




Empowered lives.
Resilient nations.

United Nations Development Programme

GCF Readiness Programme Support/ Initiation Plan

Project title: Green Climate Fund Readiness and Preparatory Support Project for Azerbaijan		
Country: Azerbaijan		
Management Arrangements: DIM		Implementing Partner: UNDP CO
UNAPF Outcome 3: By 2020, sustainable development policies and legislation are in place, better implemented and coordinated in compliance with multilateral environmental agreements, recognize social and health linkages, and address issues of environment and natural resource management, energy efficiency and renewable energy, climate change and resilience to hazards and disasters		
UNDP Strategic Plan Output: <u>Output 1.4:</u> Scaled up action on climate change adaptation and mitigation cross sectors which is funded and implemented.		
UNDP Gender Marker: 2		
Atlas Award ID number: 000109145	Atlas Output ID number: 000108546	
UNDP-GEF PIMS ID number: 6151		
Planned start date: February 15, 2018	Planned end date: August 15, 2019	
Brief project description: This Green Climate Fund Readiness Proposal was developed to define a strategic engagement framework with the Green Climate Fund (GCF), help strengthen the National Designated Authority (NDA) and enhance Azerbaijan's capacity to implement mitigation and adaptation actions. The proposal includes activities that will allow the NDA to: i) strengthen national capacities; ii) support stakeholder engagement in consultation and policy development processes; and iii) mobilise private sector in national consultations and financing mechanisms. The proposed project will increase the capacity of the NDA and other national stakeholders to carry out its climate change focused programs in partnership with the GCF and pave the way for structured and active participation of the private sector to achieve national climate goals.		
FINANCING PLAN		
GCF grant	USD \$272,727	
Total Budget administered by UNDP	USD \$272,727 (without fees)	
SIGNATURES		
Signature: print name below 	Agreed by UNDP Resident Representative	Date/Month/Year: 27.02.2018

Readiness and Preparatory Support Proposal

SECTION 1: SUMMARY	
1. Country submitting the proposal	<p>Country name: Azerbaijan</p> <p>Name of institution (representing National Designated Authority or Focal Point): Ministry of Ecology and Natural Resources (MENR)</p> <p>Name of official: Mr. Huseyn Bagirov</p> <p>Position: Minister</p> <p>Telephone: +994-12-5380481</p> <p>Email: info@eco.gov.az</p> <p>Full Office address: B. Agayev street, 100 A, Baku, Azerbaijan, AZ 1037</p>
2. Date of initial submission	9/8/2017
3. Last date of resubmission	N/A
4. Which entity will implement the Readiness and Preparatory Support project? (Provide the contact information if entity is different from NDA/focal point)	<p><input type="checkbox"/> National Designated Authority <input type="checkbox"/> Delivery partner <input checked="" type="checkbox"/> Accredited entity</p> <p>Name of institution: UNDP Azerbaijan</p> <p>Name of Official: Mr. Alessandro Fracassetti</p> <p>Position: UNDP Azerbaijan Deputy Resident Representative Telephone: (+994-12)-4989888</p> <p>E-mail: alessandro.fracassetti@undp.org</p> <p>Full Office address: 3 UN 50th Anniversary str. Baku, Azerbaijan, AZ 1001</p>
5. Title of the Readiness and Preparatory Support Proposal	Green Climate Fund Readiness and Preparatory Support Project for Azerbaijan
6. Brief summary of the request(200 words)	<p>This Green Climate Fund Readiness Proposal was developed to define a strategic engagement framework with the Green Climate Fund (GCF), help strengthen the National Designated Authority (NDA) and enhance Azerbaijan's capacity to implement mitigation and adaptation actions. Notwithstanding that Azerbaijan, as a Non-Annex I Country of the Convention has not taken any quantitative commitments, it has implemented several programs to mitigate and adapt to climate change using internal resources and international aid. In December 2016, the Ministry of Ecology and Natural Resources was appointed as the NDA to the GCF. The proposal includes activities that will allow the NDA to: i) strengthen national capacities; ii) support stakeholder engagement in consultation and policy development processes; and iii) mobilise private sector in national consultations and financing mechanisms. The proposed project will increase the capacity of the NDA and other national stakeholders to carry out its climate change focused programs in partnership with the GCF and pave the way for structured and active participation of the private sector to achieve national climate goals. The overall value of proposed project is 300,000.00 USD. The planned activities will be executed by UNDP – under the guidance and supervision of the NDA – in line with its procurement rules and regulations. The project is expected to launch in November 2017 with an overall duration of 18 months.</p>
7. Total requested amount and currency	300,000.00 USD (including DP fee)
8. Anticipated duration	18 months
9. Is the country receiving other Readiness and Preparatory Support related to the GCF?	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, please attach the relevant scope of work, and briefly (100 words) describe the scope of support provided by other institutions</p>

