



United Nations Development Programme

Country: Global

PROJECT DOCUMENT

Project Title: Technical dialogue on nationally determined contributions towards a 2015 agreement under the UNFCCC

United Nations Development Programme (UNDP) Strategic Plan Environment and Sustainable Development

Primary Outcome: Promote climate change responses

UNDP Strategic Plan Secondary Outcome: Mainstreaming environment (climate change)

Executing Entity/Implementing Partners: UNDP

Implementing Entity: UNDP

Brief Description

This project proposal intends to establish a technical dialogue between interested countries on different aspects of the process of putting forward nationally determined contributions towards a 2015 agreement under the UNFCCC. This dialogue will be implemented through a series of regional workshops. In addition, the project intends to contribute to an enhanced dialogue within the donor community in order to find clarity around para 2d of Dec/CP19.

Programme Period: April 2014-Dec2014

Atlas Award ID: 00079435

Project ID: 00089421

PIMS #: 5371

Start date: April 2014

End Date: Dec 2014

Management Arrangements: DIM

PAC Meeting Date: _____

Total resources required: 660,000

Total allocated resources: 660,000

- Regular
- Other:
 - Government: 660,000
 - In-kind: _____
 - Other: _____

In-kind contributions: _____

Cleared by

Adriana Dinu, UNDP-GEF Executive Coordinator and Director, Date/Month/Year

Approved by:

Magdy Martinez-Soliman, BDP Director, Date/Month/Year

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I. SITUATION ANALYSIS

1. COP 17 of the UNFCCC established the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP) with the objective of developing a protocol, another legal instrument or an agreed outcome with legal force under the Convention, applicable to all Parties.
2. In the past two years, the ADP has devoted its work to discussing substantive and technical aspects of the 2015 agreement and has also considered options to increase pre-2020 ambition.
3. Decisions adopted by COP 19 on the work of the ADP mark the beginning of the last phase of this working group evolving from general discussions to focus work on developing a draft negotiating text. This text should eventually become a protocol, another legal instrument or an agreed outcome with legal force.
4. In addition to instructions given to the ADP, the COP also invited all Parties to initiate or intensify domestic preparations for their intended nationally determined contributions in the context of the agreement. These contributions should be communicated well in advance of COP 21 (e.g., by the first quarter of 2015). Developed countries, the operating entities of the financial mechanism of the UNFCCC and other organizations were invited to provide support to this task as early as possible in 2014.
5. The decision of the COP does not provide any further guidance or information on “nationally determined contributions”. However, past experience during the AWGLCA and national processes relating to low emission and resilient development provide a starting point to develop them. It is generally understood that these contributions refer to national actions to address climate change that will eventually become part of the agreed outcome as targets or objectives of each Party toward meeting the objective of the Convention. Precedents under the Convention and its Kyoto Protocol may be used by some countries to guide their own process as well as expectations about the contributions of other countries.
6. This project proposal intends to establish a technical dialogue between interested countries on different aspects of the process of putting forward nationally determined contributions. This dialogue will be implemented through a series of workshops.

II. STRATEGY

Project Objective

7. The objective of the technical dialogue is to provide support to countries on the preparations for their nationally determined contributions and, in particular, to build capacity of developing countries in the processes and technical elements that may be considered in the preparation of their own contributions.
8. The dialogue will focus on domestic aspects of considering options, preparing, consulting and communicating nationally determined contributions. More specifically, it will provide a space for:
 - a. Understanding the concept of nationally determined contributions and related options.

- b. Sharing views, experiences and approaches in developing the contributions.
- c. Considering the technical basis required to prepare robust, realistic and achievable contributions.
- d. Providing information on needs for national consultations among stakeholders as well as on the political process required to reach domestic agreement on the contributions.
- e. Facilitating discussions on potential needs for financial and technical support in the preparation of the contributions, and a forum for bilateral conversations with donors and organizations that may provide this support.
- f. Identifying potential challenges of countries in the process towards communicating their contributions in early 2015 and options to address these challenges.
- g. Facilitating discussions on the format and content for communicating national contributions to the UNFCCC, including the technical and descriptive information that could accompany them.
- h. Making available to interested countries technical expertise from international organizations, think tanks, regional initiatives and others.
- i. Identifying opportunities for cooperation and the provision of support, including through using existing platforms and initiatives.

