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**United Nations Development Programme**

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| **Project title: Namibia’s Fourth Biennial Update Report (BUR4 NAM) to the United Nations Framework Convention on Climate Change (UNFCCC)** | | | |
| **Country: Namibia** | **Implementing Partner:** Ministry of Environment and Tourism | | **Management Arrangements :** National Implementation Modality (NIM) |
| **UNDAF/Country Programme Outcome***:* By 2023, vulnerable populations in disaster prone areas and biodiversity sensitive areas are resilient to shocks and climate change effects (and benefit from natural resources management). | | | |
| **UNDP Strategic Plan Output:** Output 2.1. Relevant policies, regulatory frameworks and institutions enabled to ensure the conservation, sustainable use, access and benefit sharing of natural resources, biodiversity and ecosystems, in line with international conventions and national legislation. | | | |
| **UNDP Social and Environmental Screening Category:** *Exempt*  [*http://www.undp.org/content/undp/en/home/operations/social-and-environmental-sustainability-in-undp/SES.html*](http://www.undp.org/content/undp/en/home/operations/social-and-environmental-sustainability-in-undp/SES.html) | | **UNDP Gender Marker: 1** [*https://intranet.undp.org/unit/bpps/sdev/gef/default.aspx*](https://intranet.undp.org/unit/bpps/sdev/gef/default.aspx) | |
| **Atlas Project ID/Award ID number:** 00119776 | | **Atlas Output ID/Project ID number:**  00116152 | |
| **UNDP-GEF PIMS ID number:** 6378 | | **GEF ID number:** 10224 | |
| **Planned start date:** July 2019 | | **Planned end date:** July 2021 | |
| **LPAC date:** 20 June 2019 | | | |
| **Brief project description:**  Namibia ratified to the United Nations Framework Convention on Climate Change (UNFCCC) in 1995 and acceded to its Kyoto Protocol in 2003, as a non-Annex I (NAI) Party. Namibia also ratified to the Paris Agreement in 2016. As a Party to the convention Namibia has the obligation to report on the measures adopted and implemented through its policies and measures to adapt to and mitigate the effects of climate change, thereby contributing to the attainment of the objective of the Convention. Namibia prepared and submitted its [Nationally Determined Contribution](https://www4.unfccc.int/sites/ndcstaging/PublishedDocuments/Namibia%20First/INDC%20of%20Namibia%20Final%20pdf.pdf) (NDC) to the convention as part of the global efforts to reduce the global temperature increase to below 2 degrees Celsius. The targets based on the 2010 inventory estimates and socio-economic projections for the 2030-time horizon, Namibia pledged to reduce 89% of its GHG emissions.  In fulfillment of its reporting obligations under the convention, Namibia has prepared and submitted three National Communications (NCs) and three BURs to the UNFCCC, namely: the [Initial National Communication (INC)](https://unfccc.int/sites/default/files/resource/Namibia%20INC.pdf) in 2002; the [Second National Communication (SNC)](https://unfccc.int/sites/default/files/resource/NSNC_highres_13sept-email.pdf) in 2011; and the [Third National Communication (TNC](https://unfccc.int/sites/default/files/resource/namnc3.pdf)) in 2015 in accordance with articles 4 and 12 of the Convention. Namibia is currently preparing its Fourth National Communication (NC4) which is due for submission in December 2019.  In accordance with enhanced reporting as mandated in decisions taken during COP 16 and 17 for non-Annex I Parties, Namibia prepared its [First Biennial Update Report (BUR1)](https://unfccc.int/sites/default/files/resource/First%20Biennial%20Update%20Report%20of%20Namibia.pdf) that was submitted in 2014, the [Second Biennial Update Report](https://unfccc.int/sites/default/files/resource/Namibia-BUR2_10%20November%202016%20.pdf) in 2016, and the [Third Biennial Update report](https://unfccc.int/sites/default/files/resource/Namibia%20BUR3%20FINAL.pdf) in 2019, making Namibia one of the leading NAI who have been complaint in timely submitting BURs. The BUR1, 2 and 3 made significant progress in establishing a sustainable Institutional Arrangements (IAs), setting up, strengthening and capacitating working groups to undertake mitigation and GHG inventories, including proposing a domestic Monitoring, Reporting and Verification (MRV) system.  BUR4 will aim to build on the achievements, lessons learnt, and challenges faced during the previous BURs and NCs and the on-going NC4. BUR4 will provide and update on; improved institutional arrangement and update on the national circumstances; the national Greenhouse Gas (GHG) Inventory for the year 2016; Mitigation actions and their effects; and information on domestic Measurement Reporting & Verification. For synergies and sustainability BUR 4 will be implemented using the already existing BURs/NCs Project Management Unit (PMU) housed in the Ministry of Environment and Tourism (MET), Department of Environmental Affairs (DEA), Division Multi-lateral Environmental Agreements (DMEA), Climate Change Unit (CCU). | | | |
| **Financing Plan** | | | |
| GEF Trust Fund *or LDCF or SCCF or other vertical fund* | | USD 352,000.00 | |
| UNDP TRAC resources | | USD 0 | |
| Cash co-financing to be administered by UNDP | | USD 0 | |
| 1. **Total Budget administered by UNDP** | | **USD 352,000.00** | |
| **Parallel co-financing** (*all other co-financing that is not cash co-financing administered by UNDP)* | | | |
| UNDP | | USD | |
| Government (in-kind) | | USD 50,000 | |
| 1. **Total co-financing** | | **USD 50,000** | |
| 1. **Grand-Total Project Financing (1)+(2)** | | **USD 402,000.00** | |

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| **Signatures** | | |
| **Signature:**  Mrs. Annely Haiphene, Executive Director  **National Planning Commission** | **Agreed by Government** | **Date/Month/Year:** |
| **Signature:**  Mr. Teofilus Nghitila, Executive Director  **Ministry of Environment and Tourism** | **Agreed by Implementing Partner** | **Date/Month/Year:** |
| **Signature:**  Mrs. Alka Bhatia, Resident Representative  **UNDP** | **Agreed by UNDP** | **Date/Month/Year:** |

Contents

[I. List of acronyms 5](#_Toc14447117)

[II. Development Challenge 7](#_Toc14447118)

[III. Strategy 10](#_Toc14447119)

[Project Rationale 10](#_Toc14447120)

[IV. RESULTS AND PARTNERSHIPS 11](#_Toc14447121)

[Enabling Activity Goals, Objectives, and Activities 11](#_Toc14447122)

[Project: Outcomes, Outputs and Activities 11](#_Toc14447123)

[Institutional Framework 18](#_Toc14447124)

[Risks and Assumptions 19](#_Toc14447125)

[Stakeholders engagement 19](#_Toc14447126)

[Gender dimension 20](#_Toc14447127)

[South-South and Triangular Cooperation (SSTrC) 22](#_Toc14447128)

[V. Project Results Framework: 23](#_Toc14447129)

[VI. FINANCIAL PLANNING AND MANAGEMENT, TOTAL BUDGET AND WORK PLAN 29](#_Toc14447130)

[VII. Governance and Management Arrangements 33](#_Toc14447131)

[VIII. Monitoring Framework and Evaluation 39](#_Toc14447132)

[IX. Legal Context 43](#_Toc14447133)

[X. Risk Management 44](#_Toc14447134)

[XI. Mandatory annexes 50](#_Toc14447135)

[Annex A. Multi Year Work Plan: 51](#_Toc14447136)

[Annex B. Terms of Reference for Project Board 56](#_Toc14447137)

[Annex C. UNDP Social and Environmental and Social Screening Template (SESP) - Exempt 66](#_Toc14447138)

[Annex D. UNDP Project Quality Assurance Report (to be completed by UNDP Country Office) 67](#_Toc14447139)

[Annex E. UNDP Risk Log 68](#_Toc14447140)

[Annex F. Results of the capacity assessment of the project implementing partner and HACT micro assessment (to be completed by UNDP Country Office) 71](#_Toc14447141)

[Annex G. STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES 72](#_Toc14447142)

[Annex H. FINAL REPORT OF NAMIBIA’S BIENNIAL UPDATE REPORT’S PROJECT 76](#_Toc14447143)

[Annex I. Gender Analysis and Action Plan 84](#_Toc14447144)

