

**United Nations Development Programme
Country: TRINIDAD AND TOBAGO**



PROJECT DOCUMENT

Project Title: Low Emission Capacity Building Programme (LECB) for TRINIDAD AND TOBAGO

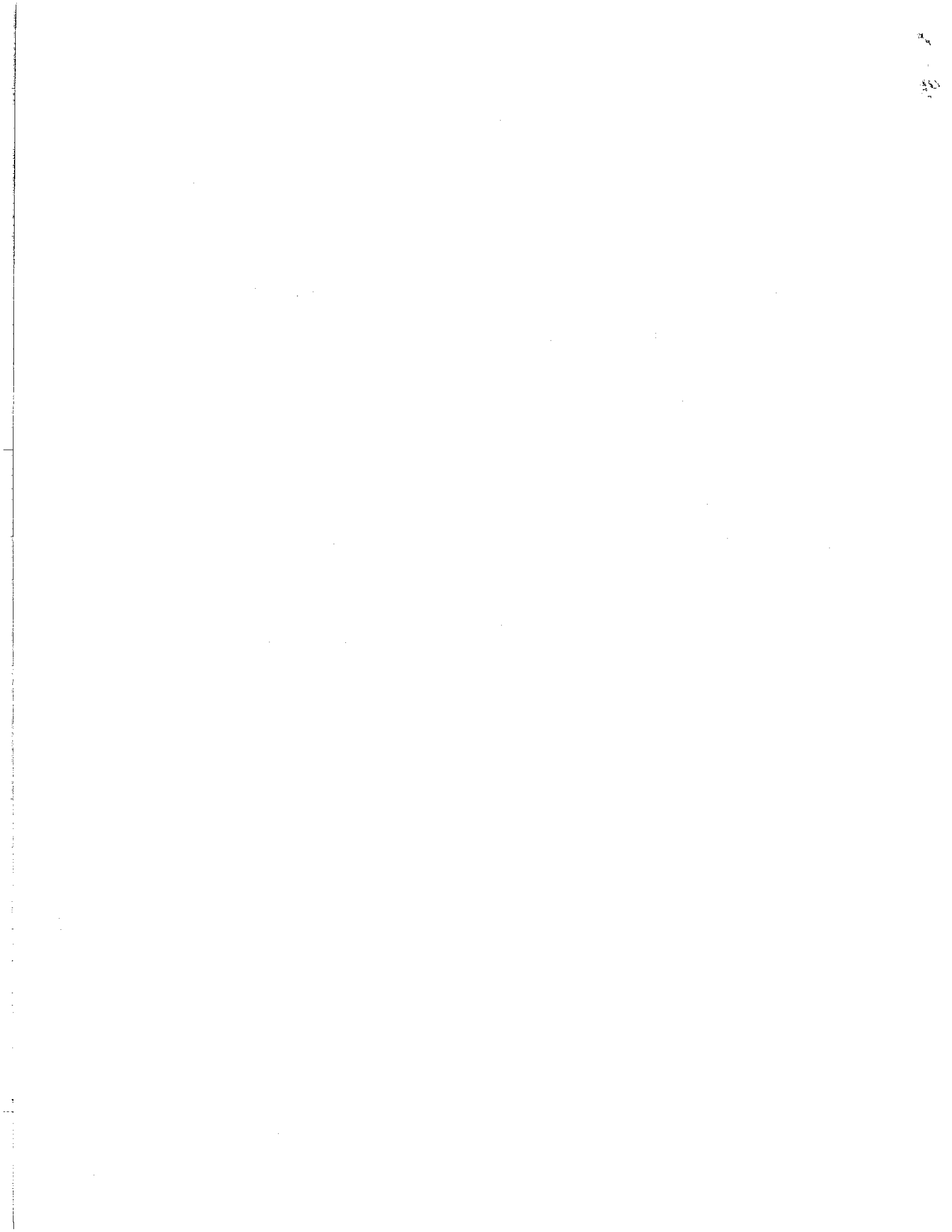
UNDAF Outcome 1: Adequate and Affordable Food: Agriculture will be a viable sector of the Economy: A Diversified Economy; Reduced Prevalence of Diseases; Innovation, Entrepreneurship and Partnership

Expected CP Outcome(s): Increased environmental sustainability to achieve sustainable development through environmental management, compliance with international treaties, adaptation to climate change, and improvement in capacity for policy and strategy development

Expected Output(s): Public institutions and organizations strengthen their capacity to formulate and implement environmental management programs and initiatives that guarantee the supply and maintenance of environmental goods and services (with emphasis on conservation, restoring and sustainable use of strategic ecosystems; supply and rational use of energy and water).

Executing Entity: Ministry of Environment and Water Resources

**Implementing Partner: Environmental Policy and Planning Division,
Ministry of the Environment and Water Resources.**



Brief Description


Trinidad and Tobago has embarked on establishing appropriate institutional arrangements for the formulation and implementation of climate change policies including mitigation and adaptation. Specifically, the Government has established a Multilateral Environmental Agreements Unit within the Ministry of the Environment and Water Resources tasked with the responsibility of coordinating obligations under Multilateral Environmental Agreements (MEAs), including climate change as well as drafting policy and conducting relevant stakeholder consultations. The Government of Trinidad and Tobago has also approved a National Climate Change Policy (NCCP) which addresses both mitigation and adaptation, for which an implementation strategy is being formulated. The NCCP stipulates the pursuance of a low carbon development path for Trinidad and Tobago. In this regard, the Cabinet has appointed a Ministerial Committee for overseeing the implementation and integration of the NCCP. Additionally, a MEA/Climate Change Focal Point network has been established with the appointment of a Focal Point in government ministries, agencies, statutory authorities, academia, non-governmental organisations (NGOs), community-based organisations (CBOs), fiduciary institutions, industry and the private sector aimed at coordinating climate change implementation as well as providing feedback into policy formulation and revision as appropriate.

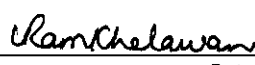
In order for the country to develop the requisite capacity to implement the NCCP, the Ministry of the Environment and Water Resources is advancing initial activities towards a low carbon development path through the formulation of a Carbon Reduction Strategy (CRS) in the transportation, industrial and power generation sectors, in collaboration with the United Nations Development Programme (UNDP) over a three year period. Specifically the project seeks to establish an emissions trajectory on a business-as-usual (BAU) basis with attendant analysis of intervention options with a view to reducing or avoiding emissions. Additionally, the Ministry of the Environment and Water Resources in collaboration with the Inter-American Development Bank (IDB) has developed a strategy for integrating climate change policy into national sustainable development. A comprehensive legislative and policy review has been conducted with recommendations for relevant revisions and drafting of new laws and policy. This project is also examining the feasibility of carbon capture and storage as a mitigation technology. A strategy and action plan for the implementation of the NCCP is currently under preparation.

The LECB project will support and complement the activities and outputs of the carbon reduction strategy. Specifically, it will draw on Outputs 1 to 3 of the CRS project to support and develop a framework for strategy implementation to identify and select the most feasible alternatives and options for low carbon development in the sectors assessed, and support key public and private stakeholders for its implementation, particularly in GHG inventorying, reporting and verification. It will also prepare the country for monitoring the implementing the NCCP. The LECB project will also support the capacity required in various emitting sectors, including government, industry, academia and the private sectors, to develop MRV systems in the context of NAMA formulation, and in coordination with the GHG inventories and the BUR reporting under the UNFCCC. Additionally, the LECB project will support the identification and formulation of NAMAs based on the outputs of the CRS project.

Programme Period:	2014 - 2017
Key Result Area:	Energy and Environment
Atlas Award ID:	
Project ID:	
Start date:	August. 2014
End Date :	August. 2017
Management arrangements	

Total resources required	US \$942,000
Total allocated resources:	
• Other:	US\$642,000
• Government (in kind)	US\$300,000
	USD 942,000

Agreed by ----- Minister of the Environment and Water Resources:  21/07/2014
Date/Month/Year

Agreed by ----- Permanent Secretary, Ministry of the Environment and Water Resources:  21/7/2014
Date/Month/Year

Agreed by ----- Resident Representative:  _____
Date/Month/Year

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Acronyms

BUR	Biennial Update Reporting under the UNFCCC
CBO	Community Based Organisation
CDM	Clean Development Mechanism under the Kyoto Protocol
CNG	Compressed Natural Gas
CRS	Carbon Reduction Strategy
EMA	Environmental Management Authority
GDP	Gross Domestic Product
GHG	Green House Gases
GORTT	Government of the Republic of Trinidad and Tobago
CRS	Carbon Reduction Strategy
IDB	Inter-American Development Bank
LCDS	Low Carbon Development Strategy
LECB	Low Emission Capacity Building
LEDS	Low Emissions Development Strategy
MEA	Multilateral Environmental Agreement
MEAU	Multilateral Environmental Agreements Unit
MEWR	Ministry of the Environment and Water Resources
MRV	Monitoring, Reporting and Verification
NAMA	Nationally Appropriate Mitigation Action
NCCP	National Climate Change Policy
NEP	National Environmental Policy
NGO	Non-governmental Organisation
PETROTRIN	Petroleum Company of Trinidad and Tobago
RE	Renewable energy
REDD	Reducing Emissions from Deforestation and Degradation
SIDSDOCK	Small Island Developing States Dock
SNC	Second National Communication
TNC	Third National Communication
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change

I. SITUATION ANALYSIS

Trinidad and Tobago ratified the United Nations Framework Convention on Climate Change (UNFCCC) in June 1994, and its Kyoto Protocol in January 1999 and therefore is Party to both the UNFCCC and the Kyoto Protocol. This Convention is of particular importance to Trinidad and Tobago given that, as a Small Island Developing State (SIDS), this country is vulnerable to the severe consequences of climate change, which include sea level rise, increased flooding, and loss of coastal habitat. The vulnerability of Trinidad and Tobago is compounded by an interplay of a variety of factors, among these being small size, fragility of ecosystems, relative isolation from markets and vulnerability to exogenous economic shocks, lack of natural, human and technological resources, limited technical capacity, and limited ability to reap the benefits of economies of scale. These adaptation challenges are reflected in the goal of the United Nations Development Assistance Framework Outcome 1 which has as its focus, the viability of the agricultural sector including its ability to adapt to climate change. The UNDP Strategic Plan 2014-2017 also outlines specific priority areas of work for the organisation relevant to this project including actions that support the integration of low emissions climate resilient objectives into national and sectoral development plans and identifying priority mitigation and /or adaptation measures.

