

**United Nations Development Programme
Country: Turkey
Project Document**

Project Title: Developing Turkey's National Climate Change Action Plan

UNDAF Outcome(s): Outcome 1: By 2010, strengthen individual and institutional capacity for both democratic and environmental governance at local and central levels.

Outcome 1.1. Increased individual collective and institutional capacity for participation at all levels of decision making.

Outcome 1.2. Mechanisms for the implementation and monitoring of international norms and standards on human rights strengthened.

Outcome 1.3. Strengthened management and protection of ecosystems for sustainable development.

Expected CP Outcome(s):

(Those linked to the project and extracted from the CP)

UNDP will support the National Climate Change Commission by strengthening national and local capacities to formulate and implement strategies to address climate-related risks.

Expected Output(s):

(Those that will result from the project)

(i) Review of other countries climate change action plans, identifying the links between national communications, and sustainable development and overall development strategies; (ii) Comprehensive evaluation and documentation of the existing legal, institutional, scientific and economic evidence base; (iii) A clearly-defined strategy framework for the development of the action plan, including responsibilities and co-ordination; (iv) National Climate Change Action Plan; (v) Action plan launch at National Conference; and (vi) Capability of Turkish national authorities to participate and articulate their position in international meetings strengthened.

Executing Entity:

Ministry of Environment and Forestry

Implementing Agencies:

UNDP Turkey

The First National Communication (FNC) has set the stage for planning for the preparation a National Climate Change Action Plan (NCCAP), containing policy measures, multi-sectoral adaptation and mitigation measures. The general objective of the NCCAP is to tackle climate change by cutting greenhouse gas emissions, to build resilience through managing impacts and encouraging mitigation, and adaptation to climate change through a realistic, robust, durable and fair framework of commitments to international agreements. The NCCAP will build upon existing knowledge from the First National Communication, but set new policy goals over specific time frames. The core objective of the project is to develop Turkey's National Climate Change Action Plan to be submitted to the Coordinating Board on Climate Change.

Key Result Area (Strategic Plan)	Climate Change	Total resources required	USD 287,121
Atlas Award ID:	_____	GMS (7%)	USD 20,098
Start date:	1 January 2009	Total allocated resources:	
End Date	31 March 2010	• British Embassy	USD 307,220
PAC Meeting Date	26 November 2008		
Management Arrangements	NEX		

Agreed by Ministry of Foreign Affairs (MFA) (Government)

[Signature]
H. Avni AKSOY Ankara, 19 Mart 2009
Head of Department
Multilateral Economic Affairs

Agreed by Ministry of Environment and Forestry (MDEF), (Executing Entity):

[Signature]

Agreed by (UNDP):

[Signature]
Muhammed A. Ayub
Resident Representative

I. Situation Analysis

Baseline

Scientific evidence of the destabilizing human influence on global climatic systems is continuing to build, creating a growing momentum for a response. For example, the Intergovernmental Panel for Climate Change (IPCC)¹, an international body of atmospheric scientists, states that there is new and stronger evidence that most of the warming observed over the last 50 years is attributable to human activities. The report concludes that the "human influences will continue to change atmospheric composition throughout the 21st century" and that change "will persist for many centuries".

Climate change poses challenges for all sectors of the Turkish economy but particularly for those sectors dependent on natural resources, such as agriculture. Turkey's First National Climate Change Communication (FNCCC, 2006) is an official document submitted to the United Nations pursuant to Law No. 4990, May 2004, concerning the accession of Turkey to the United Nations Framework Convention on Climate Change (UNFCCC). It is in this document that Turkey acknowledges its commitments and to comply with the responsibilities embodied by the Annex I countries to the Convention according to its special circumstances. The First National Communication (FNC) was prepared in close collaboration with the Ministry of Environment and Forestry and UNDP Turkey.

The FNC has set the stage for planning the preparation a National Climate Change Action Plan (NCCAP), containing policy measures, multi-sectoral adaptation and mitigation measures. The general objective of the NCCAP is to tackle climate change by cutting greenhouse gas emissions as well as build resilience through managing impacts and encouraging mitigation and adaptation to climate change through a realistic, robust, durable and fair framework of commitments to international agreements. The NCCAP will build upon existing knowledge from the First National Communication, but set new policy goals over specific time frames.

Towards this, UNDP in collaboration with Ministry of Environment and Forestry, with support of TUSIAD (Turkish Industrialists' and Businessmen's Association) conducted a series of initial investigations and workshops, with participation of public and private organizations, universities and NGOs, and developed an outline course of action for preparing the plan. The core objective of this project is to develop Turkey's National Climate Change Action Plan.

Turkey's initial UNFCCC National Communication was submitted to the UN in 2007. This has enhanced general awareness and knowledge on climate change in Turkey as it contains a useful inventory of emissions and activities that are taking place. UNDP co-authored this document with the Turkish government and will prepare the 2nd National Communication in 2009.

The Government also announced its intentions to ratify the Kyoto Protocol in June 2008. But both the Communication and Kyoto announcement did not contain clear climate change policy goals. The action plan will deliver these policy measures and also should ensure that the Government's thrust on the issue is not wasted and will help to flesh out the Turkish position and follow-up for Copenhagen 2009.

UNDP has worked with the Ministry of Environment and Forestry over the last year to develop an outline course of action for the plan. Unlike other processes on the issue so far, the initial work conducted by UNDP has been inclusive and integrated – with decision-makers from the relevant government departments and NGOs sitting at the same table.

Other complementary UNDP projects have been developed with the Ministry of Environment and Forestry and the Ministry of Energy and Natural Resources as part of this

¹ Sixth Session of IPCC Working Group II, Geneva, February, 2001

framework, including: developing a country status paper for Kyoto negotiation, preparing Voluntary Carbon Market initiatives, mitigation projects on energy efficiency for industry, building and appliances and access to clean water. It is hoped that these projects will feed in the results and other upcoming projects, transferring the outcomes on mitigation, adaptation technology transfer and market mechanisms into policy goals.

The project will add value to the process by continuing this integrated approach to planning, and take it further by introducing peer reviews, international experts, NGOs and a robust framework to deliver the Plan. Alongside this, the project will also work to improve the capacity of the Ministry of Environment and Forestry and other ministries to articulate Turkey's position and the final NCCAP in international meetings.

