



REPUBLIC OF SERBIA  
Ministry of Environmental Protection



<b>Project title: Second Biennial Update Report and Third National Communication under the UNFCCC</b>		
<b>Country:</b> Republic of Serbia	<b>Implementing Partner:</b> <i>Ministry of Environmental Protection</i>	<b>Management Arrangements :</b> National Implementation Modality
<b>UNDAF/Country Programme Outcome:</b> <i>By 2020, there are improved capacities to combat climate change and manage natural resources and communities are more resilient to the effects natural and man-made disasters</i>		
<b>UNDP Strategic Plan Output:</b> Development plans, policies, partnerships and investments integrate the 2030 Agenda and the Sustainable Development Goals		
<b>UNDP Social and Environmental Screening Category:</b> <i>Low</i>	<b>UNDP Gender Marker:</b> <i>GEN2</i>	
<b>Atlas Project ID/Award ID number:</b> 00099636	<b>Atlas Output ID/Project ID number:</b> 00102933	
<b>UNDP-GEF PIMS ID number:</b> 6012	<b>GEF ID number:</b> 9733	
<b>Planned start date:</b> January 2018	<b>Planned end date:</b> December 2021	
<b>LPAC date:</b> 12 June 2017		
<b>Brief project description</b>		
<i>The project aims at enabling the Republic of Serbia to prepare, produce and disseminate its Second Biennial Update Report (2BUR) and Third National Communication (3NC) to the UN Framework Convention on Climate Change (UNFCCC) according to Decisions 17/CP.8, 1/CP.16, 2/CP.17 and other relevant guidance. The 2BUR and 3NC will update and strengthen information provided regarding national circumstances, greenhouse gas inventories, climate change mitigation, vulnerability to climate change and steps taken to adapt to climate change, as well as identify constraints, gaps, and financial, technology and capacity building needs.</i>		
<b>FINANCING PLAN</b>		
GEF Trust Fund	<b>852,000 USD</b>	
<b>(1) Total Budget administered by UNDP</b>	<b>852,000 USD</b>	
<b>PARALLEL CO-FINANCING (all other co-financing that is not cash co-financing administered by UNDP)</b>		
UNDP (in-kind)	20,000 USD	
Government (in-kind)	70,000 USD	
<b>(2) Total co-financing</b>	<b>90,000 USD</b>	
<b>(3) Grand-Total Project Financing (1) +(2)</b>	<b>942,000 USD</b>	
<b>SIGNATURES</b>		
<b>Signature:</b> <i>[Signature]</i> Goran Trivan, Minister	<b>Agreed by Government</b>	<b>Date/Month/Year:</b>
<b>Signature:</b> <i>[Signature]</i> Stelliana Nedera, Deputy Resident Representative	<b>Agreed by UNDP</b>	<b>Date/Month/Year:</b> <i>12/01/2018.</i>

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## LIST OF ACRONYMS

<b>AWP</b>	<b>Annual Work Plan</b>
<b>BAU</b>	<b>Business as Usual</b>
<b>CDM</b>	<b>Clean Development Mechanism</b>
<b>CFCs</b>	<b>Chlorofluorocarbon</b>
<b>CMP</b>	<b>Meeting of the Parties to the Kyoto Protocol</b>
<b>COP</b>	<b>Conference of Parties</b>
<b>DNA</b>	<b>Designated National Authority</b>
<b>EC</b>	<b>European Commission</b>
<b>EE</b>	<b>Energy Efficiency</b>
<b>ETS</b>	<b>Emissions Trading System</b>
<b>EU</b>	<b>European Union</b>
<b>GEF</b>	<b>Global Environment Facility</b>
<b>GHG</b>	<b>Greenhouse gas</b>
<b>IPCC</b>	<b>Intergovernmental Panel on Climate Change</b>
<b>M&amp;E</b>	<b>Monitoring and Evaluation</b>
<b>MoEP</b>	<b>Ministry of Environmental Protection</b>
<b>MRV</b>	<b>Measurement, Reporting and Verification</b>
<b>NAMA</b>	<b>Nationally Appropriate Mitigation Action</b>
<b>NIM</b>	<b>National Implementation Modality</b>
<b>PB</b>	<b>Project Board</b>
<b>PIU</b>	<b>Project Implementation Unit</b>
<b>PM</b>	<b>Project Manager</b>
<b>RENA</b>	<b>Regional Environmental Network for Accession</b>
<b>RCU</b>	<b>Regional Coordination Unit</b>
<b>RS</b>	<b>Republic of Serbia</b>
<b>SNC</b>	<b>Second National Communication</b>
<b>UNDAF</b>	<b>United Nations Development Assistance Framework</b>
<b>UNDP</b>	<b>United Nations Development Programme</b>
<b>UNFCCC</b>	<b>United Nations Framework Convention on Climate Change</b>
<b>USD</b>	<b>United States Dollar</b>

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**LIST OF ANNEXES**

- A. Multiyear Workplan
- B. Terms of Reference
- C. UNDP Social and Environmental and Social Screening Template (SESP)
- D. UNDP Project Quality Assurance Report
- E. UNDP Risk Log
- F. Results of the capacity assessment of the project implementing partner and HACT micro assessment
- G. Standard Letter of Agreement between UNDP and the Ministry of Environmental Protection for the provision of Support Services.
- H. FINAL REPORT OF [COUNTRY'S NAME] NATIONAL COMMUNICATION'S / BIENNIAL UPDATE REPORT'S PROJECT

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## I. SITUATION ANALYSIS

The official date of Republic of Serbia's ratification of the United Nations Framework Convention on Climate Change (UNFCCC) is March 12, 2001 and the Convention entered into force on June 10, 2001. Serbia has ratified the Kyoto Protocol, which entered into force on 17 January 2008, as a non-Annex I Party.

The Ministry of Environmental Protection (MoEP) is the UNFCCC and the Kyoto Protocol Focal Point. MoEP has a coordination role for the climate change issue and related activities. Considerable efforts have been made in promoting the combat against climate change, with the goal of fulfilling the requirements of the Convention, and improving intersectoral cooperation in order to ensure mainstreaming of climate change issues into sector strategic documents and national development goals. While the first set of environmental laws designed to combat climate change was adopted in 2004, considerable progress has been achieved with the beginning of the process of the accession to the European Union (EU). Serbia's aspiration to become an EU member act as a major driver for climate change related action for both mitigation and adaptation, mostly through harmonization of national with the EU acquis.

Additional climate related policies include the National Sustainable Development Strategy of the Republic of Serbia<sup>1</sup> (NSDS) and its Action Plan for 2009 – 2017 and the National Strategy with Action Plan for Transposition Implementation and Enforcement of the EU *Acquis* on Environment and Climate Change 2016-2020 (NEAS). As key strategic document, climate change issues are articulated throughout the NSDS. NEAS is a critical aspect of establishing the needed actions to meet EU climate change requirements and the costs of full alignment with EU environmental and climate change requirements. It also provides a baseline against which the Government determines progress. The National Programme for Environmental Protection 2010-2019<sup>2</sup> sets the framework for implementing all aspects of environmental policies, and priority was given to climate change mitigation activities.

Agriculture and Rural Development Strategy for the period 2014-2024<sup>3</sup> was adopted in 2014, considering the climate change impact on agriculture sector as well.

Serbia signed the Paris Agreement on 22 April 2016. Previously, Serbia submitted its Intended Nationally Determined Contribution (INDC)<sup>4</sup> to the UNFCCC on June 15th, 2015 prior to the Paris CoP21 with a pledge to reduce its GHG emission by 9,8% from the 1990 level by 2030. This is going to be achieved by reducing emissions in key emitting sectors, such as energy production/consumption, agriculture, waste management, transport. Serbia ratified Paris Agreement in June 2017.

The Initial National Communication (INC)<sup>5</sup> of the Republic of Serbia, as well as the Second National Communication (SNC) and First Biennial Update Report (FBUR)<sup>6</sup> represent important national strategic documents and basis for future actions, research and policies in the area of climate change, national capacity building and improvement of knowledge and sustainable development of the country. The preparation of the INC started in 2008 and the INC was adopted and published in 2010, while SNC was initiated in 2012 and submitted to the UNFCCC Secretariat in October 2017<sup>7</sup>. FBUR preparation was initiated in 2014 and submitted in March 2016.

Government of Republic of Serbia adopted the First National Energy Efficiency Action Plan (NEEAP) in

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<sup>1</sup> Official Gazette of the RS, No. 57/2008

<sup>2</sup> Official Gazette of the RS, No. 12/2010

<sup>3</sup> Official Gazette of the RS, No. 85/2014

<sup>4</sup> [http://www4.unfccc.int/submissions/INDC/Published%20Documents/Serbia/1/Republic\\_of\\_Serbia.pdf](http://www4.unfccc.int/submissions/INDC/Published%20Documents/Serbia/1/Republic_of_Serbia.pdf)

<sup>5</sup> <http://unfccc.int/resource/docs/natc/srbnc1.pdf>

<sup>6</sup> <http://unfccc.int/resource/docs/natc/serbur1e.pdf>

<sup>7</sup> [http://unfccc.int/files/national\\_reports/non-annex\\_i\\_parties/application/zip/snc\\_eng\\_serbia.zip](http://unfccc.int/files/national_reports/non-annex_i_parties/application/zip/snc_eng_serbia.zip)

July 2010 and the Second National Energy Efficiency Action Plan for 2013-2015<sup>8</sup> submitted to the Energy Community Secretariat in 2013, while the Energy Development Strategy till 2025, with projections till 2030<sup>9</sup> is adopted in 2015. Main challenges in this area are defining and developing the monitoring and assessment methods for activities aimed to achieve energy efficiency. In order to reduce energy consumption and to increase energy efficiency, Serbia needs a reliable data on energy consumption for individual sectors, as well as a set of measures for a three-year period to meet its energy savings targets. Thus, it is necessary to carry out a detailed research on energy consumption in each individual energy consumption sector in the Republic of Serbia within this Project. The aim of the research is to amend the Energy Balance, with data on energy end-use in residential, commercial and public services' sectors, as well as in transport and industry sectors, since there is no official data in Serbia. To support energy related national goals, UNDP is providing support to the Ministry of Mining and Energy in the implementation of two important projects: 1. Reducing Barriers to Accelerate Development of Biomass Markets in Serbia (GEF funded): Total value, incl. co-financing: 30.48 mil USD (2014-2018) and 2. Removing Barriers to Promote and Support Energy Management Systems in Municipalities throughout Serbia (GEF funded): Total value, incl. co-funding: 11.5 million USD (2015-2020).

Capacity development project on NAMA, financed by the Government of Japan, was finalized in February 2013. The project purpose was identification and development of NAMA in energy efficiency field. Detailed documentation for 12 identified NAMA<sup>10</sup> was prepared, including proposals for MRV. Additionally, the NAMA Development Guideline of the Republic of Serbia was published: [http://unfccc.int/cooperation\\_support/nama/items/6945.php](http://unfccc.int/cooperation_support/nama/items/6945.php).

The project "Creation of a monitoring, reporting and verifying system for the successful implementation of the EU Emissions Trading System" financed by the European Union has been terminated in 2015, resulting in the first Draft Law and sub-laws that include MRV aspects of Directive 2009/29/EC (legal document is pending Governmental adoption). These documents have been prepared with broad participation of stakeholders, while project also supported extensive trainings and consultations with the operators. The main project purpose was to create enabling policy environment for establishment of legal and institutional framework for implementation of the EU Emission Trading System, including provisions on MRV required by the EU Directive 2009/29/EC.

While retaining a strong commitment to implement the UNFCCC, the country is facing a number of significant constraints, such as the lack of capacities and complete operational system for MRV.

Additionally, MoEP implemented IPA 2013 twinning project: "Establishment of a mechanism for implementation of MMR" - started in May 2015, and finalized in November 2017. This project aimed at transposition and preparation for implementation of Regulation (EU) No 525/2013 and Decision 406/2009/EC (ESD). MMR project also contributes to the establishment of institutional and procedural arrangements, legal framework and administrative and institutional capacities of the relevant bodies for the implementation of MMR and ESD. The intention of the project is to contribute to preparation of legal framework for MMR implementation up to 2019.

Implementation of the IPA funded project "Development of the Climate Change Strategy with an Action Plan" started in August 2016. The main project purpose is identifying possibilities for emission reductions from agriculture, transport, waste and small power plants, according to the requirements of the EU Decision 406/2009/EC. Project will also include consideration of GHG emission reduction targets up to 2020, 2030, 2040, as well as long term goals and objectives. Expected duration of the project and completion of the strategic document is until the end of 2018.

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<sup>8</sup> [https://www.energy-community.org/portal/page/portal/ENC\\_HOME/DOCS/3808275/1ED8E49B21CD20DEE053C92FA8C04013.PDF](https://www.energy-community.org/portal/page/portal/ENC_HOME/DOCS/3808275/1ED8E49B21CD20DEE053C92FA8C04013.PDF)

<sup>9</sup> <http://www.mre.gov.rs/doc/efikasnost-izvori/23.06.02016%20ENERGY%20SECTOR%20DEVELOPMENT%20STRATEGY%20OF%20THE%20REPUBLIC%20OF%20SERBIA.pdf>

<sup>10</sup> <http://www4.unfccc.int/sites/nama/SitePages/Home.aspx>; <http://www.nama-database.org/index.php/Serbia>; <http://www.klimatskepromene.rs/english/nama-projects>

MoEP participated in realization of a regional two-year project “Low Carbon South East Europe”, in cooperation with European Academy Bolzano Italy, National Observatory of Athens, Joanneum Research Austria, Regional Environmental Centre (REC), as well as ministries responsible for environmental issues of Croatia, Montenegro, Albania, Macedonia and Slovenia. The project was financed through EU fund (South East Europe Transnational Cooperation Programme - SEE), and the Ministry of Agriculture and Environmental Protection of the Republic of Slovenia was a leading partner. The main objective of this project was development of a regional platform which could provide a multi-sector approach to the Development Strategy of low GHG emissions in South-Eastern Europe. After detailed technical, economic and market analyses Waste Management Sector was chosen, regarding to the general potential to climate change mitigation, in particular the treatment and disposal of solid waste.

Since 2016 the Capital city of Belgrade in Serbia participates in the realization of UNEP initiatives: “Building Efficiency Accelerator” and “District Energy in Cities”.

A number of other projects have been implemented or have been initiated for implementation in recent years, supported by different international donors, such as for example:

- UNDP-GEF project “Sustainable Transport in the City of Belgrade (2010 – 2014) implemented in cooperation with the City of Belgrade (Secretariat for Transport and Land Development Agency) and the Ministry in charge of environment and climate change. The project’s goal was to improve the transport management infrastructure and support environment friendly development in Belgrade while reducing metropolitan GHG emissions.
- “Municipal Energy Efficiency and Management Project” supported by the Swiss Government through Swiss Cooperation Office in Serbia, promoting European Energy Award concept and improving capacity building and investments into energy efficiency at municipal level in Serbia, contributing to the improved implementation of Energy Efficiency legislation.
- New UNDP-GEF project “Climate Smart Urban Development Challenge” is a 5-year project (2017 – 2021). The objective of the project is to promote innovations in climate-smart urban development, introducing climate proof public utility services, while reducing levels of municipal GHG emissions.

Under the previous NC/BUR projects, UNDP supported the line Ministry in producing some of the additional outputs, that significantly contribute also to Serbia’s alignment with EU acquis and strategic directions in the field of climate change, such as: Gender and Climate Change Study, Climate Change Communication Plan, draft Climate Change Adaptation Framework, Analyses and Plan of Implementation of the EU Climate Acquis (including implementation of the obligations under the UNFCCC), Publication on Climate Change and Agriculture (and additional sectoral publications on climate change and energy/industry, health, biodiversity and water management); Support to finalization of the GHG Emission Reduction Law (the Law that will support transposition and implementation of the EU ETS Directive); Support the preparation of INDCs; Supporting preparation of the Software solution for the system on GHG Monitoring, Reporting and Verification under the EU ETS (Agency for Environmental Protection); Supporting preparation of the Software for calculation of the GHG emissions from the road transport (Agency for Environmental Protection); Supporting software solutions for calculation of National Emission Factors for Lignite;

All above mentioned interventions will be utilized in the work on development of the 3NC and 2BUR documents.

In addition, a *national clearinghouse mechanism* has been established to support information sharing and networking in the area of climate change in Serbia: <http://www.klimatskepromene.rs>

The continuation of preparation of national communications and biennial update reports to the UNFCCC aims to strengthen information base, and the analytical and technical capacity of the key national institutions to integrate climate change priorities into national development strategies and relevant sectorial policies. The process of preparation of the 3NC and 2BUR will continue the ongoing dialogue, information exchange and partnership among relevant stakeholders, including government, civil society, academia, private sector and international development partners.

In order to fulfill the obligations arisen from decisions of the Conference of the Parties (COP) to the UNFCCC related to the submission of national communications and biennial update reports, support from the Global Environment Facility is needed to continue to develop and consolidate the existing technical and institutional capacity and to continue the efforts of integrating climate change into national plans, policies and programs.

Building on the previously prepared national communications and biennial update reports as well as lesson learned, Serbia will submit its Second Biennial Update Report and Third National Communication to the UNFCCC in 2018 and 2020 respectively.

Apart from the preparation of the reports, one of the most important outputs will be improvement of capacities and networking of relevant institutions and agencies. That will be undertaken through their involvement in the projects implementation, consultative meetings, planning and training workshops.

Serbia's Second Biennial Updated Report will build on the findings and recommendations of the First Biennial Update Report, while the Third National Communication will build on the findings of the Second National Communication. Under the 2BUR GHG inventories for the period 2014-2016 will be prepared as a part of completeness of time series to be prepared under the 3NC. The 3NC will complete time series for the period 2010-2018. One of the main aims of the 2BUR will be to further increase capacities for MRV on the national level, while the 3NC will be orientated on national capacities for identification, preparation and realization of mitigation and adaptation measures. The 3NC will consider adaptation as one of the preconditions for attaining the global 2030 development agenda (through attaining the SDGs) and treat it through project activities on that way.

## 1 STRATEGY

In line with UNDAF (2016-2020) Outcome 8: *“By 2020, there are improved capacities to combat climate change and manage natural resources and communities are more resilient to the effects natural and man-made disasters”* and CPD<sup>11</sup> (2016-2020) UNDP will continue to strengthen the capacity of Ministry of Environmental Protection and other government structures to formulate and implement climate change mitigation and adaptation policies and measures and to monitor and report under international treaties. This will be closely coordinated with the work to advance disaster risk identification, mitigation and preparedness. For better programme results, the country office will use the UNDP strategic plan, 2014-2017<sup>12</sup>, design parameters, engaging closely with beneficiaries, and focusing on scalability and sustainability of results. Partnerships with United Nations organizations, international organizations, private sector, academia and civil society, are essential vehicles for delivering results in all programme areas.

Since the implementation of the SDGs should be on national level and national reports under the international climate regime can be a valuable source of information for the implementation of SDG 13 and accompanying targets. UNDP will support the Government of Serbia in the implementation of the climate change SDG within this particular project as well. Information included in NCs and post-2020 communications on the transparency of action and support could be useful in determining the degree of the integration of climate change measures into national policies, strategies and planning (target 13.2).

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<sup>11</sup> [http://www.rs.undp.org/content/dam/serbia/docs/Operations/Legal%20Framework/UNDP\\_SRB\\_CPD\\_2016-2020.pdf](http://www.rs.undp.org/content/dam/serbia/docs/Operations/Legal%20Framework/UNDP_SRB_CPD_2016-2020.pdf)

<sup>12</sup> [http://www.rs.undp.org/content/dam/serbia/docs/Operations/Legal%20Framework/UNDP\\_SRB\\_strategic-plan.pdf](http://www.rs.undp.org/content/dam/serbia/docs/Operations/Legal%20Framework/UNDP_SRB_strategic-plan.pdf)



## 1.1 *Project rationale*

The development and submission of the 2BUR and 3NC, as a part of the establishment of a biennial reporting cycle to UNFCCC has important implications for strengthening Serbia's technical and institutional capacity in the area of climate change.

In order to accomplish 2BUR and 3NC and fulfill the obligations arisen from Cancun and Durban COP decisions, related to the submission of national communications and biennial update reports, support from the Global Environment Facility is needed. This support is necessary for continuous development and improvement of the existing technical and institutional capacities, especially for MRV, and to continue the efforts of integrating climate change into national development policies, plans and programmes.

The assistance given to the development of the 2BUR and 3NC will also complement the support that Serbia is receiving through several other projects, ongoing and in the pipeline. Particular attention will be dedicated to the ongoing projects that support Serbia's compliance with the EU Acquis in the field of climate and Energy and EU strategic goals, such as IPA funded projects on development of the National Climate Change Strategy and Action Plan and IPA 2013 twinning project: "Establishment of a mechanism for implementation of MMR". The National Climate Change Strategy will establish a strategic framework for climate action and including adaptation options to address climate risks.

The Climate Strategy will show that Serbia is moving forward in the fulfilment of both its international commitments and national objectives. The Strategy will include feasible goals that will go beyond reducing greenhouse gases to include considerations of long-term sustainable socio-economic development, economic growth and improving living standards for citizens. Prior to the Paris Conference, Serbia submitted its Intended National Determined Contribution (INDC) with the pledge to reduce greenhouse gas emissions of 9.8% by 2030 compared to 1990 levels. Serbia now needs to put in place robust climate and energy policies that will enable of the implementation of the INDC pledge and its potential strengthening in the coming years. This policy framework should allow for decision-making on future objectives, targets, and priority policies and measures for mitigation.

Serbia has started the process of harmonising national legislation with the EU legislation framework. Establishing a system of monitoring, reporting and verification (MRV) is one of the key demands of the UN Framework Convention on Climate Change and EU legislation. The recognition of the importance of the MRV monitoring system and the improved planning and implementation of policies relevant to fighting climate change in the Republic of Serbia has led to the establishment of several of the important elements of this system. Establishment of a system for monitoring, reporting and verification (MRV) is one of the main requirements of the UN Framework Convention on Climate Change, as well as the EU Acquis. Recognizing the importance of MRV for progress monitoring but also for improvement of planning and implementation of climate change policies, Republic of Serbia has set up certain important elements of this system.

