

**GRANT CONTRACT FOR PROJECTS
FUNDED BY THE
STRATEGIC PROGRAMME FUND OF THE
FOREIGN AND COMMONWEALTH OFFICE**

The Secretary for State for Foreign and Commonwealth Affairs as represented by **Giles Paxman, Her Majesty's Ambassador to Mexico** at the **British Embassy in Mexico City in Río Lerma 71, Col. Cuauhtémoc México DF 06500**, hereinafter the Contracting Authority; of the one part,

And

The **United Nations Development Programme - Mexico**, represented by Arnaud Peral, Deputy Resident Representative, with office in **Masaryk 29, Col. Polanco, C.P. 11570, México D.F.**, hereinafter the Administrator of Funds; of the other part,

have agreed as follows:

SPECIAL CONDITIONS

Article 1 – Subject

1.1 The subject of this contract is a grant for the implementation of the project entitled:

" Mainstreaming Climate Change in Mexico"

The objectives and activities of the project are set out in Annex A.

1.2 The Administrator of Funds will be awarded the grant on the terms and conditions set out in this Contract and its Annexes (which form an integral part of the contract), and which the Administrator of Funds hereby declares to know and accepts.

**CONTRATO PARA PROYECTOS
FINANCIADOS CON RECURSOS DEL FONDO
DE PROGRAMAS ESTRATEGICOS DEL
MINISTERIO BRITÁNICO DE ASUNTOS
EXTERIORES**

El Ministerio Británico de Asuntos Exteriores, representado por **Giles Paxman, Embajador de su Majestad en la Embajada del Reino Unido de la Gran Bretaña e Irlanda del Norte en México**, con domicilio en **Río Lerma 71, Col. Cuauhtémoc, México D.F., 06500**, en lo sucesivo la Autoridad; por una parte,

y

El Programa de las Naciones Unidas para el Desarrollo - México, representada por Arnaud Peral, Representante Residente Adjunto, con domicilio en **Masaryk 29, Col. Polanco, C.P. 11570, México, D.F.**, en lo sucesivo el Administrador de Fondos; por la otra parte,

acuerdan lo siguiente:

CONDICIONES ESPECIALES

Artículo 1 – Objeto

1.1 El objeto de este contrato es una donación para la ejecución del proyecto denominado:

"Transversalidad del Cambio Climático en México"

Título original en inglés:

" Mainstreaming Climate Change in Mexico"

Los objetivos y actividades del proyecto quedan establecidos en el Anexo A.

1.2 El Administrador de Fondos recibirá los fondos de acuerdo con los términos y condiciones establecidos en este Contrato y sus Anexos (que forman parte integral del mismo), mismos que el Administrador de Fondos declara conocer y acepta plenamente.

1.3 El Administrador de Fondos acepta los fondos y

of Reference.

1.4 The Ministry of Environment and Natural Resources (SEMARNAT), hereinafter the Implementer will be responsible of the integral development of the project and will co-ordinate the project activities as stated in the Contract and its Annexes.

Article 2 – Duration of implementation

2.1 Implementation of the project will begin on the day following that on which the last of the two parties signs this contract.

2.2 The project's duration is for **2 years**, beginning in **June 2009** and ending no later than **May 31st, 2011**. Any amendments to this period must be agreed by both parties in writing.

2.3 That continuation of the project in subsequent financial years will be dependent upon satisfactory progress being achieved in the first year.

Article 3 - Financing the Operation

3.1 The total amount of the cost of the project eligible for financing is **£ 173,050 (One hundred seventy- three thousand and fifty POUNDS STERLING)**.

3.2 Subject to article 7 below, the Authority will provide up to maximum of: **£ 173,050(One hundred seventy three thousand and fifty POUNDS STERLING)** towards the total cost of the operation described in Annex A, and Annex B, of which **£80,470 (Eighty thousand four hundred and seventy POUNDS STERLING)** will be paid from the current financial year.

Financing by the Authority for subsequent years of the operation is not guaranteed, and will depend on the availability of funding by the Authority.

3.3 The Implementer undertakes to co-fund in kind **£25,000 (Twenty five thousand POUNDS STERLING)**.

3.4. Initial payment will be at the beginning of the project covering the first 3 months spend as forecast in the activity based budget (Annex B).

responsabilidad, aportando lo mejor de sus habilidades y de acuerdo con el Anexo A, los Términos de Referencia de proyecto.

1.4 La Secretaría de Medio Ambiente y Recursos Naturales (SEMARNAT), en lo sucesivo, el Ejecutor del Proyecto, será responsable del desarrollo integral del proyecto y llevará a cabo la coordinación de las actividades, según estipulado en este Contrato y sus Anexos.

Artículo 2 – Duración de la ejecución

2.1 La ejecución del proyecto iniciará el día siguiente al que la última de las dos partes haya firmado el presente Contrato.

2.2 La duración del proyecto será de **2 años**. Comenzando en **Junio del 2009** y concluyendo, a más tardar el **31 de Mayo del 2011**. Cualquier cambio en el período indicado deberá contar con el acuerdo por escrito de ambas partes.

2.3 La continuidad del proyecto para los subsecuentes años financieros dependerá del satisfactorio progreso que se empiece a lograr en el primer año financiero.

Artículo 3 – Financiamiento de la Operación

3.1 El monto total del costo del proyecto elegible para financiarse es: **£ 173,050 (Ciento setenta y tres mil cincuenta LIBRAS ESTERLINAS)**.

3.2 Sujeto al artículo 7 abajo indicado, la Autoridad suministrara hasta un máximo de **£ 173,050 (Ciento setenta y tres mil cincuenta LIBRAS ESTERLINAS)** con respecto al costo total de la operación descrita en el Anexo A y el Anexo B del cual **£80,470 (Ochenta mil cuatrocientas setenta LIBRAS ESTERLINAS)** se pagarán respecto del actual año financiero.

El financiamiento por parte de la Autoridad para los años subsecuentes no está garantizada y dependerá de la disponibilidad de fondos de la Autoridad.

3.3 El Ejecutor del Proyecto se compromete a co-financiar en especie **£25,000 (Veinticinco mil LIBRAS ESTERLINAS)**.

3.4 El pago inicial se hará al inicio del proyecto, cubriendo los primeros 3 meses de gastos según

Subsequent payments will be given covering up to 3 month's planned activity, only on receipt of confirmation of how previous funds have been used, and will be adjusted to take into account unspent funds still held by the Administrator of Funds.

3.5 Procurement using grant funds must comply with the good practice of the Authority.

3.6 Any non- consumable items of equipment purchased under the grant with an initial value of more than £1000 and a useful life of more than one year should be transfer to the Authority at the end of the project. The Administrator of Funds will maintain an inventory and notify the Authority of purchases. Entries must include the following:

- Description
- Specific identification (e.g. serial number)
- Date of purchase
- Original value (including VAT if paid)
- Location and/or use
- Person responsible for it.

Article 4 – Reports and Payments

4.1 The project's costing together with a schedule for payment and reporting are set out in Annex B.

4.2 On **July 10th, 2009** and every 3 months thereafter, the Administrator of Funds will provide a brief narrative report of the activities undertaken under the project and an assessment of the progress made against original bid documents. This assessment should also compare progress against the indicators of success recorded in the original project form.

4.3 On **July 10th, 2009** and every 3 months thereafter, the Administrator of Funds will submit a statement how the project funds were spent, including details on the consultant's fee and travel expenses.

4.4 The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of the Administrator of Funds. Should the biennial Audit Report of the Board of Auditors of the Administrator of Funds to its governing body contain observations relevant to the contributions,

indicado en el presupuesto de actividades (Anexo B).

Los pagos subsecuentes se otorgarán cubriendo hasta 3 meses de las actividades planeadas, bajo previa recepción y confirmación de cómo fueron gastados los fondos previamente otorgados, y se ajustarán de acuerdo al reporte contable sobre los fondos no ejercidos.

3.5 Las adquisiciones hechas con los fondos deben cumplir con las normas de buena compra, de acuerdo al criterio de la Autoridad.

3.6 Cualquier artículo no consumible, o equipo adquirido durante la donación, con un valor inicial superior a £ 1000 y que tenga de vida útil mayor a un año deberá de ser transferido a la Autoridad al final del Proyecto. El Administrador de Fondos deberá mantener un inventario y notificar a la autoridad de las compras, debiendo indicar:

- Descripción
- Identificación específica (ej: número de serie)
- Fecha de compra
- Valor original (IVA incluido, si procede)
- Ubicación o uso
- Persona responsable del objeto.

Artículo 4 – Informes y Pagos

4.1 El Anexo B comprende el presupuesto del proyecto, así como un calendario de pagos e informes.

4.2 El **10 de Julio de 2009** y trimestralmente a partir de esa fecha, el Administrador de Fondos proporcionará reportes de progreso de las actividades llevadas a cabo bajo el proyecto y la valoración del proyecto basado en los documentos originales de la propuesta, incluyendo una comparación del progreso en base a los indicadores de éxito asentados en la misma.

