



Ministry of Environment and Physical
Planning
Government of Republic of Macedonia



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United Nations Development Programme

Project title: Macedonia's Fourth National Communication and Third Biennial Update Report on Climate Change under the UNFCCC		
Country: FYR of Macedonia	Implementing Partner: Ministry of Environment and Physical Planning	Management Arrangements : National Implementation Modality (NIM) / Direct Country Office Support Service to NIM
UNDAF/Country Programme Outcome: <i>Outcome 4: "By 2020, individuals, the private sector and state institutions base their actions on the principles of sustainable development and communities are more resilient to disasters and environmental risks."</i>		
UNDP Strategic Plan Output: 1.4		
UNDP Social and Environmental Screening Category: Exempt	UNDP Gender Marker: 2	
Atlas Project ID/Award ID number: 00111750	Atlas Output ID/Project ID number: 00110592	
UNDP-GEF PIMS ID number: 6222	GEF ID number: 10024	
Planned start date: 15 August 2018	Planned end date: 15 August 2022	
LPAC date: 05 July 2018		
<p>Brief project description: Complying with its commitments towards the UNFCCC the country prepared and submitted to the UNFCCC the Third National Communication in 2014, and the Second Biennial Update Report on Climate Change in March 2018. The process for development of the National Communications and BURs, funded by the GEF has evolved throughout the years, and significant progress has been noted in the quality of the GHG Inventories both in terms of activity data and emission factors, incorporating quality assurance and control, management of uncertainties, development of mitigation scenarios and modeling of relevant actions and measures. However, there are still gaps that must be closed.</p> <p>The European integration is at the top of Government's agenda which has generated momentum for political, economic and social reforms and contributed to consensus building on cross-sectoral policy. Taking into consideration that the country shall develop a Strategy on Climate Action and a Law using the EU pre-accession</p>		

funding (IPA), the momentum for development of a comprehensive Fourth NC and Third BUR is ideal as these documents can provide significant input to both the Strategy and the Law.

The goal of the project is to assist the country in mainstreaming and integration of climate change consideration into national and sectorial development policies by providing continuity to the institutional and technical capacity strengthening process. This project will additionally improve the sustainability for preparation of future National Communication/Biennial Update Reports on Climate Change and will facilitate the reporting requirements to UNFCCC.

The immediate objective of the project is to assist the country in the preparation and submission of its Fourth National Communication and Third Biennial Update Report on Climate Change to the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) for the fulfilment of its obligations to the Convention under FCCC/CP/2002/7/Add.2 and Dec.2/CP. 17 Annex III.

FINANCING PLAN		
GEF Trust Fund	852,000 USD	
UNDP TRAC resources	0 USD	
Cash co-financing to be administered by UNDP	0 USD	
(1) Total Budget administered by UNDP	852,000 USD	
PARALLEL CO-FINANCING (all other co-financing that is not cash co-financing administered by UNDP)		
	UNDP	USD
Ministry of Environment and Physical Planning	10,000 USD (in-kind)	
European Commission	340,000 USD	
(2) Total co-financing	350,000 USD	
(3) Grand-Total Project Financing (1)+(2)	1.202,000 USD	
SIGNATURES		
Signature: Sadulla Duraki Minister of Environment and Physical Planning	Agreed by: Ministry of Environment and Physical Planning Implementing Partner	Date/Month/Year:
Signature: Louisa Vinton  UNDP Resident Representative	Agreed by: UNDP	Date/Month/Year: 15/08/2018

CONTENT

Content	3
List of acronyms.....	4
I. Development Challenge	7
II. Strategy.....	10
III. Result and Partnership	12
IV. Project Results Framework:	26
V. Financial Planning and management, Total Budget and Work Plan.....	28
VI. Governance and Management Arrangements	36
VII. Monitoring Framework and Evaluation	41
VIII. Legal Context.....	45
IX. Risk Management	46
X. List of Annexes.....	48
Annex A. Multi Year Work Plan:.....	48
Annex B. Terms of Reference for Project Board, Project Manager, and other positions as appropriate	53
Annex C. UNDP Social and Environmental and Social Screening Template (SESP) - Exempt	56
Annex D. UNDP Project Quality Assurance Report	57
Annex E. UNDP Risk Log	68
Annex F. STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES	71
Annex G. FINAL REPORT OF [country's name] NATIONAL COMMUNICATION'S / BIENNIAL UPDATE REPORT'S PROJECT	75
Annex H. Draft Action Plan for integrating gender aspects responsiveness in the preparation of the 4th National Communication/ 3rd Biennial Update Report	84

LIST OF ACRONYMS

AFLU	Agriculture, Forestry and Land Use
BAU	Business As Usual
BUR	Biennial Update Report
CBIT	Strengthening institutional and technical Macedonian capacities to enhance transparency in the framework of the Paris Agreement
COP	Conference of Parties to the United Nations Framework Convention on Climate Change
CPD	Country Programme Document
ECRAN	Energy and Climate Regional Accession Network
EMI	Emissions Monitoring in Industry
EnC	Energy Community
EU	European Union
EU ETS	EU Emission Trading Schemes
FNC	Fourth National Communication on Climate Change
GCF	Green Climate Fund
GEF	Global Environmental Facility
GHG	Greenhouse gases
GSP	Global Support Programme
HMS	Hydro Meteorological Service
INDCs	Intended Nationally Determined Contributions
ICA	International Consultation Analysis
IPA	Instrument for Pre-Accession Assistance
IPCC	Intergovernmental Panel on Climate Change
MANU	Macedonian Academy for Sciences and Arts
MoEPP	Ministry of Environment and Physical Planning
MRV	Measurement, Reporting and Verification
NAP	National Adaptation Plan
NC	National Communication
NCCC	National Climate Change Committee
NCSD	National Council for Sustainable Development
NDC	Nationally Determined Contributions
NIM	National Implementation Modality
OAI	UNDP's Office of Audit and Investigations
OGP	Open Government Partnership
PB	Project Board
PIF	Project Identification Form
PIR	Project Implementation Report
POPP	UNDP's Programme and Operations Policies and Procedures
PSD	Partnership for Sustainable Development (United Nations Development Assistance Framework)
QA/QC	Quality Assurance/Quality Control

SBAA	UNDP's Standard Basic Assistance Agreement
SBUR	Second Biennial Update Report on Climate Change
SDGs	Sustainable Development Goals
SESP	UNDP's Social and Environmental and Social Screening Template
SSTrC	South-South and Triangular Cooperation
TBUR	Third Biennial Update Report on Climate Change
TNC	Third National Communication on Climate Change
V&A	Vulnerability assessment and adaptation
UNDP	United Nations Development Programme
UNFCCC	United Nations Framework Convention on Climate Change

List of annexes

- A. Multi-year Workplan
- B. Terms of Reference for Project Board, Project Manager, Chief Technical Advisor and other positions as appropriate
- C. UNDP Social and Environmental and Social Screening Template (SESP)
- D. UNDP Project Quality Assurance Report
- E. UNDP Risk Log
- F. Letter of Agreement for Provision of Support Services; GEF OFP letter, GEF PIF
- G. Final Report of the FYR Macedonia's 4th National Communication and 3rd Biennial Update Report's project
- H. Draft Macedonian Action plan for integrating gender aspects responsiveness into the preparation of the 4th National Communication/ 3rd Biennial Update Report

I. DEVELOPMENT CHALLENGE

The country ratified the UN Framework Convention on Climate Change (UNFCCC) in December 1997, the Kyoto Protocol in July 2004 and the Paris Agreement in November 2017. Complying with its commitments towards the UNFCCC the country prepared and submitted the following reports to the UNFCCC: the Initial National Communication on Climate Change in 2003; the First Technology Needs Assessment in 2004; the Second National Communication in 2008; the Third National Communication in 2014; the First Biennial Update Report on Climate Change in February 2015, and the Second Biennial Update Report on Climate Change in March 2018. In August 2015, the Intended Nationally Determined Contributions (INDC) document was submitted to the UNFCCC and the Government committed to reduce the CO₂ emissions from fossil fuels combustion for 30%, that is, for 36% at a higher level of ambition, by 2030 compared to the business as usual (BAU) scenario.

The development of three National Communications to the UNFCCC, two Biennial Update Report and the Intended Nationally Determined Contributions (INDC) have contributed to the strengthening of climate mainstreaming processes in the country. They have also supported informing the international community on the actions taken by the country to address climate change issues. Country's institutional and policy frameworks to deal with climate change related issues have improved noticeably. Number of national documents that set policies for development of the key sectors has been adopted.

Since 2005, a number of relevant laws, regulations and strategies that incorporate climate change considerations have been adopted, such as the 2010 Strategy for Energy Development in the Republic of Macedonia for the Period 2008-2020 with a Vision to 2030, the 2010 Renewable Energy Sources Strategy of Macedonia till 2020, the 2010 National Strategy for Energy Efficiency in the Republic of Macedonia till 2020, the 2010 National Health Strategy for Adaptation in Health Sector, the 2015 National Agriculture and Rural Development Strategy 2014–2020.

At the legislative level, climate change issues are incorporated into the Law on Environment, including details on the preparation of GHG emissions inventories as well as an action plan on measures and activities to abate the increase of GHG emissions and to mitigate the adverse impacts of climate change. The Law on Environment stipulates that a National Plan for climate change is to be adopted for stabilizing GHG concentrations at a level that would prevent any dangerous anthropogenic impact on the climate system within a timeframe sufficient to allow ecosystems to naturally adapt to climate change, in accordance with the principle of international cooperation and the goals of the national social and economic development. In July 2013, changes in the Law on Environment were adopted, and a new article (No. 188) added regarding the establishment of a national system of GHG emissions inventories and the monitoring of the implementation of agreements regarding climate change. This system is envisioned to incorporate collection, processing, assessment, verification and quality assurance and management of uncertainty, as well as storage, use, distribution and presentation of data and information derived from entities holding data for anthropogenic emissions by sources and sinks of greenhouse gases in the atmosphere.

Overall responsibility for the development, management and coordination of environmental and climate change policy lies with the Ministry of Environment and Physical Planning (MOEPP). MOEPP is also the designated National Focal Point to the UNFCCC and for Kyoto Protocol implementation, and is responsible for coordinating implementation of the provisions of the Convention and the Protocol.

In 2000, a National Climate Change Committee (NCCC) was established by a decision of a Government. It consists of representatives from government bodies (Ministry of Foreign Affairs, Ministry of Agriculture, Forestry and Water Economy, Ministry of Economy, Ministry of Health, Ministry of Transport and Communications, Ministry of Education, Ministry of Culture, Ministry of Finance, Secretariat for European Affairs, Public Health Institute, Crisis Management Centre, State Statistical Office, Economic Chamber of Macedonia, Association of Units of Local Self-Governments and the Hydro-meteorological Institute), private sector, CSOs, and research and educational institution. The committee serves as a platform that coordinates and oversees national policies on climate change, ensuring these policies are consistent with national development priorities and objectives and ensuring that

relevant stakeholders across the country are kept informed and consulted on the development of climate change issues, policies and strategic management of all climate related projects, programs and research activities.

In addition, under the auspices of the Deputy Prime Minister in Charge of Economic Affairs, the National Council for Sustainable Development (NCSA) was established. The NCSA oversees implementation of the NSSD. The Deputy Prime Minister is also the National Designated Authority for the Green Climate Fund.

Other ministries with responsibilities related to climate change are the Ministry of Agriculture, Forestry and Water Management, the Ministry of Economy, the Ministry of Transport and Communication and the Ministry of Finance. Most of these ministries have appointed Climate Change Focal Points responsible for mainstreaming climate change into respective policies, strategies and programs. In addition, in 2009 a National Committee for Climate Change and Health was established to serve as the responsible body for monitoring activities and decision-making in that area. The country has also established a National Platform for Disaster Risk Reduction.

On a local level, fourteen municipal strategies on climate change have been developed and local governments are allocating funds in their budgets for implementation of the measures and actions definite in these strategies, both for mitigation and adaptation to climate change. The City of Skopje, the capital, has also adopted its first climate change strategy. In the Skopje strategy “urban resilience” has been taken into consideration for the first time, and number of activities aimed at enhancing the urban resilience of the City of Skopje are underway.

National and local authorities also have enhanced resilience at national and local levels to climate induced floods and other natural disasters through improved preparedness and early warning systems. With UNDP’s support, significant progress has been made in addressing specific climate risks through mapping, cost benefit analyses and mitigation, including the planning, construction and maintenance of preventive infrastructure.

On the Government request to support the development of its National Adaptation Plan (NAP), UNDP developed a roadmap for implementation of the NAP process and it will form the basis for the Green Climate Fund (GCF) funding request. In parallel, a concept for a full-fledge project focused on flood prevention has been developed and consultations with the new government and potential partners are underway.

The European integration has been at the top of Government’s agenda ever since the independence of the country and the membership of the European Union remains a strategic goal of the country. However, this puts the country in a unique situation when it comes to its international climate change obligations. In spite of the fact that it is not an Annex I Party of the UNFCCC, it is voluntarily attempting to incorporate Annex I report principles as much as possible into the framework of its National Communications and Biennial Update Reports. Also, as a Contracting Party of the Energy Community (EnC), the country has obligations to implement many policies that are directly related to the issue of MRV, such as reporting on GHG emissions and proposed reporting on integrated energy and climate plans. The EU integration agenda has generated momentum for political, economic and social reforms and contributed to consensus building on cross-sectoral policy. While EU accession poses great challenges in terms of human and financial capacity at the national and local levels, it also provides opportunities for the creation of more integrated, crosscutting policies and better utilization of available resources.

It is also worth noting that the government is one of the seven country-pioneers that included climate change in the Open Government Partnership National Action Plans and committed to develop national climate policies in a transparent, participatory manner. It will also provide open access to national databases that show the amounts and sources of greenhouse gas emissions, including: information and data on climate change effects, relevant climate scenarios and climate change mitigation. It also commits to establish appropriate legal and regulatory frameworks for the private sector to deliver data relevant to climate change

The process for development of the National Communications and BURs, funded by the GEF and supported by UNDP as an implementing agency, has evolved throughout the years, and significant progress has been noted in the quality of the GHG Inventories both in terms of activity data and emission factors, incorporating quality

assurance and control, management of uncertainties, development of mitigation scenarios and modelling of relevant actions and measures. However, there are still gaps that must be closed.

First, reporting to the UNFCCC has been conducted on a project-by-project basis. While reporting efforts continue to improve, they are hindered by this ad hoc approach, which makes it difficult to nurture and develop capacity for transparency initiatives that is truly sustainable. To ensure its robust participation in implementation of the Paris Agreement, the country requires support to develop its long-term institutional and technical capacity.

Research under the SBUR identified many partially developed or tested databases in different sectors. However, there is a lack of coordination among the databases, and certain databases that do not have the formatting or level of scale necessary to contribute meaningfully to climate change activities. The UNFCCC International Consultation and analysis also identified the need to provide updated, disaggregated data on financial support received; while this information was provided in the SBUR, there is no standing database or established criteria for inclusion. In adaptation, there is also a lack of clear processes for collecting information and updating climate risk and vulnerability information, and adaptation and mitigation information are not integrated. There is a lack of institutional capacity to develop climate-related sectoral policies. The FBUR, SBUR, and draft adaptation assessment all identified a lack of institutional capacity at MOEPP, the focal point ministry for climate change, that limits the ability of the government to align MRV activities with international requirements and country priorities. There is also a need to develop and provide criteria for classifying and reporting support received. Although women are meaningfully involved in the climate change decision-making process, gender issues are not well integrated into transparency activities. There is a low level of awareness regarding the relationship between gender issues and climate change issues. Government agencies do not have the individual capacity to analyse the consequences of climate change policies and measures on men and women, and they lack access to materials and specialists who could provide guidance and support. Finally, reporting data and systems may not be disaggregated by gender, which limits the ability of policy-makers to learn from climate change programming.

Gap analyses on SDG Mainstreaming into the National Sustainable Development Planning for the Period 2016-2030 has been undertaken in 2016. The results show that the SDG 13: “Take urgent action to combat climate change and its impacts” has been adequately covered into the national strategic documents in the areas of mitigation, vulnerability assessments, awareness and dissemination. Gaps have been identified with regards to the adaptation and resilience sectoral planning, as well as appropriate monitoring framework and quantifiable and measurable indicators of achievements in both, mitigation and adaptation. Further legal and policy actions which need to be undertaken in the country include elaboration of a long-term climate action strategy by 2030 and adoption of a Law on Climate Action.

Taking into consideration that the country is planning to develop a Strategy on Climate Action and a Law that will create an enabling environment for implementation of the Strategy using EU pre-accession funding (IPA), the momentum for development of a comprehensive Fourth NC and Third BUR is ideal as these documents can provide significant input to both the Strategy and the Law.

The Third Biennial Update Report is planned to be finalized and submitted to UNFCCC in December 2019 and the Fourth National Communication in December 2021. Both documents shall be instrumental in identifying country's potential for raising ambitions within the 2020 NDC cycle.

II. STRATEGY

The Paris Agreement, which was adopted at the 21st Conference of the Parties (COP) to the United Nations Framework Convention on Climate Change (UNFCCC) establishes an enhanced transparency framework for action and support in Article 13. It also outlines the information required of non-Annex 1 Parties to the UNFCCC: A national inventory report progress made in achieving nationally-determined contributions (Art. 13, para. 7); information related to climate change impacts and adaptation (para. 8); and information on technology transfer and capacity building support needed and received (para. 10). According to paragraph 91 of Dec 1/CP.21, all Parties (except for least developed countries and small island developing states) shall submit the information referred to in Article 13 no less frequently than on a biennial basis.

The project aims to assist the country in complying with its obligation to the Convention to regularly submit the information related to the progress made in the mitigation of the GHG emissions as well as the efforts and achievements in reduction of the negative impact of climate change on the most vulnerable sectors in the country and resilience building. This project will additionally improve the sustainability for preparation of future NCs/BURs/NDCs/NAPs and will facilitate the reporting requirements to UNFCCC.

