



6/12/12
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Trinidad and Tobago Context-assessment and proposal support for
The Low Emission Capacity Building Programme (LECB)

Please briefly describe potential or relevant linkages with UNDAF and CP outcomes

UNDAF Outcome(s)

UNDAF Outcome 1: Effective public participation in governance structures at all levels

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:

Programme Period: TBD
Programme Component: Climate Change -
Project Title: Trinidad and Tobago Context-
assessment for the preparation of the Low Emission
Capacity Building Programme proposal
PIMS: To be provided by UNDP
Award ID: TBD;
Project ID: TBD
Project Duration: 3-6 months
Management Arrangement: NIM

Total budget USD 32,100
The Low Emission Capacity Building Global Programme
Allocation: USD 32,100

AGREED BY:

Resident Representative a.i.

Signature

Date: 15.10.2012

Hervé François Morand

Minister, Ministry of Environment and Water Resources

Signature

Date

Dunge

4/12/12



**UNITED NATIONS DEVELOPMENT PROGRAMME
The Low Emission Capacity Building Programme**

Country: Trinidad and Tobago

Project Title: Preparation of Trinidad and Tobago's LECB Project proposal

Financing of context-assessment exercise US\$32,100

Implementing Agency: UNDP

Executing Agency: Ministry of Environment and Water Resources

Estimated Starting Date of activities of National Climate Change Capacity Building Project: Oct 2012

Duration of context-assessment and preparation of Trinidad and Tobago's Climate Change Capacity Building Project proposal: 3-6 months

1. OBJECTIVE OF THE CONTEXT-ASSESSMENT EXERCISE

UNDP's and Government experience in supporting sustainable development shows that the most important success factor is alignment of proposed activities with national and local priorities. To be effective, Trinidad and Tobago's LECB project (hereafter 'the project') must address Trinidad and Tobago's socio-economic and human development challenges.

The context-assessment exercise has two symbiotic streams:

- a stocktaking and review exercise aimed at identifying previous and current: **strategy and policy documents, activities and projects**, as well as engaging stakeholders relevant to the implementation of the project. The stocktaking should encompass all relevant national activities, not restricted to UNDP or the host government.
- Consultations with relevant stakeholders: within government Ministries and Agencies; in key sectors of private industries; the domestic donor and development partners community; and civil society.

The context assessment will assist the national team responsible for the preparation of the project proposal (hereafter 'the team') to:

- conduct a systematic analysis of relevant work ongoing and previously carried out;
- identify results, lessons learned, areas of capacity that can be built from, as well as gaps, further in-depth studies needed and capacity needs;
- Through stakeholder consultations, identify and validate priority areas, strategies and institutional arrangements for the project.

The context-assessment will generate the information and process required for the preparation of the project proposal. More specifically, it will build a consensus among stakeholders on which Components and Modules (respectively Public Sector and Private Sector; and GHG Inventories, NAMAs, LEDS and MRV) from the menu-approach of the Global Low Emission Capacity Building Programme are most appropriate for Trinidad and Tobago to pursue.

On the basis of outcomes of the context-assessment, Trinidad and Tobago will formulate and submit to UNDP Trinidad and Tobago's Project proposal.

For these purposes, the Government of Trinidad and Tobago requests UNDP to provide funding in the amount of US\$30,000 for the context-assessment exercise and project proposal formulation.

2. BRIEF DESCRIPTION OF OVERALL ACTIVITIES OF THE CONTEXT-ASSESSMENT EXERCISE

The stocktaking and stakeholder consultations aim to deliver a practical project proposal, which will be discussed and consensus-agreed with stakeholders before submission to UNDP for review and approval. This section briefly describes the stocktaking and stakeholder consultation processes, but note that consultations with key stakeholders will take place throughout the stocktaking to ensure adequate support and ownership. They are described separately for clarity, but will be implemented together as part of the project proposal preparation.

