



Empowered lives.
Resilient nations.

 *United Nations Development Programme*

<p>Project title: Fourth National Communication and Second Biennial Update Report under the UNFCCC</p>	
<p>Country: Jordan</p>	<p>Implementing Partner: <i>Ministry of Environment</i></p>
<p>Management Arrangements: National Implementation Modality (NIM)</p>	<p>UNDAF/Country Programme Outcome:</p> <p>OUTCOME 29: People, especially the most excluded and vulnerable, proactively claim their rights and fulfill their responsibilities for improved human security and resilience</p> <p>OUTCOME 30: Institutions in Jordan at national and local levels are more responsive, inclusive, accountable, transparent, and resilient</p> <p>UNDP Strategic Plan Output:</p> <p>Output 2.2.1 Use of digital technologies and big data enabled for improved public services and other government functions</p> <p>Output 2.4.1 Gender-responsive legal and regulatory frameworks, policies and institutions strengthened, and solutions adopted, to address conservation, sustainable use and equitable benefit sharing of natural resources , in line with international conventions and national legislation</p>
<p>UNDP Social and Environmental Screening Category: <i>Exempt</i></p> <p>SESP is exempt from the National Communication and Second Biennial Update project</p> <p>UNDP Gender Marker: 2</p>	<p>Atlas Project ID/Award ID number: 00115373</p> <p>Atlas Output ID/Project ID number: 00113015</p>
<p>UNDP-GEF PIMS ID number: 6056</p> <p>GEF ID number: 10068</p>	<p>Planned start date: February 2019</p> <p>Planned end date: December 2022</p>
<p>LPA date: 10 December 2018</p>	<p>Brief project description:</p>

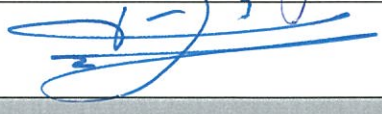
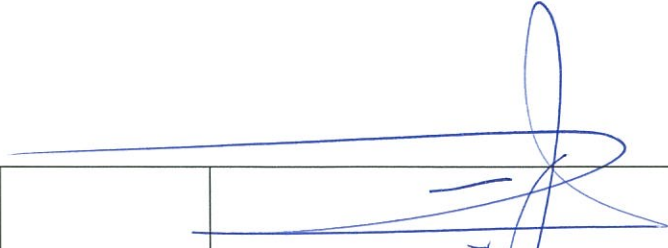
<p>Jordan still faces dire environmental challenges, one of these being that the country is ranked as having one of the lowest levels of water resource availability in the world. An already difficult situation is being exacerbated by a high influx of refugees and the impacts of climate change. Jordan is also prone to the impacts of climate change, with forecasts predicting longer drier seasons and even less precipitation in the future. Jordan is also one of the few energy resource poor countries in the Middle East, with government debt levels having increased by 50 per cent largely due to the interruption of the regular cheap supply of natural gas from Egypt since the start of the Arab Spring. Forced to find alternative energy sources to fill the 80 per cent energy gap, another USD 6 billion was added in energy costs to the deficit since 2011.</p> <p>Despite the numerous challenges Jordan is currently facing, the country has embarked on implementing the 2030 Agenda for Sustainable Development and achieving the SDGs. Jordan remains determined to safeguard recent development achievements while ensuring a more resilient, prosperous and inclusive economy.</p> <p>The short-term/immediate objective of the project is the preparation and submission of Jordan's Fourth National Communication (4NC) and Second Biennial Update Report (2BUR) to the Conference of the Parties to the UNFCCC as part of the fulfilment of its obligations to the Convention according to Articles 4 and 12, and subsequent Decisions 1/CP.16 par. 60 and 2/CP.17 par. 41 and its Annex III</p>	
FINANCING PLAN	
GEF Trust Fund or LDCF or SCCF or other vertical fund	USD 852,000
UNDP TRAC resources	USD 0.0
Cash co-financing to be administered by UNDP	USD 0.0
(1) Total Budget administered by UNDP	USD 852,000
PARALLEL CO-FINANCING (all other co-financing that is not cash co-financing administered by UNDP)	
UNDP	USD 0.0
Government	USD 90,000 as in kind
(2) Total co-financing	USD 90,000
(3) Grand-Total Project Financing (1)+(2)	USD 942,000
SIGNATURES	
Signature:	 Agreed by Government Date/Month/Year:
Signature:	 Agreed by UNDP Date/Month/Year:

Table of Contents

List of Acronyms.....	4
I. Development Challenge.....	6
II. Strategy.....	8
III. RESULTS AND PARTNERSHIPS.....	11
IV. Project Results Framework:.....	22
V. FINANCIAL PLANNING AND MANAGEMENT, TOTAL BUDGET AND WORK PLAN.....	33
VI. Governance and Management Arrangements.....	39
VII. Monitoring Framework and Evaluation.....	44
VIII. Legal Context.....	50
IX. Risk Management.....	51
X. Mandatory annexes.....	53
Annex A: Multi-year Workplan.....	54
Annex B: Draft Terms of References - Project Manager (Full-time).....	55
Annex B: Draft Terms of References - Project Assistant (Full-time).....	59
Annex C. UNDP Social and Environmental and Social Screening Template (SESP).....	62
Annex D. UNDP Project Quality Assurance Report.....	63
Annex E: Risk Assessment and Management Actions identified for this Project.....	70
ANNEX F: Results of the capacity assessment of the project implementing partner and HACT micro assessment.....	73
Annex G: Standard Letter of Agreement Between UNDP and The Government For The Provision of Support Services.....	74
Annex H. Final Report Of Jordan National Communications / Biennial Update Reports Project	78
Annex I: Gender Action Plan.....	86

LIST OF ACRONYMS

AFOLU	Agriculture, Forestry, and Other Land Use
AWP	Annual Work Plan
AZB	Amman Zarqa Basin
BUR	Biennial Update Report
ccGAP	climate change Gender Action Plan
CCM	Climate Change Mitigation
COP	Conference of the Parties
CORDEX	Coordinated Regional Climate Downscaling Experiment
Efs	Emission Factors
EMEP/EEA	European Monitoring and Evaluation Programme / European Environment Agency
FBUR	First Biennial Update Report
GEF	Global Environment Facility
GES	Gender Equality Strategy
GCEP	General Corporation for Environment Protection
GCM	General Circulation Model
GHG	Greenhouse Gas
GIZ	German International Cooperation Agency
GOJ	Government of Jordan
HFC	Hydrofluorocarbons
ICA	International Consultation and Analysis
INDC	Intended Nationally Determined Contributions
IPCC	Intergovernmental Panel on Climate Change
JNCCC	Jordanian National Climate Change Committee
LEAP	Long-range Energy Alternatives Planning System
MDG	Millennium Development Goal
MoEnv	Ministry of Environment
MOPIC	Ministry of Planning and International Cooperation
MRP	market readiness proposal
MRV	Monitoring, Reporting, and Verification
MTR	Midterm Review
NAP	National Adaptation Plan
NC	National Communication
NCSA	National Capacity Self-Assessment for Global Environmental Management
NDC	National Determined Contribution
NEEDS	National Environmental, Economic, and Development Study
NGO	Non-Governmental Organization
NIM	National Implementation Methodology
PAPP	Programme of Assistance to the Palestinian People
PIR	Project Implementation Review
PM	Project Manager
PMR	Partnership for Market Readiness
PSC	Project Steering Committee
RCM	Regional Climate Model
RCP	Representative Concentration Pathway
SDG	Sustainable Development Goal
SES	Social and Environmental Standards
SESP	Social and Environmental Screening Procedure
SNC	Second National Communication
SSTRC	South-South and Triangular Cooperation

TNA	Technology Needs Assessment
TNC	Third National Communication
TT	Technology Transfer
TTE	Team of Technical Experts
UNFCCC	United Nation Framework Convention on Climate Change
UNDP	United Nations Development Programme
USD	United State Dollar
V&A	Vulnerability and Adaptation Assessment
NC	National Communication

1. DEVELOPMENT CHALLENGE

Jordan was one of the first countries globally to work towards the achievement of the MDGs and considerable progress was made during the first ten years, especially in the area of "poverty eradication, maternal and child health, communicable diseases, universal primary education, and environmental sustainability". Key challenges identified in the 2015 National MDG report confirm the need to address: high unemployment rates especially among women and youth, limited economic and political participation of women, raising mortality due to non-communicable diseases and increased water shortages.

Jordan still faces dire environmental challenges, one of these being that the country is ranked as having one of the lowest levels of water resource availability in the world. An already difficult situation is being exacerbated by a high influx of refugees and the impacts of climate change. Jordan is also prone to the impacts of climate change, with forecasts predicting longer drier seasons and even less precipitation in the future. Jordan is also one of the few energy resource poor countries in the Middle East, with government debt levels having increased by 50 per cent largely due to the interruption of the regular cheap supply of natural gas from Egypt since the start of the Arab Spring. Forced to find alternative energy sources to fill the 80 per cent energy gap, another USD 6 billion was added in energy costs to the deficit since 2011.

During the past decade, the country has also faced a number of other challenges. Most notably, these have included: the 2008 global financial crisis and the rise in oil and food prices, generalized instability throughout the region and the spillover effects on investment, trade and tourism, and finally, the tremendous impact of the Syria crisis and resulting population growth, which have impacted upon overall development gains in Jordan. According to the 2015 census, Jordan's population stands at 9.5 million. Approximately 30% of the population are non-Jordanians and more than 1.3 million are Syrians, with around 89% of Syrian refugees living in host communities, mostly in the capital Amman, and in the northern governorates, making Jordan the largest refugee-hosting country worldwide, when compared to the size of its Jordanian population. Such circumstances put increased pressure on Jordan's limited resources, especially water resources, and impose severe stress upon its public services, including health, education, energy, infrastructure, municipal services, and solid waste management. The crisis also affected economic growth, trade, exports, tourism and investment, in turn leading to an increase in the budget deficit and public debt. The annual direct cost of hosting Syrian refugees in the kingdom amounts to approximately USD 2 billion while the annual indirect costs are estimated to be USD 3.1-3.4 billion.

Despite the numerous challenges Jordan is currently facing, the country has embarked on implementing the 2030 Agenda for Sustainable Development and achieving the SDGs. Jordan remains determined to safeguard recent development achievements while ensuring a more resilient, prosperous and inclusive economy. Jordan has made significant achievements over the past decades, witnessing economic, social, human and political transformations encompassing all areas of life. These developments have translated into tangible improvements in education and health, and the availability of comprehensive quality infrastructure and services covering transportation, electricity, communications, water supply security and municipal services.

Jordan vision and roadmap towards achievements of SDGs' goals are clear, especially those related to SDG 6 (access to water and sanitation for all), SDG 7 (access to affordable, reliable, sustainable and modern energy for all), and SDG 13 (urgent action to combat climate change and its impacts). Since the creation of the modern state of Jordan, the GOJ has been keen to protect the rights and freedoms of individuals as mandated by Article 7 of Chapter 2 of the Constitution of 1952 and its amendments of 2011. And since clean healthy environment is considered a fundamental human right, the Jordanian legislators considers inflicting harm to the environment is a criminal act punishable by law. In addition, preserving and protecting the environment from pollution is a sacred duty for present and future generation. However, environmental protection was not a priority to the Government until the late 90's. As such, the legislators partially tackled environmental issues by including environment related provisions in a number of Jordanian Laws (e.g. the first Jordanian Environment Strategy in 1992, the First Environmental Protection Law No.12 of 1995, the Temporary Environmental Protection Law No.1 of 2003, and the Environmental Protection Law No 52 of 2006).

After ratification of the UNFCCC in 1993, the Ministry of Environment (MoEnv), as a the national focal point for climate change issues, was able to focus its efforts to strengthen Jordan's capacity to respond to the detrimental impacts of Climate Change expected to add a multiplying effect to current challenges in sectors like water and agriculture, and to strengthen Jordan's global stewardship in addressing options to reduce emissions while achieving sound and sustainable development objectives especially in the various sectors of energy. With the support of the Global Environment Facility (GEF) and the United Nations Development Programme (UNDP), Jordan was amongst the most active countries in the region with regard to involvement in international climate change efforts and response actions. Jordan started its efforts aiming for building national capacity in documenting national emissions of greenhouse gases and preparing Jordan's national communications to the UNFCCC. So far, Jordan had submitted with the support of GEF three National Communication Reports: Initial National Communication (1998), Second National Communication (2009) and Third National Communication (2014) and the First Biennial Update Report (2017). In addition, JOG developed a national climate change policy in 2013.

In line with the all other national efforts, JOG was capable to manage, coordinate, and address climate change into national and sectoral plans and strategies with targets consistent with the mitigation and adaptation options stated in national communications reports, Nationally Determined Contributions, National Climate Change Policy, Jordan 2025 a National Vision and Strategy, National Green Growth Plan in Jordan, SDG Implementation in Jordan: Water, Energy, and Climate Change, and Jordan's Way to Sustainable Development First National Voluntary review on the implementation of the 2030 Agenda. Based on these developed documents and lessons learned, Jordan still needs to address the faced challenges and mainstream its national capacities for promoting environmental governance in mainstreaming sustainable development and implementing relevant policy, legal and regulatory measures.

The short-term/immediate objective of the project is the preparation and submission of Jordan's Fourth National Communication and Second Biennial Update Report to the Conference of the Parties to the UNFCCC as part of the fulfillment of its obligations to the Convention according to Articles 4 and 12, and subsequent Decisions 1/CP. 16 par. 60 and 2/CP. 17 par. 41 and its Annex III.

Based on above, the "Theory of Change" in this project includes, but not limited to, the following activities:

- Addressing the refugee crisis' impacts on the progress towards the achievement of Jordan sustainability goals especially at the northern host communities.
- Emphasizing on the climate change impacts and adaptive capacities at the most predicted vulnerable areas (e.g. Aqaba and transitional zones1).
- Ensure decision makers engagement through the emphasis on validations for mitigation and adaptation options at two levels, technical and political groups.
- Mainstreaming gender participation in all related project steps (e.g. assessment, monitoring, reporting, validation, and decision making, setting mitigation and adaptation options, community target, etc) to ensure equal opportunities.
- Merging and updating predetermined NDCs with implemented and achieved measures that were not included in the INDCs list.
- Ensure training- capacity building based on national planning needs (e.g. LEAP training, IPCC 2006, Downscaling training, Vulnerability assessment, Training for on-job emission, Negotiation Skills / Paris Rule Book based on COP 24, etc)
- Provide awareness and knowledge on climate change related issues in the country as well as capacity building and exchange of knowledge among governmental, non-governmental, academic, private sectors and all relevant stakeholders.

¹ Transitional zone are those lands allocated between the highlands and desert plains.

II. STRATEGY

UNDP's support in terms of Jordan sustainable environmental development has aimed at (a) promoting environmental governance in mainstreaming sustainable development and implementing relevant policy, legal and regulatory measures, and (b) capacity development to implement global environmental conventions primarily through UNDP-GEF portfolio for Climate Change. The Global Environment Facility (GEF) supported Jordan financially in executing many climate change activities, such as:

- Preparation of the Initial National Communication, prepared by the General Corporation for Environment Protection (GCEP) (which later became the Ministry of Environment), 1996-1997.
- Vulnerability and adaptation to climate change, prepared by MoEnv in 2000 to complete the Initial National Communication.
- Establishing a pilot biogas facility at Russifa domestic landfill site, implemented by the Greater Amman Municipality and commissioned in 2000.
- Technology needs assessment (TNA) and technology transfer (TT), prepared by MoEnv, 2004-2005.
- National Capacity Self-Assessment for Global Environmental Management (NCSA), implemented by MoEnv in 2005 to assess the capacity constraints and potentials for implementing the three international environmental conventions on biodiversity, climate change, and desertification.
- Enabling Activities for the Preparation of Jordan's Second National Communication to the UNFCCC, implemented by MoEnv, 2006-2009.
- National Environmental, Economic, and Development Study (NEEDS) for Climate Change, prepared by the Ministry of Environment, 2010.
- Developing Policy-relevant Capacities for the Implementation of Global Environmental Conventions, implemented by the Ministry of Environment in cooperation with UNDP and with support from GEF, 2010.
- Enabling Activities for the Preparation of Jordan's Third National Communication to the UNFCCC, implemented by MoEnv in cooperation with UNDP and with support from GEF 2012-2015.
- Jordan Climate Change Policy, supported by UNDP/GEF, 2013.
- Enabling Activities for the Preparation of Jordan's First Biennial Update Report to the UNFCCC, implemented by MoEnv, 2015-2017.
- Mainstreaming Rio Convention into National Sectoral Policies in Jordan Project, 2015-2019.

