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LETTER OF ACCEPTANCE

Dear Sir,

I have the honour to acknowledge receipt of the letter from the United Nations Development Programme (UNDP), dated 5 September 2013 regarding the Project Document titled "**Macedonia's First Biennial Update Report**" together with the attached text of the said Project Document, signed by Mr. Alessandro Fracassetti, Resident Representative a.i. to the United Nations Development Programme.

I hereby declare that the Ministry of Environment and Physical Planning of the Republic of Macedonia agrees with the provisions of the attached text of the Project Document titled "Macedonia's First Biennial Update Report" and commits itself to meet its responsibilities detailed in the **Letter of Agreement for the Provision of Support Services**.

However, on behalf of the Ministry of Environment and Physical Planning of the Republic of Macedonia, I hereby declare that the provisional reference as contained in the text of the Project Document is not the name of my country and that its constitutional name is the Republic of Macedonia.

Please accept, Sir, the assurances of my highest consideration.

Abdilaqim Ademi
Minister of Environment and Physical Planning



Mr. Alessandro Fracassetti
Resident Representative a.i.
United Nations Development Programme



United Nations Development Programme
Country: FYR Macedonia
PROJECT DOCUMENT

Project Title: Macedonia's First Biennial Update Report

UNDAF Outcome(s): 3 , By 2015 central and local level authorities have improved capacities to integrate environment and disaster risk reduction into national and local development frameworks, while communities and civil society organizations participate more effectively in environmental protection and disaster risk reduction planning, implementation and monitoring.

UNDP Strategic Plan Environment and Sustainable Development Primary Outcome:

Mainstreaming environment and energy

UNDP Strategic Plan Secondary Outcome: N/A

Expected CP Outcome(s):

3.1. By 2015, national policies better address climate change adaptation and mitigation needs and demonstration programmes respond to climate change challenges;

Expected CPAP Output (s)

3.1.1 Vulnerability assessments, impact costing, policy options and integrated territorial plans for climate change adaptation developed.

3.1.3 National awareness on climate change issues raised and competencies of civil society organizations to influence national and local level decision-making improved.

Executing Entity/Implementing Partner: UNDP

Implementing Entity/Responsible Partners: Ministry of Environment and Physical Planning

Brief Description

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, partly initiated and sustained by the National Communications.

The **immediate objective** of the project is to assist the country in the preparation and submission of its First Biennial Update Report to the Conference of the Parties to the UNFCCC for the fulfilment of its obligations to the Convention under Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and it's Annex III.

Programme Period:	2010 - 2015
Atlas Award ID:	00074884
Project ID:	00087062
PIMS #	5208
Start date:	01.09. 2013
End Date	31.12. 2014
Management Arrangements	NIM
PAC Meeting Date	12.08.2013

Total resources required	\$427,461
Total allocated resources:	\$427,461
• Regular	
• Other:	
○ GEF	\$321,461
○ Government	\$96,000
○ In-kind	\$10,000
○ Other	_____
In-kind contributions	_____

Agreed by (Government): Abdulaqim Ademi, Minister of Environment and Physical Planning

11 September 2013

Agreed by (UNDP): Alessandro Fracassetti, Resident Representative a.i.

5 September 2013



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List of acronyms

EU ETS	EU Emission Trading Schemes
FBUR	First Biennial Update Report
IPCC	Intergovernmental Panel on Climate Change
MANU	Macedonian Academy of Arts and Science
MoEPP	Ministry of Environment and Physical Planning
NCCC	National Climate Change Committee
TNC	Third National Communication to UNFCCC
UNDP	United Nations Development Programme
UNFCCC	UN Framework Convention on Climate Change
USAID	United States of America International Development

List of annexes

- I. Risk Matrix
- II. TOR for the project staff

1. SITUATION ANALYSIS

The country ratified the UN Framework Convention on Climate Change (UNFCCC) in December 1997 and the Kyoto Protocol in July 2004. Responding to the obligations towards the UNFCCC the country prepared and submitted the Initial National Communication on Climate Change in 2003 and the Second National Communication in 2008. The preparation of the Third National Communication is underway and is expected to be finalized by the end of 2013. Preparation of the National Communications has been supported by the GEF, and implemented by UNDP.

The country associated to the Copenhagen Accord at the end of January 2010 and submitted its reduction targets and a preliminary list of mitigation actions (without quantifying the associated emission reductions) based on the action plan developed as part of the Second National Communication to the UNFCCC.

The Ministry of Environment and Physical Planning is the key governmental body responsible for development of climate change policies. Other Ministries that have responsibilities related to climate change are: Ministry of Agriculture, Forestry and Water Management, Ministry of Economy, Ministry of Transport and Communication, Ministry of Finance, and most of them have appointed Climate Change Focal Points which should ensure mainstreaming of climate change into respective policies, strategies and programmes.

The National Climate Change Committee (NCCC) established by the Government, consists of representatives from all relevant stakeholders – government bodies, academia, private sector and civil society. The Committee is a participatory platform aimed at providing high level support and guidance for the overall climate change policies in the country. Moreover, a National Council for Sustainable Development was also established and is under the auspices of the Deputy Prime Minister in charge of Economic Affairs.

Accession to the European Union is at the core of the development goals of the country and the main driving force. The European Union integration agenda generates the necessary momentum for political, economic and social reforms and contributes to building consensus on important policy issues across the sectors. The EU accession poses great challenges in terms of the human capacities on national and local level, financial means for investments in the key sectors, but at the same time it provides opportunities for creation of more integrated, cross-cutting policies and better utilization of available resources. In this context, the country has already initiated the process for harmonization of its approach towards its commitments to the UNFCCC and the respective EU Climate Change Aqu.

In the past decade number of relevant laws, regulations and strategies that incorporate climate change considerations have been adopted (“Strategy for Energy Development in the Republic of Macedonia for the Period 2008-2020 with a Vision to 2030” (2010); Renewable Energy Sources Strategy of Macedonia till 2020 (2010); and “National Strategy for Energy Efficiency in the Republic of Macedonia till 2020” (2010), National Strategy for Sustainable Development (2010), National Environmental Investments Strategy (2009); National Environmental

Approximation Strategy (2008); National Health Strategy for Adaptation in Health Sector (2010), National Strategy for Climate Change Adaptation in Agriculture.

The Strategy for Energy Development offers a set of ambitious and specific numerical targets for 2020 following the EU climate change policy track, e.g. reducing the energy intensity of the economy by 30% relative to 2006 or increasing the share of renewables (including hydropower and wood heat) to more than 20% of total final energy. But still, half of the country's electricity is projected to come from lignite-burning plants, both in 2020 and in 2030, and the overall total electricity demand is projected to grow by around 52% by 2030.