The stocktaking work

The stocktaking will help to ensure that the project builds on the activities, studies, outcomes, experiences and institutional settings of existing policies and other interventions relating to climate change. The stocktaking is expected to include the following:

- Preparation of a detailed workplan: The stocktaking should be based on a detailed workplan of activities, including the approaches that will be used for conducting the stocktaking. It will include the strategies that the national team will use to include broad and effective consultations in order to enhance ownership in the preparation and implementation of the project at the national level.
- An assessment of work carried out under previous relevant initiatives: This assessment is the central element of the work, as it will ensure that a framework for LEDS, GHG inventory systems, NAMAs and/or MRV schemes build upon results and lessons learned from relevant work, such as the National Communications, mitigation projects, UNDAFs, other national and regional plans, etc. It will consist of focused analysis of activities and results achieved under past, on-going and imminent (planned) initiatives. It will identify gaps and uncertainties, and provide justification for additional studies/assessments to improve information that will be critical to the development of the work under the project at the national level.
- Areas of work: The exercise will identify the studies to be carried out to cover areas or sectors not addressed under previous work but which are critical for the articulation of a LEDS, GHG inventory, NAMA and/or MRV work. The experiences gained through the GHG emissions inventories and mitigation analysis under the National Communications will be an important basis to identify gaps and new areas of work.
- Methodologies and approaches: The stocktaking will identify the overall approach and the potential methodologies (and information requirements) that will be adopted to carry out the different analytical exercises that must inform the development of a robust LEDS, NAMA and related work.
- Synergies with related programmes and key policies processes: The exercise will identify how the LEDS, NAMAs and/or MRV will build on and establish linkages with relevant initiatives within the government of Trinidad and Tobago such as national energy (including renewable energy) policies, transport strategies, sustainable land management and agricultural policies, existing climate change and environmental vision statements and policies¹. It will further identify partnered and supported relevant initiatives such as the National Communications, UNDAF, CCAs, etc. and existing regional policy frameworks or initiatives in which Trinidad and Tobago participates. Experience in producing National Communications may provide a starting point for coordination processes. The exercise will also seek to identify and analyse any relevant private sector initiatives to address climate change that are domestically active, such as the Cement Sustainability Initiative (CSI), the Global Sustainability Initiative by the International Aluminium Institute (IAI) or other coalitions of activities supported by local industry associations.
- Capacity building needs: Strengthening institutional and technical capacities will be a key element of a framework for LEDS and essential for developing robust GHG inventory systems and credible NAMAs and MRV systems. Identification of capacity building needs will firstly establish existing expertise for applying the proposed methodologies in the different areas of work, and map this against expected capacity requirements for each of the modules. The availability of existing capacity,

¹ This may include 'green economy', 'green jobs', 'clean growth strategies' etc

and/or the level of difficulty and time required to build new capacity may be a key factor in decisions as to which programme modules will be prioritised.

- **Stakeholder mapping:** The stakeholder mapping will include a list of the government institutions, academia, NGOs, research institutions, private organizations, CSOs/NGOs and others as relevant, that will need to participate in the preparation of a LEDS, NAMA, MRV or GHG Inventory system. The list will include the institutions that will directly participate in this work but also those that could be asked to contribute to this process through multi-stakeholder consultations.
- **Institution mapping:** The institution mapping will analyse and map existing institutional arrangements, implementation functions and regulatory frameworks. The mapping will then assess these arrangements for likely effectiveness for formulation and implementation of a LEDS, NAMAs, MRV and/or a GHG Inventory system.
- **Priorities for LEDS, MRV, NAMAs and GHG inventory management systems:** The exercise is expected to make an initial assessment of, and summarise the suitability and projected benefits of LEDS, MRV, NAMAs and GHG Inventory systems, as well as identify key challenges for practical and timely implementation. This will lead to a prioritization that will be made through consultative processes with key stakeholders involving both the public and private sectors.