# List of acronyms

AFOLU Agriculture, Forestry and other Land use

BURs Biennial Update Report

BUR2 Second Biennial Update Report

CDM Clean Development Mechanism

COP Conference of Parties

CO Country Office

CPD Country Programme Document

DEA Department of Environmental Affairs

DMEA Division Multi-lateral Environmental Agreements

DOF Directorate of Forestry

DRFN Desert Research Foundation of Namibia

ETPA Education, Training and Public awareness

FBUR First Biennial Update Report

GDP Gross Domestic Product

GEF Global Environment Facility

GHG Greenhouse Gas

GPG Good Practice Guidelines

GRN Government of the Republic of Namibia

KCA Key Category Analysis

INC Initial National Communication

INDC Intended Nationally Determined Contributions

IP Industrial Processes

IPCC Inter-governmental Panel on Climate Change

LPG Liquefied Petroleum Gas

LULUCF Land Use and Land Use Change and Forestry

MAWF Ministry of Agriculture, Water and Forestry

MDGs Millennium Development Goals

MET Ministry of Environment and Tourism

MFMR Ministry of Fisheries and Marine Resources

MME Ministry of Mines and Energy

MIA Multilateral International Agreements

MITSMED Ministry of Industrialisation, Trade and SME Development

MRV Measurement Reporting & Verification

NAI Non-Annex I

NAMA Nationally Appropriate Mitigation Actions

NC National Communication

NC4 Fourth National Communication

NCCAP National Climate Change Strategy and Action Plan

NCCC Namibia Climate Change Committee

NGO Non-governmental Organisations

NMS National Meteorological Services

NPCC National Policy on Climate Change

NPC National Planning Commission

NSA Namibia Statistics Agency

NUST Namibia University of Science and Technology

OPM Office of the Prime Minister

PA Protected Areas

PMU Project Management Unit

SA Self-Assessment

SADC Southern African Development Community

SASSCAL Southern African Science Service Centre for Climate Change and Adaptive Land Use

SME Small and Medium Enterprises

RSO Research and System Observation

SNC Second National Communication

TNA Technology Needs Assessment

TNC Third National Communication

TOR Terms of Reference

UN United Nations

UNAM University of Namibia

UNDAF United Nations Development Assistance Framework

UNDP United Nations Development Programme

UNFCCC United Nations Framework Convention on Climate Change

V&A Vulnerability and Adaptation

WG Working Group

# Development Challenge

Namibia ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1995 and acceeded to its Kyoto Protocol in 2003, as a non-Annex I (NAI) Party. Namibia also ratified to the Paris Agreement in 2016. As a Party to the convention Namibia has the obligation to report on the measures adopted and implemented through its policies and measures to adapt to and mitigate the effects of climate change, thereby contributing to the attainment of the objective of the Convention. Namibia prepared and submitted its Nationally Determined Contribution to the convention as part of the global efforts to reduce the global temperature increase to below 2 degrees celcius. The targets based on the 2010 inventory estimates and socio-economic projections for the 2030 time horizon as baselines are a national mitigation potential of the order of 20,054 Gg CO2 eq decomposed into 1301 Gg CO2 eq in the Energy sector, 36 Gg CO2 eq in the IPPU sector, 18,513 Gg CO2 eq in the AFOLU sector and 205 Gg CO2 eq in the waste sector.

Thus far, Namibia has prepared and submitted three National Communications (NCs) and three BURs to the UNFCCC, namely: the Initial National Communication (INC) in 2002; the Second National Communication (SNC) in 2011; and the Third National Communication (TNC) in 2015 in accordance with articles 4 and 12 of the Convention. Namibia is currently preparing its Fourth National Communication (NC4) which is due for submission in December 2019.

In accordance with enhanced reporting as mandated in decisions taken during COP 16 and 17 for non-Annex I Parties, Namibia prepared its First Biennial Update Report (BUR1) that was submitted in 2014, the Second Biennial Update Report in 2016, and the Third Biennial Update report in 2019, making Namibia one of the leading NAI who have been complaint in timely submitting BURs. The BUR1, 2 and 3 made significant progress in establishing a sustainable Institutional Arrangements (IAs), setting up, strengthening and capacitating working groups to undertake mitigation and GHG inventories, including proposing a domestic Monitoring, Reporting and Verification (MRV) system.

The INC and SNC were purely outsourced to consultants and activities were done on adhoc basis. With the enhacement of the reporting requirements that came into force since last few years, which started with BUR1, these institutional arrangements have since become outdated. The present situation of reporting every 2 years (BURs) and every 4 years (NCs), demands for a permanent structure to enable the sustainable and continuous production of these reports while guaranteeing their quality. In addition, there is a need to develop and establish permanent systems for monitoring, reporting and verifying mitigation actions (MRV) and other activities related to the Convention so that Namibia may honour its MRV engagements on both the national and international fronts. Additionally, there will also be the need to keep track of the implementation of the NDC post 2020.

The existing institutional arrangements were no longer appropriate and sustainable under the new reporting requirements. The Ministry of Environment and Tourism (MET) during BUR1, 2, 3 and TNC preparation, embarked on a full exercise of reviewing the existing set-up towards developing and implementing new and more robust institutional arrangements for meeting the enhanced and more frequent reporting obligations, including the production of BURs.

The decision was made to shift from outsourcing the different elements of the Convention reports to having them produced in-house. The exercise started during BUR1 and TNC (and carried on with the subsequent BURs and NCs), after the decision taken during COP 17 in 2012. While the National Climate Change Committee (NCCC) and the Climate Change Unit (CCU) were kept in place, an institutional mapping was done by the latter, which kept the responsibility of coordinating the production of the reports, to identify all stakeholders who would have a role and contribution to bring in the production of better quality NCs, the BURs and development of the MRV system. A round of one on one institutional consultations to engage stakeholders was made and this was followed by formalization through official letters inviting nominations of representatives. This led to the formation of the GHG, Mitigation and V&A Working Groups. The working groups, at different occasions, were then called for a brainstorming session to present the new requirements for meeting reporting standards, to discuss implications for the institutions and agree on their roles, expected contributions and responsibilities, namely for production of the National GHG inventory. It became evident during these consultations that a serious lack of capacity existed. The consensus on addressing the gap was to make an attempt, with minimal outsourcing during BUR1, 2 & 3. Concurrently, this serves for continuous capacity building to enable the stakeholders assume their new responsibilities.

Within the planned institutional arrangements, there will be a sharing of responsibilities between the coordinating body, the CCU of MET, taking on most of the planning, preparation, quality control, archiving, evaluation and validation roles and the other stakeholders concentrating on the preparation of the more technical components, including data collection and validation, performing technical tasks like compilation of the GHG inventory, producing draft reports and documenting these. During the exercise of strengthening of the existing institutional arrangements while preparing the BUR3, numerous and very daunting challenges cropped up. The most urgent ones were:

* Insufficient capacity of the coordinating body as well as lack of institutional and technical skills within the different thematic areas of the GHG Working Groups for NC/BUR;
* To maintain a motivated permanent coordinating body and/or personnel;
* Staff scarcity / unavailability in collaborating institutions due to their already overloaded schedules and staff turn-over; and
* Lack of incentives and adequate funds to develop and maintain the national system in place.

It was also evident during the preparation of previous BURs and NCs that the development and implementation of robust institutional arrangements will take considerable time to become fully operational and run smoothly. It is anticipated that this will take two to three rounds of BURs and NCs to achieve the required quality and standards. Hence BUR4 seeks to continue the work from the previous BURs of setting up a robust institutional framework by addressing the challenges identified during the previous BURs mentioned above.

In accordance with decisions 1/CP.19 and 1/CP.20 of the Conference of the Parties (COP), Namibia prepared and submitted its Nationally Determined Contribution NDC to the UNFCCC towards achieving the ultimate objective of the convention as set out in Article 2 before the 1st of October 2015. In its (i)NDC, Namibia aims at reducing 89% of its GHG emissions by 2030 compared to the BAU scenario. The projected GHG emissions to be avoided in 2030 is of the order of 20000 Gg CO2-eq inclusive of sequestration in the AFOLU sector compared to the BAU scenario. This is subject to the provision of technical, capacity building and financial support to the tune of US$33 billion.

The Fourth BUR project will build on the previously prepared national communications and biennial update reports and aim to address lesson learnt and capacity-building needs identified by the technical analysis carried out through the [International Consultation and Analysis](https://unfccc.int/documents/28347) (ICA) process for previous BURs, and the Quality Assessment exercise held by UNFCCC and the UNDP-UNEP Global Support Program, mainly:

* Enhance Institutional Arrangements and Institutional capacities to fully take over preparation of NCs and BURs;
* Further develop the domestic MRV system to track and report on implementation of the Convention as required by the UNFCCC Guidelines contained in decisions 2/CP.17 and 17/CP.8.;
* Attempt at expanding coverage of GHG inventory to include Incineration, Ozone Depleting Substances, Refrigeration, Industries not covered for their wastewater;
* Improve the Energy balance of the country to increase specificity of fuel allocation;
* Improve the QA/QC process to further enhance the quality of the inventory;
* Confirm the approach adopted for the Land sector through new maps for determining land use changes;

Namibia will prepare and submit its Fourth Biennial Update Report to the UNFCCC in December 2020.

