



**Country/Region/Global: São Tomé and Príncipe
Initiation Plan**

Project Title: Delivering Climate Promise in Sao Tome and Principe

Expected UNDAF/CP Outcome(s): Outcome 2 - Central and local public administration and control institutions are more effective, with guaranteed citizen participation, in particular by youth and women

Expected CPD Output(s): Output 2.1: The capacities of national institutions at central, regional and local levels are strengthened in terms of control, transparency and mutual accountability.

Initiation Plan Start/End Dates: April 2020 – December 2021

Implementing Partner: General Directorate of Environment | Ministry of Public Works, Infrastructure, Natural Resources and Environment

The project, “Delivering Climate Promise in Sao Tome and Principe” takes a whole-of-society approach to update the NDCs and accelerate their implementation, while strengthening the measurement and reporting capacities of the country. The updated NDC goals will be aligned with the SDGs and include a gender dimension in addition to improving the efficiency of climate action by enhanced cost-benefit analysis. First, the process of updating the NDC’s will allow the project to address lack of stakeholder awareness, weak institutional capacity to coordinate and lack of gender approach to climate change issues. Second, the project will support sectoral transformation and promote the transformation of climate action into a development priority, specifically targeting i) youth employment; ii) empowerment of women; iii) maximization of development financial flows and investments. Third, the project will engage the private sector to contribute towards the NDC goals, by removing investment barriers and with targeted private financing match making efforts. Fourth, the project will establish a robust MRV system, update GHG inventories and institutionalize data collection. NDC partnership in-country facilitator will support coordination and mobilization of stakeholders.

Programme Period:	<u>18 months</u>
Atlas Project Number:	120800
Atlas Output ID:	126883
Gender Marker:	<u>GN 2</u>

Total resources required	USD 983.880
Total allocated resources:	USD 983.880
• Regular	_____
• Other:	
o CAEP	USD 136.080
o BMS / BMU	USD 540.000
o Climate Promise	USD 216.000
o NDC Partnership	USD 91.800
Unfunded budget:	_____
In-kind Contributions	USD 9.000

Agreed by UNDP: K. Hasiemia
Katarzyna Wawiernia, Resident Representative, 29 April 2020

I. PURPOSE AND EXPECTED OUTPUT

A short description justifying the need for an Initiation Plan for this project and the expected output.

Sao Tome and Principe (STP) is considered a small island developing state (SIDS). Population below the poverty line was estimated at 66% in 2009 (WFS) and the country ranks 137th of 188 countries on the human development index as of 2019. STP has been involved in the NDC process since 2017 and many areas for climate mitigation have been identified, such as agriculture, energy sector, tourism, and transport. Of these, agriculture and energy sectors have been identified as the most effective sectors for intervention to reduce GHG emissions in enhancing the ambition of the next NDC. Regardless of the prominent mitigation issues in the early steps of the NDC process, the importance of adaptation issues has also become necessary for inclusion in Sao Tome and Principe's NDC.

In April 2018, the Government of Sao Tome and Principe (STP), with the support of the NDC Partnership, hosted a Partnership Plan (PP) development workshop. The focus of the workshop was on translating the NDCs and previous national efforts into a 3-year NDC Partnership Implementation Plan. More than 50 participants from development agencies, multilateral development banks, NGOs and government - from the ministerial to the technical level – worked together to identify and validate concrete actions to advance the national climate agenda. As a result, the participants defined and validated the objectives, outputs, and key performance indicators (KPIs) for adaptation, mitigation, and cross-cutting initiatives in line with the national development agenda. Among these are policies, national strategies, regulations, technical and feasibility studies, capacity building, and investment projects to:

- Reduce climate-related risks and increase the resilience of communities and sectors;
- Increase the share of renewables in the energy mix;
- Reduce deforestation and forest degradation, and create socio-economic alternatives for forest-based products; and
- Promote resilient and low carbon land management.

The Participants also defined cross-cutting actions to reinforce coordination mechanisms within the government and with development partners, strengthen the institutional capacity of the Climate Change National Committee, increase national capacities for accessing and managing climate finance from multilateral international sources, and enhancing the Measurement, Reporting, and Verification (MRV) mechanisms. Addressing these issues form the core of this project and the project is expected to lead to accelerated implementation of the NDCs.

The project aims to support the government in updating the NDC goals for 2020 and to accelerate the implementation of the NDC, as well as, improve measurement and reporting capacities. It will do this by addressing the issues identified in the workshop, align the NDCs with the SDGs and introduce a gender dimension. The project adopts a whole-of-society approach to accelerate and deepen the implementation of the NDC's.

The project improves NDC implementation in four ways:

- (i) First, the process of updating the NDCs and improving efficiency allows the project to raise stakeholder awareness, strengthen institutional capacities to coordinate and promote a gender-responsive approach to climate change action. By involving all relevant stakeholders, the project will improve stakeholder coordination and expects that implementation of actions contained in the NDC are accelerated, benefitting directly the socio-economic development of the population;
- (ii) Second, the project will support sectoral transformation and support the adoption of climate action as a national priority. The project will contribute to all-of-society and address' relevant developmental bottlenecks such as i) youth employment; ii) gender and women empowerment ; iii) maximization of climate resilient and low carbon development investment flows.

(iii) Third, the project will engage the private sector to contribute to the NDC goals. It will do this by removing investment bottlenecks and through the promotion of targeted private matchmaking efforts with NDC priority areas.

(iv) Fourth, the project will establish a robust MRV system and institutionalize measurement and reporting activities, thus improving transparency towards the compliance with the Paris Agreement. Supported by the designing and launching of a Knowledge Management System (KMS), this will involve capacity building of government staff and improving data collection and management systems, by developing the necessary framework needed for open data-flows, continuity, effective coordination and transparency.

(v) Fifth, coordination of stakeholders involved will be assured by the NDC Partnership in-country facilitator. Working on behalf of the government, the Facilitator will engage, coordinate, facilitate, and support the mobilization of actors and resources for the advancement of the NDC Partnership Plan.

The expected outputs of the project are the following:

1. NDC implementation bottlenecks removed - these are related to raising stakeholder awareness about the relevance of NDCs and its significance as a global commitment of the country towards the international community on addressing climate change; improving harmonization in the NDCs process; strengthening institutional capacities to coordinate the efforts towards NDCs implementation; and promoting a gender-responsive approach to climate change actions.

2. Institutional framework and system for NDCs implementation Established: Through this output, climate action is to be institutionalized and transformed into a national priority, placed into the agenda of the highest decision and policy-making levels. By doing so, the output will also contribute to the horizontal and vertical coherence and inclusion of all sectors/layers of society in environmental awareness and active engagement. This output will build robust data collection and management to provide evidence to government and society of the benefits of climate investment and action on relevant developmental bottlenecks such as i) youth employment; ii) gender and women empowerment; iii) maximization of climate resilient and low carbon development financial flows and investments;

3. Private Sector Engaged in the NDC planning and implementation: This output will contribute to i) reinforce the capacity of the Government to prepare viable proposals, develop incentives and give clear guidelines for local and international investors: ii) turn environment-related investment more attractive to the private sector, thus increasing the potential for employment and wealth generation for the population.

4. Measurement and Reporting capacities of the country are strengthened: By establishing a knowledge management system and updating inventories with contractors (GHG, climate action, climate finances), the ministries will acquire the necessary knowhow to continue collecting quality data, which will i) improve climate action efficiency ii) provide information for evidence-driven decision making iii) increase the country's chances of securing future climate funding and other support needs

Due to NDC updating having tight delivery deadlines, the resources will be mobilized now through an Initiation Plan to get the project underway to ensure timely completion. The Project Document will be finalized in the second half of 2020.

II. MANAGEMENT ARRANGEMENTS

General Directorate of Environment | Ministry of Public Works, Infrastructure, Natural Resources and Environment - MPWINRE

The project will be implemented through the NIM execution modality by the General Directorate of Environment (GDE) of the Ministry of Public Works, Infrastructure, Natural Resources and

Environment (MPWINRE) as the Implementing Partner (IP). MPWINRE will provide office space to the Project Implementation Unit (PIU) as part of its in-kind contribution, although space might need refurbishing by the project. The Ministry will also designate a senior officer as the National Project Director (NPD) to work as a link between the Project Board and the Project Implementation Unit and to (i) coordinate the project activities with activities of other Government entities like the Ministry of Planning, Finance and Blue Economy, or other line Ministries involved technically in the project implementation; (ii) certify the expenditures in line with approved budgets and work-plans; (iii) facilitate, monitor and report on the procurement of inputs and delivery of outputs; (iv) report to UNDP on project delivery and impact and (v) provide strategic advice.

The National Project Director will be assisted by a Programme Implementation Unit described below.

Project Board/Steering Committee

The Project Board will be established and chaired by the Minister of Environment (MPWINRE) involving the main ministries (maximum four), the presidents of the districts and regional government and a representative of the CSO, as well as, a representative from the private sector. The Project Board will guide the overall project implementation and make strategic decisions on the achievement of the project results. UNDP CO will be part of the board and provide project assurance functions and specific support services for project implementation, through its Administrative, Programme, Procurement, and Finance Units and support from the Regional Service Centre for Africa.