National development policies in Turkey are reviewed and implemented through development plans. These plans are authored by the State Planning Organization (SPO) in consultation with relevant state and civil society actors. Despite positive progress in the Seventh Plan Period (1997-2001), such as the adoption of legislation and setting up of institutional structures, preparation of the National Environment Strategy and Action Plan (NEAP) and increased public sensitivity towards a clean environment, the Eighth Plan identified that there remain a number of adversities. The Eighth Plan (2001-2005) stated that one of the major shortcomings is that environmental policies have not been incorporated into economic and social policies in the former plan periods. The Eighth National Development Plan, covering the 2001-2005 period, aimed 'to ensure economic and social development by protecting human health, ecological balance and cultural, historical and aesthetic values'. In this context, the plan called for:

- an overview of priority areas defined within the NEAP in consultation with all relevant stakeholders;
- elaboration and implementation of long term strategies and policies that are aligned with the EU Acquis/practices and other international commitments made by Turkey;
- integration of environmental policies with social and economic policies, in particular through the use of instruments;
- improvement of the environmental management system and the institutions that directly or indirectly contribute to the solution of environmental problems, giving due consideration to public reconciliation and participation mechanisms;
- ensuring access to data and information on environment and development through improving the monitoring infrastructure, setting up of indicators –in particular for sustainable development- and assessment systems;
- sustainable use of natural resources and minimization of environmental risks, in particular through the effective use of EIA's and enhanced use of environmentally friendly technologies.

Although the action for climate change may not be explicitly stated in their mandates, the ministries and institutions presented below have roles in the formulation and implementation of climate change policies.

The Under-Secretariat of the State Planning Organization (SPO) attached to the Prime Ministry prepares five-year national development plans, its annual programs and annual investment plans. Turkey is currently implementing its 9th Development Plan (2007-2013). The SPO also prepares sectoral plans with due emphasis on economic and social policy issues, and approves all investment projects requiring public financing, and external finance (credit, grant and technical assistance). The SPO has the responsibility for ensuring the necessary coordination for the preparation and realization of yearly investment programs with direct implications for local administrations. In line with the National Program for EU Accession, the first National

Development Plan (2004-2006) incorporates targets according to Nomenclature of Territorial Units for Statistics (NUTS) classification criteria of the EU.

The **Ministry of Foreign Affairs (MFA)** is responsible for conducting and further promoting Turkey's international political, economic and cultural relations in the bilateral and multilateral context as well as contributing to peace, stability and prosperity in its region and beyond.

The **Ministry of Interior (MOI)** which is organized at the central and provincial levels is responsible for protecting the internal safety and security and the public order, regulating the overall administration of the provinces, supervising the local administrations and providing support for the development of the local administrations, carrying out services pertaining to population and citizenship, conducting services of civil defense against potential cases of disasters or war.

The **Ministry of Environment and Forestry (MOEF)** was established in 2003 by merging the Ministry of Environment and the Ministry of Forestry. The alliance of the two ministries unites the powers of the two former ministries to protect and improve the environment and forestlands in the country. Moreover, the alliance is also anticipated to establish the essential links among the socio-economic aspects of forestry and its nature conservation dimensions in the framework of sustainable livelihoods in forest areas, national parks, conservation areas, etc. The Ministry holds a particular importance regarding the environmental dimension of climate change. With support from UNDP, it has played a significant coordinating role in the preparatory process for the First National Communication to UNFCCC. Moreover, the MOEF has developed the National Action Plan for Desertification base on the sustainable use of water, in accordance with relevant plants established in the EU. The recent incorporation of the State Hydraulics Works (DSI) to the MOEF is to ensure that water conservation measures are put into place. The DSI is responsible for development of water resources for energy use, drinking and irrigation. DSI confronts challenges to conserve nature in its development activities.

The **Ministry of Industry and Trade (MIT)** is responsible for developing industrial policies for Turkey, taking account of economic and technological developments. It plays an important role in implementation of EU industrial sector legislation and policies. Strengthening of Small and Medium Enterprises (SME's) and role of women in the industrial sector are some of its sustainable development initiatives.

The **Ministry of Agriculture and Rural Affairs (MARA)** is responsible for development of the agriculture sector and overall rural development in the country. In the context of agriculture; research, training and extension services are under the responsibilities of the MARA. In the recent years MARA has taken steps to promote ecological agriculture, bio-safety and bio-diversity. MARA's contribution to sustainable development relies on its capacity to build its policies on the knowledge of the local needs and opportunities. The strong relationships between MARA and EU research centers and agronomic institutes have provided MARA with valuable new expertise over the past decade.

The **Ministry of Energy and Natural Resources (MENR)** is responsible for maintaining the sustainable use of natural resources for generating energy.

The **Ministry of Health (MH)** is responsible and authorized all health issues including environmental health. The Ministry of Health established a working group on adverse effects of

climate changes on human health and the measures to be taken short, medium and long terms actions to cope with potential climate change related health effects.

The **general remit of Ministry of National Education (MONE)** is to plan, implement, monitor and control education and training services targeted at teachers and students at all levels in educational institutions, to open pre-primary, primary, secondary and all kinds of formal and non-formal education institutions and to meet the accommodation and nutrition requirements of and to give financial support to young people in higher education.

The **Turkish Statistics Institute (TURKSTAT)** (formerly known as State Institute of Statistics-SIS) is the single national agency mandated with data collection and dissemination of processed data. TURKSTAT develops and publishes Main Economic and Social Indicators as well as Population and Development indicators concerning Demography; Economy; Education; Gender; Social Development; General Health, Reproductive Health and Nutrition; Environment, and the MDG indicators.

Municipalities and local administrations are the main local authorities responsible to promote and implement sustainable development principles, and therefore climate change adaptation, at community level. They have a particular role in informing citizens, ensuring local democracy in decision-making and implementing good governance practices at local level. Their power to prepare local development plans reinforces their potential contribution to climate change.

NGOs, Business Community and the Universities are key stakeholders for implementing climate change policies. Current mechanisms need to be enhanced for their widespread and active involvement in policy formulation and implementation processes.

Other national level stakeholders include but are not limited to: General Secretariat for EU Affairs, Ministry of Public Works and Settlements, Ministry of Tourism, Ministry of Finance, Under-secretariat of Treasury, General Directorate of Civil Aviation, Ministry of Transport, TUBITAK and General Directorate of Maritimes.

II. Strategy

In 2007, the Initial National Communication (INC) of Turkey to UNFCCC, supported by UNDP, was finalized. The INC can serve as a basis for design of future projects. Recently, the preparation of the Second National Communication was endorsed by the MoEF and the project proposal will be submitted through UNDP Turkey to GEFSEC for funding.

There are ongoing capacity building activities supported by Millennium Development Goals Fund – “MDG F 1680 Enhancing the Capacity of Turkey to Adapt to Climate Change” project focusing on the improvement of the negotiation skills of the Government of Turkey to participate in the international climate change negotiations. The project also aims to develop capacity for managing climate change risks to rural and coastal development in Turkey. This will be achieved by mainstreaming climate change adaptation into the national development framework, building capacity in national and regional institutions, piloting community-based adaptation projects in the Seyhan River Basin, and integrating climate change adaptation into all UN agencies in Turkey.