Accordingly, support from the Global Environment Facility is sought for the preparation and submission of the Fourth National Communication as well as the Second Biennial Update Report to: (1) Continue build and strengthen technical and institutional capacity, (2) Improve and enhance the scope and quality of the communication, and (3) Continue efforts to integrate climate change into government activities. The Fourth NC and second BUR project are build on findings and recommendations from previous National Communication and BUR work, including findings and recommendations resulted from the Technical Analysis under the ICA process of the Jordan's First BUR that took place during May-Sep 2018. The Second Biennial Update Report and Fourth National Communication are expected to be finalized and submitted to the UNFCCC by Dec 2019 and Dec 2022, respectively.

Jordan submitted its first Intended Nationally Determined Contributions (INDC) in November 2016 with the support of The German International Cooperation Agency (GIZ) and it is expected that Jordan will submit its Second NDC in 2020. Within the INDC, Jordan nationally determines to reduce its greenhouse gas emissions by a bulk of 14 % until 2030. This contribution of GHGs reduction will be unconditionally fulfilled at, maximally, 1.5 % by the Country's own means compared to a business as usual scenario level. However, Jordan, conditionally and subject to availability of international financial aid and support to means of implementation, commits to reduce its GHGs emissions by additional, at least, 12.5 % by 2030. The outcome targets above are accompanied by a diverse combination of numerous GHGs cut oriented actions in all involved sectors of emissions in addition to the adaptation actions in targeted sectors. These actions (policies, strategies, legislations, measures, etc) are articulated in this document.

During 2016, Jordan submitted its market readiness proposal (MRP) to the Partnership for Market Readiness (PMR) initiative. Jordan's MRP outlines a plan for implementing the market readiness components that will be necessary to support the development of appropriate market-based instruments. A multi-tiered integrated monitoring, reporting, and verification (MRV) system for Jordan is being developed based on the submitted proposal by the Government of Jordan and the World Bank. The MRV system design is being developed in consultation with different national stakeholders and it is anticipated to be completed and operational during 2020. Jordan is currently preparing a National Adaptation Plan (NAP) through MoEnv and with the support of GIZ and it is expected to be launched during 2018.

The developed national communications to UNFCCC and the first BUR were all based before the Syrian Crisis. Although there are few studies were initiated to address the impacts of the refugees' influx on the socio-economic and environmental status of the country, however none of these have fully addressed the refugee impacts on the sustainable development especially in terms of climate change. The suggested approach is to link this crisis at two-chapter components; the first at National circumstances (i.e. along the demographic profile, regional political context, social conditions economic structure and activities, and sectorial profiles), and the second at the vulnerability and adaptation assessment (V&A). Most of the refugees were settled at the northern part of the country, and thus they will be selected as a vulnerable target group along with other groups. The final findings will be reflected at the means of implementation (technical gaps and constraints for preparing NCS institutional arrangements for climate change management scientific research and innovation financial resources education and capacity building knowledge management research and innovation financial resources technology needs assessment and transfer roadmap for climate change action (2020-2025).

Based on the third national communication report, the sectoral vulnerability analysis was based on model ensembles dynamic downscaling generated from nine different GCMs coupled with two RCMs (4.5 and 8.5) to assess future projections of climatic scenarios for three time horizons; 2020-2050, 2040-2070 and 2070-2100. The vulnerability targets were emphasized on the transitional zones of Amman Zarqa Basin (AZB) due to data availability. The impacts of climate change were achieved based on experts' judgments and direct community survey, however no actual modelling for magnitude of impacts were implemented rather than implementing the vulnerability theory based on the adaptive capacity, sensitivity and exposure. The new suggested approach in this project is to actual model the sectorial impacts based on actual data combined with downscaled climatic variables for more than two RCMs and target group engagement (especially women), thus increasing both accuracy and actual detailing the real impacts magnitudes. The vulnerability analyses are suggested to focus more on vulnerable communities impacted by high exposure and low adaptive capacity (e.g. transitional zone of arid to semi-arid environments, in addition to the only one existing coastal zone of Aqaba) facing numerous types of impacts (e.g. floods, loss of biodiversity, reduction in land productivity, etc).

Currently, the "Climate Change Blyaw" is under construction which will be published soon. To ensure full engagement of all partners and stakeholders including both technical and decision makers, the project will be developed and ratified from the national climate change committee that include stakeholders from all governmental organization and NGOs including private sector and public communities. This will ensure acceptance and validation at all levels including political groups.

With regard to the GHG inventory and based upon the "technical analysis of the first biennial update report of Jordan submitted on 8 November 2017", it is recommended to conduct training and capacity building workshops on the preparation of GHG inventories, including detailed use of the 2006 IPCC Guidelines and data sheets and calculations. This will widen the base of national experts. As part of the first BUR effort, capacity building activities have been held for use of the 2006 IPCC Guidelines and Software. However, further capacity building for use of these guidelines is still needed, given that the Guidelines have been used for the first time in preparing the first BUR. As per Decision 17/CP.8, non-Annex I Parties are encouraged, as appropriate, to report on anthropogenic emissions of indirect GHGs and other gases not controlled by the Montreal Protocol, at the discretion of the Parties. To fulfill this decision requirement and to improve the completeness of the inventory, it is recommended to estimate the emissions of these gases using EMEP/EEA air pollutant emission inventory guidebook. In Decision 2 CP.17, each non-Annex I Party is encouraged to provide a consistent time series back to the years reported in the previous NCS.

Therefore, it is recommended to use the 2006 IPCC Software to re-report the previous national communications' inventories. A key category analysis has been performed as part of the First BUR. It is recommended that Jordan search for alternatives to gradually apply in future inventory submissions, to the extent possible and based on software readiness and national circumstances, Tier 2 methods in the categories identified as key. Thus, research should be directed to develop national emission factors to be able to use higher tiers for key categories.

With regard to GHG mitigation Analysis and as part of First BUR capacity building activities, two training workshops have been held on LEAP, but further training is needed. The Jordanian case built in the First BUR using the LEAP model should be adopted and further developed in upcoming national communications and BURs. It is also recommended to start using LEAP to generate program-based scenarios rather than project-based scenarios to improve coverage and generate more impact. The transportation sector is a major GHG emitter and therefore, there is a need to suggest mitigation projects and programs. Capacity building among all institutions working within the sector should be developed to perform mitigation analysis. It is recommended to have up-to-date surveys that provide current data on a continuous basis. Based on the review project of the NDCs progress in Jordan, there were a lot of initiated and accomplished projects that never been mentioned in national communication reports or even within the NDCs list. Therefore, merging and updating predetermined NDCs with implemented and achieved measures that were not included in the INDCs list will certainly help the GOJ to conceptualize the progress of the country towards both mitigation and adaptation actions and further impose the focus and roadmap towards beyond 2025.

The team of technical experts (TTE), in consultation with Jordan, identified 11 capacity-building needs listed below that aim to facilitate reporting in accordance with the UNFCCC reporting guidelines on BURs and participation in ICA in accordance with the ICA modalities and guidelines, taking into account Article 4, paragraph 3, of the Convention. The Party identified the capacity-building needs (a-f) as immediate, high-priority needs and the capacity-building needs (g-k) as medium priority needs. The capacity-building needs are: (a) Enhance technical capacity on using surrogate data and other splicing techniques from the 2006 IPCC Guidelines that can help fill gaps of historical data and generate a consistent time series; (b) Develop technical capacity for data collection and estimation of emissions of HFCs on a gas-by-gas basis, particularly capacity-building needs related to collecting data from equipment disposal and processing raw data from the custom departments and other national and/or international sources; (c) Develop technical capacity to perform key source category analysis, particularly capacity-building needs for executing level and trend analysis, and to use the outcomes of the key category analysis; (d) Develop technical capacity to perform uncertainty analysis, particularly capacity-building needs for the quantification of uncertainties of AD and EFs and other parameters of each source/sink category, and to use the outcomes of uncertainty analysis; (e) Enhance technical capacity to conduct ongoing surveys to provide accurate data and to integrate climate change questions in existing energy surveys that mainly focus on energy; (f) Enhance capacity for data collection, project labelling and tracking information for reporting the technology support received; (g) Enhance technical capacity for developing national EFs and using higher tier methods in the categories defined as key and particularly in the AFOLU and waste sectors; (h) Enhance technical capacity to report on mitigation actions that are already implemented or ongoing across all sectors; (i) Enhance technical capacity for establishing a verification and tracking system of GHG reductions for various mitigation actions across all sectors; (j) Enhance capacity in reporting progress and the underlying steps envisaged for the planned mitigation actions and when they will be implemented; (k) Enhance capacity for analysing emission reductions during the implementation period for each mitigation action.

III. RESULTS AND PARTNERSHIPS

Expected Results:

On the global level, implementing the preparation of the Fourth NC and Second BUR project will contribute to the on-going efforts to better understand the sources and sinks of greenhouse gases, potential impacts of climate change, and effective response measures to achieve the ultimate objective of the UNFCCC. On the national level, it is common in projects dedicated to national reporting on climate change to contribute to the general awareness and knowledge on climate change related issues in the country as well as capacity building and exchange of knowledge among governmental, non-governmental, academic, private sectors and all relevant stakeholders. On the long-term, this project is designed to assist Jordan in the efforts of integrating climate change consideration into the national and development policies and to continue to build on the institutional and technical capacity strengthening process in the areas of Climate Change and National Communications reporting.

The project will help as well to identify and develop national projects related to GHG mitigation, which may be eligible for funding or co-funding, by international, multilateral or bilateral donor organizations. The short-term/mediate objective of the project is to assist Jordan in the preparation and submission of its Fourth National Communication to the Conference of the Parties to the UNFCCC and its Second Biennial Update Report; for the fulfillment of its obligations to the Convention under Decision 17 / CP. 8, decision 2/CP.17 and other related guidance. The 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. In particular, Program 5 of this objective aims to mainstream the integration of climate considerations into the national planning process and to help countries mainstream mitigation action in support of the 2030 Agenda for Sustainable Development and SDGs.

It is expected that the project outcomes and activities will, as with the first, second, and third NCS' preparation process, strengthen individual and organizational capacity in government and civil society to address climate change issues in the country and to establish important linkages between climate change issues. The expected outcomes of this project (including the second BUR and Fourth NC to UNFCCC) are:

1. Characterize and address the National circumstances including Governance Structure, Location, Climate, and Geography, Demographic Profile, Regional Political Context, Economic Structure and Activities, Health, Ecosystem and Biodiversity, Water Resources, Agriculture and Forestry (Land Use), Coastal Zone and Coral Reefs, Energy Sector Profile, Transport Sector, Industrial Sector, Waste Sector, National Circumstances and Institutional Arrangements relevant to the preparation of the NCS on continuous basis.

2. Provide a detailed National Inventories of anthropogenic GHG emissions by sources and removals by sinks on base year of 2016 for the Second BUR and 2017 for the Fourth NC. This will allow better understanding of GHGs' emissions status (gases by source and gas by temporal changes linked to national circumstances abrupt changes and national sustainable development actions). The estimation will be achieved using the 2006 IPCC guidelines especially through tier 2 estimation in terms for some subsectors as well as inclusion of more gases. After estimating for the GHGs inventories, a comparison between the second, third, and fourth national communication will be established while addressing the uncertainty analysis as base line scenarios by sector and by gas. Noting that capacities of national agencies strengthened and data collection system within existing institutions are defined.

3. Conduct a GHG mitigation analysis and suggest/propose mitigation measures and actions. The mitigation measures of the First BUR and subsequently Fourth NC will be updated in a tabular format in terms of sector specific, programme based and for the period 2016-2066. In addition, capacity building activities on mitigation analysis and modelling will be identified. The analysis will elaborate on domestic measurement, reporting, and verification means, which includes current practices at the national level and suggested framework for MRV.

The institutional structure of the project will be based on the existing institutional arrangements. The Ministry of Environment is the focal point for all international conventions including the UNFCCC. The environmental governance system in Jordan links multiple governmental organizations in developing and implementing environmental policies lead by the Ministry for Environment. The Ministry's mission is to maintain and improve the quality of Jordan's environment, conserve natural resources, and contribute to sustainable development by employing policies, legislation, strategies, and monitoring, and by mainstreaming environmental policies into all

Partnerships:

- "Increasing the Resilience of Poor and Vulnerable Communities to Climate Change Impacts in Jordan through Implementing Innovative Projects in Water and Agriculture in Support of Adaptation to Climate Change" programme that is being implemented by the Ministry of Planning and International Cooperation (MOPIC).
- Work in line with the climate change projects, which are implemented by the MoEnv and its partners such as Jordan National Adaptation Plan (NAP), PMR-MRV project, and the Second the NDC.

local levels such as:
enhance consistencies with various national development priorities and programmes undertaken at national and experts, and data. Project will identify synergies with other on-going projects to increase cost-effectiveness and climate policies and programs. The project will demonstrate cost-effectiveness by leveraging existing institutions, This enabling activity will contribute to better understanding and strengthen capacities in Jordan to implement Annex A provides the detail of the multi-year work plan.

The Fourth National Communication report is expected to be finalized and submitted to the UNFCCC by Dec 2022. board. The Second Biennial Update Report is expected to be finalized and submitted to the UNFCCC by Dec 2019. responsible for managing, monitoring, and guidance the second BUR and fourth NCR project in accordance to project On the other hand, from a technical stand point, it is planned to announce call for appointing a "project manager" will be regularly monitored, financial audit conducted, and lessons learned compiled.

6. Submitting the Second BUR and Fourth NC to UNFCCC and disseminated at the national level. Fourth NC and Second BUR will be compiled, approved, translated (from English into Arabic), edited, designed and submitted. Project ecosystems, in line with international conventions and national legislation.
Therefore, these recommendations will be used to enable legal and regulatory frameworks, policies and institutions to ensure the conservation, sustainable use, and access and benefit sharing of natural resources, biodiversity and the principles of Doha Work Programme under Article 6 of the UN Framework Convention on Climate Change). by information considered relevant to the achievement of the UNFCCC compiled and synthesized (by resources, technology needs assessment, and transfer roadmap for climate change action (2020-2025). In addition, awareness education and capacity building, knowledge management, scientific research and innovation, financial institutional arrangements for climate change, climate change mainstreaming in development policies, public energy access This section include recommendations for the technical gaps and constraints for preparing NCS, and prove inclusive and sustainable solutions adopted to achieve increased energy efficiency and universal modern resources. This will eventually provide a scaled up action on climate change adaptation and mitigation cross sectors recommendations are set for developing national and subnational solutions for sustainable management of natural 5. Provide means of implementation. In addition to knowledge management above, the lesson learned

events.
and natural environment conducted; including risks of climate change, climate variability and extreme weather assessment should afford recommended adaptation measures for priority sectors of socio-economic development capacity of three target areas (northern host, high lands/transitional zones, and coastal zone). The vulnerability indication of the exposure status identified will latest downscaled climatic scenarios and linked with the adaptive 4. Conduct In-depth Vulnerability assessment and adaptation (V&A). The vulnerability analysis will provide clear

national development plans. Jordan is undergoing a rapid and effective process of enhancing its institutional and policy relevant framework for addressing climate change challenges. In August 2014, the Ministry of Environment has created the Directorate of Climate Change. The Directorate acts as the institutional hub for coordinating all climate change activities in Jordan in relation to the UNFCCC.

A representative Jordanian National Climate Change Committee (JNCCC) was established in 2001 based on a decision by the Prime Minister and is under updating again within the under issuing "climate change bylaw". Members of the committee include many stakeholders directly associated with climate change sectors in Jordan. Namely: Ministry of Environment, Ministry of Energy and Mineral Resources, Ministry of Planning and International Cooperation, Ministry of Agriculture, Ministry of Transport, Ministry of Water and Irrigation, Ministry of Health, Ministry of Industry and Trade, Ministry of Social of Development, Jordan Meteorological Department, General Security Directorate/rangers, Greater Amman Municipality, Aqaba Special Economic Zone Authority, National Agricultural Research Center, Royal Society for the Conservation of Nature, Royal Scientific Society, and Department of Statistics.

- The implementing Partner for this project will be the Ministry of Environment as the UNFCCC Focal Point. The project will be implemented in line with UNDP's standard National Implementation Methodology (NIM) implementation, with UNDP supporting the Implementing Partner as needed in the provision of procurement, recruitment, and contracting processes upon request.

- As in previous communications' and BUR preparations, several national institutions will play key roles in the preparation of the fourth NC and second BUR. Furthermore, national institutes will have an important role as data providers for the GHG inventories (e.g. Department of Statistics) and the development of mitigation scenarios.

- Also, research institutions, NGOs and academia will play a key role in the development of the mitigation scenarios, in particular assumptions regarding sector-specific mitigation plans and in updating the baseline scenario as well as the adaptation analysis based on the most recent available data.

- Private sector, civil society and academia will also be involved as advisors for the identification of mitigation actions and their environmental, social and economic feasibility and impact.
- In line with the Doha work program (namely activities related to the "Other Information sections"), several agencies and organization such as Ministries of Education and Higher Education will also be involved to enhance their capacities.