Linked to the adaptation challenges posed by climate change is the fact that, Trinidad and Tobago also emits greenhouse gases through its increasing industrialized economy, which contributes to global warming and climate change, albeit in a very minuscule manner. Trinidad and Tobago has low emissions on an absolute basis but on a global scale this is expected to grow as development continues.

Trinidad and Tobago is the most industrialised country in the English-speaking Caribbean. Trinidad and Tobago, the leading Caribbean producer of oil and gas, has earned a reputation as a good investment site particularly for hydrocarbon investments. Tourism is a growing sector, although it is not proportionately as important as in many other Caribbean islands. In 2011, real Gross Domestic Product (GDP) growth declined by an estimated 1.4% following declines of 0.02% and 3.3% in the previous two years and this was due primarily to the international financial crisis of 2008 and 2009. It should also be noted that this is reflective of the depressed performance in both the energy and non-energy sectors nationally. This decline in economic growth in 2009-2011 however followed positive real GDP growth in 2005-2008. The slow rate of the growth in the national economy in 2011 was due primarily to lower energy production including domestic crude, methanol and natural gas, as well as the slowdown in the international environment. The non-energy sectors in Trinidad and Tobago were not immune to the contractionary impacts of the international financial crisis; the manufacturing, distribution and constructions sectors were particularly hard-hit due to the difficult industrial climate.

GHG Emissions and Stakeholder Consultations

Overall there has been an increase in GHGs emitted, which is consistent with increased economic development. Over the period from 1990 to 2000, GHGs emissions tripled for the energy sector. During this timeframe, this includes a doubling of the GHGs emissions in the transport sector and a corresponding increase in the number of vehicles by 300%. Some main sectors in the industrial sector which have contributed to the GHGs are iron and steel, ammonia and cement production where there has also been an increase in the GHGs emissions. The same increasing trend has been observed for the waste sector. In the agriculture, forestry and land use sector there is a storage of carbon mainly due to 50% (5131sq km) of forest cover in Trinidad and Tobago and forest management practices (SNC, 2013).

An attempt was made to initiate consultations with selected stakeholders to develop a more comprehensive understanding of key GHG emitting sectors' approach and attitude to measuring and dealing with GHG emissions. As a preliminary measure, a detailed questionnaire was sent to the stakeholders with telephone follow-up but unfortunately to date, the response has been too poor to provide any statistically plausible conclusions (see Appendix B cover letter from the Ministry of Environment and Water Resources with attached questionnaire). However, it is important to note that the views of these major stakeholders are well known and have been incorporated in the IDB and CRS projects, the SNC consultations, as well as the consultations leading to the finalization of the NCCP. Such views were therefore incorporated as far as possible in the formulation of the LECB project.

Climate Change Initiatives

Trinidad and Tobago is committed to play its part as a responsible member of the global community, by continuing efforts geared towards achieving the goals of the Convention, particularly through national activities that include: pursuing policies and initiatives to increase the use of new and innovative technologies that have lower levels of emissions; encouraging the use of clean energy technology such as natural gas technology and clean production technology; encouraging the use of renewable energies that have zero emissions; and adopting more energy-efficient technologies and practices. This is supported by the National Environment Policy (NEP, 2006), which states that with regard to greenhouse gas emissions, the Government will:

- Conduct regular greenhouse gas inventories;
- Cooperate with relevant local, regional and international agencies to implement technologies to reduce, prevent and control man made emissions of greenhouse gases; and
- Conserve and enhance natural ecosystems that serve as sinks or reservoirs of greenhouse gases.

In support of our attendant obligations to the UNFCCC and the Kyoto Protocol, the Government of Trinidad and Tobago has agreed to the following:

- Development of a National Climate Change Policy;
- Development of a Carbon Reduction Strategy;
- Mainstreaming Climate Change into National Development and conducting a Feasibility Study on Carbon Capture and Storage;
- Increased Use of Renewable Energy; and
- Greening of the Priority Bus Route.

National Climate Change Policy

The Ministry of the Environment and Water Resources has developed a National Climate Change Policy (NCCP, 2011). The Climate Change Policy seeks to address, *inter alia*, the impacts of climate change including sectoral vulnerability and mitigation potential in major emitting sectors; current and proposed legislation related to mitigation and the identification of gaps in the legislation; and finally a Strategy and Action Plan.

The objectives of the National Climate Change Policy include:

1. Reducing or avoiding greenhouse gas emissions from all emitting sectors;
2. Enhancing carbon sinks;
3. Protection of the natural environment and human health;

4. Conserving and building resilience of human and natural systems to adapt to the adverse impacts of climate change including through capacity building, the application of cleaner and energy efficient technologies and relevant research and development;
5. Enhanced agricultural production and food security;
6. Educating the public on the potential impacts of climate change and the recommended adaptation strategies; and
7. Conserving and guaranteeing a sustainable supply of potable water.

Implementation of the NCCP has started through several projects which include mainstreaming climate change into national development and the development of a carbon reduction strategy.

Carbon Reduction Strategy (CRS)

The Government of the Republic of Trinidad and Tobago (GORTT) in collaboration with the United Nations Development Programme (UNDP) is developing a carbon reduction strategy for the power generation, transportation and industrial sectors. The overall objective is to develop a business-as-usual baseline projection of emissions from these sectors and analyse the socio-economic efficacy of intervention options to reduce or avoid emissions. The aim is to develop nationally appropriate mitigation actions (NAMAs) in keeping with international obligations under the UNFCCC consistent with decisions taken by that body in the recent past. It is expected that the LECB programme will support, *inter alia*, the development of identifiable NAMAs.

The CRS has the following as its main outputs:

1. Legislative and policy framework for emissions reduction strengthened;
2. Clear strategic elements and policies identified for reducing emissions from the target sectors; and
3. Framework for strategic implementation developed.

Renewable Energy

The GORTT recognizes that energy security, efficiency, conservation and the environment are crucial to the country's economic sustainability. In light of this recognition, and consistent with the Kyoto Protocol which this country signed and ratified in January 1999, the GORTT has taken some small steps to promote the development and utilization of renewable energy resources (that is, solar, wind, biomass, etc.) and increase research and development in renewable energy technologies. The GORTT recognizes that a national role must be played, in collaboration with global partners, in mitigating the threat of climate change (SNC, 2013).

The GORTT anticipates that among the potential benefits of adopting renewable energy are:

- Capitalizing on opportunities for strategic economic benefits in a changing world environment;
- Creating new avenues for employment, revenue and foreign exchange generation;
- Contributing to a cleaner environment and a stable climate which can mitigate the impact of global warming;
- Diversification away from dependence on traditional energy resources;
- Identification of sustainable alternative sources of energy that will be available even after depletion of the oil and gas resources; and
- The opportunity to explore opportunities for carbon trading under the Clean Development Mechanism.

In furtherance of the above, the Ministry of Energy and Energy Affairs (MEEA) is in the process of formulating a Renewable Energy Policy Green Paper and promotes renewable energy development and usage in Trinidad and Tobago. It is intended that this Green Paper would provide a framework for decision making by the Government in exploiting and harnessing the country's renewable energy resources (SNC, 2013).

Small Island Developing States Dock (SIDSDOCK)

Trinidad and Tobago is a participating country in the regional project SIDSDOCK, the objectives of which include increasing energy efficiency, increasing the renewable energy component of energy sources, and reducing the use of liquid petroleum in the transportation sector. Individual country projects are still being developed and are still in the initial phases under this regional project. Projects designed for Trinidad and Tobago will ensure that there is no duplication or overlap with existing projects (IDB, CRS) and initiatives (LECB) and will serve to complement and supplement the outputs and results from these projects.

Other Initiatives of the MEWR

The Multilateral Environmental Agreements Unit (MEAU) in the Environmental Planning and Policy Division of the Ministry of the Environment and Water Resources (MEWR) performs the functions of the Designated National Authority (DNA) under the Clean Development Mechanism (CDM) of the Kyoto Protocol.

With regard to other relevant initiatives, the MEWR is pursuing the following specific initiatives:

- a. utilizing a policy approach to develop a pilot project to make the Priority Bus Route a CNG route through policy and legislation analysis and the development of fiscal incentives for conversion of traditional fuel use to the use of compressed natural gas or CNG (in collaboration with the Ministry of Transport);
- b. utilizing solar power for the illumination of police surveillance bays along the nation's highways. It is intended that the new extension of the south bound highway to Point Fortin will be lit with solar lights;
- c. developing a pilot project on carbon capture and storage in geological formations (in collaboration with the Ministry of Energy and Energy Affairs), further to the feasibility study under the IDB project. There is considerable interest in the development of carbon capture and storage project in geological formations because of its high value as a demonstration project and the potential to provide valuable data and information that are the subject of on-going negotiations under the UNFCCC;
- d. developing technological and engineering solutions for adaptation, in particular for addressing flooding in urban and rural areas as a result of likely increase in intensity of rainfall arising from climate variability and change. This is expected to be conducted in collaboration with the Ministry of Works and Infrastructure;
- e. developing policy approaches for increasing energy efficiency and renewable energy use including lighting in government, commercial and domestic buildings; and
- f. developing the Third National Communication (TNC) and the First Biennial Update Report (BUR) in keeping with our obligations under the UNFCCC is currently underway.

Institutional Arrangements

- a. **Ministerial Committee to provide Oversight and Guidance for Climate Change Policy Implementation in Trinidad and Tobago.**

The MEAU of the MEWR has been identified in the NCCP as the entity to coordinate the implementation of the NCCP. Additionally, the GORTT has established a Ministerial Committee to provide Oversight and Guidance for Climate Change Policy Implementation in Trinidad and Tobago through a Cabinet decision. This Ministerial Committee provides political guidance for the implementation of the NCCP. It is proposed that the various ministries and their senior technocrats would form the core of this sub/committee and would

work along the broad thematic lines of mitigation, adaptation, policy and international negotiations, and develop a Strategy and Action Plan for adoption by the Ministerial committee. Accordingly, a Steering Committee comprising senior strategic representatives would be established and would follow an agreed work-plan and report to Ministers every quarter for additional guidance as appropriate or to help unblock bottlenecks or other challenges or barriers.

b. Multilateral Environmental Agreements (MEA)/Climate Change Focal Points

The GORTT received Cabinet approval for nominations of individuals from all Ministries, Government Agencies, NGOs, CBOs, academic institutions, industry, the private sector and fiduciary institutions to act as MEA/climate change Focal Points. This will serve to build a registry of persons who will act as contact persons in their respective agencies and organisations, and further strengthen the on-going work in MEAs, particularly climate change, including reporting and the development of national policies and legislation to ensure the full, sustained and effective implementation of MEAs.

