

**STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE IMPLEMENTING PARTNER
FOR THE PROVISION OF SUPPORT SERVICES**

UNDER PROJECT TITLE:

Thailand's Fourth National Communication and Third Biennial Update Report to the UNFCCC

Dear Mrs. Bhuridej,

1. Reference is made to consultations between officials of the **Office of Natural Resources and Environmental Policy and Planning, under Ministry of Natural Resources and Environment** (hereinafter referred to as "Implementing Partner") and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project titled "Thailand's Fourth National Communication and Third Biennial Update Report to the UNFCCC" or NC4-BUR3 (UNDP Award ID 00105911). UNDP and Implementing Partner hereby agree that the UNDP Country Office may provide such support services at the request of the Implementing Partner in Project Document as described below.
2. The UNDP Country Office shall provide support services for assistance with activities as specified in the Project Document and direct payment. In providing such support services, the UNDP Country Office shall ensure that the capacity of the Implementing Partner will be strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP Country Office in providing such support services are to be recovered from the administrative budget of the project.
3. The UNDP Country Office shall provide, at the request of the Implementing Partner, the following support services for the activities of the project.
 - (a) Identification and/or recruitment of project personnel;
 - (b) Identification and/or recruitment of national experts and local consultants;
 - (c) Identification and facilitation of meeting, training and workshop activities;
 - (d) Procurement of goods and services;
4. The procurement of goods and services and the recruitment of project 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 in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a project, the annex to the project document is revised with the mutual agreement of the UNDP Resident Representative and the Implementing Partner.
5. The relevant provision of the **Agreement concerning Assistance from the Special Fund**¹ which was signed between the Royal Thai Government and the United Nations Special Fund, on 4 June 1960, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Implementing Partner shall retain overall responsibility for the nationally managed project. 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 attachment.

¹ Pending the finalization of the Standard Basic Assistance Agreement (SBAA) between UNDP and the Royal Thai Government, the Agreement between the United Nations Special Fund will govern the technical assistance provided by UNDP Thailand under UNPAF (United Nations Partnership Framework), 2017-2021

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 Special Fund to Thailand.
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 attachment.
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 Implementing Partner and UNDP on the terms and conditions for the provision of support services by the UNDP Country Office for nationally managed projects.

Yours sincerely,



Signed on behalf of UNDP
Mr. Renaud Meyer
UNDP Resident Representative
Date: 18 FEB 2020



For Implementing Partner

Mrs. Raweewan Bhuridej, Ph.D.
Secretary-General
Office of Natural Resources and Environmental Policy and Planning
Ministry of Natural Resources and Environment
Date: 18 FEB 2020

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between officials of the Office of Natural Resources and Environment Policy and Planning under Ministry of Natural Resources and Environment (“ONEP”) and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project “Thailand’s Fourth National Communication and Third Biennial Update Report (NC4-BUR3) to the UNFCCC (Award ID: 00105911).

2. In accordance with the provisions of the letter of agreement signed on 11 FEB 2020 and the Project Document, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided by UNDP country office:

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
Identification and/or recruitment of project personnel -Project Manager	February 2020	As per the Universal Price List (UPL): US\$ 599.81 599.81 x1 = 599.81	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner in accordance with the UPL
Local Personnel HR & Benefits Administration & Management (one-time fee, per staff at: - the issuance of a contract, and- again at separation	February 2020 - June 2023	As per the Universal Price List (UPL): US\$ 255.66 255.66 x2 = 511.32	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner in accordance with the UPL
Recurrent personnel management services: (annual fee per employee, per calendar year) Local Payroll & Banking (35%) Performance evaluation (30%) Extension, promotion, entitlements (30%) Leave monitoring (5%)	Ongoing throughout implementation when applicable	As per the Universal Price List (UPL): US\$ 448.67 448.67 x2= 897.34	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner in accordance with the UPL

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
Procurement of Services Contractual services for companies	Ongoing throughout implementation when applicable	As per the UPL: US\$ 217.35 for each hiring process $217.35 \times 12 = 2,608.2$	As above
Contractual Services for Individuals	Ongoing throughout implementation when applicable	As per the UPL: US\$ 234.26 each hiring process $234.26 \times 12 = 2,811.12$	As above
Payment Process	Ongoing throughout implementation when applicable	As per the UPL: US\$ 38.49 for each $38.49 \times 56 = 2,155.44$	As above
Disposal of equipment	Ongoing throughout implementation when applicable	As per the UPL: US\$ 275.14 for each $275.14 \times 1 = 275.14$	As above
Ticket request (booking, purchase, F10 settlement)	Ongoing throughout implementation when applicable	As per the UPL: US\$ 66.04 for each $66.04 \times 2 = 132.08$	As above
		Total: up to USD 10,000 from GEF grant	

4. Description of functions and responsibilities of the parties involved

- a. ONEP to determine the type of services to be provided by UNDP, in line with the AWP and LoA;
- b. ONEP will be consulted by UNDP in the process of providing the support services;
- c. UNDP will conduct the provision of the services using UNDP's procurement/recruitment/financial rules;
- d. UNDP will update ONEP quarterly, on the cost of the provision of the services.


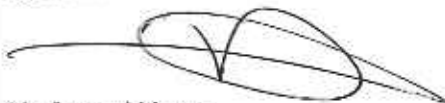
5. All the decisions related to the support services provided by UNDP shall be made upon agreement/approval of the government.

6. The Inclusive Green Growth and Sustainable Development Unit of UNDP Country Office, together with the Operations Support Team of UNDP Bangkok Regional Hub will be responsible to provide support services as referred under the above-mentioned support services to be provided. The reimbursement costs of support services by UNDP Country Office, in relation to activity implementation and/or deliver the outputs, which are beyond UNDP's roles of general project oversight and monitoring, will be considered as the project direct cost. The cost of these support services will be analysed based on the actual time spent of UNDP Country Office staff and charged to the project accordingly.

The support services cost provided by the Operations Support Team will be recorded to the project budget as per transactions, based on established UNDP policies.

outcome is that the preparation of National Communications become national planning documents addressing critical climate change issues at a national level. The project also expects to build capacity among government offices/agencies participating in the preparation process and enable them to prepare the documents in a more regular basis.

The GHG inventory system has not yet been institutionalized and verified at sectorial levels due to, among others: lack of commitments among stakeholders due to competing demands and unavailable manpower, uncertainty of the linkage between national indicators and sectorial indicators. These issues could hamper Thailand's response to the increasing threats and the growing issues and problems of climate change. It is important for Thailand to advance further its national capacities to cope with the existing and emerging issues, develop and implement national plans accordingly and to communicate with UNFCCC parties in addressing climate change. These aspects will be addressed and improved during NC4-BUR3.

FINANCING PLAN		
GEF Trust Fund		USD 852,000
UNDP TRAC resources		USD 0
Cash co-financing to be administered by UNDP		USD 0
(1) Total Budget administered by UNDP		USD 852,000
PARALLEL CO-FINANCING (all other co-financing that is not cash co-financing administered by UNDP)		
	UNDP	USD 0
	Government (in-kind)	USD 700,000
(2) Total co-financing		USD 700,000
(3) Grand-Total Project Financing (1)+(2)		USD 1,552,000
SIGNATURES		
Signature:  Mrs. Raweewan Bhuridej, Ph.D. Secretary General, the Office of Natural Resources and Environmental Policy and Planning (ONEP)	Agreed by Implementing Partner	Date/Month/Year: 18 FEB 2020
Signature:  Mr. Renaud Meyer UNDP Resident Representative	Agreed by UNDP	Date/Month/Year: 18 FEB 2020



United Nations Development Programme

Project title: Thailand's Fourth National Communication and Third Biennial Update Report (NC4-BUR3) to the UNFCCC		
Country: Thailand	Implementing Partner: Office of Natural Resources and Environmental Policy and Planning (ONEP), the Ministry of Natural Resources and Environment	Management Arrangements: National Implementation Modality (NIM)
<p>UNDAF/Country Programme Outcome: Outcome Strategy 1: Collaborate at national and sub-national levels to strengthen systems, structures and processes for effective, inclusive, and sustainable policymaking and implementation</p> <p>UNDP Country Programme Document (2017-2021)</p> <p>Country Programme Outcome: By 2021, systems and processes are more effective and equitable to progressively advance inclusive, sustainable and people-centred development for all people in Thailand</p> <p>Output 2.2: Solutions developed at national and sub-national levels for sustainable management of natural resources</p> <p>Output 2.3 Key institutions and target populations are able to utilize climate/disaster risk information for development purposes</p>		
<p>UNDP Strategic Plan Output:</p> <p>UNDP Strategic Plan (2018-2021)</p> <p>Outcome 1: Eradicate poverty in all its form and dimensions</p> <p>Output 1.3: National capacities and evidence-based assessment and planning tools enable gender-responsive and risk-informed development investments, including for response to and recovery from crisis</p> <p>Output 1.4: Solutions scaled up for sustainable management of natural resources, including sustainable commodities and green and inclusive value chains</p>		
UNDP Social and Environmental Screening Category: Exempt	UNDP Gender Marker: GEN1	
Atlas Project ID/Award ID number: 00105911	Atlas Output ID/Project ID number: 00106905	
UNDP-GEF PIMS ID number: 6235	GEF ID number: 10131	
Planned start date: May 2019	Planned end date: June 2023	
LPAC date: 18 April 2019		
Brief project description:		
<p>The main objective of this project is to enhance the capacity and efficiency of preparation of national communication (NC) and biennial update report (BUR), provide a Party with an opportunity to present information on national programmes, policies and plans either at the national or sectoral level. Thus, the ultimate</p>		

List of Acronyms

ACE	Action for Climate Empowerment
AD	Activity Data
ALU	Agriculture and Land Use
APR/PIR	Annual Project Report/Project Implementation Report
ATLAS QPR	ATLAS Quarterly Progress Report
BAU	Business-as-Usual
BCR-CC	Building Coastal Resilience to Reduce Climate Change Impact
BUR	Biennial Update Report
BUR1	First Biennial Update Report
BURs	Biennial Update Reports
BUR2	Second Biennial Update Report
BUR3	Third Biennial Update Report
CCBA	Climate Change Benefit Analysis
COP	Conference of the Parties
CPD	Country Programme Document
CTCN	Climate Change Centre & Network
DEQP	Department of Environmental Quality Promotion
DNP	Department of Natural Parks, Wildlife and Plants Conservation
DOEE	Australian Department of the Environment and Energy
FOLU	Forestry and Land Use
FSV	Facilitative sharing of views
GEF	Global Environment Facility
GHG	Greenhouse Gas
GHGs	Greenhouse Gases
GPG	Good Practice Guidance
HFCs	Hydrofluorocarbons
ICA	International Consultation and Analysis
INDCs	Intended Nationally Determined Contributions
IPCC	Inter-governmental Panel on Climate Change
IPPU	Industrial Processes and Product Use
KP	Kyoto Protocol
LULUCF	Land Use, Land Use Change and Forestry
M&E	Monitoring and Evaluation
MoAC	Ministry of Agriculture and Cooperatives
MoEN	Ministry of Energy
Mol	Ministry of Industry
MoNRE	Ministry of Natural Resources and Environment

MoST	Ministry of Science and Technology
MoT	Ministry of Transport
MRV	Measurement, Reporting and Verification
NA	Not Applicable
NAMA	Nationally Appropriate Mitigation Action
NAMAs	Nationally Appropriate Mitigation Actions
NAP	National Adaptation Plan
NC	National Communication
NC1	First National Communication
NC3	Third National Communication
NC4	Forth National Communication
NCCC	National Committee on Climate Change Policy
NCs	National Communications
NDC	Nationally Determined Contribution
NDCs	Nationally Determined Contributions
NDE	National Designated Entity
NESDP	National Economic and Social Development Plan
NFP	National Focal Point
NGOs	Non-governmental Organizations
NIM	National Implementation Modality
NOL	No Objection Letter
OFP	Operational Focal Point
ONEP	Office of Natural Resources and Environmental Policy and Planning
PB	Project Board
PCD	Pollution Control Department
PFCs	Perfluorocarbons
PM	Project Manager
PSC	Project Steering Committee
PTT	PTT Public Company Limited
QA/QC	Quality Assurance/Quality Control
REDD	Reducing Emission from Deforestation and Forest Degradation
RFP	Royal Forestry Department
SBAA	Standard Basic Assistance Agreement
SCG	Siam Cement Group Public Company Limited
SCGC	SCG Chemicals Company Limited
SDG	Sustainable Development Goal
SF6	Sulfur hexafluoride

SIIT	Sirindhorn International Institute of Technology
STI	National Science Technology and Innovation Policy Office
TCCCA	Transparency, consistency, comparability, completeness and accuracy
TCP	Thailand Country Programme
TGEIS	Thailand Greenhouse Gas Emission Inventory Systems
TGO	Thailand Greenhouse Gas Management Organisation
TRF	Thailand Research Fund
UNDP	United Nations Development Programme
UNFCCC	United Nations Framework Convention on Climate Change
UNPAF	United Nations Partnership Framework
V&A	Vulnerability and Adaptation

Table of content

Table 1 The roles of the main stakeholders in the NC4 and BUR3 preparation process

Table 2 Key project risks and assumptions

I. DEVELOPMENT CHALLENGE

Thailand ratified the United Nations Framework Convention for Climate Change (UNFCCC) in 1994 and the Kyoto Protocol (KP) in 2002. It later established the National Committee on Climate Change Policy (NCCC), chaired by the Prime Minister, as the highest policy body on climate change of Thailand for international negotiations and policy planning. The Office of Natural Resource and Environmental Policy and Planning (ONEP) through the Climate Change Management and Coordination Division is the National Focal Point (NFP) for the UNFCCC and KP at national and international levels. In fulfilling its reporting requirements, the country submitted its Initial National Communication, Second National Communication, and Third Communication in November 2000, March 2011, and August 2018, respectively. The First Biennial Update Report and the Second Biennial Update Report were submitted to the UNFCCC in December 2015 and December 2017, respectively.

The National Communication is a vital medium for the exchange of information on Parties' responses to climate change and UNFCCC process. Thailand has opportunity to highlight its issues, problems, gaps and constraints faced as well as technical and financial supports needed. The national communication can form a two-way communication with the Convention in addressing climate change. In addition, the information from the National Communications has commonly been used in national sustainable development policy and planning such as National Adaptation Plan, Thailand Nationally Determined Contribution and its roadmap and action plan. More specifically, the Project Steering Committee (PSC) members, representatives of relevant agencies, and other stakeholders participated in the Third National Communication (NC3) process has replicated their knowledge and experiences learned into their relevant policy and planning practices as seen in current socio-economic policy and planning process. The implementation will take place at national, sub-national and local levels.

Facing major global and internal changes including global warming, severe natural disasters, vulnerable ecosystems, coastal erosion, and sea level rise, Thailand decided to highlight for the first time the importance of developing low-carbon-society that is resilient to climate change in its Eleventh Plan - The National Economic and Social Development Plan (NESDP) (2012-2016) issued in October 2011 under one of the sixth focal areas "Strategy for Managing Natural Resources and Environmental toward Sustainable Development". Thailand's Twelfth NESDP (2017-2021), issued in October 2016, continued this strategy by highlighting the following priorities area in promoting green and inclusive growth:

- Conserve natural resources and find a balance between conservation and utilization;
- Move Thailand forward via green socio-economic development;
- Increase capacity building to improve responds to natural disasters and climate change;
- Increase efficiency and improve governance of natural resources and environmental management; and
- Manage balance of water demand and supply

Following the National Strategy, the Government formalized Thailand Climate Change Master Plan (2012-2050) on 14 July 2016, which foresees the achievement of long-term goals in a phased approach. Through this national master plan as well as other policy document, the Government intends to establish framework and approaches to adapt to climate change and enhance climate resilience, to apply appropriate and efficient technologies to sustain national competitiveness and development toward sustainable low-carbon and sufficiency economy through strengthening three key pillars i.e., adaptation, mitigation, and capacity building.

Having a strong commitment, Thailand has pledged through its Nationally Determined Contributions (NDCs) to UNFCCC its greenhouse gas emission reduction by 20 percent from the projected business-as-usual (BAU) level by 2030 and signed the Paris Agreement on 22 April 2016 to push forward the first climate change action plan into a legally obligated commitment. The level of its contribution could increase up to 25 percent, subject to adequate and enhanced access to technology development and transfer, financial resources and capacity building support through a balanced and ambitious global agreement under the United Nations Framework Convention on Climate Change (UNFCCC).

Thailand has implemented NAMAs since 2015 on a voluntary basis. Priority sectors are energy and transport. Various measures had been implemented and reported in Thailand's Second Biennial Update Report (BUR2) involving power generation from renewable energy, heat generation from renewable energy, biofuel consumption in transport sector, energy efficiency improvement by thermal power plant, energy efficiency improvement by clean technology power plant, and energy efficiency standard and labeling electric equipment. These measures include the establishment of domestic MRV process, institutional agreement for further implementation and continuation to NDC.

For adaptation measures, National Adaptation Plan (NAP) has been approved by the National Committee on Climate Change Policy. Other adaptation issues have also been recognized and tackled in parallel through Thai government's initiatives such as pilot of NAP implementation in selected areas, selected sectoral Vulnerability and Adaptation database, integration of NAP into local climate change action plan as well as an establishment of linkages among these elements to ensure a comprehensive and effective application, and will develop M&E system for NAP in early 2021.

Thailand's Fourth National Communication (NC4) becomes a formal process and channel for all responsible sectoral stakeholders to build upon such efforts to collaborate, take stock and integrate all data available for the improvement of adaptation work in Thailand and setting a clear national direction.

To compliment these efforts and the achievement of the country's Sustainable Development Goals on climate change and Thailand 4.0 national development policy, Thailand also initiated the "Thailand Greenhouse Gas Emission Inventory System (TGEIS)" project. Institutional arrangement is a critical part of the national GHG inventory system. TGEIS provides structure, assists in institutionalizing inventory process, and improves national capacity to generate national GHG inventory in accordance with the 2006 IPCC Guidelines for National Greenhouse Gas Inventory. In addition, Thailand will be able to better manage GHG emission estimation and its approval process. Systematic estimation will also yield tremendous benefits for Thailand in achieving accurate calculation outcome and supporting policy makers to formulate national climate change policy as well as measures in comprehensive manner.

Between 2015 and 2016, Thailand began drafting a National Adaptation Plan (NAP) - a mean of identifying medium and long-term adaptation needs, developing and implementing strategies and programmes to address those needs – by performing a vulnerability assessment report. This process follows a country-driven, gender sensitive, participatory and fully transparent approach. During 2013-2018, UNDP through Strengthening Thailand' Capacity to Link Climate Policy and Public Finance Project develops Climate Change Benefit Analysis (CCBA) guidelines to serve as a tool for government agencies to integrate climate change dimension into their policy planning and budgeting process, and to assess the economic valuation of the proposed projects including co-benefits. CCBA guidelines also provide suggestions on institutional arrangement for budget allocation.

Collectively, Thailand has been continuously enhancing its national capacities on development of GHG inventory, mitigation options, vulnerability assessment, and adaptation options. However, the accumulated capacities are hardly keeping pace with increasing threats, and needs to tackle the growing issues/problems. It is important for Thailand to advance further its national capacities to cope with the existing and emerging issues, achieve our commitment under Paris Agreement, and to communicate with UNFCCC parties in addressing climate change. NC4 and BUR3 to the UNFCCC will enable Thailand to continue fulfilling all commitments. The facilitative sharing of views (FSV) under the International Consultation and Analysis (ICA) process for Parties not included in Annex I to the Convention shall provide Thailand good opportunities in illustrating its national circumstances and hearing recommendations from international experts for further capacities improvement in developing Biennial Update Reports and other related national reports.