The main tasks of the project board can be found below:

- Review and approve the Initiation Plan (if such plan was required and submitted to the LPAC). Review the Progress Report for the Initiation Stage
- Agree on Project Manager's responsibilities, as well as the responsibilities of the other
- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Provide guidance and agree on possible countermeasures/management actions to address specific risks;
- Review and approve end project report, make recommendations for follow-on actions;
- Assess and decide on project changes through revisions;
- Assure that all Project deliverables have been produced satisfactorily;
- Review and approve the Final Project Review Report, including Lessons-learned;
- Make recommendations for follow-on actions to be submitted to the Outcome Board;

UNDP

At the request of the Implementing Partner, as a part of the implementation modality, the UNDP country office will provide the following support services for the implementation of the project: (i) payments, disbursements and other financial transactions; (ii) recruitment of PIU staff, and consultants; (iii) the procurement of international goods and services, including their disposal; (iv) organization of training activities, conferences, workshops and fellowships; (v) travel authorizations, government authorization ticketing and practical travel arrangements; and (vi) international shipping and customs clearance. The UNDP Country Office will recover the direct costs - incurred to provide these services in accordance with the UNDP Universal Price List. The UNDP country office will ensure that project funds are disbursed and administered in accordance with UNDP fiduciary standards and line with the project objectives.

Project Implementation Unit

The Project Implementation Unit (PIU) will be headed by a Project Manager (PM).

The Project Manager is responsible for day-to-day management and decision-making for the project. The Project Manager's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

The Implementing Partner appoints the Project Manager, who should be different from the Implementing Partner's representative in the Project Board. Prior to the approval of the project, the

Project Developer role is the UNDP staff member responsible for project management functions during formulation until the Project Manager from the Implementing Partner is in place.

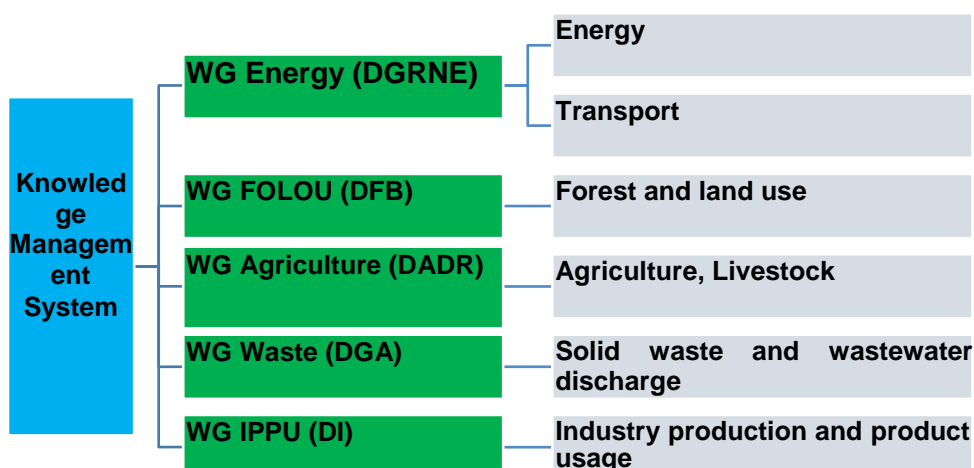
The PM will be responsible for overall project management and implementation of activities, consolidation of work plans and project reports, drafting of ToRs for consultants, preparation of quarterly progress reports, reporting to the project supervisory bodies, and supervising the work of the project experts and other project staff. The Manager will also closely coordinate and hold regular consultations related to the project activities with relevant Government institutions and other stakeholders. In addition, a Project Assistant will be recruited to support on administrative issues.

The following roles and responsibilities will be fulfilled by the Project Manager and Project Assistant:

- Manage the realization of project outputs through activities;
- Liaise with the Project Board or its appointed Project Assurance roles to assure the overall direction and integrity of the project;
- Plan the activities of the project and monitor progress against the initial quality criteria.
- Manage requests for the provision of financial resources by UNDP, using advance of funds, direct payments, or reimbursement using the FACE (Fund Authorization and Certificate of Expenditures);
- Manage and monitor the project risks as initially identified in the Project Brief appraised by the LPAC, submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the Project Risks Log;
- Prepare the Project Quarterly Progress Report (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the Project Board and Project Assurance;
- Prepare the Annual review Report, and submit the report to the Project Board and the Outcome Board;
- Prepare Final Project Review Reports to be submitted to the Project Board and the Outcome Board;
- Manage the transfer of project deliverables, documents, files, equipment and materials to national beneficiaries;

The establishment of the MRV system under the Climate Promise will be coordinated with the Ministry of Environment, which has the mandate for the climate data reporting (drafting Biennial Update Reports (BURs) and National Communications, updating National GHG inventories, etc) to UNFCCC Secretariat and for informing the government and the public. All the data necessary (climate action, climate finances, and GHG inventories) will be uploaded to archives within a Knowledge Management System, from where the Ministry of Environment can compile the data needed for reporting.

To gather and upload data, workgroups will be formed within different ministries, consisting of one or more people. The chart below elaborates the structure and responsibilities of measurement and uploading of data by different ministries.



The responsibilities of the working groups are as follows:

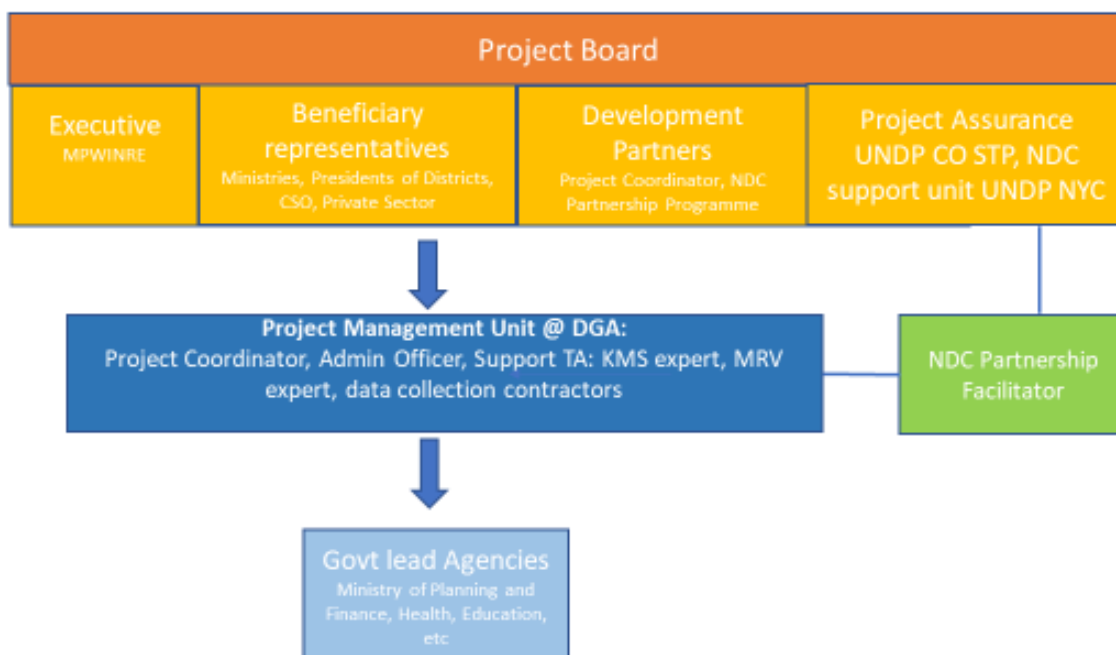
- **WG Energy:** compile data on electricity production and mobile fuels as in transport. The entity responsible for the WG is the **Directorate General of Natural Resources and Energy**.
- **WG FOLU:** compile data on GHG emissions and removals from the forest sector and other land use. The entity responsible for the WG is the **Directorate of Forests and Biodiversity**.
- **WG Agriculture:** compile data on GHG emission and removal from agriculture. The entity responsible for the WG is the **Directorate of Agriculture and Rural Development**.
- **WG Waste** to compile GHG emission data from the waste and wastewater sector. The entity responsible for the WG is the **Directorate-General for Environment**
- **WG IPPU:** compile data on GHG emissions from the industrial sector and the use of products. The entity responsible for the WG is the **Industry Directorate**.

During the project and updating of the inventories, knowledge will be transferred from the contractors to the staff of ministries, to institutionalize the system and to guarantee continuity. Depending on needs assessment, national consultants can continue the training of ministry staff and updating inventories, until gradually transferring the responsibility to ministry staff.

NDC Partnership in-country facilitator

NDC Partnership in-country facilitator will work under the guidance of UNDP, the NDC Partnership focal points and in close collaboration between the Project Board and PIU. The NDC Facilitator will engage, coordinate, facilitate, and support the mobilization of actors and resources for the implementation of the NDC Partnership Plan in the country. Working on behalf of the government, the NDC Facilitator will play a central role in ensuring the advancement of the NDC Partnership Plan and the NDC Partnership Country Engagement Strategy.

The organizational chart of the project is shown below:



III. MONITORING

UNDP will play a role in overall technical and financial oversight and quality assurance of the project. This will involve UNDP staff from the country office, Regional Bureau and Headquarters specific units. The quality assurance of the project is independent of the project management function. The role of quality assurance supports the Project Board and the PIU by performing objective and independent project oversight and monitoring functions. This role ensures that key steps in project management are assured and completed.

UNDP will prepare and communicate the explanatory and financial reports in accordance with its reports on policies and procedures and operational guidelines. Also, UNDP, in its project quality assurance function, will feed data from the monitoring reports to the Atlas system, including:

- entering the information contained in the quarterly report presented by the PIU in Atlas at the end of each quarter;
- update of the related risks and problems encountered in Atlas at the end of each quarter, based on information from the quarterly report submitted by the PIU;
- based on information entered in Atlas, a quarterly report from Atlas will be submitted to the IA;
- the monitoring plan will be updated regularly in Atlas to record the major follow-up actions.