In 2005, in Turkey started the LIFE funded project "Promoting Climate Change policies in Turkey" with a beneficiary the Regional Environmental Center Country Office Turkey (REC Turkey). The project is implemented in the period 2006-2008. Turkish Ministry of Environment and Forestry General Directorate of Environmental Management and the Greek consulting company Exergia act as project partners. Italian Ministry of Environment and Territory provide co-funding for the project.

The results of these and other planned/ongoing projects could be used while implementing the proposed project. The public and private involvement in the planning process in itself have been a learning experience. The working groups will include of experts who are/were involved actively in the process of planning and policy development. These stakeholders will continue to influence national policy makers.

The NCCAP will provide a starting point that will help future policy makers with various implementation and technical baselines. By putting the effort into a framework for delivering the plan, during the project implementation it will be identify who is responsible for implementation of the NCCAP. Securing high-level government buy-in throughout the process should ensure that the NCCAP becomes national policy.

III. Results and Resources Framework

The core objective of the project is to develop a robust, comprehensive and integrated National Climate Change Action Plan which sets out national policy. The proposed project will apply a one-pronged approach to achieving full-fledged mainstreaming of climate change: The objective will be achieved through one outcome. Outcome 1 focuses on the development of national climate change action plan of Turkey to be submitted to CBCC for consideration. This outcome will be achieved through the following outputs: (i) Comprehensive evaluation and documentation of the existing legal, institutional, scientific and economic evidence base completed; (ii) A clearly-defined strategy framework for the development of the action plan, including responsibilities and co-ordination developed and submitted for endorsement; (iii) Other countries climate change action plans in relation to national communications, sustainable development and overall development strategies analyzed and reviewed; (iv) National Climate Change Action Plan drafted and submitted for consideration; (v) Capability of Turkish national authorities in view of NCCAP to participate and articulate their position in international meetings strengthened. During the project implementation, it will be ensured that gender parity at all level of involvement will be promoted and monitored.

Outcome: Development of a draft strategy and national climate change action plan of Turkey to be submitted for consideration to the Coordination Board of Climate Change.

Output 1.1 Other countries climate change action plans in relation to national communications, sustainable development and overall development strategies analyzed and reviewed.

Activity 1.1.1. Identify countries with similar socio-economic and geographical status to Turkey and compile their climate change strategies and action plans for consideration.

Activity 1.1.2. Conduct international comparisons (peer) review to assess successful programs internationally on climate change action planning and to assess their suitability for replication and/or adaptability.

Activity 1.1.3. Bring international experts into the consultation process to ensure the Climate Change Strategy and NCCAP fits with international climate change framework and EU post 2012 policy.

Output 1.2 Comprehensive evaluation and documentation of the existing legal, institutional, scientific and economic evidence base completed.

Activity 1.2.1. Organize kick off meeting (programme, participants, location, information note and press release).

Activity 1.2.2. Undertake existing legal, institutional, scientific and economic evaluation.

Activity 1.2.3. Select and establish legal, institutional, scientific and economic task forces with support of one national and one international lead expert.

Activity 1.2.4. Prepare and share the working mechanisms of the thematic task forces with Ministry of Environment and Forestry (MoEF) and other relevant organizations (State Planning Organization (SPO), Ministry of Foreign Affairs (MFA) etc.

Activity 1.2.5. Assessment of sectoral actions (energy, transport, industry, waste and forestry and agriculture)

Activity 1.2.5.1: Assessment of energy efficiency improvements and market behavior

Activity 1.2.5.2: Analysis of impacts of climate change on water resources

Activity 1.2.6. Analysis of emission monitoring and inventory actions and developing long term strategies for reducing green house gas emissions

Activity 1.2.7. Analysis of Turkey's Clean Development Mechanism and Joint Implementation opportunities for existing situation and for 2012 regime

Activity 1.2.8. Analysis of new technological developments and its applications (such as CCS)

Activity 1.2.9. Organize and hold at least 3 meetings for legal, institutional, scientific and economic thematic teams and one integration team meeting.

Activity 1.2.10. Agree on the thematic task forces working papers with MoEF and SPO and integrate them into the NCCAP.

Output 1.3 A clearly-defined strategy framework for the development of the action plan, including responsibilities and co-ordination developed and submitted for endorsement.

Activity 1.3.1. Develop the framework for delivering the NCCAP.

Activity 1.3.2. Identify author(s) from within the Ministry of Environment and Forestry.

Activity 1.3.3. Agree policy options mechanism for drafting the Climate Change Strategy and Action Plan, including how to integrate government, international experts and other stakeholders.

Output 1.4 National Climate Change Action Plan drafted and submitted for consideration.

Activity 1.4.1. Determine and consult appropriate stakeholders (e.g. high level decision makers, technical experts, local administrations, associations, chambers, NGOs, unions,

pilot project partners and ministerial legislative experts/advisers, academia and private sector partners) from technical, policy and legal fields at national levels on proposed amendments and on risks and consequences of proposed changes.

Activity 1.4.2. Outline package of policy options including GHG emissions, renewable, energy efficiency and forest cover targets.

Activity 1.4.3. Identify and agree roles and responsibilities of relevant stakeholders for each policy measure.

Activity 1.4.4. Preparation of draft NCCAP and stakeholder meetings to receive recommendations and feedbacks on the draft NCCAP.

Activity 1.4.5. Submit the proposed NCCAP to Coordination Board of Climate Change.

Activity 1.4.6. Editing and printing the soft and hard copy of Turkish and English version of the NCCAP document.

Output 1.5 Capability of Turkish national authorities strengthened, in view of NCCAP.

Activity 1.5.1. Assess the pool of existing national climate change and related experts and establish a network with moderator.

Activity 1.5.2. Build capacity in Ministries with workshops on current international UNFCCC negotiations.

Results and Resource Framework Table

Outcome 1: Development of a draft strategy and national climate change action plan of Turkey to be submitted for consideration to the Coordination Board of Climate Change.

Outcome indicators:

- Number of national stakeholders engaged
- Number of proposals on the status of Turkey identified
- Number of participants in the National Conference
- Working groups established
- Number of meetings of the working groups

Key Result Area: Climate change policy

Partnership Strategy: This outcome will involve partnering between MoEF and national stakeholders, in particular MoEF and cooperation with UNFCCC and Turkish NGOs.