Article 13 under the Paris Agreement stated that each Party shall regularly provide national inventory report, information on progress implementation and achievement towards its INDCs, climate change impact and adaptation, relevant information on capacity building and support needed. Therefore, the National Communications and the Biennial Update Reports are considered important tools for Thailand to meet this commitment and elevate its national agenda on climate change.

The Fourth NC and Third BUR project will build on findings and recommendations from previous NC and BUR work, as well as recommendations from the ICA process for BURs. With limited resources and technical capacity, Thailand has prioritized implementing the following recommendations in NC4-BUR3 to promote effectiveness and accelerate country readiness to meet international commitments.

The recommendations are categorized as follows:

- (a) **Needs with regard to the GHG inventory:** (i) Training technical staff and national experts to use the 2006 IPCC Guidelines, particularly for undertaking data collection and data processing for the agriculture, forestry and other land use sector and IPPU sector; (ii) Further enhancing the methods of collecting disaggregated data from sectoral subcategories, particularly for new industries in the IPPU sector, for use with the 2006 IPCC Guidelines; (iii) Strengthening existing institutional arrangement to improve data collection of national statistics from relevant agencies and the private sector; (iv) Enhancing processes for data collection, emission calculations and reporting on emissions of HFCs, PFCs and SF₆;
- (b) **Needs with regard to mitigation:** (i) Further enhancing the capacity to report information on the status of actions and funding for measures to better understand the progress of implementation; (ii) Further enhancing the capacity to report on the progress and underlying steps taken or envisaged; (iii) Further enhancing the capacity to improve transparency by providing additional information on outcomes, such as sustainable development effects, economic and social consequences of the implementation of response measures and interaction of policies and actions;
- (c) **Needs related to reporting cross-cutting issues:** Strengthening institutional and personnel capacities to fulfil reporting obligations on a continuous basis.

Thailand can achieve the above prioritized tasks through ONEP's full implementation of the TGEIS system as a tool to store emission data and estimation, based on the 2006 IPCC Guidelines for the National Greenhouse Gas Inventory. This initiative is a crucial step in Thailand's transitioning from a Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventory to 2006 IPCC Guidelines for the National Greenhouse Gas Inventory. Through NC4-BUR3 project, Thailand will be establishing a system and mechanism for IPPU sector, to enable HFCs, PFCs and SF₆ emission estimation. Currently, there is no existing national system and mechanism in place thus no data is available. Expected data collection will commence in 2020. The "uncertainty and key sector analysis" function installed in TGEIS can support this initiative. In addition, the Thai government has initiated "data gap analysis" project with the objective in strengthening the national capacity in data collection activities. The key concerns in applying TGEIS for BUR3 and NC4 are on how to acquire, to produce good data, and to acquire resources necessary to build capacity and support data collection methods in each sector in compliance to the 2006 IPCC Guidelines especially in greenhouse gas emission sectors. Note that these sectors have never been reported. Therefore, it is encouraged by recent COP decisions to report the use of synthetic gases.

Thailand noted the successful organization of the Facilitative Sharing of Views under the international consultation and analysis (ICA) under the UNFCCC. The ICA process is supporting the country to facilitate and leads to identifying the national capacity building needs. This links to monitoring and reporting of national inventory and mitigation outcomes, which aims to increase the transparency of climate change implementations.

ONEP has initiated the implementation of Thailand's Greenhouse Gas Emissions Inventory System (TGEIS) which is a crucial step in transitioning from a Revised 1996 IPCC Guidelines to 2006 IPCC Guidelines for National Greenhouse Gas Inventories. In the past, Thailand complied with Non-Annex country's obligation to utilize the Revised 1996 IPCC Guidelines for National Greenhouse Gas due to limitation on data availability, limitation on access to private sector data, coupling with the limited enforcement mechanism on emission reporting. The Thai Government has acquired data through stakeholder engagement on voluntary collaboration basis. However, Thailand sees the importance of transitioning to reporting its greenhouse gas emission inventory based on the 2006 IPCC Guidelines. During the BUR2 and NC3 reporting, Thailand decided to implement a parallel project called "Inventory Database Development Project" to formulate a new data collection approach, database system, and data flow in compliance to the 2006 IPCC Guidelines. In addition, Thailand has realigned its reporting mechanism and authorized various government agencies to collect data from their respective sectors, together with data gaps and needs analysis for TGEIS

development. As a consequence of these efforts, Thailand is shifting to comply with the 2006 IPCC Guidelines in BUR3 and NC4 reporting.

In preparing the NC4 and BUR3, a series of workshops will be needed to demonstrate data entry into the Data Entry Template and emission estimation on TGEIS for Inventory Working Group members in details. These operations could create a complete understanding among members on how TGEIS assists in generating NC and BUR reports. Moreover, it could conduct data gap analysis as well as solution identification.

The third BUR and the fourth NC are expected to be finalized and submitted to the UNFCCC in December 2020 and December 2022, respectively.

On gender equality and women's empowerment, Thailand viewed climate change as a gender-neutral issue. In light of better understanding of the complexity of climate change and its impact, Thailand is now committed to incorporate gender into climate change consideration. Because poverty and the social, legal and socio-economic marginalization of women are at the heart of gender-based vulnerabilities, efforts need to be made towards enhancing women's asset base. These efforts will consider vulnerability of the people of less means and gender-sensitive legal and policy reform with the view towards strengthening the resilience of the vulnerable and marginalized groups (including women) and empowering them to develop sustainable and resilient livelihood. Women make considerable contributions to livelihoods, family well-being, natural resource management, biodiversity conservation, health and food security, which are all important assets that policymakers should draw upon to inform climate change responses. There is growing recognition that gender equality and women's empowerment lead to productivity gains and environmental sustainability (UNDP, 2013).

II. STRATEGY

Theory of Change

Thailand has so far submitted three National Communications (NCs) and two Biennial Update Reports (BURs) to the UNFCCC. The approach taken during the preparation of the national communications and biennial update reports have strengthened technical and institutional capacities within the line agencies. However, further institutionalization and strengthening of GHG inventory system and adaptation are required. Digitization of GHG inventory system was established during BUR2 and NC3 development and adaptation plans and policy are currently being drafted. The GHG inventory system has not yet been institutionalized and verified at sectorial levels due to, among others: lack of understanding on the issues amongst stakeholders, staff turn-over, lack of commitment from stakeholders as they did not see the importance of the reporting and they view it as something outside their mandate. In addition, the adaptation framework is delayed due to competing demands of stakeholders and uncertainty of the linkage between national indicators and sectorial indicators. This delay could hamper Thailand's response to the increasing threats and the growing issues and problems of climate change. It is important for Thailand to advance further its national capacities to cope with the existing and emerging issues, develop and implement national plans accordingly and to communicate with UNFCCC parties in addressing climate change. These aspects will be addressed and improved during NC4-BUR3.

The objective of this project is to assist Thailand in the preparation of its Fourth National Communication and Third Biennial Update Report (NC4-BUR3) for the fulfilment of its obligations to the United Nations Framework Convention on Climate Change (UNFCCC) under Decision 17/CP.8, Decision 1/CP.16 and 2/CP.17; as well as Decision 20/CP.19, and 2/CP.14, Decision 16 and 17/CP.20.

The project is in line with the GEF7 climate change mitigation objective CCM3: Foster Enabling Conditions to Mainstream Mitigation Concerns into Sustainable Development Strategies which provides support to Non-Annex I countries at fully agreed cost to prepare their National Communications in a timely manner.

The main objective of this project is to enhance the capacity and efficiency of preparation of national communication and biennial update report in a continuous manner, provide a Party with an opportunity to present information on national programmes, policies and plans, as well as using the information to develop projects addressing climate change and facilitating adequate adaptation to climate change, either at the national or sectorial level. Thus, **the ultimate goals are that the preparation of National Communications become national planning documents addressing critical climate change issues at a national level, and has the potential to attract financial resources to support the implementation of the Convention.** We also expect to build capacity among government offices/agencies participating in the preparation process and enable them to prepare the documents in a more regular basis.

Specifically, the NC4 and BUR3 Project will allow Thailand to:

- Enhancing national capacity in preparation of the Fourth National Communication (NC4) and the Third Biennial Update report (BUR3);
- Updating National GHG Inventory period 2014- 2016 for the BUR3 and period 2014 - 2018 for the NC4, and strengthening national GHG inventory system, mitigation measures, MRV system, V&A assessment approaches, and national capacity to meet international requirements, along with transitioning to 2006 IPCC guidelines utilizing TGEIS system;
- Identifying gaps, constraints, and support in term of technical, financial, and needs through domestic, bilateral and multi-lateral arrangement to prepare nationally appropriate responses;
- Raising public awareness on climate change circumstances and measures being taken by Thailand to face these circumstances and challenges;
- Strengthening mitigation analysis, options and measures to reduce GHG emission levels, including assessing new mechanisms; and

- Synergizing Thailand climate change implementations towards national policy and plan development process.

This project will be implemented in alignment with United Nations Partnership Framework (UNPAF) 2017-2021 development strategies and its integral part, the Country Programme Document (CPD) in achieving green and inclusive growth through the implementation of comprehensive measures, plans, strategies, policies, programmes to achieve low-emission and climate-resilient development objectives has improved. UNDP Thailand will support in responding to the challenges of climate change.

III. RESULTS AND PARTNERSHIPS

Expected Results:

The NC4-BUR3 project intends to strengthen Thailand's capability to meet its obligations as a non-Annex 1 party to the UNFCCC. It will ensure to build on the results of the previous NC and BUR work and will provide additional technical training, tools and methods that the national team requires to carry out credible GHG inventory to meet IPCC requirements. It will also seek to further ensure that sustainable mechanisms are put in place to so that future GHG inventories will be done in a comprehensive and sustainable manner.

Activities for Project implementation:

1. Information on the national circumstances and other information updated

The Institutional arrangements developed for the NCs and BURs preparation will be reviewed and updated with new stakeholders added, if needed. The roles of the various institutions will be reviewed to strengthen sustainable participation of the institutions in the UNFCCC process to ensure the quality of the NC and BUR reporting.

Information on the national circumstances provided in the NC3/BUR2 will be reviewed and updated on (1) geographical characteristics, including climate, forests, land use and other environmental characteristics; (2) special attention to socioeconomic characteristics of the country and how these might affect the way in which Thailand deals with climate change especially on the vulnerable and sustainable development issues in the long term; (3) the impact of the implementation of response measures; (4) national development policies and plans as well as climate change related policies; and (5) the update on the institutional arrangements for climate change implementation to prepare Thailand's readiness implementation under the Paris Agreement.

Additionally, gender disaggregated data will be collected and reported by unpacking the differing stresses climate change pose on women and men, and also reflecting on the different contributions different groups can bring to the mitigation and adaptation measures.

Constraints and gaps, related financial, technical and capacity needs identified under NC3 and BUR2 will be reviewed, additional constraints and gaps will be identified (if any), and solutions will be formulated. Other information which is relevant to meet the objective of the convention will also be presented in this chapter. During the preparation of NC3, NCCC appointed National Designated Entities to work in close collaboration with ONEP, the National Focal Point, on their respective core competencies as follows:

- Department of Environmental Quality Promotion (DEQP) under the MoNRE to act as a National Focal Point for Action for Climate Empowerment (ACE) in 2014 and is responsible for systematically coordinate, foster and enhance the ACE activity implementation in Thailand;
- The National Science Technology and Innovation Policy Office (STI), Ministry of Science and Technology has been appointed as the NDE of Thailand that resulted from the cabinet resolution in November 2014. STI collaborates and provides the recommendations to requesters in formulating technology support requests to CTCN. SIIT also formulated the Climate Technology Database and Roadmap for NDC implementation;
- The Cabinet agreed to appoint the Permanent Secretary of MoNRE as Designated Authority for the Green Climate Fund who will have authority to sign a No Objection Letter (NOL) for ONEP's approved projects to take part in Thailand Country Programme (TCP) for receiving international financial support (approved by NCCC on 27 Sep 2017);and
- Thailand Research Fund (TRF) will work in close collaboration with ONEP to establish research network for climate change issues.
- The Office of National Resources and Environmental Policy and Planning (ONEP) to develop a stakeholders' engagement plan. The objective is establish a platform for open discussion and encourage collaboration among private sector, civil society, gender experts, and others who will significantly contribute technical knowledge and useful opinions in accelerating climate change actions.

In NC4, ONEP aims to establish taskforce comprising of designated entities responsible for identifications of gaps, constraints, and financial, technology as well as capacity building assistance at all levels (i.e., local, national, academic, and private sector) and seeking matching funds from bilateral and multi-lateral sources.

The main activities to be undertaken under this component will lead to the following outputs:

Outcome 1.1: National circumstances concerning the physical and socio-economic characteristics of the country, how these might affect the way in which Thailand deals with climate change and sustainable development issues in the long term, and institutional arrangements;

Output 1.1.1: A chapter on national circumstances and institutional arrangement for NC4-BUR3 is developed;

Output 1.1.2: Description of Geographical characteristics, including climate, forests, land use and other environmental characteristics;

Output 1.1.3: Description of socioeconomic characteristics of the country and how these might affect the way in which Thailand deals with climate change and sustainable development issues in the long term;

Output 1.1.4: Collect sex-disaggregated data and research on gender issues in relation to climate change;

Output 1.1.5: Consultation with Implementing Partner and key relevant stakeholders on social, economic, and environmental impacts;

Outcome 1.2: Other Information section updated in the BUR3 and NC4;

Output 1.2.1: A chapter on constraints and gaps related to financial, technical and capacity in addressing climate change for NC4 and BUR3;

Output 1.2.2: Report on national capacity in tackling and implementing climate change issues;

Output 1.2.3: Elaboration on the resources received including details on collaboration and synergy among existing entities on climate change activities; and

Output 1.2.4: Stakeholder consultation workshops organized and outreach activities on identify needs, constrains in the operationalized of climate change means of implementation.

2. National GHG Inventory

On national GHG inventory, the experiences from developing the previous NCs and BURs, the experiences in attending the technical expert review, and the FSV, as well as the new commitments under the Convention and Paris Agreement indicate the need to restructure the inventory process for Thailand. This is due to continuous development process of the national GHG inventory process where quality improvement is required overtime to strengthen its standard in compliance with the transparency framework under the UNFCCC and the Paris Agreement, while improving capacities among relevant stakeholders and their personnel in data preparation and reporting skills in parallel.

The inventory task has been designated to respective ministries during the preparation period of the NC3. An inventory task force has been established with clear mandates, with the technical support from national inventory experts built from the previous NCs. The taskforce is mandated with the preparation of the inventory for Thailand, including review and development of local emission factors and activity data as appropriate. In preparing the BUR2 and the NC3 the national inventories period 2012 – 2013 are updated by using the Revised 1996 IPCC Guidelines as in previous reporting and in line with IPCC Good Practice Guidance on Land Use, Land-Use Change and Forestry (GPG or LULUCF).

Data archiving system in this NC4 and BUR3 aims to enhance GHG inventory for year 2014-2018 with increased transparency, consistency, comparability, completeness and accuracy (TCCCA) by applying 2006 IPCC Guidelines and in line with IPCC Good Practice Guidance on Land Use, Land-Use Change and Forestry (GPG on LULUCF) instead of using the Revised 1996 IPCC Guidelines as in previous reporting and bringing Thailand Greenhouse Gas Emission Inventory Systems (TGEIS) on board. This TGEIS system has been established by ONEP in collaboration with Australian Department of the Environment and Energy (DOEE) using online platform and having systematic QA/QC built-in application to facilitate easy access and implementation of inventory process in a more effective and sustainable manner.

National GHG Inventory will be implemented under the advice of the national experts. Representatives from key relevant agencies working under relevant climate change sector are designated to their relevant working groups,

and trained on how to prepare the national GHG inventory and how to use TGEIS. They will be able to review and develop their respective sectoral emission factors and activity data to enhance the accuracy and provide recommendations for data collection according to the guideline and for later improvement to higher calculation tier. This is to ensure that their capacities, work quality, and process sustainability will be maintained and enhanced overtime. The outputs of this component will be the inventory chapters for the BUR3 and NC4. Technical reports for the inventory task will also be produced with better quality and sustainability.

The main activities to be undertaken under this component will lead to the following outputs:

Outcome 2.1: Updated national GHG inventory report for 2014-2018, based on the 2006 IPCC guidelines;

Output 2.1.1: A chapter of National GHG Inventory for the NC4 and BUR3;

Output 2.1.2: Greenhouse gas emission calculation according to 2006 IPCC guidelines for the five key thematic areas: (a) Energy; (b) IPPU; (c) Waste; (d) Agriculture; and Forestry and Land Use (FOLU) of emissions for period 2014 – 2016 for the BUR3 and period 2017 - 2018 for the NC4;

Output 2.1.3: National emission factors for key source categories updated;

Output 2.1.4: Capacity building and improving the accuracy of collected relevant data and specific emission factors in agriculture and land sectors;

Outcome 2.2: Improvement of National GHG Inventory (database and archiving system);

Output 2.2.1: Analysis on gaps, needs and constraints in using Thailand Greenhouse Gas Emission Inventory System (TGEIS) and identify the areas of improvement; and

Output 2.2.2: National GHG Inventory (database and archiving system) is improved using TGEIS application.

3. Mitigation Action Analysis

Greenhouse gas mitigation measures have been carried out and Thailand has expressed its voluntary commitment in reporting national GHG mitigation (NAMA) in its First BUR and provided updates in the Second BUR.

The domestic MRVs have been developed and approved by Thailand's National Committee on Climate Change Policy (NCCC) to track annual GHG reduction towards the 2020 target. In May 2017, Thailand submitted its Nationally Determined Contribution (NDC) targeting a reduced emission levels by 20% compared to Business-as-Usual (BAU) and a 25% emission reduction level compared to BAU subject to sufficient technology development and transfer, financial resources and capacity building supports. Following these commitments, Thailand has developed NDC Roadmap and is developing its sectorial action plan to meet the current NDC targets and plan for future NDC targeted reductions.

It envisages mitigation in all sectors with primary reductions aimed at the energy, industrial processes and waste sectors. Responsible ministries have been involved and have pushed policy and incentives to achieve the GHG reduction targets in 2030. The preparation period of this coming NC4 and BUR3 is a transition period from NAMA to NDC for Thailand. Therefore, an assessment on the achievement (on the implementation of GHG mitigation policies and measures through NAMAs at national and local levels, together with their progress towards NDC targets) is essential. This assessment will also help reveal gaps, good practices, and prepare Thailand to improve its readiness on mentioned areas as well as MRV process to cover all NDC aspects in parallel with raising public awareness on revised mitigation measures and actions.

Measures under NDC includes the following:

- Energy efficiency improvement in power generation, manufacturing industry, transport, building and residential;
- Increasing renewable energy implementation in power generation, manufacturing industry, transport, building and residential;
- Substitution of clinker substance;
Substitution of refrigerant substance;
- Solid waste management;
- Methane recovery from industrial waste water; and
- Municipal wastewater management.

BUR3 report will also discuss an assessment result of climate change mitigation technology roadmap preparation (including recommendations on how to cascade the operations down to users or implementation agencies) finalized by National Science Technology and Innovation Policy Office (STI) in 2017.