Stakeholders' consultations

Effective implementation of LEDS, MRV, NAMAs and/or GHG Inventory systems in Trinidad and Tobago requires the active participation of two primary types of stakeholders:

- (a) Government Ministries directly responsible for climate policy, monitoring and reporting, which in Trinidad and Tobago is the Ministry of Environment and Water Resources and their national climate change teams, as well as other Ministries (e.g. Industry, Energy, Finance) involved in climate change activities; and
- (b) private sector -business organisations, large industries, small and medium sized enterprises as well as state-owned enterprises which implement mitigation programs.

Secondary stakeholders also need to be engaged to ensure maximum buy in and ownership of the project. These include a broader range of institutions locally working on climate change, ranging from donors, other government institutions, NGOs, civil society organizations, in addition to academic and research institutions.

The stakeholder consultation process is expected to include the following:

- **Definition of stakeholders' involvement:** Building on preliminary consultation process that may be relevant for the project; identify and review the key stakeholders and their roles under previous climate change interventions, as well as identify stakeholders that may be relevant, but have not been effectively participating in climate change dialogue to date. Elucidate a plan for managing communications and expectations during the preparation and inception phases of the project.
- **Awareness raising and capacity assessment:** The team will assess the level of effective engagement by stakeholders, and where engagement is insufficient, determine where this is due to a lack of capacity, and what capacity needs or gaps must be addressed. This process itself serves as an awareness raising function, and will be used as an opportunity to raise the level of awareness of national institutions, NGO's, government and general public in the area of climate change, and to

identify major challenges and opportunities to mainstreaming climate change into National Development processes.

- Develop strategies for stakeholder participation: The consultations will identify strategies for maintaining stakeholder engagement during implementation of the programme. This will include understanding the opportunities that will arise from the project (such as potential access to new funding streams), and articulating these to stakeholders in order to incentivise their participation.
- Ensuring adequate consultations for the preparation of the project proposal and its implementation: Stakeholder consultations may take place at different times in the preparation of the project proposal. For instance, consultations may be carried out at different stages of project formulation: i) at the initiation of the stocktaking work; ii) at the stage of identifying priorities for the project; and iii) during discussions of the draft project proposal. Depending on the scope of the discussions, different stakeholders may be brought in at different times of the stocktaking work. However, the number of consultations and processes put in place will be based on national circumstances.

This stakeholder consultation and analysis will enable the team to identify the current contributions & levels of involvement of stakeholders, & assess what level is likely to be required from currently engaged stakeholders, and establish plans for additional work to ensure sufficient engagement from other stakeholders. Together, this work aims to optimise participation in GHG Inventory Systems, LEDS, NAMAs and/or MRV processes as applicable.

Context-assessment report and Project Proposal

- Final Report of the context-assessment: A report on the context-assessment exercise will be prepared to highlight the key gaps and lessons learned from previous interventions, and identify priorities (from Public Sector and Private Sector; and GHG Inventories, NAMAs, LEDS and MRV) for Trinidad and Tobago. The report will also briefly explain the process adopted for stakeholder participation and consultations carried out for the preparation of the project proposal. The report will be included as an annex to the project proposal (following guidance and template to be provided by UNDP)
- Preparation of the project proposal: The key output of this work is the Project Proposal. After final consultations with key stakeholders and Government approval, a draft Project Proposal will be submitted to UNDP for review and comments. Final approval by UNDP will take place after suggested adjustments, if any, are addressed by the national team.

3. PRELIMINARY LIST AND DESCRIPTION OF STAKEHOLDERS AND CONSULTATION PROCESS ENVISIONED

The stakeholder consultations will help to ensure national ownership of the project proposal and later implementation. In particular, the consultation will be used as a means to:

- Ensure adequate linkages with existing climate change policy and project activities
- Validate the stocktaking exercise
- Selection and prioritisation of components and modules to be included in the project
- Build consensus on the institutional arrangements proposed for the project
- Clarify the roles and responsibilities of stakeholders expected to be involved

The stakeholder consultations will commence broadly, with the guidance of key government strategic decision makers to provide overall vision, and narrow down to individuals and focus groups to establish sectoral details. A primary goal is to build consensus among stakeholders on which of the project

components and modules (from Public Sector and Private Sector; and GHG Inventories, NAMAs, LEDS and MRV) offer opportunities for Trinidad and Tobago that can be exploited for key development aspirations.

