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**United Nations Development Programme**

**Project Document template for projects**

**financed by the various GEF Trust Funds**

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| **Project title:** *Development of the Fourth National Communication and the First Biennial Transparency Report of Montenegro to the UNFCCC* | | | | | |
| **Country(ies): Montenegro** | **Implementing Partner (GEF Executing Entity):** *Ministry of Ecology, Spatial Planning and Urbanism* | | | | **Execution Modality***: National Implementation Modality (NIM)* |
| **Contributing Outcome (UNDAF/CPD, RPD, GPD)***: CPD Outcome 2: By 2021, the people of Montenegro are benefiting from sustainable management of cultural and natural resources, combating climate change, and disaster-risk reduction.* | | | | | |
| **UNDP Social and Environmental Screening Category:**  *exempt from the SESP[[1]](#footnote-2)* | | | **UNDP Gender Marker:** *GEN 2* | | |
| **Atlas Award ID:** 00130983 | | | **Atlas Project/Output ID:** 00124161 | | |
| **UNDP-GEF PIMS ID number:** 6570 | | | **GEF Project ID number:** 10741 | | |
| **LPAC meeting date:** *August 2021 (expected)* | | | | | |
| **Last possible date to submit to GEF:** N/A (this is Enabling Activity project) | | | | | |
| **Latest possible CEO endorsement date:** N/A (this is Enabling Activity project) | | | | | |
| **Project duration in months:** 43 months | | | | | |
| **Planned start date:** *01**September 2021.* | | | **Planned end date:** *31**March 2025.* | | |
| **Expected date of Mid-Term Review:** *N/A* | | | **Expected date of Terminal evaluation:** *N/A* | | |
| **Brief project description:** As a signatory to the UNFCCC, Montenegro has been obliged to regularly report towards UNFCCC Secretariat on, among other information: GHG Inventory, mitigation and adaptation climate actions, tracking the implementation and achievement of its Nationally Determined Contribution (NDC) under the Paris Agreement. With this project, Government of Montenegro will be assisted in the preparation and submission of its Fourth National Communication and its First Biennial Transparency Report for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC). | | | | | |
| **Financing Plan** | | | | | |
| GEF Trust Fund grant | | | USD 517,000 | | |
| 1. **Total Budget administered by UNDP** | | | **USD** **517,000** | | |
| **co-financiers that will deliver project results included in the project results framework (Funds not administered through undp accounts)** | | | | | |
| *Government of Montenegro – Ministry of Ecology, Spatial Planning and Urbanism* | | | USD 100,000 (in kind) | | |
| 1. **Total confirmed co-financing** | | | USD **100,000** | | |
| 1. **Grand-Total Project Financing (1)+(2)** | | | USD **617,000** | | |
| **Signatures:**  **Note: If the project document is in french or spanish, the final project document must be cleared by the rta before signature.** | | | | | |
| **Signature:** print name below | | **Agreed by Implementing Partner** | | **Date/Month/Year:** *within 6 months after CEO Approval* | |
| **Signature:** print name below  Ms. Daniela Gasparikova,  UNDP Resident Representative | | **Agreed by UNDP** | | **Date/Month/Year:** *within 6 months after CEO Approval* | |
| **Key GEF Project Cycle Milestones:**  **Project document signature:** within 6 months after CEO Approval  **First disbursement date:** within 8 months after CEO Approval  **Inception workshop date:** within 2 months from the date of First Disbursement  **Operational closure:** within 3 months of submitting of End of project report  **Financial closure:** within 6 months of operational closure | | | | | |

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# Acronyms and Abbreviations

AFOLU Agriculture, Forestry, and Other Land Use

BUR Biennial Update Report

BTR Biennial Transparency Report

CBIT Capacity Building Initiative for Transparency

DCC Directorate for Climate Change

ENPA Environment and Nature Protection Agency

EU European Union

ETS (European Union) Emissions Trading Scheme

FBUR First Biennial Update Report

FSP Full Sized Project

GCF Green Climate Fund

GEF Global Environmental Fund

GEFSEC Global Environment Facility Secretariat

GHG Greenhouse Gas

GWP Global Worming Potential

IHMS Institute for Hydrometeorology and Seismology

INC Initial National Communication

INDC Intended Nationally Determined Contribution

IPCC Intergovernmental Panel on Climate Change

IPH Institute for Public Health

LCDS Low Carbon Development Strategy

MARD Ministry of Agriculture and Rural Development

MMR (European Union) Monitoring Mechanism Regulation

MONSTAT State Statistical Office

MPGs Methods, Procedures and Guidelines

MRV Measurement, Reporting, and Verification

MSDT Ministry of Sustainable Development and Tourism

MSP Medium Sized Project

NAP National Adaptation Plan

NCCS National Climate Change Strategy

NCSD National Council for Sustainable Development, Climate Change and Integrated Coastal Zone Management

NDCs Nationally Determined Contributions

NGO Non-Governmental Organization

PIF Project Identification Form

PIR Project Implementation Report

POPP Programme and Operations Policies and Procedures

PPG Project Preparation Grant

QA/QC Quality Assurance, Quality Control

SBUR Second Biennial Update Report

SDGs Sustainable Development Goals

STAP GEF Scientific Technical Advisory Panel

TNC Third National Communication

UNDP United Nations Development Programme

UNFCCC United Nations Framework Convention on Climate Change

WGMA Working Group on Mitigation and Adaptation

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# Development Challenge

Montenegro became a party to the UN Framework Convention on Climate Change by succession, after becoming independent in 2006, being a non-Annex I Party to the UNFCCC. The Ministry of Ecology, Spatial Planning and Urbanist (MESPU) is the main national entity responsible for the national environmental and climate change policy and the National Focal Point to the UNFCCC.

Montenegro submitted its Initial National Communication (INC) in 2011. The report focused mainly on the preparation of a detailed inventory of GHG emissions and a general description of steps taken or envisaged to implement the Convention. The report updated the national GHG inventory using the year 1990 as a base year and presented a trend analysis of the period 1990-2003. The report also includes the mitigation analysis, a downscaling of global circulation models and an analysis of vulnerable sectors and possible adaptation measures. The Second National Communication (SNC) was prepared and submitted in May 2015. The report updated the national GHG inventory using the year 1990 as a base year and presented a trend analysis of the period 1990-2011. The SNC provides updated mitigation analysis, and updated analysis of vulnerable sectors and possible adaptation measures. The Third National Communication (TNC) was submitted to the UNFCCC Secretariat in October 2020. The communication updated the national GHG inventory with up-to-date recalculations for the period 1990-2017, in accordance with 2006 IPCC Guidelines. The update was prepared in line with the findings from UNFCCC Quality Assurance Workshop of the national GHG management system and national GHG inventory of Montenegro. Furthermore, the TNC comprehends updated chapters on Mitigation and Vulnerability & Adaptation Analysis as well as Constrains, Gaps and Needs Analysis.

The First Biennial Update Report (FBUR) was developed and submitted in January 2016. The Second Biennial Update Report (SBUR) was submitted to the UNFCCC Secretariat in May 2019. The FBUR updated the national GHG inventory for the whole series 1990-2013, using IPPC 2006 Guidelines, while through the SBUR further improvement of the national GHG inventory 1990-2015 was done. The SBUR also covers Climate Change Mitigation and Action Plan as well as Development of Conceptual Framework for Monitoring, Reporting and Verification (MRV). The Third Biennial Update Report (TBUR) is currently underway and its submission to the UNFCCC is planned for December 2021.

Montenegro is implementing several international obligations to move towards a low-carbon economy, including the establishment of goals for increasing the share of renewable energy by final energy demand, improving energy efficiency, and reducing GHG emissions in electricity generation by reducing operational hours of the only lignite-fired power plant, as well as eco-upgrade of this power plant including the construction of the desulphurization and denitrification system, upgrade to the electro-filtering plant, construction of waste water treatment facility, and reconstruction of the internal system for transporting ash and slag that will significantly reduce all the air pollutants (SO2, NOX, PM2.5). The lignite-fired Thermal Power Plant (TPP) Pljevlja itself is envisaged as a heat source for the town of Pljevlja (envisaged heat removal from the turbine, heat exchangers, pumping station, and the auxiliary boiler room as the backup source).

In the public buildings sector, the government is focused on improving energy efficiency and comfort conditions in targeted buildings (hospitals, health centres, elementary schools, high schools, special schools, kindergartens and dormitories). In the residential buildings sector, the government subsidies on penetration of heating systems on modern biomass and improving living conditions through improved thermal insulation of household. Furthermore, the energy labeling and eco-design regulation for energy related products has been adopted. Over the last years, substantial investments have been made, and will continue to be made, into new renewable energy sources (wind generators, solar power plants and small hydropower plants (sHPPs), together with planned investments into solar power plants (SPPs), biogas-powered plants, and biomass cogeneration plants. In the transport sector, the government is mostly focused on improving infrastructure (roads, highway), on biofuels use as well as on alternative ways of mobility, such as e-vehicles.

The NCs and BTRs are a vital medium for the exchange of information on Parties’ responses to climate change and UNFCCC process. Both reports allow the parties to highlight the issues, problems, gaps and constraints faced as well as technical and financial supports needed by the Parties. Information from the reports has been used to integrate climate change issues into national sustainable development policy and planning. More specifically, the representatives of relevant ministries and agencies, particularly Ministry of Capital Investments, Ministry of Agriculture and Rural Development, Environmental Protection Agency, Statistical Office – MONSTAT, Ministry of Interior, etc. that participated in the SNC/TNC and the SBUR process used the technical reports, as well as experiences in their relevant policy and planning process.

As a result, Montenegro included climate change components into the national socio-economic policy and planning process. Under the GEF CC enabling activities, Montenegro has enhanced national capacities on development of GHG inventory, mitigation options and exposure to vulnerability and adaptation options. The accumulated capacities are hardly keeping pace with increasing threats and the growing issues and problems of climate change process. It is important for Montenegro to advance further its national capacities to cope with the existing and emerging issues and to communicate with UNFCCC parties in addressing climate change.

In its second Biennial Update Report (BUR) from 2019, Montenegro identified the main constraints as being the lack of a permanent and binding system for gathering and processing the data needed for its National Communications (NCs) and BURs and the lack of a system to sustainably monitor and support decision makers with regard to GHG trends, progress and options for mitigation actions. Furthermore, given developments in processes and agreements under the Convention, the party needs to constantly improve its capacity, expertise, and skills to meet its national obligations. Montenegro is also encountering technological, financial, and capacity constraints when implementing its identified actions.

On its path towards accession to EU, Montenegro has opened Negotiation Chapter 27 covering Environment and Climate Change. It will have to integrate into domestic legal framework numerous requirements of the EU climate policy and to align with climate acquis. The EU Report on Montenegro’s progress (May 2019) in the accession process states that: “Limited progress has been made in further aligning legislation with the EU acquis. Montenegro should focus in particular on environment and climate change. Furthermore, Montenegro should in particular develop its National Energy and Climate Plan (NECP) in line with the Energy Community. Montenegro’s level of alignment on climate change remains limited. On horizontal legislation, in June 2018, Montenegro adopted the 2018-2020 action plan for its national strategy to align with and implement the EU acquis on environmental protection and climate change. However, the lack of administrative capacity and financial resources at national and local level are delaying the strategy's implementation. Genuine dialogue between civil society and the government is required to achieve effective public participation and consultation in decision-making. The Fund for Environmental Protection was formally established in November 2018 and is now becoming operational. Montenegro has a Climate Change Strategy up to 2030 in place but has to intensify its work to ensure consistency with the EU 2030 climate and energy policy framework and to ensure that its strategy is integrated into all relevant sectoral policies and strategies. Considerable efforts are still needed to align with the EU climate acquis”.

Substantial efforts are also needed to fully integrate climate considerations into all relevant sectorial policies and strategies. Montenegro regularly associated itself with EU positions at international level. Regarding alignment with the climate acquis, the country’s monitoring, reporting and verification capacity is strengthened.

The establishment of the National Council for Sustainable Development, Climate Change and Coastal Area Management (NCSDCCCAM) marks a positive development in inter-institutional coordination and cooperation. The Council needs to be strengthened further.

Montenegro participated in the Regional Implementation of Paris Agreement Project (RIPAP) which focused on capacity building and support for participating countries for implementing the 2015 Paris Climate Agreement. Support through RIPAP included support in preparing technical reports and documents, capacity building activities such as workshops and seminars, and ad hoc assistance. Outcomes included the upgrading of national GHG monitoring and reporting systems and practices and strengthening of MRV activities.

In August 2015, the Intended Nationally Determined Contributions document was submitted to the UNFCCC and the Government committed to the goal of at least 30% GHG emission reduction by 2030 (compared to the 1990 reference year). Montenegro adopted the Law on Ratification of Paris Agreement in October 2017, confirming its INDC submitted to the UNFCCC in September 2015. The updated NDC2 has been developed with UNDP support, and was submitted to the UNFCCC Secretariat on 25 June 2021. In the updated NDC, the Government has raised the target of the INDC and committed to achieve at least 35% reduction in total national GHG emission (excl. LULUCF) by 2030 compared to the base year of 1990.

# Strategy

In order to improve climate change governance and meet the challenges that Montenegro will face as a results of climate change, there is a need to mainstream climate change concepts into national and sectoral development plans. This project builds on a broader level and as part of its ultimate and long-term objectives, contributes into mainstreaming climate change concepts by strengthening the institutional capacity in monitoring and reporting on climate change impacts and actions in parallel to the other projects running in cooperation with the Ministry of Ecology, Spatial Planning and Urbanism.

The immediate objective of the proposed Enabling Activity Project is to assist the Government of Montenegro to perform the activities necessary to prepare the Fourth National Communication and the First Biennial Transparency Report (4NC/1BTR), thus to fulfil its obligations to the Convention as per decisions 1/CP.16 ,2/CP.17 and 18/CMA.1. This project is prepared in line with the GEF7 climate change mitigation objective CCM3: Foster Enabling Conditions to Mainstream Mitigation Concerns into Sustainable Development Strategies.

This project presents an opportunity to strengthen Montenegro’s capacities to meet its reporting obligations towards UNFCCC. In the absence of this project, the country is not likely to meet these obligations in time, i.e. it would be most likely missing critical and important milestones necessary for the country to meet national sustainable development goals.

Montenegro already benefits from a very good baseline of political commitment and institutional mechanisms, as reflected by, among others, the Law on Protection Against Adverse Impacts of Climate Change, the National Council for Sustainable Development, Climate Change and Integrated Coastal Zone Management (NCSD), and the working groups under the Council. The project will work closely with the government bodies, especially Department for Climate Change within MESPU and Environment Protection Agency, as well as other associated members of the Council’s Working Group on Mitigation and Adaptation in the form of technical capacity building. Consultations during the concept stage resulted in this project’s design, recognizing that Montenegro has to, together with collecting GHG emission data, work on building capacities of national partners, having in mind long-term reporting requirements.

Through the process of preparing the Second Biennial Update Report, Montenegro developed a conceptual framework and pilot information system for monitoring and reporting on climate challenges, associated actions, their benefits, costs and associated financial and capacity building support, as well as links to the wider impacts of these actions on SDGs. This system will provide a backbone for Montenegro to start the process of collecting and processing data to inform its decision-makers on climate change related actions, as well as to report on the progress. Notwithstanding the expertise currently resident in Montenegro, there is still a lack of a coordinated team of support and climate finance expertise.

Formalizing national processes to capitalize of existing expertise, experience gained through other related initiatives, will help maintain the momentum needed to enable the development of data flows, analysis and provision of useful data for decision-making and reporting associated with Montenegro’s NDC.

The Enhanced Transparency Framework (ETF) under the Paris Agreement builds on the current, measurement, reporting and verification (MRV) system. Reporting under the existing MRV framework including NCs, BURs and ICA form part of the experience drawn upon and contributed to continuous building of capacity and expertise in advance of the ETF. The current framework provided timeframes for improvements of capacity constraints and prepared roadmap to becoming ETF ready. The preparation of 4NC/1BTR is an opportunity to continue to learn by doing, analyze gaps and needs, and to build the necessary institutions and processes for complying with the ETF.

With the 4NC/1BTR, Montenegro will be updating GHG Inventory for reporting year no more than two years prior to the submission of its national inventory report (x-2) which is in line with MPGs for BTR.