With support from UNDP a Roadmap for Introduction of Monitoring Reporting and Verification of GHGs required for participation in the EU Emission Trading Schemes (EU ETS) was prepared. Based on the recommendation from the Roadmap the Ministry of Environment has initiated a new project "Capacity-building to facilitate the implementation of the EU Emission Trading Scheme in Macedonia" which is funded by the Norwegian government and is under implementation.

In October 2011, the World Bank has launched a Green Growth and Climate Change Analytic and Advisory Support Program, with the objective of supporting the country in assessing the economic costs and benefits of a shift to greener growth, taking into account projected climate change, and prioritizing actions identified by the National Strategy for Sustainable Development (NSSD). This umbrella Program focuses on jobs creation, inclusive growth, adaptation to climate change, mitigation of greenhouse gas (GHG) emissions, and policy reforms and public investments through studies, analyses, technical assistance and training.

Moreover, the USAID Low Emissions Development Programme which is under implementation shall build national capacity to implement analytical framework and assess the real costs and barriers to low carbon development and investment and will assist with policy development and harmonization of regulatory framework.

Recognizing the important steps forward taken for the institutionalization of climate change issues and the mainstreaming of climate change in the national and sectorial development policies, the Third National Communication is expected to contribute to strengthen these integration processes as well as to inform the international community on the actions taken by the country to address climate change issues.

Macedonia's First Biennial Update Report will build on the findings and recommendations of Third National Communication, as well as the outcomes of the ongoing complementary projects in the country. In order to fulfil the obligations arisen from Cancun and Durban COP decisions related to the submission of national communications and biennial update reports, support from the Global Environment Facility is needed to continue to develop and consolidate the existing technical and institutional capacity and to continue the efforts of integrating climate change into national policies, plans and programmes.

2. STRATEGY

Environment protection is one of the three priority areas of cooperation both for the UN in the country (UNDAF 2010-2015), and for UNDP (CPD 2010 – 2015). The support in this area responds to the national priority for strengthening national capacities for integrated environmental management and enhancing administrative capacities at central and local level for enforcement and fulfilment of obligations of regional and global conventions. The main result of the UN/UNDP support is expected to be improved capacities of central and local level authorities to integrate environment and disaster risk reduction into national and local

development frameworks, while communities and CSOs participate more effectively in environmental protection and disaster risk reduction planning, implementation and monitoring. This will be achieved through support for development of national policies that better address climate adaptation and mitigation challenges, implementation of demonstration energy efficiency and renewable programmes/projects and public awareness on climate change issues and raised competencies of CSOs to influence national and local level decision making.

UNDP has a proven track record and experience in addressing environmental challenges in the country for more than a decade. One of the key pillars in the area of environmental protection is directed towards providing strategic support to decision makers and various stakeholders in raising awareness of the major impacts from climate change and associated risks posed to the economy. In this context, UNDP contributes towards formulation of adequate mitigation and adaptation strategies, programmes and plans, as well as implementation of demonstration energy efficient measures, and support for research and innovative approaches in addressing climate change issues on central and local levels.

In order to fulfil the obligations arisen from Cancun and Durban COP decisions related to the submission of national communications and biennial update reports, support from the Global Environment Facility is needed to continue to develop and consolidate the existing technical and institutional capacity and to continue the efforts of integrating climate change into national policies, plans and programmes.

The project activities will build upon the findings and recommendations of Third National Communication, and will benefit from the coordination with all relevant ongoing complementary projects in the country.

The Ministry of Environment, through its Climate Change Unit shall have a leadership and coordination role for the development of actions needed to fulfil the obligations to the Convention and its formal communication to the international community, acting in coordination with other stakeholders, integrating climate change in the ongoing national activities for the achievement of results to be reported and communicated through the National Communications and Biennial Update Report.

With respect to the gender dimension, women are meaningfully involved, not only as beneficiaries but also they are actively participating in the decision-making process of climate change related activities. Understanding how the different social roles and economic status of men and women affect, and are affected differently by climate change will improve actions taken to adapt and to mitigate climate change. In this sense, and for this specific project, the update of the national circumstances chapter of this Biennial Update Report will consider this gender dimension in order to better understand how the different roles of men and women in social and economic circumstances may affect Macedonia's ability to deal with mitigating the climate change on national and local level.

Project Objective, Outcome and Outputs

The **main goal** of the project is to assist the country in mainstreaming and integration of climate change consideration into national and sectorial development policies by ensuring continuity to the institutional and technical capacity strengthening process, partly initiated and sustained by the National Communications.

The **immediate objective** of the project is to assist the country in the preparation and submission of its First Biennial Update Report to the Conference of the Parties to the UNFCCC for the fulfillment of its obligations to the Convention under Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and it's Annex III.

The project objective will be achieved with the fulfillment of the following outcomes, which are in line with the GEF's climate change mitigation strategic objective (SO-6) under GEF-5: Enabling Activities: Support enabling activities and capacity building under the Convention. The outcome is: Completed climate change enabling activities under the UNFCCC.

The **project outcomes** are:

1. National circumstances and institutional arrangements relevant to the preparation of the national communications updated;
2. GHG inventory for 2010-2012 prepared, and inventories for the period 1990 - 2009 recalculated, using the UNFCCC recommended 2006 software;
3. Mitigation actions and their effects, including associated methodologies and assumptions, and progress of implementation are described as per the guidelines;
4. Constraints and gaps identified; related financial, technology and capacity building needs assessed; and recommendation for addressing the needs provided;
5. Establishment of domestic Measurement, Reporting and Verification arrangements supported;
6. Compilation, consolidation of information in tabular format and publication of the First Biennial Update Report;
7. Monitoring, reporting, and preparing of financial audits.

The **project outputs** are:

Outcome 1

- 1.1 Updated information on features of the population, natural resources, climate and economy which may affect its ability to deal with mitigating and adapting to climate change.
- 1.2 Description of national development objectives, priorities and circumstances, and the specific needs and concerns arising from the adverse effects of climate change.
- 1.3 Description of institutional arrangements relevant to the preparation of the national communications and biennial update reports on a continuous basis.
- 1.4 Mechanisms for stakeholders' involvement and participation to enable the preparation of national communications and biennial update reports.

Outcome 2

- 2.1 GHG inventories for period 1990-2009 recalculated using 2006 software, as recommended in the Third National Communication
- 2.2. GHG inventory for period 2010-2012 updated using 2006 software
- 2.3. National emission factors for the key sources updated on annual basis, as needed
- 2.4. Data collection and management system revised as per the requirement of the IPCC 2006 guidelines
- 2.5. Support given to the process of inclusion of GHG inventory in the national environment information system
- 2.6. Cross-sector collaboration for preparation of GHG Inventory strengthened.

Outcome 3.

