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Project title: Nigeria's Second Biennial Update Report (BUR2)	
Country: Federal Republic of Nigeria	Implementing Partner: Department of Climate Change of the Federal Ministry of Environment of Nigeria
Management Arrangements: National Implementation Modality (NIM)	
Contributing Outcome (UNDAF/CPD, RPD, GPD): Environmental Sustainability and Food Security: By 2022, Nigeria achieves environmental sustainability, climate resilience and food security through efficient management of its cultural and natural resources	
UNDP Strategic Plan Output: 1.4: Scaled up action on climate change adaptation and mitigation cross sectors which is funded and implemented.	
UNDP Social and Environmental Screening Category: <i>Exempt</i>	UNDP Gender Marker: 1
Atlas /Award ID: 00115119	Atlas Project/Output ID: 00112865
UNDP-GEF PIMS ID number: 6239	GEF ID number: 10127
LPAC meeting date: 13 th February, 2019	
Planned start date: August 2020	Planned end date: August 2022
Expected date of posting of Mid-Term Review to ERC: <i>N/A for EAs</i>	Expected date of posting Terminal evaluation report to ERC: <i>N/A for EAs</i>
Brief project description: Nigeria ratified the UNFCCC in 1994 and in line with its obligations, submitted two National Communications in 2001 and 2014, the INDC in 2015 and the first Biennial Update Report (BUR) in 2018. The country is presently finalizing its Third National Communication (TNC) for submission in December 2018. This project will consist in the preparation of the Second Biennial Update Report (BUR2), building on findings and lessons learned during the preparation of previous reports and the results from the International Consultation and Analysis process. The expected results are:	

- Updated national circumstances, enhanced Institutional Arrangements and GHG Inventory Management System;
- A national inventory of emissions by sources and removals by sinks of GHGs for the period 2000 to 2017 with recalculations to account for new activity data and improved emission factors.
- Updated information on mitigation actions including emissions avoided, sinks enhanced and socio-economic benefits.
- Information on domestic measurement, reporting & verification system.
- Information on constraints and gaps, and related financial, technical and capacity needs, including a description of the support needed and received, including for the preparation and submission of the BUR2
- The BUR2, including a GHG inventory report prepared and submitted to the COP.

(1) FINANCING PLAN	
GEF Trust Fund or LDCF or SCCF or another vertical fund	USD 352,000
Confirmed cash co-financing to be administered by UNDP (TRAC cash)	USD 50,000
(1) Total Budget administered by UNDP	USD 402,000
(2) CONFIRMED CO - FINANCING (all other co-financing that is not cash co-financing administered by UNDP)	
Government in kind	50,000 USD
(3) Total confirmed co-financing	50,000 USD
(4) Grand-Total Project Financing (1) +(2)	452,000 USD

SIGNATURES		
Signature: Dr. Princess Bolatito Obisesan GEF OFP	Agreed by Government Development Coordination Authority	Date/Month/Year: <i>Princess Bolatito Obisesan</i> GEF - OFP AUGUST 5, 2020
Signature: Dr. Mahmood Mohammed Abubakar Honorable Minister for Environment	Agreed by Implementing Partner	Date/Month/Year: <i>Mohammed</i> 19/8/2020
Signature: print name below Mohamed Yahya UNDP Resident Representative	Agreed by UNDP	Date/Month/Year: <i>Mohamed Yahya</i> 27 August 2020

Key GEF Project Cycle Milestones:

Project document signature: within 25 days of DOA signature

First disbursement date: within 40 days of DOA signature

Inception workshop date: within 2 months (60 days) of project document signature

Operational closure: within 3 months after the completion of the "End of project report"

Financial closure: within 6 months of operational closure

2/20

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II. LIST OF ACRONYMS

AD	Activity Data
AFOLU	Agriculture Forest and Land Use Change
AWP	Annual Work Plan
BUR	biennial Update Report
CBO	Community Based Organisation
CO	Carbon Monoxide
CO2	Carbon Dioxide
COP	Conference of Parties
CPD	Country Programme Document
CSO	Civil Society Organisation
DCC	Department of Climate Change
EA	Enabling Activity
FME	Federal Ministry of Environment
GEF	Global Environment Facility
Gg	Gigagram
GHG	Green House Gas
GOE	General Operating Expenses
ICA	International Consultation and Analysis
ID	Identifier
IGO	Inter-Governmental Organisation
INC	Initial National Communication
INDC	Intended Nationally Determined Contribution
IPCC	Intergovernmental Panel on Climate Change
IPPU	Industrial Production and Product Use
LDCF	Least Developed Countries Fund
LULUCF	Land Use Land Use Change and Forestry
M&E	Monitoring and Evaluation
MRV	Measure Report Verify
Mt	Million tonnes
NASPA	National Adaptation Strategy and Action Plan
NC	National Communication
NDC	Nationally Determined Contribution
NGO	Non-Governmental Organisation
NIR	National Inventory Report
NOx	Nitrogen Oxides
OAI	Office of Audit and Investigations
OPF	Operational Focal Point
PD	Project Director
PFC	Perfluorocarbon
REDD	Reducing Emissions from Deforestation and Degradation
SBAA	Standard Basic Assistance Agreement

SESP	Social and Environmental and Social Screening
SNC	Second National Communication
TNC	Third National Communication
TOC	Theory of Change
UN	United Nations
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations development Programme
UNE	United Nations Environment
UNFCCC	United framework Convention on Climate Change
USD	United States Dollar

III. DEVELOPMENT CHALLENGE

Nigeria ratified the UNFCCC and the Kyoto Protocol through Acts 164 of 1994 and 629 of 2000 respectively. In line with its obligations under the Convention, Nigeria submitted its Initial National Communication (INC) on 3rd of December 2001. The INC provided important insights on the country's position in the context of global climate change. Information on the vulnerability of the country to climate change was produced, submitted and published; along with a first national GHG Inventory (for 1990 and 1994) and information on Nigeria's contribution to climate change mitigation.

Nigeria submitted its Second National Communication (SNC) to the COP on 27th February 2014. It included a national GHG inventory for 2000 (based on the 1996 IPCC Guidelines), and because of inadequate data was not able to present new and more refined findings on the country's vulnerability to climate change, backed by national-level climate scenarios and an enhanced methodology for vulnerability analysis. The SNC nevertheless indicated areas of gaps that must be filled for the country to be able to identify good areas and sectors in which mitigation actions could be implemented. It also included guidelines about possible adaptation measures and information on adaptation projects under implementation.

In 2015, Nigeria submitted a request for funds for the preparation of its Third National Communication (TNC) to the GEF (UNDP/GEF Project). After which the country began a medium-size project formulation process that involved thorough consultation with relevant stakeholders. The process for the preparation of the TNC has advanced significantly, with a high probability of the report being ready for submission to the UNFCCC at the end of 2018.

Nigeria's first BUR was submitted to the UNFCCC in December 2017 and its outputs complemented the achievement of the objectives proposed in the TNC Project. As reported in the BUR1, Nigeria was a net emitter of 712,638 Gg CO₂ eq of GHG in 2015 but has also implemented mitigation projects that are accounting for a reduction/avoidance of 7,212 Gg CO₂ eq of GHG. Various other mitigation policies, strategies, and actions are also presented in the BUR1 but only qualitatively. Nigeria will complete its International Consultations and Analysis by mid-2018 and the results and recommendations will be built into the BUR2 project design.

The TNC will be submitted to the UNFCCC by the end of 2018 and will provide updated information about Nigeria's National Circumstances, a GHG Inventory based on the 2006 IPCC Guidelines for the years 1990-2016, steps taken to Adapt to, and Mitigate climate change and Other Relevant Information required by the Convention. As well, a more complete analysis on the country's vulnerability to climate change and the progress with regards to adaptation will be included.

Nigeria is presently developing several projects to assess vulnerability and implement measures to reduce it at the national and state levels, such as Ecosystem-Based Adaptation to Climate Change in the country and development of a Toolkit for improved engagement between the Federal and State Governments on issues of climate change, to promote a more comprehensive and integrated response to the challenge of climate change to national sustainable development. Nigeria, in line with Decisions 1/CP.19 and 1/CP.20, submitted its Intended Nationally Determined Contribution (INDC) to the UNFCCC in November 2015.

The technical process for Nigeria's INDC had, as a base: The National Climate Change Policy and Response Strategy; National Adaptation Strategy and Action Plan (NASPA), National Agricultural Resilience Framework, REDD+ Strategy and several policy documents and state-wide consultations among various stakeholders, including the public sector, civil society, the private sector, the academic and research institutions. The mitigation component was based on the results of the 2015 National GHG Inventory (presented in the first BUR), which estimated that Nigeria produced about 712 Mt CO₂ eq. GHG emissions.

Although the country's emission level is still relatively low, Nigeria is still highly exposed and sensitive to the impacts of climate change, given its diverse geography and economy, which is highly dependent on environmental conditions

and the use of natural resources. Thus, in the implementation of its (I)NDC, Nigeria considers not only mitigation, but also adaptation as critical.

The BUR2 project will build on findings and recommendations from BUR1 and previous and on-going NCs reports, as well as lessons learnt, and capacity-building needs identified by the technical analysis that will be carried out through the International Consultation and Analysis (ICA) process. These will include, but not limited to:

- Upgrading and strengthening the institutional arrangements presentation to include a more detailed description of the preparation processes for the BURs and the support needed for their preparation on a continuous basis with provisions for public consultation and other forms of stakeholder engagement.
- Expanding the coverage of the national GHG inventory to included categories and sub-categories not addressed in the first BUR's GHG inventory (uncertainty, information about PFCs, CO and NOx due to sector AFOLU's burning biomass which is a key category from the analysis performed using the level and trend assessments methods).
- Focusing on mitigation options that will advance the attainment of the country's INDC targets.
- Presenting the information on the nature of the actions, as well as gases and sector for all the mitigation actions that will be included in the submission.
- Strengthening the financial needs, technology transfer, and capacity building needs report.