Both the NDC Facilitator and Project Manager have reporting duties to support the UNDP in its monitoring tasks, which will entail the collection and analysis of progress data against agreed outputs and indicators. They will monitor the project risk log.

Audits will be conducted in accordance with UNDP's audit policy to manage financial risk

Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated into the project.

A monitoring plan is shown below_

Monitoring and Evaluation Plan and Budget:		
M&E actions	Responsible Parties	Timing and frequency
Inception Workshop	Implementing Partner Project Manager/National Project Coordinator	May 2020
Monitoring of indicators in project results framework	PM/NPC will oversee TA/institutions/ agencies charged with collecting results data.	Biannually
Monitoring all risks (Atlas risk log)	PM/NPC and UNDP	Quarterly
Lessons learned and knowledge generation	PM/NPC	Biannually
Supervision missions	UNDP Country Office	Monthly
Independent Terminal Evaluation (TE) and management response	Independent evaluation consultants.	Last quarter before the end of the project
Audit	Appointed auditors for project audits	Q1 2021 and Q1 2022(costed in 2021)
TOTAL indicative COST		96.080 (+DPC 65.100)

IV. WORK PLAN

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Sub activities			
				Funding Source	
<p>Output 1:NDC awareness and coordination strengthened to effectively reduce emission of GHGs and build climate resilience</p> <p>Baseline:</p> <p>1.1 2015 NDC ,</p> <p>1.2 PP validated by technical teams and the Ministry of Environment and Finance</p> <p>1.3Weak negotiation skills and weak knowledge of global climate issues</p> <p>1.4 Committee operational</p> <p>1.5 No operational transparency system exists . NDC partnership matrix could be a potential embryo for the transparency system.</p> <p>1.6. No NDC donor coordination system in place</p> <p>1.7. No operational transparency systems in place.</p> <p>1.8. Low grassroot level acknowledgement of NDC</p> <p>Indicators:</p>	1.1 Updated mitigation targets	1.1.1. Select and prioritize the mitigation measure based on calculation of mitigation scenario using the GACMO model and stakeholder consultation	25 000	UNDP	
				13 000	CAEP
				4 000	UNDP
				500	UNDP
		1.2. NDC 2020 prepared and updated, which meets national planning needs and UNFCCC reporting guidelines. The updated document will also incorporate the gender dimension, will be aligned to the National Plan for Sustainable Development - NPSD (2019-2022) and to the SDGs. It might include other GHG emitting sectors (such as transport)	1.2.1. Prepare ToR for the preparation and updating of NDC 2020	12 000	CAEP
			1.2.2. Launch the process to the institutions and public and implement the process to achieve the new NDC draft validated by the national and international stakeholders	48 000	CAEP
			1.2.3. Approve new NDC in the national assembly	8 000	CAEP
			1.2.4 Disseminate the updated NDC among the whole of society	4 500	CAEP
				3 500	CAEP
				3 000	CAEP

<p>1.1 Number of mitigation measures analyzed</p> <p>1.2 Number of new targets added, number of transport related NDC, number of gender related NDC promises</p> <p>1.3 High-level engagement shown by signed commitment by institutions (President, Prime Minister, President of the National Assembly). Number of new sectors involved in the NDC process.</p> <p>1.4 Number of global climate events participated in by government focal points</p> <p>1.5 Number of members of the Climate Change Committee trained. Competency assessment carried out and documented</p> <p>1.6 NDC donor coordination reports and results of exchanges between international partners documented to the STP government through the CNMC</p> <p>1.7 Number of NDC actions added to the database. Number of information sharing protocols signed and in use. Stakeholders consider the system relevant and use it as a source of information.</p> <p>1.8 Number of organizations holding events or showing engagement to the</p>	<p>1.3. Governance processes strengthened to support inter-ministerial awareness and coordination, policy coherence, and/or create an enabling environment for investments in sectors that are or might be contributing to NDC targets, engaging new sectors in the NDC process;</p>	1.3.1. Organize sectorial workshops including gender mainstreaming	2 000	CAEP
		1.3.2. Define roles and responsibilities for line ministries and local + regional authorities, define a network of focal points, train them and engage them in the process	4 000	CAEP
		1.3.3. Organize inter-ministerial steering committees with key decision makers in line ministries and high-level offices, including cabinet, parliament or office of the president	3 000	CAEP
			2 000	CAEP
			3 000	CAEP
		1.4. Capacity of government focal points to improve their participation in Climate Diplomacy and Negotiations inside and outside the country strengthened, leading to quality country representation abroad, more regular in country cross-sector coordination and review meetings involving all stakeholders;	3 000	CAEP
			3 000	CAEP
			4 000	CAEP
		1.4.1. Carry out a competence assessment	6 000	CAEP
			22 000	UNDP
1.4.2. Develop a training program and identify potential training providers	12 000		UNDP	
1.4.3 Training for government focal points	5 000	UNDP		
		2 500	UNDP	

<p>NDC process. Percentage of population aware of benefits of NDC.</p> <p>Targets: 2020</p> <p>1.1 Mitigation targets updated</p> <p>1.2 NDC updated and approved by National Assembly</p> <p>1.2 Updated NDC 2020 published in the UNFCCC portal</p> <p>1.2 Advocacy campaign to engage high level institutions in place</p> <p>1.3 Stakeholders workshop held</p> <p>1.3 Roles of main ministries defined</p> <p>1.3 One steering committee held</p> <p>1.4 Competences assessment carried out</p> <p>1.4 Training program developed</p> <p>1.4 At least two government focal points trained in Global climate change issues in international fora</p> <p>1.5 Establish a monitoring and review and verification (MRV) system on Climate change.</p> <p>1.5 NDC related mitigation and adaptation data published</p> <p>1.6 An NDC donor coordination mechanism is established and functional</p>			3 920	UNDP
			3 000	UNDP
	1.5. Capacities of the existing Climate Change Committee and other NDC sector stakeholders strengthened based on gaps identified by capacity assessment	1.5.1. Carry out a competency assessment and develop a capacity development plan	15 000	UNDP
		1.5.2. Organize targeted trainings to improve cross-sector NDC implementation using a whole of society approach	6 000	UNDP
		1.5.3 Provide equipment, materials and means to the CC Committee	5 000	UNDP
		1.5.4 Improve the CC Committee operating framework including its mandate	4 000	UNDP
		1.5.5 Support a communication campaign to disseminate the role of the Committee to the whole of society	3 000	UNDP
			7 500	UNDP
			8 000	UNDP
	1.6. High-level officials sensitized and engaged in NDC implementation,	1.6.1. Organize advocacy campaign addressing politicians and decision-makers	1 000	UNDP
		1.6.2 Establish NDC donor coordination system	1 000	UNDP
			1 000	UNDP

<p>1.7NDC action inventory established</p> <p>1.7 information sharing protocols in place and used</p> <p>1.8 NDC communication/ advocacy campaign rolled out in Sao Tome.</p> <p>1.8 Communication campaign implemented with national outreach to inform and involve the whole-of -society (30% of population aware of NDC benefits)</p> <p>2021</p> <p>1.3 Two steering committee held including cabinet, parliament or office of the president</p> <p>1.3 Government of STP organizes at least two national events on climate change</p> <p>1.3 National focal points participate in at least two international NDC partnership events</p> <p>1.4 At least one national report documenting climate change issues produced</p> <p>1.4 Training program finished and evaluated</p> <p>1 .5 Transparency system is operational.</p> <p>1.5At least 50% of key government ministries in Sao Tome and Principe use the transparency system.</p> <p>1.6 NDC donor coordination reports shared among partners</p> <p>1.7 NDC related action registry</p>			1 000	UNDP
			2 000	UNDP
	<p>1.7. NDC communication/advocacy campaign to communicate the sustainable development benefits of engaging in climate-related commitments, such as NDC implementation and MRV system. The strategy will aim at whole-of-society engagement to NDC action, tailored to target different stakeholder groups, including grassroot level, namely decentralized public administration officials, churches, CBO, CSO women, youth and children on NDC implementation, stimulating women leadership and participation and involving academia in the solutions</p>	1.7.1. Develop NDC communication strategy	5 000	UNDP
			8 000	
		1.7.2. Execute the communication strategy	9 000	UNDP
		1.7.3 Capture impact of the communication strategy	10 000	UNDP
			8 000	UNDP
		3 000	UNDP	
	Total Output 1		294 420	

<p>running 1.8 At least 3 campaigns implemented targeting differentiated groups, namely (i) high-ranking officials; (ii) decentralized public administration, (iii) churches, CBO, CSO women, (iv) youth and children</p> <p>Related CP outcome:</p>				
<p>Output 2: Inclusive sectoral transformation supported</p> <p>Baseline: 2.1 Multisector Investment Plan for Adaptation 2.2 No cost-benefit calculations exist for climate action 2.3 Transport sector not included in NDC 2.4 No documentation on women's participation. No gendered CC impact studies in Sao Tome. No gender responsive climate policies. 2.5 No studies on climate investment in relation to green jobs and employment of vulnerable groups.</p> <p>Indicators: 2.1 Finance Strategy for the NDC Implementation Plan and Climate</p>	<p>2.1. National climate related public and private (current and pipeline -5 years) expenditures in ENERGY and AGRICULTURE sectors analyzed, as well as "grey" and "brown" financial flows,</p>	<p>2.1.1. Commission an IC to provide a report on energy and agriculture expenditure and on grey and brown financial flows</p>	<p>12 000</p>	<p>UNDP</p>
		<p>2.1.2. Draft a proposal to government for realignment of grey flows</p>	<p>21 000</p>	<p>UNDP</p>
	<p>2.2. Climate action cost-benefit estimations made to inform NDC implementation</p>	<p>2.2.1 Prepare cost estimations of different climate actions</p>	<p>5 000</p>	<p>CAEP</p>
		<p>2.2.2. Unpack NDC activities or low-carbon development projects into cost estimates</p>	<p>2 000</p>	<p>CAEP</p>
	<p>2.3. Undertake basic cost-benefit analysis (investment vs emissions decrease) of including the TRANSPORT sector in the NDC plan;</p>	<p>2.3.1. Cost-benefit analysis of the transport sector</p>	<p>20 000</p>	<p>UNDP</p>
		<p>2.3.2. Establish climate change data collection methods</p>	<p>6 000</p>	<p>UNDP</p>