The duties and responsibilities of the MEA/Climate Change Focal Points include, but are not limited to:

- liaising with the MEWR as the National Focal Point in respect of the role and functions of their respective institutions in the context of the national obligations under the various MEAs;
- providing advice and inputs into strategies and actions to be taken at the national level in the implementation of obligations under the MEAs and climate change;
- providing inputs, data and information to facilitate reporting requirements of Trinidad and Tobago under the MEAs;
- providing advice and inputs into work programmes of their respective Ministries/agencies in the context of national obligations under the MEAs and climate change; and
- interfacing with other relevant stakeholders through relevant networking media to enhance co-operation at various levels.

The first phase of the establishment of the network is completed, with focal point nominations being sourced from all Government Ministries and Agencies, NGOs and CBOs, Academic Institutions and Chambers of Industry and Commerce. Thus far the MEWR has one hundred and twenty four (124) focal points. Ongoing efforts are seeking to secure nominations from the energy and fiduciary sectors.

Legislative Framework

The major pieces of legislation that governs sectors that can have potential impacts on GHG emissions include:

1. Trinidad and Tobago Electricity Commission, Chap 54:70;
2. The Regulated Industries Commission, Chap 54:73;
3. The Fiscal Incentives Act, Chap 85:01;
4. The Petroleum Act, Chap 62:01;
5. The Petroleum Production Levy and Subsidy Act, Chap 62:02;
6. The Tourism Development Act, Chap 87:22;
7. Income Tax (In Aid of Industry) Act, Chap 85:04;
8. The Town and Country Planning Act, Chap 35:01;
9. The Environmental Management Act, Chap 35:05;
10. The Public Transport Service Act, Chap 48:02; and
11. Motor Vehicle and Road Traffic Act, Chap 48:50.

A comprehensive review of these pieces of legislation has been undertaken under the IDB Technical Cooperation project and is now being reviewed by the Cabinet. Additionally, recommendations on amendments and drafting of new legislation have also been included in a gap analysis under the IDB project.

II. LOW EMISSION CAPACITY BUILDING (LECB) STRATEGY

Project rationale

The LECB project will support and complement the activities and outputs of the carbon reduction strategy. Specifically, it will draw on Outputs 1 to 3 of the CRS project to support and develop a framework for strategy implementation to identify and select the most feasible alternatives and options for low carbon development in the sectors assessed, and support key public and private stakeholders for its implementation, particularly in GHG inventorying, reporting and verification. It will also prepare the country for monitoring the implementation of the NCCP.

Technical support and capacity building are built into this fund as part of this LECB programme including opportunities for countries to learn through south-south cooperation. The LECB project will therefore also support the capacity required in various emitting sectors, including government, industry, academia and the private sectors, to develop Monitoring, Reporting and Verification (MRV) systems in the context of NAMA formulation, and in coordination with the GHG inventories and the BUR reporting under the UNFCCC. Additionally, the LECB project will support the identification and formulation of NAMAs based on the outputs of the CRS project.

Project scope

The LECB project will cover all the sectors being assessed under the CRS project as well as those identified in the NCCP that are the main GHG emissions sources. The sectors are:

- **Industry:** Including fossil fuel burning as well as emissions from industrial process (i.e., cement, chemical, etc.);
- **Energy:** Including the sources for the generation of electricity inside and outside the national grid;
- **Mining:** Including the sources of emissions related with oil and gas production and refining, and the mining activities, including deforestation and land use change associated with quarrying;
- **Waste:** Including industrial, municipal and solid waste and wastewater;
- **Agriculture:** GHG emissions from agricultural crops, agricultural soils and livestock related emissions; and
- **Transport:** All emissions generated by the transport of goods and persons.

The agricultural and waste management sectors are being revamped and new policy direction being formulated. Accordingly, development of suitable NAMAs in these sectors can realize up-front achievements through mainstreaming mitigation activities and objectives in the policy phase as well as implementation. Oil exploration and production, being the main GDP earner is an obvious choice for developing mitigation and low-carbon management capacity. Similarly, the quarrying sector, which is also currently receiving attention in respect of regularization of illegal activities, can benefit from mainstreaming policy direction which can be provided through the LECB project.

For the MRV system, the project will support the design and readiness of the monitoring system for the implementation of the NCCP and its strategy and action plan.

Project objectives, outcomes and outputs/activities, including studies to be conducted

The main objective of the LECB project is to build capacity in above sectors to reach their potential for low carbon and economic development and to develop a monitoring, reporting and verification system for the implementation of the NCCP and its strategy and action plan, as well as sectoral mitigation action plans.

The outputs and associated activities included in the LECB project are described below:

Output 1: Plans, policies and measures of the low carbon development strategy are being implemented.

This output will support Outputs 1 to 3 of the CRS project, and components 1 and 3 of the IDB project. This outcome has the following outputs and main activities:

Activity 1: *Six low carbon development action plans, one for each of the following sectors: Industry, Mining, Energy, Transport, Waste and Agriculture by year 2.* The Action Plans are the main instruments for implementing activities that can achieve the potential for low carbon development in each sector, further to the capacity instruments developed under Output 1 of the CRS project as well as the development of materials and training for the other three sectors (waste, agriculture and mining). The plans will be developed by each sectoral ministry and relevant agencies, with the participation of the sectoral stakeholders. The main outcomes for this activity include determining feasibility of implementation options resulting from Output 2 of the CRS project and development of the action plan. This will involve the identification of actions, projects, programs, policies, incentives and/or instruments to operationalise the actions plans, including an analysis of the co-benefits, and an overall assessment of the viability and financial needs for the implementation of the plans.

Activity 2: *Amendment or development of sectoral policies for each sector to mainstream mitigation in sectoral development plans in order to facilitate amendment or development of relevant sectoral legislation.* The outcomes under this activity would be based on the results of Output 2 of the CRS project and those of component 1 of the IDB project and in keeping with the provisions of the NCCP, and would include relevant stakeholder consultations, for approval by Cabinet. The project will support the designing of criteria and procedures for assessing mitigation projects or programs, and prioritizing these activities for national and international financing.

Activity 3: *Amendment or development of sectoral legislation for each sector to facilitate implementation of the sectoral action plans.* The activities under this output will build on the results of the Output 2 of the CRS project and those components 1 and 3 (CCS feasibility) of the IDB project, and keeping with provisions of the NCCP. The project will support the designing of criteria and procedures for assessing mitigation projects or programs, and prioritizing these activities for national and international financing.

Activity 4: *Capacity building: Training program implemented for the identification, formulation, and implementation of NAMAs at the sectoral level.* This activity would serve to mainstream low carbon development in sectoral plans. The outcomes under this activity would build on the results of Output 1 of the CRS project and would include convening of training sessions and workshops.

Activity 5: *At least three programs and/or projects (NAMAs).* This activity will identify viable projects and programs (NAMAs) based on the results of Activity 1 above. The projects and programs for technical design will be selected by each sectoral ministry taking into account views of relevant stakeholders. The main outcomes for each NAMA under this activity include: its technical design to include reduced emission and pursuance of low carbon operations, the financial strategy including the carbon finance contribution and the institutional framework for implementation. The outcomes under this activity will build national capacity for identifying and evaluating NAMAs or mitigation programs and projects proposed by ministries in their sectoral mitigation plans, as well as for MRV systems.

Output 2: MRV system created to support the implementation of the NCCP and sectoral low carbon plans.

MRV is critical to assessing the efficacy of mitigation actions taken as a result of the implementation of sectoral action plans. This activity will build on the results of Outputs 1 to 4 of the CRS project. The LECB project will support the design of a monitoring system to track the implementation of the NCCP and sectoral plans, including training of regulatory institutions such as the Environmental Management Authority (EMA) in MRV and the technical personnel of the relevant ministries in order to assess and report to the Ministerial committee, and will include indicators of progress and results, and will cover the mitigation actions, co-benefits and financial resources.

Activity 1: Monitoring system created. The main outcomes for this activity are: definition of indicators, data and sources for the monitoring system; design of a verification system and implementation strategy of the monitoring and verification system; design and establishment of a suitable database for recording and tracking monitoring, reporting and verification; and establishing institutional responsibilities for reporting information to the system, timeframes, coordination mechanisms, among others. The activity will also include MRV system development and maturation specifically for the NAMAs designed in Outcome 1.

Activity 2: Capacity building: Training program for implementing the developed MRV system. The effective implementation of the MRV system requires the training of both the sectoral agencies and institutions that will report the mitigation activities, as well as the entities that will collect data and monitor and regulate the MRV system. This activity will develop and implement a training program for all actors. The main outcomes are: designing the training program for different groups/sectors; elaborating materials, tools and publications; and implementing training programmes including through training session and workshops.

Country ownership

The LECB project will form an integral component of the NCCP strategy and action plan in the context of mitigation, with oversight by the Ministerial committee for the NCCP implementation, and involving all relevant stakeholders and actors both in the public and private sector.

The government has committed in-kind support valued at US \$300,000 towards this project. This in-kind contribution would be in the form of: support from staff at the Ministry of the Environment and Water Resources; equipment and supplies for project administration and implementation activities; provision/ use of government facilities to host project workshops and activities; and support for project workshops, stakeholder consultations and capacity building activities.

Sustainability and Replicability

Both outputs of the LECB project integrate specific activities into sectoral development plans that increase the likelihood of replicability and sustainability. The first output supports development of specific NAMAs and will also build capacity on the six selected sectors to continuously identify, formulate and propose NAMAs. By building capacity in ministries at the technical level to assess NAMAs and seek financial support for them, the project will help maintain a flow of funds dedicated to GHG mitigation. The second output will focus on the efficient design of the MRV system, which aims at identifying progress and challenges during the NCCP implementation, as well as the implementation of the outcomes of the CRS and IDB projects, and therefore contribute to the continuity of the planned activities.