To continuously improve and increase the implementation of mitigation activities, a high level of technical capacity and financial institution support is required. The main activities to be undertaken under this component will lead to the following outputs:

Outcome 3.1: Progress of NAMA and domestic MRV establishment in Thailand;

Output 3.1.1: Domestic MRV process is operationalized and considered to cover all NDC aspects;

Output 3.1.2: Relevant data collected, analyzed, and MRV report revised and reported;

Outcome 3.2: Review of GHG mitigation policies and measures and NAMA implementation between 2015 and 2020 at national and local levels in compliance with NDC targets;

Output 3.2.1: A chapter on measures taken to mitigate GHG emissions;

Output 3.2.2: Report on GHG mitigation policies and measures implemented through NAMAs at national and local levels together with the progress in compliance with NDC targets;

Output 3.2.3: Stakeholder consultation workshops organized and outreach activities on policies and measures for the climate change mitigation implemented; and

Output 3.2.4: Information dissemination on new or revised mitigation measures.

4. Improved Vulnerability and Adaptation (V&A) assessment approaches and management to deal with risks of climate change, climate variability and extreme weather events

Climate change issues are obviously significant to Thailand pertaining that ASEAN countries are categorized as highly affected from the consequences of climate change. Thailand has submitted its Adaptation Communication and has recently prepared NAP focusing on adaptive capacity, using its public expenditure budget with the supports from international alliances.

Under NC3-BUR project, Thailand has conducted its vulnerability assessments in 6 sectors under climate change master plan namely (1) Agriculture and Food Security, (2) Water Management, (3) Public Health, (4) Tourism, (5) Natural Resource, and (6) Human Settlement and Security. The vulnerability/risk assessments were completed in 2017 which contains archiving system of best practices pertaining to adaptation ranging from local to national level. These assessments include identification of gaps and needs in 6 sectors for inclusion in the National Adaptation Plan (NAP). The NAP has been finalized and published at the end of 2018.

NC4 preparation is very important to the synchronization process of multiple adaptation works in recent years and the results from these works by ONEP and other stakeholders will be incorporated into NC4 reporting to provide a broad national perspective of Thailand's commitment to its adaptation measures. This project will:

- Assess adaptation actions implemented and integrated between 2015 and 2020 at national and local level, progress in compliance with climate change national policies, plans, and NDC targets;
- Assess the implementation of M&E assessment approaches to produce recommendations for further improvement.

In parallel of NC4-BUR3 project, ONEP in collaboration with key relevant stakeholders plans to initiate new projects to tackle climate change such as Risk-Based National Adaptation Plan Project (piloting of NAP in selected areas and sectors), Developing Guidelines for M&E Framework for Adaptation Implementation under NAP, and ONEP together with UNDP are developing a proposal on Study on climate risks and recommendations on adaptation options in marine and coastal sector along the Gulf of Thailand Project to the GCF (through NAP Formulation and Implementation, 2017-2020).

The main activities to be undertaken under this component will lead to the following outputs:

Outcome 4: Assessment of adaptation actions and its implementation between 2015 and 2020 at national and local levels in compliance with climate change national policies, plans and NDC targets;

Output 4.1.1: Report on adaptation actions implemented and integrated between 2015 and 2020 (including NAP implementation; 2018-2020) at National and local levels and progress in compliance with climate change national policies, plans and NDC target;

Output 4.1.2: Report on improved M&E assessment approaches; and

Output 4.1.3: Stakeholder consultation workshops and outreach activities on policies, measures, and M&E for climate change adaptation implemented.

5. Production of NC4 and BUR3 and Monitoring and Evaluation

Specific reports for each activity carried out under the project, of relevance for policy makers, will be developed. Integration of the results of the studies and approval process of BUR3 and NC4 will follow a close consultation with national stakeholders. Once finalized, both documents will be translated, edited and submitted to the UNFCCC Secretariat for posting and dissemination. The BUR3 is expected to be submitted in Dec 2020, while NC4 submission deadline is tentatively set for Dec 2022. The NC4 and BUR3 documents are expected to be launched in national events and disseminated in seminars and workshops.

Under NC3, numerous education and public awareness activities were undertaken. The public awareness campaign included holding seminars and workshops to share the findings of the various studies. However, the continuation of public awareness and education is necessary and essential in ensuring public support on climate change policy and directions. Additional public awareness and educational campaign will be in the form of undertaking workshops, producing policy briefs and other awareness materials and the dissemination thereof. NC4 will explore partnership opportunities to raise public awareness and educational activities targeting youth demographic, in line with Doha Work Program Article 6.

The main activities to be undertaken under this component will lead to the following outputs:

Outcome 5.1: Thailand's BUR3 and NC4 in Thai and English language;

Output 5.1.1: Thailand's BUR3 and NC4 submit to the UNFCCC;

Output 5.1.2: Training and regular workshops organized to discuss progress, exchange ideas and present findings of the BUR/NC process;

Output 5.1.3: BUR3 and NC4 produced, edited, reviewed and translated, published and submitted to the UNFCCC Secretariat;

Output 5.1.4: BUR3 and NC4 have been published and presented to the UNFCCC, national stakeholders and decision makers.

Outcome 5.2: Monitoring and Evaluation (M&E) of project outcomes and outputs conducted;

Output 5.2.1: Organize & hold a Project inception workshop;

Output 5.2.2: Produce & submit Quarterly project reports;

Output 5.2.3: End of the project report, including lessons learned; and

Output 5.2.4: Project audit

In regard to the preparation of the first transparency report under the Paris Agreement, Thailand recognized the transparency framework discussed under the UNFCCC negotiation, and planned to review the requirements to identify what can be incorporated in the future NC and BUR implementations, including identification of needed capacities for further preparation.

Partnership and Stakeholder Engagement:

Thailand's NCs and BURs are developed through stakeholder engagement. The Project Board oversees overall implementation of the project. Sub-committees and working groups such as Greenhouse Gas Inventory sub-committee, and emission reduction sub-committee, These sub-committees are comprised of representatives from ministries, private sector, academic, local and civil society sector.

During the design stage of NC4-BUR3 project, the concept and proposal have been consulted with both technical working group on greenhouse gas inventory and mitigation actions and the review working group on climate change GEF-supported projects which consists of representatives from ministries, private sector, and academia.

Similar to previous NCs and BURs, the NC4 and BUR3, partner for the project will be Office of Natural Resources and Environmental Policy and Planning (ONEP), Ministry of Natural Resources and Environment (MoNRE). The project will be implemented under the NC4-BUR3 project management unit, which will be established during inception phase. Based on the experience from the National Communications and Biennial Update Reports, one of the lessons learnt is that the most effective way to address climate change is to involve all relevant stakeholders. Therefore this project will be implemented with several key stakeholders involved.

Additionally, NC4-BUR3 project's implementation will seek engagement with focus groups representing content of each relevant chapter before completion of each chapter and public hearings for drafts of each national report. Stakeholder engagement will target relevant ministries, private sector, academic, local and civil society at all stages to ensure a broad understanding of the government's priorities and process on climate change and national reporting to the UNFCCC.

The roles of the main stakeholders in the NC4 and BUR3 preparation process is more explicitly given below:

Table 1: Roles of main stakeholders in the NC4 and BUR3 preparation process

Stakeholder	Role
Office of Natural Resources and Environmental Policy and Planning (ONEP)	Implementing agency and overall coordination
Thailand Greenhouse Gas Management Organisation	National Organisation with technical expertise on GHG emissions and responsible for strengthening capacity of related agencies in collecting and quality improvement of GHG inventory data
Ministry of Energy	GHG inventory lead for energy
Ministry of Agriculture and Cooperatives	GHG inventory lead for agriculture
Ministry of Industry	GHG inventory lead for industry
Ministry of Natural Resources and Environment	GHG inventory lead for land use, forest and waste
Ministry of Transport	GHG inventory lead for transport
Universities	Support on developing national emission factors
Private sector representatives e.g. PTT, SCG, SCGC and industrial associations like Electrical and Electronics Institute, Iron and Steel Institute of Thailand and Thailand Automobile Institute	AD data contribution for energy and industry
Private sector, civil society, gender experts	Contribution on technical knowledge and useful opinions beneficial to accelerating climate change actions.

To meet gender requirements, the project aims to initiate the first "gender analysis on climate change" through stakeholders' engagement to gain a thorough understand of current gender situation in Thailand in relation to climate change impact and to ensure that the project implementation process will address concerns of vulnerable populations at appropriate level in decision making and implementation at both national and local levels. After

hearing the results, the Gender Responsive National Communications Toolkit⁴ developed by the Global Support Programme through UNDP and in collaboration with UN Environment and GEF will be appropriately applied.

During the inception phase, the project will ensure stakeholders from government, private sector, civil society and academia include those with expertise and interest in gender analysis and gender equality and will provide necessary capacity-building in relation to NC purpose and content, gender issues in environment and their role in the NC/BUR processes as necessary.

⁴<http://www.un-gsp.org/news/gender-responsive-national-communications-toolkit>

Risks and Assumptions:

Key project risks and assumptions are identified and summarized in the table below.

Table 2: Key project risks and assumptions

Risks	Risk level (H/M/L)	Mitigating measures
Weak support by government counterparts and stakeholders to NC4-BUR3 implementation.	L	<ul style="list-style-type: none"> The project is designed to have interventions that would increase political buy-in, country ownership, and building institutional capacity to take forward climate tracking and policy. Early engagement with key stakeholders to obtain strong buy-in to ensure sufficient and sufficiently-capable resources Formal interagency platforms to be created to engage concerned ministries.
Introduction of TGEIS system hinders the shift from carbon emission inventory tracking from 1996 IPCC Revised Guidelines to 2006 IPCC Guidelines.	L	<ul style="list-style-type: none"> The project is designed to support the error testing of the TGEIS system for BUR3 and provide a panel of experts for alternative estimation of carbon emission for BUR3 and corrective measures for errors and systematic issues. The project is designed to fully integrate the TGEIS system for NC4 with experts guidance for full adoption of 2006 IPCC Guidelines
Lack of willingness of the Thai Government to implement gender action plan formulated from NC4-BUR3 implementation due to current government stance is climate change is a gender-neutrality issue.	M	<ul style="list-style-type: none"> Formal interagency platform to be created to engage concerned ministries. Increased advocacy materials and communication strategy. Introduction of gender analysis during implementation of the project to inform and expand capacity of government officials on gender consideration and dimension on climate change. Proposed gender action plan will seek endorsement through formal interagency platform and project board.
Assumptions		
<p>Political support for the Paris Agreement does not diminish. The Thai Government will endeavour to align the climate change and SDG agendas and be willing to engage a broad range of stakeholders to progress towards the Paris Agreement and Thailand's NDC commitments. The Government will be keen to showcase concrete success stories and co-benefits through the international exchanges and/or learn from examples that have been successfully implemented elsewhere to speed up the adoption of 2006 IPCC Guideline.</p> <p>The government agencies and stakeholders will be increasingly aware of the relevance of the national climate action and development agendas for both business continuity and development, and will understand that early participation will deliver long-term security and sustainability for Thailand's national agenda and commitments. The government and stakeholders will thus welcome the opportunity to participate in NC4-BUR3 implementation.</p>		

Gender Dimension:

Thailand had long viewed climate change as a gender-neutral issue. There had not been a sex-disaggregated data in previous NCs and BUR3. During the inception phase, an initial stocktaking and gender analysis on gender and climate change – and engagement with relevant stakeholders on gender – will be conducted to assess and understand where deeper analysis and action is required. This analysis will allow Thailand to initiate gender-consideration on climate change and particularly on national greenhouse gas reporting and gender analysis to begin this integration of gender dimension into the national discussion and appropriate course of actions in future national reporting through NCs and BURs, including needed capacity for further preparation.

Project will use following guidance:

- UNFCCC Gender Action Plan²
- Guidance to advance gender equality in GEF projects and programs³
- Gender Responsive National Communications Toolkit⁴

A gender disaggregated analysis approach will be implemented and gender-sensitive stakeholders and partners' involvement plan will be adopted.

There is an urgent need to involve women and children meaningfully in the discussions around climate change, as they are highly vulnerable to climate change. They are beneficiaries but should also be involved in the decision-making process of climate change related activities. Women and men are affected differently by climate change and this has an implication on the various adaptation and mitigation measures to be initiated. Under this project, in addition to gender-disaggregated data collection for the National Circumstances chapter, special emphasis will be placed on ensuring that the needs of women, but also children, indigenous and marginalized communities are adequately considered.

During the inception phase, the project will design a strategy to ensure the adequate participation of women and local groups in activities to address climate change that may impact or benefit them. This will seek to address gender and vulnerable community dimensions, especially in the mitigation and V&A work.

Efforts will also be made to have acceptable gender representation in project management structures (committees, institutional frameworks, technical team) and capacity building actions (trainings, workshops).

Institutions to be consulted on gender issues at national level will include, but not limited to: Ministries in charge of gender, the gender focal point for the convention on climate change, civil society organizations working in the fields of gender and climate change as well as research institutions and development partners working on gender issues.

Sustainability and Scaling Up:

The Thai government has established a strong component on institutional arrangement, which looks at institutionalizing the various aspects of the NC and BUR process in various relevant stakeholders as described in Figure 1 above. With the reporting to be done every 4 years and 2 years for NCs and BURs, respectively, it is imperative that the various components of the NC and BUR like GHG inventory are institutionalized in the respective sectors in order to ensure sustainability in the long-term and to ensure that Thailand submits a good and timely NC and BUR reports. BUR3 and NC4 will utilize already existing climate change committees, sub-committees, and working groups and other existing structures. The adoption of 2006 IPCC Guideline for Thailand's GHG Inventory will require a multi-stakeholder approach as it covers many sectors. Therefore, this project will be implemented with various stakeholders with ONEP playing the coordinating role.

² <https://wedo.org/wp-content/uploads/2017/11/Final-Gender.pdf>

³ http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.Inf_05_Guidance_Gender_0.pdf

⁴ <http://www.un-gsp.org/news/gender-responsive-national-communications-toolkit>

South-South and Triangular Cooperation (SSTrC):

UNDP has a strong role to play as knowledge broker, capacity development supporter and partnership facilitator when developing countries work together to find solutions to common development challenges. South-South and Triangular Cooperation (SSTrC) is a necessity to ensure an inclusive global partnership towards sustainable development. The project will support and encourage SSTrC to ensure knowledge exchanges, technology transfer, peer support, and neighborhood common development agendas and seeking collective solutions.

The project will explore possibilities for South-South cooperation within the framework of sectoral and intergovernmental networks in which Thailand participates, both related to adaptation and mitigation, and to the elaboration of National Inventories of GHG.

Under the guidance and exchanges facilitated via the GSP for NC and BUR, Thailand will participate on the South-South learning and capacity building via webinars, regional workshops and networks on NC and BUR specific topics.

IV. PROJECT RESULTS FRAMEWORK:

<p>This project will contribute to the following Sustainable Development Goal (s): SDG 13: Take urgent action to combat climate change and its impacts</p>	
<p>This project will contribute to the following country outcome included in the UNDAF/Country Programme Document: UNDP Country Programme Document (2017-2021) Country Programme Outcome: By 2021, systems and processes are more effective and equitable to progressively advance inclusive, sustainable and people-centred development for all people in Thailand Output 2.2: Solutions developed at national and sub-national levels for sustainable management of natural resources Output 2.3 Key institutions and target populations are able to utilize climate/disaster risk information for development purposes</p>	
<p>This project will be linked to the following output of the UNDP Strategic Plan: UNDP Strategic Plan (2018-2021) Outcome 1: Eradicate poverty in all its form and dimensions Output 1.3: National capacities and evidence-based assessment and planning tools enable gender-responsive and risk-informed development investments, including for response to and recovery from crisis Output 1.4: Solutions scaled up for sustainable management of natural resources, including sustainable commodities and green and inclusive value chains</p>	

	Objective and Outcome Indicators	Baseline ⁵	End of Project Target	Data Collection Methods and Risks/Assumptions ⁶
<p>Project Objective: To assist Thailand in the preparation of its Fourth National Communication and Third Biennial Update Report (NC4-BUR3) for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC).</p>	<p>Indicator 1: Preparation and submission of Thailand's BUR3</p>	<p>BUR1 and BUR2 have been submitted in 2015 and 2017, respectively.</p>	<p>Thailand's BUR3 endorsed and submitted to UNFCCC by December 2020</p>	<p>Data Collection Methods: Activity data collected from concerned industries according to criteria described in 2006 IPCC guidelines and input into Thailand's Greenhouse Gas Emissions Inventory System (TGEIS) for calculating emission estimation Risk/Assumptions: The implementation of this project depends mainly on various stakeholders' involvement. The project therefore assumes that all the key stakeholders will be willing and actively participant in this project</p>

⁵ 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.

⁶ Data collection methods should outline specific tools used to collect data and additional information as necessary to support monitoring. The PIR cannot be used as a source of verification.

	Objective and Outcome Indicators	Baseline ⁵	End of Project Target	Data Collection Methods and Risks/Assumptions ⁶
<p>Component/Outcome⁷ 1 National circumstances, Institutional Arrangements, and Other Information</p> <p>Outcome 1.1 National circumstances concerning the physical and socio-economic characteristics of the country, how these might affect the way in which Thailand deals with climate change and sustainable development issues in the long term, and institutional arrangements.</p>	<p>Indicator 2: Preparation and submission of Thailand's NC4</p> <p>Indicator 3: National circumstances chapter with the analysis on the gender issues in relation to climate change and the socio-economic impacts on climate change implementation.</p>	<p>NC1, NC2, and NC3 have been submitted in 2000, 2011 and 2018, respectively.</p> <p>National circumstances chapter for BUR2 prepared</p>	<p>Thailand's NC4 endorsed and submitted to UNFCCC by December 2022</p> <p>Output 1.1.1: A chapter on national circumstances and institutional arrangement for NC4-BUR3 is developed</p> <p>Output 1.1.2: Description of Geographical characteristics, including climate, forests, land use and other environmental characteristics</p> <p>Output 1.1.3: Description of socioeconomic characteristics of the country and how these might affect the way in which Thailand deals with climate change and sustainable development issues in the long term</p> <p>Output 1.1.4: Collect sex-disaggregated data and research on gender issues in relation to climate change</p> <p>Output 1.1.5: Consultation with implementing Partner and key relevant stakeholders on social, economic, and environmental impacts</p>	<p>Data Collection Methods: Consultation with Implementing Partners and key relevant stakeholders on social, economic, and environmental impacts. Desk review.</p> <p>Risks/Assumptions: There are risks with some institutions who may not be willing or able to institutionalize the NC and BUR processes as they may not view it as core of their mandate, lack of staff in key stakeholder to carry on the NC and BUR process, staff turn-over, and lack of commitment from nominated staff.</p> <p>The time period is short given the project's dependency on the willingness of stakeholders to participate; it might be out of the hands of the coordinating unit to ensure the timely delivery of BUR3 and NC4.</p>

⁷Outcomes are short to medium term results that the project makes a contribution towards, and that are designed to help achieve the longer term objective. Achievement of outcomes will be influenced both by project outputs and additional factors that may be outside the direct control of the project.