The project outcomes will facilitate the national mitigation and adaptation action and planning, will enable recognition of both mitigation and adaptation efforts in the country, as well as will link the national climate action to international support. Moreover, the outcomes would support competent and wise policy making in the field of climate change and will enhance the positions of the country in the climate change negotiation process at international, as well as at European level.

The project will build upon the results of the Third National Communication to the UNFCCC, the Second Biennial Update Report on Climate Change, and the Intended Nationally Determined Contributions. However, it will not repeat the analyses already done as part of recent projects but will focus on sectors which are not analyzed in-depth in the previous documents.

In addition, it will address the comments received during the International Consultation Analysis (ICA) process (FCCC/SBI/ICA/2015/TASR.1/MDK) of the FBUR. The team of technical experts suggested the following improvements: a) the transparency of methods and associated use of emission factors applied could be enhanced; b) the transparency of some mitigation information could be enhanced; c) a more detailed report that includes disaggregation by donor and type of support required may enhance the transparency of reporting; d) 10 capacity-building needs related to the facilitation of reporting in accordance with annex III to decision 2/CP.17 and to the participation in ICA in accordance with annex IV to decision 2/CP.17, considering Article 4, paragraph 3, of the Convention has been identified. All the above suggestions from the technical analyses have been taken into consideration and incorporated in the SBUR to the extent possible. The recommendations from the review of the SBUR within the second cycle of the ICA shall be taken into consideration while implementing the Third BUR, and the compliance shall be presented adequately at the end of the final document.

The project is also consistent with the national priorities regarding EU accession, including the Pre-Accession Economic Program, and with sectoral strategies that have informed the INDC, such as the Energy Strategy, the Energy Efficiency Strategy, the Strategy on Renewable Energy Sources, the Program for the Implementation of the Energy Strategy, the Energy Efficiency Action Plan, the Action Plan on Renewable Energy Sources, and the Transport Sector Strategy.

Based on the previous National Communications and BURs experience, it is understood that the most effective way to address climate change, is to allow a real co-management of the issue, where all key stakeholders are involved, in relation to the design and implementation of the mitigation and adaptation actions, in the framework of pursuing the wider objectives of sustainable development. The integration of the different sectors strengthens the institutional and technical capacity of the different stakeholders and institutions, not limited to a reduced group of experts and decision makers from the governmental institution where lies the responsibility for the fulfilment of the national obligations to the Convention. Therefore, the project team will create mechanisms for effective stakeholder engagement, and will ensure the meaningful participation of targeted groups. Efforts will be made to take into consideration the needs of excluded and marginalized groups which are more affected by

climate change and have less resource to adapt. For this purpose, the project team will use various tools, including design thinking, behavioural science, and foresight, thus creating a collaborative space where different stakeholders will join forces to design policies and actions that will contribute to mitigation of GHG emission and will enhance the resilience and adaptive capacities to climate change on national and local levels.

Project preparation activities will define a general knowledge management strategy for the project with explicit budgetary support. This strategy will address several types of knowledge management: 1) How to develop and disseminate project training materials and toolkits to target audiences in the country most effectively; 2) How to use existing information sharing networks maintained by UNDP, the GEF, the UNFCCC, and other organizations to share lessons learned; and 3) How to communicate most effectively with projects in other countries that have a similar focus. The strategy will also determine how to disseminate project information effectively at key international events, such as COPs.

The project contributes to the PSD outcome 4: “By 2020, individuals, the private sector and state institutions base their actions on the principles of sustainable development, and communities are more resilient to disasters and environmental risks”, and the CPD Output 4.2. “Public and private actors have improved capacities to implement, monitor and evaluate policies related to environment, climate change and nature protection”. Moreover, it will assist the country in achieving the SDG 13 by supporting the integration of climate change measures into national policies, strategies and planning; building knowledge and improving education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning, and promotion of mechanisms for raising capacity for effective climate change-related planning and management in the country.

III. RESULTS AND PARTNERSHIP

The **goal of the project** is to assist the country in mainstreaming and integration of climate change consideration into national and sectorial development policies by giving continuity to the institutional and technical capacity strengthening process, initiated and sustained by the National Communications and Biennial Update Reports on Climate Change.

The **immediate objective of the project** is to assist the country in the preparation and submission of its Third Biennial Update Report (TBUR) and the Fourth National Communication (FNC) on Climate Change to the Conference of the Parties to the UNFCCC for the fulfillment of its obligations to the Convention under Decision 17/CP.8, Decision 1/CP.16 and 2/CP.17; as well as Decision 20/CP.19, and 2/CP.14, Decision 16 and 17/CP.20.

The project is in line with the GEF's climate change mitigation objective CCM3 under GEF-6: Foster Enabling Conditions to Mainstream Mitigation Concerns into Sustainable Development Strategies which provides support to Non-Annex I countries at fully agreed cost to prepare their National Communications in a timely manner.

The project has **two components**:

1. Development of the Fourth National Communication on Climate Change (FNC)
2. Development of the Third Biennial Update Report (TBUR).

The **project outcomes** are:

1. FNC developed and submitted in accordance with the guidelines contained in FCCC/CP/2002/7/Add.2
2. TBUR developed and submitted in accordance with the guidelines contained in Annex III of Dec.2/CP. 17

The **Outputs of Outcome 1**:

- 1.1 National circumstances concerning the physical and socioeconomic (economy, education, population, health, livelihoods) characteristics of the country and how these might affect the way in which the country deals with climate change and sustainable development issues in the long term reviewed and updated, with gender disaggregated data; description of institutional arrangements relevant to the preparation of the national communications on a continuous basis including distribution of responsibilities within government departments, universities, research institutions, etc. as applicable.
- 1.2 National GHG Inventory for the period 2017 – 2019 using 2006 IPCC guidelines for the following sectors: energy, industrial processes, AFOLU and waste upgraded to complement existing time series for 1990 – 2015; introduction of Tier II or Tier III to the extent possible and depending of the sector's available data; mechanisms for continued collection of GHG relevant data strengthened.
- 1.3 Country's mitigation potential for the energy, industrial processes, AFLU and waste sectors by 2040 revised and validated to ensure alignment with relevant national priorities stipulated in the relevant national climate change documents and the regional and global context; potential for raising ambition for the next Nationally Determined Contribution (NDC) cycle shall be evaluated.
- 1.4 Information on country's vulnerability to the adverse effects of climate change updated and adaptation measures needed to meet the specific needs and concerns arising from these adverse effects updated; including assessment of losses and damages to the extent possible; analysis of male/female (M/F) differences included in all reports and assessments to clarify differences between M/F vulnerability.
- 1.5 Information on steps taken to integrate climate change considerations into relevant social, economic and environmental policies and actions in accordance with Article 4, paragraph 1 (f) of the Convention provided (Transfer of technologies, Research and systematic observation, Education, Training and public awareness,

Capacity-building, Information and networking). More in-depth gender analyses carried out as per the adopted GSP Gender Responsive National Communications Toolkit and the Gender Action Plan adopted on COP23.

1.6 Constraints, gaps and related financial, technology and capacity building needs identified and activities/measures for overcoming the gaps and constraints proposed.

1.7 Fourth National Communication to UNFCCC consolidated and submitted to the UNFCCC

The **Outputs** of **Outcome 2**:

- 2.1. Information on national circumstances and institutional arrangements relevant to the preparation of the biennial update reports revised and updated, especially in terms of implementation of the recommendation from the FBUR and SDG agenda. Gender disaggregated data included to the extent possible.
- 2.2. New inventories for 2015 -2016 developed and the quality of the whole series 1990-2014 improved.
- 2.3. Mitigation scenarios developed within the SBUR updated as per the revised energy balances, supplemented with socio-economic research and with additional scenario that shall reflect the mitigation potential of the actions induced by the private sector.
- 2.4. The technology, financial and capacity needs for mitigation updated and recommendations with government priorities updated.
- 2.5. The process of establishment of the domestic Measurement, Reporting and Verification arrangements supported.
- 2.6. Third Biennial Update Report adopted and submitted in according to the guidelines contained in Annex III of Dec.2/CP. 17

Narrative description of the **planned outputs and activities**:

Component 1: Development of the Fourth National Communication on Climate Change (FNC)

1.1 National circumstances concerning the physical and socioeconomic (economy, education, population, health, livelihoods) characteristics of the country and how these might affect the way in which the country deals with climate change and sustainable development issues in the long term reviewed and updated, with gender disaggregated data; description of institutional arrangements relevant to the preparation of the national communications on a continuous basis including distribution of responsibilities within government departments, universities, research institutions, etc. as applicable.

The information on the national circumstances provided in previous relevant documents will be updated considering all new studies, projects and research developed since January 2015. This will include: an update of the country characterization in terms of demography, natural resources, climate and education, social and cultural aspects, as well as macroeconomic parameters, employment, income and services. In particular, how the national circumstances may affect country's ability to deal with climate change adaptation and mitigation will be analyzed. Special attention will be paid to new information and data related to those sectors that are most vulnerable to climate change and/or are the largest contributors to the GHG emissions.

Institutional arrangements relevant to the preparation of the NCs shall be described, including distribution of responsibilities within government departments, academia and various relevant bodies.

Country efforts regarding implementation of the SDG agenda shall be described, especially SDG13, and other related SDG and their interconnection.

Gender aspect shall be also captured through presenting gender and climate change relevant information based on various gender disaggregated data and activities arising from both GSP Gender guidelines, as well as COP23 adopted Gender Action Plan.

Also as part of this activity, the level of implementation of activities stipulated in actions plans (in all areas) in the Third National Communication on Climate Change shall be assessed and reported.

1.2 National GHG Inventory for the period 2016 – 2019 using 2006 IPCC guidelines for the following sectors: energy, industrial processes, AFOLU and waste upgraded in order to complement existing time series for 1990 – 2015; introduction of Tier II or Tier III to the extent possible and depending of the sector’s available data; mechanisms for continued collection of GHG relevant data strengthened.

Under the previous national reports, compilation of full series of GHG inventories for the period 1990-2014 have been prepared. The TBUR shall upgrade these time series up to 2016. Within the FNC this database will be extended up to 2019 (as latest year with available official data). Country specific emission factors for the key source categories that contribute more than 95% to the total GHG emissions of the inventory shall be updated, thus adding value to the quality of the national greenhouse gas inventory. Quality Assurance/Quality Control (QA/QC) shall be ensured through a formalized process already established in the country, along with reviews from the National Climate Change Committee, the Global Support Programme (GSP) and relevant national institutions. Within previous national reports, a centralized data collection system from industrial installations was established. The system consists of an online platform called Emission Monitoring in Industry (EMI) which enables industrial installations to report data for calculation of GHG emissions and other pollutants. The data gathered within the EMI software shall be used in the development of GHG inventories to improve the accuracy and completeness of time series and will be part of the National Environmental Information System. Additional follow-up activities shall be implemented as part of this output for eventual upgrade of the EMI software in compliance with the performance results from the industrial plants and making it legally binding reporting tool for the industrial installations.

More specifically, detailed activities within this output will cover:

- Data collection/ interaction with data providers for preparation of inventory for 2017-2019 according to IPCC 2006 guidelines for the following sectors: energy, industrial processes, AFOLU and waste;
- Introduction of Tier II or Tier III in the sectors specified above to the extent possible
- Dis-aggregation of Road transport by vehicle categories, starting from the year for which data exist
- Gather more detailed data regarding the carbon content of the feedstock in the following sectors: cement production, lime production and steel production (directly from the industrial plants)
- Segregate data for the F-gas emissions from refrigeration and air-conditioning for the specific part of the equipment life-cycle. These data should be collected by the Ministry of Environment and Physical Planning.
- Include F-gas emissions from fire protection, aerosols and solvents or reiteration that emissions from these categories are not occurring in the country (to the extent possible)
- Include N₂O emissions from medical appliances
- Establish mechanism for collection of SF₆ emissions from use and disposal of electrical equipment (for the more recent years)
- Regular (annual basis) assessment of the land use based on satellite imagery from the current year.
- Change of the data source and the categorization of the Meat & Poultry category data.
- Follow-up activities to successfully include EMI in the National Environmental Information System (installation, trainings, legal issues, technical support etc.);
- Develop innovative tools for collection of data from other sectors than industry, particularly data needed for FLU sector; agriculture sector,
- Transfer of knowledge related to GHG inventory to relevant departments in the MoEPP;
- Capacity building of relevant stakeholders for various specific points of the GHG inventory to ensure full sustainability and quality control of the national GHG inventory process;
- Revision of nationally adopted emission factors and development of fuel-specific and combustion-specific emission factors for the transport sector;

- Review of the institutional arrangements for data collection and management and provision of technical support in setting up the legal framework for GHG data collection and management system and for updating the GHG inventory within the expected Law on Climate Action;
- Development of the NIR – National Inventory report.

1.3 Country's mitigation potential by 2040 revised and validated to ensure alignment with relevant national priorities.

Under the previous NCs/BURs/INDC, the mitigation potential of certain measures and policies have been modelled up to 2035, for all sectors recognized by the Intergovernmental Panel on Climate Change (IPCC) methodology (Energy, Industrial Processes and Product Use, Agriculture, Forestry and Other Land Use and Waste) and by using MARKAL energy planning model. Within the SBUR significant improvements and upgrades been made in modeling of the country's mitigation potential, revealing mitigation potential of -37% in 2035 in comparison with the reference scenario. However, macro-economic and socio-economic parameters still lack in the analyses, as well as improving transparency and increasing visibility of the results.

The mitigation assessment in the FNC will focus on clearly defined objectives from the TBUR and emphasize implementation of already identified/recommended mitigation measures. The results will facilitate the national mitigation action and planning, will enable recognition of the mitigation efforts in the country, as well as link the national mitigation action to international support:

- The scope of the sectoral mitigation assessments will include an analysis of related legislation, policies and programmes that facilitate the rapid implementation of mitigation technologies and practices, as well as – to the extent possible – the macro-economic impact of the mitigation options.
- The EU approximation process and international requirements deriving from UNFCCC as guiding principles for development will be taken into consideration while doing the analyses within the FNC.
- Additionally, based on the recommendations from the transport and heating analyses within the SBUR, new and alternative approaches shall be used to design policies accompanied by appropriate financial incentives and mechanisms that will help the government at central and local levels to mitigate climate change in selected urban areas and on a long run to scale it up nationwide. This initiative will help institutions to better understand the needs of the citizens, build their capacities in using human-centered design methodologies, demonstrate public policy innovation process and strengthen the relations or establish new partnerships between the relevant institutions and private sectors.
- New case studies shall be developed to capture main energy consumer in summer: Green cooling scenario
- Datasets shall be open and used for research and improve visualization of the results in order to raise the ambition of the citizens and politicians for climate action
- More in-depth gender analyses will be carried out to better understand how climate change impacts men and women in energy and non-energy sectors. To the extent possible, other important analysis factors such as age and social status/ poverty level shall be considered. Furthermore, the implications for men and women of relevant mitigation actions, policies or programmes will be assessed.
- The M&E framework for assessing the advancement in the implementation of activities in the Mitigation Action Plan of the SBUR will be revised and upgraded in order to enable the Ministry of Environment and other relevant stakeholders to follow the progress and undertake actions to speed the implementation in the sectors that are lagging behind.

1.4 Information on country's vulnerability to the adverse effects of climate change updated and adaptation measures needed to meet the specific needs and concerns arising from these adverse effects proposed; estimate the potential benefits of adaptation strategies for both genders in order to evaluate which measure better satisfies each gender without requiring an unaffordable cost.

Within the TNC, vulnerability of different sectors to climate change has been assessed: Biodiversity, Health, Water Resources, Agriculture, Forestry, Tourism, Cultural Heritage, Disaster Risks Reduction. Climate Resilience has been introduced for first time within the City of Skopje Climate Change Strategy – Resilient Skopje. Climate change scenarios up to 2100 have been developed, as well as the frequency of extreme weather events up to 2012. But having in mind latest frequent extreme weather events, there's a need to develop scenarios for the future extreme weather events, as well as seasonal weather forecasts for most vulnerable parts of the country. Also, there's a need to identify criteria for intersectoral prioritization of the adaptation measures.

The objective of this component in the FNC is to enhance an enabling framework for the implementation of adaptation measures, including the design and delivery of a set of policies and adaptation measures aimed at integrating climate change into the country's development strategy and sector programs. The work under this output shall be closely coordinated with the process for development of the National Adaptation Plan (NAP) as well as several COP 23 outputs related to agriculture. The priority sectors for which more comprehensive analyses will be undertaken under process would be agriculture, forestry and water.

- Recommendations from the vulnerability & adaptation assessments in the TNC as well as other relevant documents shall be implemented to the extent possible.
- Scenario for future extreme weather events shall be developed and regional models shall be used for preparation of seasonal weather forecasts for the country (as recommended in the TNC).
- Innovative ways for open access to information relevant to extreme weather events shall be explored, and the requirements for establishment of an integrated early warning system will be elaborated.
- Possibilities to use the Global Framework for Climate Services shall be explored for increasing climate change resilience (inter-sectoral: water resources, agriculture, health and DRR).
- The linkages between population dynamics and adaptation to climate change shall be analyzed by introducing IT solutions. This will enable bringing integrated geographic data directly to policy makers for adaptation planning through new technology based on the analytics revolution for joint work and collaboration.
- Specific studies will be carried out to address the insufficient data about sector specific climate impacts and their economic implications as well as apparent deficit in climate related economic analysis, including damage and loss analysis, especially at the local level.
- More in-depth gender analyses will be carried out to better understand how climate change impacts men and women as well as their different vulnerabilities to climate risks and the ways in which they seek to adapt to climate change.
- To the extent possible, other important analysis factors such as age and social status/ poverty level shall be considered. Moreover, the implications for men and women of relevant adaptation actions, policies or programmes will be assessed.
- The FNC will focus on areas other than those covered by the NAP process and will be new for the NCs, such as vulnerability of the transport sector and the vulnerability of the urban areas, including the built-in environment.
- The level of implementation of adaptation action plans in various sectors shall be assessed, identifying the bottlenecks and recommend actions for improvement.

1.5 Information on any steps taken to integrate climate change considerations into relevant social, economic and environmental policies and actions in accordance with Article 4, paragraph 1 (f) of the Convention provided (Transfer of technologies, Research and systematic observation, Education, training and public awareness, Capacity-building, Information and networking).

