



**Ministério da Agricultura
e Ambiente**
Direção Nacional do Ambiente



United Nations Development Programme

COUNTRY: CABO VERDE

PROJECT DOCUMENT

Project title: Fourth National Communication and First Biennial Update Report for the Republic of Cabo Verde under the UNFCCC		
Country: Cabo Verde	Implementing Partner: Ministry of Agriculture and Environment - National Directorate for Environment (NDE)	Management Arrangements : National Implementation Modality (NIM)
UNDAF/Country Programme Outcome: (2.1) by 2022, all people, particularly the most vulnerable, benefit from enhanced national and local capacity to apply integrated and innovative approaches to the sustainable and participative management of natural resources and biodiversity, climate change adaptation and mitigation, and disaster-risk reduction.		
CPD: Output 2.2: Selected government institutions and local communities have enhanced technical capacity to implement climate change adaptation and mitigation measures		
UNDP Strategic Plan Output:		
UNDP Strategic Plan outcomes: (Signature solution 4) Promote nature-based solutions for a sustainable planet; (IRRF Outcome 3) Sustainable planet. (Signature solution 3) Enhance prevention and recovery for resilient societies; (IRRF Outcome 4) Resilient societies		
UNDP Social and Environmental Screening Category:	UNDP Gender Marker: 1	
Exempt		
Atlas Project ID/Award ID number: AWARD ID: 00115101	Atlas Output ID/Project ID number: 00112856	
UNDP-GEF PIMS ID number: 5593	GEF ID number: 10226	
Planned start date: December 2019	Planned end date: December 2023	
LPAC date: 3 September 2019		
Brief project description: The overall goal and objectives of the project are to assist Cabo Verde in the preparation and submission of its Fourth National Communication to the Conference of the Parties to the UNFCCC and its First Biennial Update Report; for the fulfilment of its obligations to the Convention under Decision 17 / CP. 8, decision 2/CP17 and other related guidance		
The project supports the Government of Cabo Verde to mainstream and integrate climate change considerations into		

development strategies and sector-based policy frameworks, through ensuring continuity of the institutional and technical capacity building, partly initiated and consequently sustained by reporting instruments under the UNFCCC and ensuring a regular mechanism of national monitoring, reporting and verification, and move towards a low-carbon and climate resilience development pathway.

The project will be coordinated by the Ministry of Agriculture and Environment under the guidance of National Directorate of Environment. The project components include: (1) National Circumstances, constrains, gaps and other relevant information; (2) National Greenhouse Gas (GHG) Inventory; (3). Vulnerability Assessment & Adaptation to the climate change (V&A); (4). Climate Change Mitigation and policy measures and Domestic Measurement, Reporting and Verification; (5). Monitoring and evaluation, knowledge management, compilation.

The preparation of the 4NC and FBUR is expected to enhance general public awareness and knowledge, to integrate the preparation process of NCs and BURs and mainstream climate change into national sustainable development process of Cabo Verde

FINANCING PLAN

GEF Trust Fund or LDCF or SCCF or other vertical fund	USD 852,000
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(1) Total Budget administered by UNDP	USD 852,000
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PARALLEL CO-FINANCING (all other co-financing that is not cash co-financing administered by UNDP)

UNDP (In-kind)	USD 304,050
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Government (In-kind)	USD 399,000
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(2) Total co-financing (In Kind)	USD 703,050
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(3) Grand-Total Project Financing (1)+(2)	USD 1.555.050
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List of acronyms

ACACC	Adaptation of Coastal Areas to Climate Change
ADB	African Development Bank
CBD	UN Convention on Biological Diversity
CC	Climate Change
CCD	UN Convention to Combat Désertification
CDM	Clean Development Mechanism
CoP	Conference of Parties
DNICE	National Directorate of Industry, Trade and Energy
EIB	European Investment Bank
FNC	First National Communication
FNC/BUR	Fourth National Communication and First Biennial Update Report
GEF	Global Environment Fund
GHG	Greenhouse Gases
INDC	Intended Nationally Determined Contribution
INGT	National Institute for Land management
INMG	National Institute of Meteorology and Geophysics
IPCC	Intergovernmental Panel for Climate Change
MAE	Ministry of Agriculture and Environment
NAMAs	Nationally Appropriate Mitigation Actions
NAPA	National Adaptation Plan of Action
NCSA	National Capacity Self-Assessment for Environmental Global Management
NDE	National Directorate for Environment
NSTC-MC	National Scientific and Technical Committee on Climate Change
PANA II	II National Environnemental Action Plan 2017-2021
PED	Strategic Plan for Sustainable Development 2017-2021
PRSP	Poverty Reduction Strategy Paper
SDG	Sustainable Development Goals
SNC	Second National Communication
TCN-CC	Third National Communication on Climate Change
TNC	Third National Communication
UNEP/PNUD	UN Environmental Program/UNDP
UNFCCC	UN Framework Convention on Climate Change
V&A	Vulnerability and Adaptation

I. DEVELOPMENT CHALLENGE

The Republic of Cabo Verde ratified the United Nations Framework Convention on Climate Change (UNFCCC) in March 29, 1995. The Convention entered into force on June 22, 1995. The Kyoto Protocol was ratified on December 5, 2005, and entered into force on 11 May 2006, as a non-Annex I Party.

The Ministry of Agriculture and Environmental (MAE) is the UNFCCC and the IPCC Focal Point. The MAE has a coordination role for the climate change issues and related activities. Considerable efforts have been made in promoting the combat against climate change, with the goal of fulfilling the requirements of the Convention and improving intersectional cooperation in order to ensure mainstreaming of climate change issues into sector strategic documents and national development goals.

As a contracting party to the Convention, Cabo Verde has undertaken to develop, among other documents to be requested, the National Communication to the Conference of the Parties (COP), where it reports on the national circumstances in which the country evolves in terms of concrete action in climate change context.

With funding from GEF/UNDP, the Government of Cabo Verde and other development partners, the country has developed and implemented projects and programs under this issue, such as:

- First, Second and Third National Communications to the UNFCCC (2000, 2010 and 2018)
- National Strategy and Plan of Action on Climate Change (2000)
- First, Second and Third National Inventories of Greenhouse Gas Emissions and Removals (1995 FNC; 2000 SNC; 2005 and 2010 TNC)
- National Program of Action for Adaptation to Climate Change (NAPA, 2007)
- NAPA-Follow-Up Project, to implement adaptation measures of the Water Resources sector
- Clean Development Mechanism (CDM) Project (2012)
- Low Carbon and Resilient Development Strategy (2015)
- Intended Nationally Determined Contribution (INDC, 2015) for the 2015/2030 horizon

Cabo Verde signed and ratified the Paris Agreement through the National Assembly with the approval of Resolution 35/IX/2017, in May 12. Acceptance of ratification of the Paris Agreement by the UNFCCC secretariat dates on April 22, 2016 and entered into force on October 21, 2017.

Cabo Verde has prepared the (I)NDC which submitted to the UNFCCC as the basis for the Paris Agreement establishing the global framework for action to combat climate change in the period 2020-2030. The INDC defines the actions to implement, both adaptation and mitigation. Cabo Verde's mitigation contributions are presented for Renewable Energy (RE) and Energy Efficiency (EE) and other Nationally Appropriate Mitigation Actions (NAMAs). The objectives are proposed for 2025 and 2030 for RE and EE, along with biennial progress monitoring based on pre-defined indicators and supported by GHG inventories.

(I)NDC demonstrates the country's commitment to sustainable, low-carbon, climate-resilient policies and the country's contribution to global efforts to reduce emissions and limit the increase in global average temperatures to 2°C or 1.5°C above of pre-industrial levels. The major mitigation targets that the country has chosen to establish in (I)NDC 2015 include: 30% of renewable energy-based electricity in 2025; Reduced energy demand by 20% up to 2030; Increased efficiency in transport sector; Afforestation and reforestation of 10 000 ha by 2030.

For better follow-up on climate change issues, through Resolution No. 16/2009 of 2 June, Cabo Verde created the Multi-Ministerial Committee on Climate Change, which also functions as the Designated National Authority, with the purpose of articulating governmental actions resulting from the United Nations Framework Convention on Climate Change, the Kyoto Protocol and its subsidiary bodies of which Cabo Verde is a party.

In view of the new ambitions and instruments developed within the UNFCCC framework, the Government of Cabo Verde is preparing and aligning the tools required for better monitoring and actions that allow it to access the Funds and Programs created to ensure countries sustainability in climate change context.

To better monitor the process, the country defined cross-cutting strategies and presented plans of significant relevance, which are materialized in the following documents that aim at adapting the socioeconomic development sectors and promoting mitigation of GHG emissions: National Action Plan for Energy Efficiency, 2015 (PNAEE); National Action Plan for Renewable Energy, 2015 (PNAER); National Strategic Plan for Water and Sanitation (PLENAS); Growth and Poverty Reduction Strategy (DECRP III); Cabo Verde Transformation Agenda for 2030.

The Government's concern with climate change issues is reinforced in the UNDAF and fits in with the vision of the Global Agenda 2030 and its Sustainable Development Objectives (SDGs). The Global Agenda 2030 elects the Planet as the second pillar where climate change issues are referenced through the UNDAF outcome which states that by 2022 the population of Cabo Verde, in particular the most vulnerable, will benefit from improved national and local capacity to apply integrated and innovative approaches to sustainable and participatory management of natural resources and biodiversity, adaptation to climate change and mitigation and disaster risk reduction. Both the Planet pillar and the above result fit into the PEDS "New Economic Growth Model" economy pillar aligned with SDGs 1, 2, 6, 7, 9, 11, 12, 13, 14, and 15.

UNDAF stresses that integrating the resilience concept into development policies and environmental preservation is essential to reverse the exposure and vulnerability of countries to natural disasters and climate change, in particular SIDS, such as Cabo Verde. Strengthening resilience to climate change and natural disasters is therefore crucial to protecting the country's resources and directing them towards sustainable development.

In the last decades, Cabo Verde has made important progress in its climate strategy, guided by a vast set of strategic plans and tools of which we highlight:

- First National Action Plan for the Environment (PANA I)
- National Forest Action Plan (PAFN)
- National Action Plan to Combat Desertification (PAN-LCD)
- Second National Action Plan for the Environment (PANA II)
- National Strategy and Plan of Action for Biodiversity (NBSAP)
- First and Second National Communications on Climate Change
- Plan of Action for the Integrated Management of Water Resources (PAGIRH)
- Cabo Verde 50% Renewable - A Way to 2020
- National Action Plan for Renewable Energy (2015/2020/2030)
- National Energy Efficiency Action Plan
- Low Carbon Resilient Development Strategy
- Integrating Adaptation to Climate Change into the Development Process
- NAMAs in the energy / energy efficiency and waste sector
- Agriculture Strategic Development Plan (PEDA)
- National Agricultural Investment Plan (PNIA)
- Intended Nationally Determined Contribution of Cabo Verde (from INDC)
- National Strategic Water and Sanitation Plan
- International Center for Scientific Research and Technological Development of Cabo Verde

The continuous preparation of national communications and initiation of the biennial update reports to the UNFCCC aims to strengthen information base, and the analytical and technical capacity of the key national institutions to integrate climate change priorities into national development strategies and relevant sectorial policies. The process of preparation of the 4NC and FBUR will continue the ongoing dialogue, information exchange and partnership among relevant stakeholders, including government, civil society, academia, private sector and international development partners.

II. STRATEGY

Building on the previously prepared national communications as well as lesson learned, Cabo Verde will submit its First Biennial Update Report and Fourth National Communication to the UNFCCC in 2020 and 2022 respectively.

The strategy of the project is to employ the best practice at the maximum extent possible and as well, international consultancy when needed. The project will build upon findings and experience gained through activities/projects aiming at addressing climate change issues and meeting the country's commitments under the UNFCCC.

Alongside the preparation of the national reports, one of the most important outputs will be an improvement of capacities and networking of relevant institutions and agencies. That will be undertaken through their involvement in the project implementation, consultative meetings, planning and training workshops. The project will build on the findings of the Third National Communication.

GHG emissions and removals in Cabo Verde totalled 452.54 Gg CO₂eq in 2005 and 485.26 Gg CO₂eq in 2010. The Energy subsector accounted for most of the emissions in 2005 and 2010. In 2005 it produced 548.60 CO₂eq and in 2010 542.16 GgCO₂eq.

Since the greatest challenge encountered in compiling inventories was the data collection for different sectors, to help improve the quality of the future GHG inventories, following actions should be taken as priorities:

- (a) elaboration of sectorial GHG inventories as an annual activity, which allows routine creation of GHG estimation and enhances the improvement of data collection,
- (b) strengthen knowledge training / recycling actions more frequently and not only when the country's GHG inventories are carried out, which allows the creation of national expertise for estimation and GHG,
- (c) improve the data source for elaboration of the land use matrix and thus estimate emissions and GHG removals in the forest sector;

Given the FBUR and the 4NC projects will be realized at the same time, the activities will be run in parallel looking for synergies, efficient use of resources, sustainable capacity building and avoiding duplication of efforts. Namely, under the FBUR GHG inventories for the period 2011-2016 will be prepared to complete time series to be prepared under the 4NC. The 4NC will complete time series for the period 2017-2018. One of the main aims of the FBUR will be to increase capacities for MRV on the national level, while the 4NC will be orientated on national capacities for identification, preparation and realization of mitigation and adaptation measures. The 4NC will consider adaptation as one of the preconditions for attaining the global 2030 development agenda (through attaining the SDGs) and treat it through project activities on that way.

To accomplish FBUR and 4NC and fulfil the obligations arisen from Cancun and Durban COP decisions, related to the submission of national communications and biennial update reports, support from the Global Environment Facility is needed. This support is necessary for continuous development and improvement of the existing technical and institutional capacities, especially for MRV, and to continue the efforts of integrating climate change into national development policies, plans and programmes.

Based on the previous National Communications experience, it is understood that the most effective way to address climate change, is to allow a real co-management of the issue, where all key stakeholders are involved, in relation to the design and implementation of the mitigation and adaptation actions, in the framework of pursuing the wider objectives of sustainable development. The integration of the different sectors strengthens the institutional and technical capacity of the different stakeholders and institutions, not limited to a reduced group of experts and decision makers from the governmental institution where lies the responsibility for the fulfilment of the national obligations to the Convention. Therefore, the project team will create mechanisms for effective stakeholder engagement and will ensure the meaningful participation of targeted groups.

To facilitate Fourth Communication delivery, the project will employ a strategy which identifies relevant institutional structures and arrangements which provides a basis for cooperation and information exchange. This strategy is also key for continuity of processes and for the enabling of consistent NC/BUR reporting.

Project preparation activities will define an overall knowledge management strategy for the project. This strategy will address various types of knowledge management by highlighting how to use the existing information sharing networks maintained by

different international donors and agencies (UNDP, GEF, UNFCCC) and other organizations to better share lessons learned, such as developing and disseminate project training materials to more effectively target audiences in the country.

The strategy will also determine how to disseminate project information effectively in national and international fora and in participation in COPs.

The project will assist the country in achieving the SDG 13 by supporting the integration of climate change measures into national policies, strategies and planning; building knowledge and improving education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning, and promotion of mechanisms for raising capacity for effective climate change-related planning and management in the country.

III. RESULTS AND PARTNERSHIPS

Expected Results:

The overall goal and objectives of the project are:

- to assist Cabo Verde in the preparation and submission of its Fourth National Communication to the Conference of the Parties to the UNFCCC and its First Biennial Update Report; for the fulfilment of its obligations to the Convention under Decision 17 / CP. 8, decision 2/CP17 and other related guidance
- to support the Government of Cabo Verde to mainstream and integrate climate change considerations into development strategies and sector-based policy frameworks, through ensuring continuity of the institutional and technical capacity building, partly initiated and consequently sustained by reporting instruments under the UNFCCC and ensuring a regular mechanism of national monitoring, reporting and verification, and move towards a low-carbon and climate resilience development pathway.

The 4NC and FBUR project is prepared in line with GEF-7 strategic focal area on climate change mitigation, objective CCM3 on fostering enabling conditions to mainstream mitigation concerns into sustainable development strategies. The project goals and objectives will be achieved through strategic directions identified below:

1. Update and improve GHG inventories by filling out the gaps and reducing the uncertainties encountered in the previous inventories;
2. Build national capacities allowing the country to apply improved 2006 IPCC Guidelines for National Greenhouse Gas Inventories and to establish national emissions factors;
3. Set up and operationalization of the National Monitoring Reporting and Verification system with defined institutional arrangements to support it.
4. Update of existing and proposing new programmatic mitigation measures for abating GHG emissions in key economic sectors;
5. Prepare Roadmap and plan for implementation of NDCs by 2030;
6. Revisiting and upgrading climate change scenarios and upgrade of policy framework and programmatic measures for climate change adaptation in the most vulnerable sectors in the Republic of Cabo Verde (water resource, agriculture, forestry, tourism and Coastal area, energy, transport, health and biodiversity) with in-depth regional/local focus using GIS technology, cost-benefit analyses socio-economic assessments, gender aspects;
7. Collect and analyse gender disaggregated data in relation to the climate change;
8. Updating information on constraints, gaps and related financial, technical and capacity building needs,
9. Compilation of information, preparation of final version, publication and promotion of the national communication and biennial update report;
10. Conduct public awareness campaigns on climate change at the national level
11. Conduct climate change training for young professionals involved with climate change.
12. Monitoring, reporting, and preparing of financial audits.

Moreover, the project will assist Cabo Verde in correlating activities arising out of the UNFCCC reporting commitments, thus securing synergies, complementarity and effective utilization of resources. The proposed project will further strengthen the capacity of national institutions in related research and analysis eventually contributing to Cabo Verde's inputs to reducing the impacts of the global environmental threat of climate change. Documents (reports, analyses, studies etc.) produced under the project will be used by the decision-makers for preparing and implementing guidelines and policy action framework for achieving the government's national and international commitments. It will also assist Cabo Verde to well prepare for creation of enabling policy environment and robust monitoring, reporting and verification system for effective implementation of the Paris Agreement.

The project components include: (1) National Circumstances constrains, gaps and other relevant information; (2) National Greenhouse gas (GHG) Inventory; (3) Vulnerability Assessment & Adaptation to the climate change (V&A); (4) Climate Change Mitigation and policy measures and Domestic Measurement, Reporting and Verification; (5) Monitoring and evaluation, knowledge management, compilation.

Involving capacities in the 3NC process has made it possible to strengthen the technical and institutional capacities to support the efficient implementation of the UNFCCC and to improve the reporting process, always overcoming weaknesses, constraints and shortcomings in the implementation of 4NC and FBUR, in the project will link complementary and interrelated project milestones in a much more efficient way, coordinating the timetables of the expected results.

Project Component: 1. National Circumstances constrains, gaps and other relevant information

Information and data related to key sectors that contribute most to GHG emissions will be described by updating information on 3NC's national circumstances taking into account the studies and research developed as characteristics of the country, population, natural resources, energy, water resources , transport, climate and economy that may affect the country's ability to cope with climate change mitigation and adaptation.

The national development objectives, priorities and circumstances will also be updated, including the specific needs and concerns arising from climate change.

Economic development trends related to the main GHG emitting sectors and those most vulnerable to climate change will be analyzed, as well as relevant studies, projects implemented and/or implemented by stakeholders taking into account their findings and recommendations.

During the data collection, the most up-to-date information will be actively sought, analyzed and taken into account as national priorities, strategy, plans and legislation relevant to climate change and activities will address the gaps identified in 3NC, which include technical and institutional gaps to improve data collection, processing, archiving and promotion of mitigation actions through the introduction of legal, economic and financial instruments in consultation with stakeholders and partners.

Gender data collection and analysis will be done in relation to climate change, disaggregating the information taking into account the measures taken in the past and being able to do better diagnosis for better integration and adaptation, especially in the sectors such as agriculture and health in which it is more involved .

The set up of institutional arrangements will be coordinated by the Ministry of Agriculture and Environment, and the necessary arrangements for the preparation of reports and updates will be described, including institutional structures, constraints of national capacity, and definition of responsibilities to meet functional needs.

In order to promote exchange and exchange of information on climate change, the established interagency working group and Multi-Ministerial Committee on Climate Change will be regularly consulted, as well as NGOs, trade unions as a network and this exchange of information on climate change will be generally improved through active involvement of mass media.

The following activities will be undertaken:

- Analysis, synthesis and updating of existing information on climate change compared with previous NC, through group discussions and interviews with stakeholders and partners;
- Analysis of national and regional institutional frameworks, projects, programs and documents related to climate change;
- Assessment of technological, financial and capacity needs for mitigation and adaptation;
- Collection of information on measures to integrate climate change into socio-economic and environmental policies;
- Collection of information on access to environmental technologies and know-how;
- Climate-related research and observation systems collected and analysed;
- Collection of relevant information through close cooperation with different governmental institutions, agencies, universities, individual researchers and NGOs

Financial, technology and capacity building needs and support received

In order to evaluate current state, in the FBUR and 4NC assessment of fulfilling the UNFCCC reporting requirements will be updated, considering the findings in the previous NCs. Additionally, constraints and gaps will be identified, as well as technology, financial and capacity building needs. A study of financial, technological and capacity needs and constraints of institutions responsible for activities related to climate change will be conducted through the collection, synthesis and analysis of existing information, individual interviews or group discussions, site visits, among others.

Information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors, International Financial Institutions (IFIs), etc. for activities related to climate change will be collected and presented. Also, information on national resources allocated for climate change upon ratification of the UNFCCC will be presented in order to show national efforts on the combat against climate change.

Other relevant information according to UNFCCC

Relevant to the achievement of the objectives of the UNFCCC, the insufficiency of financial and technological resources and absence of systematic approach are considered as the main barriers to strengthen capacity and ensure sustainability of implementation of various programs related to climate change. Therefore, in line with the Doha Work Program, activities related to provisions under Article 6 of the UNFCCC, as well as needs assessment for systematic observation and climate change research and technology needs assessment for various sectors in relation to mitigation and adaptation are among priority areas. The detailed assessments related to these priorities will be launched during the 4NC and FBUR inception workshop.