# Strategy

## Project Rationale

Namibia is one of the leading NAI countries in fulfilling its obligations in terms of reporting. Namibia has so far managed to prepare and submit three National Communications and three Biennial Update Reports. At the time of preparing this document Namibia was one of the only 4 NAI countries to submit their BURs. Namibia is also one of the few developing countries to submit to the UNFCCC secretariat three stand-alone National GHG Inventory Reports (NIRs), namely: the [NIR 1](https://unfccc.int/sites/default/files/resource/National%20GHG%20Inventory%20Report%20Republic%20of%20Namibia%2027%20Sep%2015%20Final%20version%20%28002%29.pdf), with a GHG inventory for 2000 to 2010; the [NIR 2](https://unfccc.int/sites/default/files/resource/NIR%202%20Namibia%20final%20version%20.pdf), with a GHG inventory of 2000 to 2012; and [NIR 3](https://unfccc.int/sites/default/files/resource/Namibia-NIR3-Final%20Version-Part1-2018-10-21%20%281%29.pdf) with a GHG inventory for the years 1994 to 2014, as per the recommendations from ICA process to date back. Namibia was also one of the first countries to participate in the first [technical review conducted by the Technical Team of Experts (TTE)](http://unfccc.int/national_reports/non-annex_i_parties/ica/technical_analysis_of_burs/items/10054.php) on BUR1. Furthermore the country underwent the [second ICA](https://unfccc.int/sites/default/files/resource/docs/2017/tasr/nam.pdf) Process on BUR2, where numerous gaps such as the inclusion of f-gases and the dating back to the 1990 for the inventory to have a complete time series, were made. Namibia also underwent the second [Facilitative Sharing of Views](https://unfccc.int/sites/default/files/resource/20190225_FSVR.2_NAM_final%20version.pdf) (FSV) on the second BUR. Namibia has made strides in addressing some of the comments and capacity building needs identified during the ICA and FSV process, however, like most NAI countries, Namibia is still facing various challenges. Setting up a robust sustainable institutional arrangement has been one such challenges, considering that Namibia only started making the transition from fully outsourcing to some form of in-house reporting. The approach taken during the preparation of the third national communications, and now the fourth, has to a certain extent, built technical and institutional capacities, and more improvements were made under BUR1,2&3.

However, due to time, financial and other limitations, like staff turn-over, there is still a serious need for further capacity building and development of institutional arrangements, as indicated in the improvement plan and from the capacity building report from the technical review. The BUR4 will provide the platform to further strengthen the existing institutional arrangements and enhance capacity of the working groups established under previous NCs and BUR projects. This will be done in harmonization with the currently on-going Fourth National Communication and the Capacity Building Initiative for Transparency (CBIT) project if approved. Working group members during the previous processes made recommendation on how to further capacitate them, this will be taken into consideration during the BUR4 process. This include having targeted sector specific trainings and developing simplified spread sheets to help facilitate the activity data collection process and also for institutional memory to deal with the issue of staff turn-over.

# RESULTS AND PARTNERSHIPS

## Enabling Activity Goals, Objectives, and Activities

Namibia became the first NAI country in 2014 to submit its first BUR, it has remained complaint by meeting its requirements in submitting the BUR2 in 2016. As of the time of preparing this document, Namibia is only one of the three NAI parties to have submitted its BUR3. Namibia has also managed to submit 3 stand-alone NIRs and have undergone two rounds of ICA process. However, like most NAI countries, Namibia is still facing various challenges. Setting up a sustainable institutional arrangement has been one such challenges, considering that Namibia only started making the transition from fully outsourcing to some form of in-house reporting. The approach taken during the preparation of the three communications has, to a certain extent, built technical and institutional capacities, and more improvements were made under NC4 and BUR1, 2 & 3 and more will be achieved under BUR4 taking into account the lessons learned, gaps and challenges.

**Goal:** To fulfill the decisions of COP 16 & 17, which require developing countries to submit biennial update reports (BURs) containing updates of national greenhouse gas inventories, including a national inventory report and information on mitigation actions and their effects, and support needed and received.

**Objective:** Enable Namibia to prepare and submit its Fourth Biennial Update Report in line with COP 16 & 17 decisions and the guidelines for the preparation of BURs from non-Annex I Parties contained in annex III of decision 2/CP.17.

The project is prepared in line with GEF 7 Climate Change Focal Area Strategy under the objective: Fostering enabling conditions for mainstreaming mitigation concerns into sustainable development strategies. The project aligns with national priorities such as the national climate change strategies and plans, the NDC, National Communications and Biennial Update Reports. The objectives will be met through the Enabling Activity “Preparation and submission of the Fourth Biennial Update Report of the Republic of Namibia for the fulfillment of its obligations under the UNFCCC”.

Namibia intends to further strengthen institutional, technical and analytical capacities through the preparation of the BUR4 with the financial assistance of the GEF. The main outcomes, outputs and activities:

## Project: Outcomes, Outputs and Activities

**COMPONENT A) INSTITUTIONAL ARRANGEMENTS AND NATIONAL CIRCUMSTANCES; CONSTRAINTS AND GAPS, AND RELATED FINANCIAL, TECHNICAL AND CAPACITY NEEDS; AND OTHER INFORMATION CONSIDERED RELEVANT.**

The Institutional arrangements adopted during the preparation of the previous BURs and NCs, which is outlined under section A, will be further strengthened through more capacity building and consultations with stakeholders. The adopted institutional arrangements will be reviewed in light of shortcomings encountered during preparation of BUR3 and updated with new stakeholders added as necessary. The roles of the various institutions will be reviewed to enhance their participation in the UNFCCC process to improve the quality of the BURs and NCs. Engagement with UNAM and NUST will also be initiated in order to strengthen their role in reporting. One key institution which will be targeted is the National Statistics Agency (NSA), after their strong role in providing data was realized and appreciated during the previous BURs Information on the Institutional Arrangements and the framework being improved, including the whole list of stakeholders, to enhance effective implementation of the Convention and reporting thereon to the UNFCCC will be provided in the BUR4.

Information on the national circumstances presented in the previous NCs and BURs will be reviewed and updated to reflect mainstreaming of climate change issues within the development plans and strategies of the country. This component will provide the latest information as far as possible on the geography, demography, natural resources, socio-economic and environmental profiles, climate, land use, health and other sectors with particular reference to climate change impacts, adaptation, emissions and sinks, mitigation and other related information on Namibia’s efforts to implement the Convention. Thus, the UNFCCC will be provided with the most complete set of latest information.

Constraints and gaps related to financial, technical and capacity needs submitted under the previous BURs will be reviewed and new ones identified if any. This will also track any technical, financial and capacity support received as called for under the Doha work Programme on Article 6 of the convention. BUR4 will also identify any progress on capacity development that may have occurred since the previous BUR as well as ways to ensure that the capacity building efforts are mainstreamed into the relevant sector institutions.

Description of the support needed and information on the level of support received for the preparation of the BUR; Other information considered relevant to the attainment of the objective of the convention, such as progress on implementation of national strategies on climate changes outlined in the NCCSAP will be collected and reported.

**Outcome 1: Existing Institutional arrangements strengthened and information on national circumstances updated, with respect to climate change.**

* *Output 1.1: Description of the strengthened institutional arrangements, with gender responsive stakeholders’ involvement, put in place to enable Namibia successfully prepare its biennial update reports and national communications on a continuous basis.*

*Main activities:*

1. Review the current existing institutional arrangements established under the previous NCs and BUR processes
2. Identify additional key stakeholders needed, if any, in order to ensure for the successful preparation and submission of BUR4
3. Conduct refresher courses for old working group members and introductory workshops for new members
4. Draft letters to Executive Directors and heads of key institutions to remind them of their roles in the NCs/BURs processes and their nominated staff members
5. Conduct further consultations with key stakeholder to get their buy-in and support into the BURs and NCs processes
6. Conduct consultations with heads of key stakeholders’ line ministries and institutions to raise awareness and get buy-in
7. Organize and conduct targeted sector specific capacity building trainings for the existing working groups
8. Explore options of formalising the institutional arrangements established
9. Initiate consultations with NUST and UNAM to introduce the BURs/NCs Processes and explain their potential future roles
10. Initiate the Memorandum of Agreement (MoA) process with NSA in order to formalise the collaboration
11. Update and draft the IA chapter of the BUR4

* *Output 1.2: Provision of updated information on Namibia’s socio-economic and environmental profiles including geography, natural resources climate and land use amongst others*
* *Output 1.3: Description of Namibia’s development priorities and specific needs and concerns at national and regional levels arising from adverse effects of climate change*
* *Output 1.4: Provision of information on gender issues, namely barriers to women’s participation as stakeholders in climate change responses and including disaggregated data on efforts deployed for their inclusion in ongoing and future activities*

*Main Activities:*

1. Review and update data used in the National Circumstances using latest data from institutions like Namibia Statistics Agency (NSA), National Planning Commission (NPC), Ministry of Agriculture, Water and Forestry (MAWF), Ministry of Industrialization, Trade and SME Development and other data sources.
2. Review documents like the recently launched Fifth National Development Plan (NDP5), the Harambee Prosperity Plan (HPP), Targeted Investment Programme for Employment and Economic Growth (TIPEEG), and latest Population and housing census and the 2013 agricultural census by NSA
3. Update and draft the national circumstances chapter of BUR4.

