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**United Nations Development Programme
Country: NIGERIA
PROJECT DOCUMENT**

Project Title: Nigeria's First Biennial Update Report to the UNFCCC

UNDAF Outcome: Outcome 4.3. By 2017, Nigeria's environmental vulnerability to negative effects of economic activities, urbanization and climate change is reduced, focusing on sustainable environmental and natural resource management.

UNDP Strategic Plan Environment and Sustainable Development Primary Outcome: Reduce the likelihood of conflict and lower the risk of natural disasters, including from climate change

UNDP Strategic Plan Secondary Outcome: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded

Expected CP Corporate Outcome(s):

Outcome 1. Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded

CP Output(s): Output 1.4. Scaled up action on climate change adaptation and mitigation across sectors which is funded and implemented

Expected CPAP Outcome 4. Peaceful, secure and sustainable development path where disaster, environmental, climate and conflict risks and threats are mitigated by policies, laws and plans that are participatory, gender responsive, funded, monitored and enforced systematically at all levels

Expected CPAP Output(s):

Output 4.3.1. A comprehensive national framework for the sustainable management of Nigeria's natural resources, including water, air, oil, biodiversity, natural habitats and extractive industries.

Output 4.3.2. Environmental institutions at Federal, State and LGA levels are capable to implement policies and enforce laws for environmental management.

Executing Entity/Implementing Partner: Federal Ministry of Environment

Implementing Entity/Responsible Partners: Federal Ministry of Environment, MENRP

Brief Description

The **goal** of the project is to strengthen the technical capacity of the country in the development of actions that allow the mainstreaming of climate change into national and sectoral development goals by continuing the institutional and technical capacity strengthening process.

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

Atlas Award ID:	00084573
Project ID:	00092523
PIMS #	5480

Start date:	May 2015
End Date:	April 2016

Management Arrangements:	NIM
PAC Meeting Date:	9 April 2015

Total resources required	\$ 1,221,000
Total allocated resources:	\$ 1,221,000
• Regular	
• Other:	
○ GEF	\$352,000
○ Government Cash	\$386,750
○ Nigerian Meteorological Agency	\$382,250
○ In-kind	\$382,250
○ UNDP In-kind	\$100,000

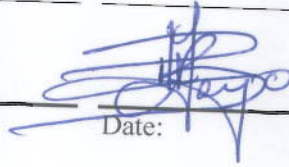
Agreed by Executing Entity/Implementing Partner (FMENV):



Date:

22/2/2016

Agreed by UNDP:



Date:

24/02/2016

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LIST OF ACRONYMS

CCC	Climate Change Centre
CCP	Country Cooperation Programme
CDM	Clean Development Mechanism
DCC	Department of Climate Change
DNA	Designated National Authority
INC	Initial National Communication
GEF	Global Environmental Facility
GHG	Greenhouse Gas
GoN	Government of Nigeria
GPG	Good Practice(s) Guidance
IMCCC	Inter-Ministerial Committee on Climate Change
IPCC	Inter-Government Panel on Climate Change
LULUCF	Land Use, Land Use Change and Forestry
MEnv	Ministry of Environment
MOARD	Ministry of Agriculture and Rural Development
MRV	Measureable, reportable and verifiable
NAMA	Nationally Appropriate Mitigation Actions
NC	National Communication
NCSA	National Capacity Self-Assessment
NFP	National Focal Point
PMU	Project Management Unit
PSC	Project Steering Committee
SNC	Second National Communication
TNC	Third National Communication
TOR	Term(s) Of Reference
UNCCD	United Nations Convention to Combat Desertification (Land Degradation)
UNCBD	United Nations Convention on Biological Diversity
UNDP	United Nations Development Programme
UNFCCC	United Nations Framework Convention on Climate Change

I. SITUATION ANALYSIS

The United Nations Framework Convention on Climate Change (UNFCCC) and the Kyoto Protocol (KP) were respectively ratified by Nigeria in 1994 and 1997. It accented to the Kyoto Protocol on 10th of December 2004.

Since the ratification of the UNFCCC in 1994, Nigeria has been actively participating in UNFCCC's activities, including the development and promotion of public awareness on climate change and its consequences. In actualizing this commitment, Nigeria submitted its First National Communication to the Conference of the Parties in 2003 and the Second National Communication in January 2014. Preparation of the First and Second National Communications was supported by the GEF, and implemented by UNDP. The country is also in the process of preparing its first Biennial Update Report (BUR) and the Third National Communication.

The Federal Ministry of Environment (FME) is the implementing entity for UNFCCC. Its Department of Climate Change (DCC) drives the national response to climate change at the national and international levels. DCC also acts as the focal point to the Convention and facilitate the participation of both the public and private sectors in the UNFCCC and the Kyoto Protocol mechanism, and it is Nigeria's Designated National Authority (DNA) for the Clean Development Mechanism, as well as participating actively in the country's REDD+ programmes. In all its activities, the DCC works with a number of Ministries through the Inter-Ministerial Council on Climate Change, Departments and Agencies, NGOs and the Academia.

The DCC coordinated the preparation of the First and Second National Communications and collaborated with NGOs and other stakeholders to develop the National Adaptation and Strategic Plan of Action on Climate Change for Nigeria (NASPA-CCN). It also coordinated the process for the preparation of National Policy on Climate Change and Response Strategy (NPCC-RS), which was approved by the Federal Executive Council in September 2012. Furthermore, the DCC is promoting the mainstreaming of climate change into the national development process to promote sustainable development as Nigeria's *Vision 20:2020, Economic Transformation Blueprint* recognizes climate change as a potential driver of "damaging and irrecoverable effects on infrastructure, food production and water supplies, in addition to precipitating natural resource conflicts."

At the State level, some state governments (e.g. Delta, Lagos and Niger) are active climate actors. For example, Delta State is a member of the Territorial Approach to Climate Change (TACC), which is a partnership of five UN agencies (UNDP, UNEP, UNITAR, UN-Habitat and UNCDF) with sub-national territories and their associations. Lagos State has undertaken a number of awareness raising initiatives, the most prominent being *The school Advocacy* programme whereby students of primary and post primary institutions in the city of Lagos are educated on the issue of Climate Change and environmental management by specially trained instructors. The programme has succeeded in establishing climate change clubs in 172 primary schools and 348 post primary institutions in the state with 105 instructors engaged to educate them on all aspects of environmental matters especially as they relate to climate change. With support from the UNDP, Niger State was the first State in Nigeria to convene a Climate Change Dialogue in 2009, and has harmonised legislation and restructured institutions to promote sustainable development and responding to climate change.

Besides governmental actors, there are many non-governmental actors from different sectors (e. g., science, industry, NGOs, media, donors). Among the active NGO climate change actors, Nigeria Climate Action Network (NigeriaCAN) is the most active in the area of advocacy. The Nigerian Environmental Study Action Team (NEST) is active in the areas of research and knowledge sharing. There are other many registered NGO climate actors that are working in different aspects of adaptation. Prominent among these are the Climate Change Network (CCN) Nigeria, Youth Organization for Climate Change, Nigeria Conservation Foundation (NCF); Women Farmers Advancement Network, Kano Nigeria (WOFAN); Women Environment Programme (WEP); African Radio Drama Association (ARDA) Nigeria; Coalitions for Change (C4C); Centre for Education and Leadership Development (CELDEV); and Nigeria Model United Nations Society (NigMUNS).