# Results and Partnerships

Expected Results*:*

The project expected components and outcomes are:

1. **National Circumstances, Institutional Arrangements, Description of NDC, Constraints, Gaps and Other Info**
   1. Review on previous National Communications and overview of the current circumstances, policies and institutional arrangements relevant to the preparation of the Fourth National Communication/Biennial Transparency Report;
   2. Progress towards mainstreaming of climate change considerations along with gender issues into key development strategies and sector-based policy frameworks
   3. Other relevant information described (research/systematic observation, technology transfer, education, public awareness, capacity building, constraints and gaps).
2. **GHG Inventory**
   1. The comprehensive national system for preparation of GHG emission inventories;
   2. The national capacities enhancement for GHG inventory preparation and management;
   3. Report on national sectorial inventories for emissions by sources and removal by sinks of all GHGs.
3. **Track Progress of NDC implementation and achievement and Mitigation Actions**
   1. The analysis of policies and measures undertaken by the government to reduce GHG emissions by sector (energy, IPPU, AFOLU and waste) carried out;
   2. The projections of greenhouse gas emissions up to 2040 under the Paris Agreement in the main sectors and NDC roadmap 2025-2030 completed;
   3. System for NDC tracking.
4. **Climate change impacts and adaptation**
   1. Climate scenarios, socio-economic scenarios, climate change vulnerability assessment for priority sectors developed and plans and programmes proposing measures to facilitate adaptation prepared;
   2. Gender dimension.
5. **Compilation, publication and submission of the 4NC/1BTR report, Knowledge Management, Monitoring and Evaluation**
   1. Compilation and submission of the 4NC/1BTR report;
   2. Knowledge management;
   3. Monitoring and Evaluation

**Description of project activities:**

1. National Circumstances, Institutional Arrangements, Constraints, Gaps and Other Info

Information on the national circumstances on natural resources, geography, population, GDP, climate and socio-economic conditions, including effects of the Covid-19 pandemic, affecting mitigation and adaptation capacity of the country will be updated. The national development objectives, specific needs and concerns related to climate change will be analyzed and reported within the National Circumstances Chapter of the 4NC/1BTR. The national priorities, strategy and legislation relevant to climate change will be analyzed, taking into account their status and tendencies. Also, institutional arrangements relevant to the preparation of the 4NC/1BTR will be analyzed and described. Similarly, the mechanism for stakeholder participation in preparation of the 4NC/1BTR will be described. The list of stakeholders, along with the relevant government institutions, will include local administrations, private sector, academia, NGOs. The relevant studies, projects implemented and/or under implementation by the stakeholders and their findings and recommendations will be analyzed.

The major GHG emitting sectors and those that are the most vulnerable to climate change will be analyzed. In addition, integrating climate change and energy policy will be added. During the data collection, the most updated information will be actively sought and reported within this Chapter of the 4NC/1BTR.

Special attention will be given to description of NDC. The description of NDC will include information on the target, target type, reference points and period of implementation, the target’s scope and coverage (e.g. sectors, categories, activities, sources and sinks, pools and gases).

The attention will also be given to the detailed gender analyses as well as collection and analysis of gender data in relation to climate change. For this reason, special training will be provided to the MONSTAT employees, dealing with gender data, in order for them to better collect gender data, process and disaggregate them for the purpose of the gender analysis, the analyses prepared under the specific chapters of the 4NC/1BTR and further reports. Gender disaggregated data will be collected and reported with special attention given to measures undertaken in the past to ease the impact of the climate change on women and helping them to adapt to it, especially in sectors in which women are especially involved, like health.

Finally, information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors, needs/constraints for mitigation and adaptation actions associated with the fulfilment of the national obligations under the UNFCCC will be assessed, supplemented with information to reflect on education and public awareness activities as well as involvement and mechanism for stakeholder participation to enable the national communications preparation. The study of financial, technological and capacity needs and constraints of institutions responsible for activities related to climate change will be updated through the collection, synthesis and analysis of existing information, individual or group discussions and stakeholder consultations. Information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors and voluntarily provided to non-Annex I countries for activities related to climate change will be collected and updated. The progress in the field of climate system studies, modelling and prediction studies, researches on the impacts of the climate change, socio-economic analysis studies will be reported. Academic research and observations conducted by relevant institutions, institutes and universities will be compiled, reviewed and additional analysis will be carried out on the needed of scientific research, if required. Education and training projects, public awareness activities, means of public access to information and public participation (ensuring engagement of local governments, private sector, non-governmental organisations) and international cooperation in the field of climate change. will be explained with specific references to the achieved outcomes.

Summarizing, all the thematic and sectoral components that define the National Circumstances, Institutional Arrangements, Description of NDC, Constraints, Gaps and Other relevant Information will be updated and revised for their inclusion in the 4NC/1BTR.

2. GHG inventory

Under the previous national reports, compilation of full series of GHG inventories for the period 1990-2017 have been prepared, using 2006 IPCC Guidelines. The key sectors of GHG emissions are energy, IPPU, AFOLU and waste. High priority sectors for CC mitigation and adaptation are energy and AFOLU.

In the 4NC/1BTR the whole series of GHG inventories will be recalculated and also GHG inventories for 2020-2022 will be developed. For the purpose of the updated GHG inventory calculation, 2006 IPCC Guidelines will be used along with the 2019 Refinement to the 2006 IPCC Guidelines to the extent possible. The key sectors of GHG emissions will be energy, IPPU, AFOLU and waste. 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, as well as the national grid emission factor (GEF), due to many new renewable investments in electricity generation capacities. The Quality Assurance & Quality Control (QA/QC) procedures shall be enhanced through formalized process and improved QA/QC plan, already established in the country by recently adopted Law on Protection Against Adverse Impacts of Climate Change, along with reviews from the WGCCMA and relevant national institutions. AFOLU and waste sector should be particularly improved, both through the new activity data and sub-categories, with external expert support, strengthening local capacities for GHG calculations in these sectors.

Further enhance and strengthen the institutional arrangements to ensure a robust national inventory system that is effective and efficient and is able to deliver in accordance with the decision 1/CP.16,2/CP.17 and 18/CMA.1. It is envisaged that the enhanced institutional arrangement will be responsive to future GHG reporting requirement including reviews and verifications. The improved GHG inventory is achievable through the customized trainings and technical support work that will be delivered to institutions in charge of data generating and data processing within the Enhanced Transparency Framework under the PA. The progressive improvements in the GHG inventory national system are critical for the continuous, effective and timely generation of GHG inventory estimates for both international and national decision-making. Therefore, significant amounts of the 4NC/1BTR resources would be committed to improving the overall capability of the national system. Proper institutional coordination mechanism will be put in place and supported by continuous education and enhancing the expertise of the key staff that are involved in the inventory process.

Aside realignment of institutions involved in the GHG preparation, enough clarity will also be provided on the operational modalities and procedures needed to make the national system more efficient and permanent. Various stakeholders and partner institutions will dedicate more time to the inventory process on sustainable basis as well as make efforts to maintain and retain capacities within the institutions. The resources will also be invested in start-up data management infrastructure, software and operations, coupled with seamless access and upgrade capabilities.

The overall improvements in the GHG inventory are important to producing high quality estimates. The improvements are intended to come about as a result of implementing the clear procedures, to define and allocate specific responsibilities in the inventory development process, including those relating to choice of methods, data collection, particularly activity data and emission factors from statistical services and other entities, processing and archiving, quality control and quality assurance. By implementing QA/QC, the minimum standards of the inventory process and estimates will be guaranteed.

As much as possible, the existing GHG inventory database covering all the major sectors will be reviewed and updated with new data (activity data national emission factors and grid emission factor). This is to ensure that estimates are produced using methodologies and datasets that are transparent, robust and consistent with IPCC guidelines, with introduction of Tier II to the extent possible. The extension of the AFOLU and waste sectors are particularly necessary, in accordance with the UNFCCC peer review recommendations and conclusions.

During the 4NC/1BTR preparation, input data from the previous GHG inventory will be revised and recalculated to better reflect any changes. GHG emissions by sources and removals by sinks up to 2022 will be completed and the uncertainties encountered in the previous inventory will be reduced.

The following methodological materials will be used: IPCC 2006 Guidelines; 2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories; the IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories; IPCC Good Practice Guidance on Land Use, Land-Use Change and Forestry. The Common Reporting Format (CRF) – 2006 GHG inventory software and Inventory sectorial tables according to the 2006 IPCC Guidelines for reporting of inventory results will be used.

To sustain the GHG inventory working group, training opportunities will be created. The capacity building outputs of the project will be used to institutionalize the inventory process in the work of the relevant agencies and ministries. It is envisaged that this approach will promote ownership and participation among relevant agencies and will sustain the inventory process for Montenegro.

The NIR and GHG inventory represent an important part of the climate mitigation planning. It is expected to provide accurate baselines for the development of emission reduction interventions. Apart from providing the basis for designing mitigation analysis, GHG inventory would also be reliable monitoring indicator for tracking nationally determined contribution as well as assessing the effects of mitigation actions on emissions and other co-benefits. To make the emission relevant for climate mitigation action and planning, efforts would be made to produce the latest estimates within reasonable time series and to the extent possible, project the emission scenarios within a specified time horizon.

The process of GHG inventory preparation will comprise of the following:

* + Description of the national system for GHG inventory, incl. procedures and arrangements for activity data collection, processing, storage, accuracy, completeness and gaps, as well as role of institutions involved in preparation of GHG inventory;
  + Improvement of AFOLU and waste sector activity database and identification of new sub-categories into GHG inventory;
  + Reassessment of national emission factors (EFs) for key source categories and electricity grid emission factor (GEF) and GHG emissions recalculation based on EFs adjustments;
  + Improvement of the Quality Assurance and Quality Control plan and formalisation of the QA/QC process;
  + Preparation of the national GHG inventory for the sectors: energy, IPPU, AFOLU and waste in accordance with 2006 IPCC Guidelines, 2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories and 2003 GHG-LULUCF Guidelines, using IPCC software, with introduction of Tier II or Tier III to the extent possible for the years 2020-2022;
  + Use of GWP for GHGs from the IPCC Fifth Assessment Report (5AR IPCC);
  + Conduction of the uncertainty analysis and analysis of the key source categories’ GHG emissions;
  + Establishment of the link to The Convention on Long-Range Transboundary Air Pollution – CLRTAP (EEA/EMEP) inventory;
  + Production of the national inventory report (NIR) as a summary or as an update of the information contained in chapter III (National greenhouse gas inventories) of the annex to decision 17/CP.8.;
  + Revision of the constraints facing GHG inventories per sectors.

3. Track progress of NDC achievement and implementation and mitigation actions

For tracking progress on NDC implementation and achievement, information will be provided on the indicators for the reference points, including (levels, baseline, base year, targets. In addition, information on any recalculation of GHG emissions will be updated, as well as comparison to the reference values at the time of reporting. In addition to target and indicators values, the methodology will be described, including key parameters, assumptions, definitions, data sources, models used etc.

Through the proposed project, the country’s potential to reduce greenhouse gas emissions will be assessed and updated, major GHG emission reduction opportunities will be identified and the policy framework and recommendations to enhance it will be proposed. The detailed description of system for Policies and Measures (PaMs) and projections will be described. The analysis on national PaMs and specific estimates of their effects on GHG by sectors will be updated. The GHG emissions projections to 2040, as assessment of the combined impact of policies and measures with different scenarios: without measures (BaU/WOM), excluding all policies and measures implemented, adopted or planned; with existing measures (WEM) scenario, encompassing currently implemented and adopted policies and measures and with additional measures (WAM), encompassing planned policies and measures, after the year chosen as the starting point for this projection will be developed. Besides, the methodology description used for the submitted GHG emission projections will be presented. The mitigation analysis will built-on the analysis previously prepared under the SBUR and the TNC, as well as updated NDC2, integrated national energy and climate plan (NECP) and finally LCDS. For the first time, the mitigation actions will consider different role of women and men. This will be done on the basis of new gender relevant data and information collection and analysis with the subsequent scenario development and estimation. With this goal, the cost benefit analysis for mitigation actions will be conducted and advances in implementing mitigation measures undertaken in all sectors will be taken into account. The analysis shall also include early implementation of internal emissions trading system and emissions allocations to the stationary combustion operators, in line with new climate legislation. Finally, part of the resources will be invested in preparation of the technical analysis for the next nationally determined contribution revision (NDC3) target to reduce GHG emissions in period 2025-2030, along with the roadmap for NDC3 implementation, incl. adaptation component and measures. In the coming years, economic growth and also the GHG emission level will be strongly influenced by the global CoVID19 crisis. In terms of GHG, the crisis will have a short time beneficial effect. It depends on public and private decision makers to take this as a chance for a transformation of national economies and societies to allow for long-term sustainable growth towards a zero-carbon economy.

All works will be conducted in close communication among all stakeholders, so consultative workshops and seminars will be organized on policies and measures to mitigate the climate change, including gender awareness training.

The tracking progress toward the mitigation target is of utmost importance in the coming period, so appropriately maintained MRV system with precise metrics in line with the “Modalities, Procedures and Guidelines for the Transparency Framework” (MPG) from the Katowice climate package (Annex to decision 18/CMA.1) is needed. The well-established NDC tracking will also attract international climate financing for domestic mitigation and adaptation actions. The national MRV system will be established through the Strengthening Montenegro’s Nationally Determined Contribution (NDC) and Adaptation Activities Transparency Framework project, to be financed through Capacity-building Initiative for Transparency (CBIT) and executed with the 4NC/1BTR project in parallel. While the transparency project is more focused on the strengthening governance, procedures and technical capacities, transparency MPGs for tracking mitigation and adaptation actions, its results will be shared and useful for better and more precise reporting under the 4NC/1BTR. So, these two projects are quite complemented since these projects activities are not duplicated. Following the concrete decision on dedicating the MRV activities at both sectoral and national level, policy framework for establishing the referred system will be enhanced. Also, the national MRV system should be linked to the binding annual GHG emission reductions and emission allocations national register. Finally, strong linkages will be established between low carbon benefits that will be derived from the implementation of the national climate change policy as well as any development policies or measures which will have tangible co-benefits for climate change mitigation and adaptation actions and vice versa.

4. Climate Change Impacts and Adaptation

Vulnerability Assessment, Climate Change Impacts and Adaptation Chapter of the 3NC covered an analysis with references to temperature and precipitation trends, climate scenarios, climate, temperature and precipitation projections. The chapter hosted sectoral assessments focusing on the expected impacts and vulnerabilities in water resources, agriculture, forestry, coastal areas, urban areas, marine ecosystems and fisheries and provided a compilation of the adaptation measures taken to address referred impacts and vulnerabilities.

When it comes to climate projections for the years 2011-2100, the RCP8.5 scenario results show that the temperatures will be risen by 2-3°C in average and the precipitation will reduce significantly. The sectoral assessments within the 3NC demonstrated that Montenegro will face water stress, decline in the agricultural yield and hydro electricity production, more often forest fires, ground temperature increase, increase in natural disasters and decrease in winter tourism as a result of the adverse effects of the climate change.

The sectorial coverage in the 4NC/1BTR will be extended to cover sectors that have not been covered previously, such as infrastructure, settlement/housing, food security, rural areas, mountains and hydro energy. In addition, previous assessment conducted in some of the sectors will be revised based on renewed results of modeled climate change projections in terms of covering also the extreme events, such as heat waves, water resources scarcity, flooding, forest fires, etc. to the extent possible.

The 4NC/1BTR will build on and update the above referred assessments and will highlight the impacts of climate change on key socio-economic sectors, natural environment, ecosystems and human health. A stocktaking exercise will be conducted to map out the most vulnerable sectors to climate risks in the country and to compile vulnerability and adaptation efforts including national/sectoral adaptation policies, strategies and measures. The analysis will be based on scientific studies and research and the assessments results will provide an opportunity to propose potential adaptation actions, policies and measures in priority sectors.

The economic assessment incl. cost-benefit analysis, loss and damage issues of the adaptation measures have barely been covered, so far. This thematic area will be fully revised and updated during the 4NC/1BTR preparation. Within the framework of preparing the 4NC/1BTR, this component will aim at undertaken improved assessment of climate change impacts on, and vulnerability of different socio-economic sectors, natural resources and ecosystems to climate change.

Based on and in line with NAP preparation process updated vulnerability assessment will be initiated.

The project team will carry out the analysis with a human-rights based and gender-sensitive approach throughout the vulnerability assessment and ensure that the compiled data will be disaggregated per age, gender, disability, to the extent possible. Besides, public engagement to understand the impact of climate change on public health and socio-economic conditions and to find the most equitable adaptation measures for different vulnerable groups will be also performed. Finally, the study analysing the different gender roles in adaptation interventions, policy formulation and decision-making process will be prepared, assessing different roles of women and men in adaptation measures and providing recommendations to ensure gender mainstreaming in planning and implementation of climate change adaptation measures. The study will also envisage vulnerability assessment and recommendations for greater resilience of women and men to climate changes and natural disasters caused by climate change. Once the study is drafted, consultation and workshop for stakeholders to increase their involvement and awareness including gender awareness training will be organised.