- Finally, it is important to note that further and deeper inclusion of the Royal Scientific Society, the Ministry of Planning and International Cooperation, Ministry of Finance and Greater Amman Municipality in the fourth NC and second BUR process is necessary to ensure its sustainability. It is important to highlight that these agencies (especially the Royal Scientific Society) considered very important partners since they have the experience in conducting the inventories and mitigation analysis. The RSS were totally involved in conducting and reporting the first BUR. Thus, they already have the capacity needs and technicalities to conduct any further inventory actions. Therefore, it is suggested to have a focal point from Royal Scientific Society, Department of Statistics, and other partners selected by UNDP Jordan Country office to become focal points within this project. The general tasks and duties for those focal points are to Participate in coordination meetings, Provide feedback on meetings or draft derivable, Follow up focal point with concerned entities in the ministry, provide and ensure the transparency of data sharing in accordance to its quality.

- Under the responsibility of the project manager, the thematic working teams will be formed to be involved in the preparation of various components of the NC and BUR such as: (i) National Greenhouse Inventory and Mitigation Analysis (ii) Vulnerability and Adaptation, (iii) Research and systematic observation; Education, training, public awareness and information and networking and Capacity-building. Each

A representative Jordanian National Climate Change Committee (JNCCC) was established in 2001 based on a decision by the Prime Minister and is under updating again within the under issuing "climate change bylaw". The JNCCC responsibility is to ensure full engagement of all partners and stakeholders including both technical and decision makers (Secretary Generals), and to ensure acceptance and validation at all levels including political groups. The current members of the JNCCC constitute 10 - line ministries, 3 public institutions, 4 research and academic organizations and 4 NGOs. The Committee is headed by the Minister of Environment or who the Minister delegates at the Ministry of Environment, which is the national administrative body for the committee and preparing and distributing all pertinent documents before and after meetings. The committee establishes its specialized thematic legal and technical groups on permanent and/or ad-hoc basis, according to the subject of the discussion theme. Thematic groups are composed of principal country expertise on the needed topics of advice.

Stakeholder Engagement Plan:

The risks were classified upon their probability of existence and impacts to be of low to moderate existence with low to moderate impacts and thus priority. A risk management plan was developed to overcome those risks.

Taking into account that the communication report and biennial update reports to UNFCCC are exempt from SES, there are no social and environmental risks that can threaten the achievement of results. However, couple of operational, organizational, regulatory, technical, and political risks were identified and assessed within the Annex E. These risks include routine delay in technical aspects (e.g. calls for project management, bidding actions, long revisions, etc), Reluctance of the key national institutions and private companies to provide data and information needed for accomplishing the project, insufficient technical and human capacities within the line ministries to fulfill the project technical requirements, insufficient or inadequate relevant data (quality, completeness, and accuracy) to perform all assessments, limited stakeholder knowledge in the models and approaches adopted by UNFCCC as (IPCC 2006, LEAP, CCIVA, etc), Complexity to engage with vulnerable targets due to existing barriers, improper national entities to incorporate the project elements into their plans and policies, and Changes in institutional arrangements as political risk.

Risks and Assumptions:

- The UNDP country office will monitor and support the implementation of the project in line with standard NIM procedures for the preparation of National Communications. For the entire project period, UNDP will monitor and supervise the project implementation in line with standard UNDP and GEF policies and guidelines.
- The Project Steering Committee (PSC) will provide support and guidance to the implementation of the project and ensure that the project findings are disseminated to, and validated by, all relevant stakeholders in Jordan.
- thematic working group will comprise of a number of experts drawing from public and private sectors, communities, and NGOs, as appropriate.

1. Inception workshops to discuss the conceptual framework and design for each chapter for both national communication and biennial update projects and to highlight any prevailing challenges linked to data acquisition and sharing, monitoring, assessment and reporting.
2. Validation workshops to discuss the results and to validate the accuracy of the analyses (especially for mitigation and adaptation chapters).
3. Individual meetings with each sector representative to update the project manager and the project teams with the updated sectoral plans for mitigation and adaptation actions under establishment or within the coming action plans.
4. Group discussions to solicit ideas for sectoral project proposals that will support and reinforce cooperation between parties to create synergies and opportunities for networking, knowledge sharing and joint actions and to fulfill both UNFCCC obligations and NDCs updates.
5. Final dissemination workshop to discuss the findings of the project and to raise awareness and reinforce collaboration and networking among relevant stakeholders.

Members of the committee include many stakeholders directly associated with climate change sectors in Jordan (see table below). A stakeholder engagement plan includes the following meetings designed by UNDP and MoEnv with the NCCC and other stakeholders of interest as academia, research centres, private sector, and nongovernmental organizations. In all meetings, gender equity will be assured, monitored, and reported according to UNDP rules. The main designed meetings are:

Current Institutional Structure of the JNCCC

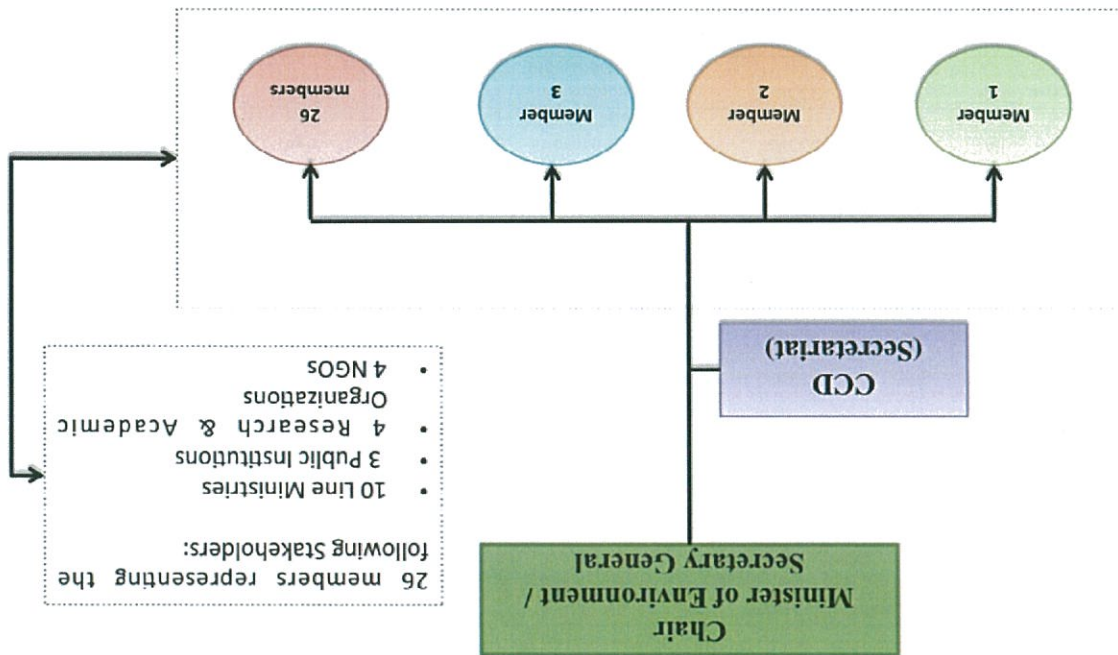


Table: Stakeholder Engagement Plan

Stakeholder	Area of Influence (high, moderate, low)	Project Phase	Stakeholder (informative, validation, monitoring, regulatory)	Engagement Approach (Partnership, JNCCC representation, consultation, dialogue/communication)	Engagement Tools (workshops, meetings, face to face, email, media)	Frequency
Ministry of Environment	High	All	Regulatory and monitoring	Partnership, JNCCC	All	Very high
Ministry of Planning and International Cooperation	High	All	information, and validation	JNCCC	All	High
Ministry of Energy and Mineral Resources	High	All	information, and validation	JNCCC	All	High
Ministry of Agriculture	High	All	information, and validation	JNCCC	All	High
Ministry of Transport	High	All	information, and validation	JNCCC	All	High
Ministry of Water and Irrigation	High	All	information, and validation	JNCCC	All	High
Ministry of Health	High	All	information, and validation	JNCCC	All	High
Ministry of Industry and Trade	High	All	information, and validation	JNCCC	All	High
Ministry of Social of Development	High	All	information, and validation	JNCCC	All	High
Jordan Meteorological Department	High	All	information, and validation	JNCCC	All	High
General Security Directorate/Rangers	High	All	information, and validation	JNCCC	All	High
Greater Amman Municipality	High	All	information, and validation	JNCCC	All	High
Ababa Special Economic Zone Authority	High	All	information, and validation	JNCCC	All	High
National Agricultural Research Center	High	All	information, and validation	JNCCC	All	High
Forestry Department	High	All	information, and validation	JNCCC	All	High
Jordan Valley Authority	High	All	information, and validation	JNCCC	All	High
Water Authority of Jordan	High	All	information, and validation	JNCCC	All	High
Jordan Securities Commission	High	All	information, and validation	JNCCC	All	High
National Electric Power company	High	All	information, and validation	JNCCC	All	High
Amman Chamber of Industry	High	All	information, and validation	JNCCC	All	High
Drivers and Vehicles License Department	High	All	information, and validation	JNCCC	All	High
Royal Society for the Conservation of Nature	High	All	information, and validation	JNCCC	All	High
Royal Scientific Society	High	All	information, and validation	JNCCC	All	High
Department of Statistics	High	All	information, and validation	JNCCC	All	High
Ministry of Tourism and Antiques	High	All	information, and validation	JNCCC	All	High
Ministry of Education	High	All	information, and validation	JNCCC	All	High
Ministry of Higher Education	High	All	information, and validation	JNCCC	All	High

Stakeholder Management

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
⁴ 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

Gender participation will be mainstreamed at all related project steps (e.g. assessment, monitoring, reporting, validation, and decision making, setting mitigation and adaptation options, community target, etc). The guidance on gender integration as Gender Action Plan through the NCS and BURs developed by the Global Support Programme through UNDP and in collaboration with UN Environment and GEF will be applied (Annex I). The guide to gender mainstreaming in UNDP supported GEF financed projects, in addition to UNDP (2015) "Mainstreaming Gender in Mitigation and Technology Development and Transfer Interventions Capacity Building Package", and UNDP (2010) "Gender, Climate Change and Community-based Adaptation Guidebook" were taken into account for formulating a gender mainstreaming plan. Also the GEF SEC's policy on gender equality³ and Guidance to advance gender equality in GEF projects and programs⁴ is to be considered when applying the gender action plan⁴.

Various gender assessments in climate change were developed under "Mainstreaming Gender in Climate Change Efforts in Jordan" in November 2010 and at "Climate Change from a Gender Perspective in Jordan" Conference on Jan. 31 to Feb. 2, 2016. Gender different needs, roles, benefits, impacts, risks and access to/control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) in climate change projects are defined, thus appropriate measures will be taken to address them and advance gender equality, when relevant.

UNDP Gender Equality Strategy (GES) (2014-2017) outlines the organization's commitment to promoting gender equality and women's empowerment. It highlights the pivotal significance of gender equality and women's empowerment and reaffirms that sustainable human development will not be fully achieved unless women and girls are able to contribute on an equal basis with men and boys to their societies. In this project, gender equality and women's empowerment have been taken seriously into account from the development stage up to the closure.

Based on Beijing Platform for Action and according to UNFCCC decisions by Parties, including the Lima Work Programme on Gender adopted in 2014, and the recently adopted Paris Agreement, it is a must to mandate gender-responsive adaptation actions and capacity-building activities.

Gender equality and empowering women:

Stakeholder	Area of Influence (high, moderate, low)	Project Phase	Stakeholder duties (informative, validation, monitoring, regulatory)	information, and validation	JNCCC	All	High	Petra Development & Tourism Region Authority
			Engagement Approach (Partnership, JNCCC representation, consultation, dialogue/communication)	information, and validation	JNCCC	All	High	Jordanian National Commission for Women
Stakeholder Management	Frequency	Engagement Tools (workshops, meetings, face to face, email, media)	Stakeholder duties (informative, validation, monitoring, regulatory)	information, and validation	JNCCC	All	High	Universities and Research Institutions
			Engagement Approach (Partnership, JNCCC representation, consultation, dialogue/communication)	information, and validation	JNCCC	All	High	NGOs
			Stakeholder duties (informative, validation, monitoring, regulatory)	information, and validation	JNCCC	All	High	Civil Societies
			Engagement Approach (Partnership, JNCCC representation, consultation, dialogue/communication)	information, and validation	JNCCC	All	High	Private Companies
			Stakeholder duties (informative, validation, monitoring, regulatory)	information, and validation	JNCCC	All	High	
			Engagement Approach (Partnership, JNCCC representation, consultation, dialogue/communication)	information, and validation	JNCCC	All	High	

Based on the program for Mainstreaming Gender in Climate Change Efforts in Jordan (2010-2016), adopted by the Ministry of Environment and the Jordanian National Commission on Women, the Jordanian climate change Gender Action Plan (ccGAP) defined a plan to ensure that national climate change efforts mainstream gender considerations so that women and men can have access to, participate in, contribute to and hence optimally benefit from climate change initiatives, programs, policies and funds. The document acknowledged the fundamental role of women in the sectors of water, agriculture, energy, and waste management and the vast contribution that women could make to climate change adaptation and mitigation.

Knowing that women have been involved in the process of climate change-related activities and in the preparation of the first, second, and third NCS and Jordan's First BUR, the different social roles and economic status of men and women will be assessed on the basis of how they are affected by climate change impacts and in terms of their effect in climate action activities.

The update of the National Circumstances section of the NC will assess gender aspect and disaggregated data will be used where possible in order to better understand how social and economic differences between men and women may affect the country's ability to deal with mitigating and adapting to climate change.

The update on vulnerability, impacts, and adaptation will incorporate a gender perspective in sectoral analyses, particularly in areas such as health and rural development. Gender will be the main focus of the social and environmental sustainability as indicated by the NDP's Social and Environmental Standards (SES) by identifying potential social and environmental risks and their significance; determining the Project's risk category (Low, Moderate, High); and, determining the level of social and environmental assessment and management required to address potential risks and impacts.

Also, the project will consider gender issues in the identification, description and preparation of mitigation actions when relevant. Gender balance will be considered in project management with regard to the technical team to be hired to prepare the fourth NC and second BUR.

The project development activities include a baseline analysis of women's participation in all project development steps. The project development will take into account the needs of women and details activities that address impacts of climate change on women. In all stakeholder meetings, inclusive stakeholder analysis and participatory consultations will be conducted to ensure that both women's and men's needs, knowledge and expertise are heard, and foster equal opportunity for participation and decision-making in project design among women and men.

In addition to above, feminist advocacy organizations as a civil society will be always encouraged and engaged to elaborate on project concept and implementation strategies from a gender equality perspective. At both adaptation and mitigation assessments, the project will work with women's and civil society organizations and groups to conduct and expand research on issues related to the project.

Taking into account women cultural context and the different barriers (geographical, physical, attitudinal, informational and communicational), equal gender participation will be assured by all possible means including

Conventions. Similarly, many GEF-financed medium- and full-size projects include activities that focus on developing and preparing national policies or strategies and, as such, do not work directly with beneficiaries on the ground. 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.

disseminated through various media, including notices, leaflets, announcements in community forums, market days and picture-based texts. Timing and location of meetings will be scheduled based on women needs.

Finally, throughout raising awareness program that will be achieved throughout the project planning and design phase, women's groups at the national level will be mainstreamed on environmental financial opportunities, national outreach and knowledge sharing efforts. Capacity-building activities will be designed to develop, emphasize and fulfill the capacity needs and priorities of women.

South-South and Triangular Cooperation (SSTrc):

Jordan is part of the Middle East that shares the same environment and challenges as other neighbouring countries. National communication reports will provide a base of knowledge for understanding and sharing the findings of climate change impacts and the adaptation and mitigation actions experience assessed by vulnerability and mitigation assessments. The project will create and strengthen existing technological capacities to improve the effectiveness with which such capacities are used.

The knowledge, skills, expertise and resources can be shared to meet the development goals through concerted efforts. Such framework of collaboration; in the political, economic, social, cultural, environmental and technical domains, can be achieved through bilateral, regional, intraregional or interregional direct investment and trades, movements towards regional integration, technology transfers, sharing of solutions and experts, and other forms of exchanges. On such a concept, couples of projects are under establishment as Red Sea – Dead Sea canal, importing liquefied natural gas (LNG) from neighbouring countries, international roads of trades, etc. The project findings will enhance the creative capacity to find solutions to development problems and enhance the quality of international development cooperation through the pooling of capacities to improve the effectiveness of the resources devoted to such cooperation.

The technical team is willing to accommodate any knowledge and experience from other countries, especially if they are ahead in the BUR and NC (e.g. the kingdom of Morocco). Also, it is important to engage other countries of low experience (in particular the State of Palestine through Programme of Assistance to the Palestinian People (PAPP) in some key activities to collaborate in conducting mitigation and vulnerability assessments.