All relevant information regarding Transfer of technologies, Research and systematic observation, Education, training and public awareness, Capacity-building, Information and networking shall be collected, analyzed and compiled.

1.6 Constraints and gaps, and related financial, technical and capacity needs described, as well as proposed and/or implemented activities for overcoming the gaps and constraints, associated with the implementation of activities, measures and programmes envisaged under the Convention, and with the preparation and improvement of national communications on a continuous basis.

All relevant information shall be collected, analyzed and compiled.

1.7 Fourth National Communication to UNFCCC consolidated and submitted to the UNFCCC:

Upon finalization of the relevant outputs, the Fourth National Communication on Climate Change will be compiled according to the requirements and formats established by the UNFCCC Secretariat and will be submitted to the Conference of the Parties in the United Nations Framework Convention on Climate Change by Dec 2021.

Component 2. Development of the Third Biennial Update Report on Climate Change

2.1 Information on national circumstances and institutional arrangements relevant to the preparation of the biennial update reports revised and updated, especially in terms of implementation of the recommendation from the FBUR and Open Government Partnership (OGP) Action Plan. Gender disaggregated data shall be included to the extent possible.

The information on the national circumstances provided in previous relevant documents will be updated taking into account all new studies, projects and research developed since January 2015. This will include: an update of the country characterization in terms of demography, natural resources, climate and education, social and cultural aspects, as well as macroeconomic parameters, employment, income and services. In particular, mechanism identified for stakeholder involvement, coordination and participation to enable the preparation of national communications and biennial update reports on a sustainable manner shall be presented. Institutional arrangements relevant to the preparation of the BURs shall be described, including distribution of responsibilities within government departments, academia and various relevant bodies.

Country efforts regarding implementation of the OGP Action Plan shall be described, since Macedonia's pioneering steps to include climate change in the Action Plan (one of the 7 countries to do so) have been identified as best practice.

Gender aspect shall be also captured based on activities arising from the outputs of the Gender Regional Workshop held in December 2017 in Skopje and describe the opportunities and the challenges to mainstream gender into the development process of national communications and biennial update reports to the UNFCCC, also in the light of the enhanced transparency framework established by the Paris Agreement and the Capacity Building Initiative for Transparency (CBIT).

2.2 New inventories for 2015-2016 developed and the quality of the whole series 1990-2014 improved.

Under the previous national reports, compilation of full series of GHG inventories for the period 1990-2014 has been prepared. Within the TBUR this database will be extended up to 2016 (as latest year with available official data). Quality Assurance/Quality Control (QA/QC) shall be ensured through a formalized process already established in the country, along with reviews from the National Climate Change Committee, the Global Support Programme (GSP) and relevant national institutions.

More specifically, detailed activities within this output will cover:

- Upgrade of the GHG inventory series up to 2016

- Update of the activity data in compliance with the revised Energy Balances for period 2005 – 2014 from the SSO (published in October 2016).
- Update of national emission factors (Separate study)
- Disaggregate the activity data before 2005 for Manufacturing industries and Construction category in the IPCC Inventory Software database in accordance with the SSO Energy balances
- Analyze the land use based on aerial photographs (available from State Cadastral Office) and development of the reference case.
- Compare the reference case with satellite imagery (available from several providers free of charge) and establishing procedures for Land Use assessment.
- Assess the Land Use and Land use changes using historical satellite imagery
- Include data from these regional plans regarding the waste fraction in the preparation of the next GHG inventory
- The percentages of waste deposited in disposal sites for the whole timeseries shall be revised.
- The emissions from incineration should be estimated for the whole timeseries for which activity data are available
- The fraction of waste not disposed in disposal sites revised for all years prior to 2012 for which data are available.
- Revise existing database with the 2006 IPCC Guidelines GWP values.
- Develop innovative tools for collection of data from other sectors than industry, particularly data needed for FLU sector; agriculture sector,
- Transfer of knowledge related to GHG inventory to relevant departments in the key institutions (MOEPP, Ministry of Economy, State Statistical Office);
- Capacity building of relevant stakeholders for various specific points of the GHG inventory to ensure full sustainability and quality control of the national GHG inventory process;
- Revision of nationally adopted emission factors;
- Review of the institutional arrangements for data collection and management and provision of technical support in setting up the legal framework for GHG data collection and management system and for updating the GHG inventory within the expected Law on Climate Action;
- Development of the NIR – National Inventory Report

2.3 Mitigation scenarios developed within the SBUR updated as per the revised energy balances, supplemented with socio-economic research and with additional scenario that shall reflect the mitigation potential of the actions induced by the private sector.

Under the previous NCs/BURs/INDC, the mitigation potential of certain measures and policies have been modelled up to 2035, for all sectors recognized by the Intergovernmental Panel on Climate Change (IPCC) methodology (Energy, Industrial Processes and Product Use, Agriculture, Forestry and Other Land Use and Waste) and by using MARKAL energy planning model. Within the SBUR significant improvements and upgrades been made in modeling of the country's mitigation potential, among which are: harmonization of all sectors and categories with the IPCC methodology (the sectors are identical as in the Greenhouse Gases (GHG) inventory) so that trends can more easily be followed; use of a single methodology for GHG emission calculations in all sectors (IPCC methodology); integration of the separate models of all sectors by introducing intersectoral connections on the basis of key drivers which are common for all sectors; use of a unified methodology when creating mitigation policies/measures which allows an integrated preview of the results through two scenarios (Mitigation scenario – Scenario with Existing Measures and a Higher ambition mitigation scenario – Scenario with Additional Measures) i.e. mitigation potential of -37% in 2035 in comparison with the reference scenario.

However, macro-economic and socio-economic parameters still lack in the analyses, as well as improving transparency and increasing visibility of the results.

The mitigation assessment in the TBUR will focus on:

- Development of an integrated tool that will encompass all sectors and will enable integrated modeling of all policies/measures; (Separate methodological study, the results of which will be part of the Mitigation report of TBUR)
- Develop specific scenario that will reflect the mitigation potential of the actions induced by the private sector, to envision a mix of public and private actions that will ease reduction of GHG emissions for up to 37% by 2035;
- Upgrade the MARKAL model to calculate the local emissions
- Update the input data in the MARKAL model in accordance with the revised energy balances
- Revise the country' potential to raise its mitigation ambition and initiate climate action on various levels.

2.4 Assessment of the technology, financial and capacity needs for mitigation and connecting recommendations with government priorities

National technology needs, constraints, and gaps are largely influenced by general capacity needs, constraints and gaps in the energy and environmental sectors. Under the work for this SBUR, the mitigation team identified and analyzed a series of important climate technologies in several sectors as part of the WEM and WAM scenarios for the country (see Chapter 4), particularly in the Energy sector (for the Energy industries and Transport sub-sectors) and the Waste sector. In addition, the country intends to analyze its technology needs in greater depth when resources become available for that activity.

Activities within the TBUR shall build upon the results and recommendation within the previous NC/BURs. A financial and capacity needs assessment for implementation of mitigation actions on local level shall be performed. Possibilities for establishment of a mechanism for the collection and assessment of climate change-related projects shall be explored.

2.5 Support to the process of establishment of the domestic Measurement, Reporting and Verification arrangements.

The country is in a unique situation when it comes to its international obligations regarding monitoring, reporting and verification due to its concurrent status as a non-Annex 1 party to the UNFCCC, a Candidate Country for EU membership, and a Contracting Party of the Energy Community (EnC). Within the SBUR, the project team conducted in-depth analyses of national capacities (financial and human) to put its proposed MRV system into operation. These analyses shall be further explored within the TBUR, addressing recommendations from the SBUR:

- Create an enabling environment for the implementation of mitigation measures (de-risking);
- Facilitate and encourage leadership by sub-national and private actors such as cities, regions, business and civil society in NDC implementation and future revisions;
- For each of the identified mitigation measures elaborate an MRV system, which should be in compliance with the EU MMR and include procedures and institutional arrangements that best reflect the specific conditions of Macedonia and its mitigation obligations and that will enable tracking progress toward the mitigation target and attracting international climate financing for domestic mitigation measures. Start with the highest priority measures (with highest mitigation potential and lowest specific costs);
- Develop mechanisms for tracking investments in CC mitigation;
- Maintain the extensive analytical work for scenario development and emissions projections, creating a solid analytical base for future revisions;

- Include evaluation of the co-benefits of mitigation measures and use them among the criteria for prioritization.

2.6 Publication and submission of the Third Biennial Update Report according to the guidelines contained in Annex III of Dec.2/CP. 17

Upon completion of all planned analyses and reports, the TBUR document shall be compiled in accordance with the relevant guidelines, and submitted to the Conference of the Parties in the United Nations Framework Convention on Climate Change following the format established by the UNFCCC Secretariat. The document is expected to be submitted to the UNFCCC in December 2019.

Partnerships: The project will benefit from complementary projects and activities, such as the “Strengthening institutional and technical Macedonian capacities to enhance transparency in the framework of the Paris Agreement” - CBIT project (PIF approved). Overall coordination regarding the NC/BUR process and the CBIT process will be addressed in the Law and Strategy on Climate Action, which is currently under preparation. At the level of project coordination, UNDP will implement both projects using a combined project implementation unit. The unit will be located at MOEPP to ensure optimum coordination.

Furthermore, the project will maintain regular communication with the GCF Readiness Program, which is expected to support the development of a National Adaptation Plan (NAP), including recommendations on monitoring and evaluation of the plan.

The project will also coordinate its activities with projects supported by the European Commission through the IPA-2 programming related to climate change policy and legislation and its capacity strengthening activities under the auspices of the Energy and Climate Regional Accession Network (ECRAN) and under the Joint Research Centre. Within the government, the proposed project will communicate with the Department of the European Union at MOEPP and with similar departments in other participating ministries in order to avoid any duplication of activities.

Moreover, close collaboration with FAO, UN Environment, GIZ, and other agencies will be established to explore opportunities for synergy with respect to climate-induced risks under changing climate.

The project will liaise and will build upon other UNDP related projects (nature protection, water resources management, disaster risk reduction and urban resilience building).

The National Climate Change Committee (NCCC) will also serve as a two-way communication channel on activities that are relevant to the project. Additionally, partnership with the private sector shall be initiated in order to assess the mitigation potential of the actions induced by the private sector, to envision a mix of public and private actions that will ease reduction of GHG emissions to the desired level.

Communication will also be maintained with bilateral donors, including Austria, Germany, and Norway.

Project	Donor	Implementing Agency	Timeframe	Status
Strengthening institutional and technical Macedonian capacities to enhance transparency in the framework of the Paris Agreement (CBIT)	GEF	UNDP	2018-2021	PIF approved
Developing climate change policy and legislation and capacity	EU – IPA funds	Selection of consulting company	2018-2021	Initiated

Project	Donor	Implementing Agency	Timeframe	Status
strengthening activities under the auspices of the Energy and Climate Regional Accession Network (ECRAN) and under the Joint Research Centre (preparation of a Law and a Strategy on Climate Action)		underway		
National Adaptation Plan	GCF	UNDP	2019-2022	Project proposal under development
Clima Proof - Enhancing Environmental Performance and Climate Proofing of Infrastructure Investments in the Western Balkan Region from an EU integration perspective	Austrian Development Agency	UN Environment	2016 - 2019	Ongoing

Risks and Assumptions: There are no social and environmental risk that can threaten the achievement of the project results. The main external risk for the project delivery relates to the political situation in the country and extraordinary and/or regular presidential, parliamentarian and local elections which are expected to happen during the lifetime of the project implementation. In order to mitigate this risk, the project team will maintain a non-partisan stance, and its focus on the mission of bringing tangible project results while standing ready to respond to possible shifts in national priorities.

Also, the delays in the implementation of the EU funded activities for the development of the Climate Law and Strategy which are complementary with the 4NC/3BUR and are providing parallel co-financing, might impact the scope and the extend of some of the project activities. Therefore, the project team, in close cooperation with the UNFCCC Focal Point, will coordinate with the project team for the development of the Climate Law and Strategy, and ensure complementarity and synergies, as well as adjust the project outputs if needed. The expected opening of the negotiations for the EU accession shall further motivate the county to put the climate change higher on its agenda and to accelerate the adoption and incorporation of the relevant EU Climate Action directives into the national legislation.

The main assumption on which the project results depend is that the Government has the lead responsibility to establish effective policy and legislative frameworks, resources and capacities to respond to its commitments towards the UNFCCC. In this context, the Ministry of Environment and Physical Planning and other relevant government entities have the commitment to incorporate the recommendations from the NCs/BURs into respective policies, strategies and plans on national and local level.

Stakeholder engagement plan: The proposed project approach and activities are the result of an ongoing dialogue with stakeholders. MOEPP, the implementing partner for the project, has discussed its institutional needs with regards to the preparation of national communications and biennial update reports, and the project incorporates these discussions. Other sectoral ministries, the executive branch of government, academia, and civil society

organizations have been consulted in the context of their participation in the National Climate Change Committee (NCCC), which has provided input and feedback on national reports to the UNFCCC, including the SBUR findings and recommendations.

An overview of relevant stakeholders with their current responsibilities and proposed project roles is provided in the table below. In the inception phase of the project, the list will be further expanded.

Stakeholder	Responsibility	Project Role
Ministry of Environment and Physical Planning	<ul style="list-style-type: none"> • Key governmental body responsible for coordinating implementation of the provisions of the UNFCCC and related agreements • Key governmental body responsible for development of climate change policies and strengthening the institutional cooperation in the area of climate change • Coordinates the National Climate Change Committee • Responsible for reporting progress in climate change-related progress • National Focal Point to the UNFCCC is the State Advisor on Climate Change in the MoEPP 	MOEPP will serve as the implementing partner for the project and MOEPP will be involved directly in the design of the proposed MRV Unit within the Ministry under Component 1.
National Climate Change Committee (NCCC)	<ul style="list-style-type: none"> • Established by the Government, consisting of representatives of all relevant stakeholders: government bodies, research and educational institutions, private sector and civil society • The NCCC is a participatory platform aimed at providing high-level support and guidance for overall climate change policies in the country 	The NCCC will serve as the project steering committee.
Ministry of Economy	<ul style="list-style-type: none"> • Key governmental body responsible for development of energy-related policies • Implements many of the policies, activities and projects that directly and indirectly impact climate change mitigation in the energy sector • Key governmental body responsible for reporting to the Energy Community and for reporting on SDGs 	The Ministry will be represented on the NCCC and will participate in capacity strengthening, training and communication activities in Components 1 and 2. It will also provide important inputs to the pilot long-term, low GHG emission strategy under Component 2.3.
Other Ministries	<ul style="list-style-type: none"> • The Ministry for Transport and Communications is the governmental body responsible for transport policy and maintains the national vehicle registry • The Ministry of Agriculture, Forestry, and Water Economy is a key partner and beneficiary in agriculture (including irrigation), forestry, fisheries, and livestock. • The Ministry of Labor and Social Policy is responsible for gender issues and jobs-related issues 	These ministries (and others) will be represented on the NCCC and will participate in all project components, through training, sectoral analyses, and the tracking system.
State Statistical Office (SSO)	<ul style="list-style-type: none"> • Key governmental body responsible for collecting, processing, and disseminating data about the demographic, social, and economic 	The SSO will be represented on the NCCC and will work closely with the project team on data collection and

Stakeholder	Responsibility	Project Role
	situation in the country. They also provide statistical data to international organizations.	reporting issues related to the tracking system and on gender-disaggregated statistics
Academia (research and educational institutions)	<ul style="list-style-type: none"> Primary source of research on climate change issues and other key sectoral issues (energy, agriculture) and cross-cutting issues (gender) Channel for providing country-specific climate change research to the international research community via conferences and publications 	Representatives of the research and teaching community serve on the NCCC, and experts will form an important consultative group for the national networks of practitioners
Private Sector	<ul style="list-style-type: none"> Contribute to development of the mitigation scenarios. Provide data for more detailed GHG inventory. Highlight the interactions between sectors and activities, making it possible to identify multiple dimensions in climate risks to business models and supply chains, as well adaptation requirements and their costs and benefits. 	Private sector actors, including smallholder farmers and large companies, are key agents of change. Understanding how climate change impacts private sector incentives and activities, and markets, is vital to understand not only the overall economic impacts of climate change in the country, but also the social and environmental effects. This new knowledge can help to identify new market opportunities for the private sector, enhance capacity to respond and inform policy frameworks that encourage private sector adaptation and risk management. Private sector shall be closely involved in implementation of project activities.
Civil Society	<ul style="list-style-type: none"> Source of training capacity Experience with gender issues Networks in rural areas 	Civil society organizations are represented on the NCCC. They will contribute to national networks of practitioners, gender-related analysis and training, and the dissemination of project results throughout the country.
European Commission	<ul style="list-style-type: none"> Key source of legislative and policy support for climate change action, particularly the future Law on Climate Action Source of financing for mitigation activities through the IPA-2 funding window Source of co-financing for project activities 	The EU delegation and any relevant offices of the European Commission will be consulted regarding their current and planned activities in environmental information systems and climate change in order to maximize coordination on climate change legislation and training and to avoid the duplication of activities and information systems
Donor Community	Bilateral donors form a significant source of support for climate change-related capacity strengthening activities, including support for	The project will liaise with the donor community on a regular basis throughout implementation and

Stakeholder	Responsibility	Project Role
	MRV systems at the municipal level Multilateral donors support capacity strengthening and investments in climate change mitigation and adaptation.	will work with donors on effective in-country reporting of financial support received for climate change and on climate finance readiness and project pipelines and screening.

Gender equality and empowering women: Having in mind that the National Communications and Biennial Update reports are the backbone of national climate strategies, programmes and plans, they can become an essential instrument to integrate gender responsive considerations into these documents. Therefore, the Fourth National Communication and the Third Biennial Update Report to the UNFCCC will be prepared with a gender-sensitive approach. In that sense, [the Gender Responsive National Communications Toolkit](#) developed in 2015 by the UNDP-UNEP Global Support Programme for NCs and BURs will be applied as well as UNFCCC guidelines arising from the COP23 newly adopted Gender Action Plan

In terms of project preparation, the project draws directly upon the feedback and experiences gathered from the UNDP sub-regional workshop in Skopje on Gender and MRV, which was held in December 2017. The workshop, which was supported by the UNDP/UNEP GSP, focused on putting the Gender Responsive National Communications Toolkit into practice. The target audience for the training consisted of experts overseeing country reports, government gender experts, and officials from government agencies serving as UNFCCC and Gender Focal Points. The project preparation has also ensured that the project approach and activities are consistent with the GEF Gender Equality Action Plan.