5. Compilation, publication and submission of the NC/BTR report, Knowledge management, Monitoring and Evaluation

When the expected outcomes 1 to 4 and their respective outputs are completed the 4NC/1BTR document will be compiled according to the guidelines, requirements and formats established by the UNFCCC. Compilation and approval process will follow close consultation with all relevant national stakeholders. Once finalised, the document will be translated, edited and submitted to the UNFCCC Secretariat for posting and dissemination. The 4NC/1BTR submission deadline is set for December 2024.

Activities will include the following:

- Organize regular workshops to discuss progress, exchange ideas and present findings of the 4NC/1BTR process;

- Compile the 4NC/1BTR, introduce it to the national stakeholders;

- Review 4NC/1BTR by stakeholders;

- Prepare the Executive Summary;

- Produce the 4NC/1BTR document in both English and Montenegrin;

- Submit the 4NC/1BTR to project steering committee for technical review;

- Publish the 4NC/1BTR;

- Submit the 4NC/1BTR to Executive Secretary of the UNFCCC;

- Distribute the 4NC/1BTR report to stakeholders;

- Analyse lessons learned and disseminate thematic studies and project results.

Partnerships:

The preparation process of three National Communications and two Biennial Update Reports to the Conference of the Parties of the UNFCCC, has contributed to the institutional strengthening of the MESPU, as competent institution for the application of the Convention as well as of other relevant institutions at national level. This project will additionally improve the sustainability for preparation of future NCs//BTRs/NDCs/NAPs and will facilitate the reporting requirements to the UNFCCC. Active participation by all stakeholders in the formulation of mitigation and adaptation policies and measures will be facilitated to ensure ownership and sustainability.

The project outcomes will facilitate the national mitigation and adaptation action and planning, will enable recognition of 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 informed 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.

In relation to other initiatives, various on-line meetings and consultations were organised primarily with the Ministry of Ecology, Spatial Planning and Urbanism (MESPU), i.e. Directorate for International Cooperation, EU Integrations and Climate Change, as the leading national institution in creating and implementing climate change policy in Montenegro. In order to find synergies with the existing proposal, various other projects and activities were discussed and the following was summarised:

* With the support of UNDP, MESPU submitted to GCF project proposal for development of National Adaptation Plan (NAP). The proposal was approved by the end of 2020, and the implementation of the project started at the beginning of 2021. The project will primarily deal with setting national policies and integrating adaptation into national and sectoral planning processes, targeting four priority sectors (tourism, agriculture, health and water resources).
* With the support of UNDP, MESPU submitted to GEF proposal within the Capacity Building Initiative for Transparency (CBIT). The proposal has been approved in July 2021. The aim of the project is to strengthen national institutional and technical capacities pursuing more efficient articulation to allow an enhanced enabling environment for transparency related activities, as well as adopting or improving methodologies and tools to enhance transparency as requested in Article 13 of the Paris Agreement. The expected results are a strengthened institutional mechanism to track nationally determined contributions and the development of a more robust transparency framework.

The CBIT project mainly focuses on building national system for Monitoring, Reporting and Verification (MRV). It will make sure to incorporate transparency as the main guiding principle into the methodologies, procedures and guidelines on major elements of national MRV system (GHG Inventory, mitigation actions, adaptation actions, climate finance). It further aims to strengthen the governance mechanisms, as well as the capacities and engagements of relevant national partners for transparency. Most of those national partners will contribute to the preparation of the 4NC/1BTR. By increasing their capacities, developing MPGs and setting up institutional arrangements as part of the CBIT, it is expected that data collection needed for 4NC/1BTR will be smoother, quality of data and analysis would be improved, while methodological and other gaps in the reporting process will be addressed. The project on 4NC/1BTR will be dealing withdata collection, e.g. related to GHG emissions, where for example State Statistical Office (MONSTAT) and EPA will work together to collect data and calculate GHG emissions while trying to enhance data quality wherever possible (including reassessment of national EFs where applicable). This will be done by the MONSTAT and EPA experts and external expertise where needed.

Specific results of the CBIT project, like MPGs for climate actions, both mitigation and adaptation, as well as GHG inventory and climate finance, together with agreements to be made between various institutions on data collection, collation and quality control, in order to institutionalise and operationalise proper data flows, strengthened with the on-line tools for enhanced transparency in the reporting system, will significantly facilitate the process of development of 4NC/1BTR, but should also made a solid national system for future reporting on climate change.

* With the support of GIZ (German Development Agency), and in close cooperation with the Ministry of Capital Investments, the project is on-going on development of National Energy and Climate Plan (NECP). The project will inform national targets when it comes to energy sector, in line with the targets proposed by the Energy Community.
* With support of IUCN, Ministry will work on development of nature-based solutions in combating climate change.

Risks*:*

The project will be implemented through the National Implementation Modality (NIM). As all projects funded through the vertical funds in Montenegro, up to 2021, were implemented through Direct Implementation Modality (DIM), there is a risk related to the capacities of the IP – Ministry of Ecology, Spatial Planning and Urbanism – regarding project implementation and management.

In order to mitigate the risk, both PCAT and HACT were conducted, showing mid and low risk, respectively. In addition, during preparation of the proposal for GEF 7, national STAR allocation (submission on-going), certain set of capacity building activities has been envisaged, in order to increase capacities of the IP and equip them with the skills necessary for implementation of GEF funded projects.

This will be closely monitored during regular stop checks by UNDP as supervising entity and will be reported/mitigated accordingly.

Certain risks are also related to the impacts of Covid 19 pandemics. Currently, Montenegro is one of the most affected countries in Europe, with very high infection rate. However, very strict measures are in place for quite some time, and figures are showing slow improvement. In addition, immunization process is on-going, and having in mind size of the country, the pace of vaccination process seems satisfactory. Although all civil servants get used to on-line work up to now, due to high infection rate, the process of project implementation might be slowed down at time.

Politically, after the national elections held on 30th April 2020, significant changes took place at all levels in Montenegro (Parliament, Government, expert institutions, local authorities). The Government was established in December 2020, but even eight months after the elections, political situation in the country is not stable. This might influence project implementation at some point but will be closely monitored by UNDP, in order to suggest proper mitigation measures.

Full Risk Log is provided in the Annex 5.

With regards to social and environmental risks, it should be noted that project is exempted from the Social and Environmental Screening Procedure (SESP) as its function and activities correspond to the following exemption criteria of the SESP guidelines:

a) Preparation and dissemination of reports, documents, and communication materials (preparation, printing and submission of Fourth NC and BUR to the UNFCCC) and

b) Organization of an event, workshop, training (Inception Workshop, stakeholder consultations, validation workshops, etc.).

Even without screening, UNDP’s Social and Environmental Standards remain relevant. The implementation of the project will not imply any stress or damage to the environment, marginalized groups, neither will cause deterioration of the social and/or environmental situation in Montenegro. The design of the trainings and workshops will reflect application of human rights principles, gender equality and women’s empowerment, and environmental sustainability in order to meet UNDP’s Social and Environmental Standards.

Stakeholder engagement and south-south cooperation:

Stakeholder involvement and consultation processes are critical to the success of the project. An effective engagement of key stakeholders is envisaged during project preparation, implementation, monitoring and evaluation to enhance ownership of the NC process and makes the report more responsive to national needs. The project proposal intends to strengthen stakeholder’s participation to collectively participate in addressing climate change issues and challenges in Montenegro. The stakeholders of the project are expected to come from a wide range of backgrounds, including line ministries and agencies, local communities, local authorities and NGOs, mass-media, research institutions, private sector and international organizations, with particular emphasis on related sectors.

Detailed Stakeholders’ Engagement Plan, with full list of stakeholders, together with their roles within the project implementation, can be found in Annex 7.

In addition, to bring the voice of Montenegro to global and regional fora, the project will explore opportunities for meaningful participation in specific events where UNDP could support engagement with the global development discourse on climate change, its impacts and mitigation potentials. The project will furthermore provide opportunities for regional cooperation with countries that are implementing initiatives on climate change reporting in geopolitical, social and environmental contexts relevant to the proposed project in Montenegro.

Gender equality and Women’s Empowerment:

For several analysis included in the project (national circumstances, vulnerability assessment), gender-disaggregated data from national statistical office and international approved sources for the following topics: education level, employment by economy sectors and other sectors identified as GHG emitters, gender pay gap (general and by sectors), economic empowerment, and health among others will be included.

Women should have equal participation and active involvement in climate change related decision planning, implementation and policy making processes of all climate change related activities. Moreover, considering that climate change is human induced, strategies must consider the gendered patterns of production and consumption in order to be feasible and applicable. Thus, understanding how the unique social and economic roles played by women is crucial to the effective implementation of sectoral and national projects and programmes related to climate change adaptation and mitigation.

In this sense, the project team will adopt a human rights-based approach and ensure that gender equality and women’s empowerment concerns are prioritized throughout project cycle management. Inclusive approach will be reflected in implementation of project activities, affirmative actions will be taken to provide gender balance within all committees, meetings, trainings and equal opportunities and gender parity will be respected throughout recruitment and selection processes. The UNDP gender marker will be applied, and the project will be rated in terms of its gender relevance again during the inception phase. Since climate change affects women and men differently, this differentiation will be clearly reflected throughout project reporting as well as in project outcomes. The project will also ensure that data disaggregated by gender and wherever applicable by age is consistently included in all reports.

While the role of women in climate change strategies has still not received enough attention, the project will try to incorporate a gender perspective in the identification, description and analysis on adaptation actions where relevant. Attempts shall be made during the project inception work to clearly identify ways and means of engaging women in climate change actions implementation.

Furthermore, the project will ensure data collection and analyses disaggregated by gender, age, and socially disadvantaged to allow development of recommendations for specific gender targeted and inclusive policies, mainly related to adaptation dimensions of vulnerable communities. There is still a concern on discrepancy between policies on national level and adaptation interventions on community level, including gender specific vulnerability. The role of gender in adaptation activities, policy formulation and knowledge will be analysed. The expected findings will build recommendations for most of the project outcomes (V&A, Mitigation, etc.).

The SNCs and the FBUR did not deal with gender mainstreaming issues. However, the SBUR and TNC started the process, leaving more room for its improvement in the 4NC/1BTR. While preparing the SBUR, the first of this kind analysis Women and Climate Change in Montenegro was carried out. The main conclusions of the study were the following:

* by defining national legislation and adopting international conventions related to climate change on one side, as well as legislation and conventions regulating gender equality on the other hand, it is to be concluded that the legislation offers the basic framework for gender equality and climate change; however, the specific policies and measures are still missing, due to the insufficient preparedness of institutions to develop gender sensitive policies, measures and monitoring, as well as due to lack of relevant sex-disaggregated data.
* in the coming period, it is necessary to keep in mind that men and women are equally involved in making decisions about climate change. It is also necessary to work on building the capacity of institutions to better understand the different needs of all actors in society, including men and women, as well as the needs of socially vulnerable groups, and to be prepared to act in accordance with climate change policies and the needs of the aforementioned social groups. On the other hand, it is necessary to work on raising public awareness of climate change and their impact on all social groups, so that the total population of Montenegro can adapt to climate change in a timely manner and contribute to mitigating their activities.
* For this purpose, it is necessary to conduct gender analyses and collect gender-disaggregated statistics in order to be able to plan, implement and monitor programs and projects within the defined measures for climate change adaptation and mitigation, and which take into account different needs and possibilities of both men and women. Mitigation actions focused on reduction of greenhouse gas emissions, particularly targeting energy efficiency in residential and public sector, although not specifically targeting women, has positive health impacts on indoor comfort in homes and schools, reducing energy costs burden on family and public budgets. Similarly, the adaptation projects reducing climate risks contribute to economic wellbeing of rural communities and indirectly women and children.

Gender Equality Index was developed by MONSTAT in 2018/2019, upon the initiative of the Ministry for Human and Minority Rights. With the index value of 55 (out of maximum 100 points), Montenegro scored lower than the EU average of 67.4. At the national level, women in Montenegro are least equal when it comes to Power, followed sequentially by Time, Knowledge, Money and Work. Highest equality was observed in the domain of Health. Greatest differences between the EU countries and Montenegro were recorded in the domains of Money and Power.

Under the auspices of UNDP/UN Environment Global Support Program, the Third Regional Workshop on Supporting the Integration of Gender Considerations into MRV/Transparency Processes in the Western Balkan Countries and Lebanon was held in Podgorica / Montenegro, beginning 2020.

The 4NC/1BTR project will incorporate a gender perspective in understanding how the different social roles and economic status of men and women affect and are affected differently by climate change adaptation and mitigation actions. In doing so the role of women will be considered not only as beneficiaries of climate change related activities but also in the decision-making process. During its inception phase[[2]](#footnote-3), project will prepare and finalize [Gender analysis and Gender action plan](https://intranet.undp.org/unit/bpps/sdev/gef/_layouts/15/WopiFrame.aspx?sourcedoc=/unit/bpps/sdev/gef/Gender%20Library/UNDP%20GEF%20Guidance.%20How%20to%20conduct%20gender%20analysis%20and%20gender%20action%20plan.pdf&action=default)[[3]](#footnote-4) in line with [the GEF SEC’s policy on gender equality](http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.53.04_Gender_Policy.pdf)[[4]](#footnote-5) and [Guidance to advance gender equality in GEF projects and programs](http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.Inf_.05_Guidance_Gender_0.pdf)[[5]](#footnote-6). The gender indicators will be selected for evaluation of the gender dimension in climate change adaptation and mitigation, as well as in the process of the project implementation. Balance will be sought for all activities under the project. Efforts will be made to have acceptable gender representation in project management structures (committees, institutional frameworks, technical team) and capacity building actions (trainings, workshops). With regard to the technical team to be hired to implement the enabling activity, gender balance will be also considered. The project will also perform a study, analysing the role of gender in adaptation and mitigation activities, policy formulation and knowledge.

The guidance on gender integration through the NCs and BURs developed by the Global Support Programme (GSP) through UNDP and in collaboration with UNEP and GEF will be applied. An inclusion of stakeholders who understand gender issues in relation to their sectors – will be conducted to assess and understand where deeper analysis and action is required. The areas where data and information on gender and climate change is not available will be identified with priorities and steps to fill gaps.

Gender analysis will follow the structure of five priority areas of UNFCCC Gender Action:

* Capacity building, knowledge sharing and communications
* Gender balance, participation and women´s leadership
* Coherence
* Gender responsive implementation and means of implementation
* Monitoring and reporting.

The Project will provide capacity-building in relation to NC/BTR purpose and content, gender issues in environment and their role in the NC/BTR processes if necessary.

Innovativeness, Sustainability and Potential for Scaling Up:

The Ministry of Ecology, Spatial Planning and Urbanism has established a strong cooperation network among the different national actors from both governmental and non-governmental sector. The Ministry of Economy, the Ministry of Agriculture, Forestry and Waters, Ministry of Capital Investments, Ministry of Interior - Directorate for Emergency Management, Environmental Protection Agency, Institute of Hydrometeorology and Seismology, State Statistical Office and Institute of Public Health are very much involved in the national process related to climate change reporting, and specifically in GHG inventory process and adaptation activities.

In order to maximize the benefits of the enabling activity, the platform [www.unfccc.me](http://www.unfccc.me) will be used, through which the required information and mainstreaming will be conducted.

The National Council for the Sustainable Development, Climate Change and Coastal Area Management (NCSDCCCAM) is headed by the State President and composed of the representatives from the ministries of Economy, Ecology, Spatial Planning and Urbanism, Finance, Agriculture, Forestry and Waters, Capital Investments, local authorities, Banks' Association, Business Alliance, Union of the Employers, NGOs and the Academic sector. The mentioned institutions are the main stakeholders of this enabling activity, as well. In addition, through the working groups, which operate as a support to the National Council, national partners will be encouraged to consider participation of the gender representative in the working group on climate change. In addition to the NCSDCCCAM members, the national power utility (EPCG), the Industrialists' private sector (KAP, Iron Works, SMEs), The Institute for Forests (IfF) and Biotechnology Faculty (BF) are all part of the larger stakeholder circle. The civil society and the private sector will participate through the technical meetings/workshops, similar to the process adopted in the preparation of previous National Communications, as well as the Technology Needs Assessment (TNA) report.