SECTION 2: COUNTRY READINESS LOGICAL FRAMEWORK

OUTCOMES ¹	BASELINE	TARGET	ACTIVITIES
<p>1. Country capacity strengthened</p> <p>1.1 NDA/focal point lead effective coordination mechanism</p>	<p>1-8</p> <p><input type="checkbox"/>0 <input checked="" type="checkbox"/>1 <input type="checkbox"/>2</p>	<p>6-8</p> <p><input type="checkbox"/>0 <input type="checkbox"/>1 <input checked="" type="checkbox"/>2</p>	<p>1.1.1. In close consultation with the Ministry of Ecology and Natural Resources acting as the NDA for Azerbaijan, carry out needs assessment of MENR to identify its main needs for institutional and individual capacity building of the NDA, in what relates to roles and responsibilities as the NDA of the GCF</p> <p>Deliverable: Needs Assessment Report including roles and responsibilities of NDA for the GCF – The Report</p> <p>Estimated completion timeframe: (finalized by March 2018)</p> <p>1.1.2. Develop Terms of Reference (TOR) for the coordination of the NDA's work based on multi-stakeholder partnerships including with women groups, and State Committee on Family, Women, and Children's issues</p> <p>Deliverable: Prepared Terms of Reference (ToRs) for key positions, both local and international consultants, including on work with women groups and the SCFWCI - ToRs</p> <p>Estimated completion timeframe: (finalized by March 2018)</p> <p>1.1.3. Based on the assessment done under 1.1.1, design and execute capacity building workshops/trainings</p> <p>Deliverable: Training conducted based on the needs assessment, including on GCF policies and procedures – Training materials, reports, participation lists, and documented feedback/evaluation by the participants.</p> <p>Estimated completion timeframe: (finalized by February 2019)</p> <p>1.1.4. Facilitate the participation of NDA key staff in South-South exchanges organized by UNDP or other partners</p>

¹ Based on decisions: B.06/10, annexes XII, XIII & XIV; B.09/11; B.11/10, annex I; B.12/20, annex I

<p>Deliverable: Back to Office Reports prepared by the exchange participants covering acquired information and expertise – BTO Reports (on an ongoing basis; presumably starting from September 2018)</p> <p>Estimated completion timeframe: (finalized by May 2019)</p> <p>1.1.5. Organize an inception workshop informing the relevant stakeholders, including women-led organizations and other vulnerable groups about the goals of the project and planned partnership with the GCF</p> <p>Deliverable: Workshop Agenda, List of Participants, Key Presentations, Photos – Inception Workshop Report covering and including all those elements</p> <p>Estimated completion timeframe: (finalized by March 2018)</p>			
<p>1.2.1. In close consultation with the NDA, develop, validate, and disseminate guidelines for effective no-objection process</p> <p>Deliverable 1: Guidelines on No Objection procedure – Document validated by the NDA in Azeri and English languages. Evidences of disseminated guidelines, like copies of the official letters sent by the NDA to relevant agencies and stakeholders</p> <p>Estimated completion timeframe: (finalized by February 2019)</p> <p>Deliverable 2: At least one training and 3 awareness events organised on No-Objection procedure – Documented reports and lists of participants</p> <p>Estimated completion timeframe: (organized in May 2018, August 2018, December 2018 and April 2019)</p>	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<p>1.2 No objection procedure established and implemented</p>
<p>1.3.1. Support the NDA in developing a bilateral agreement with the GCF</p> <p>Deliverable: Bilateral agreement between the country and the GCF prepared and agreed – GCF-Azerbaijan Bilateral Agreement (Signed before the project ends)</p> <p>Estimated completion timeframe: by the end of the project</p>	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<p>1.3 Bilateral agreements between the country and the GCF executed</p>

<p>1.4 Monitoring, oversight and streamlining of climate finance</p>	<p><input checked="" type="checkbox"/>0 <input type="checkbox"/>1 <input type="checkbox"/>2</p>	<p><input type="checkbox"/>0 <input checked="" type="checkbox"/>1 <input type="checkbox"/>2</p>	<p>1.4.1. Analyse the existing frameworks for national monitoring and oversight of climate finance (including local and community-level monitoring mechanisms) and develop recommendations to improve access, sequencing, monitoring, and reporting of finance</p> <p>Deliverable 1: Report on existing frameworks for national monitoring and oversight of climate finance – The Report. <i>Estimated completion timeframe: (by June 2018)</i></p> <p>Deliverable 2: Recommendations on improving access and reporting of climate finance – The Recommendations. <i>Estimated completion timeframe: (by October 2018)</i></p> <p>Deliverable 3: Two training courses conducted for NDA staff and relevant stakeholders, one in 2018 and the other in 2019 - Training materials developed and participant's evaluations conducted (to test learning) <i>Estimated completion timeframe: (reports by November 2018 and April 2019)</i></p>
<p>2. Stakeholders engaged in consultative processes</p> <p>2.1 Stakeholders engaged in consultative processes</p>	<p>1-4 <input type="checkbox"/>0 <input checked="" type="checkbox"/>1 <input type="checkbox"/>2</p>	<p>2-4 <input type="checkbox"/>0 <input type="checkbox"/>1 <input checked="" type="checkbox"/>2</p>	<p>2.1.1. Mapping of the current practices on stakeholder engagement processes for climate change related policies and strategies with recommendations for improvement endorsed by the NDA;</p> <p>Deliverable: Standard Operating Procedures, SOP document validated by NDA, for stakeholder engagement process focusing on GCF. Gaps in engagement identified and addressed with establishment of SOP. <i>Estimated completion timeframe (by August 2018)</i></p> <p>2.1.2. Stakeholder engagement plan for consultations of the development of Azerbaijan's roadmap to achieve its NDC and GCF country programme with proposed methodology, timelines and outputs. The engagement plan will include consultations with line ministries, local-level authorities, the NGO Council at the MENR, and women groups, in close coordination with the State Committee on Family, Women and Children's issues. The engagement process will be led and coordinated by the NDA</p>