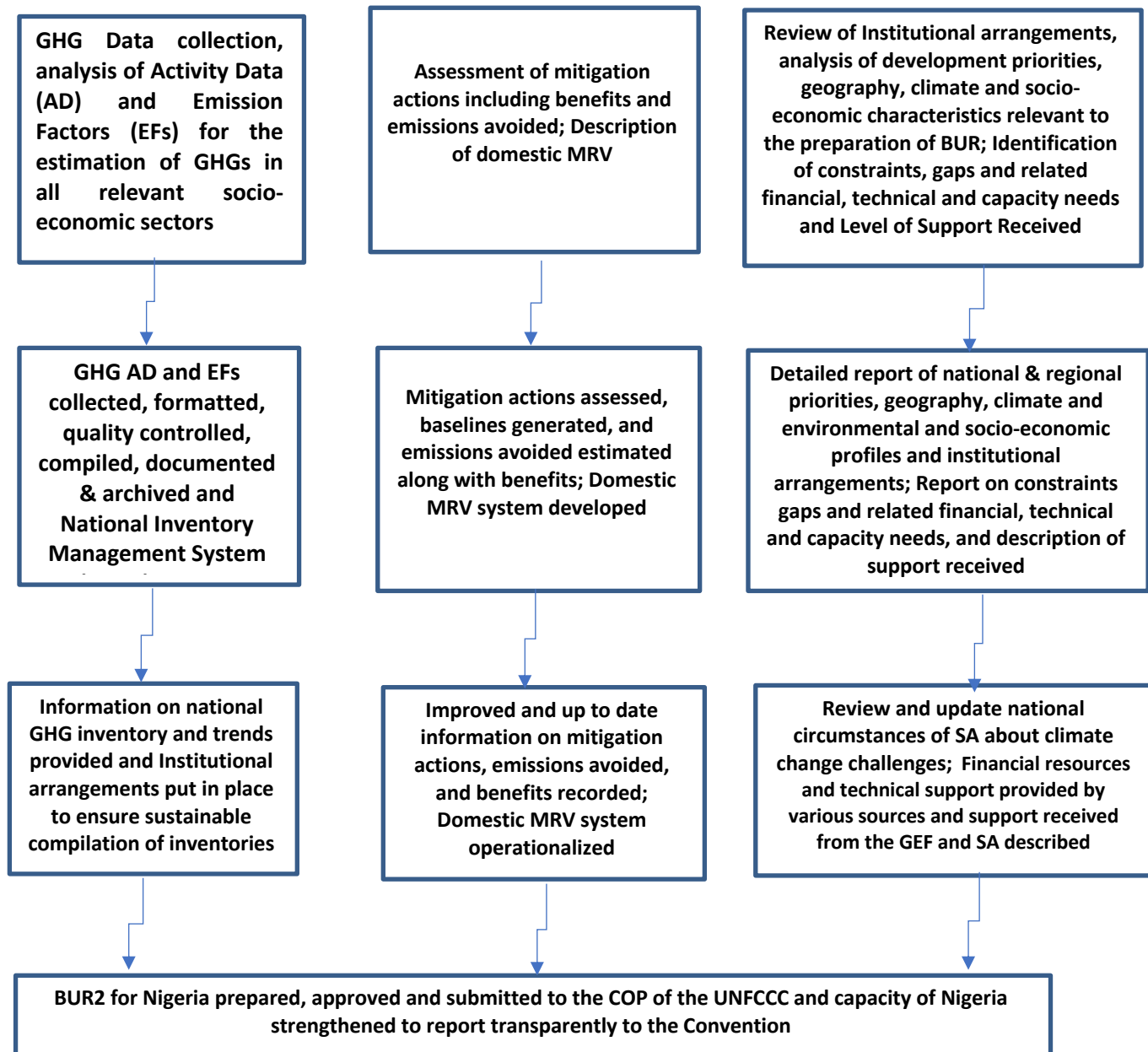
Nigeria will prepare and submit its Second Biennial Update Report to the UNFCCC in December 2021.

IV. STRATEGY

The strategy adopted for the project is to employ the best practice to the maximum extent possible. The project will build upon findings and experience gained through the preparation of the BUR1 for meeting the country's commitments under the UNFCCC. Gaps, uncertainties and constraints along with other information related to the UNFCCC will be addressed as indicated by Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41. The preparation of the BUR2 is also expected to enhance general awareness and knowledge on climate change mitigation issues in Nigeria. It will seek to assist in the process of national planning and policy formulation, especially as it relates to mainstreaming mitigation measures within the work programme of the various stakeholder agencies. A schematic representation of the theory of change as applied to Nigeria is provided below

Non-Annex I countries have the obligation to prepare and submit Biennial Update Reports to provide updated information to the Conference of the Parties on their GHG emissions dating not more than 4 years from the date of submission and mitigation actions including emissions reduction and benefits as well as a domestic Measurement, Reporting and Verification system to track mitigation. Up to now, Nigeria has honored this commitment by providing the required updated information in the BUR1 submitted in March 2018. The country will continue to share information on its emissions and mitigation actions transparently as well as on the constraints, problems and gaps it faces and its needs to further implement mitigation actions.

THEORY OF CHANGE FOR NIGERIA'S BUR2



Nigeria has prepared and submitted two NCs and one BUR by putting in place and improving the necessary Institutional Arrangements from the initial national communication to-date. During these exercises, attempts at establishing expert teams to deal with the various thematic areas of the NCs and BURs, namely the preparation of GHG inventories, evaluation of mitigation measures and actions as well as tracking implementation of the Convention have been made. However, capacity proved inadequate for the teams to deliver successfully and Nigeria depended heavily on consultants for preparing these reports. This approach has created some capacity within the organizations and Institutions that participated in the preparation of previous reports but there are still many limitations with respect to estimation of GHG inventories and assessing mitigation actions. The Institutional Arrangements still need substantial improvements to meet the needs and standards of reporting to the Convention due to various reasons.

The level of details of reporting has risen over the years as per recent COP decisions and the Paris Agreement and information may have to be captured at the State level rather than at national level. More importantly, Nigeria is a country with an extensive territory, housing a wide diversity of complex climate, socio-economic and natural systems that are difficult to encompass within a single national report. This demand for the involvement of more local institutions and organizations than in the past for building technical and infrastructural capacities as well as ensuring wider stakeholder participation in climate change related activities most appropriate for the preparation of BURs and NCs. Conscious of the importance of having an appropriate system to meet these new reporting requirements while being transparent to be in line with the Paris agreement, the Federal Ministry of Environment is investing heavily to develop and implement such a system.

The Federal Ministry of Environment has created a robust Department of Climate Change, comprising about 30 staff members dedicated to tracking GHG emissions and mitigation actions for inclusion in the BUR. A GHG Inventory section has been developed to prepare national greenhouse gas inventories for the UNFCCC reports with the aim of making this an annual feature in the medium term. In parallel, there is also a section to deal with mitigation for providing the necessary information for inclusion in the BUR. In addition, Desk Officers have been nominated in the Federal line ministries as well as in the Ministry of Environment of the States to support reporting to the UNFCCC and implementation of the Convention. A project steering committee will be set-up and will meet quarterly to reflect on the progress made and provide guidance with respect to production of the BUR2. Furthermore, the inter-ministerial committee on climate change will be appraised of progress on the preparation of the BUR with emphasis on the development and implementation of the GHG inventory management system and appropriate institutional arrangements for the preparation of reports to the UNFCCC.

Nigeria has started to invest in in-depth capacity building of DCC staff, desk officers of the Federal Ministries and States for supporting and/or participating in the preparation of the NCs and BURs. Through this EA project, Nigeria intends to strengthen institutional, technical and analytical capacities through the preparation of its BUR2 with the financial assistance from the GEF through the UNDP. Additional support and assistance will be tapped from the Global Support Programme and the UNFCCC as and when required.

The salient features of the proposed BUR2 when compared with the previous one will be:

- (i) Improvement in the National GHG inventory estimates and reduced uncertainty by widening the coverage and shifting to tier II methodologies for key categories as far as possible, while adopting the relevant scientific elements of IPCC GHG Inventory Guidelines of 2006;
- (ii) Reliable assessment of mitigation actions or group of actions including estimates of emissions avoided and socio-economic benefits in line with the SDGs;
- (iii) Development and implementation of a Measurement, Reporting and Verification system;
- (iv) Tracking of support received and needed to enable Nigeria to meet its reporting requirements and implement the Convention;
- (v) Development of sustained institutional and technical capacities for continued preparation of GHG Inventories, Biennial Update reports and National Communications, and other new information required under the aegis of the Convention.

V. RESULTS AND PARTNERSHIPS

Expected Results:

The long-term objective of the project is to enable Nigeria to enhance the mainstreaming and integration of climate change into national and sectoral development goals through the continued strengthening of institutional and technical capacities that have been initiated and acquired during the preparation of the two National Communications and the first BUR.

The immediate objective be that the country has been assisted in the preparation and submission of its second Biennial Update Report to the Conference of the Parties to the UNFCCC for the fulfillment of its obligations to the Convention under Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and its Annex III.

The project is in line with GEF 7 Climate Change Focal Area Strategy under the objective: *Fostering enabling conditions for mainstreaming mitigation concerns into sustainable development strategies*. The project also aligns well with national priorities including national climate change strategies and plans, NDCs, Technology Needs Assessments, National Communications and Biennial Update Reports. The objectives will be delivered through the Enabling Activity "Preparation and submission of the Second Biennial Update Report of the Federal Republic of Nigeria for the fulfillment of the obligations under the UNFCCC".

The project's expected results by component will be:

- Updated national circumstances and enhanced Institutional Arrangements including the GHG Inventory Management System;
- A national inventory of emissions by sources and removals by sinks of GHGs for the year 2017 with recalculations for the period 2000 to 2015 to account for new activity data, improved emission factors and the latest 2006 IPCC Guidelines as applicable to be consistent with IPCC requirements and using the IPCC 2006 software;
- Updated information on mitigation actions and group of actions including quantification of emissions avoided and sinks increased as well as socio-economic benefits;
- Information on the domestic measurement, reporting & verification system for tracking emissions, mitigation and support needed and received to implement the Convention,
- Information on constraints and gaps, and related financial, technical and capacity needs, including a description of the support needed and received;
- The level of support received to enable the preparation and submission of the BUR2;
- Any other information relevant to the achievement of the objective of the Convention and suitable for inclusion in the BUR2.

The project outcomes will be achieved through the following activities:

- Update Nigeria's National Circumstances, including the geographical, climate, social, natural, economic and political characteristics for a detailed report of national and regional priorities to address climate change challenges within the framework of national development programmes, plans and strategies;
- Compile a national GHG inventory for the year 2017 for the IPCC sectors Energy; Industrial Process and Product Use (IPPU); Agriculture, Forestry and Other Land Use (AFOLU); and Waste, using the 2006 IPCC Guidelines and software for National GHG;
- Recalculate emissions of previous inventories (2000 to 2015) as appropriate;
- Estimate Uncertainties and identify the key categories for the national GHG inventories (2000-2015 times series);
- Review and strengthen the GHG inventory management system;

- Describe the institutional arrangements and GHG Inventory Management System developed by Nigeria to report and implement the Convention;
- In-depth gender analysis including collection of gender disaggregated data conducted as appropriate to address barriers to women’s participation as stakeholders in climate change responses;
- Identify, review and report on mitigation actions and group of mitigation actions implemented by the country including the quantification of emissions avoided and other benefits;
- Provide an updated description of Nigeria’s integrated MRV system with emphasis on progresses achieved in the design and implementation of the three components of the system;
- Provide information on constraints and gaps, and related financial, technical and capacity needs, including a description of the support needed and received;
- Report on the level of support received from various sources to prepare the BUR2;
- Prepare and submit the BUR2 to the COP;
- Prepare and submit the quarterly financial reports;
- Prepare and submit the Annual progress reports; Prepare and submit the End of project report

Partnerships:

The Federal Ministry of Environment (FME) is responsible for coordinating the preparation of the National Communications and the Biennial Update Reports for submission to the COP. The first and second NC and the first BUR that were submitted to the UNFCCC were elaborated with GEF resources, Government’s counterpart in-kind support and with UNDP, acting as GEF implementing agency.

The preparation of the BUR2 will be coordinated by the Federal Ministry of Environment with the direct collaboration of relevant Federal Ministries, Departments and Agencies. The States governments will also be privileged partners of the project to enable the participation of the whole-wide nation, all segments of the population down to grassroot levels notwithstanding the full inclusion of women, indigenous people, NGOs and CBOs.