All the thematic and sectoral components that define the National Circumstances, Institutional Arrangements, Constraints, Gaps and Other Information will be updated and revised for their inclusion in the 4NC and FBUR reports

Project Outcomes

- 1.1. National Circumstances and institutional arrangements relevant to the preparation of national communications and the biennial update reports updated and described.
- 1.2. Progress towards mainstreaming of climate change considerations into key development strategies and sector-based policy frameworks assessed.
- 1.3. Constraints and gaps identified; financial, technology, policy and capacity building needs assessed and recommendation for addressing the needs provided;
- 1.4. Other information relevant for the preparation of FBUR and 4NC consolidated. The interventions will be guided by the principles of Doha Work Programme under Article 6 of the UN Framework Convention on Climate Change;

Project Outputs

- 1.1.1. Features of the country, its population, natural resources, climate and economy which may affect the country's ability to deal with climate change mitigation and adaptation, described, taking into consideration gender dimension;
- 1.1.2. Institutional arrangements relevant to the preparation of the national communications and biennial update reports
- 1.1.3. Mechanisms for gender responsive stakeholder involvement and participation, enabling the preparation of national communications and biennial update reports defined;
 - 1.2.1. National and local development objectives, priorities and circumstances impacted by climate risks described and mainstreaming progress into policy frameworks assessed, taking into consideration gender dimension;
 - 1.2.2. The progress towards climate change and its mainstreaming into policy frameworks assessed;
- 1.3.1. Finance resources, capacity needs for implementation of the overall national GHG emission reduction strategy estimated;
- 1.3.2. Based on the V&A assessment, a cost benefit analysis, estimating potential costs for a long-term adaptation (at least for water sector and energy) performed
- 1.3.3. A study on technological needs assessment conducted, and a list of the most effective/new technology solutions at least for two sectors (e.g. water resource and agriculture - in order of priority, as prioritized and identified in the NAPA being more vulnerable and lacking interventions to be resilient to the negative impacts of MCs.) compiled.

1.3.4. Information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors updated;

1.4.1. Stock-take of all awareness raising, education, and research on climate change that has been carried out within different programs and projects, including donor-funded interventions, which will be made available on the national knowledge platform.

1.4.2. Assessment of gaps, needs and priorities for education, training and public awareness important for stakeholders' involvement in the preparation of national communications and biennial update reports, including the information on education and public awareness activities relevant to Article 6 reflected;

1.4.3. Conduct public awareness campaigns on climate change at the national level, as well as trainings on climate change for businesses, Civil Society Organizations (CSOs), healthcare specialists, journalists and civil servants engaged in climate change;

1.4.4. Further elaborate study on different gender roles in adaptation and mitigation interventions at the community level, policy formulation and decision-making process;

Project Component:2. National Greenhouse gas (GHG) Inventory

The national inventory of anthropogenic emissions by sources and removals by sinks of all GHG not controlled by the Montreal protocol, including a national inventory report

Cabo Verde presented the first, second and third Inventories, based on 1995, 2000 and 2005 baseline year and timeline 2005-2010, respectively. Recently, it presented the third inventory, following the Guidelines for the Preparation of National Communications by Countries Not Listed in Annex I to the Convention (developing countries) (Convention Decision 17/CP.8) and the 2006 IPCC methodological guidelines. For the Energy sector and in some IPPU categories the 1996 guidelines were used due to difficulties in applying the IPCC 2006 methodology for the NMVOCs.

According to the 3NC, GHG emissions and removals in Cabo Verde totalled 452.54 Gg CO₂eq in 2005 and 485.26 Gg CO₂eq in 2010. The Energy subsector accounted for most of the emissions in 2005 and 2010. In 2005 it produced 548.60GgCO₂eq and in 2010 542.16 GgCO₂eq.

The AFOLU sector, with net removals from planted forests, contributes to the reduction of the country's emissions.

Total net CO₂ eq emissions in the AFOLU sector decreased by 9.22% between 2005 and 2010. This decrease stems mainly from the decrease in emissions in the forestry sub-sector, which decreased by 0.25% in the same period.

The sector of AFOLU, more specifically Forestry, in 2005 and 2010 contributed to the net removal of CO₂, being in 2005 (-237.29 Gg CO₂) and in 2010 (-236.69 Gg CO₂), corresponding to a decrease of 0,25% in 2010 compared to 2005.

The national inventory in the previous NC identified the country profile on GHG emissions and removals produced by socio-economic activities for base year 2005 and time series 2005-2010 where it was determined that emissions per capita in 2010 in Cape Verde was about 0.99 tCO₂eq. This represents an increase of 1.02% of the emissions per capita of 2005 with 0.98 tCO₂ eq.

Some gaps and difficulties were encountered in the preparation of the third GHG inventory, such as the difficulty in obtaining reliable and real data that allow the preparation of inventories for all sectors. The poor cooperation of the institutions / companies, where most of the time the existing data are dispersed and incoherent implies the loss of time in the data collection process.

The lack of disaggregated data of energy consumptions by productive sectors of the economy, which forces to estimate these consumptions and difficulties found in the use of the IPCC Inventory Software for the estimation of sectorial emissions and compilation were also identified as gaps in the data collection process.

With this project, knowledge empowerment/recycling actions, national techniques for estimating and calculating GHG information will be strengthened to help improve the quality of these inventories.

It will also be necessary to strengthen legal instruments so that institutions can provide annual activity data independently of the sector and also strengthen partnerships with universities and educational institutions in order to promote studies to determine national emission factors with a view to improving the quality of national GHG inventories, and the need for training and sensitization of data providers should be analysed in order to provide better information on GHG estimates.

Within the 4NC and FBUR it is planned to prepare GHG inventory for the period of 2011 -2016 for the FBUR and up to 2018 for the 4NC while the update of inventory will be undertaken for those years with low quality data, based on findings of previous projects.

Under this component, the project will focus on the following:

- Analyse and review 2006 IPCC Guidelines for National Greenhouse Gas Inventories for their applicability to the 4NC+FBUR project;
- Conduct training on the usage of 2006 IPCC Guidelines for National Greenhouse Gas Inventories for the experts involved into the inventory preparation and relevant stakeholders;
- Make sure that the national capacities allowing Cabo Verde to apply 2006 IPCC Guidelines for National Greenhouse Gas Inventories) for the inventory and calculation of emissions of all gases are in place;
- Data collection/interaction with data providers for preparation of inventory for the period of 2011 -2016 for the FBUR and up to 2018 for the 4NC;
- Revision of nationally adopted emission factors, if needed;
- Prepare GHG inventory for the period of 2011 -2016 for the FBUR and up to 2018 for the 4NC;
- Streamline of the institutional arrangements with other institutions/Ministries for data collection and management;
- Improve the National Inventory Systems with defined institutional arrangements;
- Make sure that each involved stakeholder clearly understands his/her role in the National Inventory System;
- Ensure that the National Inventory Systems establishment process facilitates the integration, coordination and implementation of the human, technical, technological and financial resources (coming from the synergy of different programs and projects) needed to assist and develop the regular preparation of the national inventory;
- Strengthen cross-sectoral exchange and collaboration for preparation of the GHG inventory;
- Subsequent to the GHG inventory preparation, ensure the quality assurance/quality control (QA/QC) processes.
- Report on progress achieved on each of its components: reached agreements, promoted institutional arrangements, engaged stakeholders, built capacity, shared knowledge, applied methods and used technology tools;
- Institutionalize the GHG Inventory generation process by preparation and application of the Procedure Manuals, which will be part of the National Inventory System.
- Incorporation of good practices for improving sustainability of the process;
- Provision of input for preparation of relevant laws and regulations for institutionalization of the GHG inventory;
- Preparation of working sheets and summary tables, uncertainty estimation and management;
- Preparation of graphics, tables and analyses of results;
- Publication of GHG Inventory report

The following methodological materials will be used: *2006 IPCC Guidelines for National Greenhouse Gas Inventories; the IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories; The Handbook developed by UNDP on "Managing the National Greenhouse Gas Inventory"* will be followed while conducting the national inventory in order to identify recommendations for the design of an inventory management system. Appropriate approaches to ensure the quality of the estimates will be adopted. The taskforces will also be responsible for developing data recording and archiving system to facilitate the inventory process, especially in the respective sectors.

To sustain the inventory working groups, training opportunities for them will be created. Also, exchange in knowledge and expertise with other researchers in the region will be encouraged. The experiences from this project will be used to institutionalize the inventory process into the regular works of the relevant agencies and ministries.

It is envisaged that this approach will further promote ownership and participation among relevant agencies and will sustain the inventory process for Cabo Verde.

This inventory will aim to present the accounting for GHG emissions and removals in Cabo Verde with the availability of better-quality data and the implementation of some measures, either at the legal level to better improve the quality of the activity data used in the preparation of the data. inventories, as well as in the training of more national technicians for the preparation of inventories and greater involvement of universities that can contribute to the investigation of national emission factors.

Project Outcomes

- 2.1. National GHG Inventory updated up to 2016 (period of 2011 -2016) for the FBUR and up to 2018 for the 4NC
- 2.2. Capacity to collect GHGI information on an ongoing basis strengthened.

Project Outputs

- 2.1.1. GHG inventory for the period of 2011-2016 (FBUR) and 2017-2018 (4NC) calculated for all sectors: according to the 2006 revised IPCC Guidelines. GHG Inventory will be prepared using/applying GHG Inventory Software for non-Annex I Parties
- 2.1.2. Emission factors for the key sources updated, as needed.
- 2.2.1. Gaps identified on the GHG inventory related to the general, sectoral as well as institutional aspects;
- 2.2.2. Institutional capacities for the improvement of the National GHG Inventory System improved with defined institutional arrangements, including cross-sector cooperation and application of 2006 IPCC Guidelines for GHG inventories;
- 2.2.3 Improving the GHG emission data collection system (including calculation of national emission factors, as appropriate and based on results of the TNC) within the National Directorate of Environmental.
- 2.2.4. Cross-sector collaboration for the preparation of GHG Inventory strengthened.
- 2.2.5. Improvement of data collection system within the national statistics Institute in order to fill the gaps related to GHG inventory preparation in the SNICV that will integrate all sectors of production of data and the information necessary for the elaboration of sustainable NIS-GHG.
- 2.2.6. Establishment, maintenance and reporting on the national inventory system and reporting on its changes especially concerning legal arrangements for the national inventory system; Quality assurance and quality control (QA/QC) implementation; appropriate documentation and archiving of inventory data;

Project Component: 3. Vulnerability Assessment & Adaptation to the climate change (V&A)

Under this component, attention will be given to the climatic events as well as to the aspects of risk management. The scenarios of climate change and their possible impacts in possible domains will be analysed, the pre-identified sectors identified in 3CN as Water Resources, Agriculture, Forestry and Grazing Livestock, Coastal Areas/ Tourism, Biodiversity, Fisheries, Energy/Industry and Health will be analysed in relation to vulnerability with models for to determine the projections, with their tendencies, probabilities and achievements based on existing data.

To better assess Cabo Verde's vulnerability to climate change, some improvements will be required for the presentation of climate information.

Several regional scenarios will be reviewed and generated using different spatial scales of resolution and considering models more suitable for an archipelagic country, taking as reference the model ETA used in 3NC, and these scenarios will be used to evaluate the impacts, vulnerability and adaptation of the climatic changes to the archipelago. Modelling efforts to describe vulnerability to climate change will be strengthened in priority areas such Water Resources, Agriculture, Forestry and Livestock, Coastal Areas / Tourism, Biodiversity, Fisheries, Energy / Industry and Health.

A comprehensive analysis of the socio-economic impacts of climate change will need to be done by examining the socio-economic impacts associated with climate variability and climate change potentials in order to examine whether socio-economic costs will increase as a result of climate change.

To better respond to the vulnerability and adaptation study needs, the following steps will be followed:

- Analysis of the climate monitoring systems, the progress made in 3CN related to systematic observation and forecasting activities, modelling specifically on the progress made on the quality of information reported.
- Review of the climate model used, testing and interpreting possible new models. This will be based on the results obtained in collecting information and updating climate models used in 3NC and will include the use of improved IPCC models that complement the results.
- Training of selected experts and staff from concerned institutions to further enhance the technical skills in climate modelling.

- Review the vulnerability studies, compilation of information related to the vulnerability assessment carried out at 3NC. Based on revealed needs and gaps, the studies will be conducted by compiling the information, selecting the methodology, drawing conclusions about the vulnerability and presenting the results to the target audience.
- Describe the situation of climate adaptation, including the collection of information on implemented and ongoing adaptation projects, assessing their impacts related to prioritized areas and intersectoral effect.
- Review national adaptation policies through the revision of existing policies to promote and strengthen adaptation measures and plans at both national and local levels.
- Review and Evaluation of the sectors already identified in 3NC to better adapt to climate change and socioeconomic benefits
- Analyse and recommend for initiatives, policies, science, technology and innovation for better adaptation at the national level.

Vulnerability and adaptation assessment will be conducted in a participatory manner, involving all stakeholders, not limited to Government agencies and Local, Universities, private sector, central and local authorities, international organizations, media and civil society.

Project Outcomes

3.1 Climate change vulnerability assessment for priority sectors of socio-economic development and natural environment developed (with regional and local focus as applicable) and plans and programmes proposing measures to facilitate adaptation prepared

Project Outputs

- 3.1.1. Comparative analysis of developed climate change scenarios with results from existing databases of climate scenarios including assessment of the level of climate change scenarios uncertainty
- 3.1.2. A stocktaking exercise of vulnerability and sensitivity of the country territory to climate risks performed;
- 3.1.3. An in-depth vulnerability assessment of key socio-economic sectors (agriculture, energy, hydrology/water management, forestry, Tourism, coastal area, health,) and natural environment to climate impacts conducted;
- 3.1.4. A study integrating response measures in the context of Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) conducted;
- 3.1.5. Impacts of climate change on socio-economic development of Cabo Verde described and analysed;
- 3.1.6 Based on the V&A assessment, a cost benefit analysis, estimating potential costs for a long-term adaptation (at least for agriculture, water sectors identified in the NAPA as being more vulnerable and lacking interventions to be resilient to the negative impacts of climate change) and BAU, performed;
- 3.1.7. Policy frameworks for effective integration of adaptation measures into national strategies identified.

Project Component: 4. Climate Change Mitigation and policy measures and Domestic Measurement, Reporting and Verification

In the previous NCs and GHG mitigation measures in all sectors have been analysed. This included implemented or ongoing projects and programs. The basis for implemented measures in this period was the international support, national activities on policy and institutional development and sectoral activities. Mitigation analysis was conducted for each key economic sector. GHG emissions baseline scenario as well as the mitigation scenario were developed for Energy, AFOLU, more specifically Forestry, Transportation, Industry sectors.

Mitigation actions and their effects, including associated methodologies and assumptions, and implementation progress of mitigation actions listed in the TNC will be described. Priorities in mitigation actions will be identified based on the assessment of sectoral mitigation potentials. Additionally, nature of actions, coverage, quantitative goals, progress indicators, methodologies and assumptions, will be presented in tables. Detailed, sector-based vulnerability assessment, including update of different scenario analyses, will be conducted and sector specific adaptation measures will be proposed, considering cost-benefit analyses and integration with national and regional DRR measures.

Through the proposed project, the capacity to collect and analyse information on climate change on an ongoing basis for future

biennial update reports and national communications will be strengthened and the report on policies and measures to mitigate the climate change will be updated. First, analysis and results presented in the 3NC will be revised. Based on latest available data GHG emission reduction potential of Cabo Verde will be updated considering technical, environmental and economic aspects; set of policy framework and recommendations proposed; systems to assess the effects of mitigation actions will be developed. Necessary data and relevant information for baseline and mitigation scenarios development for period of 2010-2030 will be collected and analysed. The baseline and mitigation scenarios developed under the 3NC will be updated using latest available data on macroeconomic parameters (GDP, real GDP growth rate etc.) and other relevant information such as energy balances, industry production data, and others.

The scope of the sectoral mitigation assessments will include an analysis of related legislation, policies and programmes that facilitate the rapid implementation of mitigation technologies and practices, as well as – to the extent possible – the macro-economic impact of the mitigation options (including possibilities for green job creation).

As part of the activities, reports will be elaborated containing a description on the national arrangements to enable the implementation of (I)NDCs.

According to the decision 1/CP.21, UNFCCC Party Countries and among them Cabo Verde are requested to communicate their Nationally Determined Contribution (NDC) by 2020. At the same time the NDCs should be submitted at least 9 to 12 months in advance of the relevant session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement, i.e. not later than by end of 2019. In frames of the proposed project, possibilities with regards to the NDC of Cabo Verde will be evaluated. The NDC of Cabo Verde will represent a progression beyond the Cabo Verde INDC and reflect its highest possible ambition.

In addition, Roadmap and Action Plan for implementation of Cabo Verde NCDs 2020-2030 will be prepared.

The abovementioned activities will be conducted in close communication among all relevant stakeholders. Consultative workshops and seminars will be organized on policies and measures to mitigate Climate Change.

A robust Monitoring, Reporting and Verification (MRV) system is critical to meeting the reporting requirements of the United Nations Framework Convention on Climate Change (UNFCCC) and with the many constraints to better follow up at the national level the implementation of the convention guidelines is of fundamental importance at national level.

MRV's main function will be to increase transparency by tracking national levels of GHG emissions, tracing of climate finance flows and/or the impact of mitigation actions. The MRV system will facilitate the sharing of information and lessons learned and will allow to evaluate if the defined objectives are being reached, for more transparency and shows the continuity of the actions of the country.

Robust and efficient MRV system, supported by trained national MRV professionals is essential to track progress towards the implementation of the UNFCCC and achieving Nationally Determined Contributions (NDCs).

The project will focus on gathering information relevant to MRV and mitigation actions, conduct fact-finding visits to discuss issues with key national institutions, and hold stakeholder consultation and stakeholder engagement workshops.

A strong training component will be developed with the elaboration of a training plan that will be developed according to the limitations and conditions of the Country, agreeing with the main national partners, elaborating training content and confirming a detailed training schedule.

The trainings will consist of theoretical sessions and hands-on exercises, mainly delivered by key project specialists, with input from local experts to show current approaches and level of competence in the country. And the following training formats should be used: lectures and presentations, practical exercises, structured discussions and case study examples.

National climate MRV framework comprises of three levels: official, institutional and procedural set-up, which are crucial in meeting the UNFCCC reporting requirements.

In this sense it is expected that Based on international best practice examples, it is strongly recommended that data collection procedures, information flow and related, roles and responsibilities are formalized through, a memorandum of understanding, or any other formal or legal agreement. The purpose of such Official Set-Up is to clarify the roles and responsibilities between the coordinating entity and other relevant stakeholders involved in the process of and the preparation of the NCs and BURs.

The institutions to be involved will be mapped and the institutional framework and related roles and responsibilities will be clearly

defined. Institutional Set-Up will include the coordinating entity, (which coordinates the activities and compiles the final report), inter-ministerial committee, sectorial working groups, and sectorial inventory compliers.

Data collection, reporting, related quality control and assurance and archiving procedures are clearly defined and standardized. The Procedural Set-Up encompasses of standardized reporting templates and protocols, ideally all managed by the coordinating entity under a web-based platform which can be accessed by data providers and sectorial inventory compliers.

Under the MRV part of this component it is expected:

- Review and analyse existing mechanism/frameworks for the collection and management of all data relevant to development of a national climate change MRV system, including the identification of the key public and private sector stakeholders necessary for its design, development and sustainability;
- Provide technical guidance on:
 - the design of a national MRV System to support tracking of GHG emissions, the impact of mitigation and adaptation actions, and climate finance flows that collectively contribute to the pursuit of communicated (I)NDC targets as well as other relevant transparency arrangements under the Paris Agreement;
 - MRV plans for prioritised mitigation and adaptation actions to support the (I)NDC;
 - the analysis of co-benefits for prioritised actions, including gender/poverty reduction impacts;
- Provide recommendations on the policy, legal and institutional frameworks necessary for the development and implementation of the MRV system, as well as the supporting coordination mechanisms, based on international best practices;
- Provide advice on mechanisms at the national and institutional levels to link mitigation and adaptation actions with MRV-related activities on a sustained basis, based on international best practices;
- Design and conduct a course of consultation, training and workshops on the development and implementation of the MRV system.

Project Outcomes

- 4.1. Using best practices and latest (I)NDC, assessment of sectors and interventions contributing to GHG emission reduction at the national level conducted.
- 4.2. Capacity to collect and analyze this information on an ongoing basis for the future biennial update reports and national communications strengthened.
- 4.3. Set-up of domestic Measurement Reporting and Verification system supported and capacities for implementation strengthened

Project Outputs

- 4.1.1. Mitigation potential in key development sectors (e.g. energy, agriculture, water resource, waste, transport and infrastructure) assessed, and abatement measures proposed;
- 4.1.2. Progress on policies and actions to mitigate GHG from 2010, at national, sub-national and local levels assessed
- 4.1.3. Based on latest available data GHG emission reduction potential of Cabo Verde updated considering technical, environmental and economic aspects; set of policy framework and recommendations proposed;
- 4.1.4. Baseline (Business-as-usual-
BAU) and mitigation scenarios up to 2030, developed under the TNC, are updated based on the analysis of necessary data and information;
Long term strategy up to 2050 and 2100 developed
- 4.1.5. Roadmap and Action Plan for implementation of Nationally Determined Contribution (NDC) prepared for the period 2020 – 2030;
- 4.2.1 Guidance and recommendations on country-appropriate improvements related to mechanisms and infrastructure for NAMAs and MRV (Measurement, Reporting and Verification)

- 4.2.2 Information and support on development of NAMA, domestic MRV and national registry system
- 4.2.3. Stakeholder consultation workshops organized and outreach activities on policies and measures for the climate change mitigation implemented.
- 4.3.1 Current state in regard to domestic MRV system analysed and reported;
- 4.3.2 The development process of national institutional arrangements and framework for domestic MRV supported;

Project Component 5. Monitoring and evaluation, knowledge management, compilation and submission of 4NC and FBUR

Integration of the results of the studies and approval process of First BUR and Fourth NC will follow a close consultation with national stakeholders. Once finalized and endorsed by the Government, both documents will be submitted to the UNFCCC Secretariat.