Also, the vulnerability assessment will allow recognizing and responding to the problems and requirements of most vulnerable hosts of the country leading to a greater awareness of common problems and wider access to available knowledge and experience as well as the creation of new knowledge in tackling development problems.

On the other hand, this project is a good example of Triangular Cooperation collaboration between Jordan and donor countries to facilitate South-South initiatives through the provision of funding, training, management and technological systems as well as other forms of support. The findings of this project will be used to update and guide the national action plans for attainment of internationally agreed development goals, including the 2030 Agenda for Sustainable Development. The project designed capacity buildings will strengthen the capacity of the country to identify and analyze the main development issues and formulate the requisite strategies to address them, to promote and strengthen self-reliance through the exchange of experiences, and to improve the capacity of Jordan to absorb and adapt technology and skills to meet their specific developmental needs.

Sustainability and Scaling Up:

This project findings will be addressed at the following national systems to be further sustained, implemented and scaled up to ensure achievement of the Sustainable Development Goals:

- Understand, monitor, and update the effectiveness of mitigation and adaptation actions towards reducing GHG emissions, combating climate change impacts, improving climate change adaptive capacities and

Upon the completion of the determined national capacity needs (especially trainings as described before especially Negotiation Skills), the skills will be further implemented to participate in Paris Rulebook that will be discussed and used for further monitoring and reporting of national GHG emissions in all sectors.

Once the GHG inventory analysis and mitigation analysis concepts are defined and national teams trained (especially the IPCC 2006 and LEAP modelling), the experience will be transferred to all governmental agencies to be adopted and used for further monitoring and reporting of national GHG emissions in all sectors.

The project interventions will continue to be implemented, and the knowledge of concepts and theory adopted in the fourth national communication report and second biennial update report to be further used to investigate and assess other vulnerable communities to provide clear understanding of climate change social and environmental risks and impacts and further defining and prioritizing adaptation actions based on community level.

- Promote mechanisms for raising capacity for effective climate change-related planning and management in Jordan, including focusing on women, youth and local and marginalized communities
 - Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning. Provide awareness programs towards climate change impacts and adaptation measures to ensure the achievement towards the Sustainable Development Goals.
 - Provide more focus towards research priorities in field of climate change for higher education and research centers.
 - Building and maintaining partnerships and innovation as an extensive network of national partners of governmental and civil society, private sector, and educational and research centers through bridging together the best expertise to support national development aspirations in a way to combat climate change and its impacts.
 - Support the implementation of climate targets especially updating the NDCs through linking with national development priorities and the SDGs.
 - Enhance access to climate finance through extensive partnerships with the Global Environment Facility, Adaptation Fund, Green Climate Fund, multilateral funds, bilateral partners and the private sector.
 - Defining development (adaptation and mitigation) priorities and challenges to promote for establishment of national adaptation plan and national mitigation action plan.
 - Bridging towards long-term sustainability through development towards emission reductions and zero-carbon and risk-informed. As a UN development agency offering a deep familiarity with national and local contexts.
 - Strengthening capacities of the most vulnerable communities in an inclusiveness and equity, with particular emphasis on ensuring those most at risk and who have the potential to be agents of change – including women, girls and youth – have a voice and are able to participate in climate action.
 - Defining the capacity building needs to assure better management of environmental issues related to climate change in Jordan.
 - Provide a feedback on technical gaps and constrains to achieve the Sustainable Development Goals through defining weakness, opportunities, solutions, and thus setting a roadmap towards national problem (vulnerability and adaptation, mitigation, technology transfer and finance and other aspects).
 - Integrate climate change measures into national policies, strategies and planning. Updating the climate change national policy of Jordan in a sustainable manner and fulfilling national needs. The projects findings will be used to develop, revise and continuously update national policies, strategies, action plans, programmes and projects that aim at facing the challenge of climate change, considering all aspects of the problem (vulnerability and adaptation, mitigation, technology transfer and finance and other aspects).
 - Thus, measure the progress towards achievement of Paris Agreement and goals.
- resilience (Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters).

through the COP 24. The cross-cutting issues to be negotiated are structure, precision, bidingness, differentiation, timing, and inter-linkages among different elements of the Paris rulebook.

IV. PROJECT RESULTS FRAMEWORK:

<p>This project will contribute to the following Sustainable Development Goal (s):</p> <p>SDG 13: Take urgent action to combat climate change and its impacts</p> <p>SDG 15: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss</p> <p>SDG 6: Ensure availability and sustainable management of water and sanitation for all</p> <p>SDG 5: Achieve gender equality and empower all women and girls</p> <p>SDG 2: End hunger, achieve food security and improved nutrition and promote sustainable agriculture</p> <p>SDG 14: Sustainably manage and protect marine and coastal ecosystems from pollution.</p> <p>SDG 11: Making cities safe and sustainable.</p>			
<p>This project will contribute to the following country outcome included in the UNSDF/Country Programme Document:</p> <p>OUTCOME29: People, especially the most excluded and vulnerable, proactively claim their rights and fulfil their responsibilities for improved human security and resilience</p> <p>OUTCOME30: Institutions in Jordan at national and local levels are more responsive, inclusive, accountable, transparent, and resilient</p>			
<p>This project will be linked to the following output of the UNDP Strategic Plan:</p> <p>Output 2.2.1 Use of digital technologies and big data enabled for improved public services and other government functions</p> <p>Output 2.4.1 Gender-responsive legal and regulatory frameworks, policies and institutions strengthened, and solutions adopted, to address conservation, sustainable use and equitable benefit sharing of natural resources, in line with international conventions and national legislation</p>			

	Objective and Outcome Indicators (no more than a total of 15 - 16 indicators)	Baseline ⁵	End of Project Target	Data Collection Methods and Risks/Assumptions ⁵
<p>Project Objective:</p> <p>Development of the second Biennial Update Report and Fourth National Communication Report</p>	<p>IRRF indicator 2.1.1.1 : Country has targets for low emission and climate-resilient development</p> <p>Mandatory indicator 2: Number of direct project beneficiaries.</p>	<p>Third National Communication report submitted in 2014, First Biennial Update Report submitted in 2017, NDCs submitted 2015, and National green growth plan issued by 2017.</p>	<p>More than 4 documentations will be established which will focus on low emission targets and climate resilience development, including the fourth National Communication report, second Biennial Update Report, climate change road map, mitigation action plan, update of national action plan, update of NDCs, etc.</p> <p>Several direct project beneficiaries climate change related ministries,</p>	<p>Recent published communication reports, Biennial Update report, NDCs, and other plans will be reviewed and all information relevant to mitigation and adaptation capacities (natural resources, climatic and socio-economic aspects), development objectives, priorities and circumstances will be reported.</p> <p>Updating all related plans and strategies towards low emission and climate-resilient development</p>

⁵ 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.

⁶Data 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 ⁵	End of Project Target	Data Collection Methods and Risks/Assumptions ⁵
	<p>Indicator 3: Preparation and submission of Jordan's Fourth National Communication (4NC) and Second Biennial Update Report (2BUR) to the Conference of the Parties to the UNFCCC as part of the fulfilment of its obligations to the Convention according to Articles 4 and 12, and subsequent Decisions 1/CP.16 par. 60 and 2/CP.17 par. 41 and its Annex III</p>	TNC, First BUR	<p>NGOs, academia, private sectors, and others</p> <p>Submission of the Second Biennial Report by Dec 2019 and submission of the Fourth National Communication Report by Dec 2022</p>	<p>Define gaps towards achievement new targets, setting a plan for climate change resilience development through road map development.</p> <p>Risks: Couple of operational, organizational, regulatory, technical, and political risks may affect on delay of the project such as routine delay in technical aspects, reluctance of the key national institutions and private companies to provide data and information needed for accomplishing the project, insufficient technical and human capacities within the line ministries to fulfil the project technical requirements, insufficient or inadequate relevant data to perform all assessments, limited stakeholder knowledge in the models and approaches adopted by UNFCCC, complexity to engage with vulnerable targets due to existing barriers, improper gender equality and women's empowerment, insufficient commitment and political reluctance of the relevant national entities to incorporate the project elements into their plans and policies, and changes in institutional arrangements as political risk.</p> <p>Assumptions: There are no social and environmental risks that can threaten the achievement of results. The GOV through the MOEnv and MOPIC along with UNDP CO will ensure all factors are enabled to perform the tasks on time.</p>
<p>Project component 1: Development of national circumstances, institutional arrangements, gaps and constraints, cross cutting issues and other information relevant for the preparation of the national communications and BURs</p>	<p>1.1. National Circumstances and Institutional Arrangements relevant to the preparation of the NCS on continuous basis</p> <p>1.2. Constraints and gaps; financial, technology, policy and capacity building needs and recommendations</p>	<p>Latest national circumstances chapter at all sectors for the baseline years 2012 was developed in the first BUR.</p>	<p>Submission of national circumstances chapter for second BUR on baseline of 2016 and for fourth national communication report on baseline of 2017:</p> <p>1.1.1. Description of Jordan's geography, climate and economy</p>	<p>Recent published national reports will be reviewed and all information relevant to mitigation and adaptation capacities (natural resources, climatic and socio-economic aspects), development objectives, priorities and circumstances will be reported.</p> <p>Risks: Insufficient or inadequate information about some indicators due to lack of data or its validation (i.e.</p>

	Objective and Outcome Indicators (no more than a total of 15 - 16 indicators)	Baseline ⁵	End of Project Target	Data Collection Methods and Risks/Assumptions ⁵
	<p>1.3. Information considered relevant to the achievement of objective of the UNFCCC compiled and synthesized (by the principles of Doha Work Programme under Article 6 of the UN Framework Convention on Climate Change)</p>		<p>relevant to climate change mitigation and adaptation actions</p> <p>1.1.2 Description of Jordan's national priorities, strategies and policies related to climate action and assessment of gaps and constraints</p> <p>1.1.3 Information provided regarding Jordan's specific needs and concerns arising from the adverse effects of climate change and/or the impact of the implementation of response measures, as contained in Article 4 of the Convention.</p> <p>1.1.4. Progress towards mainstreaming of climate change considerations into key development strategies and sector-based policy frameworks are assessed and described.</p> <p>1.1.5 National circumstances and institutional arrangements relevant to the preparation of the NCS and BURs on continuous basis described and updated</p> <p>1.1.6. Mechanisms for gender sensitive stakeholder involvement and participation, enabling the preparation of national communications and biennial update reports defined.</p> <p>1.2.1. Constraints and gaps identified;</p>	<p>availability of new information and trends about developmental sectors related to Climate Change).</p> <p>Assumptions: The GOV through the MOEnv and MOPIC will provide sufficient financing to collecting, reporting, and validating the data.</p>

	Objective and Outcome Indicators (no more than a total of 15 - 16 indicators)	Baselines ⁵	End of Project Target	Data Collection Methods and Risks/Assumptions ⁶
			<p><i>financial, technology, policy and capacity building needs assessed and recommendations for addressing the needs provided</i></p> <p><i>1.3.1 Collect, synthesize and provide the overall information relevant to the Article 6 activities (Public Awareness, Education and Training).</i></p> <p><i>1.3.2 Collect, synthesize and provide information on steps taken to integrate climate change into socio-economic and environmental policies.</i></p> <p><i>1.3.3 Conduct a study on different gender roles in adaptation and mitigation interventions at the community level, policy formulation and decision-making process.</i></p> <p><i>1.3.4 Collect, synthesize and provide information on climate change related research and technology transfer.</i></p> <p><i>1.3.5 Collect, synthesize and provide information on ongoing programs and projects relevant to climate change and national communication process.</i></p> <p><i>1.3.6 Conduct public awareness campaigns on climate change at the national level.</i></p> <p><i>1.3.7 Conduct training on climate change negotiations for young</i></p>	

	Objective and Outcome Indicators (no more than a total of 15 - 16 indicators)	Baseline⁵	End of Project Target <i>professionals engaged in climate change.</i>	Data Collection Methods and Risks/Assumptions⁶
--	---	-----------------------------	---	--

Project Component 2: Preparation of national GHG Inventories for 2016 and 2017	Objective and Outcome Indicators (no more than a total of 15-16 indicators)	Baseline⁷	End of Project Target	Data Collection Methods and Risks/Assumptions⁸
	<p>2.1 National inventories of anthropogenic GHG emissions by sources and removals by sinks completed for 2016 and 2017 following the 2006 IPCC guidelines.</p> <p>2.2 Improvement of GHG inventory estimation in terms of using tier 2 for some subsectors as well as inclusion of more gases (upon availability of relevant data)</p>	<p>The First BUR inventories were estimated using the 2006, IPCC Guidelines whereas the previous inventory of the Third NC was estimated using the Revised 1996 IPCC Guidelines. The two guidelines vary in their use of emission factors and additional sources. Accordingly, the project will dedicate time and resources to estimate and recalculate a consistent time series (using IPCC 2006) back to the years reported in previous NCS/BUR (1994, 2000 and 2006) and providing summary tables for those submissions (upon availability and quality of needed data).</p>	<p>Submission of detailed inventory documentation for GHGs emissions by type and sector:</p> <p>2.1.1 GHG inventories for the years 2016 (Second BUR) and 2017 (Fourth NC) are estimated for sources and sinks for all sectors</p> <p>2.2.1 Emission factors for the key sources are updated for potential use of tier 2.</p> <p>2.2.2 Data collection and analysis for key sectors are prioritized such as 1A1, 1A2, 1A3 and 1A4 (fuel combustion activities), 2A1 (cement production), 2C1 (iron and steel production), 4A (enteric fermentation), and 4D (agriculture soils) using 2006 IPCC guidelines)</p> <p>2.2.3 QA/QC procedures defined, practiced and applied on in a systematic way</p>	<p>A team of national experts for various sectors to be identified and mobilized.</p> <p>The existing information on the First BUR GHG inventory will be reviewed.</p> <p>The available data and new sources of information for filling gaps will be assessed.</p> <p>The methodologies for GHG inventory estimates will be selected and validated including selection of Tier level based on the decision trees as guided by IPCC.</p> <p>The GHG inventory activity data will be collected and possible sources of data and Emission Factors (EFs) will be identified.</p> <p>A national inventory of anthropogenic GHG emissions by sources and removals by sinks for years 2015 and 2016 using the 2006 IPCC Guidelines will be estimated.</p> <p>Recalculation and estimation of a consistent time series (using IPCC 2006) back to the years reported in previous NCS/BUR (1994, 2000 and 2006), providing summary tables for those submissions.</p> <p>Training on the 2006 IPCC Guidelines will be carried out for the MoEnv- Climate Change Directorate.</p> <p>Uncertainty assessment as guided by IPCC will be undertaken.</p> <p>Internal and external reviews to assure Quality of the generated inventories will be held.</p>

⁷ 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.