			<p>Deliverable: The Engagement Plan with the list of major participants and contact information both at the central and local level, what is and/or could be their role, which resources they may bring in, what type of organization they are, like state agencies, civil society organizations, including women groups; The Plan will include also established platform for communication, timeline for recurring converging opportunities, and input.</p> <p><i>Estimated completion timeframe: (by December 2018)</i></p> <p>2.1.3. Develop a communications/advocacy strategy to inform key stakeholders (government and non-government) on progress in the country's engagement with the GCF</p> <p>Deliverable 1: Communication/Advocacy Plan prepared detailing content type, medium, platform, and timelines by type of information and audience.</p> <p><i>Estimated completion timeframe: (By June 2018)</i></p> <p>Deliverable 2: Conducting on a continuous basis advocacy campaigns to engage key stakeholders</p>
--	--	--	---

Estimated completion timeframe: (By April 2019)

<p>2.2 Country programmes, including adaptation priorities, developed and continuously updated</p>	<p><input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2</p>	<p><input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2</p>	<p>2.2.1. Take stock of ongoing and planned national policies and programs, including NDCs and LEDS, NAMAs and adaptation plans in consultation with the government, civil society, representatives of women's groups and minority communities, indigenous groups, international donors and private sector</p> <p>Deliverable: Report detailing each national policy, program, and plan related to climate change adaptation or mitigation. Report lists targets, baselines, and strategies alongside each entry and identifies gaps in existing policy and strategy.</p> <p><i>Estimated completion timeframe: (By August 2018)</i></p> <p>2.2.2. In close consultation with the NDA, develop a Roadmap for NDC implementation</p> <p>Deliverable: Roadmap conflating activities under Readiness Project with the NDC, identifying low hanging fruit, associated investment costs and pay-back periods</p>
---	--	--	---

		<p><i>Estimated completion timeframe: (By November 2018)</i></p> <p>2.2.3. Through multi-stakeholder discussions coordinated by the NDA, develop a GCF country program that identifies strategic priorities for engagement with the GCF that aim for transformational adaptation/mitigation and social impact, as well as gender inclusion.</p> <p>Deliverable 1: Azerbaijan's climate vulnerabilities and opportunities identified to inform GCF Country Program, in line with GCF investment criteria. The GCF Country Program will include social impact on different vulnerable populations, including gender and rural, low income populations.</p> <p><i>Estimated completion timeframe: (By June 2019)</i></p> <p>Deliverable 2: Organize at least 2 multi-stakeholder consultations to explore adaptation and mitigation priorities and corresponding strategies for the preparation of the country roadmap, linking to the NDC and GCF investment)</p> <p><i>Estimated completion timeframe: (one by June 2018 and other one by November 2018)</i></p>
<p>5. Private sector mobilization</p> <p>5.1 Private sector engaged in country consultative processes</p>	<p>0-2</p> <p><input checked="" type="checkbox"/>0 <input type="checkbox"/>1 <input type="checkbox"/>2</p>	<p><i>Estimated completion timeframe: (By August 2018)</i></p> <p>5.1.1. Analyze gaps, barriers and opportunities to develop a private sector engagement strategy. UNDP and NDA intend to engage companies that are members of the Global Compact Initiative in Azerbaijan, companies who are in the vetted UN vendor list in the country, SMEs lead by women and indigenous groups.</p> <p>Deliverable: Gap report on the opportunities to involve the private sector in climate adaptation and mitigation activities, with a focus on women-led SMEs</p> <p><i>Estimated completion timeframe: (By August 2018)</i></p> <p>5.1.2. The NDA facilitates the official validation of the private sector engagement strategy and key stakeholders' involvement in the national GCF coordination mechanism.</p> <p>Deliverable 1; Private Sector Engagement Strategy officially validated by the NDA</p> <p><i>Estimated completion timeframe: (presumably by October 2018)</i></p>

<p>Deliverable 2; Preparation of a specialized training course and organization of at least one workshop for SME representatives on climate finance and private sector involvement</p> <p><i>Estimated completion timeframe: (by February 2019)</i></p> <p>Deliverable 3; In conjunction with the activity 2.1.3 on Advocacy, organizing awareness-raising campaigns at the national and regional levels by using newspapers, TV and social media to engage private sector into the climate finance – Evidences, including publications, links, etc.</p> <p><i>Estimated completion timeframe: (on a continuous basis from June 2018 to April 2019)</i></p> <p>Final deliverable: Final Report covering major milestones, achievements and lessons-learned on the Project (by June 2019)</p>			
<p>TOTAL</p>		<p>2-14</p>	<p>10-14</p>

SECTION 3: ADDITIONAL INFORMATION

Please explain how this grant will help deliver on the country's readiness needs as identified above and build on institutions, processes or existing work already underway in the country

After signing the Paris Agreement and submission of its INDC, Azerbaijan pledged 35% reduction in the level of greenhouse gas emissions by 2030 compared to 1990/base year as its contribution to reverse the global warming and achieve the global climate change goals set forth in the Agreement.

Considering that it is highly ambitious target, there is a need to enhance climate change related initiatives in the country. In this regard, the country intends to benefit from existing financial mechanism opportunities within the Convention.