**Outcome 2: Constraints and gaps, and related financial, technical and capacity needs identified and solutions identified**

* *Output 2.1: Updated technology, financial and capacity needs for mitigation assessed;*
* *Output 2.2: Review, assess and identify constraints, gaps, technology, financial and capacity needs and propose solutions;*
* *Output 2.3: Information updated on technology needs and technology support received.*

*Main Activities:*

1. Review the constraints and gaps, and related financial, technical and capacity needs, to determine if they are still relevant and if any new ones have come up since the previous reporting.
2. Organise and hold consultations with key institutions such as Ministry of Mines and Energy, to identify constraints and gaps, and related financial, technical and capacity needs, in accordance with the identified mitigation actions and others.
3. Organise and hold consultations with key stakeholders to identify potential solutions to the identified constraints and gaps, and related financial, technical and capacity needs.
4. Complete the chapter on national constraints and gaps, related financial, technical and capacity needs, to be included in BUR4.

**Outcome 3: Other information considered relevant to achievement of the objective of the convention reported**

* *Output 3.1: Identification and review of all information relevant to the achievement of the objective of the convention;*
* *Output 3.2: Documentation and reporting of the information to the UNFCCC according to COP decisions applicable to BURs;*
* *Output 3.3: Information on the level of technical, financial and capacity building support received to enable the preparation and submission of the BUR4.*

*Main Activities:*

1. Review and document all relevant documents, policies and strategies contributing towards the achievement of the objective of the convention
2. Review and document all technical, financial and capacity building support received during the BUR4 preparation process
3. Complete chapter on other information considered relevant to the achievement of the objective of the convention

**COMPONENT B) NATIONAL GREENHOUSE GASES INVENTORY**

Namibia has made constant progress in its reporting and will continue to do so in the future. Improvements achieved on the GHG inventory and reported in the BUR3 is reproduced below:

“The Initial and Second National Communications of the Republic of Namibia to the United Nations Framework Convention on Climate Change included the National Inventory of greenhouse gases for base years 1994 and 2000. These inventories were compiled using the Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories (**IPCC, 1997**). These inventories have all been compiled using the sectoral bottom-up approach, **Tier 1 level**, and the GHG Inventory software. The reference approach has also been used for the Energy sector, to enable comparison of the two methods. The gases addressed were carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), oxides of nitrogen (NOₓ), Sulphur dioxide (SO₂), non-methane volatile organic compounds (NMVOCs) and the precursor carbon monoxide (CO). A third Inventory has been compiled using a mix of **Tiers 1 and 2** for the first Biennial Report and submitted to the UNFCCC in 2014. The fourth and fifth inventories have been submitted as stand-alone national inventory reports. The **IPCC 2006** Guidelines and software were used for compiling these inventories. This sixth GHG inventory is presented as a stand-alone national inventory report as an accompanying document to the third Biennial Update Report. It provides data on GHG emissions by sources and removals by sinks for a full-time series for the period 1994 to 2014. This inventory is exhaustive to the maximum, covering all source categories as far as possible, at the detailed level most appropriate for the country. Once again, a mix of Tiers 1 and 2 has been adopted”. The Fourth NC, currently under preparation, will provide update of the GHGI up to 2015 year. Improvements identified in the BUR3 and supported by GSP during their review for action during future reporting are:

* Attempt at collecting missing AD for improving the completeness of the inventory, namely use of N₂O for medical applications, ODS and incineration of medical waste;
* Improve the Institutional arrangements to ensure annual provision of AD for preparing the inventory;
* Develop and implement a QC management system;
* Improve AD for the AFOLU sector through production of new maps to generate land use changes, national stock and Emission factors, possible use of Collect earth for confirming the assumptions and data used;
* Develop legal arrangements for securing collaboration of other institutions for AD;
* Improve on documentation and archiving; and
* Capacity building in various areas of inventory compilation;
* The importance of including national consultants in the process.

**Outcome 4: National GHG inventory on emissions by sources and removal by sinks prepared for the year 2016 and support to the enhancement of the GHG data collection system**

* *Output 4.1: Further strengthen the capacity of the Working Groups, to tackle categories of the 4 IPCC sectors, namely: Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU), and Waste such as ODS, SF6 and HWP;*
* *Output 4.2: Further sector specific consultation at high level to further strengthen the existing Institutional Arrangements (IA) to sustainable produce quality national reports to the Convention;*
* *Output 4.3: High level consultations with National Statistics Agency (NSA) for data provision and quality control and archiving initiated;*
* *Output 4.4: High level consultations with the academia (University of Namibia (UNAM), Namibian University of Science and Technology (NUST) & International University of Management (IUM) initiated for their collaboration in deriving stock and emission factors in the medium term for increasing the accuracy of GHG estimates;*
* *Output 4.5: Activity data for the energy, IPPU, AFOLU, and waste sectors collected, quality controlled and fed into the 2006 IPCC software for the year 2016 and emission estimates generated including Uncertainty analysis, Key Category Analysis and an improvement plan with all the steps, procedures, AD and workings documented and added to the existing database;*
* *Output 4.6: Emission factors for key source categories improved to represent national circumstances as feasible;*
* *Output 4.7: Constraints and gaps as well as further capacity building needs are identified and reported;*
* *Output 4.8: A stand-alone National inventory Report (NIR) is produced for 1990 and the period 1994 to 2016 to be in line with COP recommendation as per the UNFCCC Guidelines for BURs (Decision 2-CP/17) and a GHG inventory chapter for the same years for inclusion into the BUR4.*

*Main activities:*

1. The established national GHG inventory management system and institutional arrangements are strengthened, thus reflecting the improvements in the institutionalization process that started with the previous BURs and ongoing with the NC4;
2. Further sector specific capacity building imparted to the GHG working group members on the categories listed under improvements to produce better quality inventories;
3. Initiate consultation with NSA, NUST and UNAM to understand the role they can play in developing national stock and emission factors for future NCs and BURs
4. Activity data collected for the Energy, IPPU, AFOLU and Waste sectors for the years 1991 to 1994 and 2016
5. Emission factors are reviewed and improved as far as possible, for the key source categories to better reflect national circumstances and improve the quality of the inventory;
6. Estimates of emissions and/or sinks computed using the IPCC 2006 Guidelines and software, attempting to move to the Tier 2 level wherever country specific parameters are available and suitable;
7. The existing database from the previous BURs will be consolidated with the data collected for the years 1991 to 1994 and 2016 and archived with the NSA and MET for improved time series consistency;
8. GHG inventory estimates and sinks for the IPCC categories are computed and reported for the years 1991 to 1994 and 2016 including the KCA and Uncertainty analyses, and the improvement plan for the previous inventory implemented;
9. A stand-alone NIR and a chapter is written for inclusion in the BUR4 report on the years mentioned above.

**COMPONENT C) MITIGATION ACTIONS AND THEIR EFFECTS; AND INFORMATION ON DOMESTIC MEASUREMENT REPORTING AND VERIFICATION**

Namibia presented its mitigation actions in a tabular format with the required information such as name, description, information on the nature of the action, coverage, quantitative goal and progress indicators including emissions avoided and socio-economic benefits recorded. During the TTE review for the Second BUR, a number of gaps and challenges were identified. This includes: Institutional capacity-building to create an enabling environment to remove barriers and speed up the process of implementing mitigation projects; Capacity-building to enhance work on new mitigation measures and the preparation of project proposals; Institutional capacity-building for data collection, especially the data necessary for the design and implementation of mitigation actions in the AFOLU sector;  Institutional capacity-building to deal with complexities to work with multiple stakeholders at different levels when designing and implementing mitigation actions in the AFOLU sector; Institutional capacity-building to identify measures aiming at incentivizing stakeholders to design mitigation actions related to waste to energy; Capacity-building to enhance the transparency of the report on mitigation actions for all sectors, by separating methodologies and assumptions used to identify potential emission reductions, and providing quantified information on GHG reductions, as well as information on the time of completion, or the horizon for implementation; Urgent enhancement of technical and capacity-building for the implementation of mitigation projects; Estimation of GHG emission reductions anticipated from, or achieved through, mitigation actions and policies; and Local capacity-building to enable the transition to a sustainable domestic MRV system managed and delivered by Namibian public and private sector institutions.

Within the framework of the BUR3, data has been collected and analyzed with a focus on improving reporting of information provided in previous BURs on mitigation actions. However, shortcomings still exist within the system in place to collect and report exhaustively on mitigations actions implemented, namely by the private sector and that capacity building and more concerted efforts will be required.

Efforts have been deployed to develop the MRV systems and build capacity domestically to sustainably assess and report emissions, mitigation actions, including emissions reductions and support needed and received within the framework of the UNFCCC, but there remain challenges relating to:

• Systematic availability of all data required for the UNFCCC reports;

• Sufficiency of resources to implement the MRV components exhaustively;

• Adequate capacity to undertake mitigation assessments; and

• Formalized roles and responsibilities of institutions and individuals for accountability.