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# Project Results Framework

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| **This project will contribute to the following Sustainable Development Goal (s):** *SDG 13 – Climate Action* |
| **This project will contribute to the following country outcome (UNDAF/CPD, RPD, GPD):**  CPD Outcome2: By 2021, the people of Montenegro are benefiting from sustainable management of cultural and natural resources, combating climate change, and disaster-risk reduction. |

|  | **Objective and Outcome Indicators**  **(no more than a total of 20 indicators)** | | | | | **Baseline** | | | | **End of Project Target** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Objective:**  **To assist Government of Montenegro in preparation and submission of its Fourth National Communication and its First Biennial Transparency Report for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC)** | **Mandatory** Indicator 1: # direct project beneficiaries disaggregated by gender (individual people) | | | | | 0 | | | | 100, out of which at least 50% are female | | |
| *Indicator 2:* Fourth NC/First BTR submitted to UNFCCC | | | | | 3NC submitted in October 2020. | | | | 4NC/1BTR developed and submitted to the UNFCCC by December 2024. | | |
| **Project component 1** | **National Circumstances, Institutional Arrangements, Description of NDC, Constraints, Gaps and Other Info** | | | | | | | | | | | |
| **Project Outcome 1.1**  **Review on previous National**  **Communications and overview of the current circumstances,**  **policies and institutional**  **arrangements relevant to the preparation of 4NC and 1BTR** | *Indicator 3:*  Information on relevant national circumstances and institutional arrangements collected | | | | | Information on national circumstances and institutional arrangements up to 2019 collected within 3NC | | | | Updated information on relevant national circumstances and institutional arrangements collected as inputs for the first chapter of the report | | |
| *Indicator 4:*  Information on NDC, including reference points, provided | | | | | Revised NDC submitted to UNFCCC on 15n June 2021) | | | | Information on revised NDC, including reference points, provided as inputs for the first chapter of the report | | |
| **Outputs to achieve Outcome 1.1** | 1.1.1 National circumstances relevant to the government structure, population, imports, exports, GDP, natural resources, climate and socio-economic features affecting climate change, sector specific key drivers for emission trends, as well as adaptive capacities, addressing gender dimension collected and updated, and appropriate measures to meet obligations under UNFCCC reviewed and explained.  1.1.2 National development objectives, priorities and circumstances relevant to the climate change, mitigation of its adverse impacts and the specific needs and problems arising from climate change, how these might affect the way in which the country deals with climate change, sustainable development and gender issues in the long term estimated and described.  1.1.3 Description of NDC, including national reference points, target years, implementation period, scope and coverage.  1.1.4 Institutional arrangements relevant to the NCs/BRTs preparation on a continuous basis as well as mechanisms for stakeholders’ involvement and participation to enable the preparation of these reports analysed and described and  1.1.5 Information on relevant studies, projects implemented and/or under implementation, integrating energy and climate change policy into national plan and the progress towards climate change mainstreaming into policy frameworks evaluated. | | | | | | | | | | | |
| **Outcome**  **1.2. Progress towards mainstreaming**  **of climate change considerations along with gender issues into key development strategies and sector-based policy**  **frameworks** | *Indicator 5*: Gender analysis with recommendations on gender mainstreaming into the climate change policies and legislation developed | | | | | Initial analysis on Women and Climate Change in Montenegro developed within SBUR | | | | Gender analysis developed as an input for the first chapter of the report | | |
| **Outputs to achieve Outcome 1.2** | 1.2.1 Detailed gender analyses as per UNDP Gender responsive National Communication Toolkit carried out and the Gender Action Plan in line with adopted UNFCCC guidelines arising from the COP23 prepared.  1.2.2 Gender gaps and missing data, gender needs assessment and vulnerability to climate change presented with recommendations in order to reach gender equity, gender-disaggregated data in relation to climate change; gender roles, access to information, finance and decision making, collected and analysed and  1.2.3 Training workshop for MONSTAT employees to enhance statistical capacities in gender data collection, processing and disaggregation. | | | | | | | | | | | |
| **Outcome**  **1.3. Other relevant**  **information described**  **(research/systematic**  **observation, technology transfer, education,**  **public awareness,**  **capacity building,**  **constraints and gaps)** | *Indicator 6:*  Information on financial resources, technology transfer, capacity building and technical support received collected | | | | | | Chapter on financial resources, technology transfer, capacity building and technical support received developed within 3NC | | | | | Updated information on financial resources, technology transfer, capacity building and technical support received collected as input for the first chapter of the report |
| **Outputs to achieve Outcome 1.3** | 1.3.1 Information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors, needs/constraints for mitigation and adaptation associated with the fulfilment of the national obligations under the UNFCCC assessed, supplemented with information to reflect on education and public awareness activities as well as involvement and mechanism for stakeholder participation to enable the national communications preparation | | | | | | | | | | | |
| **Project component 2** | **GHG Inventory** | | | | | | | | | | | |
| **Outcome 2.1**  **The comprehensive national system for preparation of GHG emission inventories** | *Indicator 7:*  GHG inventory data improved, and QA/QC plan implemented | | | | | GHG Inventory up to 2019 will be developed within TBUR | | | | GHG inventory data improved, national emission factors used within input data for 2020-2022, and QA/QC plan implemented | | |
| **Outputs to achieve Outcome 2.1** | 2.1.1 National system for GHG Inventory, incl. procedures and arrangements for activity data collection, processing, storage, accuracy, completeness and gaps, as well as role of institutions involved in preparation of GHG inventory described.  2.1.2 AFOLU and waste sector activity database improved, and new sub-categories identified and included into GHG inventory.  2.1.3 National emission factors (EFs) for key source categories and electricity grid emission factor (GEF) reassessed and GHG emissions recalculated based on EFs adjustments.  2.1.4 Quality Assurance and Quality Control plan developed, and QA/QC process implemented. | | | | | | | | | | | |
| **Outcome**  **2.2. The national capacities enhancement for GHG inventory preparation and management** | *Indicator 8:*  National GHG Inventory developed in accordance with 2006 IPCC Guidelines | | | | | GHG Inventory up to 2019 will be developed within TBUR | | | | GHG Inventory for three additional years (2020-2022) developed | | |
| **Outputs to achieve Outcome 2.2** | 2.2.1 National GHG inventory for the sectors: energy, IPPU, AFOLU and waste in accordance with 2006 IPCC Guidelines, 2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories and 2003 GHG-LULUCF Guidelines, using IPCC software, with introduction of Tier II to the extent possible for the years 2020-2022 prepared;  2.2.2 GWP values for GHGs from the IPCC Fifth Assessment Report used.  2.2.3 Uncertainty analysis and analysis of the key source categories’ GHG emissions conducted.  2.2.4 Link to Convention on Long-Range Transboundary Air Pollution – CLRTAP (EEA/EMEP) inventory established. | | | | | | | | | | | |
| **Outcome**  **2.3. Reporting on national sectorial inventories for emissions by sources and removal by sinks of all GHGs** | *Indicator 9:*  National Inventory Report on anthropogenic GHG emissions by sources and removals by sinks updated with three additional years (2020-2022) | | | | NIR up to 2019 will be developed within TBUR | | | NIR up to 2022 developed | | | | |
| **Outputs to achieve Outcome 2.3** | 2.3.1 National inventory report (NIR) as a summary or as an update of the information contained in chapter III (National greenhouse gas inventories) of the annex to decision 17/CP.8. produced.  2.3.2 Constraints facing GHG inventories per sectors reviewed. | | | | | | | | | | | |
| **Project component 3** | **Track Progress of NDC implementation and Achievement and Mitigation Actions** | | | | | | | | | | | |
| **Outcome**  **3.1. The analysis of policies and measures undertaken by the government to reduce GHG emissions by sector (energy, IPPU, AFOLU and waste) carried out** | *Indicator 10:*  Analysis of national policies and measures to reduce GHG emissions described | | | | | Revised NDC was submitted on 15 June 2021 and mitigation analysis as part of TBUR will be submitted by end of 2021. | | | | Analysis of national policies and measures to reduce GHG emissions including revised NDC will be developed and presented as part of the Mitigation Chapter of the Report | | |
| **Outputs to achieve Outcome 3.1** | 3.1.1 The national system for policies and measures, as well as projections described.  3.1.2 The monitoring and analysis of the legal and strategical framework covering implemented, adopted and planned national climate change policies and measures and appropriate projections outlined, incl. recommendations to improve the legislation for GHG emission abatement forecast.  3.1.3 The projections input data for BAU, WEM and WAM scenarios development updated.  3.1.4 The implementation of internal emissions trading system and emissions allocations to the stationary combustion operators investigated. | | | | | | | | | | | |
| **Outcome**  **3.2. The projections of GHG emissions up to 2040, under the Paris Agreement, in the main sectors and NDC roadmap 2025-2030 completed** | *Indicator 11:*  GHG emission projections up to 2040 developed | | | | | TBUR and revised NDC will provide GHG emission projections up to 2030. | | | | GHG emission projections up to 2040 developed, as part of Mitigation Chapter of the Report | | |
| **Outputs to achieve Outcome 3.2** | 3.2.1 The GHG emission scenarios up to 2040 described and modelling techniques analysis conducted.  3.2.2 The GHG emissions projections in the main emission sectors (Energy, IPPU, AFOLU and Waste) along with sectoral cost-effectiveness analysis using the most suitable GHG forecast software developed.  3.2.3 The role of women and men in mitigation policies and measures assessed and included in the report; recommendations to ensure gender mainstreaming in planning and implementation of climate change mitigation policies & measures produced.  3.2.4 The national report containing information on NDC/mitigation actions and their effects, including associated methodologies and assumptions as well as proposal of long-term (until 2040) mitigation possibilities generated.  3.2.5 Roadmap for NDC3 implementation up to 2030 developed.  3.2.6 Stakeholder consultation workshops organised and outreach activities on climate change mitigation policies and measures, including gender awareness training implemented. | | | | | | | | | | | |
| **Outcome**  **3.3. System for NDC tracking** | *Indicator 12:*  Conceptual framework for NDC tracking provided | | | Not existing | | | | Concept for NDC tracking adopted and presented as part of the Mitigation Chapter of the Report | | | | |
| **Outputs to achieve Outcome 3.3** | 3.3.1 NDC tracking in order to meet enhanced transparency related requirements under the Paris Agreement (PA) described. | | | | | | | | | | | |
| **Project component 4** | **Climate Change Impacts and Adaptation** | | | | | | | | | | | |
| **Outcome**  **4.1. Climate scenarios, socio-economic scenarios climate change vulnerability**  **assessment for priority sectors developed and plans and programmes**  **proposing measures to facilitate**  **adaptation prepared** | *Indicator 13: project specific*  Adaptation Chapter developed including climate scenarios | | | | | Build on the adaptation studies developed within TNC, as well as NAP | | | | Climate scenarios developed and updated information on adaptation measures presented as part of the Adaptation Chapter of the Report | | |
| **Outputs to achieve Outcome 4.1** | 4.1.1 Climate change risks and impacts on socio-economic development identified, and risk reduction opportunities described.  4.1.2 Climate change scenarios using appropriate climate models revised.  4.1.3 Proposal of relevant adaptation measures in the sectors not covered by NAP, with particular attention to the sectors not previously covered such as infrastructure, settlement/housing, rural areas, mountains, food security and hydro-electricity and identification of potential impacts such as those due to heat waves, water resources scarcity, flooding, forest fires, among others conducted.  4.1.4 Updated adaptation measures along with risk assessment for the most vulnerable sectors, incl. cost-benefit analysis, loss and damage issues, synergy between mitigation and adaptation and plan for the effective implementation of measures to adapt to climate change developed.  4.1.5 Roadmap for NDC3 implementation up to 2030, with elaborated adaptation component prepared.  4.1.6 Public engagement to understand the impact of climate change on public health and socio-economic conditions and to find the most equitable adaptation measures for different vulnerable groups. | | | | | | | | | | | |
| **Outcome**  **4.2. Gender dimension** | *Indicator 14: project specific*  Gender mainstreamed into the adaptation climate actions | | | | | Gender analysis developed within revised NDC and TNC | | | | Gender analysis of the adaptation measures developed, and presented within the Adaptation Chapter of the Report | | |
| **Outputs to achieve Outcome 4.2** | 4.2.1 Study analysing the different gender roles in adaptation interventions, policy formulation and decision-making process prepared.  4.2.2 The role of women and men in adaptation measures assessed; recommendations to ensure gender mainstreaming in planning and implementation of climate change adaptation measures presented.  4.2.3 Vulnerability assessment and recommendations for greater resilience of women and men to climate changes and natural disasters caused by climate change developed.  4.2.4 Consultations and workshops for stakeholders to increase their involvement and awareness (including gender awareness training) conducted. | | | | | | | | | | | |
| **Project component 5** | **Compilation, publication and submission of the 4NC/1BTR report, Knowledge management, Monitoring and Evaluation** | | | | | | | | | | | |
| **Outcome**  **5.1. Compilation of the 4NC/1BTR report** | *Indicator 15:*  4NC/1BTR developed and submitted to the UNFCCC Secretariat | TNC was submitted in October 2020 | | | | | | 4NC/1BTR submitted to the UNFCCC by December 2024. | | | | |
| **Outputs to achieve Outcome 5.1** | 5.1.1 4NC/1BTR produced, consulted with relevant stakeholders, edited, reviewed, translated, published, approved and submitted to the UNFCCC Secretariat in by December 2024. | | | | | | | | | | | |
| **Outcome**  **5.2. Knowledge management** | *Indicator 16:*  Number of working group meetings organized to present the findings and results of 4NC/1BTR | n/a | | | | | | | Findings and results of 4NC/1BTR presented at 3 working group meetings at least | | | |
| **Outputs to achieve Outcome 5.2** | 5.2.1 Regular workshops to discuss progress, exchange ideas and present findings of the NC /BTR processes organized. | | | | | | | | | | | |
| **Outcome**  **5.3. Monitoring and Evaluation** | *Indicator 17:*  Monitoring and Evaluation conducted as per applicable rules and procedures | |  | | | | | | | | Monitoring and Evaluation conducted in line with the approved M&E Plan, including Inception Workshop, annual status surveys and End of Project Report | |
| **Outputs to achieve Outcome 5.3** | 5.3.1 Inception workshop and closure workshop organized.  5.3.2 Project annual financial and progress reports, as well as periodic monitoring and evaluation (M&E) prepared.  5.3.3 End of project report incl. compilation of lessons learned and recommendations for future projects. | | | | | | | | | | | |

# Monitoring and Evaluation (M&E) Plan

The project results, corresponding indicators and mid-term and end-of-project targets in the project results framework will be monitored annually and evaluated periodically during project implementation. If baseline data for some of the results indicators is not yet available, it will be collected during the first year of project implementation. The Monitoring Plan included in Annex 4 details the roles, responsibilities, and frequency of monitoring project results.

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the [UNDP POPP](http://www.undp.org/content/undp/en/home/operations/accountability/programme_and_operationspoliciesandprocedures.html) and [UNDP Evaluation Policy](http://www.undp.org/content/undp/en/home/operations/accountability/evaluation/evaluation_policyofundp.html). The UNDP Country Office is responsible for ensuring full compliance with all UNDP project monitoring, quality assurance, risk management, and evaluation requirements.

Additional mandatory GEF-specific M&E requirements will be undertaken in accordance with the [GEF Monitoring Policy](https://www.thegef.org/sites/default/files/council-meeting-documents/GEF-C.56-03%2C%20Policy%20on%20Monitoring.pdf) and the [GEF Evaluation Policy](https://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.ME_C56_02_GEF_Evaluation_Policy_May_2019_0.pdf) and other [relevant GEF policies](https://www.thegef.org/documents/policies-guidelines)[[6]](#footnote-7). The costed M&E plan included below, and the Monitoring plan in Annex, will guide the GEF-specific M&E activities to be undertaken by this project.

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.

**Additional GEF monitoring and reporting requirements:**

Inception Workshop and Report: A project inception workshop will be held within 60 days of project document signature, with the aim to:

1. Familiarize key stakeholders with the detailed project strategy and discuss any changes that may have taken place in the overall context since the project idea was initially conceptualized that may influence its strategy and implementation.
2. Discuss the roles and responsibilities of the project team, including reporting lines, stakeholder engagement strategies and conflict resolution mechanisms.
3. Review the results framework and monitoring plan.
4. 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 and other stakeholders in project-level M&E.
5. Update and review responsibilities for monitoring project strategies, including the risk log; SESP report, Social and Environmental Management Framework and other safeguard requirements; project grievance mechanisms; gender strategy; knowledge management strategy, and other relevant management strategies.
6. Review financial reporting procedures and budget monitoring and other mandatory requirements and agree on the arrangements for the annual audit.
7. Plan and schedule Project Board meetings and finalize the first-year annual work plan.
8. Formally launch the Project.