Consultations should identify likely or expected institutional and stakeholder responsibilities and roles in project implementation, as well as capacity constraints in delivering the project. UNDP [country] will facilitate and monitor progress of the stocktaking exercise and consultations in accordance with the agreed budget and outputs and disburse funds accordingly.

The stakeholders that are envisaged as participants during the stakeholder consultations include the following:

- The Ministry of Environment and Water Resources
- The Ministry of Energy and Energy Affairs
- Ministry of Public Utilities
- The Environmental Management Authority
- University of the West Indies
- University of Trinidad and Tobago
- Energy Chamber of Trinidad and Tobago
- Trinidad and Tobago Manufacturer's Association
- Solid Waste Company of Trinidad and Tobago
- Trinidad and Tobago Electricity Commission
- CANARI
- Sustain T&T

4. BRIEF DESCRIPTION OF THE INSTITUTIONAL ARRANGEMENT FOR THE CONTEXT-ASSESSMENT EXERCISE AND PROPOSAL PREPARATION

The national lead agency responsible for the oversight and implementation of the context-assessment and project proposal preparation is the Ministry of Environment and Water Resources. The involvement of the relevant stakeholders, and their support and commitment to the implementation of the proposed activities, will ensure the achievement of the overall outcome of the assessment.

The lead institution will ensure appropriate engagement by:

- Design and development of schedule of activities, with defined responsibilities for each;
- Creation of committees in different sector levels, according to process requirements;
- Constant communication channels with involved actors;
- Identification of representative persons for each committee according to their knowledge and work area;
- Introduce the project at the highest possible level, generating more interest in different sectors and entities involved.

5. OUTPUTS

The expected outputs and corresponding activities to be carried out under the stocktaking exercise are the following:

Output 1: Planning and management of the stocktaking exercise

Activity 1.1: Preparation of a detailed workplan and scope of work

Activity 1.2: Execution of a meeting/consultation

Activity 1.3: Preparation of TOR including the expected results and deliverables for the individual experts and/or Trinidad and Tobago Team, including the approach to be used during the stocktaking exercise.

Output 2: Stocktaking related activities

Activity 2.1: Implementation of the stocktaking exercise and preparing a stocktaking matrix describing and assessing relevant previous and on-going climate change policies, activities, projects and programmes

Activity 2.2: Identification/review of shortcomings in capacity and assessment of capacity needs for implementing each of the modules

Activity 2.3: Identify new studies/areas of work, particularly as related to missing data or information

Activity 2.4: Identification of potentials for linkages and synergies with other processes

Activity 2.5: Identify and assess opportunities for delivering sustainable development outcomes from the components and modules (Public Sector and Private Sector; and GHG Inventories, NAMAs, LEDS and MRV)

Activity 2.6: Development of prioritisation criteria and identification of priorities from the components and modules

Activity 2.7: Preparation of the stocktaking report

Output 3: Stakeholder consultation

Activity 3.1: Stakeholder mapping and analysis. Identify individuals and institutions that may be involved in the stocktaking exercise, their possible role, the benefits of their involvement, and any possible challenges (including capacity limitations) to their involvement. From this will be developed a strategy for stakeholder participation

Activity 3.2: Institution mapping and analysis. Describe institutional arrangements and how they relate to key climate related policy drivers, as well as changes that may be envisaged in project implementation

Activity 3.3: Stakeholder consultation. This consultation should be used to validate the stocktaking and opportunity identification; awareness raising and selection for priority issues and new areas of action; and review of the project proposal and stocktaking report. This may include a workshop to validate the project proposal

Output 4: Brief report on the stocktaking and stakeholder consultations. The team will prepare a brief report that will be included in the annex section of the project proposal.