Development partners have made a number of interventions to support climate adaptation initiatives in Nigeria. JICA, UNDP, UNIDO and UNICEF have been very active in supporting Nigeria in the promotion of an integrated approach to adaptation to climate change through building the governance system, empowering children as change agents and demonstrating adaptation benefits in the agricultural sector. Other development

partners, such as the British High Commission, Christian Aid, Heinrich Böll Stiftung (HBS), CIDA are currently supporting advocacy programmes to raise awareness on climate change adaptation

A number of projects related to climate change initiated by different international donors are implemented in Nigeria. These include:

1. UNIDO/GEF Project – *Nigeria: Mini-Grid Based Renewable Energy (Biomass) Sources to Augment Rural Electrification* with the main goal of reducing and avoiding GHG emission from the energy sector of Nigeria through the promotion of renewable energy (biomass) based mini-grid as an alternative to diesel based energy generation systems in the country. Nigeria.
2. UNDP/GEF Project - *Promoting Energy Efficiency in Residential and Public Sector in Nigeria (2011 – 2015)*, which objective is to improve the energy efficiency of selected end-use equipment from the residential and public sector in Nigeria (refrigeration appliances, air conditioners, lighting, electric motors and fans...) through the introduction of appropriate energy efficiency policies and measures, such as Standards and Labels (S&L) and demand side management programmes
3. WB/GEF Project - *Nigeria Erosion and Watershed Management Project (2012 – 2019)*. The objective of the climate change component of the Project is to better equip Government to respond to climate change and climate change-induced hazards of erosion and floods.
4. UNDP/GEF Project - *Less burnt for a clean Earth: Minimization of dioxin emission from open burning sources in Nigeria (2009 – 2013)*. The main objective is to Enhance human health and environmental quality by reducing releases and exposure to unintentional POPs originating from unsustainable waste operations

There are also some on-going project proposals/initiatives:

- UNDP/GEF Project - *Promoting Low Carbon Energy Solutions in Nigeria Energy/Power Supply* – which is expected result in direct GHG emission reduction of about 400,000 tCO₂ from pilot RE projects in addition to reducing renewable energy market risks, if fully implemented.
- UNDP/GEF Project - *Sustainable Fuelwood Management in Nigeria* – which is intended to reduce GHG emission from wood fuel consumption, enhance carbon storage and sequestration, as well as improve rural livelihoods and opportunities for local development.
- *The Great Green Wall for the Sahara and Sahel Initiative (GGWSSI) for Nigeria* – Among other objectives, this will result in the rehabilitation of thousands of hectares of degraded pastures and introduce/implement sustainable pasture management practices in the desertification-prone areas of Nigeria, and will thereby enhance carbon storage and sequestration, as well as improve rural livelihoods and opportunities for sustainable development among local farmers/animal-breeders in the affected areas that cover about 35% of the country.

To further strengthen the institutionalization of climate change issues and the mainstreaming of climate change in the national and sectoral development policies, there is an ongoing process for the preparation of the Third National Communication (TNC) to the UNFCCC. This is aimed at strengthening the information base, analytical and institutional capacity of the key national institutions to integrate climate change priorities into country development strategies and relevant sector programs. The process for development of the TNC shall further strengthen the dialogue, information exchange and cooperation among all relevant stakeholders including governmental, non-governmental, academic, and private sectors. It is expected that this will result in achieving national consensus on the actions and measures that need to be undertaken to address the climate change related issues relevant for the country on a short and long term. The development of the TNC will be accompanied by a detailed assessment of the country's Third National GHG Inventory that will reflect the country's GHG emission from 2000 to 2013. The Third National Communication will be submitted to the UNFCCC in 2018.

In the new national and international climate change mitigation and adaptation framework, and to fulfill the new obligations arisen from COP 16 and 17 in Cancun and Durban respectively relating to the submission of national communications and Biennial Update Reports, support from the Global Environment Facility is needed for the continuous development and consolidation of the existing technical and institutional capacity and to continue the efforts of mainstreaming climate change into national policies, plans and programmes.

Nigeria's First Biennial Update Report will build on the findings and recommendations of the Second National Communication, as well as the outcomes of the ongoing complementary projects in the country, and will be submitted to the UNFCCC at the COP21 in December 2015.

II. STRATEGY

The **goal** of the project is to strengthen Nigeria's technical and institutional capacity to enable it respond effectively to climate change challenges and meet its obligations under the UNFCCC.

The **immediate objective** of the project is to assist Nigeria in the preparation of its First Biennial Update Report for the fulfillment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC).

The Project outcomes will be achieved through a suite of **outputs** and **activities**, which are in line with the GEF's climate change mitigation strategic objective under GEF-6: *CCM-EA: Support enabling activities and capacity building under the Convention*. Within the completed climate change enabling activities under the UNFCCC, key **outcomes** are:

1. National circumstances reviewed and updated; and institutional arrangements relevant to the preparation of NCs identified and characterised.
2. National GHG Inventory for 2011, using 2006 IPCC methodologies prepared. Updated inventory will be facilitated from the national statistics that should be readily available for 2011. The 2011 inventory will be based on the same sources of the Activity Data as the previous one. This is in recognition of the additional on-going process for the preparation of the Third National Communication where more detailed disaggregation, Emission Factors (country-specific instead of IPCC default), more differentiated methodology/approach (higher tier), among others will be used to derive the GGHI for 2001 – 2013.
3. National mitigation actions: emission and mitigation scenarios, NAMAs and other mitigation actions.
4. Completed report on identification and assessment of constraints and gaps related to financial, technical and capacity needs provided.
5. Completed report on national Measurement, Reporting and Verification actions in the country made available.
6. Education and Public awareness of the First Biennial Update Report conducted.
7. Nigeria's First Biennial Update Report to the UNFCCC published.
8. Monitoring and Evaluation plan developed and implemented as well as financial audits conducted.

The project outputs are:

Outputs for Outcome 1: National Circumstances Updated and National Capacity for the Preparation of NCs Strengthened

- 1.1 Updated information on general analyses of the country's physical, social, economic and demographic characteristics, including the main socio-economic indicators that affect GHG emissions, mitigation, actions in the country and its vulnerability to and impact of climate change;
- 1.2 Description of institutional arrangements relevant to the preparation of the BUR and NC;
- 1.3 Development of a document on the contemporary situation of climate change in Nigeria;
- 1.4 Development of mechanisms for stakeholders' involvement and participation to enable the preparation of national communications and biennial update reports.

Outputs for Outcome 2: National GHG Inventory for 2011 prepared

- 2.1 Activity data collected and objectively validated for 2011 in critical sectors of the inventory;
- 2.2 2011 Land Cover map revised and updated;
- 2.3 National emission factors improved, new and continuing data gaps identified;

- 2.4 Data collection and management system revised/improved;
- 2.5 Support given to the institutionalization of National GHG Inventory (NGHGI) process and its inclusion in the national environment information system;
- 2.6 Cross-sector collaboration for preparation of the NGHGI strengthened;
- 2.7 Inventory report published.

Outputs for Outcome 3: National mitigation actions: emission and mitigation scenarios, NAMAs and other mitigation actions.

- 3.1 The assessment of the mitigation potential of the country, considering technical, environmental and socioeconomic aspects is analytically carried out;
- 3.2 Support given to the mitigation-related activities proposed in the Third National Communication: assess the mitigation potential in key sectors;
- 3.3 National capacities for the National GHG mitigation potential strengthened;
- 3.4 Emission scenarios including Business As Usual and different growth trends until 2030 provided;
- 3.5 Mitigation scenarios including the implementation of NAMAs and other actions until 2030 documented;
- 3.6 Reports of NAMAs and other actions provided.

Outputs for Outcome 4: Completed report on Capacity Needs Assessment

- 4.1 Technical, financial and capacity needs for mitigation assessed;
- 4.2 Evaluation of financial needs and constraints to adopting climate change measures and strategies conducted;
- 4.3 Case study for mitigation potential transforming from fossil fuel to renewable energies, showing the socioeconomic and environmental benefits developed;
- 4.4 Information updated on financial resources, technology transfer, capacity building and technical support received from GEF, developed country parties and multilateral organizations for activities related to climate change.