	Objective and Outcome Indicators	Baseline ⁵	End of Project Target	Data Collection Methods and Risks/Assumptions ⁶
<p>Outcome 1.2 Other information section updated in the BUR3 and NC4</p>	<p>Indicator 4: Identification of gaps, constraints, and support needs for bilateral and multi-lateral organizations (to improved analysis and national capacity to meet the international requirements)</p>	<p>Gaps, constraints and support needs assessment conducted for NC3 and BUR2</p>	<p>Output 1.2.1: A chapter on constraints and gaps related to financial, technical and capacity in addressing climate change for NC4 and BUR3 Output 1.2.2: Report on national capacity in tackling and implementing climate change issues Output 1.2.3: Elaboration on the resources received including details on collaboration and synergy among existing entities on climate change activities Output 1.2.4: Stakeholder consultation workshops organized and outreach activities on identify needs, constrains in the operationalized of climate change means of implementation</p>	<p>Data Collection Methods: Desk review, stakeholder consultation workshops, and outreach activities to identify needs and constraints Risks/Assumptions: The successful implementation of this outcome depends on the collaboration and availability of data from other organizations, therefore it is assumed that other stakeholders will be willing and able to share data on their emissions with the project team, and are willing to avail some of their technical staff to serve on the working groups.</p>
<p>Component/ Outcome 2 National GHG Inventory</p> <p>Outcome 2.1 Updated national GHG inventory report for 2014-2018, based on transitioning from the revised 1996 IPCC guidelines to the 2006 IPCC guidelines</p>	<p>Indicator 5: Establishment of the national GHG working groups Indicator 6: Database with activity data from all sectors</p>	<p>GHG teams established (not yet fully functional) Data being collected on ad hoc basis when NCs are compiled</p>	<p>Output 2.1.1 A chapter of National GHG Inventory for the NC4 and BUR3 Output 2.1.2 Greenhouse gas emission calculation according to 2006 IPCC guidelines for the fivekey thematic areas: (a) Energy; (b) IPPU; (c) Waste; (d) Agriculture; and Forestry and Land Use (FOLU) of emissions for period 2014 – 2016 for the BUR3 and period 2017 - 2018 for the NC4 Output 2.1.3 National emission factors for key source categories updated Output 2.1.4 Capacity building and improving the accuracy of relevant data and specific emission factors in agriculture and land sectors</p>	<p>Data Collection Methods: Activity data from all sectors inputs through TGEIS system Risks/Assumptions: The successful implementation of this outcome depends on the collaboration and availability of data from other organizations, therefore it is assumed that other stakeholders will be willing and able to share data on their emissions with the project team, and are willing to avail some of their technical staff to serve on the working groups. Availability of UNFCCC CGE for NC to provide technical and specialized training when needed at national level and provide technical reviews on the draft GHG inventory on time. Staff turn-over. Technical and specialized capacity availability.</p>
<p>Outcome 2.2 Improvement of National GHG Inventory (database and archiving system)</p>	<p>Indicator 7: Data entry into TGEIS application</p>	<p>Data being collected on ad hoc basis when NCs are compiled</p>	<p>Output 2.2.1 Analysis on gaps, needs and constraints in using Thailand Greenhouse Gas Emission Inventory System (TGEIS) and identify the areas of Improvement Output 2.2.2 National GHG Inventory (database and archiving system) improved using TGEIS application</p>	

	Objective and Outcome Indicators	Baseline ^s	End of Project Target	Data Collection Methods and Risks/Assumptions ^s
<p>Component/ Outcome 3 Mitigation Action Analysis and domestic MRV</p> <p>Outcome 3.1 Progress of NAMA and establishment of domestic MRV in Thailand</p> <p>Outcome 3.2 Review of GHG mitigation policies and measures and NAMA implementation between 2015 and 2020 at national and local levels in compliance with NDC targets</p>	<p>Indicator 8: Mitigation analysis in key emitting sectors</p> <p>Indicator 9: MRV identified and assessed</p>	<p>Mitigation analysis conducted for NC4 and BUR3</p> <p>MRV proposed under BUR4</p>	<p>Output 3.1.1 Domestic MRV process is operationalized and considered to cover all NDC aspects</p> <p>Output 3.1.2 Relevant data collected, analyzed, and MRV report revised and reported</p> <p>Output 3.1.3 A chapter on measures taken to mitigate GHG emissions</p> <p>Output 3.2.1 Report on GHG mitigation policies and measures implemented through NAMAs at national and local levels together with the progress in compliance with NDC targets</p> <p>Output 3.2.2 Stakeholder consultation workshops organized and outreach activities on policies and measures for the climate change mitigation implemented</p> <p>Output 3.2.3 Information dissemination on new or revised mitigation measures</p>	<p>Data Collection Methods: Stakeholder consultation workshops, outreach activities on policies and measures, and inputs from government agencies particularly assigned for mitigation actions (e.g. Ministry of Transport and Ministry of Energy)</p> <p>Risks/Assumptions: Technical and specialized capacity availability. Staff turnover and unwillingness of some institutions to avail their data and technical staff. NAMA process driven by multiple stakeholders, NC4-BUR3 will only be providing support, therefore successful execution not in the project's control.</p>
<p>Component/ Outcome 4 Improved Vulnerability and Adaptation (V&A) assessment approaches and management to deal with risks of climate change, climate variability and extreme weather events</p> <p>Outcome 4.1 Assessment of adaptation actions and its implementation between 2015 and 2020 at national and local levels in compliance with climate change national policies, plans and NDC targets</p>	<p>Indicator 10: Adaptation analysis in key adaptation sectors</p> <p>Indicator 11: Publication of NC4 and BUR3 in Thai and English</p>	<p>Adaptation analysis conducted for NC4 and BUR3</p> <p>Publication of NC1, NC2, BUR1, BUR3</p>	<p>Output 4.1.1 Report on adaptation actions implemented and integrated between 2015 and 2020 including NAP implementation; 2018-2020 (at National and local levels and progress in compliance with climate change national policies, plans and NDC target</p> <p>Output 4.1.2 Report on improved M&E assessment approaches</p> <p>Output 4.1.3 Stakeholder consultation workshops and outreach activities on policies, measures, and M&E for climate change adaptation implemented</p>	<p>Data Collection Methods: Stakeholder consultation workshops, outreach activities on policies, measures, and M&E data</p> <p>Risks/Assumptions: Technical and specialized capacity availability. Staff turnover and unwillingness of some institutions to avail their data and technical staff. Adaptation process is driven by multiple stakeholders. NC4-BUR3 will only be providing support, therefore successful execution not in the project's control. Delay in approval of National Adaptation Plan (NAP).</p> <p>Data Collection Methods: Above methods</p>
<p>Component/ Outcome 5</p>	<p>Indicator 11: Publication of NC4 and BUR3 in Thai and English</p>	<p>Publication of NC1, NC2, BUR1, BUR3</p>	<p>Output 5.1.1 Thailand's BUR3 and NC4 submitted to the</p>	<p>Data Collection Methods: Above methods</p>

Objective and Outcome Indicators	Baseline ⁵	End of Project Target	Data Collection Methods and Risks/Assumptions ⁶
<p>Production of NC4 and BUR3 and Monitoring and Evaluation</p> <p>Outcome 5.1 Thailand's BUR3 and NC4 in Thai and English language</p>	<p>BUR2, and NC3 have been submitted in 2000, 2011, 2015, 2017, and 2018, respectively.</p>	<p>UNFCCC by 31 December 2020 and 31 December 2022, accordingly.</p> <p>Output 5.1.2 Training and regular workshops organized to discuss progress, exchange ideas and present findings of the BUR/NC process</p> <p>Output 5.1.3 BUR3 and NC4 produced, edited, reviewed, translated and published</p> <p>Output 5.1.4 BUR3 and NC4 have been published and presented to the UNFCCC, national stakeholders and decision makers</p>	<p>Risks/Assumptions: The implementation of this project depends mainly on various stakeholders' involvement. The project therefore assumes that all the key stakeholders will be willing and actively participant in this project.</p>
<p>Outcome 5.2 Monitoring and Evaluation (M&E) of project outcomes and outputs conducted</p>	<p>NC1, NC2, BUR1, BUR2 and NC3 held multiple stakeholder meetings, workshops, and public hearings</p>	<p>Output 5.2.1: Organize & hold a Project inception workshop</p> <p>Output 5.2.2: Produce & submit Quarterly project reports</p> <p>Output 5.2.3: End of the project report, including lessons learned</p> <p>Output 5.2.4: Project audit</p>	<p>Data Collection Methods: Project inception report, logs of lessons learned and best practices, financial and narrative report submitted on quarterly basis, and audit report</p> <p>Risks/Assumptions: The monitoring and evaluation of this project depends mainly on various stakeholders' involvement. The project therefore assumes that all the key stakeholders will be willing and actively participant in this project.</p>

V. FINANCIAL PLANNING AND MANAGEMENT, TOTAL BUDGET AND WORK PLAN

The total cost of the project is USD 1,552,000. This project is financed through a GEF grant of USD 852,000 and USD 700,000 in parallel co-financing. UNDP, as the GEF Implementing Agency, is responsible for the execution of the GEF resources and the cash co-financing transferred to UNDP bank account only.

Parallel co-financing: The actual realization of project co-financing will be monitored and will be reported to the GEF. The planned parallel co-financing will be used as follows:

Co-financing source	Co-financing type	Co-financing amount	Planned Activities/Outputs	Risks	Risk Mitigation Measures
Government	In kind	USD 700,000	Technical contribution from key personnel TGEIS Application for the production of BUR3 and NCA reports	Lack of commitment due to un/foreseen re-assignment of key personnel to other positions during the project period, manpower sharing with other current assignments for national experts and ONEP's staff Concern on how to acquire, produce good data and commit to build capacity on data collection methods for each sector in alignment with the 2006 IPCC Guidelines especially in greenhouse gas emissions sectors	Establishment of NCA-BUR3 project management unit during inception phase with clear commitment A series of workshops to demonstrate data entry into the Data Entry Template and emission estimation on TGEIS for Inventory Working Group members in details

Total Budget and Work Plan		
Atlas [®] Proposal or Award ID:	00105911	Atlas Primary Output Project ID: 00106905
Atlas Proposal or Award Title:	Thailand's Fourth National Communication and Third Biennial Update Report (NC4-BUR3) to the UNFCCC	
Atlas Business Unit	THA10	
Atlas Primary Output Project Title	Thailand's Fourth National Communication and Third Biennial Update Report (NC4-BUR3) to the UNFCCC	
UNDP-GEF PIMS No.	6235	
Implementing Partner	Office of Natural Resources and Environmental Policy and Planning (ONEP) under the Ministry of Natural Resources and Environment (MoNRE)	

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Amount Year 4 (USD)	Total (USD)	See Budget Note:
OUTCOME 1: National Circumstances and Other Information	ONEP	62000	GEF	71300	Local Consultant	0	20,000	35,000	15,000	70,000	E,F,G
				75700	Trainings Workshops	1,500	3,500	4,500	5,000	14,500	N
				74500	Miscellaneous	1,000	1,000	1,000	1,000	4,000	M
					sub-total GEF	2,500	24,500	40,500	21,000	88,500	
					Total Outcome 1						
OUTCOME 2: GHG Inventory	ONEP	62000	GEF	71300	Local Consultant	14,000	16,000	16,000	14,000	60,000	H
				72100	Contractual Services	50,000	60,000	60,000	10,000	180,000	A
				72500	Office Supplies	1,000	1,000	1,000	1,000	4,000	L
				74500	Miscellaneous	1,000	1,000	1,000	1,000	4,000	M
				75700	Trainings, Workshops	1,500	1,500	1,500	2,500	7,000	N
	sub-total GEF	67,500	79,500	79,500	28,500	255,000					
OUTCOME 3: Mitigation Action Analysis	ONEP	62000	GEF		Total Outcome 2					255,000	
				71300	Local Consultant	10,000	15,000	15,000	15,000	55,000	I
				72100	Contractual services	15,000	34,000	44,000	14,000	107,000	B
				74500	Miscellaneous	1,000	1,000	1,000	1,000	4,000	M
				75700	Trainings, Workshops	1,000	1,500	3,000	1,000	6,500	N
	sub-total GEF	27,000	51,500	63,000	31,000	172,500					
OUTCOME 4: V&A	ONEP	62000	GEF		Total Outcome 3					172,500	
				72100	Contractual services	0	15,000	30,000	30,000	75,000	C
				72500	Office Supplies	0	250	150	250	650	L
				74500	Miscellaneous	1,000	1,000	1,000	1,000	4,000	M
				75700	Trainings, Workshops	0	1,500	1,500	1,500	4,500	N
	sub-total GEF	1,000	17,750	32,650	32,750	84,150					
OUTCOME 5: Report Preparation	ONEP/UNDP	62000	GEF		Total Outcome 4					84,150	
				71300	Local Consultant	16,800	16,800	16,800	17,800	68,200	J,G
				71600	Travel	1,300	1,300	1,300	1,300	5,200	P

* 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:
Monitoring and Evaluation				72100	Contractual Services	3,000	4,000	3,000	4,000	14,000	D
				74100	Professional Services	0	6,000	0	0	6,000	Q
				74200	Audio Visual & Print	0	9,000	0	9,000	18,000	O
				74500	Miscellaneous	2,000	2,000	2,000	2,000	8,000	M
				75700	Trainings, Workshops	10,000	10,000	25,000	10,000	55,000	K,N
					sub-total GEF	33,100	49,100	48,100	44,100	174,400	
					Total Outcome 5					174,400	
Project Management	ONEP/UNDP	62000	GEF	71300	Local Consultant	17,100	17,100	17,100	16,150	67,450	R
				74596	Services to Projects - GOE	2,500	2,500	2,500	2,500	10,000	S
					sub-total	19,600	19,600	19,600	18,650	77,450	
					Total Management	150,700	241,950	283,350	176,000	852,000	
					PROJECT TOTAL	150,700	241,950	283,350	176,000	852,000	

Summary of Funds:⁵

	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Total
GEF	\$150,700	\$241,950	\$283,350	\$176,000	\$852,000
Government (in-kind)	\$250,000	\$200,000	\$150,000	\$100,000	\$700,000
TOTAL	\$400,700	\$441,950	\$433,350	\$276,000	\$1,552,000

Budget number	note	Comments
A		Institutional Contract(s) to update GHG Inventory and Improvement of GHG Inventory System for period 2014 – 2016 for the BUR3 and period 2017 - 2018 for the NC4 through introduction of TGEIS system and transitioning to from updated 1996 IPCC Guidelines to 2006 IPCC Guidelines (USD 180,000)

⁵ Summary table should include all financing of all kinds: GEF financing, co-financing, cash, in-kind, etc...

Budget number	note	Comments
B		Institutional Contract(s) to conduct Mitigation Action Analysis on NAMA progress; development of domestic MRV for NAMA and NDC tracking; analysis of GHG mitigation policies and measures; and NAMA implementation between 2015 and 2020 (USD 107,000)
C		Institutional Contract(s) to improve V&A assessment for adaptation actions and its implementation for integration of national and local level implementation and strengthening of M&E approaches (USD 75,000)
D		Institutional Contract(s) to proofread, edit, and translate to Thai of BUR3 and NC4 (USD 14,000)
E		Individual Contract(s) to compile information and write the chapter on national circumstances analysis (2 persons, USD 1,200 per month per person; 18 months)
F		Individual Contract(s) to identify gaps, needs and international capacity support for the National Capacity Review (2 persons, USD 800 per month per person, 15 months)
G		Individual Contract(s) to collection of sex-disaggregated data and conduct Gender Analysis Research in relation to climate change (2 persons, USD 550 per month per person, 10 months)
H		Individual Contract(s) to support the updating GHG Inventory and Improvement of GHG Inventory System for period 2014 – 2016 for the BUR3 and period 2017 - 2018 for the NC4 through introduction of TGBIS system and transitioning to from updated 1996 IPCC Guidelines to 2006 IPCC Guidelines (2 persons, USD 625 per month per person, 48 months)
I		Individual Contract(s) to support the Mitigation Action Analysis on NAMA progress; development of domestic MRV for NAMA and NDC tracking; analysis of GHG mitigation policies and measures; and NAMA implementation between 2015 and 2020 (2 persons, USD 655 per month per person, 42 months)
J		Individual Contract(s) to support the preparation of BUR3 and NC4 report writing, proofreading, editing and translation from English to Thai (2 persons, USD 625 per month per person, 48 months)
K		Inception Workshop (USD 5,000)
L		Basic office supply costs
M		3% of project budget is allocated for miscellaneous costs of any unforeseeable development during project implementation which requires adaptive management actions, such as inflation and currency gain-loss.
N		Stakeholders Consultations/Workshops/Trainings (each costing between USD 1,000 and 2,500 depending on scale and participant numbers)
O		Publication of BUR3 and NC4 reports
P		Travel for Project Management Unit
Q		Audit fee (each audit is USD 6,000)
R		Individual Contract(s) for Project Management
S		DPC costs - Direct Project Costs: for services rendered by UNDP to the project, according to the Letter of Agreement (Annex G) are the costs of administrative services (such as those related to human resources, procurement, finance, and other functions) provided by UNDP in relation to the project. Direct project costs will be charged based on the UNDP Universal Price List or the actual corresponding service cost, in line with the GEF rules on DPCs. The amounts indicated here are estimations. DPCs will be detailed

Budget note number	Comments
	<p>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.</p> <p>Letter of Agreement on DPC is attached as Annex G.</p>

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.¹⁰ 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 file¹¹.

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.

¹⁰ see <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx>

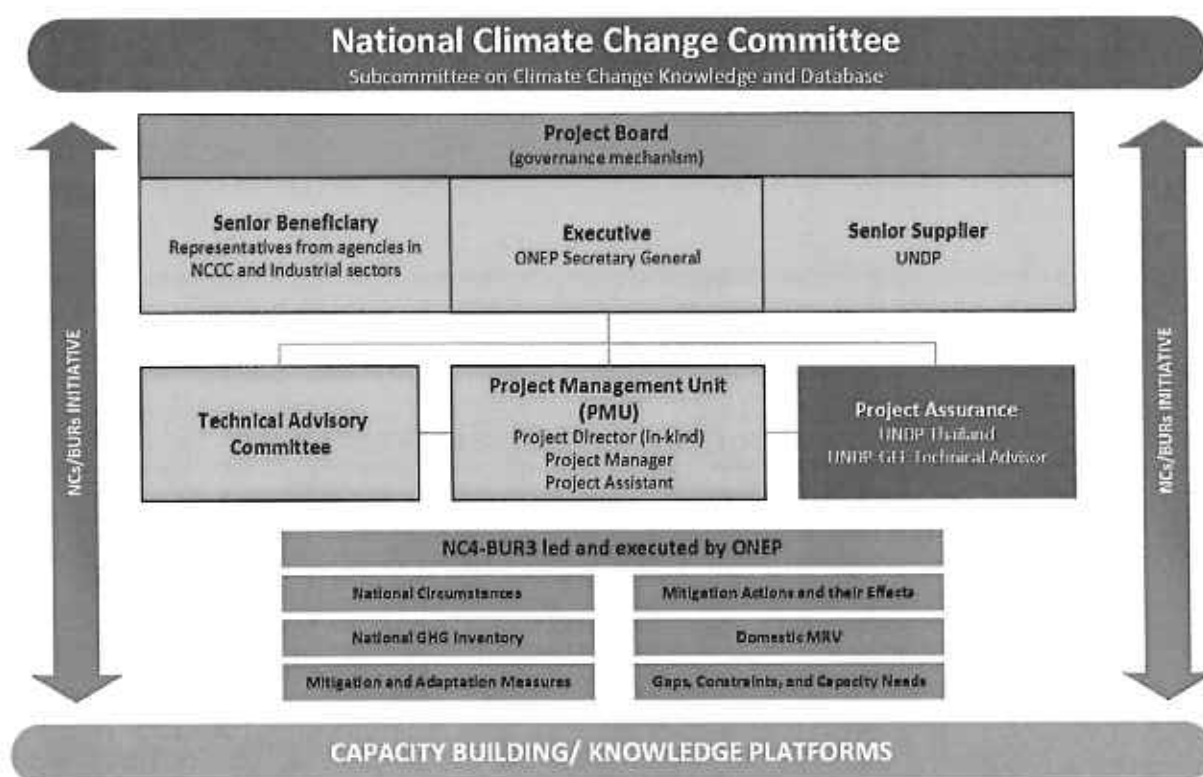
¹¹ See https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Project%20Management_Closing.docx&action=default.

