UNDP Risk Log

To be entered into Atlas by UNDP Country Office

The Project Manager will review, adapt, and update this template during the two-month inception phase and throughout the project implementation period. It will guide the routine process of risk identification, mitigation and management, as required, throughout the duration of the project.

#	Description	Date Identified	Type (equivalent to GCF risk category)	Impact Probability (equivalent to GC level of impact probability of risk occurring)	Countermeasures / Mngt response (equivalent to GCF mitigation measures)	Owner	Submitted, updated by	Last Update	Status
1	Problems related to involvement and cooperation of stakeholders providing the project team with data	29/5/17	Political and organizational	P = 3 I = 5	<ul style="list-style-type: none"> <li>A stakeholder involvement plan will be developed, with clear roles and responsibilities;</li> <li>Clear commitment will be obtained from across government agencies to contribute to data collection and dissemination of data</li> </ul>	Project manager			
2	Government of Liberia will not have funds to sustain the national arrangements, once the project ends	29/5/17	Financial	P = 1 I = 5	<p>Output 2 under the project will involve formulating mechanisms for scaling up investments and addressing financial gaps. This will guide:</p> <ul style="list-style-type: none"> <li>awareness raising among decision-makers;</li> <li>outreach to potential donors and private sector investors;</li> <li>securing Ministry of finance as a key government partner;</li> <li>strong partnerships with bi-laterals, private sector, and other entities.</li> </ul>	Project manager			
3	Conflicts among stakeholders with regard to roles in the project	29/5/17	Political and organizational	P = 2 I = 3	<ul style="list-style-type: none"> <li>Stakeholder involvement will be detailed clearly in stakeholder involvement plan and stakeholders will be held to their roles;</li> <li>lessons learned throughout the project and from similar initiatives supported by UNDP's expanded NAP GSP will be used</li> </ul>	Project manager			





	insufficient qualified human capacity					<p>initiatives in Liberia. For example:</p> <ul style="list-style-type: none"> <li>Output 1 will strengthen institutional frameworks and coordination;</li> <li>Output 2 will expand the knowledge base</li> <li>Output 3 will build capacity for mainstreaming adaptation into planning and budgetary systems</li> </ul>				
7	Excluding any potentially affected stakeholders from fully participating in decisions that may affect them	29/5/17			P = 2 I = 2	<ul style="list-style-type: none"> <li>The project implementing team will conduct real-time monitoring and evaluation of each stakeholder engagement activity to ensure that these processes are fully inclusive.</li> <li>Management processes (e.g. budgets and work plans) will be adjusted should country circumstances prevent any affected stakeholder groups from engaging in the process.</li> </ul>	Project manager			
8	Secondary activities arising out of this project could lead to unintended social and environmental effects	29/5/17			P = 2 I = 2	<ul style="list-style-type: none"> <li>Risks from secondary activities will be reviewed on a case-by-case basis to mitigate any adverse impacts from this project over the medium-to-long term.</li> <li>Secondary activities will have independent risks but since projects will focus on adaptation and sustainable development, it is not likely that they will have adverse risks and the expected impacts of such projects are currently anticipated to be minor.</li> </ul>	Project manager			

## Annex 5: Environmental and Social Impact Assessment

The Social and Environmental Screening Procedure and Toolkit was used for guidance on how to answer the 6 questions of this assessment.

### Project Information

Project Information	
1. Project Title	Advance the NAP's process for medium term investment planning in climate sensitive sectors (i.e. agriculture, energy, waste management, forestry and health) and coastal areas in Liberia
2. Project Number	5966
3. Location (Global/Region/Country)	Liberia

### Part A. Integrating Overarching Principles to Strengthen Social and Environmental Sustainability

#### QUESTION 1: How does the Project Integrate the Overarching Principles in order to Strengthen Social and Environmental Sustainability?