Establishment of a complete MRV system, or rather system for collection of climate change relevant data and information, started with a financial and technical assistance provided by the EU (through IPA project „Establishment of a mechanism for the implementation of the MMR“) while the ministry in charge of environment and climate change is responsible for the implementation of the project. Complete MRV system will include monitoring of GHG emissions, policies and measures, GHG emission projections and mitigation measures, as well as reporting on the latter and monitoring of activities relevant for planning of adaptation to climate change, etc.

Monitoring Mechanism Regulation (MMR), implemented in EU member states, is a legal act that regulates monitoring and reporting on all anthropogenic greenhouse gas emissions defined under the Kyoto Protocol. MMR represents a legal framework for the creation of policies and measures with appropriate projections, fulfilment of obligations towards UNFCCC regarding national programmes, greenhouse gas inventories, national systems and registries of EU member states and the EU itself.

According to the law, Serbian Environmental Protection Agency (SEPA) is responsible for the development of a national GHG inventory. SEPA is also responsible for the implementation of quality control procedures in order to ensure transparency, accuracy, completeness and consistency of input

data, emission factors and other parameters, as well as for calculation of GHG emissions in accordance with its QA/QC plan.

The Republic of Serbia has established an important component of the institutional and legal framework to fight climate change. At the same time, there is still a need for improvement, as well as capacity building and greater knowledge by responsible and competent institutions, at the national and local levels.

One additional very important aspect of the project would be to make stronger linkages between the national climate change policy, in particular on climate change adaptation, and the national disaster risk reduction framework. Republic of Serbia adopted the National Disaster Risk Reduction Programme.

The Government of Serbia has requested UNDP's assistance in the design and implementation of this project given UNDP's recognized role in capacity development and based on the fact that UNDP is the implementing agency for a large portfolio of GEF funded climate change projects. The project is fully in compliance with the comparative advantages matrix approved by the GEF Council. The project is also in line with two of the UNDP's priorities for Serbia: Sustainable Development and the Environment. Currently UNDP is supporting other projects in Europe and CIS, focused on supporting governments in the preparation of National Communications and Biennial Update Reports to UNFCCC. The proposed project is consistent with the UNDP's mandate on promoting environmental protection, while recognizing the need to sustainably manage resources through capacity building and encouraging broader multi-sectoral participation of stakeholders.

This project will support environmental and multilateral environmental agreements, which is a stated national priority listed in the UNDAF, which has been agreed upon by the Government of Serbia and the UN as the strategic cooperation framework for 2016-2020 period.

In addition, the project will assist Serbia in compiling the GHG emission data and information on climate change mitigation, vulnerability assessment and adaptation plans, as well as it will follow up on the establishment of the effective MRV system, leading towards better compliance with the EU climate and energy policy.

## **1.2 Country ownership**

The Government of Serbia and the various national stakeholders are very motivated to support and implement the project, as climate change issues are becoming more prominent in various sectors. The Project will be managed by UNDP and the MoEP through a Project Implementation Unit (PIU) and guided by the Project Board (PB), consisting of key national governmental and non-governmental agencies, and appropriate local level representatives (see further in Section 4). Through its Department for Climate Change in environment, MoEP will perform a leadership and coordination role for the Project acting in coordination with the other key stakeholders, which include relevant sectorial Ministries (Energy, Infrastructure, Transport, Regional Development, Trade and Interior Affairs), the Serbian Environmental Protection Agency (SEPA), the Hydrometeorological Service of the Republic of Serbia, research and scientific institutions, institutes, companies, civil society organizations and other stakeholders that may be included in the Project through the Project's participatory approach.

Ministry of Environmental Protection, being also UNFCCC focal point institution, will have main coordination role regarding implementation of the project, leading stakeholder consultations and making sure that adequate resources are delegated to the project and results are verified and approved.

Moreover, in 2014 the National Climate Change Committee was established to improve coordination and monitor development and implementation of national and sectoral policies on climate change. Members of the Committee are high-level representatives of all relevant ministries and governmental institutions, as well as, universities and scientific institutions. The integration of the different sectors has the effect of strengthening the country ownership of the project and supporting the consolidation of the institutional and technical capacity of a broad range of stakeholders, while the National Climate Change Committee will serve as an advisory council to the Government.

This Committee will be main national advisory forum for key decision-making processes of relevance to the project implementation, facilitating stakeholder consultations process, resolving any outstanding

issues of concern and final verification of project results. It will also ensure strong and high-level commitment of the key national institutions to the preparatory process of the Third National Communication and Second Biennial Update Report for the Republic of Serbia.

### **1.3 Project objective, outcomes and outputs/activities**

#### **1.3.1 Project Development Objective:**

The development objective of the project is to support the Government of Serbia to mainstream and integrate climate change considerations into development strategies and sector-based policy frameworks, through ensuring continuity of the institutional and technical capacity building, partly initiated and consequently sustained by reporting instruments under the UNFCCC and ensuring a regular mechanism of national monitoring, reporting and verification, and move towards a low-carbon and climate resilience development pathway.

#### **1.3.2 Project Immediate Objective:**

The immediate objective of the project is to assist the Government of Serbia in the preparation and submission of its Second Biennial Update Report (2BUR) and Third National Communication (3NC) under the UNFCCC in accordance with its commitments as a non-Annex 1 Party (as mandated by Article 4 and 12 of this Convention) and COP decisions 17/CP.8, 1/CP.16, 2/CP.17.

While the immediate objective of the project is to assist Serbia to fulfill its reporting obligations under UNFCCC, in the long term the project will allow the country to strengthen the existing institutional arrangements and support the long-term targets aimed at addressing the impacts of climate change, also in line with the EU accession process and complementary to goals of other projects in this area.

#### **1.3.3 Project Outcomes/Outputs**

The project objective will be achieved with the fulfillment of the following outcomes, which are in line with GEF 6 Focal Area Objective CCM-3 which aims to Foster Enabling Conditions to Mainstream Mitigation Concerns into Sustainable Development Strategies, Programme 5: *Integrate findings of Convention obligations and enabling activities into national planning processes and mitigation targets*. The project is also aligned with “Development Partnership Framework 2016-2020 between the Government of the Republic of Serbia and United Nations Country Team in Serbia”, outcome which states that by 2020, there are improved capacities to combat climate change and manage natural resources and communities are more resilient to the effects of natural and man-made disasters.

The project goals and objectives will be achieved through strategic directions identified below:

1. Update and improve GHG inventories by filling out the gaps and reducing the uncertainties encountered in the previous inventories;
2. Build national capacities allowing the country to apply improved 2006 IPCC Guidelines for National Greenhouse Gas Inventories and to establish national emissions factors;
3. Set up and operationalization of the National Monitoring Reporting and Verification system with defined institutional arrangements to support it, based on recommendations arising out of similar EU funded projects;
4. Update of existing and proposing new programmatic mitigation measures for abating GHG emissions in key economic sectors;
5. Prepare Roadmap and plan for implementation of NDCs by 2030;
6. Revising and upgrading climate change scenarios and upgrade of policy framework and programmatic measures for climate change adaptation in the most vulnerable sectors in the

Republic of Serbia (energy, agriculture, forestry, water, health, transport, infrastructure, biodiversity and tourism) with in-depth regional/local focus using GIS technology, cost-benefit analyses socio-economic assessments, gender aspects;

7. Collect and analyze gender disaggregated data in relation to the climate change;
8. Updating information on constraints, gaps and related financial, technical and capacity building needs,
9. Compilation of information, preparation of final version, publication and promotion of the national communication and biennial update report;
10. Monitoring, reporting, and preparing of financial audits.

The project will significantly assist Serbia to fulfill its commitment under the UNFCCC and prepare and submit its 2BUR and 3NC to the UNFCCC. Moreover, it will assist Serbia in correlating activities arising out of the EU accession process and UNFCCC reporting commitments, thus securing synergies, complementarity and effective utilization of resources. The proposed project will further strengthen the capacity of national institutions in related research and analysis eventually contributing to Serbia's inputs to reducing the impacts of the global environmental threat of climate change. Documents (reports, analyses, studies etc.) produced under the project will be used by the decision-makers for preparing and implementing guidelines and policy action framework for achieving the government's national and international commitments (INDC). Support will be provided in further revising the (I)NDCs under the Paris Climate Agreement and will foster compliance with other requirements of the Paris Climate Agreement in terms of defining, monitoring and reporting on both, climate change mitigation and adaptation measures. It will also assist Serbia to well prepare enabling policy environment and robust monitoring, reporting and verification system for effective implementation of both, EU accession obligations and commitments arising out of the Paris Climate Agreement.

The following project Outcomes (Equivalent to Activities in ATLAS) followed by their related Outputs are expected to be achieved during this project:

#### **1.3.3.1 OUTCOME 1: NATIONAL CIRCUMSTANCES AND OTHER RELEVANT INFORMATION RELATED TO UNFCCC**

In order to present current situation in the country, in regard to the UNFCCC implementation, through the 2BUR and 3NC updated information on socio-economic and political issues which may affect the country's ability to deal with mitigation and adaptation to climate change will be addressed, including information on fulfilling the UNFCCC requirements through the national legislation, national development objectives and priorities. Additionally, information on institutional arrangements relevant for the preparation of the national communications and biennial update reports on a continuous basis will be updated. Moreover, the assessment of gaps, needs and priorities for education, training and public awareness important for stakeholder involvement in preparation of national communications and biennial update reports will be conducted and trainings for stakeholders will be organized.

This outcome includes an update of the country characterization in terms of demography, natural resources, climate and education, social and cultural aspects, as well as macroeconomic parameters, employment, income and services. It will also include the characterization of the specific sectors such as water resources, energy, waste, transport and infrastructure. In particular, it will be analysed how the national circumstances described may affect country's ability to deal with mitigating to climate change. Special attention will be paid to new information and data related to Energy and Industrial Processes sectors that are largest contributors to the GHG emissions.

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

Also, the information on the institutional arrangements and the mechanisms for stakeholders' involvement relevant to the preparation of the national communications and the biennial update reports will be described, including lessons learned from FBUR and SNC projects implementation. Reports will include updated information on received support from bilateral and multilateral donors, with special attention on technologies and national resources allocated for climate change upon ratification of the UNFCCC.

Special attention will be given to the collection and analysis of gender data in relation to the climate change in line with recommendations from “Gender Responsive National Communications Toolkit”<sup>13</sup>. Gender disaggregated data will be collected and reported with special attention given to measures undertaken in the past to ease the impact of the climate change on women and helping them to adapt to it, especially in sectors into which women are especially involved, like agriculture, health.

Summarizing, all the thematic and sectoral components that define the National Circumstances will be updated and revised for their inclusion in the 3NC and 2BUR.

In order to evaluate current state, in the 2BUR and 3NC assessment of fulfilling the UNFCCC reporting requirements will be updated, considering the findings in the previous NCs and FBUR. Additionally, constrains and gaps will be identified, as well as technology, financial and capacity building needs. A study of financial, technological and capacity needs and constraints of institutions responsible for activities related to climate change will be conducted through the collection, synthesis and analysis of existing information, individual interviews or group discussions, site visits, among others.

Information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors, IFIs, etc. for activities related to climate change will be collected and presented. Also, information on national resources allocated for climate change upon ratification of the UNFCCC will be presented in order to show national efforts on the combat against climate change.

Relevant to the achievement of the objectives of the UNFCCC, the insufficiency of financial and technological resources and absence of systematic approach are considered as the main barriers to strengthen capacity and ensure sustainability of implementation of various programs related to climate change. Therefore, in line with the Doha Work Programme, activities related to provisions under Article 6 of the UNFCCC, as well as needs assessment for systematic observation and climate change research and technology needs assessment for various sectors in relation to mitigation and adaptation are among priority areas.

Following reports, prepared under the previous NC/BUR project, will be used as a source material for the elaboration of the respective chapters in the 3NC and 2BUR:

- The financial and technical capacity needs and constraints associated with the implementation of the UNFCCC.
- The technology, financial and capacity needs for mitigation and adaptation.
- An assessment on the needs, gaps and priorities for education and public awareness.

Also, the report “Improving implementation of UNFCCC requirements and EU accession negotiations in the field of climate change for the Republic of Serbia” could be used in order to reflect the EU accession aspect. The adopted methodological approaches in the abovementioned reports should be replicated and analyses re-conducted taking into account the latest national context.

### **Outputs for Outcome 1:**

1.1. Features of the country, its population, natural resources, climate and economy which may affect the country's ability to deal with climate change mitigation and adaptation, described, taking into consideration gender dimension;

1.2. Institutional arrangements relevant to the preparation of the national communications and biennial update reports as well as mechanisms for stakeholders' involvement and participation to enable the preparation of these reports analysed and defined.

1.3. National and regional/local development objectives, priorities and circumstances impacted by climate risks described and mainstreaming progress into policy frameworks assessed, taking into consideration gender dimension;

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<sup>13</sup> <http://www.undp.org/content/undp/en/home/librarypage/womens-empowerment/gender-responsive-national-communications.html>

- 1.4. The progress towards climate change and its mainstreaming into policy frameworks assessed;
- 1.5. Finance resources, capacity needs for implementation of the overall national GHG emission reduction strategy estimated;
- 1.6. Based on the V&A assessment, a cost benefit analysis, estimating potential costs for a long-term adaptation (at least for agriculture, water sectors) and BAU, performed;
- 1.7. A study on technological needs assessment conducted, and a list of the most effective/new technology solutions at least for two sectors (e.g. water and agriculture) compiled.
- 1.8. Information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors updated;
- 1.9. Stock-take of all awareness raising, education, and research on climate change that has been carried out within different programmes and projects, including donor-funded interventions, which will be made available on the national knowledge platform;
- 1.10. Assessment of gaps, needs and priorities for education, training and public awareness important for stakeholders' involvement in the preparation of national communications and biennial update reports, including the information on education and public awareness activities relevant to Article 6 reflected;
- 1.11. Conduct public awareness campaigns on climate change at the national level, as well as trainings on climate change for businesses, CSOs, healthcare specialists, journalists and civil servants engaged in climate change;
- 1.12. Further elaborate study on different gender roles in adaptation and mitigation interventions at the community level, policy formulation and decision-making process.

### 1.3.3.2 OUTCOME 2: NATIONAL GREENHOUSE GAS (GHG) INVENTORY

Under the Initial National Communication, submitted in 2010, Serbia prepared and submitted the GHG inventories for the years 1990 and 1998, while the Second National Communication covered time series from 2000-2009 and for the year 2014. In the FBUR, GHG Inventory for the period 2010-2013 was elaborated.

#### Overview of the current Serbian National process for GHG emission inventories

Main data providers -> inputs	Actors -> tasks/responsibilities	Clients -> deliverable
Energy suppliers/producers -> consumptions, productions, emissions SORS -> National statistics, Energy Balance	- SEPA -> GHG emission inventories compiler	UNFCCC -> National GHG emission inventory for the BUR and National Communications
Min. of Mining and Energy -> Energy balance for Energy suppliers; monthly data.	- MoEP/Climate Change Division -> responsible and overall monitoring of the GHG inventories	
Min. Internal affairs – Police -> vehicle registration database		
MEP/ Forest Directorate -> forest inventories (every 10 years)		
SEPA -> Waste surveys		

The national inventory in the previous NCs and BUR was prepared according to the Revised 1996 and 2006 IPCC Guidelines for National Greenhouse Gas Inventories using Tier 1 Methods (for the INC), while Tier 2 methods were applied in SNC and FBUR for all sectors except for agriculture, according to availability and quality of data. Previous NCs and FBUR used the internationally recommended values for

net calorific values and emission factors for all fossil fuels (solid, liquid and gaseous), except for the low calorific open pit mined lignite. This is especially relevant for emissions resulting from lignite – which has a significantly lower net calorific value and a higher emission factor value than the international standard values. As such, the country-specific emissions coefficient was calculated during the process of SNC preparation and will be re-calculated during the preparation of the 3NC and 2BUR. Besides national emissions factors for energy sector (already calculated in the Serbian GHG inventory), project will explore opportunities to support development of country-specific emissions factors for most important national industries. The plant specific data can be taken from the A integrated environmental permit and the data for production level can be gathered directly from the industrial plants.

IPCC has developed an online emission factor database, therefore developed local emission factor should be submitted to the IPCC emission factor database<sup>14</sup>.

The GHG inventory in the SNC also included halogenic hydrocarbons (HFC and PFC), or sulphur hexafluoride (SF<sub>6</sub>), which was not the case in INC.

Within the 3NC and 2BUR it is planned to prepare GHG inventory for the 2010-2018 years, while the update of inventory will be undertaken for those years with low quality data, based on findings of previous projects.

Under this component, the project will focus on the following:

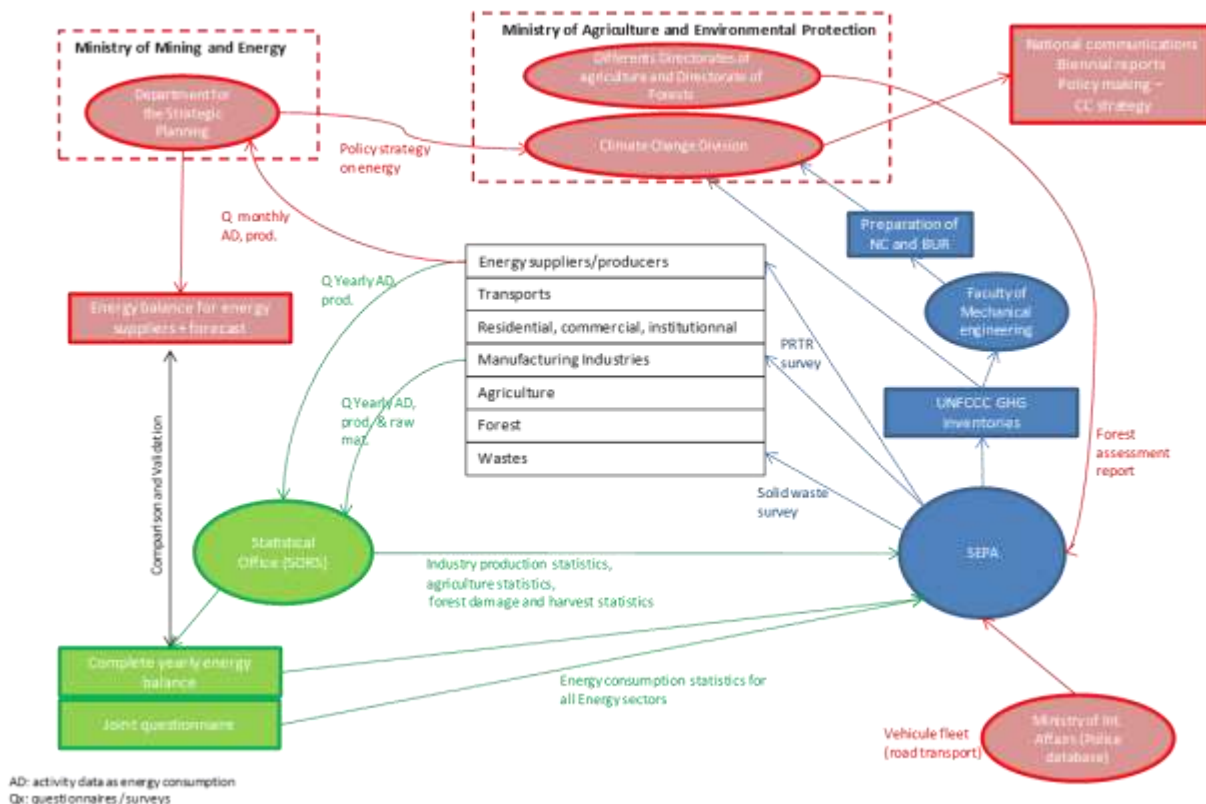
- Analyze and review 2006 IPCC Guidelines for National Greenhouse Gas Inventories for their applicability to the 3NC+2BUR project;
- Conduct training on the usage of 2006 IPCC Guidelines for National Greenhouse Gas Inventories for the experts involved into the inventory preparation and relevant stakeholders;
- Make sure that the national capacities allowing Serbia to apply 2006 IPCC Guidelines for National Greenhouse Gas Inventories) for the inventory and calculation of emissions of all gases are in place;
- Data collection/interaction with data providers for preparation of inventory for 2010-2018 years;
- Review of the proposed data collection and management system;
- Revision of nationally adopted emission factors, if needed;
- Prepare GHG inventory for 2010-2018 years by applying NAIS software;
- Streamline of the institutional arrangements with other institutions/ Ministries for data collection and management;
- Improve the National Inventory Systems (NIS) with defined institutional arrangements;
- Make sure that each involved stakeholder clearly understands his/her role in the National Inventory System;
- Ensure that the NIS establishment process facilitates the integration, coordination and implementation of the human, technical, technological and financial resources (coming from the synergy of different programs and projects) needed to assist and develop the regular preparation of the national inventory;
- Strengthen cross-sectoral exchange and collaboration for preparation of the GHG inventory
- Subsequent to the GHG inventory preparation, ensure the quality assurance/quality control (QA/QC) processes.
- Report on progress achieved on each of its components: reached agreements, promoted institutional arrangements, engaged stakeholders, built capacity, shared knowledge, applied methods and used technology tools;
- Institutionalize the GHG Inventory generation process by preparation and application of the Procedure Manuals, which will be part of the National Inventory System.
- Incorporation of good practices for improving sustainability of the process;

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<sup>14</sup> <http://www.ipcc-nggip.iges.or.jp/EFDB/main.php>

- Provision of input for preparation of relevant laws and regulations for institutionalization of the GHG inventory;
- Preparation of working sheets and summary tables, uncertainty estimation and management;
- Preparation of graphics, tables and analyses of results;
- Publication of GHG Inventory report.

### Stakeholders and data flow for the monitoring of GHG emissions / current situation



Source: Evaluation of the Serbia's Second National Communication and the First Biannual Update Report, N.Markovska

Presently, Quality Assurance and Quality Control of the national GHG inventory is a significant weakness considering Annex I Party standards. Some checks are currently performed on the estimation of GHG emissions. However, no specific and adopted QA/QC procedures exist and are applied on a systematic way. QA/QC procedures will have to be significantly improved to fulfill with IPCC 2006 requirements.