As the 2015 UNDP Gender Responsive National Communications Toolkit notes, “Integrating gender into climate change reporting is a particular challenge because many environmental specialists may not be familiar with gender analysis approaches and gender specialists may not have experience in climate change” (UNDP 2015: 53). For this reason, the project will address gender within every project component, to the extent possible. The concrete steps, actions, responsible parties, timeline and approx. budget are outlined in the Annex H “Draft Action Plan for integrating gender aspects responsiveness in the preparation of the 4th National Communication/ 3rd Biennial Update Report”.

The country plans to begin to implement a gender/climate action plan in 2018 that will outline concrete steps and responsibilities related to integrating gender considerations into both UNFCCC reports. The proposed project will work closely with the government to ensure that the project activities can enhance the implementation of this action plan. With an aim to ensure gender mainstreaming, the implications for men and women of relevant action, including legislation, policies or programmes will be assessed. In this way, women’s and men’s concerns and experiences could become an integral dimension of all development efforts.

This approach will ensure that the capabilities, knowledge and experience of all members of society will be mobilized towards addressing climate change challenges, and that women and men are included and have their voices heard and opinions equally valued.

South-South and Triangular Cooperation (SSTrC): The Global Support Programme (GSP) facilitates the collaboration and exchange of knowledge and experience among the Western Balkan countries, in order to move from ad hoc project-based support to sustained institutional capacity. Under the auspices of the GSP a draft “Balkans Action plan for integrating gender aspects responsiveness into the preparation of the Climate Reports” was prepared. With GSP support, in December 2017 a regional workshop “Supporting the integration of gender considerations into MRV/transparency processes in the Western Balkan Countries” was held in Skopje. Representatives from all Western Balkan countries, as well as Lebanon, and representatives from the GSP, UNDP and UNFCCC participated at this event which was the first one of a series of similar workshops that are planned to be organized during the

implementation of the National Communications and BURs. At the next meeting which is planned for the last quarter of 2018, the country representatives from the Western Balkan will present their national roadmaps/action plans and share lessons learnt.

Sustainability and Scaling Up: The Project will promote integration of climate change concerns into sector policies and programs, including related capacity building, concrete proposals for policy changes, and promotion of cross-sectoral coordination. As a Party to the UNFCCC, the country will continue to prepare NCs/BURs showing progress and showcasing policies oriented to comply with its commitments towards the UNFCCC.

The project is designed to be sustainable and to ensure ownership in two ways: 1) It focuses on strengthening and utilizing the capacity of existing institutions rather than creating new structures; and 2) It promotes active participation by all stakeholders in the formulation of mitigation and adaptation policies and measures. In the long-term, support from both the government and from EU accession (IPA-2) funds is anticipated for the implementation of the policies and measures coming from the 4NC/3BUR that will contribute to the reduction of GHG emissions, as well as increasing the resilience and adaptation to climate change.

The potential to scale up certain components of the project is high, as good practice will be applicable to other national-level climate change projects. There is also significant potential to scale up training materials, toolkits, and software applications created by the project in other countries in the region. Other approaches developed for mainstreaming gender considerations into NC/BUR can be shared at a regional or even global level.

To promote widest possible use of the resulting climate change studies, the Project will develop a thorough communication strategy tailored to different stakeholder groups. Workshops and dissemination material will be offered to participants of governmental, scientific and technological institutions and CSOs, and a communication system designed towards the municipal governments.

The National Climate Change Committee (NCCC) will continue to be a participatory platform, that will provide high-level support and guidance for overall climate change policies in the country. The NCCC will also strengthen the inter-institutional coordination and collaboration on climate change issues thus giving sustainability to the preparation process of national communications and biennial update reports

At the end of the project, a comprehensive report will be prepared that will summarize the results achieved lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project's results.

IV. PROJECT RESULTS FRAMEWORK:

This project will contribute to the following Sustainable Development Goal (s): SDG 13 - Take urgent action to combat climate change and its impacts				
This project will contribute to the following country outcome included in the UNDAF/Country Programme Document: Outcome 4. By 2020, individuals, the private sector and state institutions base their actions on the principles of sustainable development and communities are more resilient to disasters and environmental risks				
This project will be linked to the following output of the UNDP Strategic Plan: Output 1.4: Scaled up action on climate change adaptation and mitigation cross sectors which is funded and implemented.				
	Objective and Outcome Indicators	Baseline	End of Project Target	Data Collection Methods and Risks/Assumptions
Project Objective: To assist the country in the preparation of its Fourth National Communication on Climate Change and the Third Biennial Update Report (TBUR) for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC)	<i>Indicator 1</i> System to access, deliver, monitor, report on and verify climate finance in place <i>Indicator 2</i> Extent to which implementation of comprehensive measures - plans, strategies, policies, programmes and budgets – to achieve low-emission and climate-resilient development objectives has improved	No system in place to access, deliver, monitor, report on and verify climate finance Low level of implementation of policies, strategies, plans and programmes	System developed and national baseline and targets identified. Partially improved (level of implementation 30% increase in comparison with the baseline)	Data Collection Methods: Strategies/Plans evaluations; Interviews; Desk review.
				Risks: Political turmoil and change of Government priorities Assumptions: Stable political situation and firm commitment of the Government to fulfil its commitments towards the UNFCCC and the Paris Agreement
Component/Outcome 1 Fourth National Communication on Climate Change developed and submitted to UNFCCC	<i>Indicator 3:</i> Country has data-informed development and investment plans that incorporate integrated solutions and enable climate change adaptation and mitigation, taking into consideration gender perspectives; <i>Indicator 4:</i> % of stakeholders, gender disaggregated, that have increased knowledge and awareness on climate change issues <i>Indicator 5:</i> # of knowledge products and innovative tools for collection of data	National GHG Inventory up to 2014; Mitigation scenarios up to year 2050; Climate scenarios (temperature and precipitation) up to year 2100; Vulnerability, costs of climate change damage and adaptation assessments for 8 sectors up to 2013; 2 knowledge products and innovative tools for	National GHG Inventory up to 2019; Mitigation potential for the energy, industrial processes, AFOLU and waste sectors by 2040 revised and validated; Scenario for future extreme weather events developed and seasonal weather forecasts for the country prepared); Country's vulnerability to the adverse effects of climate change and adaptation measures needed to meet the specific needs and concerns arising from these adverse effects updated till 2019; 20% improved education, awareness and human and institutional capacity on climate change mitigation and adaptation.	Data Collection Methods: National Statistics; Expert review (Global Support Programme); Public Awareness Survey
				Risks: Willingness to incorporate the findings and recommendations into relevant policy instruments that will facilitate investments in low carbon development, especially for the industry and private sector; Insufficient data for some of the sectors which might affect the

		collection of data	3 new knowledge products and innovative tools for collection of data	modelling and development of scenarios. Assumptions: Availability of relevant documents; Availability of new data and information; Existence of adequate methodologies and models which are applicable in the country context and/or interest from the research community and academia to develop V&A methodologies and models;
Component/ Outcome 2 Third Biennial Update Report on Climate Change developed and submitted to UNFCCC	<i>Indicator 6:</i> System for Monitoring, Reporting and Verification (MRV) of climate action in place <i>Indicator 7:</i> An integrated Gender and Climate Action Plan endorsed and implemented	Draft Roadmap for establishment of a domestic Monitoring Reporting and Verification system Draft Gender and Climate Action Plan	System for Monitoring, Reporting and Verification (MRV) of climate action incorporated in the new Law on Climate Action 50% of the Gender and Climate Action Plan implemented	Data Collection Methods: EU Progress Reports National Statistics; International Consultation Analysis (ICA) Surveys
				Risks: Insufficient human and financial resources for operationalization of a domestic MRV system Assumptions: Availability of input data for modelling; Strong commitment from the national and local governments to invest in capacity building and increasing human and financial resources for establishment and operationalization of a domestic MRV system.

V. FINANCIAL PLANNING AND MANAGEMENT, TOTAL BUDGET AND WORK PLAN

The total cost of the project is USD 1,202,000. This is financed through a GEF grant of USD 852,000, and USD 350,000 in parallel co-financing. UNDP, as the GEF Implementing Agency, is responsible for the execution of the GEF resources only.

Parallel co-financing: The actual realization of project co-financing will be monitored and will be reported to the GEF. The planned parallel co-financing will be used as follows:

Co-financing source	Co-financing type	Co-financing amount	Planned Activities/Outputs	Risks	Risk Mitigation Measures
Government – Ministry of Environment and Physical Planning	In kind	10,000 USD	Premises of the project office Office costs (electricity, heating, etc.) Staff time of the UNFCCC Focal Point and other relevant staff supporting the project and participating in the project activities (e.g. staff of the Informative Centre will support the preparation of GHG inventories, the Public Relations Office within the Ministry will provide support in communicating the project outcomes to the key stakeholders)	No risks identified	The project team shall alert the Project Board if any issues regarding the co-financing occurs during the project implementation
European Commission	Parallel co-financing	340,000 USD	Development of Strategy and Law on Climate Action	Delay of planned project start due to slow EU administrative procedures	Close cooperation and follow up with MOEPP and EU

Total Budget and Work Plan			
Atlas Proposal or Award ID:	000111750	Atlas Primary Output Project ID:	00110592
Atlas Proposal or Award Title:	4 th NC & 3 rd BUR		
Atlas Business Unit	MKD10		
Atlas Primary Output Project Title	4 th NC & 3 rd BUR		
UNDP-GEF PIMS No.	6222		
Implementing Partner	Ministry of Environment and Physical Planning		

GEF Outcome/Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount 2018 (USD)	Amount 2019 (USD)	Amount 2020 (USD)	Amount 2021 (USD)	Amount 2022 (USD)	Total (USD)	See Budget Note :
OUTCOME 1: Fourth National Communication on Climate Change developed and submitted to UNFCCC	UNDP	62000	GEF	71200	International Consultants		37,000	20,000	17,000		74,000	[1]
				71300	Local Consultants	14,000	70,000	50,000	20,000	10,000	164,000	[2]
				72100	Contractual services - Companies		45,400	55,000	28,000	11,000	139,400	[3]
				72400	Communic & Audio Visual Equip		700	1,000	700	700	3,100	[4]
				72500	Supplies	500	1,000	1,000	500		3,000	[5]
				72800	Information Technology equipment		5,000				5,000	[6]
				74100	Professional Services (Audit)				2,500		2,500	[7]
				74200	Audio Visual & Print Prod Costs	5,000	3,000	4,000	4,000	3,000	19,000	[8]
				71600	Travel	4,000	5,000	6,000	5,000		20,000	[9]
				75700	Training, workshop, conference		5,000	5,000	5,000	5,000	20,000	[10]
				Total Outcome 1	23,500	172,100	142,000	82,700	29,700	450,000		
OUTCOME 2: Third Biennial Update Report on Climate Change developed and submitted to UNFCCC	UNDP	62000	GEF	71200	International Consultants	7,000	15,000	18,600			40,600	[11]
				71300	Local Consultants	15,000	54,000	50,000	7,000		126,000	[12]
				71600	Travel	4,000	5,000	6,000	5,000		20,000	[13]
				72100	Contractual services - Companies	10,000	39,000	37,000	0		86,000	[14]
				72400	Communication & Audio Visual Equip	500	700	700	700		2,600	[15]
				72500	Supplies	500	1,000	850	500		2,850	[16]

GEF Outcome/Atlas	Responsible Party/	Fund ID	Donor Name	Atlas Budgetary	ATLAS Budget Description	Amount 2018	Amount 2019	Amount 2020	Amount 2021	Amount 2022	Total (USD)	See Budget
				72800	Information Technology equipment	3,000					3,000	[17]
				74100	Professional Services (Audit)			2,500			2,500	[18]
				74200	Audio Visual & Print Prod Costs	5,000	9,000	7,000	5,000		26,000	[19]
				75700	Training, workshop, conference	5,000	8,000	2,000			15,000	[20]
					Total Outcome 2	50,000	131,700	124,650	18,200	0	324,550	
Project Management Unit	UNDP	62000	GEF	71400	Contractual Services - Individual	23,500	18,000	18,000	7,950		67,450	[21]
				64397/74596	Direct Project Costs – Staff and Direct Project Costs – General Operating Expenses (GOE)	2,500	2,500	2,500	2,500		10,000	[22]
					Total Management	26,000	20,500	20,500	10,450	0	77,450	
PROJECT TOTAL						99,500	324,300	287,150	111,350	29,700	852,000	

Summary of Funds:

	Amount \$	Amount \$	Amount \$	Amount \$	Amount \$	Total
	2018	2019	2020	2021	2022	
GEF	99,500	324,300	287,150	111,350	29,700	852,000
European Commission	0	300,000	40,000	0		340,000
Ministry of Environment and Physical Planning	2,000	2,500	2,500	2,500	500	10,000
TOTAL	101,500	626,800	329,650	113,850	30,200	1,202,000

Project Budget Notes

Atlas Category	Atlas Code	Budget Notes
[1] International Consultants	71200	<p>International Mitigation consultant to support and verify mitigation analyses (USD650; total of 40 days).</p> <p>Consultant to introduce new innovative methodologies and new tools to evaluate the success and lessons learned from this and the previous NCs/BURs/INDC (USD650; total of 20 days).</p> <p>International consultant to support design of appropriate financial incentives and mechanisms that will help the government at central and local levels to mitigate climate change (USD750; total of 34 days).</p> <p>International gender consultant to develop in-depth gender analyses for energy and non-energy sectors, following the recommendations of Gender and Climate Change Report produced as part of the FBUR (USD 500; total of 19 days).</p>
[2] Local Consultants	71300	<p>Research consultants to support development of the GHG inventory as per the 2006 IPCC Guidelines and to conduct comprehensive training programmes for relevant stakeholders with an aim to ensure regular data collection and sharing of the national GHG inventory for sectors energy, transport, agriculture, forestry, land use, waste, industry (7 persons, USD 800 per month per person; 10 months)</p> <p>Research consultants to support the vulnerability and propose relevant adaptation measures for sectors health, agriculture, forestry, water, disaster risk reduction (6 persons, USD 800 per month per person; 10 months)</p> <p>Technical Advisor to provide technical and strategic guidance that will ensure soundness and consistency of the generated products for the GHG inventory, the mitigation assessment and the MRV framework; (USD 250/day; estimated 80 days)</p> <p>Legal consultant to carry out analysis of related legislation, policies and programmes that facilitate the rapid implementation of mitigation technologies and practices (USD 200/day; estimated 40 days)</p> <p>Consultant to assess the macro-economic impact of the mitigation options (USD 250/day; estimated 40 days)</p> <p>Data Science consultant to support development of tools for decision makers and general public (USD 200/day; estimated 55 days)</p> <p>Gender consultant to assess gender- differentiated vulnerabilities to climate risks and the implications for men and women of relevant adaptation actions, policies or programmes (USD 800 per month per person; 10 months)</p> <p>Translation/proofreading (USD 3,000)</p>
[3] Contractual services - Companies	72100	<p>Company to revise the emission factors developed in FBUR and to develop new to the extent possible (USD 10,000)</p> <p>Academic institutions contracted to develop/verify the updated GHG inventory and the mitigation scenarios (USD 18,000)</p> <p>Local IT Company to support relevant changes in the EMI software in order to</p>

Atlas Category	Atlas Code	Budget Notes
		<p>incorporate it with the National Environmental Information System (USD 9,000)</p> <p>Company to revise, update and maintain of the web site www.klimatskipromeni.mk for 4 years (USD 10,000)</p> <p>Company to develop and conduct the climate change survey (2*USD 2,000)</p> <p>Company to develop scenario for future extreme weather events and seasonal weather forecasts for the country (USD 37,900)</p> <p>Companies to develop innovative tools for open access to information relevant to extreme weather events and establishment of relevant integrated early warning system (USD 15,000)</p> <p>Academic institutions contracted to develop new case study to capture main energy consumer in summer: Green cooling scenario (USD 10,000)</p> <p>Company to assess the vulnerability of transport sector and the urban areas, including the built-in environment (USD 10,000)</p> <p>Company to assess the constraints and gaps, and related financial, technical and capacity needs described, as well as proposed and/or implemented activities for overcoming the gaps and constraints, associated with the implementation of activities, measures and programmes envisaged under the Convention, and with the preparation and improvement of national communications on a continuous basis (USD 15,500)</p>
[4] Communication & Audio Visual Equip	72400	Telephone/Internet
[5] Supplies	72500	Office supplies
[6] Information Technology equipment	72800	3 PCs and laptops for Project management unit (USD 5,000)
[7] Professional services (Audit)	74100	Audit of the 4 th National Communication on Climate Change (USD 2,500)
[8] Audio Visual & Print Prod Costs	74200	<p>Develop and print infographics and other relevant public awareness raising materials (USD 5,000)</p> <p>Design and print the Fourth National Communication on Climate Change (USD 7,000)</p> <p>Design and print communication materials from the vulnerability and adaptation chapter (USD 7,000)</p>
[9] Travel	71600	Travel expenses for attending relevant training/capacity building workshops or promotion of the report and travel expenses for the international consultants
[10] Training, workshop, conference	75700	Organization of 14 sectoral stakeholders' consultation meetings (USD 500 per meeting), 4 national workshops to present the results (USD 2,000 per workshop), 4 Project board meetings (USD 500 per meeting) and 1 consultative workshop (USD 3,000)
[11] International Consultants	71200	International consultant to analyze the land use based on aerial photographs and support development of the land use inventory using higher tier (USD650; total of 24 days).