Implementation approach

9. In the absence of any guidance or further information by the COP in relation to the preparation of nationally determined contributions, a technical dialogue could enhance the capacity of governments to prepare intended contributions for several reasons:

- a. A dialogue between government representatives that share interests, challenges and constraints will help them better understand available options as well as expectations of the process in the context of the 2015 agreement.
- b. A space away from the politics of negotiations under the Convention could help advance the consideration of different types of contributions based on national interests and international requirements.
- c. Countries that are more advanced in the process of identifying nationally determined contributions could share experiences and information with countries who wish to learn and reinforce some aspects of their own process. This exchange would include, among others, the technical basis to determine their contributions, the process of national consultation, approaches to inter-ministerial coordination, and the choice for presenting their commitments.

- d. A forum for countries to discuss the potential interrelations between national contributions towards the 2015 agreement and development priorities can contribute to ensuring the necessary political backstopping and country ownership.

10. The dialogue will be implemented as regional in-person meetings and further follow-up through bilateral means.

Project components and outcomes

Component 1: Supporting countries in the identification, preparation, consultation and communication of nationally determined contributions to the 2015 Agreement

Outcome 1: Enhancing NAI Parties understanding of the issues involved

Output 1.1: Organised in-person meetings

11. One in-person meeting will be organized per chapter¹ as part of a single dialogue. An optional second meeting may also be organized if there is demand for it and resources are made available. The schedule will be the following:²

- a. First round of meetings: April to July 2014
- b. Optional meetings: September to November 2014 (depending on outcomes of first round of workshops and additional funding provided by donors)

12. The objectives of the first in-person meeting will be to initiate the activities of the dialogue, contribute to the understanding of the meaning of nationally determined contributions, identify and consider related options and identify and address needs for technical and financial support for domestic processes leading to the communication of these contributions. The program of the meeting will include:

- a. A brainstorming on the meaning of nationally determined contributions and related options;
- b. Technical input on the basis for identifying, preparing and formulating different types of nationally determined contributions;
- c. Presentation of domestic political requirements, required consultations and related constraints on the process of putting forward nationally determined contributions;
- d. Overview of the programmes of international, regional and bilateral organizations, as well as other initiatives, to support the process of preparing nationally determined contributions;
- e. A one to one space for countries to interact between each other as well as with organizations with a view to addressing specific issues and, as appropriate, identifying further opportunities for support; and

¹ A chapter is country grouping. There will be three country groupings, namely one for Latin America and the Caribbean, one for Africa and one for Asia and the Pacific.

² This meeting will be hosted by the lead countries.

- f. As noted above, an extra day will be dedicated to discussing issues specific to interest groups (for example, regional contributions for SIDS; links between adaptation and mitigation for SIDS and LDCs and others).

13. A report from each workshop will be developed to not only highlight the key points, conclusions and recommendations but also to provide a more in-depth analysis of the priorities and gaps in the regions. Thus the reports will address, among others, the following issues: countries' plans in the context of the 2015 Agreements, key gaps and challenges countries may face in preparing their contributions, capacity building and potential technical assistance needs, potential linkages with other current support or initiatives in the respective regions, and follow-up actions to secure a successful submission of countries' contributions to the 2015 Agreement. It would also include a mapping of support from international organizations and donors that could provide entry points for further discussions at country level on the way forward to prepare such contributions. Lastly, the report would provide specific recommendations on priority areas for follow-up to the discussions and recommendations from this series of workshops.