In general and across all sectors there are significant difficulties to get consistent activity data on the entire time-series especially because of specific national circumstances (from 1990 to the last reported year) and because of the changes in the geographical perimeter over the time, bombardments, economical sanctions and hyperinflation.

Concerning the issue of accuracy, currently estimations of emissions are mainly based on low methodology level (Tier 1). For key source categories, according to IPCC 2006 Guidelines, the project will foster the use of higher methodology levels (Tiers 2 or 3) (such as national emission factors or specific plant level data and emissions).

Additional attention will be focused on GHG emissions from LULUCF. This will include an up-to-date analysis of forestry resources, including species composition and growth rates. A preliminary attempt will also be made to estimate GHG emissions and removals from soils, which will be incorporated into LULUCF analysis.



The following methodological materials will be used: *Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories, 2006 IPCC Guidelines for National Greenhouse Gas Inventories; the IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories; IPCC Good Practice Guidance on Land Use, Land-Use Change and Forestry.*

In order to improve the quality and accuracy of estimations of GHG emissions in the National Inventory, and to make it more consistent with the IPCC Good Practices, Serbian Environmental protection Agency has worked in 2015 on energy statistics available to increase the time-series consistency of the national energy balance. Two sets of data have been developed: the first one for Serbia and the second one for Serbia without Kosovo. Through the 3NC/2BUR project, Energy statistics will be additionally reviewed and more consistency will be secured between the statistics office data, Energy Balance and National GHG Inventory. Regarding the non-energy consumption, a misallocation between the sub-sector or a missing statistical data for the total Manufacturing industry energy consumption will be further improved with plant specific data. The same issue exists for iron and steel sector, in which fuels are used as raw materials, and carbon remain in the product. The energy split between energy and non-energy uses will be improved to avoid double counting or omissions of emissions.

On the transport sector, further improvements are needed on pipeline transport: the consumption of natural gas used for pipeline transport is not available before the year 2008. Furthermore, when mitigating from Tier 1 approach to higher tiers a very detailed activity data on different transport modes is needed and Serbia is at this stage don't have a system how to collect this data. The project will make efforts to provided needed improvements. For the Industry and Industrial Processes, 2006 IPCC Guidelines recommends applying a higher Tier (Tier 2 or 3) for key sources: one way of improving inventory data is to use plant specific data which are reported either in the PRTR or in the future EU-ETS reports. For this particular sector, as well as for the rest of sectors, methodologies used, activity data used, emission trends and key category analysis would have to be well described and all relevant background information provided. For the agriculture sector, capacities will be strengthened to facilitate application of the Tier 2 methodology in the Inventory, taking into account livestock population, nitrogen fertilizer consumption, urea application, crop residues, agricultural burning of residues. The LULUCF data of the Inventory will aim at consistent figures for land use and land use change areas. New issue of Corine Land cover for Serbia (map for 2012) will be used, which should ensure the extension of the estimates until 2012 and beyond assuming a few extrapolations.

The Handbook developed by UNDP on "*Managing the National Greenhouse Gas Inventory*" will be followed while conducting the national inventory in order to identify recommendations for the design of an inventory management system. Finally, the NAIS software and GHG reporting tables developed by the UNFCCC Secretariat (Decision 17/CP.8) for archiving data and data reporting of inventory results will be used. Appropriate approaches to ensure the quality of the estimates will be adopted. The taskforce will also be responsible for developing data recording and archiving system to facilitate the inventory process, especially in the respective sectors.

Since Serbia is an EU Accession Country, efforts are being made to align national legislation with the EU Acquis in the field of climate and energy. For this reason, particular attention will also be directed to taking into account Interlinks between National inventory system and indirect GHG Reporting, Interlinks between ETS data and national inventories (combustion activity, fugitive emissions in energy sector, industrial processes), Interlinks between F-gases data and methods used in inventory, Interlinks between tools to apply IPPC guidelines and CRF reporter, Interlinks between the use of 2006 IPCC and the monitoring of GHG reduction measures, Interlinks between access and consistency with the national ETS data and emissions projections split between ETS and non-ETS, Interlinks between information on indicators and calculation of effect of measures, Interlinks between calculation of effect of measures and preparation of activity and emissions projections, Interlinks between institutional arrangement of national system and improvement of inter-ministerial cooperation/coordination

To sustain the inventory working groups, training opportunities for them will be created. Also, exchange in knowledge and expertise with other researchers in the region will be encouraged. The experiences from this project will be used to institutionalize the inventory process into the regular works of the relevant agencies and ministries.

It is envisaged that this approach will further promote ownership and participation among relevant agencies and will sustain the inventory process for Serbia.

## **Outputs for Outcome 2:**

2.1.1. GHG inventory for the period of 2014 -2016 (2BUR) and 2010-2018 (3NC) calculated for all sectors, according to the 2006 revised IPCC Guidelines. GHG Inventory will be prepared using/applying GHG Inventory Software for non-Annex I Parties (NAIIS);

2.1.2. Emission factors for the key sources updated, as needed;

2.2.1. Gaps identified on the GHG inventory related to the general, sectoral as well as institutional aspects;

2.2.2. Institutional capacities for the improvement of the National GHG Inventory System improved with defined institutional arrangements, including cross-sector cooperation and application of 2006 IPCC Guidelines for GHG inventories;

2.2.3 Improving the GHG emission data collection system (including calculation of national emission factors, as appropriate and based on results of the SNC/FBUR) within the Environmental Protection Agency.

2.2.4. Cross-sector collaboration for the preparation of GHG Inventory strengthened;

2.2.5. Improvement of data collection system within the national statistics agency in order to fill the gaps related to GHG inventory preparation;

2.2.6. Establishment, maintenance and reporting on the national inventory system and reporting on its changes in line with international and EU requirements (in particular EU Monitoring Mechanism Regulation (MMR) provisions), especially concerning: legal arrangements for the national inventory system; QA/QC implementation; appropriate documentation and archiving of inventory data.

### **1.3.3.3 OUTCOME 3: CLIMATE CHANGE MITIGATION**

In the previous NCs and FBUR GHG mitigation measures in all sectors have been analyzed. This included implemented or ongoing projects and programs under NAMA, CDM, etc. The basis for implemented measures in this period was the international support, national activities on policy and institutional development and sectoral activities. Mitigation analysis was conducted for each key economic sectors (agriculture, forestry and water management). GHG emissions baseline scenario (business as usual – BAU scenario) as well as the mitigation scenarios (scenario with measures and scenario with additional measures) were developed for all sectors for the period up to 2020 (for the FBUR) and up to 2030 (for the SNC), applying LEAP model (for energy related GHG emissions) and IPCC and other relevant methodologies for non-energy related GHG emissions.

Mitigation actions and their effects, including associated methodologies and assumptions, and implementation progress of mitigation actions listed in the SNC and FBUR will be described and analyzed. Priorities in mitigation actions will be identified based on the assessment of sectoral mitigation potentials. Additionally, nature of actions, coverage, quantitative goals, progress indicators, methodologies and assumptions, will be presented in tables.

As part of the activities, reports will be elaborated containing a description on the national arrangements to enable the implementation of (I)NDCs, as well as to support further revision of the NDCs in accordance with the requirements of the Paris Climate Agreement.

GHG emission scenarios will be prepared for all the gasses and for all the sectors, as requested by the IPCC guidelines.

Through the proposed project, the capacity to collect and analyze information on climate change on an ongoing basis for future biennial update reports and national communications will be strengthened and the report on policies and measures to mitigate the climate change will be updated. First of all, analysis and results presented in the SNC and First BUR will be revised. Based on latest available data GHG

emission reduction potential of Serbia will be updated considering technical, environmental and economic aspects; set of policy framework and recommendations proposed; systems to assess the effects of mitigation actions will be developed. Necessary data and relevant information for baseline (business as Usual - BAU) and mitigation scenarios development for period of 2015-2030 will be collected and analyzed. The baseline (BAU) and mitigation scenarios developed under the SNC and FBUR will be updated using latest available data on macroeconomic parameters (GDP, real GDP growth rate etc.) and other relevant information such as energy balances for 2014-2018 years, industry production data, and others. Long term strategy with projected emissions up to 2050 and 2100 will be developed. The analytical work should also include a sensitivity analysis and a comparative assessment of the economic aspects of different types and levels of emissions limitation/reduction targets corresponding to different level of ambition of the national policies.

The baseline year for mitigation scenarios development will be 2010.

The scope of the sectoral mitigation assessments will include an analysis of related legislation, policies and programmes that facilitate the rapid implementation of mitigation technologies and practices, as well as – to the extent possible – the macro-economic impact of the mitigation options (including possibilities for green job creation). The EU approximation process and international requirements deriving from UNFCCC as guiding principles for development will be taken into consideration while doing the analyses within the 3NC and 2BUR. Also, strong linkages and synergy will be established with the ongoing EU IPA funded project “Climate Change Strategy and Action Plan” that also includes scenario analyses and development until 2020, 2030 and 2040 with long term projections until 2050 and 2070. This will secure best quality data and information, while joint approaches will be secured wherever applicable by both projects, in particular when performing national stakeholder consultations. Meeting of experts on both projects will be arranged to secure compliance. This coordination will be guaranteed by the MoEP, being main responsible institution for both projects. Besides an intensive analytical work within and across different sectors, the mitigation analysis will also include participatory/consultative work with a number of relevant stakeholders for each sector, particularly when it comes to validation and prioritization of the measures in the mitigation action plans.

According to the decision 1/CP.21, UNFCCC Party Countries, and among them Serbia, are requested to communicate their Nationally Determined Contribution (NDC) by 2020. At the same time the NDCs should be submitted at least 9 to 12 months in advance of the relevant session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement, i.e. not later than end of 2019. In frames of proposed project possibilities in regard to NDC of Serbia will be evaluated. NDC of Serbia will represent a progression beyond the Serbia's INDC and reflect its highest possible ambition.

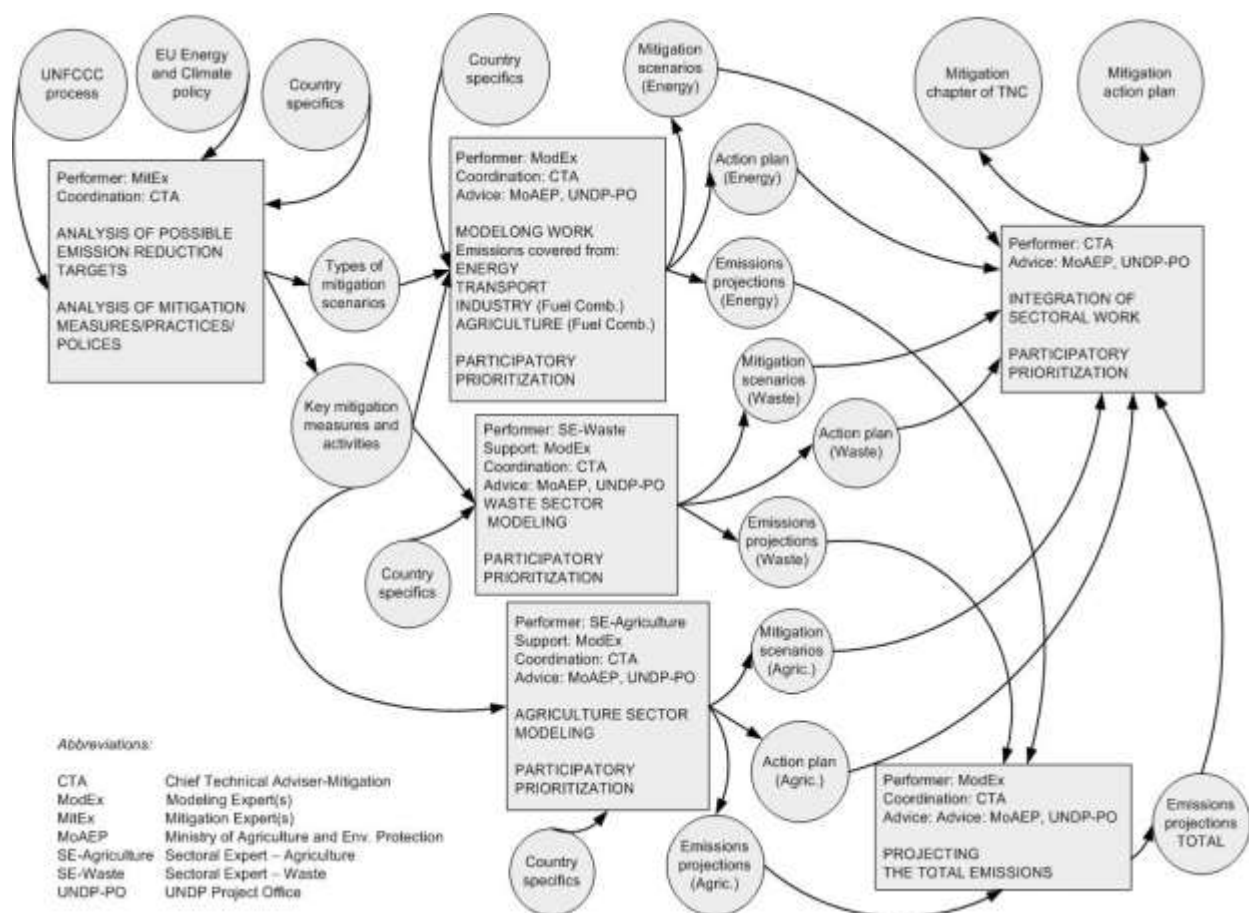
In addition, Roadmap and Action Plan for implementation of Serbia's NCDs 2020-2030 will be prepared, including projections by 2050. Project will also replay on data and findings of the ongoing IPA funded project for preparation of National Climate Change Strategy and Action Plan. In order to provide a solid base for prioritization of the mitigation measures, a comprehensive socio-economic assessment of proposed measures will be conducted, meaning that not only the achievable emissions reduction should be considered, but also economic aspect in terms of specific cost of reduction, as well as social aspect in terms of, for example, the created jobs.

Nationally appropriate mitigation actions will be reviewed in terms of their implementation and progress achieved since the FBUR.

The abovementioned activities will be conducted in close communication among all relevant stakeholders. Consultative workshops and seminars will be organized on policies and measures to mitigate climate change, as well as on climate change scenarios analyses.

Besides an intensive analytical work within and across different sectors, the mitigation analysis should also include participatory work with a number of relevant stakeholders for each sector, particularly when it comes to validation and prioritization of the measures in the mitigation action plans.

A sound mitigation analysis requires involvement of different performers, with specific roles and assignments, acting in a partnership with each other. It is recommended the work, the main performers and the outcomes to be organized as presented schematically below:



Source: Evaluation of the Serbia's Second National Communication and the First Biannual Update Report, N.Markovska

In line with appropriate UNFCCC guidelines, the identified mitigation actions should be presented in tabular format, including nature of actions, coverage, quantitative goals, progress indicators, methodologies and assumptions, as well as national arrangements to enable the implementation. Detailed mitigation action plans (with responsibilities, timeframe, investment needs, funding, etc.) will be elaborated.

### Outputs for Outcome 3:

- 3.1.1. Mitigation potential in key development sectors (e.g. energy, agriculture, LULUCF, waste, transport and infrastructure) assessed, and abatement measures proposed;
- 3.1.2. Progress on policies and actions to mitigate GHG from 2010, at national, sub-national and local levels assessed
- 3.1.3. Based on latest available data GHG emission reduction potential of Serbia updated considering technical, environmental and economic aspects; set of policy framework and recommendations proposed;
- 3.1.4. Baseline (BAU) and mitigation scenarios up to 2030, developed under the SNC, are updated based on the analysis of necessary data and information;
- 3.1.5. Long term strategy up to 2050 and 2100 developed
- 3.1.6. Roadmap and Action Plan for implementation of Nationally Determined Contribution (NDC) prepared for the period 2020 - 2030;

3.1.7. Stakeholder consultation workshops organized and outreach activities on policies and measures for the climate change mitigation implemented.

#### **1.3.3.4 OUTCOME 4: VULNERABILITY ASSESSMENT & ADAPTATION TO THE CLIMATE CHANGE**

Under this component, update of climate change scenarios from previous NCs will be conducted. This includes update of the used climate models (i.e. regional climate model (RCM)) and testing of new ones. This will be based on the achievements on compiling information and updating climate models used in SNC. Future climate changes will be investigated using more parameters based on increased availability of data, and revised climate change scenarios using appropriate models will be applied. Further on, the results of climate models will be interpreted and compared, observing patterns and/or trends, strengthening the understanding of the climate of Serbia, formulating conclusions and consensus. Capacity building for selected experts and employees should be included among the outputs envisaged for this activity to further enhance their technical skills.

The project will assist Serbia in improving climate change adaptation related research, data collection, analyses and information dissemination. It will strengthen the national coordination mechanism of CCA and implement effective monitoring and evaluation, and knowledge-sharing platforms. It will contribute to capacity building and strengthening of human and institutional capacities to mainstream CCA into policy planning and delivery of adaptation investments. The project emphasizes on including women and vulnerable population in vulnerability assessments and planning of adaptation measures. In addition, when planning for climate change adaptation measures, possibilities for Public Private Partnerships will be further explored.

Vulnerability assessment and adaptation chapter under the previous NCs was focused on agriculture, forestry, health, water management and biodiversity - the most vulnerable sectors with the need of adaptation measures. Along with vulnerability assessment, analysis for the identification of prior adaptation measures has been conducted. These adaptation measures included support technology transfers from abroad (especially in agriculture sector); facilitating rehabilitation of windbreaks; rehabilitation of irrigation systems within identified areas (improving integrated water management systems (supply-demand); improving system for forecasting land productivity and climate change impacts by creating of soil information (data) bank; reduce flood risks by promoting riverbank protection measures develop effective monitoring and early warning systems; defining measures for improved protection from extreme weather events, preventing plant diseases through selection of optimal methods; raising awareness of population and local governments; implementation of monitoring system on diseases in forestry sector; restoration of degraded lands.

In the 3NC, more detailed analysis of climate change impact on vulnerable sectors is needed. Detailed re-assessment of vulnerability and adaptation to the climate change will be conducted not only for sectors, previously identified as most vulnerable ones in the SNC, but also for other sectors such as energy, mountain ecosystems, transport, tourism, urbanization/construction of infrastructure etc. When applicable, regional and local particularities will be taken into account. In addition, particular attention will also be given to more in depth vulnerability assessment of the agriculture sector and definition of adaptation measures that will also include elements related to facilitating capacity of agricultural service centers to raise awareness about climate change, development of an effective insurance systems etc. Besides that, cost-benefit analyses of vulnerability and adaptation measures will be conducted based on business as usual scenarios compared to scenario with measures. Vulnerability assessment and adaptation planning will be closely linked to the disaster risk reduction plans and actions at regional, national and local level. The work will include preparation of plans and programs proposing measures to facilitate adaptation. Particular attention will be dedicated to building synergy between the climate change adaptation and National Action Plan for implementation of the National Disaster Risk Reduction Programme of Serbia.

To conduct vulnerability assessment and enhance the country's adaptation capacity, the following actions will be conducted: Firstly, the vulnerability assessment will be conducted using social, economic and environmental indicators across the sectors. Particular attention will be given to losses and damage assessment in key economic sectors.

Based on lessons learned through the preparatory process for the SNC and FBUR, the identified input data gaps for particular sectors, such as biodiversity and health sectors, will be alleviated by undertaking input data generation studies and coordinative research projects in the relevant fields. Networking and cooperation among relevant institutions will further be encouraged. Special attention will be paid to the development of special case studies, for most vulnerable sectors, such as for example in case of nature/biodiversity sector where at least one study for most fragile ecosystems (such as mountain ecosystems and forests) will be prepared. Where applicable, regional and/or local focus will be applied.

Project will also support mainstream climate change adaptation into budgeting and planning, including development of guidelines and criteria for supporting climate-proofing projects; and scaling up of adaptation investments.

Based on updated vulnerability assessment, National Adaptation Plan Process will be resumed. Detailed adaptation action plans should be elaborated for each of the key sectors. To ensure the implementation of the NAP process, the policy framework for effective integration of adaptation measures into the national strategies will be mapped out and to the extent possible, implemented. Also, the participatory approach in the preparation of the adaptation action plans will be given a more pronounced role.

More specific actions for vulnerability assessment and adaptation planning include, but are not limited to: Synthesize studies on current and future climate change including vulnerability assessment and studies on the climate change impacts on the country's economy; Describe and analyze impacts of climate change on socio-economic development of Serbia. Reassess vulnerability of agriculture, forestry, water management, health, biodiversity, transport, construction, energy and tourism conducted with regional/local focus where applicable.

Addressing the energy sector under thematic area of vulnerability assessment and adaptation is a hot topic given its potential to contribute towards integrated approach of mitigation and adaptation. The assessment of climate change impacts on the security of energy supply for example will be a challenging and value-adding assignment. The climate change impacts will be analyzed simultaneously at both, energy supply side, affecting for example the hydro potentials, and energy demand side, affecting for example the heating and cooling demand.

Project will review the existing climate change adaptation policies, to promote and reinforce adaptation measures and plans both at national and local levels. Policy framework will be elaborated to support effective integration of adaptation measures into national strategies;

Stakeholder consultation workshops and outreach activities will be organized on policies and measures for the climate change adaptation.

Vulnerability assessment and adaptation measures will be conducted in an interactive way, with the participation of all relevant stakeholders, including but not limited to the government agencies, academia, private sector, central and local authorities, international organizations, media, civil society.

The project will pay special attention to extreme weather events (in particular floods, storms, and droughts). Also, more linkages between the climate change scenarios and their socio-economic impacts will be analyzed. As the agriculture sector is exceptionally vulnerable to extreme weather events, special attention will be devoted to expected changes in their frequency, intensity and distribution as well as their impact on agro-climatic conditions. Finally, analysis related to food security will be addressed.

In addition, this chapter will also include vulnerability assessment of energy sector to the changing climate conditions and will provide recommendations for adaptation measures.

Considering the Paris Climate Agreement, attention will be given to the establishment of effective information system for monitoring climate change adaptation measures per sector, effectiveness of their implementation. This will provide a step ahead towards contributing to the global stock-take of climate change adaptation actions at national level.