III. PROJECT RESULTS AND RESOURCE FRAMEWORK

This project will contribute to achieving the following Country Programme Outcome as defined in CPAP or CPD: COUNTRY PROGRAMME OUTCOME #3: Increased environmental sustainability to achieve sustainable development through environmental management, compliance with international treaties, adaptation to climate change, and improvement in capacity for policy and strategy development

Country Programme Outcome Indicators: Compliance with international treaties, decrease of greenhouse gas¹ emissions on an absolute basis, and effective implementation of policies for improved SLM and reduction of POPS

Primary applicable Key Environment and Sustainable Development Key Result Area: Energy and Environment

Project title and ATLAS Award ID: Low Emission Capacity Building Programme (LECB) for Trinidad and Tobago

Intended Outputs	Targets	Baseline	Indicators	Indicative Activities	Source of verification	Responsible Party	Input \$US
Project Objective ² Support and complement the activities and outputs of the carbon reduction strategy, including capacity building in key sectors to reach their potential for low-carbon and economic development and to develop a MRV system for the	<ul style="list-style-type: none"> Adoption and implementation of low carbon sectoral action plans and a MRV system for the implementation of the NCCP Strategy and Action Plan 	<ul style="list-style-type: none"> No low carbon actions in any sector Limited MRV development under National communications and national inventory process 	<ul style="list-style-type: none"> 6 sectoral low carbon development action plans adopted 	<ul style="list-style-type: none"> Engagement of key stakeholders to develop and implement sectoral low carbon action plans Development and implementation of sectoral low carbon actions. Design and implementation of MRV system for low carbon actions 	<ul style="list-style-type: none"> Reports to the Inter-Ministerial Committee 	<ul style="list-style-type: none"> Project Manager UNDP (Programme Officer) MEWR Consultants 	

¹ Change in terminology from "CO2" to "Greenhouse Gas" requested by implementing partner

² Objective (Atlas output) monitored quarterly ERBM

<p>implementation of the NCCP and its strategic and action plan, as well as sectoral mitigation action plans</p>	<p>Output 1 Plans, policies and measures of the low carbon development strategy are being implemented</p>	<ul style="list-style-type: none"> Preparation of sectoral low carbon development action plans Amendment or development of policies for each sector to mainstream mitigation in sectoral development plans Amendment or development of sectoral legislation for each sector to facilitate implementation of sectoral action plans Development of at least three NAMAs Capacity building in NAMA formulation: Number of public and private sector persons trained in 	<ul style="list-style-type: none"> No low carbon development plans in any sector Incoherent policy provisions in sectors Incoherent and antiquated legislation, and in some cases no legislation to facilitate mitigation actions across sectors No capacity for NAMA development No capacity to conceptualize scenarios and use them to frame sectoral plans 	<ul style="list-style-type: none"> Development of 6 sectoral low carbon development action plans Amended or drafted policies in relevant sectors Amended or drafted legislation in relevant sectors Design of at least three NAMAs Ministry personnel and EMA staff trained in NAMA development and evaluation. 50 persons trained in NAMA formulation. Adoption of baseline scenarios to frame mitigation actions 	<ul style="list-style-type: none"> Engagement of key stakeholders in the industry, mining, energy, transport, waste and agriculture sectors. Development of low carbon action plans, amendment of policies and legislation. Capacity building for identification, formulation and implementation of NAMAs Development and implementation of NAMAs 	<ul style="list-style-type: none"> Sectoral Plan documents Draft policy document at sectoral level and draft legislation documents NAMA documents Evaluation and report to the Inter-Ministerial Committee List of personnel trained 	<ul style="list-style-type: none"> Project Manager UNDP (Programme Officer) MEWR Consultants 	<ul style="list-style-type: none"> International Consultants: \$70,000 Local Consultants: \$175,000 Travel: \$12,000 Workshops and capacity building activities: \$7,000 <p>Total: \$264,000</p>
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Output 2 MRV system created to support the implementation of the NCCP and sectoral low carbon plans	<p>NAMA formulation</p> <ul style="list-style-type: none"> Design and development of a national MRV system and NAMA-specific MRV systems Training program for implementing the developed MRV system 	<ul style="list-style-type: none"> National communications and national inventory process lack comprehensive system for monitoring and reporting Evolving requirements under the UNFCCC 	<ul style="list-style-type: none"> MRV system developed including data base development MRV guidance document prepared 40 persons trained in monitoring system 	<ul style="list-style-type: none"> Design and operationalization of MRV system Capacity building: Training program developed for the implementation of the MRV system. 	<ul style="list-style-type: none"> Report to Ministerial Committee Training materials, tools and publications MRV guidance document List of trainees/workshop participants 	<ul style="list-style-type: none"> Project Manager UNDP (Programme Officer) MEWR Consultants 	<ul style="list-style-type: none"> International Consultants: \$64,000 Local Consultants: \$75,000 Travel: \$5,000 Workshops, capacity building activities and training materials: \$6000 <p>Total: \$150,000</p>
Project Management including monitoring and evaluation	<ul style="list-style-type: none"> Project is successfully completed and implemented; all funds are spent on the targeted activities and accounted for through established auditing procedures. 	<ul style="list-style-type: none"> No low carbon actions in any sector. Therefore, no project management requirements. 	<ul style="list-style-type: none"> Successful completion of project outputs 	<ul style="list-style-type: none"> Project management enables the achievement of project outputs on a timely basis Adheres to the regulations of project partners Delivers the outputs within the budgetary allocations 	<ul style="list-style-type: none"> MEWR, Report to Ministerial Committee Account to UNDP 	<ul style="list-style-type: none"> Project Manager MEWR UNDP 	<ul style="list-style-type: none"> Project Manager: \$109090.90 Administrative Assistant: \$76363.60* <p>*Figures are approximate but would not exceed.</p> <ul style="list-style-type: none"> Workshops and capacity building activities would be augmented by In-kind support from the Government of Trinidad and Tobago <p>Total: \$186,000</p>
Subtotal							<ul style="list-style-type: none"> \$600,000
Cost Recovery GMS (7%)							<ul style="list-style-type: none"> \$42,000
Total Project Costs							<ul style="list-style-type: none"> \$642,000

TOTAL BUDGET AND WORK PLAN

Outcome/Atlas Activity ^[1]	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Total (USD)
OUTPUT 1: Plans, policies and measures of the low carbon development strategy are being implemented	UNDP / MEWR	30079	EU, German Govt and Australian Govt	71200	International Consultants	23,333.33	23,333.33	23,333.33	70,000
				71300	Contractual services - local consultants	70,000	65,000	40,000	175,000
				71600	Travel	4,000	4,000	4,000	12,000
				75700	Workshops	3,000	3,000	1,000	7,000
					Subtotal	100,333.33	95,333.33	68,333.33	264,000
					Total Output 1	100,333.33	95,333.33	68,333.33	264,000
OUTPUT 2: MRV system created to support the implementation of the NCCP and sectoral low carbon plans	UNDP / MEWR	30079	EU, German Govt and Australian Govt	71200	International Consultants	-	-	64,000	64,000
				71300	Contractual services - local consultants	-	30,000	45,000	75,000
				71600	Travel	-	-	5,000	5,000
				75700	Workshops	-	3,000	3,000	6,000
					Subtotal	-	33,000	117,000	150,000
					Total Output 2	-	33,000	117,000	150,000
Project Management, including Monitoring and evaluation	MEWR	30079	EU, German Govt and Australian Govt	71400	Contractual Services - Individual	62,000	62,000	62,000	186,000
					Subtotal	62,000	62,000	62,000	186,000
					Total Project Management	62,000	62,000	62,000	186,000
PROJECT TOTAL					162,333.33	190,333.33	247,333.33	600,000	
UNDP General Management Support (GMS) 7% Fee								42,000	
GRAND TOTAL								642,000	

ANNUAL WORK PLAN	Timeframe		Responsible Party	Fund ID	Donor	Budget Description	Planned budget				TOTAL (USD)
	Start	End					Amount 2014 (USD)	Amount 2015 (USD)	Amount 2016 (USD)	Amount	
Output 1: Plans, policies and measures of the low carbon development strategy are being implemented	01/08/2014	31/11/2016	UNDP / MEWR	30079	00280	71200	23,333.33	23,333.33	23,333.33	23,333.33	70,000
	01/08/2014	31/11/2016	UNDP / MEWR	30079	00280	71300	70,000	65,000	40,000	40,000	175,000
	01/08/2014	31/11/2016	UNDP / MEWR	30079	00280	71600	4,000	4,000	4,000	4,000	12,000
	01/08/2014	31/11/2016	UNDP/MEWR	30079	00280	75700	3,000	3,000	1,000	1,000	7,000
	01/08/2015	31/08/2017	UNDP / MEWR	30079	00280	71200	-	-	64,000	64,000	64,000
Output 2: MRV system created to support the implementation of the NCCP and sectoral low carbon plans	01/08/2015	31/08/2017	UNDP / MEWR	30079	00280	71300	-	30,000	45,000	45,000	75,000
	01/08/2015	31/08/2017	UNDP / MEWR	30079	00280	71600	-	-	5,000	5,000	5,000
	01/08/2015	31/08/2017	UNDP / MEWR	30079	00280	75700	-	3,000	3,000	3,000	6,000
Project Management, including Monitoring and evaluation	01/08/2015	31/08/2017	UNDP / MEWR	30079	00280	71400	62,000	62,000	62,000	62,000	186,000
TOTAL BUDGET (before UNDP GMS 7% Fee)											600,000