**Outcome 5: Mitigation actions described, and their effects investigated**

* *Output 5.1: Strengthen the technical capacity of the Mitigation Working Groups to track mitigation actions and collect required data for reporting to the UNFCCC;*
* *Output 5.2: Consultation with key stakeholders to review institutional arrangements towards an improved information flow on mitigation actions being implemented or planned;*
* *Output 5.3: Data collection and analysis of information relevant for reporting in the BUR on mitigation actions or group of actions implemented or planned;*
* *Output 5.4: Provision of information on mitigation actions implemented or planned as per the UNFCCC Guideline for BURs including, sector, coverage, objectives, methodologies, assumptions, benefits, emissions avoided, or potential mitigation estimates vis-à-vis NDC GHG reduction targets and analysis of the availability of gender disaggregated data and identification of gaps and needs (both technical and financial) under national circumstances component;*
* *Output 5.5: Investigate the effects of the mitigation actions on other sector;*
* *Output 5.6: A stand-alone mitigation report produced and a chapter on mitigation for inclusion in the BUR4 produced.*

**Outcome 6: Information on domestic Measurement, Reporting and Verification included**

* *Output 6.1: Reviewed and updated information on the functionality of the existing domestic Measurement, Reporting & Verification (MRV) for inclusion and submission in the BUR4 according to national circumstances and capacity and taking into account the different nature of the mitigation actions, as identified in BUR4.*

*Main activities:*

1. Further strengthen the established national mitigation working group through reviewing the memberships and continued capacity buildings, trainings and high-level consultations;
2. Data collection and analysis of relevant information regarding mitigation actions or group of actions developed and planned by type of action (the focus of the mitigation action, i.e. which instruments are used as mitigation actions), scope (the coverage of the mitigation action by sector, geography or technology) and source of funding i.e. domestically, internationally supported or accredited);
3. Conduct a mitigation analysis, identifying the priority mitigation actions and their effects on both GHG emissions and non-GHG related impacts (such as sustainable development and other relevant impacts);
4. Calculate the GHG emissions avoided and track the progress towards the attainment of the targets set in the NDC;
5. Draft a stand-alone mitigation report and chapter to be included in BUR4;
6. Update and enhance the MRV framework on bottom-up sector / mitigation action specific elements;
7. Hold consultations with key stakeholders to explain the updated MRV framework presented in BUR3 and the different roles of the stakeholders in the implementation of the MRV system;
8. Draft a chapter on the new MRV as per the inputs obtained;
9. Information on any International market mechanisms.

**COMPONENT D) PREPARATION AND SUBMISSION OF BIENNIAL UPDATE REPORT; AND MONITORING AND EVALUATION.**

When all of the above activities are completed, BUR4 will be drafted and circulated to the various working groups for comments and inputs. The inputs will then be consolidated and after clearance from the NCCC, the final Fourth Biennial Update Report (BUR4) will be compiled according to the UNFCCC guidelines and it will be submitted to the UNFCCC in December 2020. The M&E will be an on-going integral part of the project implementation to ensure that all activities are achieved from the inception to the final report. During inception phase, Gender analysis and action plan will be developed to set the priorities and guide gender mainstreaming into project activities during implementation phase.

**Outcome 7: Fourth Biennial Update Report prepared and submitted to UNFCCC**

* *Output 7.1: Fourth Biennial Update Report compiled and submitted according to the guidelines as outlined Dec. 2/CP. 17 Annex III for non-Annex I parties.*

*Main activities:*

1. Consolidation of inputs from all output chapters leading to a draft BUR4;
2. Internal and external technical reviews of the draft BUR4;
3. Validation and endorsement of the final BUR3 by the NCCC serving as the steering committee;
4. Submission of the report to the UNFCCC in 2020.

**Outcome 8: Monitoring and Evaluation of the project outcomes and outputs done**

* *Output 81: Inception workshop organized, and Inception report prepared including Gender Analysis and Action Plan;*
* *Output 8.2: Project financial and progress reports prepared and submitted according to M&E plan;*
* *Output 8.3: End of project report with lessons learnt, gaps and recommendations for the future work prepared.*

*Main Activities:*

1. Organize and hold inception workshop and produce inception report
2. Perform quarterly and periodic M&E
3. Prepare annual and quarterly reports for MET and UNDP
4. Prepare final evaluation report
5. Organise for project audits
6. Participate in quarterly NCCC meetings to report on progress and receive guidance.

## Institutional Framework

The Climate Change Unit (CCU) in MET spearheaded the process of preparing the previous NCs and BURs, in its capacity as National Focal Point (NFP) of the convention, with the multi-sectoral NCCC providing the overall oversight. The same framework adopted for the previous reporting processes will be followed. The BUR4 preparation process will be implemented using the same structures set up under previous NCs and BURs and will aim to further strengthen them. For synergies and harmonization of both financial and technical resources, Namibia made a decision to implement BURs and NCs together utilising the same structures and PMUs, which is already established and functional.

Table 1. Institutional Arrangements

**GHG inventory Coordinator**

CCU unit of MET

**Capacity Building**

CCU unit of MET

**QA/QC Coordinator**

CCU unit of MET

**Archiving**

National Statistics Agency and CCU unit of MET

**Waste sector** Ministry of Environment & Tourism

**Energy sector**

Ministry of Mines and Energy

**AFOLU sector** Ministry of Agriculture, Water Affairs and Forestry

**IPPU sector**

Ministry of Indus, Trade & SME Dev

**Emission Factor improvement**

Research Institutions and Universities

**Data providers**,

National Statistics Agency and other stakeholders

## Risks and Assumptions

Enabling activities are exempted from a full Social and Environmental Risk assessment as they do not have direct activities on the ground which could pose any environmental or social problems. Hence no SESP was conducted for this fourth Biennial Update Report to the UNFCCC. However other risks and assumptions which maybe encountered during the implementation are presented in Annex E: Risk log.

## Stakeholders engagement

NCs and BURs are cross-cutting in all economic sectors, hence the need to involve and engage stakeholder in order to ensure successful implementation reporting. The CCU of MET conducted meetings and one to one consultation during the preparatory/design phase of the project to buy in the maximum number of stakeholders who have some sort of contribution to make in its preparation. Their collaboration has thus been secured, as already reported in previous BURs and NCs work and this will continue for the preparation of the BUR4.

The main stakeholder will be the Ministry of Environment and Tourism, through the CCU of the Directorate of Environmental Affairs, which will be the body responsible for executing and coordinating the project, with the oversight and monitoring being provided for by the National Climate Change Committee (NCCC). The project will be implemented under the NCs/BURs Project Management Unit (PMU) of CCU, which is already established and operational. The project will be implemented with a broad base of stakeholders through the established working groups. These include, but are not limited to the Ministry of Agriculture, Water and Forestry; Ministry of Mines and Energy; Ministry of Works, Transport and Communication; National Planning Commission; Ministry of Industrialization Trade and SME Development; Ministry of Gender Equality and Child Welfare; Nampower; University of Namibia; Namibia University of Science & Technology; Namibia Statistics Agency; the private sector; civil society groups, NGOs and community organizations. The roles of the main stakeholders in the BUR4 preparation process are more explicitly given below:

| Stakeholder | Role |
| --- | --- |
| Ministry of Environment and Tourism | Implementing agency and overall coordination |
| Ministry of Agriculture, Water and Forestry | GHG inventory lead for AFOLU Sector, including mitigation |
| Ministry of Industrialization, Trade and SME Development | GHG inventory lead for IPPU Sector |
| Ministry of Mines and Energy | GHG inventory lead for Energy sector, including mitigation |
| Ministry of Environment and Tourism | GHG Inventory lead for Waste Sector |
| Ministry of Works, Transport and Communication | Activity Data (AD)and other information on transport, road infrastructure |
| Ministry of Fisheries | AD and other information on Fisheries sector |
| Ministry of Gender Equality and Child Welfare | Mainstreaming gender in climate change responses |
| National Planning Commission | Info on policies and strategies, and funding and MRV coordination |
| Nampower | AD and other info on electricity generation |
| Namibia Statistics Agency | AD and info for GHG inventory, archiving and socio-economics scenarios |
| University of Namibia | Develop national emission factors |
| Namibia University of Science & Technology | Develop national emission factors |
| Electricity Control Board | Info on energy policies and electricity generation |
| Namibia Roads Authority | Activity Data (AD) on vehicles and road transport |
| Namibia Airports Authority | AD on civil aviation |
| Department of Forestry | AD on FOLU, develop emission and other stock factors |
| Namibia Agronomic Board | AD and info on agriculture, fertilizer and practices |
| City Council of Windhoek | AD on waste for inventory and mitigation |
| Swakopmund and Walvis Bay councils | AD on waste for inventory and mitigation |
| Meat Cooperation of Namibia (Meatco) (Parastatal) | AD on livestock sector |
| Agra | AD and information on agriculture, fertilizer and practices |
| Desert Research Foundation | Studies and surveys for GHG inventory and EFs |
| FeedMaster | Info on livestock feeds |
| TransNamib | AD on rail transport |
| Civil aviation office | AD on LTOs and bunkering |

The project team will create mechanisms for effective gender responsive stakeholder engagement and will ensure the meaningful participation of targeted groups. Efforts will be made to take into consideration the needs of excluded and marginalized groups, which are more affected by climate change. For this purpose, the project team will use various tools, including design thinking, behavioral science, and foresight, thus creating a collaborative space where different stakeholders will join forces to design policies and actions that will contribute to mitigation of GHG emissions and will enhance the resilience and adaptive capacities to climate change on national and local levels.

