 

**United Nations Development Programme**

**Country: Namibia**

**PROJECT DOCUMENT[[1]](#footnote-1)**

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| **Project Title:** Namibia’s Fourth National Communication to (NC4 NAM) to the UNFCCC |
| **UNPAF Outcome(s):** By 2018, institutional frameworks and policies needed to implement the Environmental Management Act (2007), National Climate Change Policy (2011) and international conventions are in place and being effectively implemented.  |
| **UNDP Strategic Plan Environment and Sustainable Development Primary Outcome:** Output 2.4. Scaled up action on climate change adaptation and mitigation across sectors which is funded and implemented**UNDP Strategic Plan Secondary Outcome:**  |
| **Expected CPAP Output (s):** Namibia’s Fourth National Communication (NC4) to the UNFCCC |
| **Executing Entity/Implementing Partner:** Ministry of Environment and Tourism |  |
| **Implementing Entity/Responsible Partners:** Division of the Multilateral Environment Agreements |  |

**Brief Description**

Namibia’s Fourth National Communication (NC4 NAM) to the UNFCCC Project involves the preparation of NC4 for submission to the Conference of Parties (COP) of the UNFCCC, at the Conference of the Parties (COP) in 2019 as mandated in Article 4 and 12 of the convention. NC4 will be the fourth for Namibia and will be conducted together with Namibia’s Second Biennial Update Report (BUR2), although the later concludes end of this year (2016). NC4 will build on the work carried and progress made, this includes building on and updating work carried out under the previous National Communications (NCs) and Biennial Update Reports (BURs), this includes: BUR2 (to be concluded in 2016); the Third National Communication (TNC) (2015); First Biennial Update Report (BUR1) (2014); The Second National Communication (SNC) 2011; the public education and awareness (2005) and the Initial National Communication (INC) in 2001. Namibia became the first developing country to prepare and submit on time the first BUR at COP 20. The main components of NC4 are: a) GHG inventory by sources and removal by sinks; b) Vulnerability and Adaptation (V&A) Assessments of key sectors; c) Programmes containing measures to mitigate climate change; d) National circumstances; constraints and gaps and related financial, technical and capacity needs; other information considered relevant to the achievement of the objective of the convention; e) Compilation and submission of NC4 to the UNFCCC. The project will be implemented over a 4year period commencing in 2016 until 2019. Specifically, the implementation of activities will be coordinated by the MET/DEA/MEA Climate Change Sub-division/NCs/BURs PMU.

Programme Period: 2016 - 2019

Atlas Award ID: 00095934

Project ID: 00099964

PIMS # 5825

Start date: 2016

End Date 2019

Management Arrangements NIM

PAC Meeting Date 12 May 2016

Total resources required USD 550,000

Total allocated resources: USD 550,000

* Other:
	+ GEF USD 500,000
	+ Government In-kind USD 50,000

Agreed by (Government):

Date/Month/Year

Agreed by (Executing Entity/Implementing Partner):

Date/Month/Year

Agreed by (UNDP):

Date/Month/Year

Contents

[I. List of Acronyms 4](#_Toc457732156)

[II. Situation analysis 6](#_Toc457732157)

[III. Strategy 8](#_Toc457732158)

[Project rationale 8](#_Toc457732159)

[Country ownership 8](#_Toc457732160)

[Project objective, outcomes and outputs/activities 9](#_Toc457732161)

[Project outcomes and outputs/activities 9](#_Toc457732162)

[Sustainability and Replicability 12](#_Toc457732163)

[Gender dimension 12](#_Toc457732164)

[IV. Project Results Framework 13](#_Toc457732165)

[V. Total budget 17](#_Toc457732166)

[VI. Workplan 21](#_Toc457732167)

[VII. Management Arrangements 23](#_Toc457732168)

[VIII. Monitoring Framework and Evaluation 25](#_Toc457732169)

[IX. Legal Context 28](#_Toc457732170)

[X. Annexes 29](#_Toc457732171)

[Annex 1: Risk log 30](#_Toc457732172)

[Annex 2. Social and Environmental Screening Template 31](#_Toc457732173)

[SESP Attachment 1. Social and Environmental Risk Screening Checklist 34](#_Toc457732174)

[Annex 3. Terms of References 38](#_Toc457732175)

[Annex 4: STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES 43](#_Toc457732176)

[DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES 45](#_Toc457732177)

[Annex 5: FINAL REPORT OF NAMIBIA NATIONAL COMMUNICATION’S / BIENNIAL UPDATE REPORT’S PROJECT 46](#_Toc457732178)

# List of Acronyms

AFOLU Agriculture, Forestry and other Land use

BURs Biennial Update Report

BUR2 Second Biennial Update Report

CDM Clean Development Mechanism

COP Conference of Parties

CO Country Office

CPD Country Programme Document

DEA Department of Environmental Affairs

DMEA Division Multi-lateral Environmental Agreements

DOF Directorate of Forestry

DRFN Desert Research Foundation of Namibia

ETPA Education, Training and Public awareness

FBUR First Biennial Update Report

GDP Gross Domestic Product

GEF Global Environment Facility

GHG Greenhouse Gas

GPG Good Practice Guidelines

GRN Government of the Republic of Namibia

KCA Key Category Analysis

INC Initial National Communication

IP Industrial Processes

IPCC Inter-governmental Panel on Climate Change

LPG Liquefied Petroleum Gas

LULUCF Land Use and Land Use Change and Forestry

MAWF Ministry of Agriculture, Water and Forestry

MDGs Millennium Development Goals

MET Ministry of Environment and Tourism

MFMR Ministry of Fisheries and Marine Resources

MME Ministry of Mines and Energy

MIA Multilateral International Agreements

MTI Ministry of Trade and Industry

MRV Measurement Reporting & Verification

NAMA Nationally Appropriate Mitigation Actions

NC National Communication

NC4 Fourth National Communication

NCCAP National Climate Change Strategy and Action Plan

NCCC Namibia Climate Change Committee

NGO Non-governmental Organisations

NMS National Meteorological Services

NPCC National Policy on Climate Change

NPC National Planning Commission

NSA Namibia Statistics Agency

OPM Office of the Prime Minister

PA Protected Areas

PMU Project Management Unit

PON Polytechnic of Namibia

SA Self-Assessment

SADC Southern African Development Community

SASSCAL Southern African Science Service Centre for Climate Change and Adaptive Land Use

RSO Research and System Observation

SNC Second National Communication

TNA Technology Needs Assessment

TNC Third National Communication

TOR Terms of Reference

UN United Nations

UNAM University of Namibia

UNDAF United Nations Development Assistance Framework

UNDP United Nations Development Programme

UNFCCC United Nations Framework Convention on Climate Change

V&A Vulnerability and Adaptation

WG Working Group

# Situation analysis

**Namibia is situated in the south-western part of the African continent. According to the housing and population census of 2011, the Namibian population is estimated to be 2,113,077 million, of which 51% are woman and 49% man. About 57% of the Namibian population resides in rural areas. Namibia has a high unemployment rate and a high HIV prevalence rate.**

Namibia is the driest country in sub-Saharan Africa, and is characterized by high climatic variability in the form of persistent droughts, unpredictable and variable rainfall patterns, variability in temperatures and scarcity of water. Water scarcity is one of the major constraints to development in Namibia. Climate variability will worsen with climate change. Rainfall ranges from an average of 25 mm in the west to over 600 mm in the northeast. The climate of Namibia is a consequence of the country’s location on the south-western side of the African continent, situated at the interface between different climate systems. The country has high solar radiation, low humidity and high temperatures resulting in high surface evaporation. Approximately only one percent of rainfall received recharges ground water aquifers that supply a significant fraction of the country’s water. Average maximum temperatures vary between 30°C and 40°C while minimum temperatures range between 2°C and 10°C.

Namibia is classified as an upper middle income country with (GDP) per capita of around US$5,461.53 in 2013. Although recorded high economic growth, the country has the most unequal society in the world with a Gini coefficient of 0.58. The economy is mainly based on natural resources exploitation. These include mineral deposits, intact biodiversity and stunning natural beauty, thereby bringing tourism, fisheries, forestry, and agriculture. Mining and fisheries are the first and second largest contributors of foreign exchange to the Namibian economy, respectively, while tourism is third. Approximately 16% of Namibia’s land surface constitutes of Protected Areas (PA) while almost 41% is state-owned communal land, on which over two-thirds of the population rely on subsistence farming for their daily livelihoods. Agriculture in Namibia is mainly in the form of livestock production and rain-fed dry-land crop production. The majority of Namibians depend on subsistence agriculture, farming with pearl millet, sorghum, livestock and wild fruits. Other crops produced include maize, sunflowers and wheat. Grapes, vegetables and dates are grown under irrigation near major dams and along the perennial rivers.

Namibia is highly vulnerable to climate change this is due the country’s economy’s dependency on the climate sensitive sectors of eco-tourism, fisheries and agriculture. Several sectors and resources of great value to the overall economic development of the country, such as agriculture, water, health, coastal zones, fisheries and infrastructure were classified to be highly vulnerable to climate change and its effects, both by the INC, SNC and TNC. Climate change possess a great threat towards the attainment of Namibia’s long term development vision, Vision 2030 and the attainment of the Millennium Development Goals (MDGs).

Recognizing the serious threat posed by climate change, the Namibian government ratified to the UNFCCC in 1995 and acceded to its Kyoto Protocol in 2003 as a Non-Annex I (NAI) country. This provides an international framework for adopting and implementing policies and measures to mitigate the effects of climate change and to adapt to such changes. As a party to the UNFCCC, Namibia is carrying out a wide range of activities to fulfil its commitment. Among them is the preparation and submission of the Initial National Communication (INC) in (2002); the Second National Communication (SNC); the First Biennial Update Report (2014); and Third National Communication (TNC) in 2015, as mandated by article 4 and 12 of the convention and as per the decisions on enhanced reporting taken during COP 16 and 17. Namibia is currently busy with its Second Biennial Update Report BUR2 to be submitted in 2016.

Namibia has over the past years implemented various projects, programmes and policies to adapt and mitigate the effects of climate change. Notably, Namibia passed the National Policy on Climate Change in 2011, which provides a regulatory framework within which climate change issues will be managed. The accompanying step-by-step Climate Change Strategy and Action Plan (NCSAP), was recently endorsed and launched and currently under implementation. The NCSAP provides concrete activities to be undertaken in the various sectors to adapt and mitigate climate change.