The BUR is expected to be submitted in Dec 2020, while 4NC submission deadline is tentatively set for Dec 2022. The 4NC and FBUR documents are expected to be launched at national events and disseminated in seminars and workshops.

The main activities to be undertaken under this component are:

- Training and regular workshops organized to discuss progress, exchange ideas and present findings of the BUR/NC process;
- First BUR and Fourth NC compiled, reviewed, edited and translated, published and submitted to the UNFCCC Secretariat;
- First BUR and Fourth NC published and presented to the UNFCCC, national stakeholders and decision makers.
- Knowledge Management, Monitoring and Evaluation (M&E) conducted:
 - Organize & hold a Project inception workshop, Project Board Meeting and Validation Workshop;
 - Produce & submit regular project reports;
 - End of the project report, including lessons learned, gaps and recommendations for future work identified;
 - Project audit.

Project Outcomes

- 5.1 Project regularly monitored, financial audit conducted, and lessons learned compiled
- 5.2. Submission of FBUR and 4NC

Project Outputs

- 5.1.1. Inception Workshop, Project Board and Validation meetings organized
- 5.1.2. Project financial and progress reports prepared and submitted.
- 5.1.3 End of Project report and lessons learned compiled
- 5.2.1. 4NC compiled, approved by the Government to be submitted to the UNFCCC.
- 5.2.2. FBUR compiled, approved by the Government to be submitted to the UNFCCC;

Partnerships and Stakeholders Involvement:

The preparation process of the previous National Communications to the UNFCCC, has contributed to the institutional strengthening of the Ministry of Agriculture and Environment (MAE). The MAE is responsible institution for the implementation of the Convention at national level. The Ministry of Agriculture and Environment will act as Implementing Partner and coordinating the project steering committee.

Based on the experience in producing the three national communications, the most effective way to address climate change, is to ensure involvement of all stakeholders (Academy of Sciences, private sector, NGO sector and relevant Ministries) in both design and implementation of the climate change related actions through focused discussion and working groups. The integration of the different sectors strengthens the institutional and technical capacity of different stakeholders and institutions and ensures the achievement of optimal sectoral coverage and relevance of the actions and enhance their sustainability. In addition to that, the

national knowledge, and awareness of the different stakeholders have been increased, in particular those from the government, non-government, private and academic sectors.

Participation of broad range of relevant stakeholders from business, private and civil society sectors will draw closer the positions of official, business and civil society circles regarding national economic and environmental priorities and enhance raising awareness in sustainable development. The integration of the different sectors strengthens the institutional and technical capacity of the different stakeholders and institutions, not limited to a reduced group of experts and decision makers from the governmental institution where lies the responsibility for the fulfilment of the national obligations to the Convention.

The project proposal intends to strengthen stakeholders' participation in addressing climate change issues and challenges in Cabo Verde. The list of stakeholders will include, but is not limited to the Ministry of Agriculture and Environmental (including the National Directorate of Environment, National Institute of Metrology and Geophysics, National Water and Sanitation Agency, National Institute of Agricultural Development (INIDA), Directorate-General for Agriculture, Forestry and Livestock,); Ministry of Energy; Ministry of Economy and Tourism; Ministry of Infrastructure; National Statistics institute; National Institute for Fisheries Development, Ministry of Education; Ministry of Health; Universities, Parliament, NGOs, local communities, local authorities, research institutions, international organizations, business community, women and youth groups, mass-media. This broad stakeholders' involvement will foster science, technology and innovation initiatives. Other stakeholders will be included in the process through the participatory approach planned within the project.

The MAE will, through its National Directorate of Environment, perform a leadership and coordination role for the development of actions needed to fulfil the obligations to the Convention and its formal communication to the international community, acting in coordination with the other stakeholders, integrating climate change in the ongoing national activities for the achievement of results to be reported and communicated through the National Communications and Biennial Update Reports.

Relevant sectoral Ministries, such as the Ministry of Economy and Tourism, Ministry of Energy, National Statistics institute, will participate in project activities aimed at the preparation of GHG inventories and identification and preparation of mitigation actions. Their particular role is in the elaboration of the National GHG Inventories, as they are responsible for the estimation of the respective sectoral emissions according to the IPCC guidelines and under the guidance and coordination of the MAE.

The MAE will take part in capacity building activities for identification, preparation and implementation of mitigation and adaptation actions in key economic sectors. Relevant sectoral Ministries and bodies will participate in capacity building and strengthening activities aimed at the identification, preparation and implementation of mitigation and adaptation actions in key economic sectors. Other relevant stakeholders, such as the Academy of Sciences, private sector, NGO sector and relevant Ministries will be included in the process and participate in training activities.

Finally, it is important to note that further and deeper inclusion of ministries of finance and planning in the 4NC/FBUR process is necessary to ensure its sustainability, and they will also be involved in project activities and information. National Environment Fund and Tourism Fund, as financial mechanisms, will be involved in cost-benefit analysis of proposed measures and their prioritization

A Stakeholder engagement plan includes the following meetings:

- Inception workshop to discuss conceptual framework and design for each chapter; and to highlight any prevailing challenges to data acquisition and sharing, monitoring assessment and reporting
- Validation workshops to discuss results and validate accuracy of the analyses
- Individual meetings with sector representatives
- Group discussions to solicit ideas, create synergies and opportunities for networking, knowledge sharing and joint actions
- Final dissemination workshop to discuss findings, raise awareness and reinforce collaboration and networking

List of national institutions engaged in the Fourth National Communication preparation process

Institutions	Mission and attribution	Reasons underlying their participation	Contribution in the FNC preparation process
National Institute of Meteorology and Geophysics	INMG, an institute under the Ministry of Agriculture and Environment (MAE), responsible	As the National entity responsible for meteorology and focal point for the UNFCCC its participation is	INMG will also lead technical working group on GHG inventory. Will be responsible for the quality control and compilation of all technical

Institutions	Mission and attribution	Reasons underlying their participation	Contribution in the FNC preparation process
(INMG)	<p>for promoting coordination and implementation of government policy measures and actions in the fields of Meteorology and Geophysics, with the task of carrying out weather, climate and geophysical monitoring, based on national and international information.</p> <p>INMG is responsible as well for ensuring information provision to the public, specialized agencies (such as airport and aerial security agency, ASA or Maritime and Port Institute, IMP) and policy decision makers.</p> <p>The INMG is the focal point of the United Nations Framework Convention on Climate Change (UNFCCC) and Focal Point of the Intergovernmental Panel on Climate Change (IPCC).</p>	<p>essential.</p> <p>INMG is responsible for the national climate observation and it has responsibilities over climate data collection, archiving and monitoring and analysis.</p> <p>Government agency responsible for weather forecast, climate data collection and analysis. INMG is responsible for analyzing climate data and preparing weather and climate forecast, climate projections and scenarios.</p> <p>INMG host the country historic climate databases and has the technical expertise for climate data collection and analysis.</p>	<p>reports in related areas.</p> <p>Will ensure public review and dissemination of technical reports.</p> <p>Will provide technical information and data for GHG inventory, mitigation and adaptation analysis.</p>
National Directorate of Environment (NDE)	<p>The National Directorate of Environment is a central service within the Ministry of Agriculture and Environment (MAE), responsible for designing, implementing and coordinating natural resources management and environmental protection policies?</p> <p>NDE, represented by its Director, is GEF's (Global Environmental Fund) operational Focal Point.</p>	<p>Currently NDE is co-leading a project financed by UNDP for the preparation of a Low-Emissions Climate Resilient Development Strategy.</p> <p>As the agency responsible for the national environmental policy it should lead the efforts to raise awareness on climate change issues and challenges for development and promote efforts for CC risk and opportunities mainstreaming into the national development policy and planning processes.</p> <p>DGA will participate as well in GHG assessment in environmental sectors and will ensure coordination with national ongoing climate change adaptation projects</p>	<ul style="list-style-type: none"> – NDE will act as the project implementing partner, ensuring project coordination, management and steering committee secretariat. – Collaborate on data collection and analysis – Support the preparation of technical reports. – Co-lead the adaptation and vulnerability assessment working group. – Co-lead the preparation of sector NAMAs and its utilization as strategic tools for resource mobilization
Directorate General of Energy (DGE)	<p>Institutionally located at the Ministry of Tourism, Industry and Energy, it's the government agency responsible for the national energy policy. Ensure policy design, implementation and monitoring.</p> <p>DGE is responsible for regulation</p>	<p>DGE through their programs is promoting renewable energies and energy efficiency. Considering the importance of these programs for climate change mitigation, their participation is essential for the NC process.</p> <p>DGE, as the regulator of the energy</p>	<ul style="list-style-type: none"> – Leads the mitigation analysis working group – Support the design and implementation of a GHG's inventory systems – Participate on data collection for inventory – Provides data, mainly through the preparation of the national Energy Balance.

Institutions	Mission and attribution	Reasons underlying their participation	Contribution in the FNC preparation process
	of the electricity and water desalination sectors in Cape Verde.	sector and responsible for the energy statistics production (energy balance), is essential for the GHG's emissions inventory process and the preparation of mitigation analysis. Is expected that will contribute as well on the identification and implementation of climate change mitigation programs on the energy and water desalination sectors.	
National Institute for Development of Fisheries (INDP)	Under the Ministry of Infrastructure, Transport and Maritime Economy. The INDP is in charge of studies and research of interest to fisheries development along the Cape Verde's economic exclusive zone EEZ. It assesses the coastline's physical and physiological context (physical and biological oceanography) and promotes policies to support sustainable fisheries development	As the government entity responsible for fisheries development and monitoring it will participate in identifying, analyzing and monitoring of possible CC impact on Cabo Verde's coastal areas and fishery resources Its research activities will also contribute to appraise feasibility of adaptation measures	<ul style="list-style-type: none"> – Support climate vulnerability and adaptation assessments – Promote awareness raising of climate change impacts for coastal zone and marine systems. – Data provision – Participation on technical working group on vulnerability and adaptation.
National Institute for Agricultural Research and Development (INIDA)	Government agency responsible for research, experimentation and development of agricultural sciences and technologies and natural resources. INIDA is responsible for monitoring biological and ecological aspects of natural ecosystems and agricultural production systems, forestry and animal husbandry. Is responsible too for vocational training on these areas.	INIDA through research and experimental projects they have participating in evaluation of climate change impacts on ecosystems and agricultural production systems. INIDA also participate in analyzing and providing policy and technical advice on adaptation practices on the water and agriculture sector. Have conducted research on adaptation practices and techniques (integrated pest management, soil conservation, soil erosion control, water conservation and water efficiency measures, protected crops, etc.) As a research institution, equipped with labs and technical staff, it's equipped to participate in the analysis of the observed and the potential impacts of Climate change in water, soil and agricultural systems.	<ul style="list-style-type: none"> – Support climate vulnerability and adaptation assessments by conducting sector assessments, piloting and evaluating adaptation practices in the agriculture sector. – Its participation in research could support the analysis of observed and potential impacts of climate change in water, soil and agricultural production systems. – Testing of adaptation practices on the agricultural sector and informing cost-effectiveness analysis for adaptation alternatives. – Support the set up and implementation of a national GHG's emission inventory system – Support the collection and provision of data on agriculture sector GHG's emissions.
National Laboratory of Civil Engineering (LEC)	State-owned research and development institution. The main goals of the LEC are to carry out	As a specialized laboratory in the field of infrastructure; its research and testing capacity is used to	Through its research could contribute to analyze and test mitigation potentials of specific materials and construction

Institutions	Mission and attribution	Reasons underlying their participation	Contribution in the FNC preparation process
	<p>innovative research and development and to contribute to the best practices in civil engineering.</p> <p>LNEC also plays a key role in advising the government in technical and scientific matters of civil engineering as an unbiased and independent body</p>	<p>design and monitor the country's basic infrastructure (dams, ports, roads, buildings). Its experiments, research, analysis's, databases and technical expertise will be helpful in understanding the real and potential climate change impacts observed in recent years and the climate change related risks for the country's infrastructures.</p>	<p>practices and techniques; Its research and experiments will support the appraisal of the feasibility of some structural climate change adaptation alternatives.</p> <p>Participates in the set up and data collection for the operation of the national GHG's inventory system</p>
ANAS (National Agency on water and sanitation)	<p>Under the water and sanitation sector reform a new institutional framework is under design and the ANAS will undertake the former INGRH responsibilities and will concentrate responsibilities over all type of water resources (surface, underground, wastewater and desalinated) and for all purposes (human consumption and agriculture) planning, management and regulation responsibilities.</p> <p>ANAS will also accumulate the responsibilities of solid waste and sanitation sector regulation, being responsible for policy design and monitoring.</p>	<p>ANAS is responsible for a UNDP/GEF LDCF project on building adaptive capacity to climate change on the water sector.</p> <p>The Agency is involved also in some project of water basins monitoring. It participates as well in a project for the creation of a national water information system.</p> <p>ANAS taking over the responsibilities of water management policy implementation so its participation will be essential to ensure climate change risks and opportunities are mainstreaming on water resources management policies and sector planning processes.</p>	<p>ANAS will participate on the vulnerability and adaptation technical working group</p> <p>- ANAS will participate on the set up of the GHG's emissions inventory system and will collect and input data on emissions related to waste management.</p>
Águas de Santiago (ADS)	<p>Planning and supply of drinking water as well as distribution, passing through study stages, design, implementation, management and operation of production and distribution facilities, water quality control and resource protection</p>	<p>Participation in studies on water resource vulnerability to CC and adaptation options to impacts;</p> <p>Participation in municipal surveys on CC.</p>	<p>-Data provision for Energy balance and national circumstances;</p> <p>-Consultation and reporting;</p> <p>-Program/Project funding.</p>
National Directorate of Environment (NDE)	<p>The National Directorate of Environment is a central service within the Ministry of Agriculture and Environment (MAE), responsible for designing, implementing and coordinating natural resources management and environmental protection policies?</p> <p>NDE, represented by its Director, is GEF's (Global Environmental Fund) operational Focal Point.</p>	<p>Currently NDE is co-leading a project financed by UNDP for the preparation of a Low-Emissions Climate Resilient Development Strategy.</p> <p>As the agency responsible for the national environmental policy it should lead the efforts to raise awareness on climate change issues and challenges for development and promote efforts for CC risk and opportunities mainstreaming into the national development policy and planning</p>	<ul style="list-style-type: none"> - NDE will act as the project implementing partner, ensuring project coordination, management and steering committee secretariat. - Collaborate on data collection and analysis - Support the preparation of technical reports. - Co-lead the adaptation and vulnerability assessment working group. - Co-lead the preparation of sector NAMAs and its

Institutions	Mission and attribution	Reasons underlying their participation	Contribution in the FNC preparation process
		<p>processes.</p> <p>DGA will participate as well in GHG assessment in environmental sectors and will ensure coordination with national ongoing climate change adaptation projects</p>	<p>utilization as strategic tools for resource mobilization</p>
<p>Multisectoral Regulatory Agency for the Economy (ARME)</p>	<p>Administrative autonomous agency responsible for the economic regulation of water, energy and public transportation (urban and maritime) sectors.</p> <p>ARME is responsible for promoting economic efficiency and financial equilibrium of the regulated sectors in order to ensure offer of public interest services.</p>		
<p>Municipalities (CM) and Municipalities' associations</p>	<p>Cabo Verde is divided in 22 municipalities, which are the decentralized government institutions democratically elected.</p> <p>Local governments (Municipalities/Camaras Municipais) are responsible for land use planning within their territory. Some municipalities, through their autonomous services are responsible as well for the water provision, wastewater and solid waste management.</p> <p>In partnership with the State deconcentrated services they have some shared roles and responsibilities on housing and social protection; environmental protection, agriculture, animal husbandry and forest management, infrastructure management, civil protection and public safety, culture promotion, public health and education.</p>	<p>Municipalities have participated and will need to continue taking part on vulnerability studies on risk areas and vulnerable sectors to climate change and in the development of adaptation measures.</p> <p>They are key partners as well on identifying local adaptation and mitigation potentials and ensuring the implementation and monitoring of initiatives on this sense.</p> <p>Some pilot municipalities have received training and technical assistance to “climate-proofing” their land use planning tools (municipal master plan).</p> <p>Their participation is important to ensure climate change risks and adaptation mainstreaming on municipal development planning.</p>	<p>Contribute in the assessment of local vulnerabilities and review of adaptation alternatives</p> <p>Contribute to data collection efforts for the inventory system (especially when they have been responsible for water and waste management through their autonomous water and sanitation services.</p> <p>They ensure local awareness raising and information dissemination</p> <p>Support the consultation process and public review of project proposals.</p>
<p>National Civil Protection Service and firefighters (SNPCB)</p>	<p>Government agency responsible for the implementation of government policy on civil protection at national and municipal level</p> <p>SNPC is responsible for studying natural and technological hazards</p>	<p>As the leader of the National Hyogo platform for disaster risk reduction, the SNPC promotes mainstreaming of disaster risk reduction measures in national policies and programs.</p> <p>In addition, the SNPC is a central</p>	<p>Ensures coordination with disaster risk assessment projects</p> <p>Data provision for the vulnerability assessments</p> <p>Establishment of cooperation with local and national bodies with responsibilities</p>

Institutions	Mission and attribution	Reasons underlying their participation	Contribution in the FNC preparation process
	<p>Responsible for ensuring disaster preparedness, mitigate disaster risks and ensure emergency response coordination.</p> <p>The SNPC is also responsible for public information, early warning and public awareness on disaster risks</p>	<p>element of any national civil protection system, considering its mission to stimulate and catalyze the entire national effort with the aim of reducing risks and managing disasters they when occur (coordinate response and recovery efforts)</p> <p>Participates in activities related to CC, with quantitative information on the impacts of weather events.</p>	<p>on disaster risk reduction; Participate in awareness raising campaigns Ensure preparedness of communities and public institution for climate change risks Participate on climate change vulnerability analysis by providing insights on communities' vulnerabilities to climate change risks Promotion of international partnerships aiming at strengthening the national capacity in civil protection and disaster risk reduction</p>
<p>Directorate General of Agriculture and Rural Development (DGADR)</p>	<p>Implements government policy on agriculture and rural development. In charge of designing development strategy in different sectors, determining the guidelines and implement actions to ensure and value rational use of agricultural resources.</p> <p>Designs strategies for forest preservation and development.</p> <p>Establishes policies and programs to combat desertification.</p>	<p>CC mainstreaming in national agriculture policy. Participation in GHG evaluation related to land use changes and fertilizer use.</p> <p>CC mainstreaming in national policy on agriculture. Participation in the evaluation of GHG emissions related to land use and fertilizer use.</p> <p>CC mainstreaming in the future strategy.</p> <p>Participation in studies for the GHG inventory preparation (carbon sources) and vulnerability study of the forest sector vis a vis CC and definition of afforestation and reforestation plans.</p>	<p>Participate on the vulnerability and adaptation working team Contribute to the set up and operation of a GHG's emission inventory system Coordinates data collection on GHG's related to agriculture, forest and animal husbandry sectors. Support public awareness raising among sector stakeholders Ensure climate change mainstreaming onto national agriculture and rural development policies.</p>
<p>Ministry of Infrastructure, Transport and Marine economy</p> <p>General Directorate of Infrastructures & General Directorate of Transports.</p>	<p>Preparation and implementation of government policy in the areas of public works and infrastructures (roads, ports, public facilities, transportation (land, air and sea) and marine resources.</p>	<p>CC mainstreaming in strategy and development of programs in the transport sector.</p> <p>Participation in GHG evaluation related to transport and GHG mitigation measures</p>	<p>Participate on the vulnerability and climate adaptation working group DG Transports participate on the mitigation analysis working group Support climate change risks mainstreaming into government infrastructure planning process Support the set up and operation of the GHG's inventory system through collection of data on transportation sector. Support mainstreaming efforts on national policies. Participate in awareness raising efforts of sector stakeholders.</p>
<p>Direction General of Land Use Planning and Urban Development (DGOTDU)</p>	<p>under the MIOTH Ministry of Infrastructures, Ordinance of the Territory and Housing the</p>	<p>In coordination with Cadastre and Cartography unit and SNCPB is leading a disaster risk assessment</p>	<p>Co-leads the working group on vulnerability assessment and adaptation</p>

Institutions	Mission and attribution	Reasons underlying their participation	Contribution in the FNC preparation process
	Directorate General of Land Use Planning and Urban Development is responsible for designing, implementing and coordinating national land use planning policies. Is responsible as well for designing and implementing national policies to ensure a sustainable urban development.	project in partnership with UNDP. As the government agency responsible for designing and implementing the national land use planning policies its participation is essential to ensure climate change risks are mainstreamed. Participation in studies and evaluations on CC impacts; Proposed measures for land use planning in risk areas in association with SNPC and CM.	Supports awareness raising of decision makers Ensure climate change risks and adaptation is mainstreamed in land use plans and regulations.
National Institute of Statistics (INE)	It is responsible for collection, compilation, analysis, treatment and publication of statistic information on the group of social and economic activities in the country; Coordinate statistical work of all data producing bodies, collaborating with these in statistical information collection, compilation and publication, including those resulting from their activity; Conduct different surveys and population and housing censuses; Prevent duplication in information collection by public bodies; Conduct surveys, studies, and other statistic work as requested by CNEST; Ensure information safety and confidentiality. Promote basic statistic training for workers and agents from sector statistic producing bodies; Provide technical assistance in terms of statistics to entities needing them; Perform other functions as requested by law.	As the main statistics body of the Cape Verde State its participation is essential to ensure data is available for vulnerability analysis. Moreover, INE technical expertise will be essential to ensure sector statistics' capacities are reinforced and that statistics efforts (survey, database) integrate indicators that allow monitoring GHG's emission; climate change impacts; vulnerability patterns, etc. INE is involved in some initiatives to develop country environmental indicators to ensure the data collection and analysis (through different mechanisms and tools) on environmental status of the country. Climate change issues are included on these environmental indicators. The collection of this data will be essential to appraise effectiveness of the proposed policies, programmes and projects.	Participates on the GHG inventory working group. Especially ensures Data provision as well as sector information to prepare calculations and estimates that should be included in the national GHG inventory and updating of national circumstance component Supports the design of the national inventory system and support sector statistics services to integrate some indicators Supports capacity development of sector institution for sector statistics production and analysis
Parliamentarians' Network for desertification, environmental protection	Network of deputy members interested in desertification and environmental degradation issues. The network promotes capacity building and awareness raising among deputy members around these issues; and advocates for a better integration on countries policies and laws.	The Parliamentarians network has been involved in some climate change mainstreaming policies and capacity building actions. Its participation is essential to build awareness among deputy members and law makers on climate change issues and mainstreaming relevance.	Support awareness raising efforts among law-makers Support mainstreaming climate change in country' law and regulatory systems
National Institute of Gender Equity and Equality promotion (ICIEG)	Government agency responsible for promotion of gender equity promotion and mainstreaming	ICIEG is involved in projects related to mainstreaming gender onto environmental protection and	Ensure gender disaggregation approaches for data collection, whenever possible.