Outputs for Outcome 5: Completed report on national Measurement, Reporting and Verification actions

- 5.1 National Measurement, Reporting and Verification Implementation Report prepared;
- 5.2 MRV report widely disseminated.

Outputs for Outcome 6: Education and public awareness raising

- 6.1 Workshops/seminars and training sessions to build capacity at various levels and assisting local governments in integrating climate change in their planning conducted;
- 6.2 Educational materials for decision makers and key public and private sector stakeholders at all levels of governance prepared and disseminated through various media;
- 6.3 Web page of the Department of Climate Change, Federal Ministry of Environment reviewed and updated.

Outputs for Outcome 7: Nigeria's First Biennial Update Report to the UNFCCC published

- 7.1 First Biennial Update Report disseminated to the national stakeholders, decision makers and the civil society;
- 7.2 First Biennial Update Report published and submitted to the UNFCCC in accordance to the guidelines contained in Annex III of the decision 2/CP.17.

The mechanism that led to the preparation of the first and second National Communications to the UNFCCC has contributed to some extent to the institutional strengthening of the Federal Ministry of Environment (FME), particularly in the creation of the Department of Climate Change (DCC), as key institution for the implementation of the UNFCCC obligations at the country level. FME is the implementing entity for UNFCCC through DCC which acts as the focal point to the Convention and facilitates the participation of both the public and private sectors to the UNFCCC and the Kyoto Protocol mechanism. It will therefore coordinate activities of the Project.

Through the coordination role of FME, the national knowledge, interest, concerns and responsiveness of the different stakeholders have been increased, in particular those from the government, non-government and civil organisations, private and academic sectors.

Experience gained from the previous National Communications suggests that the most effective way to address climate change is ensuring involvement of all relevant stakeholders in the development of the framework and implementation of the mitigation actions through focused discussions and working groups. Such involvement will achieve optimal sectoral coverage and relevance of the actions and enhance ownership and sustainability. Participation of broad range of relevant stakeholders from business, public, private and civil society sectors will create fruitful interactions and synergy on national socioeconomic and environmental priorities and enhance awareness in sustainable development. The integration of the different sectors strengthens the institutional and technical capacity of the different stakeholders and institutions, rather than depending on group of experts and decision makers from government institutions.

The FME will continue to perform its leadership and coordination role for the development of actions needed to fulfil the obligations to the UNFCCC and its formal communication to the international community, acting in coordination with the other stakeholders, integrating climate change in the ongoing national activities for the achievement of results to be reported and communicated through the National Communications and Biennial Update Reports.

A number of Ministries, Departments and Agencies (MDAs) through the Inter-Ministerial Council on Climate Change will play significant role, as the Council serves as an entry point for mainstreaming climate change considerations into various mainline government ministries' policies and plans. The FME and other relevant bodies such as the Energy Commission of Nigeria will take part in capacity building activities for identification, preparation and implementation of mitigation actions for GHG emissions in key economic sectors. Other relevant governmental, non-governmental, civil societies, private sector, etc will be included in the process as well as to participate in training activities.

Climate change is a phenomenon that affects the entire population. However, children, the elderly, the physically challenged and women are groups that are most affected. Understanding how the different social roles, economic status of men, women, children and physical well-being of other vulnerable groups are affected differently by climate change will improve actions taken to (adapt to and) mitigate climate change in a gender-responsive manner.

This project will mainstream gender in national and state level climate change programmes and activities in order to ensure that women benefit from it. Consequently, organizations representing this vulnerable group such as the Ministry of Women Affairs will be incorporated into the project, not only as beneficiaries but also in the decision-making process on climate change related activities to ensure inclusive, and gender-sensitive climate change strategies and plans are being identified and implemented. This component of the project will be considered under outputs 1.1 and 3.1 that will address the specific needs of vulnerable groups. In particular, the

interest of women will be considered in 1.1, while the assessment of the economic aspects for mitigation potential will be undertaken in 3.1. In addition, the project design and implementation plan has ensured that gender balance is maintained.

Institutional Framework

The Federal Ministry of Environment (FME), through the Department of Climate Change (DCC), is the Implementing Partner on behalf of the Government of Nigeria. The DCC will be the executing and operational unit that will coordinate and implement the project activities for the preparation of the Biennial Update Report. In this regard, it will play the same role it did in the past for the preparation of the previous two National Communications.

The Government will provide support to the project through a number of initiatives, including the Low Emission Capacity Building Programme. It will also provide the technical support for preparation of GHG inventories through the relevant structures in the country. In addition, there will be provision of technical experts, office space and equipment, and conference and meeting space. It will also provide support to the coordinator (Project Coordinator) of the project.

UNDP Nigeria is the GEF Implementing Agency for the project and will assist the country for the entire length of the project. It will support in implementing the activities set forth and will monitor and supervise the project on behalf of GEF. The UNDP country office will monitor and support the implementation of the project in line with standard procedures.

Narrative description of the planned activities for Project implementation

Relations with similar project activities

The First Biennial Update Report (FBUR) has direct relevance with National Communications and National GHG Inventories. FBUR will build on the existing findings from the activities of National Communications and National GHG inventories. Also, the project will aim at improving the data collected, use higher-tier methodology and approach, ensure more differentiated or establish country-specific emission factors for some emission sources, fill in gaps, and update key source analysis-based data on the latest estimates for the emissions and/or uncertainties. The BUR will enable continuity in the biennial emission estimation process with no more large intervals between the years covered for GHG emissions estimation. The FBUR project may also improve QA/QC and uncertainty assessment of the National GHG Inventory process, and even enhance establishment of a national GHG Inventory system in the country.

The findings of the ongoing Great Green Wall for the Sahara and Sahel Initiative for Nigeria (GGWSSIN) which focus on addressing desertification in a more coherent approach will be used. In addition, the results from Building Nigeria's Response to Climate Change (BNRCC) supported by the Canadian International Development Agency (CIDA) aimed at building informed responses to climate change by enhancing capacity at the community, state, and national levels to implement effective adaptation strategies, policies and actions will contribute to address the goal of the FBUR. The National Adaptation strategy and Plan of Action on Climate Change for Nigeria (NASPA-CCN) project aims at minimising risks, improve local and national adaptive capacity and resilience, leverage new opportunities, and facilitate collaboration with the global community, all with a view to reducing Nigeria's vulnerability to the negative impacts of climate change. The capacity established and the awareness raised by this programme at different levels will facilitate the data collection process for the Project. The Project will ensure sustainability of the links with relevant ongoing projects for further use in the BUR process.

Project's Components

(i) National circumstances

A synthesis of the national development priorities, objectives and circumstances on the basis of climate change will be provided through an analysis of the National Development Plans and other relevant national and state

level development report. This outcome will also take into consideration all new studies, projects and research developed since the preparation of the Second National Communication.

It will include aspects such as geography, demography, gender, natural resources, climate and education, social and cultural aspects, as well as macroeconomic parameters, employment, income and services, gender considerations including the vulnerable groups in the society. The characterization of the specific sectors such as agriculture, forestry, soils, ecosystems and biodiversity, water resources, fisheries, coastal resources, energy, waste, tourism, transport and health will also be addressed. The probable effect of the national circumstances described on Nigeria's ability to mitigate climate change will be specifically assessed.

Also as part of this outcome, the information on the institutional arrangements relevant to the preparation of the national communications and the biennial update reports will be updated.

(ii) GHG National Inventories

Nigeria has developed two national inventories of greenhouse gases with reference years 1990, and 2000. As part of this project and as critical contribution towards the production process for the Third National Communication, the 2011 Inventory will be developed using the 2006 IPCC Guidelines. Moreover, the national emission factors for the agriculture, forestry and other land use sectors will be used. These emission factors will be made available and used for the 2011 GHG inventory.