Atlas Category	Atlas Code	Budget Notes
		<p>International consultant to support development of mitigation policies and verify the results (USD750; total of 16 days).</p> <p>Compiler of the 3rd BUR (USD 650; total of 20 days).</p>
[12] Local Consultants	71300	<p>Research consultants to support development of the GHG inventory as per the 2006 IPCC Guidelines and to conduct comprehensive training programmes for relevant stakeholders with an aim to ensure regular data collection and sharing of the national GHG inventory for sectors energy, transport, agriculture, forestry, land use, waste, industry (7 persons, USD 800 per month per person; 10 months)</p> <p>Research consultants to support technology needs assessment for climate change mitigation (2 persons, USD 700 per month per person; 8 months)</p> <p>Technical Advisor to provide technical and strategic guidance that will ensure soundness and consistency of the generated products for the GHG inventory, the mitigation assessment and the MRV framework; (USD 250/day; estimated 70 days)</p> <p>Gender consultant to assess gender- differentiated aspects of the 3 case studies developed within the project (USD 200; 20 days)</p> <p>Research consultant to conduct climate change public awareness perception assessment (USD 150; total of 30 days)</p> <p>Consultant to evaluate the co-benefits of mitigation measures and suggest criteria for prioritization (USD 250/day; estimated 30 days)</p> <p>Data Science consultant to support development of tools for decision makers and general public (USD 200/day; estimated 40 days)</p> <p>Local consultant to support the identification and introducing innovative methodologies and new tools to evaluate the success and lessons learned from this and the previous NCs/BURs/INDC (USD 200/day; estimated 39 days)</p> <p>Local researcher to support introduction of innovative measures for climate change mitigation (USD 180; total of 25 days)</p> <p>Translation and proofreading of the national mitigation report and on relevant meetings (USD 5,000 total, as per the UNDP CO translation price list and roster of translators)</p>
[13] Travel	71600	<p>Travel expenses for attending relevant training/capacity building workshops or promotion of the report and travel expenses for the international consultants</p>
[14] Contractual services – Companies	72100	<p>Academic institutions contracted to develop/verify the updated GHG inventory and the mitigation scenarios (USD 10,000)</p> <p>Local IT Company to develop innovative tools for collection of data from other sectors than industry, particularly data needed for forestry, land use, agriculture sectors and climate finance (USD 12,500)</p> <p>Local company to design and deliver capacity building of relevant stakeholders for various specific points of the GHG inventory to ensure full sustainability and quality control of the national GHG inventory process (USD 10,000)</p> <p>Local company to assess the national technology needs, constraints, and gaps in the</p>

Atlas Category	Atlas Code	Budget Notes
		<p>sectors energy, transport, agriculture, forestry, land use, waste, industry (USD 9,000)</p> <p>Local company to develop mechanisms for tracking investments in climate change mitigation (USD 12,000)</p> <p>Company to propose steps/action for creating an enabling environment for the implementation of mitigation measures (de-risking) (USD 11,500)</p> <p>Development of a tech-based system that will monitor the implementation of the project indicators and relevant SDGs indicators and give most up-to-date data on the progress (USD 10,000)</p> <p>Company to assess the constraints and gaps, and related financial, technical and capacity needs described, as well as proposed and/or implemented activities for overcoming the gaps and constraints, associated with the implementation of activities, measures and programmes envisaged under the Convention, and with the preparation and improvement of national communications on a continuous basis (USD 11,000)</p>
[15] Communic. & Audio Visual Equip	72400	Telephone/Internet
[16] Supplies	72500	Various office supplies
[17] Information Technology equipment	72800	PC and laptop for the project associate (USD 3,000)
[18] Professional services Audit	74100	Audit of the 3 rd Biennial Update Report on Climate Change, as per UNDP procedures/guidelines (USD 2,500)
[19] Audio Visual & Print Prod Costs	74200	<p>Develop and print infographics and other relevant public awareness raising materials (USD 5,000)</p> <p>Design and print the Third Biennial Update Report on Climate Change (USD 6,000)</p> <p>Develop tool to assess climate finance (USD 5,000)</p> <p>Develop MRV tool (USD10,000)</p>
[20] Training, workshop, conference	75700	Organization of 4 sectoral stakeholders' consultation meetings (USD 500 per meeting), 4 national workshops to present the results (USD 2,000 per workshop), 4 Project board meetings (USD 500 per meeting) and 1 inception workshop (USD 3,000)
[21] Contractual Services - Individ	71400	Project Manager (starting at 100% in 2018 and reducing up to 30% by 2022) and Assistant salaries (20%)
[22] Direct Project Costs – Staff and GOE	64397 74596	DPC costs - Direct Project Costs: for services rendered by UNDP to the project, according to the Letter of Agreement (Annex F) are the costs of administrative services (such as those related to human resources, procurement, finance, and other functions) provided by UNDP in relation to the project. Direct project costs will be charged based on the UNDP Universal Price List or the actual corresponding service cost, in line with the GEF rules on DPCs. The amounts indicated here are estimations. DPCs will be detailed as part of the annual project operational planning process and included in the yearly budgets. DPC costs can only be used for operational cost per transaction. DPCs are not a flat fee.

Budget Revision and Tolerance: As per UNDP requirements 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. Should the following deviations occur, the Project Manager and UNDP Country Office will seek the approval of the UNDP-GEF team as these are considered major amendments by the GEF: a) Budget re-allocations among components in the project with amounts involving 10% of the total project grant or more; b) Introduction of new budget items/or components that exceed 5% of original GEF allocation.

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

Refund to Donor: Should a refund of unspent funds to the GEF be necessary, this will be managed directly by the UNDP-GEF Unit in New York.

Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP.¹ 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.

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. At this time, the relevant parties will have already agreed and confirmed in writing on the arrangements for the disposal of any equipment that is still the property of UNDP.

Transfer or disposal of assets: In consultation with the NIM Implementing Partner and other parties of the project, UNDP programme manager (UNDP Resident Representative) is responsible for deciding on the transfer or other disposal of assets. Transfer or disposal of assets is recommended to be reviewed and endorsed by the project board following UNDP rules and regulations. Assets may be transferred to the government for project activities managed by a national institution at any time during the life of a project. In all cases of transfer, a transfer document must be prepared and kept on file².

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 will 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.

¹ see <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx>

² See https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Project%20Management_Closing.docx&action=default.

VI. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

The project will be implemented under the Support to NIM modality where UNDP shall act as a responsible party for the provision of support services to the national implementing partner i.e. the Ministry of Environment and Physical Planning, in accordance to the Standard Basic Assistance Agreement between the Government of FYR Macedonia and the United Nations Development Programme, signed by the parties on 30 October 1995, and the Country Programme.

The Implementing Partner for this project is the Ministry of Environment and Physical Planning. The Implementing Partner is responsible and accountable for managing this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of UNDP resources.

The Implementing Partner is responsible for:

- Approving and signing the multiyear workplan;
- Approving and signing the combined delivery report at the end of the year; and,
- Signing the financial report or the funding authorization and certificate of expenditures.

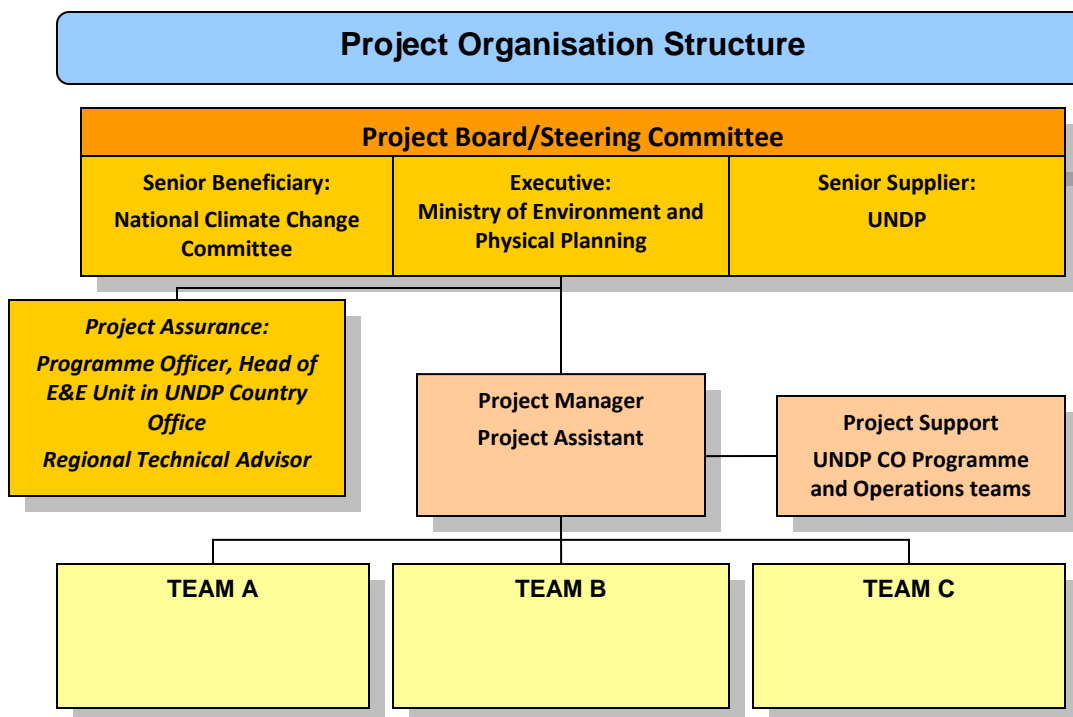
The UNDP office will provide substantive as well as administrative support services for activities within the Project Document/Annual Work Plan and in accordance with the regulations, rules and procedures of UNDP and GEF. The support services the UNDP office shall provide are: identification and recruitment of programme or project personnel, procurement of goods and services, financial management, etc. The nature and scope of these services shall be described in more details in the Letter of Agreement (Annex F) which will be signed between the UNDP Resident Representative and the Minister of Environment and Physical Planning.

As responsible party, UNDP would be accountable for any specific services provided under such agreement to the implementing partner. UNDP regulations, rules, policies and procedures shall apply in providing the support services by UNDP. UNDP Direct Project Services as requested by Government will be charged in line with the GEF rules on DPCs. Financial transactions and financial statements shall be subject to the internal and external auditing procedures laid down in the Regulations and Rules of UNDP.

This type of implementation modality has been agreed due to the specific situation in the country. Namely, as the EU candidate country, Macedonia is in the transitional process of adjusting its institutional and regulatory frameworks to the requirements of the EU in all relevant areas. This includes the Ministry of Environment and Physical Planning which is currently in the process of transposing relevant Climate Action package and modifying the existing internal institutional set up. All these processes are engaging significant human and other resources, and require additional capacities that will enable the Ministry to cope with the regular and new responsibilities. However, UNDP will make particular efforts in order to ensure future sustainability, and close collaboration with the Ministry of Environment and other national stakeholders shall work out measures to build up the national capacities as part of the project implementation.

The National Climate Change Committee (NCCC) which is established by the Government, will continue to be the overarching political platform, providing a high-level support for the development and realization of the climate change activities. It comprises of the key stakeholders from national institutions, research and educational entities, private sector and civil society. The NCCC will also provide policy guidance to the project strengthening the inter-institutional coordination on climate change thus giving sustainability to the preparation process of national communications and biennial update reports.

The project organisation structure is as follows:



Project Board: The Project Board is responsible for making by consensus, management decisions when guidance is required by the Project Manager, including recommendations for UNDP/Implementing Partner approval of project plans and revisions, and addressing any project level grievances. In order to ensure UNDP’s ultimate accountability, Project Board decisions shall 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 Programme Manager.

Specific responsibilities of the Project Board include:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the project manager;
- Provide guidance on new project risks, and agree on possible countermeasures and management actions to address specific risks;
- Agree on project manager’s tolerances as required;
- Review the project progress, and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Appraise the annual project implementation report, including the quality assessment rating report; make recommendations for the workplan;
- Provide ad hoc direction and advice for exceptional situations when the project manager’s tolerances are exceeded; and
- Assess and decide to proceed on project changes through appropriate revisions.

The Project Board (PB) will consist of representatives from the Ministry of Environment and Physical Planning, the Chair of the National Climate Change Committee, and UNDP Deputy Resident Representative.

Executive: The Executive is an individual who represents ownership of the project who will chair the Project Board. This role will be held by a high representative from the Ministry of Environment and Physical Planning, on the level of a Deputy Minister, State Secretary or a State Advisor on Climate Change.

The Executive is ultimately responsible for the project, supported by the Senior Beneficiary and Senior Supplier. The Executive's role is to ensure that the project is focused throughout its life cycle on achieving its objectives and delivering outputs that will contribute to higher level outcomes. The executive should ensure that the project gives value for money, ensuring cost-conscious approach to the project, balancing the demands of beneficiary and supplier.

Specific Responsibilities: (as part of the above responsibilities for the Project Board)

- Ensure that there is a coherent project organisation structure and logical set of plans;
- Set tolerances in the AWP and other plans as required for the Project Manager;
- Monitor and control the progress of the project at a strategic level;
- Ensure that risks are being tracked and mitigated as effectively as possible;
- Brief relevant stakeholders about project progress;
- Organise and chair Project Board meetings.

Senior Supplier: The Senior Supplier is an individual or group representing the interests of the parties concerned which provide funding and/or technical expertise to the project (designing, developing, facilitating, procuring, implementing). The Senior Supplier's primary function within the Board is to provide guidance regarding the technical feasibility of the project. UNDP will have a role of a Senior Supplier, and it will be represented by the Deputy Resident Representative.

Specific Responsibilities (as part of the above responsibilities for the Project Board)

- Make sure that progress towards the outputs remains consistent from the supplier perspective;
- Promote and maintain focus on the expected project output(s) from the point of view of supplier management;
- Ensure that the supplier resources required for the project are made available;
- Contribute supplier opinions on Project Board decisions on whether to implement recommendations on proposed changes;
- Arbitrate on, and ensure resolution of, any supplier priority or resource conflicts.

Senior Beneficiary: The Senior Beneficiary is an individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries. The Senior Beneficiary role will be held by the Chair of the National Climate Change Committee.

The Senior Beneficiary is responsible for validating the needs and for monitoring that the solution will meet those needs within the constraints of the project. The Senior Beneficiary role monitors progress against targets and quality criteria.

Specific Responsibilities (as part of the above responsibilities for the Project Board)

- Prioritize and contribute beneficiaries' opinions on Project Board decisions on whether to implement recommendations on proposed changes;
- Specification of the Beneficiary's needs is accurate, complete and unambiguous;
- Implementation of activities at all stages is monitored to ensure that they will meet the beneficiary's needs and are progressing towards that target;
- Impact of potential changes is evaluated from the beneficiary point of view;
- Risks to the beneficiaries are frequently monitored.

The project will be managed by a small team consisting of a Project Manager and a Project Assistant. The Project Manager is expected to manage one more climate change related project and her/his salary shall be cost-shared

with this project. The salary of the Project Assistant shall be shared proportionally with at least two other projects in the environmental portfolio.

Project Manager: The Project Manager is responsible for day-to-day management and decision-making for the project. 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 cost.

Specific responsibilities include:

- Provide direction and guidance to project team(s)/ responsible party (ies);
- Liaise with the Project Board to assure the overall direction and integrity of the project;
- Identify and obtain any support and advice required for the management, planning and control of the project;
- Responsible for project administration;
- Plan the activities of the project and monitor progress against the project results framework and the approved annual workplan;
- Mobilize personnel, goods and services, training, including drafting terms of reference and work specifications, and overseeing all contractors' work;
- Monitor events as determined in the project monitoring schedule plan/timetable, and update the plan as required;
- Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports;
- Be responsible for preparing and submitting financial reports to UNDP on a quarterly basis;
- Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
- Capture lessons learned during project implementation;
- Prepare the annual workplan for the following year; and update the Atlas Project Management module if external access is made available.
- Identify follow-on actions and submit them for consideration to the Project Board;

Project Assurance: UNDP provides a three – tier supervision, oversight and quality assurance role – funded by the GEF agency fee – involving UNDP staff in Country Offices and at regional and headquarters levels. 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 GEF Agency.

The Programme Officer, Head of E&E Unit shall provide a project assurance role on a Country Office Level, the Regional Technical Adviser from the Istanbul Regional Hub shall have this role on a regional level, and a respective Adviser from UNDP GEF will have this role on a HQ level.

UNDP Direct Project Services as requested by Government (if any): The UNDP, as GEF Agency for this project, will provide project management cycle services for the project as defined by the GEF Council. In addition, the Government of FYR of Macedonia may request UNDP direct services for specific projects, according to its policies and convenience. The UNDP and Government of FYR of Macedonia acknowledge and agree that those services are not mandatory, and will be provided only upon Government request. If requested the services would follow the UNDP policies on the recovery of direct costs. These services (and their costs) are specified in the Letter of Agreement (Annex F). As is determined by the GEF Council requirements, these service costs will be assigned as Project Management Cost, duly identified in the project budget as Direct Project Costs. Eligible Direct Project Costs should not be charged as a flat percentage. They should be calculated on the basis of estimated actual or transaction based costs and should be charged to the direct project costs account codes: "64397- Direct Project Costs – Staff" and "74596-Direct Project Costs – General Operating Expenses (GOE).

Agreement on intellectual property rights and use of logo on the project's deliverables and disclosure of information: In order to accord proper acknowledgement to the GEF for providing grant funding, the GEF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects funded by the GEF will also accord proper acknowledgement to the GEF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy³ and the GEF policy on public involvement⁴.

Project management: The Government will give support to the project through the provision of premises for the project office, as well as conference and meetings, whenever feasible. It will also provide support for preparation of GHG inventories through the staff time of the Informative Centre within MoEPP. The staff of the Public Relations Office within the Ministry shall provide support in communicating the project outcomes to the key stakeholders.

³ See http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/

⁴ See https://www.thegef.org/gef/policies_guidelines

VII. MONITORING FRAMEWORK AND EVALUATION

The project results as outlined in the project results framework will be monitored annually and evaluated periodically during project implementation to ensure the project effectively achieves these results.

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the [UNDP POPP and UNDP Evaluation Policy](#). While these UNDP requirements are not outlined in this project document, 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 GEF-specific M&E requirements (as outlined below) will be undertaken in accordance with the [GEF M&E policy](#) and other relevant GEF policies⁵.