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 bottleneck as well as technical support needs will be carried out once a year.

End of Project:

During the last three months, the project team will prepare the End of Project Report (template included in Annex 14). 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.

Agreement on intellectual property rights and use of logo on the project’s deliverables and disclosure of information**:** 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 Policy[[7]](#footnote-8) and the GEF policy on public involvement[[8]](#footnote-9).

| **Monitoring and Evaluation Plan and Budget:**  This M&E plan and budget provides a breakdown of costs for M&E activities to be led by the Project Management Unit during project implementation. These costs are included in Component 4 of the Results Framework and TBWP. For ease of reporting M&E costs, please include all costs reported in the M&E plan under the one technical component. The oversight and participation of the UNDP Country Office/Regional technical advisors/HQ Units are not included as these are covered by the GEF Fee. | | |
| --- | --- | --- |
| **GEF M&E requirements** | **Indicative costs (US$)** | **Time frame** |
| **Inception Workshop** | 3,000 | Within two months after First Disbursement |
| **Inception Report** | None | Within one month of inception workshop |
| **M&E of GEF core indicators and project results framework** | None | Annually and at mid-point and closure. |
| **Supervision missions** | None | Annually |
| **Project Terminal Report (End of project report)** | None | At least three months before the end of the project |
| **TOTAL indicative COST** | *3,000* |  |

# Governance and Management Arrangements

**Roles and responsibilities of the project’s governance mechanism:**

Implementing Partner: The Implementing Partner for this project is Ministry of Ecology, Spatial Planning and Urbanism.

The Implementing Partner is the entity to which the UNDP Administrator has entrusted the implementation of UNDP assistance specified in this signed project document along with the assumption of full responsibility and accountability for the effective use of UNDP resources and the delivery of outputs, as set forth in this document.

The Implementing Partner is responsible for executing this project. Specific tasks include:

* Project planning, coordination, management, monitoring, evaluation and reporting. This includes providing all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary. 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 and generated by the project supports national systems.
* Risk management as outlined in this Project Document.
* Procurement of goods and services, including human resources.
* Financial management, including overseeing financial expenditures against project budgets.
* 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.

Project stakeholders and target groups: Major project stakeholders will be included in the Project Management Board. Those are: Environment Protection Agency, Ministry of Capital Investments, State Statistical Office and Institute for Hydrometeorology and Seismology.

UNDP: UNDP is accountable to the GEF for the implementation of this project. This includes oversight of project execution to ensure that the project is being carried out in accordance with agreed standards and provisions. UNDP is responsible for delivering GEF project cycle management services comprising project approval and start-up, project supervision and oversight, and project completion and evaluation. UNDP is also responsible for the Project Assurance role of the Project Board/Steering Committee.

Project organisation structure:

**Implementing Partner**

**MESPU - Department for Climate Change**

**Project Board/Steering Committee**

**Development Partners**

***UNDP***

**Project Executive**

***MESPU***

**Beneficiary Representatives**

***Environment Protection Agency (EPA)***

**UNDP Project Assurance**

**Project Support:**

**Project Management Unit at MESPU**

**Project Organisation Structure**

**Responsible Party A**

N.A.

**Responsible Party C**

N.A.

**Responsible Party B**

N.A.

The Project Board (also called Project Steering Committee) is responsible for taking corrective action as needed to ensure the project achieves the desired results. In order to ensure UNDP’s ultimate accountability, Project Board decisions should 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 consensus cannot be reached within the Board, the UNDP Resident Representative (or their designate) will mediate to find consensus and, if this cannot be found, will take the final decision to ensure project implementation is not unduly delayed*.*

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 mitigation and management actions to address specific risks;
* Agree on project manager’s tolerances as required, within the parameters set by UNDP-GEF, and provide direction and advice for exceptional situations when the project manager’s tolerances are exceeded;
* Advise on major and minor amendments to the project within the parameters set by UNDP-GEF;
* Ensure coordination between various donor and government-funded projects and programmes;
* Ensure coordination with various government agencies and their participation in project activities;
* Track and monitor co-financing for this project;
* Review the project progress, assess performance, and appraise the Annual Work Plan for the following year;
* Appraise the annual reporting in NC/BTR survey, including the quality assessment rating report;
* Ensure commitment of human resources to support project implementation, arbitrating any issues within the project;
* Review combined delivery reports prior to certification by the implementing partner;
* Provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
* Address project-level grievances;
* Approve the project Inception Report and End of Project Report and corresponding management responses;
* Review the final project report package during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.
* Ensure highest levels of transparency and take all measures to avoid any real or perceived conflicts of interest.

The composition of the Project Board must include the following roles:

1. Project Executive: Is an individual who represents ownership of the project and chairs the Project Board. The Executive is normally the national counterpart for nationally implemented projects. The Project Executive is: *Ministry of Ecology, Spatial Planning and Urbanism*
2. Beneficiary Representative(s): Individuals or groups representing the interests of those who will ultimately benefit from the project. Their primary function within the board is to ensure the realization of project results from the perspective of project beneficiaries. Often civil society representative(s) can fulfil this role. The Beneficiary representative (s) is: Environment Protection Agency
3. Development Partner(s): Individuals or groups representing the interests of the parties concerned that provide funding and/or technical expertise to the project. The Development Partner(s) is/: UNDP Montenegro
4. Project Assurance: UNDP performs the quality assurance and 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, and conflict of interest issues are monitored and addressed. The Project Board cannot delegate any of its quality assurance responsibilities to the Project Manager. UNDP provides a three – tier oversight services involving the UNDP Country Offices and UNDP at regional and headquarters levels. Project assurance is totally independent of project execution.

**Project extensions:** The UNDP Resident Representative and the UNDP-GEF Executive Coordinator must approve all project extension requests. Note that all extensions incur costs and the GEF project budget cannot be increased. A single extension may be granted on an exceptional basis and only if the following conditions are met: one extension only for a project for a maximum of six months; the project management costs during the extension period must remain within the originally approved amount, and any increase in PMC costs will be covered by non-GEF resources; the UNDP Country Office oversight costs in excess of the CO’s Agency fee specified in the DOA during the extension period must be covered by non-GEF resources.

# Financial Planning and Management

The total cost of the project is USD 617,000.This is financed through a GEF grant of USD517,000 administered by UNDP and additional support of USD 100,000 provided as in-kind co-financing by the Implementing Partner. UNDP, as the GEF Implementing Agency, is responsible for the oversight of the GEF resources and the cash co-financing transferred to UNDP bank account only.

Confirmed Co-financing: The actual realization of project co-financing will be monitored during the terminal evaluation process and will be reported to the GEF. Note that all project activities included in the project results framework that will be delivered by co-financing partners (even if the funds do not pass through UNDP accounts) must comply with UNDP’s social and environmental standards. Co-financing will be used for the following project activities/outputs:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Co-financing source** | **Co-financing type** | **Co-financing amount** | **Planned Co-financing**  **Activities/Outputs** | **Risks** | **Risk Mitigation Measures** |
| Ministry of Ecology, Spatial Planning and Urbanism (MESPU) | In kind | USD 100,000 | Project Implementation Unit will be based at MESPU, and significant staff time will be dedicated to the project implementation | No risks envisaged | n/a |

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/CTA and UNDP Country Office will seek the approval of the BPPS/GEF team to ensure accurate reporting to the GEF:

a) Budget re-allocations among components in the project budget with amounts involving 10% of the total project grant or more;

b) Introduction of new budget items 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).

Audit: The project will be audited as per UNDP Financial Regulations and Rules and applicable audit policies. Audit cycle and process must be discussed during the Inception workshop. If the Implementing Partner is an UN Agency, the project will be audited according to that Agencies applicable audit policies.

Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP. All costs incurred to close the project must be included in the project closure budget and reported as final project commitments presented to the Project Board during the final project review. The only costs a project may incur following the final project review are those included in the project closure budget.

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 Final Report/End of Project Report (that will be available in English) and the corresponding management response, and the end-of-project review Project Board meeting. **Operational closure must happen with 3 months after submitting the Final Report (called also End of project report)**. 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 Implementing Partner and other parties of the project, UNDP 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 file[[9]](#footnote-10). The transfer should be done before Project Management Unit complete their assignments.

Financial completion (closure): 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 6 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 BPPS/GEF Unit for confirmation before the project will be financially closed in Atlas by the UNDP Country Office.

Refund to GEF: Should a refund of unspent funds to the GEF be necessary, this will be managed directly by the BPPS/GEF Directorate in New York. No action is required by the UNDP Country Office on the actual refund from UNDP project to the GEF Trustee.

# Total Budget and Work Plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Budget and Work Plan** | | | |
| Atlas Award ID: | 00130983 | Atlas Output Project ID: | 00124161 |
| Atlas Proposal or Award Title: | Development of 4NC/1BTR to the UNFCCC |  | |
| Atlas Business Unit | MNE10 | | |
| Atlas Primary Output Project Title | Development of 4NC/1BTR to the UNFCCC | | |
| UNDP-GEF PIMS No. | 6570 | | |
| Implementing Partner | Ministry of Ecology, Spatial Planning and Urbanism | | |

| **Atlas Activity (GEF Component)** | **Atlas Implementing Agent (Responsible Party, IP, or UNDP)** | **Atlas Fund ID** | **Donor Name** | **Atlas Budgetary Account Code** | **ATLAS Budget Account Description** | **Amount Year 2021**  **(USD)** | **Amount Year 2022 (USD)** | **Amount Year 2023 (USD)** | **Amount Year 2024**  **(USD)** | **Amount Year 2025**  **(USD)** | **Total (USD)** | **See Budget Note:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COMPONENT 1**  National Circumstances, Institutional Arrangements, Description of NDC, Constraints, Gaps and Other Info | **MESPU** | **62000** | **GEF Trustee** | 71300 | Local Consultants | 0 | 0 | 12,000 | 12,000 | 0 | 24,000 | 1 |
| 72100 | Contractual services - Companies | 0 | 0 | 17,000 | 17,000 | 0 | 34,000 | 2 |
| 71600 | Travel | 0 | 0 | 0 | 500 | 0 | 500 | 3 |
| 72400 | Communication& Audio-visual Equip. | 0 | 0 | 0 | 500 | 0 | 500 | 4 |
| 72500 | Supplies | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 5 |
|  |  |  |  |  |  |  |  |  |
|  | **sub-total GEF** | **0** | **0** | **29,000** | **31,000** | **0** | **60,000** |  |
|  | **Total Outcome 1** | **0** | **0** | **29,000** | **31,000** | **0** | **60,000** |  |
| **COMPONENT 2:**  GHG Inventory | **MESPU** | **62000** | **GEF**  **Trustee** | 72100 | Contractual services - Companies | 0 | 80,000 | 80,000 | 0 | 0 | 160,000 | 6 |
|  | **sub-total GEF** | **0** | **80,000** | **80,000** | **0** | **0** | **160,000** |  |
|  | **Total Outcome 2** | 0 | 80,000 | 80,000 | 0 | 0 | 160,000 |  |
| **COMPONENT 3:**  Track Progress of NDC implementation and Achievement and Mitigation Actions | **MESPU** | **62000** | **GEF** | 71200 | International Consultants | 7,000 | 5,000 | 30,000 | 9,000 | 0 | 51,000 | 7 |
| 71300 | Local Consultants | 5,000 | 13,000 | 0 | 4,500 | 0 | 22,500 | 8 |
| 72100 | Contractual services - Companies | 0 | 32,000 | 10,000 | 0 | 0 | 42,000 | 9 |
| 72400 | Communications & Audio-visual Eqp. | 1,000 | 1,000 | 1,000 | 1,500 | 0 | 4,500 | 4 |
|  | **sub-total GEF** | **13,000** | **51,000** | **41,000** | **15,000** | **0** | **120,000** |  |
|  |  |  | **Total Outcome 3** | **13,000** | **51,000** | **41,000** | **15,000** | **0** | **120,000** |  |
| **COMPONENT 4:**  Climate Change Impacts and Adaptation | **MESPU** | **62000** | **GEF Trustee** | 71200 | International Consultants | 6,000 | 6,000 | 6,000 | 6,000 | 0 | 24,000 | 10 |
| 71300 | Local Consultants | 8,000 | 8,000 | 8,000 | 7,500 | 0 | 31,500 | 11 |
| 72100 | Contractual Services - Companies | 0 | 20,000 | 0 | 0 | 0 | 20,000 | 12 |
| 71600 | Travel | 500 | 500 | 500 | 500 | 0 | 2,000 | 3 |
| 72400 | Communication & Audio-visual Eqp. | 1,000 | 1,000 | 1,000 | 1,000 | 0 | 4,000 | 4 |
| 74200 | Audio-visual & printing production costs | 1,000 | 1,000 | 1,000 | 1,500 | 0 | 4,500 | 13 |
| 72500 | Supplies | 1,000 | 1,000 | 1,000 | 1,000 | 0 | 4,000 | 5 |
|  |  |  |  |  |  |  |  |  |
|  | sub-total GEF | **17,500** | **37,500** | **17,500** | **17,500** | **0** | **90,000** |  |
|  | Total Outcome 4 | **17,500** | **37,500** | **17,500** | **17,500** | **0** | **90,000** |  |
| **COMPONENT 5:**  Compilation, publication and submission of the 4NC/1BTR report, Knowledge management, Monitoring and Evaluation | **MESPU** | **62000** | **GEF**  **Trustee** | 72100 | Contractual services - Companies | 0 | 0 | 0 | 8,000 | 4,000 | 12,000 | 14 |
| 75700 | Training,  Workshops and Conferences | 3,000 | 5,000 | 3,000 | 5,000 | 4,000 | 20,000 | 15 |
| 74200 | Audio-visual & printing production costs | 1,500 | 1,500 | 1,500 | 1,500 | 2,000 | 8,000 | 13 |
|  |  |  |  |  |  |  |  |  |
|  | **sub-total GEF** | **4,500** | **6,500** | **4,500** | **14,500** | **10,000** | **40,000** |  |
|  |  |  | **Total Outcome 5** | **4,500** | **6,500** | **4,500** | **14,500** | **10,000** | **40,000** |  |
| Project management unit | **MESPU** | **62000** | **GEF**  **Trustee** | 74100 | Professional services | 3,000 | 3,000 | 3,000 | 3,000 | 0 | 12,000 | 16 |
| 71800 | Contractual services - IP | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 | 35,000 | 17 |
|  | **sub-total** | 10,000 | 10,000 | 10,000 | 10,000 | 7,000 | 47,000 |  |
|  |  |  | **Total Management** | 10,000 | 10,000 | 10,000 | 10,000 | 7,000 | 47,000 |  |
|  |  |  |  | **PROJECT TOTAL** | | **45,000** | **185,000** | **182,000** | **88,000** | **17,000** | **517,000** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Summary of Funds:** |  |  | |  | | |  |  |  | |  | |  | |  | |  | |  | |
|  |  | |  | |  |  | | | Amount  Year 1 | Amount  Year 2 | | Amount  Year 3 | | Amount  Year 4 | | Amount  Year 5 | | Total | |
|  |  | |  | |  | **GEF grant administered by UNDP** | | | 45,000 | 185,000 | | 182,000 | | 88,000 | | 17,000 | | 517,000 | |
|  |  | |  | |  | **Donor 2 (in-kind) - Government** | | | 20,000 | 20,000 | | 20,000 | | 20,000 | | 20,000 | | 100,000 | |
|  |  | |  | |  | **TOTAL** | | | 65,000 | 205,000 | | 202,000 | | 108,000 | | 37,000 | | 617,000 | |

|  |  |
| --- | --- |
| **Budget note number** | **Comments:** Budget note should be output based rather than input based. Even for individual consultants’ outputs of the consultants must be clear. Include cost breakdown and calculation basis (e.g. daily fee and number of days/weeks, unit cost and number), as well as a total amount for the budget line. |
| **1** | Short term local consultants will be engaged for development of the National Circumstances Chapter, including revision of institutional, legal, strategic, technical and financial frameworks, as well as gender expert, app. 160 working days/150 EUR, which is 24.000 USD for a period of two years. |
| **2** | Local companies will be engaged to work on gender related data collection, as well as on relation with Covid 19 and its impacts |
| **3** | Travel expenses for related trainings, workshops, presentations and exchange of knowledge and experiences |
| **4** | Communications related expenses: acquisition of audio-visual equipment, land telephone charges, mobile telephone charges, e-mail subscription, postage |
| **5** | Office supplies |
|  |  |
| **6** | National institutions in charge of GHG Inventory: EPA, MONSTAT and possibly other stakeholders, producers of state statistics will provide input data and develop GHG Inventory and NIR for the period 2020-2022, and recalculation of previous time series as needed |
| **7** | Short Term international consultant(s) to provide guidance and technical inputs in relation to the analysis of mitigation measures, NDC implementation and achievement and GHG emission projections (as a support to national consultants), app. 170 working days/300 USD, in the amount of 51,000 USD for a period of four years. |
| **8** | Local consultants to work on NDC tracking/mitigation chapter (with the support/training/coaching from international consultant), app. 150 working days/150 USD, for a period of three years |
| **9** | International company to provide support in tracking NDC |
| **10** | Short term international consultants to work on V&A, together with the national consultants’ team and provide necessary trainings/coaching, app. 80 working days/300 USD, in total 24,000 USD for a period of three years. |
| **11** | Local consultants to work on vulnerability assessment and adaptation measures (in cooperation with international consultant), app. 210 working days/150 USD for various sectors, for period of three years, in the amount of 31,500 USD |
| **12** | Engagement of local/national companies to develop chapter on V&A, together with the national/international consultants to be engaged for specific issues |
| **13** | Translation costs during various meetings, and/or necessary promotion/education material related to climate change |
| **14** | Finalization and submission of the 4NC/1BTR (design, pre-print and printing costs). |
| **15** | Trainings, workshops, meetings for the purposes of knowledge sharing |
| **16** | Anticipated audit fee |
| **17** | These funds will be used to cover salary of the project staff (project manager and project assistant). |

# Legal Context

**Option a. Where the country has signed the** [**Standard Basic Assistance Agreement (SBAA)**](http://intra.undp.org/bdp/archive-programming-manual/docs/reference-centre/chapter6/sbaa.pdf)

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Montenegro and UNDP, signed on 15th December 2006. All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

This project will be implemented by Ministry of Ecology, Spatial Planning and Urbanism (“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.