IV. ANNUAL WORK PLAN

Work Plan Outcomes/Activities	Year 1			Year 2			Year 3					
	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
Implementation arrangements and project inception												
1. Project inception workshop												
Outcome 1:												
1.1: Six low carbon development action plans, one for each sector												
1.1.1 Feasibility analysis of implementation options												
1.1.2 Amendment/development of sectoral policies for integrating/mainstreaming												
1.1.3 Amendment/development of sectoral legislation for implementation of sectoral action plans												
1.2: At least three programs and/or projects (NAMAs)												
1.2.1. Selection of NAMAs for formulation by the Ministries												
1.2.2 Technical design to include emissions reduction												
1.2.3. Financial strategy and carbon finance contribution												
1.2.4. Institutional framework for implementation												
1.2.5. Evaluation and submission to Ministerial Committee and approval by Cabinet												
1.3. Training program for the identification, formulation, and implementation of NAMAs at the sectoral level												
1.3.1. Designing the training program for different groups/sectors												
1.3.2. Elaborating materials, tools and publications												
1.3.3. Implementing seminars and workshops												
Outcome 2:												
2.1: MRV system created to support implementation of NCCP and sectoral low carbon action plans												
2.1.1. Scoping of monitoring system for tracking the progress of the NCCP and sectoral action plans												
2.1.2. Institutional analysis and capacity for implementing monitoring system												
2.1.3. Elaborating the formats, tools and website/database support for implementing the MRV system												
2.1.4. Development of MRV guidance document												
2.2. Training program implemented for institutions in charge of the monitoring system												
2.2.1. Designing the monitoring training program for institutions												
2.2.2. Elaborating materials and tools												
2.2.3. Implementing workshops												
Project Management, including M&E												
1. Project coordination												
2. Administrative support												

V. MANAGEMENT ARRANGEMENTS

The LECB project will be fully integrated in the institutional climate change arrangements for the implementation of the NCCP, including the Ministerial Committee, and coordinate responsibilities of the MEAU, the climate change secretariat, and working groups envisaged at the ministry technical levels. This will ensure the country ownership of the project and will prevent overlapping between initiatives. The LECB Project supervising and coordinating functions discussed below is proposed:

The Ministerial Committee to provide Oversight and Guidance for Climate Change Policy Implementation in Trinidad and Tobago:

The Ministerial Committee to provide Oversight and Guidance for Climate Change Policy Implementation in Trinidad and Tobago, established pursuant to a Cabinet decision, is responsible for the overseeing of the implementation of the NCCP from a policy level, and it is chaired by the Minister of the Environment and Water Resources. Its membership also includes:

1. Minister of Public Utilities
2. Minister of Energy and Energy Affairs
3. Minister of Transport
4. Minister of Works and Infrastructure
5. Minister of Local Government
6. Minister of Health
7. Minister of Housing and Urban Development
8. Minister of Planning and Sustainable Development
9. Minister of Food Production
10. Minister of Tourism
11. Minister of Tobago Development

The Ministerial Committee will be the **high level stakeholder group** of the project, and will provide strategic recommendations on the main outcomes, in particular, the sectoral low carbon action plans. Further, this Committee shall provide advisory oversight of the project activities to ensure that it conforms to government policy and more specifically, the National Climate Change Policy. Overall, the Ministerial Committee shall provide project assurance and policy guidance.

Steering Committee:

The Steering Committee shall comprise of the Ministry of the Environment and Water Resources and senior strategic representatives of relevant ministries nominated by the Ministerial Committee and key representatives from the UNDP. This committee will take the management and operative decisions for the implementation of the project.

Specialist Advisory Stakeholders:

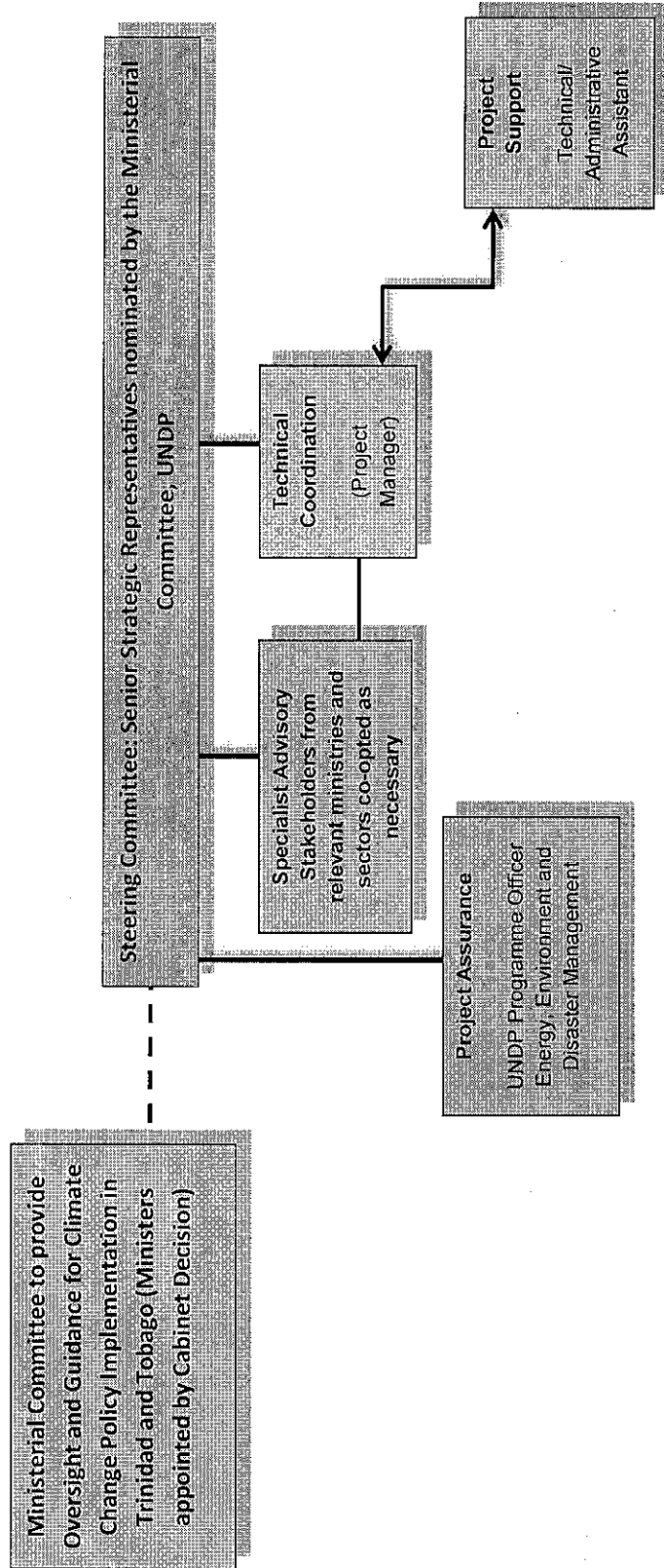
The Specialist Advisory Stakeholders will provide specialized technical guidance to the Steering Committee on an as needed basis. This group's function is singularly advisory and will comprise various relevant Ministries and state agencies, representatives of industry and the private sector, representatives of Non-Governmental Organizations (NGOs) and representatives of other bodies as relevant. Stakeholders may be potentially identified from the existing MEA/climate change Focal Point network. This group will serve a twofold purpose: to be the forum for consultation on the sectoral action plans and low carbon public policies; and to foster the private sector participation and involvement in low carbon projects and programs, supported by the project.

Project Manager and Technical/Administrative Assistant:

The project will have a Project Manager and a Technical/ Administrative Assistant who will direct the day to day execution of the project, coordinate the different consultants, and monitor and report on the progress of the project. Sample Terms of Reference for the Project Manager position are provided in Appendix D.

The project's organizational structure and management arrangements are presented in Figure 1.

Figure 1: Management Arrangements for Implementing the LECB Project



Project Assurance

UNDP will assume the major project assurance role. (See roles and responsibilities of UNDP below)

Executing Agency – Ministry of Environment and Water Resources

1. Obtain and allocate resources for the project in a timely manner
2. Certification of all payments
3. Participation in the Project's Steering Committee Meeting
4. Certification of annual and quarterly expenditure reports prepared by UNDP
5. Convening of and participation in Project Board meetings
6. Preparation of Annual Project Report
7. Provides guidance to the project manager in the execution of monitoring and evaluation activities
8. Participation in monitoring and evaluation of project activities and outcomes
9. Collaborate with the project manager and UNDP in drafting Terms of Reference for any expert or adviser

UNDP – Senior Supplier

To facilitate implementation of the project, UNDP's Trinidad and Tobago Country office will provide the following services in accordance with UNDP procedures:

1. Identification and recruitment of both national and international experts with prior agreement of the Executing Agency, MEWR. The MEWR will liaise with UNDP on any matters of concern.
2. Participate in meetings of the Project Board
3. Provide thematic and technical backstopping
4. Payment of experts upon certification by the project manager
5. Regularly review the status of project objectives, activities, outputs, risks and emerging issues and when necessary convey concerns to relevant parties
6. Financial management of the project and preparation of financial reports

UNDP will process payments after confirming the following:

- o Activities financed are within the scope of the project
- o The project manager has certified payment within an appropriate time frame
- o Project funds are available to facilitate disbursements

In accordance with the decisions and directives of UNDP's Executive Board reflected in its Policy on Cost Recovery this Contribution, sourced from Other Resources, shall be subject to cost recovery by UNDP for indirect costs incurred by UNDP Headquarters (UNDP HQ) and Country Office (CO) structures in providing General Management Support (GMS) services. GMS encompasses general oversight and management functions of UNDP HQ and CO units, and include the following specific services:

- Project identification, formulation and appraisal
- Determination of execution modality and local capacity assessment
- Procurement of consultants
- Briefing and de-briefing of project staff and consultants
- General oversight and monitoring, including participation in project reviews and the Project Board
- Receipt, allocation and reporting to the donor of financial resources
- Thematic and technical backstopping through the UNDP Country Office
- Systems, IT infrastructure, branding and knowledge transfer

To cover these GMS costs, and in accordance with the decisions and directives of UNDP's Executive Board the contribution shall be charged: 7% cost recovery for the provision of general management support (GMS) by UNDP headquarters and country offices.

Project Manager

The Project Manager will be recruited through a transparent process. He/she will have the following core tasks and duties as defined in the TOR:

1. Manage the realization of project outputs through activities
2. Provide direction and guidance to project team /responsible parties
3. Receive strategic guidance from and liaise with the Project Steering Committee to ensure overall direction and integrity of the project
4. Responsible for project administration
5. Liaise with UNDP, Project Supplier
6. The supervision of project consultants
7. Reporting to the Project Steering Committee

Technical/ Administrative Assistant

The Technical/ Administrative Assistant will be recruited through a transparent process. He/she will have the following core tasks and duties as defined in the TOR:

1. Participate in day-to day activities relating to project implementation and provide assistance to Project Manager
2. Be responsible for daily communication with project partners and for daily tasks that do not require Project Manager participation

3. Participate in Project Team and Project Steering Committee meetings and prepare the minutes of the meeting, which will then be sent to each member. He/she will be responsible for maintaining the appropriate day-to-day records referring to the project implementation
4. Liaise with UNDP, Project Supplier to facilitate the payment of consultants and other external entities
5. Assist in the coordination of project workshops and events.
6. Assist the Project Manager in the auditing of the project.