Although the country has established a strong legislative basis on climate change over the past years and particularly since the establishment of the MENR in 2001, national capacities to manage programs in compliance with the standards of international donors and vertical funds are still developing. Thus, as eligible country, Azerbaijan is aiming to get support from GCF readiness funds in order to strengthen the enabling environment, national capacities and processes in place for the effective engagement with the GCF.

The readiness proposal seeks to equip the NDA and relevant stakeholders with knowledge and skills to benefit from opportunities available through the GCF. The financial support from GCF readiness proposal will allow the NDA to close gaps in the technical, institutional, and strategic aspects of climate finance, climate change programming for GCF and MRV systems. If approved the proposed project, will further contribute to Azerbaijan's readiness to access GCF funds and lay the ground for a stronger enabling environment for an effective engagement with the GCF.

The proposed project will increase the institutional capacity of the NDA and support development of strategic frameworks, enhance stakeholder consultation and participation in developing the national GCF strategy, including the country programme noted above. Readiness support will also enable the country to source international and regional technical support which currently is not available in the country to guide the set-up of the proposal review system, GCF resource management and reporting as well as GCF project and programme pipeline development and evaluation. All proposed activities will be conducted in close consultation and cooperation with the NDA.



SECTION 4: BUDGET, PROCUREMENT, IMPLEMENTATION AND DISBURSEMENT

Project Title	GCF Readiness and Preparatory Support Programme – Azerbaijan
PIMS ID	6151
Business Unit	AZE10
Award ID	000109145
Project ID	000108546
Implementing Partner	UNDP

GCF Readiness Outcome/ ATLAS Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	Budget Description	Amount US\$ (year 1)	Amount US\$ (year 2)	Total Amount US\$	See budget note:*
GCF Readiness Outcome 1	UNDP CO	66001	12526	71200	International Consultants	2,500	5,000	7,500	1
				71300	Local Consultants	25,000	17,000	42,000	2
				71600	Travel	10,000	3,500	13,500	3
					Communic & Audio Visual Equip	10,000	0	10,000	4
				75700	Training, Workshops and Conferences	12,936	7,000	19,936	5
Total Outcome 1					60,436	32,500	92,936		
GCF Readiness Outcome 2	UNDP CO	66001	12526	71200	International Consultants	4,000	6,000	10,000	6
				71300	Local Consultants	50,000	18,000	68,000	7
				71600	Travel	5,000	8,000	13,000	8
				72500	Supplies	1,500	0	1,500	9



GREEN
CLIMATE
FUND

READINESS AND PREPARATORY SUPPORT
PROPOSAL TEMPLATE

Total Outcome 2							1,500	1,200	2,700	10
						75700	18,000	5,000	23,000	11
							80,000	38,200	118,200	
GCF Readiness Outcome 3	UNDP CO	66001	12526	International Consultants	71200		2,000	5,500	7,500	12
				Local Consultants	71300		7,200	7,200	14,400	13
				Travel	71600		1,200	1,200	2,400	14
				Training, Workshops and Conferences	75700		4,790	4,600	9,390	15
Total Outcome 3							15,190	18,500	33,690	
Total operation costs (Outcome 1+2+3)							155,626	89,200	244,826	
Contingency (max. 5% of total operation costs)	UNDP CO	66001	12526	74500			7,781	4,460	12,241	16
Total operation costs + Contingency	0	0	0	0	0		163,407	93,660	257,067	
Project Management Costs				71400			10,760	4,900	15,660	17
TOTAL PROJECT COSTS EXCLUDING DP FEE							174,167	98,560	272,727	
DP fee (10%)							17,417	9,856	27,273	18
TOTAL PROJECT COSTS INCLUDING DP FEE							191,584	108,416	300,000	



Budget Notes:

1	International Consultant to assist the national team with the implementation of the project with expertise on GCF policies and procedures. The consultant will provide technical support to the national project team and the NDA staff. The lump-sum consultancy fee with at least one visit to Azerbaijan is estimated @ \$25,000 (50 days * \$500) to be divided between 3 Outcomes
2	5 local consultants will be hired under the Outcome 1: <ul style="list-style-type: none"> • Senior Consultant on designing and managing capacity building programs for NDA and other national stakeholders (1,250@ 12 months= 15000) • 2 Junior consultants to support capacity building programs/management of workshops/trainings (2 x 750 @ 10 months= 15,000) • Institutional Expert to develop TOR for the operation of the NDA, SOPs for coordination, templates, stakeholder management and localization of GCF practices (no-objection process) (1250 @ 4 months= 5,000) • Climate Finance Expert to analyse the existing frameworks for national monitoring and oversight of climate finance, lead the process on developing substantive content for the stakeholder discussions (NDC roadmap, analysis of climate change programs including NDCs, LEDS, NAMAs) and support the NDA in developing a bilateral agreement with the GCF (1,500@ 12months= 18,000; 7,000 from Outcome 1 and 11,000 from Outcome 2)
3	Travel costs associated with the participation of NDA staff in knowledge exchange workshops/events. International travel to Turkey, Uzbekistan, and/or Georgia is envisioned.
4	Purchase of necessary communication, training and computer equipment for the national consultants for capacity building (3 laptops for DNA staff 3 @ 1,200=3,600, 2multimedia projectors 2 @ 800=1,600, 1 multi-functional printer 900, 1 photo camera 700, multimedia system with built in VTC (screen and audio connection) to organise virtual connection with experts abroad) 3,200
5	Organization/logistics of the inception workshop and at least 3 trainings for the NDA staff and relevant stakeholders
6	See Budget Note 1
7	6 new local consultants will be hired under the Outcome 2: <ul style="list-style-type: none"> • Stakeholder engagement consultant to strengthen and expand existing participatory mechanisms on climate change and support the stakeholder engagement for the GCF focused discussions. The consultant in close coordination with the International Consultant and other relevant team members and experts will also draft the internal and external advocacy campaign on Azerbaijan's preparedness for the GCF (1,100 @ 10 months= 11,000) • Consultant on gender equality to ensure strong gender focus on deliverables (800 @ 8 months= 6,400) • GHG Consultant on Energy (825 @12 months= 9,900) • GHG Consultant on Transport (825 @12 months= 9,900) • Consultant on Industries and Infrastructure (825 @12 months= 9,900) • Consultant on LULUCF (825 @12 months= 9,900)
8	Travel costs associated with the stakeholder engagement and national consultations, including travel of meeting participants from the regions of Azerbaijan
9	Supplies and stationary for national consultations