Project title and ID (ATLAS Award ID): Developing Turkey's National Climate Change Action Plan

INTENDED OUTPUTS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS (see budget below)
<p>Output 1.1 Other countries climate change action plans in relation to national communications, sustainable development and overall development strategies analyzed and reviewed.</p>	<p><i>Activity 1.1.1.</i> Identify countries with similar socio-economic and geographical status to Turkey and compile their climate change strategies and action plans for consideration. <i>Activity 1.1.2.</i> Conduct international comparisons (peer) review to assess successful programs internationally on climate change action planning and to assess their suitability for replication and/or adaptability. <i>Activity 1.1.3.</i> Bring international experts into the consultation process to ensure the Climate Change Strategy and NCCAP fits with international climate change framework and EU post 2012 policy.</p>	<p>MoEF Governmental officials Representatives of the industry Other Ministries NGOs Academia</p>	<p>\$ 21,361</p>
<p>Output 1.2 Comprehensive evaluation and documentation of the existing legal, institutional, scientific and economic evidence base completed</p>	<p><i>Activity 1.2.1.</i> Organize kick off meeting (programme, participants, location, information note and press release). <i>Activity 1.2.2.</i> Undertake existing legal, institutional, scientific and economic evaluation. <i>Activity 1.2.3.</i> Select and establish legal, institutional, scientific and economic task forces with one national and one international lead expert. <i>Activity 1.2.4.</i> Prepare and share the working</p>	<p>MoEF Governmental officials Representatives of the industry Other Ministries NGOs Academia</p>	<p>\$ 36,770</p>

<p>Output 1.3 A clearly-defined strategy framework for the development of the action plan, including responsibilities and co-ordination developed and submitted for endorsement.</p>	<p>mechanisms of the thematic task forces with Ministry of Environment and Forestry (MoEF) and other relevant organizations (State Planning Organization (SPO), Ministry of Foreign Affairs (MFA) etc.).</p> <p>Activity 1.2.5 Evaluations of sectoral actions (energy, transport, industry, waste and forestry and agriculture)</p> <p>Activity 1.2.5.1. Evaluations of energy efficiency improvements and market behavior</p> <p>Activity 1.2.5.2. Analysis the effects of climate change into water resources</p> <p>Activity 1.2.6. Analysis of emission monitoring and inventory actions and developing long term strategies for reducing greenhouse gas emissions</p> <p>Activity 1.2.7 Analysis of Turkey's Voluntary Carbon Market and Joint Implementation opportunities for existing situation and in post 2012 regime</p> <p>Activity 1.2.8. Analysis of new technological developments and its applications (such as CCS)</p> <p>Activity 1.2.9. Organize and hold at least 3 meetings for legal, institutional, scientific, Sectoral and economic thematic teams and one integration team meeting.</p> <p>Activity 1.2.10. Agree on the working papers with MoEF and SPO and integrate them into the NCCAP.</p>		
	<p>Activity 1.3.1. Develop the framework for delivering the NCCAP.</p> <p>Activity 1.3.2. Identify author(s) from within the Ministry of Environment and Forestry</p> <p>Activity 1.3.3. Agree policy options mechanism for drafting the Climate Change Strategy and Action Plan, including how to integrate government, international</p>	<p>MoEF Governmental officials Representatives of the industry Other Ministries NGOs Academia</p>	<p>\$ 11,000</p>

	experts and other stakeholders.		
<p>Output 1.4 National Climate Change Action Plan drafted and submitted for consideration.</p>	<p><i>Activity 1.4.1.</i> Determine and consult appropriate stakeholders (e.g. high level decision makers, technical experts, local administrations, associations, chambers, NGOs, unions, pilot project partners and ministerial legislative experts/advisers, academia and private sector partners) from technical, policy and legal fields at national levels on proposed amendments and on risks and consequences of proposed changes. <i>Activity 1.4.2.</i> Outline package of policy options including GHG emissions, renewable, energy efficiency and forest cover targets. <i>Activity 1.4.3.</i> Identify and agree roles and responsibilities of relevant stakeholders for each policy measure. <i>Activity 1.4.4.</i> Preparation of draft NCCAP and stakeholder meetings to receive recommendations and feedbacks on the draft NCCAP. <i>Activity 1.4.5.</i> Submit the proposed NCCAP to the Coordination Board of Climate Change. <i>Activity 1.4.6.</i> Editing, printing and distributing of the soft and hard copy of Turkish and English version of the NCCAP document.</p>	<p>MoEF Governmental officials Representatives of the industry Other Ministries NGOs Academia</p>	<p>\$ 58,531</p>
<p>Output 1.5 Capability of Turkish national authorities strengthened, in view of NCCAP Auditing & Monitoring</p>	<p><i>Activity 1.5.1.</i> Assess the pool of existing national climate change and related experts and establish a network with moderator. <i>Activity 1.5.2.</i> Build capacity in Ministries with workshops on current international UNFCCC negotiations.</p>	<p>MoEF Governmental officials Representatives of the industry Other Ministries NGOs Academia</p>	<p>\$ 36,572</p> <p>\$ 7,680</p>
<p>Project Management</p>			<p>\$ 20,098</p> <p>\$ 115,207</p>

Total Budget				\$ 307,220
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IV. Annual Work plan

	Amount for the Project Period Implementation												
	2008-2009				2009-2010				2009-2010				
	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	Jan.09 - March 09	April 09 - June 09	July 09 - Sept.09	Oct.09 - Dec.09	Jan.10 - March 10					April 09 - June 09	July 09 - Sept.09	Oct.09 - Dec.09	Jan.10 - March 10
Outputs & Activities													
Project Management Costs	\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)				
One Project Manager * 16 months * 3000/Month + one Project Assistant * 16 months * 1000/month	\$ 16,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000				
Office Rents, communication, equipment, miscellaneous	\$ 4,608	\$ 2,304	\$ 2,304	\$ 2,304	\$ 2,304	\$ 2,304	\$ 2,304	\$ 2,304	\$ 2,304				
Travel and DSA	\$ 3,072	\$ 3,072	\$ 3,072	\$ 3,072	\$ 3,072	\$ 3,072	\$ 3,072	\$ 3,072	\$ 3,072				
Total	\$ 23,680	\$ 17,376	\$ 17,376	\$ 17,376	\$ 17,376	\$ 17,376	\$ 17,376	\$ 17,376	\$ 17,376				
Project Management Costs	\$ 23,680	\$ 17,376	\$ 17,376	\$ 17,376	\$ 17,376	\$ 17,376	\$ 17,376	\$ 17,376	\$ 17,376				
Travel and DSA	\$ 3,072	\$ 3,072	\$ 3,072	\$ 3,072	\$ 3,072	\$ 3,072	\$ 3,072	\$ 3,072	\$ 3,072				
Total Budget	\$ 26,752	\$ 20,448	\$ 20,448	\$ 20,448	\$ 20,448	\$ 20,448	\$ 20,448	\$ 20,448	\$ 20,448				
Other Costs													
Total	\$ 26,752	\$ 20,448	\$ 20,448	\$ 20,448	\$ 20,448	\$ 20,448	\$ 20,448	\$ 20,448	\$ 20,448				
Output 1.1: Other countries climate change action plans in relation to national communications, sustainable development and overall development strategies analyzed and expanded													
Activity 1.1.1: Identify countries with similar socio-economic and geographical status to Turkey and compile their climate change strategies and action plans for consideration.	\$ 9,217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Activity 1.1.2: Bring international experts into the consultation process to ensure the Climate Change Strategy and NCCA is fit with international climate change framework and EU post 2012 policy.	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total	\$ 12,217	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				