⁸Data 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 ⁷	End of Project Target	Data Collection Methods and Risks/Assumptions ⁸
	<ul style="list-style-type: none"> • Updating the baseline mitigation scenarios for all sectors • Identify new measures based on notional needs and GHGs inventory results. • Perform of mitigation analysis using LEAP modeling 	<p>The GHG mitigation analysis within the previous NCs and BUR assessed potential human interventions that can be implemented at the national level to reduce anthropogenic emissions of GHGs in different sectors to support the overall global efforts to limit the magnitude and/or rate of long-term induced global warming.</p> <p>The abatement analysis was assessed on a sector-specific basis. The sectors that were considered are energy (primary energy, renewable energy, energy efficiency and transport), waste, industrial processes, and agriculture, forestry, and other land use (AFOLU).</p> <p>Two scenarios were constructed in the previous NCs and First</p>	<p>2.3.1 Enhancement of capacity of participating agencies and cross-sector collaboration</p> <p>2.3.2. Mechanism for the set-up of data collection system within existing institutions defined</p>	<p>Review for the implemented activities at the national level for the MRV system</p> <p>Description of institutional arrangements/ protocols that are implemented for a functioning MRV system</p> <p>Gender balance will be considered with regard to the technical team.</p> <p>Risks:</p> <p>Inadequacy/uncertainty of data to perform detailed analysis for GHGs emissions for consistent time series</p> <p>Weak knowledge of the IPCC 2006 due to lack of trainings</p> <p>Assumptions:</p> <p>The GOV through the MOEnv and MOPIC will contribute and search for sufficient financing to assure the availability of data and to assure the capacity needs are adequate.</p> <ul style="list-style-type: none"> • Desk review for all relevant data, methodologies and assumptions used for the development of baseline and mitigation scenarios, and mitigation analysis (the country-specific trends, plans and policies prevailing within the local context). • Updating and assessing the baseline scenarios for all sectors (Energy, Industry, Waste, and Agriculture, Forestry and Land use) that were prepared as part of the First BUR project. • Mitigation analysis for the newly identified measures. • Check if there are any new measures that may be identified and if any, they will be analyzed. • LEAP software will be used for the mitigation analysis. The Jordanian case built in the FBUR using the LEAP model should be adopted and further developed in upcoming national communications and BURs. This project will seek to start using LEAP to generate program based scenarios rather
<p>Project component 3:</p> <p>Preparation of Mitigation actions analysis and domestic MRV</p>	<ul style="list-style-type: none"> • Updating the baseline mitigation scenarios for all sectors • Identify new measures based on notional needs and GHGs inventory results. • Perform of mitigation analysis using LEAP modeling 	<p>The GHG mitigation analysis within the previous NCs and BUR assessed potential human interventions that can be implemented at the national level to reduce anthropogenic emissions of GHGs in different sectors to support the overall global efforts to limit the magnitude and/or rate of long-term induced global warming.</p> <p>The abatement analysis was assessed on a sector-specific basis. The sectors that were considered are energy (primary energy, renewable energy, energy efficiency and transport), waste, industrial processes, and agriculture, forestry, and other land use (AFOLU).</p> <p>Two scenarios were constructed in the previous NCs and First</p>	<p>Submission of detailed mitigation actions chapter along with domestic MRV:</p> <p>3.1.1 Mitigation potential in key development sectors (energy including transport, agriculture forestry and land use, industrial processes and waste) assessed, and abatement measures are assessed;</p> <p>3.2.1 Mitigation scenarios to model possible reduction scenarios by key-sectors up to 2066 according to the development scenarios (business as usual scenarios; and mitigation scenario)</p> <p>3.2.2 Full description for the mitigation actions of the Fourth NC is prepared, according to the</p>	<ul style="list-style-type: none"> • Desk review for all relevant data, methodologies and assumptions used for the development of baseline and mitigation scenarios, and mitigation analysis (the country-specific trends, plans and policies prevailing within the local context). • Updating and assessing the baseline scenarios for all sectors (Energy, Industry, Waste, and Agriculture, Forestry and Land use) that were prepared as part of the First BUR project. • Mitigation analysis for the newly identified measures. • Check if there are any new measures that may be identified and if any, they will be analyzed. • LEAP software will be used for the mitigation analysis. The Jordanian case built in the FBUR using the LEAP model should be adopted and further developed in upcoming national communications and BURs. This project will seek to start using LEAP to generate program based scenarios rather

	Objective and Outcome Indicators (no more than a total of 15-16 indicators)	Baseline ⁷	End of Project Target	Data Collection Methods and Risks/Assumptions ⁸
		<p>BUR. A baseline scenario that reflects a future in which there are no policies or programs designed to encourage or require actions that reduce GHG emissions or enhance carbon sinks. The baseline scenarios were normally constructed based on the trends, plans and policies prevailing in the Jordanian context during the time of preparation of the analysis. Whereas the mitigation scenarios were structured according to a set of criteria reflecting country-specific conditions such as the potential for significant impact on greenhouse gas emissions, direct and indirect economic impacts, consistency with national development goals, the potential effectiveness of implementation policies, sustainability of an option, data availability for evaluation, and other sector-specific criteria.</p> <p>The analytical methodology of the energy sector was based on the LEAP Model; the Long-Range Energy Alternative Planning System. LEAP is an integrated modelling tool developed to track energy consumption, production, and resource extraction in all sectors of an economy. The LEAP tool was used for the first time in Jordan in the energy mitigation analysis within the first BUR. In former national communications to the UNFCCC, the Energy and Power</p>	<p><i>BUR/UNFCCC guidelines in the tabular format</i></p> <p><i>3.2.3 Progress of policies and mitigation actions of GHG assessed;</i></p> <p><i>3.2.4 Status of implementation of the National Measurement, Reporting and Verification system (currently ongoing through the World Bank) reported</i></p> <p><i>3.3.1 Capacity on mitigation analysis and modelling enhanced</i></p>	<p>than project based scenarios to improve coverage and generate more impact.</p> <ul style="list-style-type: none"> • The national capacities for GHG mitigation potential will be strengthened and hands on training will be held on LEAP software (for up to 20 stakeholders). • The major sectors to be analyzed for the mitigation analysis chapter will be: <ul style="list-style-type: none"> ○ Energy demand and supply, ○ Energy efficiency, ○ Renewable energy, ○ Transportation, ○ Industrial processes, ○ Agriculture, Forestry and Other Land Use (AFOLU) ○ Waste and wastewater. • Gender issues in the identification, description and preparation of mitigation actions when relevant will be considered. • Review for the implemented activities at the national level for the MRV system • Description of institutional arrangements/ protocols that are implemented for a functioning MRV system. <p>Risks:</p> <ul style="list-style-type: none"> • Stakeholders had limited expertise in and knowledge capacity for conducting mitigation analysis for the transportation, IPPU, and AFOLU sectors. • The complex nature of mitigation actions and initiatives that are being developed and implemented within the UNFCCC had been a challenge. The various potentials and features of CDM, NAMAs, LEDs, INDCs, and other mitigation tools make it difficult for a holistic planning perspective in climate change mitigation. • Data quality, completeness, and accuracy are of a primary concern when it comes to establishing the baseline and mitigation

	Objective and Outcome Indicators (no more than a total of 15-16 indicators)	Baseline?	End of Project Target	Data Collection Methods and Risks/Assumptions?
		<p>Evaluation Program (ENPEP) was used. For non-energy sectors (IPPU, AFOLU, and Waste), linkages to demographic, macroeconomic, and other sector specific factors were used to build up the scenario utilizing statistical and economic tools.</p>		<p>analysis. Data are not up to date, nor are they readily available in one place.</p> <ul style="list-style-type: none"> There is limited experience in Jordan in mitigation model analysis. The LEAP software, which replaced the more familiar ENPEP model, has just been newly introduced to Jordan for use in climate change energy mitigation analysis. The Jordanian case built in this First BUR using the LEAP model has been developed as project-based rather than as a program-based scenario. In the First BUR, no mitigation projects have been identified for the transportation sector, although it is a major GHG emitter. Addressing the transportation sector has proved to be difficult because of the lack of expertise in mitigation analysis and of clarity in responsibilities and mandates among different institutions working within the sector. In preparing the First BUR, the energy data used in the mitigation analysis for residential buildings, transportation, agriculture, and off-road vehicles were obtained from relatively old surveys and there were gaps in the availability of some data. There is a need to have a dependable mitigation tracking system for planning, implementation, and verification of emissions reduction. Having such a system in place will facilitate access to international and national funds and grants. <p>Assumptions:</p> <p><i>The GOV through the MOEnv and MOPIC will contribute and search for sufficient financing to assure the availability of data and to assure the capacity needs are adequate to perform the task.</i></p>

	Objective and Outcome Indicators (no more than a total of 15-16 indicators)	Baseline ⁷	End of Project Target	Data Collection Methods and Risks/Assumptions ⁸
<p>Project component 4: Conduct a detailed vulnerability assessment and adaptation (V&A)</p>	<p>Three indicators</p> <p>Define a reliable climatic scenarios for estimating climate change exposure.</p> <p>Perform vulnerability assessment per sector including sensitivity and adaptive capacity for the selected communities</p> <p>Identify the set of prioritized adaptation as a road map for national adaptation plan</p>	<p>In 2014, the Third National Communication Report (TNC) introduced for the first time dynamic downscaling climate projections until the year 2100 with moderate-high levels of confidence for all climate parameters using 43 grid points in Jordan. TNC adopted dynamic downscaling of climate modes to generate Jordan's climate models. Dynamic downscaling achieved using Africa CORDEX domain, in which 43 grid points with a resolution of 50 km were crossed throughout the country. Nine different GCM coupled with two RCMs for two RCPs (4.5 and 8.5) were used to assess future projections as compared to reference historic data (1980-2010).</p> <p>It has been estimated that up to the year 2050, additional 5 billion US\$ will be needed for adaptation, TNC identified barriers to adaptation to climate change as:</p> <ul style="list-style-type: none"> • Lack of financial resources. • Climate change risks not sufficiently taken into account within sectoral policies and investment frameworks • Capacity building is needed specially in modeling 	<p>Submission of detailed vulnerability and adaptation chapter:</p> <p>4.1.1 A stocktaking exercise of vulnerability and sensitivity of the country territory to climate risks performed;</p> <p>4.1.2 An in-depth vulnerability assessment of key socio-economic sectors and natural environment to climate impacts conducted.</p> <p>4.1.3 A study integrating response measures in the context of Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) conducted</p> <p>4.1.4 Capacity on adaptation analysis and modelling enhanced</p>	<ul style="list-style-type: none"> • Impact assessment of climate change on water resources, agriculture, socio-economics, touristic areas and the Gulf of Agaba will be carried out. The assessment of vulnerability would be sector specific. An integrated assessment will be done at the extent possible: <ul style="list-style-type: none"> ○ Decide on the range of the assessment: qualitative versus quantitative. Decide on the approaches, tools and methods to be used for the assessment. ○ Identify the type and scope of data and information needed in order to use the above models and tools. ○ Review the policy process and development context for the selected area in order to explore how adaptation measures can be introduced into decision-making agenda and what is the best way of addressing them. • Current climate vulnerability assessment and future climate risk to sectors will be assessed through the use of some indicators such as temperature (seasonal), precipitation (seasonal), wind, cloudiness, sunshine duration, the average change in mean runoff for water resources, forests area and eroded land, plant production, irrigation systems, cattle breeding, and biodiversity. Coastal tourism will be assessed as well in terms of the impact of the sea level rise and the rise of temperature. Impact to population/settlements will be assessed in terms of frequency and scale of droughts and flooding into people's wellbeing. <ul style="list-style-type: none"> • Develop respective indicators for the purpose of the baseline development. • Develop an environmental-socio-economic baseline. • Assess current vulnerability of climate and sectors under the priority area, and assess any previous adaptation experience under priority area, if available.

	Objective and Outcome Indicators (no more than a total of 15-16 indicators)	Baseline ⁷	End of Project Target	Data Collection Methods and Risks/Assumptions ⁸
				<ul style="list-style-type: none"> • Develop climate trends and risks. • Develop environmental-socio-economic trends and risks (water resources, energy, agriculture, forests, tourism, population and settlements). • The update on vulnerability, impacts, and adaptation will consider a gender perspective in sectoral analyses, particularly in areas such as health and rural development. • Develop adaptation response measures, identify barriers and opportunities, and compile the findings. The vulnerability and adaptation exercise will outline adaptation measures and plans of implementation (<i>what</i>); the way of implementation and resources needed (<i>how</i>); time frame (<i>when</i>); responsible parties for its implementation (<i>who</i>). It will be in line with the National Adaptation Plan (NAP) that is under preparation and expected to be launched during 2018. <p>Also, it is recommended as part of this section to include a compilation of response measures in the context of Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA).</p> <p>Risks:</p> <ul style="list-style-type: none"> • Stakeholders had limited expertise and knowledge capacity for conducting vulnerability assessment for some sectors. • Data quality, completeness, and accuracy at local scale (Community target level) might be challengeable. <p>Assumptions:</p> <p><i>The GOV through the MOEnv and MOPIC will contribute and search for sufficient financing to assure the availability of data and to assure the capacity needs are adequate to perform the task.</i></p>

	Objective and Outcome Indicators (no more than a total of 15 - 16 indicators)	Baseline?	End of Project Target	Data Collection Methods and Risks/Assumptions ⁹
<p>Project component 5: Fourth NC and Second BUR submitted to UNFCCC and disseminated at the national level, Monitoring and Evaluation</p>	<p><i>Submission on time for the Fourth NC and Second BUR to UNFCCC</i></p>	<p><i>No fourth NC and Second BUR in Jordan</i></p>	<p><i>Timely submission for the Fourth NC and Second BUR to UNFCCC:</i></p> <p><i>5.1.1 Fourth NC and Second BUR compiled, approved by the Ministry of Environment and UNDP, and submitted to UNFCCC</i></p> <p><i>5.1.2 Fourth NC and Second BUR translated and printed</i></p> <p><i>5.2.1 Inception Workshop and Project Board Meetings held</i></p> <p><i>5.2.2 Project financial and progress reports prepared and submitted.</i></p> <p><i>5.2.3. End of Project report and lessons learned compiled</i></p>	<p><i>Perform the above tasks on time with continuous monitoring and validation.</i></p> <p>Risks: <i>Fail to submit on time due to project delay introduced by risks included in the risks frame of this document.</i></p> <p>Assumptions: <i>The GOV through the MOEnv and MOPIC along with UNDP CO will ensure all factors are enabled to perform the tasks on time.</i></p>

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

The total cost of the project is USD 942,000. This is financed through a GEF grant of USD 852,000, and USD 90,000 in parallel in kind co-financing contributed by the Government. UNDP, as the GEF Implementing Agency, is responsible for the execution of the GEF resources and the cash co-financing transferred to UNDP bank account only.

Parallel co-financing: 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 Environment	In kind	90,000	In-kind (Administration and support staff, offices and related operations, stationery and other office supplies, furniture and office equipment, utilities and maintenance, and media activities)	N/A	N/A

Total Budget and Work Plan

Atlas ⁹ Proposal or Award ID:	00115373	Atlas Primary Output Project ID:00113015
Atlas Proposal or Award Title:	Fourth National Communication and Second Biennial Update Report under the UNFCCC	
Atlas Business Unit	JOR10	
Atlas Primary Output Project Title	Fourth National Communication and Second Biennial Update Report under the UNFCCC	
UNDP-GEF PIMS No.	6056	
Implementing Partner	Ministry of Environment	

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

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 2019 (USD)	Amount Year 2020 (USD)	Amount Year 2021 (USD)	Amount Year 2022 (USD)	Total (USD)	See Budget Note:
OUTCOME 1: National circumstances, institutional arrangements, gaps and constraints, cross cutting issues and other information relevant for NC/BUR	Ministry of Environment	62000	GEF	71300	Local Consultants	16,000\$	9,000\$	9,000\$	8,000\$	42,000\$	1
				72100	Contractual services - Companies	20,000\$	40,000\$	20,000\$	20,000\$	100,000\$	2
				74200	Audio Visual & Print Prod Costs	2,000\$	2,000\$	1,000\$	1,000\$	6,000\$	3
				71600	Travel	2,000\$	2,000\$	1,000\$	1,000\$	6,000\$	4
				74500	Miscellaneous	2,000\$	2,000\$	1,000\$	1,000\$	6,000\$	5
					Total Outcome 1	42,000\$	55,000\$	32,000\$	31,000\$	160,000\$	
OUTCOME 2: National greenhouse gas inventory	Ministry of Environment			71300	Local Consultants	33,000\$	14,000\$	5,000\$	5,000\$	57,000\$	6
				72100	Contractual services - Companies	80,000\$	20,000\$	4,000\$	4,000\$	108,000\$	7
				71600	Travel	2,000\$	2,000\$	1,000\$	1,000\$	6,000\$	8
				74200	Audio Visual & Print Prod Costs	2,000\$	2,000\$	1,000\$	1,000\$	6,000\$	9
				74500	Miscellaneous	1,000\$	1,000\$	0,500\$	0,500\$	3,000\$	10
					Total Outcome 2	118,000\$	39,000\$	11,500\$	11,500\$	180,000\$	
OUTCOME 3: Mitigation and policy measures	Ministry of Environment	62000	GEF	71300	Local Consultants	20,000\$	45,000\$	7,500\$	7,500\$	80,000\$	11
				72100	Contractual services - Companies	15,000\$	70,000\$	10,000\$	10,000\$	105,000\$	12
				71600	Travel	2,000\$	2,000\$	1,000\$	1,000\$	6,000\$	13
				75700	Training, workshop and conferences	2,000\$	2,000\$	1,000\$	1,000\$	6,000\$	14
				74500	Miscellaneous	1,000\$	1,000\$	0,500\$	0,500\$	3,000\$	15
					Total Outcome 3	40,000\$	120,000\$	20,000\$	20,000\$	200,000\$	
OUTCOME 4: Vulnerability and adaptation assessment (V&A)	Ministry of Environment	62000	GEF	71200	International Consultants	0\$	15,000\$	8,000\$	7,000\$	30,000\$	16
				71300	Local Consultants	0\$	10,000\$	10,000\$	10,000\$	30,000\$	17
				72100	Contractual services - Companies	0\$	40,000\$	40,000\$	20,000\$	100,000\$	18
				71600	Travel	0\$	2,000\$	2,000\$	2,000\$	6,000\$	19

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 2019 (USD)	Amount Year 2020 (USD)	Amount Year 2021 (USD)	Amount Year 2022 (USD)	Total (USD)	See Budget Note:				
OUTCOME 5: Fourth NC and Second BUR submitted to UNFCCC and disseminated at the national level, Monitoring and Evaluation	Ministry of Environment	62000	GEF	74200	Audio Visual & Print Prod Costs	0\$	2,000\$	2,000\$	2,000\$	6,000\$	20				
				74500	Miscellaneous	0\$	1,000\$	1,000\$	1,000\$	3,000\$	21				
				Total Outcome 4						0\$	70,000\$	63,000\$	42,000\$	175,000\$	
				71200	International Consultants	5,000\$	5,000\$	5,000\$	0,000	15,000\$	22				
				74100	Professional Services	0	2,500	0	2,500	5,000\$	23				
				74200	Audio Visual & Print Prod Costs	10,000\$	0\$	0\$	10,000\$	20,000\$	24				
				75700	Training, workshop and conferences	5,000\$	5,000\$	4,550\$	5,000\$	19,550\$	25				
				Total Outcome 6						20,000\$	12,500\$	9,550\$	17,500\$	59,550\$	
				71400	Contractual Services-Individual	18,000\$	18,000\$	9,000\$	9,000\$	54,000\$	26				
				71600	Travel	2,000\$	2,500\$	1,250\$	1,250\$	7,000	27				
74500	Miscellaneous	1,000\$	1,000\$	1,450\$	1,000\$	4,450\$	28								
64397/74596	Services to projects – CO staff/GOE for CO	4,000\$	4,000\$	2,000\$	2,000\$	12,000\$	29								
Total Management						25,000\$	25,500\$	13,700\$	13,250\$	77,450\$					
PROJECT TOTAL						245,000\$	322,000\$	149,750\$	135,250\$	852,000\$					

Summary of Funds: ¹⁰		Amount Year 2019	Amount Year 2020	Amount Year 2021	Amount Year 2022	Total
GEF		245,000\$	322,000\$	149,750\$	135,250\$	852,000\$
Government in kind		30,000\$	30,000\$	15,000\$	15,000\$	90,000\$
TOTAL		275,000\$	352,000\$	164,750\$	150,250\$	942,000\$

¹⁰Summary table should include all financing of all kinds: GEF financing, cofinancing, cash, in-kind, etc...