UNDP will partner as GEF Implementing Agency for the project and will support Nigeria during the entire project cycle to implement the earmarked activities. UNDP will also monitor and supervise the implementation of the project in line with UNDP-GEF standard procedures and policies.

The project will benefit from the implementation of the Nationally Determined Contributions (NDC) Support Programme funded by the European Union and implemented by United Nations Development Programme. Other partners to intervene during the project’s life cycle are the Secretariat of the UNFCCC, the World Bank, Food and Agriculture Organization and the Global Support Programme of the UNDP and United Nations for Environment.

Risks:

This project, which concerns the preparation of the country’s BUR to meet obligations under the UNFCCC, is **exempted from the UNDP Social and Environmental Screening Procedure**. It is however good to note that there exist no high risks for the project not to be implemented or completed successfully, given the low exposure to negative environmental impacts and social conflicts. There are no major field activities or other infrastructural development within the project boundary. The project is also of a short duration and presents no risk to weather extremes. Resources provided by the GEF and Government in-kind and in human resources are amply adequate to meet the objectives of the project. Hence no assumptions are made, and mitigation of risks is not described here. The summary for identified risks is attached as Annex 5 to the project document.

Stakeholder engagement and south-south cooperation:

In addition, to bring the voice of Nigeria to global and regional fora, the project will explore opportunities for meaningful participation in specific events where UNDP could support engagement with the global development discourse on Nationally Determined Contributions (NDC). The project will furthermore provide opportunities for regional cooperation with countries that are implementing initiatives on Climate change in geopolitical, social and environmental contexts relevant to the proposed project in Nigeria

In recognition of the critical roles that different stakeholders play in national adaptation to, and mitigation of climate change for Nigeria to pursue a climate-resilient and sustainable development, an effective stakeholder engagement process will be undertaken during project preparation and implementation to enhance ownership in the BUR process. The stakeholders of the project will come from a wide range of backgrounds, including but not limited to the following: federal line ministries and agencies, local communities and authorities, NGOs, CBOs, mass-media, the academia, the private sector and international organizations. The roles of the main stakeholders within the project is provided in the table below.

Stakeholder	Role
Ministry of Environment, Department of Climate Change	Provide information on mitigation and MRV among others; Management and overall Coordination of the project; Activity Data (AD) and other information on land use, land-use change and forestry (LULUCF)
Ministry of Women Affairs and Social Development	Ensure the participation of women in the implementation and running of the project
Ministry of Water Resources	AD and other information on water resources
Ministry of Agriculture and Rural Development	AD and other information on Crops and livestock among others
Ministry of Education	Education, training and public awareness
Ministry of Information and Culture	Dissemination of results
Ministry of Budget and Planning	Integration of climate change in development strategies, AD on socio-economics
Ministry of Power, Works and Housing	AD and other information on the energy and power sectors
National Bureau of Statistics and	Archiving and national data on socio-economics and other areas of development
Ministry of Industry and Investment	AD and information on Industry and Products Uses Sector
Nigerian National Petroleum Corporation (NNPC)	AD and other information on Fossil fuel exploitation and use.
Federal Ministry of Environment, Department of Pollution Control, (Ozone Technical Unit),	AD and other information on use of substitute products for Ozone-depleting substance (ODS).
Energy Commission of Nigeria	AD and other information on Energy
Federal Ministry of Environment, Department of Pollution Control, and State Waste Management Boards	AD and other information on waste Sector
Other Ministries, Agencies, Departments, organizations and the private sector	AD and other information needed for compilation of the BUR2.
State governments	AD and other information required for reporting
NGOs, CBOs	Dissemination of results and Education

Gender equality and Women's Empowerment:

Nigeria's BUR2 will implement a gender disaggregated analysis approach. Gender-sensitive stakeholders and partners' involvement plan will be adopted in the implementation of the project. This will result in an improved national understanding on how the different social roles and economic status of men and women affect and are affected differently by climate change within the country's ability to deal with climate change. Many institutions will be consulted on gender issues at national and sub-national levels; including, but not limited to: (i) Ministry of Women Affairs and Social Development; (ii) civil society organizations working in the fields of gender and climate change; (iii) research institutions; and (iv) development partners working on gender issues. A detailed gender analyses and action plan will be completed for the project which has been costed and included in the workplan as part of the inception priority actions.

In addition, the [guidance on gender integration through the NCs and BURs](#) developed by the Global Support Programme, through UNDP and in collaboration with UNE and GEF, will be applied towards:

- Ensuring the equal participation of men and women in decision-making and implementation around adaptation and mitigation;
- Ensuring women can act as agents of change at different levels of the adaptation and mitigation process;
- Promoting mitigation approaches that are aware of gendered implications and outcomes and working towards gender equality and positive impacts on the lives of women through improving livelihoods and health and allowing time for the pursuit of additional opportunities;
- Developing resource mobilization strategies, applying climate finance instruments, and ensuring equal participation in the deployment of financial resources, particularly at the local level;
- Developing and transferring environmentally sound technologies that promote gender mainstreaming in technology access, information and training; and,
- Taking a gender-sensitive approach to creating, developing and strengthening institutional, systemic and human-resource capacity-building to foster gender balance in decision-making on, in the delivery of, and in the accessing of means and tools for the implementation of mitigation or adaptation actions

Finally, it is intended to have good gender representation in project management structures (committees, institutional frameworks and technical teams) and during capacity building sessions (trainings and workshops).

Innovativeness, Sustainability and Potential for Scaling Up:

The project implementation would engage with the national regional youth climate change innovation hubs constituted at the six geopolitical zones in 2019 for expanded national information gathering and harvesting and institutionalization of the BUR process at subnational levels. The institution data gathering group established within the different MDAs would anchor the routine data collection for future BUR and National Communications process in Nigeria.

VI. PROJECT RESULTS FRAMEWORK

This project will contribute to the following Sustainable Development Goal (s): Goals 1,2,7,13,15
This project will contribute to the following country outcome (UNDAF/CPD: OUTCOME 9:0) By 2022, Nigeria is achieving environmental sustainability, climate resilience and food security through efficient management of its cultural and natural resources.

	Objective and Outcome Indicators (no more than a total of 20 indicators)	Baseline¹	End of Project Target
Project Objective: To assist Nigeria in the preparation and submission of its Second Biennial Update Report (BUR2) for the fulfillment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC)	Mandatory Indicator 1: # direct project beneficiaries disaggregated by gender (individual people)	Number of persons trained when BUR1 prepared	National capacities strengthened for 30 members of staff of the Department of Climate Change, 24 State Climate change Desk officers and 15 Ministries for the preparation of the GHG inventory and undertaking mitigation analysis National experts comprising a right balance (objectively a ratio of 50:50) of men and women from the Department of Climate change, climate change desk officers of federal Ministries (5) and States (36)
	<i>Indicator 2:</i> The BUR2, including a GHG inventory report prepared and submitted to the COP	The BUR1 submitted to the UNFCCC in March 2018.	The BUR2 and National GHG inventory reports submitted to the UNFCCC by Dec 2020
Project Component	<i>National inventory of greenhouse gases (GHGs)</i>		
Outcome² 1 1. National GHG inventory on emissions by sources and removals by sinks compiled for the year 2017 and recalculations of the GHG	<i>Indicator 3:</i> Strengthened National Inventory System and institutional arrangements for the preparation of the GHG inventory on a sustainable basis	GHG inventory system and Institutional arrangements of BUR1	Improved GHG inventory system and enhanced Institutional arrangements with clear definition and understanding of Terms of reference.

¹ Baseline, mid-term and end of project target levels must be expressed in the same neutral unit of analysis as the corresponding indicator. Baseline is the current/original status or condition and needs to be quantified. The baseline can be zero when appropriate given the project has not started. The baseline must be established before the project document is submitted to the GEF for final approval. The baseline values will be used to measure the success of the project through implementation monitoring and evaluation.

² Outcomes are short to medium term results that the project makes a contribution towards, and that are designed to help achieve the longer-term objective. Achievement of outcomes will be influenced both by project outputs and additional factors that may be outside the direct control of the project.

	Objective and Outcome Indicators (no more than a total of 20 indicators)	Baseline¹	End of Project Target
inventories for the period 2000 to 2016 performed as applicable	<i>Indicator 4:</i> Estimates of national emissions by sources and removals by sinks for the IPCC sectors Energy; Industrial Process and Product Use (IPPU); Agriculture, Forestry and Other Land Use (AFOLU); and waste for the year 2017, recalculations for previous inventory years, Uncertainty analysis, Key Category Analysis and an improvement plan	GHG inventory of BUR1	Better coverage of GHG inventory in terms of time series and activity areas
	<i>Indicator 6:</i> Database and documentation	Database and documentation of BUR1	More consolidated database and better documentation of data archiving process.
Outputs to achieve Outcome 1	<p>1.1. The capacity of the National GHG Inventory Team with a right balance of men and women strengthened for the preparation of the GHG inventory for the IPCC sectors Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU), and Waste</p> <p>1.2. Existing National Inventory System further strengthened, institutional arrangements enhanced for the preparation of the GHG inventory for the BUR2 and other reports to the Convention on a sustainable basis</p> <p>1.3. Estimates of the national emissions by sources and removals by sinks compiled for the IPCC sectors Energy; Industrial Process and Product Use (IPPU); Agriculture, Forestry and Other Land Use (AFOLU); and waste, using the 2006 IPCC Guidelines for the year 2017 including Uncertainty analysis, Key Category Analysis and an improvement plan</p> <p>1.4. Recalculations performed on the past National GHG Inventories for the period 2001 to 2016 to account for new activity data, improved emission factors and latest IPCC Guidelines as applicable</p> <p>1.5. National emission factors developed for key categories as far as possible</p> <p>1.6. All the steps, procedures, AD and workings documented and stored in a database</p>		
Component 2	<i>Mitigation actions and their effects and Information on domestic measurement reporting & verification</i>		
Outcome 2 Mitigation actions and their effects and Information on domestic measurement reporting & verification	<i>Indicator 7:</i> Capacity building of national experts on mitigation analysis	70 trained national experts on mitigation	Enhanced capacity of 70 national mitigation experts comprising a good gender balance to track mitigation actions implemented, construct baselines and quantify emissions reduction of implemented activities
	<i>Indicator 8:</i> Completion of Information in mitigation actions and their effects chapter	<i>Mitigation Chapter within BUR1</i>	Mitigation actions or groups of actions implemented described, relative to sector, coverage, objectives, gender equality, and emissions avoided including a description of methodologies used