The 2011 National Inventory will include the estimation of the net emissions involving direct greenhouse gases: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFC), perfluorocarbons (PFC) and sulfur hexafluoride (SF₆). Furthermore, it will include the estimation of the indirect emissions of greenhouse gases (ozone precursors) such as nitrogen oxide (NO_x), sulfur dioxide (SO₂), carbon monoxide (CO) and non-methane volatile organic compounds (NMVOCs).

The sectors of the national activity to be considered will include Energy, Industrial Processes and Product Use, Agriculture, Forestry and other Land use and Land cover change as well as Waste.

The inventory to be prepared in the framework of this First Biennial Update Report, as in the previous inventories, will be under the responsibility and coordination of the Department of Climate Change. The main activities to be undertaken for this component are:

1. Renewing and strengthening Institutional arrangements with other institutions/Ministries for specific sectors;
2. Data collection/ interaction with data providers (for 2011 inventory) and other key stakeholders;
3. Preparation of working sheets and summary tables, uncertainty estimation and management;
4. Result Analysis;
5. Publication of 2011 Inventory report.

(iii) Mitigation actions

Identifying the low-cost options for reducing the carbon intensity of the economy and designing effective interventions is crucial to attaining the national goal of low carbon, climate resilient, pro-growth and sustainable development. The mitigation analysis for the FBUR will follow the recommendations of the SNC.

With the goal of implementing national appropriate mitigation actions (NAMA) in the context of sustainable development and national development priorities, Nigeria will establish a number of sectoral NAMAs in order to identify existing or potential national actions and its submission to the UNFCCC. As part of the activities under this BUR, a report will be put together containing a description of the national arrangements to enable the implementation of NAMAs.

An important activity of this project will be the collection of data on mitigation actions or groups of actions being developed in the country and their analysis to provide a description in the BUR that includes name, nature of the action, coverage, quantitative goals, progress indicators, associated methodologies and assumptions,

objectives, steps taken or envisaged to achieve the action, progress of implementation and results achieved. Data on participation in international carbon market mechanisms will be collected and reported on. The mitigation analysis proposed will build on the results obtained in previous and current studies and projects. In particular, baseline and mitigation scenarios until 2030 for abatement of GHG emissions will be further developed.

(iv) Support for financial and technical capacity needs for mitigation

A study of financial, technological and capacity needs and constraints of institutions responsible for activities related to climate change mitigation will be conducted through a number of activities including but not limited to:

- Evaluating the financial needs and constraints to adopting climate change measures and strategies for effective national mitigation response;
- Updating information on financial resources, technology transfer, capacity building and technical support received from GEF, developed country parties and multilateral organizations for activities related to climate change;
- Evaluation of financial needs such as the collection, synthesis and analysis of existing information, individual interviews or group discussions, site visits, among others.

(v) Monitoring, Reporting and Verification

An integral assessment will be conducted regarding the different options and possibilities for the domestic MRV according to the guidelines to be developed, considering national circumstances and capabilities, as well as taking into account the different nature of the mitigation actions.

Furthermore, a report will be prepared describing the progress of implementation of such institutional arrangements.

(vi) Education and public awareness

Seven National awareness campaigns (one per geo-political zone and one national) targeting relevant stakeholders in the public, scientific and technological institutions, educational and civil society organizations will be organized. This will also help in assisting governments at all levels to integrate Climate Change considerations in their planning.

Basic climate change IEC materials aimed at the general public, teachers, elementary and secondary students, academics and local governments will be prepared, and disseminated using the mass media including dedicated web pages.

(vii) Compilation, Publication and Submission of the First Biennial Update Report

The First Biennial Update Report document will be compiled according to the guidelines contained in Annex II of Dec. 2. CP 17 and it will be submitted to the Conference of the Parties in the United Nations Framework Convention on Climate Change according to the requirements and formats established by the UNFCCC Secretariat. Furthermore, the Biennial Update Report will be disseminated to the national stakeholders, decision makers and the civil society.

III. PROJECT RESULTS FRAMEWORK:

<p>This project will contribute to achieving the following Country Programme Outcome as defined in CPAP or CPD: Outcome 4: Peaceful, secure and sustainable development path where disaster, environmental, climate and conflict risks and threats are mitigated by policies, laws and plans that are participatory, gender responsive, funded, monitored and enforced systematically at all levels</p> <p>Country Programme Outcome Indicators: 3.2.2 System, institutional and staff level capacities enhanced for implementation of national environmental commitments and major international agreements on climate change, biodiversity, land degradation and chemicals;</p> <p>UNDP Corporate Strategic Plan 2014-2017 Outcome 1. Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded. Output 1.4. Scaled up action on climate change adaptation and mitigation across sectors which is funded and implemented</p> <p>Primary applicable Key Environment and Sustainable Development Key Result Area (same as that on the cover page, circle one): Mainstreaming environment and energy</p> <p>Applicable GEF Strategic Objective and Program: Enabling Activities (CCM-6): Support enabling activities and capacity building under the Convention</p> <p>Applicable GEF Expected Outcomes: Adequate resources allocated to support enabling activities under the Convention (Outcome 6.1)</p> <p>Applicable GEF Outcome Indicators: Completed and submitted Biennial Update Report (BUR)</p>					
Project Objective (equivalent to output in ATLAS)	Indicator	Baseline	Targets End of Project	Source of verification	Risks and Assumptions
Outcome 1 National Circumstances Chapter completed	FBUR completed and submitted to UNFCCC National Circumstances Chapter of BUR provides up to date information on current situation in Nigeria	Nigeria is yet to submit its first BUR to the UNFCCC National Circumstances Chapter of SNC covers situation until 2011	Nigeria's First Biennial Report submitted to the UNFCCC Secretariat by December 2016 National Circumstances Chapter includes all relevant climate change related aspects in the country as of 2011	UNFCCC Documentation • Project reports and documentation • Government reports • External expert review	Strong government support and inter-ministerial collaboration for the preparation of the BUR is expected Data is readily available from the National Bureau of Statistics and other relevant national institutions for the update of information contained in the SNC. Database will be established that could be updated on a regular basis.
Outcome 2 National GHG Inventory Chapter completed	• GHG Inventory is calculated based on IPCC 2006 methodologies • GHG Inventory should be for 2011	Nigeria's GHG inventory submitted to the UNFCCC covers only up to 2000	GHG Inventory using IPCC 2006 guidelines prepared for 2011	• Project report and documentation • Government reports • External expert review	• Public and Private sectors will be willing and have the capacity to share data on their emissions with the project team • Adequate human capacity and relevant infrastructure are available to carry out GHG Inventory • Collaboration exists among relevant state-managed entities contributing to GHG.
Outcome 3 National Climate Change Mitigation Chapter completed	Climate Change Mitigation Chapter of BUR completed	Mitigation strategies poorly analysed and identified in first two NCs	• Mitigation chapter demonstrating up to date mitigation potential of the country prepared • Climate variability maps and updated climate scenarios	• Project documentation, and technical reports • Expert review	• Capacities to carry out impacts and vulnerability assessment as well as climate change scenarios readily accessible • Government utilises output for decision making • limited awareness of Gender relevance