#### **Outputs for Outcome 4:**

- 4.1. Comparative analysis of developed climate change scenarios with results from existing databases of climate scenarios including assessment of the level of climate change scenarios uncertainty
- 4.2. A stocktaking exercise of vulnerability and sensitivity of the country territory to climate risks performed;
- 4.3. An in-depth vulnerability assessment of key socio-economic sectors (agriculture, hydrology/water management, forestry, health, energy, transport, construction, tourism) and natural environment to climate impacts conducted;
- 4.4. A study integrating response measures in the context of Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) conducted;
- 4.5. Impacts of climate change on socio-economic development of Serbia, as well as losses and damage assessment for key economic sectors described and analysed;
- 4.6. Policy frameworks for effective integration of adaptation measures into national strategies identified.

#### **1.3.3.5 OUTCOME 5: DOMESTIC MEASUREMENT, REPORTING AND VERIFICATION (MRV)**

While retaining a strong commitment to implement the UNFCCC, the country is facing a number of significant constraints, such as the lack of capacities and complete operational system for MRV. Part of activities for the establishment of the effective MRV system is covered through the EU IPA 2013 funded project “Establishment of a mechanism for implementation of MMR” - finalized in November 2017. However, a number of analyses and capacity building of different institutions and stakeholders still remain to be done.

Under the FBUR, initial analysis for the creation of the Domestic MRV system was undertaken. The main purpose of analysis on domestic MRV was to identify current situation, find out existing elements of MRV, current gaps and barriers, capacity needs, any initiatives on project level related to MRV.

2BUR/3NC will continue building on the findings of this evaluation. Third National Communication will address the general issues about MRV, including its organization at the national level, while 2BUR will be dealing with the specific information on technical and methodological details.

The review of the MRV system outlined in the First Biennial Update Report will be undertaken. An assessment will be made of the different options and possibilities for the national MRV system according to the guidelines to be prepared, taking into account national circumstances and capacities and the different nature of the mitigation measures. Based on the information contained in FBUR, but also based on the results of the IPA 2013 twinning project: “Establishment of a mechanism for implementation of MMR”, 2BUR will develop “roadmap” and plan on how to establish domestic MRV system in the country in future. Analysis will cover following issues: Design of the Domestic MRV System, Management and Supervision of the MRV System, MRV Implementation Plan, Selection of Standards, Establishment of a Feedback Mechanism, Operationalization, legal and financial gaps and required support. Important finding of MRV analysis was that there is a need to develop a robust institutional framework that encompasses the relevant institutional entities as well as the necessary staff, systems and processes, for an effective and nationally appropriate MRV system. The gaps and needs to establish such a system will be identified and the policy framework for the establishment of domestic MRV system prepared. In addition to this, the technical requirements will be identified for the development of national institutional mechanisms for national MRV. MRV system should support EU related obligations of the Republic of Serbia, in particular concerning following: establishment, maintenance and reporting on the national inventory system and reporting on its changes in line with international and EU requirements (in particular EU MMR provisions), especially concerning: legal arrangements for the national inventory system; QA/QC implementation; appropriate documentation and archiving of inventory data.

MRV system for Serbia should lead to the establishment of National system, coordinated by the Ministry of Environmental Protection, that integrate tasks such as: the preparation of strategy/measures to reduce GHG emissions, monitoring of implementation of measures, preparation of emissions projections and reporting on measures and projections. The project will elaborate and support determination of the role of National Climate Change Council in support of functional work of the Serbia's MRV system. Elements for effective monitoring of implementation of sectoral strategic documents and effect of measures on GHG emissions reduction will also be proposed under the MRV System. Improvement of projections of activity data to support emissions projections will also be undertaken. Preparation of emissions projections by multiplication of activity data and emission factors for all the sectors should be considered under the MRV - Currently for some sectors (industrial processes, agriculture, waste) emissions projections are calculated just by multiplying base year emissions and growth factor. To be able to assess effect of measures on emissions projections more adequately it is necessary to improve methodology. For industrial processes, agriculture and waste emissions should be calculated multiplying activity data projections and emission factors projections. The goal is to have consistent methodology for emissions calculation in the inventory and projections. This component will also assist in setting up of QA/QC system for the preparation of emissions projections.

Serbian Environmental Protection Agency (lead institution for the GHG Inventory) has highly advanced IT solutions which are used to collect data as inputs for the inventory (Web registration of animals in agriculture "Vet app", web registry for energy production and consumption "IMIS", PRTR registry, certificate of conformity of new vehicles). A strong national statistics system is in principle in place and already follows the EU statistics standards. Nevertheless, in general the data collection process for the national GHG inventory will need to be reviewed and completed in the frame of the UNFCCC but also EU accession requirements, because of the related strong requirements on completeness, consistency and accuracy for all anthropogenic emissions sources and removals by sinks.

Additionally, in the 2BUR financial and capacity building needs regarding to mitigation actions and its MRV will be identified. Synergies will be established and links made with recommendations for establishment of the effective MRV system under the EU IPA funded MMR project to complement Serbia's obligations arising out of compliance with the EU Acquis.

#### **Outputs for Outcome 5:**

- 5.1. Current state in regard to domestic MRV system analysed;
- 5.2. The development process of national institutional arrangements and framework for domestic MRV supported.
- 5.3 System for reporting on the national inventory system and reporting on its changes in line with international and EU requirements established.

#### **1.4 Sustainability and Replicability**

The 3NC/2BUR project contributes to Serbia's commitments under the UNFCCC to enable the country to address climate change considerations (mitigation of GHG emissions and reduction of vulnerability to climate change). By increasing capacity of the country to measure, forecast and evaluate its GHG emissions, identify the most vulnerable sectors and plan adaptation and preparedness measures, the requested funding will be applied in a cost-effective way. Preparation of work programmes on capacity building and awareness raising on climate change is an essential step for strengthening national capacity to implement measures for climate protection, sustainable use of resources and climate resilience. Preparation of work programs on capacity building ensures the cost-efficiency of the GEF Funds. Besides, the design of the 3NC and 2BUR draws on the experiences and results of the previous NCs and FBUR; in particular, activities will focus on areas and sectors that have been identified as most relevant for the GHG balance in Serbia. A central element of the strategy is to enhance the cost effectiveness of the 3NC/2BUR Project through the capitalization of work relations built during the project implementation, and on existing experience with climate change within national institutions, donor agencies, and other



related UNDP projects. Particular synergy will be established with EU funded projects in the area of climate change, in particular those that support establishment of the MRV system (IPA twinning project on MMR) and “Climate Change Strategy and Action Plan” project. This will maximize utilization of resources of each individual project and produce credible results.

When all components of the project are implemented, capacity of the Republic of Serbia to meet its obligations under the UNFCCC will be strengthened significantly and on a sustainable level. In addition, the 3NC and 2BUR Reports will be produced, the vulnerability and adaptation measures will be updated, the GHG emission estimates over a longer period will be modelled, and appropriate mitigation measures will be offered. The project will also ensure socio-economic benefits through integrating gender, social and health considerations into national climate change adaptation planning. In addition, project will ensure adequate preparation of Serbia and its institutions for the forthcoming obligations arising out of the Paris Climate Agreement, such as monitoring NDC implementation, accountability, transparency and global stock-take processes. The project will result in significant impacts, such as: (i) Increased resilience of key economic sectors to climate change and enhanced livelihoods of the most vulnerable people, communities, and regions, (ii) Strengthened institutional and regulatory systems for climate- responsive planning and development, (iii) Increased generation and use of climate information in decision making, and (iv) Strengthened adaptive capacity and reduced exposure to climate risks. It will also contribute to integration of climate change into sectorial development plans and strategies, leading to the overall low carbon and resilient development of Serbia.

The development and submission of Serbia’s Second Biennial Update Report (2BUR) and Third National Communication (3NC) would allow Serbia to establish a regular – biennial – reporting cycle to the UNFCCC, i.e. 2BUR will be submitted by the end of 2018, and 3NC by the end of the 2020.

The documents will be prepared also in the national (Serbian) language and disseminated in national and international workshops and seminars, and among stakeholders. This would contribute to better information sharing and dissemination of information among stakeholders and would improve the awareness and capacities of decision makers, academia, CSOs, businesses and general population.

The process of the 2BUR and 3NC preparation will be interactive with the stakeholders’ participation. Regular workshops will be organized to discuss the progress, to share information, exchange ideas and present findings. Both reports presented to the UNFCCC Secretariat will be published. A number of outreach events will be organized and appropriate awareness raising materials will be produced to reach all stakeholders and target groups and general public. Information sharing platform, created under the previous national communication and biennial update report projects ([www.klimatskepromene.rs](http://www.klimatskepromene.rs)) will be used for the outreach activities and information dissemination

Particular attention will be given to the elaboration of long term sustainable financing options for climate change, based on the National Green Fund of Serbia, established under the competency of the Ministry of Environmental Protection. Support will be provided to the Ministry to develop National Green Fund based mechanism of financing projects in climate change area. In addition, a donor coordination mechanism for Climate Change financing will be established under the authority of the Ministry of Environmental Protection.

In order to ensure sustainability of the GHG inventory process and alleviate the risks related to changes of the GHG inventory staff, it is advisable that in the forthcoming GHG inventory compilation, the project team prepare guidance and training materials in parallel to their work on the GHG inventory development. The materials should also summarize the concrete and challenging issues and explanation how they were addressed. This will facilitate the integration of a new comer in the GHG inventory team and ensure maintaining of the quality standards.

To monitor and evaluate the progress during implementation, the accurate mechanism with the necessary milestones will be presented. The work will start with the inception workshop, on which tentative plan of actions and roadmap will be prepared. The work will be conducted with the strong cooperation of both local and international experts. There will be biannual reporting under the project. Independent experts will be attracted to review both the 2BUR and 3NC before they are finalized. Challenges encountered, lessons learned and feedback received will be analysed, shared and disseminated.

## 1.5 Stakeholder involvement

The preparation process of the two National Communications and First BUR to the UNFCCC, has contributed to the institutional strengthening of the Ministry of Environmental Protection (MoEP). MoEP is responsible institution for the implementation of the Convention at national level. The Ministry of Environmental Protection will act as Implementing Partner and coordinating body of the Project.

Additionally, the National Climate Change Committee was established in late 2014 with the aim to monitor development and implementation of national policies on climate change, sectoral policies and other planning documents, in terms of consistency with national climate change policies and propose measures for improving and coordinating policies, measures and actions in this field. Members of the Committee are representatives of all relevant ministries and other governmental institutions, as well as representatives of universities, scientific institutions and civil society organizations. National Climate Change Committee will be used as a main national coordination body to support preparation of the 3NC and 2BUR, as well as to validate findings of the particular chapters of each report. It will also facilitate integration of climate change mitigation and adaptation measures into other sectoral policies and strategies.

Based on the experience in producing the two national communications and biennial update report, it is understood that the most effective way to address climate change, is to ensure involvement of all stakeholders (academic sector, private sector, NGO sector and relevant Ministries and state agencies) in both design and implementation of the climate change related actions through focused discussion and working groups. The integration of the different sectors strengthens the institutional and technical capacity of different stakeholders and institutions and ensures the achievement of optimal sectoral coverage and relevance of the actions and enhance their sustainability. In addition to that, the national knowledge, and awareness of the different stakeholders have been increased, in particular those from the government, non-government, private and academic sectors.

Participation of broad range of relevant stakeholders from business, private and civil society sectors will draw closer the positions of official, business and civil society circles regarding national economic and environmental priorities and enhance raising awareness in sustainable development. The integration of the different sectors strengthens the institutional and technical capacity of the different stakeholders and institutions, not limited to a reduced group of experts and decision makers from the governmental institution where lies the responsibility for the fulfillment of the national obligations to the Convention.

Specifically, for the Industrial processes sector some of the data might not be reported under the requested nomenclature in the IPCC methodology or are not well segregated. In order to overcome these issues most of the bigger industrial installations should be contacted to provide relevant information about the activity data, emission factors and ongoing process in the plants. This communication shall be conducted via the Chamber of Commerce or the ministry in charge for industrial development and customs. Project will consider support to development of a web based platform that gathers data directly from the industry installations to be used as input data for three inventories required from the industry sector - GHG inventory, Air pollutants cadastres and Cadastre of polluters. The collected data should include the annual production, feedstock usage, and specific production process details.

The project proposal intends to strengthen stakeholders' participation in addressing climate change issues and challenges in Serbia. The list of stakeholders will include, but is not limited to the Ministry of Environmental Protection (including the Serbian Environmental Protection Agency), Ministry of Agriculture (including Forestry Directorate and Water Directorate); Ministry of Mining and Energy; Ministry of Economy; Ministry of Construction, Transport and Infrastructure; National Statistics Office of Serbia; Ministry of Education and Science; Ministry of Health; Nature Protection Institute of Serbia; Republic Hydromet Service of Serbia; Parliament, NGOs, local communities, local authorities, research institutions, international organizations, business community, women and youth groups, mass-media. This broad stakeholders' involvement will foster science, technology and innovation initiatives. Other stakeholders will be included in the process through the participatory approach planned within the project.

The MoEP will, through its Climate Change Division, perform a leadership and coordination role for the development of actions needed to fulfill the obligations to the Convention and its formal communication to the international community, acting in coordination with the other stakeholders, integrating climate change

in the ongoing national activities for the achievement of results to be reported and communicated through the National Communications and Biennial Update Reports.

Particular attention will be given to the work with National parliament and its Boards (such as the Board for Environmental Protection and Climate Change, Board for Energy, Board for Agriculture, Board for Health and Family Affairs etc.), as main legislative body. A number of workshops and roundtable discussions will be organized with parliamentarians, with the involvement of other stakeholders, such as Government agencies, academia, CSOs, journalists. This should result in improved integration of climate change considerations into other sectorial policies and plans and will lead to the improved implementation of the overall climate change policy.

Relevant sectoral Ministries, such as the Ministry of Economy, Ministry of Mining and Energy, Ministry of Interior, Ministry of Construction, Transport and Infrastructure as well as Serbian Environmental Protection Agency (SEPA), will participate in project activities aimed at the preparation of GHG inventories and identification and preparation of mitigation actions. Their particular role is in the elaboration of the National GHG Inventories, as they are responsible for the estimation of the respective sectoral emissions according to the IPCC guidelines and under the guidance and coordination of the MoEP. Also, besides already quoted institutions, key sectors of relevance to the climate change adaptation will be closely involved into vulnerability assessment and CCA planning, such as the Institute for Meteorology, Nature Protection Institute of Serbia etc.

The MoEP will take part in capacity building activities for identification, preparation and implementation of mitigation and adaptation actions in key economic sectors. Relevant sectoral Ministries and bodies will participate in capacity building and strengthening activities aimed at the identification, preparation and implementation of mitigation and adaptation actions in key economic sectors. Other relevant stakeholders, such as the Academy of Sciences, private sector, NGO sector and relevant Ministries will be included in the process as will participate in training activities.

## 1.6 Gender dimension

The UNFCCC and the CoP Lima Work Programme on Gender recognize that all aspects of climate change have gender dimensions.

Based on the Constitution, the Republic of Serbia guarantees equality of women and men and shall develop equal opportunities policy. In line with that, the project will ensure that gender disaggregated data, wherever applicable by age, is consistently included in both reports (3NC and 2BUR). In the inception phase, the engagement strategy for women and vulnerable groups will be designed to ensure gender and vulnerable community dimensions are adequately addressed.

As one of the cross-cutting issues, the Project will take into account gender mainstreaming as well, and in line with Gender Responsive National Communications Toolkit<sup>15</sup> developed by the Global Support Programme through UNDP and in collaboration with UNEP and GEF.

UN Country team supports the Government of Serbia in its respective efforts through its both direct projects targeting women, and also incorporates respective gender-related activities into the project design when preparing, and then, implementing projects. The gender dimension is taken into account when preparing the program for further UN cooperation with the Government of Serbia in Framework document "Development Partnership Framework 2016-2020", *gender equality is regarded as a critical precondition for improvement of human rights situation and sustainable development, therefore gender mainstreaming into national laws, policies, budgets and programmes is applied across almost all focus areas*. According to the UNDAF, under Pillar 1 Governance and Rule of Law, "by 2020, people in Serbia, especially vulnerable groups, have their human rights protected and have improved access to justice and security", as well as "by 2020, state institutions and other relevant actors enhance gender equality and enable women and girls, especially those from vulnerable groups, to live lives free from discrimination and violence".

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<sup>15</sup><http://www.undp.org/content/undp/en/home/librarypage/womens-empowerment/gender-responsive-national-communications.html>

Throughout the work on Second National Communication, the Republic of Serbia produced specific Study on Gender and Climate Change<sup>16</sup>.

This study recognizes that women and men have different vulnerabilities to climate change impacts on food security, agricultural productivity, livelihood, water availability, sanitation, health and energy, among others. Existing gender inequalities, such as limited access to natural resources and productive assets including land and finance and to household and community decision-making constrain their ability to adapt to and cope with climate change. The study also defines policy and concrete action measures that need to be undertaken in order to improve vulnerability of women, children and vulnerable groups to negative impacts of climate change. The study also recognizes the of empowering women and vulnerable groups to cope with the climate change and contribute to the GHG emissions reduction. For example, in addition to heavy work in agriculture and in offices, they work at home. Some of these activities, like using wood for heating and cooking, have an impact on the GHG emissions due to lack of access to clean and efficient energy sources. The study represents a guiding framework for improved work on further analyses of correlations between gender mainstreaming and reduction of GHG emissions, with proposing concrete gender based measures within the 3NC and 2BUR.

In this regard, the project will incorporate a gender perspective in the identification, description and preparation of mitigation actions where relevant. Also, the gender dimension in the 3NC and 2BUR will be meaningfully involved, not only considering women as beneficiaries but also in the decision-making process of climate change related activities. Moreover, understanding how the different social roles and economic status of men and women affect, and are affected differently by climate change will be considered for appropriate adaptation and mitigation actions. In this sense, the update of the national circumstances chapter of the 3NC and 2BUR will consider the gender dimension in order to better understand how the different roles of men and women in Serbia may affect the country's ability to deal with mitigating of and adapting to climate change.

During the project inception the mandatory UNDP gender marker will be applied. This requires that each project in UNDP's ATLAS system be rated for gender relevance. This will for example include a brief analysis of how the project plans to achieve its environmental objective by addressing the differences in the roles and needs of women and men.

Balance will be sought for workshops under the project. With regard to the technical team to be hired to implement the enabling activity, gender balance will be also considered. The project will intend to engage appropriate female local consultants when possible and appropriate.

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<sup>16</sup> <http://www.klimatskepromene.rs/uploads/useruploads/Documents/First-Study-on-Gender-and-Cliimate-Change-in-the-Republic-of-Serbia.pdf>

## II. PROJECT RESULTS FRAMEWORK:

<b>This project will contribute to the following Sustainable Development Goal (s):</b> <i>SDG 13: Take urgent action to combat climate change and its impacts</i>
<b>This project will contribute to the following country outcome included in the UNDAF/Country Programme Document:</b> <i>By 2020, there are improved capacities to combat climate change and manage natural resources and communities are more resilient to the effects natural and man-made disasters</i>
<b>This project will be linked to the following output of the UNDP Strategic Plan:</b> Output 1.4: Scaled up action on climate change adaptation and mitigation cross sectors which is funded and implemented

	<b>Objective and Outcome Indicators (no more than a total of 15 -16 indicators)</b>	<b>Baseline<sup>17</sup></b>	<b>End of Project Target</b>	<b>Source of Verification</b>	<b>Assumptions<sup>18</sup></b>
<b>Project Objective:</b> <b>To assist the Republic of Serbia in the preparation of its Second Biennial Update Report (2BUR) and Third National Communication (3NC) to the UNFCCC</b>	<u>Mandatory IRRF Indicator 1:</u> 1.4.2 Number of countries with comprehensive measures - plans, strategies, policies, programmes and budgets - implemented to achieve low-emission and climate-resilient development objectives.	<i>The Republic of Serbia submitted its Initial National Communication in 2010, First Biennial Update Report in 2016 and Second National Communication in 2017</i>	<i>The 2BUR and 3NC will be endorsed and submitted to the UNFCCC.</i>	UNFCCC documentation; government records  UNFCCC websites: <a href="http://unfccc.int/national_reports/non-annex_i_natcom/items/10124.php">http://unfccc.int/national_reports/non-annex_i_natcom/items/10124.php</a>  <a href="http://unfccc.int/national_reports/non-annex_i_natcom/reporting_on_climate_change/items/8722.php">http://unfccc.int/national_reports/non-annex_i_natcom/reporting_on_climate_change/items/8722.php</a>	<i>Continued interest on behalf of Serbia in engagement in climate change issues and incorporating climate change concerns in plans, strategies, policies, programmes and budgets on central and sectorial levels</i>
	<u>Mandatory indicator 2:</u> Number of direct project beneficiaries with gender disaggregated data.	<i>A core set of indicators to monitor gender issues is not identified</i>	<i>Issues arising through gender disaggregated data collection and analysis, and research and gender analysis of sector issues itemized in each NC component</i>  <i>Further elaborated study on</i>	<i>The appropriate chapters of 3 NC and 2BUR</i>	<i>Include ministry responsible for gender equality to ensure stakeholders from government, private sector, civil society and academia, in particular those with expertise and interest in gender analysis and gender</i>

<sup>17</sup> 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 need to be quantified. 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.

<sup>18</sup> Risks must be outlined in the Feasibility section of this project document.