VI. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

Roles and responsibilities of the project's governance mechanism: The project will be implemented following UNDP's national implementation modality, according to the Standard Basic Assistance Agreement between UNDP and the Government of Thailand, and the Country Programme.

The **Implementing Partner** for this project is the Office of Natural Resources and Environmental Policy and Planning (ONEP). The Implementing Partner is responsible and accountable for managing this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of UNDP resources.

The project organisation structure is as follows:



The **Project Board** (also called Project Steering Committee) is responsible for making by consensus, management decisions when guidance is required by the Project Manager, including recommendation for UNDP/Implementing Partner approval of project plans and revisions, and addressing any project level grievances. 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 Specialist. The terms of reference for the Project Board are contained in Annex B.

The Project Board is comprised of authorized representatives from the following national institutes: Office of Natural Resources and Environmental Policy and Planning (ONEP), Thailand Greenhouse Gas Management Organisation (TGO), Department of National Parks, Wildlife and Plants Conservation (DNP), Royal Forestry Department (RFD), Pollution Control Department (PCD), Department of Environmental Quality Promotion (DEQP), Ministry of Energy (MoEN), Ministry of Industry (MoI), Ministry of Transport (MoT), Ministry of Agriculture and

Cooperatives (MoAC), National Science Technology and Innovation Policy Office (STI), and United Nations Development Programme (UNDP).

Specific responsibilities of the Project Board include:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the project manager;
- Provide guidance on new project risks, and agree on possible countermeasures and management actions to address specific risks;
- Agree on project manager's tolerances as required;
- Review the project progress, and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Appraise the annual project implementation report, including the quality assessment rating report; make recommendations for the workplan;
- Provide ad hoc direction and advice for exceptional situations when the project manager's tolerances are exceeded; and
- Assess and decide to proceed on project changes through appropriate revisions.

Executive: The Executive is an individual who represents ownership of the project who will chair the Project Board. This role can be held by a representative from the Government Cooperating Agency or UNDP. The Executive is: Secretary General, ONEP.

The Executive is ultimately responsible for the project, supported by the Senior Beneficiary and Senior Supplier. The Executive's role is to ensure that the project is focused throughout its life cycle on achieving its objectives and delivering outputs that will contribute to higher level outcomes. The executive has to ensure that the project gives value for money, ensuring cost-conscious approach to the project, balancing the demands of beneficiary and supplier.

Specific Responsibilities: (as part of the above responsibilities for the Project Board)

- Ensure that there is a coherent project organisation structure and logical set of plans;
- Set tolerances in the AWP and other plans as required for the Project Manager;
- Monitor and control the progress of the project at a strategic level;
- Ensure that risks are being tracked and mitigated as effectively as possible;
- Brief relevant stakeholders about project progress;
- Organise and chair Project Board meetings.

Senior Supplier: The Senior Supplier is an individual or group representing the interests of the parties concerned which provide funding and/or technical expertise to the project (designing, developing, facilitating, procuring, implementing). The Senior Supplier's primary function within the Board is to provide guidance regarding the technical feasibility of the project. The Senior Supplier role must have the authority to commit or acquire supplier resources required. If necessary, more than one person may be required for this role. Typically, the implementing partner, UNDP and/or donor(s) would be represented under this role. The Senior Supplier is: UNDP.

Specific Responsibilities (as part of the above responsibilities for the Project Board)

- Make sure that progress towards the outputs remains consistent from the supplier perspective;
- Promote and maintain focus on the expected project output(s) from the point of view of supplier management;
- Ensure that the supplier resources required for the project are made available;
- Contribute supplier opinions on Project Board decisions on whether to implement recommendations on proposed changes;
- Arbitrate on, and ensure resolution of, any supplier priority or resource conflicts.

Senior Beneficiary: The Senior Beneficiary is an individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries. The Senior Beneficiary role is held by a representative of the government or civil society. The Senior Beneficiary for this project are representatives of agencies under NCCC and industrial sectors.

The Senior Beneficiary is responsible for validating the needs and for monitoring that the solution will meet those needs within the constraints of the project. The Senior Beneficiary role monitors progress against targets and quality criteria. This role may require more than one person to cover all the beneficiary interests. The Beneficiary for this project is: Office of Natural Resources and Environmental Policy and Planning

Specific Responsibilities (as part of the above responsibilities for the Project Board)

- Prioritize and contribute beneficiaries' opinions on Project Board decisions on whether to implement recommendations on proposed changes;
- Specification of the Beneficiary's needs is accurate, complete and unambiguous;
- Implementation of activities at all stages is monitored to ensure that they will meet the beneficiary's needs and are progressing towards that target;
- Impact of potential changes is evaluated from the beneficiary point of view;
- Risks to the beneficiaries are frequently monitored.

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 Project Board. The Project Manager function will end when the 'End of project report', has been completed and submitted to UNDP (including operational closure of the project).

The **Project Assurance** UNDP provides a three – tier supervision, oversight and quality assurance role – funded by the GEF agency fee – involving UNDP staff in Country Offices and at regional and headquarters levels. Project Assurance must be totally independent of the Project Management function. The quality assurance role supports the Project Board and Project Management Unit by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. The Project Board cannot delegate any of its quality assurance responsibilities to the Project Manager. This project oversight and quality assurance role is covered by the UNDP Thailand Office specifically UNDP Thailand's Programme Specialist – Team Leader, Inclusive Green Growth and Sustainable Development Unit. Additional quality assurance will be provided by the UNDP Regional Technical Advisor as needed.

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 Thailand may request UNDP direct services for specific projects, according to its policies and convenience. The UNDP and Government of Thailand 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 – Services to Projects-CO staff 74596 – Services to Projects-GOE"

List of services the UNDP Country Office will provide as requested by the Government are as follows:

- Identification and/or recruitment of project personnel;
- Identification and/or recruitment of national experts and local consultants;
- Identification and facilitation of meeting, training and workshop activities;
- Procurement of goods and services.

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 Policy¹² and the GEF policy on public involvement¹³.

Project management:

Office of Natural Resource and Environmental Policy and Planning (ONEP), Ministry of Natural Resources and Environment, will be responsible for executing the project. To ensure the link between project implementation and policy level that facilitate the integration of climate change to national policies, three levels of institutional arrangement will be established. The project will be executed according to National Implementation Modality.

At policy level, through its technical sub-committee, the National Committee on Climate Change Policy, chaired by the Prime Minister, comprised of ministers of key ministries and relevant public agencies, private sector, non-government organizations and experts will provide overall policies and guidance to project implementation. The committee is the body that approves the final reports of the project.

At administrative level, Project Board (also called Project Steering Committee) will be established to oversee the implementation of the project. The Project Board, in general, will compose of the main agencies relevant to the study, representative of UNDP country office, non-governmental organization and selected experts. The Project Board will oversee the project team in carrying out the project activities, provide guidance and recommendation and support to ensure the project activities are carried out efficiently and effectively.

At implementation level, a Project Manager with qualified expertise and experiences will be selected to carry out the project management. The project manager will work directly under the Project Board and will be responsible for the achievement of the project. A team of national experts on the issues identified above will be selected to carry out the technical works. The team will work closely with the Project Manager. If needed, international experts will be invited to support the national team.

This project will be linked to UNDP's partnership with the Royal Thai Government on Climate Finance under the current Country Programme Document (2017-2021). They will be both reported to the National Committee on Climate Change Policy (NCCC) as the policy channel. Implementation timeframe for NC4-BUR3 will be during 2019-2022 from ONEP office located in Bangkok, Thailand.

The project management unit will be based in ONEP and UNDP depending on availability of space. Local project staff consists of one Project Manager, one Project Assistant, six technical experts, and two support staffs. Operational support will be provided by UNDP. The project will coordinate with ongoing UNDP projects; namely NDC Support Project: Delivering Sustainability through Climate Finance Actions in Thailand (NDC Support), Integrating Agriculture Sector into National Adaptation Plan in Thailand (NAP-Ag); to ensure synergy and consistency of deliverables, particularly in climate change and gender mainstreaming.

¹² See http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy

¹³ See https://www.thegef.org/gef/policies_guidelines

VII. 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 policies¹⁴.

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 End of project 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.

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

¹⁴ See https://www.thegef.org/gef/policies_guidelines

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.¹⁵

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 OFF 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 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 prepared in one of the official UN languages, duly signed by designated persons, cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board.

Annual progress:

Status Survey Questionnaires to indicate progress and identify bottlenecks as well as technical support needs will be carried out twice a year, in line with GEF and UNFCCC reporting requirements for NCs and BUR3.

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

¹⁵ See guidance here: <https://info.undp.org/global/popp/frm/pages/financial-management-and-execution-modalities.aspx>

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

M& E workplan and budget

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
Inception Workshop and Report	<ul style="list-style-type: none"> ▪ Project Manager ▪ UNDP CO, UNDP GEF 	Indicative cost: USD 15,000	Within first two months of project start up
Measurement of Means of Verification of project results.	<ul style="list-style-type: none"> ▪ UNDP GEF RTA/Project Manager will oversee the hiring of specific studies and institutions, and delegate responsibilities to relevant team members. 	To be finalized in Inception Phase and Workshop.	Start, mid and end of project (during evaluation cycle) and annually when required.
Measurement of Means of Verification for Project Progress on output and implementation	<ul style="list-style-type: none"> ▪ Oversight by Project Manager ▪ Project team 	To be determined as part of the Annual Work Plan's preparation.	Annually prior to ARR/PIR and to the definition of annual work plans
Project Board meetings	<ul style="list-style-type: none"> ▪ Project Board ▪ UNDP Country Office ▪ Project Manager 	Indicative cost: USD 5,200	Approximately three times a year
ARR/PIR	<ul style="list-style-type: none"> ▪ Project manager and team ▪ UNDP CO ▪ UNDP RTA ▪ UNDP EEG 	None	Not applicable
Periodic status/ progress reports	<ul style="list-style-type: none"> ▪ Project manager and team 	None	Quarterly
Mid-term Evaluation	<ul style="list-style-type: none"> ▪ Project manager and team ▪ UNDP CO ▪ UNDP RCU ▪ External Consultants (i.e. evaluation team) 	None	Not applicable for EA projects
Final Evaluation	<ul style="list-style-type: none"> ▪ Project manager and team, ▪ UNDP CO 	None	Not applicable for EA projects

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
	<ul style="list-style-type: none"> ▪ UNDP RCU ▪ External Consultants (i.e. evaluation team) 		
Project Terminal Report	<ul style="list-style-type: none"> ▪ Project manager and team ▪ UNDP CO ▪ local consultant 	None	At least three months before the end of the project
NIM audit as per UNDP audit policies	<ul style="list-style-type: none"> ▪ UNDP CO ▪ Project manager and team 	Indicative cost: USD 6,000	Annually or other frequency as per UNDP audit policies
Project Monitoring Visits	<ul style="list-style-type: none"> ▪ UNDP CO ▪ UNDP RCU (as appropriate) ▪ Government representatives 	For GEF supported projects, paid from IA fees and operational budget.	Yearly
TOTAL indicative COST Excluding project team staff time and UNDP staff and travel expenses		US\$ 26,200	

VIII. LEGAL CONTEXT

The project document shall be the instrument envisaged and defined in the Supplemental Provisions to the Project Document, attached hereto and forming an integral part hereof, as “the Project Document”. This project will be implemented by the Office of Natural Resources and Environmental Policy and Planning, under Ministry of Natural Resources and Environment (“Implementing Partner”) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

Any designations on maps or other references employed in this project document do not imply the expression of any opinion whatsoever on the part of UNDP concerning the legal status of any country, territory, city or area or its authorities, or concerning the delimitation of its frontiers or boundaries.

IX. RISK MANAGEMENT

Consistent with the Article III of the SBAA *(or the Supplemental Provisions to the Project Document)*, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

- a) put in place an appropriate security plan and maintain the security plan, 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.

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.

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.

X. ANNEXES

- A. Multi-Year Work Plan
- B. Terms of Reference for Project Board and Key Project Staff
- C. UNDP Social and Environmental and Social Screening Template (SESP) – *Exempt for EA projects*
- 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. [DRAFT] Standard Letter of Agreement between UNDP and the Government for Provision of Support Services
- H. Final Report of Thailand's Fourth National Communication and Third Biennial Update Report Project
- I. Draft Gender Action Plan
- J. Local Project Appraisal Committee Meeting

Annex A. Multi-Year Work Plan:

Tasks		Responsible Party	Year 1				Year 2				Year 3				Year 4				
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	
Outcome	Output	Activities																	
			Review, assess, update the issues based on NC3																
			Drafting the section for BUR3																
			Review and assess the issues based on BUR2																
			Collect sex-disaggregated data and research on gender issues in relation to climate change																
			Consultation with Partner and key relevant stakeholders on social, economic, and environmental impacts																
			Drafting the section for NC4																
Outcome 1: National Circumstance and Other Information			Institutional arrangement for BUR3 and NC4																
			Establish a task force																
			Review progress and status on the issues																
			Assess the capacity need in preparing National Report and Climate Change implementation																
			Elaboration on the resources received including details on collaboration and synergy among existing																

Outcome	Tasks		Responsible Party	Year 1				Year 2				Year 3				Year 4			
	Output	Activities		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
		entires on climate change activities																	
		Synthesize the issues on constraints and gaps	ONEP/DEQP/STI																
		Organize consultation workshops	ONEP/DEQP/STI																
		Prepare input for BUR and NC report	ONEP/DEQP/STI																
		Collection of activity data	ONEP/EPPO/OTP/DIW/DNP/PCD																
	Database and archive	Review of emission factors	ONEP/Experts from academia																
		Data base and archive	ONEP																
		Training schedule setup	ONEP/TGO																
		Training workshops	ONEP/TGO																
		Estimate inventory 2014, 2015, 2016, 2017, 2018	ONEP																
		Revisit the approaches applied	ONEP																
		Revisit the estimated pre-2014 inventory	ONEP																
		Expert review of estimated inventory 2014, 2015, 2016	ONEP																
		Finalization of inventory 2014, 2015, 2016 report	ONEP																
		Expert review of estimated inventory 2017, 2018	ONEP																
		Finalization of inventory 2017, 2018 report	ONEP																
		Review issues in all early outputs	ONEP																

Outcome 2:
GHG Inventory

Outcome	Tasks		Responsible Party	Year 1				Year 2				Year 3				Year 4					
	Output	Activities		Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q		
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
Outcome 3: Mitigation Action Analysis and Domestic MRV	Report on constraints and gaps in preparing National Inventory	Assess the gap need in in preparing Nation Inventory																			
		Organize consultation workshops to identify gaps, needs and, area of improvement																			
		Prepare input for NC4 report																			
		Review, collect and analyse relevant data																			
	Progress of NAMA and MRV	Mitigation working group review and approval on estimated emission outcome																			
		NAMA and MRV report revised and report prepared for BUR3																			
		Review of mitigation actions base on BUR4 and the preparation on the implementations of NDC roadmap and action plan																			
	Assessing mitigation policies and measures implemented NAMA between 2015 and 2020 and progress in compliance with NDC targets	Assessing mitigation policies and measures implemented on NAMA in compliance with NDC targets																			
		Consultations and expert meetings																			
		Identify constraints and gaps																			
Prepare a report on mitigation for NC4																					

Tasks		Responsible Party	Year 1				Year 2				Year 3				Year 4				
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Outcome	Output	Activities																	
			Design approaches to raise awareness																
	Information dissemination campaign	Design approaches to raise awareness																	
		Organize activities to raise awareness																	
		Review the adaptation related activity implemented in Thailand																	
		Adaptation working group and experts' consultations meetings																	
		Assess and synchronise adaptation actions implemented and integrated between 2015 and 2021																	
Outcome 4: V&A	Adaptation action plan and its implementation	Review the implemented M&E approaches																	
		Identify the areas to improve a current M&E assessment approaches																	
		Report preparation																	
		Establish NC4 drafting team																	
		Prepare draft NC4																	
		Organize workshops																	
		Revise the draft NC4																	
		Establish BUR3 drafting team																	
		Prepare a draft BUR3																	
		Organize workshops																	
Outcome 5: BUR3 and NC4 Report Production and Monitoring and Evaluation	Thailand's BUR3	Revise the draft BUR3																	
		Prepare BUR3 in Thai language																	
		Thailand's NC4 to UNFCCC																	
		Thailand's BUR3 in Thai language																	

Tasks		Year 1				Year 2				Year 3				Year 4								
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
Outcome	Output	Activities																				
	Responsible Party	ONEP																				
Project Management	Efficient management process	Organize dissemination workshops																				
		Conduct BUR3 stock-taking exercise																				
		Prepare NC4 in Thai language																				
		Organize dissemination workshops																				
		Conduct NC4 stock-taking exercise																				
		Submission BUR3 electronic file to UNFCCC																				
		Submission of NC4 electronic file to UNFCCC																				
		Publication of BUR3 and NC4																				
		Inception workshop and reporting																				
		Financial audit (70% spending)																				
Continuous M&E activities	Quarterly progress reporting																					
	Biannual reporting																					
	Quarterly monitoring meeting																					
	Project terminal report																					
Project Management	Efficient management process	Hire a project manager																				
		Establish a PSC																				
Project Management	Efficient management process	Carry out the management activities																				

Note: Shading of Work Plan for BUR3, NC4 and NC4 and BUR3.

Annex B. Terms of Reference for Project Board and Key Project Staff

Terms of Reference for the Project Board

The Project Board (PB) will serve as the project's decision-making body. It shall be established at the project inception. It will be chaired by Secretary-General of the Office of Natural Resources and Environmental Policy and Planning (ONEP). The proposed composition includes representatives from line agencies sitting in the National Committee on Climate Change Policy, including representatives from the private sector (e.g. the Federation of Thai Industry, and the Board of Trade, as well as representatives from the selected industrial sectors). It shall meet according to necessity, at least twice a year, to approve the annual work plans, review project progress, and approve major project deliverables. The PB is responsible for providing the strategic guidance and oversight to project implementation to ensure that it meets the requirements of the approved Project Document and achieves the stated outcomes. It will provide overall guidance for the NC3-BUR4 Projects, throughout its implementation.

The project board will be responsible for making management decisions for the project, in particular, when guidance is required by the Project Management Unit. The Project Board plays a critical role in project monitoring and evaluations by quality assuring these processes and products, and using evaluations for performance improvement, accountability and learning. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems with external bodies. In addition, it approves the responsibilities of the Project Management Unit 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 (if applicable) and also approve any essential deviations from the original plans.

The project board's decisions will be made in accordance to standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case consensus cannot be reached within the Board, the final decision shall rest with the The Project Director in consultation with the Programme Specialist -Team Leader, Inclusive Green Growth and Sustainable Development Unit, UNDP Thailand.

The PB's role will include:

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

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

Terms of Reference for Key Project Staff

Project Director

Background

The Project Director (PD) is the Director of Climate Change Management and Coordination Division of the Office of Natural Resources and Environmental Policy and Planning (ONEP), who will be accountable to the ONEP and UNDP for the achievement of objectives and results in the assigned Project. The PD will be part of the Project Steering Committee and answer to it. The PD will be financed through national government funds (co-financing), whose appointment will be made by the Secretary-General of ONEP, in consultation with the UNDP CO.