Institutions	Mission and attribution	Reasons underlying their participation	Contribution in the FNC preparation process
	gender equality into public policies.	management projects (Protected Areas, etc.)	Ensure gender integration when conducting vulnerability analysis Ensure communication and awareness raising is gender sensitive
Private Sector (Commercial and industrial associations, industrial/commercial enterprises/ business groups, construction companies, oil company's/ gas companies / production and distribution companies of conventional and renewable energy)	Supports national economic development policies and strategies; Develops and strengthens commercial and industrial sectors; Participates in and contributes to economic growth and increasing national competitiveness; Encourages or participates in technology and "know-how" transfer	Participation and contribution in strengthening the business and industrial sector; Socio-economic development Contribution to technology transfer related to CDM; Renewable Energy sector; development; CC mainstreaming in commercial and industrial sector development and strategy; Participation in the evaluation of GHG emissions in industry and GHG mitigation.	- Data provision; - Consultation and reporting; - Research; - Program funding related to the carbon market
Higher Education and Research Institutes and Universities	Higher education and research institutions dealing directly or indirectly with CC: Monitoring the impact of climate change on natural resources; Involvement in Clean Development Mechanism processes	Vulnerability assessment of CC vulnerable sectors and development of adaptation measures; Prospective studies concerning climate forecasts; Participation GHG inventories As the institutions responsible for technical research and capacity building, their participation is essential, especially when designing and implementing capacity building and technology transfer initiatives. Capacity development of national higher education institutions will ensure endogenous capacity is created.	Support data collection and analysis through their research efforts Participate in preparation, public review and validation of technical reports Contribute to the design of an inventory system Contribute to data collection efforts for specific technical reports Support awareness raising, technology transfer and capacity building initiatives
NGOs, community associations and women organizations.	Civil society and community based organizations in Cabo Verde has been largely involved in community-based adaptation practices, as well as in some climate change mitigation project initiatives. They are essential to engage local communities in awareness raising campaigns. They produce studies, surveys and research in the field of CC and renewable energy as well as participation in projects.	Some NGOs, such ADAD and Atelier-Mar has been involved in renewable energies promotion projects and participate as well in awareness raising actions related to environmental degradation Other local NGOs and community associations participate actively on community-based climate change adaptation practices design and implementation. Some are active in waste management and other (especially women organization and micro-finance promotion	Support public awareness raising on climate change risks and adaption opportunities. Contribute to climate risks vulnerability assessment. Support participatory identification of adaptation alternatives and public review of proposed programmes.

Institutions	Mission and attribution	Reasons underlying their participation	Contribution in the FNC preparation process
	Actively participates in workshops within CC projects	<p>entities such as Morabi) contribute to the promotion of alternative sustainable income generating activities that contribute to mitigate climate change (by reducing deforestation and/or emissions from polluting activities) and/or promote adaptation.</p> <p>National NGO platform, as well as other environmental NGOs have a role on policy advocacy and lobbying and have participated in international consultation processes and awareness raising campaigns related to sustainable development and climate change issues.</p> <p>With support of different partners, NGOs</p> <p>Information dissemination on CC.</p>	

Risks and Assumptions:

The major project risks are described in the Risk log table attached under Annex E.

Due to limited capacities and lack of adequate climate relevant data, information and appropriate analytical tools in almost all thematic areas, the national experts do face difficulties in enhancing the depth and quality of assessments to be carried out under this project, especially in the areas of vulnerability and adaptation and mainstreaming climate change issues into national and sectoral planning frameworks. Tools and vulnerability studies as being developed during 3NC implementation will be accepted by and into line ministry and department planning. Once trained, workers and stakeholders shall make effort to mainstream CC into work programs.

Although appreciable climatic changes are unlikely to occur over the course of implementation, on-going climatic trends are one of this project’s primary inducements. The project’s approach will enable stakeholders to better understand vulnerabilities and strategically adapt. Emplacing this resilience will be key to the project’s long-term success. Steps will be taken to build resilience measures into project implementation to minimize the risk and/or adapt to new conditions when possible.

This project will benefit from experience gained in the preparation of 3NC and the coordination mechanisms already in place, overcoming the possible resistance of certain sectors to share their data on voluntary basis, and will draw on a pool of experts and have an adaptive management.

Under the coordination with Directorate of Environment these documents will be update as planned, surpassing weak engagement of the national counterpart to undertake this task.

In accordance with the risk-based exclusion criteria, this project is exempt from the SESP requirement and therefore no SESP verification is required.

Gender Dimension:

There are number of rationales for analysing gender issues in the context of NCs and BURs. The Lima Work Programme on Gender launched at COP20 recognizes that all aspects of climate change have gender dimensions.

The guidance on gender integration through the NCs and BURs developed by the Global Support Program through UNDP and in collaboration with UN Environment and GEF will be applied (<http://www.un-gsp.org/news/gender-responsive-national-communications-toolkit>).

Based on the Constitution, the Republic of Cabo Verde guarantees equality of women and men and shall develop equal opportunities policy. In line with that, the project will ensure that gender disaggregated data, wherever applicable, is consistently included in both reports (4NC and FBUR). In line with the UNFCCC Gender Action Plan¹, the GEF SEC's policy on gender equality² and Guidance to advance gender equality in GEF projects and programs³, project will prepare and finalize Gender analysis and Gender action plan⁴ during its inception phase⁵. The engagement strategy for women and vulnerable groups will be designed to ensure gender and vulnerable community dimensions are adequately addressed.

UN Country office supports the Government of Cabo Verde in its respective efforts through its both direct projects targeting women, and also incorporates respective gender-related activities into the project design when preparing, and then, implementing projects.

- The update of the national circumstances chapter of the 4NC and FBUR will consider the gender dimension in order to better understand how the different roles of men and women in Cabo Verde may affect the country's ability to deal with mitigating of and adapting to climate change.
- The project will incorporate a gender perspective in the identification, description and preparation of mitigation actions where relevant.
- The gender dimension in the 4NC and FBUR will be meaningfully involved, not only considering women as beneficiaries but also in the decision-making process of climate change related activities. In all cases that can be viewed as a decision-making process, women will make up at least 30 per cent.
- Understanding how the different social roles and economic status of men and women affect and are affected differently by climate change will be considered for appropriate adaptation and mitigation actions. 4NC
- Balance will be sought for workshops under the project. At least 30 per cent of the participants of all the project events will be female.
- The project will support equal opportunities for women and men. With regards to the technical team to be hired to implement the enabling activity, gender balance will be also considered.

Sustainability and Scaling Up:

As highlighted under the country ownership section, one of the main focuses of the current project is to ensure that national capacities are reinforced for conduct inventory and communication process on a more sustainable manner. To this purpose, capacity building and target technical assistance initiatives are planned to ensure that an inventory system is designed and the regulatory and institutional frameworks are drafted to support continuous data collection and analysis.

¹ <https://wedo.org/wp-content/uploads/2017/11/Final-Gender.pdf>

² http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.53.04_Gender_Policy.pdf

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

⁴Guide to Conducting a Participatory Gender Analysis and Developing a Gender Action Plan for projects supported by UNDP with GEF financing: https://intranet.undp.org/unit/bpps/sdev/gef/_layouts/15/WopiFrame.aspx?sourcedoc=/unit/bpps/sdev/gef/Gender%20Library/UNDP%20GEF%20Guidance.%20How%20to%20conduct%20gender%20analysis%20and%20gender%20action%20plan.pdf&action=default

⁵ The GEF Enabling Activities and policy/strategy work 33. Enabling Activity projects provide financing for the preparation of a plan, strategy, or national program to fulfill the commitments under the Conventions that the GEF serves, including national communication or reports to the Conventions. These plans and strategies provide an essential opportunity to recognize, build capacity, and to develop actions to advance GEWE. Some possible actions to include in these national documents include the following:

- request that gender experts review draft plans and strategies;
- ensure that any background and stocktaking exercises associated with development of the plans and strategies adequately account for the different roles for women and men;
- ensure that women are effectively engaged as members of stakeholder groups consulted during development of the strategies and plans;
- consider including gender-disaggregated data collection and/or gender-specific indicators; and
- consider how national gender policies can be incorporated into sectoral strategies and action plans.

The existence of sector-specific and nationwide inventory systems embedded into national sector and general statistical systems will decrease the costs associated with reporting according to UNFCCC requirements.

The reactivation of the National Climate Change Committee (NCCC) will also contribute to ensure NC process sustainability. The Commission will be given a coordination role among all stakeholders and will ensure complementarity with other ongoing or projected initiatives. The operationalization of the NCCC, as well as a reinforced involvement of the National Directorate of Environment (as the organism responsible for coordination of all environmental policies) will ensure the harmonization of approaches and methodologies for sector vulnerability assessment and the identification of adaptation and mitigation measures.

IV. PROJECT RESULTS FRAMEWORK

This project will contribute to the following Sustainable Development Goal (s): SDG 13: Take urgent action to combat climate change and its impacts, SDG 5: Achieve Gender Equality and Empower all Women and Girls
This project will contribute to the following country outcome included in the UNDAF: (2.1) by 2022, all people, particularly the most vulnerable, benefit from enhanced national and local capacity to apply integrated and innovative approaches to the sustainable and participative management of natural resources and biodiversity, climate change adaptation and mitigation, and disaster-risk reduction.
Country Programme Document (CPD): Output 2.2: Selected government institutions and local communities have enhanced technical capacity to implement climate change adaptation and mitigation measures
This project will be linked to the following output of the UNDP Strategic Plan: Outcome 2: Accelerate Structural Transformations for Sustainable Development

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline⁶	End of Project Target	Data Collection Methods and Risks/Assumptions⁷
Project Objective: <i>Assist Cabo Verde in the preparation of its Fourth National Communication (4NC) and First Biennial Update Report (FBUR) for the implementation of the obligations under the United Nations Framework Convention on Climate Change</i>	IRRF Output 2.3.1.1: Number of countries with data-informed development and investment plans that incorporate integrated solutions to reduce disaster risks and enable climate change adaptation and mitigation	<i>The previous NCs submitted in 2018</i>	Fourth National Communication and First Biennial endorsed and submitted to the UNFCCC in Dec 2020 (FBUR) and Dec 2022 (4NC)	The FBUR and 4NC publication prepared and available at the UNFCCC web site Risks: The coordination of the project will be led by another institution. Assumptions: 4NC will benefit from experience gained in the preparation of 3NC and the coordination mechanisms already in place; and will draw on a pool of experts.

⁶ Baseline, mid-term and end of project target levels must be expressed in the same neutral unit of analysis as the corresponding indicator. Baseline is the current/original status or condition and need to be quantified. The baseline must be established before the project document is submitted to the GEF for final approval. The baseline values will be used to measure the success of the project through implementation monitoring and evaluation.

⁷ Data collection methods should outline specific tools used to collect data and additional information as necessary to support monitoring. The PIR cannot be used as a source of verification.

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline ⁶	End of Project Target	Data Collection Methods and Risks/Assumptions ⁷
	Indicator 2: Number of direct beneficiaries of the project with data disaggregated by gender	A framework of indicators for monitoring gender issues is not defined	Data disaggregated by gender in relation to the climate change collected and analyzed; Study on different gender roles in adaptation and mitigation interventions at the community level, policy formulation and decision-making process;	Appropriate chapters of 4NC and 1BUR Risks: Availability and access to gender data on a disaggregated basis Assumptions: To encompass the ministry responsible for gender equality to ensure that all stakeholders can be involved in the analysis and processing of data in a disaggregated manner.
	<u>Indicator 3</u> : # direct project beneficiaries.	<i>The previous NCs</i>	<i>At least 15 National Institutions direct project beneficiaries</i>	<i>Appropriate chapters of 3 NC and 2BUR</i> Risks: Permanent engagement of previous beneficiaries Assumptions: 4NC will benefit from experience gained in the preparation of 3NC and the coordination mechanisms already in place; and will draw on a pool of experts.
	<i>Indicator 4: Preparation and submission of Cabo Verde 4NC and FBUR</i>	<i>The previous NCs</i>	Fourth National Communication and First Biennial endorsed and submitted to the UNFCCC in Dec 2020 (FBUR) and Dec 2022 (4NC)	The FBUR and 4NC publication prepared and available at the UNFCCC web site Risks: Continued interest and involvement of Cabo Verde in climate change issues pertaining to UNFCCC requirements Assumptions: 4NC will benefit from experience gained in the

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline ⁶	End of Project Target	Data Collection Methods and Risks/Assumptions ⁷
				preparation of 3NC and the coordination mechanisms already in place; and will draw on a pool of experts.
Component/Outcome⁸ 1 National Circumstances constrains, gaps and other relevant information	<i>Indicator 5: National socioeconomic and political data that may affect the ability to cope with climate change</i>	<i>The previous NCs included Information information and data Existing in the document of National Circumstance</i>	<i>Describe the characteristics of the country, its population, economy, climate and natural resources that may affect the country's capacity to deal with mitigation and adaptation to climate change. Updated information to reflect the current situation.</i>	<i>Studies and research developed as characteristics of the country, population, natural resources, energy, water resources, transport, climate and economy National priorities, strategy, plans and legislation relevant to climate change Risks: Weak engagement of the national counterpart to undertake this task. Assumptions: 4NC will benefit from experience gained in the preparation of 3NC and the coordination mechanisms already in place; and will draw on a pool of experts.</i>
	<i>Indicator 6: Information provided on institutional arrangements relevant to the preparation of national communications and biennial update reports on a continual basis</i>	<i>The previous NCs included information</i>	<i>Institutional arrangements relevant to the preparation of the national communications and biennial update reports Updated information to reflect the current situation.</i>	<i>Studies and research developed as characteristics of the country, population, natural resources, energy, water resources, transport, climate and economy National priorities, strategy, plans and legislation relevant to climate change Risks: Updated data availability Assumptions: 4NC will benefit from experience gained in the</i>

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline⁶	End of Project Target	Data Collection Methods and Risks/Assumptions⁷
				<i>preparation of 3NC and the coordination mechanisms already in place</i>
	<i>Indicator 7: N# of Trainings for stakeholders carried out as part of the biennial reporting process</i>	<i>Involvement of communities and schools involved in national awareness programs and environmental education.</i> <i>Communities engaged in awareness-raising actions at national level for environmental issues</i>	<i>At least 10 of Public awareness campaigns on climate change at the national level conducted</i> <i>At least 20 community associations, schools, community radios involved in training program, sensitization on adaptation and mitigation of climate change.</i>	<i>Survey and project reports</i> <i>Risks: Engagement of communities and schools</i> <i>Assumptions: Involvement of stakeholders in the previous NC; Good Civil Society Engagement for Climate Change</i>
Component/ Outcome 2 National Greenhouse gas (GHG) Inventory	<i>Indicator 8: project: Data collection and management systems for institutionalized GHG inventories</i>	<i>Previous inventory working groups</i>	<i>Improved GHG emissions data collection system including calculation of national emission factors.</i>	<i>The following methodological materials will be used: 2006 IPCC Guidelines for National Greenhouse Gas Inventories; the IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories; The Handbook developed by UNDP</i> <i>Risks: Sector agencies and private operators resist sharing data and/or reporting on emissions data.</i> <i>Assumptions: The experts are already familiar with the IPCC 2006 Guidelines and applied them while developing the 3NC</i>

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline⁶	End of Project Target	Data Collection Methods and Risks/Assumptions⁷
	<i>Indicator 9: Standard emissions factors defined</i>	<i>National Inventory Systems</i>	<i>National Emission Factors for the key sources updated on annual basis</i>	<p>2006 IPCC Guidelines for National Greenhouse Gas Inventories</p> <p>Risks: <i>Not having a good sharing of data</i></p> <p>Assumptions: <i>The experts are already familiar with the IPCC 2006 Guidelines and applied them while developing the 3NC</i></p>
	<i>Indicator 10: Level of cross-sector collaboration for the preparation of the GHG inventory</i>	<p><i>previous GHG inventory</i></p> <p><i>good practices for improving sustainability of the process</i></p>	<i>Cross-sector collaboration for the preparation of GHG Inventory strengthened for the improvement of the National GHG Inventory System</i>	<p><i>Report on progress achieved on each of its components: reached agreements, promoted institutional arrangements, engaged stakeholders, built capacity, shared knowledge, applied methods and used technology tools;</i></p> <p>Risks: <i>Not having a good sharing of data and methods developed during previous NCs</i></p> <p>Assumptions: <i>The experts are already familiar with the IPCC 2006 Guidelines and applied them while developing the 3NC</i></p>
Component/ Outcome 3 Vulnerability Assessment & Adaptation to the climate change (V&A)	<i>Indicator 11: Level of analysis of projected climate change</i>	<i>Climate change scenarios revised by using a regional climate model</i>	<i>Climate change scenarios developed with results from existing climate scenario databases, including assessment of the level of uncertainty of climate change scenarios</i>	<p>Reference the model ETA</p> <p>Risks: <i>The lack of disaggregated data</i></p> <p>Assumptions: <i>Assumes active participation and interest amongst stakeholders and</i></p>

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline⁶	End of Project Target	Data Collection Methods and Risks/Assumptions⁷
				<i>experts</i>
	<i>Indicator 12: Plans and programmes proposing measures to facilitate adaptation prepared</i>	<i>NDC NAMAs</i>	<i>Revised national policies for adaptation by reviewing existing policies to promote and strengthen adaptation measures and plans at both national and local levels.</i>	<i>National Plans and programmes revised</i> <i>Risks: Existence of new National Plans, programs and policies for strengthening</i> <i>Assumptions: Assumes active participation and interest amongst stakeholders and experts</i>
	<i>Indicator 13: Level of Vulnerability assessment of key socio-economic sectors and environment for climate impacts;</i>	<i>Sector specific reports on vulnerabilities</i>	<i>Evaluation of the main socio-economic sectors (agriculture, energy, hydrology/water management, forestry, Tourism, coastal area, health,)</i>	<i>The appropriate chapter of the 4NC</i> <i>Risks: Involvement of the socioeconomic sector and updated data for the assessment</i> <i>Assumptions: Assumes active participation and interest amongst stakeholders and experts</i>
Component/ Outcome 4 Climate Change Mitigation and policy measures and Domestic Measurement, Reporting and Verification	<i>Indicator 14: Identification and assessment of different options for domestic MRV based on national circumstances and capabilities and different nature of the mitigation actions</i>	<i>The current institutional setting</i>	<i>The development process of national institutional arrangements and framework for domestic MRV supported</i>	<i>The appropriate chapter of the 4NC</i> <i>Risks: If the current institutional configuration and data flow are not explained vaguely</i> <i>Assumptions: Coordination with the different stakeholders</i>
	<i>Indicator 15: assessment of sectors and interventions contributing to GHG emission</i>	<i>Latest available data GHG</i>	<i>Roadmap and Action Plan for implementation of Nationally Determined Contribution (NDC)</i>	<i>Roadmap and Action Plan developed</i>

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline⁶	End of Project Target	Data Collection Methods and Risks/Assumptions⁷
	<i>reduction at the national level conducted.</i>	<i>emission reduction potential of Cabo Verde</i>	<i>prepared for the period 2020 – 2030</i>	Risks: No major risks identified Assumptions: Assumes active participation and interest amongst stakeholders and experts
Component/ Outcome 5 Monitoring and evaluation, knowledge management, compilation and submission of 4NC and FBUR	<i>Indicator 16: N# of progress reports and project final report</i>	<i>Project monitoring on a regular basis, lessons learned compiling</i>	<i>At least 12 of Project financial and at least 12 of progress reports prepared and submitted. Terminal Project report and lessons learned compiled</i>	Progress Project Reports Terminal Project Report Risks: No major risks identified Assumptions: Report templates already predefined and used in other projects

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

The total cost of the project is *USD 1,555,050*. This is financed through a GEF grant of *USD 852,000* and *USD 703,050 USD* in kind co-financing. UNDP, as the GEF Implementing Agency, is responsible for the execution of the GEF resources and the cash co-financing, if any, transferred to UNDP bank account only.