Programmes and projects of relevance includes the project entittled: Scaling up Community Resilience to Climate Variability and climate Change in Northen Namibia with a special focus on women and children (SCORE). The objective of the project is to strengthen the adaptive capacity to reduce vulnerability of rural communities in responding to droughts and floods in Northern Namibia, with a special emphasis on woman and children. The GEF funded 4 year project is currently under implementation.

Other projects include the Namibia Africa Adaptation Project (NAM AAP), which sought to build the national foundation for a national approach to climate change adaptation in Namibia. The project aimed at building an effective leadership and institutional framework in Namibia for better coordination and integration of climate change programmes into development policy. Furthemore support to local communities climate change initiatives and priority sectors such as food security and agriculture was provided. NAM AAP also assisted the government in identifying financing options that will allow the country to meet the long-term national adaptation costs and expand knowledge management systems and information sharing.

Despite being GHG sink, Namibia has also over the years implemented projects on mitigation, notably, the Namibia Renewable Energy Programme (NAMREP), which aimed at reducing barriers to the adoption of renewable technology. Currently, Namibia is implementing, with GEF co-financing, the Concetrated Solar Power Technology (CSP) project, which aims to increase the share of renewable energies in the Namibian energy mix by developing the necessary technological framework and conditions for the successful transfer and deployment of CSP technology for on-grid power generation, thereby reducing GHG emission.

The BURs and NCs are being coordinated under the Department of Environmental Affairs (DEA) under the Ministry of Environment and Tourism, as the government agency tasked with coordinating climate change issues in Namibia, with the multi-sectoral National Climate Change Committee providing the overall oversight.

# Strategy

As party to the convention, Namibia is committed to fulfilling its obligations under the convention. This was further demonstrated at COP 20, in Lima, Peru, where the country became the first one to officially submit its BUR1. Namibia also finalised and submitted its TNC in 2015 and it’s currently busy with BUR2 to be submitted in 2016. NC4 will aim to build upon and strengthen the existing institutional arrangements through further capacity building of the working groups and further consultations with key stakeholders. With so many similarities between NCs and BUR components, consisting of setting up sustainable institutional arrangements, GHG inventory, and mitigation analysis, the two reports are seen as complimenting each other and thus will be implemented using same, existing structures, in order to avoid duplication of efforts, and to ensure efficient utilization and harmonization of financial and human resources. The BURs and NCs will be coordinated under the same Project Management Unit (PMU) and will utilize the already existing working groups formed under previous NCs and BURs. This will strengthen the existing structures and institutionalize the process in order to ensure that Namibia meets its reporting requirements on a timely and in an effective manner.

## Project rationale

Namibia ratified to the UNFCCC in 1995 and acceded to its Kyoto Protocol in 2003, as non-Annex I (NAI) party. As a party to the convention Namibia is obligated to report on the measures adopted and implemented through its policies and measures to adapt to and mitigate climate change, thereby contributing to the attainment of the objective of the Convention.

To honour and meet its reporting obligation, Namibia has so far prepared and submitted three NCs: INC in 2002 and SNC 2011 and TNC in 2015. In accordance with decisions taken during COP 16 and 17 for NAI parties, Namibia became the first NAI to prepare and submit its First Biennial Update Report (BUR1) that was submitted at COP 20. The BUR1 and TNC reported on the established institutional arrangement during their preparation processes, however this still need further strenghtening. The approach during the two reports to some extent built capacity but not to the desired levels to allow for the various WGs to be fully functional. NC4 will further aim to hold further consultations with key stakeholders to firstly raise awareness and share results and more importantly to get their buy-in into the reporting process. Further capacity building initiatives on the NCs and BURs reporting guidelines will be held. This will help to fully operationalize the working groups and intitutionalize the NCs and BURs reporting processess.

## Country ownership

The Ministry of Environment and Tourism (MET) is the government agency tasked with coordinating climate change issues in Namibia, with the multi-sectoral national climate change committee providing the overall oversight. MET has been coordinated the national communications as well as the BURs processess. NCs and BURs are being implemented concurrently, utilizing the same PMU for harmonization of human and financial resources and to create synergies.

Various key stakeholders are and will be involved in the ongoing reporting processess, these includes but are not limited to: The Ministry of Environment and Tourism, through the Department of Environmental Affairs, will be the implementing agency and coordinating body of the project, with the multi-sectoral Namibia Climate Change Committee (NCCC) serving as the steering committee. Climate change is cross cutting issue, thus a number of stakeholders will be involved in the implementation of the project. These, include, but not limited to: Ministry of Agriculture, Water and Forestry; Ministry of Mines and Energy; Ministry of Works, Transport and Communication; National Planning Commission; Minstry of Industralization, Trade and SME Development; Nampower; University of Namibia; Office of the Prime Minister; Polytechnic of Namibia; Namibia Statistics Agency; Namibia Breweries; NAMPORT; Transnamib; Namwater; Ministry of Gender and Child Welfare; Namibia Nature Foundation; National Research Council, and Desert Research Foundation.

## Project objective, outcomes and outputs/activities

**Project Goal:** To fulfil Namibia’s obligation to the UNFCCC as mandated in Article 4 and 12.

**Specific objective:** To enable Namibia to coordinate the preparation process and submit Namibia’s Fourth National Communication (NC4) to the Secretariat as part of its obligations under the provisions of the UNFCCC.

The project is prepared in line with GEF-6 strategic focal area on climate change mitigation, objective CCM3 on fostering enabling conditions to mainstream mitigation concerns into sustainable development strategies; Program 5: Mainstream the integration of climate considerations into the national planning process.

## Project outcomes and outputs/activities

**Outcome 1:** National GHG inventory on emissions by sources and removal by sinks prepared for the years 1995 to 1999 as recommeded in the TTE report and 2013 to 2015

So far, Namibia has prepared and submitted 3 national GHG inventories. Namibia prepared its first inventory covering the base year of 1994, which was reported under the initial national communication submitted in 2002. The second national inventory with base year of 2000 was submitted under the second national communication in 2011. The two GHG inventories were mainly outsourced. Namibia completed its BUR1 submitted to UNFCCC at COP 20 with GHG inventory for the year 2010. Namibia recently submitted its TNC, with an inventory covering the years 2001 to 2010, making a complete time series. Thus in order to have a complete time series NC4 will cover the year 1995 to the year 1999, this was also highly recommended by the Technical Team of Experts (TTE) who reviewed the BUR1. It will further cover the years 2013 to 2015.

TNC and BUR1 took a different approach from INC and SNC. Under TNC and BUR1, a working group has been established to collect data, analyze it and compute it into the 2006 IPCC software to generate emissions. However, more needs to be done in terms of capacity building and consultation in order for the WG to be fully effective and operational. The NC4 will build on what has been achieved in terms of institutionalization of the GHG inventory. The main activities to be undertaken under this outcome includes:

*Outputs/activities:*

* 1. *Strengthen National GHG Inventory Working Group (WG), which will cover the sectors of Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU), and Waste*
	2. *Design the Institutional arrangements for the preparation of the GHG inventories at the sectoral level*
	3. *Training and capacity building of the National GHG inventory Team on the 2006 guidelines and 2006 IPCC software*
	4. *Collection of GHG Activity Data (AD) from energy, IPPU, AFOLU & Waste sectors for the years 1995 to 1999, as per the recommendation from technical review of BUR1 and 2013 to 2015*
	5. *National emission factors for key source categories updated*
	6. *Carry out the GHG emission calculations using the 2006 IPCC software*
	7. *QC and QA procedures undertaken*
	8. *Recalculate previous GHG inventory reported under BUR 2 (2011-2012)*
	9. *Prepare National Inventory Report (NIR) for the years 1995 to 1999 and 2013 to 2015*
	10. *Archiving and documentation of AD*
	11. *Establish and update the GHG database with Namibia Statistic Agency*

**Outcome 2:** Vulnerability of key sectors assessed & adaptation measures proposed

A vulnerability and adaptation assessment was carried out under the recently submitted TNC. A V&A Working Group (WG) was established comprising of key stakeholders. The V&A WG was involved in the prioritization of sectors to be assessed, in collecting baseline data and also identifying vulnerability indicators. However more consultations need to be conducted for the WG to be fully functional. More capacity building needs to be done in terms of conducting V&A, scenario building and climate modelling. Climate models used were for southern Africa at large, thus there is a need for down-scaled modelling to make the climate projections much accurate. Four sectors were assessed under TNC, namely: Water, Agriculture, Tourism and Health. Results from the study indicate that Namibia still remains highly vulnerable to climate change in the four sectors covered, the study also identifies potential adaptation measures.

Sectors specific V&A are crucial in informing an influencing policies, thus NC4 will build on the work done under TNC, by capacitating the WG thus improving the results of the studies. NC4 will look to cover priority sectors not covered under TNC, such as: Infrastructure, fisheries, coastal zone (sea level rise), and energy. The key activities to be undertaken under this outcome, includes:

*Outputs/activities:*

*2.1. Strengthen the Vulnerability & Adaptation Assessment (V&AA) WG established under TNC*

*2.2.**Organize technical session to identify & select key priority sectors on which to conduct a V&AA*

*2.3. Analyse climate change vulnerability data on the identified sectors*

*2.4. Evaluate baseline & future scenarios using climate change projections*

*2.5. V&A experts to use upgraded software and newer data to model future vulnerability under different climatic scenarios*

*2.6. Identify adaptation measures for livelihoods threatened by climate change*

*2.7. Organize a national technical working session to discuss the findings of the studies*

*2.8. Prepare the V&AA chapter for NC4*

**Outcome 3:** Analysis of mitigation options carried out

Namibia has no obligation under the convention to reduce its emissions, however the country is committed to contribute its maximum share in meeting the objective of the convention. Under TNC and BUR1 a working group was established to carry out mitigation analysis from the relevant sectors. Trainings and other capacity building initiatives on carrying out mitigation analysis were provided but not to their desired level. This continues to be work in progress which will be carried forward under BUR2 and NC4. Sectors targeted, under TNC, for mitigation analysis were based on the Key Category Analysis (KCA) conducted on the GHG inventory reported under TNC, these included: Electricity generation; road transportation and AFOLU. These were the three main emitters and thus prioritized for mitigation. Waste was also prioritized due to its importance to health and sustainable development. The base year adopted for the mitigation analysis under TNC was 2010 and the time horizons 2025, 2040 and 2050 was used for projections. According to the results, the AFOLU sector has the highest mitigation potential compared to the other sectors.