	<b>Objective and Outcome Indicators (no more than a total of 15 -16 indicators)</b>	<b>Baseline<sup>17</sup></b>	<b>End of Project Target</b>	<b>Source of Verification</b>	<b>Assumptions<sup>18</sup></b>
			<i>different gender roles in adaptation and mitigation interventions at the community level, policy formulation and decision-making process</i>		<i>equality</i>
	<i>Indicator 3: 2-year reporting cycle established</i>	<i>2-year reporting cycle still not established (1NC in 2010, 1BUR in 2016, 2NC in 2017)</i>	<i>The 2BUR will be endorsed and submitted to the UNFCCC by the end of 2018, and 3NC will be endorsed and submitted to the UNFCCC by the end of 2020.</i>	<i>UNFCCC documentation; government records</i>	<i>Continued interest on behalf of Serbia in engagement in climate change issues and meeting the UNFCCC requirements</i>
<b>Component/Outcome<sup>19</sup> 1: National Circumstances and other relevant information related to UNFCCC</b>	<i>Indicator 4: Information covered related to economic and political issues in Serbia which may affect its ability to deal with climate change mitigation</i>	<i>The previous NCs and BUR included information, but need to be updated</i>	<i>Updated information to reflect the current situation. Features of the country, its population, natural resources, climate and economy which may affect the country's ability to deal with climate change mitigation and adaptation, described.</i>	<i>The appropriate chapter of the 3NC and 2BUR</i>	<i>No major risks identified</i>
	<i>Indicator 5: Information provided on institutional arrangements relevant to the preparation of national communications and biennial update reports on a continual basis</i>	<i>The previous NCs and BUR included information, but need to be updated</i>	<i>Updated information to reflect the current situation. Institutional arrangements relevant to the preparation of the national communications and biennial update reports as well as mechanisms for stakeholders' involvement and participation to enable the preparation of these reports analyzed and defined.</i>	<i>The appropriate chapter of the 3NC and 2BUR</i>	<i>No major risks identified</i>
	<i>Indicator 6: Trainings for stakeholders carried out as part of the biennial reporting process</i>	<i>Several workshops on local level conducted in the period 2013-2015, but need to be targeted more specifically</i>	<i>Public awareness campaigns on climate change at the national level conducted, as well as trainings on climate change for businesses, CSOs, healthcare specialists,</i>	<i>Project documentation/ Training reports</i>	<i>As above</i>

<sup>19</sup>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.

	<b>Objective and Outcome Indicators (no more than a total of 15 -16 indicators)</b>	<b>Baseline<sup>17</sup></b>	<b>End of Project Target</b>	<b>Source of Verification</b>	<b>Assumptions<sup>18</sup></b>
			<i>journalists and civil servants engaged in climate change</i>		
<b>Component/ Outcome 2: National Greenhouse gas (GHG) Inventory</b>	<i>Indicator 7: Years of compiled GHG inventories</i>	<i>GHG inventories for the years 1990, 1998, 2000 – 2014 prepared in previous NCs and FBUR</i>	<i>GHG inventory for the period of 2014 -2016 (2BUR) and 2010-2018 (3NC) calculated for all sectors, according to the 2006 revised IPCC Guidelines. GHG Inventory will be prepared using/applying GHG Inventory Software for non-Annex I Parties (NAIS)</i>	<i>Databases of GHG inventories The GHG inventory chapters of 3NC and 2BUR</i>	<i>Assumes good data sharing and building on the data and methods developed during previous NCs and BUR preparation</i>
	<i>Indicator 8: Existence of country-specific and standard emissions factors</i>	<i>Serbia-specific emissions factor for lignite calculated with the rest using Tier-1 methodology</i>	<i>National Emission Factors for the key sources updated on annual basis, as needed, Tier-2 methodology applied where possible</i>	<i>Methodological reports from the GHG Inventory; Local emission factor submitted to the IPCC emission factor database</i>	<i>As above</i>
	<i>Indicator 9: Level of institutionalization of data collection and management systems for GHG inventories</i>	<i>SEPA is responsible for data collection, but management system still not institutionalized on appropriate level</i>	<i>Improving the GHG emission data collection system (including calculation of national emission factors, as appropriate and based on results of the SNC/FBUR) within the Serbian Environmental Protection Agency (SEPA).</i>	<i>Project documentation (including final evaluation)</i>	<i>As above</i>
	<i>Indicator 10: Level of cross-sector collaboration for the preparation of the GHG inventory</i>	<i>Insufficient cross-sector collaboration for the preparation of the GHG inventory</i>	<i>Cross-sector collaboration for the preparation of GHG Inventory strengthened. Institutional capacities for the improvement of the National GHG Inventory System improved with defined institutional arrangements, including cross-sector cooperation and application of 2006 IPCC Guidelines for GHG inventories</i>	<i>Project documentation (including final evaluation)</i>	<i>As above</i>
<b>Component/ Outcome 3:</b>	<i>Indicator 11: Level of information available on technical and economic</i>	<i>Analysis of possibilities for GHG mitigation</i>	<i>Mitigation potential in key development sectors (e.g.</i>	<i>Methodological reports from the mitigation</i>	<i>Assumes no major economic upheavals during</i>

	<b>Objective and Outcome Indicators (no more than a total of 15 -16 indicators)</b>	<b>Baseline<sup>17</sup></b>	<b>End of Project Target</b>	<b>Source of Verification</b>	<b>Assumptions<sup>18</sup></b>
<b>Climate Change Mitigation</b>	<i>potential of GHG reduction from various sectors</i>	<i>presented, though not always including technical and economic potential and not from all sectors</i>	<i>energy, agriculture, LULUCF, waste, transport and infrastructure) assessed, and abatement measures proposed.  Progress on policies and actions to mitigate GHG from 2010, at national, sub-national and local levels assessed.</i>	<i>analysis; The appropriate chapters of the 2BUR and 3NC</i>	<i>the period of analysis</i>
	<i>Indicator 12: Identification of mitigation priority mitigation actions</i>	<i>The mitigation actions are presented mainly qualitatively, without sufficient detail, while information on the availability of funding for actions is not provided.</i>	<i>Assessment of sectoral mitigation potentials, considering social and economic trends, until 2100  Consultation process for the validation and prioritization of the country-specific mitigation measures and definition of mitigation scenarios documented</i>	<i>Methodological reports from the mitigation analysis; The appropriate chapters of the 2BUR and 3NC</i>	<i>As above</i>
	<i>Indicator 13: Description of identified mitigation actions, including nature of actions, coverage, quantitative goals, progress indicators, methodologies and assumptions</i>	<i>Insufficiently prepared.</i>	<i>Based on latest available data GHG emission reduction potential of Serbia updated considering technical, environmental and economic aspects; set of policy framework and recommendations prepared  Roadmap and Action Plan for implementation of Nationally Determined Contribution (NDC) prepared for the period 2020 - 2030;</i>	<i>As above</i>	<i>As above</i>
<b>Component/ Outcome 4: Vulnerability Assessment &amp; Adaptation to the climate change</b>	<i>Indicator 14: Level of analysis of projected climate change</i>	<i>Climate change scenarios revised by using a regional climate model</i>	<i>Comparative analysis of developed climate change scenarios with results from existing databases of climate scenarios including assessment of the level of climate change scenarios uncertainty</i>	<i>The appropriate chapter of the 3NC</i>	<i>Assumes active participation and interest amongst stakeholders and experts</i>



	<b>Objective and Outcome Indicators (no more than a total of 15 -16 indicators)</b>	<b>Baseline<sup>17</sup></b>	<b>End of Project Target</b>	<b>Source of Verification</b>	<b>Assumptions<sup>18</sup></b>
	<i>Indicator 15: Level of assessment of key sectors vulnerable to climate change</i>	<i>Quantitative and where possible geographically disaggregated vulnerability assessments of hydrology and water resources, agriculture and forestry</i>	<i>An in-depth vulnerability assessment of key socio-economic sectors (agriculture, hydrology/water management, forestry, health, and natural environment to climate impacts conducted</i>	<i>The appropriate chapter of the 3NC</i>	<i>As above</i>
	<i>Indicator 16: Prioritization of adaptation options and Identification of possibilities for effective integration of adaptation measures into national strategies</i>	<i>Opportunities for effective integration of adaptation measures into national strategies identified, but detailed adaptation action plan is not elaborated for any of the target sectors.</i>	<i>Policy frameworks for effective integration of adaptation measures into national strategies identified</i>	<i>As above</i>	<i>As above</i>
<b>Component/ Outcome 5: Domestic Measurement, Reporting and Verification (MRV)</b>	<i>Indicator 17: Identification and assessment of different options for domestic MRV based on national circumstances and capabilities and different nature of the mitigation actions</i>	<i>The current institutional setting and data flow is vaguely explained</i>	<i>The development process of national institutional arrangements and framework for domestic MRV supported</i>	<i>Project documentation The appropriate chapter of the BUR</i>	<i>No major risks identified</i>
<b>Component/Outcome 6: Monitoring and Evaluation</b>	<i>Indicator 18: Bi-annual progress reports, Terminal project report</i>	<i>Project monitoring on a regular basis, lessons learned compiling</i>	<i>Project financial and progress reports prepared and submitted. Terminal Project report and lessons learned compiled</i>	<i>Progress Project Reports Terminal Project Report</i>	

### III. TOTAL BUDGET AND WORKPLAN

Total Budget and Work Plan			
Atlas <sup>20</sup> Proposal or Award ID:	00099636	Atlas Primary Output Project ID:	00102933
Atlas Proposal or Award Title:	Second Biennial Update Report and Third National Communication under the UNFCCC		
Atlas Business Unit	SRB10		
Atlas Primary Output Project Title	Second Biennial Update Report and Third National Communication under the UNFCCC		
UNDP-GEF PIMS No.	6012		
Implementing Partner	Ministry of Environmental Protection of the Republic of Serbia (MoEP)		

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Amount Year 4 (USD)	Total (USD)	See Budget Note:
<b>OUTCOME 1: National Circumstances and other relevant information related to UNFCCC</b>	(MoEP)	62000	GEF	71200	International Consultants	0	5000	5000	0	10000	1
				71300	Local Consultants	7000	20000	15000	15000	57000	2
				71600	Travel	1000	3000	3000	2000	9000	3
				72100	Contractual Services-Companies	0	15000	20000	5000	40000	4
				72800	Equipment	12000	0	0	0	12000	5
				74200	Audio Visual & Print Prod Costs	3000	4000	5000	11000	23000	6
				74500	Miscellaneous	1000	1000	1000	1000	4000	7
				75700	Training Workshop and Conference	2000	5000	5000	3000	15000	8
<b>Total Outcome 1</b>						<b>26000</b>	<b>53000</b>	<b>54000</b>	<b>37000</b>	<b>170000</b>	
<b>OUTCOME 2: National GHG Inventory</b>	(MoEP)	62000	GEF	71200	International Consultants	5000	10000	10000	5000	30000	9
				71300	Local Consultants	5000	16000	16000	13000	50000	10
				71600	Travel	1000	2000	2000	1000	6000	3

<sup>20</sup> See separate guidance on how to enter the TBWP into Atlas

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Amount Year 4 (USD)	Total (USD)	See Budget Note:
				72100	Contractual Services-Companies	5000	20000	20000	20000	65000	11
				74200	Audio Visual & Print Prod Costs	2000	5000	6000	4000	17000	6
				74500	Miscellaneous	1000	1000	1000	1000	4000	7
				75700	Training Workshop and Conference	1000	3000	3000	1000	8000	8
				<b>Total Outcome 2</b>						<b>20000</b>	<b>57000</b>
<b>OUTCOME 3: Climate Change Mitigation</b>	<b>(MoEP)</b>	<b>62000</b>	<b>GEF</b>	71200	International Consultants	0	5000	5000	0	10000	12
				71300	Local Consultants	5000	18000	18000	15000	56000	13
				71600	Travel	1000	2000	2000	1000	6000	3
				72100	Contractual Services-Companies	15000	17000	16000	17000	65000	14
				74200	Audio Visual & Print Prod Costs	2000	2500	3000	3000	10500	6
				74500	Miscellaneous	550	500	500	500	2050	7
				75700	Training Workshop and Conference	1000	3000	3000	1000	8000	8
<b>Total Outcome 3</b>						<b>24550</b>	<b>48000</b>	<b>47500</b>	<b>37500</b>	<b>157550</b>	
<b>OUTCOME 4: Vulnerability Assessment &amp; Adaptation to the climate change</b>	<b>(MoEP)</b>	<b>62000</b>	<b>GEF</b>	71200	International Consultants	0	10000	10000	5000	25000	15
				71300	Local Consultants	5000	12000	12000	11000	40000	16
				71600	Travel	500	2000	2000	1500	6000	3
				72100	Contractual Services-Companies	10000	27000	22000	21000	80000	17
				74200	Audio Visual & Print Prod Costs	1000	5000	6000	5000	17000	6
				74500	Miscellaneous	1000	1000	1000	1000	4000	7
				75700	Training Workshop and Conference	500	3000	3000	1500	8000	8

GEF Outcome/Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Amount Year 4 (USD)	Total (USD)	See Budget Note:
	<b>Total Outcome 4</b>					<b>18000</b>	<b>60000</b>	<b>56000</b>	<b>46000</b>	<b>180000</b>	
<b>OUTCOME 5: Domestic MRV</b>	<b>(MoEP)</b>	<b>62000</b>	<b>GEF</b>	71200	International Consultants	5000	12000	0	0	17000	18
				71300	Local Consultants	5000	25000	0	0	30000	19
				71600	Travel	0	1000	1000	0	2000	3
				72100	Contractual Services-Companies	5000	10000	0	0	15000	4
				72500	Office Supplies	2000	0	0	0	2000	20
				74200	Audio Visual & Print Prod Costs	0	1000	1000	0	2000	6
				74500	Miscellaneous	500	500	500	500	2000	7
				75700	Training Workshop and Conference	0	1000	1000	0	2000	8
	<b>Total Outcome 5</b>					<b>17500</b>	<b>50500</b>	<b>3500</b>	<b>500</b>	<b>72000</b>	
<b>OUTCOME 6: M&amp;E</b>				72100	Contractual Services-Companies	1000	5000	1000	5000	12000	<b>21</b>
				74100	Professional Services	0	1000	1000	1000	3000	<b>22</b>
		<b>Total Outcome 6</b>					<b>1000</b>	<b>6000</b>	<b>2000</b>	<b>6000</b>	<b>15000</b>
<b>Project management unit</b>	<b>(MoAEP)/UNDP</b>	<b>62000</b>	<b>GEF</b>	71400	Contractual Services Individual	11000	15000	15000	15000	56000	23
				71600	Travel	1000	1000	1000	1000	4000	3
				74500	Miscellaneous	500	500	500	500	2000	7
				64397	Direct project costs-Staff	2750	2750	2750	2565	10815	24, 24 a
				74596	Direct Project Cost-GoE	1150	1150	1150	1185	4635	24, 24b
	<b>Total Management</b>					<b>16400</b>	<b>20400</b>	<b>20400</b>	<b>20250</b>	<b>77450</b>	
	<b>PROJECT TOTAL</b>					<b>123450</b>	<b>294900</b>	<b>241400</b>	<b>192250</b>	<b>852000</b>	

Budget notes:

1	International Climate Change Policy Expert
2	Climate Change Chief Technical Advisor and Gender Specialist
3	International and local travel for attending relevant training/capacity building workshops or promotion of the reports
4	Int. and national subcontracts for scoping studies within other relevant information to UNFCCC, and for conducting climate change awareness raising campaign
5	Hard and software support for MRV
6	Materials for project's public outreach activities; translation costs
7	Miscellaneous, bank charges, insurance and unexpected costs
8	Training, seminars, workshops and other events
9	International GHG Inventory Expert
10	GHG Inventory Team of Experts
11	Quality Assurance Team: the QAT members should have previous experience in GHG inventory development. At least one QAT member should be responsible for each GHG inventory sector. At least one QAT member should be assigned a responsibility to check and verify the overall GHG inventory and at least one QAT member to check and verify Key Sources analyses and Uncertainty management.
12	International Mitigation Expert on CC issues
13	National CC Mitigation Chief Advisor
14	Climate Change Mitigation team of experts (analysts and modelers)
15	International Expert on Vulnerability and Adaptation issues to CC
16	National V&A Chief Technical Advisor
17	Teams of experts for climate scenarios, and vulnerability assessments of key identified sectors
18	International QA expert
19	Climate Change Mitigation and Measurement, Reporting and Verification expert
20	Office supplies
21	Monitoring and evaluation services in line with M&E budget table in prodoc – including 3000 USD indicative cost for IW, and 3000 USD for Lessons learned and knowledge generation, and up to 6000 USD for evaluation
22	Audit
23	Salaries for a core project team (Project Manager and Project Assistant)
24	Direct Project Costs: for services rendered by UNDP to the project, according to the Letter of Agreement (Annex G). DPC 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 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
24a	Direct Project Cost-Staff
24b	Direct Project Cost-GoE

Summary of  
Funds: <sup>21</sup>

	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Total
<b>GEF</b>	123450	294900	241400	192250	852000
<b>UNDP (in-kind)</b>	5000	5000	5000	5000	20000
<b>Government (in kind)</b>	17500	17500	17500	17500	70000
<b>TOTAL</b>	145950	317400	263900	214750	942000

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<sup>21</sup> Summary table should include all financing of all kinds: GEF financing, cofinancing, cash, in-kind, etc...

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

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

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

**Project Closure:** Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP.<sup>22</sup> On an exceptional basis only, a no-cost extension beyond the initial duration of the project will be sought from in-country UNDP colleagues and then the UNDP-GEF Executive Coordinator.

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

**Transfer or disposal of assets:** In consultation with the NIM Implementing Partner and other parties of the project, UNDP programme manager (UNDP Resident Representative) is responsible for deciding on the transfer or other disposal of assets. Transfer or disposal of assets is recommended to be reviewed and endorsed by the project board following UNDP rules and regulations. Assets may be transferred to the government for project activities managed by a national institution at any time during the life of a project. In all cases of transfer, a transfer document must be prepared and kept on file<sup>23</sup>.

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

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

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<sup>22</sup> see <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx>

<sup>23</sup> See [https://popp.undp.org/\\_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/PPM\\_Project%20Management\\_Closing.docx&action=default](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Project%20Management_Closing.docx&action=default).

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## IV. MANAGEMENT ARRANGEMENTS

UNDP is the GEF Implementing Agency for this project. The proposed project is consistent with the UNDP's mandate on promoting environmental protection, while recognizing the need to sustainably manage resources through capacity building and encouraging broader multi-sectoral participation of stakeholders. Given UNDP's recognized role in capacity development and based on the fact that UNDP is the implementing agency for a large portfolio of GEF-funded climate change projects, the Government of Serbia has requested UNDP's assistance in the design and implementation of this project. The project is fully in compliance with the comparative advantages matrix approved by the GEF Council.

Roles and responsibilities of the project's governance mechanism: The project will be implemented following UNDP's national implementation modality (NIM with UNDP support), according to the Standard Basic Assistance Agreement between UNDP and the Government of the Republic of Serbia, and the Country Programme. All procurement and financial transactions will be governed by applicable UNDP regulations under NIM.

The **Implementing Partner** for this project is the Ministry of Environmental Protection. The Implementing Partner is responsible and accountable for managing this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of project resources.

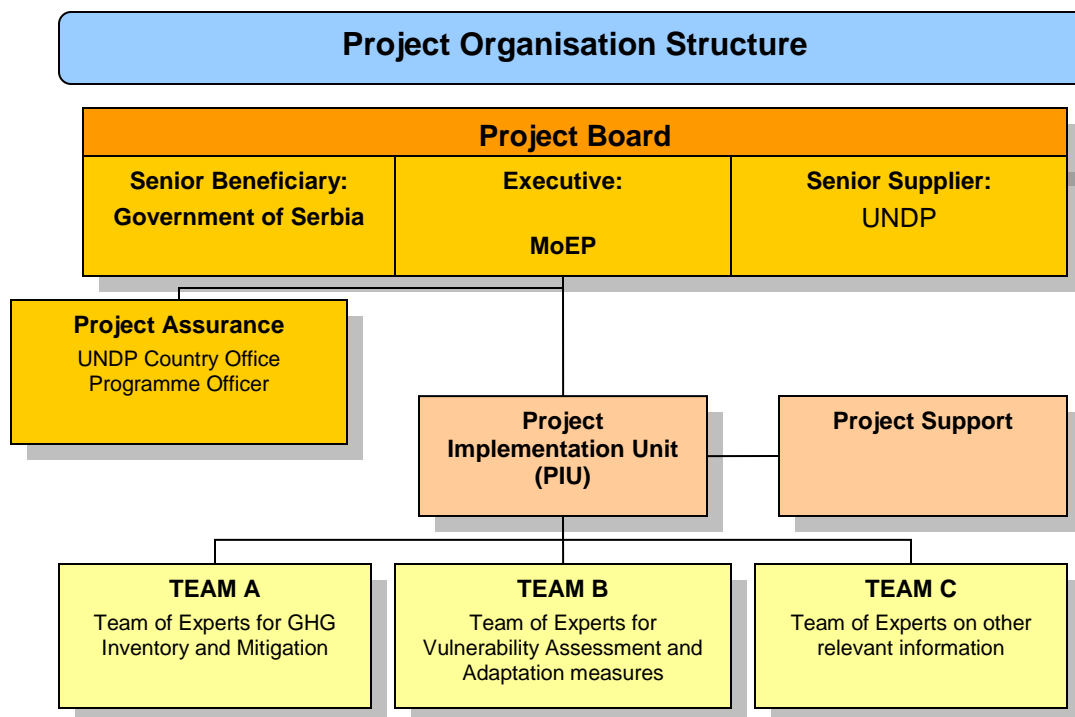
The Implementing Partner is responsible for:

- 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.

The Ministry of Environmental Protection will appoint the **National Project Director (NPD)** among officials from the Ministry of Environmental Protection at a level that provides enough authority and insight to represent the counterpart's ownership and authority over the project, to assume responsibility for achieving project objectives and ensure accountability to the head of the Implementing Partner and UNDP for the use of project resources and achieving outputs.

The project organisation structure is as follows:





Overall guidance will be provided by the **Project Board**. The Project Board (PB, also called Project Steering Committee) is responsible for making by consensus, management decisions when guidance is required by the Project Manager, including recommendation for UNDP/Implementing Partner approval of project plans and revisions. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with the UNDP Programme Manager. The terms of reference for the Project Board are contained in Annex B.

The PB will consist of key national governmental institutions and agencies. UNDP will also be represented on the PB. The PB will be balanced in terms of gender. The Project Board will be responsible for making management decisions for the project, in particular when guidance is required by the Project Manager. It will play a critical role in project monitoring and evaluations by assuring the quality of these processes and associated products, and by using evaluations for improving performance, accountability and learning. The Project Board will ensure that required resources are committed. It will also arbitrate on any conflicts within the project and negotiate solutions to any problems with external bodies. In addition, it will approve the appointment and responsibilities of the Project Manager and any delegation of its Project Assurance responsibilities. Based on the approved Annual Work Plan, the Project Board can also consider and approve the quarterly plans and also approve any essential deviations from the original plans.