In addition to these mandatory UNDP and GEF M&E requirements, other M&E activities deemed necessary to support project-level adaptive management will be agreed during the Project Inception Workshop and will be detailed in the Inception Report. This will include the exact role of project target groups and other stakeholders in project M&E activities including the GEF Operational Focal Point and national/regional institutes assigned to undertake project monitoring. The GEF Operational Focal Point will strive to ensure consistency in the approach taken to the GEF-specific M&E requirements across all GEF-financed projects in the country.

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 RTA 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 based on the multi-year work plan included in Annex A, including annual output targets to support the efficient implementation of the project. The Project Manager will ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality. This includes, but is not limited to, ensuring the results framework indicators are monitored annually and provided to the UNDP Country Office for recording in the UNDP web-based monitoring tools, and that the monitoring of risks and the various plans/strategies developed to support project implementation (e.g. gender strategy, KM strategy 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 End of project report.

Project Implementing Partner: The Implementing Partner is responsible for providing any and all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary and appropriate. The Implementing Partner will strive to ensure project-level M&E is undertaken by national institutes, and is aligned with national systems so that the data used by and generated by the project supports national systems.

⁵ See https://www.thegef.org/gef/policies_guidelines

UNDP Country Office: The UNDP Country Office 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 GEF M&E activities. The UNDP Country Office will also ensure that the standard UNDP and GEF 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; that annual targets at the output level are developed, and monitored and reported using UNDP corporate systems; 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 UNDP ROAR. Any quality concerns flagged during these M&E activities must be addressed by the UNDP Country Office and the Project Manager.

The UNDP Country Office will retain all M&E records for this project for up to seven years after project financial closure in order to support ex-post evaluations undertaken by the UNDP Independent Evaluation Office and/or the GEF Independent Evaluation Office.

UNDP-GEF Unit: Additional M&E and implementation quality assurance and troubleshooting support will be provided by the UNDP-GEF Regional Technical Advisor and the UNDP-GEF Directorate as needed.

Audit: The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies on NIM implemented projects.⁶

Additional GEF 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 lines 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; discuss the role of the GEF OFP in M&E;
- e) 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 strategy; the knowledge management strategy, and other relevant strategies;
- f) Review financial reporting procedures and mandatory requirements, and agree on the arrangements for the audit; and
- g) Plan and schedule Project Board meetings and finalize the first-year annual work plan.

The Project Manager will prepare the inception report no later than one month after the inception workshop. The inception report will be prepared in one of the official UN languages, duly signed by designated persons, cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board.

Annual progress:

Status Survey Questionnaires to indicate progress and identify bottlenecks as well as technical support needs will be carried out once a year, in line with GEF and UNFCCC reporting requirements for NCs and BURs.

⁶ See guidance here: <https://info.undp.org/global/popp/frm/pages/financial-management-and-execution-modalities.aspx>

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.

End of Project:

During the last three months, the project team will prepare the Project Terminal Report (Annex G). This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project’s results. The Project Terminal Report shall be discussed with the Project Board during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.

M& E workplan and budget

GEF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget ⁷ (US\$)		Time frame
		GEF grant	Co-financing	
Inception Workshop	UNDP Country Office	USD 3,000	None	Within two months of project document signature
Inception Report	Project Manager	None	None	Within one month of inception workshop
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	Project Manager	16,000 (4*4,000)	None	Annually
GEF Project Implementation Report (PIR)	Project Manager and UNDP Country Office and UNDP-GEF team	None	None	Not applicable for EAs.
NIM Audit as per UNDP audit policies	UNDP Country Office	5,000 (2*2,500)	None	Annually or other frequency as per UNDP Audit policies
Lessons learned and knowledge generation	Project Manager	None	None	Annually
Monitoring of environmental and social risks, and corresponding management plans as relevant	Project Manager UNDP CO	None	None	On-going
Addressing environmental and social grievances	Project Manager	None for time of project	None	Costs associated with missions,

⁷ Excluding project team staff time and UNDP staff time and travel expenses.

GEF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget ⁷ (US\$)		Time frame
		GEF grant	Co-financing	
	UNDP Country Office BPPS as needed	manager, and UNDP CO		workshops, BPPS expertise etc. can be charged to the project budget.
Project Board meetings	Project Board UNDP Country Office Project Manager	8x500= 4,000	None	At minimum annually
Supervision missions	UNDP Country Office	None ⁸	None	Annually
Oversight missions	UNDP-GEF team	None ⁸	None	Troubleshooting as needed
Knowledge management	Project Manager	1% of GEF grant 852	None	On-going
GEF Secretariat learning missions/site visits	UNDP Country Office and Project Manager and UNDP-GEF team	None		To be determined.
Project Terminal Report	<ul style="list-style-type: none"> ▪ Project manager and team ▪ UNDP CO 			At least three months before the end of the project
TOTAL indicative COST Excluding project team staff time, and UNDP staff and travel expenses		28,852	None	

⁸ The costs of UNDP Country Office and UNDP-GEF Unit's participation and time are charged to the GEF Agency Fee.

VIII. 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 FYR of Macedonia and UNDP, signed on 30 October 1995. All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

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

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.

IX. RISK MANAGEMENT

Consistent with the Article III of the SBAA, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.

The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml.

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>).

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

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.

The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.

The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.

In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.

The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

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

UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement.

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

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

Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.

Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.

The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

X. LIST OF ANNEXES

Annex A. Multi Year Work Plan:

Task	Responsible Party	2018				2019				2020				2021				2022			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Output 1 Development of Fourth National Communication on Climate Change (FNC)																					
1.1 National circumstances concerning the physical and socioeconomic (economy, education, population, health, livelihoods) characteristics of the country and how these might affect the way in which the country deals with climate change and sustainable development issues in the long term reviewed and updated, including gender disaggregated data; description of institutional arrangements relevant to the preparation of the national communications on a continuous basis including distribution of responsibilities within government departments, universities, research institutions, etc. as applicable.	UNDP MOEPP															x					
1.2 National GHG Inventory for the period 2017 – 2019 using 2006 IPCC guidelines for the following sectors: energy, industrial processes, AFLU and waste upgraded in order to complement existing time series for	Consultants MANU ⁹ National certified GHG inventory reviewers									x	x	x	x	x	x	x					

⁹ Macedonian Academy of Sciences and Arts

Task	Responsible Party	2018				2019				2020				2021				2022				
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1990 – 2015; introduction of Tier II or Tier III to the extent possible and depending of the sector’s available data; mechanisms for continued collection of GHG relevant data strengthened.	GSP ¹⁰ UNDP MOEPP																					
1.3 Country’s mitigation potential for the energy, industrial processes, AFOLU and waste sectors by 2040 revised and validated to ensure alignment with relevant national priorities stipulated in the relevant national climate change documents and the regional and global context potential for raising ambition for the next Nationally Determined Contribution (NDC) cycle evaluated.	Consultants MANU UNDP MOEPP NCCC ¹¹								x	x	x	x	x	x	x							
1.4 Information on country’s vulnerability to the adverse effects of climate change updated and adaptation measures needed to meet the specific needs and concerns arising from these adverse effects updated; including assessment of losses and damages to the extent possible; analysis of male/female differences included in all reports and assessments to clarify differences between their vulnerability.	Consultants UNDP MOEPP NCCC			x	x	x	x	x	x	x	x	x	x	x	x							

¹⁰ Global Support Programme

¹¹ National Committee on Climate Change

Task	Responsible Party	2018				2019				2020				2021				2022			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.5 Information on steps taken to integrate climate change considerations into relevant social, economic and environmental policies and actions in accordance with Article 4, paragraph 1 (f) of the Convention provided (Transfer of technologies, Research and systematic observation, Education, Training and public awareness, Capacity-building, Information and networking). More in-depth gender analyses carried out as per the adopted GSP Gender Responsive National Communications Toolkit and the Gender Action Plan adopted on COP23.	Consultants Academia UNDP MOEPP NCCC			x	x	x	x	x	x	x	x	x	x	x	x						
1.6 Constraints, gaps and related financial, technology and capacity building needs identified and activities/measures for overcoming the gaps and constraints proposed.	Consultants Company/NGO UNDP MOEPP NCCC			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
1.7 Fourth National Communication to UNFCCC consolidated and submitted to the UNFCCC.	MOEPP NCCC															x	x				
Output 2: Development of Third Biennial Update Report on Climate Change																					
2.1. Information on national circumstances and institutional arrangements relevant to the preparation of the biennial update reports revised and updated, especially in terms of implementation of the recommendation from the FBUR and SDG agenda. Gender	UNDP MOEPP			x																	

Task	Responsible Party	2018				2019				2020				2021				2022			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
disaggregated data included to the extent possible.																					
2.2. New inventories for 2015 -2016 developed and the quality of the whole series 1990-2014 improved.	Consultants MANU National certified GHG inventory reviewers GSP ICA ¹² revision UNDP MOEPP			x	x	x	x	x													
2.3. Mitigation scenarios developed within the SBUR updated as per the revised energy balances, supplemented with socio-economic research and with additional scenario that shall reflect the mitigation potential of the actions induced by the private sector to the extent possible.	Consultants MANU ICA revision UNDP NCCC MOEPP			x	x	x	x	x													
2.4. The technology, financial and capacity needs for mitigation updated and recommendations with government priorities updated.	Company/NGO Consultants UNDP MOEPP NCCC ICA revision				x	x	x	x													
2.5. The process of establishment of the domestic Measurement, Reporting and Verification	Company/NGO Consultants UNDP			x	x	x	x	x													

¹² International Consultation Process

Task	Responsible Party	2018				2019				2020				2021				2022			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
arrangements supported.	MOEPP NCCC ICA revision																				
2.6. Third Biennial Update Report adopted and submitted in according to the guidelines contained in Annex III of Dec.2/CP. 17	MOEPP NCCC								x												
Outcome 3: Monitoring, Learning, Adaptive Feedback & Evaluation	UNDP MOEPP	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Project management	UNDP	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

Annex B. Terms of Reference for Project Board, Project Manager, and other positions as appropriate

Terms of Reference for the Project Board

The Project Board (PB) will serve as the project's decision-making body. It will meet according to necessity, at least twice each year, to review project progress, approve project work plans and approve major project deliverables. The PB is responsible for providing the strategic guidance and oversight to project implementation to ensure that it meets the requirements of the approved Project Document and achieves the stated outcomes. The PB's role will include:

- Provide strategic guidance to project implementation;
- Ensure coordination between various donor funded and government funded projects and programmes;
- Ensure coordination with various government agencies and their participation in project activities;
- Approve annual project work plans and budgets, at the proposal of the Project Manager;
- Approve any major changes in project plans or programmes;
- Oversee monitoring, evaluation and reporting in line with GEF requirements;
- Ensure commitment of human resources to support project implementation, arbitrating any issues within the project;
- Negotiate solutions between the project and any parties beyond the scope of the project;
- Ensure that UNDP Social and Environmental Safeguards Policy is applied throughout project implementation; and, address related grievances as necessary.

These terms of reference will be finalized during the Project Inception Workshop.

Terms of Reference for the National Climate Change Committee (NCCC)

The NCCC is a participatory platform aimed at providing high-level support and guidance for overall climate change policies in the country. It is established by the Government, and it consists of representatives from all relevant national stakeholders such as: government bodies, research and educational organizations, private sector and civil society organizations.

In the framework of the project, the NCCC has the following role:

- Provide policy advice and technical inputs on behalf of the entities which the member represents;
- Promote coordination between institutions, where such coordination is necessary and where opportunities for synergy and complementarity exist;
- Review technical reports, studies, action plans produced by the project;
- Share information on project progress and lessons learned with related stakeholders at the national level;
- Review and endorse the National Communication and Biennial Update Reports before they are submitted to the Government for approval;

Terms of Reference for Key Project Staff

Project Manager

Background

The Project Manager (PM), will be locally recruited following UNDP procedure and it will be funded entirely from the Project. The PM will be responsible for the overall management of the Project, including the mobilisation of all project inputs, supervision over project staff, consultants and sub-contractors. The PM will report to the UNDP Programme Officer, head of E&E Unit for all of the Project's substantive and administrative issues. From the strategic point of view of the Project, the PM will report on a periodic basis to the Project Board. The PM will perform a liaison role with the government, UNDP and other UN agencies, CSOs and project partners, and maintain close collaboration with other donor agencies providing co-financing.

Duties and Responsibilities

- Plan the activities of the project and monitor progress against the approved work-plan.
- Supervise and coordinate the production of project outputs, as per the project document in a timely and high quality fashion.
- Coordinate all project inputs and ensure that they adhere to UNDP procedures.
- Supervise and coordinate the work of all project staff, consultants and sub-contractors ensuring timing and quality of outputs.
- Coordinate the recruitment and selection of project personnel, consultants and sub-contracts, including drafting terms of reference and work specifications and overseeing all contractors' work.
- Prepare, revise and submit project work and financial plans, as required by Project Board and UNDP.
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports, submitted on a quarterly basis.
- Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log.
- Liaise with UNDP, Project Board, relevant government agencies, and all project partners, including donor organisations and CSOs for effective coordination of all project activities.
- Facilitate administrative support to subcontractors and training activities supported by the Project.
- Ensure timely submission of the Inception Report, Project Implementation Report, Technical reports, quarterly financial reports, and other reports as may be required by UNDP, GEF and other oversight agencies.
- Disseminate project reports and respond to queries from concerned stakeholders.
- Encourage staff, partners and consultants such that strategic, intentional and demonstrable efforts are made to actively include women in the project, including activity design and planning, budgeting, staff and consultant hiring, subcontracting, purchasing, formal community governance and advocacy, outreach to social organizations, training, participation in meetings; and access to program benefits.

Required skills and expertise

- A university degree in a subject related to natural resource management, environmental sciences, technical sciences or other relevant subject.
- At least 10 years of professional experience.
- At least 5 years of demonstrable project/programme management experience. Previous experience with UN project will be a strong asset;
- At least 5 years of experience working with ministries, national or provincial institutions that are concerned with climate change and/or environmental management.

Competencies

- Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical aspects.

- Ability to effectively manage technical and administrative teams, work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.
- Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project.
- Strong drafting, presentation and reporting skills.
- Strong communication skills, especially in timely and accurate responses to emails.
- Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.
- Excellent command of English and local language.

Project Assistant

Under the guidance and supervision of the Project Manager, the Project Assistant will carry out the following tasks:

- Assist the Project Manager in day-to-day management and oversight of project activities;
- Assist the M&E officer in matters related to M&E and knowledge resources management;
- Assist in the preparation of progress reports;
- Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by PB, UNDP, the Ministry of Environment and Physical Planning;
- Provide PMU-related administrative and logistical assistance.

The Project Assistant will be recruited based on the following qualifications:

- A Bachelors degree or an equivalent qualification;
- At least three years of professional work experience. Previous experience with UN project will be an asset;
- Very good inter-personal skills;
- Proficiency in the use of computer software applications especially MS Word and MS Excel.
- Excellent language skills in English (writing, speaking and reading) and in local language.

Annex C. UNDP Social and Environmental and Social Screening Template (SESP) - Exempt

In line with the risk-based exemption criteria, this project is exempt from the SESP requirement, and therefore the SESP screening is not required.

Annex D. UNDP Project Quality Assurance Report

Project Quality Assurance and SESP

+ Expand all - Collapse all

Design & Appraisal Stage Quality Assurance Report



Overall Project Rating: Highly Satisfactory

Decision: Approve: The project is of sufficient quality to continue as planned. Any management actions must be addressed in a timely manner.