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

Co-financing source	Co-financing type	Co-financing amount	Planned Activities/Outputs	Risks	Risk Mitigation Measures
Ministry of Agriculture and Environmental	In kind	399,000	Office space, infrastructure development	No risk	NA
UNDP Country Office	In kind	304,050	Office space, infrastructure development, Staff Technical Support	No risk	NA

Total Budget and Work Plan			
Atlas ⁹ Proposal or Award ID:	00115101	Atlas Primary Output Project ID:	00112856
Atlas Proposal or Award Title:	<i>National Communication and First Biennial Update Report for the Republic of Cabo Verde under the UNFCCC</i>		
Atlas Business Unit	CPV 10		
Atlas Primary Output Project Title	<i>National Communication and First Biennial Update Report for the Republic of Cabo Verde under the UNFCCC</i>		
UNDP-GEF PIMS No.	5593		
Implementing Partner	<i>Ministry of Agriculture and Environment (MAE)</i>		

⁹ See separate guidance on how to enter the TBWP into Atlas

GEF Outcome/Atlas Activity	Responsible Party/	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Description	Budget	2019 (USD)	2020 (USD)	2021 (USD)	2022 (USD)	2023 (USD)	Total (USD)	See Budget Note:
	Implementing Agent												
OUTCOME 1: National Circumstances constrains, gaps and other relevant information	MAE	62000	GEF	71300	Local Consultants		\$0.00	\$15,000.00	\$30,000.00	\$20,000.00	\$10,000.00	\$75,000.00	1
				72100	Contractual services Companies	\$0.00	\$4,000.00	\$6,000.00	\$6,000.00	\$3,000.00	\$19,000.00	2	
				71600	Travel	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$8,000.00	3	
				75700	Training Workshop and Conference	\$2,500.00	\$3,000.00	\$7,000.00	\$7,000.00	\$5,500.00	\$25,000.00	4	
				74200	Audio Visual & Print Prod Costs	\$0.00	\$3,000.00	\$8,000.00	\$7,000.00	\$5,000.00	\$23,000.00	5	
				74500	Miscellaneous	\$0.00	\$1,000.00	\$1,500.00	\$1,500.00	\$1,000.00	\$5,000.00	24	
					Total Outcome 1	\$2,500.00	\$28,000.00	\$54,500.00	\$43,500.00	\$26,500.00	\$155,000.00		
OUTCOME 2: National Greenhouse gas (GHG) Inventory	MAE	62000	GEF	71200	International Consultants	\$0.00	\$0.00	\$30,000.00	\$15,000.00	\$0.00	\$45,000.00	6	
				71300	Local Consultants	\$0.00	\$0.00	\$32,000.00	\$21,500.00	\$20,500.00	\$74,000.00	7	
				72100	Contractual services Companies	\$0.00	\$1,000.00	\$4,000.00	\$4,000.00	\$3,000.00	\$12,000.00	8	
				71600	Travel	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$3,000.00	9	
				75700	Training Workshop and Conference	\$2,500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$4,000.00	10	
				72800	IT Equipment	\$0.00	\$0.00	\$10,000.00	\$10,500.00	\$0.00	\$20,500.00	11	
				74500	Miscellaneous	\$0.00	\$1,000.00	\$1,500.00	\$1,500.00	\$1,000.00	\$5,000.00	24	
					Total Outcome 2	\$2,500.00	\$2,500.00	\$79,500.00	\$54,500.00	\$24,500.00	\$163,500.00		
OUTCOME 3 Vulnerability Assessment & Adaptation to the	MAE	62000	GEF	71300	Local Consultants	\$0.00	\$0.00	\$30,500.00	\$20,500.00	\$20,000.00	\$71,000.00	12	
				72100	Contractual services Companies	\$0.00	\$0.00	\$17,000.00	\$11,500.00	\$9,500.00	\$38,000.00	13	
				75700	Training Workshop and Conference	\$2,500.00	\$0.00	\$7,000.00	\$5,000.00	\$4,500.00	\$19,000.00	14	

GEF Outcome/Atlas Activity	Responsible Party/	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Description	Budget	2019 (USD)	2020 (USD)	2021 (USD)	2022 (USD)	2023 (USD)	Total (USD)	See Budget Note:
	Implementing Agent												
climate change (V&A)				71600	Travel		\$0.00	\$550.00	\$2,500.00	\$2,500.00	\$2,000.00	\$7,550.00	15
				74200	Audio Visual & Print Prod Costs		\$0.00	\$1,000.00	\$3,500.00	\$3,500.00	\$2,000.00	\$10,000.00	16
				74500	Miscellaneous		\$0.00	\$1,000.00	\$1,500.00	\$1,500.00	\$1,000.00	\$5,000.00	24
					Total Outcome 3		\$2,500.00	\$2,550.00	\$62,000.00	\$44,500.00	\$39,000.00	\$150,550.00	
OUTCOME 4:	MAE	62000	GEF	71200	International Consultants		\$0.00	\$0.00	\$30,000.00	\$20,000.00	\$15,000.00	\$65,000.00	17
Climate Change Mitigation and policy measures and Domestic Measurement, Reporting and Verification				71300	Local Consultants		\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$17,500.00	\$57,500.00	18
				72100	Contractual services Companies		\$0.00	\$1,000.00	\$3,000.00	\$3,000.00	\$2,000.00	\$9,000.00	19
				72800	IT Equipment		\$0.00	\$0.00	\$30,000.00	\$10,000.00	\$0.00	\$40,000.00	20
				75700	Training Workshop and Conference		\$2,500.00	\$5,000.00	\$9,000.00	\$10,000.00	\$10,500.00	\$37,000.00	21
				71600	Travel		\$0.00	\$1,000.00	\$4,500.00	\$3,500.00	\$3,000.00	\$12,000.00	22
				74500	Miscellaneous		\$0.00	\$1,000.00	\$1,500.00	\$1,500.00	\$1,000.00	\$5,000.00	24
					Total Outcome 4		\$2,500.00	\$8,000.00	\$98,000.00	\$68,000.00	\$49,000.00	\$225,500.00	
OUTCOME 5:	MAE	62000	GEF	71200	International Consultants		\$0.00	\$0.00	\$12,500.00	\$12,500.00	\$10,000.00	\$35,000.00	23
Monitoring and evaluation, knowledge management, compilation and submission of 4NC and FBUR				71300	Local Consultants		\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$15,000.00	\$35,000.00	25
				74100	Professional Services		\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$10,000.00	26
					Total Outcome 5		\$0.00	\$0.00	\$27,500.00	\$22,500.00	\$30,000.00	\$80,000.00	
Project MANAGEMENT UNIT	MAE/UN DP	62000	GEF	64397	Support services to the project		\$0.00	\$9,002.00	\$4,949.00	\$5,196.00	\$5,455.00	\$24,602.00	27
				71400	Contractual services – Individual		\$10,000.00	\$0.00	\$10,000.00	\$10,924.00	\$9,924.00	\$40,848.00	28

GEF Outcome/Atlas Activity	Responsible Party/	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Description	Budget	2019 (USD)	2020 (USD)	2021 (USD)	2022 (USD)	2023 (USD)	Total (USD)	See Budget Note:
	Implementing Agent												
				71600	Travel		\$0.00	\$1,000.00	\$4,000.00	\$4,000.00	\$3,000.00	\$12,000.00	29
					Total Management		\$10,000.00	\$10,002.00	\$18,949.00	\$20,120.00	\$18,379.00	\$77,450.00	
				PROJECT TOTAL			\$20,000.00	\$51,052.00	\$340,449.00	\$253,120.00	\$187,379.00	\$852,000.00	

	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5	Total
GEF	\$20,000.00	\$51,052.00	\$340,449.00	\$253,120.00	\$187,379.00	\$852,000.00
TOTAL	\$20,000.00	\$51,052.00	\$340,449.00	\$253,120.00	\$187,379.00	\$852,000.00

Budget number	note	Comments
1		National Experts for National Circumstances constrains, gaps and other relevant information
2		National subcontracts for scoping studies within other relevant information to UNFCCC, and for conducting climate change awareness raising campaign
3		Local travel includes DSA for attending relevant training/capacity building workshops, consultation and data collection requirements and promotion of the reports
4		Training, seminars, workshops and other events relevant to the project and its results
5		Reproduction and dissemination of awareness material
6		International consultant expert in capacity building for: downscaling, climate data scenario and analysis, international consultant climate change vulnerability assessment, International GHG Inventory Expert.
7		Local consultants to the vulnerability assessment process and sector specific mitigation analysis, GHG Inventory team of experts
8		Technical consultancy of vulnerability assessment and mitigation analysis
9		DSA and trip for international consultants; as well as internal travel associated with coordination, consultation and data collection requirements to bring other partners from remote islands
10		Training, seminars, workshops and other events for consultancy of vulnerability assessment and mitigation analysis
11		Climate data analysis high performance Computer clusters and software for running performing climatic models and predicting new climatic scenario for climate change at the scale of Cape Verde; Computers and printers/copiers;
12		Local Consultants for Vulnerability Assessment & Adaptation to the climate change (V&A)

Budget number	note	Comments
13		Contractual services Companies for Vulnerability Assessment & Adaptation to the climate change (V&A)
14		Training Workshop and Conference for Vulnerability Assessment & Adaptation to the climate change (V&A)
15		Local travel includes DSA for attending relevant training/capacity building workshops, consultation and data collection requirements for V&A
16		Audio Visual & Print Prod Costs
17		Climate Change Mitigation and Measurement, Reporting and Verification international consultant expert
18		Local team consultants Climate Change Mitigation and Measurement, Reporting and Verification
19		Technical support to the Climate Change Mitigation and Measurement, Reporting and Verification
20		Hard and software equipment for MRV
21		Training Workshop and Conference for Climate Change Mitigation and Measurement, Reporting and Verification
22		Local travel includes DSA for attending consultation and data collection requirements for MRV
23		International consultant supporting Monitoring and evaluation services in line with M&E
24		Miscellaneous
25		Local Consultants to Lessons learned and knowledge generation
26		Audit
27		<p>Direct Project Costs: for services rendered by UNDP to the project, according to the Letter of Agreement (Annex G). DPC are the costs of administrative services (such as those related to human resources, procurement, finance, and other functions) provided by UNDP in relation to the project</p> <p>Direct project costs will be charged based on the UNDP Universal Price List or the actual corresponding service cost, in line with the GEF rules on DPCs. The amounts indicated here are estimations. DPCs will be detailed as part of the annual project operational planning process and included in the yearly budgets. DPC costs can only be used for operational cost per transaction. DPCs are not a flat fee.</p>
28		Project Coordination team – (Project Manager and Project Assistant): Project planning, day-to-day management of project activities, project reporting, maintaining key relationships among stakeholders.
29		DSA and trip for coordination team for the management of the project

Budget Revision and Tolerance: As per UNDP requirements outlined in the UNDP POPP, the project board will agree on a budget tolerance level for each plan under the overall annual work plan allowing the project manager to expend up to the tolerance level beyond the approved project budget amount for the year without requiring a revision from the Project Board. Should the following deviations occur, the Project Manager and UNDP Country Office will seek the approval of the UNDP-GEF team as these are considered major amendments by the GEF: a) Budget re-allocations among components in the project with amounts involving 10% of the total project grant or more; b) Introduction of new budget items/or components that exceed 5% of original GEF allocation.

Any over expenditure incurred beyond the available GEF grant amount will be absorbed by non-GEF resources (e.g. UNDP TRAC or cash co-financing).

Refund to Donor: Should a refund of unspent funds to the GEF be necessary, this will be managed directly by the UNDP-GEF Unit in New York.

Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP.¹⁰ On an exceptional basis only, a no-cost extension beyond the initial duration of the project will be sought from in-country UNDP colleagues and then the UNDP-GEF Executive Coordinator.

Operational completion: The project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities have been completed. This includes the final clearance of the Terminal Evaluation Report (that will be available in English) and the corresponding management response, and the end-of-project review Project Board meeting. The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed. At this time, the relevant parties will have already agreed and confirmed in writing on the arrangements for the disposal of any equipment that is still the property of UNDP.

Transfer or disposal of assets: In consultation with the NIM Implementing Partner and other parties of the project, UNDP programme manager (UNDP Resident Representative) is responsible for deciding on the transfer or other disposal of assets. Transfer or disposal of assets is recommended to be reviewed and endorsed by the project board following UNDP rules and regulations. Assets may be transferred to the government for project activities managed by a national institution at any time during the life of a project. In all cases of transfer, a transfer document must be prepared and kept on file¹¹.

Financial completion: The project will be financially closed when the following conditions have been met: a) The project is operationally completed or has been cancelled; b) The Implementing Partner has reported all financial transactions to UNDP; c) UNDP has closed the accounts for the project; d) UNDP and the Implementing Partner have certified a final Combined Delivery Report (which serves as final budget revision).

The project will be financially completed within 12 months of operational closure or after the date of cancellation. Between operational and financial closure, the implementing partner will identify and settle all financial obligations and prepare a final expenditure report. The UNDP Country Office will send the final signed closure documents including confirmation of final cumulative expenditure and unspent balance to the UNDP-GEF Unit for confirmation before the project will be financially closed in Atlas by the UNDP Country Office.

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

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

VI. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

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

The **Implementing Partner** for this project is the National Directorate of Environment . The Implementing Partner is responsible and accountable for managing this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of UNDP resources.

The Implementing Partner is responsible for:

- Approving and signing the multiyear workplan;
- Approving and signing the combined delivery report at the end of the year; and,
- Signing the financial report or the funding authorization and certificate of expenditures.

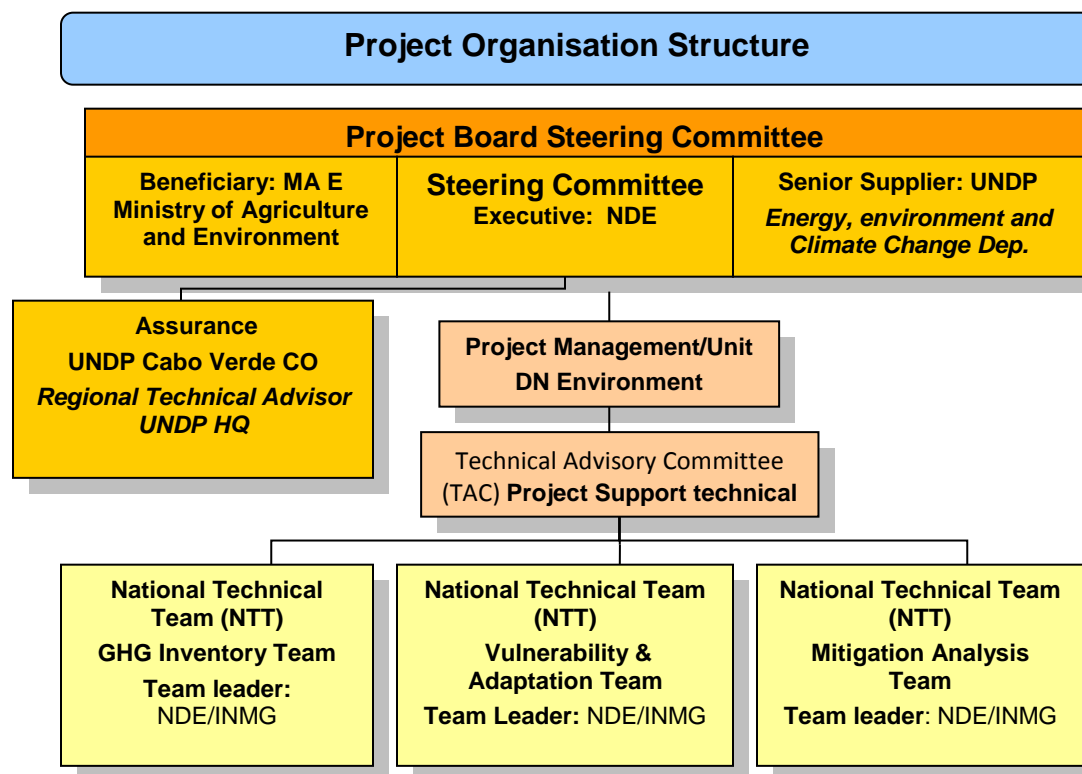
The UNDP shall act as the GEF Implementing Agency/Senior Supplier for this project. As a part of the Project Board, the UNDP brings to the table a wealth of experience working with the Cabo Verde Government in the arena of biodiversity conservation, protected areas management, climate change mitigation and adaptation, disaster prevention and response, and sustainable development. UNDP is well-positioned to assist in both capacity-building and institutional strengthening.

As always, the UNDP Country Office (UNDP-CO) will be answerable as the agency responsible for transparent practices, appropriate conduct, and professional auditing.

The operational day to day supervision shall be ensured by the UNDP, through the Cape Verde Joint Office based in Praia; and strategic supervision shall be ensured by the UNDP CO, as well as the UNDP -GEF Regional Technical Advisor, responsible for the project.

The project organisation structure is as follows:

Fig. 1 Management Arrangements for preparing the Fourth National communication and BUR



Project Steering Committee: is responsible for making by consensus, management decisions when guidance is required by the Project Manager, including recommendations for UNDP/Implementing Partner approval of project plans and revisions, and addressing any project level grievances. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with the UNDP Programme Manager.

Specific responsibilities of the Project Board include:

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

The supervision of project activities is the responsibility of the Project Steering Committee (PSC)

PSC should meet at least twice a year to oversee all administrative and operational issues relating to the project, or when special meetings are deemed necessary. The Committee shall be composed of representatives from the MAE (NDE), the INMG and UNDP Country Office and any other institutions (national or local), organization or partner with a financial participation in the project. The National project coordinator (NPC) shall act as Secretary of the CPP.

Functions detailed in the attached ToR

The composition of the Project Board must include the following roles:

Executive: The Executive is an individual who represents ownership of the project who will chair the Project Steering Committee. This role can be held by a representative from the Government Cooperating Agency or UNDP. The Executive is: Ministry of Agriculture and Environment(MAE)- National Directorate of Environment.

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

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

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

- Organise and chair Project Board meetings.

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

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

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

Senior Beneficiary: The Senior Beneficiary is an individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries. The Senior Beneficiary role is held by a representative of the government or civil society. The Senior Beneficiary is: Ministry of Agriculture and Environment(MAE)

The Senior Beneficiary is responsible for validating the needs and for monitoring that the solution will meet those needs within the constraints of the project. The Senior Beneficiary role monitors progress against targets and quality criteria. This role may require more than one person to cover all the beneficiary interests. For the sake of effectiveness, the role should not be split between too many people.

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

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

Project Manager: The Project Manager has the authority to run the project on a day-to-day basis on behalf of the Project Board within the constraints laid down by the Board. The Project Manager is responsible for day-to-day management and decision-making for the project. The Project Manager's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

The Implementing Partner appoints the Project Manager, who should be different from the Implementing Partner's representative in the Project Board.

Specific responsibilities include:

- Provide direction and guidance to project team(s)/ responsible party (ies);
- Liaise with the Project Board to assure the overall direction and integrity of the project;
- Identify and obtain any support and advice required for the management, planning and control of the project;
- Responsible for project administration;

- Plan the activities of the project and monitor progress against the project results framework and the approved annual workplan;
- Mobilize personnel, goods and services, training and micro-capital grants to initiative activities, including drafting terms of reference and work specifications, and overseeing all contractors' work;
- Monitor events as determined in the project monitoring schedule plan/timetable, and update the plan as required;
- Manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments or reimbursement using the fund authorization and certificate of expenditures;
- Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports;
- Be responsible for preparing and submitting financial reports to UNDP on a quarterly basis;
- Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
- Capture lessons learned during project implementation;
- Prepare the annual workplan for the following year; and update the Atlas Project Management module if external access is made available.
- Based on the Project Board review, prepare the AWP for the following year.
- Identify follow-on actions and submit them for consideration to the Project Board;

Project Assurance: UNDP provides a three – tier supervision, oversight and quality assurance role – funded by the GEF agency fee – involving UNDP staff in Country Offices and at regional and headquarters levels. Project Assurance must be totally independent of the Project Management function. The quality assurance role supports the Project Board and Project Management Unit by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. The Project Board cannot delegate any of its quality assurance responsibilities to the Project Manager. This project oversight and quality assurance role is covered by the GEF Agency.

National Technical Team (NTT)

Consisting of representatives from institutions responsible for sectors engaged in activities directly covered by the project, particularly energy, climate, environment, health, infrastructure, agriculture, water and forest, transport and civil protection sectors, the National Technical Team shall ensure coordination among the national economic sectors, public institutions, civil society organizations and stakeholder , playing the role of a research, advocacy and action center on climate change. It shall be able to link the different sectors experience, identify the national needs and develop a coherent national policy.

Under the NTT coordination, Working Groups (WG) will be set up according to sectors or technical studies for the main subject areas, including the National GHG Inventory, Vulnerability, Adaptation and Mitigation, to perform project activities as outlined for the respective areas.

Each WG will be led by a public entity, which will ensure planning and coordination of team activities, and will be responsible for group deliverables:

- GHG's inventory working group will be led by the Directorate General of Environment (DNE) and INMG (National Meteorological and Geophysics institute)
- Vulnerability and Adaptation working group will be co-lead by the Directorate General of Environment (DNE) and INMG
- Mitigation Analysis working group will be led by the Directorate General of Environment (DNE) and INMG (National Meteorological and Geophysics institute)

- Working Group planning, working modalities and procedures will be developed under the guidance of DNE and INMG acting as the project secretariat.

Each working group will be integrated by experts of the participating organizations appointed as focal points to the project. Each working group leader is responsible defining strategies and implementation methodology of the scientific and research project components under its mandate.

International and/or external technical assistance needed to strengthen capacities will work directly with each working group members and will be paired with national experts serving at those groups.