4.3 El **10 de Julio de 2009** y trimestralmente a partir de esa fecha, el Administrador de Fondos deberá entregar un informe o declaración de cómo fueron gastados los fondos, incluyendo los detalles de las tarifas de consultoría y de viajes.

4.4 La contribución estará sujeta exclusivamente a los procedimientos de auditoría interna y externa previstos en el Reglamento Financiero, la Reglamentación Financiera Detallada y las directivas del Administrador de Fondos. Si el Informe de

such information shall be made available to the Authority.

4.5 The Authority reserves the right to commission an external audit of the financial report covering the implementation of the project at any time.

4.6 The Administrator of Funds shall provide annual externally audited financial reports for any project with annual expenditure of over £200,000. Such a report should be received by the Authority by 5 August.

4.7 All financial reports must include certified copies of invoices and receipts. The Authority will return the copies of invoices and receipts to the Administrator of Funds within one month of the receipt of the financial report.

4.8 Items spent against the grant must be clearly identifiable within the Administrator of Funds' accounts.

4.9 Funds shall be transferred to the Administrator of Funds's bank account, with specific reference to this project for its easy identification (Annex D).

4.10 The Authority reserves the right to reclaim at any time within a period of 5 years after the date the contract any grant money, which remains unspent at the termination of the project, or money spent on purposes which do not fall within the project Terms of Reference in Annex A or project budget in Annex B or which is unaccounted for.

4.11 The Authority reserves the right to enter the premises of the Administrator of Funds, take copies of the operating accounts and such other project records as it request at any reasonable time upon reasonable notice for a period of up to three years after the completion or termination of the project.

Article 5 – Monitoring and Evaluation

5.1 The Authority will supervise the progress of the project throughout and reserves the rights to carry out monitoring visits at a time agreed with the Administrator of Funds upon reasonable notice being given.

Auditoría bienal preparado por la Junta de Auditores del Administrador de Fondos para su presentación al órgano rector del Administrador de Fondos incluyera observaciones pertinentes a la Contribución, esa información deberá ser hecha del conocimiento de la Autoridad.

4.5 La Autoridad se reserva el derecho de ordenar una auditoria externa acerca de los reportes financieros durante cualquier momento de la ejecución del proyecto.

4.6 El Administrador de Fondos deberá proporcionar informes financieros anuales auditados de manera independiente para cualquier proyecto cuyo gasto exceda £200,000. Mismo que deberá ser entregado a la Autoridad antes del 5 de Agosto.

4.7 Todos los reportes fiancieros deben incluir copias certificadas de los recibos y facturas. La Autoridad regresará las copias de las facturas y recibos al Baneficiario un mes despues de la recepción del reporte financiero.

4.8 Los artículos adquiridos con los recursos donados deben ser identificados con claridad en la contabilidad del Administrador de Fondos.

4.9 Los fondos se transferirán a la cuenta bancaria del Administrador de Fondos, con especial referenciación de este proyecto para su fácil identificación (Anexo D).

4.10 La Autoridad se reserva el derecho de solicitar el reembolso, dentro de un periodo de 5 años a partir de la firma del contrato, de los recursos que no se hubieran ejercido al término de este proyecto, o de recursos que se hubieran dedicado a otras actividades ajenas a los Términos de Referencia contenidos en el Anexo A, o del presupuesto señalado en el Anexo B o cualquiera que no se pueda justificar en la contabilidad.

4.11 La Autoridad se reserva el derecho de ingresar a las instalaciones del Administrador de Fondos, sacar copias de la contabilidad u otros registros del proyecto cuando así lo requiera, en cualquier momento tras una notificación razonable, durante un periodo de hasta tres años después de concluido el proyecto.

Artículo 5 – Monitoreo y Evaluación

5.1 La Autoridad supervisará los avances del proyecto durante toda su extensión, y se reserva el derecho de realizar visitas de monitoreo en fechas

Article 6 Amendment of the Contract

6.1 This contract may be amended only by written agreement of the parties

Article 7 – Termination of the Contract

- The Authority may terminate this contract, upon one month's written notice to the Administrator of Funds, inter alia in the following circumstances:
- For failure to implement the project according to Annexes A and B of the contract
- For material breach by the Administrator of Funds of any of the terms of this contract
- By reason of Force Majeure
- If any changes occur which, in the opinion of the Authority, impair significantly the value of the contribution of the project towards the project objective.
- If the funding available to the Authority should become, in its sole opinion, insufficient for it to continue to finance the project after the current financial year.

7.2 Upon termination of the contract the Administrator of Funds shall provide financial and narrative reports (including copies of the invoices and receipts) covering the period of operation of the contract.

7.3 Upon termination of the contract the Authority retains the right to recover any funds given to the Administrator of Funds for the purposes of the project, which cannot be accounted for.

7.4 Until the date on which termination takes effect, the Administrator of Funds shall continue to implement the project to the best of its ability, unless the Authority determines otherwise.

Article 8 – Acknowledgement of Funding

8.1 Unless there are exceptional reasons for funding not to be acknowledged, the Administrator of Funds undertakes to acknowledge the contribution of UK Governments Strategic

acordadas con el Administrador de Fondos, previa notificación dentro de un periodo razonable.

Artículo 6 – Modificaciones al Contrato

6.1 Este contrato sólo podrá modificarse mediante acuerdo por escrito entre las partes.

Artículo 7 – Rescisión de Contrato

- La Autoridad puede rescindir el presente Contrato, previa notificación escrita al Administrador de Fondos con un mes de anticipación, si se presenta alguna de las siguientes circunstancias:
- Por incumplimiento en la ejecución del proyecto de acuerdo con lo establecido los Anexos A y B de este Contrato;
- Por violación o incumplimiento de las obligaciones acordadas por parte del Administrador de Fondos de cualquiera de los términos del presente Contrato;
- Por causas de fuerza mayor
- Si en opinión de la Autoridad hay cualquier cambio que afecte significativamente a la consecución del objetivo del proyecto
- Si los fondos disponibles de la Autoridad, en su propia opinión, se vuelven insuficientes para continuar el financiamiento del proyecto después del actual año financiero.

7.2 Al darse por terminado el Contrato, el Administrador de Fondos deberá entregar informes financieros (incluyendo copias de las facturas y recibos) (incluyendo facturas y recibos) que cubran el periodo de operación del Contrato.

7.3 Al darse por terminado el Contrato, la Autoridad conserva el derecho de recuperar los fondos entregados al Administrador de Fondos para efectos del proyecto que no se hayan justificado plenamente.

7.4 Entre tanto se llegue a la fecha de rescisión del contrato, el Administrador de Fondos seguirá ejecutando el proyecto con lo mejor de su capacidad, a menos que la Autoridad determine algo diferente.

Artículo 8 – Reconocimiento del financiamiento

8.1 A menos que existan motivos excepcionales para que no se dé pleno reconocimiento de la

Programme Fund on all materials produced in the course of the project (including information available in electronic format) and at all public events.

Article 9- Liability

9.1 The Administrator of Funds undertakes to provide adequate supervision of and care for its staff, agents and visitors and accepts that, in no circumstances, will the Authority be responsible for the acts or omissions of the Administrator of Funds's staff, agents or visitors or for any loss or liability arising as a result of the project, which remains the entire responsibility of the Administrator of Funds.

9.2 The person signing of the quarterly reports and invoices should certify that all amounts detailed on the invoice have actually and necessarily been expended under the grant and are therefore legitimate expenditure.

Article 10 - Dispute Settlement

10.1 Any dispute that may arise as to the interpretation or application of this contract will be settled by consultation between the parties. If the parties can meet an agreement, as last resource they will appeal to International Arbitration.



Giles Paxman,
Her Majesty's Ambassador
British Embassy, Mexico City



Arnaud Peral
Deputy Resident Representative
UNDP Mexico

Mexico City, May 28nd 2009.

entrega de los recursos, el Administrador de Fondos se compromete a reconocer la aportación del Fondo de Programas Estratégicos del Gobierno Británico en todos los materiales que se elaboren durante la ejecución del proyecto (lo mismo que información en formatos electrónicos), así como en todo evento público.

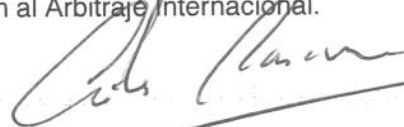
Artículo 9 – Responsabilidades

9.1 El Administrador de Fondos se compromete a ejercer una supervisión adecuada y responder por su personal, agentes y visitantes, y acepta que, bajo ninguna circunstancia, se podrá responsabilizar a la Autoridad por actos u omisiones del personal, agentes o visitantes del Administrador de Fondos, ni por pérdida o responsabilidad legal alguna o que surgiera como resultado del proyecto, que seguirá siendo plena responsabilidad del Administrador de Fondos.

9.2 El encargado de firmar los reportes trimestrales y las facturas debe afirmar que todos los montos señalados en las facturas son reales y fueron gastados en base a la donación y por lo tanto es un gasto legítimo.