The sectors to be prioritized for mitigation analysis will depend on the KCA of the GHG inventory under outcome 1. The key activities to be undertaken under this outcome includes:

*Outputs/activities:*

* 1. *Strengthen the mitigation WG, established under BUR 1&2 and TNC*
	2. *Mobilize key players in emitting sector to support NCs processes*
	3. *Organize a technical working session to identify sectors under which to propose mitigation measures, with the WG*
	4. *Carry out rigorous analysis of potential mitigation options in emitting sectors, with a particular focus on the costs and benefits involved as well as technology availability and technical capacity, including the development of baseline, mitigation scenarios, and a cost benefit analysis*
	5. *Identify and support the Nationally Appropriate Mitigation Actions (NAMAs) preparation process*
	6. *Prepare the mitigation chapter of NC4*

**Outcome 4:** National circumstances information prepared and updated for the NC4

Information on national circumstances will be reviewed using the latest publications mainly by the National Statistics Agency, tasked to produce and publish official statistics. Other agencies such as National Planning Commission will also be consulted, in order to review and update the national circumstances. Constraints and gaps, related financial, technical and capacity needs identified under TNC and BUR1 will be reviewed, new ones identified if any, and solutions formulated. Other information relevant to meeting the objective of the convention will also be presented in this chapter.

Under TNC numerous education and public awareness activities were undertaken, these include giving seminars and workshop to share the findings of the various studies. However, more needs to be done in terms of education and awareness raising, in the form of undertaking workshop, producing policy briefs and other awareness materials and the dissemination thereof. NC4 will also look into creating partnerships with educational institutions such as the newly established National Research and Technology Council, Polytechnic of Namibia and University of Namibia to create awareness and educational activities targeting youth demographic, in line with Doha Work Program Article 6. Furthermore, widespread climate change awareness using the media (radio, newspaper, television, etc.) will be organized to raise awareness. Formal and informal awareness campaigns amongst the general public through exhibitions will also be made.

*Outputs/activities:*

* 1. *Review and update the data used in BUR 2 and TNC using the latest statistics and reports*
	2. *Identify & include any other data relevant to the achievement of the objectives of the UNFCCC*
	3. *Review identified constraints, gaps & needs either of financial, technical or capacity needs, identified in TNC, & new ones identified*
	4. *Create partnerships with educational institutions to create awareness activities targeting youth demographic*
	5. *Conduct widespread climate change awareness using the media (radio, newspapers, television etc)*
	6. *Conduct informal awareness campaigns among the general public and distribute awareness materials*
	7. *Review and update the Technology Needs Assessment (TNA) report*
	8. *Complete chapters on national circumstances; constraints and gaps, related financial, technical and capacity needs; other information considered relevant to the achievement of the objective of the Convention*

**Outcome 5:** NC4 compiled and submitted to the UNFCCC

Once all the various components of the NC4 are in place, a consultancy will be commissioned to consolidate the various chapters of the NC4. The draft NC4 will be circulated to the NCCC, and WG members for their inputs and comments. The comments will then be consolidated into the NC4 final document, which will be launched and submitted to UNFCCC COP in 2019.

*Output/activities:*

* 1. *Identify & include any other data relevant to the achievement of the objectives of the UNFCCC*
	2. *Compile the NC4 report for review by relevant stakeholders*
	3. *Internal and external technical review of the draft NC4*
	4. *Validation and Endorsement of the final NC4 by the NCCC*
	5. *National approval and official launch of NC4*
	6. *Submission of the report to the COP of the UNFCCC in 2018*
	7. *Monitoring and evaluation in accordance with GEF requirements including monitoring, reporting and preparation of final audits for the entire project*
	8. *End of project report including compilation of Lessons learned and recommendations for future projects*

## Sustainability and Replicability

As mentioned earlier Namibia has so far prepared and submitted 3 NCs and became the first NAI country to submit its first BUR. Namibia is currently busy with preparation of its BUR2. This demonstrates Namibia’s commitment to fulfilling its obligations under the convention. A strong focus was put on capacity building and institutionalizing the NCs and BURs process under BUR 1&2 and TNC. This is a new approach, which the country embarked on as previously the work was solely done by consultants. Working groups have been developed comprising of key stakeholders (see stakeholder section under country ownership), under each of the outcomes of the NCs and BURs process. To most of the stakeholders the reporting guidelines and software were quite new to them under BUR1 and TNC, thus an expert was contracted to begin to introduce them to the process. NC4 and BUR2 will continue to further capacitate the working groups so that they are fully operational and to fully institutionalize the BURs and NCs process for sustainability purposes.

Thus NC4 will utilize the already existing structures in terms of the WGs, and the already established PMU under DEA in MET. Components of the NC4 such as GHG Inventory, V&A and mitigation analysis will require a multi-stakeholder approach as it covers many sectors. Therefore this project will be implemented with various stakeholders with the Ministry of Environment and Tourism playing the coordinating role.

## Gender dimension

Woman and children are highly vulnerable to climate change, hence the need for women to be meaningfully involved, not only as beneficiaries but also in the decision-making process of climate change related activities. Women and men are affected differently by climate change this has an implication on the various adaptation and mitigation measures to be initiated. Under this project special emphasis will be placed on gender related issues in the working groups, this will help to better understand the role of women, men and children in mitigating and adapting to climate change. The V&A study will also pay attention to the roles of women and man in households thus understanding their level of vulnerability to climate change.

The guidance on gender integration through the NCs and BURs developed by the Global Support Programme through UNDP and in collaboration with UNEP and GEF will be applied.

# Project Results Framework

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| **This project will contribute to achieving the following Country Programme Outcome as defined in CPAP or CPD:** By 2018, institutional frameworks and policies needed to implement the Environmental Management Act (2007), National Climate Change Policy (2011) and international conventions are in place and being effectively implemented |
| **Country Programme Outcome Indicators:** Namibia’s Fourth National Communication (NC4) prepared and submitted to the UNFCCC (Applicable UNPAF Indicator): Number of environmental institutions fully equipped with standards, guidelines and specialized skills |
| **Primary applicable Key Environment and Sustainable Development Key Result Area (same as that on the cover page, circle one):**  |
| **Applicable GEF Strategic Objective and Program:** CCM-3: Foster Enabling Conditions to Mainstream Mitigation Concerns into Sustainable Development Strategies, Program 5: Integrate findings of Convention obligations and enabling activities into national planning processes and mitigation targets |
| **Applicable GEF Expected Outcomes:** Outcome B. Policy, planning and regulatory frameworks foster accelerated low GHG development and emissions mitigation |
| **Applicable GEF Outcome Indicators:** Indicator 7. Number of countries meeting convention reporting requirements and including specific GHG reduction targets |

|  | **Indicator** | **Baseline** | **Targets** **End of Project** | **Source of verification** | **Risks and Assumptions** |
| --- | --- | --- | --- | --- | --- |
| **Project Objective[[2]](#footnote-2)** To enable Namibia to coordinate the preparation process and submit Namibia’s Fourth National Communication (NC4) to the Secretariat as part of its obligations under the provisions of the UNFCCC | NC4 submitted to UNFCCC | INC, SNC, TNC submitted in 2002, 2011 & 2015, respectively. BUR 1 submitted in 2014 | NC submitted to UNFCCC in 2019 | NC4 uploaded to UNFCCC website:<http://unfccc.int/national_reports/non-annex_i_natcom/submitted_natcom/items/653.php> | The successful implementation of the project depends on the active participation and availability of stakeholders.  |
| **Outcome 1[[3]](#footnote-3)**National GHG inventory on emissions by sources and removal by sinks prepared for the years 1995 to 1999 as recommeded in the TTE report and 2013 to 2015  | National GHG Inventory report for 1995 to 1999 & 2013 to 2015 finalized  | National GHG inventories done for the years 1994, 2000 to 2010. And currently under BUR2 for the years 2011 to 2012 | * 1. Strengthen National GHG Inventory Working Group (WG), which will cover the sectors of Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU), and Waste
	2. Design the Institutional arrangements for the preparation of the GHG inventories at the sectoral level
	3. Training and capacity building of the National GHG inventory Team on the 2006 guidelines and 2006 IPCC software
	4. Collection of GHG Activity Data (AD) from energy, IPPU, AFOLU & Waste sectors for the years 1995 to 1999, as per the recommendation from technical review of BUR1 and 2013 to 2015
	5. National emission factors for key source categories updated
	6. Carry out the GHG emission calculations using the 2006 IPCC software
	7. QC and QA procedures undertaken
	8. Reculculate previous GHG inventory reported under BUR 2 (2011-2012)
	9. Prepare National Inventory Report (NIR) for the years 1995 to 1999 and 2013 to 2015
	10. Archiving and documentation of AD