A preliminary Stakeholder engagement plan includes the following meetings:

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

## Gender dimension

Government of Namibia is very conscious of the gender dimensions and has been promoting the participation of women and most vulnerable communities to climate change in its actions. Though not reported in a disaggregated manner in previous NCs and BURs, women are treated on the same footing as men in various committees and working groups for decision-making as well as implementation of activities. Women also benefited from training and capacity building with regards to the different thematic areas on climate change. This is reflected in the four ongoing projects of the Environment Investment Fund of Namibia within the framework of the Green Climate Fund and GEF that directly addresses the gender dimension and the needs of the most vulnerable groups of the country. These are:

1. Scaling Up Community Resilience to Climate Variability and Climate Change in Northern Namibia, with a special focus on Children and Women (SCORE)
2. Climate Resilient Agriculture in three of the Vulnerable Extreme northern crop growing regions (CRAVE);
3. Empower to adapt: Creating Climate Change Resilient Livelihoods through Community-Based Natural Resource Management in Namibia; and
4. Improving Rangeland and ecosystem management practices of smallholder farmers under conditions of climate change Sesfontein, Fransfontein and Warmquelle areas of the Republic of Namibia

Under the Fourth BUR project, the update of the national circumstances will disaggregate relevant data by sex with the objective to better understand how the social and economic differences between men and women affects the capability of dealing with mitigating to climate change. Seeing that women are being acknowledged as agents of change who make important contributions to climate change adaptation and mitigation, a gender perspective will be incorporated in the preparation of mitigation actions.

The project will encourage the active participation of women and men in decision-making processes. Gender balance will be considered in project management structures and capacity building actions (trainings, workshops). The guidance on gender integration through the NCs and BURs developed by the Global Support Programme (GSP) through UNDP and in collaboration with UNEP and GEF will be applied. In addition in line with [the GEF SEC’s policy on gender equality](http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.53.04_Gender_Policy.pdf)[[1]](#footnote-1) and [Guidance to advance gender equality in GEF projects and programs](http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.Inf_.05_Guidance_Gender_0.pdf)[[2]](#footnote-2), project will prepare and finalize [Gender analysis and Gender action plan](https://intranet.undp.org/unit/bpps/sdev/gef/_layouts/15/WopiFrame.aspx?sourcedoc=/unit/bpps/sdev/gef/Gender%20Library/UNDP%20GEF%20Guidance.%20How%20to%20conduct%20gender%20analysis%20and%20gender%20action%20plan.pdf&action=default)[[3]](#footnote-3) during its inception phase[[4]](#footnote-4).

An initial stocktaking and gender analysis across all areas – and inclusion of stakeholders who understand gender issues in relation to their sectors – will be conducted to assess and understand where deeper analysis and action is required. The areas where data and information on gender and climate change is not available will be identified with priorities and steps to fill gaps. Gender analysis will follow the structure of five priority areas of UNFCCC Gender Action:

* Capacity building, knowledge sharing and communications
* Gender balance, participation and women´s leadership
* Coherence
* Gender responsive implementation and means of implementation
* Monitoring and reporting.

The Project will provide capacity-building in relation to NC/BUR purpose and content, gender issues in environment and their role in the NC/BUR processes as necessary. For all analysis included in the project (national circumstances and mitigation actions), gender-disaggregated data from national statistical agency and international approved sources for the following topics: education level, employment by economy sectors and other sectors identified as GHG emitters, gender pay gap (general and by sectors), economic empowerment, and health among others will be included.

## South-South and Triangular Cooperation (SSTrC)

UNDP has a strong role to play as a knowledge broker, capacity development supporter and partnership facilitator when developing countries work together to find solutions to common development challenges. SSTrC is a necessity to ensure an inclusive global partnership towards sustainable development. The project will support and encourage SSTrC to ensure an inclusive global partnership towards sustainable development. The project will support and encourage SSTrC to ensure knowledge exchanges, technology transfers, peer support, and neighborhood initiatives, as well as countries forming common development agendas and seeking collective solutions. The project will explore possibilities for South-South Cooperation within the framework of the sectoral and inter-governmental networks in which Namibia participates, related to mitigation, MRV and to the elaboration of national GHG inventories.

Under the guidance and exchanges facilitated by the Global Support Program (GSP) for NCs and BURs, Namibia will participate on the South-South learning and capacity building through webinars, regional workshops and networks on NCs and BURs specific topics.

# Project Results Framework:

|  |
| --- |
| **This project will contribute to the following Sustainable Development Goal (s):** Goal 13: Climate Action |
| **This project will contribute to the following country outcome included in the UNDAF/Country Programme Document:** By 2023, vulnerable populations in disaster prone areas and biodiversity sensitive areas are resilient to shocks and climate change effects (and benefit from natural resources management). |
| **This project will be linked to the following output of the UNDP Strategic Plan:** Output 2.1. Relevant policies, regulatory frameworks and institutions enabled to ensure the conservation, sustainable use, access and benefit sharing of natural resources, biodiversity and ecosystems, in line with international conventions and national legislation. |