				<p>available at national and state levels</p> <ul style="list-style-type: none"> • Impacts and vulnerability assessment reports for different regions and sectors available. • Nationally approved implementable and gender-sensitive climate change adaptation measures for various climate-sensitive sectors for risk reduction in place 	<p>in climate change response</p>
<p>Outcome 4 Financial, Technical and Capacity Development needs evaluated</p>	<p>Availability of identified constraints and gaps and assessed related financial, technology and capacity building needs; and recommendation for addressing the needs</p> <ul style="list-style-type: none"> • National MRV arrangements are identified and assessed 	<p>Financial, Technology and capacity development needs identified in previous National Communications, but never fully assessed with proven methods.</p>	<p>Technology and Capacity Building needs are analyzed and updated, using UNEP and other Agencies' guidelines</p>	<ul style="list-style-type: none"> • TNA reports • Capacity needs reports • Expert review 	<ul style="list-style-type: none"> • Stakeholders in various sectors are willing to undertake TNA and Capacity needs assessment within a strong national interest • Adequate human resources available
<p>Outcome 5 National MRV System developed</p>	<p>None</p>	<p>National MRV system developed, based on best international practices</p>	<ul style="list-style-type: none"> • UNFCCC Documentation • Project documentation 	<ul style="list-style-type: none"> • National MRV system should be integrated to the national statistics management portfolio which may take some time • The formal approval of the identified MRV arrangements may extend the timeline of the project 	
<p>Outcome 6 Education and Public awareness of BUR conducted</p>	<ul style="list-style-type: none"> • Climate change issues in educational curriculum incorporated • Range of climate change information in mass media available • Number of professional and civil society organisations involved in climate changes activities 	<ul style="list-style-type: none"> • Level of awareness about climate change is low • Poor understanding of climate change impacts leading to inadequate response by many people whose means of livelihood are vulnerable to climate change 	<ul style="list-style-type: none"> • Improved information dissemination system on climate change • Increased participation of relevant stakeholders in addressing climate change challenge • Climate change issues entrenched in educational system at all levels 	<ul style="list-style-type: none"> • Project documentation • Project survey reports • Project field monitoring reports 	<ul style="list-style-type: none"> • Project is supported by the media and the ministry of Education to disseminate and socialize Climate Change information • Population is capable of assimilating information provided

<p>Outcome 7 BUR is published and submitted to UNFCCC</p>	<p>BUR is published, widely disseminated in the country and officially submitted to the UNFCCC</p>	<p>None</p>	<ul style="list-style-type: none"> • All required chapters for BUR are prepared, reviewed, amended and submitted • BUR is published and distributed in hard-copy and electronic formats 	<ul style="list-style-type: none"> • Project documentation, and technical reports • Expert review 	<p>Technical quality of the BUR will be ensured through excellent editorial work</p>
<p>Outcome 8 Monitoring and Evaluation plan developed and implemented</p>	<ul style="list-style-type: none"> • Project financial and progress reports prepared and submitted for financial audits 	<p>M & E</p>	<p>Financial and technical progress reports are submitted for auditing</p>	<ul style="list-style-type: none"> • Project monitoring reports 	<ul style="list-style-type: none"> • Standard financial auditing process will be conducted and report produced within timelines

IV. TOTAL BUDGET AND WORKPLAN

Award ID:	00084573	Project ID(s):	00092523
Award Title:	Nigeria's First Biennial Update Report to the UNFCCC		
Business Unit:	NGA10		
Project Title:	Nigeria's First Biennial Update Report to the UNFCCC		
PIMS no:	5480		
Implementing Partner (Executing Agency)	Federal Ministry of Environment (FME)		

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 2015 (USD)	Amount Year 2016 (USD)	Total (USD)	See Budget Note:
OUTCOME 1: National Circumstances chapter prepared	FME	62000	GEF	71300	Local Consultants	0	9,500	9,500	Local Climate Change Policy consultant (4 months)
				74500	Miscellaneous Expenses	0	500	500	Bank fee, social insurance, and other miscellaneous costs
					sub-total GEF	0	10,000	10,000	
					Total Outcome 1	0	10,000	10,000	
OUTCOME 2: National GHG Inventory Chapter completed	FME	62000	GEF	71300	Local Consultants	10,000	20,000	30,000	Consultancy fees for GHG inventory consultants, legal consultant and database management consultant
				72100	Contractual services - Companies	25,000	40,000	65,000	Professional service fees for companies to support the GHG inventory process
				71600	Travel	7,000	6,000	13,000	Capacity building training abroad for GHG inventory team
				74500	Miscellaneous Expenses	1,000	1,000	2,000	Bank fee, social insurance, and other miscellaneous costs
					sub-total GEF	43,000	67,000	110,000	
	Total Outcome 2	43,000	67,000	110,000					
OUTCOME 3: National Climate	MENRP	62000	GEF	71200	International Consultants	0	15,000	15,000	International Consultant on Climate Change Mitigation

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 2015 (USD)	Amount Year 2016 (USD)	Total (USD)	See Budget Note:
Change Mitigation Chapter completed				71300	Local Consultants	10,000	10,000	20,000	Local consultants on Climate Change Mitigation
				72100	Contractual services Companies	20,000	23,000	43,000	Local companies to assist with the mitigation analysis
				74500	Miscellaneous Expenses	1,000	1,000	2,000	Bank fee, social insurance, and other miscellaneous costs
					sub-total GEF	31,000	49,000	80,000	
OUTCOME 4: Financial, Technical and Capacity Development needs evaluated	MENRP	62000	GEF		Total Outcome 3	31,000	49,000	80,000	
				71300	Local Consultants	5,000	5,000	10,000	Local consultants to assist with the capacity assessment
					sub-total GEF	5,000	5,000	10,000	
					Total Outcome 4	5,000	5,000	10,000	
OUTCOME 5: National MRV System developed	FME	62000	GEF	71200	International Consultants	0	16,000	16,000	International Consultant to assist with the establishment of the MRV system
				71300	Local Consultants	0	12,000	12,000	Local consultants to assist with the MRV
				72100	Contractual services Companies	3,000	3,000	6,000	Local companies to assist with the reporting
				71600	Travel	0	5,000	5,000	International travel and DSA to study international experience on MRV
				74500	Miscellaneous Expenses	300	700	1,000	Bank fee, social insurance, and other miscellaneous costs
					sub-total GEF	3,300	36,700	40,000	
					Total Outcome 5	3,300	36,700	40,000	
					Audio Visual & Print Prod Costs	0	10,000	10,000	Publication and dissemination of IEC materials for awareness raising
OUTCOME 6: Education and Public awareness	MENRP	62000	GEF	74200		0	10,000	10,000	

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 2015 (USD)	Amount Year 2016 (USD)	Total (USD)	See Budget Note:
of BUR conducted				72100	Contractual services - Companies	0	31,000	31,000	Local companies to conduct awareness raising workshops and seminars
				74500	Miscellaneous Expenses	0	1000	1000	Bank fee, social insurance, and other miscellaneous costs
					sub-total GEF	0	42,000	42,000	
					Total Outcome 6	0	42,000	42,000	
OUTCOME 7: BUR is published and submitted to UNFCCC				74200	Audio Visual and Printing Production costs	0	7,500	7,500	Publication and dissemination of the report
		62000	GEF	71300	Local Consultants	0	10,000	10,000	Local consultants to assist with editing, compiling report
				74500	Miscellaneous Expenses	0	500	500	Bank fee, social insurance, and other miscellaneous costs
					sub-total GEF	0	18,000	18,000	
OUTCOME 8: Monitoring and evaluation					Total Outcome 7	0	18,000	18,000	
				71300	Local Consultants	0	6,700	6,700	Local consultants to assist with Monitoring and evaluation
		62000	GEF	74100	Professional Services	0	3,000	3,000	Audit fee
				74500	Miscellaneous Expenses	0	300	300	Bank fee, social insurance, and other miscellaneous costs
PROJECT MANAGEMENT UNIT					sub-total GEF	0	10,000	10,000	
					Total Outcome 8	0	10,000	10,000	
				71400	Contractual Services Individual	8,000	20,000	28,000	Project Management costs
		62000	GEF	72200	Equipment and Furniture	2,000	0	2,000	Office equipment
				72500	Supplies	300	700	1,000	Supplies
				74500	Miscellaneous Expenses	300	700	1,000	Bank fee, social insurance, and other miscellaneous costs