Artículo 10 – Solución de controversias

10.1 Cualquier diferencia que surgiera como resultado de la interpretación o aplicación de este Contrato se resolverá por medio de deliberación entre las Partes. En caso de no poder alcanzar algún acuerdo, las partes en última instancia se someterán al Arbitraje Internacional.



Giles Paxman,
Embajador de su Majestad,
Embajada Británica en la Ciudad de México.



Arnaud Peral
Representante Residente Adjunto
PNUD México

México, D.F. a 28 de Mayo de 2009.

Annex A: Project's terms of reference

BIDDING FORM SECTION A: PROJECT CONCEPT

A1: BASIC INFORMATION

** To be filled in by Embassy/High Commission staff*

Fund/ Programme *	Strategic Programme Fund
Programme objective *	Achieving climate security by promoting a rapid transition to a sustainable low carbon, global economy Indicator 1.2 Key constituencies recognise a stable climate as a prosperity and security imperative and mobilise political support for strong measures. Indicator 1.3 Governments develop or adopt policy, legislative or regulatory mechanisms designed to support existing Kyoto mechanisms and/or the post 2012 framework.
Post objective *	Help improve Mexico's environmental and energy governance Mexico engages constructively in international negotiations and +5 in support of post 2012 framework
Project Title	Mainstreaming Climate Change in Mexico
Countries Covered	Mexico

SP

CP

<p>Project Purpose <i>1 sentence: immediate or direct benefit/ development that the project will achieve. This is the rationale for doing the project.</i></p>	<p>Increased and reinforced climate change mainstreaming capacities in key government departments in Mexico</p>
<p>Outputs <i>The quantitative or qualitative deliverables or product of the project activities. These should be sufficient to deliver the project purpose</i></p>	<ol style="list-style-type: none"> 1. Improved capacity and awareness of the Interministerial Commission on Climate Change (CICC for its acronym in Spanish), and the Advisory Council for Climate Change (C4 for its acronym in Spanish) in order to: <ul style="list-style-type: none"> • Advise and propose national and international climate change policies to the President of Mexico. 2. New knowledge on mainstreaming climate change is created through the interaction between CICC and C4 members and key research groups and think tanks (such as the team leaders of the study on the economic impacts of climate change and the members of the project related to building consensus for a legislative climate change agenda) –as an essential input for mainstreaming and policy design. 3. New analysis tools and knowledge systems are developed within key areas of the Ministry of Environment and Natural Resources that result in improved national and international planning and policy specifically to monitor and evaluate the Special Programme on Climate Change (SPCC) in coordination with the CICC and C4. 4. Increased awareness and capacity within key areas of the Ministry to plan, participate and follow up on international, regional and bilateral discussions and negotiations on climate change. 5. Effective communication strategy and development of materials (website, brochures) are delivered to convey key results of the project to a wide public. This is key for SEMARNAT since at the moment there is no capacity to disseminate all the activities and results achieved.
<p>Main Activities <i>(200 words max) Planned activities within the project. These should be sufficient to deliver the stated outputs</i></p>	<ol style="list-style-type: none"> 1.1. Define and publish the Terms of Reference for the consultants 1.2. Define the selection committee and process and select consultants 1.3. Workshop to design the analytical and evaluation systems for the Technical Secretariat of the CICC 1.4. Workshop to draft and present a work programme for the implementation and evaluation of the SPCC

	<p>including tracking budget allocations to climate change.</p> <p>1.5. Develop analytical tools on key climate change mitigation and adaptation issues identified by the CICC, in order to underpin the CICC ability to provide advice to the President and the federal states.</p> <p>1.6. Design strategic inputs to be used in the C4 meetings in order to mainstream climate change issues into each one of the sectors.</p> <p>1.7. To develop a working paper on opportunities to enhance state driven action on climate change, in accordance with national policies.</p> <p>2.1 Design and produce inputs (working documents, reading material) for meetings between CICC and C4 and key groups</p> <p>2.2 Organise joint meetings</p> <p>2.3 Draft reports and minutes to be signed by participants</p> <p>2.4 Follow up on agreements</p> <p>3.1 Design an information and analysis system.</p> <p>3.2 Gather relevant information to integrate into the information system (data base) in order to elaborate reports and develop analytical tools on national and international climate change priority issues in the Ministry of Environment and Natural Resources in co-ordination with the CICC and the C4.</p> <p>3.3 To organise ad hoc meetings/workshops to present and discuss the results of the analytical work undertaken.</p> <p>3.4 To draft a report identifying critical aspects where correspondence between national and international policy needs to be increased.</p> <p>4.1 Liase with Mexican delegates that have been trained by ECBI on international negotiations to obtain training.</p> <p>4.2 Prepare inputs and provide follow up to international, regional and bilateral climate change meetings, initiatives and fora.</p> <p>4.3 Draft and present a report identifying specific actions to help advance the instrumentation of international, regional and bilateral agreements on climate change issues to be discussed by the CICC and C4.</p>
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	<p>4.4 To participate in international, regional and bilateral negotiations on climate change providing direct support to the Mexican delegation.</p> <p>4.5 To review and draft information to support the development of submission proposals on priority agenda items in international negotiations.</p> <p>4.6 To draft a working paper-mapping key negotiating positions and national actions on priority climate change agenda items, criss-crossing the data with national positions.</p> <p>4.7 Define a Working Plan between UK and Mexico regarding cooperation on climate change</p> <p>4.8 Draft and sign a Memorandum of Understanding between UK and Mexico regarding cooperation on climate change</p> <p>4.9 Follow up meetings and documents on bilateral UK-Mexico cooperation</p> <p>5.1 To design a communication strategy, specifically to disseminate the project results that includes the following:</p> <p>5.2 To prepare, publish and disseminate the necessary materials to communicate the project results, in accordance to the communication strategy to be developed (workshops, brochures, web based information, etc).</p> <p>5.3 To design, feed and regularly update a web portal on the national and international climate change agenda and the most relevant activities of the CICC and C4.</p> <p>5.4 Design and propose a communication strategy and present it to CICC and C4 in accordance with each sector represented, including press releases, press conference and events so that the government departments communicate and disseminate their CC work</p>
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Background

(please use bullet points and use 300 words max) include relevant work conducted in this area and co-ordination that has taken place regarding this project

- The urgency of action to tackle climate change demands a strengthened response from all countries. In this context, the Mexican government is open to reinforcing its capacities to address the climate change challenge, and the present project would greatly contribute towards such an end.
- At the national level, there is a particular momentum to undertake and reinforce actions on climate change, provided the strong impetus to climate change from the presidential level, and the current development of nation-wide plans and policies to tackle the issue.
- In order to address the crosscutting nature of climate change, an Interministerial Commission on Climate Change (CICC) was created by the President of Mexico in April 2005. This Commission is headed by SEMARNAT and the members are the Heads of the following ministries Foreign Affairs; Social Development; Energy; Economy; Agriculture, Rural Development, Fisheries and Food; and Communications and Transport; recently the ministries of Finance, Health, Tourism and Interior have been incorporated as observers. . The objective of the CICC is to be a high level mechanism that facilitates cross cutting climate change policy development in order to coordinate the actions of public federal administration. Key responsibilities of the CICC are to promote the development of climate change programs and strategies and to support the fulfilment of Mexico's commitments to the United Nations Framework Convention on Climate Change.
- The Advisory Council for Climate Change (C4) is a consultative body integrated by the most recognised representatives of the social, private and academic sectors, with renowned work and experience in the field of climate change. C4 provides a forum for social participation allowing policy consultations and dissemination of relevant actions and programs. This group was created in 2006 by a presidential decree resulting from a recommendation from the CICC to incorporate key non-governmental stakeholders and sound academic input of the highest level.
- The National Strategy on Climate Change was launched in May 2007. The Strategy serves as a basis for the development of the Special Programme on Climate Change (SPCC), which will be launched in 2008, and will become an integral part of the National Development Plan, 2007-2012.
- Another important step is the development of the study on the economic impacts of climate change in Mexico, funded by SPF It will be necessary to convey the study results into national policy planning and implementation processes. Such an effort demands human resources to communicate and coordinate the necessary work towards that end.
- The work funded by SPF in Mexico will complement importantly to the project, first the economics of Climate Change will be incorporated to the SCCP and second, our project on building consensus to create the legislative agenda on CC will reinforce the