10	Interpretation services during international consultants' missions, meetings with major stakeholders, and translations of working papers. Translators and interpreters will be selected from UNDP roster of translators. (100 pages in total, \$9 per page, and 9 full days -- when necessary, broken to half days or hourly payments, - each full day for \$200 USD: \$9x100 + \$200x9 = \$2700)
11	Organize at least 3 multi-stakeholder consultations on the GCF processes (2 consultations on the preparation of the national NDC roadmap, 1 consultation on stakeholder engagement in GCF processes and preparation of Azerbaijan's GCF country program).
12	See Budget Note 1
13	Local Consultant on Private Sector engagement in climate finance (1,200 @ 12 months= 14,400)
14	Travel cost associated with the private sector engagement in country consultative processes, including the SME representatives from the regions
15	Organization of a specialized training course for small and medium sized enterprise representatives under the GCF Private Sector Facility programs.
16	Contingency, miscellaneous expenses
17	Project National Coordinator 870 @ 18 months= 15,660
18	Delivery Partner Fee (to be managed separately by UNDP-GEF HQ)

4.2. Procurement Plan						
For goods, services, and consultancies to be procured, please list the items, descriptions in relation to the activities in section 2, estimated cost, procurement method, relevant threshold, and the estimated dates. Please include the procurement plan for at least the first tranche of disbursement requested below. Also, please feel free to replicate this table on Excel spreadsheet if needed.						
ITEM	ITEM DESCRIPTION	ESTIMATED COST (US \$)	PROCUREMENT METHOD	THRESHOLDS (Min-Max monetary value for which indicated procurement method must be used)	ESTIMATED START DATE	PROJECTED CONTRACTING DATE
Goods and Non-Consulting Services						
Travel	Travel related costs, participation of stakeholders from the regions in consultations and workshops, organizations of workshops in the regions, study tours for NDA staff and national stakeholders	28,900	Direct Payment for DSA, Long Term Agreement for ticketing	N/A	continuous	N/A



Communication and audio-visual equipment	Acquisition of communication and computer equipment for the capacity building programs for the NDA	10,000	RFQ	5,000-100,000	Q1	Q1
Trainings	Organizations of 3 trainings and 5 workshops/consultations	52,326	RFQ, Long Term Agreement for event management	5,000-100,000	Q1	Q1
Supplies	Supplies and stationary for national consultations	1,500	Micro purchasing	<5,000	N/A	N/A
SUB-TOTAL (US \$)		92,726				
Consultancy Services						
International Consultant	International Consultant to assist the national team with the implementation of the project with expertise on GCF policies and procedures	25,000	Procurement Individual Contractor (International)	>5,000	Q1	Q1
Local Consultant	Senior Consultant on Capacity Building	15,000	Procurement Individual Contractor (National)	>5,000	Q1	Q1
Local Consultant	2 Junior consultants to support capacity building programs/management of workshops/trainings	15,000	Direct Contracting	>5,000	Q2	Q2
Local Consultant	Institutional Expert to develop TOR for the operation of the NDA, SOPs for coordination, templates, stakeholder management and localization of GCF practices	5,000	Procurement Individual Contractor (National)	5,000>	Q3	Q3
Local Consultant	Climate Finance Expert	18,000	Procurement Individual Contractor (National)	>5,000	Q3	Q3
Local Consultant	Stakeholder engagement consultant to strengthen and expand existing participatory mechanisms on climate change and support the stakeholder engagement for the GCF focused discussions	11,000	Procurement Individual Contractor (National)	>5,000	Q2	Q2



Local Consultant	GHG Consultant on Energy	9,900	Procurement Individual Contractor (National)	>5,000		
Local Consultant	GHG Consultant on Transport	9,900	Procurement Individual Contractor (National)	>5,000	Q3	Q3
Local Consultant	GHG Consultant on Industries and Infrastructure	9,900	Procurement Individual Contractor (National)	>5,000	Q3	Q3
Local Consultant	GHG Consultant on LULUCF	9,900	Procurement Individual Contractor (National)	>5,000	Q3	Q3
Local Consultant	Consultant on gender equality to ensure strong gender focus on deliverables	6,400	Direct Contracting	>5,000	Q2	Q2
Local Consultant	Local Consultant on Private Sector engagement in climate finance	14,400	Procurement Individual Contractor (National)	>5,000	Q4	Q4
Interpreters and translators	Interpretation services during international consultants' missions, meetings with major stakeholders, and translations of working papers.	2,700	From UNDP Roster of interpreters and translators according to their LTA contracts	<5,000	Q1	Q1
National Project Coordinator	Project National Coordinator/Expert	15,660	Competitive Process, Vacancy Announcement	N/A	Q1	Q1
SUB-TOTAL (US \$)		167,760				

4.3. Disbursement schedule

The disbursement requests and schedule for this project will be in line with Clause 4 of the “Framework Readiness and Preparatory Support Grant Agreement” between GCF and UNDP. Under Clause 4 of said Framework Agreement, “The Delivery Partner shall be entitled to submit 2 requests for disbursement each year. Each such Request for Disbursement must be submitted to the Fund within 30 days of receipt by the Fund of the Portfolio Report referred to in Section 9.02.”