 Establish GHG database with Namibia Statistic Agency  | National GHG inventory included in NC4 | * Lack of activity data remains one of the key risks to producing a good accurate GHG inventory. In cases where activity data will not be available expert opinions and surveys will be undertaken and underlying assumption reported
* The work will depend on key sectors making data available, thus it is assumed that stakeholders will be willing to disclose data to be used in the inventory.
* The GHG inventory work will be mainly undertaken by WG members from emitting sectors, issues of shortage of staff and staff turn-over of working group members are some of the risks to be anticipated.
 |
| **Outcome 2**Vulnerability of key sectors assessed & adaptation measures proposed | Vulnerability and adaptation assessment in key sectors undertaken | 2 V&A had been undertaken up-to-date under SNC and TNC | 2.1. Strengthen the Vulnerability & Adaptation Assessment (V&AA) WG established under TNC2.2. Organize technical session to identify & select key priority sectors on which to conduct a V&AA2.3. Analyse climate change vulnerability data on the identified sectors2.4. Evaluate baseline & future scenarios using climate change projections2.5. V&A experts to use upgraded software and newer data to model future vulnerability under different climatic scenarios2.6. Identify adaptation measures for livelihoods threatened by climate change2.7. Organize a national technical working session to discuss the findings of the studies2.8. Prepare the V&AA chapter for NC4 | V&A Assessment included in NC4 | * The work will depend on key sectors making data available, thus it is assumed that stakeholders will be willing to disclose data to be used in the assessment
* The V&A assessment will mainly be undertaken by WG members from emitting sectors, issues of shortage of staff and staff turn-over of working group members are some of the risks to be anticipated.
 |
| **Outcome 3**Analysis of mitigation options carried out | Mitigation analysis undertaken | Mitigation analysis previously undertaken under INC, SNC, TNC, BUR1, & currently on-going under BUR2 | 3.1. Strengthen the mitigation WG, established under BUR1 & 2 and TNC3.2. Mobilize key players in emitting sector to support NCs processes 3.3. a technical working session to identify sectors under which to propose mitigation measures, with WG3.4. Carry out rigorous analysis of potential mitigation options in emitting sectors, with a particular focus on the costs and benefits involved as well as technology availability and technical capacity, including the development of baseline, mitigation scenarios, and a cost benefit analysis3.5. Identify and support the Nationally Appropriate Mitigation Actions (NAMAs) preparation process3.6. Prepare the mitigation chapter of NC4 | Mitigation analysis included in NC4 to be submitted to UNFCCC | * The mitigation analysis will depend on key sectors making data available, thus it is assumed that stakeholders will be willing to disclose data to be used in the analysis
* The mitigation analysis will mainly be undertaken by WG members from emitting sectors, issues of shortage of staff and staff turn-over of working group members are some of the risks to be anticipated.
 |
| **Outcome 4**Information prepared & updated in the NC4 | National circumstances and other information, constraints, gaps, financial & technical needs updated in NC4 | National circumstances and other information, constraints, gaps, financial & technical needs updated in previous NCs & BURs | 4.1. Review & update data used in the BUR 1 & 2 and TNC using the latest statistics & reports4.2. Identify & include any other data relevant to the achievement of the objectives of the UNFCCC4.3. Review identified constraints, gaps & needs either of financial, technical or capacity needs, identified in TNC, & new ones identified4.4. Create partnerships with educational institutions to create awareness activities targeting youth demographic. 4.5. Conduct widespread climate change awareness using the media (radio, newspapers, television etc), 4.6. Conduct informal awareness campaigns among the general public and distribute awareness materials 4.7. Review and update the Technology Needs Assessment (TNA) report4.8. Complete chapters on national circumstances; constraints and gaps, related financial, technical and capacity needs; other information considered relevant to the achievement of the objective of the Convention | National circumstances and other information, constraints, gaps, financial & technical needs updated in NC4 | State statistical agencies willing to share the latest data |
| **Outcome 5**NC4 compiled & submitted to UNFCCC | NC4 final document  | 3 NCs and 1 BUR so far prepared & submitted to UNFCCC | 5.1. Compile the NC4 report for review by relevant stakeholders5.2. Internal and external technical review of the draft NC45.3. Validation and Endorsement of the final NC4 by the NCCC5.4. National approval and official launch of NC45.5. Submission of the report to the COP of the UNFCCC in 20185.6. Monitoring and evaluation in accordance with GEF requirements including monitoring, reporting and preparation of final audits for the entire project5.7. End of project report including compilation of Lessons learned and recommendations for future projects | Namibia’s NC4 submitted & uploaded to UNFCCC website | If all the risks associated with the above outcomes do not hinder the delivery of the outcomes, then there will not be any risk associated with this outcome. |

# Total budget

|  |  |  |  |
| --- | --- | --- | --- |
|  **Award ID:** | *00095934* | Project ID(s): | *00099964* |
| **Award Title:** | Namibia’s Fourth National Communication to the UNFCCC |
| **Business Unit:** | *NAM10* |
| **Project Title:** | Namibia’s Fourth National Communication to the UNFCCC |
| **PIMS no.\_\_\_\_\_\_\_** | *5825* |
| **Implementing Partner (Executing Agency)**  | Ministry of Environment and Tourism (MET), Department of Environmental Affairs, Division of Multilateral Environmental Agreements (MEA) |

| **GEF Outcome/Atlas Activity** | **Responsible Party/** **Implementing Agent** | **Fund ID** | **Donor Name** | **Atlas Budgetary Account Code** | **ATLAS Budget Description** | **Amount Year 1 (USD)** | **Amount Year 2 (USD)** | **Amount Year 3 (USD)** | **Amount Year 4 (USD)** | **Total (USD)** | **See Budget Note:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OUTCOME 1:** National GHG inventory on emissions by sources and removal by sinks prepared for the years 1995 to 1999 as recommeded in the TTE report and 2013 to 2015  | **Ministry of Environment & Tourism** | **62000** | **GEF** | 71200 | International Consultants | 5,000 | 15,000 | 15,000 | 10,000 | 45,000 | 1 |
| 71300 | Local Consultants | 0 | 10,000 | 10,000 | 0 | 20,000 | 2 |
| 71400 | Contractual services-Individual | 0 | 10,000 | 10,000 | 10,000 | 30,000 | 3 |
| 71600 | Travel | 1,000 | 1,000 | 2,000 | 1,000 | 5,000 | 4 |
| 72100 | Contractual Services-Companies | 1,000 | 2,000 | 1,000 | 1,000 | 5,000 | 5 |
| 74200 | Audio Visual & Print Prod Costs | 1,000 | 1,500 | 1,500 | 1,000 | 5,000 | 6 |
|  |  |  | **Total Outcome 1** | **8,000** | **39,500** |  **39,500** | **23,000** | **110,000** |  |
| **OUTCOME 2:**Vulnerability of key sectors assessed & adaptation measures proposed | **Ministry of Environment &Tourism** | **62000** | **GEF** | 71200 | International Consultants | 0 | 5,000 | 5,000 | 0 | 10,000 | 7 |
| 71300 | Local Consultants | 5,000 | 30,000 | 30,000 | 5,000 | 70,000 | 8 |
| 71400 | Contractual services | 0 | 5,000 | 5,000 | 5,000 | 15,000 | 3 |
| 71600 | Travel | 0 | 2,000 | 2,000 | 1,000 | 5,000 | 4 |
| 74200 | Audio Visual & Print Prod Costs | 0 | 2,000 | 1,000 | 2,000 | 5,000 | 6 |
| 72100 | Contractual Services-Companies | 1,000 | 4,000 | 5,000 | 5,000 | 15,000 | 5 |
|  |  |  | **Total Outcome 2** | **6,000** | **48,000** | **48,000** | **18,000** | **120,000** |  |
| **OUTCOME 3:** Analysis of mitigation options carried out | **Ministry of Environment & Tourism** | **62000** | **GEF** | 71200 | International Consultants | 0 | 5,000 | 5,000 | 6,000 | 16,000 | 9 |
| 71300 | Local Consultants | 0 | 10,000 | 10,000 | 10,000 | 30,000 | 10 |
| 71400 | Contractual services-Individual | 0 | 10,000 | 10,000 | 10,000 | 30,000 | 3 |
| 71600 | Travel | 0 | 1,500 | 1,500 | 1,000 | 4,000 | 4 |
| 72100 | Contractual Services-Companies | 0 | 3,000 | 4,000 | 3,000 | 10,000 | 5 |
|  |  |  | **Total Outcome 3** | **0** | **29,500** | **30,500** | **30,000** | **90,000** |  |
| **OUTCOME 4:** National Circumstances, Constraints & Gaps | **Ministry of Environment & Tourism** | **62000** | **GEF** | 71200 | International Consultants | 0 | 0 | 2,000 | 3,000 | 5,000 | 11 |
| 71300 | Local Consultants | 0 | 10,000 | 20,000 | 20,000 | 50,000 | 12 |
| 71400 | Contractual services-Individual | 0 | 10,000 | 20,000 | 15,000 | 45,000 | 3 |
| 71600 | Travel | 0 | 2,000 | 2,000 | 1,000 | 5,000 | 4 |
| 72100 | Contractual services-Companies | 0 | 2,000 | 2,000 | 1,000 | 5,000 | 5 |
| 74200 |  Audio Visual & Print Prod Costs | 0 | 2,000 | 2,000 | 1,000 | 5,000 | 6 |
|  |  |  | **Total Outcome 4** | **0** | **26,000** | **48,000** | **41,000** | **115,000** |  |
| **OUTCOME 5:** Compilation of Namibia’s NC4, M&E | **Ministry of Environment & Tourism** | **62000** | **GEF** | 71200 | International Consultants | 0 | 0 | 0 | 6,000 | 6,000 | 13 |
| 71300 | Local Consultants | 0 | 0 | 0 | 5,000 | 5,000 | 14 |
| 74100 | Professional Services | 0 | 3,000 | 3,000 | 3,000 | 9,000 | 18 |
|  |  |  | **Total Outcome 5** | **0** | **3,000** | **3,000** | **14,000** | **20,000** |  |
| **Project management unit** | **Ministry of Environment & Tourism/ UNDP** | **62000** | **GEF** | 71200 | International Consultants | 0 | 0 | 0 | 0 | 0 |  |
| 64398 | Direct Project Costs – Staff | 1,000 | 4,000 | 3,000 | 2,000 | 10,000 | 15 |
| 71400 | Contractual Services-Individual  | 1,000 | 8,000 | 6,000 | 5,000 | 20,000 | 3 |
| 71600 | Travel | 0 | 1,000 | 1,000 | 1,000 | 3,000 | 4 |
| 72100 | Contractual Services- Companies | 0 | 2,000 | 2,000 | 1,000 | 5,000 | 5 |
| 72500 | Office Supplies | 0 | 2,000 | 1,000 | 1,000 | 4,000 | 16 |
| 74500 | Miscellaneous | 0 | 1,000 | 1,000 | 1,000 | 3,000 | 17 |
|  |  |  | **Total Management** | **2,000** | **18,000** | **14,000** | **11,000** | **45,000** |  |
|  |  |  |  | **PROJECT TOTAL** | **16,000** | **164,000** | **183,000** | **137,000** | **500,000** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Summary of Funds: [[4]](#footnote-4)** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | AmountYear 1 | AmountYear 2 | AmountYear 3 | AmountYear 4 | Total |
|  |  |  |  | **GEF**  | 16,000 | 164,000 | 183,000 | 137,000 | 500,000 |
|  |  |  |  | **Donor 3 (in-kind) e.g. Government** | 5,000 | 15,000 | 15,000 | 15,000 | 50,000 |
|  |  |  |  | **TOTAL** | 21,000 | 179,000 | 198,000 | 152,000 | 550,000 |