Activity 4.1: Write the stocktaking and stakeholder consultations, which may include the following:

- (i) Description of the methodology used;
- (ii) Stakeholders and institutions consulted;
- (iii) Results and findings of the stocktaking exercise;
- (iv) Results and findings of the stakeholder consultation;
- (v) Identified priorities for the Project Proposal

Output 5: Develop a project proposal for submission to UNDP for review and approval

Activity 5.1: The project proposal will be developed following the UNDP template (to be provided) with a detailed description of the following:

- Description of project's context, including relevant background
- Scope of project, including areas of work (e.g. GHG inventory system, NAMAs, LEDS, MRV) and sectors (e.g. energy, industries, agriculture, etc.)

- Expected outcomes, including studies to be carried out
- Key activities for each outcome identified
- Proposed methodologies or approaches to be adopted for the implementation of the project
- Institutional arrangements and coordination mechanisms to be put in place for the implementation of the project
- Monitoring and Evaluation framework
- Proposed budget
- Workplan for the duration of the project
- Annex sections, including:
 - o Brief report on the stocktaking and stakeholder consultation containing the following information:

Activity 5.2: Submission of the project proposal; to UNDP for feedback and comments

Activity 5.3: Incorporation of comments on the project proposal (a final consultation round may be scheduled if proposal has substantial comment or revision suggested by UNDP during approval processes).

6. BUDGET

Award ID:	TBD					
Project ID:	TBD					
Award Title:	PIMS No. XXXX Trinidad and Tobago Context-assessment for the preparation of the National Climate Change Capacity Building Project proposal					
Business Unit:	TTo10					
Project Title:	PIMS No. XXXX Trinidad and Tobago Context-assessment for the preparation of the National Climate Change Capacity Building Project proposal					
Implementing Partner (Executing Agency)	Ministry of Environment and Water Resources					
Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount (USD)
OUTCOME 1 Project Proposal submitted to UNDP	NEX/NIM	30079	EU	71300	Local Consultant	15,000.00
				72100	Contractual Services	10,000.00
				74500	Misc. operation expenses	5,000.00
				75100	Facilities and Administration	2,100.00
				Sub-Total		

Note:

1. Fund code: 30079; Donor Code: 00280; Implementing Agency: 001930 (Ministry code)

7. TIMETABLE: Note that this timeframe is based on a three-month preparatory phase. Countries may adjust to six month maximum, as needed.

Output /Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Output 1: Planning and management of the stocktaking exercise															
1.1 Preparation of a detailed workplan, including scope of work															
1.2 Inception workshop/consultation															
1.3 Preparation of TORs															
Output 2: Stock-take of the related activities															
2.1: Implementation of the stocktaking exercise															
2.2: Identification /review of shortcomings in capacity															
2.3: Identify new studies/areas of work															
2.4: Identification of potentials for linkages and synergies															
2.5: Identify and assess opportunities for delivering sustainable development outcomes from the components and modules															
2.6: Development of prioritisation criteria and identification of priorities															
2.7: Preparation of the stocktaking report															
Output 3: Stakeholder consultation															
3.1: Stakeholder mapping and analysis.															
3.2: Institution mapping and analysis.															
3.3: Stakeholder consultation.															
Output 4: Stocktaking and stakeholder consultation report (annex)															
4.1: Write Stocktaking and stakeholder consultation report to be included in annex section of the project proposal															
Output 5: Develop the project proposal															
5.1 Write the draft proposal															
5.2: Circulation of the proposal for comments by stakeholders.															
5.3: Submission of the project proposal to UNDP for comments.															
5.4: Incorporation of comments on the project proposal and submission of final version to UNDP.															