Budget note	Comments
1	A national consultant will be hired to update the national circumstances chapter
2	Company will be contracted to develop and prepare national circumstances chapter including constraints and gaps document; identify financial, technology, policy and capacity building needs; collect, synthesize and provide the overall information relevant to the Public Awareness, Education and Training; steps taken to integrate climate change into socio-economic and environmental policies; gender roles in adaptation and mitigation interventions at the community level; policy formulation and decision-making process; climate change related research and technology transfer; ongoing programs and projects relevant to climate change and national communication process; conduct public awareness campaigns on climate change at the national level; and conduct training on climate change negotiations for young professionals engaged in climate change, and to develop a manual for technology transfer for mitigation/adaptation potentials. The consultation can be subdivided upon need through assembling a national team of consultants. Also, the budget will be allocated for hosting a national dialogue workshop to verify the results of the national circumstances section (the w-shop will be organized via assigned company).
3	Development of promotional and capacity building printed and audio - visual materials.
4	Travel for participation at workshops and other events related to project activities.
5	Various miscellaneous expenses which are permitted by the rules.
6	A national consultant will be hired for four years to manage the development of the national GHGs inventory.
7	Local consulting firm will be paid a total of 108,000 for assembling a team of national consultants and preparing the GHG inventory including all logistics and data collection and processing work, in addition to capacity building for the national agencies and consulting teams. The budget will be also allocated for hosting a national dialogue workshop to verify the results of the GHG project section (the workshop will be organized via assigned company).
8	Travel for participation at workshops and other events related to project activities.
9	Development of promotional and capacity building printed and audio - visual materials.
10	Various miscellaneous expenses which are permitted by the rules.
11	A national consultant will be hired for four years to manage the development of the Mitigation and policy measures chapter.
12	Local consulting firm will be allocated a maximum of \$ 105,000 to develop the mitigation chapter of the second BUR and fourth NC through assembling a national team of consultants. Also, the allocated budget here is for the acquisition and use of the LEAP software for mitigation analysis (via assigned company). The budget will be also allocated for hosting a national dialogue workshop to verify the results of the Mitigation and policy measures chapter (the workshop will be organized via assigned company).
13	Travel for participation at workshops and other events related to project activities.
14	Budget will be allocated for hosting a national dialogue workshop to verify the results of the mitigation section.
15	Various miscellaneous expenses which are permitted by the rules.
16	International Consultant for this activity will be paid at the rate of \$ 1,000 per day for 30 days.
17	A national consultant will be hired for four years to manage the development of the vulnerability and adaptation assessment chapter.
18	Local consulting firm will be allocated a maximum of \$ 100,000 to develop the vulnerability chapter of the 4NC through assembling a national team of consultants. The budget will be also allocated for hosting a national dialogue workshop to verify the results of the vulnerability section.
19	Travel for participation at workshops and other events related to project activities.
20	Development of promotional and capacity building printed and audio - visual materials.
21	Various miscellaneous expenses which are permitted by the rules.
22	Funds from this activity will be used to support compilation and the technical revisions of the final documents of the 2BUR and 4NC.
23	Professional services covering cost for audit.
24	Finalization and submission of the second BUR and fourth NC to UNFCCC (design, print and postal costs)

25	Budget will be allocated for hosting an Inception Workshop and Project Board Meetings, Finalization and submission of the Project financial and progress reports and finalization of lessons learned report.
26	Contractual Services-Individual to cover PMU staff
27	Travel for participation at workshops and other events related to project activities.
28	Various miscellaneous expenses which are permitted by the rules.
29	Direct Project Services cost according to the Letter of agreement (Annex G) Direct project costs will be charged according to GEF rules on DPCs. Please see Annex IV. Direct project cost – GOE, Direct project cost – staff: Direct Project Costs (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. Direct project costs will be charged based on the UNDP Universal Pricelist (UPL) or the actual corresponding service cost, in line with GEF rules on DPCs. The amounts indicated here are estimations, however as part of annual project operational planning the Direct Project Costs would be defined and the amount included in the yearly budgets. The DPC accounts can only be used for operational cost per transaction, it is not a flat fee.

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 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.¹¹ 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 file.¹²

¹¹ see <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx>

¹² See https://popp.undp.org/layouts/15/Wopiframe.aspx?sourceDoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Project%20Management_Closing.docx&action=default

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.

VI. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

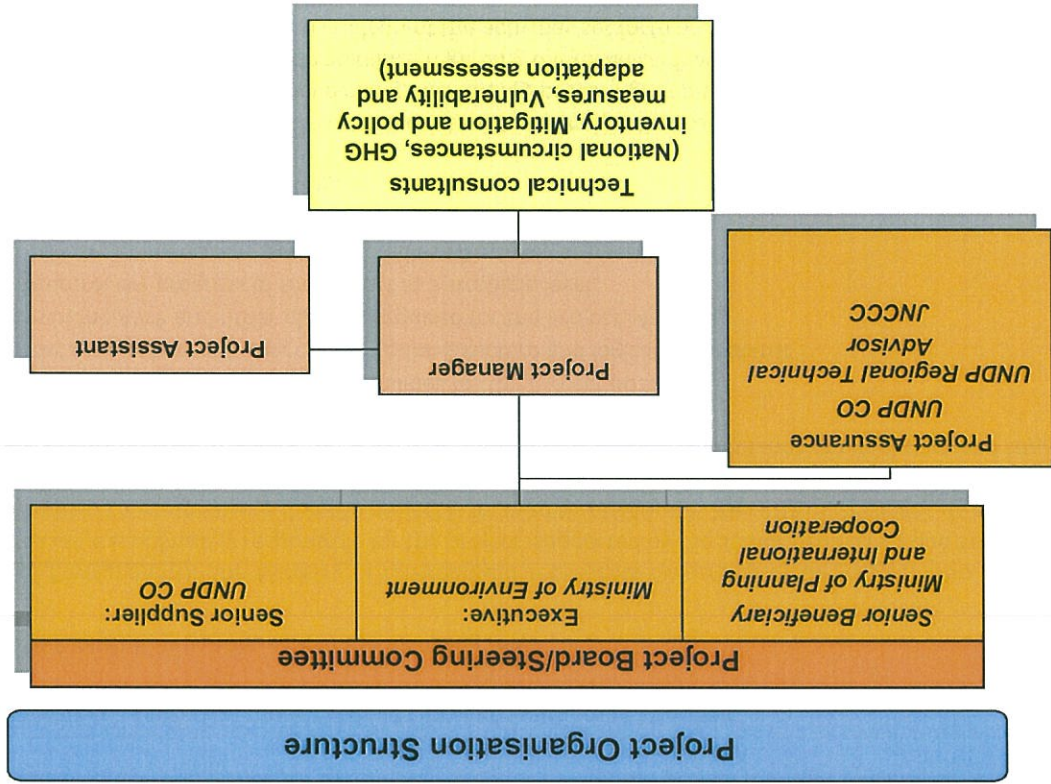
Roles and responsibilities of the project's governance mechanism: The project will be implemented following UNDP's national implementation modality, according to the Standard Basic Assistance Agreement between UNDP and the Government of Jordan, and the Country Programme.

The **Implementing Partner** for this project is *Ministry 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 work plan;
- 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 project organisation structure is as follows:



The **project board** or the steering committee consist of Executive (Ministry of Environment), (Ministry of Planning), Senior Supplier (UNDP CO), and Senior Beneficiary (Ministry of Planning and International Cooperation along with Ministry of Environment). The project board 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 ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity,

- 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;

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

Senior Supplier (UNDP CO): The UNDP CO represents the interests of the parties concerned which provide funding and/or technical expertise to the project (designing, developing, procuring, implementing). Acting as GEF implementing Agency for the project, the UNDP CO will provide guidance regarding the technical feasibility of the project. The UNDP CO will assist the country for the entire project length to implement the activities set forth and will monitor and supervise the project on behalf of the GEF. The UNDP country office will monitor and support the implementation of the project in line with standard procedures.

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

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

Executive (Ministry of Environment): The Ministry of Environment represents ownership of the project who will chair the Project Board. The Executive is ultimately responsible for the project, supported by the Senior Beneficiary and Senior Supplier. The Ministry of Environment 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 Ministry of Environment has to ensure that the project gives value for money, ensuring cost-conscious approach to the project, balancing the demands of beneficiary and supplier.

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

- 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.

Specific responsibilities of the Project Board include:

Programme Manager.

The Project Board endorses the Annual Work Plans (AWP) presented by the Project Manager, and the Project Board may review and approve quarterly project plans thereafter when required, as well as endorsed the Annual Progress Reports presented by the Project Manager. In case a consensus cannot be reached within the Board, final decision shall rest with the UNDP transparency and effective international competition. It will meet according the necessity, but not less than once in 12 months, to review project progress, approve project work plans and approve major project deliverables.

- 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 (MOPIC and MOENV): The Senior Beneficiaries' primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries. The Senior Beneficiaries are responsible for validating the needs and for monitoring that the solution will meet those needs within the constraints of the project. The Senior Beneficiaries role monitors progress against targets and quality criteria.

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.

Task Force: A task force will be hired from local agents (GOV and/or NGO) to facilitate any process required to achieve the main goal of the project. The responsibilities of the task force are:

- Facilitate coordination between the PM and the governmental ministries and nongovernmental ministries to retrieve and deliver all required data related project chapters and documents in the right form.
- Perform a quality assurance of the data to ensure their consistency, adequacy, completeness, adequacy, and validity to be used for documentation and assessments.
- Provide complete support and linkage between the PM and all stakeholders regarding flow of information.

The Project Team will consist of the Project Manager and Project Assistant. The Project Manager (PM) will manage the project on a day-to-day basis on behalf of the Project Board within the constraints laid down by the Board. The PM serves as a main coordinator of all technical teams and responsible for day-to-day management and decision-making for the project. The PM will be accountable to the implementing agency for the planning, management, quality, timeliness and effectiveness of the activities carried out, as well as for the use of funds.

The UNDP 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;

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 Jordan may request UNDP direct services for specific projects, according to its policies and convenience. The UNDP and Government of Jordan 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 G). 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

Governance role for project target groups:
The Jordanian National Climate Change Committee (JNCCC) that was established by the Government will continue to be the overarching political platform, providing a high-level support for the development and realization of the climate change activities. The JNCCC comprises of two tiers - political and technical key stakeholders. The political stakeholders represent the Secretary Generals of all related ministries. On other hand, the technical stakeholders represent technical key stakeholders from national institutions, academia, private sector and civil society and Climate Change Focal points that are appointed in the Ministries. The JNCCC will also provide policy guidance to the project strengthening the inter-institutional coordination on climate change thus giving sustainability to the preparation process of national communications and biennial update reports.

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.

The technical and research part of the project will be conducted by national consultants. Experience in preparation of the previous national communications will be considered as a comparative advantage but not a prerequisite. The ZBUR and ANC project will strive to enhance national capacities in preparation of GHG inventories, mitigation options, vulnerability and adaptation assessments, and implementation approaches. The project will develop the most effective modality of engaging national institutions and individuals with a proven experience and high quality professional services. Previous experience has proven the effectiveness of assigning a national institution with high level experience with the whole package of developing mitigation and vulnerability assessments. This needs to take into consideration the ability to recruit the most relevant experts in the studied sectors who have experience in dealing with IPCC guidelines.

The PM will be assisted by a Project Assistant. He/she will also be involved in circulating discussion papers and draft reports, raising public awareness of project activities and coordinating consultations and workshops.

- 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;
- Prepare the annual status survey and submit the annual project progress report to the Project Board;
- Based on the annual project progress report and the Project Board review, prepare the AWP for the following year.
- Identify follow-on actions and submit them for consideration to the Project Board;
- Submit the 'End of project report' to the Project Board at the end of project lifetime.

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).

Project management:

The project will be implemented under the NIM (NEX) modality with the MoEnv being the implementing agency and responsible partner. The Project Implementation Unit will be established at the MoEnv and linked with the Climate Change Directorate. It will be the executing and operational unit that will coordinate and implement the project activities for the preparation of the second Biennial Update Report and fourth National Communication Report.

The Government will give support to the project through the use of equipment and premises for conference and meetings. It will also provide the technical support for preparation of all related chapters through the Climate Change Directorate within MoEnv.

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 Policy¹³ and the GEF policy on public involvement¹⁴.

¹³ See http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/

¹⁴ 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 POP 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 policies¹⁵.

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 B, 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.

UNDP Country Office: The UNDP Country Office 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.

¹⁵ See https://www.thegef.org/gef/policies_guidelines

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.¹⁶

¹⁶ See guidance here: <https://info.undp.org/global/popp/trm/pages/financial-management-and-execution-modalities.aspx>

Additional GEF monitoring and reporting requirements:

Inception Workshop and Report:

A Project Inception Workshop will be held within the first 2 months after the project document has been signed by all relevant parties with those assigned roles in the project organization structure, UNDP country office and where appropriate/feasible regional technical policy and programme advisors as well as other stakeholders. The Inception Workshop is crucial to building ownership for the project results and to plan the first-year annual work plan.

The Inception Workshop should address a number of key issues including:

- 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 O/P 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.

Annual progress surveys:

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.

Periodic monitoring activities:

A detailed schedule of project reviews meetings will be developed by the project management, in consultation with project implementation partners and stakeholder representatives and incorporated in the Project Inception Report. Such a schedule will include results dissemination: (i) tentative time frames for National Climate Change Committee Meetings, (or relevant advisory and/or coordination mechanisms) and (ii) project related Monitoring and Evaluation activities.

Day to day monitoring of implementation progress will be the responsibility of the Project Manager based on the projects Annual Work plan and its indicators. The Project Team will inform the UNDP-CO of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted.

Learning and knowledge sharing activities:

Results from the project will be disseminated within and beyond the project intervention zone 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 project implementation through lessons learned. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects. Finally, there will be a two-way flow of information between this project and other projects of a similar focus.

End of Project Report:

During the last three months, the project team will prepare the Project Terminal 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 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. The Terminal Report will be shared with UNDP Regional Coordination Unit (RCU) before the project is closed operationally.

Time frame	Indicative costs to be charged to the Project Budget ¹⁷ (US\$)		Primary responsibility	GEF M&E requirements
	GEF grant	Co-financing		
		USD 10,000	UNDP Country Office	Inception Workshop
			Project Manager	Inception Report
			UNDP Country Office	Standard UNDP monitoring and reporting requirements as outlined in the UNDP POPP
Annually		USD 5,000	Project Manager	Monitoring of indicators in project results
Annually, Not applicable for EAs.	None	None	Project Manager and UNDP Country Office and UNDP-GEF team	GEF Project Implementation Report (PIR)
Annually or other frequency as per UNDP Audit policies		USD 5,000	UNDP Country Office	NIM Audit as per UNDP audit policies
Annually		USD 3,000	Project Manager	Lessons learned and knowledge generation
On-going		None	Project Manager UNDP CO	Monitoring of environmental and social risks, and corresponding management plans as relevant
			Project Manager UNDP Country Office	Addressing environmental and social grievances
			Project Manager UNDP Country Office	Project Board meetings
At minimum annually		USD 5,000	UNDP Country Office Project Manager	Supervision missions
Annually		None ¹⁸	UNDP Country Office	Over-sight missions
Troubleshooting as needed		None ¹⁸	UNDP-GEF team	Knowledge management
On-going		USD 8,520	Project Manager	GEF Secretariat learning missions/site visits
To be determined.		None	UNDP Country Office and Project Manager and UNDP-GEF team	

¹⁷ Excluding project team staff time and UNDP staff time and travel expenses.