|  | **Objective and Outcome Indicators**  **(no more than a total of 15 -16 indicators)** | **Baseline****[[5]](#footnote-5)** | **End of Project Target** | **Data Collection Methods and Risks/Assumptions[[6]](#footnote-6)** |
| --- | --- | --- | --- | --- |
| **Project Objective: To assist Namibia in the preparation and submission of its Fourth Biennial Update Report (BUR4) for the fulfillment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC)** | Mandatory Indicator 1: BUR4 prepared and submitted to the UNFCCC. | BUR3 submitted in 2018; NC3 submitted in 2015 and NC4 under implementation[[7]](#footnote-7) to be submitted in 2019. | BUR4 Prepared, endorsed and submitted to the UNFCCC by 2020 | Data collection method: Activity data will be collected for all the 4 IPCC Sectors, using the IPCC 2006 guidelines and software for NAI. The UNFCCC reporting guidelines for NAI will also be used. |
| Risks: Availability of activity data, lack of political will, willingness of stakeholders to participate and avail their data.  The IPCC 2006 guidelines and software will be used, as well as the UNFCCC reporting guidelines for NAI  Assumptions: Data will be available, and all stakeholders will be willing to participate in the BUR process |
| **Outcome[[8]](#footnote-8) 1: Existing institutional arrangements strengthened & information on national circumstances updated, with respect to climate change** | Indicator 2: Number of consultations/capacity building initiatives undertaken with key stakeholders | 6 consultations and 6 capacity building initiatives for key stakeholders[[9]](#footnote-9)) undertaken under previous BURs and TNC | 5 Consultations on the architecture and structure of future NC and BURs Institutional Arrangements, and atleast 3 Capacity Building Initiatives with key stakeholders represented in the Working Groups on GHG inventories and mitigation action and their effects, including the associated MRV system and the NCCC in general | Data collection method: Under the guidance of the UNFCCC reporting guidelines for NAI 5 consultations in form of face to face meetings will be conducted and 3 capacity building in form of workshops and seminars will also be conducted on the various aspects of the BURs and NCs processes. |
| Risks: There is a risk with key institutions not willing to allow some of their personnel to participate in the BUR process, and issues of staff turn-over from one BUR to the next makes setting up institutional arrangements difficult.  Assumptions: The achievement of this output is based on willing collaboration from key stakeholders and staff retention and institutional memory. |
| Indicator 3: Chapter on updated institutional arrangements | Chapter on current IAs presented in BUR3 | Chapter on updated IAs completed and included in the final BUR4 | Data collection method: same as above |
| Risks: Government budget cuts may hinder the achievement of this outcome as key institutions are not fully capacitated with personnel  Assumptions: All key stakeholders will be fully capacitated and willing to participate in the BURs & NCs processes. |
| Indicator 4: Chapter on updated national circumstances | Chapter on the current national circumstances presented in BUR1,2& 3 | Chapter on updated national circumstances included in the final BUR4 | Data collection method: Data will also be collected from latest national reports like NDPs through desktop review to update the national circumstances |
| Risks: The update on national circumstances depends on the availability of new and updated national information such as census and satellite accounts.  Assumptions: New sets of national data will be made available. |
| **Outputs to achieve Outcome 1** | * Description of the strengthened institutional arrangements, with gender responsive stakeholders’ involvement, put in place to enable Namibia to successfully prepare its biennial update reports and national communications on a continuous basis * Provision of updated information on Namibia's socio-economic and environmental profiles including geography, demography, natural resources, climate and land use amongst others, including gender disaggregated data where possible * Description of Namibia's development priorities and specific needs and concerns at national and regional levels arising from the adverse effects of climate change with particular emphasis on the most exposed groups such as women and the poorest communities * Provision of information on gender issues, namely barriers to women’s participation as stakeholders in climate change responses and including disaggregated data on efforts deployed for their inclusion in ongoing and future activities | | | |
| **Outcome 2: Constraints & gaps, and related financial, technical & capacity needs identified & solutions identified** | Outcome indicator 5: Chapter on updated constraints & gaps, & related financial, technical & capacity building needs & other information considered relevant | Chapter on constraints & gaps, & related financial, technical & capacity building needs BUR1,2&3 | Updated chapter on constraints & gaps, & related financial, technical & capacity building needs & other included in BUR4 | Data collection method: Data will be collected through consultations with key stakeholders like MME, ECB, etc. spearheading most mitigation actions to identify the constraints & gaps, & related financial, technical & capacity building needs. The UNFCCC reporting guidelines for NAI will be used |
| Risks: The attainment of this outcome will depend on the active participation of stakeholders who are involved in implementing the mitigation measures  Assumptions: Key stakeholder will participate fully in this process |
| **Outputs to achieve Outcome 2** | * Updated Technology, financial and capacity needs for mitigation assessed * Review, assess and identify constraints, gaps, technology, financial and capacity needs and propose solutions * Information updated on technology needs and technology support received | | | |
| **Outcome 3: Other information considered relevant to the achievement of the objective of the convention reported** | Indicator 6: Chapter on updated other information considered relevant to the achievement of the objective of the convention | Chapter on information considered relevant, presented in BUR1,2&3 | Updated chapter on information considered relevant to the achievement of the objective of the convention | Data collection method: Desktop review will be conducted to identify any other policies, strategies or activities being implemented which contributes to the objective of the convention. The UNFCCC reporting guidelines for NAI will be used |
| Risk: None  Assumption: None |
| **Outputs to achieve Outcome 3** | * Identification and review of all information relevant to the achievement of the objective of the convention * Documentation and reporting of the information to the UNFCCC according to COP decisions applicable to BURs * Information on the level of technical, financial and capacity building support received to enable the preparation and submission of the BUR4 | | | |
| **Outcome 4: National GHG inventory on emissions by sources & removal by sinks prepared for the year 2016 & support to the enhancement of the GHG data collection System** | Indicator 7: National GHG Inventory Report (NIR) and GHG Inventory chapter for the year 2016 | 3 NIRs in place & GHG chapters included in BUR1,2,&3 | Fourth NIR completed and submitted to the UNFCCC & GHG Inventory for the 2016 produced and included in the final BUR4 | Data collection method: Activity data will be collected from various sources (mostly NSA) covering the four GHG sectors by the WG members and the methodology will be the 2006 IPCC software & guidelines  Risks: Availability of data and active participation of the national GHG inventory working group  Assumptions: Activity data will be made available where possible and working group members will help in data collection and will actively participate throughout the BUR process |
| **Outputs to achieve Outcome 4** | * Further strengthen the capacity of the Working Groups, to tackle categories of the 4 IPCC sectors, namely: Energy, Industrial Processes and Product Use (IPPU), Agriculture, Forestry and Other Land Use (AFOLU), and Waste such as ODS, SF6 and HWP * Further sector specific consultation at high level to further strengthen the existing Institutional Arrangements (IA) to sustainable produce quality national reports to the Convention. * High level consultations with National Statistics Agency (NSA) for data provision and quality control and archiving initiated * High level consultations with the academia (University of Namibia (UNAM), Namibian University of Science and Technology (NUST) & International University of Management (IUM) initiated for their collaboration in deriving stock and emission factors in the medium term for increasing the accuracy of GHG estimates * Activity data for the energy, IPPU, AFOLU, and waste sectors collected, quality controlled and fed into the 2006 IPCC software for the year 2016 and emission estimates generated including Uncertainty analysis, Key Category Analysis and an improvement plan with all the steps, procedures, AD and workings documented and added to the existing database * Emission factors for key source categories improved to represent national circumstances as feasible * Constraints and gaps as well as further capacity building needs are identified and reported * A stand-alone National inventory Report (NIR) is produced for 1990 and the period 1994 to 2016 to be in line with COP recommendation as per the UNFCCC Guidelines for BURs (Decision 2-CP/17) and a GHG inventory chapter for the same years for inclusion into the BUR4 | | | |
| **Outcome 5: Mitigation actions described & their effects investigated** | Indicator 8: Report on Mitigation actions and their effects | Mitigation actions and their effects presented in BUR1,2&3 | Mitigation actions and their effects report completed and included in the final BUR4 | Data collection method: Data will be collected from various stakeholders such as MME, NEI, ECB on mitigation measures and the methodology to be used is the UNFCCC reporting guidelines. |
| Risks: Availability of data on mitigation actions & their effects and active participation of the national Mitigation working group.  Assumptions: Activity data will be made available where possible and working group members will help in data collection and will actively participate throughout the process. |
| **Outputs to achieve Outcome 5** | * Strengthen the technical capacity of the Mitigation Working Groups to track mitigation actions and collect required data for reporting to the UNFCCC * Consultation with key stakeholders to review institutional arrangements towards an improved information flow on mitigation actions being implemented or planned * Data collection and analysis of information relevant for reporting in the BUR on mitigation actions or group of actions implemented or planned * Provision of information on mitigation actions implemented or planned as per the UNFCCC Guideline for BURs including, sector, coverage, objectives, methodologies, assumptions, benefits, emissions avoided or potential mitigation estimates vis-à-vis NDC GHG reduction targets and analysis of the availability of gender disaggregated data and identification of gaps and needs (both technical and financial) under national circumstances component. * Investigate the effects of the mitigation actions on other sector * A stand-alone mitigation report produced and a chapter on mitigation for inclusion in the BUR4 produced | | | |
| **Outcome 6: Information on Domestic Measurement Reporting & Verification included** | Indicator 9: Report on updated domestic MRV | Current proposed MRV framework presented in BUR3 | A report on the updated MRV presented in BUR4 | Data collection method: Consultations will be held with key stakeholders to explain their roles in the domestic MRV framework |
| Risks: Lack of political buy-in into the proposed MRV framework.  Assumptions: Proposed MRV framework will be acceptable and get political buy in |
| **Outputs to achieve Outcome 6** | * Reviewed and updated information on the functionality of the existing domestic Measurement, Reporting & Verification (MRV) for inclusion and submission in the BUR4 according to national circumstances and capacity and taking into account the different nature of the mitigation actions, as identified in BUR4 | | | |
| **Outcome 7: Fourth Biennial Update prepared & submitted to UNFCCC** | Indicator 10: Fourth Biennial Update Report | 3 BURs submitted | BUR4 completed and submitted to the UNFCCC by 2020 | Data collection method: Data for the various chapters of the BUR4 will be collected across all economic sectors and the final BUR will be drafted following the UNFCCC reporting guidelines for NAI |
| Risks: Time constraints in completing the BUR and limited financial resources  Assumptions: BUR process from accessing the funding to actual implementation will be catalysed and more resources availed in terms of co-funding and joint implementation with similar projects such as CBIT |
| **Outputs to achieve Outcome 7** | * Fourth Biennial Update Report compiled and submitted according to the guidelines as outlined Dec. 2/CP. 17 Annex III for non-Annex I parties | | | |
| **Outcome 8: Monitoring and Evaluation of the project outcomes and outputs done** | Indicator 11: Monitoring and evaluation | Annual reports and audit reports produced during BUR3 | Annual reports and audits done, and audit reports produced in line with the M&E plan and requirements for UNDP-GEF EAs projects |  |
| **Outputs to achieve Outcome 8** | * Inception workshop organized, and Inception report prepared including Gender Analysis and Action Plan * Project financial and progress reports prepared and submitted according to M&E plan * End of project report with lessons learnt, gaps and recommendations for the future work prepared | | | |