14. The objective of the optional in-person meetings will be based on the findings of the above reports to take stock of the process of developing nationally-determined contributions, share views and domestic experiences of that process, and consider related challenges, constraints and obstacles. In this meeting, participants will understand the landscape and status of the processes to communicate nationally determined contributions; discuss and consider the format and content for communicating them to the UNFCCC; and identify way to address specific challenges. The program of the meeting will include:³

- a. Overview of options being considered by select countries to develop their nationally determined contributions and consideration of the implications for the international process;
- b. Presentation by select countries on the status of preparation of their nationally determined contributions;
- c. Technical input on means to deliver robust, realistic, achievable and cost-effective nationally determined contributions;
- d. Focused discussions to address challenges, constraints and obstacles faced by countries so far;
- e. Consideration of issues relating to financial and technical support in the short to medium term; and
- f. A space for interest groups to discuss and address issues specific to their interests.

15. A total of 6 meetings (2 for each region) will be planned. Each individual meeting will be organized for a period of three days, including time for working group discussions. Once a preliminary agenda for the first one is developed, the organizer, in consultation with countries and other relevant partners, may adjust the length of the meetings, if deemed necessary.

³ The program for the second and third meeting will be developed taking into consideration information contained in the web-based platform. Surveys will also be developed to gather input from participating countries and organizations.

16. The program for each meeting of each chapter will be developed individually on the basis of the information summarized above, input received from countries through a survey (for every meeting) and discussions with lead and donor countries. The program will be developed in partnership with the lead country. In addition, the organizer will liaise with representatives from the focused groups with a view to organizing the program for that day and providing the necessary arrangements and technical input to those discussions.

17. The organizer will seek to use modalities that promote interaction between countries, organizations and experts while limiting the time made available for plenary discussions and classroom-style presentations. To this end, the meetings will include a combination of a limited number of plenary sessions with open spaces for discussion, focused group discussions and one-to-one formats.

Output 1.2 Organised meeting of organizations and donors

18. This proposal includes a scoping meeting of international, regional and bilateral organizations, as well as relevant initiatives and think tanks, to be held in the first quarter of 2014 with the objectives of:

- a. Reaching a common understanding of the meaning of paragraph 2(d) of decisions 1/CP.19, in particular the concept of nationally determined contributions;
- b. Anticipating and exploring needs for financial and technical support by countries in response to that paragraph;
- c. Considering the role of organizations interested in providing financial and technical support and avenues available to delivering that support;
- d. Discussing potential for cooperation and for avoiding duplication of efforts, in particular for existing and on-going initiatives; and
- e. Considering the role of the organizations and other initiatives in the dialogue.

19. The meeting will be open to interested relevant organizations and will be organized by one with the capacity to host it at no extra cost. Each organization should cover the costs of its own participation.

20. The format of the meeting will be decided in consultation with relevant organizations and could be implemented either as an in-person meeting or a teleconference.

21. Follow-up teleconferences may be organized between UNDP, UNFCCC and donors, as deemed necessary, to discuss emerging issues and progress of the project activities.

Coordination with other related initiatives

22. The request to identify and communicate nationally determined contributions has only come in December 2013, and therefore very few support mechanisms has been set up in order for NAI Parties to meet their reporting requirement by the suggested first quarter of 2015. Still, this particular project will be tied up to the Global Support Programme supporting the development of National Communications and Biennial Update Reports (GSP), a UNDP and UNEP implemented GEF

supported programme, that will be addressing the knowledge gaps faced by NAI Parties for the successful and timely execution of the exercise of identifying and communicating nationally determined contributions. This project will work in close collaboration with the GSP's team in order to deliver complementary work. Moreover, the GSP is planning on hosting a dedicated subsection of its platform to nationally determined contributions, and findings from this project per chapter within each workshop's report will be publically shared.

In addition, NAI Parties are starting to engage in the process of identifying, preparing, consulting and communicating nationally determined contributions with financial support from GEF. The early findings of their work will be built upon and further supported through this project.