¹⁸ The costs of UNDP Country Office and UNDP-GEF Unit's participation and time are charged to the GEF Agency Fee.

Time frame	Indicative costs to be charged to the Project Budget ¹⁷ (US\$)		Primary responsibility	GEF M&E requirements Project Terminal Report <ul style="list-style-type: none"> ▪ Project manager and team ▪ UNDP CO 	TOTAL Indicative COST Excluding project team staff time, and UNDP staff and travel expenses
	Co-financing	GEF grant			
	At least three months before the end of the project				

VIII. LEGAL CONTEXT

Guidance to project developer:

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Jordan and UNDP, signed on 12/01/1976. All references in the SBA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by the Ministry of 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 SBA [for 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/aq_sanctions_list.shtml.

Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/esa>) and related Accountability Mechanism (<http://www.undp.org/secure-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. Multi-Year Workplan
- 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)
- D. UNDP Project Quality Assurance Report (to be completed by UNDP Country Office)
- E. UNDP Risk Log
- F. Results of the capacity assessment of the project implementing partner and HACT micro assessment
- G. Letter of Agreement on DPC between UNDP and the Government of Jordan
- H. FINAL REPORT OF JORDAN NATIONAL COMMUNICATION'S / BIENNIAL UPDATE REPORT'S PROJECT
- I. Gender Analysis and Action Plan

ANNEX A: MULTI-YEAR WORKPLAN

Task	Responsible Party	Year 1				Year 2				Year 3				Year 4				
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1.1 National Circumstances and Institutional Arrangements relevant to the preparation of the NCS on continuous basis 1.2 Constraints and gaps; financial, technology, policy and capacity building needs and recommendations 1.3. Information considered relevant to the achievement of objective of the UNFCCC compiled and synthesized (by the principles of Doha Work Programme under Article 6 of the UN Framework Convention on Climate Change) 2.1 National inventories of anthropogenic GHG emissions by sources and removals by sinks completed for 2016 and 2017 following the 2006 IPCC guidelines. 2.2 Improvement of GHG inventory estimation in terms of using tier 2 for some subsectors as well as inclusion of more gases (upon availability of relevant data) 3.1 Updating the baseline mitigation scenarios for all sectors. 3.2 Identify new measures based on national needs and GHGs inventory results. 3.3 Perform of mitigation analysis using LEAP modelling. 4.1 Define a reliable climatic scenarios for estimating climate change exposure. 4.2 Perform vulnerability assessment per sector including sensitivity and adaptive capacity for the selected communities. 4.3 Identify the set of prioritized adaptation as a road map for national adaptation plan Fourth NC and Second BUR submitted to UNFCCC and level, Monitoring and Evaluation	Ministry of Environment	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	
	Ministry of Environment																	
	Ministry of Environment																	
	Ministry of Environment																	
	Ministry of Environment																	
	Ministry of Environment																	
	Ministry of Environment																	
	Ministry of Environment																	
	Ministry of Environment																	
	Ministry of Environment																	
	Ministry of Environment																	
	Ministry of Environment																	
	Ministry of Environment																	
	Ministry of Environment																	

ANNEX B: DRAFT TERMS OF REFERENCES - PROJECT MANAGER (FULL-TIME)

Project Title & Number:	Jordan's Second Biennial Update Report and Fourth National Communication Report
Post Title:	Project Manager
Duty Station:	Amman
Duration of initial contract:	12 months
Duration of project:	36 months
Type of contract:	Service Contract

BACKGROUND/ORGANIZATION CONTEXT:

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.

The main goal of the project is to assist Jordan in mainstreaming and integration of climate change consideration into national and sectoral development policies by ensuring continuity to the institutional and technical capacity strengthening process, partly initiated and sustained by the National Communications.

The immediate objective of the project is to assist Jordan in the preparation and submission of its Second Biennial Update Report and Fourth National Communication Report to the Conference of the Parties to the UNFCCC for the fulfillment of its obligations to the Convention under Articles 4 and 12, and subsequent Decisions 1/CP. 16 par. 60 and 2/CP. 17 par. 41 and its Annex III.

The Project Manager will be based in a Project office within The Ministry of Environment. Under the direct supervision of the UNDP Climate Change Director and UNDP Programme Environment and Climate Portfolio Manager, and the overall guidance of the Project Board, the Project Manager is responsible for the administrative, financial and the overall project management and implementation ensuring that the project is efficiently managed to fulfill its mission and objectives as set out in the relevant project documents, and in accordance with the UNDP standards and best practices. The Project Manager works in close collaboration with the UNFCCC Focal Point, UNDP Programme and operations team, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful project implementation.

DUTIES AND RESPONSIBILITIES:

Summary of Key Functions:

1. Ensures the implementation of the Project Goals & delivery of different aspects of the same;
2. Day-to-day implementation and management of the project by maintaining the delivery of appropriate technical, operational, financial and administrative outputs and tracking the progress of the project by monitoring and reporting;
3. Ensure Provision of policy advice services to the Government and relevant ministries, local authorities and other stakeholders, and facilitation of knowledge building;

4. Ensure creation of strategic partnership and support implementation of the resource mobilization strategy focusing on achievement of the following results:
- Develops strong relationships with the implementing partners;
4. Ensure creation of strategic partnership and support implementation of the resource mobilization strategy
5. Ensure Gender mainstreaming within the project
- Specific tasks and responsibilities:
1. Ensures the implementation of the Project Goals & delivery of different aspects of the same, focusing on achieving the following results:
 - Coordinate, systemize, codify and integrate successful approaches, methodologies and tools developed in the relevant area, into a cohesive UNDP framework for supporting governments efforts in different aspects of climate change;
 2. Day-to-day implementation and management of the project by maintaining the delivery of appropriate technical, operational, financial and administrative outputs and tracking the progress of the project by monitoring and reporting
 3. Ensure provision of policy advice services to the Government and relevant ministries, local authorities and other stakeholders, and facilitation of knowledge building focusing on achievement of the following results:
 - Identification of sources of information related to policy-driven issues, identification and synthesis of best practices and lessons learnt into project goals;
 - Support to development of policies that will address the country problems and needs in collaboration with the Government and other strategic partners.
 - Share relevant and substantive and operational experiences with other colleagues and counterparts; (Develop knowledge products to be shared with the Project partners).
 4. Ensure creation of strategic partnership and support implementation of the resource mobilization strategy focusing on achievement of the following results:
 - Managing and coordinating the activities of project implementation based on relevant Project Document and related proposals, including the supervision and guidance of the Project Staff, short, medium and long-term consultants, with a view to achieving project results;
 - Responsible for the development of comprehensive/detailed Project work-plan including structured dynamics of all Project activities, role and responsibilities of the stakeholders and milestones;
 - Monitor progress and implementation of comprehensive/detailed project work plans and key event schedules comprising planned activities, responsibilities and deadlines relating to all active participants in the project;
 - Mobilize goods and services to initiate activities, including drafting TORs and work specifications;
 - Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
 - Manage and monitor the project risks initially identified, submit new risks to the Project Board for consideration and decision on possible action if required; update the status of these risks by maintaining the Project Risk Log;
 - Ensures the existence of successful quality assurance for the project's financial, procurement and administrative processes in order to make sure that they are conducted in line with prevailing UNDP rules and regulations as well as in line with the project timelines;
 - Prepare the Progress Report (progress against planned activities, update on Risks issues, expenditures) and submit the report to the Project Board and Project Assurance;
 - Prepare the Annual Review Report, and submit the report to the Project Board and the Outcome Board;
 - Perform tasks in ATLAS in line with given function;

Technical Competencies

- Development and Operational Effectiveness: Ability to participate in strategic planning, results-based management, monitoring and reporting; Ability to contribute in formulation, implementation, monitoring and evaluation of development programmes;
- Judgment/Decision Making: Identifies key issues in a complex situation and proposes course of action for overcoming of the issues.

Functional Competencies

- Client Orientation: Focuses on impact and result for the client and responds positively to feedback
- Team Work: Participates in teams effectively and shows conflict resolution skills
- Relationship Building: Builds strong relationships with clients and external actors
- Stress Management: Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

Core Competencies:

- Integrity : Demonstrates commitment to UNDP's mission, vision and values.
- Respect of diversity : Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; Treats all people fairly without favoritism.

Corporate Competencies:

COMPETENCIES

- Project activities executed in line with UNDP corporate principles (RBM, Prince2);
- Project team(s) effectively and efficiently guided and backstopped;
- New partnership with relevant national and international institutions (incl. UN agencies, EU, bilateral donors and international organizations) promoted;
- Enabling legal and policy environment improved;
- Institutional and individual capacity to raise management cost-effectiveness in relevant institutions strengthened;
- Delivered funds in accordance to the planned Annual Work Plan (in 90 %).
- Timely and qualitative reporting in line with the Programme needs and Country Office/National partners requirements.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS:

5. Ensure Gender mainstreaming within the project focusing on achievement of the following results:
 - Ensures gender is effectively mainstreamed throughout the project activities, work plans, budgets, reports, researches, analyses and, where specifically relevant, analyzed in detail;
 - Ensure gender equality is mainstreamed throughout team, consultant and staff management activities;
 - Ensures knowledge on gender equality is incorporated in Project Knowledge management activities and products.

- Establishing effective linkages with other UNDP projects and with other initiatives in the sector with a view to developing substantive partnerships and generating synergies.
- Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, recommend approaches to donors in terms of resource mobilization.

- Experience in implementing/managing environment and/or climate change related projects
- Experience in Managing Project work plans and budgets

Education:

University Degree in Environmental Sciences, Sustainable Development, or other relevant field. Master degree is an asset.

Professional experience:

- At least 3 years (1 year for candidates with Master Degree) of relevant professional project management experience preferably on similar projects;
- Previous experience in implementing climate change related projects would be an asset;
- Evident experience in liaising and co-operating with all personnel including government officials, scientific institutions, NGOs and private sector;
- Evident experience in performing training needs assessments, evaluations, knowledge management.
- Previous experience in the UN system and cooperation with civil society sector is a strong asset.
- Excellent computer literacy (MS Office; Windows XP, Internet); excellent communications, report writing and analytical skills.

Language Requirements

Language proficiency in both written and oral English and Arabic is required.

ANNEX B: DRAFT TERMS OF REFERENCES - PROJECT ASSISTANT (FULL-TIME)

Project Title & Number:	Jordan's Second Biennial Update Report and Fourth National Communication Report
Post Title:	Project Assistant
Duty Station:	Amman
Duration of initial contract:	12 months
Duration of project:	36 months
Type of contract:	Service Contract

BACKGROUND/ORGANIZATION CONTEXT:

The main goal of the project is to assist the country in mainstreaming and integration of climate change consideration into national and sectoral development policies by ensuring continuity to the institutional and technical capacity strengthening process, partly initiated and sustained by the National Communications.

The immediate objective of the project is to assist the country in the preparation and submission of its Second Biennial Update Report and Fourth National Communication Report to the Conference of the Parties to the UNFCCC for the fulfilment of its obligations to the Convention under Articles 4 and 12, and subsequent Decisions 1/CP.16 par. 60 and 2/CP.17 par. 41 and its Annex III.

The Project Assistant will be based in a Project office in the Ministry of Environment. Under the direct supervision of the Project Manager and the overall guidance of the Project Board, the Project Assistant will support effective delivery of the activities within the project by administering and executing processes and transactions and supporting day-to-day project implementation consistent with UNDP rules and regulations. The incumbent will work in close cooperation with the MSDT, UNFCCC Focal Point, UNDP programme and operations team, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful project implementation as deemed necessary.

DUTIES AND RESPONSIBILITIES:

Summary of Key Functions:

1. Perform financial duties related to implementation of the project activities;
2. Assist with organizing operational and administrative processes for project needs and provides support to office maintenance;
3. Support implementation of project strategies focusing on achieving the project results;
4. Manage the project documentation in an appropriate and satisfactory manner;
5. Support knowledge building and knowledge sharing across UN's projects, particularly in finance and administrative/ATLAS matters.

Specific tasks and responsibilities:

1. Function/ Expected Result: Perform financial duties related to implementation of the project activities

- Prepare Requests for Direct Payment (RDP), upon conducting proper control of the supporting documentation and ensuring that the supporting documentation meets the requirements and standards of UNDP rules and procedures;
- Assist in preparation of budget plans, budget revisions, financial reports, payments and status of funds and expenditures;

- Participate in the training for the operations/project staff on administration;
5. Expected Result: Support knowledge building and knowledge sharing across Unit's projects, particularly in finance and administrative/ATLAS matters.
- Assist in analysis of financial information, availability of funds, readjustment of funds, monitoring of delivery of funds;
 - Prepare the necessary documentation for timely VAT reimbursement, if relevant;
 - Backstop the Project Coordinator and other project staff (if applicable) in performing tasks in ATLAS in conjunction with the functions/roles given (creating requisitions, preparation of budget plans, budget status of funds, drafting budget revisions, uploading project - related documents particularly with reference to RMG requirements, generate various reports, etc.).
2. Expected Result: Assist with organizing operational and administrative processes for the needs of the projects and provides support to office maintenance
- Assist in the human resources administrative processes, including recruitment of short-term consultants and temporary assignments, evaluation processes, minutes-taking;
 - Create a roster of potential consultants/consultancy companies that work on issues relevant to the projects;
 - Assist with procurement of goods and services;
 - Initiate procurement cycle in ATLAS and assist the preparation of receiving reports for the procurement of equipment, other goods and services;
 - Maintain records on assets management and prepare asset reports;
 - Responsible for overall management of project premises and assets;
 - Make travel and logistics arrangements, as needed;
 - Initiate routine correspondence relating to the implementation of project and drafting of official documents;
 - Organize meeting minutes, workshops and conferences;
 - Draft meeting minutes, translate and interpret from local language/s into English and vice-versa.
 - Serves as a focal point for the audit exercises of the projects and provides the relevant documentation and actions to respond to auditors' questions/requests.
 - Proposes solutions to any administrative issues, whenever relevant and possible.
3. Function/Expected Result: Support implementation of project strategies focusing on achieving the project results
- Assist in preparation of project work-plans through providing support in data collection, systematization and analysis of information, inter-action with institutions in data collection;
 - Preparation of relevant background materials for use in discussions, correspondence and briefing sessions; Contribution to the preparation and implementation of variety of progress reports, by providing information, preparation and analysis of financial data, etc.
4. Function/ Expected Result: Manage the project documentation in an appropriate and satisfactory manner
- Maintain files and ensure proper records of projects working files and permanent retention files in line with corporate requirements (project audit, evaluation and operational and financial closure);
 - Perform tasks in ATLAS in conjunction with the functions/roles given (uploading project - related documents particularly with reference to RMG requirements, generating various reports etc.);
 - Compile, copy and distribute project products.
5. Expected Result: Support knowledge building and knowledge sharing across Unit's projects, particularly in finance and administrative/ATLAS matters.
- Participate in the training for the operations/project staff on administration;

Language requirements: Language proficiency is required in both written and oral English and Arabic.

- At least 6 years (4 years for candidates with University Degree) of professional experience in project administration, logistical and financial operations.
- Previous experience in similar development projects shall be considered an asset.
- Previous experience in the UN system is an asset.
- Excellent computer literacy (MS Office; Windows XP, Internet); excellent communications, report writing and analytical skills.
- Experience in general project administration and financial operations;
- Experience and skills in logistical and organizational matters;

Professional experience:

shall be considered a strong asset.
Education: Secondary Education. University degree in finance, law, economy, business administration, public administration

RECRUITMENT REQUIREMENTS

- Development and Operational Effectiveness: Ability to perform a variety of specialized tasks related to Results Management, including support to planning and implementation of the project, managing data, and clear and accurate reporting. Ability to provide input to business processes re-engineering, implementation of new systems, including new IT based systems

Functional Competencies:

- *Client Orientation:* Focuses on impact and results for the client and responds positively to feedback
- *Team Work:* Participates in teams effectively and shows conflict resolution skills
- *Relationship Building:* Builds strong relationships with clients and external actors
- *Stress Management:* Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change and ability to manage complexities
- Consistently approaches work with high energy and positive and constructive attitude.

Core Competencies:

- Integrity: Demonstrates commitment to UNDP's mission, vision and values.
- Respect of diversity: Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Corporate Competencies:

COMPETENCIES

- Effective and timely fulfillment of all financial steps by ensuring due diligence and respecting the UNDP rules and regulations;
- Effective fulfillment of administrative, logistical and organizational requirements for the projects;
- Establishment of effective document management system for the projects;
- Timely management of ATLAS requirements in terms of asset and document management systems;
- High quality maintenance of files and records and efficient response to queries.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS:

6. Other expected Results: S/he will perform any other duties related to the project as required
 - Advise counterparts and consultants on applicable administrative procedures and ensure their proper implementation;
 - Provide recommendations on ways to improve project implementation systems.