	Objective and Outcome Indicators (no more than a total of 20 indicators)	Baseline¹	End of Project Target
	<i>Indicator 9:</i> Description of MRV system in chapter thereon	MRV system described in BUR1	The existing domestic Measurement, Reporting & Verification (MRV) reviewed and improved for better functionality
Outputs to achieve Outcome 2	<p>2.1. Capacity of national Mitigation team comprising a good gender balance strengthened to track mitigation actions implemented, construct baselines and quantify emissions reduction of implemented activities</p> <p>2.2. Mitigation actions or groups of actions implemented described, relative to sector, coverage, objectives, gender equality, and emissions avoided including a description of methodologies used.</p> <p>2.3. Update and review of mitigation actions earmarked in the NDC relative to sector, coverage, and potential of emissions to be avoided with a description of methods adopted.</p> <p>2.4. The existing domestic Measurement, Reporting & Verification (MRV) reviewed and evaluated in accordance with information needed for inclusion and submission in the BUR2 according to national circumstances and capacity and taking into account the different nature of the mitigation actions, as identified in BUR2</p> <p>2.5. Steps for strengthening the national institutional arrangements and framework for domestic MRV identified for implementation.</p>		
Component 3	<i>National Circumstances and Institutional arrangements; Constraints, Gaps, and related financial technical and capacity needs; Support received for preparation and submission of BUR and Other information considered relevant to the Convention</i>		
Outcome 3 National Circumstances of Nigeria with respect to climate change priorities; Strengthened Institutional Arrangements for implementing the Convention, including reporting; Constraints and gaps, and related financial, technical and capacity needs identified and solutions proposed; Information on financial and technical support received for the preparation of the BUR2 collected and Other information relevant to the achievement of the objective of the convention applicable to Nigeria reported	<i>Indicator 10:</i> Information provided on national circumstances and institutional arrangements for implementing the Convention	<i>Description of national circumstances and institutional arrangements in BUR1</i>	Up to date write-up of national Circumstances of Nigeria with respect to climate change priorities; Strengthened Institutional Arrangements for implementing the Convention, including reporting;
	<i>Indicator 11:</i> Information in BUR2 on constraints and gaps, and related financial, technical and capacity needs	<i>Information provided thereon in BUR1</i>	Constraints and gaps, and related financial, technical and capacity needs identified and solutions proposed;
	<i>Indicator 12:</i> Information on financial and technical support received for the preparation of the BUR2 and other information relevant to the Convention	<i>Information provided thereon in BUR1</i>	Information on financial and technical support received for the preparation of the BUR2 collected and Other information relevant to the achievement of the objective of the convention applicable to Nigeria reported
Outputs to achieve Outcome 3	<p>3.1. Provision of latest available information on Nigeria's socio-economic and environmental profiles including geography, demography, natural resources, climate and land use amongst others</p> <p>3.2. Description of Nigeria's development priorities and specific needs and concerns at national and regional levels arising from the</p>		

	Objective and Outcome Indicators (no more than a total of 20 indicators)	Baseline¹	End of Project Target
	adverse effects of climate change; 3.3. In-depth gender analysis including collection of gender disaggregated data conducted as appropriate to address barriers to women’s participation as stakeholders in climate change responses 3.4. A thorough description of the strengthened institutional arrangements adopted for implementing the Convention including the production of the National Communications and Biennial Update Report on a sustainable basis; 3.5. Constraints, gaps, technology, financial and capacity needs to implement the Convention reviewed and evaluated 3.6. Potential solutions to the constraints, gaps, technology, financial and capacity needs identified and proposed for implementation to enhance future actions 3.7. Information relative to support received for the preparation of the Biennial Update Report compiled and documented 3.8. Other information relevant to the achievement of the objective of the Convention reviewed and documented		
Component 4	<i>Indicator 13 SBUR compiled, edited, approved and submitted to the UNFCCC</i>		
Outcome 4 Second Biennial update report prepared and submitted to UNFCCC and Monitoring and Evaluation of the project outcomes and outputs done	<i>Indicator 14: Monitoring and evaluation conducted as per applicable rules and procedures</i>	BUR1 submitted in March 2018	BUR2 compiled, approved and submitted to UNFCCC by Dec 2020 and available to all stakeholders
	<i>Indicator 14: Monitoring and evaluation conducted as per applicable rules and procedures</i>	M&E plan	M&E plan executed, reports submitted on time
Outputs to achieve Outcome 4	4.1. Second Biennial Update Report compiled 4.2. BUR2 report circulated to stakeholders for comments 4.3. Stakeholders’ comments integrated in BUR2 report and validated in a workshop 4.4. BUR2 report submitted to UNFCCC according to the guidelines as outlined in Dec. 2/CP. 17 for Non-Annex I Parties. 4.5. Inception Workshop organized, Inception Report, Gender Analysis and Action Plan prepared 4.6. Quarterly and periodic M&E performed; Annual report written and submitted; End of project report with lessons learnt and recommendations for future work and Financial audit completed		

VII. MONITORING AND EVALUATION (M&E) PLAN

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

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the [UNDP POPP](#) and [UNDP Evaluation Policy](#). The UNDP Country Office is responsible for ensuring full compliance with all UNDP project monitoring, quality assurance, risk management, and evaluation requirements.

Additional mandatory GEF-specific M&E requirements will be undertaken in accordance with the [GEF Monitoring Policy](#) and the [GEF Evaluation Policy](#) and other [relevant GEF policies](#)³. The costed M&E plan included below, and the Monitoring plan in Annex, will guide the GEF-specific M&E activities to be undertaken by this project.

In addition to these mandatory UNDP and GEF M&E requirements, other M&E activities deemed necessary to support project-level adaptive management will be agreed during the Project Inception Workshop and will be detailed in the Inception Report.

Additional GEF monitoring and reporting requirements:

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

- a. Familiarize key stakeholders with the detailed project strategy and discuss any changes that may have taken place in the overall context since the project idea was initially conceptualized that may influence its strategy and implementation.
- b. Discuss the roles and responsibilities of the project team, including reporting lines, stakeholder engagement strategies and conflict resolution mechanisms.
- c. Review the results framework and monitoring plan.
- d. Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E; discuss the role of the GEF OFP and other stakeholders in project-level M&E.
- e. Update and review responsibilities for monitoring project strategies, including the risk log; SESP report, Social and Environmental Management Framework and other safeguard requirements; project grievance mechanisms; gender strategy; knowledge management strategy, and other relevant management strategies.
- f. Review financial reporting procedures and budget monitoring and other mandatory requirements and agree on the arrangements for the annual audit.
- g. Plan and schedule Project Board meetings and finalize the first-year annual work plan.
- h. Formally launch the Project.

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

Annual progress:

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

³ See https://www.thegef.org/gef/policies_guidelines

End of Project:

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

Agreement on intellectual property rights and use of logo on the project's deliverables and disclosure of information:

To accord proper acknowledgement to the GEF for providing grant funding, the GEF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects funded by the GEF will also accord proper acknowledgement to the GEF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy⁴ and the GEF policy on public involvement⁵.

Monitoring and Evaluation Plan and Budget

GEF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget ⁶ (US\$)		Time frame
		GEF grant	Co-financing	
Inception Workshop	UNDP Country Office	USD 5,000	None	Within two months of project document signature
Inception Report	Project Manager	None	None	Within a month of inception workshop
Standard UNDP monitoring and reporting requirements as outlined in the UNDP POPP	UNDP Country Office	None	None	Quarterly, annually
Monitoring of indicators in project results framework (<i>Department of Climate</i>)	Project Manager	None	None	Annually
GEF Project Implementation Report (PIR)	Project Manager and UNDP Country Office and UNDP-GEF team	None	None	Annually. Not applicable for EAs.
NIM Audit as per UNDP audit policies	UNDP Country Office	USD 8,000	None	Annually or other frequency as per UNDP Audit policies
Lessons learned and knowledge generation	Project Manager	None	None	Annually
Monitoring of environmental and social risks, and corresponding management plans as relevant	Project Manager UNDP CO	None	None	On-going

⁴ See http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/

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

⁶ Excluding project team staff time and UNDP staff time and travel expenses.

GEF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget ⁶ (US\$)		Time frame
		GEF grant	Co-financing	
Addressing environmental and social grievances	Project Manager UNDP Country Office BPPS as needed	None	None	<i>Costs associated with missions, workshops, BPPS expertise etc. can be charged to the project budget.</i>
Project Board meetings	Project Board UNDP Country Office Project Manager	USD 5,000	None	At minimum annually
Supervision missions	UNDP Country Office	None ⁷	None	Annually
Oversight missions	UNDP-GEF team	None Error! Bookmark not defined.	None	Troubleshooting as needed
Knowledge management	<i>Project Manager</i>	<i>1% of GEF grant</i>	None	<i>On-going</i>
GEF Secretariat learning missions/site visits	UNDP Country Office and Project Manager and UNDP-GEF team	None	None	To be determined.
Project Terminal Report	<ul style="list-style-type: none"> ▪ Project manager and team ▪ UNDP CO 			At least three months before the end of the project
TOTAL indicative COST (Excluding project team staff time, and UNDP staff and travel expense)		18,000 USD	None	

⁷ The costs of UNDP Country Office and UNDP-GEF Unit's participation and time are charged to the GEF Agency Fee.

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

Roles and responsibilities of the project's governance mechanism:

The BUR 2 project will provide a good opportunity to strengthen the institutional, technical and organisational capacities of the Department of Climate Change of the Federal Ministry of Environment, State Ministries of Environment, and other relevant bodies in Nigeria towards a solid and well coordinated national communications preparation architecture in Nigeria.

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

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

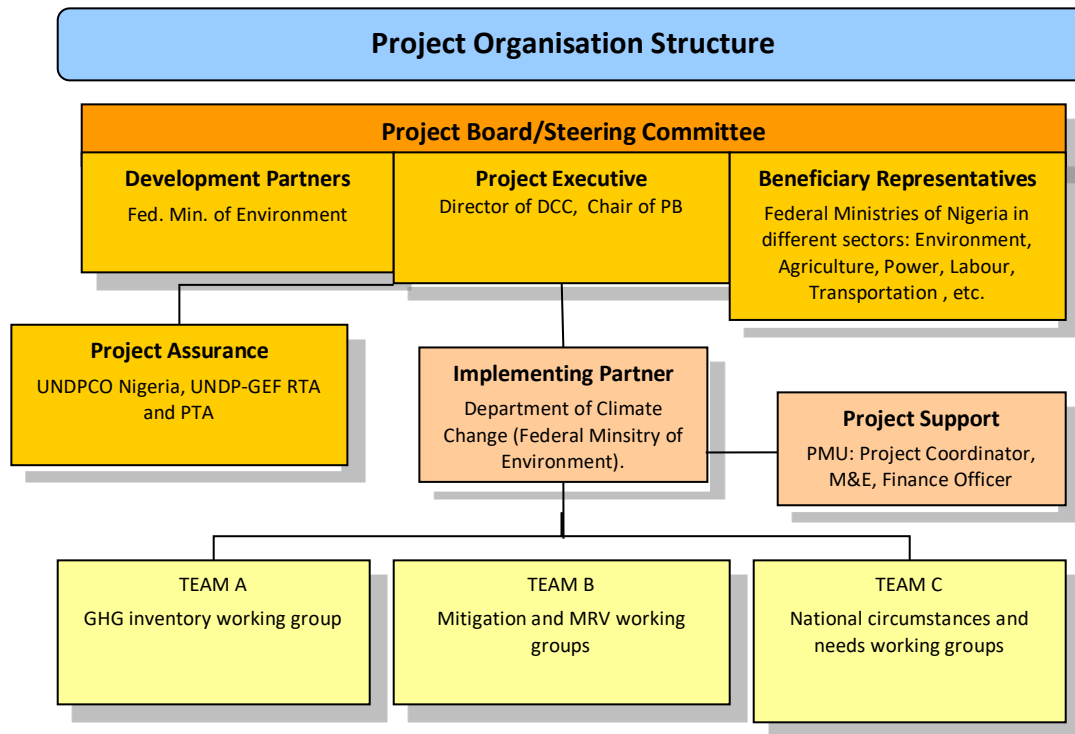
- Project planning, coordination, management, monitoring, evaluation and reporting. This includes providing all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary. The Implementing Partner will strive to ensure project-level M&E is undertaken by national institutes and is aligned with national systems so that the data used and generated by the project supports national systems.
- Risk management as outlined in this Project Document;
- Procurement of goods and services, including human resources;
- Financial management, including overseeing financial expenditures against project budgets;
- Approving and signing the multiyear workplan;
- Approving and signing the combined delivery report at the end of the year; and,
- Signing the financial report or the funding authorization and certificate of expenditures.