III. PROJECT RESULTS FRAMEWORK & TIMELINE:

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
COMPONENT 1: Supporting countries in the identification, preparation, consultation and communication of nationally determined contributions to the 2015 Agreement				
OUTCOME 1.1: Enhancing NAI Parties understanding of the issues involved	Communication of the nationally determined contributions to the 2015 Agreement of at least 70% of the countries that have participated in the regional workshops organised within the context of this project.	<p><u>Baseline</u></p> <p>No nationally determined contributions have been communicated so far by NAI Parties</p> <p><u>Target</u></p> <p>70% of participating countries in this project communicate nationally determined contributions by the first half of 2015</p>	UNFCCC website	<p>Assumption</p> <p>The ambition of the 2015 Agreement under the UNFCCC will be determined by the ambition Parties demonstrate within their national agendas. A full, significant, and realistic involvement of NAI Parties is critical in the process of identifying this 2015 Agreement.</p> <p>Risk</p> <p>On a grand scale, economic or other crises may shift the attention of policy makers away from the climate agenda, and therefor fail Parties to agree upon an ambitious 2015 agenda.</p>
Output 1.1: In person meetings	<p>Organisation of a total of 6 workshops</p> <p>Publication of a total of 3 + 3 workshop reports widely distributed through the organisations involved (donor community, implementing partners, and others)</p>	<p><u>Baseline</u></p> <p>Countries have never participated in workshops with the intent to enhance participants' understanding on nationally determined contributions</p> <p><u>Targets</u></p> <p>3 regional workshop organised and An additional 3 'optional' workshops organised further focusing on region-specific bottlenecks in the process of identification, preparation, consultation</p>	Participants lists and workshop reports	<p>Assumption</p> <p>A lot of momentum has been created, creating a conducive environment for a successful negotiation process towards a 2015 Agreement.</p> <p>Risk</p> <p>The role of NAI Parties in a 2015 Agreement may not yet been fully comprehended, therefore risking potential participants to be disengaging</p>

	Objectively verifiable indicators		Source of Verification	External factors (Assumptions and risks)
	Key Performance indicator	Baseline – Target (end of project)		
		and communication on nationally determined contributions Globally distributed and consulted workshop reports		and not participate in capacity building opportunities as the ones provided through this project.
Output 1.2 Organised meeting of organizations and donors	Organisation of 1 meeting of international, regional and bilateral organizations, as well as relevant initiatives and think tanks	<u>Baseline</u> Paragraph 2(d) of decisions 1/CP.19 is not fully comprehended and organisations are not organised in a concerted fashion to implement this request by the COP. <u>Target</u> The meeting will allow organisations to reach agreements around some key issues of importance in order to contribute to the implementation of paragraph 2 (d) of decision/CP19.	Participants list and meeting minutes	Assumption There will be high interest from a number of countries in each region to host the workshop and take a lead role in facilitating the discussions, including supporting the preparatory phase of the workshops. Risk Limited participation of national representatives in the technical discussions. Political issues may generate some tensions at the workshops.

IV.

Activity		2014												2015														
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J								
		1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	
Preparations	Preparations (e.g. finalization of project)																											
	Staffing																											
	Identification of lead countries and consultations																											
	Identification of funded countries																											
	Country consultations (interest to participate)																											
	Identification of host organization																											
	Consultations on program for meeting of organizations																											
First meetings	Meeting of organizations																											
	Consultations for first in person meeting (inc. survey)																											
	Arrangements with host country and logistics																											
	Final program for first in-person meeting																											
	First in-person meeting																											
Second meetings - optional	Follow-up, as needed																											
	Consultations for second in person meeting (inc. survey)																											
	Arrangements with host country and logistics																											
	Final program for second in-person meeting																											
	Second in-person meeting																											
Follow-up, as needed																												