The project will follow the same institutional arrangements that have been established for the implementation of the INC, SNC, and FBUR.

A **Project Implementation Unit (PIU)** will be established comprising permanent staff including: a Project Manager (PM), Project Assistant. The PIU will assist Ministry to perform its role as implementing partner. The PM will be responsible for overall project coordination and implementation, consolidation of work plans and project papers, preparation of quarterly progress reports, reporting to the project supervisory

bodies, and supervising the work of the project experts and other project staff. The PM will also closely coordinate project activities with relevant government institutions and hold regular consultations with other project stakeholders and partners, including UNDP's relevant projects. Under the direct supervision of the PM, the Project Assistant will be responsible for administrative and financial issues, and will get support from the existing UNDP administration.

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

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

Governance role for project target groups:

The Ministry of Environmental Protection (MoEP) will establish NC/BUR Project Support Unit, i.e. technical working group comprised of representatives of all relevant stakeholders: Ministry of Agriculture (including Forestry Directorate and Water Directorate), Ministry of Environmental Protection (including the Serbian Environmental Protection Agency,); Ministry of Mining and Energy; Ministry of Economy; Ministry of Construction, Transport and Infrastructure; National Statistics Office of Serbia; Ministry of Education and Science; Ministry of Health; Nature Protection Institute of Serbia; Republic Hydromet Service of Serbia, in order to ensure the achievement of optimal sectoral coverage and relevance of the actions and enhance their sustainability.

Additionally, the National Climate Change Committee will monitor development and implementation of national policies on climate change, sectoral policies and other planning documents, in terms of consistency with national climate change policies and propose measures for improving and coordinating policies, measures and actions in this field, as well as development of 2BUR and 3NC. Members of the Committee are representatives of all relevant ministries and other governmental institutions, as well as representatives of universities and scientific institutions.

UNDP Direct Project Services as requested by Government (if any):

The UNDP, as GEF Agency for this project, will provide project management cycle services for the project as defined by the GEF Council. In addition, the Government of Serbia may request UNDP direct services for specific projects, according to its policies and convenience. The UNDP and Government of Serbia acknowledge and agree that those services are not mandatory, and will be provided only upon Government request. If requested the services would follow the UNDP policies on the recovery of direct costs. These services (and their costs) are specified in the Letter of Agreement (Annex G). As is determined by the GEF Council requirements, these service costs will be assigned as Project Management Cost, duly identified in the project budget as Direct Project Costs. Eligible Direct Project Costs should not be charged as a flat percentage. They should be calculated on the basis of estimated actual or transaction based costs and should be charged to the direct project costs account codes: "64397- Direct Project Costs – Staff" and "74596-Direct Project Costs – General Operating Expenses (GOE)

UNDP country office shall provide administrative and financial support services to project execution as described below:

<b>Support services</b>	<b>Schedule for the provision of the support services</b>
1. Identification and/or recruitment of project personnel: * Project Manager * Project Assistant	In the first three months of the project implementation
2. Services related to Procurement (including but not limited to):	Throughout project implementation when applicable

<b>Support services</b>	<b>Schedule for the provision of the support services</b>
<ul style="list-style-type: none"> <li>- Procurement of goods</li> <li>- Procurement of Services:</li> <li>Consultant recruitment</li> <li>Advertising</li> <li>Short-listing &amp; Selection</li> <li>Contract Issuance</li> </ul>	
<ul style="list-style-type: none"> <li>3. Services related to finance (including but not limited):</li> <li>Payments</li> <li>Travel management</li> </ul>	<i>On-going throughout project implementation</i>

Support services will be provided by UNDP based on signed Letter of Agreement between UNDP and the Ministry of Environmental Protection. Direct project costs charged against the GEF-financed project budget will not exceed the amount approved by GEF Secretariat for these services, which is \$15,450.

Agreement on intellectual property rights and use of logo on the project's deliverables and disclosure of information: In order to accord proper acknowledgement to the GEF for providing grant funding, the GEF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects funded by the GEF will also accord proper acknowledgement to the GEF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy<sup>24</sup> and the GEF policy on public involvement<sup>25</sup>.

Project management: *The project will be implemented by the Ministry of Environmental Protection under the NIM modality, with UNDP support. This also means that the Ministry will provide office space for the project and its personnel. The Ministry of Environmental Protection is also responsible for coordination of implementation of other climate change related projects, including those funded by the EU IPA funds. Climate Change Unit of the Ministry will ensure that 2BUR-3NC project is implemented in close synergy with the the MMR project as well as with the project that supports development of National Climate Change Strategy and Action Plan for Serbia. In addition, UNDP will make sure that results of all other climate change related projects, in particular GEF funded projects, are incorporated into the 2BUR-3NC project activities, namely the "Climate Smart Urban Development Challenge" project, "Reducing Barriers to Accelerate the Development of Biomass Markets in Serbia" as well as project on "Removing Barriers to Promote and Support Energy Management Systems in Municipalities (EMS) throughout Serbia". UNDP and the Ministry will jointly approach other stakeholders in order to ensure that results of their projects related to climate change are used for the 2BUR-3NC project purposes, as appropriate.*

<sup>24</sup> See [http://www.undp.org/content/undp/en/home/operations/transparency/information\\_disclosurepolicy/](http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/)

<sup>25</sup> See [https://www.thegef.org/gef/policies\\_guidelines](https://www.thegef.org/gef/policies_guidelines)

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## V. MONITORING FRAMEWORK AND EVALUATION

The project results as outlined in the project results framework will be monitored annually and evaluated periodically during project implementation to ensure the project effectively achieves these results.

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the [UNDP POPP and UNDP Evaluation Policy](#). While these UNDP requirements are not outlined in this project document, the UNDP Country Office will work with the relevant project stakeholders to ensure UNDP M&E requirements are met in a timely fashion and to high quality standards. Additional mandatory GEF-specific M&E requirements (as outlined below) will be undertaken in accordance with the [GEF M&E policy](#) and other relevant GEF policies<sup>26</sup>.

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. This will include the exact role of project target groups and other stakeholders in project M&E activities including the GEF Operational Focal Point and national/regional institutes assigned to undertake project monitoring. The GEF Operational Focal Point will strive to ensure consistency in the approach taken to the GEF-specific M&E requirements across all GEF-financed projects in the country.

### **M&E Oversight and monitoring responsibilities:**

**Project Manager:** The Project Manager is responsible for day-to-day project management and regular monitoring of project results and risks, including social and environmental risks. The Project Manager will ensure that all project staff maintain a high level of transparency, responsibility and accountability in M&E and reporting of project results. The Project Manager will inform the Project Board, the UNDP Country Office and the UNDP-GEF RTA of any delays or difficulties as they arise during implementation so that appropriate support and corrective measures can be adopted.

The Project Manager will develop annual work plans based on the multi-year work plan included in Annex A, including annual output targets to support the efficient implementation of the project. The Project Manager will ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality. This includes, but is not limited to, ensuring the results framework indicators are monitored annually and provided to the UNDP Country Office for recording in the UNDP web-based monitoring tools, and that the monitoring of risks and the various plans/strategies developed to support project implementation (e.g. gender strategy, KM strategy etc..) occur on a regular basis.

**Project Board:** The Project Board will take corrective action as needed to ensure the project achieves the desired results. The Project Board will hold project reviews to assess the performance of the project and appraise the Annual Work Plan for the following year. In the project's final year, the Project Board will hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to highlight project results and lessons learned with relevant audiences. This final review meeting will also discuss the findings outlined in the project terminal report.

**Project Implementing Partner:** The Implementing Partner is responsible for providing any and all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary and appropriate. 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 by and generated by the project supports national systems.

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<sup>26</sup> See [https://www.thegef.org/gef/policies\\_guidelines](https://www.thegef.org/gef/policies_guidelines)

UNDP Country Office: The UNDP Country Office will support the Project Manager as needed, including through annual supervision missions. The annual supervision missions will take place according to the schedule outlined in the annual work plan. Supervision mission reports will be circulated to the project team and Project Board within one month of the mission. The UNDP Country Office will initiate and organize key GEF M&E activities. The UNDP Country Office will also ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality.

The UNDP Country Office is responsible for complying with all UNDP project-level M&E requirements as outlined in the UNDP POPP. This includes ensuring the UNDP Quality Assurance Assessment during implementation is undertaken annually; that annual targets at the output level are developed, and monitored and reported using UNDP corporate systems; the regular updating of the ATLAS risk log; and, the updating of the UNDP gender marker on an annual basis based on gender mainstreaming progress reported in the UNDP ROAR. Any quality concerns flagged during these M&E activities must be addressed by the UNDP Country Office and the Project Manager.

The UNDP Country Office will retain all M&E records for this project for up to seven years after project financial closure in order to support ex-post evaluations undertaken by the UNDP Independent Evaluation Office (IEO) and/or the GEF Independent Evaluation Office (IEO).

UNDP-GEF Unit: Additional M&E and implementation quality assurance and troubleshooting support will be provided by the UNDP-GEF Regional Technical Advisor and the UNDP-GEF Directorate as needed.

**Audit:** The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies on NIM implemented projects.<sup>27</sup>

**Additional GEF monitoring and reporting requirements:**

Inception Workshop and Report: A project inception workshop will be held within two months after the project document has been signed by all relevant parties to, amongst others:

- a) Re-orient project stakeholders to the project strategy and discuss any changes in the overall context that influence project strategy and implementation;
- b) Discuss the roles and responsibilities of the project team, including reporting and communication lines and conflict resolution mechanisms;
- c) Review the results framework and finalize the indicators, means of verification 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 in M&E;
- e) Update and review responsibilities for monitoring the various project plans and strategies, including the risk log; Environmental and Social Management Plan and other safeguard requirements; the gender strategy; the knowledge management strategy, and other relevant strategies;
- f) Review financial reporting procedures and mandatory requirements, and agree on the arrangements for the annual audit; and
- g) Plan and schedule Project Board meetings and finalize the first year annual work plan.

The Project Manager will prepare the inception report no later than one month after the inception workshop. The inception report will be cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board.

Bi-annual progress:

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

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<sup>27</sup> See guidance here: <https://info.undp.org/global/popp/frm/pages/financial-management-and-execution-modalities.aspx>

Lessons learned and knowledge generation: Results from the project will be disseminated within and beyond the project intervention area through existing information sharing networks and forums. The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to the project. The project will identify, analyse and share lessons learned that might be beneficial to the design and implementation of similar projects and disseminate these lessons widely. There will be continuous information exchange between this project and other projects of similar focus in the same country, region and globally.

End of Project:

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

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.

**M& E workplan and budget**

Type of M&E activity	Responsible Parties	Budget US\$ Excluding project team staff time	Time frame
<b>Inception Workshop and Report</b>	<ul style="list-style-type: none"> <li>▪ Project Manager</li> <li>▪ UNDP CO, UNDP GEF</li> </ul>	Indicative cost: 3,000	Within first two months of project start up
<b>Measurement of Means of Verification of project results.</b>	<ul style="list-style-type: none"> <li>▪ UNDP GEF RTA/Project Manager will oversee the hiring of specific studies and institutions, and delegate responsibilities to relevant team members.</li> </ul>	To be finalized in Inception Phase and Workshop.	Start, mid and end of project (during evaluation cycle) and annually when required.
<b>Measurement of Means of Verification for Project Progress on output and implementation</b>	<ul style="list-style-type: none"> <li>▪ Oversight by Project Manager</li> <li>▪ Project team</li> </ul>	To be determined as part of the Annual Work Plan's preparation.	Annually to the definition of annual work plans
<b>Periodic status/ progress reports</b>	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> </ul>	None	Quarterly
<b>Project Terminal Report</b>	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> <li>▪ UNDP CO</li> <li>▪ local consultant</li> </ul>	0	At least three months before the end of the project
<b>Audit</b>	<ul style="list-style-type: none"> <li>▪ UNDP CO</li> <li>▪ Project manager and team</li> </ul>	Indicative cost: 3,000	At least once in a project cycle
<b>Lessons learned and knowledge generation</b>	<ul style="list-style-type: none"> <li>▪ Project Manager</li> </ul>	Indicative cost: 3,000	Annually
<b>Monitoring of environmental and social risks, and corresponding management plans as relevant</b>	<ul style="list-style-type: none"> <li>Project Manager</li> <li>▪ UNDP CO</li> </ul>	None	On-going

Type of M&E activity	Responsible Parties	Budget US\$ Excluding project team staff time	Time frame
Addressing environmental and social grievances	Project Manager UNDP Country Office <ul style="list-style-type: none"> <li>▪ BPPS as needed</li> </ul>	None for time of project manager, and UNDP CO	Costs associated with missions, workshops, BPPS expertise etc. can be charged to the project budget.
Project Board meetings	Project Board UNDP Country Office <ul style="list-style-type: none"> <li>▪ Project Manager</li> </ul>	None	At minimum annually
Knowledge management	<ul style="list-style-type: none"> <li>▪ Project Manager</li> </ul>	1% of GEF grant	On-going
GEF Secretariat learning missions/site visits	<ul style="list-style-type: none"> <li>▪ UNDP Country Office and Project Manager and UNDP-GEF team</li> </ul>	None	To be determined.
Visits to field sites	<ul style="list-style-type: none"> <li>▪ UNDP CO</li> <li>▪ UNDP RCU (as appropriate)</li> <li>▪ Government representatives</li> </ul>	For GEF supported projects, paid from IA fees and operational budget	Yearly
<b>TOTAL indicative COST</b> Excluding project team staff time and UNDP staff and travel expenses		<b>US\$ 15,000</b> <b>(+/- 5% of total budget)</b>	

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## VI. LEGAL CONTEXT

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

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

The implementing partner shall:

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

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

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



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## VII. RISK MANAGEMENT

Consistent with the Article III of the SBAA *[for 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, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.

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](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml).

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>).

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.

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.

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.

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](http://www.undp.org).

In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes. 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.

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.

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.

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.

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.

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.

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.

## ANNEX A. MULTI YEAR WORK PLAN:

Task	Year 1				Year 2				Year 3				Year 4			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Outcome 1</b>																
Output 1.1																
Output 1.2																
Output 1.3																
Output 1.4																
Output 1.5																
Output 1.6																
Output 1.7																
Output 1.8																
Output 1.9																
Output 1.10																
Output 1.11																
Output 1.12																
<b>Outcome 2</b>																
Output 2.1																
Output 2.2																
Output 2.3																
Output 2.4																
Output 2.5																
Output 2.6																
<b>Outcome 3</b>																
Output 3.1																
Output 3.2																
Output 3.3																
Output 3.4																
Output 3.5																
Output 3.6																
Output 3.7																
<b>Outcome 4</b>																
Output 4.1																
Output 4.2																
Output 4.3																
Output 4.4																
Output 4.5																
Output 4.6																
<b>Outcome 5</b>																
Output 5.1																
Output 5.2																
<b>M&amp;E</b>																
Monitoring																
Reporting																
Evaluation																

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## **ANNEX B. TERMS OF REFERENCE**

### **Project Board**

#### Duties and responsibilities:

The Project Board (PB) is the main body to supervise the project implementation in accordance with UNDP rules and regulations and referring to the specific objectives and the outcomes of the project with their agreed performance indicators.

The main functions of the Board are:

- General monitoring of project progress in meeting its objectives and outcomes and ensuring that they continue to be in line with national development objectives;
- To provide strategic leadership and serve as a coordination mechanism for various partners involved;
- Facilitating co-operation between the different Government entities, whose inputs are required for successful implementation of the project, ensuring access to required information and resolving eventual conflict situations faced during project implementation when trying to meet its outcomes and stated targets;
- Supporting the elaboration, processing and adoption of the required institutional, legal and regulatory changes to support the project objectives and overcoming of related barriers;
- Facilitating and supporting other measures to mitigate the identified risks to project success;
- Approving annual work plans and progress reports, the first plan being prepared at the outset of project implementation;
- Approving project management arrangements; and
- Approving any amendments to be made in the project strategy that may arise due to changing circumstances, after careful analysis and discussion of the ways to solve problems.

#### Project board structure and reimbursement of costs:

Project Board will be chaired by the National Project Director (NPD) appointed by the Ministry of Environmental Protection and will include representatives from UNDP. The final list of the PB members will be completed at the outset of project operations and presented in the Inception Report. New members into the PB or participants into the Board meetings during the project implementation can be invited at the decision of the Board, by ensuring, however, that the Board will remain sufficiently lean to facilitate its effective operation.

The costs of the Board's work shall be considered as the Government's or other project partners' voluntary in-kind contribution to the project and shall not be paid separately by the project. They are also not eligible to receive any monetary compensation from their work as experts or advisers to the project.

#### Meetings:

It is suggested that the Board will have regular meetings, twice a year, or more often if required. A tentative schedule of the Board meetings will be agreed as a part of the annual work plans, and all representatives of the Board should be notified again in writing 14 days prior to the agreed date of the meeting. The meeting will be organized provided that the executing agency, UNDP and at least 2/3 of the other members of the Board can confirm their attendance. The project manager shall distribute all materials associated with the meeting agenda at least 5 working days in prior to the meeting.

### **National Project Director**

As a representative of the project's main Government Implementing Partner, the main duties and responsibilities of the National Project Director (NPD) include:

Supervise and guide the project implementation directly as well as through the Project Board meetings chaired by the NPD by reviewing and commenting project progress reports by meeting at regular intervals with the project manager;

Coordinate the project activities with those of the Government and provide guidance on policy issues;

Certifying the annual and, as applicable, quarterly work plans, financial reports and ensuring their accuracy and consistency with the project document and its agreed amendments;

Taking the lead in developing linkages with the relevant authorities at national, provincial and governmental level and supporting the project in resolving any institutional or policy related conflicts that may emerge during its implementation.

### **Project Implementation Unit**

#### **Main tasks and responsibilities:**

The Project Implementation Unit (PIU) is envisaged to be hosted by the Ministry of Environmental Protection. The PIU will be in charge for managing the overall project implementation, consolidation of work plans and project papers, preparation of quarterly progress reports, reporting to the project supervisory bodies, and supervising the work of the project experts and other project staff. The PIU will include Project Manager (PM), and Project Assistant (PA). The PM will also closely coordinate project activities with relevant government institutions and hold regular consultations with other project stakeholders and partners, including UNDP's relevant projects. Under the direct supervision of the PM, the Project Assistant will be responsible for administrative and financial issues, and will get support from the existing UNDP administration.

#### **Expected results and related milestones**

For the duration of the UNDP-GEF project, the expected results and related milestones of the PIU will be consistent with those of the Project Results Framework.

More detailed job descriptions and expected qualifications of the staff of the PIU are presented below.

### **Project Manager**

#### **Duties and responsibilities:**

Overall project coordination and implementation, consolidation of work plans and project documentation, preparation of quarterly progress reports, reporting to the project supervisory bodies, coordinating work of the PIU and supervising the work of the project experts and project staff and operational project management in accordance with the Project Document and the UNDP guidelines and procedures for National Implementation Modality (NIM) with UNDP support, including:

Supervision of the overall project implementation on both organizational and substantive matters— ensuring that budgeting, planning and general monitoring of the project are done in accordance with the Project Document and the rules and procedures established in the UNDP Programming Manual;

Preparation of annual work plans and budgets with close monitoring of the overall project progress and conducting required adaptive management to reflect the changing circumstances and eventually emerging new opportunities;

Managing the procurement and the project budget under the supervision of UNDP to assure timely involvement of local and international experts, organisation of training and public outreach, purchase of required equipment etc. in accordance with UNDP rules and procedures;

Submission of required progress reports to the Project Board and the UNDP in accordance with the section “Monitoring and Evaluation” of the Project Document (with a close linkage to required adaptive management actions);

Supervising and coordinating the contracts of the experts working for the project;

Ensuring otherwise successful completion of the project in accordance with the stated outcomes and performance indicators summarized in the project’s results framework and within the planned schedule and budget.

**Expected Qualifications:**

Advanced university degree and at least 10 years of professional experience in the specific areas the project is dealing with;

Advanced knowledge and record of experience in dealing with the climate change mitigation and adaptation portfolio of projects;

Advanced knowledge of the international and EU climate change related policies and practice, UNFCCC requirements, Serbia’s climate change policy, legal framework and practice;

Experience in managing projects of similar complexity and nature, including demonstrated capacity to manage people and actively explore new, innovative implementation and financing mechanisms to achieve the project objective;

Good analytical and problem-solving skills and the related ability for adaptive management with prompt action on the conclusion and recommendations coming out from the project’s regular monitoring and self-assessment activities as well as from periodic external evaluations;

Ability and demonstrated success to work in a team, to effectively organise it, and to motivate its members and other project counterparts to effectively work towards the project’s objective and expected outcomes;

Good communication skills and competence in handling project’s external relations at all levels; and

Fluent/good knowledge of Serbian and English languages.

Familiarity and prior experience with the UNDP and GEF requirements and procedures is a strong asset.

**Project Assistant**

**Duties and responsibilities**

Supporting the project manager and other members of the core project team in the implementation of the project, including:

Responsibility for logistics and administrative support of project implementation, including administrative management of the project budget, required procurement support, etc.

Controlling project expenditures and maintaining up to date business and financial documentation, in accordance with UNDP and other project reporting requirements;

Organizing meetings, business correspondence and other communications with the project partners;

Provide logistical support to the project team and consultants working for the project in organising duty travel, meetings, workshops etc;

Ensuring effective dissemination of, and access to, information on project activities and results and supporting the project outreach and PR activities in general, including keeping the project web-site up to date in co-operation with the project’s IT and communication experts;

Managing the projects files and supporting the project team in preparing the required financial and other reports required for monitoring and supervision of the project progress; and

Supporting the project team in managing contracts, in organizing correspondence and in ensuring effective implementation of the project otherwise.