Project stakeholders and target groups:

The preparation of the BUR 2 would be under the leadership of the Department of Climate Change (DCC) of the Federal Ministry of Environment working with international and national experts. It would build on existing structures used for the BUR1 and ongoing national communications – NC1, NC2 and NC3. As part of its coordination responsibility the Department of Climate Change will lead the national engagement and consultation processes along with other partners which includes Academia, Research institutions, NGOs and Private sector under the platform of the Inter-Ministerial Committee on Climate Change (IMCCC) already established in Nigeria. The National Designated Authority (NDA) role of the Department will also be crucial to ensuring the active engagement of all relevant stakeholders both at the Federal and State levels especially through other ongoing processes of updating the Nationally Determined Contributions (NDC) and plans for the commencement of the NC4 for Nigeria.

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

Project organisation structure:



The Project Board (also called Project Steering Committee) is responsible for taking corrective action as needed to ensure the project achieves the desired results. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition.

In case consensus cannot be reached within the Board, the UNDP Resident Representative (or their designate) will mediate to find consensus and, if this cannot be found, will take the final decision to ensure project implementation is not unduly delayed.

Specific responsibilities of the Project Board include:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the project manager;
- Provide guidance on new project risks, and agree on possible mitigation and management actions to address specific risks;
- Agree on project manager's tolerances as required, within the parameters set by UNDP-GEF, and provide direction and advice for exceptional situations when the project manager's tolerances are exceeded;
- Advise on major and minor amendments to the project within the parameters set by UNDP-GEF;
- Ensure coordination between various donor and government-funded projects and programmes;
- Ensure coordination with various government agencies and their participation in project activities;
- Track and monitor co-financing for this project;
- Review the project progress, assess performance, and appraise the Annual Work Plan for the following year;
- Ensure commitment of human resources to support project implementation, arbitrating any issues within the project;
- Review combined delivery reports prior to certification by the implementing partner;

- Provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Address project-level grievances;
- Approve the project Inception Report
- Review the final project report during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.

The terms of reference for the Project Board will be completed at the time of the Project Inception workshop and adopted during that workshop. The project will be implemented within a period of one year starting in 2020 and nationally implemented under UNDP's National Implementation Modality (NIM) according to the Standard Basic Assistance Agreement between UNDP and the Government of Nigeria and the Country Programme Document (CPD) with Department of Climate Change of the Federal Ministry of Environment as the leading Implementing Partner which is the National Designated Authority (NDA) and its institutional mandate.

Project Executive: Dr. Peter Tarfa – Director, Department of Climate Change)

Dr. Tarfa, the Director of the Department of Climate Change at the Federal Ministry of Environment (FME), represents Implementing Partner and will be in a function of a Project Board chairperson. He will preside over the PB meetings to ensure these are conducted fairly and properly. He will facilitate highly effective Board performance by providing leadership in the management of the Board's affairs and by ensuring that the Board fulfills its legislated mandate and responsibilities with full transparency and the application of sound governance practices. He will be the main focal point for cooperation and coordination with the rest of relevant governmental bodies – beneficiaries (Ministries, Agencies...etc.)

Beneficiaries: will include; with Federal Ministry of Environment, National Bureau of Statistics, Federal Ministry of Environment (GEF Desk Office), Federal Ministry of Information and National Orientation, Federal Ministry of Power, Federal Ministry of Labor, Federal Ministry of Finance, Federal Ministry of Transportation, Federal Ministry of Labour and Productivity, Federal Ministry of Agriculture and Rural Development with the primary function of ensuring the realization of project results from the perspective of project beneficiaries.

All beneficiaries will collaborate with the Implementing Partner (Federal Ministry of Environment, FME) to support successful achieving of the project results and hereby ensure the interests and priorities of beneficiaries are met and included in the final BUR2 report.

Development Partner:

Development Partner for the project is the Federal Ministry of Environment (FME). FME is the main player representing the interests of the parties, the body implementing and managing this project, providing and coordinating technical expertise with other stakeholders (beneficiaries). The FME is responsible for the project's results. Hereby, the FME is a contributor, providing co-financing for the project.

Project Assurance: UNDP performs the quality assurance role and supports the Project Board and Project Management Unit by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. UNDP will monitor and supervise the project and ensure the implementation is in line with UNDP and GEF standard procedures and policies. The Project Board cannot delegate any of its quality assurance responsibilities to the Project Manager. UNDP provides a three – tier oversight services involving the UNDP Country Office and UNDP at regional (RTA/PA) and headquarters (PTA) levels. Project assurance is totally independent of the Project Management function. This role will be provided by the UNDP Country Office Nigeria, while additional quality assurance will be provided by the UNDP Regional Technical Advisor.

Project Coordinator:

The Project Coordinator has the authority to run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Project Board. The Implementing Partner appoints the Project Manager, who must be different from the Implementing Partner's representative in the Project Board.

The Project Manager's primary responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost. The Project Manager will inform the Project Board and the Project Assurance roles of any delays or difficulties as they arise during implementation so that appropriate support and corrective measures can be adopted. The Project Manager will remain on contract until the End of project report has been finalized and the required tasks for operational closure and transfer of assets are fully completed.

Specific responsibilities include:

- Manage the overall conduct of the project.
- Plan the activities of the project and monitor progress against the approved workplan.
- Execute activities by managing personnel, goods and services, training and low-value grants, including drafting terms of reference and work specifications, and overseeing all contractors' work.
- Monitor events as determined in the project monitoring plan, and update the plan as required.
- Provide support for completion of assessments required by UNDP, spot checks and audits.
- Manage requests for the provision of UNDP financial resources through funding advances, direct payments or reimbursement using the FACE form.
- Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports.
- Monitor progress, watch for plan deviations and make course corrections when needed within project board-agreed tolerances to achieve results.
- Ensure that changes are controlled and problems addressed.
- Perform regular progress reporting to the project board as agreed with the board, including measures to address challenges and opportunities.
- Prepare and submit financial reports to UNDP on a quarterly basis.
- Manage and monitor the project risks – including social and environmental risks - initially identified and submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
- Capture lessons learned during project implementation.
- Prepare revisions to the multi-year workplan, as needed, as well as annual and quarterly plans if required.
- Prepare the inception report no later than one month after the inception workshop.
- Ensure that the indicators included in the project results framework are monitored annually so that progress can be reported in the GEF NC/BUR status survey.
- Prepare the NC/BUR status survey;
- Assess major and minor amendments to the project within the parameters set by UNDP-GEF;
- Monitor implementation plans including the gender action plan, stakeholder engagement plan, and any environmental and social management plans;

Project Management: The Project management will be executed through the Project Management Unit (PMU). The Project Management Unit (PMU) will be established by Federal Ministry of the Environment of the Republic of Nigeria. The PMU will work closely with representatives of other ministries.

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

IX. FINANCIAL PLANNING AND MANAGEMENT

The total cost of the project is USD 452,000. This is financed through a GEF grant of USD 352,000 and UNDP cash co-financing in amount of 50,000 USD to be administered by UNDP, and USD 50,000 in kind co-financing provided by the Government of Nigeria. UNDP, as the GEF Implementing Agency, is responsible for the oversight of the GEF resources and the cash co-financing transferred to UNDP bank account only.

Confirmed Co-financing: The actual realization of project co-financing will be monitored during implementation and will be reported to the GEF. Co-financing will be used for the following project activities/outputs:

Co-financing source	Co-financing type	Co-financing amount	Planned Co-financing Activities/Outputs	Risks	Risk Mitigation Measures
Government	In kind	USD 50,000	Office space, office equipment, transport facilities	None	None
UNDP	Cash	USD 50,000	Stakeholder / subnational engagement	None	None

Implementing Partner (IP) request for UNDP to provide country support services: The Implementing Partner and GEF OFP have requested UNDP to provide support services in the amount of *USD\$ 5,000* for the full duration of the project, and the GEF has agreed to this request. The **request letter** (signed by the GEF OFP and the IP) detailing these support services are included in Annex. To ensure the strict independence required by the GEF and in accordance with the UNDP Internal Control Framework, these execution services will be delivered independent from the GEF-specific oversight and quality assurance services (i.e. not done by same person to avoid conflict of interest).

Budget Revision and Tolerance: As per UNDP requirements outlined in the UNDP POPP, the project board will agree on a budget tolerance level for each plan under the overall annual work plan allowing the project manager to expend up to the tolerance level beyond the approved project budget amount for the year without requiring a revision from the Project Board. Should the following deviations occur, the Project Manager/CTA and UNDP Country Office will seek the approval of the BPPS/GEF team to ensure accurate reporting to the GEF: a) Budget re-allocations among components in the project budget with amounts involving 10% of the total project grant or more; b) Introduction of new budget items that exceed 5% of original GEF allocation. Any over expenditure incurred beyond the available GEF grant amount will be absorbed by non-GEF resources (e.g. UNDP TRAC or cash co-financing).

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

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

Operational completion: The project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities have been completed. This includes the final clearance of the Terminal Evaluation Report (that will be available in English) and the corresponding management response, and the end-of-project review Project Board meeting. *Operational closure must happen with 3 months of posting the TE report to the UNDP ERC.* The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed. At this time, the relevant parties will have already agreed and confirmed in writing on the arrangements for the disposal of any equipment that is still the property of UNDP.

Transfer or disposal of assets: In consultation with the Implementing Partner and other parties of the project, UNDP is responsible for deciding on the transfer or other disposal of assets. Transfer or disposal of assets is recommended to be reviewed and endorsed by the project board following UNDP rules and regulations. Assets may be transferred to the government for project activities managed by a national institution at any time during the life of a project. In all cases of transfer, a transfer document must be prepared and kept on file⁸. The transfer should be done before Project Management Unit complete their assignments.

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

The project will be financially completed **within 6 months of operational closure or after the date of cancellation**. Between operational and financial closure, the implementing partner will identify and settle all financial obligations and prepare a final expenditure report. The UNDP Country Office will send the final signed closure documents including confirmation of final cumulative expenditure and unspent balance to the BPPS/GEF Unit for confirmation before the project will be financially closed in Atlas by the UNDP Country Office.