4.4. Additional information



This box provides an opportunity to include further explanations related to the budget, procurement plan and disbursement schedule, including any details on the assumptions to justify costs presented in the budget.

SECTION 5: IMPLEMENTATION ARRANGEMENTS AND OTHER INFORMATION

2.1. Please attach an “implementation map” or describe how funds will be managed by the NDA/FP or delivery partner

UNDP was selected by the Ministry of Ecology and Natural Resources of Azerbaijan Republic, acting in its capacity as the NDA for the GCF, as a delivery partner to develop and implement the GCF Readiness and Preparatory Support Programme.

In its capacity as the delivery partner for this Programme and under the leadership and guidance of the NDA for the GCF, UNDP will take responsibility for the implementation of the proposed project including fiduciary management. Funds from the GCF will be transferred to UNDP, which will be the entity in charge of executing the budget according to its policies and procedures.

During the Project implementation, a Project Board will be formed, so that the NDA and involved national stakeholders can exercise necessary oversight and guide the National Project Coordinator against performance objectives and targets set forth in the work plan and inception workshop. The international and national consultants will be working under the supervision of UNDP Azerbaijan and coordinated by the National Project Coordinator. This team of experts will work under the guidance and supervision of the office of the NDA and collaborate with all relevant national authorities, local communities, civil society organizations, academia and businesses, thus, creating synergy and enhancing the overall performance of readiness activities.

The project will be overseen (technical and financial oversight and progress towards project targets) by the UNDP Global GCF Readiness Programme Coordinator and UNDP Directorate in HQ, while day-to-day management will be undertaken by the national project coordinator, under the guidance of the NDA and the supervision of UNDP Azerbaijan.

UNDP will ensure that project monitoring and evaluation is done according to an agreed schedule, under the guidance of the NDA and in line with UNDP and GCF requirements. On a quarterly basis the National Project Coordinator will present to the Project Board a Report on the status of project implementation. The Report will be due by the middle of the month (the 15th day) following the reporting period. This report will check the implementation of the activities against the targets set in the Log Frame (Section 2. above) and in the Gantt Chart (Annex 2. below). In necessary cases the Project Board will call ad-hock meetings to check the progress, to conduct monitoring and/or take corrective actions.

Audit: The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies on DIM implemented projects.

For these purposes, the NDA and UNDP will establish described below implementation arrangements:

Entity	Role	Responsibility
Ministry of Ecology and Natural Resources	GCF NDA/Focal Point	Ensures implementation of the GCF Readiness grant, noting the responsibilities of UNDP HQ and UNDP Service Contractor defined below; Upholds country ownership. Its activities will include: - strategic planning; - policy brief dissemination, and others. The Ministry of Ecology and Natural Resources as the NDA for the GCF has the authority to call ad-hock meeting of the Project Board as and if necessary.
UNDP CO	Delivery partner	Implementing the program and being responsible for services related to recruitment of project service contract holders (national coordinator) and

		<p>consultants, travel, sub-contracting, and organization of national workshops, under the guidance of the NDA.</p> <ul style="list-style-type: none"> - revision and approval of consultancy intermediate and final products; <p>UNDP acting as a delivery partner for the Project has the authority to call ad-hock meeting of the Project Board as and if necessary.</p>
UNDP Service Contractor	National Coordinator	<p>Planning, scheduling and undertaking the day-to-day programme management activities and delivering outputs as specified in the ToR, and under the guidance of the NDA.</p> <ul style="list-style-type: none"> - guiding development of ToRs; - coordination of meetings and workshops; <p>Presents to the Project Board a quarterly report on the Project's progress.</p>
2.2. Other relevant information		

This box provides an opportunity to include any important information you wish to bring to the attention of the GCF Secretariat, but did not have an opportunity to provide in the sections above.

Current support received from the GCF will strengthen institutional capacities of the Ministry of Ecology and Natural Resources of Azerbaijan as NDA in the engagement with GCF. As a result of implemented actions, NDA/focal point will lead effective coordination mechanism with all respective stakeholders. Established WG will help to coordinate and maintain effective consultation process.

One of the key outputs of the proposed project will be contribution to transparent tracking of the progress on implementation of NDC commitments at sectoral level. All sectoral stakeholders involved with the assessment will submit their main investment priorities related to climate change initiative: the most relevant initiatives will be transformed into concept notes that will become parts of country programme. The country programme developed afterwards will be a key document for the NDA in formulating future climate change investment priorities.