V. TOTAL BUDGET AND WORKPLAN

Award ID:	00079435	Project ID(s):	Version ID: 00089421					
Award Title:	PIMS 5371/MSP/CC: Technical dialogue on nationally determined contributions towards a 2015 agreement under the UNFCCC							
Business Unit:	UNDP1							
Project Title:	Technical dialogue on nationally determined contributions towards a 2015 agreement under the UNFCCC							
PIMS no.	PIMS 5371							
Implementing Partner (Executing Agency)	UNDP							
GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Total (USD)	Budget Notes:
OUTCOME 1: Enhancing NAI Parties understanding on the issues	UNDP	62040		71200	International consultants	\$100,000	\$100,000	1
				75700	Workshops	\$130,000	\$130,000	2
				74200	Publications, translation	\$40,000	\$40,000	3
				71600	Travel	\$245,605	\$245,605	4
				74500	Miscellaneous	\$4,000	\$4,000	5
				72800	Equipment	\$2,000	\$2,000	6
				75100	Facilities and Administration	\$41,728	\$41,728	7
TOTAL OUTCOME 3						\$563,333	\$563,333	
PROJECT MANAGEMENT	UNDP	62040		74599	UNDP cost recovery charges-Bills	\$69,506	\$69,506	8
				71300	Local consultant	\$20,000	\$20,000	9
				75100	Facilities and Administration	\$7,161	\$7,161	10
TOTAL PROJECT MANAGEMENT						\$96,667	\$96,667	
TOTAL						\$660,000	\$660,000	

1 Fees of international consultant coordinating the project and facilitating workshops

2 Organisation of regional workshops

3 Publication of workshop reports

4 Travel costs of workshop participants and resource persons

5 Miscellaneous

6 Equipment

7 GMS calculated at 8%

8 Direct project cost, recoving the cost of ticketing and other support services by HQ and involved Cos

9 Cost of part time project assistant for a total period of 2,5 months

10 GMS calculated at 8%

VI. MANAGEMENT ARRANGEMENTS

22. The dialogue is an initiative in response to a request by all Parties at UNFCCC COP 19⁴ to support the preparations for their intended nationally determined contributions. It aims to build the capacity of developing countries to initiate or intensify domestic processes for their nationally determined contributions.

23. This project will be directly implemented by UNDP under the Direct Implementation Modality, in full accordance with UNDP rules and regulations, policies and procedures. In implementing this project, UNDP will enter into appropriate arrangements with relevant organizations following UNDP policies and procedures, including any applicable procurement procedures.

24. UNDP will be responsible for the general coordination and implementation of the initiative, including the preparation and compilation of the required supporting materials, developing workshop agendas, contracting consultants and workshop facilitators, and organizing logistical and travel arrangements.