	<p>domestic agenda on CC.</p> <ul style="list-style-type: none"> • In a broader policy context, Mexico would benefit from a thorough analysis on the national policy on climate change, which could provide elements for a critical review of the national strengths and weaknesses in addressing the issue. In this respect a new office to address climate change has been created with 3 full time professionals. • In the international arena, the number of initiatives, fora and meetings addressing climate change has exponentially increased over the recent years. Nowadays, climate change has a busy international agenda, with a constantly increasing number of meetings both within and outside the UN. • The national and international context on climate change has an unprecedented Momentum: The second year of the federal administration and a favourable international context. • In the framework of the UN, the 2-year negotiating process launched by the Bali Action Plan demands a more proactive, vigorous and effective response to enhance the implementation of the Convention now, up to and beyond 2012. • There is a great need for support in the analysis of relevant documents on priority agenda items, as well as in the development of inputs for SEMARNAT positions. It would also be crucial to count with human resources support in the negotiations, provided the increase in the intensity and frequency of the meetings. • Mexico has a rich bilateral agenda with the UK, which has lead to the subscription of bilateral agreements such as the Sustainable Development Dialogue (2006), and the Memorandum of Understanding on Climate Change (2008). • Additional support would help foster triangular cooperation, in particular with countries from Central America, taking advantage of the recently approved Mesoamerican Strategy for Environmental Sustainability.
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Longer Term Impact	<ul style="list-style-type: none"> The project will have diverse long-term impacts provided it targets wide-horizon policy processes. Some identified long term impacts resultants from the project's activities are: a strengthened national and international agenda; an increased number of individuals capable of addressing climate change issues; and, an institutional enabling environment. More specifically, the Project will support two processes with a long-term impact. Firstly, the project will strengthen the operation of the CICC, as the overarching institutional framework for conducting climate change policy. Secondly, the project will contribute to the development of substantive inputs to the UNFCCC negotiations, including those under the Bali Action Plan, which will frame international action in the post-2012 period. In the field of capacity building, the Project will build capacities for national and international climate change policy design and implementation. The project consultants will acquire direct experience by supporting the coordination of the Special Programme on Climate Change (SPCC), contributing to papers for international consideration and analysing relevant information to feed into the future regime negotiation process. The Project will also enhance the rich bilateral cooperation between Mexico and the United Kingdom, and will help promote triangular cooperation in developing countries, particularly Central America countries thus ensuring the sustainability of the project results.
<p>Sustainability <i>How will the project ensure that these benefits are sustained</i></p>	<p>SEMARNAT will look after:</p> <ul style="list-style-type: none"> The integration of the project outcomes into national and international policy planning on climate change, and will convey the project results to high level officials and decision makers. The incorporation of the human and information capacity generated through this project into its institutional structure. The website and ensure the information is updated

A2: BUDGET INFORMATION

TOTAL COST TO FCO		£173,050
Please state how costs will be divided over UK Financial Years (April – March)	Year 1	£ 80,470
	Year 2	£ 81,682
	Year 3	£ 10,902
Proposed Start Date	June 2009	Proposed end date May 2011

Co-funding			
Type (e.g. in kind/ cash)	Organisation		Amount
In kind (working places, computers, stationary, rooms for workshops, etc.)	Ministry of Environment and Natural Resources		£25,000.00
Total Cost of Project	£198,050	% of FCO funding	85.5%

Have you applied for funding for the same project idea to other donors? If not heard, when do you expect to hear? What was the outcome?
No

Do you wish to avoid publicity because this is a project of a confidential nature? Y/N N

A3: CONTACT INFORMATION

Post (lead Post if regional)	Mexico		
Contact at Post/ dept	Liliana Dávila		
E-mail address	Liliana.Davila@fco.gov.uk		
Phone no	52+55 52-42-85-94	Fax No	52+55 52-42-85-76

Name of Implementing Org		Ministry of Environment and Natural Resources (Underministry for Planning and Environmental Policy and International Affairs Unit)											
FCO	<input type="checkbox"/>	OGD	<input type="checkbox"/>	UK NGO	<input type="checkbox"/>	Local NGO	<input type="checkbox"/>	Global NGO	<input type="checkbox"/>	Commercial company	<input type="checkbox"/>	Other	<input checked="" type="checkbox"/>
Contact at Implementing Org		Dr. Fernando Tudela, Underminister for Planning and Environmental Policy, Enrique Lendo, Head of the International Affairs Unit. For operative purposes: Carolina Fuentes Castellanos, Director for Climate Change, and International Affairs Unit.											
E-mail Address		carolina.fuentes@semarnat.gob.mx											
Phone No	52 55 56-28-06-00 ext. 12200				Fax No	(52-55) 56-28-06-94							

Name of beneficiary organisation (Administrator of Funds)		United Nations Development Programme						
Contact at beneficiary org		Verania Chao						
Email address		verania.chao@undp.org.mx						
Phone No	(52 55) 52639761				Fax No	(52-55) 52550095		

A4: PROJECT STRATEGIC RELEVANCE

(NB: Section to be filled in by Embassy/High Commission staff)

PSA number	1	Strategic Priority No	7
Thematic Area (Guidance Note 8)			

Contribution to Official Development Assistance (guidance note 9)	Y/N	Support to a Voluntary or Community Based organisation (guidance note 10)	Y/N no
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Project Comments Log

Post Comments (please add rows as necessary)

Date	Comment/ Action
12 Feb 08	Local committee review concluded: The political timing regarding climate change is extremely favourable in Mexico, with a new committed administration that is facing enormous national and international challenges in order to respond to and implement high level climate change public policy. The project will clearly strengthen UK priorities and projects in the climate change agenda and level support for buy-in from other ministries on projects such as the Mexico Stern review.

Programme Team/ Desk Officer comments

Date	Comment/ Action

Programme Board Comments/ Feedback

Date	Comment/ Action

IF TOTAL VALUE OF PROJECT IS LESS THAN £5000 PLEASE STOP HERE

SECTION B: FULL BID

B1: Monitoring and Evaluation of Objectives

Project Purpose (as stated in A1, above)		
Mainstream Climate Change in Mexico		
Indicators of success <i>(evidence that will indicate the purpose has been achieved)</i>	Status before project/ baseline data	Source of information <i>(where you obtain information on the indicator)</i>
Mainstream climate change policy to the Ministries that integrate the Interministerial Commission for Climate Change through its four working groups (International Affairs, National CC Policy, Adaptation, Mitigation (CDM projects))	The ministries have very rough or no reference at all in their programs or strategies to climate change issues	Programs and working documents of the CICC ministries
Mainstream climate change policy to the sectors represented in the Advisory Consultation Council (C4) (private, academic, and non gov sectors)	Each of the sectors of the C4 has different levels of climate change policy as part of their strategies but it needs to be reinforced and aligned with the Special Programme for Climate Change	Programs and working documents
Increased awareness and attendance of high level officials in the Interministerial Commission for Climate Change (CICC)	There is a need to strengthen the high level mainstreaming actions for climate change planning and implementation.	CICC minutes Survey to CICC members
Increased budget commitments of the CICC to climate change	Budget allocation to specific climate change actions is not defined	Federal budget documents
Increased participation of key sectors and government departments to define coordination between Mexico's national and international climate change policy and positions.	The link between national and international policy is sometimes weak and not cross checked with non governmental sectors	Policy documents signed off by key government departments and sectors Policy documents submitted by Mexico to UNFCCC
The Special Programme for Climate Change is evaluated systematically and periodically	The SPCC does not have a follow up and evaluation tool	Evaluation system (data base)
Mexico and the UK define a Work Plan regarding climate change and sustainable development	Mexico and the UK have very strong cooperation experience and that should continue	Memorandum of Understanding or similar agreement signed between both countries

Expected Outputs (as stated in A1, above)			
Outputs	Indicators of Success <i>(evidence that the outputs have been delivered)</i>	Status before project/ baseline data	Source of Information
<p>1. Improved capacity and awareness of the Interministerial Commission on Climate Change (CICC for its acronym in Spanish), and the Advisory Council for Climate Change (C4 for its acronym in Spanish) in order to:</p> <p>* Advise and propose national and international climate change policy to the President of Mexico.</p> <p>* Mainstream climate change policy to the Ministries that integrate the CICC as well as the federal states through its four working groups (1. International Affairs, 2. National CC Policy, 3. Adaptation, 4. Mitigation/CDM Projects)</p> <p>* Mainstream climate change policy to sectors represented in the C4 (private, academic and non-governmental sectors)</p>	<p>An increase in the number of records and minutes of all CICC and C4 meetings available on intranet site</p> <p>A Strategy to inform the President of Mexico on priority climate change issues is developed.</p> <p>Number of Climate change analysis and policy documents on key aspects of the National and International Mexican Position presented to the President of Mexico and Ministers before December 2009 (COP15-MOP5).and other relevant international meetings.</p> <p>1 data base/information system to track budget allocations to specific climate change actions in the Ministries</p> <p>Number of agreements reached by consensus in the existing cross-sector working group set up for adaptation issues</p> <p>Number of meetings held with the existing working group dealing with Reducing Emissions from Deforestation</p> <p>Number of meetings hosted by the office of the President of Mexico with CICC and /or C4 members</p> <p>A working paper on opportunities to enhance state driven action on climate change in accordance with national policies.</p> <p>Number of workshops to inform and sensibillize CICC Ministries, State</p>	<p>There is a need to make the information more available to high level officials and other sectors of society</p> <p>There is a need to have someone in charge of tracking and communicating those interested the agreements within CICC and C4.</p> <p>There is a need for more specific outcomes from CICC and more participation from the President's office</p> <p>Informative documents for the President are not elaborated in a systematic manner.</p> <p>Besides some Reports there is no work done on this subject yet.</p> <p>No information available in Internet at present.</p> <p>Currently C4 holds one meeting a year.</p>	<p>Website content</p> <p>Information systemsMeeting records</p> <p>Strategy document</p> <p>Press conference</p> <p>Published articles in media</p> <p>Policy documents</p> <p>Data base</p> <p>Working documents</p> <p>Minutes of meetings</p> <p>Working document</p> <p>Workshop reports</p> <p>Updated website</p>