<p>Change that includes the realignment of grey flows approved by relevant authorities and published</p> <p>2.2 Data available for robust decision making on: i) the inclusion of additional sectors in the NDC 2020; ii) costing of NDC actions</p> <p>2.3 Number of transport emission reducing solutions calculated for their cost efficiency</p> <p>2.4 Studies available and a programme designed to increase women participation in Climate action</p> <p>2.5 Number of strategic analyses undertaken to build evidenc base for advocacy and influence policy</p> <p>Targets: 2020</p> <p>2.1 Finance strategy for NDC implementation plan and climate change finalized and submitted for approval</p> <p>2.2 Climate change data collection methods established</p> <p>2.3 Report that identifies most cost efficient ways to reduce transport emissions published (at least 10 different solutions compared).</p> <p>2.3 Findings utilized in the updated NDC.</p> <p>2.4</p>	2.4. Response programme for STP aimed at increasing women’s participation developed	2.4.1. Commission a national study on gender-differentiated impacts of CC in STP	5 000	UNDP
		2.4.2. Examine how gender equality considerations have been incorporated withing the climate plans and policies	10 000	UNDP
		2.4.3. Draft recommendations on gender-responsive climate action	5 000	UNDP
	2.5. Published studies of climate investments relation to vulnerable groups (youth, women and suburban populations) to guide policy making	2.5.1. Undertake studies linking climate investment, with special focus on NDC Plan implementation, to green/youth job opportunities, with specific analysis on vulnerable groups such as women, youth, farmers and fisherman, sub-urban inhabitants, etc., building on the GAIN Assessment methodology and the Green Jobs Assessment Model	14 000	UNDP
			4 000	UNDP
			2 000	UNDP
			2 000	UNDP
			2 000	UNDP

<p>2.5 One climate investment study carried out in relation to: women, youth, and suburban inhabitants 2021</p> <p>2.1 At least two sectors (energy and agriculture), produce climate related public and private expenditure reports</p> <p>2.2 Publication of data for agriculture, energy and transport sectors.</p> <p>2.3</p> <p>2.4 At least one study on women participation in climate action carried out for Sao Tome .</p> <p>2.4At least one targeted plan of action for women participation in climate action is approved</p> <p>2.5 At least one of the studies lessons and recommendations are used to inform policy formulation.</p> <p>Related CP outcome:</p>	<p>Total Output 2</p>		<p>110 000</p>	
<p>Output 3:Private sector financing gap addressed through targeted matchmaking efforts</p> <p>Baseline:</p> <p>3.1 Low private-sector participation in NDC implementation</p> <p>3.2 Lack of understanding of legal barriers of private investment</p> <p>3.3 Lack of negotiation capabilities</p>	<p>3.1. Advocacy campaign targeting private sector investors aiming at scaling- up private sector engagement and financing commitment to the NDC implementation executed.</p>	<p>3.1.1. Train private sector entities in Sao Tome and in Principe, region on the added value of green innovation, practices and investment</p> <p>3.1.2. Draft and execute advocacy campaign</p>	<p>2 000</p> <p>5 000</p> <p>2 000</p>	<p>UNDP</p> <p>UNDP</p> <p>UNDP</p>

<p>and understanding of private sector interests in the government</p> <p>Indicators:</p> <p>3.1 At least two private sector entities participate in the NDC implementation</p> <p>3.2 Strategy developed for the attraction of private investors in Climate action projects</p> <p>3.3 At least five feasible proposals developed to facilitate the government access to private investors in areas related to NDC</p> <p>Targets:</p> <p>2020</p> <p>3.1 At least three private sector entities following ILO's "Green Jobs" Guide</p> <p>3.1 10 Private sector entities in Sao Tome and in the Principe, region trained on the added value of green innovation, practices and investment</p> <p>3.2</p> <p>3.3 At least 5 feasibility studies on private sector finance to climate change published.</p> <p>3.3 At least 20 government officials from (energy, agriculture and environment receive training on private sector interests in climate change investments.</p> <p>3.3 At least 2 sectoral laws (energy and agriculture) address climate change and financing issues.</p>			2 000	UNDP
			2 600	UNDP
	3.2. An analysis and identification of policy and regulatory barriers and bottlenecks to private investments in mitigation and adaptation actions including support to enabling environment and incentives to attract private sector investments in NDC impact sectors undertaken	3.2.1 Commission a study on policy and regulatory bottlenecks to private investment in climate projects.	1 000	UNDP
			10 000	UNDP
			3 000	UNDP
			1 995	UNDP
	3.3. Feasible proposals to support the Government to attract private investors into the climate action (particularly into achieving the NDC goals) developed	3.3.1. Commission feasibility studies on private sector finance on climate change	6 950	UNDP
		3.3.2. Train government officials from (energy, agriculture and environment) on private sector interests in climate change investments	16 000	UNDP
			3 000	UNDP
			3 500	UNDP
	Total Output 3		59 045	

<p>2021</p> <p>3.1 Five business entities' investment plans are climate sensitive</p> <p>3.2 A study is presented on policy and regulatory bottlenecks to private investment in climate projects.</p> <p>3.2 central and subnational administration's policies and regulatory framework are more sensitive to climate change concerns.</p> <p>3.2 Sao Tome and Autonomous Region of Principe have and implement strategies with private investment ins in NDC impact sectors</p> <p>3.3 At least 5 local administrations implement climate change sensitive proposals with private sector finance and collaboration.</p> <p>Related CP outcome:</p>				
<p>Output 4: A robust MRV system established</p>	<p>4.1 Institutional arrangements and framework established for MRV</p>	<p>4.1.1 Develop and adopt information sharing protocols for state and non-state actors (MOUs)</p>	<p>17 000</p>	<p>Climate promise</p>
		<p>4.1.2 Creation of coordination and information sharing mechanisms, roles clearly defined (intra and inter institutional)</p>	<p>8 000</p>	<p>Climate promise</p>

		4.1.3 Ensure and support coordination between relevant ministries	13 000	Climate promise
		4.1.4 Identify options and make recommendations for the legal framework to support the national climate mitigation MRV System	3 500	Climate promise
		4.1.5 Ensure continuity of staff and funding for MRV activities, through advocacy and resource mobilization	15 000	Climate promise
	4.2 Capacities of Directorates to operate the MRV system strengthened	4.2.1 Technical Needs Assessment	5 000	Climate promise
		4.2.2 Development and implementation of training programs (CC, finances, ICT, reporting)	14 825	Climate promise
		4.2.3 Directorate staff trained in data gathering methodologies	17 000	Climate promise
			5 000	Climate promise
			4 000	Climate promise
			4 000	Climate promise

			6 000	Climate promise
	4.3 Knowledge Management System (KMS) launched and updated	4.3.1 Purchase necessary software and hardware	4 000	Climate promise
		4.3.2 Train KMS operation staff on data management	20 000	Climate promise
		4.3.3 Prepare inventory of current actions that are contributing to NDC targets (MRV of Action) and of finances (MRV of Support).	20 000	Climate promise
		4.3.4 Update GHG inventory	10 000	Climate promise
		4.3.5 Integrate existing forest inventory (carbon sinks) to the MRV system	19 000	Climate promise
		4.3.6 Launch an open-access data portal for sharing information with the public	7 500	Climate promise
			7 175	Climate promise
			Total Output 4	
Output 5: Project Management Costs	PRODOC development		10 000	UNDP
	PMU		46 000	UNDP
		6 000	UNDP	
		9 000	UNDP	
		1 800	UNDP	
		2 300	UNDP	
		Rehabilitation of premises		20 000
	Audit		10 000	UNDP

	Evaluation		20 000	UNDP
	DPC		18 000	UNDP
			12 000	UNDP
	Communication and visibility		7 435	UNDP
	Total Output 5		228 615	
	Subtotal project before GMS		162 535	
	Monitoring /GMS (8%) CAEP		10 080	CAEP
	Monitoring /GMS (8%) CPromise		16 000	Climate Promise
	Monitoring /GMS UNDP		40 000	UNDP
	TOTAL NDC SUPPORT PROGRAMME + CLIMATE PROMISE		892 080	
Output 6: NDP Partnership facilitation	Facilitation Unit		36 000	UNDP
	Regular meeting with stakeholders of NDC Partnership - Multi-stakeholder dialogue and coordination		8 400	UNDP
	Workshops and engaging activities for Partnership Plan		4 800	UNDP
	Tracking progress and drafting progress updates		2 800	UNDP
	communication budget for identification and dissemination of lesson learned		15 000	UNDP
			9 000	UNDP
			4 200	UNDP
			4 800	UNDP
	Sub-Total Output 6		85 000	
	Monitoring /GMS (8%)		6 800	
	Total Output 6		91 800	
Total			983 880	



Country/Region/Global: São Tomé and Príncipe
Initiation Plan

Project Title: Delivering Climate Promise in Sao Tome and Principe

Expected UNDAF/CP Outcome(s): Outcome 2 - Central and local public administration and control institutions are more effective, with guaranteed citizen participation, in particular by youth and women

Expected CPD Output(s): Output 2.1: The capacities of national institutions at central, regional and local levels are strengthened in terms of control, transparency and mutual accountability.