Output 1.3. A clearly-defined strategy framework for the development of the action plan, including responsibilities and co-ordination développés and submitted for endorsement.																			
	<i>Activity 1.3.1. Develop the Framework for delivering the NCCAP.</i>					\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000					
	<i>Activity 1.3.2. Identify author(s) from within the Ministry of Environment and Forestry.</i>					\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000					
	<i>Activity 1.3.3. Agree policy options mechanism for drafting the Climate Change Strategy and Action Plan, including how to integrate government, international experts and other stakeholders.</i>					\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000					
	Output 1.4 National Climate Change Action Plan drafted and submitted for consideration.													\$ -					
	<i>Activity 1.4.1. Determine and consult appropriate stakeholders (e.g. high level decision makers, technical experts, local administrations, associations, chambers, NGOs, unions, pilot project partners and municipal legislative representatives, academia and private sector partners) from technical, policy and legal fields at national level on proposed amendments and on risks and consequences of proposed changes.</i>													\$ 12,765					
	<i>Activity 1.4.2. Outline packages of policy options including GHG emissions, renewable, energy efficiency and forest cover targets.</i>													\$ 17,573					
	<i>Activity 1.4.3. Identify and assess roles and responsibilities of relevant stakeholders for each policy measure.</i>													\$ 1,800					
	<i>Activity 1.4.4. Preparation of draft NCCAP and stakeholder meetings to receive recommendations and feedback on the draft NCCAP.</i>													\$ 6,000					
	<i>Activity 1.4.5. Submit the proposed NCCAP to Coordination Board of Climate Change.</i>													\$ 6,000					
	<i>Activity 1.4.6. Editing, printing and distributing of the soft and hard copy of Turkish and English version of the NCCAP document.</i>													\$ 14,593					

Output 1.5 Capacity of Turkish national authorities strengthened, in view of NCCAP.												
Activity 1.5.1. Assess the pool of existing national climate change and related experts and establish a network with moderator.												
1 NC's 100-2 meetings 20 participants 50 + network established												
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2,000	2,000											4,000
10 Public Awareness meeting organized 25 participants 30x3 types info sheet prepared by 1 NC												
5 days 100-10 3 days 200 (1000 copies) 2 study tours organized 3 Gov. Agency 1000 travel costs + translation of booklets 13,500 DSA etc.												
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
6,072	7,608	5,144	12,747									32,572
Auditing, Monitoring and Evaluation Contingency												
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
												7,680
GMS (General Management Services) Cont: 7%												
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
												22,021
Total Cost												
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
51,245	43,221	76,217	36,393	97,804								307,220

V. Management Arrangements

The overall management of the project will be performed by the Project Manager (PM) supervised by a Project Steering Committee (PSC) and supported by Project Management team (PMT) and Project partners (PP). The Project Manager's responsibilities will cover the supervision of all operational matters related to project implementation on a daily basis, including taking the relevant management decisions, and guidance of the work of the assistant, national and international experts (described in details in Annex "Terms of Reference for Project staff"). Gender balance participation will be promoted in the PSC and PMT, and PP.

PMT consists of Project Manager (PM) and Project Assistant (PA), international and national experts (detailed responsibilities and duties of each of them is provided in Annex).

The Project partners are the national authorities responsible for the implementation of the climate change policy in Turkey, listed above.

The Project Manager will take part in the establishment of the Project Steering Committee to guide the project implementation. The PSC will review project progress every three months, or whenever necessary, and give guidance at key milestones. Apart from the Project Manager, the PSC will include representatives of the UNDP, the Project partner (incl. UNFCCC National Focal Point) and any other important stakeholders.

The Project Manager will agree on the exact composition of the PSC together with the Project Partners and UNDP. The PM supported by the PA will ensure the efficiency of the PSC meetings, through preparing agendas, minutes of meetings, and providing logistics. Draft minutes of meetings of the PSC will be made available to all its members within five working days after the meeting. The composition of the PSC may be changed during the execution of the project in agreement with the Project partners and UNDP. Each Steering Committee meeting will take place in the premises of the MoEF and/or UNDP in Ankara, Turkey.

The Project Manager and the assistant shall be present (in accordance with the duration of the project components) at the steering committee meetings. The PM together with the MoEF will decide on the necessity of translation of particular documents developed during the project implementation in local or English languages.

Strategic decisions affecting the implementation of the project will be taken by MoEF and UNDP in consultation with the Project partners. Whenever necessary the PSC will be involved in the decision process. Each of the Project partners shall: appoint a senior member of its staff as a contact person for the project; assure that appropriate experts will be available to work along with the project's experts; and facilitate travel related issues for the experts, such as obtaining visas. The Project partners should also provide all possible assistance to solve unforeseen problems that the Project manager may face in accomplishing the project activities. Staff of the Project partners shall not be paid by the project funds.

The Ministry of Environment and Forestry (MOEF), together with the existing working groups of the Coordinating Board on Climate Change (CBCC), will be the leading executing agency for the technical components of the programme. The State Planning Organization (SPO), which is the purveyor of the national strategies to achieve MDGs in Turkey, will be support MoEF in the policy related components. Other relevant ministries, such as the Ministry of Foreign Affairs (MFA) and the Ministry of Energy and Natural Resources (MENR) will ensure the technical support to project implementation.

UNDP Turkey will act as the implementing agency of the project, and will support the executing agencies in the overall coordination of the outputs and management of administrative, financial and procurement issues related to project implementation. UNDP Turkey also ensures the close collaboration with NGOs, TUSIAD and related private sector partners.

TUSIAD will provide technical support for private sector participation for the project implementation.

A Project Steering Committee (PSC) will be established to provide policy guidance, review the work-plan and implementation progress, and evaluate project outcome and outputs. The PSC will be chaired by the Undersecretary of MOEF together with the existing working groups of the Coordinating Board on Climate Change, and will include UNDP and British Embassy representatives. Representatives from Universities, NGOs, private sector partners, appropriate regional and international bodies (e.g., World Bank, World Meteorological Organization, Global Climate Observing System, IPCC, UNFCCC Secretariat), and regional/local NGO community will be invited to participate in discussions of relevant issues and to ensure linkages between science and policy.

VI. Monitoring Framework and Evaluation

Project monitoring and evaluation will be conducted in accordance with established UNDP procedures. Project review meetings will be developed in detailed schedule by the project manager, in consultation with stakeholder representatives and project partners and incorporated in the Project Inception Report.

Project schedule will include:

- Tentative time frames for Project Steering Committee meetings, and
- Project related Monitoring and Evaluation activities.

Day to day monitoring of implementation progress will be the responsibility of the Project Manager, based on the project's Periodic Work plan and its indicators. The Project Team will inform the UNDP-CO 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-CO through quarterly meetings with the project proponent, 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.