The designations employed and the presentation of material on this map do not imply the expression of any opinion whatsoever on the part of the Secretariat of the United Nations or UNDP concerning the legal status of any country, territory, city or area or its authorities, or concerning the delimitation of its frontiers or boundaries.

# Risk Management

**Option a. Implementing Partner is a Government Entity (NIM)**

1. Consistent with the Article III of the SBAA, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP’s property in the Implementing Partner’s custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
2. 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;
3. assume all risks and liabilities related to the Implementing Partner’s security, and the full implementation of the security plan.
4. 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.
5. 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>.
6. The Implementing Partner acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the Implementing Partner, and each of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.

(a) In the implementation of the activities under this Project Document, the Implementing Partner, and each of its sub-parties referred to above, shall comply with the standards of conduct set forth in the Secretary General’s Bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse” (“SEA”).

(b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, the Implementing Partner, and each of its sub-parties referred to above, shall not engage in any form of sexual harassment (“SH”). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment.

1. a) In the performance of the activities under this Project Document, the Implementing Partner shall (with respect to its own activities), and shall require from its sub-parties referred to in paragraph 4 (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include: policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, the Implementing Partner will and will require that such sub-parties will take all appropriate measures to:
   1. Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;
   2. Offer employees and associated personnel training on prevention and response to SH and SEA, where the Implementing Partner and its sub-parties referred to in paragraph 4 have not put in place its own training regarding the prevention of SH and SEA, the Implementing Partner and its sub-parties may use the training material available at UNDP;
   3. Report and monitor allegations of SH and SEA of which the Implementing Partner and its sub-parties referred to in paragraph 4 have been informed or have otherwise become aware, and status thereof;
   4. Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and
   5. Promptly and confidentially record and investigate any allegations credible enough to warrant an investigation of SH or SEA. The Implementing Partner shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties referred to in paragraph 4 with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the Implementing Partner shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.
2. The Implementing Partner shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the Implementing Partner, and each of its sub-parties referred to in paragraph 4, to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.
3. 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).
4. 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.
5. 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.
6. 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.
7. 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.
8. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes in accordance with UNDP’s regulations, rules, policies and procedures. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner’s (and its consultants’, responsible parties’, subcontractors’ and sub-recipients’) premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.
9. 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.

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

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

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

1. 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.
2. 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.
3. 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.

# Mandatory Annexes

1. GEF Budget Template (available from BPPS NCE-VF)
2. Project Map and geospatial coordinates of the project area
3. Multiyear Workplan
4. Monitoring Plan
5. Social and Environmental Screening Procedure (SESP)
6. UNDP Atlas Risk Register
7. Overview of technical consultancies/subcontracts
8. Stakeholder Engagement Plan
9. Gender Analysis and Gender Action Plan
10. GEF focal area specific annexes (e.g. METT, GHG calculations, target landscape profile, feasibility study, other technical reports)
11. Procurement Plan – for first year of implementation especially
12. GEF Taxonomy (see template below)
13. [Partners Capacity Assessment Tool and HACT assessment](https://popp.undp.org/SitePages/POPPSubject.aspx?SBJID=452&Menu=BusinessUnit&Beta=0)
14. UNDP Project Quality Assurance Report (to be completed in UNDP online corporate planning system)
15. Project Terminal Report (End of Project Report)

## Annex 1: GEF Budget Template

The GEF Budget is attached separately to the project document.

## Annex 2: Project map and Geospatial Coordinates of project sites



## Annex 3: Multi Year Work Plan

|  | **Outcomes** | **Outputs** | **Year 1** | | | | **Year 2** | | | | **Year 3** | | | | **Year 4** | | | | **Year 5** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Component 1 | 1.1 | 1.1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1.5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 | 1.2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 | 1.3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Component 2 | 2.1 | 2.1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2 | 2.2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.3 | 2.3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.3.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Component 3 | 3.1 | 3.1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.1.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2 | 3.2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2.5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2.6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.3 | 3.3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Component 4 | 4.1 | 4.1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 4.1.5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1.6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2 | 4.2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Component 5 | 5.1 | 5.1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.2 | 5.2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.3 | 5.3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.3.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.3.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Annex 4: Monitoring Plan

This Monitoring Plan and the M&E Plan and Budget in Section VI of this project document will both guide monitoring and evaluation at the project level for the duration of project implementation.

| **Monitoring** | **Indicators** | **Targets** | **Description of indicators and targets** | **Data source/Collection Methods[[10]](#footnote-11)** | **Frequency** | **Responsible for data collection** | **Means of verification** | **Risks/Assumptions** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project objective from the results framework**  **To assist Government of Montenegro in preparation and submission of its Fourth National Communication and its First Biennial Transparency Report for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC)** | ***Indicator 1***  *# direct project beneficiaries disaggregated by gender (individual people)* | *Midterm: 40, out of which at least 50% are female*  *End of Project: 100, out of which at least 50% are female* | *Indicators were derived based on previous experience of working on NCs/BURs – there are 5 major partners involved in development of NCs (Ministry of Ecology, EPA, Hydrometeorological Institute, Ministry of Capital Investments, State Statistical Office) – there will be app. 10 people involved from, plus other representatives of other relevant ministries and institutions (e.g. Min. of Interior, Agriculture, Forestry etc).* | *Direct involvement in project activities, including participation in management Board, technical working groups, workshops, webinars etc.* | Status Survey on NCs/BTRs implementation are filled annually. | *IP - Ministry of Ecology, Spatial Planning and Urbanism, possibly national consultant* | *Consultant report* | *As this is one of the first project to be implemented through NIM, lack of relevant human capacities at IP might slow down the process of implementation.* |
| ***Indicator 2***  *Fourth NC/ First BTR submitted to UNFCCC* | *4th NC/1st BTR submitted to UNFCCC by December 2024* | *All chapters developed and collated, adopted by the Government and submitted to the UNFCCC* | *UNFCCC methodology for NC/BTRs development* | Regular Status Survey on NCs/BTRs implementation are filled in annually. | *IP* | *UNFCCC web site* | *Lack of IPs human capacities might slow down implementation* |
| **Project Outcome 1.1**  Review on previous National  Communications and overview of the current circumstances,  policies and institutional  arrangements relevant to the preparation of 4NC and 1BTR | ***Indicator 3***  *Information on relevant national circumstances and institutional arrangements collected* | *Updated info on relevant national circumstances and institutional arrangements collected* | *Description of institutional arrangements presented in 4NC/1BTR* | UNFCCC methodology for NC/BTR development | Regular Status Survey on NCs/BTRs implementation are filled in annually. | IP | UNFCCC web site | Necessary data not available, especially related to climate finance. |
| ***Indicator 4***  Information on NDC, including reference points, provided | *Info on revised NDC provided as inputs for the first chapter* | *Description of NDC presented in 4NC/1BTR* | *UNFCCC methodology for NC/BTR development* | Regular Status Survey on NCs/BTRs implementation are filled in annually. | IP | UNFCCC web site |  |
| **Project Outcome 1.2**  Progress towards mainstreaming  of climate change  considerations along with gender issues into key development strategies and sector-based policy  frameworks | ***Indicator 5*** Gender analysis with recommendations on gender mainstreaming into the climate change policies and legislation developed | *Gender analysis developed as input for the first chapter* | *Gender mainstreamed within information provided in Chapter 1* | *UNFCCC methodology for NC/BTR development* | Regular Status Survey on NCs/BTRs implementation are filled in annually. | IP | UNFCCC web site | Lack of relevant gender disaggregated data and lack of relevant national expertise within institutions |
| **Project Outcome 1.3**  Other relevant  information described  (research/systematic  observation, technology transfer, education,  public awareness,  capacity building,  constraints and gaps) | ***Indicator 6***  Information on financial resources, technology transfer, capacity building and technical support received collected | Updated information on financial resources, technology transfer, capacity building and technical support received collected as inputs for the first chapter | Information on financial resources, technology transfer, capacity building and technical support received collected as input for the first chapter of the report | *UNFCCC methodology for NC/BTR development* | Regular Status Survey on NCs/BTRs implementation are filled in annually. | *IP* | UNFCCC web site | Lack of data, especially related to the support received. |
| **Project Outcome 2.1**  The comprehensive national system for preparation of GHG emission inventories | ***Indicator 7***  *GHG inventory data improved, and QA/QC plan implemented* | *GHG inventory data improved, national emission factors used within input data for 2020-2022and QA/QC plan implemented* | National emission factors used within input data for 2020 and 2021 whenever possible | IPCC 2006 Guideline and 2019 Refinement to the extent possible | Regular Status Survey on NCs/BTRs implementation are filled in annually. | EPA/MONSTAT | UNFCCC web site | Low capacities of GHG inventory unit within EPA, as well as MONSTAT staff, to collect relevant data as per IPCC 2006 guidelines.  Possible support of international experts envisaged. |
| **Project Outcome 2.2**  The national capacities enhancement for GHG inventory preparation and management | ***Indicator 8***  *National GHG Inventory developed in accordance with 2006**IPCC Guidelines* | *GHG inventory updated for additional years: 2020-2022* | EPA and MONSTAT to update GHG inventory with three additional years and recalculation of previous time series where needed | IPCC 2006 Guideline and 2019 Refinement to the extent possible | Regular Status Survey on NCs/BTRs implementation are filled in at least annually. | EPA/MONSTAT | UNFCCC web site |  |
| **Project Outcome 2.3**  Reporting on national sectorial inventories for emissions by sources and removal by sinks of all GHGs | ***Indicator 9***  *National Inventory Report on anthropogenic GHG emissions by sources and removals by sinks updated with three additional years (2020-2022)* | *NIR developed up to 2022* | *National Inventory Report (NIR) developed including relevant sectors and gasses* | *UNFCCC 2006 Guidelines* | Regular Status Survey on NCs/BTRs implementation are filled in annually. | *EPA* | *UNFCCC web site* | *Low capacities of GHG inventory unit within EPA, as well as MONSTAT staff, to collect relevant data as per IPCC 2006 guidelines.*  *Possible support of international experts envisaged.* |
| **Project Outcome 3.1**  The analysis of policies and measures undertaken by the government to reduce GHG emissions by sector (energy, IPPU, AFOLU and waste) carried out | ***Indicator 10***  *Analysis of national policies and measures to reduce GHG emissions described* | *Analysis of national policies and measures with mitigation potential, including revised NDC developed as part of Mitigation Chapter* | *Mitigation Chapter developed including mitigation policies and measures* | *UNFCCC methodology* | Regular Status Survey on NCs/BTRs implementation are filled in annually. | *IP* | *UNFCCC web site* |  |
| **Project Outcome 3.2**  The projections of GHG emissions up to 2040, under the Paris Agreement, in the main sectors and NDC roadmap 2025-2030 completed | ***Indicator 11***  *GHG emission projections up to 2040 developed* | *GHG emissions projections up to 2040 developed, as part of the Mitigation Chapter* | *GHG emission projections up to 2040 developed, as part of Mitigation Chapter of the Report* | *Projection tool and UNFCCC methodology* | Regular Status Survey on NCs/BTRs implementation are filled in annually. | *IP* | *UNFCCC web site* | *Insufficient technical capacities on national level to evaluate mitigation actions. Possible involvement of relevant international experts envisaged.* |
| **Project Outcome 3.3**  System for NDC tracking | ***Indicator 12***  Provide conceptual framework for NDC tracking | *Concept for**NDC tracking adopted and presented as part of Mitigation Chapter* | *Concept for NDC tracking adopted and presented as part of the**Mitigation Chapter of the Report* | *UNFCCC methodology* | Regular Status Survey on NCs/BTRs implementation are filled in annually. | *IP* | *UNFCCC web site* | *Lack of relevant expertise and knowledge to establish tracking system* |
| ***Project Outcome 4.1***  *Climate scenarios, socio-economic scenarios*  *climate change*  *vulnerability*  *assessment for*  *priority sectors*  *developed*  *and plans and*  *programmes*  *proposing measures*  *to facilitate*  *adaptation prepared* | ***Indicator 13***  *Adaptation Chapter developed including climate scenarios* | *Climate scenarios developed and updated information on adaptation measures presented as part of Adaptation Chapter* | *Climate scenarios developed and presented as part of the Adaptation Chapter of the Report* | *UNFCCC methodology* | Regular Status Survey on NCs/BTRs implementation are filled in annually. | *IP and Hydro-meteorological Institute* | *UNFCCC web site* | *Lack of data and capacities of national partners* |
| ***Project Outcome 4.2***  *Gender dimension* | ***Indicator 14*** Gender mainstreamed into the adaptation climate actions | Gender analysis of the adaptation measures developed and presented within the Adaptation Chapter | *Gender analysis of the adaptation measures developed, and presented within the Adaptation Chapter of the Report* | *UNFCCC methodology* | Regular Status Survey on NCs/BTRs implementation are filled in annually. | *IP/Hydro-meteorological institute* | *UNFCCC web site* | *Lack of gender disaggregated data relevant for adaptation measures* |
| ***Project Outcome 5.1***  *Compilation of the 4NC/1BTR report* | ***Indicator 15***  *4NC/1BTR developed and submitted to the UNFCCC Secretariat* | *4NC/1BTR submitted to the UNFCCC by December 2024.* | *4NC/1BTR compiled, adopted by the government and submitted to the UNFCCC.* | *UNFCCC methodology* | Regular Status Survey on NCs/BTRs implementation are filled in annually. | *IP* | *UNFCCC web site* | *The climate change issues not high on the political agenda of the country (due to other economic and social issues) and thus 4NC/1BTR not adopted by the Government on time.* |
| ***Project Outcome 5.2***  *Knowledge Management* | ***Indicator 16***  *Number of working group meetings organized to present the findings and results of 4NC/1BTR* | *Findings and results of 4NC/1BTR shared at least at 3 working group meetings* | *Findings and results of 4NC/1BTR presented at 3 meetings/working groups at least* | *Agenda/Participation lists* | Regular Status Survey on NCs/BTRs implementation are filled in annually. | *IP* | *Workshop reports* | *Lack of interest of targeted groups* |
| ***Project Outcome 5.3***  *Monitoring and Evaluation* | ***Indicator 17***  *Monitoring and Evaluation conducted as per applicable rules and procedures* | *M&E conducted in line with the approved M&E Plan* | *Inception Workshop held, regular PMB meetings, regular spot checks of the IP, End of Project Report* | *Templates for reports as per POPP* | Regular Status Survey on NCs/BTRs implementation are filled in annually. | *UNDP* | *Inception Report, End of Project Report, spot checks reports* | *As this will be one of the first projects implemented as NIM, lack of experience and human capacities of IP might slow down the implementation* |