- 3.1. Analytical work carried out in order to assess the mitigation potential of the country, considering all relevant aspects – technical, environmental and economic
- 3.2. Participatory process initiated, aimed at analyses and setting of appropriate and feasible emission reduction and limitation targets.
- 3.3. Appropriate criteria for prioritization of the mitigation measures developed and mitigation measures evaluated against the agreed criteria
- 3.4. Support given to the mitigation related activities proposed in the Third National Communication: assess the mitigation potential in key sectors
- 3.5. National capacities for GHG mitigation potential strengthened.

Outcome 4

- 4.1 Technology, financial and capacity needs for mitigation assessed.
- 4.2 A case study for mitigation potential - switching from conventional fuel to natural gas, showing the economic and environmental benefits, developed
- 4.3. Information updated on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors, IFCs, etc. for activities related to climate change.
- 4.4. Information on national resources allocated for climate change upon ratification of the UNFCCC collected.

Outcome 5

- 5.1 Options and possibilities for establishment of a domestic MRV system analyzed
- 5.2 Support given to the process of development of national institutional and legal frameworks for establishment of domestic MRV.

Outcome 6

- 6.1 First Biennial Update Report published and submitted in accordance to the guidelines contained in Annex III of Dec.2/CP. 17

Outcome 7

- 7.1 Project financial and progress reports prepared and submitted.

Planned activities

National circumstances

The information on the national circumstances provided in the Third National Communication (TNC) will be updated taking into account all new studies, projects and research developed since the preparation of the TNC.

This outcome includes 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. It will also include the characterization of the specific sectors such as water resources, energy, waste, transport. In particular, it will be analyzed how the national circumstances described may affect country's ability to deal with mitigating to climate change. Special attention will be paid to new information and data related to those sectors that are largest contributors to the GHG emissions.

National development objectives, priorities and circumstances will also be described, including the specific needs and concerns arising from the adverse effects of climate change.

Also, the information on the institutional arrangements and the mechanisms for stakeholder's involvement relevant to the preparation of the national communications and the biennial update reports.

GHG National Inventories

Under the previous National Communication, GHG Inventory of emissions by sources and removals by sinks for direct and indirect GHGs for the period 1990-2009 (INC covered 1990-1998; SNC covered 1999-2002; TNC covered 2003-2009) were prepared, using the methodology described in the Revised 1996 Guidelines for National Greenhouse Gas Inventories of the Intergovernmental Panel on Climate Change (IPCC) and applying the IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories and the IPCC's Good Practice Guidance for Land Use, Land-Use Change and Forestry (LULUCF) (2003).

Within the project, a GHG inventory for 2010-2012 will be prepared and the GHG for the period 1990-2009, using new 2006 IPCC software shall be recalculate, as recommended for the developing countries.

There are several reasons for recalculation of previous inventories:

- The sectors and subsectors in these two versions of the IPCC software are differently distributed, there are new subsectors added in 2006 version, agriculture is merged with LULUCF, solvent use is merged with industrial processes and it is named IPPU (industrial processes and product use) and many more differences (for example, emissions from the HFCs and PFCs usage sector automatically calculates actual and potential emissions, something that hasn't been done in the 1996 version of the software.)
- In TNC different methodologies and emission factors were used in comparison with GHG inventories prepared within SNC and INC. Also better activity data have been obtained, and new source categories have been included.
- Furthermore, it had been recommended that 'when changes occur in the GHG inventory, to recalculate the emissions of previous inventory reports. This guarantees the consistency of the series of emissions'. This recommendation is also in line with the Good Practice Guidance.
- In final, one of the GHG inventory national team experts actively participated in the international expert meeting for 2006 IPCC Software Usage and has gained first-hand information and training for the preparation of GHG inventories using this new version of the software.

More specifically, under this component, the project shall focus on the following:

- Data collection/ interaction with data providers for preparation of inventory for 2010-2012 according to 2006 guidelines
- Revision of inventory for period 1990-2009 according to 2006 guidelines

- Review of the proposed data collection and management system according to requirements from 2006 guidelines
- Strengthen of the institutional arrangements with other institutions/Ministries for data collection and management
- Incorporation of good practices for improving sustainability of the process
- Revision of nationally adopted emission factors on annual bases, if needed
- Provision of input for preparation of relevant laws and regulations for institutionalization of the GHG inventory
- Preparation of working sheets and summary tables, uncertainty estimation and management
- Preparation of graphics, tables and analysis of results
- Publication of GHG Inventory report.

Mitigation actions

The mitigation assessment will focus on clearly defined objectives and emphasize implementation. The results will facilitate the national mitigation action and planning, will enable recognition of the mitigation efforts in the country, as well as will link the national mitigation action to international support.

The mitigation analysis for the FBUR will follow the recommendations of the TNC and the World Bank's green growth study.

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 (including possibilities for green job creation). 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 FBUR.

The basic steps will include: Analytical work in order to identify/revise the mitigation potential of the country, considering all relevant aspects – technical, environmental and economic using participatory approach to ensure connection with governmental priorities and to ensure implementation of recommended measures; adoption of appropriate criteria for prioritization of the mitigation measures; evaluation of the mitigation measures against the adopted criteria; National capacities for GHG mitigation potential including analyses for potential targets for emission limitation/reduction strengthened

In particular, technical support will be given through this project to the activities of training and awareness rising to the sectors with mitigation potential in the framework of the UNFCCC.

Support will also be needed to the process of identification of different types of financing and co-financing needed.

Financial, Technology and capacity building needs and support received.

These activities as part of the FBUR shall closely link the process and outcomes of the TNC to relevant planning and decision making processes. A study of financial, technological and capacity needs and constraints of institutions responsible for activities related to climate change will be conducted through the collection, synthesis and analysis of existing information, individual interviews or group discussions, site visits, among others.

A case study for mitigation potential "Switching from conventional fuel to natural gas" shall be developed, showing the economic and environmental benefits of introduction of natural gas.

Information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors, IFCs, etc. for activities related to climate change will be collected. Also, information on national resources allocated for climate change upon ratification of the UNFCCC shall be collected.

Domestic Monitoring, Reporting and Verification

In 2010 in Cancun, the COP, through Dec. 1/CP.15, decided that internationally supported mitigation actions will be measured, reported and verified domestically and will be subject to international measurement, reporting and verification in accordance with guidelines to be developed under the Convention. In addition to that, it was decided that domestically supported mitigation actions will be measured, reported and verified domestically in accordance with general guidelines to be developed under the Convention.

In 2011, in Durban, the COP, through Dec. 1/CP.17, requested the Subsidiary Body for Scientific and Technological Advice to develop general guidelines for domestic measurement, reporting, and verification (MRV) of domestically supported nationally appropriate mitigation actions.

In this international context, the FBUR shall support the establishment of a domestic MRV system for the national appropriate mitigation actions in accordance to the guidelines to be developed under the Convention.