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 2015 (USD)	Amount Year 2016 (USD)	Total (USD)	See Budget Note:
					sub-total GEF	10,600	21,400	32,000	
					Total Management	10,600	21,400	32,000	
PROJECT TOTAL						92,900	259,100	352,000	

Summary of Funds:

	Amount Year 1	Amount Year 2	Total
GEF	\$92,900	\$259,100	\$352,000
Government (cash co-financing)	\$200,000	\$186,750	\$386,750
Nigeria Meteorological Agency (in-kind)	\$200,000	\$182,250	\$382,250
UNDP (in kind)	\$50,000	\$50,000	\$100,000
TOTAL	\$542,900	\$678,100	\$1,221,000

V. MANAGEMENT ARRANGEMENTS

National Implementation (NIM). The project will be nationally implemented by the Federal Ministry of Environment. Implementation support will be provided by the UNDP Country Office. In its capacity as Implementing Partner, the FME will be responsible for overall project management. Besides, the FME will be responsible for the facilitation of all project activities such as international consultant missions, trainings for respective staff, ensuring appropriate access to project sites, relevant data, records, agencies and authorities. UNDP will provide procurement and contracting services in accordance with the relevant UNDP rules and regulations, policies and procedures for procurement, human resources management and RBM guidelines. Direct project costs will not be charged against the GEF-financed project budget for these services.

B. Project Governance Arrangements. The project will have a governance structure, aligned with UNDP's new rules for Results Based Management (see Figure: Project Governance Arrangements below).

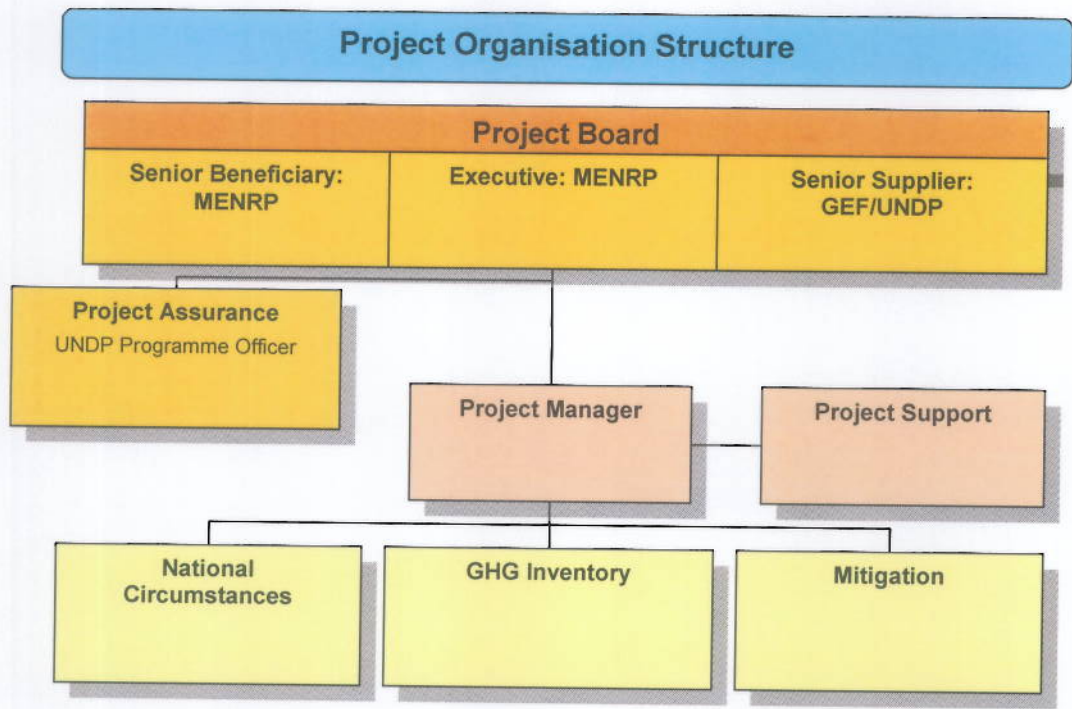
I. Project Management Committee. The Project Management Committee will be the executive decision making body for the project, providing guidance to the Project Coordinator, and approving project revisions. It will be responsible for reviewing and updating the project risk log, issue log, lessons learnt log and the project monitoring and communication plan. The Project Management Committee (PMC) will consist of three members:

- The Executive (Implementing Partner) will convene the Project Management Committee. This position will be held by the representative of the FME.
- The Senior Supplier. This position will be held by the UNDP DRR, or a designated UNDP Development Advisor.
- The Senior Beneficiary. This position will be held by the representative of the FME.

ii. **Project Management.** A Project Coordinator will be selected through competitive process. He/she will be tasked with the day-to-day management of project activities, as well as with financial and administrative reporting. The Project Coordinator will be responsible for project implementation and will be guided by Annual and Quarterly Work Plans and follow the RBM standards.

iii. **Project Assurance.** UNDP will designate a Programme Advisor to provide independent project oversight and monitoring functions, to ensure that that project activities are managed and milestones accomplished.

iv. **Project Support.** UNDP will provide financial and administrative support to the project including procurement, contracting, payments, and travel arrangements.



VI. MONITORING FRAMEWORK AND EVALUATION

The project monitoring and evaluation will be carried out according to UNDP programming policies and procedures.

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:

- a) 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.
- b) 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.
- c) 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.
- d) Discuss financial reporting procedures and obligations, and arrangements for annual audit.
- e) 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:

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

- Questionnaires to indicate progress and identify bottlenecks as well as technical support needs will be carried out twice a year.

Annually

Annual Report: The Project Coordinator with the collaboration of the project team will prepare an annual report which will be submitted to the Office of Planning and Budgeting (OPP) in its capacity of national coordination institution.

End of Project

During the last three months, the Project Coordinator with the collaboration of the project team will prepare the Project Terminal Report, to be submitted and reviewed by the national coordination institution (OPP) and UNDP.

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 can be accessed at: http://www.thegef.org/gef/GEF_logo. The UNDP logo 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 work plan and budget

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
Inception Workshop and Report	<ul style="list-style-type: none"> ▪ Project Coordinator ▪ UNDP CO, UNDP GEF 	Indicative cost: \$4,000	Within first two months of project start up
Measurement of Means of Verification of project results.	<ul style="list-style-type: none"> ▪ UNDP GEF RTA/Project Coordinator will oversee the hiring of specific studies and institutions, and delegate responsibilities to relevant team members. 		Start, mid and end of project (during evaluation cycle) and annually when required.
Measurement of Means of Verification for Project Progress on <i>output and implementation</i>	<ul style="list-style-type: none"> ▪ Oversight by Project Coordinator ▪ Project team 		Prior to Status Survey and to the definition of annual work plans
Periodic status/ progress reports	<ul style="list-style-type: none"> ▪ Project Coordinator and team 	None	Quarterly
Project Terminal Report	<ul style="list-style-type: none"> ▪ Project Coordinator and team ▪ UNDP CO ▪ local consultant 	0	At least three months before the end of the project
Audit	<ul style="list-style-type: none"> ▪ UNDP CO ▪ Project Coordinator and team 	Indicative cost per year: 3,000	Yearly
Visits to field sites	<ul style="list-style-type: none"> ▪ UNDP CO ▪ UNDP RCU (as appropriate) ▪ Government representatives 	For GEF supported projects, paid from IA fees and operational budget	Yearly

VII. LEGAL CONTEXT

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

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

The implementing partner shall:

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

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

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

VIII. ANNEXES

Terms of References (ToR) of the Key Project Personnel

1. ToR for Project Coordinator

The Project Coordinator (PC) is responsible for day-to-day management, co-ordination and supervision of the implementation of the project. Specifically, his\her responsibilities are but not limited to the following:

- Supervises and ensures the timely implementation of the project relevant activities as scheduled in the project working plan;
- Prepares a detailed work plan for the project and draft terms of reference for the subcontracts;
- Compiles the scope and content of the overall BUR report and relevant sections in consultation with Team Leaders;
- Develops the scope of the work and ToRs and other procurement documentation required to identify and facilitate recruitment of relevant experts and consultants (in consultation with the PMC and UNDP);
- Coordinates and supervises activities of national circumstances and institutional arrangements group in order to update relevant chapter;
- Coordinates and supervises activities of GHG inventory group on different thematic group (energy including transport, industry, waste, agriculture) for preparation of inventory for 2011 inventories updated;
- Coordinates and supervises activities of mitigation group for preparation of mitigation actions and their effects, including associated methodologies and assumptions, and progress of implementation;
- Coordinates project activities related to identification of constraints and gaps, assessment of related financial, technology and capacity building needs and development of recommendations for addressing the needs;
- Coordinates project activities for supporting establishment of domestic Measurement, Reporting and Verification arrangements and prepare domestic MRV system;
- Ensure compilation, consolidation of information in tabular format and publication of the First Biennial Update Report;
- Identifies and ensures synergy of the BUR with TNC, and with other relevant ongoing / new projects.
- Supervise project support staff national consultants who are recruited to provide technical assistance
- Liaises with the relevant ministries, national and international research institutes, NGOs, and other relevant institutions in order to involve their staff in project activities, and to gather and disseminate information relevant to the project;
- Collaborates with all relevant stakeholders and other partners to ensure their involvement in the BUR development process;
- Organizes and supervise the workshops and trainings needed during the project;
- Summarizes the results of the project, prepares periodic progress reports of the project;
- Control the expenditures and otherwise ensure adequate management of the resources provided for the project;
- Ensures that the BUR development process is in the line with UNFCCC guidance and contributes to the improvement of the UNFCCC reporting process.

Qualification and experience:

- Master's degree preferably in environment studies and other related disciplines;
- Good understanding of Georgia's environment/development issues as well as of the thematic areas under investigations;
- At least 6 to 8 years experience relevant to the project;
- Excellent communication (written and oral) Skills;
- Demonstrated experience in project management;
- Expertise in putting together results-oriented action plans;
- Demonstrated experience in working with government, donors and the United Nations system;
- Substantial knowledge of methodologies for inventories (*IPCC Revised 1996 Guidelines* and *Good Practice Guidance, LEAP etc*);
- Familiarity with international negotiations and processes preferably under the UNFCCC;

2. ToR for Team Leader of GHG Inventory group

The National GHG inventory Team Leader should work in consultation with and under the guidance and supervision of the Project Coordinator. Specifically, his/her responsibilities are but not limited to the following:

- Assists the PC in establishing the team of experts for performing the GHG inventory;
- Prepares a detailed work-plan for GHG inventory exercise on the basis of the overall project work plan;
- Provides periodic progress report to the PC on the GHG inventory thematic area;
- Develops the scope of work and respective terms of reference for the team members;
- Leads the data collection process, including surveys;
- Leads and oversees the team to conduct the GHGs national inventory;
- Ensure the timely and effective management of the activities as scheduled;
- In consultation with PC select and implement the methodologies for the conducting of GHGs inventory;
- Identifies gaps and key sectors for GHG inventory;
- Organize data collection/ interaction with data providers for preparation of inventory for 2012-2013;
- Coordinate work of thematic groups including energy (including transport sector), industry, waste, agriculture and LULUCF sectors to update inventory for 2011.
- Coordinate GHG inventory group for review of the proposed data collection and management system;
- Organize and coordinate the process of Incorporation of good practices for improving sustainability of the process, revision of nationally adopted emission factors on annual basis, if needed, as well provision of input for preparation of relevant laws and regulations for institutionalization of the GHG inventory;
- Coordinate work of GHG inventory group for preparation of working sheets and summary tables, uncertainty estimation and management, as well preparation of graphics, tables and analysis of results;
- Incorporates comments received from the review process;
- Assists PC to organize GHG inventory relevant training and workshops;
- Archives new data and estimates of new inventory;

- Drafts the National Inventory Report and respective chapter of BUR along with the respective part of executive summary and organizes all works for publication of GHG inventory report.

Qualifications and experience

- An advanced degree in energy, environmental management or other field relevant to the project;
- A minimum of 5 years of working experience in the area relevant to the Climate Change;
- Substantial involvement in the preparation of the National Communications is highly preferred (GHG inventory and abatement analysis) ;
- Good understanding of GHGs inventory process and demonstrable knowledge of IPCC methodology;
- Demonstrated ability of analytical and drafting work;
- Familiarity with computers and data processing;
- Good knowledge of English is an asset.

3. ToR for Team Leader of Mitigation group

The Mitigation group Team Leader should work in consultation with and under the guidance and supervision of the Project Coordinator. Specifically, his\her responsibilities are but not limited to the following:

- Assists the PC in establishing the team of experts for performing the activities of mitigation group;
- Provides periodic progress report to the PC on the activities implemented within mitigation group;
- Develops the scope of work and respective terms of reference for the team members;
- Leads the mitigation analysis for the FBUR following the recommendations of the NCs (including preliminary recommendations from the TNC under preparation).
- Leads sectoral mitigation assessments that will include an analysis of related legislation, policies and programmes that facilitate the rapid implementation of mitigation technologies and practices, as well as – to the extent possible – the macro-economic impact of the mitigation options (including possibilities for green job creation);
- Organize and coordinate work of mitigation group for analytical work in order to identify/revise the mitigation potential of the country, considering technical, environmental and economic aspects using participatory approach to ensure connection with governmental priorities and to ensure implementation of recommended measures;
- Organize and coordinate work of mitigation group for adoption of appropriate criteria for prioritization of the mitigation measures, as well for evaluation of the mitigation measures against the adopted criteria, as well support to preparation of NAMA;
- Organize and coordinate work of mitigation group for strengthening national capacities for GHG mitigation potential including analyses for potential targets for emission limitation/reduction;
- Conduct training and awareness rising to the sectors with mitigation potential in the framework of the UNFCCC;
- Organize process of assessment on identification of different types of financing and co-financing needed;
- Ensure the timely and effective management of the activities as scheduled;
- Incorporates comments received from the review process;
- Drafts the respective chapter of BUR along with the respective part of executive summary.

Qualifications and experience

- An advanced degree in energy, environmental management or other field relevant to the project;

- A minimum of 5 years of working experience in the area relevant to the Climate Change and Climate Change Mitigation;
- Substantial involvement in the preparation of the National Communications is highly preferred (Mitigation analysis);
- Good understanding of mitigation process and demonstrable knowledge of mitigation action;
- Demonstrated ability of analytical and drafting work;
- Good knowledge of English is an asset.

4. ToR for Team Leader of Domestic MRV group

The Domestic MRV Team Leader should work in consultation with and under the guidance and supervision of the Project Coordinator (PC). Specifically, his/her responsibilities are but not limited to the following:

- Assists the PC in establishing the team of experts for performing the activities of Domestic MRV group;
- Provides periodic progress report to the PC on the activities implemented within Domestic MRV group;
- Develops the scope of work and respective terms of reference for the team members;
- Organize and coordinate work of Domestic MRV group, support the establishment of a domestic MRV system for the national appropriate mitigation actions in accordance to the guidelines to be developed under the Convention;
- Organize and coordinate work of Domestic MRV group for assessment will be conducted regarding the different options and possibilities for the domestic MRV according to the guidelines to be developed, considering national circumstances and capabilities, as well as taking into account the different nature of the mitigation actions;
- Lead technical support will be given to the process of development of the national institutional and legal frameworks for establishment of domestic MRV;
- Organize process preparation of domestic MRV system and its submission;
- Ensure the timely and effective management of the activities as scheduled;
- Incorporates comments received from the review process;
- Drafts the respective chapter of BUR along with the respective part of executive summary.