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

⁸ See https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Project%20Management_Closing.docx&action=default.

x. TOTAL BUDGET AND WORK PLAN

Total Budget and Work Plan			
Atlas Award ID:	00115119	Atlas Output Project ID:	00112865
Atlas Proposal or Award Title:	Second Biennial Update Report		
Atlas Business Unit	NGA10		
Atlas Primary Output Project Title	Second Biennial Report (BUR)		
UNDP-GEF PIMS No.	6239		
Implementing Partner	Department of Climate Change (Federal Ministry of Environment)		

Atlas Activity (GEF Component)	Atlas Implementing Agent (Responsible Party/ ⁹ , IP, or UNDP)	Atlas Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Account Description	Amount Year (2020) (USD)	Amount Year {2021} (USD)	Amount Year {2022} (USD)	Total (USD)	See Budget Note:
OUTCOME 1: GHG inventory, National Inventory Report	Federal Ministry of Environment	62000	GEF	71200	International Consultants	6,500	8,500	-	15,000	1
				71300	Local Consultants	30,000	30,000	-	60,000	2
				75700	Training, Workshops & Confer	10,000	10,000	-	20,000	3
				74500	Miscellaneous	2,000	1,000	-	3,000	4
				71600	Travels	7,500	4,500	-	12,000	5
					sub-total GEF	56,000	54,000	-	110,000	
	Total Outcome 1	56,000	54,000	-	110,000					
OUTCOME 2: Mitigation and MRV	Federal Ministry of Environment	62000	GEF	71200	International Consultants	6,500	8,500	-	15,000	6
				71300	Local Consultants	40,000	40,000	-	80,000	7
				71600	Travels	5,000	2,000	-	7,000	8
				75700	Training, Workshops & Confer	10,000	10,000	-	20,000	9
				72500	Supplies	2,000	1,000	-	3,000	10
					sub-total GEF	63,500	61,500	-	125,000	
	Total Outcome 2	63,500	61,500	-	125,000					
Outcome 3: National Circumstances and	Federal Ministry of Environment	62000	GEF	71200	International Consultants	-	3,500	-	3,500	11
				71300	Local Consultants	10,000	10,000	-	20,000	12

9Only the responsible parties to be created as Atlas Implementing Agent as part of the COAs should be entered here. Sub-level responsible parties reporting directly to NIM Implementing Partners should not be entered here. For example, if under NIM, UNOPS signs LOA with the IP to manage component 2, and a department of Ministry X will manage component 3, this means that UNOPS will be listed as the responsible party under component 2. The rest of the components will list the IP as the responsible party.

9Only cash co-financing actually transferring to UNDP bank accounts and to be budgeted and used under this project should be entered in the main TBWP table and in Atlas. Other co-financing should only be shown in the summary table.

Atlas Activity (GEF Component)	Atlas Implementing Agent (Responsible Party/ ⁹ , IP, or UNDP)	Atlas Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Account Description	Amount Year (2020) (USD)	Amount Year (2021) (USD)	Amount Year (2022) (USD)	Total (USD)	See Budget Note:
Institutional arrangements; Constraints, Gaps, Needs and Support received (71600	Travels	3,000	2,500		5,500	13
				75700	Training, Workshops & Confer	9,000	9,000	-	18,000	14
				72500	Supplies	1,000	1,000	-	2,000	15
					sub-total GEF	23,000	26,000	-	49,000	
					Total Outcome 3	23,000	26,000	-	49,000	
OUTCOME 4: Preparation and submission of BUR and Monitoring and Evaluation, plus gender analysis	Federal Ministry of Environment	62000	GEF	71200	International Consultants	-	5,000	5,000	10,000	16
				71300	Local Consultants	-	7,500	7,000	14,500	17
				75700	Workshops, Trainings, Confer.	-	3,000	3,000	6,000	18
				74200	Audio Visuals & Prod Costs	-	2,000	3,000	5,000	19
				72500	Supplies	-	500		500	20
					sub-total GEF	-	18,000	18,000	36,000	
	Total Outcome 4	-	18,000	18,000	36,000					
Project Management Unit	Federal Ministry of Environment	04000	UNDP	71300	Local Consultants	10,000	15,000	5,000	30,000	21
				72500	Office Supplies	5,000	4,000	1,000	10,000	22
				74500	Miscellaneous	2,500	2,500		5,000	23
				75700	Workshops, Trainings, Confer	3,000	1,000	1,000	5,000	24
					sub-total UNDP	20,500	22,500	7,000	50,000	
		62000	GEF	74100	Professional Services	-	4,000	4,000	8,000	25
				71300	Local Consultants	-	9,500	9,500	19,000	26
				64398/74598	Direct project costs	2,500	2,500		5,000	27
			sub-total GEF	2,500	16,000	13,500	32,000			
			Total Management Budget	13,000	38,500	20,500	82,000			
	Total GEF	145,000	175,500	31,500	352,000					
	Total UNDP	20,500	22,500	7,000	50,000					
	Project Total	165,500	198,000	38,500	402,000					

Summary of Funds: ¹⁰	Amount Year 1	Amount Year 2	Amount Year 3	Total
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¹⁰ Summary table should include all financing of all kinds: GEF financing, co-financing, cash, in-kind, etc...

GEF	\$ 145,000	\$ 175,500	31,500	\$ 352,000
UNDP (cash)	20,500	22,500	7,000	\$ 50,000
Government (in-kind)	15,000	25,000	10,000	\$ 50,000
TOTAL	180,500	223,000	48,500	\$ 452,000

Budget note number	
1	Consultancy: GHG inventory management system, training on 2006 software, compilation of inventory, uncertainty analysis, report writing
2	Consultancy: Data collection, Attendance to training workshops and working sessions of GHG team
3	Venue for workshops, lunches, logistics, etc
4	Miscellaneous and supplies, Office supplies, Equipment, postage, licenses, miscellaneous
5	Travel related for workshop participants
6	Consultancy: Develop and implement MRV system, training on use of 2006 software for mitigation assessment, generate baseline and calculate emissions reduction and other benefits, report writing
7	Consultancy: Data collection, Attendance to training workshops and working sessions of GHG team
8	Travel related for workshop participants
9	Venue for workshops, lunches, logistics, etc
10	Miscellaneous and supplies, etc
11	Consultancy: Review and QA of national circumstances, gaps and constraints and needs write-up
12	Consultancy: Data collection, Constraints, Gaps and Needs assessment
13	Travel related for workshop participants
14	Venue for workshops, lunches, logistics, etc
15	Supplies
16	Consultancy: Review and QA of NIR and BUR reports, artwork, etc
17	Consultancy: Validation of BUR and NIR and Gender analysis
18	Venue for workshops, lunches, logistics. Participants are expected to be from Abuja for final review and non from the regions
19	Preparation of leaflet for public awareness
20	Supplies
21	Local consultants under PMU
22	Supplies
23	Miscellaneous expenses such as vehicle hire, bank charges,
24	PB meetings, M&E, HACT trainings etc.

25	Audit
26	Local consultancy PMU
27	Direct Project Costs: for services rendered by UNDP to the project, according to the Letter of Agreement (Annex F) are the costs of administrative services (such as those related to human resources, procurement, finance, and other functions) provided by UNDP in relation to the project. Direct project costs will be charged based on the UNDP Universal Price List or the actual corresponding service cost, in line with the GEF rules on DPCs. The amounts indicated here are estimations. DPCs will be detailed as part of the annual project operational planning process and included in the yearly budgets. DPC costs can only be used for operational cost per transaction. DPCs are not a flat fee.

XI. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Nigeria and UNDP, signed on 12 April 1988. All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

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

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

XII. RISK MANAGEMENT

1. Consistent with the Article III of the SBAA *[or the Supplemental Provisions to the Project Document]*, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
 - a) put in place an appropriate security plan and maintain the security plan, considering 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.
2. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.
3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml.
4. The Implementing Partner acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the Implementing Partner, and each of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.
 - (a) In the implementation of the activities under this Project Document, the Implementing Partner, and each of its sub-parties referred to above, shall comply with the standards of conduct set forth in the Secretary General's Bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse" ("SEA").
 - (b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, the Implementing Partner, and each of its sub-parties referred to above, shall not engage in any form of sexual harassment ("SH"). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment.
5. a) In the performance of the activities under this Project Document, the Implementing Partner shall (with respect to its own activities), and shall require from its sub-parties referred to in paragraph 4 (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include: policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, the Implementing Partner will and will require that such sub-parties will take all appropriate measures to:

- i. Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;
 - ii. Offer employees and associated personnel training on prevention and response to SH and SEA, where the Implementing Partner and its sub-parties referred to in paragraph 4 have not put in place its own training regarding the prevention of SH and SEA, the Implementing Partner and its sub-parties may use the training material available at UNDP;
 - iii. Report and monitor allegations of SH and SEA of which the Implementing Partner and its sub-parties referred to in paragraph 4 have been informed or have otherwise become aware, and status thereof;
 - iv. Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and
 - v. Promptly and confidentially record and investigate any allegations credible enough to warrant an investigation of SH or SEA. The Implementing Partner shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties referred to in paragraph 4 with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the Implementing Partner shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.
- b) The Implementing Partner shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the Implementing Partner, and each of its sub-parties referred to in paragraph 4, to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.
6. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
 7. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
 8. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.
 9. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.
 10. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of

the above documents, which are an integral part of this Project Document and are available online at www.undp.org.

11. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes in accordance with UNDP's regulations, rules, policies and procedures. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.
12. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

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

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

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

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

14. Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.
15. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
16. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

XIII. MANDATORY ANNEXES

1. Project Map and geospatial coordinates of the project area
2. Multiyear Workplan
3. Monitoring Plan
4. UNDP Social and Environmental Screening Procedure (SESP)
5. UNDP Atlas Risk Register
6. Overview of technical consultancies/subcontracts (Terms of Reference)
7. Stakeholder Engagement Plan
8. Gender Analysis and Gender Action Plan
9. Procurement Plan – for first year of implementation especially
10. Partners Capacity Assessment Tool and HACT assessment
11. UNDP Project Quality Assurance Report (to be completed in UNDP online corporate planning system)
12. Signed LOA between UNDP and IP requesting UNDP Support Services (if required on exceptional basis and authorized by the GEF)
13. FINAL REPORT OF [country's name] NATIONAL COMMUNICATION'S / BIENNIAL UPDATE REPORT'S PROJECT

Annex 1: Project map and Geospatial Coordinates of project sites



Annex 2: Multi Year Work Plan

Outcomes	Year 2020		YEAR 2021				Year 2022	
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Key project management and technical staff recruited	x	x						
Inception workshop organized and Inception Report prepared		x						
Gender Analysis and Action Plan		x						
Component 1 GHG Inventory								
1.1. The capacity of the National GHG Inventory Team with a right balance of men and women strengthened for the preparation of the GHG inventory for the IPCC sectors Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU), and Waste	x	x	x	x	x	x		
1.2. Existing National Inventory System further strengthened, institutional arrangements enhanced for the preparation of the GHG inventory for the BUR2 and other reports to the Convention on a sustainable basis	x	x	x	x	x			
1.3. Estimates of the national emissions by sources and removals by sinks compiled for the IPCC sectors Energy; Industrial Process and Product Use (IPPU); Agriculture, Forestry and Other Land Use (AFOLU); and waste, using the 2006 IPCC Guidelines for the year 2017 including Uncertainty analysis, Key Category Analysis and an improvement plan	x	x	x					
1.4. Recalculations performed on the past National GHG Inventories for the period 2001 to 2016 to account for new activity data, improved emission factors and latest IPCC Guidelines as applicable	x	x	x					
1.5. National emission factors developed for key categories as far as possible		x	x					
1.6. All the steps , procedures, AD and workings documented and stored in a database			x	x				
Component 2: Mitigation and MRV								
2.1. Capacity of national Mitigation team comprising a good gender balance strengthened to track mitigation actions implemented, construct baselines and quantify emissions reduction of implemented activities	x	x	x	x	x			
2.2. Mitigation actions or groups of actions implemented described, relative to sector, coverage, objectives, gender equality, and emissions avoided including a description of methodologies used		x	x	x				