**Notes:**

1. International expert to work with GHG working group and train the WG on the IPCC guidelines and software and eventually produce the GHG inventory report and also for quality assurance.
2. Local experts to work with the international expert to collect AD, enter data in the software and produce the inventory, in order to build local capacity
3. The day to day implementation of the NC4 project will require the use of the existing NCs/BURs PMU, which consist of Project Coordinator, and Project Assistant
4. Travel costs related to per diems and airfares for project staff
5. Payments for meeting venues, caterers, telecommunication services, fuel for project vehicle and other service provider companies to the project
6. Printing of climate change awareness materials and hiring and use of audio visual equipment’s for conferences and awareness activities
7. International expert to work with local experts, mostly to train and capacitate the V&A WG and provide for backstopping and quality assurance and review
8. Local experts to work with the international consultant and WG members to undertake the V&A Assessment, at the same time providing capacity building V&A WG members
9. International mitigation expert to work and train the WG members on how to conduct mitigation analysis and produce the mitigation analysis report
10. Local experts to work with the mitigation experts in conducting mitigation analysis, thereby strengthening local capacity and further institutionalize the reporting process
11. International consultant to update the national circumstances section and other information considered relevant to the achievement of the objective of the convention, awareness raising activities and work with institutions like UNAM to integrate climate change into curriculum
12. Local experts to review and update the Technology Needs Assessment (TNA) study
13. International expert to review and ensure quality assurance of the final NC4 report
14. Local experts to compile the final NC4 report and monitoring and evaluation
15. Project Direct Cost, according to Letter of Agreement (Annex 4)
16. Stationaries and other office supplies costs
17. Miscellaneous costs related to the project
18. Resources for NIM audits

Budget Revision and Tolerance: As per UNDP requirements outlined in the UNDP POPP, the project board will agree on a budget tolerance level for each plan under the overall annual work plan allowing the project manager to expend up to the tolerance level beyond the approved project budget amount for the year without requiring a revision from the Project Board. Should the following deviations occur, the Project Manager and UNDP Country Office will seek the approval of the UNDP-GEF team as these are considered major amendments by the GEF: a) Budget re-allocations among components in the project with amounts involving 10% of the total project grant or more; b) Introduction of new budget items/or components that exceed 5% of original GEF allocation.

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

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

Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP.[[5]](#footnote-5) On an exceptional basis only, a no-cost extension beyond the initial duration of the project will be sought from in-country UNDP colleagues and then the UNDP-GEF Executive Coordinator.

Operational completion: The project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities have been completed. This includes the final clearance of the Terminal Evaluation Report (that will be available in English) and the corresponding management response, and the end-of-project review Project Board meeting. The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed. At this time, the relevant parties will have already agreed and confirmed in writing on the arrangements for the disposal of any equipment that is still the property of UNDP.

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

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

# Workplan

|  |
| --- |
| **WORKPLAN** |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
| **Outcome/Activities** | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| ***Outcome 1: National GHG inventory on emissions by sources & removal by sinks prepared for the years 1995 to 1999 & 2013 to 2015*** |
| 1.1. Strengthen the national GHG WG for the 4 sectors |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.2. Contract an expert to train the national GHG WG |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.3. Design the institutional arrangements for GHG inventories |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.4. Conduct training and capacity building of the national GHG |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.5. Collect AD for all sectors for the years 1995 - 1999 & 2013 – 2015 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.6. Update national emission factors for key source categories |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.7. Carry out the GHG emissions calculations using the 2006 IPCC software & guidelines |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.8. Undertake QC & QA procedures |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.9. Recalculate previous GHG inventory under BUR2 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.10.Prepare the national GHG inventory report (NIR)  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.11. Archiving and documentation |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.12. Establish GHG database with NSA |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| ***Outcome 2: Vulnerability of key sectors assessed & adaptation measures proposed*** |
| 2.1. Strengthen the V&A Assessment WG established under TNC |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2.2. Contract expert(s) to work and train the WG |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2.3. Organize & conduct a technical session to identify key sectors to be assessed  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2.4. Collect & analyse climate change vulnerability data on the selected sectors |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2.5. Evaluate baseline & future scenarios using climate change projections  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2.6. Use software & newer data to model future vulnerabilities under different climatic scenarios  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2.7. Identify adaptation measures for livelihoods threatened by climate change |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2.8. Organize & undertake a working session to discuss findings of the assessment |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2.9. Prepare the V&A chapter for the NC4 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| ***Outcome 3: Analysis of mitigation options carried out*** |
| 3.1. Strengthen the mitigation WG |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3.2. Hold consultation to mobilize key players in emitting sectors  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3.3. Contract a technical expert(s) to train & work with WG |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3.4. Organize a technical working session to identify sectors with mitigation potential |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3.5. Undertake an rigorous analysis of potential mitigation measures |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3.6. Identify & support the NAMA preparation process |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3.7. Prepare the mitigation chapter of the NC4 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| ***Outcome 4: National circumstances, constraints & gaps & related financial, technical capacity and other information*** |
| 4.1. Review & update the data used in previous BURs & NCs using latest statistics |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4.2. Identify & include any other data relevant to the achievement of the objectives of the UNFCCC |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4.3. Review identified constraints & gaps, related financial, technical & capacity needs & new ones identified  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4.4. Create partnerships with educational institutions to create awareness activities targeting the youth |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4.5. Conduct widespread climate change awareness |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4.6. Conduct informal awareness campaigns |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4.7. Review & update the TNA |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4.8. Draft chapter to be included in NC4 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| ***Outcome 5: NC4 compiled & submitted to UNFCCC***  |
| 5.1.Contract an expert to compile the NC4 in accordance to the UNFCCC guidelines |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5.2. Compile the NC4 report for review |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5.3. Internal & external review of the draft NC4 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5.4. Validation & endorsement of the final NC4 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5.5. National approval of NC4 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5.6. Submission of the report to the UNFCCC |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5.7. M&E in accordance with GEF requirements |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5.8. End of project report including lessons learnt & best practices  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

# Management Arrangements

Roles and responsibilities of the project’s governance mechanism: The project will be implemented following UNDP’s national implementation modality, according to the Standard Basic Assistance Agreement between UNDP and the Government of Namibia*,* and the Country Programme*.* The **Implementing Partner** for this project is *the Ministry of Environment and Tourism.* The Implementing Partner is responsible and accountable for managing this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of UNDP resources.

The project organisation structure is as follows:

**Project Manager**

**Project Management Unit/MEA/DEA**

**Project Board: NCCC**

**Senior Beneficiary:**

***National Planning Commission (NPC)***

**Executive:** ***Ministry of Environment and Tourism***

**Senior Supplier:**

***UNDP***

**Project Assurance**

***UNDP***

**Project Support**

**NCCC**

**Project Organisation Structure**

**TEAM A**

National GHG Working Group

**TEAM C**

National Mitigation Working Group

**TEAM B**

Vulnerability & Adaptation Assessment Working Group

The **Project Board** (also called Project Steering Committee) is responsible for making by consensus, management decisions when guidance is required by the Project Manager, including recommendation for UNDP/Implementing Partner approval of project plans and revisions. 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 a consensus cannot be reached within the Board, final decision shall rest with the UNDP Programme Manager.

The **Project Manager** will run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Board. The Project Manager function will end when the final project terminal evaluation report and corresponding management response, and other documentation required by the GEF and UNDP, has been completed and submitted to UNDP (including operational closure of the project).

The **project assurance** role will be provided by the UNDP Country Office. Additional quality assurance will be provided by the UNDP Regional Technical Advisor as needed.

UNDP Direct Project Services as requested by Government (if any), will be charged in line with GEF Specific guidance and the Letter of Agreement (Annex 4). These rules are stated in the POPP [here](https://intranet.undp.org/unit/bom/ofrm/bpm/BPMDocuments/Cost%20Recovery%20and%20Direct%20Project%20Costing/Guidance%20note%20on%20DPC%20for%20GEF-managed%20vertical%20funds%20and%20the%20Adaptation%20Fund.docx) and are included as Annex 3 to Delegation of Authority (DOA) letter.

Agreement on intellectual property rights and use of logo on the project’s deliverables and disclosure of information**:** In order to accord proper acknowledgement to the GEF for providing grant funding, the GEF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects funded by the GEF will also accord proper acknowledgement to the GEF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy[[6]](#footnote-6) and the GEF policy on public involvement[[7]](#footnote-7).

# Monitoring Framework and Evaluation

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

**Project start:**

A Project Inception Workshop will be held within the first 2 months of project start with those with assigned roles in the project organization structure, UNDP country office and where appropriate/feasible regional technical policy and programme advisors as well as other stakeholders. The Inception Workshop is crucial to building ownership for the project results and to plan the first year annual work plan.

The Inception Workshop should address a number of key issues including:

1. Assist all partners to fully understand and take ownership of the project. Detail the roles, support services and complementary responsibilities of UNDP CO and RCU staff vis à vis the project team. Discuss the roles, functions, and responsibilities within the project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms. The Terms of Reference for project staff will be discussed again as needed.
2. Based on the project results framework and the relevant GEF Tracking Tool if appropriate, finalize the first annual work plan. Review and agree on the indicators, targets and their means of verification, and recheck assumptions and risks.
3. Provide a detailed overview of reporting, monitoring and evaluation (M&E) requirements. The Monitoring and Evaluation work plan and budget should be agreed and scheduled.
4. Discuss financial reporting procedures and obligations, and arrangements for annual audit.
5. Plan and schedule Project Board meetings. Roles and responsibilities of all project organisation structures should be clarified and meetings planned. The first Project Board meeting should be held within the first 12 months following the inception workshop.

An Inception Workshop report is a key reference document and must be prepared and shared with participants to formalize various agreements and plans decided during the meeting.

**Quarterly:**

* Based on the initial risk analysis submitted, the risk log shall be regularly updated in ATLAS. Risks become critical when the impact and probability are high. Note that for UNDP GEF projects, all financial risks associated with financial instruments such as revolving funds, microfinance schemes, or capitalization of ESCOs are automatically classified as critical on the basis of their innovative nature (high impact and uncertainty due to no previous experience justifies classification as critical).
* Based on the information recorded in Atlas, a Project Progress Reports (PPR) can be generated in the Executive Snapshot.
* Other ATLAS logs can be used to monitor issues, lessons learned etc... The use of these functions is a key indicator in the UNDP Executive Balanced Scorecard.