Duties and Responsibilities

- Serve as a member of the Project Board;
- Supervise compliance with objectives, activities, results, and all fundamental aspects of project execution as specified in the project document.
- Supervise compliance of project implementation with Ministry of Natural Resources and Environment (MoNRE) policies, procedures and ensure consistency with national plans and strategies.
- Facilitate coordination with other organizations and institutions that will conduct related activities for the GHG inventory, climate mitigation, climate adaptation, or similar themes in Thailand, especially related to the UNDP/GEF Thailand's Fourth National Communication and Third Biennial Update Report (NC4-BUR3) project..
- Participate in project evaluation and monitoring missions.
- Coordinate with national governmental representatives on legal and financial aspects of project activities.
- Coordinate and supervise government staff inputs to project implementation.
- Coordinate, oversee and report on government cofinancing inputs to project implementation.

Project Manager

Background

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

Duties and Responsibilities

- Plan the activities of the project and monitor progress against the approved work-plan.
- Supervise and coordinate the production of project outputs, as per the project document in a timely and high quality fashion.
- Coordinate all project inputs and ensure that they adhere to UNDP procedures for nationally executed projects.
- Supervise and coordinate the work of all project staff, consultants and sub-contractors ensuring timing and quality of outputs.
- Coordinate the recruitment and selection of project personnel, consultants and sub-contracts, including drafting terms of reference and work specifications and overseeing all contractors' work.
- Manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments, or reimbursement using the UNDP provided format.
- Prepare, revise and submit project work and financial plans, as required by Project Board and UNDP.

- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports, submitted on a quarterly basis.
- Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log.
- Liaise with UNDP, Project Board, relevant government agencies, and all project partners, including donor organisations and CSOs for effective coordination of all project activities.
- Facilitate administrative support to subcontractors and training activities supported by the Project.
- Oversee and ensure timely submission of the Inception Report, Project Implementation Report, Technical reports, quarterly financial reports, and other reports as may be required by UNDP, GEF and other oversight agencies.
- Disseminate project reports and respond to queries from concerned stakeholders.
- Report progress of project to the steering committees, and ensure the fulfilment of PSC directives.
- Oversee the exchange and sharing of experiences and lessons learned with relevant government agencies and development projects nationally and internationally.
- Assist government agencies, CSOs, and others with development of essential skills through training workshops and on the job training thereby increasing their institutional capabilities.
- Encourage staff, partners and consultants such that strategic, intentional and demonstrable efforts are made to actively include women in the project, including activity design and planning, budgeting, staff and consultant hiring, subcontracting, purchasing, formal community governance and advocacy, outreach to social organizations, training, participation in meetings; and access to program benefits.
- Assists and advises the Project Implementation Units responsible for activity implementation in the target sites.
- Carry regular, announced and unannounced inspections of all sites and the activities of the Project Implementation Units.

Required skills and expertise

- A Bachelor's degree in a subject related to natural resource management, environmental sciences, project management and related fields
- At least 5 years of experience for Bachelor's or at least 2 years for Master's holders, of relevant experience in project management and/or provision of policy advisory services, especially those related to climate change mitigation, climate adaptation, national greenhouse gas inventory, and climate policy
- Hands-on experience in designing, implementing, monitoring and evaluating development projects to achieve results in challenging environment
- Experience working with ministries, national or sub-national institutions that are concerned with greenhouse gas inventory, climate change, and/or climate policy. Is an asset

Competencies

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

- Excellent command of English and Thai languages.

Project Assistant

Under the guidance and supervision of the Project Manager, the Project Assistant will carry out the following tasks:

- Assist the Project Manager in day-to-day management and oversight of project activities;
- Assist the M&E officer in matters related to M&E and knowledge resources management;
- Assist in the preparation of progress reports;
- Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by PB, TAC, UNDP, project consultants and other PMU staff;
- Provide PMU-related administrative and logistical assistance.

The Project Assistant will be recruited based on the following qualifications:

- A Bachelor's degree or an equivalent qualification;
- At least 3 years of work experience preferably in supporting a project involving greenhouse gas inventory, climate change and/or related fields. Previous experience with UN project will be an asset;
- Very good inter-personal skills;
- Proficiency in the use of computer software applications especially MS Word and MS Excel.
- Excellent language skills in English (writing, speaking and reading) and in Thai languages.

Annex C. UNDP Social and Environmental and Social Screening Template (SESP) – *Exempt for EA projects*

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

Annex D. UNDP Project Quality Assurance Report

PROJECT QA ASSESSMENT: DESIGN AND APPRAISAL				
OVERALL PROJECT				
EXEMPLARY (5) ●●●●●	HIGHLY SATISFACTORY (4) ●●●●○	SATISFACTORY (3) ●●●○○	NEEDS IMPROVEMENT (2) ●●○○○	INADEQUATE (1) ●○○○○
At least four criteria are rated Exemplary, and all criteria are rated High or Exemplary.	All criteria are rated Satisfactory or higher, and at least four criteria are rated High or Exemplary.	At least six criteria are rated Satisfactory or higher, and only one may be rated Needs Improvement. The SES criterion must be rated Satisfactory or above.	At least three criteria are rated Satisfactory or higher, and only four criteria may be rated Needs Improvement.	One or more criteria are rated Inadequate, or five or more criteria are rated Needs Improvement.
DECISION				
<ul style="list-style-type: none"> • APPROVE – the project is of sufficient quality to continue as planned. Any management actions must be addressed in a timely manner. • APPROVE WITH QUALIFICATIONS – the project has issues that must be addressed before the project document can be approved. Any management actions must be addressed in a timely manner. • DISAPPROVE – the project has significant issues that should prevent the project from being approved as drafted. 				
RATING CRITERIA				
STRATEGIC				
1. Does the project's Theory of Change specify how it will contribute to higher level change? (Select the option from 1-3 that best reflects the project): <ul style="list-style-type: none"> • 3: The project has a theory of change with explicit assumptions and clear change pathway describing how the project will contribute to outcome level change as specified in the programme/CPD, backed by credible evidence of what works effectively in this context. The project document clearly describes why the project's strategy is the best approach at this point in time. • 2: The project has a theory of change. It has an explicit change pathway that explains how the project intends to contribute to outcome-level change and why the project strategy is the best approach at this point in time, but is backed by limited evidence. • 1: The project does not have a theory of change, but the project document may describe in generic terms how the project will contribute to development results, without specifying the key assumptions. It does not make an explicit link to the programme/CPD's theory of change. 			3	2
<i>*Note: Management Action or strong management justification must be given for a score of 1</i>			1	
2. Is the project aligned with the thematic focus of the UNDP Strategic Plan? (select the option from 1-3 that best reflects the project): <ul style="list-style-type: none"> • 3: The project responds to one of the three areas of development work¹⁶ as specified in the Strategic Plan; it addresses at least one of the proposed new and emerging areas¹⁷; an issues-based analysis has been incorporated into the project design; and the project's RRF includes all the relevant SP output indicators. <i>(all must be true to select this option)</i> • 2: The project responds to one of the three areas of development work¹ as specified in the Strategic Plan. The project's RRF includes at least one SP output indicator, if relevant. <i>(both must be true to select this option)</i> • 1: While the project may respond to one of the three areas of development work¹ as specified in the Strategic Plan, it is based on a sectoral approach without addressing the complexity of the development issue. None of the relevant SP indicators are included in the RRF. This answer is also selected if the project does not respond to any of the three areas of development work in the Strategic Plan. 			3	2
			1	
			Evidence: Project Document	

¹⁶ 1. Sustainable development pathways; 2. Inclusive and effective democratic governance; 3. Resilience building

¹⁷ sustainable production technologies, access to modern energy services and energy efficiency, natural resources management, extractive industries, urbanization, citizen security, social protection, and risk management for resilience

RELEVANT		
<p>3. Does the project have strategies to effectively identify, engage and ensure the meaningful participation of targeted groups/geographic areas with a priority focus on the excluded and marginalized? (select the option from 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> 3: The target groups/geographic areas are appropriately specified, prioritising the excluded and/or marginalised. Beneficiaries will be identified through a rigorous process based on evidence (if applicable.) The project has an explicit strategy to identify, engage and ensure the meaningful participation of specified target groups/geographic areas throughout the project, including through monitoring and decision-making (such as representation on the Project Board) <i>(all must be true to select this option)</i> 2: The target groups/geographic areas are appropriately specified, prioritising the excluded and/or marginalised. The project document states how beneficiaries will be identified, engaged and how meaningful participation will be ensured throughout the project. <i>(both must be true to select this option)</i> 1: The target groups/geographic areas are not specified, or do not prioritize excluded and/or marginalised populations. The project does not have a written strategy to identify or engage or ensure the meaningful participation of the target groups/geographic areas throughout the project <p><i>*Note: Management Action must be taken for a score of 1, or select not applicable.</i></p>	3	2
	1	
	Evidence: Project Document	
<p>4. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design? (select the option from 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> 3: Knowledge and lessons learned (gained e.g. through peer assist sessions) backed by credible evidence from evaluation, corporate policies/strategies, and monitoring have been explicitly used, with appropriate referencing, to develop the project's theory of change and justify the approach used by the project over alternatives. 2: The project design mentions knowledge and lessons learned backed by evidence/sources, which inform the project's theory of change but have not been used/are not sufficient to justify the approach selected over alternatives 1: There is only scant or no mention of knowledge and lessons learned informing the project design. Any references that are made are not backed by evidence. <p><i>*Note: Management Action or strong management justification must be given for a score of 1</i></p>	3	2
	1	
	Evidence: Project Document	
<p>5. Does the project use gender analysis in the project design and does the project respond to this gender analysis with concrete measures to address gender inequities and empower women? (select the option from 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> 3: A <u>participatory</u> gender analysis on the project has been conducted. This analysis reflects on the different needs, roles and access to/control over resources of women and men, and it is fully integrated into the project document. The project establishes concrete priorities to address gender inequalities in its strategy. The results framework includes outputs and activities that specifically respond to this gender analysis, with indicators that measure and monitor results contributing to gender equality <i>(all must be true to select this option)</i> 2: A gender analysis on the project has been conducted. This analysis reflects on the different needs, roles and access to/control over resources of women and men. Gender concerns are integrated in the development challenge and strategy sections of the project document. The results framework includes outputs and activities that specifically respond to this gender analysis, with indicators that measure and monitor results contributing to gender equality. <i>(all must be true to select this option)</i> 1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the constraints have not been clearly identified and interventions have not been considered <p><i>*Note: Management Action or strong management justification must be given for a score of 1</i></p>	3	2
	1	
	Evidence: Project Document	

<p>6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national partners, other development partners, and other actors? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> 3: An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project. It is clear how results achieved by relevant partners will contribute to outcome level change complementing the project's intended results. If relevant, options for south-south and triangular cooperation have been considered, as appropriate. <i>(all must be true to select this option)</i> 2: Some analysis has been conducted on the role of other partners where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project. Options for south-south and triangular cooperation may not have not been fully developed during project design, even if relevant opportunities have been identified. 1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work, and relatively limited evidence supports the proposed engagement of UNDP and partners through the project. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance. <p><i>*Note: Management Action or strong management justification must be given for a score of 1</i></p>	3	2
	1	
	<p>Evidence: The project document clearly mentions the role of partners and its meaningful role.</p>	

SOCIAL & ENVIRONMENTAL STANDARDS

<p>7. Does the project seek to further the realization of human rights using a human rights based approach? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> 3: Credible evidence that the project aims to further the realization of human rights, upholding the relevant international and national laws and standards in the area of the project. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. <i>(all must be true to select this option)</i> 2: Some evidence that the project aims to further the realization of human rights. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget. 1: No evidence that the project aims to further the realization of human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered. <p><i>*Note: Management action or strong management justification must be given for a score of 1</i></p>	3	2
	1	
	<p>Evidence: Project document mention about the role of UNDP to ensure realization of human rights in the project</p>	

<p>8. Did the project consider potential environmental opportunities and adverse impacts, applying a precautionary approach? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> 3: Credible evidence that opportunities to enhance environmental sustainability and integrate poverty-environment linkages were fully considered as relevant, and integrated in project strategy and design. Credible evidence that potential adverse environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. <i>(all must be true to select this option)</i>. 2: No evidence that opportunities to strengthen environmental sustainability and poverty-environment linkages were considered. Credible evidence that potential adverse environmental impacts have been identified and assessed, if relevant, and appropriate management and mitigation measures incorporated into project design and budget. 1: No evidence that opportunities to strengthen environmental sustainability and poverty-environment linkages were considered. Limited or no evidence that potential adverse environmental impacts were adequately considered. <p><i>*Note: Management action or strong management justification must be given for a score of 1</i></p>	3	2
	1	
	<p>Evidence: Project document clearly mention to enhance sustainability</p>	

<p>9. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? The SESP is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of reports, coordination of events, trainings, workshops, meetings, conferences and/or communication materials and information dissemination. [if yes, upload the completed checklist. If SESP is not required, provide the reason for the exemption in the evidence section.]</p>	Yes	No
	1	
	<p>Evidence: Exempted</p>	

MANAGEMENT & MONITORING		
<p>10. Does the project have a strong results framework? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> 3: The project's selection of outputs and activities are at an appropriate level and relate in a clear way to the project's theory of change. Outputs are accompanied by SMART, results-oriented indicators that measure all of the key expected changes identified in the theory of change, each with credible data sources, and populated baselines and targets, including gender sensitive, sex-disaggregated indicators where appropriate. <i>(all must be true to select this option)</i> 2: The project's selection of outputs and activities are at an appropriate level, but may not cover all aspects of the project's theory of change. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of gender sensitive, sex-disaggregated indicators, as appropriate. <i>(all must be true to select this option)</i> 1: The results framework does not meet all of the conditions specified in selection "2" above. This includes: the project's selection of outputs and activities are not at an appropriate level and do not relate in a clear way to the project's theory of change, outputs are not accompanied by SMART, results-oriented indicators that measure the expected change, and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators. <p><i>*Note: Management Action or strong management justification must be given for a score of 1</i></p>	3	2
	1	
	Evidence: Project document	
<p>11. Is there a comprehensive and costed M&E plan in place with specified data collection sources and methods to support evidence-based management, monitoring and evaluation of the project?</p>	Yes (3)	No (1)
<p>12. Is the project's governance mechanism clearly defined in the project document, including planned composition of the Project Board? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> 3: The project's governance mechanism is fully defined in the project composition. Individuals have been specified for each position in the governance mechanism (especially all members of the Project Board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the Project Board has been attached to the project document. <i>(all must be true to select this option)</i> 2: The project's governance mechanism is defined in the project document; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The ProDoc lists the most important responsibilities of the Project Board, project director/manager and quality assurance roles. <i>(all must be true to select this option)</i> 1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided. <p><i>*Note: Management Action or strong management justification must be given for a score of 1</i></p>	3	2
	1	
	Evidence: Project document clearly identifies governance mechanism of the project	
<p>13. Have the project risks been identified with clear plans stated to manage and mitigate each risks? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> 3: Project risks related to the achievement of results are fully described in the project risk log, based on comprehensive analysis drawing on the theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis. Clear and complete plan in place to manage and mitigate each risk. <i>(both must be true to select this option)</i> 2: Project risks related to the achievement of results identified in the initial project risk log with mitigation measures identified for each risk. 1: Some risks may be identified in the initial project risk log, but no evidence of analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified and no initial risk log is included with the project document. <p><i>*Note: Management Action must be taken for a score of 1</i></p>	3	2
	1	
	Evidence: The project has identified associated risk and mitigation plan	

EFFICIENT		
14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include: i) using the theory of change analysis to explore different options of achieving the maximum results with the resources available; ii) using a portfolio management approach to improve cost effectiveness through synergies with other interventions; iii) through joint operations (e.g., monitoring or procurement) with other partners.	Yes (3)	No (1)
15. Are explicit plans in place to ensure the project links up with other relevant on-going projects and initiatives, whether led by UNDP, national or other partners, to achieve more efficient results (including, for example, through sharing resources or coordinating delivery?)	Yes (3)	No (1)
16. Is the budget justified and supported with valid estimates? <ul style="list-style-type: none"> 3: The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget 2: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget. Costs are supported with valid estimates based on prevailing rates. 1: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget 	3	2
	1	
	Evidence: Project document	
17. Is the Country Office fully recovering the costs involved with project implementation? <ul style="list-style-type: none"> 3: The budget fully covers all project costs that are attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.) 2: The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL.) as relevant. 1: The budget does not adequately cover project costs that are attributable to the project, and UNDP is cross-subsidizing the project. 	3	2
	1	
	Evidence: The expenditure will be fully recovered	
*Note: Management Action must be given for a score of 1. The budget must be revised to fully reflect the costs of implementation before the project commences.		
EFFECTIVE		
18. Is the chosen implementation modality most appropriate? (select from options 1-3 that best reflects this project): <ul style="list-style-type: none"> 3: The required implementing partner assessments (capacity assessment, HACT micro assessment) have been conducted, and there is evidence that options for implementation modalities have been thoroughly considered. There is a strong justification for choosing the selected modality, based on the development context. <i>(both must be true to select this option)</i> 2: The required implementing partner assessments (capacity assessment, HACT micro assessment) have been conducted and the implementation modality chosen is consistent with the results of the assessments. 1: The required assessments have not been conducted, but there may be evidence that options for implementation modalities have been considered 	3	2
	1	
	Evidence: Project document	
*Note: Management Action or strong management justification must be given for a score of 1		

<p>19. Have targeted groups, prioritizing marginalized and excluded populations that will be affected by the project, been engaged in the design of the project in a way that addresses any underlying causes of exclusion and discrimination?</p> <ul style="list-style-type: none"> 3: Credible evidence that all targeted groups, prioritizing marginalized and excluded populations that will be involved in or affected by the project, have been actively engaged in the design of the project. Their views, rights and any constraints have been analysed and incorporated into the root cause analysis of the theory of change which seeks to address any underlying causes of exclusion and discrimination and the selection of project interventions. 2: Some evidence that key targeted groups, prioritizing marginalized and excluded populations that will be involved in the project, have been engaged in the design of the project. Some evidence that their views, rights and any constraints have been analysed and incorporated into the root cause analysis of the theory of change and the selection of project interventions. 1: No evidence of engagement with marginalized and excluded populations that will be involved in the project during project design. No evidence that the views, rights and constraints of populations have been incorporated into the project. 	3	2
	1	
	<p>Evidence: The project will implement a gender analysis</p>	
<p>20. Does the project conduct regular monitoring activities, have explicit plans for evaluation, and include other lesson learning (e.g. through After Action Reviews or Lessons Learned Workshops), timed to inform course corrections if needed during project implementation?</p>	Yes (3)	No (1)
<p>21. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.</p> <p><small>*Note: Management Action or strong management justification must be given for a score of "no"</small></p>	Yes (3)	No (1)
<p>Evidence: The project has an activity focusing on gender</p>		
<p>22. Is there a realistic multi-year work plan and budget to ensure outputs are delivered on time and within allotted resources? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> 3: The project has a realistic work plan & budget covering the duration of the project <i>at the activity</i> level to ensure outputs are delivered on time and within the allotted resources. 2: The project has a work plan & budget covering the duration of the project at the output level. 1: The project does not yet have a work plan & budget covering the duration of the project. 	3	2
	1	
	<p>Evidence: Project document</p>	