Initiation Plan Start/End Dates: April 2020 – December 2021

Implementing Partner: General Directorate of Environment | Ministry of Public Works, Infrastructure, Natural Resources and Environment

The project, “Delivering Climate Promise in Sao Tome and Principe” takes a whole-of-society approach to update the NDCs and accelerate their implementation, while strengthening the measurement and reporting capacities of the country. The updated NDC goals will be aligned with the SDGs and include a gender dimension in addition to improving the efficiency of climate action by enhanced cost-benefit analysis. First, the process of updating the NDC’s will allow the project to address lack of stakeholder awareness, weak institutional capacity to coordinate and lack of gender approach to climate change issues. Second, the project will support sectoral transformation and promote the transformation of climate action into a development priority, specifically targeting i) youth employment; ii) empowerment of women; iii) maximization of development financial flows and investments. Third, the project will engage the private sector to contribute towards the NDC goals, by removing investment barriers and with targeted private financing match making efforts. Fourth, the project will establish a robust MRV system, update GHG inventories and institutionalize data collection. NDC partnership in-country facilitator will support coordination and mobilization of stakeholders.

Programme Period:	<u>18 months</u>
Atlas Project Number:	120800
Atlas Output ID:	126883
Gender Marker:	<u>GN 2</u>

Total resources required	USD 983.880
Total allocated resources:	USD 983.880
• Regular	_____
• Other:	
○ CAEP	USD 136.080
○ BMS / BMU	USD 540.000
○ Climate Promise	USD 216.000
○ NDC Partnership	USD 91.800
Unfunded budget:	_____
In-kind Contributions	USD 9.000

Agreed by UNDP: K. Nokiemia

Katarzyna Wawiernia, Resident Representative, 29 April 2020

I. PURPOSE AND EXPECTED OUTPUT

A short description justifying the need for an Initiation Plan for this project and the expected output.

Sao Tome and Principe (STP) is considered a small island developing state (SIDS). Population below the poverty line was estimated at 66% in 2009 (WFS) and the country ranks 137th of 188 countries on the human development index as of 2019. STP has been involved in the NDC process since 2017 and many areas for climate mitigation have been identified, such as agriculture, energy sector, tourism, and transport. Of these, agriculture and energy sectors have been identified as the most effective sectors for intervention to reduce GHG emissions in enhancing the ambition of the next NDC. Regardless of the prominent mitigation issues in the early steps of the NDC process, the importance of adaptation issues has also become necessary for inclusion in Sao Tome and Principe's NDC.

In April 2018, the Government of Sao Tome and Principe (STP), with the support of the NDC Partnership, hosted a Partnership Plan (PP) development workshop. The focus of the workshop was on translating the NDCs and previous national efforts into a 3-year NDC Partnership Implementation Plan. More than 50 participants from development agencies, multilateral development banks, NGOs and government - from the ministerial to the technical level – worked together to identify and validate concrete actions to advance the national climate agenda. As a result, the participants defined and validated the objectives, outputs, and key performance indicators (KPIs) for adaptation, mitigation, and cross-cutting initiatives in line with the national development agenda. Among these are policies, national strategies, regulations, technical and feasibility studies, capacity building, and investment projects to:

- Reduce climate-related risks and increase the resilience of communities and sectors;
- Increase the share of renewables in the energy mix;
- Reduce deforestation and forest degradation, and create socio-economic alternatives for forest-based products; and
- Promote resilient and low carbon land management.

The Participants also defined cross-cutting actions to reinforce coordination mechanisms within the government and with development partners, strengthen the institutional capacity of the Climate Change National Committee, increase national capacities for accessing and managing climate finance from multilateral international sources, and enhancing the Measurement, Reporting, and Verification (MRV) mechanisms. Addressing these issues form the core of this project and the project is expected to lead to accelerated implementation of the NDCs.

The project aims to support the government in updating the NDC goals for 2020 and to accelerate the implementation of the NDC, as well as, improve measurement and reporting capacities. It will do this by addressing the issues identified in the workshop, align the NDCs with the SDGs and introduce a gender dimension. The project adopts a whole-of-society approach to accelerate and deepen the implementation of the NDC's.

The project improves NDC implementation in four ways:

- (i) First, the process of updating the NDCs and improving efficiency allows the project to raise stakeholder awareness, strengthen institutional capacities to coordinate and promote a gender-responsive approach to climate change action. By involving all relevant stakeholders, the project will improve stakeholder coordination and expects that implementation of actions contained in the NDC are accelerated, benefitting directly the socio-economic development of the population;
- (ii) Second, the project will support sectoral transformation and support the adoption of climate action as a national priority. The project will contribute to all-of-society and address' relevant developmental bottlenecks such as i) youth employment; ii) gender and women empowerment ; iii) maximization of climate resilient and low carbon development investment flows.

(iii) Third, the project will engage the private sector to contribute to the NDC goals. It will do this by removing investment bottlenecks and through the promotion of targeted private matchmaking efforts with NDC priority areas.

(iv) Fourth, the project will establish a robust MRV system and institutionalize measurement and reporting activities, thus improving transparency towards the compliance with the Paris Agreement. Supported by the designing and launching of a Knowledge Management System (KMS), this will involve capacity building of government staff and improving data collection and management systems, by developing the necessary framework needed for open data-flows, continuity, effective coordination and transparency.

(v) Fifth, coordination of stakeholders involved will be assured by the NDC Partnership in-country facilitator. Working on behalf of the government, the Facilitator will engage, coordinate, facilitate, and support the mobilization of actors and resources for the advancement of the NDC Partnership Plan.

The expected outputs of the project are the following:

1. NDC implementation bottlenecks removed - these are related to raising stakeholder awareness about the relevance of NDCs and its significance as a global commitment of the country towards the international community on addressing climate change; improving harmonization in the NDCs process; strengthening institutional capacities to coordinate the efforts towards NDCs implementation; and promoting a gender-responsive approach to climate change actions.

2. Institutional framework and system for NDCs implementation Established: Through this output, climate action is to be institutionalized and transformed into a national priority, placed into the agenda of the highest decision and policy-making levels. By doing so, the output will also contribute to the horizontal and vertical coherence and inclusion of all sectors/layers of society in environmental awareness and active engagement. This output will build robust data collection and management to provide evidence to government and society of the benefits of climate investment and action on relevant developmental bottlenecks such as i) youth employment; ii) gender and women empowerment; iii) maximization of climate resilient and low carbon development financial flows and investments;

3. Private Sector Engaged in the NDC planning and implementation: This output will contribute to i) reinforce the capacity of the Government to prepare viable proposals, develop incentives and give clear guidelines for local and international investors: ii) turn environment-related investment more attractive to the private sector, thus increasing the potential for employment and wealth generation for the population.

4. Measurement and Reporting capacities of the country are strengthened: By establishing a knowledge management system and updating inventories with contractors (GHG, climate action, climate finances), the ministries will acquire the necessary knowhow to continue collecting quality data, which will i) improve climate action efficiency ii) provide information for evidence-driven decision making iii) increase the country's chances of securing future climate funding and other support needs

Due to NDC updating having tight delivery deadlines, the resources will be mobilized now through an Initiation Plan to get the project underway to ensure timely completion. The Project Document will be finalized in the second half of 2020.

II. MANAGEMENT ARRANGEMENTS

General Directorate of Environment | Ministry of Public Works, Infrastructure, Natural Resources and Environment - MPWINRE

The project will be implemented through the NIM execution modality by the General Directorate of Environment (GDE) of the Ministry of Public Works, Infrastructure, Natural Resources and

Environment (MPWINRE) as the Implementing Partner (IP). MPWINRE will provide office space to the Project Implementation Unit (PIU) as part of its in-kind contribution, although space might need refurbishing by the project. The Ministry will also designate a senior officer as the National Project Director (NPD) to work as a link between the Project Board and the Project Implementation Unit and to (i) coordinate the project activities with activities of other Government entities like the Ministry of Planning, Finance and Blue Economy, or other line Ministries involved technically in the project implementation; (ii) certify the expenditures in line with approved budgets and work-plans; (iii) facilitate, monitor and report on the procurement of inputs and delivery of outputs; (iv) report to UNDP on project delivery and impact and (v) provide strategic advice.

The National Project Director will be assisted by a Programme Implementation Unit described below.

Project Board/Steering Committee

The Project Board will be established and chaired by the Minister of Environment (MPWINRE) involving the main ministries (maximum four), the presidents of the districts and regional government and a representative of the CSO, as well as, a representative from the private sector. The Project Board will guide the overall project implementation and make strategic decisions on the achievement of the project results. UNDP CO will be part of the board and provide project assurance functions and specific support services for project implementation, through its Administrative, Programme, Procurement, and Finance Units and support from the Regional Service Centre for Africa.