**Bi-annual progress:**

* Status Survey Questionnaires to indicate progress and identify bottlences as well as technical support needs will be carried out twice a year.

**Periodic Monitoring:**

A detailed schedule of project reviews meetings will be developed by the project management, in consultation with project implementation partners and stakeholder representatives and incorporated in the Project Inception Report. Such a schedule will include: (i) tentative time frames for Steering Committee Meetings, (or relevant advisory and/or coordination mechanisms) and (ii) project related Monitoring and Evaluation activities.

*Day to day monitoring of implementation progress* will be the responsibility of the Project Coordinator, Director or CTA (depending on the established project structure) based on the project's Annual Work plan and its indicators. The Project Team will inform the UNDP-CO of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted in a timely and remedial fashion.

*Periodic monitoring of implementation progress* will be undertaken by the UNDP-CO through quarterly meetings with the project proponent, or more frequently as deemed necessary. This will allow parties to take stock and to troubleshoot any problems pertaining to the project in a timely fashion to ensure smooth implementation of project activities.

**End of Project:**

During the last three months, the project team will prepare the Project Terminal Report (Annex 5). 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.

**Audit clause:**

Audit on project will follow UNDP Financial Regulations and Rules and applicable Audit policies.

**Learning and knowledge sharing:**

Results from the project will be disseminated within and beyond the project intervention zone through existing information sharing networks and forums.

The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to project implementation though lessons learned. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects.

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

**Communications and visibility requirements:**

Full compliance is required with UNDP’s Branding Guidelines. These can be accessed at <http://intra.undp.org/coa/branding.shtml>, and specific guidelines on UNDP logo use can be accessed at: <http://intra.undp.org/branding/useOfLogo.html>. Amongst other things, these guidelines describe when and how the UNDP logo needs to be used, as well as how the logos of donors to UNDP projects needs to be used. For the avoidance of any doubt, when logo use is required, the UNDP logo needs to be used alongside the GEF logo. The [GEF logo](http://www.thegef.org/gef/GEF_logo) can be accessed at: <http://www.thegef.org/gef/GEF_logo>. The [UNDP logo](http://intra.undp.org/coa/branding.shtml) can be accessed at <http://intra.undp.org/coa/branding.shtml>.

Full compliance is also required with the GEF’s Communication and Visibility Guidelines (the “GEF Guidelines”). The GEF Guidelines can be accessed at: <http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08_Branding_the_GEF%20final_0.pdf>. Amongst other things, the GEF Guidelines describe when and how the GEF logo needs to be used in project publications, vehicles, supplies and other project equipment. The GEF Guidelines also describe other GEF promotional requirements regarding press releases, press conferences, press visits, visits by Government officials, productions and other promotional items.

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

 **M& E workplan and budget**

| **Type of M&E activity** | **Responsible Parties** | **Budget US$***Excluding project team staff time* | **Time frame** |
| --- | --- | --- | --- |
| Inception Workshop and Report | * Project Manager
* UNDP CO, UNDP GEF
 | Indicative cost: 10,000 | Within first two months of project start up  |
| Measurement of Means of Verification of project results. | * UNDP GEF RTA/Project Manager will oversee the hiring of specific studies and institutions, and delegate responsibilities to relevant team members.
 | To be finalized in Inception Phase and Workshop.  | Start, mid and end of project (during evaluation cycle) and annually when required. |
| Measurement of Means of Verification for Project Progress on *output and implementation*  | * Oversight by Project Manager
* Project team
 | To be determined as part of the Annual Work Plan's preparation.  | Annually prior to ARR/PIR and to the definition of annual work plans  |
| ARR/PIR | * Project manager and team
* UNDP CO
* UNDP RTA
* UNDP EEG
 | None | Not applicable |
| Periodic status/ progress reports | * Project manager and team
 | None | Quarterly |
| Mid-term Evaluation | * Project manager and team
* UNDP CO
* UNDP RCU
* External Consultants (i.e. evaluation team)
 | None | Not applicable for EA projects  |
| Final Evaluation | * Project manager and team,
* UNDP CO
* UNDP RCU
* External Consultants (i.e. evaluation team)
 | None  | Not applicable for EA projects |
| Project Terminal Report | * Project manager and team
* UNDP CO
* local consultant
 | 0 | At least three months before the end of the project |
| Audit  | * UNDP CO
* Project manager and team
 | Indicative cost per year: 3,000  | Yearly |
| Visits to field sites  | * UNDP CO
* UNDP RCU (as appropriate)
* Government representatives
 | For GEF supported projects, paid from IA fees and operational budget  | Yearly |
| **TOTAL indicative COST** Excluding project team staff time and UNDP staff and travel expenses  |  US$ 19,000 (+/- 5% of total budget) |  |

# Legal Context

Standard text has been inserted in the template. It should be noted that although there is no specific statement on the responsibility for the safety and security of the executing agency in the SBAA and the supplemental provisions, the second paragraph of the inserted text should read in line with the statement as specified in SBAA and the supplemental provision, i.e. “the Parties may agree that an Executing Agency shall assume primary responsibility for execution of a project.”

**If the country has signed the** [***Standard Basic Assistance Agreement (SBAA)***](http://intra.undp.org/bdp/archive-programming-manual/docs/reference-centre/chapter6/sbaa.pdf)**, the following standard text must be quoted:**

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

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP’s property in the implementing partner’s custody, rests with the implementing partner.

The implementing partner shall:

1. 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;
2. Assume all risks and liabilities related to the implementing partner’s security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

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

# Annexes

Annex 1: Risk Log

Annex 2: Social and Environmental Screening Template

Annex 3: Terms of References

Annex 4: Standard Letter of Agreement between UNDP and the Government for the provision of support services

Annex 5: Final report

## Annex 1: Risk log

|  |  |
| --- | --- |
| **Objective:** To enable Namibia to coordinate the preparation process and submit Namibia’s Fourth National Communication (NC4) to the secretariat as part of its obligations under the provisions UNFCCC | **Date: Tuesday, 19 April 2015** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Risk Description** | **Date Identified** | **Type of Risk** | **Impact &****Probability** | **Countermeasures /****Management response** | **Status** |
| **1** | Lack of interest amongst stakeholders to participate in the process as it may fall outside their core mandate | 29/10/2013 | Operational Organizational | P = MediumI = Medium | * Experience from TNC other previous NCs and projects indicate that it is important to involve stakeholders from the inception of the project thereby creating ownership and become part of the workplans.
* Hold consultations with stakeholders to get their buy-in
 | Low |
| **2** | Lack or poor attendance of national working group members  | 29/10/2013 | Operational Organizational | P = MediumI = Medium | * Incentivizing stakeholders in order to encourage their participation in working group meetings
 | Low |
| **3** | Unwillingness of institution to nominate their staff to serve on the working groups, due to shortage of staff and overload of work | 29/10/2013 | Operational Organizational | P = LowI = Low | * It has been experienced during the TNC process that, sometimes writing a nomination letter only may not be sufficient, consultation to mobilise stakeholders by explaining to them the process, the importance of national reporting and the benefits, must be held at the inception phase
 | Low |
| **4** | Lack of data collection and reporting capacity withinnational institutions | 29/10/2013 | Operational | P = MediumI = Medium | * A training will be organised which will bring together all stakeholders from all the sectors and details will be given on the exact activity data to be collected and how to report using the available guidelines and software
 | Low |
| **5** | Lack of knowledge of the existence of data amongst stakeholders | 29/10/2013 | Operational | P = LowI = Low | * A training will be organised which will bring together all stakeholders from all the sectors and details will be given on the exact activity data to be collected
 | Low |
| **6** | Unwillingness by some institutions to share data | 29/10/2013 | Operational Organizational | P = LowI = Low | * Letters requesting for data will be written to heads of institutions, explaining the purpose of the data and the potential benefits thereof
 | Low |
| **7** | Staff turn-over | 29/10/2013 | Organizational | P = LowI = Low | * Stakeholders are encouraged to nominate more than one technical staff
 | Low |

## Annex 2. Social and Environmental Screening Template

*The completed template, which constitutes the Social and Environmental Screening Report, must be included as an annex to the Project Document. Please refer to the* [*Social and Environmental Screening Procedure*](http://www.undp.org/content/undp/en/home/librarypage/operations1/undp-social-and-environmental-screening-procedure.html) *for guidance on how to answer the 6 questions.]*

**Project Information**

|  |  |
| --- | --- |
| ***Project Information***  |  |
| 1. Project Title
 | Namibia’s Fourth National Communication to the UNFCCC |
| 1. Project Number
 | 00095934 |
| 1. Location (Global/Region/Country)
 | Namibia |

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

|  |
| --- |
| **QUESTION 1: How Does the Project Integrate the Overarching Principles in order to Strengthen Social and Environmental Sustainability?** |
| ***Briefly describe in the space below how the Project mainstreams the human-rights based approach***  |
| This is an Enabling activity Project. The project will follow the human rights based approach guidelines to ensure that it is mainstreamed in the Project.  |
| ***Briefly describe in the space below how the Project is likely to improve gender equality and women’s empowerment*** |
| Gender aspects will be considered in project implementation.  |
| ***Briefly describe in the space below how the Project mainstreams environmental sustainability*** |
| This is an enabling activity project. Reports produced will advise Government on strategies for environmental sustainability |