To avoid any possible conflicts of interest deriving from the delivery partner's role as an accredited entity, the prioritization of investments and projects to be included in the country programme will be led by the NDA through a broad consultation process with relevant stakeholders, including other potential implementing entities for Azerbaijan. The final validation of the country programme will be carried out by the country's coordination mechanism with the participation of other government agencies, as well as representatives from civil society and private sector, to ensure chosen priorities are fully aligned with national plans and strategies and adequately includes inputs from consulted stakeholders.

Annex I: Terms of Reference for Project Coordinator

The Project Coordinator will be locally recruited, based on an open competitive process. He/she will be responsible for the overall coordination of the project, including the mobilization of all project inputs, supervision over consultants and sub-contractors. The Project Coordinator will be reporting to the UNDP Azerbaijan Environment and Energy Programme Advisor and will coordinate with the major project stakeholders, including the Ministry of Ecology and Natural Resources as the National Designated Authority (NDA) for the Green Climate Fund (GCF). H/she will be also reporting periodically to the Project Steering Committee (PSC). Generally, he/she will be responsible for the project outputs under the direct implementation modality (DIM) meeting UNDP obligations under the project. Taken overall, the incumbent will perform a liaison role between UNDP, the Government, involved state agencies and institutions, civil society, business community and other stakeholders, and maintain close collaboration with any donor agencies supporting project activities.

Main Duties and Responsibilities

- Supervise and coordinate the project to ensure its results are in accordance with the Project Document;
- Assume primary responsibility for daily project coordination both organizational and substantive matters, such as budgeting, planning and general monitoring of the project;
- Ensure adequate information flow, discussions and feedback among the various stakeholders of the project;
- Ensure adherence to the project's work plan, prepare revisions of the work plan, if required;
- Assume overall responsibility for the proper handling of logistics related to project workshops and events;
- Prepare, and agree with UNDP and NDA terms of reference for national and international consultants and subcontractors;
- Guide the work of consultants and subcontractors and oversee compliance with the agreed work plan;
- Maintain regular contact with UNDP Country Office and the National Designated Authority on project implementation issues of their respective competence;
- Monitor the expenditures, commitments and balance of funds under the project budget lines, and draft project budget revisions;
- Assume overall responsibility for the meeting financial delivery targets set out in the agreed annual work plans, reporting on project funds and related record keeping;
- Liaise with the project donor to ensure its co-financing contributions are provided within the agreed terms;
- Assume overall responsibility for reporting on project progress vis-à-vis indicators in the logframe;
- Prepare financial reports for the GCF on-time to ensure timely transfer of funds from the donor for the upcoming activities;
- Ensure that evaluations and audit are undertaken as per the UNDP guidelines
- Undertake any other actions related to the management of the project as required by UNDP or the National Designated Authority.

Experience and education required:

- Master's degree on development, environment, climate change, public finance, or other similar fields related to the project.
- At least 3 years experience in project management in the fields of development and/or environment.
- Proven knowledge of national context in regards to environmental and climate finance.
- Proven experience of work with national government institutions.
- Significant knowledge in climate change and environmental funds and inter-institutional processes
- Good knowledge of English and Azeri is required; knowledge of Russian would be an asset



**GREEN
CLIMATE
FUND**

**READINESS AND PREPARATORY SUPPORT
PROPOSALTEMPLATE**

PAGE 22 OF 30 | ver. 20 March 2017



Annex 2. Implementation Gantt Chart for the Green Climate Fund Readiness and Preparatory Support Project for Azerbaijan

Outcomes	Activities	Deliverables	2018												2019						
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
1. Country capacity strengthened	1.1.1. In close consultation with the Ministry of Ecology and Natural Resources acting as the NDA for Azerbaijan, carry out needs assessment of MENR to identify its main needs for institutional and individual capacity building of the NDA, in what relates to roles and responsibilities as the NDA of the GCF.	Needs Assessment Report including roles and responsibilities of NDA for the GCF – The Report (finalized by March 2018)																			
	1.1.2. Develop Terms of Reference (TOR) for the coordination of the NDA's work based on multi-stakeholder partnerships including with women groups, and State Committee on Family, Women, and Children's Issues (SCFWCI)	Prepared Terms of Reference (ToRs) for key positions, both local and international consultants, including on work with women groups and the SCFWCI - ToRs (finalized by March 2018)																			
	1.1.3. Based on the assessment done under 1.1.1, design and execute	Training conducted based on the needs assessment, including on GCF policies and																			



<p>2. No objection procedure established and implemented</p>	<p>capacity building workshops/trainings</p>	<p>procedures – Training materials, participation lists, and documented feedback/evaluation by the participants. (by February 2019)</p>	
<p>1.1.4. Facilitate the participation of NDA key staff in South-South exchanges organized by UNDP or other partners</p>	<p>1.1.4. Facilitate the participation of NDA key staff in South-South exchanges organized by UNDP or other partners</p>	<p>Back to Office Reports prepared by the exchange participants covering acquired information and expertise – BTO Reports (on an ongoing basis; presumably starting from September 2018)</p>	
<p>1.1.5. Organize an inception workshop informing the relevant stakeholders, including women-led organizations and other vulnerable groups about the goals of the project and planned partnership with the GCF</p>	<p>1.1.5. Organize an inception workshop informing the relevant stakeholders, including women-led organizations and other vulnerable groups about the goals of the project and planned partnership with the GCF</p>	<p>Workshop Agenda, List of Participants, Key Presentations, Photos – Inception Workshop Report covering and including all those elements (by March 2018)</p>	
<p>1.2.1. In close consultation with the NDA, develop, validate, and disseminate guidelines for effective no-objection process</p>	<p>1.2.1. In close consultation with the NDA, develop, validate, and disseminate guidelines for effective no-objection process</p>	<p>Guidelines on No Objection procedure – Document validated by the NDA in Azeri and English languages. Evidences of disseminated guidelines, like copies of the official letters sent by the NDA to relevant agencies and stakeholders</p>	