Qualifications and experience

- An advanced degree in energy, environmental management or other field relevant to the project;
- A minimum of 5 years of working experience in the area relevant to the Climate Change and Climate Change Mitigation;
- Good understanding of mitigation process and demonstrable knowledge of mitigation action;
- Demonstrated ability of analytical and drafting work;
- Good knowledge of English is an asset.

5. ToR for Lead Expert on National Circumstances and institutional arrangements

The Lead expert on National circumstances and institutional arrangements should work in consultation with and under the guidance and supervision of the Project Coordinator. Specifically, his/her responsibilities are but not limited to the following:

- Leads the data collection on national circumstances and institutional arrangements process;
- Ensure the timely and effective management of the activities as scheduled;
- Organize activities to update information on the national circumstances provided in the Second National Communication (SNC) taking into account all new studies, projects, programs and research developed since the preparation of the SNC;
- Organize activities to an update of the country characterization in terms of demography, natural resources, climate and education, social and cultural aspects, as well as macroeconomic parameters, employment, income and services, including the characterization of the specific sectors such as water resources, energy, waste, transport, agriculture;
- Conduct analyzes if the national circumstances that affect country's ability to deal with mitigating to climate change, especially paying attention to new information and data related to those sectors that are largest contributors to the GHG emissions;
- Analyze national development objectives, priorities and circumstances, including the specific needs and concerns arising from the adverse effects of climate change;
- Conduct assessment to get information on the institutional arrangements and the mechanisms for stakeholder's involvement relevant to the preparation of the national communications and the biennial update reports;
- Incorporates comments received from the review process;
- Assists PC to organize relevant training and workshops;
- Drafts the National circumstances and institutional arrangements chapter of BUR along with the respective part of executive summary.

Qualifications and experience

- An advanced degree in environmental or economic sciences or other field relevant to the project;
 - A minimum of 5 years of working experience in the area relevant to the Climate Change;
 - Substantial involvement in the preparation of the National Communications or other development programs is highly preferred ;
 - Demonstrated ability of analytical and drafting work;
 - Familiarity with computers and computer software;
 - Good knowledge of English is an asset.
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ANNEX 3: RISK ANALYSIS

#	Description	Date Identified	Type	Impact & Probability	Countermeasures/Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	Limited coordination among relevant institutions: The adaptation and mitigation agendas in Nigeria involve a variety of sectors, institutions and states. There is a risk that studies and Project activities may not be completed because of limited institutional support, lack of dissemination of results, and insufficient coordination of inputs.	At project development point	Organizational I	May delay the production and collation of sectoral analysis into solid national reports P = 2 I = 2	Strong coordination and involvement of concerned institutions will be sought from the outset to ensure adequate assessments, continuous access to data and integration of the results into sector planning. The Project Steering Committee which will include a core group of representatives from the relevant Governmental agencies, and research institutions, CSOs and private sector will be made functional to play its oversight responsibility effectively to ensure proper coordination of project activities. In addition, to avoid the mistakes of the past, consultants will be given mostly to companies and not individuals to ensure timely delivery of good deliverables. Furthermore, the Project will develop a continuous and extensive consultation process to include key stakeholders and sectors during its implementation.	Department of Climate Change			Reducing
2.	Limited implementation experience in DCC: Limited implementation experience of the agency responsible for the technical implementation of the Project.	At project development point	Strategic	Technical incompetence may lead to poor results	The Department of Climate Change which was established in 2012 is a relatively young unit inside the Federal Ministry of Environment, However, it	Department of Climate Change			Dead

		P = 3 I = 2	has technical personnel who have extensive experience working on issues related to climate change, and it undertakes regular training for its personnel, who should be able to facilitate/coordinate the project activities effectively for timely delivery.			
3.	<p>Sectoral approach: Formulation of mitigation and adaptation policies, and measures (P&M) implies important risks due to conflicting interests between sectors. Though the TNC will not implement any concrete measures on the ground, the Project needs to consider the political risks related to the P&M to be designed.</p> <p>Additionally, the general elections in 2015 expose the Project to the possibility of delayed implementation, as well as the possibility that conclusions and outcomes of the TNC could become politicized, thereby undermining their technical merits.</p>	At project development point	Political	<p>Political interference may slow the process of project implementation</p> <p>P = 2</p> <p>I = 2</p>	Inter-Ministerial Committee on Climate Change	Reducing
4.	<p>Cost-overruns and a short implementation period: The Project involves a significant number of technically challenging studies, which are closely interlinked with each other. There is a substantial risk of related cost overruns and possible need to extend the Project implementation period.</p>	At project development point	Organizational	<p>Poor management of project resources may lead to incomplete project activities.</p> <p>P = 3</p>		Reducing

5.	<p>Data and information: Limited robustness and completeness of GHG emissions and climate data which poses possible risks for the proposed Project activities that are associated with the robustness and completeness of the data required to carry out the different studies that will be part of the TNC. In addition, much of the data required is dispersed among different public and private institutions and often difficult to gather.</p>	At project development point		<p>I = 3</p> <p>Inconsistent data may delay the production and collation of sectoral analysis into solid national reports</p> <p>P = 3</p> <p>I = 3</p>	<p>The DCC as the responsible entity for the technical implementation of the Project will coordinate with the relevant institutions to collect the necessary data. DCC will use its good relationships with relevant Ministries, Departments, Agencies and Research Institutions to source relevant data and information. It will also engage qualified scientists and researchers with experience in the implementation of the SNC to provide information and experience. DCC will also contact globally leading climate research institutions and development partners like the World Bank and African Development bank, as well as the IPCC to facilitate access to solid climate data and tools for the GHG inventories.</p>			Dead
6.	<p>Financial Management: These are related to the general financial management risks in public sector and possible fluctuations in the exchange rate that may affect the available resources for project implementation</p>	At project development point	Financial	<p>Poor financial management has the risk of poor and incomplete project delivery, just as exchange-induced liquidity changes may affect project delivery rate.</p>	<p>The financial management risks will be mitigated by ensuring an adequate internal control framework which includes an integrated accounting system, formal written procedures, segregated designated account, and an independent external auditor. UNDP financial rules and procedures will be fully adhered to with the support and recruitment of a</p>			Dead

				<p>7. Procurement: The key procurement risks have to do with (a) limited experience at the Department of Climate Change (DCC) in GEF/UNDP-financed Projects, (b) limited direct involvement of the staff of DCC in management of procurement using GEF/UNDP procedures; (c) the overwhelming large number of contracts to be carried out in a short time.</p>
	<p>P = 3 I = 2</p>	<p>Operational</p>	<p>At project document development point</p>	<p>Procurement issues may delay project implementation</p> <p>P = 3 I = 2</p>
	<p>Financial Assistant to manage the project's financial transactions and processes. In addition, upon audit findings here will always be a follow up on the action plans to address the auditors' recommendations. Furthermore, an appropriate workplan with timeline and concrete deliverables will be developed and implemented to avoid undue prolong project implementation period.</p>			<p>The corrective measures that have been agreed are the following: i) staff in the procurement unit should participate in the Basic Procurement Training delivered by the UNDP, ii) before negotiations, a Project operational manual would be developed including the implementation arrangements and the procurement procedures, iii) while the technical unit identifies the dimension and number of the firms interested in participating in the processes of consulting services under the Project, packaging contracts in accordance with the market size will be considered, and iv), most of the contracts are consulting services and will thus be simple to implement.</p>
				<p>Reducing</p>