	governments, and C4 represented sectors on climate change policy. To hold two C4 meetings approval		
2. New knowledge on mainstreaming climate changes is created through the interaction between CICC and C4 members and key research groups and think tanks (such as the team leaders of the study on the economic impacts of climate change and the members of the project related to building consensus for a legislative climate change agenda – as an essential input for mainstreaming and policy design.	<p>An analytical paper on key issues, links and gaps between national and international policy on climate change</p> <p>Elaboration of one report on the importance and co-benefits of advancing climate change in different government agendas as well as in different powers of the Federation to create synergies.</p> <p>Number of items on meeting minutes that reflect decisions to produce new information on the economic impacts of climate change in Mexico by the CICC ministries and C4 members.</p> <p>Number of items on meeting minutes that reflect Increased co-ordination between CICC and the team conducting the project for building consensus for a legislative climate change agenda</p> <p>Number of policy recommendations based on new knowledge generated by CICC and key research groups</p>	<p>Climate change has been integrated into the agendas of different sectors, but there is a need to strengthen such integration.</p> <p>One meeting has been held between the 2 parts.</p> <p>There is a gap between policy recommendations and research that needs to be addressed</p>	<p>Report produced by CICC and research group</p> <p>Survey and number of items in CICC minutes of meetings</p> <p>Special Programme for Climate Change</p> <p>Minutes of meetings</p> <p>Signed agreements</p> <p>Policy documents</p>

<p>3. New analysis tools and knowledge systems are developed within key areas of the Ministry of Environment and Natural Resources that result in improved national and international planning and policy specifically to monitor and evaluate the SPCC in co-ordination with the CICC and C4.</p>	<p>Roadmap document to monitor and evaluate the implementation of the Special Programme on Climate Change (SPCC) is presented for CICC</p> <p>A mechanism for the follow-up of the CICC and C4 agreements is developed during the first quarter of the project and made available in the website</p> <p>A website for C4 members on the SEMARNAT website and on the project website is set up</p>	<p>Need to develop elements in this regard.</p> <p>There is a need to increase the level of correspondence between national and international cc policy.</p> <p>The SPCC in its 3rd chapter defines the need to design a monitoring and evaluation tool</p> <p>There is a lack of information tools and systems.</p> <p>A first version of a intranet web page exists but needs to be redesigned and set up on the new platform and server</p>	<p>Final version of documents</p> <p>Final report of document produced</p> <p>Data base / Information systems</p> <p>Data base with follow up system for agreements</p> <p>Website</p>
<p>4. Increased awareness and capacity within key areas of the Ministry to plan, participate and follow up international, regional and bilateral discussions and negotiations on climate change.</p>	<p>Number of meetings held across key government departments previous to national and international climate change events</p> <p>Number of high quality documents produced in preparation for international meetings</p> <p>Number of key government departments meeting to discuss the feedback from after each international climate change event</p> <p>Number of documents placed on the website reporting the participation of Mexico after international negotiations</p> <p>Number of key national or international climate change events attended</p> <p>Percent of progress of the Work Plan between UK and Mexico</p> <p>Number of visits between UK and Mexico by key high level officials</p>	<p>Current capacities are limited by constraints in human resources.</p> <p>Currently there is a need to improve the coordination between key areas of the Ministry before and after major climate change events</p> <p>The results of major climate change meetings are not publicly available</p> <p>The amount of international and national climate change events has increased and with current resources it has not been possible to take advantage of some relevant ones</p> <p>There is a need for a follow up system for the cooperation between UK and Mexico regarding climate change</p>	<p>UCAI</p> <p>Minutes of the meetings</p> <p>Minutes of meetings</p> <p>Documents placed on website</p> <p>Report on cooperation</p> <p>Minutes of bilateral meetings</p> <p>Trip reports</p>

<p>5. Effective communication strategy and development of materials are delivered to convey key advances and results of the project to a wide public.</p>	<p>A communication strategy is developed Website design and development on Mexico's climate change actions and policy as well as the international climate change context.</p> <p>Number of key stakeholders informed of the project</p> <p>Percentage of brochures and materials distributed to key stakeholders</p> <p>Number of press conferences and events held to disseminate information or results</p> <p>Percentage of media attending / invited to press conferences</p>	<p>No communication strategy at present</p> <p>There is a good website hosted by the National Institute of Ecology that would need to be linked or complimented with policy content</p> <p>There are a few brochures on climate change that need to be reviewed and updated with latest information</p>	<p>Media items (published articles, radio / TV references to the SPCC</p> <p>Published and distributed material</p> <p>Record of participants / attendees</p>
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M&E Plan

<p>How will the project be monitored?</p>
<p>The project will be monitored via quarterly reports, and through the participation of Embassy personnel in key project activities. A final revision will be conducted three months after the project has concluded.</p>
<p>When and by whom will the evaluation of the project take place? <i>(must be within 3 months of project completion)</i></p>
<p>The Project will be evaluated by a committee appointed by UCAI and the Underministry of Planning and Environmental Policy of -SEMARNAT at mid term and the end of the project activities. The project will also be evaluated by personnel from the UK Embassy in Mexico.</p>

Project Risk Analysis

Risk	Likelihood (H/M/L)	Impact (H/M/L)	Management
<p>The project outcomes are not streamed into national and international planning processes.</p>	<p>M</p>	<p>H</p>	<p>SEMARNAT will use its institutional capacities to convey the project outcomes to high level officials and decision makers.</p>
<p>Low responsiveness of other CICC ministries to the project activities.</p>	<p>M</p>	<p>H</p>	<p>The CICC ministries will be properly informed of the relevance of the project activities, and will be involved in the ownership of the project.</p>
<p>The course followed by the negotiation of the Bali Action Plan and other multilateral</p>	<p>M</p>	<p>M</p>	<p>SEMARNAT will contribute with the Ministry of Foreign Affairs in making the Mexican</p>

issues under the United Nations Framework Convention on Climate Change, makes difficult the Mexican positions and initiatives to influence the final outcomes.			positions in international negotiations as well supported, proactive and consistent as possible.
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B2: ACTIVITY BASED BUDGET (FCO COSTS ONLY)

Please separate budget into activities and detail when costs are likely to fall. Please provide sufficient detail to allow programme to assess value for money and, if approved, track progress of project. For example, if one element of your project is to run 3 workshops, please include the number of participants, and break costs down into key component parts on separate lines, e.g. Consultant Costs (including number and rate per day); travel; room hire. Personnel costs should include overheads. Administration costs should not exceed 10% of the total project costs. If listing materials produced by the project, this should include the quantity.

Note: See excel sheet attached (Annex B)

B3: PROCUREMENT

External Contracting and Procurement details: *(how will you ensure that all procurement is fair and transparent? Procurement over £93,000 should be in line with EU purchasing guidelines.)*

Contracting processes will be fair and transparent and will comply with the EU purchasing guidelines, and with all relevant Mexican laws and regulations on the matter.

Special efforts will be done to ensure the best candidates are hired, in terms of quality, equity and costs.

B4: INSTITUTIONS

Capacity of Implementing Organisation to implement project

The Ministry of Environment and Natural Resources (SEMARNAT) is the federal agency in charge of conducting climate change policy in Mexico. The experience and capacities of the Ministry in this field is wide and constantly enriched. SEMARNAT is also the head of the CICC, composed by seven ministries with economic, social and development agendas.

Within SEMARNAT, the Underministry for Planning and Environmental Policy is in charge of national climate change policy, and the International Affairs Unit coordinates the international position of the environmental sector on climate change issues.

Level of participation of the beneficiary organisation(s) in the project planning process

SEMARNAT, as the beneficiary organisation has full ownership and involvement in the project activities.

Government support

The project is a government proposal.

B5: CROSS CUTTING EFFECTS OF PROJECT (positive or negative)

How does the project take into account any crosscutting effect on the areas listed below? Do any adjustments need to be made to ensure that it is relevant and accessible to all stakeholders? Do any adjustments need to be made to ensure that there are no detrimental effects on these areas? What positive benefits in these areas might result from the project?

	Expected Effects/ consequences
Human Rights	Addressing climate change contributes to advance the right to a quality environment. The Project will also be mindful in protecting human rights in all its related activities at all times.
Diversity (inc gender and disability)	Participation in the project activities will be open to all individuals regardless its gender and physical conditions. The project will ensure that women or disabled people are not in disadvantage to participate in the project.
Environment	The project tackles climate change as one of the most pressing global environmental concerns. To project will

	contribute to address the problem both at the national and the international level.
Other	

B6: PUBLICITY

Media activity/ expected public diplomacy effects/ project promotion activities (including any sensitivities)

A project communication strategy will be developed in order to convey the project mid term and final outputs to a diverse and wide audience. This communication strategy will include workshops, brochures and the development of a website.