## Annex 5: UNDP Risk Register

| **#** | **Description** | **Risk Category** | **Impact &**  **Probability** | **Risk Treatment / Management Measures** | **Risk Owner** |
| --- | --- | --- | --- | --- | --- |
|  | Enter a brief description of the risk. Risk description should include future event and cause.  Risks identified through HACT, PCAT, SES, Private Sector Due Diligence, and other assessments should be included. | Social and Environmental  Financial  Operational  Organizational  Political  Regulatory  Strategic  Other  Subcategories for each risk type should be consulted to understand each risk type (see UNDP Enterprise Risk Management Policy) | Describe the potential **effect** on the project if the future event were to occur.  Enter **likelihood** based on 1-5 scale (1 = Not likely; 5 = Expected)  Enter **impact** based on 1-5 scale (1 = Negligible 5 = Extreme)  *Based on Likelihood and Impact, use the Risk Matrix to identify the Risk Level (high, Substantial, Moderate or Low)* | What actions have been taken/will be taken to manage this risk. | The person or entity with the responsibility to manage the risk. |
| 1 | The climate change issues not high on the political agenda of the country (due to other economic and social issues) and thus 4NC/1BTR not adopted by the Government on time. | Political | In case this risk occurs, Montenegro might not submit 4NC/1BTR to the UNFCCC Secretariat in time.  L = 3  I = 3    L =  I = | The project team will work closely with the Department for Climate Change, including UNFCCC focal point, so that they are timely informed and aware about development of all 4NC/1BTR chapters. | Project Manager |
| 2 | Insufficient technical and human capacities of the national partners to deal with climate change issues (GHG Inventory, projections, climate models) | Operational | In case this risk occurs, there will be higher uncertainty of the GHG inventory data and consequently projections will have higher uncertainty.  L = 3  I = 3 | All project activities will have capacity building component to the extent possible, in order to enable national partners for future reporting requirements. | Project Manager |
| 3 | Lack of experience of the IP in managing GEF funded project. | Operational | In case this risk occurs, the project implementation will be slowed down.  L = 3  I = 3 | UNDP will closely monitor and supervise implementation from the very beginning, in order to provide proper management response in time. | Project Manager,  UNDP |
| 4 | Unpredictable development of Covid 19 pandemics | Operational | In case this risk occurs, the project implementation will be slowed down.  L = 3  I = 3 | To mitigate COVID-19 related risks, the project will prioritize the recruitment of national experts and local companies and apply on-line methods and tools to support information sharing, project management and virtual consultations. | Project Manager |

## Annex 6: UNDP Social and Environmental Screening Procedure (SESP)

UNDP confirms that according to its policies NC and BUR/BTR Enabling Activity projects are exempt from ESS assessment.

The project’s objective is to assist the Government of Montenegro in the preparation and submission of its Fourth National Communication (4NC) and First Biennial Transparency Report (BTR1) for the fulfillment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC) and, secondly, to support capacity development in this regard.

Based on the below listed exemption criteria of the ‘SOCIAL AND ENVIRONMENTAL SCREENING PROCEDURE’ guidelines, this project is considered exempted from the SESP screening.

a. Preparation and dissemination of reports, documents and communication materials (preparation, printing and submission of Fourth NC and BUR to the UNFCCC) and

b. Organization of an event, workshop, training (Inception Workshop, Stakeholders consultations, Validation workshops, etc.)

Even without screening, UNDP’s Social and Environmental Standards remain relevant. The implementation of the project will not imply any stress or damage to the environment, marginalized groups, neither will cause deterioration of the social and/or environmental situation in Montenegro. The design of the project activities, trainings and workshops will reflect application of human rights principles, gender equality and women’s empowerment, and environmental sustainability in order to meet UNDP’s Social and Environmental Standards.

## Annex 7: Overview of Project Staff and Technical Consultancies

| **Consultant** | **Time Input** | **Tasks, Inputs and Outputs** |
| --- | --- | --- |
| ***For Project Management*** | | |
| ***Local / National contracting*** | | |
| *Project Manager/Coordinator*  *Rate: App. 700 USD/month for a period of 43 months* |  | *The Project Manager (PM) will be responsible for the overall management of the project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors.*  *Duties and Responsibilities*   * *Manage the overall conduct of the project.* * *Plan the activities of the project and monitor progress against the approved workplan.* * *Execute activities by managing personnel, goods and services, training and, including drafting terms of reference and work specifications, and overseeing all contractors’ work.* * *Monitor events as determined in the project monitoring plan, and update the plan as required.* * *Provide support for completion of assessments required by UNDP, spot checks and audits.* * *Manage requests for the provision of UNDP financial resources through funding advances, direct payments or reimbursement using the FACE form.* * *Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports.* * *Monitor progress, watch for plan deviations and make course corrections when needed within project board-agreed tolerances to achieve results.* * *Ensure that changes are controlled and problems addressed.* * *Perform regular progress reporting to the project board as agreed with the board, including measures to address challenges and opportunities.* * *Prepare and submit financial reports to UNDP on a quarterly basis.* * *Manage and monitor the project risks – including social and environmental 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 revisions to the multi-year workplan, as needed, as well as annual and quarterly plans if required.* * *Prepare the inception report no later than one month after the inception workshop.* * *Ensure that the indicators included in the project results framework are monitored annually in advance of the annual project reporting so that progress can be reported to the GEF* * *Prepare the annual reporting (NC/BTR survey)* * *Assess major and minor amendments to the project within the parameters set by UNDP-GEF;* * *Monitor implementation plans including the gender action plan, stakeholder engagement plan, and any environmental and social management plans;* * *Monitor and track progress against the PRF indicators.* * *Prepare the End of Project Report* * *Add technical tasks as necessary* |
| *Project Assistant*  *Rate: App. 395 USD/month, for a period of 43 months* |  | *Duties and Responsibilities*  *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, TAC, UNDP, project consultants and other PMU staff;* * *Provide PMU-related administrative and logistical assistance.* |
| ***Component 1: National Circumstances, Institutional Arrangements, Description of NDC, Constraints, Gaps and Other Info*** | | |
| *Gender Expert*  *Rate: App. 50 working days/150 USD, for a period of two years* |  | *Duties and Responsibilities*   * Monitor progress in implementation of the project Gender Action Plan ensuring that targets are fully met and the reporting requirements are fulfilled; * Oversee/develop/coordinate implementation of all gender-related work; * Review the Gender Action Plan annually, and update and revise corresponding management plans as necessary; * Work with the Project Manager/Coordinator to ensure reporting, monitoring and evaluation fully address the gender issues of the project; |
| *National experts for review of* *institutional, legal, strategic, technical and financial frameworks, for National Circumstances Chapter*  *Rate: 110 working days/150 USD for a period of four years* |  | *Duties and Responsibilities*   * Review of previous NCs * Review of all new national policies and strategies form the last NC submission * Review of legislation framework and changes made form the last NC submission * Review of NDC targets and advancements made since the revision |
| ***Component 3: Track Progress of NDC implementation and Achievement and Mitigation Actions*** | | |
| *Mitigation Experts – international*  *Rate: app. 170 working days/300 USD, for a period of four years.* |  | * Provide guidance in relation to the analysis of mitigation measures * Provide technical inputs in relation to the analysis of mitigation measures, * Provide guidance and technical expertise in relation to NDC implementation and achievements * Develop GHG emission projections (as a support to national consultants), * Provide guidance for development of roadmap for NDC3 implementation up to 2030 * Provide expert inputs for the stakeholder consultation workshops and outreach activities on climate change mitigation policies and measures, including gender awareness trainings. |
| *Mitigation Experts - national*  *Rate: app. 150 working days/150 USD, for a period of three years* |  | * Provide technical advisory services in the area of climate change mitigation * Review mitigation measures with highest mitigation potential * Develop GHG emissions projections in the main emission sectors (Energy, IPPU, AFOLU and Waste) along with sectoral cost-effectiveness analysis using the most suitable GHG forecast software GHG emissions * Provide information on NDC/mitigation actions and their effects, including associated methodologies and assumptions as well as proposal of long-term (until 2040) mitigation possibilities * Provide information on NDC implementation and track NDC progress * Develop roadmap for NDC3 implementation up to 2030 * Provide expert inputs for the stakeholder consultation workshops and outreach activities on climate change mitigation policies and measures, including gender awareness trainings * Assess roles of women and men in mitigation policies and measures and include them in the report * Provide recommendations to ensure gender mainstreaming in planning and implementation of climate change mitigation policies and measures. |
| ***Component 4: Climate Change Impacts and Adaptation*** | | |
| *Adaptation experts – international*  *app. 80 working days/300 USD, for a period of three years* |  | * Support in developing vulnerability analysis for the agreed sectors not covered by NAP * Provide technical expertise and guidance to the national consultants’ team on developing climate scenarios * Provide necessary trainings to relevant stakeholders to understand the impact of climate change on public health and socio-economic conditions * Provide guidance on finding the most equitable adaptation measures for different vulnerable groups. * Provide guidance and technical expertise in develop roadmap for NDC3 implementation up to 2030, with elaborated adaptation component. |
| *Adaptation Experts - national*  *Rate: app. 210 working days/150 USD for a period of three years* |  | * Identify climate change risks and impacts on socio-economic development and describe risk reduction opportunities * Develop climate change scenarios using appropriate climate models * Propose relevant adaptation measures in the sectors not covered by NAP, such as infrastructure, settlement/housing, rural areas, mountains, food security and hydro-electricity and identification of potential impacts such as those due to heat waves, water resources scarcity, flooding, forest fires, among others conducted. * Updated adaptation measures along with risk assessment for the most vulnerable sectors, incl. cost-benefit analysis, loss and damage issues, synergy between mitigation and adaptation and plan for the effective implementation of measures to adapt to climate change developed. * Develop roadmap for NDC3 implementation up to 2030, with elaborated adaptation component prepared * Public engagement to understand the impact of climate change on public health and socio-economic conditions and to find the most equitable adaptation measures for different vulnerable groups. |

## Annex 8: Stakeholder Engagement Plan

Based on the experience so far, 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 particular 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 fulfillment of the national obligations to the Convention. 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, behavioral 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.

During the project implementation, Montenegro will explore the opportunities to benefit and build on the existing institutional and stakeholder engagement and consultation mechanisms such as the National Council for Sustainable Development, Climate Change and Coastal Area Management with its associated working groups. The NCSDCCCAM is the national ultimate authority of decision-making on the climate change issues. The Board, established by the President of the country hosts representation of all relevant public institutions, private sector and Civil Society Organisations (CSOs). The members of the NCSDCCCAM include i) Ministry of Ecology, Spatial Planning and Urbanism, ii) Ministry of Economy, iii) Ministry of Capital Investments , iv) Ministry of Finance and Labor and Social Welfare, vi) Ministry of Interior, vii) Environmental Protection Agency, viii) Institute for Hydrometeorology and Seismology, ix) Business Alliance, xi) Employers Federation, xi) Banks Association, xii) Chamber of Commerce, xiii) National Parks Authority, xiv) MONSTAT – State Statistical Office, xv) Public Enterprise for Costal Area Management, xvi) local governments, xvii) academia representatives, xiii) CSO representatives and xix) independent experts.

The close collaboration and participation of wide range of stakeholders including ministries, agencies, local authorities, CSOs, scientific community, private sector, international organisations and media are critical for mainstreaming climate change considerations into national and sectoral development policies as well as for strengthening capacities and raising awareness of different stakeholders on climate change issues. Therefore, stakeholder engagement process to be adopted in all phases of project implementation will not be limited to specific groups of experts but will involve representatives of all relevant institutions, coming from a range of different backgrounds. This process is believed to ensure the ownership of the national institutions on the project outcomes and enhance inter-agency cooperation and coordination. Moreover, it will further strengthen the platform, established in NC preparation activities, for exchanging information and experiences, formulating policies, building capacities and raising awareness through a participatory and inclusive approach.

The MSDT is expected to perform leadership and act in coordination with all relevant stakeholders, throughout the activities, for ensuring the achievement of results to be reported and communicated through the NC/BTR. The MSDT will take active part in stocktaking analysis, technical assessment, individual and institutional strengthening and capacity building activities. Other relevant stakeholders, CSOs, private sector and academia representatives will be included in the process through the participatory and inclusive approach planned within the project.

The Institute of Hydrometeorology and Seismology is responsible for climate research and systematic observation. The same Institute will be in charge and makes its contribution to the chapter relating to assessment of the expected impacts of climate change, vulnerability and development of adaptation measures in different sectors of the national economy. The Institute for Public Health and the University of Montenegro will be involved in preparation of the V&A chapter.

Independent national experts on climate change will be involved in preparation of the following chapters 4NC/BTR: projections and assessment of the total effect of policies and measures, education, training and public awareness on climate change.

Civil society organizations will take part in the 4NC preparation, especially the environmental and NGOs working on empowerment of women and marginalised groups.

Once the 4NC/BTR is completed, it will be posted on the www.klimatskepromjene.me website, and all stakeholders, including NGOs will be able to evaluate them, make suggestions and recommendations.

| **Stakeholder** | **Role** |
| --- | --- |
| Ministry of Ecology, Spatial Planning and Urbanism, Directorate for International Cooperation, EU Integration and Climate Change | The Department for Climate Change (DCC) is the focal point of the IPCC and UNFCCC and in charge of climate activities in Montenegro on behalf of the Ministry of Ecology, Spatial Planning and Urbanism. It is thus in charge of the elaboration of climate change policy, national adaptation plan, MRV activities and the reporting to the UNFCCC. The role of the DCC will be the overall coordination of the activities defined by the project and ensure the efficient communication with the other stakeholders. Therefore, it will be involved in all activities and trainings taking the leading role in the 4NC/BTR work. DCC has also the key role in the project outcome 3.3 – NDC tracking. |
| Environment Protection Agency (EPA) | Environment Protection Agency (EPA) is in charge of the GHG inventory development, activity database, processing, storage and inventory reporting. Thereby, its expertise will be important preparation of the updated GHG inventory under component 2 (outcomes 2.1-2.3). Besides the inventory calculation, its role in the project will be in the data collection and data quality improvement, implementation of QA/QC procedures and uncertainty assessments. The EPA experts will be also involved in standardizing format for data requesting development in accordance with the Annual Data Collection Plan. |
| Ministry of Ecology, Spatial Planning and Urbanism, Directorate for Waste Management and Communal Development | Directorate for Waste Management and Communal Development is in charge of waste policy of the country. Thereby, its expertise will be important in work under component 3, as well as through the work on components 2 and 4. The waste experts will be involved in waste data quality improvement and supply for the purpose of GHG projections in waste sector, gender involvement in waste planning and projects, stakeholder consultations and gender training, as well as setting up and reporting of mitigation and adaptation actions. |
| Ministry of Capital Investments, Directorate for Energy | Directorate for Energy is in charge of energy policy of the country. Thereby, its expertise will be important in work under component 3, as well as through the work on components 2 and 4. The energy experts will be involved in energy data quality improvement and supply for the purpose of GHG projections in energy sector, gender involvement in energy planning and projects, stakeholder consultations and gender training, as well as setting up and reporting of mitigation and adaptation actions. |
| Ministry of Economy, Directorate for Industry and Entrepreneurship | Directorate for Industry and Entrepreneurship is in charge of industrial policy of the country. Thereby, its expertise will be important in work under component 3, as well as through the work on components 2 and 4. The industry experts will be involved in industry data quality improvement and supply for the purpose of GHG projections in IPPU sector, gender involvement in industry and projects, stakeholder consultations and gender training, as well as setting up and reporting of mitigation and adaptation actions. |
| Ministry of Agriculture, Forestry and Waters, Directorate for Agriculture | Directorate for Agriculture is in charge of agricultural policy of the country. Thereby, its expertise will be important in work under component 3, as well as through the work on components 2 and 4. The agricultural experts will be involved in agriculture data quality improvement and supply for the purpose of GHG projections in agriculture sector, gender involvement in agricultural planning and projects, stakeholder consultations and gender training, as well as setting up and reporting of mitigation and adaptation actions. |
| Ministry of Agriculture, Forestry and Waters, Directorate for Forestry | Directorate for Forestry is in charge of forest policy of the country. Thereby, its expertise will be important in work under component 3, as well as through the work on components 2 and 4. The forestry experts will be involved in forestry data quality improvement and supply for the purpose of GHG projections in forestry sector, gender involvement in forestry planning and projects, stakeholder consultations and gender training, as well as setting up and reporting of mitigation and adaptation actions. |
| Ministry for Human and Minority Rights | In charge of gender policy of the country. Thereby, its expertise will be important in work under component 1, as well as through the work on components 3 and 4. The gender experts will be involved in setting up and reporting of mitigation and adaptation actions, stakeholder consultations and gender training, |
| National Council for Sustainable Development, Climate Change and Coastal Area Management - NCSDCCCAM | Participatory platform aimed at providing high-level support and guidance for the overall climate change policies in the country. The council will follow the whole 4NC/1BTR process, thus being involved in all components, since it is in charge of progress and challenges on climate change actions and theirs links to other national strategies and sustainable development goals. Furthermore, the Council will contribute to the definition and implementation of mitigation and adaptation actions, as well as gender activities. |
| MONSTAT – State Statistical Office | In charge of state statistics. Due to its significant reach to generate data on a national level, it will be the main partner to process and supply data for GHG inventory calculation and to develop gender database. The statistics experts will be involved in data quality improvement and data processing for GHG inventory calculation, gender data gathering, as well as stakeholder consultations and gender training. |
| The Institute for Hydrometeorology and Seismology | Institution in charge of hydrology, meteorology, hydrography and seismology. In charge of mostly adaptation activities. Its expertise will be important in the work within the component 4. The IHMS experts will be involved in setting up and reporting of mitigation and adaptation actions, stakeholder consultations and gender training, |
| The Institute for Public Health | Institution in charge of public health. Thereby, its expertise will be important in the work within the component 4. The IPH experts will be involved in setting up and reporting of mitigation and adaptation actions, stakeholder consultations and gender training, |
| Academia, universities, scientific institutions | Institutions in charge of science and research. Institutions in charge of science. Its expertise will take important role in all activities concerning capacity building and participative process under components 3 and 4. So far, mostly the University of Montenegro (UoM) has been involved in CC activities, but also The University of Donja Gorica (UDG) is involved within the Council. Besides, the UDG has established The Center for Climate Change, Natural Resources and Energy (CCCRNE). |
| European Union | Key source of legislative and policy support for climate change action and source of financing. |
| Energy Community Secretariat | Source of legislative and policy support for energy and climate change action – development of the National Energy and Climate Plan (NECP). |
| Donor Community | Bilateral donors form a significant source of support for climate change-related capacity strengthening activities and multilateral donors support capacity strengthening and investments in climate change mitigation and adaptation. The project will liaise with the donor community on a regular basis throughout orientation and will work with donors on the in-country reporting of financial resources received for climate change and on finance readiness and project pipelines screening. |
| Environmental NGOs | The Coalition 27 (20 associated NGOs) is conceived as an open platform for joint monitoring and participation of civil society organizations in the process of representation and promotion of European attainments in the field of environment and climate change in Montenegro, which will contribute to the quality and transparency of the negotiation process through its activities, and in the long run, to institutional capacity building for those, taking care of the environment. The aim of the coalition is to contribute to the quality, transparency and faster implementation of EU requirements under Negotiating Chapter 27. Its expertise will take important role in all activities and participative process under the components 1-4. |
| NGOs working on empowerment of women and marginalised groups | NGOs working on empowerment of women and marginalised groups will take important role in all activities and participative process under the components 1-4. |