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 C. UNDP SOCIAL AND ENVIRONMENTAL AND SOCIAL SCREENING TEMPLATE (SESP)

PROJECT QA ASSESSMENT: DESIGN AND APPRAISAL

OVERALL PROJECT

EXEMPLARY (5) ●●●●●	At least four criteria are rated Exemplary, and all criteria are rated High or Exemplary.	HIGHLY SATISFACTORY (4) ●●●●○	All criteria are rated Satisfactory or higher, and at least four criteria are High or Exemplary.	SATISFACTORY (3) ●●●●○	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.
INADEQUATE (1) ●○○○○	One or more criteria are rated Inadequate, or five or more criteria are rated Needs Improvement.	NEEDS IMPROVEMENT (2) ●○○○○	At least three criteria are rated Satisfactory or higher, and only four criteria may be rated Needs Improvement.		

DECISION	
<ul style="list-style-type: none"> • 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			
3	2	1	<p>1. 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):</p> <ul style="list-style-type: none"> • 3: 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. • 2: 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. • 1: 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. <p>*Note: Management Action or strong management justification must be given for a score of 1</p>
3	2	1	<p>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> <ul style="list-style-type: none"> • 3: The project responds to one of the three areas of development work¹⁹ as specified in the Strategic Plan; it addresses at least one of the proposed new and emerging areas²⁰; an issues-based analysis has been incorporated into the project design; and the project's RRF includes all the relevant SP output indicators. (all must be true to select this option) • 2: 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 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. (both must be true to select this option)

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

²⁰ 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

Evidence		1		2		3	
<p>8. Did the project consider potential environmental opportunities and adverse impacts, applying a precautionary approach? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> 3: 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. (all must be true to select this option). 2: 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. 1: 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>*Note: Management action or strong management justification must be given for a score of 1</p>		<p>9. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? 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>SESP Exempt for EA.</p>		<p>Yes</p>		<p>No</p>	
<p>10. Does the project have a strong results framework? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> 3: 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. (all must be true to select this option) 2: 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. (all must be true to select this option) 1: 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>*Note: Management Action or strong management justification must be given for a score of 1</p>		<p>11. 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 (3)</p> <p>No (1)</p>		<p>3</p>		<p>2</p>	
<p>12. 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> <ul style="list-style-type: none"> 3: 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. (all must be true to select this option). 2: 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 project lists the most important responsibilities of the project board, project director/manager and quality assurance roles. (all must be true to select this option) 		<p>Evidence</p>		<p>1</p>		<p>2</p>	
<p>12. 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> <ul style="list-style-type: none"> 3: 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. (all must be true to select this option). 2: 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 project lists the most important responsibilities of the project board, project director/manager and quality assurance roles. (all must be true to select this option) 		<p>Evidence</p>		<p>1</p>		<p>2</p>	

<p>Members) will be designated by UNDP after PRODC signature.</p>	<p>1: 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>Evidence</p> <p>1</p> <p>3 2</p> <p>Risks have been identified and risk log is completed. SESP is exempt.</p>	<p>13. 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> <ul style="list-style-type: none"> 3: 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. (both must be true to select this option) 2: Project risks related to the achievement of results identified in the initial project risk log with mitigation measures identified for each risk. 1: 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>*Note: Management Action must be taken for a score of 1</p>
EFFICIENT	
<p>Evidence</p> <p>1</p> <p>3 2</p> <p>Yes (3) No (1)</p>	<p>14. 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>
<p>Evidence</p> <p>1</p> <p>3 2</p> <p>Yes (3) No (1)</p>	<p>15. 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>
<p>Evidence</p> <p>1</p> <p>3 2</p> <p>Budget is detailed and completed</p>	<p>16. Is the budget justified and supported with valid estimates?</p> <ul style="list-style-type: none"> 3: 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. 2: 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. 1: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget.
<p>Evidence</p> <p>1</p> <p>3 2</p> <p>DPC calculation is detailed.</p>	<p>17. Is the Country Office fully recovering the costs involved with project implementation?</p> <ul style="list-style-type: none"> 3: 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). 2: The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant. 1: The budget does not adequately cover project costs that are attributable to the project, and UNDP is cross-subsidizing the project.

EFFECTIVE	
<p>*Note: Management Action must be revised to fully reflect the costs of implementation before the project commences.</p>	
<p>Evidence</p> <p>1</p> <p>3 2</p>	<p>18. Is the chosen implementation modality most appropriate? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> • 3: 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. HACT was conducted. NIM modality has been chosen and is consistent with HACT assessment. It has also proven its success based on previous experience
<p>Evidence</p> <p>1</p> <p>3 2</p>	<p>19. 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> <ul style="list-style-type: none"> • 3: Credible evidence that all targeted groups, prioritizing 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. • 2: Some evidence that key targeted groups, prioritizing 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. • 1: 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>Evidence</p> <p>1</p> <p>3 2</p>	<p>20. 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 (3) No (1)</p>
<p>Evidence</p> <p>1</p> <p>3 2</p>	<p>21. 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>Yes (3) No (1)</p> <p>*Note: Management Action or strong management justification must be given for a score of "no"</p>
<p>Evidence</p> <p>1</p> <p>3 2</p>	<p>22. 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> <ul style="list-style-type: none"> • 3: The project has a realistic work plan & budget covering the duration of the project at the activity level to ensure outputs are delivered on time and within the allotted resources. • 2: The project has a work plan & budget covering the duration of the project at the output level.

SUSTAINABILITY & NATIONAL OWNERSHIP	
<p>• 1: The project does not yet have a work plan & budget covering the duration of the project.</p> <p>have allocated budget per year to cover its activities.</p>	
<p>23. Have national partners led, or proactively engaged in, the design of the project? (select from options 1-3 that best reflects this project):</p> <ul style="list-style-type: none"> • 3: National partners have full ownership of the project and led the process of the development of the project jointly with UNDP. • 2: The project has been developed by UNDP in close consultation with national partners. • 1: The project has been developed by UNDP with limited or no engagement with national partners. 	<p>Evidence</p> <p>PRODOC was developed through extensive consultative process, including sectoral meetings and participatory members of all national Climate Change Committee</p> <p>3 2</p> <p>1</p>
<p>24. 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):</p> <ul style="list-style-type: none"> • 3: 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. • 2.5: 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. • 2: 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. • 1.5: 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. • 1: Capacity assessments have not been carried out and are not foreseen. There is no strategy for strengthening specific capacities of national institutions. 	<p>Evidence</p> <p>Capacity building development has been specifically identified those climate related to modeling and training on IPCC 2006</p> <p>3 2.5 1.5 2 1</p>
<p>25. Is there 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?</p>	<p>Yes (3) NO (1)</p>
<p>26. 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)?</p>	<p>Yes (3) NO (1)</p>

ANNEX E: RISK ASSESSMENT AND MANAGEMENT ACTIONS IDENTIFIED FOR THIS PROJECT

OFFLINE RISK LOG

(see Deliverable Description for the Risk Log regarding its purpose and use)

Project Title: Fourth National Communication and Second Biennial Update Report under the UNFCCC	Award ID: 00115373	Date: Dec. 10 th , 2018
---	---------------------------	---

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / management response	Owner	Submitted, updated by	Last Update	Status
1	Routine delay in technical aspects (e.g. calls for project management, bidding actions, long revisions, etc)	Date of project formulation	Organizational	Project delay P = 1 I = 1	Concrete time plan combined with periodic monitoring, evaluation, and reporting activities with proper direction and guidance of project team	Project Team	Project Team		
	Reluctance of the key national institutions and private companies to provide data and information needed for accomplishing the project.	Date of project formulation	Political	P = 2 I = 1	Active involvement of the members of the Jordanian National Climate Change Committee in project implementation with an aim to facilitate the contribution and input from all relevant state institutions, private sector and NGOs. The team shall also ensure wide stakeholders' participation in all relevant processes.	Project Team	Project Team		
	Insufficient technical and human capacities within the line ministries to fulfill the project	Date of project formulation	Operational	Delay and complication in performing the required assessments P = 3 I = 2	The project shall contract national institutions with a powerful reputation in BUR and NC which will be tasked to assemble the best available team of experts.	Project Team	Project Team		

	technical requirements.							
	Insufficient or inadequate relevant data (quality, completeness, and accuracy) to perform all assessments.	Date of project formulation	Technical	Estimation actions that induce errors and thus low accuracy, Lack of updating real mitigation and adaptation actions thus imposing low action plans.	Ensure data availability before initiating the assessment. Based on determined baselines, the data are available from Department of Statistics. Updating from previous communications and through new projects.	Project Team	Project Team	
	Limited stakeholder knowledge in the models and approaches adopted by UNFCCC as (IPCC 2006, LEAP, CCIVA, etc).	Date of project formulation	Technical	High uncertainty in the final results at the inventory, mitigation and vulnerability assessments. P = 2 I = 1	Intensive trainings and capacity building for the team.	Project Team	Project Team	
	Complexity to engage with vulnerable targets due to existing barriers		Organizational	Delay in complication performing the vulnerability assessment at specified spatial locations P = 3 I = 2	Validated selection of target groups based on previous UN experience. Perform social and environmental assessment using direct contacts and survey procedures. Include mayors, clan elders and relevant authorities in the vulnerability assessment. If necessary, selecting the most vulnerable community as a case study. This requires setting selection criteria and prioritization for spatial vulnerability assessment taking into account gender equity.	Project Team	Project Team	
	Improper Gender Equality	Date of project formulation	Regulatory	Bias conclusion and action plans / mitigation and	Ensure gender mainstreaming plan is incorporated, evaluated, and monitored	Project Team	Project Team	

and Women's Empowerment			adaptation options that lacks women empowerment P = 2 I = 1	from designing phase till implementation and project closure. Ensure that gender equity is incorporated target vulnerability selection criteria following the Social and Environmental Standards. Project Quality Assurance through monitoring and reporting Gender Responsive Stakeholder Analysis and Consultations, Participatory Gender Analysis, and Gender Action Plan if necessary				
Insufficient commitment and political reluctance of the relevant national entities to incorporate the project elements into their plans and policies	Date of project formulation	Political	Improper/inadequate plans and policies P = 2 I = 1	UNDP and the project team will focus on capacity building for the MoEnv and national stakeholders to support the institutional and technical capacity of adhering to any future obligations	Project Team	Project Team		
Changes in institutional arrangements as political risk	Date of project formulation	Political	Project delay P = 2 I = 1	Further engagement of National Committee for the project progress responsibilities	Project Team	Project Team		

**ANNEX F: RESULTS OF THE CAPACITY ASSESSMENT OF THE PROJECT IMPLEMENTING PARTNER AND
HACT MICRO ASSESSMENT**

Micro-assessment of the implementing partner is attached, due to big size of the document, as a separate attachment to the project document.

ANNEX G: STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

Project Title: Jordan's Second Biennial Update and Fourth National Communication Reports
Project ID: 00115373, Output ID: 00113015, PIMS ID: 6056

Excellency,

1. Reference is made to consultations between officials of the Government of [the name of programme country] (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,

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 [insert title and date of the UNDP standard basic assistance agreement with the Government] (the "SBA"), 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 SBA.

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,

Signed on behalf of UNDP

Resident Representative

For the Government

H.E. Minister of Planning and International Cooperation
Ministry of Planning and International Cooperation

**Attachment to the LoA
DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between the Ministry of Planning and International Cooperation, the institution designated by the Government of Jordan and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed programme or project **Jordan's Second Biennial Update Report and Fourth National Communication Reports**, Project ID: 00115373, Output ID: 00113015 PIMS 6056.
2. In accordance with the provisions of the letter of agreement signed and the programme support document (*project document*), the UNDP country office shall provide support services for the Programme 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)
1. Services related to HR (including but not limited to): <ul style="list-style-type: none"> o Service contract selection and recruitment including; Project Manager and project assistant o LMS support o Leave monitoring 	March 2019 Ongoing throughout implementation when applicable	As per the LPL: \$784.62 As per the LPL: \$200.65 Recruitments as per the LPL: \$1,550	UNDP will directly charge the project upon receipt of request of services from the implementing Partner (IP)
2. Services related to procurement (including but not limited to): <ul style="list-style-type: none"> o Procurement of services for companies o Procurement of services for individuals 	Ongoing throughout implementation when applicable	Procurement with CAP as per (LPL): \$1907.55 Procurement simple: as per (LPL): 5 X 410.53= USD2052.6 As per (LPL): 10 X 430.55= USD4305.5	As above
3. Services related to Finance (including but not limited to): <ul style="list-style-type: none"> o Payments process 	Ongoing throughout implementation when applicable	\$60.77 X 15= 911.55	As above

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

			Total
			○ F10 settlements
		\$58.58 X 2 = 101.16	○ Ticket request
		\$50.16 X 2 = 100.32	
		Total up to USD 12,000 from GEF grant	

UNDP will conduct the full process while the role of the Implementing Partner (IP) will be as follows:

- The Implementing Partner will send a timetable for services requested annually/ updated quarterly
- The Implementing Partner will send the request to UNDP for the services enclosing the specifications or Terms of Reference required
- For the hiring staff process: the IP representatives will be on the interview panel,
- For Hiring CV: the IP representatives will be on the interview panel, or participate in CV review in case an interview is not scheduled

ANNEX H. FINAL REPORT OF JORDAN 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 damiiano.borgogno@undp.org and to Eva Huttova, eva.huttova@undp.org.

What were the major challenges faced during this phase?

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

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

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

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

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

Duration of preparatory phase (expressed in months)

B. Project identification phase

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	

A. Details of the project

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

Four horizontal lines for text entry.

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).

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

Expected outcome	Expected output 1
	Expected output 2
	Expected output 3

Base years used in previous GHG inventories:

Base year of the GHG inventory:

1. GHG inventory

Technical components

C. Project implementation phase

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

Five horizontal lines for text entry.

Five horizontal lines for text entry.

Expected outcome(s)	Expected output 1

3. Vulnerability & Adaptation for NC or MRV for BUR

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

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

Please, shortly discuss the expected outcomes and outputs of the vulnerability and adaptation measures and mitigation from the originally expected outcomes and outputs, and compare to what was actually realized within the context of this project. If there was any diverting done in the context of parallel projects, among others.

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

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

2. Mitigation actions

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

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

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

4. Constraints and Gaps/Support needed

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?

Please, shortly discuss the expected outcomes and outputs of the vulnerability and adaptation measures and mitigation from the originally expected outcomes and outputs, and compare to what was actually realized within the context of this project. If there was any diverting work done in the context of parallel projects, among others).

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

Expected output 2	Expected 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.

	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	

E. Additional information

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

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?

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

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

D. Next steps

ANNEX I: GENDER ACTION PLAN

Project Component	Gender Aspect	Women Mainstreaming	Women Involvement (assessment, monitoring, reporting, validation)	Target	Indicator/Gender analysis
Update of the National Circumstances	Social and economic circumstances	Technical team	All	40-50%	<ul style="list-style-type: none"> • Women's participation analysis at national level (at governmental and non-governmental sectors). • Gender employment at national level
GHG Inventory	GHG emission at All sectors	Technical team	All	40-50%	<ul style="list-style-type: none"> • Women's participation analysis • Number of women trained.
Mitigation and MRV	Mitigation Analysis (baseline and projected scenarios at all sectors) and Validation	Technical team	All	40-50%	<ul style="list-style-type: none"> • Women's participation analysis • Number of women trained.
Vulnerability and Adaptation Assessment	Risks Analysis (climate trends and exposures) Impacts Analysis at all sectors Vulnerability Assessment at all sectors Community Adaptive Capacity Adaptation Actions	Technical team	All	40-50%	<ul style="list-style-type: none"> • Women's participation analysis • Number of women trained. • Gender sensitivity analysis • Gender social and environmental assessment • Women risk assessment • Number of women trained. • Assessment of current adaptive capacity of the Socio Economic and Gender Sector from the targeted areas
Means of Implementation	Education and Capacity Building Gap Analysis Institutional Arrangement Research and Innovation Financial Resources	Technical team	All	40-50%	<ul style="list-style-type: none"> • Number of women occupying positions related to decision-making and implementation. • Amount of resources allocated for women. • Number of projects targeting women. • National policies include climate change and gender considerations. • Women Gap Analysis • Number of women trained. • Number of women using the new technologies.
Preparing the Fourth NC and Second BUR reports to UNFCCC	Compling, approving, translating, editing reports. Project regularly monitoring and submitting reports. Project regularly monitoring and lessons learned compiling.	Technical team	All	40-50%	<ul style="list-style-type: none"> • Women's participation analysis