Under the project, an assessment will be conducted regarding the different options and possibilities for the domestic MRV according to the guidelines to be developed, considering national circumstances and capabilities, as well as taking into account the different nature of the mitigation actions. In addition, technical support will be given to the process of development of the national institutional and legal frameworks for establishment of domestic MRV.

Compilation, Publication and Submission of the First Biennial Update Report

When the expected outcomes 1 to 5 and its respective outputs are completed the First Biennial Update Report document will be compiled according to the guidelines contained in Annex II of Dec. 2. CP.17 and it will be submitted to the Conference of the Parties in the United Nations Framework Convention on Climate Change according to the requirements and formats established by the UNFCCC Secretariat

3. PROJECT RESULTS FRAMEWORK:

This project will contribute to achieving the following Country Programme Outcome as defined in CPAP or CPD:					
3.1. By 2015, national policies better address climate change adaptation and mitigation needs and demonstration programmes respond to climate change challenges;					
Country Programme Outcome Indicators: Number of programmes addressing climate change issues implemented by the central government, municipalities, civil society organizations					
Primary applicable Key Environment and Sustainable Development Key Result Area (same as that on the cover page, circle one): 1. Mainstreaming environment and energy OR 2. Catalyzing environmental finance OR 3. Promote climate change adaptation OR 4. Expanding access to environmental and energy services for the poor.					
Applicable GEF Strategic Objective and Program: Climate Change/Enabling Activity					
Applicable GEF Expected Outcomes:					
Applicable GEF Outcome Indicators:					
	Indicator	Baseline	Targets End of Project	Source of verification	Risks and Assumptions
Project Objective¹ The immediate objective of the project is to assist the country in the preparation and submission of its First Biennial Update Report to the Conference of the Parties to the UNFCCC for the fulfilment of its obligations to the Convention under Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and it's Annex III.	First Biennial Update Report Endorsed (FBUR)	INC and SNC endorsed and submitted to UNFCCC, TNC under development	First Biennial Update Report (FBUR) to be endorsed and submitted to the UNFCCC	Government decision UNFCCC Database	Assumes strong political support from all relevant stakeholders and the Government
Outcome 1² National circumstances	National circumstances and institutional arrangements relevant to the preparation of the	Outline of the national circumstances as part of the TNC (2013)	Updated national circumstances that reflect the developments by the end of 2014 in terms of population, natural resources, climate and economy which may affect its ability to deal with	Project document FBUR document Key relevant strategic documents	New developments are happening as a result of Government's commitment to advancement of the climate change agenda in the country

¹ Objective (Atlas output) monitored quarterly ERBM and annually in APR/PIR

² All outcomes monitored annually in the APR/PIR. It is highly recommended not to have more than 4 outcomes.

	national communications updated		mitigating and adapting to climate change; national development objectives, priorities and circumstances, and the specific needs and concerns arising from the adverse effects of climate change; institutional arrangements relevant to the preparation of the national communications and biennial update reports on a continuous basis, and mechanisms for stakeholders' involvement and participation to enable the preparation of national communications and biennial update reports.		
Outcome 2 GHG Inventory	<ul style="list-style-type: none"> Updated GHG inventory Continuous data measurement and analysis system established 	Inventories for the period 1990 - 2009	<p>GHG inventory for 2010-2012 prepared, and inventories for the period 1990 - 2009 recalculated, using the UNFCCC recommended 2006 software;</p> <p>National emission factors for the key sources updated on annual basis, as needed</p> <p>Data collection and management system revised as per the requirement of the IPCC 2006 guidelines</p>	<p>FBUR document</p> <p>External expert review</p> <p>Relevant reports and other documents</p>	<p>Assumes that relevant entities will be willing and able to share data on their emissions with the project team.</p> <p>Assumes political commitment for establishing an institutional set up for preparation, updating, and reporting of the GHG emissions</p>
Outcome 3 Mitigation Analysis	<ul style="list-style-type: none"> Number of studies available to inform different institutions and sectors about feasible mitigation 	<p>Sectoral studies/reports for the mitigation potential in the respective sectors</p> <p>Mitigation scenarios as part of</p>	<p>Updated analyses of the mitigation potential of the country, considering all relevant aspects – technical, environmental and economic</p> <p>Appropriate criteria for</p>	<p>FBUR document</p> <p>Sectoral report</p> <p>Relevant Government strategies</p>	<p>Assumes strong political commitment for investing in mitigation measures, as well as availability of financial resources and financial instrument that will facilitate such investments, especially for the industry and private sector</p>

	<p>policies and measures and their potential prioritization to facilitate decision making</p> <ul style="list-style-type: none"> Upgraded mitigation chapter in the FBUR 	the TNC	<p>prioritization of the mitigation measures developed and mitigation measures evaluated against the agreed criteria</p> <p>National capacities for GHG mitigation potential strengthened.</p>		
<p>Outcome 4 Financial, technology and capacity building needs and support received</p>	<p>Technology, financial and capacity needs for mitigation assessment.</p> <p>A case study for mitigation potential - switching from conventional fuel to natural gas, showing the economic and environmental benefits</p> <p>Information on national resources allocated for climate change upon ratification of the UNFCCC</p> <p>Relevant training curricula and number of trained individuals</p>	<p>Technology, financial and capacity needs for mitigation report as part of the TNC.</p>	<p>Updated technology, financial and capacity needs for mitigation assessment prepared</p> <p>A case study for mitigation potential - switching from conventional fuel to natural gas, showing the economic and environmental benefits, developed</p> <p>Information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors, IFCs, etc. for activities related to climate change updated.</p>	<p>FBUR document</p> <p>Relevant reports</p>	<p>Assumes commitment from the national and local governments to invest in capacity building and increasing human and financial resources for mitigation actions and measures</p>
<p>Outcome 5 Domestic MRV</p>	<p>Options for establishment of a domestic MRV system analyzed</p> <p>Process for establishment of national institutional</p>	<p>Initial analyses done and a roadmap for MRV developed</p>	<p>Options and possibilities for establishment of a domestic MRV system analyzed</p> <p>The process of development of national institutional and legal frameworks for establishment of</p>	<p>FBUR document</p> <p>Relevant studies and reports</p>	<p>Assumes strong commitment from the Government and other concerned entities</p>