The working group leader institution, project coordinator and UNDP CO are responsible for reviewing working group progress and ensure quality control of technical documents produced by the thematic working groups, and provide substantial technical advice and material assistance to these, as well as coordination with other programs and existing development projects in Cape Verde.

Any other information to be compiled and reported for the national communication report, including technology transfer, research, observation, education, training and public awareness, not covered by any specific WGs, will be collected by the project secretariat.

It is recommended that the same experts involved in the TCN are designated as NTT members in the implementation process for the FNC/FBUR preparation activities. The experts already involved in the preparation of strategic documents can be involved, integrating the WGs within each subject area.

Project Support

The Project Support role will be provided by DNE through its finance and operation departments.

The Cabo Verde UNDP's Energy, Environment and Climate Change Portfolio, (Program Specialist; Program Analyst & Program Associate), the Finance Officer, the Procurement Officer and the M&E Officer will provide technical, financial, administration, and management support to the project as required.

Additional support, oversight and advisory roles shall be undertaken by the UNDP-GEF regional office and HQ

In addition, various national and international consultants shall supplement the work of project coordination and working groups. These consultants shall be recruited for short and medium-term technical inputs.

UNDP Direct Project Services as requested by Government:

The UNDP, as GEF Agency for this project, will provide project management cycle services for the project as defined by the GEF Council. In addition, the Government of Cabo Verde may request UNDP direct services for specific projects, according to its policies and convenience. The UNDP and Government of Cabo Verde acknowledge and agree that those services are not mandatory, and will be provided only upon Government request. If requested the services would follow the UNDP policies on the recovery of direct costs. These services (and their costs) are specified in the Letter of Agreement (Annex ___). As is determined by the GEF Council requirements, these service costs will be assigned as Project Management Cost, duly identified in the project budget as Direct Project Costs. Eligible Direct Project Costs should not be charged as a flat percentage. They should be calculated on the basis of estimated actual or transaction based costs and should be charged to the direct project costs account codes: "64397- Direct Project Costs – Staff" and "74596-Direct Project Costs – General Operating Expenses (GOE)"

Agreement on intellectual property rights and use of logo on the project's deliverables and disclosure of information: In order to accord proper acknowledgement to the GEF for providing grant funding, the GEF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects funded by the GEF will also accord proper acknowledgement to the GEF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy¹² and the GEF policy on public involvement¹³.

Project Management

Project Management and Secretariat role will be assumed by the National implementing partner (DNE).

The project will be coordinated through a NPC (National project coordination) with direct responsibility for delivering on the project objectives and outcomes and ensuring effective implementation of activities. The project management team will ensure as well a supervisory / advisory responsibility for each of the thematic working groups. The national project coordinator will be a qualified technical staff hired by the DNE and dedicated to this role.

Project coordinator will liaise with the UNPD CO, RTA (regional technical advisors) and other project consultants for technical advice and issues regarding project activity implementation and planning.

The project will be operated by the DNE, at the headquarters of the National Directorate with all the operational support of the Institution, based on other projects executed by DNE.

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

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

VII. MONITORING FRAMEWORK AND EVALUATION

The project results as outlined in the project results framework will be monitored annually and evaluated periodically during project implementation to ensure the project effectively achieves these results.

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the UNDP POPP and UNDP Evaluation Policy. While these UNDP requirements are not outlined in this project document, the UNDP Country Office will work with the relevant project stakeholders to ensure UNDP M&E requirements are met in a timely fashion and to high quality standards. Additional mandatory GEF-specific M&E requirements (as outlined below) will be undertaken in accordance with the GEF M&E policy and other relevant GEF policies¹⁴.

In addition to these mandatory UNDP and GEF M&E requirements, other M&E activities deemed necessary to support project-level adaptive management will be agreed during the Project Inception Workshop and will be detailed in the Inception Report. This will include the exact role of project target groups and other stakeholders in project M&E activities including the GEF Operational Focal Point and national/regional institutes assigned to undertake project monitoring. The GEF Operational Focal Point will strive to ensure consistency in the approach taken to the GEF-specific M&E requirements across all GEF-financed projects in the country.

M&E Oversight and monitoring responsibilities:

Project Manager: The Project Manager is responsible for day-to-day project management and regular monitoring of project results and risks, including social and environmental risks. The Project Manager will ensure that all project staff maintain a high level of transparency, responsibility and accountability in M&E and reporting of project results. The Project Manager will inform the Project Board, the UNDP Country Office and the UNDP-GEF RTA of any delays or difficulties as they arise during implementation so that appropriate support and corrective measures can be adopted.

The Project Manager will develop annual work plans based on the multi-year work plan included in Annex A, including annual output targets to support the efficient implementation of the project. The Project Manager will ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality. This includes, but is not limited to, ensuring the results framework indicators are monitored annually and provided to the UNDP Country Office for recording in the UNDP web-based monitoring tools, and that the monitoring of risks and the various plans/strategies developed to support project implementation (e.g. gender strategy, KM strategy etc..) occur on a regular basis.

Project Board: The Project Board will take corrective action as needed to ensure the project achieves the desired results. The Project Board will hold project reviews to assess the performance of the project and appraise the Annual Work Plan for the following year. In the project's final year, the Project Board will hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to highlight project results and lessons learned with relevant audiences. This final review meeting will also discuss the findings outlined in the End of project report.

Project Implementing Partner: The Implementing Partner is responsible for providing any and all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary and appropriate. The Implementing Partner will strive to ensure project-level M&E is undertaken by national institutes, and is aligned with national systems so that the data used by and generated by the project supports national systems.

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

UNDP Country Office: The UNDP Country Office (Energy, Environment and Climate change Portfolio) will support the Project Manager as needed, including through annual supervision missions. The annual supervision missions will take place according to the schedule outlined in the annual work plan. Supervision mission reports will be circulated to the project team and Project Board within one month of the mission. The UNDP Country Office will initiate and organize key GEF M&E activities. The UNDP Country Office will also ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality.

The UNDP Country Office is responsible for complying with all UNDP project-level M&E requirements as outlined in the UNDP POPP. This includes ensuring the UNDP Quality Assurance Assessment during implementation is undertaken annually; that annual targets at the output level are developed, and monitored and reported using UNDP corporate systems; the regular updating of the ATLAS risk log; and, the updating of the UNDP gender marker on an annual basis based on gender mainstreaming progress reported in the UNDP ROAR. Any quality concerns flagged during these M&E activities must be addressed by the UNDP Country Office and the Project Manager.

The UNDP Country Office will retain all M&E records for this project for up to seven years after project financial closure in order to support ex-post evaluations undertaken by the UNDP Independent Evaluation Office (IEO) and/or the GEF Independent Evaluation Office (IEO).

UNDP-GEF Unit: Additional M&E and implementation quality assurance and troubleshooting support will be provided by the UNDP-GEF Regional Technical Advisor and the UNDP-GEF Directorate as needed.

Audit: The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies on NIM implemented projects.¹⁵

Additional GEF monitoring and reporting requirements:

Inception Workshop and Report: A project inception workshop will be held within two months after the project document has been signed by all relevant parties to, amongst others:

- a) Re-orient project stakeholders to the project strategy and discuss any changes in the overall context that influence project strategy and implementation;
- b) Discuss the roles and responsibilities of the project team, including reporting and communication lines and conflict resolution mechanisms;
- c) Review the results framework and finalize the indicators, means of verification and monitoring plan;
- d) Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E; discuss the role of the GEF OFP in M&E;
- e) Update and review responsibilities for monitoring the various project plans and strategies, including the risk log; Environmental and Social Management Plan and other safeguard requirements; the gender strategy; the knowledge management strategy, and other relevant strategies;
- f) Review financial reporting procedures and mandatory requirements, and agree on the arrangements for the audit; and
- g) Plan and schedule Project Board meetings and finalize the first year annual work plan.

The Project Manager will prepare the inception report no later than one month after the inception workshop. The inception report will be prepared in one of the official UN languages, duly signed by designated persons, cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board.

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

Annual progress:

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

Lessons learned and knowledge generation: Results from the project will be disseminated within and beyond the project intervention area through existing information sharing networks and forums. The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to the project. The project will identify, analyse and share lessons learned that might be beneficial to the design and implementation of similar projects and disseminate these lessons widely. There will be continuous information exchange between this project and other projects of similar focus in the same country, region and globally.

End of Project:

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

M& E Workplan and budget

GEF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget ¹⁶ (US\$)		Time frame
		GEF grant	Co-financing	
Inception Workshop	Project Manager UNDP Country Office	USD 7.000	<i>add</i>	Within two months of project document signature
Inception Report	Project Manager	None	None	Within two weeks of inception workshop
Standard UNDP monitoring and reporting requirements as outlined in the UNDP POPP	UNDP Country Office	None	None	Quarterly, annually
Monitoring of indicators in project results framework	Project Manager	USD 4,000 (total)	<i>add</i>	Annually
GEF Project Implementation Report (PIR)	Project Manager and UNDP Country Office and UNDP-GEF team	None	None	Annually. Not applicable for EAs.
NIM Audit as per UNDP audit policies	UNDP Country Office	USD 10,000 (total)	<i>add</i>	Annually or other frequency as per UNDP Audit policies
Lessons learned and knowledge generation	Project Manager	<i>None</i>	<i>None</i>	Annually
Monitoring of environmental and social risks, and corresponding management plans as relevant	Project Manager UNDP CO	<i>None</i>	<i>None</i>	On-going
Addressing environmental and social grievances	Project Manager UNDP Country Office BPPS as needed	<i>None for time of project manager, and UNDP CO</i>	<i>None</i>	<i>Costs associated with missions, workshops, BPPS expertise etc. can be charged to the project budget.</i>
Project Board meetings	Project Board UNDP Country Office Project Manager	<i>1.000</i>	<i>None</i>	At minimum annually
Supervision missions	UNDP Country Office	None ¹⁷	<i>None</i>	Annually

¹⁶ Excluding project team staff time and UNDP staff time and travel expenses.

¹⁷ The costs of UNDP Country Office and UNDP-GEF Unit's participation and time are charged to the GEF Agency Fee.

GEF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget ¹⁶ (US\$)		Time frame
		GEF grant	Co-financing	
Oversight missions	UNDP-GEF team	None ¹⁷	<i>None</i>	Troubleshooting as needed
Knowledge management	<i>Project Manager</i>	<i>1% of GEF grant 8,520 USD</i>	<i>None</i>	<i>On-going</i>
GEF Secretariat learning missions/site visits	UNDP Country Office and Project Manager and UNDP-GEF team	None	<i>None</i>	To be determined.
Project Terminal Report	<ul style="list-style-type: none"> ▪ Project manager and team ▪ UNDP CO 			At least three months before the end of the project
TOTAL indicative COST Excluding project team staff time, and UNDP staff and travel expenses		<i>US\$ 30,520 USD</i>	<i>add</i>	

VIII. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Cabo Verde and UNDP, signed on January 31, 1976. All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

This project will be implemented by The National Directorate of Environment- Ministry of Agriculture and Environment (“Implementing Partner”) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

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

IX. RISK MANAGEMENT

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

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.

The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aa_sanctions_list.shtml.

Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).

The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.

All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.

The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.

In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.

The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement.

Where such funds have not been refunded to UNDP, the Implementing Partner agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.

Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.

The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

X. MANDATORY ANNEXES

- A. Multiyear Work plan (see template below)
- B. Terms of Reference for Project Board, Project Manager, Chief Technical Advisor and other positions as appropriate
- C. UNDP Social and Environmental and Social Screening Template (SESP) – exempt for EA projects
- D. UNDP Project Quality Assurance Report (to be completed by UNDP Country Office)
- E. UNDP Risk Log (to be completed by UNDP Country Office)
- F. Results of the capacity assessment of the project implementing partner and HACT micro assessment (to be completed by UNDP Country Office)
- G. Standard Letter of Agreement(LoA) between UNDP and the Government on Direct Project Costs
- H. FINAL REPORT OF CABO VERDE NATIONAL COMMUNICATION'S / BIENNIAL UPDATE REPORT'S PROJECT
- I. Gender analysis /action plan

Annex A. Multi Year Work Plan

Output	Responsible Party	Year 1				Year 2				Year 3				Year 4				Year 5			
		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Component 1: National Circumstances constrains, gaps and other relevant information																					
Outcomes 1.1 National Circumstances and institutional arrangements relevant to the preparation of national communications and the biennial update reports updated and described.																					
Output 1.1.1 - Features of the country, its population, natural resources, climate and economy which may affect the country's ability to deal with climate change mitigation and adaptation, described, taking into consideration gender dimension;	DNA																				
Output 1.1.2 - Institutional arrangements relevant to the preparation of the national communications and biennial update	DNA																				
Output 1.1.3 Mechanisms for gender responsive stakeholder involvement and participation, enabling the preparation of national communications and biennial update reports defined	DNA																				
Outcomes 1.2. - Progress towards mainstreaming of climate change considerations into key development strategies and sector-based policy frameworks assessed																					
Output 1.2.1- National and local development objectives, priorities and circumstances impacted by climate risks described and mainstreaming progress into policy frameworks assessed, taking into consideration gender dimension;	DNA																				
Output 1.2.2 - The progress towards climate change and its mainstreaming into policy frameworks assessed;	DNA																				
Outcomes 1.3 - Constraints and gaps identified; financial, technology, policy and capacity building needs assessed and recommendation for addressing the needs provided																					
Output 1.3.1. Finance resources, capacity needs for implementation of the overall national GHG emission reduction strategy estimated																					
Output 1.3.2. Based on the V&A assessment, a cost benefit analysis, estimating potential costs for a long-term adaptation (at least for water sector and energy) performed																					
Output 1.3.3. A study on technological needs assessment conducted, and a list of the most effective/new technology solutions at least for two sectors (e.g. water resource and agriculture - in order of priority, as prioritized and identified in the NAPA being more vulnerable and lacking interventions to be resilient to the negative impacts of MCs.) compiled.																					
Output 1.3.4. Information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors updated																					

Output	Responsible Party	Year 1				Year 2				Year 3				Year 4				Year 5			
		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Outcomes 1.4. Other information relevant for the preparation of FBUR and 4NC consolidated. The interventions will be guided by the principles of Doha Work Programme under Article 6 of the UN Framework Convention on Climate Change																					
Output 1.4.1. Stock-take of all awareness raising, education, and research on climate change that has been carried out within different programs and projects, including donor-funded interventions, which will be made available on the national knowledge platform																					
Output 1.4.2. Assessment of gaps, needs and priorities for education, training and public awareness important for stakeholders' involvement in the preparation of national communications and biennial update reports, including the information on education and public awareness activities relevant to Article 6 reflected																					
Output 1.4.3. Conduct public awareness campaigns on climate change at the national level, as well as trainings on climate change for businesses, Civil Society Organizations (CSOs), healthcare specialists, journalists and civil servants engaged in climate change;																					
Output 1.4.4. Further elaborate study on different gender roles in adaptation and mitigation interventions at the community level, policy formulation and decision-making process;																					
Component 2: National Greenhouse gas (GHG) Inventory																					
Outcomes 2.1. National GHG Inventory updated up to 2016 (period of 2011 -2016) for the FBUR and up to 2018 for the 4NC																					
Output 2.1.1. GHG inventory for the period of 2011-2016 (FBUR) and 2017-2018 (4NC) calculated for all sectors: according to the 2006 revised IPCC Guidelines. GHG Inventory will be prepared using/applying GHG Inventory Software for non-Annex I Parties																					
Output 2.1.2. Emission factors for the key sources updated, as needed																					
Outcomes 2.2 - Capacity to collect GHGI information on an ongoing basis strengthened.																					
Output2.2.1-Gaps identified on the GHG inventory related to the general, sectoral as well as institutional aspects																					
Output 2.2.2- Institutional capacities for the improvement of the National GHG Inventory System improved with defined institutional arrangements, including cross-sector cooperation and application of 2006 IPCC Guidelines for GHG inventories																					

Output	Responsible Party	Year 1				Year 2				Year 3				Year 4				Year 5			
		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Outp 2.2.3 - Improving the GHG emission data collection system (including calculation of national emission factors, as appropriate and based on results of the TNC) within the NDE																					
Output 2.2.4 - Cross-sector collaboration for the preparation of GHG Inventory strengthened																					
Output 2.2.5 - Improvement of data collection system within the national statistics Institute in order to fill the gaps related to GHG inventory preparation in the SNICV that will integrate all sectors of production of data and the information necessary for the elaboration of sustainable NIS-GHG																					
Output 2.2.6. Establishment, maintenance and reporting on the national inventory system and reporting on its changes especially concerning: legal arrangements for the national inventory system; Quality assurance and quality control (QA/QC) implementation; appropriate documentation and archiving of inventory data																					
Component 3: Vulnerability Assessment & Adaptation to the climate change (V&A)																					
Outcomes 3.1 - Climate change vulnerability assessment for priority sectors of socio-economic development and natural environment developed (with regional and local focus as applicable) and plans and programmes proposing measures to facilitate adaptation prepared																					
Output 3.1.1 - Comparative analysis of developed climate change scenarios with results from existing databases of climate scenarios including assessment of the level of climate change scenarios uncertainty	DNA																				
Output 3.1.2-A stocktaking exercise of vulnerability and sensitivity of the country territory to climate risks performed	DNA																				
Output 3.1.3 - An in-depth vulnerability assessment of key socio-economic sectors (agriculture, energy, hydrology/water management, forestry, Tourism, coastal area, health,) and natural environment to climate impacts conducted	DNA																				
Output 3.1.4 - A study integrating response measures in the context of Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) conducted	DNA																				
Output 3.1.5 - Impacts of climate change on socio-economic development of Cabo Verde described and analysed																					
Output 3.1.6 - Based on the V&A assessment, a cost benefit analysis, estimating potential costs for a long-term adaptation (at least for agriculture, water sectors identified in the NAPA as being more vulnerable and lacking interventions to be resilient to the negative impacts of climate change) and BAU, performed																					

Output	Responsible Party	Year 1				Year 2				Year 3				Year 4				Year 5			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Output 3.1.7 - Policy frameworks for effective integration of adaptation measures into national strategies identified																					
Component 4: Climate Change Mitigation and policy measures and Domestic Measurement, Reporting and Verification																					
Outcomes 4.1. Using best practices and latest (I)NDC, assessment of sectors and interventions contributing to GHG emission reduction at the national level conducted																					
Output 4.1.1. Mitigation potential in key development sectors (e.g. energy, agriculture, water resource, waste, transport and infrastructure) assessed, and abatement measures proposed																					
Output 4.1.2. Progress on policies and actions to mitigate GHG from 2010, at national, sub-national and local levels assessed																					
Output 4.1.3. Based on latest available data GHG emission reduction potential of Cabo Verde updated considering technical, environmental and economic aspects; set of policy framework and recommendations proposed																					
Output 4.1.4. Baseline (Business-as-usual-BAU) and mitigation scenarios up to 2030, developed under the TNC, are updated based on the analysis of necessary data and information; Long term strategy up to 2050 and 2100 developed																					
Output 4.1.5. Roadmap and Action Plan for implementation of Nationally Determined Contribution (NDC) prepared for the period 2020 - 2030																					
Outcomes 4.2 - Capacity to collect and analyze this information on an ongoing basis for the future biennial update reports and national communications strengthened.																					
Output 4.2.1 Guidance and recommendations on country-appropriate improvements related to mechanisms and infrastructure for NAMAs and MRV (Measurement, Reporting and Verification)																					
Output 4.2.2 Information and support on development of NAMA, domestic MRV and national registry system																					
Output 4.2.3. Stakeholder consultation workshops organized and outreach activities on policies and measures for the climate change mitigation implemented																					
Outcomes 4.3. Set-up of domestic Measurement Reporting and Verification system supported and capacities for implementation strengthened																					
Output 4.3.1 Current state in regard to domestic MRV system analysed and reported																					

Output	Responsible Party	Year 1				Year 2				Year 3				Year 4				Year 5			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Output 4.3.2 The development process of national institutional arrangements and framework for domestic MRV supported																					
Component 5. Monitoring and evaluation, knowledge management, compilation and submission of 4NC and FBUR																					
Outcomes 5.1 Project regularly monitored, financial audit conducted and lessons learned compiled																					
Output 5.1.1. Inception Workshop, Project Board and Validation meetings organized																					
Output 5.1.2. Project financial and progress reports prepared and submitted																					
Output 5.1.3 End of Project report and lessons learned compiled																					
Outcomes 5.2. Submission of FBUR and 4NC																					
Output 5.2.1. 4NC compiled, approved by the /Government to be submitted to the UNFCCC																					
Output 5.2.2. FBUR compiled, approved by the Government to be submitted to the UNFCCC																					

Annex B. Terms of Reference for Project Board, Project Manager, Chief Technical Advisor and others positions as appropriate

Terms of Reference for the Project Board

The Project Board (PB) will serve as the project's decision-making body. It will meet according to necessity, at least twice each year, to review project progress, approve project work plans and approve major project deliverables. The PB is responsible for providing the strategic guidance and oversight to project implementation to ensure that it meets the requirements of the approved Project Document and achieves the stated outcomes. The PB's role will include:

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

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

Terms of Reference for the Technical Advisory Committee (TAC)

The TAC will provide technical advice and inputs relating to project implementation and will be chaired by the PD with support from the PM. The members of the TAC will consist of representatives from Government Ministry, UNDP, other relevant government agencies, research and educational organizations, NGOs (including WCS), technical experts and other relevant stakeholders to be agreed by the Project Board. Technical experts may be invited in to discuss specific issues. Indicative Terms of Reference are as follows. These will be reviewed by the Project Board during project inception and may be extended as necessary.