Outcomes	Year 2020		YEAR 2021				Year 2022	
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
2.3. Update and review of mitigation actions earmarked in the NDC relative to sector, coverage, and potential of emissions to be avoided with a description of methods adopted			x	x				
2.4. The existing domestic Measurement, Reporting & Verification (MRV) reviewed and evaluated in accordance with information needed for inclusion and submission in the BUR2 according to national circumstances and capacity and taking into account the different nature of the mitigation actions, as identified in BUR2	x	x	x	x				
Component 3: National Circumstances, Constraints, Gaps, Needs and Support								
3.1. Provision of latest available information on Nigeria’s socio-economic and environmental profiles including geography, demography, natural resources, climate and land use amongst others	x	x	x					
3.2. Description of Nigeria’s development priorities and specific needs and concerns at national and regional levels arising from the adverse effects of climate change	x	x						
3.3. In-depth gender analysis including collection of gender disaggregated data conducted as appropriate to address barriers to women’s participation as stakeholders in climate change responses	x	x	x					
3.4. A thorough description of the strengthened institutional arrangements adopted for implementing the Convention including the production of the National Communications and Biennial Update Report on a sustainable basis			x					
3.5. Constraints, gaps, technology, financial and capacity needs to implement the Convention reviewed and evaluated			x	x				
3.6. Potential solutions to the constraints, gaps, technology, financial and capacity needs identified and proposed for implementation to enhance future actions				x				
3.7. Information relative to support received for the preparation of the Biennial Update Report compiled and documented				x				

Outcomes	Year 2020		YEAR 2021				Year 2022	
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
3.8. Other information relevant to the achievement of the objective of the Convention reviewed and documented				x				
Component 4: Preparation, submission of BUR and M&E								
4.1. Second Biennial Update Report compiled				x	x			
4.2. BUR2 report circulated to stakeholders for comments					x			
4.3. Stakeholders' comments integrated in BUR2 report and validated in a workshop					x	x		
4.4. BUR2 report submitted to UNFCCC according to the guidelines as outlined in Dec. 2/CP. 17 for Non-Annex I Parties						x		
4.5. Quarterly and periodic M&E performed;	x	x	x	x	x	x	x	x
Annual report written and submitted;	x				x			
Final evaluation report of project completed and Financial audits of accounts made as scheduled								x

Annex 3: Monitoring Plan:

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

Monitoring	Indicators	Targets	Data source/Collection Methods	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
Project Objective: To assist Nigeria in the preparation and submission of its Second Biennial Update Report (BUR2) for the fulfillment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC)	Mandatory Indicator 1: # direct project beneficiaries disaggregated by gender (individual people).	20 individuals (at least 10 women) from relevant ministries and government institutions involved in BUR have increased knowledge and capacity in climate change measurement and reporting.	Participation in capacity building and awareness raising activities.	Annually.	Project consultants and project team members responsible for implementation.	Attendance sheets.	Risk: Project stakeholders have challenges arising from Covid 19 travel restrictions and lockdowns and do not actively participate in project activities. At the individual level, the complexity of climate change issues of certain project activities may limit the extent to which stakeholders do not fully appreciate the value of project activities. Assumption: Climate change is by and large seen as having a high degree of consensus as a top priority development issue for Nigeria given its central role in the post Covid 19 economic recovery plan
	Indicator 2: The BUR2, including a GHG inventory report prepared and submitted to the COP	1. Up-to-date information on available national and sectoral strategies, plans, programmes, priorities, circumstances, and studies relevant to the formulation of the Second BUR, including the relevant sectors of national development analyzed.	Specific chapters of the Second BUR prepared, final Second BUR completed and submitted to UNFCCC.	Annually.	Project consultants and project team members responsible for implementation.	Second BUR available at UNFCCC website	Non- availability of data and information required for development of Second BUR and poor absorptive capacity of stakeholders. Inadequate consultations and coordination among the stakeholders. Covid 19 related issues

Monitoring	Indicators	Targets	Data source/Collection Methods	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
		<p>2. Up-to-date information on sociocultural and geographical characteristics including climate, forests, land use, marine and other environmental characteristics.</p> <p>3. Up-to-date information on population, economic activities, and relevant sectors.</p> <p>4. Up-to-date institutional arrangements relevant to the preparation of BUR.</p> <p>5. Nigeria's BUR is submitted to UNFCCC by December 2021</p>					
<p>Outcome¹¹ 1</p> <p>1. National GHG inventory on emissions by sources and removals by sinks compiled for the year 2017 and recalculations of the GHG inventories for the period 2000 to 2016 performed as applicable</p>	<p><i>Indicator 3:</i> Strengthened National Inventory System and institutional arrangements for the preparation of the GHG inventory on a sustainable basis</p>	<p>National inventory (including a National Inventory Report) of anthropogenic emissions by sources and removal by sinks of all GHGs up to 2019 prepared in accordance with the 2006 IPCC guidelines and the 2019 Refinement of the 2006 IPCC Guidelines to the extent possible.</p>	GHG chapter	Annually.	Project consultants and project team members responsible for implementation.	BUR 2 available at UNFCCC website.	<p>Data availability and reliability.</p> <p>Technical capacities available for preparing the GHG Inventory.</p> <p>Covid 19 related challenges with securing consultants</p>

¹¹Outcomes are short to medium term results that the project makes a contribution towards, and that are designed to help achieve the longer term objective. Achievement of outcomes will be influenced both by project outputs and additional factors that may be outside the direct control of the project.

Monitoring	Indicators	Targets	Data source/Collection Methods	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
	<i>Indicator 4:</i> Estimates of national emissions by sources and removals by sinks for the IPCC sectors Energy; Industrial Process and Product Use (IPPU); Agriculture, Forestry and Other Land Use (AFOLU); and waste for the year 2017, recalculations for previous inventory years, Uncertainty analysis, Key Category Analysis and an improvement plan	National emission profile and analyses of improvement plan	Estimates of emissions by source with constraints and gaps	Annually.	Project consultants and project team members responsible for implementation.	Second BUR available at UNFCCC website.	Data availability and reliability. Technical capacities available for mitigation assessment.
	<i>Indicator 6:</i> Database and documentation	Centralized data archival system	Collated data for future NC and BUR collected stored / archived	Annually.	Project consultants and project team members responsible for implementation.	Second BUR available at UNFCCC website.	Lack of access / adequate climate relevant data, information and appropriate analytical tools
Outcome 2 Mitigation actions and their effects and Information on domestic measurement reporting & verification	<i>Indicator 7:</i> Capacity building of national experts on mitigation analysis	At least 3 workshops involving diverse stakeholders and representations	Participation in the workshops	Annually.	Project consultants and project team members responsible for implementation.	Workshop agendas, materials, attendance sheets.	Risk: Stakeholder have competing priorities and Covid 19 issues Assumption: Past, current and proposed awareness-raising activities will foster the participation to these workshops

Monitoring	Indicators	Targets	Data source/Collection Methods	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
	<i>Indicator 8:</i> Completion of Information in mitigation actions and their effects chapter	Mitigation actions	Chapter on constraints and gaps completed.	Annually.	Project consultants and project team members responsible for implementation.	Second BUR available at UNFCCC website.	Data availability and reliability.
	<i>Indicator 9:</i> Description of MRV system in chapter thereon	Updated information presented on domestic MRV.	Chapter on MRV of second BUR completed.	Annually.	Project consultants and project team members responsible for implementation.	Second BUR available at UNFCCC website.	Data availability and reliability.
Outcome 3 National Circumstances of Nigeria with respect to climate change priorities; strengthened Institutional Arrangements for implementing the Convention, including reporting; Constraints and gaps, and related financial, technical and capacity needs identified and solutions proposed; Information on financial and technical support received for the preparation of the BUR2 collected and Other information relevant to the achievement of the objective of the convention applicable to Nigeria reported	<i>Indicator 10:</i> Information provided on national circumstances and institutional arrangements for implementing the Convention	Up-to-date information on all available national and sectoral strategies, plans, programmes, priorities, sociocultural and geographical characteristics, population, economic activities and relevant sectors and partnerships	Chapter on National circumstances completed	Annually.	Project consultants and project team members responsible for implementation.	Second BUR available at UNFCCC website.	Data availability and reliability.
	<i>Indicator 11:</i> Information in BUR2 on constraints and gaps, and related financial, technical and capacity needs	Country-specific level of support and required financial assistance for climate change mitigation and adaptation identified.	Chapter on constraints and gaps completed	Annually.	Project consultants and project team members responsible for implementation.	Second BUR available at UNFCCC website.	Data availability and reliability.
	<i>Indicator 12:</i> Information on financial and technical support	Financial constraints, technical needs, and capacity building	Chapter on financial constraints completed	Annually	Project consultants and project team members	Second BUR available at	Inadequate data and information required for development of Second BUR

Monitoring	Indicators	Targets	Data source/Collection Methods	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
	received for the preparation of the BUR2 and other information relevant to the Convention	requirements to address mitigation issues identified.			responsible for implementation.	UNFCCC website.	
Outcome 4 Second Biennial update report prepared and submitted to UNFCCC and Monitoring and Evaluation of the project outcomes and outputs done	<i>Indicator 13 Second BUR compiled, edited, approved and submitted to the UNFCCC</i>	Up to date draft BUR2	Chapters on all section completed	Annual	Project consultants and project team members responsible for implementation.	Second BUR available at UNFCCC website.	Inadequate data and information required for development of Second BUR Covid 19 related inadequate consultations and coordination among the stakeholders.
	<i>Indicator 14: Monitoring and evaluation conducted as per applicable rules and procedures</i>	Fully implemented M and E plan	Consultation / field visit reports	Annual	Project consultants and project team members responsible for implementation.	M and E report available	Movement restriction from Covid 19 travel restrictions and lockdowns

Annex 4: UNDP Social and Environmental Screening Procedure (SESP)

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

Annex 5: UNDP Risk Register

#	Description	Risk Category	Impact & Probability	Risk Treatment / Management Measures	Risk Owner
1	Effect of COVID 19 pandemic	Other	<p>If the current restrictions of the pandemic persist after the second half of 2020 it may cause delays in project implementation. High given the reality of pandemic in Nigeria and the attendant challenges already been experienced</p> <p>L = (Likelihood) = 4 I = (Impact) = 2 Risk = moderate</p>	<ul style="list-style-type: none"> The project will try to use virtual means for communication with stakeholders and focus on activities that can be done within remote/home working arrangements. It will deploy remote implementation / contractual and consultative mechanisms as part of the contingency planning to focus on the objectives of the project 	UNDP CO/ DCC/ Partners / PMU
2	Limited coordination/ Lack of interest from key stakeholders/ among relevant institutions: The GHGI and mitigation agendas in Nigeria involve a variety of sectors, institutions, and states. There is a risk that studies	Operational Organizational Political	<p>May delay the production and collation of sectoral analysis into solid national reports</p> <p>L = 2 I = 2</p>	<ul style="list-style-type: none"> Strong coordination and involvement of concerned institutions will be sought from the outset with the involvement of the Inter-Ministerial Committee on Climate Change to ensure adequate assessments, continuous access to data and integration of the results into sector planning. The 	Project Manager/IP