B7: ADDITIONAL DETAILS (if required)

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Annex B: Activity Based Budget

Refer to the excel spreadsheet attached.



EXPENDITURES MONTH BY MONTH FISCAL YEAR 1

Name of the Project	Month 1 (June 08)	Month 2 (July 08)	Month 3 (Aug 08)	Month 4 (Sept 08)	Month 5 (Oct 08)	Month 6 (Nov 08)	Month 7 (Dec 08)	Month 8 (Jan 09)	Month 9 (Feb 2009)	Month 10 (March 2009)	Month 11 (April 2010)	Month 12 (May 2010)	TOTAL FY1 (Pounds)
Output 1: Activity													
Output 1: Improved capacity and awareness of the Interministerial Commission on Climate Change (CICC for its acronym in Spanish), and the Advisory Council for Climate Change (CA for its acronym in Spanish) in order to:													
- Advise and propose national and international climate change policies													
1.1 To define and publish the Terms of Reference for the consultants													
1.2 Define selection committee and process and select consultants	£ 6,351	£ 6,351	£ 6,351	£ 6,351	£ 6,351	£ 6,351	£ 6,351	£ 6,351	£ 6,351	£ 6,351	£ 4,874	£ 4,874	£ 48,742
1.3 Gather information to design the analytical and evaluation systems for the Technical Secretariat of the CICC													£
1.4 Internal workshop to draft and present a work programme for the implementation and evaluation of the SPCC to the members of the Interministerial Commission for Climate Change.													£
1.5 Workshop to develop analytical tools on key climate change mitigation and adaptation issues identified by the CICC, in order to underpin the CICC ability to provide advice to the President and the federal states.		£ 350											£ 350
1.6 Design strategic inputs to be used in the CICC and CA meetings in order to mainstream climate change issues into each one of the sectors.													£
1.7 To develop a working paper on opportunities to enhance state driven action on climate change, in accordance with national policies.													£
Total Output 1	£ 6,351	£ 6,701	£ 6,351	£ 6,351	£ 6,351	£ 6,351	£ 6,351	£ 6,351	£ 6,351	£ 6,351	£ 4,874	£ 4,874	£ 50,222
Output 2: New knowledge is created through the interaction between CICC and CA members and key research groups and think tanks (such as the team leaders of the study on the economic impacts of climate													
2.1 Design and produce inputs (working documents, reading material) for meetings between CICC and CA and Key groups.			£ 420										£ 420
2.2 Organize joint meetings													£
2.3 Draft reports and minutes to be signed by participants													£
2.4 Follow up on agreements													£
Total Output 2			£ 420										£ 420
Output 3: New analysis tools and knowledge systems are developed within key areas of the Ministry of Environment and Natural Resources that result in improved national and international planning and													
3.1 Design terms of reference for an information and analysis system.													£
3.2 Gather relevant information to integrate into the information system (data base) in order to elaborate reports and develop analytical tools on national and international climate change priority issues in the Ministry of Environment and Natural Resources in coordination with the CICC and the CA.													£
3.3 To organise ad hoc meetings/workshops to present and discuss the results of the analytical work undertaken.													£
3.4 To draft a report identifying critical aspects where correspondence between national and international policy needs to be increased.													£
Total Output 3													£
Output 4: Increased awareness and capacity within key areas of the Ministry to plan, participate and follow up on international, regional and bilateral discussions and negotiations on climate change.													
4.1 Liaise with Mexican delegates that have been trained by ECBI on international negotiations to obtain training													£
4.2 Prepare inputs and provide follow up to international, regional and bilateral climate change meetings, initiatives and fora.													£
4.3 Draft and present a report identifying specific actions to help advance the instrumentalization of international, regional and bilateral agreements on climate change issues to be discussed by the CICC and CA.													£
4.4 To participate in international, regional and bilateral negotiations on climate change providing direct support to the Mexican delegation.													£
Total Output 4													£
Total Expenditures for 2008-2009	£ 6,351	£ 6,701	£ 6,351	£ 6,351	£ 6,351	£ 6,351	£ 6,351	£ 6,351	£ 6,351	£ 6,351	£ 4,874	£ 4,874	£ 50,222
Total Expenditures for 2010													£ 4,874

EXPENDITURES MONTH BY MONTH FISCAL YEAR 1

Name of the Project	Details	Month 1 (June 08)	Month 2 (July 08)	Month 3 (Aug 08)	Month 4 (Sept 08)	Month 5 (Oct 08)	Month 6 (Nov 08)	Month 7 (Dec 08)	Month 8 (Jan 09)	Month 9 (Feb 2010)	Month 10 (March 2010)	Month 11 (April 2010)	Month 12 (May 2010)	TOTAL FY1 (Pounds)
4.5 To review and draft information to support the development of submission proposals on priority agenda items in international negotiations.	Consultants													£
4.6 To draft a working paper mapping key negotiating positions and national actions on climate change priority agenda items, crosschecking the data with national positions.	Consultants												1,810	£
4.7 Define a Working Plan between UK and Mexico regarding cooperation on climate change	Consultants													£
4.8 Draft and sign a Memorandum of Understanding between UK and Mexico regarding cooperation on climate change	Consultants													£
4.9 Follow up meetings and does on bilateral UK-Mex cooperation	Consultants								2,500 £				1,810 £	4,310 £
Total Output 4														4,310 £
5.1 To design a communication strategy specifically to disseminate the project results	Communication material													£
5.2 To prepare, publish and disseminate the necessary materials to communicate the project results, in accordance to the communication strategy to be developed (workshops, brochures, web based information, etc).	Communication material				£ 2,500									£ 2,500
5.3 To design, feed and regularly update a web portal on the national and international climate change agenda and the most relevant activities of the CICC and CA.	Consultants													£
5.4 Design and propose a communication strategy and present it to CICC and CA in accordance with each sector represented	Consultants													£
Total Output 5					£ 2,500									£ 2,500
Administrative expenditure														
TOTAL BUDGET FUNDING														
		£ 8,938	£ 577	£ 7,348	£ 9,428	£ 8,928	£ 7,248	£ 6,533	£ 9,977	£ 8,875	£ 9,322	£ 8,977	£ 7,881	84,470.00
Exchange rate for May 2009														

check

Handwritten signatures and initials.

EXPENDITURES MONTH BY MONTH FISCAL YEAR 2													EXPENDITURES MONTH BY MONTH FISCAL YEAR 3					SUMMARY	
Month 13 (June 2010)	Month 14 (July 2010)	Month 15 (Aug 2010)	Month 16 (Sept 2010)	Month 17 (Oct 2010)	Month 18 (Nov 2010)	Month 19 (Dec 2010)	Month 20 (Jan 2011)	Month 21 (Feb 2011)	Month 22 (March 2011)	TOTAL FY2 (Pounds)	Month 23 (April 2011)	Month 24 (May 2011)	TOTAL FY3	Total Tr1.Y12.Y3	%				
£ 3,200	£	£ 3,200	£	£ 1,200	£	£	£	£	£	1,810.0	£	£	£	£ 12,716.08	7.34%				
£ 750	£	£	£	£ 1,200	£	£	£	£	£	4,400.0	£	£	£	£					
£ 750	£	£	£	£	£	£ 750	£	£	£	750.0	£	£	£	£					
£ 977	£ 977	£ 977	£ 577	£ 977	£ 977	£ 977	£ 577	£ 977	£ 977	5,200.0	£ 977	£ 977	£ 10,200.00	10,200.00	8.19%				
£ 8,851	£ 5,443	£ 0,201	£ 8,211	£ 8	£ 5,451	£ 8,201	£ 9,231	£ 8,451	£ 8,451	8,524.0	£ 8,451	£ 8,451	£ 13,848.00	£ 172,054	108.70%				
check											check		check						
GRAND TOTAL											GRAND TOTAL		GRAND TOTAL						
£ 81,682											£ 10,902.00		£ 173,684						

Annex C: Procurement guidelines

Procurement Guidelines

FCO-funded projects come from taxpayer's money. For this reason, Implementer should always ensure Value for Money, understanding by this, to pay a fair price for the service being procured.

In order to guarantee the Implementer is making good use of public funds:

1. The activity-based budget should give sufficient detail. The unit cost of activities should be clear and sufficient detail should be provided to enable the Authority to understand how these figures have been calculated.

Implementer should, whenever possible, ask for competitive quotes for services/goods, compare at least 3 quotes in order to choose the best VFM. This will acknowledge procurement processes are transparent, non-discriminatory and avoid accusations of impropriety.

Implementer can ensure VFM by choosing:

- The right price
- The right quality
- The right quantity
- From the right source
- Delivered at the right time.