MONITORING FRAMEWORK AND EVALUATION

The LECB project will be monitored through the following monitoring & evaluation (M&E) activities.

Project inception:

A Project Inception Workshop will be held within the first 2 months of project start-up with those with assigned roles in the project organization structure, the UNDP and, where appropriate/feasible, local technical policy and programme advisors, as well as other stakeholders. The Inception Workshop is crucial for building ownership regarding the project results and to prepare the Year 1 annual work plan.

The Inception Workshop will address a number of key issues including:

- a) Assisting all stakeholders to fully understand and take ownership of the project. Discuss the roles, functions, and responsibilities within the project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms. The Terms of Reference for project staff can be discussed as needed.
- b) Finalizing the annual work plan. Review and agree on the indicators, targets and their means of verification, and recheck assumptions and risks.
- c) Providing a detailed overview of reporting, monitoring and evaluation requirements. The M&E work plan and budget should be agreed and scheduled.
- d) Discussing reporting procedures and obligations.
- e) Roles and responsibilities of all project organisation structures should be clarified and meetings planned. The first Project Steering Committee meeting should be held within the first 12 months following the Inception Workshop.

The Inception Workshop Report is a key reference document and will be prepared and shared with participants to formalize various agreements and plans decided during the meeting. It will be considered a key deliverable of the project.

Quarterly:

Progress will be monitored in the UNDP Enhanced Results Based Management Platform. Based on the information recorded in ATLAS, a Project Progress Report (PPR) can be generated in the Executive Snapshot. Other ATLAS logs can be used to monitor issues, lessons learned, etc.

Periodic Monitoring:

A detailed schedule of project reviews meetings will be developed by the project management team in consultation with project implementation partners and stakeholder representatives and incorporated in the Inception Workshop Report. Such a schedule will

include: (i) tentative time frames for Steering Committee Meetings, (or relevant advisory and/or coordination mechanisms); and (ii) project-related M&E activities.

Day to day monitoring of implementation progress will be the responsibility of the Project Manager, based on the project's Annual Workplan and its indicators. The Project Manager will inform the UNDP of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted in a timely and remedial fashion.

Periodic monitoring of implementation progress will be undertaken by the UNDP through quarterly meetings with the project proponents, or more frequently as deemed necessary. This will allow parties to take stock and to troubleshoot any problems pertaining to the project in a timely fashion to ensure smooth implementation of project activities.

End of Project:

During the last three months of the LECB project, the project team will prepare a terminal report. The terminal 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.

Learning and knowledge sharing:

The Interdisciplinary Working Groups will establish periodical joint meetings for reporting, information sharing among them, and to address cross-cutting issues. The Secretariat of the Ministerial Committee will be responsible for supporting the meetings of each working group, and this will guarantee a consistent information flow within the groups and to the Ministerial Committee.

Once the sectoral action plans have been finalized, they will be disseminated through several channels, including forums, workshops and publications, among others; to involve a broad set of entities and communities in its implementation.

Results from the project will be disseminated within and beyond the project intervention zone through existing information sharing networks and forums such as the MEA/climate change Focal Point network at the sub-national, national, regional, and global levels. The project team will work closely with the project's Global Support Unit in this context.

The project team will also identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to project implementation through lessons learned.

The project will identify, analyse, and share lessons learned that might be beneficial in the design and implementation of similar future projects. There will be a two-way flow of information between this project and other projects of a similar focus, supported by the Programme's Global Support Unit.

M&E Workplan:

Type of M&E activity	Responsible Parties	Time frame
Inception Workshop and Report	<ul style="list-style-type: none"> • Project Manager/Project Team • UNDP • MEWR 	Within first two months of project start up
Bimonthly report on <i>output and implementation</i>	<ul style="list-style-type: none"> • Oversight by Project Manager • Project team 	Every two months
Quarterly report (Atlas and ERBM)	<ul style="list-style-type: none"> • UNDP 	Quarterly
Periodic status/ progress reports	<ul style="list-style-type: none"> • Project Manager and team 	Every six months
Project Terminal Report	<ul style="list-style-type: none"> • Project Manager and team • UNDP 	At least three months before the end of the project
Audit	<ul style="list-style-type: none"> • UNDP • Project Manager and team 	Once during project lifetime

VI. **QUALITY MANAGEMENT FOR PROJECT ACTIVITY RESULTS** Replicate the table for each activity result of the AWP to provide information on monitoring actions based on quality criteria. To be completed during the process "Defining a Project" if the information is available. This table shall be further refined during the process "Initiating a Project".

ACTIVITY 1: Six low carbon development action plans, one for each of the following sectors: Industry, Mining, Energy, Transport, Waste and Agriculture by year 2.			
Activity Result 1 (Atlas Activity ID)	Short title to be used for Atlas Activity ID Six low carbon development action plans	Start Date: End Date:	
Purpose	What is the purpose of the activity? Implementing activities that can achieve the potential for low carbon development in each sector		
Description	Planned actions to produce the activity result. 1. Feasibility analysis of implementation options 2. Identification of actions, projects, programs, policies, incentives and/or instruments to operationalise the actions plans 3. Analysis of the co-benefits 4. Assessment of the viability and financial needs for the implementation of the plans.		
Quality Criteria how/with what indicators the quality of the activity result will be measured?	Quality Method Means of verification. what method will be used to determine if quality criteria has been met?	Date of Assessment When will the assessment of quality be performed?	
Final action plans submitted	Acceptance of action plans by project steering committee	Q5	

ACTIVITY 2: Amendment or development of sectoral policies for each sector to mainstream mitigation in sectoral development plans			
Activity Result 1 (Atlas Activity ID)	Short title to be used for Atlas Activity ID Amendment of sectoral policies	Start Date: End Date:	
Purpose	What is the purpose of the activity? Facilitate amendment or development of relevant sectoral legislation		
Description	Planned actions to produce the activity result. 1. Amendment/development of sectoral policies for integrating/mainstreaming mitigation in sectoral development plans in order to facilitate amendment or development of relevant sectoral legislation.		
Quality Criteria how/with what indicators the quality of the activity result will be measured?	Quality Method Means of verification. what method will be used to determine if quality criteria has been met?	Date of Assessment When will the assessment of quality be performed?	

activity result will be measured?	used to determine if quality criteria has been met?	quality be performed?
Recommendations for amendments submitted	Acceptance of recommendations by project steering committee	Q5

ACTIVITY 3: Amendment or development of sectoral legislation for each sector to facilitate implementation of the sectoral action plans.

Activity Result 1 (Atlas Activity ID)	Short title to be used for Atlas Activity ID Amendment of sectoral legislation	Start Date: End Date:
Purpose	What is the purpose of the activity? Facilitate identification and development of NAMAS	
Description	Planned actions to produce the activity result. 1. Amendment/development of sectoral legislation for implementation of sectoral action plans	
Quality Criteria how/with what indicators the quality of the activity result will be measured?	Quality Method Means of verification. what method will be used to determine if quality criteria has been met?	Date of Assessment When will the assessment of quality be performed?
Legislative amendments made	Amended legislation laid in Parliament	Q5

ACTIVITY 4: Capacity building: Training program implemented for the identification, formulation, and implementation of NAMAs at the sectoral level.

Activity Result 1 (Atlas Activity ID)	Short title to be used for Atlas Activity ID Amendment of sectoral policies	Start Date: End Date:
Purpose	What is the purpose of the activity? Build national capacity to mainstream low carbon development into sectoral plans.	
Description	Planned actions to produce the activity result. 1. Design training program for different groups/sectors 2. Elaborate materials, tools and publications 3. Implement seminars and workshops	
Quality Criteria how/with what indicators the quality of the activity result will be measured?	Quality Method Means of verification. what method will be used to determine if quality criteria has been met?	Date of Assessment When will the assessment of quality be performed?
Level of knowledge of NAMAs among key sectors	Questionnaires	Q4; Q9
Level of satisfaction with trainings among	Questionnaires	

key sectors	
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ACTIVITY 5: At least three programs and/or projects (NAMAs) developed		Start Date:
Activity Result 1 (Atlas Activity ID)	Short title to be used for Atlas Activity ID NAMAs developed	End Date:
Purpose	What is the purpose of the activity? Identify viable nationally appropriate mitigation actions by sector	
Description	Planned actions to produce the activity result. 1. Design technical requirements for emissions reduction by sector 2. Develop financial strategy and carbon finance contribution approach 3. Review institutional framework for implementation	
Quality Criteria how/with what indicators the quality of the activity result will be measured?	Quality Method Means of verification. what method will be used to determine if quality criteria has been met?	Date of Assessment When will the assessment of quality be performed?
NAMAs meet international best practice criteria	Review by technical team	Q10
	Acceptance by project steering committee	Q10

ACTIVITY 6: MRV system created to support implementation of NCCP and sectoral low carbon action plans		Start Date:
Activity Result 1 (Atlas Activity ID)	Short title to be used for Atlas Activity ID MRV system created	End Date:
Purpose	What is the purpose of the activity? To enable robust tracking of impact of NAMAs on emissions reductions	
Description	Planned actions to produce the activity result. 1. Scoping of monitoring system for tracking the progress of the NCCP and sectoral action plans 2. Institutional analysis and capacity for implementing monitoring system 3. Elaboration of formats, tools and website/database support for implementing the MRV system	
Quality Criteria how/with what indicators the quality of the activity result will be measured?	Quality Method Means of verification. what method will be used to determine if quality criteria has been met?	Date of Assessment When will the assessment of quality be performed?
MRV system meets international best	Review by technical team	Q8

practice	
	Acceptance by project steering committee

ACTIVITY 7: Capacity building: Training program for implementing the developed MRV system	
Activity Result 1 (Atlas Activity ID)	Short title to be used for Atlas Activity ID MRV national capacity building
Purpose	What is the purpose of the activity? To build sustainable national capacity to track impact of NAMAs on emissions reductions
Description	Planned actions to produce the activity result. 1. Design the monitoring training program for institutions 2. Elaborate materials and tools 3. Implement workshops
Quality Criteria how/with what indicators the quality of the activity result will be measured?	Quality Method Means of verification, what method will be used to determine if quality criteria has been met? Questionnaires
Level of knowledge of NAMAs among key sectors	Q12
Level of satisfaction with trainings among key sectors	Q12
	Date of Assessment When will the assessment of quality be performed?