#	Description	Risk Category	Impact & Probability	Risk Treatment / Management Measures	Risk Owner
	and Project activities may not be completed because of limited institutional support, lack of dissemination of results, and insufficient coordination of inputs.			Project Steering Committee 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. Furthermore, the Project will develop a continuous and extensive consultation process to include key stakeholders and sectors during its implementation.	
3	Lack of technical capacity of WG members/ Lack of specific national expertise, inside or outside of national institutions, to answer increasing reporting requirements	Operational	The preparation of BURs & NCs is very technical, especially conducting the GHG inventory. In case this risk occurs, more international consultants will have to be engaged to provide relevant data and reports P = 2 I = 2	<ul style="list-style-type: none"> More sector specific trainings & capacity building initiatives to capacitate the working groups and gradually increase national expertise 	Project Manager/IP

#	Description	Risk Category	Impact & Probability	Risk Treatment / Management Measures	Risk Owner
4	Poor attendance of National working group meetings	Operational	NCs & BURs covers all sectors & thus depends on the willingness & participation of stakeholders for its successful implementation P = 2	<ul style="list-style-type: none"> • Provide incentives to encourage participation of working group members, like capacity building and acknowledging their contributions on the final report, among others • Encourage stakeholders to nominate more than one participants to the WGs, so that at least one is able to represent the institution at meeting should the other not make it. 	
5	Timeframe not met	Operational	Medium as some factors such as environmental, natural, and logistical hazards and unforeseen circumstances may delay some of the processes and steps.	<ul style="list-style-type: none"> • Establish robust Institutional Arrangements and constitute solid technical working groups for delivering on well-defined items of the NC4 	DCC/PMU/UNDP

Annex 6: Overview of Technical Consultancies

ToR for Technical consultancies to be completed during the Project Inception Phase in consultation with the Directorate for Climate Change, thematic Working Groups and relevant stakeholders. The ToRs will be a part of Inception Report.

Terms of Reference for the Project Board

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

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

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

Terms of Reference for Project Manager

Background

The Project Manager (PM), will be locally recruited following UNDP procedure, with input to the selection process from the Project partners. The position will be appointed by the project implementing agencies and funded entirely from the Project. The PM will be responsible for the overall management of the Project, including the mobilisation of all project inputs, supervision over project staff, consultants and sub-contractors. The PM will report to the PD in close consultation with the assigned UNDP Programme Manager for all of the Project's substantive and administrative issues. From the strategic point of view of the Project, the PM will report on a periodic basis to the Project Board, based on the Director of Climate Change's instruction. Generally, the PM will support the Director of Climate Change who will be responsible for meeting government obligations under the Project, under the NIM execution modality. The PM will perform a liaison role with the government, UNDP and other UN agencies, CSOs and project partners, and maintain close collaboration with other donor agencies providing co-financing. The PM will work closely with the Project Implementation Unit Coordinators.

Duties and Responsibilities

- Plan the activities of the project and monitor progress against the approved work-plan.

- Supervise and coordinate the production of project outputs, as per the project document in a timely and high quality fashion.
- Coordinate all project inputs and ensure that they adhere to UNDP procedures for nationally executed projects.
- Supervise and coordinate the work of all project staff, consultants and sub-contractors ensuring timing and quality of outputs.
- Coordinate the recruitment and selection of project personnel, consultants and sub-contracts, including drafting terms of reference and work specifications and overseeing all contractors' work.
- Manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments, or reimbursement using the UNDP provided format.
- Prepare, revise and submit project work and financial plans, as required by Project Board and UNDP.
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports, submitted on a quarterly basis.
- Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log.
- Liaise with UNDP, Project Board, relevant government agencies, and all project partners, including donor organisations and CSOs for effective coordination of all project activities.
- Facilitate administrative support to subcontractors and training activities supported by the Project.
- Oversee and ensure timely submission of the Inception Report, Project Implementation Report, Technical reports, quarterly financial reports, and other reports as may be required by UNDP, GEF and other oversight agencies.
- Disseminate project reports and respond to queries from concerned stakeholders.
- Report progress of project to the steering committees, and ensure the fulfilment of PSC directives.
- Oversee the exchange and sharing of experiences and lessons learned with relevant community based integrated conservation and development projects nationally and internationally.
- Assist community groups, municipalities, CSOs, staff, students and others with development of essential skills through training workshops and on the job training thereby increasing their institutional capabilities.
- Encourage staff, partners and consultants such that strategic, intentional and demonstrable efforts are made to actively include women in the project, including activity design and planning, budgeting, staff and consultant hiring, subcontracting, purchasing, formal community governance and advocacy, outreach to social organizations, training, participation in meetings; and access to program benefits.
- Assists and advises the Project Implementation Units responsible for activity implementation in the target sites.
- Carry regular, announced and unannounced inspections of all sites and the activities of the Project Implementation Units.

Required skills and expertise

- A university degree (MSc or PhD) in a subject related to natural resource management or environmental sciences.
- At least 10 years of experience in natural resource management (preferably in the context of wildlife conservation and law enforcement).
- At least 5 years of demonstrable project/programme management experience.
- At least 5 years of experience working with ministries, national or provincial institutions that are concerned with natural resource and/or environmental management.

Competencies

- Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical aspects.
- Ability to effectively manage technical and administrative teams, work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.
- Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project.
- Ability to coordinate and supervise multiple Project Implementation Units in their implementation of technical activities in partnership with a variety of subnational stakeholder groups, including community and government.
- Strong drafting, presentation and reporting skills.
- Strong communication skills, especially in timely and accurate responses to emails.
- Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.
- Strong knowledge about the political and socio-economic context related to the Indonesian protected area system, biodiversity conservation and law enforcement at national and subnational levels.
- Excellent command of English and local languages.

Annex 7: Stakeholder Engagement Plan

Please refer to the Stakeholder Engagement section in the main body [text](#)

Annex 8: Gender Analysis and Gender Action Plan

The Gender analysis and the Action Plan to be carried out during inception phase. The elaborated documents will be annexed to the Inception Report.

Annex 9: Procurement Plan – for first year of implementation especially

Procurement Plan will be finalized during the inception phase and will be embedded in the Inception Report

Annex 10: Partners Capacity Assessment Tool and HACT assessment

(may not be required for EAs if less than US\$300,000 will be transferred to IP)

PCAT and HACT reports are attached in PIMS as a separate annexes to the project document.

Annex 11: UNDP Project Quality Assurance Report (to be completed in UNDP online corporate planning system)

The link to the Project Quality Assurance Report in UNDP Intranet is here:

<https://intranet.undp.org/sites/NGA/project/00115119/SitePages/ProjectHome.aspx?year=2020>

Annex 12: STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

TO

Atlas ID 00115119: PIMS 6239 Nigeria's Second Biennial Update Report

Dear Dr. Peter Tarfa

1. Reference is made to consultations between officials of the Federal Ministry of Environment, FMENV, (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/or recruitment 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 Standard Basic Assistance Agreement (the "SBAA") signed between the government of Nigeria and UNDP on 12 April 1988, 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 agree 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

Mohamed Yahya

Resident Representative

For the Government

Dr. Peter Tarfa

Director,

Department of Climate change

Federal Ministry of Environment

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between Federal Ministry of Agriculture & Rural Development the institution designated by the Government of Nigeria and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed programme or project number Atlas ID 00115119: PIMS 6239 Nigeria's Second Biennial Update Report

2. In accordance with the provisions of the letter of agreement signed onday of, 2020 and the programme support 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 Coordinator *Project Financial/ Administrative Assistant	Ongoing throughout implementation when applicable	As per the UPL	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner (IP)
2. Procurement of goods: * Data show * PCs * Printers	Ongoing throughout implementation when applicable	As per the UPL	As above
3. Procurement of Services Contractual services for companies	Ongoing throughout implementation when applicable	As per the UPL	As above
4. Payment Process	Ongoing throughout implementation when applicable	As per the UPL	As above
5. Staff HR & Benefits Administration & Management	Ongoing throughout implementation when applicable	As per the UPL	As above
6. Recurrent personnel management services: Staff Payroll & Banking	Ongoing throughout implementation when applicable	As per the UPL	As above

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)
Administration & Management			
8. Ticket request (booking, purchase)	Ongoing throughout implementation when applicable	As per the UPL	As above
10. F10 settlement	Ongoing throughout implementation when applicable	As per the UPL	As above
Total		Up to USD 5,000 from the GEF budget	

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

i. FME Obligations

- Prepare annual procurement plans based on the agreed annual work plans and submit to the UNDP Country Office
- Provide the location for the Project Management Unit (PMU)
- Prepare Request for Direct Payments signed by project manager for project implementation

ii. UNDP Obligations

- Upon receipt of request for support services and procurement plan, will verify it against approved work plans and if in line with available budget will commence the procurement.
- UNDP would inform the FME when payments have been made

UNDP would initiate spot-checks and monitoring visits on quarterly basis to ensure compliance with project implementation

Annex 13: FINAL REPORT OF Nigeria NATIONAL COMMUNICATION'S / BIENNIAL UPDATE REPORT'S PROJECT

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

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

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

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

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

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

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

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

A. Details of the project

Project's title	Nigeria's Second Biennial Update Report (BUR2)
PIMS number	6239
Overall budget including GEF grant including co-financing	452,000 USD
Duration of implementation	2020 – 2022
Planned duration of project	24 months
Implementing partner	Department of Climate Change of the Federal Ministry of Environment of Nigeria
Team Leader's name and contact details	Muyiwa Odele muyiwa.odele@undp.org
Link to final report	

B. Project identification phase

Duration of preparatory phase (expressed in months) _____

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

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

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

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

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

What were the major challenges faced during this phase?

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

C. Project implementation phase

Technical components

1. GHG inventory

Base year of the GHG inventory:

Base years used in previous GHG inventories:

Expected outcome	
Expected output 1	
Expected output 2	
Expected output 3	

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

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

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

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

2. Mitigation actions

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

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

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

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

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

3. Vulnerability & Adaptation for NC or MRV for BUR

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

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

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

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

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

4. Constraints and Gaps/Support needed

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

Final outcome	
Final output 1	
Final output 2	

Final output 3	
...	

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

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

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

Capacities and use of capacities

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

Please, estimate the amount of work done by national consultants versus international consultants:
 _____% national consultants. _____% international consultants and _____% national staff.

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

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

Additional remarks

Institutional arrangements

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

Please, describe the composition of the project team.

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

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

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

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

Additional remarks

Technical support from GSP, CGE, or other bodies

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

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

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

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

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

D. Next steps

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

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

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

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

E. 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	