Value for Money

Given the limited resources available to Government, ensuring value for money in procurement is key to ensure optimum utilisation of scarce budgetary resources. Value for money is the primary driver for public procurement. It usually means buying the product or service with the lowest whole life costs that is 'fit for purpose' and meets specification. Where an item is chosen that does not have the lowest whole life costs, then the additional 'value added' benefit must be clear and justifiable. This means delivering the following priorities:

- When considering suitable procurement options and developing your business case, VFM should always be assessed over the whole life of the contract. This should include disposal (either sale proceeds or decommissioning costs) and take into account all costs and benefits to society as a whole including the environmental and social benefits and costs, not simply those directly relevant to the purchaser.
- Assessment of supplier bids should only be conducted in relation to a published set of evaluation criteria, which must be relevant to the subject of the contract, and any 'added value' that justifies a higher price must flow from these defined criteria and be assessed from the perspective of the contracting authority.

- Affordability should be considered; clearly, goods or services that are unaffordable cannot be bought. This should be addressed as soon as possible within the process ideally at the business case stage before procurement commences. In order to address this issue, a change in procurement approach, specification or business strategy may be required.
- VFM should normally be established through the competitive process. A strong competition from a vibrant market will generally deliver a VFM outcome. But where competition is limited, or even absent, other routes may have to be used to establish VFM (market creation activity would help avoid this problem for future procurements).

For further information please refer to the following links:

- http://www.ogc.gov.uk/key_crosscutting_government_policies_the_policy_and_legal_framework.asp.
- http://www.ogc.gov.uk/documents/Value_for_Money_Evaluation_in_Complex_Procurements.pdf
- <http://www.ogc.gov.uk/documents/vfm.pdf>
- http://www.ogc.gov.uk/documents/vfmeasure_may03.pdf
- http://www.ogc.gov.uk/key_policy_principles_delivering_value_for_money_in_procurement.asp

Annex D: Addendum to the Contract

<p>This document pertaining to the above mentioned project and should be considered as an integral part of the contract. The following changes are made to the relevant paragraphs:</p> <p>Once the resource is transferred to UNDP, UNDP will manage the budget in US dlls. The payment to UNDP will be made in US Dlls. Payments will be done in terms of the calendar approved in annex B, and each payment will be reported in US Dlls. In case of a budget decrease due to the fluctuation of exchange rate, UNDP will report the authority in order to determine if the Government of the United Kingdom can reimburse the exchange rate loss in order to achieve the objectives of the project. If such loss can not be covered, UNDP will be able to adjust the project.</p>	<p>Este documento es relativo al proyecto mencionado, y deben considerarse como parte integrante del contrato. Los siguientes cambios se hacen a los párrafos pertinentes:</p> <p>Una vez que el recurso es transferido al PNUD, el PNUD administrará el presupuesto en US dlls. El pago al PNUD se efectúa en US dlls y los pagos se realizarán conforme al calendario previsto por el Anexo B, por lo que en cada pago se realizará el reporte en US dlls. Si antes de la total utilización por el PNUD del importe abonado hubiera una reducción del presupuesto debido a una variación en el tipo de cambio, el PNUD informará a la autoridad, con miras a determinar si el Gobierno de UK puede cubrir la pérdida cambiaria para alcanzar los objetivos del proyecto. Si no se dispusiera de dicha financiación adicional, el PNUD podrá ajustar el proyecto.</p>
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5 MAR 2009

SR. MAGDY MARTÍNEZ SOLIMAN
COORDINADOR RESIDENTE DEL SISTEMA DE LAS NACIONES UNIDAS EN MÉXICO
REPRESENTANTE RESIDENTE DEL PNUD EN MÉXICO
PRESENTE

Estimado Sr. Martínez Soliman,

En referencia al proyecto **Mainstreaming Climate Change in Mexico / Robustecimiento y Transversalidad de las Políticas de Cambio Climático en México**, cuyo financiamiento provendrá del *Fondo de Programas Estratégicos (Strategic Programme Fund)* del Ministerio Británico de Asuntos Exteriores, a través de la firma del contrato que celebrarán el Embajador del Reino Unido de la Gran Bretaña e Irlanda del Norte en México, Sr. Giles Paxman, en representación de ese fondo y el Programa de las Naciones Unidas para el Desarrollo, bajo su digna representación en nuestro país, reiteramos la importancia del proyecto para la Secretaría del Medio Ambiente y Recursos Naturales (SEMARNAT). En dicho sentido y de conformidad con los acuerdos convenidos como resultado del diálogo institucional que hemos iniciado, nos permitimos hacerle llegar los términos operativos respectivos a fin de dar inicio a su ejecución mediante nuestra colaboración y con el apoyo de la Embajada Británica.

1. **Antecedentes.** la Secretaría de Medio Ambiente y Recursos Naturales remitió propuesta de proyecto para financiamiento del Fondo de Programas Estratégicos del Reino Unido, en abril de 2008. En septiembre de 2008 fue aprobado el proyecto y se iniciaron los diálogos con la Embajada del Reino Unido para la definición de los términos del proyecto, calendario de actividades y esquema de desembolsos.
2. Por común acuerdo entre la Embajada del Reino Unido y la SEMARNAT se invitó al Programa de las Naciones Unidas para el Desarrollo a participar en el proyecto a través de su apoyo para la administración de los recursos financieros y el otorgamiento de asesoría en aspectos específicos. Al aceptarse la invitación por parte del PNUD, se inició la definición de las cláusulas del contrato a firmarse entre la Embajada del Reino Unido y el PNUD.
3. **Responsabilidades.** El numeral 1.3 del Artículo 1 del Contrato establece que las áreas involucradas al interior de la Secretaría de Medio Ambiente y Recursos Naturales (SEMARNAT) reiteran que son responsables del diseño, elaboración, ejecución y difusión de los cinco productos (outputs), y rubros de actividades que se detallan en el Anexo I del Convenio, y que para mayor certeza se reproducen en el Anexo A del presente documento. Este compromiso surtirá efecto a partir de la firma del Contrato por ambas Partes y hasta la fecha de su conclusión, estipulada en el numeral 2.2 del mismo.
4. Mediante una delegación de autoridad, SEMARNAT designará uno o más funcionarios que puedan representarla en los actos relacionados con la ejecución del presente Contrato. La responsabilidad general del proyecto recae en SEMARNAT a través de la Unidad Coordinadora de Asuntos Internacionales y de la Dirección General de Cambio Climático de la Subsecretaría Planeación y Política Ambiental, por lo que SEMARNAT deberá establecer los criterios técnicos para cumplir con el programa de trabajo.



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5. La SEMARNAT reconoce la amplia trayectoria e invaluable experiencia del PNUD, por lo que solicitará puntualmente su colaboración en la implementación de aquellas actividades del proyecto que por su carácter y naturaleza así lo requieran y que PNUD esté en disposición y posibilidad de llevar a cabo.
6. El PNUD apoyará el desarrollo del proyecto en materia administrativa mediante la recepción de los recursos financieros del proyecto, su ejercicio a través de solicitudes por escrito de pago por rubro por parte de SEMARNAT, la emisión de los pagos y recibos correspondientes, el seguimiento contable y la elaboración de los informes financieros de gastos de ejecución trimestrales y el informe financiero final. Los informes financieros del proyecto serán desarrollados en colaboración y con el visto bueno de la SEMARNAT. Cabe señalar que se precisa un seguimiento contable que garantice la identificación con clave del gasto y ejercicio del recurso financiero, así como el mantenimiento de facturas y notas durante el tiempo estipulado en el contrato.
7. Personal del proyecto. El personal contratado por honorarios con recursos del proyecto será supervisado técnica y operativamente por SEMARNAT con base en términos de referencia, y asignado a llevar a cabo sus tareas en el sitio que SEMARNAT designe para ello. Dicho personal deberá cumplir con los requisitos administrativos y fiscales que PNUD le indique por escrito.
8. Designación de puntos focales. Las áreas involucradas al interior de SEMARNAT designarán cada una un punto focal encargado de presentar los informes de progreso de las actividades llevadas a cabo bajo el proyecto que requiere el Fondo de Programas Estratégicos del Ministerio Británico de Asuntos Exteriores de conformidad con lo dispuesto en el numeral 4.2 del Artículo 4 del Contrato. Asimismo, serán punto focal de la SEMARNAT con el PNUD y de forma conjunta elaborarán los informes financieros de gastos de ejecución trimestrales y el informe financiero final. Ello, a fin de cumplir con lo dispuesto en el numeral 4.2 del Artículo 4 del Contrato.
9. Cofinanciamiento. Las áreas involucradas al interior de la SEMARNAT se comprometen a aportar en especie el monto equivalente en pesos mexicanos a £25,000 (veinticinco mil libras esterlinas), en calidad de cofinanciamiento para el desarrollo del proyecto. El tipo de cambio será acordado con la embajada británica en México.
10. Comité de Seguimiento. A fin de dar seguimiento al proyecto se creará un Comité en el que participarán por designación de SEMARNAT dos representantes de cada una de las áreas técnicas de la SEMARNAT arriba señaladas, un representante del PNUD, y un representante de la Embajada del Reino Unido de la Gran Bretaña e Irlanda del Norte. El Comité estará abierto a la eventual participación de especialistas a invitación de SEMARNAT, y sólo en caso de considerarse conveniente. El Comité se reunirá a convocatoria de SEMARNAT de manera bimestral.
11. Solución de controversias. Las partes (SEMARNAT Y PNUD) reconocen que la relación en torno a la ejecución y administración del proyecto **Mainstreaming Climate Change in Mexico /Robustecimiento y Transversalidad de las Políticas de Cambio Climático** en México es producto de la buena fe y disposición de las mismas. Cualquier controversia respecto a su interpretación, operación y ejecución será resuelta de común acuerdo, entre ellas o en su caso a través del Comité de Seguimiento mencionado en el punto 10. En este sentido, la materia de la colaboración no podrá ser cedida o transmitida a terceros sin previo consentimiento de ambas partes.