VII. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article I of the SBAA between the Government of Trinidad and Tobago and UNDP, signed in 1976.

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

The executing agency 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; and
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

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

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

Special considerations:

- The value of the total contribution, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform the Donor with a view to determining whether any further financing could be provided by the Donor. Should such further financing not be available, the assistance to be provided to the project may be reduced, suspended or terminated by UNDP.
- UNDP shall receive and administer the payment in accordance with the regulations, rules and directives of UNDP.
- All financial accounts and statements shall be expressed in United States dollars.
- In accordance with the decisions and directives of UNDP's Executive Board, the contribution shall be charged with the cost recovery percentages for the provision of general management support (GMS) and implementation support services (ISS), as stated in the UNDP Cost Recovery Policy in place since August 2007.

Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

APPENDICES

Appendix A: Project Risk Analysis

Project Title: Low Emission Capacity Building Programme (LECB) for TRINIDAD AND TOBAGO		Award ID: Project ID:					
Type of risks and description	Date Identified	Type	Rating	Impact/ Probability (Scale: 1 to 5 with 1 lowest)	Management Response/ Remedial actions	Owner	Submitted by
Low level of participation by relevant stakeholders	January , 2014	Strategic Risk	Low	Lack of stakeholder buy-in and unsuccessful capacity development. P= 2 I= 5	Engagement of stakeholders will be initiated early through the already well-established MEA/Climate Change Focal Point network apprising stakeholders of the projects and their expected roles	Project Manager	UN DP
Inefficient project management	January , 2014	Employment Risk	Low	Failed ability to meet project outcomes and poor quality deliverables within given deadlines. P= 2 I= 4	The hiring of competent personnel will minimize this risk. Additionally, guidance at the technical and political levels will aid in ensuring timelines and deliverables.	Project Manager and Project Executive	UN DP
Bureaucratic and administrative barriers to getting information and data.	January , 2014	Operational Risk	Low-Medium	Inability to appropriately develop and utilise capacity built. P=3 I=5	The MEA/Climate Change Focal Point Network and Technical Steering Committee comprising of cross-ministry and cross-agency representatives will be appraised of the need for relevant data and facilitation of provision of same will be effected.	Project Executive	UN DP
Sustainability of national ownership and	January , 2014	Political Risk	Low-Medium	No continuity and commitment to the progress of the LECB programme. Low	The existing Ministerial Committee on Climate Change will be providing policy guidance and endorsing outputs for	UNDP Project Officer	UN DP

implementation post-project				utilisation of capacity built. P= 4 I=5	Cabinet's approval. As such endorsement by twelve Ministers will increase chances of Cabinet's approval and hence implementation at the sectoral and sub- sectoral levels.		
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Appendix B: Technical components of the project proposal

The main objective of the project is to support and complement the activities and outputs of the carbon reduction strategy, including building capacity in the Industry, Mining and Energy, Transport, Waste and Agriculture sectors to reach their potential for low carbon and economic development and to develop a MRV system for the implementation of the NCCP and its strategic and action plan, as well as sectoral mitigation action plans.

The outcomes and associated outputs included in the LECB project are described below:

Output 1: Plans, policies and measures of the low carbon development strategy are being implemented. This output will support Outputs 1 to 3 of the CRS project, and components 1 and 3 of the IDB project.

For this Outcome, the project will adopt a top down approach, utilizing and building on the results of Components 1 and 3 of the IDB project, namely the policy and legislative review, and development of a strategy and action plan for the implementation of the NCCP, starting with the amendment to, and development of, as appropriate, climate change-relevant policies and legislation. Ultimately, the strategy and action plan for the implementation of the NCCP will culminate in the formulation of targeted sectoral projects for implementation.

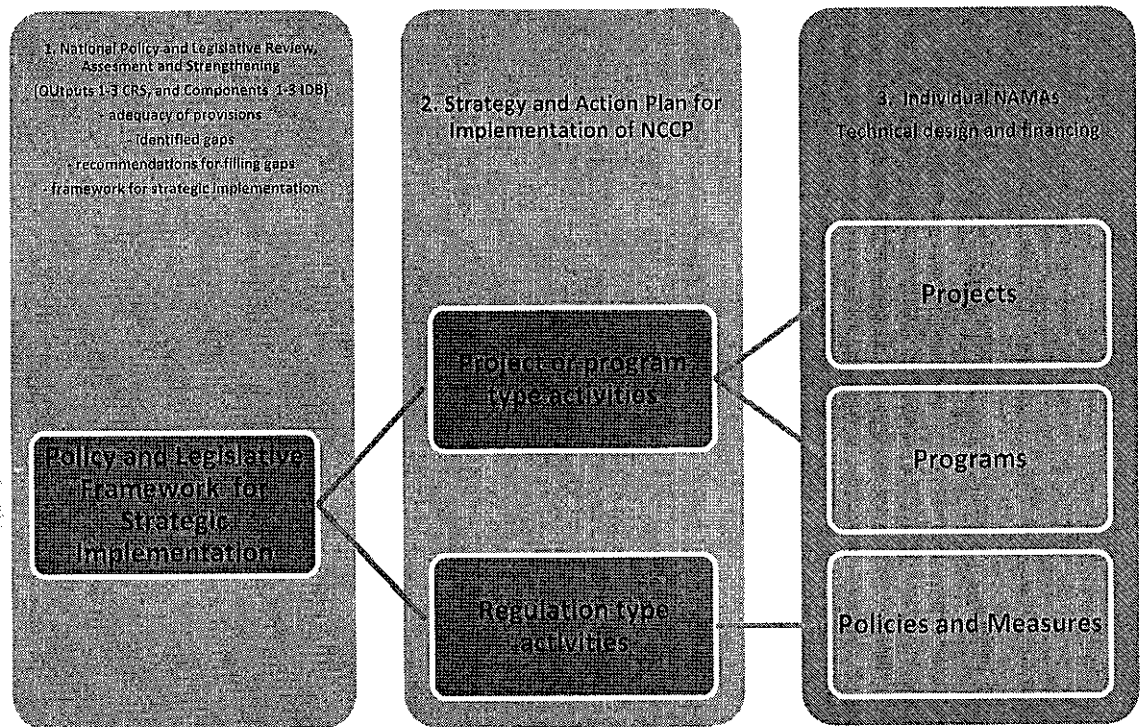
Specifically, the results of the IDB project that would provide input for this Outcome are:

- a. Component 1: A detailed review and assessment of the existing legislative framework for climate change in Trinidad and Tobago;
- b. Component 1: Recommendations of amendments to the existing legislative framework and the drafting of enabling legislation in order to facilitate the effective implementation of the National Climate Change Policy; and
- c. Component 3: A tool-kit for the development of a Strategy and Action Plan for the implementation of the NCCP.

In addition, the Outputs 1 to 3 of the CRS project that will be supported through the LECB project are:

- a. Strengthening of the legislative and policy framework for emissions reduction;
- b. Clear strategic elements and policies identified for reducing emissions from the target sectors; and
- c. Framework for strategic implementation developed.

These results would provide the policy and legislative framework within which specific actions and measures can be formulated and implemented. The approach for this Outcome, incorporating the links with the IDB and CRS projects, is summarized in the following illustration:



This output has the following outcomes and main activities:

Activity 1: *Six low carbon development action plans, one for each of the following sectors: Industry, Mining, Energy, Transport, Waste and Agriculture*

The Action Plans are the main instruments for implementing activities that can achieve the potential for low carbon development in each sector, further to the capacity instruments developed under Output 1 of the CRS project as well as the development of materials and training for the other three sectors (waste, agriculture and mining). The plans will be developed with input by each sectoral ministry and relevant agencies, with the participation of the sectoral stakeholders, and will define how they will be implemented including roles and responsibilities of different ministries and agencies, sources of financing, schedules, etc.

The main outcomes for this activity include feasibility of implementation options resulting from Outputs 2 and 3 of the CRS project and development of the action plan. The detailed activities for this Output would be as follows:

- a. **Institutional arrangements:** Establishment of Technical Working Groups within and across relevant Ministries and Agencies. This activity would be executed under the guidance and approval of the Ministerial Committee on Climate Change. The technical working groups would be empowered to co-opt expertise and other stakeholder inputs as appropriate.
- b. **Development of a Work Programme for each Technical Working Group:** Work programmes with objectives and schedules will be developed in order to achieve the desired outcome that would

contribute to the achievement of Output 1. This would include conducting a feasibility assessment of implementation options through the identification of actions, projects, programs, policies, incentives and/or instruments that may create the basis for operationalizing the sectoral action plans. It will also include an overall analysis of the co-benefits and of the viability and financial needs for the implementation of the plans. These activities will build on the results of Outputs 2 and 3 of the CRS project.

A key element of this Activity is the adoption of baseline scenarios that would help Trinidad and Tobago frame their mitigation action within a coherent framework. Through this work, Trinidad and Tobago will develop the capacity to conceptualize scenarios and use them to frame their sectoral plans. Acknowledging that the development of quantitative scenarios is a highly specialized and complex activity, this work will not seek to engage in sophisticated modeling exercise but rather ensure that the relevant stakeholders are capable of using scenarios outputs more effectively for policy design.

Activity 2: *Amendment or development of sectoral policies for each sector to mainstream mitigation in sectoral development plans in order to facilitate amendment or development of relevant sectoral legislation.*

The outcomes under this activity would be based on the results of Output 2 of the CRS project and those of Component 1 of the IDB project and in keeping with the provisions of the NCCP, and would include relevant stakeholder consultations, for approval by Cabinet. The results of this activity would be used to develop long term, integrated and sustainable capacity in relevant sectors to respond to changing national and sectoral circumstances in the future. Specifically, the activities would include:

- a. Revision of sectoral policies to provide for the mitigation actions through stakeholder consultations;
- b. Identifying the key sectoral policies at sectoral level for mitigation actions;
- c. Drafting/amendment of relevant policies; and
- d. Submission of sectoral policies for approval through the Cabinet.