Reporting

The Project Manager in conjunction with the MoEF and UNDP team will be responsible for the preparation and submission of the following reports that form part of the monitoring process.

Final Report

A Project Final Report will be prepared immediately following the Final Workshop. It will include detailed results achieved during the twelve month implementation of the project, with special emphasis on the indicators identified in the logical framework.

When finalized, the report will be circulated to project counterparts who will be given a period of 15 days, in which to respond with comments or queries. Prior to this circulation of the Inception Report, the MoEF and UNDP Country Office will review the document.

Monthly meetings will be hold between MoEF and PMU.

Monthly reports will be prepared and submitted by PMU to MoEF for review and approval.

Quarterly Progress Reports

Short reports outlining main updates in project progress will be provided quarterly to MoEF and UNDP Country Office by the project team. Short executive summaries on the completed activities will be prepared in Turkish.

Technical Reports

Technical Reports are detailed documents covering specific areas of analysis or scientific specializations within the overall project. As part of the Inception Report, the project team will prepare a draft Reports List, detailing the technical reports that are expected to be prepared on key areas of activity during the course of the Project, and tentative due dates. Where necessary this Reports List will be revised and updated, and included in subsequent periodic reports. Technical Reports should be comprehensive, specialized analyses of clearly defined areas of research within the framework of the project. These technical reports will represent, as appropriate, the project's substantive contribution to specific areas, and will be used in efforts to disseminate relevant information and best practices at local, national and international levels.

VII. Legal Context

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement (SBAA) between the Government of Turkey and UNDP, signed on 21 October 1965.

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

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;
- b) assume all risks and liabilities related to the executing agency'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.

VIII. ANNEXES

Risk Assessment

Expected Results (Outcomes & outputs)	Indicators (with baselines & indicative timeframe)	Means of verification	Collection methods (with indicative time frame & frequency)	Responsible Agency	Risks & assumptions
Outcome: Development of a draft strategy and national climate change action plan of Turkey to be submitted for consideration to the Coordination Board of Climate Change.					
Outcome 1: Development of national climate change action plan of Turkey to be submitted for consideration to the Coordination Board of Climate Change, MoEF.	Indicators: Number of references to climate change or climate change risks in policies, development plans and programmes with a special focus on gender analysis. Baseline: No existence of such references Timeframe: 2008-2010	Policies, development plans and programmes.	Collected for regular project management reporting system. Timeframe/Frequency: 2008-2010/midterm evaluation.	MOEF	The political climate remains stable. The macro-economic situation remains stable.
Output 1.1 Other countries climate change action plans in relation to national communications, sustainable development and overall development strategies analyzed and reviewed.	Indicators: Three proposals developed. Baseline: No existence of such references. Timeframe: 2009	Three project drafted.	Proposals developed. Timeframe/Frequency: 2009/midterm evaluation.	MOEF	Not enough information to develop the project documents.
Output 1.2 Comprehensive evaluation and documentation of the existing legal, institutional, scientific and economic evidence base completed.	Indicators: Number of references to climate change sectoral status Baseline: FNC to UNFCCC Timeframe: 2009	Number of working groups reports	Collected for regular project management reporting system. Timeframe/Frequency: 2009/midterm evaluation.	MOEF	The government adherence to UNFCCC/KP priority remains committed.
Output 1.3 A clearly-defined strategy framework for the development of the action plan, including responsibilities and co-ordination developed and submitted for endorsement.	Indicators: Number of assessment status report for KP negotiation Baseline: FNC to UNFCCC. Timeframe: 2009	Outcomes of discussion groups and sectoral analysis	Collected for regular project management reporting system. Timeframe/Frequency: 2009/midterm evaluation.	MOEF	All sectors participate in the working groups and provide feedback reports/information.

Project Period

The work will be carried out during eighteen months following the signature of the contract. The Inception Report will include the agreed timetable for project activities and outputs.

Inception Phase: The UNDP shall start with an Inception Phase. The purpose of this phase is to fine-tune and further detail the implementation plan with the realities of the situation and developments in Turkey, and of the beneficiary and the stakeholders.

(Months 1-2)

- ✓ Project office fully established
- ✓ Recruitment and contracting of key project staffs
- ✓ Preparation of the Work Plan.
- ✓ Elaboration of a detailed set of project performance indicators

Implementation Phase:

(Months 3-14)

- ✓ Recruitment of international and local experts.
- ✓ Elaboration of the National Climate Change Action Plan and its technical annexes through a participatory process.
- ✓ Design of a communication and media outreach strategy for diffusion of climate change principles across society.
- ✓ Design of a monitoring and evaluation framework.
- ✓ Provision of information on project activities and preparation of printed and audiovisual material to support capacity building and advocacy.
- ✓ Analysis of the national capacity to climate change.
- ✓ Analysis of public level endorsement of National Climate Change Action Plan through surveys and other applicable methods.
- ✓ Publications.
- ✓ Ensure that all Outputs 1, 2, 3, and 4 are implemented.

Exit Strategy and Wrap Up

(Months 14 - 18)

- ✓ Evaluation of Lessons Learned from the Outputs 1, 2, 3, and 4.
- ✓ Organization of a donors meeting and a high level conference aiming better acknowledgement adaptation to climate change principles and project outcomes, notably by high level decision makers, representatives of main stakeholder groups and the donor community.

Terms of Reference of the Project Steering Committee (PSC)

Role of the PSC

The PSC will have overall responsibility for project activities. It will provide strategic guidance and oversight and approve the Project Document including subsequent revisions and Annual Work Plans and Budgets. The PSC will be co-chaired by the UNDP Resident Representative (RR) and a Government Representative of MOEF. To the extent possible, the PSC will use existing coordination mechanisms in Turkey to undertake the process of planning and stakeholder consultation that the programme operations will require.

- Frequency of meetings: The PSC will normally meet semi-annually. Additional meetings based on the requirements of the Programme may be convened exceptionally. The meetings will be convened by the Chairperson. For emergency issues the PSC may conduct its business electronically.
- Agenda: The agenda and supporting documentation will be prepared and disseminated by the UNDP Turkey's office. PSC members may make requests for items to be included on the agenda.
- Quorum: A quorum of the PSC will consist of all the committee members.
- Observers: Non-governmental, civil society and other organizations may be invited to participate in PSC meetings as observers, based on the following two primary criteria: (a) Involvement of the organization in projects financed or to be financed from the project; and (b) Impact of projects financed from the project on the activities of the organisation. Decisions to invite observers or representatives of the relevant participating UN organisation will be made by the Co-chairs.