A preliminary Stakeholder engagement plan envisage the following meetings:

* Inception workshop to discuss conceptual framework and design for each chapter and to highlight any prevailing challenges to data acquisition and sharing, monitoring assessment and reporting;
* Validation workshops to discuss results and validate accuracy of the analyses;
* Individual meetings with sector representatives;
* Group discussions to solicit ideas, create synergies and opportunities for networking, knowledge sharing and joint actions;
* Final dissemination workshop to discuss findings, raise awareness and reinforce collaboration and networking.

Stakeholder engagement plan will include measures in order to manage risks that the Covid-19 pandemic and the possible reinstatement of containment measures pose on the mobility and engagement of both project staff and stakeholders. Project will employ videoconferencing equipment/tools for virtual meetings and workshops, revise workplan, apply social distancing and provide personal protective equipment (PPE) to prevent exposure among project staff, stakeholders and participants as and when necessary. Budget will be included for IT support and PPE accordingly.

The impact of the Covid-19 on the project progress will be closely monitored and the adaptive management will be used to minimise, and address impacts it may have on the availability of technical expertise, capacity and changes in timelines. Project will focus on strengthening capacity and experience for remote work and online interactions as well as limited remote data and information access.

## Annex 9: Gender Analysis and Gender Action Plan

When analyzing interrelations between gender equality and climate change, it is important to look at the national policies for gender equality and sectorial policies (energy, transport, agriculture, waste management, financing of businesses, disaster risk reduction, etc.) to asses which policies are gender-sensitive and include considerations regarding vulnerable social groups. It is also important to understand how climate actions can contribute to gender. i.e. to consider responsiveness of mitigation and adaptation policies.

The country ratified various international treaties, like the UN Convention on Elimination of All Forms of Discrimination against Women (CEDAW)[[11]](#footnote-12) and the United Nations Framework Convention on Climate Change (UNFCCC) that promote a gender-sensitive approach and encourage the signatory countries to mainstream gender into national sustainable development and climate change policies. The Paris Agreement, ratified by Montenegro in October 2017 also obliges the signatories to take into account the different needs of women and men, their way of life and their ability to adapt to climate change when planning climate change adaptation measures. It is also necessary that States set up their administrative capacities in order to be able to define responses to climate change, which will be in line with the specific needs of women and men[[12]](#footnote-13).

Although the Article 2 of the Law on Gender Equality stipulates an equal representation of women and men in all areas of public and private sectors, Montenegro does not have a dedicated policy or a decision related to balanced participation of women and men in climate policies, actions and negotiations. This is mainly due to the lack of institutional awareness and capacity to intersect the two policies.

Some positive developments happened in the period 2017-2020, when Montenegro participated in UNDP/UNEP Global Support Program (GSP) pilot for 5 Balkan countries and Lebanon[[13]](#footnote-14) that was aimed at building capacities of pilot countries to integrate gender in the MRV, following the main priorities of UNFCCC Gender Action Plan.

Two remarkable improvements happened as a result of this program, which are:

* Gender focal point for UNFCCC (representative of the Ministry for Sustainable Development and Tourism[[14]](#footnote-15)) has been nominated;
* Gender and Climate Change Action Plan as a framework for intersecting the two policies has been developed as a cooperative effort of the Ministry for Sustainable Development and Tourism and the Ministry for Human and Minority Rights (coordinating institution for gender equality policies).

The Gender and Climate Change Action Plan identified the three main objectives:

1. Improvement of climate change legislation and policy documents (strategies and by-laws) by introducing a gender perspective, as well as to introduce climate change perspective in policy documents related to gender equality. This priority will be financed from the state budget and it is expected that the new Program for Gender Equality 2021-2026 incorporates measures related to gender and climate change. Ministry for Human and Minority Rights will coordinate the process.
2. Strengthening of national institutions to mainstream gender into the climate change transparency framework. This priority incorporates three steps and it is expected that the first and second will be financed through CBIT and the main role will be played by the Ministry for Sustainable Development and Tourism:
   1. assessment of the capacities of institution to interlink gender and climate change
   2. a set of trainings on gender and climate change
   3. nomination of gender representative into Working Group on Climate Change within the National Council for Sustainable Development.

Improvement of the system of collection and analysis of sex-disaggregated data and gender data relevant for MRV and transparency. Financing of activities within this priority is also expected from CBIT[[15]](#footnote-16).

More detailed Gender Action Plan will be developed during inception phase.

Annex 10: GEF focal area specific annexes (e.g. METT, GHG calculations, target landscape profile, feasibility study, other technical reports)

This chapter will be based on the latest GHG inventory, including the update of 2018 emission data. The identification of key categories (KC) is prepared in accordance with 2006 IPCC Guidelines[[16]](#footnote-17) following a Tier 1 approach.

Figure 1shows the results of the key categories based on the level assessment excluding LULUCF and Figure 2 including LULUCF, for 2018. The importance of the LULUCF sector, specifically IPCC category 4A ‘Total Forest Land’, becomes obvious, as it it share-wise the most important category, if LULUCF categories are included in the analysis. Without consideration of the removal, the IPCC category 1A1 ‘Public electricity and heat production’ contributes already with 44%.



*Figure 1: Results of Key category analysis based on level assessment for 2018 (excl. LULUCF)*



*Figure 2: Results of Key category analysis based on level assessment (incl. LULUCF)*

Figure 3 shows the results of the trend assessment excluding and including LULUCF. The highest “untypical” changes occur from PFC emissions from Aluminum Production. If LULUCF categories are also taken into consideration also IPCC category 4F ‘Other Land’ plays a role, but minor.



*Figure 3: Results of Key category analysis based on trend assessment (left: excl. LULUCF, right: incl. LULUCF)*

In 1990, total national GHG (excl. LULUCF) emissions amounted to 5 289 kt CO2 eq., which decreased in the early 1990ies to a minimum of 1 956 kt CO2 eq in 1995. This strong decrease is caused by the temporary closure of the Thermal Power Plant Pljevlja, but also due to the economic recession after the civil war. In 2018, total national GHG emissions excl. LULUCF amounted to 3 767 kt CO2eq, which is 30% below the 1990 emission level.

After 1995 a significant increase in total emissions (excl. LULUCF) has occurred and reached a level of about 5 000 kt CO2 eq until the international economic recession in 2009, which affected again emissions from the industrial and energy sector the most. Since 2011, GHG emission show annual fluctuations, but without a continuous decreasing trend. Between 2015 and 2018, total GHG emissions (excl. LULUCF) increased by 7 %. The main reasons for this increase are again to be found in the energy and industry sector. From this first general analysis it becomes clear that for Montenegro the energy and the industry sector are key to achieve the needed GHG reductions.

## Annex 11: Procurement Plan – for the first year of implementation especially

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Component | Description | Contract Type | Amount | Year 1 |
| Track Progress of NDC implementation and Achievement and Mitigation Actions | Short Term international consultant(s) to provide guidance and technical inputs in relation to the analysis of mitigation measures | IC | 7,000 | x |
| Local consultants to work on NDC tracking | IC | 5,000 | x |
| Climate Change Impacts and Adaptation | Short term international consultant to work on V&A, together with the national consultants’ team and provide necessary trainings/coaching | IC | 6,000 | x |
| Local consultants to work on vulnerability assessment and adaptation measures | IC | 8,000 | x |
| Monitoring and Evaluation | Inception workshop | Service | 3,000 | x |

## Annex 12: GEF 7 Taxonomy

|  |  |  |  |
| --- | --- | --- | --- |
| **Level 1** | **Level 2** | **Level 3** | **Level 4** |
| **Stakeholders** |  |  |  |
|  | **Beneficiaries** |  |  |
|  | **Civil Society** |  |  |
|  |  | Community Based Organization |  |
|  |  | Non-Governmental Organization |  |
|  |  | Academia |  |
|  |  | Trade Unions and Workers Unions |  |
|  | **Type of Engagement** |  |  |
|  |  | Information Dissemination |  |
|  |  | Partnership |  |
|  |  | Consultation |  |
|  |  | Participation |  |
|  | **Communications** |  |  |
|  |  | Awareness Raising |  |
| **Capacity, Knowledge and Research** |  |  |  |
|  | **Enabling Activities** |  |  |
|  | **Capacity Development** |  |  |
|  | **Knowledge Generation and Exchange** |  |  |
| **Gender Equality** |  |  |  |
|  | **Gender Mainstreaming** |  |  |
|  |  | Beneficiaries |  |
|  |  | Gender-sensitive indicators |  |
|  | **Gender results areas** |  |  |
| **Focal Areas/Theme** |  |  |  |
|  | **Climate Change** |  |  |
|  |  | **Climate Change Adaptation** |  |
|  |  |  | Climate information |
|  |  | **Climate Change Mitigation** |  |
|  |  |  | Enabling Activities |
|  |  | **United Nations Framework on Climate Change** |  |

## Annex 13: Partners Capacity Assessment Tool and HACT assessment

The Partners Capacity Assessment and HACT assessment are attached separately to the project document.

After the national elections, there were some changes within the organization and structure of the Government of Montenegro. Consequently, the name of the IP was changes, from Ministry of Sustainable Development and Tourism into Ministry of Ecology, Spatial Planning and Urbanism. Climate change stayed within the same Ministry, within its Directorate for International Cooperation, EU Accession and Climate Change, and no change in operational, financial and legal procedures were noticed.

## Annex 14: UNDP Project Quality Assurance Report

The Project Quality Assurance Report is added as a separate annex to the project document.

## Annex 15: Project Terminal report (End of Project report)

TEMPLATE

**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](mailto:damiano.borgogno@undp.org) and to Eva Huttova, [eva.huttova@undp.org](mailto:eva.huttova@undp.org).

**A. 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 |  |

**B. 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.)

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

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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?

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What were the major challenges faced during this phase?

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

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**C. 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).

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

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

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1. **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).

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

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

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1. **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).

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

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

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1. **Constraints and Gaps/Support needed**

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| 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).

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

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

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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.

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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?

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

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Additional remarks

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Institutional arrangements

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

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Please, describe the composition of the project team.

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

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

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

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

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Additional remarks

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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).

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

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

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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)

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

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**E. Additional information**

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| --- | --- |
| 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 |  |

1. Please refer to Annex 6 [↑](#footnote-ref-2)
2. The GEF Enabling Activities and policy/strategy work 33. Enabling Activity projects provide financing for the preparation of a plan, strategy, or national program to fulfill the commitments under the Conventions that the GEF serves, including national communication or reports to the Conventions. Similarly, many GEF-financed medium- and full-size projects include activities that focus on developing and preparing national policies or strategies and, as such, do not work directly with beneficiaries on the ground. These plans and strategies provide an essential opportunity to recognize, build capacity, and to develop actions to advance GEWE. Some possible actions to include in these national documents include the following:

    ▪ request that gender experts review draft plans and strategies;

   ▪ ensure that any background and stocktaking exercises associated with development of the plans and strategies adequately account for the different roles for women and men;

   ▪ ensure that women are effectively engaged as members of stakeholder groups consulted during development of the strategies and plans;

   ▪ consider including gender-disaggregated data collection and/or gender-specific indicators; and

   ▪ consider how national gender policies can be incorporated into sectoral strategies and action plans. [↑](#footnote-ref-3)
3. Guide to Conducting a Participatory Gender Analysis and Developing a Gender Action Plan for projects supported by UNDP with GEF financing:

   <https://intranet.undp.org/unit/bpps/sdev/gef/_layouts/15/WopiFrame.aspx?sourcedoc=/unit/bpps/sdev/gef/Gender%20Library/UNDP%20GEF%20Guidance.%20How%20to%20conduct%20gender%20analysis%20and%20gender%20action%20plan.pdf&action=default> [↑](#footnote-ref-4)
4. <http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.53.04_Gender_Policy.pdf> [↑](#footnote-ref-5)
5. <http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.Inf_.05_Guidance_Gender_0.pdf> [↑](#footnote-ref-6)
6. See <https://www.thegef.org/gef/policies_guidelines> [↑](#footnote-ref-7)
7. See http://www.undp.org/content/undp/en/home/operations/transparency/information\_disclosurepolicy/ [↑](#footnote-ref-8)
8. See https://www.thegef.org/gef/policies\_guidelines [↑](#footnote-ref-9)
9. See <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Project%20Management_Closing.docx&action=default>. [↑](#footnote-ref-10)
10. Data collection methods should outline specific tools used to collect data and additional information as necessary to support monitoring. The PIR cannot be used as a source of verification. [↑](#footnote-ref-11)
11. <https://www.un.org/womenwatch/daw/cedaw/> [↑](#footnote-ref-12)
12. Articles 7.5 and 11.2 of the Paris Agreement [↑](#footnote-ref-13)
13. Gender Mainstreaming into Climate Transparency and Measurement, Reporting and Verification (MRV) 2017-2020: Results of GSP Pilot in Western Balkan Countries (Albania, Bosnia and Herzegovina, North Macedonia, Montenegro and Serbia) and Lebanon. - Global Support Program, 2020, available online: <https://www.un-gsp.org/sites/default/files/documentos/gender_mainstreaming_climate_transparency_mrv_gsp_pilot_western_balkan.pdf> [↑](#footnote-ref-14)
14. Ms. Danijela Čabarkapa [↑](#footnote-ref-15)
15. The Capacity Building Initiative for Transparency - CBIT - is a new project currently under consideration by donors. The project will be led by the Ministry of Ecology, Spatial Planning and Urbanism - Directorate for Climate Change, and it envisages collection of new data. [↑](#footnote-ref-16)
16. IPCC (2006). Methodological Choice and Identification of Key Categories. Volume 1 - General Guidance and Reporting, Chapter 4. [↑](#footnote-ref-17)