Expected Qualifications:

University degree and at least 5 years of related professional experience;

Familiarity with international and EU climate change related policies and practice, UNFCCC requirements, Serbia's climate change policy, legal framework and practice;

Fluent/good knowledge of the Serbian and English languages;

Demonstrated experience and success of work in a similar position;

Good administration and interpersonal skills;

Ability to work effectively under pressure.

Good computer skills

Familiarity and prior experience with UNDP and GEF requirements and procedures, as well as climate change portfolio of projects are considered as an asset

Other experts and support personnel to recruited for the required time period are envisaged to include:

**Climate Change Chief Technical Advisor (CTA)**

Engaging of a CTA for the NC/BUR thematic areas is strongly recommended. The CTA should be the first technical expert to be appointed. Beside extensive knowledge and experience in the respective thematic area, the CTA should have a profound knowledge of the NC/BUR reporting requirements. The CTA should work together with UNDP staff on developing the Terms of Reference (TOR) for all the other thematic experts/companies and should ensure that the NC/BUR reporting requirements are reflected in the TORs, as well as in the outcomes of the thematic experts/companies. The CTA should be responsible for supervising and reviewing the expert work and should warrant the technical quality of the outcomes. The CTA should approve the outcome before it comes to review by the UNDP project staff and MoEP and other relevant stakeholders;

Tasks should include, but not be limited, to following:

- Collect and analyse information related to national circumstances;
- Analyse the specific needs and concerns arising from the adverse effects of climate change, national development objectives, circumstance and programmes;
- Provide an information on financial, technical and capacity needs assessment and constraints associated with the implementation of the UNFCCC Convention;
- Based upon inputs from the respective input teams, and decided upon through a prioritization process which includes stakeholders, develop a list of projects with focus on the barriers and opportunities for future development of the GHG inventory, implementation and adaptation, mitigation related actions;
- Update the information in regard to climate change related legislation, integration of UNFCCC requirements in legislation and strategies;
- Provide assessment on the technology, financial and capacity needs for mitigation and adaptation based on inputs from the respective input teams, and decided upon a prioritization process which includes stakeholders;
- Identify the needs and priorities for education, training and public awareness and prepare the related programmes;
- Revise the national plans and programmes on systematic observation, climate change and forecasting capacity;
- Organize trainings for the project staff in using selected software tools and electronic networks;
- Prepare the work programme on capacity building and awareness raising activities;

- Prepare the documents and training materials for all planned trainings/events and awareness raising activities;
- Organise seminars, trainings and workshops for stakeholders;
- Organise and coordinate the information exchange internationally and between participating institutions;

#### Qualifications and experience

- An advanced degree in, environmental management, energy or other field relevant to the project;
- A minimum of 7 years of working experience in the area relevant to the Climate Change;
- Substantial involvement in the preparation of the National Communications would be considered as asset;
- Good understanding of climate change and sustainable development issues in Serbia;
- Demonstrated ability of analytical and drafting work;
- Demonstrable knowledge of IPCC 1994 and 1996 guidelines,
- Familiarity with computers and word processing;
- Fluency in English and Serbian;

#### **Climate Change Mitigation Analytical team composition**

The mitigation analytical team should contain analysts (mitigation experts) and modellers (modelling experts) to cover GHG emissions associated with fossil fuel combustion, and sectoral experts (compulsory for agriculture and waste sectors and optional for other sectors with mitigation potential). The analytical work should also include a sensitivity analysis and a comparative assessment of the economic aspects of different types and levels of emissions limitation/reduction targets corresponding to different level of ambition of the national policies.

#### ToR for International Mitigation Expert on CC issues

The International CC Mitigation Expert should work in consultation with and under the guidance and supervision of the National Project Manager (PM). Specifically, his/her responsibilities include but are not limited to the following:

- Prepare a detailed work-plan for analysis of GHG abatement/ mitigation options on the basis of the overall project work plan;
- Assist the PM in establishing the team of experts for performing the Mitigation analysis;
- Work with the national Mitigation Expert Team under the coordination of the National CC Mitigation Chief Advisor to analyse the GHG baseline and mitigation scenarios (including an analysis of likely technical potentials and a range of investment costs/marginal costs per tonne of abatement) until 2030 considering social and economic trends related to the following sectors:
  - Energy consumption and production – especially related to electricity production, industrial uses, the public sector and households;
  - Industrial processes;
  - Agriculture;
  - Forestry
  - Waste management; and
  - LULUCF
- Work with the national mitigation experts to identify the barriers and opportunities for mitigation of related measures and programmes within the sustainable development programme till 2030 and perform prioritization;
- Revise the GHG emission abatement action plan till 2030;



- Work with the national mitigation experts to develop the baseline and mitigation scenarios in long term period (till 2050, 2070 and 2100) for the abatement of GHG emission considering social and economic trends;
- Provide recommendations on the development of the briefing papers for policy makers, if necessary;
- Assist the National Mitigation Expert Coordinator in compiling and finalising the Mitigation chapter for the National Communication.

#### Qualifications and experience

- An advanced degree in the field related to energy, industrial-related studies or another directly-related discipline;
- At least ten years of relevant research and work experience in climate change mitigation;
- Excellent communication skills (written and oral);
- Substantial experience with cost-benefit analysis and tools used to assess policies and measures to mitigate climate change;
- Working familiarity with relevant software and scenario development;
- Direct experience with the UNFCCC National Communications process;
- Fluency in English

#### ToR for National CC Mitigation Chief Advisor

The National CC Mitigation Chief Advisor should work in consultation with and under the guidance and supervision of the National Project Manager (PM). Specifically, his/her responsibilities include but are not limited to the following:

- Assists the PM in establishing the team of experts (analysts and modelers) for performing the mitigation analysis and modelling on the basis of the roster of experts;
- Support the preparation of a detailed work-plan for GHG abatement for the mitigation analysis on the basis of the overall project work plan;
- Provide periodic progress report to the PM on the mitigation analysis by thematic area;
- Develop the scope of work and respective terms of reference for the team members;
- Provide support in the data and information collection process.
- In consultation with the PM and the international mitigation expert decide on methodologies for the elaboration of scenarios for the various sectors;
- Lead and oversee the scenario development and update;
- Organize the scheduled consultations/workshops and ensure their success;
- Ensure synergy with other relevant projects;
- Ensure the timely and effective management of the activities as scheduled;
- Incorporate comments received from the review process;
- Draft the Mitigation Report and respective chapter of Serbia's SNC along with the respective part of executive summary and any brochures or other publicity materials to be developed.
- Oversee the documentation of the studies made and archiving.

#### Qualifications and experience

- An advanced degree in the field related to energy, industrial pollution, fuel quality or other field relevant to the project;

- A minimum of 5 years of working experience in the area relevant to mitigation;
- Good understanding of GHGs inventory process and projections;
- Demonstrable knowledge of IPCC 1996, IPCC GPG, relevant software , etc.
- Demonstrated ability of analytical and drafting work;
- Familiarity with computers and word processing;
- Strong proficiency in English and Serbian;
- Substantial involvement in the preparation of the Initial National Communication is an asset (inventory and abatement and analysis);

ToR for Climate Change Mitigation and Measurement, Reporting and Verification expert

The International CC Mitigation and MRV Expert should work in consultation with and under the guidance and supervision of the Project Manager (PM). Specifically, his/her responsibilities include but are not limited to the following:

- Assist the PM in establishing the team of experts for performing the MRV analysis
- Conduct a study for the identification and assessment of the different options and possibilities for the domestic MRV according to the guidelines to be developed by the UNFCCC, considering national circumstances and capabilities, as well as taking into account the different nature of the mitigation actions
- Give technical support to the process of development of the national arrangements and framework for domestic MRV
- Prepare a report describing the progress of implementation and recommendations of such arrangements and framework

Qualifications and experience

- An advanced degree in the field related to energy, industrial-related studies or another directly-related discipline;
- At least 10 years of relevant research and work experience in MRV;
- Excellent communication skills (written and oral);
- Substantial experience with MRV system, cost-benefit analysis and tools used to assess policies and measures to mitigate climate change;
- Direct experience with the UNFCCC National Communications process;
- Fluency in English and knowledge of Serbian would be considered an advantage.

### **Vulnerability Assessment and Climate Change Adaptation Team of Experts**

ToR for International Expert on Vulnerability and Adaptation issues to CC

The International Expert on Vulnerability and Adaptation (V&A) issues to CC should work in consultation with and under the guidance and supervision of the National Project Manager. Specifically, his/her responsibilities include but are not limited to the following:

- Provide input into the methodologies to be carried out by the V&A team of experts as coordinated by the National V&A Chief Technical Advisor for estimating climate change vulnerability and assessing adaptation options;

- Provide input on the modelling related to vulnerability assessments to be carried out by the V&A team of experts – including detailed input regarding the methodologies and results, suggestions for improvement, and the final results of the analysis;
- Identify gaps and provide recommendations for improvement in the analysis;
- Assist the V&A team of experts in revising the climate change scenarios by using a regional model;
- Provide guidance for social and economic analyses and trends for evaluating vulnerability and proposed adaptation options of key sectors;
- Provide recommendations during the process of prioritization of adaptation activities, including providing methodological input for how to carry out this prioritization, and information on the timeline and financial needs necessary for possible/proposed adaptation options;
- Assist the National V&A Expert Coordinator in compiling and finalising the chapter on V&A for the National Communication.

### **Qualifications and Experience**

- An advanced degree in environment-related studies or another directly-related discipline;
- At least ten years of relevant research and work experience in climate change modelling, impacts, vulnerability and adaptation;
- Excellent communication skills (written and oral);
- Substantial experience with economic analysis and tools used to assess the potential costs of climate-related impacts and measures to address them;
- Working familiarity with relevant software and scenario development;
- Direct experience with the UNFCCC National Communications process related to V&A;
- Direct experience with the UNFCCC National Communications process of non-Annex I Parties is highly desirable;
- Fluency in English

### **ToR for the National V&A Chief Technical Advisor**

The National Chief Technical Advisor on Vulnerability and Adaptation (V&A) issues to CC should work in consultation with and under the guidance and supervision of the National Project Manager (PM). Specifically, his/her responsibilities include but are not limited to the following:

- Assist the PM in establishing the team of experts for performing the V&A on the basis of the roster of experts;
- Prepare a detailed work-plan for V&A on the basis of the overall project work plan;
- Provide periodic progress report to the PM on the V&A thematic area;
- Develop the scope of work and respective terms of reference for the team members;
- Assist the V&A team of experts in the data and information collection process for performing the V&A studies;
- Propose approaches (not concluded under stocktaking phase) to be used if necessary;
- Lead and oversee the development baseline climate and socio-economic scenario and impact of climate change for key sectors;
- Organize the scheduled consultations/workshops and ensure their success – including awareness raising workshops and prioritization of adaptation options which will be a consultative process to develop “no regrets” and “low regrets” adaptation projects and options;
- Ensure synergy with other relevant projects;
- Ensure the timely and effective management of the activities as scheduled;

- Incorporate comments received from the review process;
- Draft the V&A Report and respective chapter of Serbia SNC along with the respective part of executive summary and policy summaries/brochures for awareness raising;
- Oversee the documentation of the studies made and archiving;

### Qualifications and Experience

- An advanced degree the field of climate research and/or climate modelling
- A minimum of 5 years of working experience in the area relevant to adaptation;
- Substantial involvement in a preparation of an Initial National Communication is an asset (V&A);
- Good understanding of climate change and sustainable development issues;
- Demonstrated ability of analytical and drafting work;
- Demonstrable knowledge of climate modelling, etc.
- Familiarity with computers and word processing;
- Fluency in English and Serbian;

### National inventory process

It is recommended that National Inventory Team capitalize on the already created technical capacity with SEPA and is extended to minimum four experts. The GHG inventory preparation process should include fifteen steps, as elaborated below:

#### **Step 1: Allocation of roles**

Role	Responsibility	Required competence and background
NITL = expert_1	<ul style="list-style-type: none"> <li>- Supervision and Monitoring</li> <li>- Advice</li> <li>- Checking and verifying the overall inventory and summary CRF tables</li> <li>- Checking and verifying the Key Sources analysis and Uncertainty Management</li> <li>- Approval of NIR and other reports</li> </ul>	The expert should have substantial experience in GHG inventory development, analytical skills and leadership quality.
IDT member = expert_2	<ul style="list-style-type: none"> <li>- Sector: Energy</li> <li>- Developing IPCC 2006 database</li> <li>- Preparation of CRF tables</li> <li>- Development of sectoral chapter of NIR</li> <li>- Uncertainty Management (as decided)</li> <li>- Key Sources analyses</li> <li>- Compilation of overall inventory and summary CRF tables</li> <li>- Integration of the sectoral chapters of NIR</li> <li>- Drafting the Summary Inventory chapter of NIR</li> </ul>	Electrical or mechanical engineering
IDT member = expert_3	<ul style="list-style-type: none"> <li>- Sectors: Industrial processes, Waste</li> <li>- Developing IPCC 2006 databases</li> <li>- Preparation of CRF tables</li> <li>- Drafting sectoral chapters of NIR</li> </ul>	Environmental engineering or process engineering
IDT member = expert_4	<ul style="list-style-type: none"> <li>- Sectors: Agriculture, LUCF</li> <li>- Developing IPCC 2006 databases</li> <li>- Preparation of CRF tables</li> <li>- Drafting sectoral chapters of NIR</li> </ul>	Agricultural or forestry engineering

QAT member = expert_3	Sectors: Energy, Agriculture, LUCF	
QAT member = expert_4	Sectors: Industrial processes, Waste	

### The GHG Inventory Team of Experts

The GHG inventory team should include the following three category experts:

- National Inventory Team Leader (NITL)
- Member of the Inventory Development Team (IDT member)
- Member of the Quality Assurance Team (QAT member)

**National Inventory Team Leader:** The NITL is a national expert who has substantial experience in GHG inventory development and leadership quality. NITL is in charge for the following:

- Supervises the overall inventory process.
- Provides advice and approval on the following GHG Inventory elements:
  - Input data collecting mechanisms,
  - Time series,
  - Emission factors,
  - Methodologies for emission calculation,
  - Reporting format,
  - Best practices (key sources analyses, uncertainty management).
- Checks, proposes corrective actions (if any) and approves the National Inventory Report (NIR).

**Inventory Development Team (IDT):** The team will be comprised of at least four (4) experts, at least one IDT member should be responsible for each GHG inventory sector (energy sector – including transport, agriculture, forestry and LULUCF). At least one IDT member should be assigned a responsibility for compilation of the overall GHG inventory and at least one IDT member for conducting Key Sources analyses and Uncertainty management. IDT members conduct the following activities:

- Collect input data (activity data and emission factors),
- Calculate sectoral emissions,
- Conduct Quality Control (QC) activities and procedures,
- Prepare Common Reporting Format (CRF) tables
- Re-calculate sectoral emissions and revise CRF tables implementing the corrective actions proposed by the Quality Assurance Team (QAT),
- Conduct Key Sources analyses and Uncertainty management,
- Implement corrective actions proposed by QAT regarding Key Sources analyses and Uncertainty management,
- Compile the overall inventory and summary CRF tables,
- Implement corrective actions proposed by QAT regarding the overall inventory and summary CRF tables,
- Develop NIR,
- Implement corrective actions proposed by NITL regarding the NIR.

The implementation modalities of Key Sources analyses and Uncertainty management are clearly explained in IPCC Good Practice Guidance and have been conducted for SNC and FBUR GHG inventories. However, both project reports need improved reporting on these practices.

The QC requires a minimum set of activities and procedures to be implemented by the IDT members for all sectors to ensure that basic standards of quality are met. These standards generally focus on: a) Data gathering, input, and handling, b) Data documentation and c) Emissions calculation.

a) QC activities for data gathering, input, and handling:

- Check that assumptions and criteria for the selection of activity data and emission factors are documented,
- Check for transcription errors in data input and reference,
- Check that emissions/removals are calculated correctly,
- Check that parameter and emission/removal units are correctly recorded and that appropriate conversion factors are used,
- Check the integrity of database files,
- Check for consistency in data between categories,
- Check that the movement of inventory data among processing steps is correct.

b) QC activities for data documentation:

- Review of internal documentation and archiving.

c) QC activities for emissions calculation:

- Check methodological and data changes resulting in recalculations,
- Check time series consistency,
- Check completeness,
- Trend checks.

#### Qualifications and Experience

- An advanced degree in energy, natural resources management or industrial - related studies or another directly-related discipline;
- Experience relevant in GHG inventories development;
- Excellent communication skills (written and oral);
- Knowledge of methodologies for inventories (IPCC Revised 1996 Guidelines and Good Practice Guidance)
- Familiarity with relevant software, data collection systems, key source analysis, uncertainty assessment, and QA/QC planning.
- Knowledge of the UNFCCC National Communications process;
- Fluency in English

#### ToR for International GHG Inventory Expert

The International GHG Inventory Expert should work in consultation with and under the guidance and supervision of the National Project Manager. Specifically, his/her responsibilities include but are not limited to the following:

- Analyse the activity data required by the IPCC guidelines, support the GHG inventory team as coordinated by the National GHG Inventory Team Leader to fill in the data gaps in the inventory and improve where needed;
- Support the GHG inventory team as necessary in utilizing IPCC Good practice to fill in the data gaps;
- Provide inputs and technical reviews of the measurement system that will be developed by the GHG inventory team;
- Prepare a series of recommendations for institutionalizing the data collection process and harmonizing the process with national statistics data collection process;
- Provide inputs and a technical review of the uncertainty assessment for the TNC/SBuR;
- Provide inputs and a technical review of the proposed emission factors to be applied;
- Provide inputs and a technical review of the draft chapter on inventories to be used in the TNC/SBuR;
- Identify specific training needs for enterprises or government agencies in data collection (particularly for identified key sources/emitters) and provide recommendations for training in data collection;

- Analyse the recalculated emission factors for key source categories;
- Conduct a thorough review of the prepared ten years inventory and the analysis carried out by the GHG inventory team;
- Assist the National GHG Expert Coordinator in compiling and finalising the GHG Inventory chapter for the National Communication.

#### Qualifications and Experience

- An advanced degree in energy or industrial -related studies or another directly-related discipline;
- At least ten years' experience relevant in GHG inventories development;
- Excellent communication skills (written and oral);
- Substantial knowledge of methodologies for inventories (IPCC Revised 1996 Guidelines and Good Practice Guidance)
- Working familiarity with relevant software, data collection systems, key source analysis, uncertainty assessment, and QA/QC planning.
- Direct experience with the UNFCCC National Communications process;
- Fluency in English

**Quality Assurance Team (QAT):** Ideally, the QAT members have previous experience in GHG inventory development (were involved in the preparation of the previous GHG inventories). At least one QAT member should be responsible for each GHG inventory sector. At least one QAT member should be assigned a responsibility to check and verify the overall GHG inventory and at least one QAT member to check and verify Key Sources analyses and Uncertainty management. QAT members check, and if needed, propose corrective actions and verify the following:

- Adequacy of the selected activity data and emission factors,
- Adequacy of the applied methodologies,
- Accuracy and consistency of the calculated emissions,
- Adequacy of the data documentation,
- Correctness of the conducted Key Sources analysis and Uncertainty Management.

As the final step, the NITL checks the National Inventory Report, if needed proposes corrective actions and verifies the National Inventory Report once the proposed corrective actions are implemented by the IDT members.

#### Communication and outreach expert(s)

Communication expert(s) should be engaged to work with the CTAs and other thematic experts/companies on visualizing the outcomes of the technical work and production of easy-to-follow materials. A good examples of visualizing can be found at: <http://www.see2050carboncalculator.net/2050/Serbia/Energy.php>; <http://unfccc.org.mk/MACEDONIASJOURNEYTOPARIS2015/en/index.html>

#### ToR for Gender Specialist

Gender Specialist should develop a subchapter of National Circumstances Chapter of both reports (that will in a clear and concise way present current state of affairs and recommendations for mainstreaming gender into climate change national policies in line with Gender Responsive National Communications Toolkit<sup>28</sup> as well as to conduct relevant workshop on gender mainstreaming. Subchapter should contain but should not be limited to:

- a gender-disaggregated data for the Republic of Serbia
- recommendations for the development of gender-sensitive strategies in order to respond to the environmental and humanitarian crises caused by climate change
- linkage between adaptation, mitigation and gender

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<sup>28</sup><http://www.undp.org/content/undp/en/home/librarypage/womens-empowerment/gender-responsive-national-communications.html>

## Qualifications and Experience

- An advanced degree in social studies, environmental studies or in other field relevant to the project;
- A minimum of 5 years of working experience in preparation of strategic or planning documents;
- At least 5 years of experience in applying gender analysis;
- Relevant experience in conducting research and develop gender sensitive research framework;
- Relevant experience in applying gender analysis related to climate change and environment, experience at international level shall be considered as asset
- Good understanding of climate change and sustainable development issues;
- Fluency in English



## ANNEX C. UNDP SOCIAL AND ENVIRONMENTAL AND SOCIAL SCREENING TEMPLATE (SESP)

The completed template, which constitutes the Social and Environmental Screening Report, must be included as an annex to the Project Document. Please refer to the [Social and Environmental Screening Procedure](#) for guidance on how to answer the 6 questions.]

### Project Information

<b>Project Information</b>	
1. Project Title	Second Biennial Update Report and Third National Communication under the UNFCCC
2. Project Number	PIMS 6012
3. Location (Global/Region/Country)	Serbia

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

#### QUESTION 1: How Does the Project Integrate the Overarching Principles in order to Strengthen Social and Environmental Sustainability?

##### **Briefly describe in the space below how the Project mainstreams the human-rights based approach**

The main objective of this project to prepare and submit Serbia's Second Biennial Update Report (2BUR) and Third National Communication (3NC) to the UN Framework Convention on Climate Change (UNFCCC) and establish biannual reporting cycle under the UNFCCC in order to identify policy frameworks for effective integration of mitigation and adaptation measures into national strategies. Throughout the project implementation, specific emphasis will also be placed on gender related aspects, as well as on equal human rights to safety, healthcare and education.

##### **Briefly describe in the space below how the Project is likely to improve gender equality and women's empowerment**

The gender dimension in the 3NC and 2BUR will be meaningfully involved, not only considering women as beneficiaries but also in the decision-making process of climate change related activities. Moreover, understanding how the different social roles and economic status of men and women affect, and are affected differently by climate change will be considered for appropriate adaptation and mitigation actions. In this sense, the update of the national circumstances chapter of the 3NC and 2BUR will consider the gender dimension in order to better understand how the different roles of men and women in Serbia may affect the country's ability to deal with mitigating of and adapting to climate change.