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

|  |  |  |
| --- | --- | --- |
| **QUESTION 2: What are the Potential Social and Environmental Risks?** *Note: Describe briefly potential social and environmental risks identified in Attachment 1 – Risk Screening Checklist (based on any “Yes” responses).* | **QUESTION 3: What is the level of significance of the potential social and environmental risks?***Note: Respond to Questions 4 and 5 below before proceeding to Question 6* | **QUESTION 6: What social and environmental assessment and management measures have been conducted and/or are required to address potential risks (for Risks with Moderate and High Significance)?** |
| ***Risk Description*** | ***Impact and Probability (1-5)*** | ***Significance******(Low, Moderate, High)*** | ***Comments*** | ***Description of assessment and management measures as reflected in the Project design. If ESIA or SESA is required note that the assessment should consider all potential impacts and risks.*** |
| Risk 1: N/A this is National Communication Project…. | I = P = |  |  |  |
| Risk 2 …. | I = P =  |  |  |  |
| Risk 3: …. | I = P =  |  |  |  |
| Risk 4: …. | I = P =  |  |  |  |
| [add additional rows as needed] |  |  |  |  |
|  | **QUESTION 4: What is the overall Project risk categorization?**  |
| **Select one (see** [**SESP**](http://www.undp.org/content/undp/en/home/librarypage/operations1/undp-social-and-environmental-screening-procedure.html) **for guidance)** | **Comments** |
| ***Low Risk*** | **☐** | N/A this is National Communication Project…. |
| ***Moderate Risk*** | **☐** |  |
| ***High Risk*** | **☐** |  |
|  | **QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are relevant?** |  |
| Check all that apply | **Comments** |
| ***Principle 1: Human Rights*** | **☐** | N/A this is National Communication Project…. |
| ***Principle 2: Gender Equality and Women’s Empowerment*** | **☐** | N/A this is National Communication Project…. |
| ***1. Biodiversity Conservation and Natural Resource Management*** | **☐** | N/A this is National Communication Project…. |
| ***2. Climate Change Mitigation and Adaptation*** | **☐** |  |
| ***3. Community Health, Safety and Working Conditions*** | **☐** |  |
| ***4. Cultural Heritage*** | **☐** |  |
| ***5. Displacement and Resettlement*** | **☐** |  |
| ***6. Indigenous Peoples*** | **☐** |  |
| ***7. Pollution Prevention and Resource Efficiency*** | **☐** |  |

**Final Sign Off**

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

### SESP Attachment 1. Social and Environmental Risk Screening Checklist

|  |  |
| --- | --- |
| **Checklist Potential Social and Environmental Risks** |  |
| **Principles 1: Human Rights** | **Answer (Yes/No)** |
| 1. Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups? | No |
| 2. Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? [[8]](#footnote-8)  | No |
| 3. Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups? | No |
| 4. Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them? | No |
| 5. Are there measures or mechanisms in place to respond to local community grievances?  | No |
| 6. Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project? | No |
| 7. Is there a risk that rights-holders do not have the capacity to claim their rights?  | No |
| 8. Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process? | No |
| 9. Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals? | No |
| **Principle 2: Gender Equality and Women’s Empowerment** |  |
| 1. Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?  | No |
| 2. Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits? | No |
| 3. Have women’s groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment? | Yes |
| 3. Would the Project potentially limit women’s ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services? *For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being* | No |
| **Principle 3: Environmental Sustainability:** Screeningquestions regarding environmental risks are encompassed by the specific Standard-related questions below |  |
|  |  |
| **Standard 1: Biodiversity Conservation and Sustainable** [**Natural**](#SustNatResManGlossary) **Resource Management** |  |
| 1.1 Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services?*For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes* | No |
| 1.2 Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities? | No |
| 1.3 Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5) | No |
| 1.4 Would Project activities pose risks to endangered species? | No |
| 1.5 Would the Project pose a risk of introducing invasive alien species?  | No |
| 1.6 Does the Project involve harvesting of natural forests, plantation development, or reforestation? | No |
| 1.7 Does the Project involve the production and/or harvesting of fish populations or other aquatic species? | No |
| 1.8 Does the Project involve significant extraction, diversion or containment of surface or ground water? *For example, construction of dams, reservoirs, river basin developments, groundwater extraction* | No |
| 1.9 Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)  | No |
| 1.10 Would the Project generate potential adverse transboundary or global environmental concerns? | No |
| 1.11 Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area? *For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.* | No |
| **Standard 2: Climate Change Mitigation and Adaptation** |  |
| 2.1 Will the proposed Project result in significant[[9]](#footnote-9) greenhouse gas emissions or may exacerbate climate change?  | No |
| 2.2 Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?  | No |
| 2.3 Is the proposed Project likely to directly or indirectly increase social and environmental [vulnerability to climate change](#CCVulnerabilityGlossary) now or in the future (also known as maladaptive practices)?*For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population’s vulnerability to climate change, specifically flooding* | No |
| **Standard 3: Community Health, Safety and Working Conditions** |  |
| 3.1 Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities? | No |
| 3.2 Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)? | No |
| 3.3 Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)? | No |
| 3.4 Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure) | No |
| 3.5 Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions? | No |
| 3.6 Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)? | No |
| 3.7 Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning? | No |
| 3.8 Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)?  | No |
| 3.9 Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)? | No |
| **Standard 4: Cultural Heritage** |  |
| 4.1 Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts) | No |
| 4.2 Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes? | No |
| **Standard 5: Displacement and Resettlement** |  |
| 5.1 Would the Project potentially involve temporary or permanent and full or partial physical displacement? | No |
| 5.2 Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?  | No |
| 5.3 Is there a risk that the Project would lead to forced evictions?[[10]](#footnote-10) | No |
| 5.4 Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?  | No |
| **Standard 6: Indigenous Peoples** |  |
| 6.1 Are indigenous peoples present in the Project area (including Project area of influence)? | No |
| 6.2 Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples? | No |
| 6.3 Would the proposed Project potentially affect the rights, lands and territories of indigenous peoples (regardless of whether Indigenous Peoples possess the legal titles to such areas)?  | No |
| 6.4 Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned? | No |
| 6.4 Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples? | No |
| 6.5 Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources? | No |
| 6.6 Would the Project adversely affect the development priorities of indigenous peoples as defined by them? | No |
| 6.7 Would the Project potentially affect the traditional livelihoods, physical and cultural survival of indigenous peoples? | No |
| 6.8 Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices? | No |
| **Standard 7: Pollution Prevention and Resource Efficiency** |  |
| 7.1 Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or [transboundary impacts](#TransboundaryImpactsGlossary)?  | No |
| 7.2 Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)? | No |
| 7.3 Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs?*For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Conventions on Persistent Organic Pollutants or the Montreal Protocol*  | No |
| 7.4 Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health? | No |
| 7.5 Does the Project include activities that require significant consumption of raw materials, energy, and/or water?  | No |

## Annex 3. Terms of References

1. **TORs for National GHG inventory consultancy**

**Consultancy for a GHG Expert to conduct a National Greenhouse Gas (GHG) Emission Inventory for Namibia’s Fourth National Communication to the United Nations Framework Convention on Climate Change**

**Overall Objective**

The main objective of this consultancy is to undertake the national GHG emissions inventory for the entire 4 Inter-governmental Panel on Climate Change (IPCC) sectors, namely: waste, Industry Processes and product Use (IPPU), Energy, Agriculture, Forest and Other and Land Use, as per the 2006 and 1996 IPCC guidelines (<http://www.ipcc-nggip.iges.or.jp/public/2006gl/>) for the base year 2012. The consultant(s) will work closely with an established national GHG working group consisting of members from the emitting sectors.

Specific objectives include:

1. Induct and train the National GHG inventory working group on the 2006 and 1996 IPCC inventory guidelines and 2000 GPG
2. Improve and upgrade previous GHG inventory with improved documentation and arched data
3. Establishment of a network of contacts for accessing data and designing a system for data management and institutional arrangement
4. In collaboration with the National GHG working group, elaborate a report on GHG emissions for all sectors using the 1996 and 2006 IPCC Guidelines, as mandated by the UNFCCC guidance on National Communications for non-Annex I Parties
5. Recommendations on areas to improve future inventories and to suggest ways for addressing data gaps
6. Improvement of local capacities to prepare a GHG Inventory, including strengthening institutional arrangements

**Scope of work:**

The specific references that should be reviewed and will form the basis for the study are the Initial and Second National Communications. The national GHG inventory should be conducted on the following sectors, as per the 2006 and 1996 IPCC guidelines:

1. Energy
2. Industrial Processes and Product Use (IPPU)
3. AFOLU
4. Waste

The following Methodologies for inventories should be considered:

1. 1996 IPCC Guidelines for National Greenhouse Inventories (Volumes 1 to 5)
2. Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventory (2000) as the reference and standards   for performing inventory estimates in the   present   work.
3. The Good Practice Guidance on LULUCF (2003)
4. Emission Factor Database (EFDB)
5. The 2003 UNFCCC User manual for the guidelines on national communication from NAI countries
6. Field surveys, depending on need to compile and verify data for the inventory calculation
7. Self-Completion Questionnaire to be sent to concerned institutions that can provide activity data
8. Default IPCC spread sheets of GHG inventory

**Tasks**

* Training and capacity building of the National GHG inventory team as per the 4 emitting sectors
* Assist and coordinate the National GHG inventory team in collection and analyze activity data for 2012 as per revised 1996 and 2006 IPCC guidelines
* Coordinate activities with key partners for specific emitting sectors of energy, industrial processes, LULUCF, Agriculture and waste.
* Coordinate the necessary activities for the calculation and update of national emission factors for key source categories
* Data entry into the 2006 IPCC Software to generate emissions
* Prepare the inventory report containing the description of the contribution of different sectors to GHG emissions, procedures and arrangements for collection and activation of data and role of institutions involved in the preparation of GHG inventory
* Prepare updated summary information tables of previous inventories
* Provide an overall technical review of draft chapter on inventories of the BUR2
* Back-stopping and quality assurance

**Deliverables**

1. Written report of the GHG Inventory for the sectors together with and an executive summary. This section of the report needs to be consistent, comparable, transparent and accurate, and also coherent with other sections of the national GHG Inventory report
2. For each source, a description of the methodology, the sources of data (activity data, emission factors, methodologies), the actual data and a description of uncertainties, including assessment of uncertainties
3. Figures and tables to show emissions share at national level and by sector
4. Data base for the 2006 IPCC software
5. Tables of annual emission and removal estimates by source, with estimates expressed in units of mass/year and the year or years represented clearly noted
6. Other informative background data (e.g., a national energy balance, a description of GHG sources that are believed to be important but cannot be estimated)
7. Capacity building and training of the national GHG inventory working group

**Time Frame**

This sub activity is scheduled to be implemented in Months

Start date:
End date:

1. **Vulnerability and Adaptation Assessments consultancy**

**Background:**

Vulnerability and Adaptation (V&A) Assessment is one of the critically important components of the NC4 in Namibia. Previous assessments have identified that there is the perception that climate and climate change pose little risk to the actual conditions in the country, and therefore is given low priority. Some of these reports have also underlined that there is an urgent need for the identification of adaptation packages that could address critical climate change challenges in the short, medium and long term.