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12. Actividades de colaboración específicas. El Anexo A especifica las actividades y procesos de coordinación entre SEMARNAT y PNUD; lo no estipulado en el Anexo se acordará por común acuerdo por escrito y si el caso lo amerita a través del Comité de Seguimiento del proyecto.

Sin otro particular, aprovechamos para reiterarle nuestra consideración más atenta y distinguida.

Atentamente,

DR. FERNANDO TUDELA ABAD
SUBSECRETARIO DE PLANEACIÓN
Y POLÍTICA AMBIENTAL

LIC. ENRIQUE LENDO FUENTES
TITULAR DE LA UNIDAD COORDINADORA
DE ASUNTOS INTERNACIONALES

CCP. Sr. Stephen Lysaght. Consejero para Asuntos de Cambio Climático. Embajada Británica en México. Presente.



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ANEXO A

ACTIVIDADES Y PROCESOS DE COORDINACIÓN ENTRE SEMARNAT Y PNUD

ACTIVIDAD	RESPONSABILIDADES		
	UNIDAD COORDINADORA DE ASUNTOS INTERNACIONALES	SUBSECRETARIA DE PLANEACIÓN Y POLÍTICA AMBIENTAL	PROGRAMA DE LAS NACIONES UNIDAS PARA EL DESARROLLO
OUTPUT 1. IMPROVED CAPACITY AND AWARENESS OF THE INTERMINISTERIAL COMMISSION ON CLIMATE CHANGE (CICC FOR ITS ACRONYM IN SPANISH), AND THE ADVISORY COUNCIL FOR CLIMATE CHANGE (C4 FOR ITS ACRONYM IN SPANISH) IN ORDER TO:			
• Advise and propose national and international climate change policies to the President of Mexico	✓	✓	
• Mainstream climate change policy to the Ministries that integrate the CICC as well as the federal states through its four working groups (1. International Affairs 2. National CC Policy 3. Adaptation 4. Mitigation / CDM Projects)	✓	✓	
• Mainstream climate change policy to the sectors represented in the Advisory Consultation Council (C4) (private, academic, and non governmental sectors)		✓	
1.1 To define and publish the Terms of Reference for the consultants	✓	✓	
1.2 Define selection committee and process and select consultants	✓	✓	
1.3 Workshop to design the analytical and evaluation systems for the Technical Secretariat of the CICC		✓	✓
1.4 Workshop to draft and present a work programme for the implementation and evaluation of the SPCC to the members of the Interministerial Commission for Climate Change.		✓	✓
1.5 Develop analytical tools on key climate change mitigation			



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and adaptation issues identified by the CICC, in order to underpin the CICC ability to provide advice to the President and the federal states.	✓	✓	
1.6 Design strategic inputs to be used in the C4 meetings in order to mainstream climate change issues into each one of the sectors.		✓	
1.7 To develop a working paper on opportunities to enhance state driven action on climate change, in accordance with national policies.		✓	
OUTPUT 2. NEW KNOWLEDGE IS CREATED THROUGH THE INTERACTION BETWEEN CICC AND C4 MEMBERS AND KEY RESEARCH GROUPS AND THINK TANKS (SUCH AS THE TEAM LEADERS OF THE STUDY ON THE ECONOMIC IMPACTS OF CLIMATE CHANGE AND THE MEMBERS OF THE PROJECT RELATED TO BUILDING CONSENSUS FOR A LEGISLATIVE CLIMATE CHANGE AGENDA), AS AN ESSENTIAL INPUT FOR MAINSTREAMING AND POLICY DESIGN.			
2.1 Design and produce inputs (working documents, reading material) for meetings between CICC and C4 and key groups.	✓	✓	
2.2 Organize joint meetings	✓	✓	
2.3 Draft reports and minutes to be signed by participants	✓	✓	
2.4 Follow up on agreements	✓	✓	
OUTPUT 3. NEW ANALYSIS TOOLS AND KNOWLEDGE SYSTEMS ARE DEVELOPED WITHIN KEY AREAS OF THE MINISTRY OF ENVIRONMENT AND NATURAL RESOURCES THAT RESULT IN IMPROVED NATIONAL AND INTERNATIONAL PLANNING AND SPECIFICALLY TO MONITOR AND EVALUATE SPECIAL PROGRAMME ON CLIMATE CHANGE (SPCC) IN COORDINATION WITH THE CICC AND C4.			
3.1 Design terms of reference for an information and analysis system.	✓	✓	✓
3.2 Gather relevant information to integrate into the information system (data base) in order to elaborate reports and develop analytical tools on national and international climate change priority issues in the Ministry of Environment and Natural Resources in coordination with the CICC and the C4.	✓	✓	
3.3 To organise ad hoc meetings/workshops to present and discuss the results of the analytical work undertaken.	✓	✓	



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3.4 To draft a report identifying critical aspects where correspondence between national and international policy needs to be increased.	✓	✓	
OUTPUT 4. INCREASED AWARENESS AND CAPACITY WITHIN KEY AREAS OF THE MINISTRY TO PLAN, PARTICIPATE AND FOLLOW UP ON INTERNATIONAL, REGIONAL AND BILATERAL DISCUSSIONS AND NEGOTIATIONS ON CLIMATE CHANGE.			
4.1 Liaise with Mexican delegates that have been trained by ECBI on international negotiations to obtain training	✓		✓
4.2 Prepare inputs and provide follow up to international, regional and bilateral climate change meetings, initiatives and fora.	✓		
4.3 Draft and present a report identifying specific actions to help advance the instrumentation of international, regional and bilateral agreements on climate change issues to be discussed by the CICC and C4.	✓		
4.4 To participate in international, regional and bilateral negotiations on climate change providing direct support to the Mexican delegation.	✓	✓	
4.5 To review and draft information to support the development of submission proposals on priority agenda items in international negotiations.	✓	✓	
4.6 To draft a working paper mapping key negotiating positions and national actions on climate change priority agenda items, crisscrossing the data with national positions.	✓		
4.7 Define a Working Plan between UK and Mexico regarding cooperation on climate change	✓		
4.8 Draft and sign a Memorandum of Understanding between UK	✓		



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and Mexico regarding cooperation on climate change			
4.9 Follow up meetings and docs on bilateral UK-Mex cooperation	✓		
OUTPUT 5: EFFECTIVE COMMUNICATION STRATEGY AND DEVELOPMENT OF MATERIALS (WEBSITE, BROCHURES) ARE DELIVERED TO CONVEY KEY RESULTS OF THE PROJECT TO A WIDE PUBLIC.			
5.1 To design a communication strategy specifically to disseminate the project results	✓	✓	✓
5.2 To prepare, publish and disseminate the necessary materials to communicate the project results, in accordance to the communication strategy to be developed (workshops, brochures, web based information, etc).	✓	✓	✓
5.3 To design, feed and regularly update a web portal on the national and international climate change agenda and the most relevant activities of the CICC and C4.	✓	✓	
5.4 Design and propose a communication strategy and present it to CICC and C4 in accordance with each sector represented	✓	✓	
Project administration. Fund reception and exercise; issuance of payments and receipts; administrative follow-up, and elaboration of the project trimestral and final financial reports. Funds will be exercised at the request of SEMARNAT. The elaboration of the project trimestral and final reports will be carried out in coordination with SEMARNAT.			✓



México

12 de marzo de 2009

Estimados Dr. Tudela y Lic. Lendo:

Tengo el agrado de hacer referencia a su invitación de colaboración con el Gobierno Británico y SEMARNAT, en el marco del proyecto **Mainstreaming Climate Change in Mexico / Robustecimiento y Transversalidad de las Políticas de Cambio Climático en México**.

Al respecto, me es grato informarles que el Programa de las Naciones Unidas para el Desarrollo, en su calidad de agencia de cooperación técnica, brinda apoyo a las contrapartes nacionales en los aspectos de vinculación con las redes de conocimiento del PNUD a nivel nacional e internacional, la gestión basada en resultados y promueve la sinergia y articulación entre los distintos proyectos y actores políticos con los que trabaja.

En este sentido, les informamos que estamos de acuerdo y en la total disponibilidad de colaborar en los términos en los que se plantea la implementación del proyecto antes mencionado.

Sin más en lo particular, aprovecho la ocasión para enviarles un cordial saludo.

Magdy Martínez-Solimán
Representante Residente

Dr. Fernando Tudela Abad
Subsecretario de Planeación y Política Ambiental
SEMARNAT

Lic. Enrique Lendo
Titular de la Unidad Coordinadora de Asuntos Internacionales
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