The main tasks of the project board can be found below:

- Review and approve the Initiation Plan (if such plan was required and submitted to the LPAC). Review the Progress Report for the Initiation Stage
- Agree on Project Manager's responsibilities, as well as the responsibilities of the other
- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Provide guidance and agree on possible countermeasures/management actions to address specific risks;
- Review and approve end project report, make recommendations for follow-on actions;
- Assess and decide on project changes through revisions;
- Assure that all Project deliverables have been produced satisfactorily;
- Review and approve the Final Project Review Report, including Lessons-learned;
- Make recommendations for follow-on actions to be submitted to the Outcome Board;

UNDP

At the request of the Implementing Partner, as a part of the implementation modality, the UNDP country office will provide the following support services for the implementation of the project: (i) payments, disbursements and other financial transactions; (ii) recruitment of PIU staff, and consultants; (iii) the procurement of international goods and services, including their disposal; (iv) organization of training activities, conferences, workshops and fellowships; (v) travel authorizations, government authorization ticketing and practical travel arrangements; and (vi) international shipping and customs clearance. The UNDP Country Office will recover the direct costs - incurred to provide these services in accordance with the UNDP Universal Price List. The UNDP country office will ensure that project funds are disbursed and administered in accordance with UNDP fiduciary standards and line with the project objectives.

Project Implementation Unit

The Project Implementation Unit (PIU) will be headed by a Project Manager (PM).

The Project Manager is responsible for day-to-day management and decision-making for the project. The Project Manager's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

The Implementing Partner appoints the Project Manager, who should be different from the Implementing Partner's representative in the Project Board. Prior to the approval of the project, the

Project Developer role is the UNDP staff member responsible for project management functions during formulation until the Project Manager from the Implementing Partner is in place.

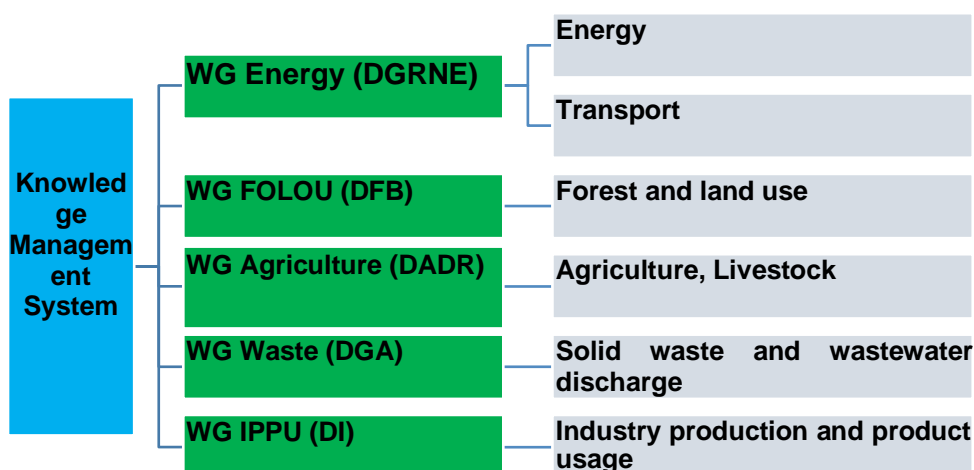
The PM will be responsible for overall project management and implementation of activities, consolidation of work plans and project reports, drafting of ToRs for consultants, preparation of quarterly progress reports, reporting to the project supervisory bodies, and supervising the work of the project experts and other project staff. The Manager will also closely coordinate and hold regular consultations related to the project activities with relevant Government institutions and other stakeholders. In addition, a Project Assistant will be recruited to support on administrative issues.

The following roles and responsibilities will be fulfilled by the Project Manager and Project Assistant:

- Manage the realization of project outputs through activities;
- Liaise with the Project Board or its appointed Project Assurance roles to assure the overall direction and integrity of the project;
- Plan the activities of the project and monitor progress against the initial quality criteria.
- Manage requests for the provision of financial resources by UNDP, using advance of funds, direct payments, or reimbursement using the FACE (Fund Authorization and Certificate of Expenditures);
- Manage and monitor the project risks as initially identified in the Project Brief appraised by the LPAC, submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the Project Risks Log;
- Prepare the Project Quarterly Progress Report (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the Project Board and Project Assurance;
- Prepare the Annual review Report, and submit the report to the Project Board and the Outcome Board;
- Prepare Final Project Review Reports to be submitted to the Project Board and the Outcome Board;
- Manage the transfer of project deliverables, documents, files, equipment and materials to national beneficiaries;

The establishment of the MRV system under the Climate Promise will be coordinated with the Ministry of Environment, which has the mandate for the climate data reporting (drafting Biennial Update Reports (BURs) and National Communications, updating National GHG inventories, etc) to UNFCCC Secretariat and for informing the government and the public. All the data necessary (climate action, climate finances, and GHG inventories) will be uploaded to archives within a Knowledge Management System, from where the Ministry of Environment can compile the data needed for reporting.

To gather and upload data, workgroups will be formed within different ministries, consisting of one or more people. The chart below elaborates the structure and responsibilities of measurement and uploading of data by different ministries.



The responsibilities of the working groups are as follows:

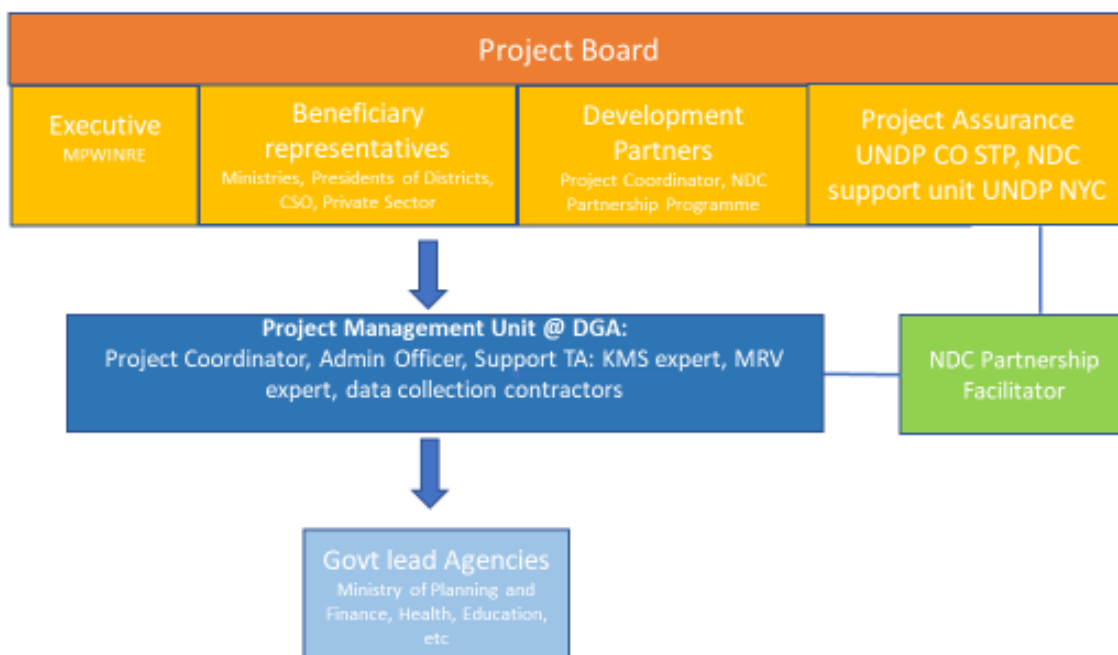
- **WG Energy:** compile data on electricity production and mobile fuels as in transport. The entity responsible for the WG is the **Directorate General of Natural Resources and Energy**.
- **WG FOLU:** compile data on GHG emissions and removals from the forest sector and other land use. The entity responsible for the WG is the **Directorate of Forests and Biodiversity**.
- **WG Agriculture:** compile data on GHG emission and removal from agriculture. The entity responsible for the WG is the **Directorate of Agriculture and Rural Development**.
- **WG Waste** to compile GHG emission data from the waste and wastewater sector. The entity responsible for the WG is the **Directorate-General for Environment**
- **WG IPPU:** compile data on GHG emissions from the industrial sector and the use of products. The entity responsible for the WG is the **Industry Directorate**.

During the project and updating of the inventories, knowledge will be transferred from the contractors to the staff of ministries, to institutionalize the system and to guarantee continuity. Depending on needs assessment, national consultants can continue the training of ministry staff and updating inventories, until gradually transferring the responsibility to ministry staff.

NDC Partnership in-country facilitator

NDC Partnership in-country facilitator will work under the guidance of UNDP, the NDC Partnership focal points and in close collaboration between the Project Board and PIU. The NDC Facilitator will engage, coordinate, facilitate, and support the mobilization of actors and resources for the implementation of the NDC Partnership Plan in the country. Working on behalf of the government, the NDC Facilitator will play a central role in ensuring the advancement of the NDC Partnership Plan and the NDC Partnership Country Engagement Strategy.

The organizational chart of the project is shown below:



III. MONITORING

UNDP will play a role in overall technical and financial oversight and quality assurance of the project. This will involve UNDP staff from the country office, Regional Bureau and Headquarters specific units. The quality assurance of the project is independent of the project management function. The role of quality assurance supports the Project Board and the PIU by performing objective and independent project oversight and monitoring functions. This role ensures that key steps in project management are assured and completed.

UNDP will prepare and communicate the explanatory and financial reports in accordance with its reports on policies and procedures and operational guidelines. Also, UNDP, in its project quality assurance function, will feed data from the monitoring reports to the Atlas system, including:

- entering the information contained in the quarterly report presented by the PIU in Atlas at the end of each quarter;
- update of the related risks and problems encountered in Atlas at the end of each quarter, based on information from the quarterly report submitted by the PIU;
- based on information entered in Atlas, a quarterly report from Atlas will be submitted to the IA;
- the monitoring plan will be updated regularly in Atlas to record the major follow-up actions.