- Review planned activities and ensure that they are technically sound and that, wherever possible, there is integration and synergy between the various project components during planning and implementation;
- Promote technical coordination between institutions, where such coordination is necessary and where opportunities for synergy and sharing of lessons exist;
- Provide technical advice and guidance on specific issues concerning illegal and unsustainable wildlife trade;
- Share information on project progress and lessons learned with related stakeholders at the national level;
- The TAC or a subset of its members may be requested to undertake specific project-related tasks, such as preparing or reviewing analytical reports, strategies and action plans, etc.;
- Other tasks as indicated by the Project Board

Terms of Reference for Key Project Staff

Project Director

Background

The Project Director (PD) is the Deputy Director General of Law Enforcement of the MAEF, who will be accountable to the MoEF and UNDP for the achievement of objectives and results in the assigned Project. The PD will be part of the Project Steering Committee and answer to it. The PD will be financed through national government funds (co-

financing), whose appointment will be made by the Director General of Law Enforcement, in consultation with the UNDP CO.

Duties and Responsibilities

- *Serve as a member of the Project Board.*
- *Supervise compliance with objectives, activities, results, and all fundamental aspects of project execution as specified in the project document.*
- *Supervise compliance of project implementation with MoEF policies, procedures and ensure consistency with national plans and strategies.*
- *Facilitate coordination with other organizations and institutions that will conduct related conservation activities for the protected area system, same target landscapes or same themes from elsewhere in Indonesia, especially related to the UNDP/GEF E-PASS project in Sulawesi and UNDP/GEF Project Transforming effectiveness of biodiversity conservation in priority Sumatran landscapes.*
- *Participate in project evaluation, testing, and monitoring missions.*
- *Coordinate with national governmental representatives on legal and financial aspects of project activities.*
- *Coordinate and supervise government staff inputs to project implementation.*
- *Coordinate, oversee and report on government cofinancing inputs to project implementation.*

Project Manager

Background

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

Duties and Responsibilities

- *Plan the activities of the project and monitor progress against the approved work-plan.*
- *Supervise and coordinate the production of project outputs, as per the project document in a timely and high quality fashion.*
- *Coordinate all project inputs and ensure that they adhere to UNDP procedures for nationally executed projects.*
- *Supervise and coordinate the work of all project staff, consultants and sub-contractors ensuring timing and quality of outputs.*
- *Coordinate the recruitment and selection of project personnel, consultants and sub-contracts, including drafting terms of reference and work specifications and overseeing all contractors' work.*
- *Manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments, or reimbursement using the UNDP provided format.*
- *Prepare, revise and submit project work and financial plans, as required by Project Board and UNDP.*
- *Monitor financial resources and accounting to ensure accuracy and reliability of financial reports, submitted on a quarterly basis.*
- *Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log.*
- *Liaise with UNDP, Project Board, relevant government agencies, and all project partners, including donor organisations and CSOs for effective coordination of all project activities.*

- Facilitate administrative support to subcontractors and training activities supported by the Project.
- Oversee and ensure timely submission of the Inception Report, Project Implementation Report, Technical reports, quarterly financial reports, and other reports as may be required by UNDP, GEF and other oversight agencies.
- Disseminate project reports and respond to queries from concerned stakeholders.
- Report progress of project to the steering committees, and ensure the fulfilment of PSC directives.
- Oversee the exchange and sharing of experiences and lessons learned with relevant community based integrated conservation and development projects nationally and internationally.
- Assist community groups, municipalities, CSOs, staff, students and others with development of essential skills through training workshops and on the job training thereby increasing their institutional capabilities.
- Encourage staff, partners and consultants such that strategic, intentional and demonstrable efforts are made to actively include women in the project, including activity design and planning, budgeting, staff and consultant hiring, subcontracting, purchasing, formal community governance and advocacy, outreach to social organizations, training, participation in meetings; and access to program benefits.
- Assists and advises the Project Implementation Units responsible for activity implementation in the target sites.
- Carry regular, announced and unannounced inspections of all sites and the activities of the Project Implementation Units.

Required skills and expertise

- A university degree (MSc or PhD) in a subject related to natural resource management or environmental sciences.
- At least 10 years of experience in natural resource management (preferably in the context of Climate Change).
- At least 5 years of demonstrable project/programme management experience.
- At least 5 years of experience working with ministries, national or provincial institutions that are concerned with natural resource and/or environmental management.

Competencies

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

Project Assistant

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

- Assist the Project Manager in day-to-day management and oversight of project activities;
- Assist the M&E in matters related to M&E and knowledge resources management;
- Assist in the preparation of progress reports;

- *Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by PB, TAC, UNDP, project consultants and other PMU staff;*
- *Provide PMU-related administrative and logistical assistance.*
- *Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager;*
- *Review project expenditures and ensure that project funds are used in compliance with the Project Document and GoI financial rules and procedures;*
- *Validate and certify FACE forms before submission to UNDP;*
- *Provide necessary financial information as and when required for project management decisions;*
- *Provide necessary financial information during project audit(s);*
- *Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues;*
- *Consolidate financial progress reports submitted by the responsible parties for implementation of project activities;*
- *Liaise and follow up with the responsible parties for implementation of project activities in matters related to project funds and financial progress reports.*
-

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

- *A Bachelor's degree accounting/ financial management or an equivalent qualification;*
- *At least three years of work experience preferably in a project involving biodiversity conservation, natural resource management and/or sustainable livelihoods. Previous experience with UN project will be a definite asset;*
- *Very good inter-personal skills;*
- *Proficiency in the use of computer software applications especially MS Word and MS Excel.*
- *Excellent language skills in English (writing, speaking and reading) and in local languages*

Annex C. UNDP Social and Environmental and Social Screening Template (SESP)

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

Annex D: UNDP Project Quality Assurance Report

<https://intranet-apps.undp.org/ProjectQA/Forms/Design?fid=1054&year=2019&ou=CPV&pid=00115101&fltr=PROJECT>

Project title: Fourth National Communication and First Biennial Update Report for the Republic of Cabo Verde under the UNFCCC

UNDAF/Country Programme Outcome: (2.1) by 2022, all people, particularly the most vulnerable, benefit from enhanced national and local capacity to apply integrated and innovative approaches to the sustainable and participative management of natural resources and biodiversity, climate change adaptation and mitigation, and disaster-risk reduction.

CPD: Output 2.2: Selected government institutions and local communities have enhanced technical capacity to implement climate change adaptation and mitigation measures

UNDP Strategic Plan outcomes: (Signature solution 4) Promote nature-based solutions for a sustainable planet; (IRRF Outcome 3) Sustainable planet. (Signature solution 3) Enhance prevention and recovery for resilient societies; (IRRF Outcome 4) Resilient societies

Brief project description:

The overall goal and objectives of the project are to assist Cabo Verde in the preparation and submission of its Fourth National Communication to the Conference of the Parties to the UNFCCC and its First Biennial Update Report; for the fulfilment of its obligations to the Convention under Decision 17 / CP. 8, decision 2/CP17 and other related guidance

The project supports the Government of Cabo Verde to mainstream and integrate climate change considerations into development strategies and sector-based policy frameworks, through ensuring continuity of the institutional and technical capacity building, partly initiated and consequently sustained by reporting instruments under the UNFCCC and ensuring a regular mechanism of national monitoring, reporting and verification, and move towards a low-carbon and climate resilience development pathway.

The project will be coordinated by the Ministry of Agriculture and Environment under the guidance of National Directorate of Environment. The project components include: (1) National Circumstances, constraints, gaps and other relevant information; (2) National Greenhouse Gas (GHG) Inventory; (3). Vulnerability Assessment & Adaptation to the climate change (V&A); (4). Climate Change Mitigation and policy measures and Domestic Measurement, Reporting and Verification; (5). Monitoring and evaluation, knowledge management, compilation.

The preparation of the 4NC and FBUR is expected to enhance general public awareness and knowledge, to integrate the preparation process of NCs and BURs and mainstream climate change into national sustainable development process of Cabo Verde

Project QA Assessment: Design and Appraisal				
<u>Overall Project:</u>				
Enter Chosen Rating: Highly Satisfactory				
Exemplary (5) ◎◎◎◎◎	Highly Satisfactory (4) ◎◎◎◎○	Satisfactory (3) ◎◎◎○○	Needs Improvement (2) ◎◎○○○	Inadequate (1) ◎○○○○
At least four criteria are rated Exemplary, and all criteria are rated High or Exemplary.	All criteria are rated Satisfactory or higher, and at least four criteria are rated High or Exemplary.	At least six criteria are rated Satisfactory or higher, and only one may be rated Needs Improvement. The SES criterion must be rated Satisfactory or above.	At least three criteria are rated Satisfactory or higher, and only four criteria may be rated Needs Improvement.	One or more criteria are rated Inadequate, or five or more criteria are rated Needs Improvement.
<u>Decision:</u> APPROVE				
Enter Chosen Rating: approve				
APPROVE – the project is of sufficient quality to continue as planned. Any management actions must be addressed in a timely manner.				
APPROVE WITH QUALIFICATIONS – the project has issues that must be addressed before the project document can be approved. Any management actions must be addressed in a timely manner.				
DISAPPROVE – the project has significant issues that should prevent the project from being approved as drafted.				
RATING CRITERIA				
Strategic				
Does the project’s Theory of Change specify how it will contribute to higher level change? (Select the option from 1-3 that best reflects the project):				ENTER CHOSEN RATING
<u>3:</u> The project has a theory of change with explicit assumptions and clear change pathway describing how the project will contribute to outcome level change as specified in the programme/CPD, backed by credible evidence of what works effectively in this context. The project document clearly describes why the project’s strategy is the best approach at this point in time. <u>2:</u> The project has a theory of change. It has an explicit change pathway that explains how the project intends to contribute to outcome-level change and why the project strategy is the best approach at this point in time, but is backed by limited evidence. <u>1:</u> The project does not have a theory of change, but the project document may describe in generic terms how the project will contribute to development results, without specifying the key assumptions. It does not make an explicit link to the programme/CPD’s theory of change.				1
*Note: Management Action or strong management justification must be given for a score of 1				ENTER EVIDENCE / JUSTIFICATION The project does not have a theory of change, but the project document may describe in generic terms how the project will contribute to development results, without specifying the key assumptions.

<p>2. Is the project aligned with the thematic focus of the UNDP Strategic Plan? (select the option from 1-3 that best reflects the project):</p> <p><u>3</u>: The project responds to one of the three areas of development work¹⁸ as specified in the Strategic Plan; it addresses at least one of the proposed new and emerging areas¹⁹; an issues-based analysis has been incorporated into the project design; and the project's RRF includes all the relevant SP output indicators. <i>(all must be true to select this option)</i></p> <p><u>2</u>: The project responds to one of the three areas of development work¹ as specified in the Strategic Plan. The project's RRF includes at least one SP output indicator, if relevant. <i>(both must be true to select this option)</i></p> <p><u>1</u>: While the project may respond to one of the three areas of development work¹ as specified in the Strategic Plan, it is based on a sectoral approach without addressing the complexity of the development issue. None of the relevant SP indicators are included in the RRF. This answer is also selected if the project does not respond to any of the three areas of development work in the Strategic Plan.</p>	<p>ENTER CHOSEN RATING</p> <p>2</p> <p>ENTER EVIDENCE / JUSTIFICATION</p> <p>The projects align with UNDP Strategic Plan (Signature solution 4) Promote nature-based solutions for a sustainable planet; (IRRF Outcome 3) Sustainable planet. (Signature solution 3) Enhance prevention and recovery for resilient societies; (IRRF Outcome 4) Resilient societies</p>
<p>Relevant</p>	
<p>Does the project have strategies to effectively identify, engage and ensure the meaningful participation of targeted groups/geographic areas with a priority focus on the excluded and marginalized? (select the option from 1-3 that best reflects this project):</p> <p><u>3</u>: The target groups/geographic areas are appropriately specified, prioritising the excluded and/or marginalised. Beneficiaries will be identified through a rigorous process based on evidence (if applicable).The project has an explicit strategy to identify, engage and ensure the meaningful participation of specified target groups/geographic areas throughout the project, including through monitoring and decision-making (such as representation on the project board) <i>(all must be true to select this option)</i></p> <p><u>2</u>: The target groups/geographic areas are appropriately specified, prioritising the excluded and/or marginalised. The project document states how beneficiaries will be identified, engaged and how meaningful participation will be ensured throughout the project. <i>(both must be true to select this option)</i></p> <p><u>1</u>: The target groups/geographic areas are not specified, or do not prioritize excluded and/or marginalised populations. The project does not have a written strategy to identify or engage or ensure the meaningful participation of the target groups/geographic areas throughout the project.</p> <p>*Note: Management Action must be taken for a score of 1, or select not applicable.</p>	<p>ENTER CHOSEN RATING</p> <p>3</p> <p>ENTER EVIDENCE / JUSTIFICATION</p> <p>The Project document explicitly informs how it will work with target groups, including several key government agencies, private sector, both on informal and formal ways.</p>
<p>Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design? (select the option from 1-3 that best reflects this project):</p>	<p>ENTER CHOSEN RATING</p> <p>3</p>

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

¹⁹ sustainable production technologies, access to modern energy services and energy efficiency, natural resources management, extractive industries, urbanization, citizen security, social protection, and risk management for resilience

<p><u>3:</u> Knowledge and lessons learned (gained e.g. through peer assist sessions) backed by credible evidence from evaluation, corporate policies/strategies, and monitoring have been explicitly used, with appropriate referencing, to develop the project's theory of change and justify the approach used by the project over alternatives.</p> <p><u>2:</u> The project design mentions knowledge and lessons learned backed by evidence/sources, which inform the project's theory of change but have not been used/are not sufficient to justify the approach selected over alternatives.</p> <p><u>1:</u> There is only scant or no mention of knowledge and lessons learned informing the project design. Any references that are made are not backed by evidence.</p> <p>*Note: Management Action or strong management justification must be given for a score of 1</p>	<p>ENTER EVIDENCE / JUSTIFICATION</p> <p>Section 2.12 - Incorporation of Lessons Learned of the Prodoc levels up consistent information on how past lessons and good practices will be considered.</p> <p>The lessons learned will be compiled and shared. The MRV system will facilitate the sharing of information and lessons learned and will allow to evaluate if the defined objectives are being reached</p>
<p>Does the project use gender analysis in the project design and does the project respond to this gender analysis with concrete measures to address gender inequities and empower women? (select the option from 1-3 that best reflects this project):</p> <p><u>3:</u> A <u>participatory</u> gender analysis on the project has been conducted. This analysis reflects on the different needs, roles and access to/control over resources of women and men, and it is fully integrated into the project document. The project establishes concrete priorities to address gender inequalities in its strategy. The results framework includes outputs and activities that specifically respond to this gender analysis, with indicators that measure and monitor results contributing to gender equality. <i>(all must be true to select this option)</i></p> <p><u>2:</u> A gender analysis on the project has been conducted. This analysis reflects on the different needs, roles and access to/control over resources of women and men. Gender concerns are integrated in the development challenge and strategy sections of the project document. The results framework includes outputs and activities that specifically respond to this gender analysis, with indicators that measure and monitor results contributing to gender equality. <i>(all must be true to select this option)</i></p> <p><u>1:</u> The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the constraints have not been clearly identified and interventions have not been considered.</p> <p>*Note: Management Action or strong management justification must be given for a score of 1</p>	<p>ENTER CHOSEN RATING</p> <p>1</p> <p>ENTER EVIDENCE / JUSTIFICATION</p> <p>Gender data collection and analysis will be done in relation to climate change, disaggregating the information taking into account the measures taken in the past and being able to do better diagnosis for better integration and adaptation, especially in the sectors such as agriculture and health in which it is more involved</p> <p>The guidance on gender integration through the NCs and BURs developed by the Global Support Program through UNDP and in collaboration with UN Environment and GEF will be applied.</p>
<p>Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national partners, other development partners, and other actors? (select from options 1-3 that best reflects this project):</p> <p><u>3:</u> An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project. It is clear how results achieved by relevant partners will contribute to outcome level change complementing the project's intended results. If relevant, options for south-south and triangular cooperation have been considered, as appropriate. <i>(all must be true to select this option)</i></p> <p><u>2:</u> Some analysis has been conducted on the role of other partners where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the</p>	<p>ENTER CHOSEN RATING</p> <p>3</p> <p>ENTER EVIDENCE / JUSTIFICATION</p> <p>The project analysed all partners' roles and it is clear how they will be engaged at every outcome level.</p> <p>The process of preparation of the 4NC and FBUR will continue the ongoing dialogue, information exchange and partnership</p>

<p>project. Options for south-south and triangular cooperation may not have not been fully developed during project design, even if relevant opportunities have been identified.</p> <p><u>1</u>: No clear analysis has been conducted on the role of other partners in the area that the project intends to work, and relatively limited evidence supports the proposed engagement of UNDP and partners through the project. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance.</p> <p>*Note: Management Action or strong management justification must be given for a score of 1</p>	<p>among relevant stakeholders, including government, civil society, academia, private sector and international development partners</p>
<p>Social & ENVIRONMENTAL STANDARDS</p>	
<p>Does the project seek to further the realization of human rights using a human rights based approach? (select from options 1-3 that best reflects this project):</p> <p><u>3</u>: Credible evidence that the project aims to further the realization of human rights, upholding the relevant international and national laws and standards in the area of the project. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. (<i>all must be true to select this option</i>)</p> <p><u>2</u>: Some evidence that the project aims to further the realization of human rights. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget.</p> <p><u>1</u>: No evidence that the project aims to further the realization of human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered.</p> <p>*Note: Management action or strong management justification must be given for a score of 1</p>	<p>ENTER CHOSEN RATING</p> <p>1</p> <hr/> <p>ENTER EVIDENCE / JUSTIFICATION</p> <p>During the preparation of the Prodoc the social & Environmental standard was not developed, despite that, the project will contribute to achieving human rights objectives by supporting a participatory and collaborative approach</p> <p>Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards</p>
<p>Did the project consider potential, applying a precautionary approach? (select from options 1-3 that best reflects this project):</p> <p><u>3</u>: Credible evidence that opportunities to enhance environmental sustainability and integrate poverty-environment linkages were fully considered as relevant, and integrated in project strategy and design. Credible evidence that potential adverse environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. (<i>all must be true to select this option</i>).</p> <p><u>2</u>: No evidence that opportunities to strengthen environmental sustainability and poverty-environment linkages were considered. Credible evidence that potential adverse environmental impacts have been identified and assessed, if relevant, and appropriate management and mitigation measures incorporated into project design and budget.</p> <p><u>1</u>: No evidence that opportunities to strengthen environmental sustainability and poverty-environment linkages were considered. Limited or no evidence that potential adverse environmental impacts were adequately considered.</p> <p>*Note: Management action or strong management justification must be given for a score of 1</p>	<p>ENTER CHOSEN RATING</p> <p>3</p> <hr/> <p>ENTER EVIDENCE / JUSTIFICATION</p> <p>The project is designed specifically to assist Cabo Verde 1) in the preparation and submission of its Fourth National Communication to the COP to the UNFCCC and its First Biennial Update Report and 2) to support the Government of Cabo Verde to mainstream and integrate climate change considerations into development strategies and sector-based policy frameworks, through ensuring continuity of the institutional and technical capacity</p>

	building, by reporting instruments under the UNFCCC and ensuring a regular mechanism of national monitoring, reporting and verification, and move towards a low-carbon and climate resilience development pathway
<p>Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks?</p> <p>The SESP is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of reports, coordination of events, trainings, workshops, meetings, conferences and/or communication materials and information dissemination. [if yes, upload the completed checklist. If SESP is not required, provide the reason for the exemption in the evidence section.]</p>	<p>NO</p> <p>In line with the risk-based exemption criteria, this project is exempt from the SESP requirement, and therefore the SESP screening is not required</p>
Management & Monitoring	
<p>Does the project have a strong results framework? (select from options 1-3 that best reflects this project):</p> <p><u>3</u>: The project's selection of outputs and activities are at an appropriate level and relate in a clear way to the project's theory of change. Outputs are accompanied by SMART, results-oriented indicators that measure all of the key expected changes identified in the theory of change, each with credible data sources, and populated baselines and targets, including gender sensitive, sex-disaggregated indicators where appropriate. (<i>all must be true to select this option</i>)</p> <p><u>2</u>: The project's selection of outputs and activities are at an appropriate level, but may not cover all aspects of the project's theory of change. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of gender sensitive, sex-disaggregated indicators, as appropriate. (<i>all must be true to select this option</i>)</p> <p><u>1</u>: The results framework does not meet all of the conditions specified in selection "2" above. This includes: the project's selection of outputs and activities are not at an appropriate level and do not relate in a clear way to the project's theory of change; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change, and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators.</p> <p>*Note: Management Action or strong management justification must be given for a score of 1</p>	<p>ENTER CHOSEN RATING</p> <p>3</p> <p>ENTER EVIDENCE / JUSTIFICATION</p> <p>The project's results framework contains indicators that will make certain that the project is engaged with stakeholders effectively and, in particular, with women as shown by gender specific indicators in the results framework.</p> <p>The project results as outlined in the project results framework will be monitored annually and evaluated periodically during project implementation to ensure the project effectively achieves these results.</p> <p>It is stated on the project document that it will develop and implement annual work plans and other quality assurance requirements, such as UNDP GEF M&E requirements</p>
<p>Is there a comprehensive and costed M&E plan in place with specified data collection sources and methods to support evidence-based management, monitoring and evaluation of the project?</p>	<p>Yes</p>