	and legal frameworks for domestic MRV initiated.		domestic MRV. facilitated		
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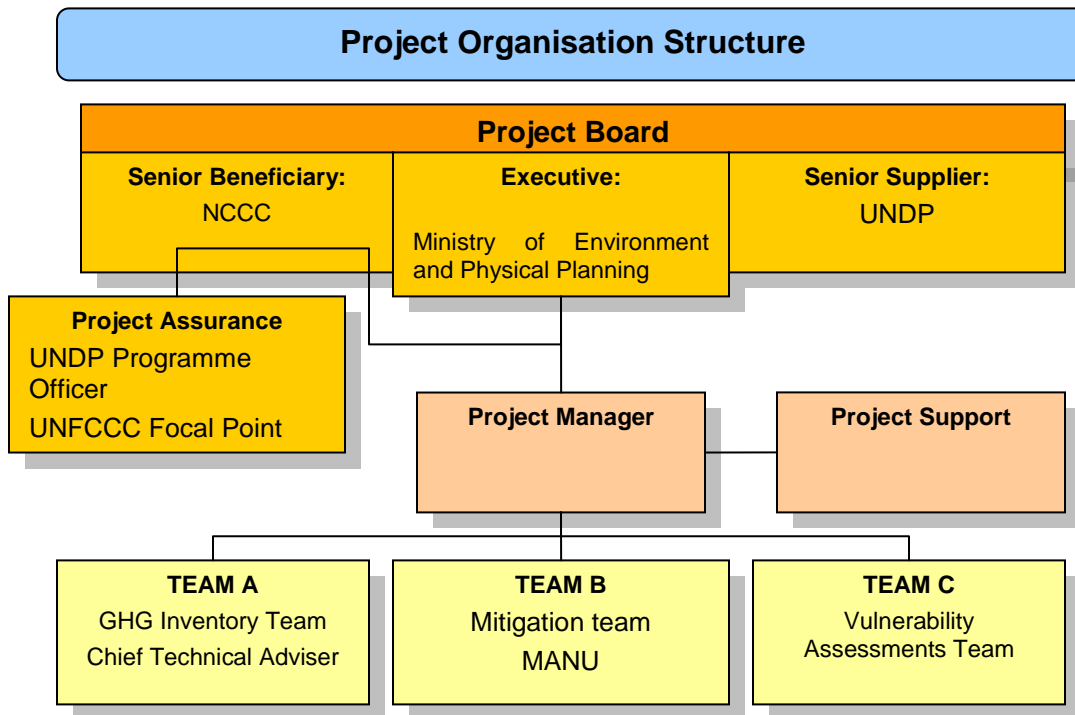
TOTAL BUDGET AND WORKPLAN

Award ID:	Award ID: 00074884	Project ID(s):	00087062
Award Title:	Country Name Project Title Macedonia/Macedonian Biennial GHG Emissions Update Report Project		
Business Unit:			
Project Title:	Country Name Project Title Macedonia/Macedonian Biennial GHG Emissions Update Report Project		
PIMS no.			
Implementing Partner (Executing Agency)	UNDP		

GEF Outcome/Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 2013 (USD)	Amount Year 2014 (USD)	Total (USD)
OUTCOME 1: National circumstances	Party 1	62000	GEF	71300	Local Consultants		4,800	4,800
				72100	Contractual services	1,200		1,200
				74500	Miscellaneous	1,000	1,000	2,000
					Total Outcome 1	2,200	5,800	8,000
OUTCOME 2: GHG Inventory	Party 1	62000	GEF	71300	Local Consultants	12,000	56,000	68,000
				72100	Contractual services	7,000	18,000	25,000
				74200	Audio Visual & Print Prod Costs	2,000	2,000	4,000
				74500	Miscellaneous	1,000	2,000	3,000
					Total Outcome 1	22,000	78,000	100,000
OUTCOME 3: Mitigation Analysis	Party 1	62000	GEF	71200	International Consultants		18,000	18,000
				71300	Local Consultants	6,000	30,000	36,000
				72100	Contractual services	7,000	25,237	32,237
				71600	Travel	2,000	2,000	4,000
				74500	Miscellaneous	1,000	1,000	2,000
					Total Outcome 3	16,000	76,237	92,237
OUTCOME 4:	Party 1	62000	GEF	71300	Local Consultants	4,400	8,000	12,400

Financial, technology and capacity building needs and support received				72100	Contractual services	5,000	4,600	9,600
				71600	Travel	2,000	2,000	4,000
				74200	Audio Visual & Print Prod Costs	2,000	2,000	4,000
				74500	Miscellaneous	1,000	1,000	2,000
					Total Outcome 2	14,400	17,600	32,000
OUTCOME 5: Domestic MRV	Party 1	62000	GEF	71200	International Consultants	5,000	25,000	30,000
				72100	Contractual services		4,000	4,000
				74200	Audio Visual & Print Prod Costs	2,000	2,000	4,000
				74500	Miscellaneous	1,000	1,000	2,000
					Total Outcome 2	8,000	32,000	40,000
OUTCOME 6: Publication and submission	Party 1	62000	GEF	72100	Contractual services		6,000	6,000
				74200	Audio Visual & Print Prod Costs		4,000	4,000
					Total Outcome 2		10,000	10,000
OUTCOME 7: Monitoring and evaluation	Party 1	62000	GEF	72100	Contractual services		10,000	10,000
					Total Outcome 2		10,000	10,000
OUTCOME 8: Project Management	Party 1	62000	GEF	71300	Local Consultants	0	29,224	29,224
					Total Outcome 2	0	29,224	29,224
Project Total:						62,600	258,861	321,461

4. MANAGEMENT ARRANGEMENTS



The project will be implemented under the NIM (NEX) modality with the Ministry of Environment and Physical Planning (MoEPP) as the implementing entity/responsible partner. The Ministry will be responsible for ensuring the government's participation in the project and the timely and verifiable attainment of project objectives. The MoEPP will also facilitate interaction, coordination and input of the relevant ministries, public organizations, research institutions and private organizations.

UNDP Country Office (CO) will be responsible for the procurement and recruitment of the project staff, consultants and consulting companies and representatives of the MoEPP will participate at the evaluation/recruitment panels established by UNDP with a voting right; UNDP will be also responsible for overseeing project budgets and expenditures; project evaluation and reporting; result-based project monitoring; and organizing independent audits to ensure the proper use of UNDP/GEF funds. Procurement, Recruitment, Financial transactions, auditing and reporting will be carried out in compliance UNDP procedures for national execution, based on the Agreement for provision of Support Services signed between UNDP and the Ministry of Environment and Physical Planning.

UNDP Country Office will be responsible for timely submission of progress reports, audit and evaluation reports to the Ministry of Environment and Physical Planning, and to the UNFCCC Focal Point and the GEF Operational Focal Point.

The Project Team (Project Manager and Project Assistant) that is implementing the Third National Communication to UNFCCC shall also serve as a project team for implementation of the FBUR. The Project Manager (PM) will manage the project on a day-to-day basis and serve as a main coordinator of all technical teams. The PM will be accountable to the executing agency for the planning, management, quality, timeliness and effectiveness of the activities carried out, as well as for the use of funds. The PM will be assisted by a Project Assistant.

He/she will also be involved in circulating discussion papers and draft reports, raising public awareness of project activities and coordinating consultations and workshops.