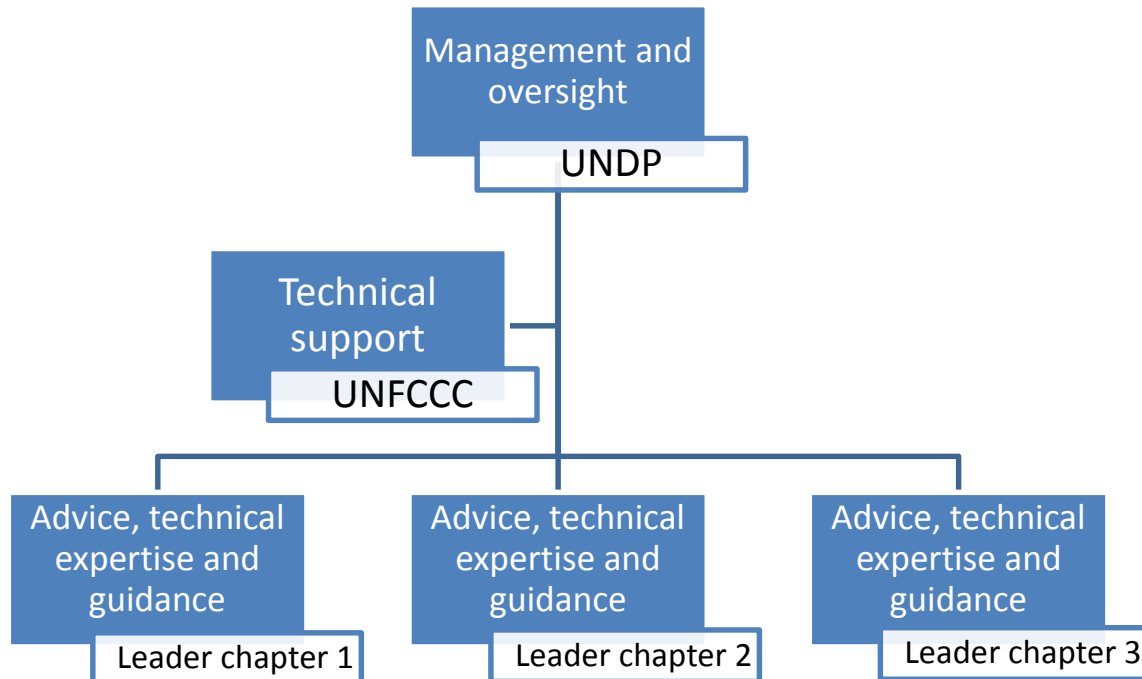
25. The UNFCCC secretariat will provide technical and substantive support to the above activities, as required.

26. Participating countries, including lead countries and donors supporting this initiative, will provide advice on discussion issues and strategies to facilitate the workshops. They may also provide technical expertise on given topics and guidance on emerging issues that may be considered in the implementation of this capacity building initiative.

27. Donors will provide advice in the organization of the workshop, especially in the technical content to assist shaping up the agenda of the regional dialogues. They will also identify emerging issues from the negotiations under the Convention that would need to be considered in workshop planning and implementation.

⁴ COP 19 (Decision 1/CP.19, para. 2(d)) decided “to urge and request developed country Parties, the operating entities of the financial mechanism and any other organizations in a position to do so to provide support for the related activities referred to in paragraphs 2(b) and 2(c) as early as possible in 2014”

Figure 1: General structure of the management arrangement



Participants to the dialogue

28. The dialogue will be open to all countries interested in receiving support and sharing experiences and information relating to nationally determined contributions in the context of the 2015 agreement. This includes developed countries that may wish to contribute to the discussions on the basis of their national processes and/or to learn from other countries' experiences.

29. Coordination with the appropriate focal points in developing countries will be carried out to ensure that nominated representatives will have a clear role in the process to define the national contributions.

30. International, regional and bilateral organizations with expertise and capacity to provide support to countries on the process of preparing nationally determined contributions will also be invited to participate. A consortium of experts from the different organizations will be made available to provide technical support to interested countries, as required. Their services will be delivered through the web-based platform.

Country grouping (chapters)

31. As already noted, the dialogue will be open to all countries that wish to engage in a conversation about their own domestic contributions. In order to make the dialogue more effective, the number of participants to the different meetings will be limited by organizing regional chapters as follows:

- a. Latin America and the Caribbean, with an additional focus groups on common interests (e.g. SIDS, LDCs, middle income countries)
- b. Africa, with additional focus groups on common interests (for example LDCs, francophone countries or the Mediterranean region)
- c. Asia and the Pacific⁵, with additional focus groups on common interests (for example, Gulf States, SIDS and LDCs).

32. Each regional chapter will be open to all interested countries; however, financial support to cover the costs of participation will be provided only to a select number of countries that belong to the respective region. The financial proposal will, however, include resources for a limited number of developing countries to participate in the dialogue of a different region on the basis of, first, the potential for this country to contribute to the discussions of another region (e.g., through expertise of sharing of experiences); and, second, the anticipated benefit of the additional interaction emerging from common interests (e.g., Island countries, Arab countries and LDCs).