Previous NCs has also highlighted some of the barriers to adaptation, which would need to be addressed in order to implement an adaptation agenda. These barriers include lack of knowledge of the adaptations options available to reduce climate risks or the means to implement them, the perception that identified adaptation measures/ strategies’ costs are higher than expected as the benefits from adaptation have not been yet adequately quantified, high uncertainties regarding future scenarios make difficult to implement adaptation measures in a specific time frame and finally the perception that climate change risk is low.

**Objectives:**

The main objective of the V&A assessment is to guide the technical studies needed to produce technically sound and coherent and assessments of the vulnerable sectors as well as identify the potential adaptation measures to reduce their vulnerability and adapt to climate change. The studies and reporting of finding will follow the UNFCCC Guidelines for the Preparation of National Communications <http://unfccc.int/files/essential_background/application/pdf/userman_nc.pdf>.

Additionally objectives:

* To identify available information on climate change impacts & knowledge gaps
* To design plans & policies aimed at reducing the vulnerability of the identified vulnerable sectors (adaptation strategies)
* To raise awareness of key stakeholders on the vulnerable sectors and their causes
* To assess national adaptation measures/strategies in the context of priorities and development needs

**Tasks**

The V&A Experts will carry out the following tasks:

* Prepares a detailed work-plan for the technical team on the basis of the overall project work plan;
* Guide the preparation of the vulnerability and adaptation (V&A) assessments in key sectors as described in the project document, while ensuring synergies with other relevant initiatives;
* Identify training needs and arrange trainings for the working group members;
* Develops the scope of work and respective terms of reference studies associated with V & A;
* Assists the MET and other institutions with data and information collection process for performing the V&A study;
* Facilitate work of consultants and ensure quality of work is produced;
* Organizes scheduled consultations/ technical working session and ensures their success;
* Provide guidance on managing the V&A component of the SNC to the technical team, including providing relevant technical advice;
* Organize training activities for members of the technical working groups of TNC Project in V&A assessment[[11]](#footnote-11);
* Ensures the timely and effective management of the activities as scheduled, including periodic progress report on the V&A studies;
* Incorporates comments received from the review process;
* Drafts the V&A Report and respective chapter of Namibia’s NC4
* Ensures the proper documentation and stakeholder ownership of the studies, including the archiving of data and models used, if any.

**Expected results:**

* A detailed budget and a work plan
* Workshops to raise awareness among stakeholders and to present the results of the V&A assessment, including a long term national adaptation strategies to cope with climate change
* Technical support needed.
* Draft report and the Executive Summary including the climate scenarios results used to prepare the analysis.
* Review of the draft report providing technical inputs on how to improve the final report.
* Completed final report. This report should address comments from all stakeholders above mentioned

**Time Frame:**

This sub activity is scheduled to be implemented in Months

 Start date:
 End date:

 **Estimated cost:** [To be determined]

**Qualifications:**

* An advanced degree in biology/environmental science, economics, climate change or other degree related to sustainable development;
* A minimum of 7 years of working experience in the area of vulnerability and adaptation assessments;
* Good understanding of climate change and sustainable development issues in the context of National communications;
* Knowledge of scenarios’ development and interpretation ;
* Experience with impacts assessments and capacity building;
* Demonstrated analytical capacity and experience drafting technical reports;
* Demonstrable knowledge of IPCC 1996, 2006 methodologies, modelling software, impact assessment, etc;
* Substantial involvement in the preparation of the INC and SNC V&A is an advantage;
* Familiarity with computers and word processing;
* Strong presentation and communication skills in English
1. **TORs for a National Climate Change Mitigation Consultancy**

**Consultancy for a National Climate Change Mitigation Expert under Namibia’s Second Biennial Update Report to the United Nations Framework Convention on Climate Change**

**Objectives:**

The main objective of this consultancy is to prepare a mitigation analysis that identifies mitigation measures which aims to reduce the GHG emissions in accordance to Namibia’s national circumstances along with a strategy for their implementation and their effects investigated.

**Tasks:**

Based on an outline prepared by the lead consultant, the following tasks should be taken to achieve the goals:

* Training and capacity building of the National Mitigation Team
* Assist the National Mitigation team in data collection and analysis of relevant information regarding the mitigation actions (mitigations analysis)
* Assist the National Mitigation team in investigation of the effects of the mitigation actions
* Prepare a report on the mitigation actions which will form a basis for the preparation of Nationally Appropriate Mitigation Actions (NAMAS)
* Initiate the NAMA preparation process, including production of a report containing a description on the national arrangements to enable the implementation and formulation of NAMA for Namibia

**Methodologies:**

* Methodological approaches include: Statistical analysis, Spreadsheets, cost curves. Formal modeling tools (Top-down or Bottom –up models). Nationally developed models or tools, Analysis of other relevant activities e.g. CDM, REDD… Methodological choice would depend on the scope of work, availability of required data, technical capacity, etc.
* Desk studies:  depending on previous reports and estimations of GHG emissions in Namibia. Field studies may be conducted to validate the data, assumptions and results of the assessments.
* Consultation with various stakeholders

 **Deliverables:**

* Mitigation analysis report
* Workshops to raise awareness among stakeholders and to present the results of the GHG mitigation analysis and draft a national mitigation action plan.
* Draft report and the Executive Summary including a description of the methodologies, uncertainties of the analysis, data gaps, to prepare the analysis. This report should be shared for consideration with the most relevant stakeholders.
* Final report. The final report should include comments from all stakeholders above mentioned.

**Time Frame:**

This sub activity is scheduled to be implemented in Months

 Start date:
 End date:

**Estimated Cost:**

      [To be determined]

## Annex 4: STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

***Namibia’s Fourth National Communication to (NC4 NAM) to the UNFCCC, PIMS # 5825, Atlas Award ID: 00095934, Project ID: 00099964***

 Dear Mr. Teofilus Nghitila

1. Reference is made to consultations between officials of the Government of *the Republic of Namibia* (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.

2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.

3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:

(a) Identification and/orrecruitment of project and programme personnel;

(b) Identification and facilitation of training activities;

(c) Procurement of goods and services;

4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

5. The relevant provisions of the [*Insert title and date of the UNDP standard basic assistance agreement with* *the Government*] (the “SBAA”), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.

6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

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

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

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

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

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of UNDP

*Ms. Kiki Gbeho*

 *[ Resident Representative*]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the Government

[*Mr. Teofilus Nghitila – Environmental Commissioner*]

[*Date*]

Attachment

### DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between Ministry of Environment and Tourism], the institution designated by the Government of Namibia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project Namibia’s Fourth National Communication to (NC4 NAM) to the UNFCCC, PIMS # 5825, Atlas Award ID: 00095934, Project ID: 00099964.

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

3. Support services to be provided:

|  |  |  |  |
| --- | --- | --- | --- |
| Support services(insert description) | Schedule for the provision of the support services | Cost to UNDP of providing such support services (where appropriate) | Amount and method of reimbursement of UNDP (where appropriate) |
| 1. Identification and/or recruitment of project personnel\* Project Manager\* Project Assistant | Ongoing throughout implementation when applicable | As per the UPL or according to the actual cost | UNDP will directly charge the project upon receipt of request of services from the Implementing Partner |
| 2. Procurement of goods: \* Data show \* PCs \* Printers | Ongoing throughout implementation when applicable | As above | As above |
| 3. Procurement of ServicesContractual services for companies | Ongoing throughout implementation when applicable | As above | As above |
| 4. Payment Process | Ongoing throughout implementation when applicable | As above | As above |
| 5. Other operations & admin support, e.g. Travel arrangements | Ongoing throughout implementation when applicable | As Above | As Above |
|  |  | Total: USD 10,000 from GEF grant |  |

1. Description of functions and responsibilities of the parties involved:

UNDP will conduct the full process while the role of the Implementing Partner (IP) will be as follows:

* The Implementing Partner will send a timetable for services requested annually/ updated quarterly
* The Implementing Partner will send the request to UNDP for the services enclosing the specifications or Terms of Reference required
* For the hiring staff process: the IP representatives will be on the interview panel,
* For Hiring CV: the IP representatives will be on the interview panel, or participate in CV review in case an interview is not scheduled

## Annex 5: FINAL REPORT OF NAMIBIA NATIONAL COMMUNICATION’S / BIENNIAL UPDATE REPORT’S PROJECT

*(Please contact project’s Regional Technical Advisor/Programme Associate for the latest template at the project end.)*

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 on-going project, the presence of the core of the current national project team, and the renewed interest of national counterparts with the perspectives of an eminent or recent submission to the UNFCCC.

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

## Details of the project

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

## 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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## 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**

|  |  |
| --- | --- |
| 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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## Next steps

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

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

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

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

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## Additional information

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

1. For UNDP supported GEF funded projects as this includes GEF-specific requirements [↑](#footnote-ref-1)
2. *Objective (Atlas output) monitored quarterly ERBM and annually in APR/PIR* [↑](#footnote-ref-2)
3. *All outcomes monitored annually in the APR/PIR. It is highly recommended not to have more than 4 outcomes.* [↑](#footnote-ref-3)
4. *Summary table should include all financing of all kinds: GEF financing, cofinancing, cash, in-kind, etc...*  [↑](#footnote-ref-4)
5. see <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx> [↑](#footnote-ref-5)
6. See http://www.undp.org/content/undp/en/home/operations/transparency/information\_disclosurepolicy/ [↑](#footnote-ref-6)
7. See https://www.thegef.org/gef/policies\_guidelines [↑](#footnote-ref-7)
8. Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to “women and men” or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals. [↑](#footnote-ref-8)
9. In regards to CO2, ‘significant emissions’ corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.] [↑](#footnote-ref-9)
10. Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections. [↑](#footnote-ref-10)
11. * It will address advice on methodologies, including IPCC Technical Guidelines for Assessing Climate Change Impacts and Adaptation, facilitating the identification of appropriate tools and methodologies for use during the training on the interpretation of models outputs, and introduction to adaptation frameworks; climate data and key socioeconomic information for the impacts assessments, identification of key vulnerable sectors and key vulnerable groups, and design appropriate adaptation options/measures and strategies designed to increase the resilience of the vulnerable sectors/groups/regions [↑](#footnote-ref-11)