The same Project Board established for the TNC project, will serve as a Project Board for the BUR project as well. The Project Board is responsible for making by consensus management decisions for the project when guidance is required by the Project Manager, including approval of project work plans and revisions. In order to ensure accountability, the Project Board decisions should be made in accordance with standards that shall ensure the project's integrity and transparency.

The Project Board endorses the Annual Work Plans (AWP) presented by the Project Manager, and the Project Board may review and approve quarterly project plans thereafter when required and authorizes any major deviation from the agreed quarterly plans, as well as endorsed the Annual Progress Reports presented by the Project Manager. In addition, it approves any delegation of its Project Assurance responsibilities.

The team of three junior experts that institute the GHG Inventory Team within the TNC, shall continue to have the same role during the implementation of the FBUR. They will be supported by the Chief Technical Advisor who will be contracted on retainer basis for the duration of the project. This arrangement will further support the continuation of the newly institutional arrangement established within the TNC in order to assure continuous and regular updating of the national GHG inventories and the establishment of an MRV system. **The Ministry of Environment and Physical Planning will retain the junior experts after completion of the project.** This will create institutional capacity and improve the sustainability of project results. The Chief Technical Advisers shall also provide technical and strategic guidance to the project team and the CO and will ensure the soundness and consistency of the products generated by the experts engaged in the course of the project implementation..

Based on the experience from the previous national communications and on the recommendation of the CO CAP, a direct contract shall be signed with the Macedonian Academy of Arts and Science (Research Centre for Energy, Informatics, and Materials of the Macedonian Academy of Sciences and Arts (ICEIM-MANU))for carrying out specific analyses and modelling of GHG emissions and mitigation potential.

The Government will give support to the project through provision of the project team premises, the use of equipment and premises for conference and meetings. It will also provide the technical support for preparation of GHG inventories through the Informative Centre within MoEPP. The Public Relations Office within MoEPP will provide support in communicating the project outcomes to key stakeholders.

The equipment, software and other items purchased with the project funds upon finalization of the project will be transferred to the relevant national institutions that are the key project beneficiaries.

5. MONITORING FRAMEWORK AND EVALUATION

The project will be monitored through the following M& E activities. The M& E budget is provided in the table below.

Project start:

A Project Inception Workshop will be held within the first 2 months of project start with those with assigned roles in the project organization structure, UNDP country office and where appropriate/feasible regional technical policy and programme advisors as well as other

stakeholders. An Inception Workshop report shall be prepared and shared with participants to formalize various agreements and plans decided during the meeting.

Quarterly:

- Progress made shall be monitored in the UNDP Enhanced Results Based Management Platform.
- Based on the initial risk analysis submitted, the risk log shall be regularly updated in ATLAS.

Annually:

Annual Report: The Project Manager in collaboration with the project team and UNDP will prepare an annual report which will be submitted to the Ministry of Environment and Physical Planning.

This report shall be jointly reviewed during the fourth quarter of the year by the National Implementing Partner and UNDP, with the purpose of analyzing the progress into the results achievement, its relation with the expected effects, as well as the review of the Annual Work Plan for the next year.

Periodic Monitoring through site visits:

UNDP CO and the UNDP RCU will conduct visits to project sites based on the agreed schedule in the project's Inception Report/Annual Work Plan to assess first hand project progress. Other members of the Project Board may also join these visits. A Field Visit Report/BTOR will be prepared by the CO and UNDP RCU and will be circulated no less than one month after the visit to the project team and Project Board members.

End of Project:

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

Learning and knowledge sharing:

Results from the project will be disseminated within and beyond the project intervention zone 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 project implementation through lessons learned. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects.

Finally, there will be a two-way flow of information between this project and other projects of a similar focus.

Communications and visibility:

The project shall comply with UNDP's Branding Guidelines (<http://intra.undp.org/coa/branding.shtml>), and specific guidelines on UNDP logo use (<http://intra.undp.org/branding/useOfLogo.html>).

Also, the project shall comply with the GEF's Communication and Visibility Guidelines ([http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08 Branding the GEF%20final_0.pdf](http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08_Branding_the_GEF%20final_0.pdf)).

Where other agencies and project partners have provided support through co-financing, their branding policies and requirements shall be similarly applied.

M& E workplan and budget

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
Inception Workshop and Report	<ul style="list-style-type: none"> ▪ Project Manager ▪ UNDP CO, UNDP GEF 	Indicative cost: 2,500	Within first two months of project start up
ARR	<ul style="list-style-type: none"> ▪ Project manager and team ▪ UNDP CO 	None	Annually
Periodic status/ progress reports	<ul style="list-style-type: none"> ▪ Project manager and team 	None	Quarterly
Project Terminal Report	<ul style="list-style-type: none"> ▪ Project Manager and team ▪ UNDP CO 	None	At least three months before the end of the project
Audit	<ul style="list-style-type: none"> ▪ UNDP CO ▪ Project manager and team 	Indicative cost per year: 3,000	Yearly
Visits to field sites	<ul style="list-style-type: none"> ▪ UNDP CO ▪ UNDP RCU (as appropriate) ▪ Government representatives 	For GEF supported projects, paid from IA fees and operational budget	Yearly

6. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, 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.

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 this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

7. ANNEXES

Annex I – Draft TOR

Draft Terms of References Project Manager (Full-time)

Project Title & Number:	Macedonia's First Biennial Update Report
Post Title:	Project Manager
Duty Station:	Skopje
Duration of initial contract:	12 months
Duration of project:	16 months
Type of contract:	Service Contract
Contract Level:	SC 9

BACKGROUND/ORGANIZATION CONTEXT:

The **main goal** of the project is to assist the country in mainstreaming and integration of climate change consideration into national and sectorial development policies by ensuring continuity to the institutional and technical capacity strengthening process, partly initiated and sustained by the National Communications.

The **immediate objective** of the project is to assist the country in the preparation and submission of its First Biennial Update Report to the Conference of the Parties to the UNFCCC for the fulfillment of its obligations to the Convention under Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and its Annex III.

The Project Manager will be based in a Project office within the Ministry of Environment and Physical Planning. Under the direct supervision of UNDP Programme Officer, Head of energy and Environment Unit, and the overall guidance of the Project Board, the Project Manager is responsible for the administrative, financial and the overall project management and implementation ensuring that the project is efficiently managed to fulfil its mission and objectives as set out in the relevant project documents, and in accordance with the UNDP standards and best practices. The Project Manager works in close collaboration with the UNFCCC Focal Point, National Climate Change Committee, UNDP programme and operations team, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful project implementation.