		relevant stakeholders, one in 2018 and the other in 2019 - Training materials developed and participant's evaluations conducted (to test learning). <i>(Reports by November 2018, and April 2019)</i>																					
		Final Report covering major milestones, achievements and lessons-learned on the Project has prepared – The Report <i>(by June 2019)</i>																					
Stakeholders engaged in consultative processes																							
Stakeholders engaged in consultative processes		2.1.1. Mapping of the current practices on stakeholder engagement processes for climate change related policies and strategies with recommendations for improvement endorsed by the NDA;																					
		Standard Operating Procedures, SOP document validated by NDA, for stakeholder engagement process focusing on GCF. Gaps in engagement identified and addressed with establishment of SOP. <i>(by August 2018)</i>																					
		2.1.2. Stakeholder engagement plan for the consultations on the development of Azerbaijan's roadmap to achieve its NDC and GCF country programme with proposed methodology, timelines and outputs. The																					
		The Engagement Plan with the list of major participants and contact information both at the central and local level, state agencies, civil society organizations, including women groups; include established platform for																					



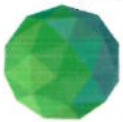
	<p>engagement plan will include consultations with line ministries, local-level authorities, the NGO Council at the MENR, and women groups, in close coordination with the State Committee on Family, Women and Children's Issues. The engagement process will be led and coordinated by the NDA</p>	<p>communication and input. (by December 2018)</p>		
	<p>2.1.3. Develop a communications/advocacy strategy to inform key stakeholders (government and non-government) on progress in the country's engagement with the GCF</p>	<p>Communication/Advocacy Plan prepared detailing medium, platform, and timelines by type of information (By August 2018)</p> <p>Conducting on a continuous basis advocacy campaigns to engage key stakeholders (June 2018 – April 2019)</p>		
<p>2 Country programmes, including adaptation and activities, developed and continuously updated</p>	<p>2.2.1. Take stock of ongoing and planned national policies and programs, including NDCs and LEDS, NAMAs and adaptation plans in consultation with the government, civil society, representatives of women's groups and minority communities, indigenous groups,</p>	<p>Report detailing each national policy, program, and plan related to climate change adaptation or mitigation. Report lists targets, baselines, and strategies alongside each entry and identifies gaps in existing policy and strategy. (August 2018)</p>		



	<p><i>international donors and private sector</i></p> <p>2.2.2. In close consultation with the NDA, develop a Roadmap for NDC implementation</p> <p>2.2.3. Through multi-stakeholder discussions coordinated by the NDA, develop a GCF country program that identifies strategic priorities for engagement with the GCF that aim for transformational adaptation/ mitigation and social impact, as well as gender inclusion.</p>	<p>Roadmap conflating activities under Readiness Project with the NDC, identifying low hanging fruit, associated investment costs and pay-back periods (By November 2018)</p> <p>Azerbaijan's climate vulnerabilities and opportunities identified to inform GCF Country Program, in line with GCF investment criteria. The GCF Country Program will include social impact on different vulnerable populations, including gender and rural, low income populations. (By May-June 2019)</p> <p>Organize at least 2 multi-stakeholder consultations to explore adaptation and mitigation priorities and corresponding strategies for the preparation of the country roadmap, linking to the NDC and GCF investment criteria (one in July and the other in November 2018)</p>	
--	--	--	--



<p>Private sector mobilization</p> <p>Private sector engaged in country consultative processes</p>	<p>5.1.1.1. Analyze gaps, barriers and opportunities to develop a private sector engagement strategy. UNDP and NDA intend to engage companies that are members of the Global Compact initiative in Azerbaijan, companies who are in the vetted UN vendor list in the country, SMEs lead by women and indigenous groups.</p>	<p>Gap report on the opportunities to involve the private sector in climate adaptation and mitigation activities, with a focus on women-lead SMEs (By August 2018)</p>							
	<p>5.1.1.2. The NDA facilitates the official validation of the private sector engagement strategy and key stakeholders' involvement in the national GCF coordination mechanism.</p>	<p>Private Sector Engagement Strategy officially validated by the NDA – (presumably by October 2018)</p> <p>Preparation of a specialized training course and organization of at least one workshop for SME representatives on climate finance and private sector involvement (by February 2019)</p> <p>In conjunction with the activity 2.1.3 on Advocacy, organizing awareness-raising campaigns at the national and regional levels by using newspapers, TV and social media to engage private</p>							



<p>Project Reporting</p>	<p>sector into the climate finance – Evidences, including publications, links, etc. (on a continuous basis from June 2018 to April 2019)</p>	<p>Quarterly reporting by the Project Coordinator to the Project Board. The Report will be due by the middle of the month (the 15th day) following the reporting period.</p>	<p>Quarterly report on the status of project implementation against the targets in accordance with the work plan, log frame and inception report.</p>	<p>Final Reporting by the end of the Project</p>	<p>Final Report covering major milestones, achievements and lessons-learned on the Project (by June 2019)</p>				
--------------------------	--	---	---	--	---	--	--	--	--