Activity 3: *Amendment or development of sectoral legislation for each sector to facilitate implementation of the sectoral action plans*

The outcomes under this activity will build on the results of Output 2 of the CRS project, and keeping with provisions of the NCCP. This activity will serve to provide the necessary legal framework to implement the action plans in relevant sectors, and will be developed within the revised and mainstreamed policy framework through stakeholder consultations by the Technical Working Groups. Specifically, the activities would involve, among others:

- a. Revision of relevant legislation to facilitate mitigation actions through stakeholder consultations and drafting/amendment of relevant legislation, and through the Chief Parliamentary Counsel; and
- b. Submission of draft proposed legislation for review and approval through the Cabinet.

Activity 4: *Capacity building: Training program developed and implemented for the identification, formulation, and implementation of NAMAs at the sectoral level.*

This activity would serve to mainstream low carbon development in sectoral plans. The activities under this output would build on the results of Output 1 of the CRS project and would include convening of training sessions and workshops.

The main outcomes involved would be: designing the training program for different groups/sectors; developing training materials, tools and publications; and convening seminars and workshops. The groups and sectors would be identified through the MEA/Climate Change Focal Point Network, and seminars, workshops and other training activities would be facilitated through this network.

The specific outcomes involved in this activity would include:

- a. Designing the training program for different groups/sectors: The first step of this output will be the design of a training program, and training materials for specific target groups in coordination with the MEA/Climate Change Focal Point Network, for the dissemination of material, and facilitation of training sessions;
- b. Development of training materials, tools and publications: Stakeholder-specific training material will be developed for the different sectors using case studies for illustrating the NAMA design process; and
- c. Convening training seminars and workshops: The final step of the training program will be the convening of 6 sectoral workshops, one for each sector.

Activity 5: At least three programs and/or projects (NAMAs)

The achievement of low emission development can be done through projects, programmes and policy development and implementation in relevant sectors. This output will identify viable projects, programs and policies (NAMAs) in each sector based on the development of criteria to determine feasibility (socio-economic, practicability and achievement potential), as will be supported by the LECB project. The criteria for selection of the policy or regulation will be defined by the Steering Committee and Specialist Advisory Stakeholders nominated by the Ministerial Committee. Consideration will also be given to political feasibility, legal soundness, development and carbon benefits, and cross-sectoral impacts.

The main outcomes for each NAMA under this activity include: its technical design to include reduced emission and pursuance of low carbon operations, the financial strategy including the carbon finance contribution and the institutional framework for implementation. The activities under this output project will build national capacity for identifying and evaluating NAMAs or mitigation programs and projects proposed by ministries in their sectoral mitigation plans, as well as for MRV systems.

Specifically, the following activities will be undertaken:

- a. *Selection of policy or measure for implementation:* Defining criteria for selection and assessment of the options identified in the action plans.
- b. *Technical design of the policy or measure including its development goal:* This activity will include an analysis of the policy objective within the existing or proposed policy framework, scope, socio-economic assessment of impacts, and technical design of instruments for implementing any appropriate regulation (e.g., tariffs, standards, etc.).
- c. *Legal design of the policy or regulation:* This activity will cover the legal framework supporting the regulation or policy, the crosscutting regulation or policies and the analysis of institutional regulatory functions, and will build on the results of the IDB and CRS projects.

- d. *Stakeholder consultation process*: This activity will depend on the nature of the policy or regulation, and the consultation process will be led by the corresponding Ministry, with the assistance of the MEA/Climate Change Focal Point Network.
- e. *Analysis of mitigation benefits and co-benefits*: This activity will incorporate the results of the business as usual scenarios constructed for the transport, power generation and industrial sectors under the CRS project. The project will develop similar baselines for the waste, agriculture and mining sectors. Analysis across all sectors will be undertaken to determine the mitigation potential, leakages, and monitoring and reporting procedures, among others. It will also support the assessment of the expected co-benefits of the policy or regulation.
- f. *Institutional framework for implementation and monitoring*: This activity will define the institutions that will implement and monitor the policy or regulation, taking into account their functions and capacities, and will build on the results of the IDB and CRS projects.

Output 2: MRV system created to support the implementation of the NCCP and sectoral low carbon plans.

MRV is critical to assessing the efficacy of mitigation actions taken as a result of the implementation of sectoral action plans. This outcome will build on the results of Outputs 1 to 3 of the CRS project, and contribute to the fulfilment of obligations of the country under the UNFCCC. The LECB project will support the design of a monitoring system to track the implementation of the NCCP and sectoral plans, including training of regulatory institutions such as the EMA in MRV and the technical personnel of the relevant ministries in order to assess and report to the Ministerial Committee, and will include indicators of progress and results; and will cover the mitigation actions, co-benefits and financial resources.

Activity 1: Monitoring system created

The monitoring system will define the key tracking indicators and information based on the goals and activities included in the action plans, policies and measures. It will also identify the relevant information to monitor and the institutions in charge of supplying it.

The main outcomes for this activity are: definition of indicators, data and sources for the monitoring system; design of a verification system and implementation strategy of the monitoring and verification system; design and establishment of a suitable database for recording and tracking monitoring, reporting and verification; and establishing institutional responsibilities for reporting information to the system, timeframes, coordination mechanisms, among others.

Specifically, the following activities will be undertaken:

- a. *Scoping of monitoring system for tracking the progress of action plans, policies and measures*: The scoping of the monitoring system will define the key information and indicators needed for tracking the implementation of the sectoral action plans and the policies and measures prioritized for implementation of the NCCP.
- b. *Identification of information flows within the monitoring system and with information entities, ministries and inventories and national communications*: Once the scope of the monitoring system and its indicators is defined, the entities that should supply and process the information and their roles, responsibilities and relationships with the national inventory process and the national communication process will be defined and the broad institutional arrangements

established through the MEA/Climate Change Focal Point Network, and will be informed by c. below.

- c. *Institutional analysis and capacity for implementing monitoring system:* The capacity of those entities for supplying and processing the required information will be assessed based on criteria to be developed.
- d. *Defining and developing the tools, format and software/hardware support for implementing the monitoring system:* This activity will define and develop the tools, format and software/hardware support for monitoring, and the website support to manage the information to be supplied and received.
- e. Similarly, MRV systems will be developed and matured for the NAMAs designed in Outcome 1.

Activity 2: – Capacity building: Training program for implementing the developed MRV system.

The effective implementation of the MRV system requires the training of both the sectoral agencies and institutions that will report the mitigation activities, as well as the entities that will monitor and regulate the MRV system. This activity will develop and implement a training program for all actors. The main outcomes are: designing the training program for different groups/sectors; elaborating materials, tools and publications; implementing training programmes including through training session and workshops.

The main outcomes for this activity are:

- a. *Designing the Monitoring training program for institutions/entities:* The training program will respond to the assessment of the institutional capacity for monitoring, and will define the entities, supporting material and sessions for the training.
- b. *Applying training materials and tools:* The program will make use of materials (e.g. training manuals) for training the institutions/entities on the use of the monitoring tools.
- c. *Implementing workshops:* At least 3 workshops will be convened for training the relevant personnel at the responsible institutions/entities for the management and supplying of information.

- Organise national workshops under the project, including agendas, resource persons and participants
- Ensure the publication and dissemination of the reports identified as project outputs

Project Management

- Prepare a detailed annual workplan for the project activities to be carried out, in close consultation with the UNDP CO, Implementing Partner, and the NSC
- Provision of all project M&E reporting, including progress reports, project accounts and budgets, Project Annual Work Plans (AWP), Terms of Reference (TORs), etc. as required by the Government, UNDP, and donors
- Participate in the preparation of TORs and organize interviews for selection of candidates for consultants and sub-contractors
- To ensure achievement of the overall objectives and specific outputs of the Project, by utilizing the project financial resources in an efficient, effective and transparent manner
- Keep regular monitoring of the progress of the project and take corrective actions to ensure that the project is achieving expected outputs within the given timeframe and budget
- Supervise project personnel in conducting administrative and logistical functions and ensure timely and effective implementation of project activities
- Ensure that the project complies with the policies of the United Nations, in terms of regulations, procedures, reporting requirements and ethical standards.

Administrative

- Prepare quarterly, annual and terminal reports of the Project to the NSC
- Know the administrative procedures established by UNDP and ensure their proper implementation by both the executing agency and the implementation of activities performed by other project partners receiving resources from the project.
- Ensure the correct use of the logos of UNDP, the executing agency and other donors in accordance with the instructions contained in the PRODOC.
- Be responsible for managing the finances of the project following the regulations of UNDP and approve the administrative and financial reports, external communications and monitor the travel authorization procedures, staffing, equipment purchases, goods and services of all partners and members participating in the project.
- Control costs, the budget balance and ensure compliance with the commitments made in the project budget.
- Assume overall responsibility for financial meetings, deliver the objectives set out in annual work plans, reporting on project funds and related record keeping.

Qualifications

- An advanced science degree (MSc and above) in a subject related to environmental management
- A minimum of 10 years of relevant experience in the field of climate change, with a focus on mitigation, especially GHG inventories, CDM and NAMAs
- Demonstrated successful leadership in the design and execution of projects related to the field of climate change
- Substantial experience in the methodologies for preparing GHG inventories (*IPCC Revised 1996 Guidelines*)
- Familiarity with the IPCC manual, *Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories*

- Familiarity with LEDS and NAMAs
- Good understanding of the national environment/development issues as well as national obligations towards the UNFCCC with an institutional development experiences.
- Familiarity with climate change technology issues
- Substantial experience in Government and in interdepartmental procedures
- Strong knowledge of Government policies and strategies
- Ability in negotiation and conflict resolution
- Demonstrated strong leadership and partnership
- Demonstrated ability to liaise and foster cooperation between agencies, including Government, private sector participants, NGOs and other stakeholders
- Familiarity with computers and word processing
- Excellent knowledge of English (written and spoken)
- Excellent communication (Written and Oral) Skills.
- Appropriate experience working with government, structures at local levels, and working with NGOs and private sector.
- Excellent inter-personal skills as well as working well within a team environment.

Duration

XX years, non-renewable.