Project Number: 00111750

Project Title: Macedonia's Fourth National Communication and Third Biennial Update Report on Climate Change under the UNFCCC

Project Date: 01-Jul-2018

^ Strategic

Quality Rating: Highly Satisfactory

1. Does the project's Theory of Change specify how it will contribute to higher level change? (Select the option from 1-3 that best reflects the project)



- 3: The project has a theory of change with explicit assumptions and clear change pathway describing how the project will contribute to outcome level change as specified in the programme/CPD, backed by credible evidence of what works effectively in this context. The project document clearly describes why the project's strategy is the best approach at this point in time.
- 2: The project has a theory of change. It has an explicit change pathway that explains how the project intends to contribute to outcome-level change and why the project strategy is the best approach at this point in time, but is backed by limited evidence.
- 1: The project does not have a theory of change, but the project document may describe in generic terms how the project will contribute to development results, without specifying the key assumptions. It does not make an explicit link to the programme/CPD's theory of change.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

List of Uploaded Documents

File Name	Modified By	Modified
6222_4NC_3BUR_Macedonia_Draft_ProDoc_16_July_2018.doc	anita.kodzoman@undp.org	7/16/2018 9:40:25 PM

2. Is the project aligned with the thematic focus of the UNDP Strategic Plan? (select the option from 1-3 that best reflects the project)



- 3: The project responds to one of the three areas of development [work](#) as specified in the Strategic Plan; it addresses at least one of the proposed new and emerging [areas](#); an issues-based analysis has been incorporated into the project design; and the project's RRF includes all the relevant SP output indicators. (all must be true to select this option)
- 2: The project responds to one of the three areas of development [work](#) as specified in the Strategic Plan. The project's RRF includes at least one SP output indicator, if relevant. (both must be true to select this option)
- 1: While the project may respond to one of the three areas of development [work](#) as specified in the Strategic Plan, it is based on a sectoral approach without addressing the complexity of the development issue. None of the relevant SP indicators are included in the RRF. This answer is also selected if the project does not respond to any of the three areas of development work in the Strategic Plan.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the draft Prodoc

^ Relevant

Quality Rating: Highly Satisfactory

3. Does the project have strategies to effectively identify, engage and ensure the meaningful participation of targeted groups/geographic areas with a priority focus on the excluded and marginalized? (select the option from 1-3 that best reflects this project)



- 3: The target groups/geographic areas are appropriately specified, prioritising the excluded and/or marginalised. Beneficiaries will be identified through a rigorous process based on evidence (if applicable.)The project has an explicit strategy to identify, engage and ensure the meaningful participation of specified target groups/geographic areas throughout the project, including through monitoring and decision-making (such as representation on the project board) (all must be true to select this option)
- 2: The target groups/geographic areas are appropriately specified, prioritising the excluded and/or marginalised. The project document states how beneficiaries will be identified, engaged and how meaningful participation will be ensured throughout the project. (both must be true to select this option)
- 1: The target groups/geographic areas are not specified, or do not prioritize excluded and/or marginalised populations. The project does not have a written strategy to identify or engage or ensure the meaningful participation of the target groups/geographic areas throughout the project.
- Not Applicable

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

4. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design? (select the option from 1-3 that best reflects this project)



- 3: Knowledge and lessons learned (gained e.g. through peer assist sessions) backed by credible evidence from evaluation, corporate policies/strategies, and monitoring have been explicitly used, with appropriate referencing, to develop the project's theory of change and justify the approach used by the project over alternatives.
- 2: The project design mentions knowledge and lessons learned backed by evidence/sources, which inform the project's theory of change but have not been used/are not sufficient to justify the approach selected over alternatives.
- 1: There is only scant or no mention of knowledge and lessons learned informing the project design. Any references that are made are not backed by evidence.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

5. Does the project use gender analysis in the project design and does the project respond to this gender analysis with concrete measures to address gender inequities and empower women? (select the option from 1-3 that best reflects this project)



- 3: A participatory gender analysis on the project has been conducted. This analysis reflects on the different needs, roles and access to/control over resources of women and men, and it is fully integrated into the project document. The project establishes concrete priorities to address gender inequalities in its strategy. The results framework includes outputs and activities that specifically respond to this gender analysis, with indicators that measure and monitor results contributing to gender equality. (all must be true to select this option)
- 2: A gender analysis on the project has been conducted. This analysis reflects on the different needs, roles and access to/control over resources of women and men. Gender concerns are integrated in the development challenge and strategy sections of the project document. The results framework includes outputs and activities that specifically respond to this gender analysis, with indicators that measure and monitor results contributing to gender equality. (all must be true to select this option)
- 1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the constraints have not been clearly identified and interventions have not been considered.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the Prodoc

6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national partners, other development partners, and other actors? (select the option from 1-3 that best reflects this project)



- 3: An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project. It is clear how results achieved by relevant partners will contribute to outcome level change complementing the project's intended results. If relevant, options for south-south and triangular cooperation have been considered, as appropriate. (all must be true to select this option)
- 2: Some analysis has been conducted on the role of other partners where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project. Options for south-south and triangular cooperation may not have not been fully developed during project design, even if relevant opportunities have been identified.
- 1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work, and relatively limited evidence supports the proposed engagement of UNDP and partners through the project. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

^ **Social & Environmental Standards**

Quality Rating: Highly Satisfactory

7. Does the project seek to further the realization of human rights using a human rights based approach? (select from options 1-3 that best reflects this project)



- 3: Credible evidence that the project aims to further the realization of human rights, upholding the relevant international and national laws and standards in the area of the project. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. (all must be true to select this option)
- 2: Some evidence that the project aims to further the realization of human rights. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget.
- 1: No evidence that the project aims to further the realization of human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

8. Did the project consider potential environmental opportunities and adverse impacts, applying a precautionary approach? (select from options 1-3 that best reflects this project)



- 3: Credible evidence that opportunities to enhance environmental sustainability and integrate poverty-environment linkages were fully considered as relevant, and integrated in project strategy and design. Credible evidence that potential adverse environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. (all must be true to select this option).
- 2: No evidence that opportunities to strengthen environmental sustainability and poverty-environment linkages were considered. Credible evidence that potential adverse environmental impacts have been identified and assessed, if relevant, and appropriate management and mitigation measures incorporated into project design and budget.
- 1: No evidence that opportunities to strengthen environmental sustainability and poverty-environment linkages were considered. Limited or no evidence that potential adverse environmental impacts were adequately considered.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See ProDoc

9. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? [If yes, upload the completed checklist as evidence. If SESP is not required, provide the reason(s) for the exemption in the evidence section. Exemptions include the following:

- Preparation and dissemination of reports, documents and communication materials
- Organization of an event, workshop, training
- Strengthening capacities of partners to participate in international negotiations and conferences
- Partnership coordination (including UN coordination) and management of networks
- Global/regional projects with no country level activities (e.g. knowledge management, inter-governmental processes)
- UNDP acting as Administrative Agent



- Yes
- No
- SESP not required

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

10. Does the project have a strong results framework? (select from options 1-3 that best reflects this project)



- 3: The project's selection of outputs and activities are at an appropriate level and relate in a clear way to the project's theory of change. Outputs are accompanied by SMART, results-oriented indicators that measure all of the key expected changes identified in the theory of change, each with credible data sources, and populated baselines and targets, including gender sensitive, sex-disaggregated indicators where appropriate. (all must be true to select this option)
- 2: The project's selection of outputs and activities are at an appropriate level, but may not cover all aspects of the project's theory of change. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of gender sensitive, sex-disaggregated indicators, as appropriate. (all must be true to select this option)
- 1: The results framework does not meet all of the conditions specified in selection "2" above. This includes: the project's selection of outputs and activities are not at an appropriate level and do not relate in a clear way to the project's theory of change; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change, and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

11. Is there a comprehensive and costed M&E plan with specified data collection sources and methods to support evidence-based management, monitoring and evaluation of the project?



- Yes
- No

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

12. Is the project's governance mechanism clearly defined in the project document, including planned composition of the project board? (select from options 1-3 that best reflects this project)



- 3: The project's governance mechanism is fully defined in the project document. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. (all must be true to select this option).
- 2: The project's governance mechanism is defined in the project document; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The prodoc lists the most important responsibilities of the project board, project director/manager and quality assurance roles. (all must be true to select this option)
- 1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided.

13. Have the project risks been identified with clear plans stated to manage and mitigate each risks? (select from options 1-3 that best reflects this project)



- 3: Project risks related to the achievement of results are fully described in the project risk log, based on comprehensive analysis drawing on the theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis. Clear and complete plan in place to manage and mitigate each risk. (both must be true to select this option)
- 2: Project risks related to the achievement of results identified in the initial project risk log with mitigation measures identified for each risk.
- 1: Some risks may be identified in the initial project risk log, but no evidence of analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified and no initial risk log is included with the project document.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

^ Efficient

Quality Rating: Highly Satisfactory

14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include: i) using the theory of change analysis to explore different options of achieving the maximum results with the resources available; ii) using a portfolio management approach to improve cost effectiveness through synergies with other interventions; iii) through joint operations (e.g., monitoring or procurement) with other partners.



- Yes
- No

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

15. Are explicit plans in place to ensure the project links up with other relevant on-going projects and initiatives, whether led by UNDP, national or other partners, to achieve more efficient results (including, for example, through sharing resources or coordinating delivery?)



- Yes
- No

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

16. Is the budget justified and supported with valid estimates?



- 3: The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget.
- 2: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget. Costs are supported with valid estimates based on prevailing rates.
- 1: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

17. Is the Country Office fully recovering the costs involved with project implementation?



- 3: The budget fully covers all project costs that are attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.)
- 2: The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant.
- 1: The budget does not reimburse UNDP for direct project costs. UNDP is cross-subsidizing the project and the office should advocate for the inclusion of DPC in any project budget revisions.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

18. Is the chosen implementation modality most appropriate? (select from options 1-3 that best reflects this project)



- 3: The required implementing partner assessments (capacity assessment, HACT micro assessment) have been conducted, and there is evidence that options for implementation modalities have been thoroughly considered. There is a strong justification for choosing the selected modality, based on the development context. (both must be true to select this option)
- 2: The required implementing partner assessments (capacity assessment, HACT micro assessment) have been conducted and the implementation modality chosen is consistent with the results of the assessments.
- 1: The required assessments have not been conducted, but there may be evidence that options for implementation modalities have been considered.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project is implemented as a Support to NIM modality with no advanced payments thus no HACT micro assessment has been conducted

Management Response

In the course of the project implementation every effort will be made to strengthen the capacities of the implementing partner

19. Have targeted groups, prioritizing marginalized and excluded populations that will be affected by the project, been engaged in the design of the project in a way that addresses any underlying causes of exclusion and discrimination?



- 3: Credible evidence that all targeted groups, prioritising marginalized and excluded populations that will be involved in or affected by the project, have been actively engaged in the design of the project. Their views, rights and any constraints have been analysed and incorporated into the root cause analysis of the theory of change which seeks to address any underlying causes of exclusion and discrimination and the selection of project interventions.
- 2: Some evidence that key targeted groups, prioritising marginalized and excluded populations that will be involved in the project, have been engaged in the design of the project. Some evidence that their views, rights and any constraints have been analysed and incorporated into the root cause analysis of the theory of change and the selection of project interventions.
- 1: No evidence of engagement with marginalized and excluded populations that will be involved in the project during project design. No evidence that the views, rights and constraints of populations have been incorporated into the project.
- Not Applicable

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

20. Does the project conduct regular monitoring activities, have explicit plans for evaluation, and include other lesson learning (e.g. through After Action Reviews or Lessons Learned Workshops), timed to inform course corrections if needed during project implementation?



- Yes
- No

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

21. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.



- Yes
- No

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

22. Is there a realistic multi-year work plan and budget to ensure outputs are delivered on time and within allotted resources? (select from options 1-3 that best reflects this project)



- 3: The project has a realistic work plan & budget covering the duration of the project at the activity level to ensure outputs are delivered on time and within the allotted resources.
- 2: The project has a work plan & budget covering the duration of the project at the output level.
- 1: The project does not yet have a work plan & budget covering the duration of the project.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

^ Sustainability & National Ownership

Quality Rating: Satisfactory

23. Have national partners led, or proactively engaged in, the design of the project?



- 3: National partners have full ownership of the project and led the process of the development of the project jointly with UNDP.
- 2: The project has been developed by UNDP in close consultation with national partners.
- 1: The project has been developed by UNDP with limited or no engagement with national partners.
- Not Applicable

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

24. Are key institutions and systems identified, and is there a strategy for strengthening specific/ comprehensive capacities based on capacity assessments conducted? (select from options 0-4 that best reflects this project):



- 3: The project has a comprehensive strategy for strengthening specific capacities of national institutions based on a systematic and detailed capacity assessment that has been completed. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly.
- 2.5: A capacity assessment has been completed. The project document has identified activities that will be undertaken to strengthen capacity of national institutions, but these activities are not part of a comprehensive strategy to monitor and strengthen national capacities.
- 2: A capacity assessment is planned after the start of the project. There are plans to develop a strategy to strengthen specific capacities of national institutions based on the results of the capacity assessment.
- 1.5: There is mention in the project document of capacities of national institutions to be strengthened through the project, but no capacity assessments or specific strategy development are planned.
- 1: Capacity assessments have not been carried out and are not foreseen. There is no strategy for strengthening specific capacities of national institutions.
- Not Applicable

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

25. Is there a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc.) to the extent possible?



- Yes
- No
- Not Applicable

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

See the ProDoc

26. Is there a clear transition arrangement/ phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation strategy)?



- Yes
- No

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

Annex E. UNDP Risk Log

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Reluctance of the key national institutions and private companies to provide data and information needed for the inventories of GHG emissions and the mitigation assessments	May 2018	Operational	I = 3 P = 2	<p>The project team shall ensure active involvement of members of the National Climate Change Committee in the project implementation with an aim to facilitate the contribution and input from all relevant state institutions, private sector and NGOs.</p> <p>The Ministry of Environment and Physical Planning and the UNFCCC Focal Point will closely coordinate with relevant national entities that have relevant data and information and ensure their input.</p>	Project Manager	Programme Manager		
2	Insufficient technical and human capacities within the line ministries to fulfil the obligations deriving from the UN and EU Climate Change related conventions and directives.	May 2018	Operational	I = 3 P = 3	<p>The project shall provide technical tools (relevant software applications) for data collection and management to the Ministry of Environment and other relevant institutions to the extent possible within the available budget.</p> <p>In addition, particular</p>	Project Manager	Programme Manager		

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
					<p>emphasis shall be put on strengthening of technical capacities and knowledge of the participating entities through various trainings and other means for knowledge increase.</p> <p>Opening of the negotiations for the EU accession shall further motivate the county to put the climate change higher on its agenda and incorporate the recommendation of the NC/BUR into relevant national policies and strategies.</p> <p>In addition, awareness-raising activities for target groups such as parliamentarians and journalists will increase the constituency supporting action in these areas.</p>				
3	Insufficient commitment of the relevant national entities to incorporate the recommendations from the NCs/BURs into respective policies, strategies	May 2018	Political	I = 3 P = 3	UNDP in cooperation with other donors implementing similar programmes, shall provide additional support to the relevant national institution to incorporate and implement recommendations from	Project Manager	Programme Manager		

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
	and plans on national and local level.				the Biennial Update Reports into respective policies/strategies/plans which will be developed in the course of the project implementation.				
4	Exchange rate fluctuation might affect the implementation of the activities because most of the contracts shall be signed in local currency	May 2018	Financial	I = 3 P = 3	The project team will closely monitor the project budget and proceed with budget revision and adjustment of the project activities	Project Manager	Programme Manager		
5	Delays in the implementation of the EU funded activities for the development of the Climate Law and Strategy which are complementary with the 4NC/3BUR	May 2018	Financial	I = 3 P = 2	The project team in close cooperation with the UNFCCC Focal Point will coordinate with the project team for the development of the Climate Law and Strategy, and ensure complementarity and synergies	Project Manager	Programme Manager		
6	Potential political turmoil, and elections on central and local levels	June 2018	Political	I = 4 P = 3	The project team will maintain a non-partisan stance, and its focus on the mission of bringing tangible project results. Also, project will stand ready to respond to possible shifts in national priorities.	Project Manager	Programme Manager		

Annex F. STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

Dear Mr. Duraki,

1. Reference is made to consultations between officials of the Government of *the fyr Macedonia* (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:
 - (a) Identification and recruitment of project personnel;
 - (b) Procurement of goods and services;
 - (c) Financial Management (processing of payments)
4. The procurement of goods and services and the recruitment of project personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a project, the annex to the project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.
5. The relevant provisions of the Act of Cooperation between the Republic of Macedonia and the United Nations Development programme (Standard Basic Assistance Agreement) signed on 30 October 1995 (the “SBAA”), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the project document.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the project document.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,

Louisa Vinton

Signed on behalf of UNDP
Resident Representative

For the Government
Sadulla Duraki,
Minister of Environment and Physical Planning
[Date]

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry of Environment and Physical, the institution designated by the Government of FYR of Macedonia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project 00110592 "Macedonia's Fourth National Communication and Third Biennial Update Report on Climate Change under the UNFCCC", "the Project".

2. In accordance with the provisions of the letter of agreement signed on [insert date of agreement] and the project document, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided:

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
Identification and/or recruitment of project personnel -Project Manager	July 2018	As per the Universal Price List (UPL): US\$ 599.81 599.81 x1 = 599.81	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner In accordance with the UPL
Local Personnel HR & Benefits Administration & Management 8 (one-time fee, per staff at: - the issuance of a contract, and- again at separation	August 2018 December 2022	As per the Universal Price List (UPL): US\$ 255.66 255.66 x2 = 511.32	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner In accordance with the UPL
Recurrent personnel management services: (annual fee per employee, per calendar year) Local Payroll & Banking (35%) Performance evaluation (30%) Extension, promotion, entitlements (30%)	Ongoing throughout implementation when applicable	As per the Universal Price List (UPL): US\$ 448.67 448.67 x2= 897.34	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner In accordance with the UPL

Leave monitoring (5%)			
Procurement of Services Contractual services for companies	Ongoing throughout implementation when applicable	As per the UPL: US\$ 217.35 for each hiring process $217.35 \times 12 = 2,608.2$	As above
Contractual Services for Individuals	Ongoing throughout implementation when applicable	As per the UPL: US\$ 234.26 each hiring process $234.26 \times 12 = 2,811.12$	As above
Payment Process	Ongoing throughout implementation when applicable	As per the UPL: US\$ 38.49 for each $38.49 \times 56 = 2,155.44$	As above
Disposal of equipment	Ongoing throughout implementation when applicable	As per the UPL: US\$ 275.14 for each $275.14 \times 1 = 275.14$	As above
Ticket request (booking, purchase, F10 settlement)	Ongoing throughout implementation when applicable	As per the UPL: US\$ 66.04 for each $66.04 \times 2 = 132.08$	As above
		Total: up to USD 10,000 from GEF grant	

Annex G. FINAL REPORT OF [country's name] NATIONAL COMMUNICATION'S / BIENNIAL UPDATE REPORT'S PROJECT

Monitoring and Evaluation plans of climate change enabling activities for the preparation of National Communications on Climate Change and/or Biennial Update Reports do not require the production and publication of Terminal Evaluation Reports. Therefore, a number of intended purposes of such terminal exercises are not captured in full, including:

- The promotion of accountability and transparency, and the assessment and disclosure of the extent of the project accomplishments;
- A synthesis of lessons that can help to improve the selection, design and implementation of future GEF financed UNDP activities;
- The provision of feedback on issues that are recurrent across the portfolio, attention needed, and on improvements regarding previously identified issues; and
- The contribution to the GEF Evaluation Office databases for aggregation, analysis and reporting on effectiveness of GEF operations in achieving global environmental benefits and on the quality of monitoring and evaluation across the GEF system.

The intent of this Final Report is not to propose an abridged alternative to the Terminal Evaluation Report. Instead, its purpose is to gather some insightful details about the process of preparing the mandatory report under the UNFCCC that can be of use to both the UNDP support teams, and the current and future national project teams. Its focus is therefore on providing:

- A synthesis of lessons that can help to improve the selection, design and implementation of future GEF financed UNDP activities; and
- Feedback on issues that are recurrent across the portfolio, attention needed, and on improvements regarding previously identified issues.

National project teams in charge of the future enabling activity for the preparation of the National Communication or Biennial Update Report can therefore rely on a valuable source of information from inception to closure of the project, and UNDP support teams can further disseminate lessons across borders, fully up-taking its guiding role as implementing agency and partner within the Global Support Programme (GSP, previously known as National Communications Support Programme).