*Briefly describe in the space below how the Project mainstreams the human-rights based approach*

This project enhances the capacity of decision-makers across climate-vulnerable sectors in Liberia to respond to the impacts of climate change via the internationally-accepted National Adaptation Plan (NAP) process. Decision-makers are responsible for reflecting the needs of those who are most affected by climate change, particularly the vulnerable and marginalized communities, individuals and groups.

*Briefly describe in the space below how the Project likely to improve gender equality and women's empowerment*

Comprehensive consideration of gender issues is a prerequisite for sustainable development and for the NAP process. The NAP project will therefore follow a country-driven gender-sensitive, participatory and fully transparent approach, taking into consideration vulnerable groups, communities and ecosystems.

The Liberia NAP process will be based on and guided by the best available science and, as appropriate, traditional and indigenous knowledge, and by gender-sensitive approaches, with a view to integrating adaptation to relevant social, economic and environmental policies and actions, where appropriate. Gender equality and women's empowerment is a significant objective (GEN 2) of all project outputs of the Liberia NAP project. The following processes will be followed when delivering project outputs:

- Encourage participation from relevant ministries to ensure that the needs and challenges of women, youth, and other marginalized population groups are represented in the Liberia NAP's national team (e.g. inclusion of relevant ministries, women's group, etc.).
- Training sessions and workshops will be delivered with gender sensitivity to ensure that: a) both male and female participants are empowered to participate meaningfully in the trainings; and b) all participants are made aware of their responsibility to respect the views of all of their colleagues during training sessions. Trainers will be required to have the skills and experience necessary to plan and facilitate gender-sensitive training.
- Knowledge generated by the project will be gender-sensitive, ensuring inclusion and sensitivity towards differences among target audiences. UNDP will use appropriate access and communication channels to reach men and women equally when supporting countries to disseminate knowledge and training material. In particular, national climate and gender advocacy groups will be enrolled in the knowledge dissemination network.

Some of the Liberia NAP project outputs areas (e.g. outputs 3.1 and 3.2) will have gender equality as a principle objective (GEN 3). In the case of 3.1, technical guidelines that will be developed for the personnel of the Ministry of Finance & Development Planning and other relevant Ministries to mainstream climate change into budgeting and planning processes will incorporate gender disaggregated data. Similarly, when 3.2 is implemented, capacity building programs on implementing adaptation investments and strategies will have gender-specific training tools integrated in their design. Training tools will be used to ensure that programmes are formulated, delivered, and monitored with gender considerations in mind, for example by facilitating the collection and analysis of sex disaggregated data.

***Briefly describe in this space below how the Project mainstreams environmental sustainability***

The National Adaptation Plan (NAP) process was established to promote political and financial support to mainstream climate change adaptation into development and planning of climate-vulnerable sectors. The overall objective of adaptation is to increase climate resilience of these sectors by minimizing, reducing or avoiding risks as well as enhancing the capacity of stakeholders within these sectors to adapt to climate change. Therefore, this process promotes long-term sustainability of environment and ecosystems under conditions of climate change.

From an environmental perspective, this project will reduce the vulnerability of communities to environmental risks, including those amplified by climate change. It does this via a mainstreaming approach, which builds capacity to integrate climate risk identification and response into existing institutional processes and systems at country-level. To this effect, the Liberia NAP project will comprehensively consider environmental sustainability issues throughout its implementation because sustainable development is an essential prerequisite for a successful and impactful NAP process.

The project is unlikely to have any direct negative impact on the environment. However, the project board will minimize any impacts by consulting regularly with the Liberia Environmental Protection Agency (EPA), which is a member of the project board. The EPA was established in 2003 by the Government of Liberia to tackle its environmental challenges. It is the leading authority for implementing the national environmental policy and enforcing the protection of natural resources in the country. Having oversight of environmental issues affecting agriculture, food security and other rural and urban issues in the country will enable EPA to identify and advise on mitigating and managing any environmental risks that may arise during the lifetime of the project.