Lead countries

33. In order to enhance ownership of the dialogue, one country from each region will be invited to act as convener of the in-person meetings. In addition to acting as convener, each lead country, with support from UNDP, will have the responsibility of, among others, contributing to preparing the agenda for the discussion, advising on the format and methodology for each segment, making proposals for the level of participation from countries to the different activities and proposing arrangements for the moderation of the dialogue. The selection of the lead countries would be subject to discussions with potential countries at the start of the project

Organizations

34. UNDP, in consultation with the lead country, will identify and invite to each meeting organizations, think tanks and other initiatives with the potential and interest to provide financial and/or technical support and make expertise available to countries to initiate or intensify domestic preparations for their nationally determined contributions.

35. The organizer will also engage with these organizations to make their expertise available during a follow-up period until the end of the project.

36. With a view to supporting organizations in understanding the process of preparing contributions and discuss their role in the dialogue, the organizer will convene a meeting at the beginning of 2014 (see below).

Audit clause

37. The project will be audited according the UNDP Financial Regulations and Rules and applicable audit policies on DIM projects.

⁵ This group will include Eastern Europe and CIS

VII. MONITORING FRAMEWORK AND EVALUATION

38. The project will be monitored through the following M&E activities.

Quarterly:

39. Progress made shall be monitored in the UNDP Enhanced Results Based Management Platform.
- Based on the initial risk analysis submitted, the risk log shall be regularly updated in ATLAS. Risks become critical when the impact and probability are high.
 - Based on the information recorded in Atlas, a Project Progress Reports (PPR) can be generated in the Executive Snapshot.
 - Other ATLAS logs can be used to monitor issues, lessons learned etc. The use of these functions is a key indicator in the UNDP Executive Balanced Scorecard.

Periodic Monitoring:

40. A detailed schedule of project review meetings will be developed by the project coordinator, in consultation with project implementation partners and stakeholder representatives and incorporated in the Project Document. Such a schedule will include: (i) tentative time frames for monitoring meetings and (ii) project related Monitoring and Evaluation activities.

41. Day to day monitoring of implementation progress will be the responsibility of the Project Coordinator under coordination of the LECB Programme Manager and will be based on the project's Annual Work plan and its indicators.

End of Project:

42. During the last month, the project team will prepare the Project Final Report. 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.

VIII. LEGAL CONTEXT

43. This project forms part of an overall programmatic framework under which several separate associated country level activities will be implemented. When assistance and support services are provided from this Project to the associated country level activities, this document shall be the "Project Document" instrument referred to in: (i) the respective signed SBAs for the specific countries; or (ii) in the Supplemental Provisions attached to the Project Document in cases where the recipient country has not signed an SBAA with UNDP, attached hereto and forming an integral part hereof

44. This project will be implemented by UNDP in accordance with its financial regulations, rules, practices and procedures.

45. To ensure its responsibility for the safety and security of the UNDP personnel and property, UNDP 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 UNDP's security, and the full implementation of the security plan.

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

IX. ANNEXES

Risk Analysis.

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Management response	Owner	Submitted, updated by	Last Update	Status
1	The role of NAI Parties in a 2015 Agreement may not yet been fully comprehended, therefore risking potential participants to be disengaging and not participate in capacity building opportunities as the ones provided through this project.	Project preparation	Capacity	P: 2 I: 4	The lead country of each chapter, together with the project team will make sure that relevant and sufficient information is shared with all Parties so that the importance of identifying and communicating nationally determined contributions is fully comprehended.	Project manager	Project preparation	None	N/A
2		Project preparation	Capacity/Institutional/Operational...	P: I:		Project manager	Project preparation	None	N/A

Terms of Reference

I. Project Coordinator and technical advisor

Responsibilities

1. Coordinate, manage and supervise the execution of project activities:
 - Develop the work plan based on the project document, in consultation with the other implementing partners such as the UNFCCC and the lead countries in the different chapters;
 - Coordinate and monitor activities outlined in the work plan;
 - Develop Terms of Reference for short term consultancies in the context of a workshop and award contracts;
 - Oversee progress and delivery of expected outputs under subcontracts and ensure that work schedules are adhered to and assure quality control.