The template has been designed with the purpose of collecting relevant information, without representing a time-intensive and human resource-intensive burden to the current national project team. It is therefore divided into three core sections – project identification phase, project implementation phase and project follow-up –with for each section a limited number of open questions.

The intention is to have the team leader, project manager or equivalent figure completing the template, in close collaboration with other team members within the last two months of project implementation. It is furthermore the intention of the completion of this Final Report to trigger the discussions of the upcoming National Communication and/or Biennial Update Report, taking advantage of the momentum created by the ongoing project, the presence of the core of the current national project team, and the renewed interest of national counterparts with the perspectives of an eminent or recent submission to the UNFCCC.

The completion of this template has been made mandatory and has been budgeted for in all projects that received approval post 2013 (3 working days equivalent of project manager's time). You are kindly invited to send the completed template to Damiano Borgogno, damiano.borgogno@undp.org and to Eva Huttova, eva.huttova@undp.org.

Details of the project

Project's title	
PIMS number	
Overall budget including GEF grant including co-financing	
Duration of implementation	
Planned duration of project	
Implementing partner	
Team Leader's name and contact details	
Link to final report	

A. Project identification phase

Duration of preparatory phase (expressed in months) _____

Was the project document developed by a national/international consultant? (Please, provide name if yes and expand on the satisfaction of this collaboration.)

Please, shortly describe the milestones of this initial preparatory phase (e.g. consultation workshops held, telephone interviews with key stakeholders, among others)

Where consultations made with one or more of the following stakeholder groups?

Ministry of Finance (or equivalent)	Women's associations
Other Ministries (not being the Ministry in charge of climate change)	Youth movements
Local Governments	Indigenous peoples' representatives
National universities	Environment or climate related NGOs
Domestic Research Centers	Other NGOs/CSOs
Media	Others (specify)

What were the main objectives for the project identified as a result of this preparatory phase?

What were the major challenges faced during this phase?

Looking back, what issues that were identified and/or overlooked during this preparatory phase had an impact on the successive implementation phase?

B. Project implementation phase

Technical components

1. GHG inventory

Base year of the GHG inventory:

Base years used in previous GHG inventories:

Expected outcome	
Expected output 1	
Expected output 2	
Expected output 3	

Final outcome	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the GHG inventory component, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the causes (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

Can you describe the process(es) implemented to generate and validate outcomes and outputs?

What pieces of advice do you have for future project teams?

2. Mitigation actions

Expected outcome(s)	
Expected output 1	
Expected output 2	
Expected output 3	
...	

Final outcome(s)	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the vulnerability and adaptation measures and mitigation measures components, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the causes (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

Can you describe the process(es) implemented to generate and validate outcomes and outputs?

What pieces of advice do you have for future project teams?

3. Vulnerability & Adaptation for NC or MRV for BUR

Expected outcome(s)	
Expected output 1	
Expected output 2	
Expected output 3	
...	

Final outcome(s)	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the vulnerability and adaptation measures and mitigation measures components, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the main reasons (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

Can you describe the process(es) implemented to generate and validate outcomes and outputs?

What pieces of advice do you have for future project teams?

4. Constraints and Gaps/Support needed

Expected outcome	
Expected output 1	
Expected output 2	
Expected output 3	
...	

Final outcome	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the Constraints and gaps, and related financial, technical and capacity needs component, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the main reasons (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

Can you describe the process(es) implemented to generate and validate outcomes and outputs?

What pieces of advice do you have for future project teams?

Capacities and use of capacities

Do you believe the project has built - in a durable and cost-effective way - human and institutional capacities? Please, elaborate.

Please, estimate the amount of work done by national consultants versus international consultants:

_____ % national consultants. _____ % international consultants and _____ % national staff.

What work was entrusted to international consultants and for what reasons?

What would you have done differently, or do you advise the next project team to consider in this context?

Additional remarks

Institutional arrangements

Please, summarize an overview of the institutional arrangements for the project implementation.

Please, describe the composition of the project team.

Will the team remain in place, even after the project has fully closed?

Were gender considerations taken into account during the project design and implementation? If so, how?

Which were the strengths and weaknesses of the institutional arrangements used?

What suggestions have you to make regarding the institutional arrangements for future NC/BUR work?

Additional remarks

Technical support from GSP, CGE, or other bodies

Has the project team, or members of the project team, participated in national, regional or global training events organized by a center of excellence or above-mentioned body during the course of the project? If yes, please, specify the training event(s).

What has been the contribution of this participation to the project results?

What identified knowledge gaps holding back the proper implementation of the NC project could not be addressed by any of the above-mentioned bodies?

In addition to capacity building support, what other assistance did the project team receive during project implementation? (E.g. review of draft report, technical backstopping of international expert)

Has UNDP provided timely and valuable support during project design and implementation? Please explain.

C. Next steps

How will findings of the project be further disseminated, if at all?

Are balance funds available under the NC/BUR project going to be used to identify the strategy of the next report?

At full project closure, is there a person or institute to whom one can turn in case there are follow-up questions to the NC/BUR?

Has the Government expressed interest to further work with UNDP on the next coming report? If no, please explain.

D. Additional information

Date	
Name and e-mail address of person who completed this template	
Others involved in completion of this template (names of individuals and their institutions)	
In case a terminal evaluation report has been produced, please link it here.	
Other attachments	

Annex H. Draft Action Plan for integrating gender aspects responsiveness in the preparation of the 4th National Communication/ 3rd Biennial Update Report

National communications/BUR development steps	Steps to enhance Gender responsiveness	Action – what do we need to do	What does it take to do it	Who? (Responsible party)	When? Timeline	Do we need any budget
A: Initial Preparation Stage for National Communication (NC)						
<ul style="list-style-type: none"> ➤ NC project proposal and implementation agreement prepared ➤ National Coordinator and/or project team appointed ➤ Budget prepared 	Make the PIF and the Project Document “gender sensitive”	<p>Identify gender data and analysis to be included in the NC sections, and incorporate them in the Project Identification Form(PIF) and the Project Document</p> <p>Include gender-related costs in project budget</p> <p>Include costs for capacity-building, data collection and analysis in relevant components of the National Communication</p>	Consultation process with the key stakeholders	UNDP in close consultation with the Ministry of Environment and Physical Planning (MOEPP) and Ministry of Labor and Social Policy	First half of 2018	No
B: Stocktaking and Reporting on National Circumstances						
<ul style="list-style-type: none"> ➤ Review and Reporting on National Circumstances vis-à-vis Climate and Gender, including: <ul style="list-style-type: none"> • Geographic and geological factors in relation to climate • Overview of political situation and government structure • Overview of socio-cultural situation and dynamics • Overview of economic conditions, particularly related to the following sectors: agriculture, tourism, natural resources management • Sector-by-sector situational 	<p>Collect sex-disaggregated data and research done to date on gender issues in relation to resource use, natural resource management and women’s and men’s roles in each area of the economy</p> <p>Highlight issues arising in terms of women’s and men’s knowledge sets and uses of land, water and energy</p> <p>Identify social and</p>	Prepare Terms of Reference and identify qualified consultant(s)	Engage national consultant/company to collect and analyze data and information	Project team	Second half of 2018	Yes

National communications/BUR development steps	Steps to enhance Gender responsiveness	Action – what do we need to do	What does it take to do it	Who? (Responsible party)	When? Timeline	Do we need any budget
summary for the following resources, e.g.: land, water, energy	<p>cultural factors such as men’s and women’s education and literacy levels, differences between rural/urban women and rural/urban men</p> <p>Feature facts on women’s and men’s representation in decision-making on resource issues and in politics. Identify constraints to equitable participation.</p> <p>Highlight differences in women’s and men’s participation in different aspects of the economy.</p>					
C: Inception Workshop to Initiate National Communication Process						
<ul style="list-style-type: none"> ➤ Engage key stakeholders from government, civil society, academia and the private sector ➤ Collect and share information from all stakeholders ➤ Establish thematic working groups ➤ Enhance buy-in to National Communication process 	<p>Increase the knowledge and awareness of all relevant stakeholders on gender and climate change issues</p> <p>Provide sufficient information and appropriate public awareness and educational materials related to gender and climate change</p> <p>Ensure participation of all interested stakeholder in consultative processes for development of the</p>	<p>Work with Ministries responsible for gender equality and for climate change to identify relevant stakeholders from government, private sector, civil society and academia to be included in the consultative processes for preparation of National Communication.</p> <p>Identify individuals and/or other entities from the Government, CSOs, private sector, academia and media that have potential to become Gender & Climate Change champions in the country and invite them to the inception workshop and all other relevant</p>	<p>Organize comprehensive and continuous consultation processes</p> <p>Carry out constant public awareness and education campaigns</p> <p>Develop “Why should we care?” capacity building materials with specific examples on why gender aspect</p>	<p>Project team in close cooperation with the key national stakeholders, and in consultation with the Global Support Programme (GSP) and the UNFCCC Secretariat</p>	<p>Third/Forth quartal of 2018</p>	<p>Yes App. 10,000\$</p>

National communications/BUR development steps	Steps to enhance Gender responsiveness	Action – what do we need to do	What does it take to do it	Who? (Responsible party)	When? Timeline	Do we need any budget
	<p>National Communication</p> <p>Create an enabling environment for creation of gender and climate champions in the country</p> <p>Engage/sensitize the national Commission of Equal Opportunities for Woman and Man and the Woman Parliamentary Club on gender and climate change issues</p> <p>Establish criteria to ensure data and information collection includes gender issues in for each sector and each NC reporting component</p> <p>Incorporate the recommendation on gender issues from the inception workshop and other consultative meetings in the ProDoc, and more specifically in the project annual work plans.</p>	<p>consultation meetings</p> <p>Include the Gender Focal Point in the National Climate Change Committee</p> <p>Develop comprehensive public awareness and educational materials</p> <p>Organize thematic workshop (s) on gender and climate change, and on the reporting requirements to the UNFCCC</p> <p>Conduct training(s) for the relevant national stakeholders on gender and climate change</p>	<p>of climate change in priority areas is important</p> <p>Explore the possibility to develop gender and climate change training module that will be included in the mandatory learning material for the civil servants</p>			App. 7,000\$

National communications/BUR development steps	Steps to enhance Gender responsiveness	Action – what do we need to do	What does it take to do it	Who? (Responsible party)	When? Timeline	Do we need any budget
D: Preparation of National Communication Components Steps						
<p>➤ Vulnerability and Adaptation Assessment Reporting Areas</p> <ul style="list-style-type: none"> • Documentation of current climatic, socio-economic and natural systems • Identification of priority areas of the country and sectors for assessments • Assessments of current situation, future risks, vulnerable sectors • Review and documentation of adaptation policies, strategies and measures • Review of lessons learned and good practices • Assessment of current human resources technical capacity to support adaptation • Planning to enhance public awareness and adaptation capacity across sectors • Establishing priorities and improving project-linked adaptation responses • Identification of areas for legislative and policy reform 	<p>Making Vulnerability and Adaptation Assessment More Gender Responsive</p> <p>Ensure that gender aspects are incorporated in the socio-economic and vulnerability assessments of the priority areas, and in the respective adaptation action plans</p> <p>Identify a core set of indicators to monitor gender issues</p> <p>Ensure that the lessons learnt and good practices incorporate gender aspects, differences in men’s and women’s experiences, knowledge and contributions</p> <p>Build technical capacities of the key national institutions to support vulnerability assessments and development of relevant adaptation policies, strategies and measures</p>	<p>Develop country specific gender and climate change sensitive criteria and indicators that will enable monitoring of gender issues in priority areas</p> <p>Collect sex-disaggregated data and include analysis of male/female (M/F) differences in all reports and assessments to clarify differences between M/F vulnerability</p> <p>Identify sectors/sub-sectors in which sex-disaggregated data is not available and/or is insufficient</p> <p>Engage/sensitize the respective Parliamentarian committees on gender and climate change issues</p> <p>Conduct training(s) for relevant national stakeholders on gender and climate change vulnerability and adaptation</p>	<p>Include identification and collection of gender disaggregated data into the Terms of Reference of the Technical Working Group (TWG) for the priority areas</p> <p>Ensure gender representation in the composition of the TWG</p> <p>The Ministry of Environment and Physical Planning to sign MoUs with relevant national institutions to support collection of gender disaggregated data</p>	<p>Project team UNDP M&E and Gender specialists Assistance from GSP and UNFCCC in providing specific technical support to the TWG on gender and climate change related aspects</p>	<p>2019</p>	<p>Yes App.10,000\$</p>

National communications/BUR development steps	Steps to enhance Gender responsiveness	Action – what do we need to do	What does it take to do it	Who? (Responsible party)	When? Timeline	Do we need any budget
	<p>Involve the government agency responsible for gender equality in legislative and policy</p> <p>Support legislative, policy and institutional reforms with an aim to address gender and climate change vulnerabilities and adaptation</p> <p>Engage gender equality and environment protection CSOs to promote climate change and gender issues</p>					
<p>➤ Greenhouse Gas Inventory</p> <ul style="list-style-type: none"> • Develop targeted strategies to mainstream GHG data collection and analysis across sectors • Appointment of national coordinating body for GHG inventory and TWG (with clear responsibilities and terms of reference) • Development of work plan with identification of key category analysis • Define priorities for technical inventory process and related capacity-building requirements • Identify key data issues and strategies to overcome constraints 	<p>Making Greenhouse Gas Inventory Process More Gender Responsive</p> <p>Engage gender specialists from government, private sector and civil society to develop gender analysis framework for GHG data collection across sectors within the national context</p> <p>Ensure work plan highlights categories where gendered divisions of labor indicate scope for in-depth gender analysis</p>	<p>Identify relevant data sources</p>	<p>Networking, coordination and consultation</p>	<p>Project team with support from the Ministry of Environment and Physical Planning and the Ministry of Labor and Social Policy</p> <p>Assistance from GSP and UNFCCC in providing specific technical support</p>	<p>2018/2019</p>	<p>No</p>

National communications/BUR development steps	Steps to enhance Gender responsiveness	Action – what do we need to do	What does it take to do it	Who? (Responsible party)	When? Timeline	Do we need any budget
	Where GHG inventories connect to social data, ensure collection of sex-disaggregated data, identify gaps in data and include consideration of gender issues in strategies to overcome data constraints					
<p>➤ Mitigation Assessment</p> <ul style="list-style-type: none"> Establish sector teams to work with GHG TWGs to facilitate information-sharing and promote sustainable development and mainstreaming efforts Develop mitigation assessment work plan with clear goals, timeframes and responsibilities Identify data sources including institutions/organizations, individuals and specialist resource people Develop clear terms of references, with specified responsibilities and tasks for all stakeholders Identify realistic and appropriate methodologies linked to national capacity and data Develop baseline scenarios and other mitigation-related parameters 	<p>Making Mitigation Assessment More Gender Responsive</p> <p>Ensure that gender aspects are incorporated in the mitigation assessments of the priority areas, and in the respective mitigation action plans</p> <p>Identify a core set of indicators to monitor gender issues related to mitigation priority areas</p> <p>Ensure that the lessons learnt and good practices incorporate gender aspects, differences in men’s and women’s experiences, knowledge and contributions</p> <p>Build technical capacities</p>	<p>Identify relevant data sources</p> <p>Develop country specific gender and climate change sensitive criteria and indicators that will enable monitoring of gender issues in priority mitigation areas</p> <p>Conduct training(s) for relevant national stakeholders on gender and climate change mitigation</p> <p>Develop specific top-down and bottom up examples for climate and gender issues for priority area of the mitigation</p>	<p>Networking, coordination and consultation</p>	<p>Project team</p> <p>Assistance from GSP and UNFCCC in providing specific technical support</p>	<p>2019 - 2021</p>	<p>Yes</p> <p>App.5,000\$</p>

National communications/BUR development steps	Steps to enhance Gender responsiveness	Action – what do we need to do	What does it take to do it	Who? (Responsible party)	When? Timeline	Do we need any budget
	<p>of the key national institutions to support mitigation assessments and development of relevant mitigation policies, strategies and measures</p> <p>Ensure work plan highlights categories where gendered divisions of labor indicate scope for in-depth gender analysis</p> <p>Coordinate with Vulnerability and Adaptation Technical Working Group to ensure consistency across sectors</p> <p>All terms of reference to include collection of sex-disaggregated data, set of gender-specific indicators, and inclusion of a gender specialist to conduct gender analysis of mitigation findings</p> <p>Ensure women and men are involved in development of baseline scenarios and mitigation-related parameters</p> <p>Ensure consultations</p>					

National communications/BUR development steps	Steps to enhance Gender responsiveness	Action – what do we need to do	What does it take to do it	Who? (Responsible party)	When? Timeline	Do we need any budget
	with relevant CSOs, expert organizations, private sector, etc.					
E: Reporting on Constraints, Gaps and Needs						
<ul style="list-style-type: none"> • Problems and constraints in Adaptation • Problems and constraints in GHG Inventory • Problems and constraints in Mitigation Assessment and Actions • Planned actions to address problems and overcome constraints • Financial Needs for Efficient and Effective Implementation of the Convention 	<p>Clear Articulation of Needs and Constraints Relative to Integrating Gender in Climate Change</p> <p>Itemize issues arising through sex-disaggregated data collection and analysis, and research and gender analysis of sector issues in each NC component</p> <p>Highlight any constraints related to discrimination and/or inequality, and capacity issues linked to women’s and men’s distinct social roles, and identify proposals to address constraints</p> <p>Introduce costing for further integration of gender analysis into climate change initiatives across sectors as an issue</p>	<p>Conduct training(s) for relevant national stakeholders on gender responsive budgeting, both on adaptation and mitigation</p>	<p>Networking, coordination and consultation</p>	<p>Project team</p> <p>Gender and Climate Change Focal Point(s)</p> <p>Assistance from GSP and UNFCCC in providing specific technical support</p>	<p>2019 - 2021</p>	<p>Yes</p> <p>App.5,000\$</p>

Annex I. Results of the capacity assessment of the project implementing partner and HACT micro assessment (to be completed by UNDP Country Office)

The project is implemented as a CO support to NIM, and no advanced payments or other transfers to the Ministry of Environment and Physical Planning or any other national entity. Therefore, the CO is neither performing capacity assessment of the project implementing partner nor HACT micro assessment.