**Part B. Identifying and Managing Social and Environmental Risks**

<p><b>QUESTION 2: What are the Potential Social and Environmental Risks?</b>  <i>Note: Describe briefly potential social and environmental risks identified in Attachment 1 – Risk Screening Checklist (based on any “Yes” responses). If no risks have been identified in Attachment 1 then note “No Risk Identified” and skip to Questions 4 and 5 and select “Low Risk”, Questions 5 and 6 not required for Low Risk Projects.</i></p>	<p><b>QUESTION 3: What is the level of significance of the potential social and environmental risks?</b>  <i>Note: Respond to Questions 4 and 5 below before proceeding to Question 6</i></p>	<p><b>QUESTION 6: What social and environmental assessment and management measures have been conducted and/or are required to address potential risks (for Risks with Moderate and High Significance)?</b></p>	
<p><b>Risk Description</b></p>	<p><b>Impact and Probability (1-5)</b></p>	<p><b>Significance (Low, Moderate, High)</b></p>	<p><b>Comments</b></p>
<p>Risk 1: There is a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them</p>	<p>I = 2 P = 1</p>	<p>Low</p>	<p><i>Description of assessment and management measures as reflected in the Project design. If ESIA or SESA is required note that the assessment should consider all potential impacts and risks.</i>                       The project implementing team will incorporate the views and needs of those potentially affected by the project via inclusive stakeholder participation from project start to end. The project implementing team will conduct real-time monitoring of each stakeholder engagement activity to ensure that these processes are fully inclusive. Management processes (e.g. budgets and work plans) will be adjusted should country circumstances prevent any affected stakeholder groups from engaging in the process.</p>
<p>Risk 2: there is a risk that monetary and non-monetary challenge would limit the capacity of duty-bearers to meet their obligations in the Project e.g. limited funds restrict engagement of affected stakeholders in project</p>	<p>I = 1 P = 1</p>	<p>Low</p>	<p>The project implementing team will be alert to the role of duty-bearers and address any identified challenges during meetings of the project board.                       There is a low risk that duty-bearers will be prevented from fully representing the most vulnerable (e.g. due to time, budget, staff-turnover challenges).                       There is a risk that individual and/or organizational and/or country circumstances will affect the ability of the affected</p>
<p>Risk 3: There is a risk that rights-holders do not have the capacity to claim their rights</p>	<p>I = 1 P = 1</p>	<p>Low</p>	<p>The project implementing team will incorporate the views and needs of those potentially affected by the project via inclusive stakeholder participation from project start to end. The project implementing team will conduct real-time</p>

				stakeholders to participate in workshops, focus groups and other participatory elements of the project, according to their rights.	monitoring of each stakeholder engagement activity to ensure that these processes are fully inclusive. Management processes (e.g. budgets and work plans) will be adjusted should country circumstances prevent any affected stakeholder groups from engaging in the process.
Risk 4: there is a likelihood that the proposed project would have adverse impacts on gender equality and/or the situation of women and girls	I = 2 P =	Low		The project could adversely affect gender equality and the situation of women and girls. Men and women are disproportionately affected by climate impacts and responses.	The project implementing team will incorporate the views and needs of women and men via inclusive stakeholder participation from project start to end. Management processes (e.g. budgets and workplans) will be adjusted to enable full inclusion of women and gender-based groups as required.
Risk 5: there is a risk that the project would potentially reproduce discriminations against women based on gender, if participation of gender groups is unsuccessful	I = 2 P =	Low		The project could amplify existing discriminations towards women, who can be disproportionately affected by climate impacts and responses, if women's views are ineffectively reflected in NAP decisions.	The project implementing team will incorporate the views and needs of women via inclusive stakeholder participation from project start to end. Management processes (e.g. budgets and workplans) will be adjusted to enable full inclusion of women and gender-based groups as required.
Risk 6: secondary activities could lead to adverse social and environmental effects, for example adaptation project: identified through this project may present their own social or environmental risks	I = 2 P = 2	Low		It is highly likely that the NAP will lead to secondary activities. These will have independent social and environmental risks. Since projects will focus on adaptation and sustainable development, it is not likely that they will have adverse risks and the expected impacts of such projects are currently anticipated to be minor.	The overall risk of secondary activities affecting negative social and environmental outcomes is currently deemed low. However, the risks from secondary activities will be reviewed on a case-by-case basis to mitigate any adverse impacts from this project over the medium-to-long term.
Risk 7: There will be project activities (such as workshops and desk-based work) that will result in the limited generation of non-hazardous material waste	I = 2 P = 2	Low		There is a limited risk that support to advance the NAP process, which includes office-based activities and international travel, will lead to excess resource use and wastage, for example of paper-based materials, energy, water and GHG emissions. The assessed risk is low impact	Tele-conferencing (where facilities exist), restrictions on mode and frequency of travel and strategic management of human resources could lessen the impact from travel-related GHG emissions. The project team could implement activities, and encourage third party organizations to implement activities, according to best practice in sustainable resource use. Examples include applying the waste hierarchy to minimize waste and promoting green procurement among other measures.