Responsibilities of the PSC

The primary responsibilities of the PSC will be to:

- Review and approve these Terms of Reference (TOR) and Rules of Procedure, based on the generic TOR, and amend them, as necessary, in consultation with the MOEF.
- Review and endorse the Project Document and Annual Work Plan and Budget; ensure the quality of project documents.
- Ensure that appropriate consultative processes take place with key stakeholders at the country level in order to avoid duplication or overlap between the project and other funding mechanisms.
- Approve the reporting mechanism for the project.
- Review findings of the summary audit reports consolidated by UNDP Turkey; highlight lessons learned and periodically discuss follow-up by participating UNDP and MOEF on recommended actions with project-wide impact.

Decisions

The PSC should make decisions by consensus. The decisions of the PSC will be duly recorded prior to presenting a position on an issue to the PSC. Any decision by the PSC which deviates from a previously endorsed position has to be referred back to UNDP Turkey and MOEF for endorsement in order to be binding.

Decisions on project documents, including revisions and Annual Workplans and Budgets will only be taken upon completion of a review by the PSC.

Support to the PSC

The PSC will establish a support function, which reports to the Chairpersons of the PSC. The support function will facilitate the work of the PIU. UNDP Turkey's office will provide the primary support to the PSC.

Under the direct supervision of the Chairpersons of the PSC, the PSC Support Office will be responsible for, inter alia:

- Periodically reviewing the Rules of Procedure of the PSC, and in consultation with the Co-chairs, recommend changes or revisions to the PSC.

- Liaising with the PIU on project review and analysis.
- Calling and organising meetings of the PSC.
- Developing and circulating meeting agendas and minutes.
- Documenting, communicating and ensuring follow-up of the PSC's decisions particularly ensuring the submission – no later than one business day after the PSC meeting – of appropriately signed and complete documentation on approved project related documents.

Public Disclosure

The PSC will ensure that decisions regarding project approvals, periodic reports on the progress of implementation of the project and associated external evaluations are made available for public information. Such reports and documents may include: records of decisions, summary sheets of approved project, annual financial and progress reports, summary of internal and external programmatic evaluation reports.

The PSC will take all reasonable steps to ensure the accuracy of such documents and that confidential materials are not disclosed.

Terms of Reference of the Implementing Agency (UNDP)

UNDP Turkey's roles as implementing agency are:

- Ensures operational coordination;
- Select and contract a Project Manager and Project Assistant according to the UNDP human resources rules;
- Manages project resources to achieve the outcomes and output defined in the project;
- Aligns project funded activities with the UNDAF approved strategic priorities;
- Establishes project baselines to enable sound monitoring and evaluation;
- Establishes adequate reporting mechanisms in the project;
- Integrates work plans, budgets, reports and other project related documents; and ensures that budget overlaps or gaps are addressed;
- Provides technical and substantive leadership regarding the activities envisaged in the Annual Work Plan and provides technical advice to the PSC;
- Establishes a communication and public information plans;
- Makes recommendation on re-allocations and budget revisions to the PSC;
- Addresses emerging management and implementation problems; and
- Identifies emerging lessons learned.

Project Manager (PM) (18 w-m/m, Local / International Experience)

The Project Manager (PM) will be available for the whole contract period and should have a solid background in development of integrated action/implementation plans, integrated management approaches, environmental management, policy formulation, and coordinating/facilitating working groups, stakeholder relations including central and local governmental and non-governmental institutions and communities as well as private sector and maintaining integrity of the outputs.

The Project Manager should have similar project experience (i.e. sustainable development; climate change; integrated policy development; integrated environmental management etc.) in Turkey and abroad with EC member state or accession country experience an asset. Proven negotiation skills at ministerial and local level are required.

Qualifications and Skills:

The Project Manager should have:

- Graduate level qualification in related field (social sciences, environmental science and/or engineering, economics, natural sciences and/ or planning (education and/or experience on sustainable development is an asset).
- Excellent communication and proven leadership skills as a team leader
- Excellent mediating and facilitating skills
- Full computer literacy and excellent fluency in English

Professional experience:

- Minimum of 10 years professional experience
- Minimum 5 years proven experience in the management of international projects in similar fields
- Experience in administration, programme planning, monitoring and reporting

Specific experience:

The Project Manager should have specific experience in at least four (4) of the following key areas:

- Minimum 5 years experience in programme execution with relation to implementation of sustainable development and/or climate change
- Awareness and understanding of climate agenda in Turkey
- Awareness and understanding of climate agenda in the international level
- Awareness and understanding of concept of adaptation
- Minimum of 5 years experience relating to coordinating integrated planning projects
- Minimum of 5 years experience in Project Cycle Management
- Minimum 3 years of experience in facilitating roundtables and platform discussions
- Minimum of 3 years experience of preparation of Terms of Reference for consultancy contracts
- Minimum of 3 years practical experience on working with local communities
- Minimum of 3 years practical experience on working with central and local decision-makers
- Good understanding of the Kyoto process, IPCC, WSSD, EU strategy on sustainable development and climate change
- Experience in global and international meetings on various climate change and sustainable development topics
- Experience with UN/UNDP system and procedures (i.e., procurement, contracting, communication and other financial issues).

Specific tasks and responsibilities:

- Coordinating and managing the project in liaison with the Ministry of Environment and Forestry; the State Planning Organization; other governmental counterparts; partner UN organizations; partner academic institutions; Thematic Task Forces; Project Management Committee (PMC), and other stakeholders

- Managing the Project Team and coordinating the Consultants
- Supervising the management of the projects budget
- Checking that the project outputs are in accordance with the Project Document and the work plan
- Checking the translations of all reports and deliverables
- Ensure the preparation and delivering of all project management related reports and other deliverables
- Informing and advising the project counterparts through (PMC) on any issue likely to affect the financial resources or the scope of the activities foreseen
- Defining measurable indicators for subsequent programme monitoring and evaluation.
- Ensuring the harmonization and coherence of central and regional/local activities and project outputs together with the PMC.

The PM shall ensure that the project team complies with all the procedural and contractual obligations of this contract. In this context, it is his/her responsibility to establish the internal management procedures required, particularly as regards procurement, tendering, contracting, reporting, editing and accounting requirements in compliance with UNDP procedures. The PM will be responsible for establishing the accounting, budgeting and reporting procedures in accordance with UNDP procedures. S/he shall co-ordinate, supervise, manage, monitor and evaluate all aspects of the project's implementation including financial administration. The PM will, if necessary, identify and recruit additional short-term experts and/or replacements for approved members of the project team. S/he will be responsible for submitting suitable CVs to the UNDP for final approval before the appointment is confirmed and/or the new member of the project team carries out any work (or incurs any other costs) under the contract.

The PM will have overall responsibility for the project, including primary contact with the stakeholders and the PMC concerning whether project activities are meeting the agreed objectives. The Project Manager will be responsible for ensuring that all institutional stakeholders are kept informed of the activities carried out under the project, and of project results. It is of particular importance to keep all relevant stakeholders informed, through the project management process and otherwise, in order to ensure optimum cooperation. The Project Manager will play a major role in all activities.