DUTIES AND RESPONSIBILITIES:

Summary of Key Functions:

1. Ensures the Implementation of the Project Goals & delivery of different aspects of the same;
2. Day-to-day implementation and management of the project by maintaining the delivery of appropriate technical, operational, financial and administrative outputs and tracking the progress of the project by monitoring and reporting
3. Ensure Provision of policy advice services to the Government and relevant ministries, local authorities and other stakeholders, and facilitation of knowledge building;
4. Ensure creation of strategic partnership and support implementation of the resource mobilization strategy
5. Ensure Gender mainstreaming within the project

Specific tasks and responsibilities:

1. Ensures the **implementation of the Project Goals & delivery** of different aspects of the same, focusing on achieving the following results:

Coordinate, systemize, codify and integrate successful approaches, methodologies and tools developed in the relevant area, into a cohesive UNDP framework for supporting governments efforts in different aspects of climate change;

2. **Day-to-day implementation and management of the project** by maintaining the delivery of appropriate technical, operational, financial and administrative outputs and tracking the progress of the project by monitoring and reporting

- Managing and coordinating the activities of project implementation based on relevant Project Document and related proposals, including the supervision and guidance of the Project Staff, short, medium and long-term consultants, with a view to achieving project results;
- Responsible for the development of comprehensive/detailed Project work-plan including structured dynamics of all Project activities, role and responsibilities of the stakeholders and milestones;
- Monitor progress and implementation of comprehensive/detailed project work plans and key event schedules comprising planned activities, responsibilities and deadlines relating to all active participants in the project;
- Mobilize goods and services to initiative activities, including drafting TORs and work specification;
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Manage and monitor the project risks initially identified, submit new risks to the Project Board for consideration and decision on possible action if required; update the status of these risks by maintaining the Project Risk Log;
- Ensures the existence of successful quality assurance for the project's financial, procurement and administrative processes in order to make sure that they are conducted in line with prevailing UNDP rules and regulations as well as in line with the project timelines;
- Prepare the Progress Report (progress against planned activities, update on Risks issues, expenditures) and submit the report to the Project Board and Project Assurance;
- Prepare the Annual review Report, and submit the report to the Project Board and the Outcome Board;
- Perform tasks in ATLAS in line with given function;

3. Ensure **provision of policy advice services** to the Government and relevant ministries, local authorities and other stakeholders, and facilitation of knowledge building focusing on achievement of the following results:

- Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learnt into project goals;
- Support to development of policies that will address the country problems and needs in collaboration with the Government and other strategic partners.
- Share relevant and substantive and operational experiences with other colleagues and counterparts; (Develop knowledge products to be shared with the Project partners).

4. Ensure **creation of strategic partnership and support implementation of the resource mobilization strategy** focusing on achievement of the following results:

- Develops strong relationships with the implementing partners;
- Establishing effective linkages with other UNDP projects and with other initiatives in the sector with a view to developing substantive partnerships and generating synergies.

- Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, recommend approaches to donors in terms of resource mobilization.

5. Ensure Gender mainstreaming within the project focusing on achievement of the following results:

- Ensures gender is effectively mainstreamed throughout the project activities, work plans, budgets, reports, researches, analyses and, where specifically relevant, analyzed in detail;
- Ensure gender equality is mainstreamed throughout team, consultant and staff management activities;
- Ensures knowledge on gender equality is incorporated in Project Knowledge management activities and products.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS:

- Project activities executed in line with UNDP corporate principles (RBM, Prince2);
- Project team(s) effectively and efficiently guided and backstopped;
- New partnership with relevant national and international institutions (incl. UN agencies, EU, bilateral donors and international organizations) promoted;
- Enabling legal and policy environment improved;
- Institutional and individual capacity to raise management cost-effectiveness in relevant institutions strengthened;
- Delivered funds in accordance to the planned Annual Work Plan (in 90 %).
- Timely and qualitative reporting in line with the Programme needs and Country Office/National partners requirements.

COMPETENCIES

Corporate Competencies:

- Integrity : Demonstrates commitment to UNDP's mission, vision and values.
- Respect of diversity : Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; Treats all people fairly without favoritism

Core Competencies:

- Client Orientation: Focuses on impact and result for the client and responds positively to feedback
- Team Work: Participates in teams effectively and shows conflict resolution skills
- Relationship Building: Builds strong relationships with clients and external actors
- Stress Management: Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

Functional Competencies

- Development and Operational Effectiveness: Ability to participate in strategic planning, results-based management, monitoring and reporting; Ability to contribute in formulation, implementation, monitoring and evaluation of development programmes;
- Judgment/Decision Making: identifies key issues in a complex situation and proposes course of action for overcoming of the issues.

Technical Competencies

- Experience in implementing/managing environment and/or climate change related projects

- Experience in Managing Project work plans and budgets

Education:

University Degree in Environmental Sciences, Mechanical and/or Electrical Engineering, or other relevant field. Master degree is an asset.

Professional experience:

- At least 3 years (1 year for candidates with Master Degree) of relevant professional project management experience preferably on similar projects;
- Previous experience in implementing climate change related projects would be an asset;
- Evident experience in liaising and co-operating with all personnel including government officials, scientific institutions, NGOs and private sector;
- Evident experience in performing training needs assessments, evaluations, knowledge management.
- Previous experience in the UN system and cooperation with civil society sector is a strong asset.
- Excellent computer literacy (MS Office; Windows XP, Internet); excellent communications, report writing and analytical skills.

Language Requirements

Language proficiency in both written and oral English and Macedonian is required. Knowledge of Albanian language and/or languages of other communities shall be considered an asset.

**Draft Terms of References
Project Assistant (Full-time)**

Project Title & Number:	Macedonia's First Biennial Update Report
Post Title:	Project Assistant
Duty Station:	Skopje
Duration of initial contract:	12 months
Duration of project:	16 months
Type of contract:	Service Contract
Contract Level:	SC 6

BACKGROUND/ORGANIZATION CONTEXT:

The **main goal** of the project is to assist the country in mainstreaming and integration of climate change consideration into national and sectorial development policies by ensuring continuity to the institutional and technical capacity strengthening process, partly initiated and sustained by the National Communications.

The **immediate objective** of the project is to assist the country in the preparation and submission of its First Biennial Update Report to the Conference of the Parties to the UNFCCC for the fulfillment of its obligations to the Convention under Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and it's Annex III.

The Project Assistant will be based in a Project office within the Ministry of Environment and Physical Planning. Under the direct supervision of the Project Manager and the overall guidance of the Project Board, the Project Assistant will support effective delivery of the activities within the project by administering and executing processes and transactions and supporting day-to-day project implementation consistent with UNDP rules and regulations. The incumbent will work in close cooperation with the Ministry of Environment and Physical Planning, UNFCCC Focal Point, National Climate Change Committee, UNDP programme and operations team, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful project implementation as deemed necessary.

DUTIES AND RESPONSIBILITIES:

Summary of Key Functions:

1. Perform financial duties related to implementation of the project activities;
2. Assist with organizing operational and administrative processes for project needs and provides support to office maintenance;
3. Support implementation of project strategies focusing on achieving the project results;
4. Manage the project documentation in an appropriate and satisfactory manner;
5. Support knowledge building and knowledge sharing across Unit's projects, particularly in finance and administrative/ATLAS matters.