			because the scale of resource use is envisaged to be minimal in relation to the number of beneficiaries reached.		
<b>QUESTION 4: What is the overall Project risk categorization?</b>					
Select one (see <u>SESP</u> for guidance)				Comments	
Low Risk			<input checked="" type="checkbox"/>	Overall risk categorization is assessed as low but it will be important to manage the risk that country-level circumstances could affect the full engagement of stakeholders affected by the project	
Moderate Risk			<input type="checkbox"/>		
High Risk			<input type="checkbox"/>		
<b>QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SE are relevant?</b>					
Check all that apply					
Principle 1: Human Rights			<input type="checkbox"/>	N/A	
Principle 2: Gender Equality and Women's Empowerment			<input type="checkbox"/>	N/A	
1. Biodiversity Conservation and Natural Resource Management			<input type="checkbox"/>	N/A	
2. Climate Change Mitigation and Adaptation			<input type="checkbox"/>	N/A	
3. Community Health, Safety and Working Conditions			<input type="checkbox"/>	N/A	
4. Cultural Heritage			<input type="checkbox"/>	N/A	
5. Displacement and Resettlement			<input type="checkbox"/>	N/A	
6. Indigenous Peoples			<input type="checkbox"/>	N/A	
7. Pollution Prevention and Resource Efficiency			<input type="checkbox"/>	N/A	

**Final Sign Off**

<i>Signature</i>	<i>Date</i>	<i>Description</i>
QA Assessor		UNDP staff member responsible for the Project typically a UNDP Programme Officer. Final signature confirms they have "checked" to ensure that the SESP is adequately conducted.
QA Approver		UNDP senior manager, typically the UNDP Deputy Country Director (DCD), Country Director (CD), Deputy Resident Representative (DRR), or Resident Representative (RR). The QA Approver cannot also be the QA Assessor. Final signature confirms they have "cleared" the SESP prior to submittal to the PAC.
PAC Chair		UNDP chair of the PAC. In some cases, PAC Chair may also be the QA Approver. Final signature confirms that the SESP was considered as part of the project appraisal and considered in recommendations of the PAC.

## Annex 6: Social and Environmental Risk Screening Checklist

Checklist Potential Social and Environmental Risks		Answer (Yes/No)
<b>Principles 1: Human Rights</b>		
1.	Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
2.	Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? <sup>9</sup>	No
3.	Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?	No
4.	Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them?	Yes
5.	Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?	Yes
6.	Is there a risk that rights-holders do not have the capacity to claim their rights?	No
7.	Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?	No
8.	Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?	No
<b>Principle 2: Gender Equality and Women's Empowerment</b>		
1.	Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?	No
2.	Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
3.	Have women's groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment?	No
4.	Would the Project potentially limit women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services? <i>For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being</i>	No
<b>Principle 3: Environmental Sustainability:</b> Screening questions regarding environmental risks are encompassed by the specific Standard-related questions below		

<sup>9</sup> Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.