SUSTAINABILITY & NATIONAL OWNERSHIP

<p>23. Have national partners led, or proactively engaged in, the design of the project? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> 3: National partners have full ownership of the project and led the process of the development of the project jointly with UNDP. 2: The project has been developed by UNDP in close consultation with national partners. 1: The project has been developed by UNDP with limited or no engagement with national partners. 	3	2
	1	
	<p>Evidence: Minutes of Meetings during formulation of the project</p>	
<p>24. Are key institutions and systems identified, and is there a strategy for strengthening specific/ comprehensive capacities based on capacity assessments conducted? (select from options 0-4 that best reflects this project):</p> <ul style="list-style-type: none"> 3: The project has a comprehensive strategy for strengthening specific capacities of national institutions based on a systematic and detailed capacity assessment that has been completed. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly. 2.5: A capacity assessment has been completed. The project document has identified activities that will be undertaken to strengthen capacity of national institutions, but these activities are not part of a comprehensive strategy to monitor and strengthen national capacities. 2: A capacity assessment is planned after the start of the project. There are plans to develop a strategy to strengthen specific capacities of national institutions based on the results of the capacity assessment. 1.5: There is mention in the project document of capacities of national institutions to be strengthened through the project, but no capacity assessments or specific strategy development are planned. 1: Capacity assessments have not been carried out and are not foreseen. There is no strategy for strengthening specific capacities of national institutions. 	3	2.5
	2	1.5
	1	
	<p>Evidence: Project document</p>	
<p>25. Is there a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc.) to the extent possible?</p>	Yes (3)	No (1)
<p>26. Is there a clear transition arrangement/ phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation strategy)?</p>	Yes (3)	No (1)

Annex E. UNDP Risk Log

Project Title: Thailand's Fourth National Communication and Third Biennial Update Report (NC4-BUR3) to the UNFCCC	Award ID: 00105911	Date: 21 March 2019
---	--------------------	---------------------

#	Description	Date Identified	Type	Impact & Probability	Countermeasures/ Management Response	Owner	Submitted, updated by	Last Update	Status
1	Change of administration and/or key management positions within the Implementing Partner reduce climate change ambitions, directions, and/or commitments	21 March 2019	Political	Government might place lower importance on low-carbon pathway. P = 2 I = 4	Engage mid-management and working-level staff to create ownership. Regularly inform new institutional leaders about project results and engage stakeholders proactively	PMU Project manager	Project Developer		
2	Governments willing to engage a broad range of stakeholders through a whole of government approach and address gender issues raised	21 March 2019	Organizational	Government will struggle to implement gender and social inclusion consideration without full engagement of key ministries. P = 2 I = 3	Share good practices and demonstrate advantages to whole of government approach that is gender and socially inclusive	PMU Project Manager Gender expert	Project Developer		
3	Constraints in coordination and participation among key stakeholders	21 March 2019	Organizational	Government will struggle to implement GHG inventory and climate policy without full engagement of key ministries. P = 2 I = 3	Encourage governments to use robust mechanisms for engaging whole of government, including the possibility of MOUs for participation with key stakeholders	PMU Project Manager	Project Developer		
4	Limited capacity building for line agencies to be effectively engaged in	21 March 2019	Operational	Government will struggle to implement GHG inventory and climate policy without full	Capacity will be developed through a learning by doing approach that empowers line ministries to take up GHG inventory and climate policy	PMU Project Manager	Project Developer		

#	Description	Date Identified	Type	Impact & Probability	Countermeasures/ Management Response	Owner	Submitted, updated by	Last Update	Status
	GHG inventory and climate policy			engagement of key ministries. P = 2 I = 3					
5	Lack of data and information inhibits informed decision making and long-term forecasting	21 March 2019	Operational	Decision makers may be reluctant to roll out recommended mitigation actions and strategies. P = 2 I = 3	Capacity will be developed that empowers line ministries to address key data gaps and knowledge sharing of other countries' actions and strategies to strengthen data collection and analysis for decision making.	PMU Project Manager	Project Developer		

Annex F. Results of the capacity assessment of the project implementing partner and HACT micro assessment

The project management arrangement and implementation modality of the project is NIM with LOA. UNDP will provide support services for the whole implementation and UNDP is not providing NEX advances to the Implementing Partner, hence there is no need for micro assessment.

Annex G. [DRAFT] STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

Dear Mrs. Bhuridej,

1. Reference is made to consultations between officials of the **Office of Natural Resources and Environmental Policy and Planning, under Ministry of Natural Resources and Environment** (hereinafter referred to as “Implementing Partner”) and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project titled “Thailand’s Fourth National Communication and Third Biennial Update Report to the UNFCCC” or NC4-BUR3 (UNDP Award ID 00105911). UNDP and Implementing Partner hereby agree that the UNDP Country Office may provide such support services at the request of the Implementing Partner in Project Document as described below.
2. The UNDP Country Office shall provide support services for assistance with activities as specified in the Project Document and direct payment. In providing such support services, the UNDP Country Office shall ensure that the capacity of the Implementing Partner will be strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP Country Office in providing such support services are to be recovered from the administrative budget of the project.
3. The UNDP Country Office shall provide, at the request of the Implementing Partner, the following support services for the activities of the project
 - (a) Identification and/or recruitment of project personnel;
 - (b) Identification and/or recruitment of national experts and local consultants;
 - (c) Identification and facilitation of meeting, training and workshop activities;
 - (d) Procurement of goods and services;
4. The procurement of goods and services and the recruitment of project 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 in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a project, the annex to the project document is revised with the mutual agreement of the UNDP Resident Representative and the Implementing Partner.
5. The relevant provision of the **Special Fund to Thailand**¹⁸ which was signed between the Royal Thai Government and the United Nations Special Fund, on 4 June 1960, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Implementing Partner shall retain overall responsibility for the nationally managed project. 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 attachment.
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 Special Fund to Thailand.
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 attachment.
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.

¹⁸ Pending the finalization of the Standard Basic Assistance Agreement (SBAA) between UNDP and the Royal Thai Government, the Agreement between the United Nations Special Fund will govern the technical assistance provided by UNDP Thailand under UNPAF (United Nations Partnership Framework), 2017-2021

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 Implementing Partner and UNDP on the terms and conditions for the provision of support services by the UNDP Country Office for nationally managed projects.

Yours sincerely,

Signed on behalf of UNDP
Mr. Renaud Meyer
UNDP Resident Representative
Date: _____

For Implementing Partner

Mrs. Raweewan Bhuridej, Ph.D.
Secretary-General
Office of Natural Resources and Environmental Policy and Planning
Ministry of Natural Resources and Environment
Date: _____

[Draft] Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between officials of the Office of Natural Resources and Environment Policy and Planning under Ministry of Natural Resources and Environment (“ONEP”) and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project “Thailand’s Fourth National Communication and Third Biennial Update Report (NC4-BUR3) to the UNFCCC (Award ID: 00105911).

2. In accordance with the provisions of the letter of agreement signed on *[insert date 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 by UNDP country office:

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
Identification and/or recruitment of project personnel -Project Manager	July 2018	As per the Universal Price List (UPL): US\$ 599.81 599.81 x1 = 599.81	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner in accordance with the UPL
Local Personnel HR & Benefits Administration & Management 8 (one-time fee, per staff at: - the issuance of a contract, and- again at separation	August 2018 - June 2023	As per the Universal Price List (UPL): US\$ 255.66 255.66 x2 = 511.32	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner in accordance with the UPL
Recurrent personnel management services: (annual fee per employee, per calendar year) Local Payroll & Banking (35%) Performance evaluation (30%) Extension, promotion, entitlements (30%) Leave monitoring (5%)	Ongoing throughout implementation when applicable	As per the Universal Price List (UPL): US\$ 448.67 448.67 x2= 897.34	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner in accordance with the UPL
Procurement of Services Contractual services for companies	Ongoing throughout implementation when applicable	As per the UPL: US\$ 217.35 for each hiring process 217.35 x 12 = 2,608.2	As above

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
Contractual Services for Individuals	Ongoing throughout implementation when applicable	As per the UPL: US\$ 234.26 each hiring process $234.26 \times 12 = 2,811.12$	As above
Payment Process	Ongoing throughout implementation when applicable	As per the UPL: US\$ 38.49 for each $38.49 \times 56 = 2,155.44$	As above
Disposal of equipment	Ongoing throughout implementation when applicable	As per the UPL: US\$ 275.14 for each $275.14 \times 1 = 275.14$	As above
Ticket request (booking, purchase, F10 settlement)	Ongoing throughout implementation when applicable	As per the UPL: US\$ 66.04 for each $66.04 \times 2 = 132.08$	As above
		Total: up to USD 10,000 from GEF grant	

5. Description of functions and responsibilities of the parties involved

- a. ONEP to determine the type of services to be provided by UNDP, in line with the AWP and LoA;
- b. ONEP will be consulted by UNDP in the process of providing the support services;
- c. UNDP will conduct the provision of the services using UNDP's procurement/recruitment/financial rules;
- d. UNDP will update ONEP quarterly, on the cost of the provision of the services.

6. All the decisions related to the support services provided by UNDP shall be made upon agreement/approval of the government.

7. The Inclusive Green Growth and Sustainable Development Unit of UNDP Country Office, together with the Operations Support Team of UNDP Bangkok Regional Hub will be responsible to provide support services as referred under the above-mentioned support services to be provided. The reimbursement costs of support services by UNDP Country Office, in relation to activity implementation and/or deliver the outputs, which are beyond UNDP's roles of general project oversight and monitoring, will be considered as the project direct cost. The cost of these support services will be analysed based on the actual time spent of UNDP Country Office staff and charged to the project accordingly.

The support services cost provided by the Operations Support Team will be recorded to the project budget as per transactions, based on established UNDP policies.

ANNEX H. FINAL REPORT OF THAILAND'S FOURTH NATIONAL COMMUNICATION AND THIRD BIENNIAL UPDATE REPORT 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 and to Eva Huttova, 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?

What were the major challenges faced during this phase?

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

C. Project implementation phase

Technical components

1. GHG inventory

Base year of the GHG inventory:

Base years used in previous GHG inventories:

Expected outcome	
Expected output 1	
Expected output 2	
Expected output 3	

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

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

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

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

2. Mitigation actions

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

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

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

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

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

3. Vulnerability & Adaptation for NC or MRV for BUR

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

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

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

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

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

4. Constraints and Gaps/Support needed

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

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

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

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

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

Capacities and use of capacities

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

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

_____ % national consultants. _____ % international consultants and _____ % national staff.

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

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

Additional remarks

Institutional arrangements

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

Please, describe the composition of the project team.

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

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

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

.....

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

Additional remarks

Technical support from GSP, CGE, or other bodies

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

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

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

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

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

D. Next steps

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

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

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

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

E. Additional information

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

Annex I. Draft Action Plan for integrating gender dimensions in the preparation of Thailand's Fourth National Communication and Third Biennial Update Report:

NCs/BURs Development Steps	Steps to enhance gender dimensions	Actions	Responsible Party	Timeframe	Required budget
Initial Preparation Stage for Thailand's Fourth National Communication and Third Biennial Update Report (NC4-BUR3)					
<ul style="list-style-type: none"> NC4-BUR3 project proposal and implementation agreement prepared Budget prepared 	Introduce gender consideration into the EA Request and Project Document	Identify gender data and analysis to be included in the Fourth National Communication and Third Biennial Update Report in the EA Request and the Project Document	ONEP/UNDP	Q1-Q2 of 2019	N/A
		Include gender component and gender-related costs in the project budget			
		Consultation meeting with relevant stakeholders			
Gender Analysis for Inception Workshop					
<ul style="list-style-type: none"> Preparation for Inception Workshop 	Conduct research on gender issues in relation to climate change	Prepare Terms of References and identify qualified consultant(s) Conduct preliminary gender analysis on climate change	ONEP/UNDP	Q3-Q4 of 2019	Yes (Approximately USD 3,000 for preliminary gender analysis) Note: The gender analysis is an expansion of a current UNDP project's gender analysis into climate policy and finance

NCs/BURS Development Steps	Steps to enhance gender dimensions	Actions	Responsible Party	Timeframe	Required budget
Inception Workshop					
<ul style="list-style-type: none"> Engage key stakeholders from government, civil society, academia and the private sector Collect and share information from all stakeholders 	<p>Increase understanding to all relevant stakeholders on gender and climate change issues</p> <p>Submit gender action plan for NC4-BUR3 project and seek approval from the Project Steering Committee</p>	Develop a gender action plan that reflect the gender analysis's findings and recommendations	ONEP/UNDP	Q4 of 2019	No
Fourth National Communication and Third Biennial Update Report Preparation					
<ul style="list-style-type: none"> National circumstances concerning the physical and socio-economic characteristics of the country, how these might affect the way in which Thailand deals with climate change and sustainable development issues in the long term, and institutional arrangements 	<p>Collect sex-disaggregated data and research on gender issues in relation to climate change</p>	<p>Develop country specific gender and climate change sensitive criteria and indicators that will enable monitoring of gender issues in priority areas</p> <p>Collect sex-disaggregated data and include analysis of male/female differences in relations to climate change for NC4-BUR3 reporting</p> <p>Identify sectors in which sex-disaggregated data is not available and/or is insufficient</p>	ONEP/UNDP	2020-2022	<p>Yes</p> <p>(Approximately USD 12,000)</p> <p>Note: Approximated budget is for local consultant(s) and trainings/workshops</p>

NCs/BURs Development Steps	Steps to enhance gender dimensions	Actions	Responsible Party	Timeframe	Required budget
		Provide training(s) for relevant stakeholders on gender and climate change			
Fourth National Communication and Third Biennial Update Report reporting					
<ul style="list-style-type: none"> Report sex-disaggregated data and research on gender issues in relation to climate change to NC4-BUR3 as appropriate 	Incorporate sex-disaggregated data and gender analysis/gender action plan into NC4-BUR3 as appropriate	<p>Summarize findings and recommendations/lesson learned from gender analysis/gender action plans with consultation with relevant stakeholders</p> <p>Incorporate findings and recommendations/lesson learned into NC4 and BUR3 for endorsement by the Project Steering Committee and approval from the National Committee on Climate Change Policy</p> <p>Highlight of needs and constraints relative to integrating gender into climate change</p> <p>Highlight additional support for further integration of gender into climate change</p>	ONEP/UNDP	2020-2022	<p>Yes</p> <p>(Approximately USD 8,000)</p> <p>Note: Approximated budget is for local consultant(s) and trainings/workshops</p>

ANNEX J. LOCAL PROJECT APPRAISAL COMMITTEE MEETING

Local Project Appraisal Committee (LPAC) Meeting
Thailand's Fourth National Communication and Third Biennial
Update Report to UNFCCC (NC4 -BUR3)
Thursday 18 April 2019 from 09:00 – 13:00 hrs.
Anantara Siam Bangkok Hotel,
Ratchadamri Road, Pathumwan, Bangkok.

Attendance:

Co-Chairman: Mr. Phirun Saiyasitpanich, Ph.D., Deputy Secretary-General, Office of Natural Resources and Environmental Policy and Planning (ONEP), Ministry of Natural Resources and Environment
Co-Chairman: Mr. Renaud Meyer, Resident Representative, United Nations Development Programme

27 participants who are the representatives from relevant line ministries and development partners (*Participant List below*)

Agenda:

1. Welcome Remarks
2. Opening Remarks
3. Presentation on the project background, objectives, outcomes, budget and management arrangement
4. Discussion
5. Conclusion and Recommendation

Background

The main objective of this project is to enhance the capacity and efficiency of preparation of national communication (NC) and biennial update report (BUR), provide a Party with an opportunity to present information on national programmes, policies and plans either at the national or sectoral level. Thus, the ultimate outcome is that the preparation of National Communications become national planning documents addressing critical climate change issues at a national level. The project also expects to build capacity among government offices/agencies participating in the preparation process and enable them to prepare the documents on a more regular basis.

The GHG inventory system has not yet been institutionalized and verified at sectoral levels due to, among others; lack of commitments among stakeholders due to competing demands and unavailable manpower, the uncertainty of the linkage between national indicators and sectorial indicators. These issues could hamper Thailand's response to the increasing threats and the growing issues and problems of climate change. It is important for Thailand to advance further its national capacities to cope with the existing and emerging issues, develop and implement national plans accordingly and to communicate with UNFCCC parties in addressing climate change. These aspects will be addressed and improved during NC4-BUR3.

Before the meeting would start, Mr. Renaud Meyer, Resident Representative, UNDP Thailand, acting as the Chair of the LPAC meeting, welcomed all participants and introduced himself and informed the participants of the meeting's objectives and invited the representatives from each government agencies and a public organization to introduce themselves to the Meeting, respectively.

1. Office of Natural Resources and Environmental Policy and Planning
2. Office of Women's Affairs and Family Development
3. Thailand Greenhouse Gas Management Organization (Public Organization)
4. Office of Agriculture Economics

5. Department of Environmental Quality Promotion
6. Department of Alternative Energy Development and Efficiency
7. Pollution Control Department
8. Office of Transport and Traffic Policy Planning
9. Office of National Water Resource
10. Energy Policy and Planning Office

Remarks from the co-chairmen of the meeting

The meeting started at 9:15 hrs.

Dr. Phirun Saiyasitpanich, Deputy Secretary-General of the Office of Natural Resources and Environmental Policy and Planning, said that the issue of Climate Change was an important issue as it was an important issue and process that the relevant agencies must implement and carry out incessantly. The purpose of this Meeting was (1) to invite government agencies that oversaw or related to natural resources and the environment to jointly raise various ideas about Local project Appraisal Committee Meeting (LPAC) to be used as information for project documents for consideration and approval of financial support from Global Environment Facility by studying the possibility of combining gender equality issues in such an appraisal, (2) to allow stakeholders which were government agencies governing natural and environmental issues, including private agencies that were directly or indirectly involved using this opportunity to share and exchange their opinions and comments in order to make the report in the same direction and in accordance with UNDP Guideline.

Then, the presentation on the project background, objectives, outcomes, budget, and management arrangement was carried out by the representative from UNDP Thailand.

- The history of the commitments made by Thailand with the UNFCCC regarding the national reports submitted to UNFCCC, the terms and conditions of the Paris Declaration
- Budget and project management
- Requirements under UNFCCC's Guidelines covering:

1. **National Communication (NC)** consisting of National Circumstances, National GHG Inventory, Programs containing measures to mitigate climate change, Programmes containing measures to facilitate adequate adaptation to climate change, constraints and gaps and related financial, technical capacity needs, Other Information Considered Relevant to the Achievement of the Convention in terms of (a) Transfer of technologies, (b) Research and systematic observation. (c) Education, training and public awareness (d) Capacity-building, (e) Information and networking.

2. **Biennial Update Report (BUR)** consisting of Information on National Circumstances and Institutional Arrangements, National GHG Inventory in terms of (a) Information on mitigation actions and their effects – methodologies and assumptions, (b) Information on domestic Measurement Reporting and Verification (MRV), Constraints and gaps and related financial, technical capacity needs and other relevant information.

- Theory of Change in terms of objective, focused intervention, and result
- Project Objective and Outcomes which consisted of 5 Outcomes and Outputs as follows:

Outcome 1: National circumstances, Institutional Arrangements, and Other Information

Outcome 1.1: National circumstances concerning the physical and socio-economic characteristics of the country, how these might affect the way in which Thailand deals with climate change and sustainable development issues in the long term, and institutional arrangements.