Specific tasks and responsibilities:

1. **Function/ Expected Result:** Perform financial duties related to implementation of the project activities
 - Prepare Requests for Direct Payment (RDP), upon conducting proper control of the supporting documentation and ensuring that the supporting documentation meets the requirements and standards of UNDP rules and procedures;
 - Assist in preparation of budget plans, budget revisions, financial reports, payments and status of funds and expenditures;
 - Assist in analysis of financial information, availability of funds, readjustment of funds, monitoring of delivery of funds;
 - Prepare the necessary documentation for timely VAT reimbursement, if relevant;
 - Backstop the Project Coordinator and other project staff (if applicable) in performing tasks in ATLAS in conjunction with the functions/roles given (creating requisitions, preparation of budget plans, budget status of funds, drafting budget revisions, uploading project - related documents particularly with reference to RMG requirements, generate various reports, etc.).
2. **Expected Result:** Assist with organizing operational and administrative processes for the needs of the projects and provides support to office maintenance
 - Assist in the human resources administrative processes, including recruitment of short-term consultants and temporary assignments, evaluation processes, minutes-taking;
 - Create a roster of potential consultants/consultancy companies that work on issues relevant to the projects;
 - Assist with procurement of goods and services;
 - Initiate procurement cycle in ATLAS and assist the preparation of receiving reports for the procurement of equipment, other goods and services;
 - Maintain records on assets management and prepare asset reports;
 - Responsible for overall management of project premises and assets;
 - Make travel and logistics arrangements, as needed;

- Initiate routine correspondence relating to the implementation of project and drafting of official documents;
- Organize meetings, workshops and conferences;
- Draft meeting minutes, translate and interpret from local language/s into English and vice-versa.
- Serves as a focal point for the audit exercises of the projects and provides the relevant documentation and actions to respond to auditors' questions/requests.
- Proposes solutions to any administrative issues, whenever relevant and possible.

3. Function/Expected Result: Support implementation of project strategies focusing on achieving the project results

- Assist in preparation of project work-plans through providing support in data collection, systematization and analysis of information, inter-action with institutions in data collection;
- Preparation of relevant background materials for use in discussions, correspondence and briefing sessions;
- Contribute to the preparation and implementation of variety of progress reports, by providing information, preparation and analysis of financial data, etc.

4. Function/ Expected Result: Manage the project documentation in an appropriate and satisfactory manner

- Maintain files and ensure proper records of projects working files and permanent retention files in line with corporate requirements (project audit, evaluation and operational and financial closure);
- Perform tasks in ATLAS in conjunction with the functions/roles given (uploading project - related documents particularly with reference to RMG requirements, generating various reports etc.);
- Compile, copy and distribute project products.

5. Expected Result: Support knowledge building and knowledge sharing across Unit's projects, particularly in finance and administrative/ATLAS matters.

- Participate in the training for the operations/project staff on administration;
- Advise counterparts and consultants on applicable administrative procedures and ensure their proper implementation;
- Provide recommendations on ways to improve project implementation systems.

6. Other expected Results: S/he will perform any other duties related to the project as required

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS:

- Effective and timely fulfilment of all financial steps by ensuring due diligence and respecting the UNDP rules and regulations;
- Effective fulfilment of administrative, logistical and organizational requirements for the projects;
- Establishment of effective document management system for the projects;
- Timely management of ATLAS requirements in terms of asset and document management systems;
- High quality maintenance of files and records and efficient response to queries.

COMPETENCIES

Corporate Competencies:

- Integrity: Demonstrates commitment to UNDP's mission, vision and values.
- Respect of diversity: Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Core Competencies:

- Client Orientation: Focuses on impact and results for the client and responds positively to feedback
- Team Work: Participates in teams effectively and shows conflict resolution skills
- Relationship Building: Builds strong relationships with clients and external actors
- Stress Management: Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change and ability to manage complexities
- Consistently approaches work with high energy and positive and constructive attitude.

Functional Competencies:

- Development and Operational Effectiveness: Ability to perform a variety of specialized tasks related to Results Management, including support to planning and implementation of the project, managing data, and clear and accurate reporting. Ability to provide input to business processes re-engineering, implementation of new systems, including new IT based systems

RECRUITMENT REQUIREMENTS

Education: Secondary Education. University degree in finance, economy, business administration, public administration shall be considered a strong asset.

Professional experience:

-
- At least 6 years (4 years for candidates with University Degree) of professional experience in project administration, logistical and financial operations.
 - Previous experience in similar development projects shall be considered an asset.
 - Previous experience in the UN system is an asset.
 - Excellent computer literacy (MS Office; Windows XP, Internet); excellent communications, report writing and analytical skills.
 - Experience in general project administration and financial operations;
 - Experience and skills in logistical and organizational matters;

Language requirements:

Language proficiency is required in both written and oral English and Macedonian.

Knowledge of Albanian language and/or languages of other communities shall be considered an asset.

SIGNATURE PAGE

Country: FYR Macedonia

UNDAF Outcome (s)/Indicator (s):

3 , By 2015 central and local level authorities have improved capacities to integrate environment and disaster risk reduction into national and local development frameworks, while communities and civil society organizations participate more effectively in environmental protection and disaster risk reduction planning, implementation and monitoring.

CPAP Outcome (s)/Indicator (s):

3.1. By 2015, national policies better address climate change adaptation and mitigation needs and demonstration programmes respond to climate change challenges;

CPAP Output (s)/Indicator (s):

3.1.1 Vulnerability assessments, impact costing, policy options and integrated territorial plans for climate change adaptation developed.

3.1.3 National awareness on climate change issues raised and competencies of civil society organizations to influence national and local level decision-making improved.

Executing Entity/Implementing Partner: UNDP

Implementing entity/Responsible Partner: Ministry of Environment and Physical Planning

Programme Period:	2010 - 2015	Total resources required	427, 461\$
Atlas Award ID:	00074884	Total allocated resources:	427, 461\$
Project ID:	00087062	• Regular	_____
PIMS #	_____	• Other:	_____
Start date:	01.09.2013	○ GEF	\$321,461
End Date	31.12. 2014	○	
Management Arrangements	NIM	○ Government	96,000\$
PAC Meeting Date	12.08.2013	○ In-kind	10,000\$
		○ Other	_____
		In-kind contributions	_____

Agreed by (Government):

Abdulaqim Ademi
Minister of Environment and Physical Planning

20 August 2013

NAME	SIGNATURE	Date/Month/Year
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Agreed by (UNDP):

Alessandro Fracassetti
Resident Representative a.i.

20 August 2013

NAME	SIGNATURE	Date/Month/Year
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