##### **Briefly describe in the space below how the Project mainstreams environmental sustainability**



The main objective of this project to prepare Serbia's Second Biennial Update Report (2BUR) and Third National Communication (3NC) to the UN Framework Convention on Climate Change (UNFCCC) and establish biannual reporting cycle under the UNFCCC in order to identify policy frameworks for effective integration of mitigation and adaptation measures into national strategies. Thus, environmental sustainability will be mainstreamed in the project through all of its activities.

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

<b>QUESTION 2: What are the Potential Social and Environmental Risks?</b> <i>Note: Describe briefly potential social and environmental risks identified in Attachment 1 – Risk Screening Checklist (based on any “Yes” responses).</i>	<b>QUESTION 3: What is the level of significance of the potential social and environmental risks?</b> <i>Note: Respond to Questions 4 and 5 below before proceeding to Question 6</i>			<b>QUESTION 6: What social and environmental assessment and management measures have been conducted and/or are required to address potential risks (for Risks with Moderate and High Significance)?</b>
<b>Risk Description</b>	<b>Impact and Probability (1-5)</b>	<b>Significance (Low, Moderate, High)</b>	<b>Comments</b>	<b>Description of assessment and management measures as reflected in the Project design. If ESIA or SESA is required note that the assessment should consider all potential impacts and risks.</b>
Risk 1: ....	I = P =			
Risk 2: ....	I = P =			
Risk 3: ....	I = P =			
Risk 4: ....	I = P =			
[add additional rows as needed]				
<b>QUESTION 4: What is the overall Project risk categorization?</b>				
<b>Select one (see <a href="#">SESP</a> for guidance)</b>			<b>Comments</b>	
<i>Low Risk</i>			<input checked="" type="checkbox"/>	
<i>Moderate Risk</i>			<input type="checkbox"/>	
<i>High Risk</i>			<input type="checkbox"/>	
<b>QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are relevant?</b>				
Check all that apply			<b>Comments</b>	
<i>Principle 1: Human Rights</i>			<input type="checkbox"/>	
<i>Principle 2: Gender Equality and Women’s Empowerment</i>			<input type="checkbox"/>	
<i>1. Biodiversity Conservation and Natural Resource Management</i>			<input type="checkbox"/>	

	<b>2. Climate Change Mitigation and Adaptation</b>	<input type="checkbox"/>	
	<b>3. Community Health, Safety and Working Conditions</b>	<input type="checkbox"/>	
	<b>4. Cultural Heritage</b>	<input type="checkbox"/>	
	<b>5. Displacement and Resettlement</b>	<input type="checkbox"/>	
	<b>6. Indigenous Peoples</b>	<input type="checkbox"/>	
	<b>7. Pollution Prevention and Resource Efficiency</b>	<input type="checkbox"/>	

**Final Sign Off**

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

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

<b>Checklist Potential Social and Environmental Risks</b>	
<b>Principles 1: Human Rights</b>	<b>Answer (Yes/No)</b>
1. Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
2. Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? <sup>29</sup>	No
3. Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?	No
4. Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them?	No
5. Are there measures or mechanisms in place to respond to local community grievances?	No
6. Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?	No
7. Is there a risk that rights-holders do not have the capacity to claim their rights?	No
8. Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?	No
9. Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?	No
<b>Principle 2: Gender Equality and Women's Empowerment</b>	
1. Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?	No
2. Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
3. Have women's groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment?	No
3. Would the Project potentially limit women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services? <i>For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being</i>	No
<b>Principle 3: Environmental Sustainability: Screening questions regarding environmental risks are encompassed by the specific Standard-related questions below</b>	
<b>Standard 1: Biodiversity Conservation and Sustainable <u>Natural</u> Resource Management</b>	
1.1 Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services? <i>For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i>	No
1.2 Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park),	No

<sup>29</sup> Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.

areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	
1.3 Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	No
1.4 Would Project activities pose risks to endangered species?	No
1.5 Would the Project pose a risk of introducing invasive alien species?	No
1.6 Does the Project involve harvesting of natural forests, plantation development, or reforestation?	No
1.7 Does the Project involve the production and/or harvesting of fish populations or other aquatic species?	No
1.8 Does the Project involve significant extraction, diversion or containment of surface or ground water? <i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i>	No
1.9 Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)	No
1.10 Would the Project generate potential adverse transboundary or global environmental concerns?	No
1.11 Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area? <i>For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.</i>	No
<b>Standard 2: Climate Change Mitigation and Adaptation</b>	
2.1 Will the proposed Project result in significant <sup>30</sup> greenhouse gas emissions or may exacerbate climate change?	No
2.2 Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?	No
2.3 Is the proposed Project likely to directly or indirectly increase social and environmental <a href="#">vulnerability to climate change</a> now or in the future (also known as maladaptive practices)? <i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i>	No
<b>Standard 3: Community Health, Safety and Working Conditions</b>	
3.1 Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?	No
3.2 Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No
3.3 Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?	No
3.4 Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure)	No

<sup>30</sup> In regards to CO<sub>2</sub>, 'significant emissions' corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.]

3.5	Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?	No
3.6	Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)?	No
3.7	Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?	No
3.8	Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)?	No
3.9	Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)?	No
<b>Standard 4: Cultural Heritage</b>		
4.1	Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	No
4.2	Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?	No
<b>Standard 5: Displacement and Resettlement</b>		
5.1	Would the Project potentially involve temporary or permanent and full or partial physical displacement?	No
5.2	Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	No
5.3	Is there a risk that the Project would lead to forced evictions? <sup>31</sup>	No
5.4	Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	No
<b>Standard 6: Indigenous Peoples</b>		
6.1	Are indigenous peoples present in the Project area (including Project area of influence)?	No
6.2	Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples?	No
6.3	Would the proposed Project potentially affect the rights, lands and territories of indigenous peoples (regardless of whether Indigenous Peoples possess the legal titles to such areas)?	No
6.4	Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	No
6.4	Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.5	Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?	No
6.6	Would the Project adversely affect the development priorities of indigenous peoples as defined by them?	No
6.7	Would the Project potentially affect the traditional livelihoods, physical and cultural survival of	No

<sup>31</sup> Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections.

indigenous peoples?	
6.8 Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?	No
<b>Standard 7: Pollution Prevention and Resource Efficiency</b>	
7.1 Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or <a href="#">transboundary impacts</a> ?	No
7.2 Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)?	No
7.3 Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs? <i>For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Conventions on Persistent Organic Pollutants or the Montreal Protocol</i>	No
7.4 Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health?	No
7.5 Does the Project include activities that require significant consumption of raw materials, energy, and/or water?	No

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**ANNEX D. UNDP PROJECT QUALITY ASSURANCE REPORT (TO BE COMPLETED BY UNDP  
COUNTRY OFFICE)**

*Attached as a separate document*



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## ANNEX E. UNDP RISK LOG

<b>Risk</b>	<b>Rating</b>	<b>Mitigation strategy</b>
Insufficient attention to CC issues on the part of the Government due to other pressing concerns will hinder project implementation.	Low	The project team will make sure to engage various Government stakeholders throughout the process.
Insufficient data available to fill gaps for the GHG inventory	Low	Data gaps will be filled in based on IPCC best practices, and – where not available at all for certain years – detailed descriptions of the steps taken to address these gaps will be described.
Changing prices and conditions mean that mitigation analysis does not correspond to actual legislative and economic/financial conditions	Medium	The BAU and mitigation measures will incorporate price/ economic sensitivity analysis to give a realistic range of values.

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## **ANNEX F. RESULTS OF THE CAPACITY ASSESSMENT OF THE PROJECT IMPLEMENTING PARTNER AND HACT MICRO ASSESSMENT**

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UNDP Serbia conducted HACT Macro and Micro Assessment for all UNDP Implementing Partners in the Republic of Serbia. Macro-Assessment was conducted in 2010 by an independent authority indicating the lack of the capacity and resources of the Supreme Audit Institution as well as the immanent risk related to the cash management, budget reporting and internal audit function of public sector in the Republic of Serbia. In terms of adherence to HACT, in 2016 UNDP Serbia conducted Macro-Assessment, Assessment of the Supreme Audit Institution of the Republic of Serbia and has created pre-conditions for HACT Micro-Assessment of potential key Implementing Partners in the Republic of Serbia (CPD 2016 - 2020). In October 2016 UNDP Serbia conducted Micro-Assessment of all key Implementing Partners of UNDP Serbia, including the Ministry of Agriculture and Environmental Protection and Serbian Environmental Protection Agency

After Government reorganization in April 2017, the Ministry of Agriculture and Environmental Protection was divided to the Ministry of Agriculture and the Ministry of Environmental Protection. The part dealing with environmental protection has had a long-lasting cooperation in the implementation of GEF projects in cooperation with UNDP, and other UN agencies. Therefore, the newly formed Ministry has had cooperation with United Nations Organizations which made a solid ground for continuation of the cooperation in developing new proposals.

Assessment was conducted by the independent Audit Company “Moore Stephens Revizija i Racunovodstvo” procured through UNDP procurement. The overall risk assessment was defined as “low”, and all key audit areas were defined as “low” as follows: Implementing Partner, Programme Management, Organizational Structure and Staffing, Accounting Policies and Procedures, Fixed Assets and Inventory, Financial Reporting and Monitoring, Procurement. The overall report indicated low risk status of the Ministry of Agriculture and Environmental Protection.

Full Micro-Assessment is attached to the project proposal. Key audit areas defined were: Staffing, Internal Audit and External Audit. UNDP is of the opinion that the Ministry is to be appointed as fully-fledged Implementing Partner to this project.

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## **ANNEX G. STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE MINISTRY OF ENVIRONMENTAL PROTECTION FOR THE PROVISION OF SUPPORT SERVICES**

Your excellency,

1. Reference is made to consultations between officials of the Ministry of Environmental Protection (hereinafter referred to as “the Ministry”) 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 Ministry hereby agree that the UNDP country office may provide such support services at the request of the Ministry 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 (the Ministry) 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 project and in line with UNDP and GEF Guidelines.

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 UNDP standard basic assistance agreement signed on 24 March 1988 (Official Gazette of SFRJ 11/1988) with the Government of the Republic of Serbia (the “SBAA”), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The overall responsibility for the nationally managed programme or project is retained through Government designated institution – the Ministry. 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.

services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.

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

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

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

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between the Ministry 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  
Steliana Nedera,  
Deputy Resident Representative



For the Ministry of Environmental Protection of the Republic of Serbia  
Goran Trivan, Minister

**1 Attachment to the LoA**

**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between Ministry of Environmental Protection, the institution designated by the Government of the Republic of Serbia, and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project “Second Biennial Update Report and Third National Communication under the UNFCCC”, PIMS 6012, project number 00099636/00102933 “*the Project*”.
2. In accordance with the provisions of the letter of agreement and the project document, the UNDP country office shall provide support services for the Project as described below.
3. Support services to be provided:

<b>Support services (description)</b>	<b>Schedule for the provision of the support services</b>	<b>Cost to UNDP of providing such support services (where appropriate)</b>	<b>Amount and method of reimbursement of UNDP (where appropriate)</b>
1. Identification and/or recruitment of project personnel * Project Manager * Project Assistant	In the first three months of the project implementation	US\$ 260.53 (unit prize), (per UPL) or (per actual cost*)	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner (IP)
2. Procurement of goods: * Data show, computers, printers	March 2018 – Dec 2018	US\$ 232.74 (unit prize), (per purchasing process)	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner (IP)
3 Identification and recruitment of consultants: * Climate Change Chief Technical Advisors *National teams of experts on GHG, CCM, V&A *Public awareness experts *Gender Specialist *International technical experts *Evaluation Expert	On-going throughout project implementation	US\$ 381.96 (unit prize) (per UPL) or (per actual cost*)	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner (IP)
4. Finance transactions	On-going throughout project implementation	US\$ 36.44 (unit prize) (per UPL) or (per actual cost*)	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner (IP)
5. Travel management	On-going throughout project implementation	US\$ 27.14(unit prize) (per UPL) or (per actual cost*)	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner (IP)
<b>Total</b>		<b>up to USD 15,450</b>	

*\* Support Services Actual Cost which adheres to the „UNDP Cost Recovery Operational Guidelines for Implementation of Direct Project Costing“ effective as of January 2014.*

*Support services provision by UNDP may be a subject to revision requested as per formal Letter to be submitted by the Ministry of Environmental Protection to UNDP. The revisions, if any, will be done within the limits, outlined in UNDP-GEF guidelines on DPC. Direct project costs charged against the GEF-financed project budget will not exceed the amount 15,540 USD approved by GEF Secretariat for these services.*

3.1. In addition to Article 3 of this Letter of Agreement and Section 2 of the Project Document (total budget and workplan, page 34) detailed budgetary breakdown of services to be provided by UNDP as per Outcome and budget category is stipulated as follows:

<b>Detailed budgetary breakdown of services to be provided by UNDP</b>	<b>Schedule for the support services</b>	<b>Amount <sup>1)</sup></b>	<b>Cost to UNDP of providing such support services (where appropriate)</b>
International Consultants	As per AWP/ProDoc	10,000	As per actual cost
Local Consultants	As per AWP/ProDoc	62,000	As per actual cost
Travel	As per AWP/ProDoc	9,000	As per actual cost
Contractual Services- Companies	As per AWP/ProDoc	35,000	As per actual cost
Equipment	As per AWP/ProDoc	12,000	As per actual cost
Audio Visual & Print Prod Costs	As per AWP/ProDoc	23,000	As per actual cost
Miscellaneous	As per AWP/ProDoc	4,000	As per actual cost
Training Workshop and Conference	As per AWP/ProDoc	15,000	As per actual cost
<b>Outcome 2</b>			
International Consultants	As per AWP/ProDoc	30,000	As per actual cost
Local Consultants	As per AWP/ProDoc	50,000	As per actual cost
Travel	As per AWP/ProDoc	6,000	As per actual cost
Contractual Services- Companies	As per AWP/ProDoc	65,000	As per actual cost
Audio Visual & Print Prod Costs	As per AWP/ProDoc	17,000	As per actual cost
Miscellaneous	As per AWP/ProDoc	4,000	As per actual cost
Training Workshop and Conference	As per AWP/ProDoc	8,000	As per actual cost
<b>Outcome 3</b>			
International Consultants	As per AWP/ProDoc	10,000	As per actual cost
Local Consultants	As per AWP/ProDoc	55,000	As per actual cost
Travel	As per AWP/ProDoc	6,000	As per actual cost
Contractual Services- Companies	As per AWP/ProDoc	65,000	As per actual cost
Audio Visual & Print Prod Costs	As per AWP/ProDoc	11,500	As per actual cost
Miscellaneous	As per AWP/ProDoc	2,050	As per actual cost
Training Workshop and Conference	As per AWP/ProDoc	8,000	As per actual cost
<b>Outcome 4</b>			
International Consultants	As per AWP/ProDoc	25,000	As per actual cost
Local Consultants	As per AWP/ProDoc	40,000	As per actual cost
Travel	As per AWP/ProDoc	6,000	As per actual cost

Contractual Services- Companies	As per AWP/ProDoc	80,000	As per actual cost
Audio Visual & Print Prod Costs	As per AWP/ProDoc	17,000	As per actual cost
Miscellaneous	As per AWP/ProDoc	4,000	As per actual cost
Training Workshop and Conference	As per AWP/ProDoc	8,000	As per actual cost
<b>Outcome 5</b>			
International Consultants	As per AWP/ProDoc	17,000	As per actual cost
Local Consultants	As per AWP/ProDoc	30,000	As per actual cost
Travel	As per AWP/ProDoc	2,000	As per actual cost
Contractual Services- Companies	As per AWP/ProDoc	15,000	As per actual cost
Office Supplies	As per AWP/ProDoc	2,000	As per actual cost
Audio Visual & Print Prod Costs	As per AWP/ProDoc	2,000	As per actual cost
Miscellaneous	As per AWP/ProDoc	2,000	As per actual cost
Training Workshop and Conference	As per AWP/ProDoc	2,000	As per actual cost
<b>Outcome 6</b>			
Contractual Services- Companies	As per AWP/ProDoc	12,000	As per actual cost
Professional Services	As per AWP/ProDoc	3,000	As per actual cost
<b>Project management</b>			
Contractual Services Individual	As per AWP/ProDoc	56,000	As per actual cost
Travel	As per AWP/ProDoc	4,000	As per actual cost
Miscellaneous	As per AWP/ProDoc	2,000	As per actual cost
Direct project costs	As per AWP/ProDoc	15,450	As per actual cost

1) *A revision of the Annual Work Plan (including adjustment to the actual funds availability to the project), provided in the Project Document, conducted in agreement with the MoEP, may result in the adjustment of amounts authorized to be disbursed by UNDP, which will be reflected in the revision of the AWP to be signed by the National Project Director and UNDP.*

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

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

- The Implementing Partner will send a timetable for services requested annually;
- The Implementing Partner will send the request to UNDP for the services enclosing the specifications or Terms of Reference required;
- For the hiring staff process: the IP representatives will be on the interview panel as ex officio members, i.e. as observers, if requested.

Implementing Partner – Ministry of Environmental protection of the Republic of Serbia:

The Ministry of Agriculture and Environmental Protection is designated as the Implementing Partner based on a consultative process led by the UNDP Country Office with the Ministry. The Implementing Partner assumes overall responsibility for the management of the programme or project, which has two dimensions:

responsibility for achievement of outcome, through output(s) and key activities; and accountability to UNDP for use of programme or project resources (refer to Box 1).

#### Box 1 – Responsibilities of the Ministry of Environmental Protection

- Assume primary responsibility to the Government of the Republic of Serbia and to UNDP for the overall performance of the project and for the use of resources.
- Effectively manage the project on the basis of clear annual work plans that are approved jointly by the project management, the Ministry of Environmental Protection and UNDP.
- Ensure that key activities are undertaken, and output is produced, in accordance with the document and work-plans.
- Designate or appoint, in cooperation with UNDP, the management of the project from the Ministry of Environmental Protection side (National Project Director).
- Ensure that due operational procedures for Projects are applied. Assume technical, financial and administrative accountability of the project.
- Provide the necessary personnel, physical facilities (office space, equipment, etc.) and other resources that are part of the Ministry counterpart's contribution, as specified in the project document.
- Participate in monitoring, evaluation and reporting on the substantive and financial performance and impact of the project to the Ministry and UNDP.

#### Project Management:

The ultimate responsibility on behalf of the Ministry of Environmental Protection for managing the programme or project is placed on a senior Ministry official who shall be designated as the National Project Director (NPD).

The NPD is the party representing the Ministry of Environmental Protection ownership and authority over the programme/project, responsibility for achieving the objectives and accountability to the Ministry and UNDP for the use of resources.

Commensurate with these responsibilities, the NPD holds the ultimate authority to expend funds from the project budget. No project funds can be drawn and spent without his/her signed approval, or approval by UNDP responsible managers if a due arrangement via work planning has been made for delegation of approval authority from the NPD. (See Box 2 for details on the duties and responsibilities of the NPD).

#### Box 2 – Duties and Responsibilities of the National Project Director

In consultation with UNDP, the Ministry of Environmental Protection designates the National Project Director among officials from the Ministry of Environmental Protection at a level that provides enough authority and insight to represent the counterpart's *ownership* and *authority* over the project, to assume *responsibility* for achieving project objectives and ensure *accountability* to the head of the Implementing Partner and UNDP for the use of project resources and achieving outputs.

##### **Duties and Responsibilities**

- a) Assume overall responsibility for the successful execution and implementation of the project, accountability to the counterpart and UNDP for the proper and effective use of attached resources;
- b) Ensure consistency of the project with partner's reform strategy and relevant Ministry policies and legal procedures;
- c) Serve as a focal point for the coordination of projects with other development partners, Ministry and other stakeholders;
- d) Ensure that all counterpart's inputs committed to the project are made available and used according to the work plan;
- e) Supervise the preparation of project work plans (annual and quarterly), updating, clearance and



approval, in consultation with UNDP and other stakeholders and ensure the timely request of inputs according to the project work plans;

- f) Support, in cooperation with UNDP, the recruitment of the project professional and support staff as per the agreed recruitment system outlined in National Implementation by the Government of UNDP Supported Projects: Guidelines and Procedures;
- g) Support the effective implementation of the project and delivery of the expected results, objectives and impact;
- h) Ensures appropriate supervision over the management of the project, including financial management;
- i) Ensures participation of Ministry officials in the implementation of the project;
- j) Supports adequate monitoring and impact assessment of the project;
- k) Enhances adequate documentation of the project experience and its dissemination.

**Selection criteria:**

National Project Director is appointed/nominated by the Ministry of Environmental Protection and should be senior management official.

**Remuneration and entitlements:**

National Project Director must not receive monetary compensation from project funds for the discharge of his/her functions.

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## ANNEX H. FINAL REPORT OF THE REPUBLIC OF SERBIA NATIONAL COMMUNICATION'S / BIENNIAL UPDATE REPORT'S PROJECT

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

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

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

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

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

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

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

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

**A. Details of the project**

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

**B. Project identification phase**

Duration of preparatory phase (expressed in months) \_\_\_\_\_

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

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

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?

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What were the major challenges faced during this phase?

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

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### C. Project implementation phase

*Technical components*

#### 1. GHG inventory

**Base year of the GHG inventory:**

**Base years used in previous GHG inventories:**

Expected outcome	
Expected output 1	
Expected output 2	
Expected output 3	

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

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

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

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

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## 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).

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

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

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**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).

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

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

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**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).

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

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

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*Capacities and use of capacities*

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

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Please, estimate the amount of work done by national consultants versus international consultants:

\_\_\_\_\_ % national consultants. \_\_\_\_\_ % international consultants and \_\_\_\_\_ % national staff.

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

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

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Additional remarks

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*Institutional arrangements*

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

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Please, describe the composition of the project team.

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

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

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

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

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Additional remarks

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*Technical support from GSP, CGE, or other bodies*

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



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

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

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

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

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**D. Next steps**

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

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

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

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

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**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	