Output 1.1.1: A chapter on national circumstances and institutional arrangement for NC4-BUR3 is developed

Output 1.1.2: Description of Geographical characteristics, including climate, forests, land use and other environmental characteristics

Output 1.1.3: Description of socioeconomic characteristics of the country and how these might affect the way in which Thailand deals with climate change and sustainable development issues in the long term

Output 1.1.4	Collect sex-disaggregated data and research on gender issues in relation to climate change
Output 1.1.5	Consultation with Implementing Partner and key relevant stakeholders on social, economic, and environmental impacts
<i>Outcome 1.2:</i>	<i>Other Information section updated in the BUR3 and NCA</i>
Output 1.2.1:	A chapter on constraints and gaps related to financial, technical and capacity in addressing climate change for NC4 and BUR3
Output 1.2.2:	Report on national capacity in tackling and implementing climate change issues
Output 1.2.3:	Elaboration on the resources received including details on collaboration and synergy among existing entities on climate change activities
Output 1.2.4:	Stakeholder consultation workshops organized and outreach activities on identify needs, constraints in the operationalized of climate change means of implementation
Outcome 2:	National GHG Inventory
<i>Outcome 2.1:</i>	<i>Updated national GHG inventory report for 2014-2018, based on transitioning from the revised 1996 IPCC guidelines to the 2006 IPCC guidelines</i>
Output 2.1.1:	A chapter of National GHG Inventory for the NC4 and BUR3
Output 2.1.2:	Greenhouse gas emission calculation according to 2006 IPCC guidelines for the five key thematic areas: (a) Energy; (b) IPPU; (c) Waste; (d) Agriculture; and Forestry and Land Use (FOLU) of emissions for period 2014 – 2016 for the BUR3 and period 2017 – 2018 for the NC4
Output 2.1.3:	National emission factors for key sources categories updated
Output 2.1.4:	Capacity building and improving the accuracy of relevant data and specific emission factors in agriculture and land sectors
<i>Outcome 2.2:</i>	<i>Improvement of National GHG Inventory (database and archiving system)</i>
Output 2.2.1:	Analysis on gaps, needs and constraints in using Thailand Greenhouse Gas Emission Inventory System (TGEIS) and identify the areas of improvement
Output 2.2.2:	National GHG Inventory (database and archiving system) improved using TGEIS application
Outcome 3:	Mitigation Action Analysis and domestic MRV
<i>Outcome 3.1:</i>	<i>Progress of NAMA and establishment of domestic MRV in Thailand</i>
Output 3.1.1:	Domestic MRV process is operationalized and considered to cover all NDC aspects
Output 3.1.2:	Relevant data collected, analyzed, and MRV report revised and reported
Output 3.1.3:	A chapter on measures taken to mitigate GHG emissions
<i>Outcome 3.2:</i>	<i>Review of GHG mitigation policies and measures and NAMA implementation between 2015 and 2020 at national and local levels in compliance with NDC targets</i>
Output 3.2.1:	Report on GHG mitigation policies and measures implemented through NAMAs at national and local levels together with the progress in compliance with NDC targets
Output 3.2.2:	Stakeholder consultation workshops organized and outreach activities on policies and measures for the climate change mitigation implemented
Output 3.2.3:	Information dissemination on new or revised mitigation measures
Outcome 4:	Improved Vulnerability and Adaptation (V&A) assessment approaches and management to deal with risks of climate change, climate variability and extreme weather events
<i>Outcome 4.1:</i>	<i>Assessment of adaptation actions and its implementation between 2015 and 2020 at national and local levels in compliance with climate change national policies, plans and NDC targets</i>
Output 4.1.1:	Report on adaptation actions implemented and integrated between 2015 and 2020(including NAP implementation; 2018-2020) at National and local levels and progress in compliance with climate change national policies, plans and NDC target
Output 4.1.2:	Report on improved M&E assessment approaches
Output 4.1.3:	Stakeholder consultation workshops and outreach activities on policies, measures, and M&E for climate change adaptation implemented
Outcome 5:	Production of NC4 and BUR3 and Monitoring and Evaluation

<i>Outcome 5.1:</i>	<i>Thailand's BUR3 and NC4 in Thai and English language</i>
Output 5.1.1:	Thailand's BUR3 and NC4 submitted to the UNFCCC by 31 December 2020 and 31 December 2022, accordingly
Output 5.1.2:	Training and regular workshops organized to discuss progress, exchange ideas and present findings of the BUR/NC process
Output 5.1.3:	BUR3 and NC4 produced, edited, reviewed, translated and published
Output 5.1.4:	BUR3 and NC4 have been published and presented to the UNFCCC, national stakeholders and decision makers
<i>Outcome 5.2:</i>	<i>Monitoring and Evaluation (M&E) of project outcomes and outputs conducted</i>
Output 5.2.1:	Organize & hold a Project inception workshop
Output 5.2.2:	Produce & submit Quarterly project reports
Output 5.2.3:	End of the project report, including lessons learned
Output 5.2.4:	Project audit

In addition, the representatives from UNDP also presented project management arrangement, the work plan of each outcome/output, project budget allocation, draft gender action plan, project quality assurance report, risk logs, and next steps.

After the presentation, UNDP Thailand, summarized the presentation to all participants that this project was focused on a report in such a manner that was in compliance with the content of each Outcome. The content of the report must contain a summary that showed the working procedure of data gathering that each government agency operated, based on the guidelines presented in each chapter and in each section of the work. Most importantly, it was required to add more content concerning 2006 IPCC Guideline and Gender Dimension or Social Solution to make the reports more inclusive.

The structure of this project was under the supervision of the National Committee and Project Board. The Chair of the Project Board will be the Secretary-General of the Office of Natural Resources and Environmental Policy and Planning (ONEP). The main sponsor was Global Environmental Facility (GEF) through UNDP. The Project Board would establish working groups in order to oversee each components of the project with the goal to prepare and complete the NC4 BUR3 report for 2020, 2022. The approved budget for this project was USD 852,000.

NEXT STEPS

	Description	Estimated Time frame
1	LPAC minute finalized and signed	30 April 2019
2	Revision of project document (incorporating comments from LPAC participants and UNDP-GEF Technical Advisor)	30 April 2019
3	Final Project Document submitted for signatures of ONEP and UNDP	14 May 2019
4	Project Document signed (Official start of the project)	-
5	Project inception meetings	Within 2 months after the project start

Comments and Opinions

Department of Environmental Quality Promotion - Inquired and commented as follows:

- The integration of NC National circumstances, Institutional Arrangements and Other Information under the Guideline issue might not be workable as most of the information was unclear and may not be in compliance with the required format for UNFCCC submission
- Did the Output 1 cover all issues? Based on the information presented, only Capacity Building was mentioned but other information and data of finance and technology and other important mechanisms were not explicitly mentioned.
- In the NCs or BURs, that were going to be operated, how did we synchronize the data and information from various government agencies?
- Was the budget allocation for Synchronized Adaptation Action too low?
- Had the time frame for 2014-2018 NAMA Action Plan and 2015-2020 NC already been included monitoring and information process or not and how much information that incorporated?
- What would be the process and mechanism of working with the Partnership?
- What would be the direction of the Committee Framework, Mechanism and Partnership?
- Which government agencies would be appointed as the Working Group as there were no major and direct involved government agencies participated in this meeting?
- How many working groups and technical committees? How would they work together on this platform or any other mode of discussions?
- What was the element the report-maker would have to summarize in the Assessment Design, Quality Assurance Report?

UNDP Thailand clarified to the above questions and comments that, firstly, it should be noted that the content in the report. There were 2 NC statuses, i.e. Communication Status and Information Submission Status in order to bring them to discuss with other countries. Therefore, the issues that are particularly important for the sponsor to consider and support was the Risk issue, but it must be clearly divided because it would be the part that we would see opportunities in the future as a developed country and was considered to be the highlight of the mechanism that must be emphasized in order to convince the reviewer to adopt the part which we wanted to develop and was the focal point of the mechanism.

On the issue of adaptation, it was another important issue and should be put in the part of Risk log to indicate that during the transitional period, what action should be taken on the adaptation. This was another kind of risk for adaptation which would make the reporting more transparent and explained about what uncertainty might be, but we focus on improving accuracy.

Dr. Phirun Saiyasitpanich, clarified that Adaption was the main task in the UNFCCC group which drove the Adaptation plan system, therefore, it must match the guideline of NC in terms of the topic and the content but the essence of the content would be done by the responsible government agency in order to use the budget to gather the specific information we needed to avoid the overlapping work and budget.

Office of Women's Affairs and Family Development provided the following clarification:

On the issue of Gender in Thailand as raised in the meeting, the Director of the Foundation for Sustainable Development, which was an environmental non government organization had a very good knowledge of Gender Dimension in Thailand and could bring Gender Dimension to connect with Climate Change by referring to the Paris Agreement where gender equality were mentioned for two main paragraphs, stating that "to recognize that climate change is considered as a sharing information of human when action is taken on climate change..., to strengthen and consider the obligations related to human rights, health rights, indigenous rights, local communities right to move children, disabled people, people with disabilities and people in vulnerable situations, including gender equality, promote women fairness between different generations." However, in reality, there were no concrete action in this matter. Office of Women's Affairs and Family Development had already its national mechanisms assigned by Prime Minister or Deputy Prime Minister for implementation under the working committee called "National Women's Status Development Policy and Strategy Committee" which was a national mechanism and another mechanism was the "Committee on the Promotion of the Status of Women", which was the operational level to develop an integrated policy on the integration of women and men dimension on the adaptation to climate

change in order to present the report in meeting of Youth and Women Committee. The representative from this government agency also responded to the question of what Thai people knew about Gender. In fact, Gender Awareness in Thailand lied upon 2 mechanisms. There was a position called "Chief of Gender Equality", who was the executive in 136 departments of government agencies including ONEP whose duty and responsibility was to take action and follow up this gender focal point, and provide knowledge on Gender Equality, Gender Responsive Budgeting, women's development strategy and gender-related matters to the senior executives in all government agency. In fact, there was a concrete mechanism for disseminating but because of Thai bureaucracy, there were frequent changes in the top executives, when the top executive was changed, the policy also changed. In the context of Thai society, it was acknowledging that inequality still existed. So, working together among different departments from different government unit was a big challenge.

Mr. Renaud Meyer expressed his appreciation for the comments and suggestions of the Department of Women's Affairs and the Family Development. He felt that the agency had a clear goal in linking Gender Dimension into the issue of Climate Change and he was also confident that all departments could proceed and achieve the goal.

Dr. Phirun Saiyasitpanich, answered that he would talk with his staff in ONEP to find out who was the Chief of Gender Equality supervising the Gender Focal Point in their organization. As far as he knew, there were many levels of gender focal points, such as, at the national level, at the community level and at the grassroots level which had to bring all of them to get involved with the Climate Change through the said mechanism and things which were discussed in the meeting to create clarity in working together from the mechanisms discussed at this meeting.

UNDP Thailand clarified that all participants in the meeting were requested to share information or anything that they knew and were confident that they could provide such information in the report. At this moment, all departments could share information as much as possible and then a further meeting would be held to discuss and agree on which contents were appropriate or beneficial to the report and in accordance with the requirements set out in the Guideline. Regarding what we would progress to reach the foundation, at this moment, it was still uncertain because the guideline itself at this time was not yet considered to be the final guideline, but a broad framework was set to enable all parties to attain to the target - this was the objective of this UNDP Guideline.

On the Synchronization, the reason of raising this issue to be in the report was that UNDP Thailand had a lesson learned from doing the past NC and BUR, so, it was advisable that all departments should share information to each other. At the moment, the methods to be implemented might not be complete enough and still not clear. As such, UNDP Thailand would like the working group from each department to gather together to discuss, exchange and analyze the information. This would be the very beginning of Synchronization. In other words, all agencies concerned were requested to find as much information as possible first and then discussed and brainstormed together to find the ideal solution while the Budget and Finance issues, UNDP had not yet set a specific scope.

On the Synchronization Action, it was an implementation of the Climate Change based on the overall picture to connect to the 2020 Principle in order to meet the NCC. The goal was to ensure that all require the process of the National Circumstance that every agency was supposed to do would come out in the same direction and consistent on what was going on.

For the Timeline, if it was considered in terms of activity at the beginning stage of the work plan, some task could be started right away such as the inventory and mitigation and so on, while Adaptation could be started later as there were a lot of reports.

Department of Alternative Energy Development and Efficiency shared comment on the improvement of the method of writing the National Circumstance to be more detailed, specific, such as the weather in Bangkok, such as air pollution, vulnerable collapsing area, flooding problem, PM 2.5 issue in Chiang Mai, the distribution of urban areas in various provinces instead of reporting broad geographical story in order to make the report more modern/interesting to the UN and most importantly, it would reflect how the government agencies required to

adapt themselves to do the relevant data collection in such a way that could communicate to the public for easy understanding and attracted the public to read it.

Energy Policy and Planning Office commented as follows:

- Gender issues were not considered as a major factor in climate change. However, problems with Climate change was a major issue for everyone around the world.
- Supported the Thai Public issue which was considered as the focal point to strengthen their knowledge and awareness. The documents or material should use the contents which were easy to understand with more attractive format. The Energy Policy and Planning Office had started collecting data according to the IPCC 2006 guideline in which many information/data needed to coordinate with relevant agencies or data owners in order to obtain accurate information in accordance with the IPCC 2006 guideline. In addition, the Office also coordinated closely with ONEP to ensure of same understanding. The office also added a further comment that ONEP organized an internal meeting of each branch of information to provide necessary and correct information to various agencies to do data collection according to the new guideline as it had never been reported or had any available report for reference before which might lead to misunderstanding.

Office of Transport and Traffic Policy Planning commented that they would like to make National Circumstance clearer and easier for communication to the public to be more aware of the direct positive and negative effect of Climate Change to them and what was the measures or feedback the government agencies were trying to do to solve this matter for the benefits of the public.

Dr. Phirun Saiyasitpanich clarified that the proposed report would consist of another report in public version which was a report in summary disseminated to the public for easy understanding. However, the current issue still not covered the Gender Equality issue.

Office of National Water Resource proposed an issue relating to developing the discipline for the public to take action in accordance with measures or information that government agencies were trying to do on Climate Change because most people were fully aware of the impact of the Climate Change, but they always ignore to take protective action. Therefore, it was the duty of the regulated government agency to stimulate or convey the right message to the people to know what to do.

Office of Natural Resources and Environmental Policy and Planning suggested that, in writing the National Circumstance Report, Chapter 1, must be linked to chapters 2 and 3 respectively. Be careful when putting information and reference, the information provided must be accurate and clear, consistent with the information previously written because this was the Guideline that UNDP had set out for writing the report to present a budget request to Global Environment Facility. Therefore, it was important to make sure that every participant in this meeting well understood this condition.

Thailand Greenhouse gas Management Organization suggested that the international market mechanism under Decision 2/CP.17 should be included in the Outcome 3: Mitigation Action Analysis and domestic MRV. Forestry issue should be included in the Outcome 1: National circumstances, Institutional Arrangements, and Other Information in the Climate Change resolutions section.

Office of Agriculture Economics commented that they did not agree with raising the issue of Gender into the Climate Change report because it might divert the focal point from Climate Change to Gender Equality issue in Thailand but would accept and follow the decision of the meeting to study data and to analyze how to add such information into the Climate Change issue.

As for the IPCC 2006, the data of the agricultural sector was still under the period of 1996 – 2006. There was no data to be put in TGEIS because the data could not be collected from the activities performed. Agricultural data had not yet been brought into discussion in the Subcommittee.

On top of that, Mitigation issue had never been researched. As such the Office of Agriculture Economics needed to study the guideline to make this draft for submission to the Committee for reviewing.

On the Adaptation issue which would be put in the report, the Office of Agriculture Economics agreed with the proposal of Uncertainty in the report, because the agricultural sector had a higher risk and higher uncertainty factors than other sectors.

Dr. Phirun Saiyasitpanich clarified that he did not want all agencies to be more concerned or worried about Gender issue because each agency could choose and decide which information or types to send to UNDP.

As for the Inventory issue, it was suggested to use the existing information to support the reporting. Any information that was not available in detail or not yet available, just made an assumption instead.

Pollution Control Department did not share any opinions/comment as the questions and comments raised by the Department of Environmental Quality Promotion at the beginning of this session were already made.

The meeting requires all agencies to submit the report within one week from the date of the meeting today.

Then, Mr. Renaud Meyer, the Resident Representative of UNDP Thailand, acting as the Chair of the LPAC meeting along with Dr. Phirun Saiyasitpanich, acting as the Co-Chair, expressed their appreciation for the valuable suggestions and comments and hoped to receive the reports from all departments within one week from the date of the meeting today. Then, the meeting was officially declared close.

The meeting was adjourned at 12:00 hrs.

Participant List

Office of Natural Resources and Environmental Policy and Planning (ONEP)

- | | | |
|-----|-------------------------------------|--|
| 1. | Mr. Phirun Saiyasitpanich, Ph.D. | Deputy Secretary- General |
| 2. | Mr. Natthanich Asvapoositkul, Ph.D. | Director of Climate Change Management and Coordination Division (CCMC) |
| 3. | Mr. Kittisak Prukkanong | Director of Measure and Mechanism Development section |
| 4. | Mr. Sivach Kaewcharoen | Environmentalist- Professional Level |
| 5. | Mr. Suphat Phengphan | Environmentalist – Practitioner Level |
| 6. | Mr. Worapon Mathurosmatane | Environmentalist |
| 7. | Ms. Seetala Chantes | Environmental Officer |
| 8. | Ms. Sasiwimon Wichadee | Plan and Policy Analyst |
| 9. | Mrs. Natthita Vijittrakarnkul | Social Development |
| 10. | Ms. Peeraya Boonsamret | Policy and Plan Analyst |
| 11. | Ms. Tippawan Photiwut | Environmentalist- Practitioner Level |
| 12. | Ms. Chanitsa Warachit | Project Coordinator |

Department of Alternative Energy Development and Efficiency (DEDE)

- | | | |
|-----|--------------------------|-----------|
| 13. | Mr. Borwornpong Sunipasa | Economist |
| 14. | Mrs. Sukamon Prakobchat | Scientist |

Department of Women's Affairs and Family Development (DWF)

- | | | |
|-----|--------------------------|---|
| 15. | Ms. Sayamol Lakawasathit | Social Development Officer – Professional Level |
|-----|--------------------------|---|

Energy Policy and Planning Office (EPPO)

- | | | |
|-----|----------------------|-------------------------|
| 16. | Ms. Suttinee Jingjit | Plan and Policy Analyst |
|-----|----------------------|-------------------------|

Office of Agricultural Economics (OAE)

17. Ms. Sairak Chailanggar Economist – Senior Professional Level
18. Ms. Kittima Jintanasonti Plan and Policy Analyst – Professional Level

Office of National Water Resources (ONWR)

19. Ms. Piraporn Petchtong Environmentalist- Senior Professional Level

Office of Transport and Traffic Policy and Planning (OTP)

20. Mrs. Chuthinthorn Mankhong Chief of Sustainable Transport Promotion Group
21. Ms. Wipada Unlumert Plan and Policy Analyst- Professional Level

Pollution Control Department (PCD)

22. Ms. Kamonchanok Kongvised

Thailand Greenhouse Gas Management Organization (Public Organization)

23. Ms. Natthasiree Chulinrak Technical Officer

Department of Environmental Quality Promotion (DEQP)

24. Mr. Atsamon Limsakul Environmentalist

United Nations Development Programme (UNDP)

25. Mr. Renaud Meyer Resident Representative
26. Mr. Saengroj Srisawaskraisorn Programme Specialist
27. Mr. Krib Sitathani Project Manager
28. Mr. Kiatisak Agsornwong Project Assistant
29. Ms. Sararin Wattana Project Assistant