<b>Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management</b>		
1.1	Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services? <i>For example, through habitat loss, conversion/ degradation, fragmentation, hydrological changes</i>	No
1.2	Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	No
1.3	Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	No
1.4	Would Project activities pose risks to endangered species?	No
1.5	Would the Project pose a risk of introducing invasive alien species?	No
1.6	Does the Project involve harvesting of natural forests, plantation development or reforestation?	No
1.7	Does the Project involve the production and/or harvesting of fish populations or other aquatic species?	No
1.8	Does the Project involve significant extraction, diversion or containment of surface or ground water? <i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i>	No
1.9	Does the Project involve utilization of genetic resources? (e.g. collection and/ or harvesting, commercial development)	No
1.10	Would the Project generate potential adverse transboundary or global environmental concerns?	No
1.11	Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area? <i>For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.</i>	No
<b>Standard 2: Climate Change Mitigation and Adaptation</b>		
2.1	Will the proposed Project result in significant <sup>10</sup> greenhouse gas emissions or may exacerbate climate change?	No
2.2	Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?	No

<sup>10</sup> In regards to CO<sub>2</sub>, 'significant emissions' corresponds general to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.]

2.3	Is the proposed Project likely to directly or indirectly increase social and environmental vulnerability to climate change now or in the future (also known as maladaptive practices)? <i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i>	No
<b>Standard 3: Community Health, Safety and Working Conditions</b>		
3.1	Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?	No
3.2	Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No
3.3	Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?	No
3.4	Would failure of structural elements of the Project pose risks to communities (e.g. collapse of buildings or infrastructure)?	No
3.5	Would the proposed Project be susceptible to lead to increased vulnerability to earthquakes, subsidence, erosion, flooding or extreme climatic conditions?	No
3.6	Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)?	No
3.7	Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?	No
3.8	Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)?	No
3.9	Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)?	No
<b>Standard 4: Cultural Heritage</b>		
4.1	Will the proposed Project result in intervention that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	No
4.2	Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?	No
<b>Standard 5: Displacement and Resettlement</b>		
5.1	Would the Project potentially involve temporary or permanent and full or partial physical displacement?	No
5.2	Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	No
5.3	Is there a risk that the Project would lead to forced evictions? <sup>11</sup>	No

<sup>11</sup> Forced evictions include acts and/or omissions involving the forced or involuntary displacement of individuals, groups, or communities from homes and/or lands

5.4	Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary right to land, territories and/or resources?	No
<b>Standard 6: Indigenous Peoples</b>		
6.1	Are indigenous peoples present in the Project area (including Project area of influence)?	No
6.2	Is it likely that the Project or portions of the Project will be located on lands or territories claimed by indigenous peoples?	No
6.3	Would the proposed Project potentially affect the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the Project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)? <i>If the answer to the screening question 6.3 is "yes," the potential risk impacts are considered potentially severe and/or critical and the Project would be categorized as either Moderate or High Risk.</i>	No
6.4	Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	No
6.5	Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.6	Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?	No
6.7	Would the Project adversely affect the development priorities of indigenous peoples as defined by them?	No
6.8	Would the Project potentially affect the physical and cultural survival of indigenous peoples?	No
6.9	Would the Project potentially affect the cultural heritage of indigenous peoples including through the commercialization or use of their traditional knowledge and practices?	No
<b>Standard 7: Pollution Prevention and Resource Efficiency</b>		
7.1	Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	No
7.2	Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)?	No
7.3	Will the proposed Project potentially involve the manufacture, trade, release and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs? <i>For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Conventions on Persistent Organic Pollutants or the Montreal Protocol</i>	No
7.4	Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health?	No

7.5	Does the Project include activities that require significant consumption of raw materials, energy, and/or water?	No
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