2. Provide technical inputs to facilitate project results:
 - Provide technical inputs to the identification, organization and roll-out of all the workshops;
 - Assist proponents in identifying opportunities for follow-on actions after workshop conclusion and second round of workshops in the different chapters;
 - Lead the development of the scheduled guidelines, manuals and other programmatic tools to assist countries in preparing their NCs and BURs;
 - Liaise with all Parties involved including UNFCCC, consultants, participating countries;
 - Oversee and provide technical inputs to the preparation of project outreach and public relations materials, including material used during workshop and particularly workshop reports.

Qualifications

The candidate must fulfil the following requirements:

- Post-graduate degree in Environmental Management, Geography, Agronomy, Economics or a directly related field;
- Minimum 7 years professional working experience in fields related to environment, climate or closely related issues;
- At least seven years of experience at a senior project management level for a development project(s), including at least 4 years of experience in managing a complex project;
- At least 3 years of experience directly with capacity development;
- Experience working with international and national environment NGO community, bilateral, multilateral donors, and international organizations, including proven success in resource mobilization;
- Demonstrated experience in a wide range of developing countries;
- Demonstrated leadership, diplomatic, coordination, communication and negotiating skills;
- Excellent knowledge of English; working knowledge of Spanish and French is a strong asset.

II. Part time Project Assistant

Responsibilities

Assisting the project coordinator in the overall management of the project

- Set up and maintain all files and records of the project in both electronic and hard copies;
- Provide logistical support to consultants of the project in organising workshops and meetings;
- Assist international consultants by organising their travel schedules, arranging meetings with different stakeholders;
- Assist in the preparation of the Annual Work Plan (AWP);
- Prepare financial reports and documents as per specified formats, project, or programme plans and general reference documents as well as general administrative/financial or specialised tasks related to the project which may be of a confidential nature within the assigned area of responsibility; and
- Assist in the timely issuance of contracts and assurance of other eligible entitlements of the projects personnel, experts, and consultants by preparing annual recruitment plans.

Qualifications/ Requirements

- University Degree in Commerce, Business Management, Communication or other relevant discipline
- At least 5 years of relevant administrative, financial or programme experience at the national or international level
- Strong understanding of budgeting and the UN/GoM accounting system—candidates familiar with UNDP administrative, programme, and financial procedures preferred
- Ability to use MS Office packages under the Windows XP Professional environment, particularly word processing and spread sheets (MS Word, Excel, etc.)
- Initiative, sound judgment, and capacity to work independently
- Excellent inter-personal and communication skills
- Excellent verbal and written skills in English
- Understanding of Spanish and/or French is an asset

Environmental and Social Safeguard Pre-screening summary

See separate document attached

SIGNATURE PAGE

Project Title: Technical dialogue on nationally determined contributions towards a 2015 agreement under the UNFCCC

United Nations Development Programme (UNDP) Strategic Plan Environment and Sustainable Development

Primary Outcome: Promote climate change responses

UNDP Strategic Plan Secondary Outcome: Mainstreaming environment (climate change)

Executing Entity/Implementing Partner: UNDP

Implementing Entity: UNDP

Programme Period:	April – Dec 2014
Atlas Award ID:	00079435
Project ID:	00089421
PIMS #	5371
Start date:	April 2014
End Date	December 2014
Management Arrangements	DIM
PAC Meeting Date	_____

Total resources required	660,000
Total allocated resources:	660,000
• Regular	_____
• Other:	
○ Government	660,000
○ In-kind	_____
○ Other	_____
In-kind contributions	_____

Cleared by

Adriana Dinu, UNDP-GEF Executive Coordinator and Director, Date/Month/Year

Approved by:

Magdy Martinez-Soliman, BDP Director, Date/Month/Year