Project Assistant (18 w-m/m, Local / International Experience)

The Financing and Administration Officer is stationed in Ankara at the UNDP premises. He/she will be responsible for administering the project in terms of ensuring full compliance with applicable procurement and contracting rules, keeping the accounts and doing the financial reporting of all project transactions in coordination with the Program Manager and in specific for the compilation of all the relevant UNDP financial reports.

The incumbent's duties include:

- Manage and monitoring of all contracting under the project
- Manage the request for proposals, evaluations and contracting under the pilot projects
- Keep the accounts and maintain adequate records for all expenditures incurred.
- Monitor compliance to the project budget.
- Establish financial monitoring/accounting and account reconciliation mechanisms to be in line with UNDP reporting requirements. Carry out financial monitoring and prepare financial reports to the UNDP. Maintain high standards of service delivery, including adherence to

deadline, quick response time, accuracy and completeness of information, sensitivity to UNDP's needs in terms of format and content.

- Provide support and financial information to project management.
- Preparation of quarterly advance requests and financial reports and daily requests for direct payments, etc. with the assistance of the UNDP Program management.
- Obtain approval of UNDP Program Manager for direct payments to third parties,
- Maintain financial records in UNDP's accounts
- Facilitate internal and external audits and collaborate with the UNDP's financial auditors; follow-up on/implement auditors' recommendations.
- Liaise with the UNDP Procurement Analyst for certain purchases under the project in conformity with the applicable procurement rules
- Report directly to the UNDP program management on financial status on a day-to-day basis.
- Support and flag Program Manager on day-to-day budgetary situations and on the status of the utilization of funds.

Qualifications: University degree in Finance/Business Administration and minimum 5 years specialized experience in the related field. The applicant should have a strong accounting and financial reporting background and should possess excellent computer skills including Word, Excel. Knowledge of UNDP financial, procurement, contracting rules, ERP and ATLAS is an asset. Fluent English with excellent drafting and communication skills is required.

SECTORAL ANALYSIS - OBJECTIVES

Priority	POLICY GROUP	Lead Organization
1	<i>Suitability of cc sectoral policies and their continuity</i>	SPO
2	<i>Identification of correct policies pertaining to cc education and extension activities</i>	MOEF, ME
3	<i>Determining direct and indirect impacts of cc policies common to government organizations</i>	CCCC
4	<i>Identification of cc coordination needs and its financial implications</i>	MOEF
5	<i>Identification of R&D associated with environment-friendly technologies in sample sectors and enhancement of incentives policies</i>	MI and ME
Priority	CLIMATE GROUP	Lead Organization
1	<i>Continuation of cc monitoring activities</i>	MPWS, MOEF, MT, MENR, MIT
2	<i>Adaptation of cc policies into urban planning, shoreline and disaster legislation</i>	MPWS
3	<i>Identification of work needed for adaptation and mitigation measures</i>	MPWS
4	<i>Determination of costs of cc planning impacts using pilot projects</i>	MPWS
5	<i>Conduct research associated with IPCC SRES for cc modeling unique to Turkey</i>	MPWS
AGRICULTURE, FORESTRY AND ECOLOGY		
Priority	(A) AGRICULTURE AND FORESTRY (COMMON)	Lead Organization
1	<i>Pasture improvement and changing of crop patterns</i>	MARA
2	<i>Hybrid seed development with cc resistance characteristics</i>	MOEF and MARA
Priority	(B) AGRICULTURE	Lead Organization
3	<i>Conversion of existing irrigation systems to pressurized systems (sprinkler and drip)</i>	Universities
4	<i>Use of land based on land sustainability plans</i>	MARA and MOEF
5	<i>Development and updates of crop related eco-systems</i>	MARA and MOEF
6	<i>Popularization of organic and no-till farming</i>	MARA
7	<i>Expansion and improvement of existing forests</i>	MOEF GD of Forestry
8	<i>Preventive measures against harmful biologic and non-biologic elements</i>	Research Institutes, TÜBİTAK and Universities
9	<i>Popularization of use of tree trunks, branches and leaves as bio-energy resource</i>	MOEF GD of Forestry
10	<i>Popularization of lumber as raw material and provision of these materials from industrial plantations</i>	MOEF GD of Forestry
Priority	WATER RESOURCES GROUP	Lead Organization
1	<i>Commence water transfer projects among watersheds</i>	SHW

2	<i>Reorganization of water resources management under a single administration</i>	SHW
3	<i>Implementation of integrated watershed management</i>	SHW
4	<i>Rehabilitation of irrigation systems and encouragement of water conservation measures in use of irrigation</i>	SHW and MARA
5	<i>Development of new projects to utilize unused water resources</i>	SHW
Priority	ENERGY GROUP	Lead Organization
1	<i>Monitoring of production and production methods with respect to energy efficiency and its encouragement</i>	MIT
2	<i>Nuclear energy as alternative energy source for decreasing GHGs</i>	MENR
3	<i>Encouragement of public mass transportation</i>	MT
4	<i>Policy development for energy efficiency in housing industry</i>	MENR
5	<i>Expansion of uses of renewable energy sources and increasing incentives for their use</i>	MENR
Priority	INDUSTRY GROUP	Lead Organization
1	<i>Protection of industrial competitiveness along with environmental protection and climate change measures</i>	MOEF
2	<i>Establishment of integrated monitoring databases and development of continuous monitoring systems</i>	TSO and MOEF
3	<i>Realization of IPPC and BAT directives and increasing of awareness of industrialists</i>	NGOs, MENR and (TUCCE /TOBB)
4	<i>Immediate establishment of disposal/recycling facilities</i>	MOEF and MIT
5	<i>Development and encouragement of environment-friendly and energy-efficient production</i>	MIT

Sectoral Priorities

The sectoral outcome objectives must be translated into specific action plans and activities to be carried out by the accountable participants and/partners. Action planning will help to determine specific activities, implementers, MOEF, and needed resources. Action plans may be organization-specific or may call for collective action from a number of organizations. Ultimately, proposed action plans should be incorporated into the work and budgetary program of the national government, and appropriate elements taken on by other stakeholders (business associations, educational and research institutions, etc.). The aim is to leverage strengths, overcome weaknesses, exploit opportunities and deal with threats. As part of specific project descriptors and for better understanding of project implementation planning, each project would ideally need to contain at least the following information:

- Description of Proposed Topic/Subject
- Reason for Being a Priority
- Lead Organization/Entity
- Solution Partners
- Critical Threshold

- Barriers and Risks

Additional descriptors may also include the following:

- Basis of Action
- Objective
- Expected Results
- Possible Stakeholders
- Prerequisites
- Estimated Costs
- Time for Implementation
- Time to Impact
- Outputs
- Recommendations