Both the NDC Facilitator and Project Manager have reporting duties to support the UNDP in its monitoring tasks, which will entail the collection and analysis of progress data against agreed outputs and indicators. They will monitor the project risk log.

Audits will be conducted in accordance with UNDP's audit policy to manage financial risk

Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated into the project.

A monitoring plan is shown below_

Monitoring and Evaluation Plan and Budget:		
M&E actions	Responsible Parties	Timing and frequency
Inception Workshop	Implementing Partner Project Manager/National Project Coordinator	May 2020
Monitoring of indicators in project results framework	PM/NPC will oversee TA/institutions/ agencies charged with collecting results data.	Biannually
Monitoring all risks (Atlas risk log)	PM/NPC and UNDP	Quarterly
Lessons learned and knowledge generation	PM/NPC	Biannually
Supervision missions	UNDP Country Office	Monthly
Independent Terminal Evaluation (TE) and management response	Independent evaluation consultants.	Last quarter before the end of the project
Audit	Appointed auditors for project audits	Q1 2021 and Q1 2022(costed in 2021)
TOTAL indicative COST		96.080 (+DPC 65.100)

IV. WORK PLAN

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Sub activities			
				Funding Source	
<p>Output 1:NDC awareness and coordination strengthened to effectively reduce emission of GHGs and build climate resilience</p> <p>Baseline:</p> <p>1.1 2015 NDC ,</p> <p>1.2 PP validated by technical teams and the Ministry of Environment and Finance</p> <p>1.3Weak negotiation skills and weak knowledge of global climate issues</p> <p>1.4 Committee operational</p> <p>1.5 No operational transparency system exists . NDC partnership matrix could be a potential embryo for the transparency system.</p> <p>1.6. No NDC donor coordination system in place</p> <p>1.7. No operational transparency systems in place.</p> <p>1.8. Low grassroot level acknowledgement of NDC</p> <p>Indicators:</p>	1.1 Updated mitigation targets	1.1.1. Select and prioritize the mitigation measure based on calculation of mitigation scenario using the GACMO model and stakeholder consultation	25 000	UNDP	
				13 000	CAEP
				4 000	UNDP
				500	UNDP
		1.2. NDC 2020 prepared and updated, which meets national planning needs and UNFCCC reporting guidelines. The updated document will also incorporate the gender dimension, will be aligned to the National Plan for Sustainable Development - NPSD (2019-2022) and to the SDGs. It might include other GHG emitting sectors (such as transport)	1.2.1. Prepare ToR for the preparation and updating of NDC 2020	12 000	CAEP
			1.2.2. Launch the process to the institutions and public and implement the process to achieve the new NDC draft validated by the national and international stakeholders	48 000	CAEP
			1.2.3. Approve new NDC in the national assembly	8 000	CAEP
			1.2.4 Disseminate the updated NDC among the whole of society	4 500	CAEP
				3 500	CAEP
				3 000	CAEP

<p>1.1 Number of mitigation measures analyzed</p> <p>1.2 Number of new targets added, number of transport related NDC, number of gender related NDC promises</p> <p>1.3 High-level engagement shown by signed commitment by institutions (President, Prime Minister, President of the National Assembly). Number of new sectors involved in the NDC process.</p> <p>1.4 Number of global climate events participated in by government focal points</p> <p>1.5 Number of members of the Climate Change Committee trained. Competency assessment carried out and documented</p> <p>1.6 NDC donor coordination reports and results of exchanges between international partners documented to the STP government through the CNMC</p> <p>1.7 Number of NDC actions added to the database. Number of information sharing protocols signed and in use. Stakeholders consider the system relevant and use it as a source of information.</p> <p>1.8 Number of organizations holding events or showing engagement to the</p>	<p>1.3. Governance processes strengthened to support inter-ministerial awareness and coordination, policy coherence, and/or create an enabling environment for investments in sectors that are or might be contributing to NDC targets, engaging new sectors in the NDC process;</p>	1.3.1. Organize sectorial workshops including gender mainstreaming	2 000	CAEP
		1.3.2. Define roles and responsibilities for line ministries and local + regional authorities, define a network of focal points, train them and engage them in the process	4 000	CAEP
		1.3.3. Organize inter-ministerial steering committees with key decision makers in line ministries and high-level offices, including cabinet, parliament or office of the president	3 000	CAEP
			2 000	CAEP
			3 000	CAEP
		1.4. Capacity of government focal points to improve their participation in Climate Diplomacy and Negotiations inside and outside the country strengthened, leading to quality country representation abroad, more regular in country cross-sector coordination and review meetings involving all stakeholders;	3 000	CAEP
			4 000	CAEP
			6 000	CAEP
		1.4.1. Carry out a competence assessment	22 000	UNDP
			1.4.2. Develop a training program and identify potential training providers	12 000
1.4.3 Training for government focal points	5 000			UNDP
		2 500	UNDP	

<p>NDC process. Percentage of population aware of benefits of NDC.</p> <p>Targets: 2020</p> <p>1.1 Mitigation targets updated</p> <p>1.2 NDC updated and approved by National Assembly</p> <p>1.2 Updated NDC 2020 published in the UNFCCC portal</p> <p>1.2 Advocacy campaign to engage high level institutions in place</p> <p>1.3 Stakeholders workshop held</p> <p>1.3 Roles of main ministries defined</p> <p>1.3 One steering committee held</p> <p>1.4 Competences assessment carried out</p> <p>1.4 Training program developed</p> <p>1.4 At least two government focal points trained in Global climate change issues in international fora</p> <p>1.5 Establish a monitoring and review and verification (MRV) system on Climate change.</p> <p>1.5 NDC related mitigation and adaptation data published</p> <p>1.6 An NDC donor coordination mechanism is established and functional</p>			3 920	UNDP
			3 000	UNDP
	1.5. Capacities of the existing Climate Change Committee and other NDC sector stakeholders strengthened based on gaps identified by capacity assessment	1.5.1. Carry out a competency assessment and develop a capacity development plan	15 000	UNDP
		1.5.2. Organize targeted trainings to improve cross-sector NDC implementation using a whole of society approach	6 000	UNDP
		1.5.3 Provide equipment, materials and means to the CC Committee	5 000	UNDP
		1.5.4 Improve the CC Committee operating framework including its mandate	4 000	UNDP
		1.5.5 Support a communication campaign to disseminate the role of the Committee to the whole of society	3 000	UNDP
			7 500	UNDP
			8 000	UNDP
	1.6. High-level officials sensitized and engaged in NDC implementation,	1.6.1. Organize advocacy campaign addressing politicians and decision-makers	1 000	UNDP
		1.6.2 Establish NDC donor coordination system	1 000	UNDP
			1 000	UNDP

<p>1.7NDC action inventory established</p> <p>1.7 information sharing protocols in place and used</p> <p>1.8 NDC communication/ advocacy campaign rolled out in Sao Tome.</p> <p>1.8 Communication campaign implemented with national outreach to inform and involve the whole-of -society (30% of population aware of NDC benefits)</p> <p>2021</p> <p>1.3 Two steering committee held including cabinet, parliament or office of the president</p> <p>1.3 Government of STP organizes at least two national events on climate change</p> <p>1.3 National focal points participate in at least two international NDC partnership events</p> <p>1.4 At least one national report documenting climate change issues produced</p> <p>1.4 Training program finished and evaluated</p> <p>1 .5 Transparency system is operational.</p> <p>1.5At least 50% of key government ministries in Sao Tome and Principe use the transparency system.</p> <p>1.6 NDC donor coordination reports shared among partners</p> <p>1.7 NDC related action registry</p>			1 000	UNDP	
			2 000	UNDP	
	1.7. NDC communication/advocacy campaign to communicate the sustainable development benefits of engaging in climate-related commitments, such as NDC implementation and MRV system. The strategy will aim at whole-of-society engagement to NDC action, tailored to target different stakeholder groups, including grassroot level, namely decentralized public administration officials, churches, CBO, CSO women, youth and children on NDC implementation, stimulating women leadership and participation and involving academia in the solutions	1.7.1. Develop NDC communication strategy		5 000	UNDP
				8 000	
		1.7.2. Execute the communication strategy		9 000	UNDP
		1.7.3 Capture impact of the communication strategy		10 000	UNDP
				8 000	UNDP
				3 000	UNDP
	Total Output 1		294 420		

<p>running</p> <p>1.8 At least 3 campaigns implemented targeting differentiated groups, namely (i) high-ranking officials; (ii) decentralized public administration, (iii) churches, CBO, CSO women, (iv) youth and children</p> <p>Related CP outcome:</p>				
<p>Output 2: Inclusive sectoral transformation supported</p> <p>Baseline:</p> <p>2.1 Multisector Investment Plan for Adaptation</p> <p>2.2 No cost-benefit calculations exist for climate action</p> <p>2.3 Transport sector not included in NDC</p> <p>2.4 No documentation on women's participation. No gendered CC impact studies in Sao Tome. No gender responsive climate policies.</p> <p>2.5 No studies on climate investment in relation to green jobs and employment of vulnerable groups.</p> <p>Indicators:</p> <p>2.1 Finance Strategy for the NDC Implementation Plan and Climate</p>	<p>2.1. National climate related public and private (current and pipeline -5 years) expenditures in ENERGY and AGRICULTURE sectors analyzed, as well as "grey" and "brown" financial flows,</p>	<p>2.1.1. Commission an IC to provide a report on energy and agriculture expenditure and on grey and brown financial flows</p>	<p>12 000</p>	<p>UNDP</p>
		<p>2.1.2. Draft a proposal to government for realignment of grey flows</p>	<p>21 000</p>	<p>UNDP</p>
	<p>2.2. Climate action cost-benefit estimations made to inform NDC implementation</p>	<p>2.2.1 Prepare cost estimations of different climate actions</p>	<p>5 000</p>	<p>CAEP</p>
		<p>2.2.2. Unpack NDC activities or low-carbon development projects into cost estimates</p>	<p>2 000</p>	<p>CAEP</p>
	<p>2.3. Undertake basic cost-benefit analysis (investment vs emissions decrease) of including the TRANSPORT sector in the NDC plan;</p>	<p>2.3.1. Cost-benefit analysis of the transport sector</p>	<p>20 000</p>	<p>UNDP</p>
		<p>2.3.2. Establish climate change data collection methods</p>	<p>6 000</p>	<p>UNDP</p>