<p>Is the project's governance mechanism clearly defined in the project document, including planned composition of the project board? (select from options 1-3 that best reflects this project):</p> <p><u>3:</u> The project's governance mechanism is fully defined in the project composition. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. <i>(all must be true to select this option)</i>.</p> <p><u>2:</u> The project's governance mechanism is defined in the project document; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The prodoc lists the most important responsibilities of the project board, project director/manager and quality assurance roles. <i>(all must be true to select this option)</i></p> <p><u>1:</u> The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided.</p> <p>*Note: Management Action or strong management justification must be given for a score of 1</p>	<p>ENTER CHOSEN RATING 3</p> <p>ENTER EVIDENCE / JUSTIFICATION Governance and management arrangements is clearly defined on section VI of the ProDoc . It also fully and comprehensively states the roles and responsibilities of all project proposed governance structures and partners</p>
<p>Have the project risks been identified with clear plans stated to manage and mitigate each risks? (select from options 1-3 that best reflects this project):</p> <p><u>3:</u> Project risks related to the achievement of results are fully described in the project risk log, based on comprehensive analysis drawing on the theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis. Clear and complete plan in place to manage and mitigate each risk. <i>(both must be true to select this option)</i></p> <p><u>2:</u> Project risks related to the achievement of results identified in the initial project risk log with mitigation measures identified for each risk.</p> <p><u>1:</u> Some risks may be identified in the initial project risk log, but no evidence of analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified and no initial risk log is included with the project document.</p> <p>*Note: Management Action must be taken for a score of 1</p>	<p>ENTER CHOSEN RATING 2</p> <p>ENTER EVIDENCE / JUSTIFICATION The project has identified the risks – through a risk log and stated clearly how to manage each one of them. The risk log is part of the ProDoc and included as Annex</p>
Efficient	
<p>Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include: i) using the theory of change analysis to explore different options of achieving the maximum results with the resources available; ii) using a portfolio management approach to improve cost effectiveness through synergies with other interventions; iii) through joint operations (e.g., monitoring or procurement) with other partners.</p>	Yes
<p>Are explicit plans in place to ensure the project links up with other relevant on-going projects and initiatives, whether led by UNDP, national or other partners, to achieve more efficient results (including, for example, through sharing resources or coordinating delivery?)</p>	Yes
<p>Is the budget justified and supported with valid estimates?</p>	ENTER CHOSEN RATING

<p><u>3</u>: The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget.</p> <p><u>2</u>: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget. Costs are supported with valid estimates based on prevailing rates.</p> <p><u>1</u>: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget.</p>	<p>3</p> <p>ENTER EVIDENCE / JUSTIFICATION</p> <p>There is sufficient and clear information on section VIII, including multi-year budgeting info by components, responsible parties, and</p> <p>Budget information notes</p>
<p>Is the Country Office fully recovering the costs involved with project implementation?</p> <p><u>3</u>: The budget fully covers all project costs that are attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.)</p> <p><u>2</u>: The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant.</p> <p><u>1</u>: The budget does not adequately cover project costs that are attributable to the project, and UNDP is cross-subsidizing the project.</p> <p>*Note: Management Action must be given for a score of 1. The budget must be revised to fully reflect the costs of implementation before the project commences.</p>	<p>ENTER CHOSEN RATING</p> <p>3</p> <p>ENTER EVIDENCE / JUSTIFICATION</p> <p>CO will receive its GEF fee portion for project oversight and monitoring, in addition to a share of the GEF project management budget via Direct Project Costs for project implementation services provided and covered by an Responsible Party LOA issued by Govt</p>
<p>Effective</p>	
<p>Is the chosen implementation modality most appropriate? (select from options 1-3 that best reflects this project):</p> <p><u>3</u>: The required implementing partner assessments (capacity assessment, HACT micro assessment) have been conducted, and there is evidence that options for implementation modalities have been thoroughly considered. There is a strong justification for choosing the selected modality, based on the development context. <i>(both must be true to select this option)</i></p> <p><u>2</u>: The required implementing partner assessments (capacity assessment, HACT micro assessment) have been conducted and the implementation modality chosen is consistent with the results of the assessments.</p> <p><u>1</u>: The required assessments have not been conducted, but there may be evidence that options for implementation modalities have been considered.</p> <p>*Note: Management Action or strong management justification must be given for a score of 1</p>	<p>ENTER CHOSEN RATING</p> <p>3</p> <p>ENTER EVIDENCE / JUSTIFICATION</p> <p>Capacity assessment, HACT micro assessment have been conducted and a report is attached as Annex H.</p>
<p>Have targeted groups, prioritizing marginalized and excluded populations that will be affected by the project, been engaged in the design of the project in a way that addresses any underlying causes of exclusion and discrimination?</p>	<p>ENTER CHOSEN RATING</p> <p>2</p>

<p><u>3</u>: Credible evidence that all targeted groups, prioritising marginalized and excluded populations that will be involved in or affected by the project, have been actively engaged in the design of the project. Their views, rights and any constraints have been analysed and incorporated into the root cause analysis of the theory of change which seeks to address any underlying causes of exclusion and discrimination and the selection of project interventions.</p> <p><u>2</u>: Some evidence that key targeted groups, prioritising marginalized and excluded populations that will be involved in the project, have been engaged in the design of the project. Some evidence that their views, rights and any constraints have been analysed and incorporated into the root cause analysis of the theory of change and the selection of project interventions.</p> <p><u>1</u>: No evidence of engagement with marginalized and excluded populations that will be involved in the project during project design. No evidence that the views, rights and constraints of populations have been incorporated into the project.</p>	<p>ENTER EVIDENCE / JUSTIFICATION</p> <p>Efforts to engage target groups to include prioritized actors, marginalized and excluded populations were made during the project during proposal preparation and drafting.</p>
<p>Does the project conduct regular monitoring activities, have explicit plans for evaluation, and include other lesson learning (e.g. through After Action Reviews or Lessons Learned Workshops), timed to inform course corrections if needed during project implementation?</p>	<p>Yes</p>
<p>The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.</p> <p>*Note: Management Action or strong management justification must be given for a score of “no”</p>	<p>No</p> <p>ENTER EVIDENCE / JUSTIFICATION</p>
<p>Is there a realistic multi-year work plan and budget to ensure outputs are delivered on time and within allotted resources? (select from options 1-3 that best reflects this project):</p> <p><u>3</u>: The project has a realistic work plan & budget covering the duration of the project <i>at the activity</i> level to ensure outputs are delivered on time and within the allotted resources.</p> <p><u>2</u>: The project has a work plan & budget covering the duration of the project at the output level.</p> <p><u>1</u>: The project does not yet have a work plan & budget covering the duration of the project.</p>	<p>ENTER CHOSEN RATING</p> <p>2</p> <p>ENTER EVIDENCE / JUSTIFICATION</p> <p>Annex A clearly informs a work plan at output level, and there is a Total Budget and Work Plan in Section V. Total Budget and Work Plan</p>
<p>Sustainability & National Ownership</p>	
<p>Have national partners led, or proactively engaged in, the design of the project? (select from options 1-3 that best reflects this project):</p> <p><u>3</u>: National partners have full ownership of the project and led the process of the development of the project jointly with UNDP.</p> <p><u>2</u>: The project has been developed by UNDP in close consultation with national partners.</p> <p><u>1</u>: The project has been developed by UNDP with limited or no engagement with national partners.</p>	<p>ENTER CHOSEN RATING</p> <p>3</p> <p>ENTER EVIDENCE / JUSTIFICATION</p> <p>National partners have full ownership of the project and led the process of the development of the project jointly with UNDP.</p> <p>The project document was prepared with the involvement of key stakeholders in this sector (Environment and Climate Change,</p>

	Meteorology, Energy, Agriculture, Water and Sanitation and the Inter-Sectoral Committee on Climate Change and civil society.
Are key institutions and systems identified, and is there a strategy for strengthening specific/ comprehensive capacities based on capacity assessments conducted? (select from options 0-4 that best reflects this project): <u>3</u> : The project has a comprehensive strategy for strengthening specific capacities of national institutions based on a systematic and detailed capacity assessment that has been completed. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly. <u>2.5</u> : A capacity assessment has been completed. The project document has identified activities that will be undertaken to strengthen capacity of national institutions, but these activities are not part of a comprehensive strategy to monitor and strengthen national capacities. <u>2</u> : A capacity assessment is planned after the start of the project. There are plans to develop a strategy to strengthen specific capacities of national institutions based on the results of the capacity assessment. <u>1.5</u> : There is mention in the project document of capacities of national institutions to be strengthened through the project, but no capacity assessments or specific strategy development are planned. <u>1</u> : Capacity assessments have not been carried out and are not foreseen. There is no strategy for strengthening specific capacities of national institutions.	ENTER CHOSEN RATING 2 ENTER EVIDENCE / JUSTIFICATION One of the main focuses of the current project is to ensure that national capacities are reinforced for conduct inventory and communication process on a more sustainable manner. To this purpose, capacity building and target technical assistance initiatives are planned to ensure that an inventory system is designed and the regulatory and institutional frameworks are drafted to support continuous data collection and analysis One of the main aims of the FBUR will be to increase capacities for MRV on the national level, while the 4NC will be orientated on national capacities for identification, preparation and realization of mitigation and adaptation measures
Is there is a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc.,) to the extent possible?	No
Is there a clear transition arrangement/ phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation strategy)?	No

Annex E. UNDP Risk Log (to be completed by UNDP Country Office)

Risk Analysis. Use the standard UNDP Atlas Risk Log template. For UNDP GEF projects in particular, please outline the risk management measures including improving resilience to climate change that the project proposes to undertake.

OFFLINE RISK LOG

Project Title: Fourth National Communication and First Biennial Update Report for the Republic of Cabo Verde under the UNFCCC					Award ID: 00115101	Date: September 2019			
#	Risk Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	<p>The project will generate recommendations from national frameworks. It is foreseen that these recommendations will be adopted within the project period.</p> <p>Policy and regulatory recommendations will not be fully adopted and implemented during the project term</p> <p>MODERATE</p>	<p><i>During the Prodoc preparation September 2018</i></p>	Operational	<p>Policy and regulatory recommendations will not be fully adopted and implemented during the project term</p> <p>P = 3 I = 2</p>	<p>The level of commitment to this project and general project design has been excellent to date and is expected to continue through-out implementation. This will be insured through an approach that continues to be highly inclusive and facilitates full engagement by multi-sectoral stakeholders. Nevertheless, governments often do not move quickly due to political and other challenges. If the full set of policy improvements are not up-taken, the overall impacts to project effectiveness will be limited. The project will regardless succeed in building capacities that do not currently exist and catalyzing opportunities for future policy improvements and adaptations.</p>				

#	Risk Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
2	If the organizational structure is not the most appropriate, project implementation may be negatively affected. In this project all precautions have been taken, however having organizational changes may occur. MODERATE	<i>During the Prodoc preparation September 2018</i>	Organizational	The coordination of the project will be led by another institution P = 2 I = 3	The project is designed to engage fully with central stakeholders. This will make certain that stakeholder desires, have the opportunity to help define how best to climate change resources. The project will provide stakeholders with the technical support required to measure how improved climate change integration into the strategical and operational levels 4NC will benefit from experience gained in the preparation of 3NC and the coordination mechanisms already in place; and will draw on a pool of experts.				
3	Climate Change impacts MODERATE	<i>During the Prodoc preparation September 2018</i>	Environmental	P = 5 I = 2	Although appreciable climatic changes are unlikely to occur over the course of implementation, on-going climatic trends are one of this project's primary inducements. The project's approach will enable stakeholders to better understand vulnerabilities and strategically adapt. Emplacing this resilience will be key to the project's long-term success. Steps will be taken to build resilience measures into project implementation to minimize the risk and/or adapt to new conditions when possible.				

#	Risk Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
4	Cape Verde is a democratic country of reference. During project implementation, the elections may imply changes in the institutional framework MODERATE	<i>During the Prodoc preparation September 2018</i>	Political	Weak engagement of the national counterpart to undertake this task. P = 2 I = 4	4NC will benefit from experience gained in the preparation of 3NC and the coordination mechanisms already in place; and will draw on a pool of experts. This project will have an adaptive management.				
5	Resistance of certain sectors to share their data on voluntary basis. Sector agencies and private operators resist sharing data and/or reporting on emissions data. MODERATE	<i>During the Prodoc preparation September 2018</i>	Strategic	Not having a good sharing of data and methods developed during previous NCs <i>Not having a good sharing of data</i> Updated data availability P = 2 I = 2	Legal and regulatory framework maybe necessary to ensure compliance. The experts are already familiar with the IPCC 2006 Guidelines and applied them while developing the 3NC 4NC will benefit from experience gained in the preparation of 3NC and the coordination mechanisms already in place				

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

The Implementing Partner micro-assessment is attached as a separate annex to the project document.



Ministério da Agricultura
e Ambiente
Direção Nacional do Ambiente



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

Dear Alexandre Nevsky Rodrigues, National Director of Environment

1. Reference is made to consultations between officials of the Government of *Cabo Verde* (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.

2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.

3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:

- a) Identification and/or recruitment of project and programme personnel;
- b) Identification and facilitation of training activities;
- c) Procurement of goods and services;

4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project,

Handwritten signature and initials

the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

5. The relevant provisions of the January 31, 1976 *of the UNDP standard basic assistance agreement with the Government*] (the "SBAA") and the Certification Letter Signed December 29, 1977 including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.

6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.


9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,



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Signed on behalf of UNDP
Boubou Dramane Camara
Joint Office Manager a.i


For the Government
Alexandre Nevsky Rodrigues
National Director of Environment
Date 1/10/2019



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Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between National Directorate of Environment, the institution designated by the Government of Cabo Verde officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project “*Fourth National Communication and First Biennial Update Report for the Republic of Cabo Verde under the UNFCCC*” (PIMS: 5593, Project ID: 00112856, Project ID number: 00112856.

2. In accordance with the provisions of the letter of agreement signed on [insert date of agreement] and the programme support *Project document “Fourth National Communication and First Biennial Update Report for the Republic of Cabo Verde under the UNFCCC*, the UNDP country office shall provide support services for the *Project* as described below.

Support services (Insert description)	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
Payment Process	2019-2023	8,295 (38.49x50)	The reimbursement of UNDP will be done on quarterly basis through GLJE
Staff selection and recruitment process for resident agencies 6,7	2019-2023	1,799 (599.81x3)	
Local Personnel HR & Benefits Administration & Management (at contract issuance & again at separation)	2019-2020	615.00 (205.00x3)	
Recurrent personnel management services: Staff Payroll & Banking Administration & Management (annual fee per staff, per calendar year)	2019-2023	5.80 (448.67x3)	
Consultant recruitment	2019-2023	1,874.00 (234.26x8)	
Travel cost estimates	2019-2023	1,554.00 (24.04x15)	
Travel authorization	2019-2023	2,487.00 (38.47x15)	
F10 settlement	2019-2023	2,176.00 (33.66x15)	
TOTAL (USD)		24,602.00	

4. Description of functions and responsibilities of the parties involved:
 Description of functions and responsibilities of the parties involved:

Support services	Description (but not limited to)
Financial Services	<ul style="list-style-type: none"> - Payment process - Issue check - Vendor profile
Human Resources Services	<ul style="list-style-type: none"> - Staff selection and recruitment process (advertising, short-listing, interviewing) - Medical clearance - Staff HR & Benefits Administration & Management (at issuance of a contract, and again at separation) - Recurrent personnel management services: staff Payroll & Banking Administration & Management (Payroll validation, disbursement, performance evaluation, extension, promotion, entitlements, leave monitoring) - Interns Management
Procurement services	<ul style="list-style-type: none"> - Consultant recruitment (advertising, short-listing and selection, contract issuance) - Procurement process involving local CAP and/or ITB, RFP requirements (Identification & selection, contracting/issue purchase order, follow-up) - Procurement not involving local CAP; low value procurement (Identification & selection, issue purchase order, follow-up) - Disposal of equipment
Travel Services	<ul style="list-style-type: none"> - Travel authorization and arrangements - F10 settlement
General Administration Services	<ul style="list-style-type: none"> - Issue/Renew IDs (UN LP, UN ID, etc.) - Shipment, customs clearance, vehicle registration - Issuance of visas, telephone lines - External access to Atlas - Organization of training activities, conferences, and workshops
Security services	<ul style="list-style-type: none"> - Security clearance - Security plan and management - Malicious Acts Insurance Policy
Resource management and reporting	<ul style="list-style-type: none"> - AR Management Process (Create/apply receivable pending item, Issue/Apply Deposit) - Overall management and administration of projects

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between Ministry of Agriculture and Environment, the institution designated by the Government of Cabo Verde and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project: Fourth National Communication and First Biennial Update Report for the Republic of Cabo Verde under the UNFCCC.

2. In accordance with the provisions of the letter of agreement signed on 1st October 2019 and the project document, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided:

Support services (Insert description)	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
Payment Process	2019-2023	\$ 8,293.45(1,925.50+2,021.73+2,021.76+2,228.85+95.61)	The reimbursement of UNDP will be done on quarterly basis through GLJE
Staff selection and recruitment process for resident agencies 6,7	2019-2023	\$ 1,799.43 (599.81x3)	
Local Personnel HR & Benefits Administration & Management (at contract issuance & again at separation)	2019-2020	\$ 615.00 (205.00x3)	
Recurrent personnel management services: Staff Payroll & Banking Administration & Management (annual fee per staff, per calendar year)	2019-2023	\$ 5,801.47 (1,346.01+1,413.31+1,483.98+1,558.17)	

Consultant recruitment	2019-2023	\$ 1,874.08 (234.26x8)	
Travel cost estimates	2019-2023	\$ 1,555.23 (361.60+378.63+397.56+417.44)	
Travel authorization	2019-2023	\$ 2,487.16 (577.05+605.90+636.20+668.01)	
F10 settlement	2019-2023	\$ 2,176.18 (504.90+530.15+556.65+584.48)	
TOTAL (USD)			24,602.00

Annex H. FINAL REPORT OF CABO VERDE NATIONAL COMMUNICATION'S / BIENNIAL UPDATE REPORT'S PROJECT

Monitoring and Evaluation plans of climate change enabling activities for the preparation of National Communications on Climate Change and/or Biennial Update Reports do not require the production and publication of Terminal Evaluation Reports. Therefore, a number of intended purposes of such terminal exercises are not captured in full, including:

- The promotion of accountability and transparency, and the assessment and disclosure of the extent of the project accomplishments;
- A synthesis of lessons that can help to improve the selection, design and implementation of future GEF financed UNDP activities;
- The provision of feedback on issues that are recurrent across the portfolio, attention needed, and on improvements regarding previously identified issues; and
- The contribution to the GEF Evaluation Office databases for aggregation, analysis and reporting on effectiveness of GEF operations in achieving global environmental benefits and on the quality of monitoring and evaluation across the GEF system.

The intent of this Final Report is not to propose an abridged alternative to the Terminal Evaluation Report. Instead, its purpose is to gather some insightful details about the process of preparing the mandatory report under the UNFCCC that can be of use to both the UNDP support teams, and the current and future national project teams. Its focus is therefore on providing:

- A synthesis of lessons that can help to improve the selection, design and implementation of future GEF financed UNDP activities; and
- Feedback on issues that are recurrent across the portfolio, attention needed, and on improvements regarding previously identified issues.

National project teams in charge of the future enabling activity for the preparation of the National Communication or Biennial Update Report can therefore rely on a valuable source of information from inception to closure of the project, and UNDP support teams can further disseminate lessons across borders, fully up-taking its guiding role as implementing agency and partner within the Global Support Programme (GSP, previously known as National Communications Support Programme).

The template has been designed with the purpose of collecting relevant information, without representing a time-intensive and human resource-intensive burden to the current national project team. It is therefore divided into three core sections – project identification phase, project implementation phase and project follow-up –with for each section a limited number of open questions.

The intention is to have the team leader, project manager or equivalent figure completing the template, in close collaboration with other team members within the last two months of project implementation. It is furthermore the intention of the completion of this Final Report to trigger the discussions of the upcoming National Communication and/or Biennial Update Report, taking advantage of the momentum created by the ongoing project, the presence of the core of the current national project team, and the renewed interest of national counterparts with the perspectives of an eminent or recent submission to the UNFCCC.

The completion of this template has been made mandatory and has been budgeted for in all projects that received approval post 2013 (3 working days equivalent of project manager's time). You are kindly invited to send the completed template to Damiano Borgogno, damiano.borgogno@undp.org and to Eva Huttova, eva.huttova@undp.org.

A. Details of the project

Project's title	
PIMS number	
Overall budget including GEF grant including co-financing	
Duration of implementation	
Planned duration of project	
Implementing partner	
Team Leader's name and contact details	
Link to final report	

B. Project identification phase

Duration of preparatory phase (expressed in months) _____

Was the project document developed by a national/international consultant? (Please, provide name if yes and expand on the satisfaction of this collaboration.)

Please, shortly describe the milestones of this initial preparatory phase (e.g. consultation workshops held, telephone interviews with key stakeholders, among others)

Where consultations made with one or more of the following stakeholder groups?

Ministry of Finance (or equivalent)	Women's associations
Other Ministries (not being the Ministry in charge of climate change)	Youth movements
Local Governments	Indigenous peoples' representatives
National universities	Environment or climate related NGOs
Domestic Research Centers	Other NGOs/CSOs
Media	Others (specify)

What were the main objectives for the project identified as a result of this preparatory phase?

What were the major challenges faced during this phase?

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

C. Project implementation phase

Technical components

1. GHG inventory

Base year of the GHG inventory:

Base years used in previous GHG inventories:

Expected outcome	
Expected output 1	
Expected output 2	
Expected output 3	

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

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

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

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

2. Mitigation actions

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

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

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

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

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

3. Vulnerability & Adaptation for NC or MRV for BUR

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

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

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

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

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

4. Constraints and Gaps/Support needed

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

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

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

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

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

Capacities and use of capacities

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

Please, estimate the amount of work done by national consultants versus international consultants:
_____ % national consultants. _____ % international consultants and _____ % national staff.

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

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

Additional remarks

Institutional arrangements

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

Please, describe the composition of the project team.

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

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

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

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

Additional remarks

Technical support from GSP, CGE, or other bodies

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

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

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

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

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

D. Next steps

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

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

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

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

E. Additional information

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

Annex I: Gender Analysis/Action plan

Gender Analysis and Action Plan will be discussed and prepared during Inception phase. The document will be included in the Project Inception Report.