<p>Change that includes the realignment of grey flows approved by relevant authorities and published</p> <p>2.2 Data available for robust decision making on: i) the inclusion of additional sectors in the NDC 2020; ii) costing of NDC actions</p> <p>2.3 Number of transport emission reducing solutions calculated for their cost efficiency</p> <p>2.4 Studies available and a programme designed to increase women participation in Climate action</p> <p>2.5 Number of strategic analyses undertaken to build evidenc base for advocacy and influence policy</p> <p>Targets: 2020</p> <p>2.1 Finance strategy for NDC implementation plan and climate change finalized and submitted for approval</p> <p>2.2 Climate change data collection methods established</p> <p>2.3 Report that identifies most cost efficient ways to reduce transport emissions published (at least 10 different solutions compared).</p> <p>2.3 Findings utilized in the updated NDC.</p> <p>2.4</p>	2.4. Response programme for STP aimed at increasing women’s participation developed	2.4.1. Commission a national study on gender-differentiated impacts of CC in STP	5 000	UNDP	
		2.4.2. Examine how gender equality considerations have been incorporated withing the climate plans and policies	10 000	UNDP	
		2.4.3. Draft recommendations on gender-responsive climate action	5 000	UNDP	
		2.5. Published studies of climate investments relation to vulnerable groups (youth, women and suburban populations) to guide policy making	2.5.1. Undertake studies linking climate investment, with special focus on NDC Plan implementation, to green/youth job opportunities, with specific analysis on vulnerable groups such as women, youth, farmers and fisherman, sub-urban inhabitants, etc., building on the GAIN Assessment methodology and the Green Jobs Assessment Model	14 000	UNDP
				4 000	UNDP
				2 000	UNDP
				2 000	UNDP
				2 000	UNDP
				2 000	UNDP
				2 000	UNDP

<p>2.5 One climate investment study carried out in relation to: women, youth, and suburban inhabitants 2021</p> <p>2.1 At least two sectors (energy and agriculture), produce climate related public and private expenditure reports</p> <p>2.2 Publication of data for agriculture, energy and transport sectors.</p> <p>2.3</p> <p>2.4 At least one study on women participation in climate action carried out for Sao Tome .</p> <p>2.4At least one targeted plan of action for women participation in climate action is approved</p> <p>2.5 At least one of the studies lessons and recommendations are used to inform policy formulation.</p> <p>Related CP outcome:</p>	<p>Total Output 2</p>		<p>110 000</p>	
<p>Output 3:Private sector financing gap addressed through targeted matchmaking efforts</p> <p>Baseline:</p> <p>3.1 Low private-sector participation in NDC implementation</p> <p>3.2 Lack of understanding of legal barriers of private investment</p> <p>3.3 Lack of negotiation capabilities</p>	<p>3.1. Advocacy campaign targeting private sector investors aiming at scaling- up private sector engagement and financing commitment to the NDC implementation executed.</p>	<p>3.1.1. Train private sector entities in Sao Tome and in Principe, region on the added value of green innovation, practices and investment</p> <p>3.1.2. Draft and execute advocacy campaign</p>	<p>2 000</p> <p>5 000</p> <p>2 000</p>	<p>UNDP</p> <p>UNDP</p> <p>UNDP</p>

<p>and understanding of private sector interests in the government</p> <p>Indicators:</p> <p>3.1 At least two private sector entities participate in the NDC implementation</p> <p>3.2 Strategy developed for the attraction of private investors in Climate action projects</p> <p>3.3 At least five feasible proposals developed to facilitate the government access to private investors in areas related to NDC</p> <p>Targets:</p> <p>2020</p> <p>3.1 At least three private sector entities following ILO's "Green Jobs" Guide</p> <p>3.1 10 Private sector entities in Sao Tome and in the Principe, region trained on the added value of green innovation, practices and investment</p> <p>3.2</p> <p>3.3 At least 5 feasibility studies on private sector finance to climate change published.</p> <p>3.3 At least 20 government officials from (energy, agriculture and environment receive training on private sector interests in climate change investments.</p> <p>3.3 At least 2 sectoral laws (energy and agriculture) address climate change and financing issues.</p>			2 000	UNDP
			2 600	UNDP
	3.2. An analysis and identification of policy and regulatory barriers and bottlenecks to private investments in mitigation and adaptation actions including support to enabling environment and incentives to attract private sector investments in NDC impact sectors undertaken	3.2.1 Commission a study on policy and regulatory bottlenecks to private investment in climate projects.	1 000	UNDP
			10 000	UNDP
			3 000	UNDP
			1 995	UNDP
	3.3. Feasible proposals to support the Government to attract private investors into the climate action (particularly into achieving the NDC goals) developed	3.3.1. Commission feasibility studies on private sector finance on climate change	6 950	UNDP
		3.3.2. Train government officials from (energy, agriculture and environment) on private sector interests in climate change investments	16 000	UNDP
			3 000	UNDP
			3 500	UNDP
Total Output 3			59 045	

<p>2021</p> <p>3.1 Five business entities' investment plans are climate sensitive</p> <p>3.2 A study is presented on policy and regulatory bottlenecks to private investment in climate projects.</p> <p>3.2 central and subnational administration's policies and regulatory framework are more sensitive to climate change concerns.</p> <p>3.2 Sao Tome and Autonomous Region of Principe have and implement strategies with private investment ins in NDC impact sectors</p> <p>3.3 At least 5 local administrations implement climate change sensitive proposals with private sector finance and collaboration.</p> <p>Related CP outcome:</p>				
<p>Output 4: A robust MRV system established</p>	<p>4.1 Institutional arrangements and framework established for MRV</p>	<p>4.1.1 Develop and adopt information sharing protocols for state and non-state actors (MOUs)</p>	<p>17 000</p>	<p>Climate promise</p>
		<p>4.1.2 Creation of coordination and information sharing mechanisms, roles clearly defined (intra and inter institutional)</p>	<p>8 000</p>	<p>Climate promise</p>

		4.1.3 Ensure and support coordination between relevant ministries	13 000	Climate promise
		4.1.4 Identify options and make recommendations for the legal framework to support the national climate mitigation MRV System	3 500	Climate promise
		4.1.5 Ensure continuity of staff and funding for MRV activities, through advocacy and resource mobilization	15 000	Climate promise
	4.2 Capacities of Directorates to operate the MRV system strengthened	4.2.1 Technical Needs Assessment	5 000	Climate promise
		4.2.2 Development and implementation of training programs (CC, finances, ICT, reporting)	14 825	Climate promise
		4.2.3 Directorate staff trained in data gathering methodologies	17 000	Climate promise
			5 000	Climate promise
			4 000	Climate promise
			4 000	Climate promise

			6 000	Climate promise
	4.3 Knowledge Management System (KMS) launched and updated	4.3.1 Purchase necessary software and hardware	4 000	Climate promise
		4.3.2 Train KMS operation staff on data management	20 000	Climate promise
		4.3.3 Prepare inventory of current actions that are contributing to NDC targets (MRV of Action) and of finances (MRV of Support).	20 000	Climate promise
		4.3.4 Update GHG inventory	10 000	Climate promise
		4.3.5 Integrate existing forest inventory (carbon sinks) to the MRV system	19 000	Climate promise
		4.3.6 Launch an open-access data portal for sharing information with the public	7 500	Climate promise
			7 175	Climate promise
			Total Output 4	
Output 5: Project Management Costs	PRODOC development		10 000	UNDP
	PMU		46 000	UNDP
		6 000	UNDP	
		9 000	UNDP	
		1 800	UNDP	
		2 300	UNDP	
		Rehabilitation of premises		20 000
	Audit		10 000	UNDP

	Evaluation		20 000	UNDP
	DPC		18 000	UNDP
			12 000	UNDP
	Communication and visibility		7 435	UNDP
	Total Output 5		228 615	
	Subtotal project before GMS		162 535	
	Monitoring /GMS (8%) CAEP		10 080	CAEP
	Monitoring /GMS (8%) CPromise		16 000	Climate Promise
	Monitoring /GMS UNDP		40 000	UNDP
	TOTAL NDC SUPPORT PROGRAMME + CLIMATE PROMISE		892 080	
Output 6: NDP Partnership facilitation	Facilitation Unit		36 000	UNDP
	Regular meeting with stakeholders of NDC Partnership - Multi-stakeholder dialogue and coordination		8 400	UNDP
	Workshops and engaging activities for Partnership Plan		4 800	UNDP
	Tracking progress and drafting progress updates		2 800	UNDP
	communication budget for identification and dissemination of lesson learned		15 000	UNDP
			9 000	UNDP
			4 200	UNDP
			4 800	UNDP
	Sub-Total Output 6		85 000	
	Monitoring /GMS (8%)		6 800	
	Total Output 6		91 800	
Total			983 880	