# FINANCIAL PLANNING AND MANAGEMENT, TOTAL BUDGET AND WORK PLAN

The total cost of the project is *USD 352,000.* This is financed through a GEF grant of *USD* 352,000, and *USD 50,000* in parallel co-financing provided by the Government of Namibia. 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 actual realization of project co-financing will be monitored during the implementation and will be reported to the GEF. The planned parallel co-financing will be used as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Co-financing source** | **Co-financing type** | **Co-financing amount** | **Planned Activities/Outputs** | **Risks** | **Risk Mitigation Measures** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Government of Namibia* | In kind | 50,000 | Office space, and infrastructure, personnel seconded to the project | None | None |

| **GEF Outcome/Atlas Activity** | **Responsible Party/**  **Implementing Agent** | **Fund ID** | **Donor Name** | **Atlas Budgetary Account Code** | **ATLAS Budget Description** | **Amount Year 1 (USD)**  **(2019)** | **Amount Year 2 (USD)**  **(2020)** | **Total (USD)** | **See Budget Note:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OUTCOME 1:**  Institutional arrangements & National circumstances; constraints, gaps & related financial, technical & capacity needs, & other information considered relevant | **MET/DEA/DMEA** | **62000** | **GEF** | 71200 | International Consultants | 1,000 | 2,000 | 3,000 | 1 |
| 71300 | Local Consultants | 4,000 | 8,000 | 12,000 | 2 |
| 71400 | Contractual services-Individual | 1,000 | 3,000 | 4,000 | 3 |
| 71600 | Travel | 1,000 | 2,000 | 3,000 | 4 |
| 72400 | Communication & Audio-Visual Equipment | 2,000 | 3,000 | 5,000 | 5 |
|  |  |  | **TOTAL OUTCOME** | **9,000** | **18,000** | **27,000** |  |
| **OUTCOME 2:**  National Greenhouse Gas Inventory on Emissions by sources and removal by sinks prepared for the year 2016 | **MET/DEA/DMEA** | **62000** | **GEF** | 71200 | International Consultants | 15,000 | 25,000 | 40,000 | 6 |
| 71300 | Local Consultants | 10,000 | 30,000 | 40,000 | 7 |
| 71400 | Contractual services-Individual | 10,000 | 10,000 | 20,000 | 3 |
| 71600 | Travel | 3,000 | 3,000 | 6,000 | 4 |
| 72100 | Contractual Services-Comp | 4,000 | 10,000 | 14,000 | 8 |
|  |  |  | **TOTAL OUTCOME 2** | **42,000** | **78,000** | **120,000** |  |
| **outcome 3:**  Mitigation Actions and their effects investigated and information on domestic measurement Reporting and Verification | **MET/DEA/DMEA** | **62000** | **GEF** | 71200 | International Consultants | 10,000 | 40,000 | 50,000 | 9 |
| 71300 | Local Consultants | 10,000 | 30,000 | 40,000 | 10 |
| 71400 | Contractual services-Individual | 5,000 | 10,000 | 15,000 | 3 |
| 71600 | Travel | 1,000 | 2,000 | 3,000 | 4 |
| 72100 | Contractual Services-Comp | 3,000 | 8,000 | 11,000 | 8 |
| 72400 | Communication & Audio-Visual Equipment | 5,000 | 5,000 | 10,000 | 5 |
| 74500 | Miscellaneous | 4,000 | 5,000 | 9,000 | 11 |
|  | **TOTAL OUTCOME 3** | **38,000** | **100,000** | **138,000** |  |
| **OUTCOME 4:** Preparation and Submission of Biennial Update Report and Monitoring and Evaluation | **MET/DEA/DMEA** | **62000** | **GEF** | 71200 | International Consultants | 0 | 6,000 | 6,000 | 12 |
| 71300 | Local Consultants | 1,000 | 5,000 | 6,000 | 13 |
| 71400 | Contractual services - Individ | 2,000 | 5,000 | 7,000 | 3 |
| 71600 | Travel | 1,000 | 2,000 | 3,000 | 4 |
| 74100 | Professional Services | 3,000 | 0 | 3,000 | 16 |
| 74200 | Audio Visual & Print Prod Cost | 2,000 | 8,000 | 10,000 | 5 |
|  |  |  | **TOTAL OUTCOME 5** | **9,000** | **26,000** | **35,000** |  |
| **Project MANAGEMENT UNIT** | **MET/DEA/DMEA** | **62000** | **GEF** | 71300 | Local Consultants | 3,000 | 20,000 | 23,000 | 3 |
| 71600 | Travel | 0 | 1,000 | 1,000 | 4 |
| 72500 | Office Supplies | 0 | 2,400 | 2,400 | 14 |
| 74500 | Miscellaneous |  | 600 | 600 | 11 |
| 64397/74596 | Services to projects – CO staff and GOE for CO | 2,000 | 3,000 | 5,000 | 15 |
|  | **Total Management** | **5,000** | **27,000** | **32,000** |  |
|  |  | **PROJECT TOTAL** | | **103,000** | **249,000** | **352,000** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Summary of Funds: [[10]](#footnote-10)** |  |  | |  | | |  |  |  | |  | |
|  |  | |  | |  |  | | | Amount  Year 1 | Amount  Year 2 | | Total | |
|  |  | |  | |  | **GEF** | | | 103,000 | 249,000 | | 352,000 | |
|  |  | |  | |  | **Government-MET in-kind** | | | 25,000 | 25,000 | | 50,000 | |
|  |  | |  | |  | **TOTAL** | | | 128,000 | 274,000 | | 402,000 | |

**Budget notes:**

1. An average 10 weeks a year for an international consultant (s) to help set-up a sustainable institutional arrangement for BUR and update the national circumstances section and other information considered relevant to the achievement of the objective of the convention
2. An average of 10 weeks a year for a local consultant(s) to work with the international consultant in setting-up institutional arrangement; update national circumstances section and other information considered relevant to the achievement of the objective of the convention
3. BUR3 will make use of the NCs/BURs PMU for the day-to-day implementation of the project. The cost of the technical work is distributed among technical components while PM work is budgeted and will be charged to PMU cost.
4. Travel costs related to per diems and airfares for project staff for data collection and to attend meetings related to NCs/BURs locally and internationally
5. Printing of materials
6. An average of 52 weeks a year for a GHG Inventory expert to work with the working groups to conduct the GHG inventory
7. To be used for local GHG working group members to work with the GHG expert
8. For payment of companies for workshop venues, fuel and accommodation for workshop participants
9. An average of 52 weeks a year for a national climate change mitigation expert to be contracted, to work with the working group
10. To be used for local climate change mitigation experts to work with the international experts
11. Miscellaneous costs
12. International consultant for external review of the BUR3
13. Consultant to compile the BUR3
14. Purchasing of office supplies such as cartridges, printing papers, etc.
15. Direct Project Services Cost: per Letter of Agreement ANNEX G). DPC are the costs of administrative services (such as those related to human resources, procurement, finance, and other functions) provided by UNDP in relation to the project. Direct project costs will be charged based on the UNDP Universal Price List or the actual corresponding service cost, in line with GEF rules on DPCs. The amounts indicated here are estimations. DPCs will be detailed as part of the annual project operational planning process and included in the yearly budgets. DPC costs can only be used for operational cost per transaction. DPCs are not a flat fee.
16. Costs to undertake the project audit

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 Coordinator to expend up to the tolerance level beyond the approved project budget amount for the year without requiring a revision from the Project Board. Should the following deviations occur, the Project Coordinator and UNDP Country Office will seek the approval of the UNDP-GEF team as these are considered major amendments by the GEF: a) Budget re-allocations among components in the project with amounts involving 10% of the total project grant or more; b) Introduction of new budget items/or components that exceed 5% of original GEF allocation.

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

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

Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP.[[11]](#footnote-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 Coordinator (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]](#footnote-12).

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.

# 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 *Namibia,* and the Country Programme*.*

The **Implementing Partner** for this project is *Ministry of Environment and Tourism (MET)* through the Department of Environemntal Affairs. The role of MET will be to provide strategic guidance to the project, facilitate smooth project implementation and to monitor project progress, with an external expert for capacity building and Quality Control (QC). The Implementing Partner is responsible and accountable for managing this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of UNDP resources.

The Implementing Partner is responsible for:

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

The project organisation structure is as follows:



**Project Board:** The Project Board (also called Project Steering Committee) is responsible for making by consensus, management decisions when guidance is required by the Project Coordinator, including recommendations for UNDP/Implementing Partner approval of project plans and revisions, and addressing any project level grievances. In order to ensure UNDP’s ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with the UNDP Programme Manager. The National Committee on Climate Change (NCCC) will serve as the project steering committee and provide policy and strategic guidance for the implementation of project activities and also play an oversight role of the project as a whole. The NCCC comprises representatives of the Ministries, the private sector, the academia and UN agenciess. The BUR4 project will use the already existing NCs/BURs PMU.

Specific responsibilities of the Project Board include:

* Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
* Address project issues as raised by the project coordinator;
* Provide guidance on new project risks, and agree on possible countermeasures and management actions to address specific risks;
* Agree on project coordinator’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 coordinator’s tolerances are exceeded; and
* Assess and decide to proceed on project changes through appropriate revisions.

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

Executive: The Executive is an individual who represents ownership of the project who will chair the Project Board. This role can be held by a representative from the Government Cooperating Agency or UNDP. The Executive is: *Executive Director, MET.*

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

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

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

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

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

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

Senior Beneficiary: The Senior Beneficiary is an individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary’s primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries. The Senior Beneficiary role is held by a representative of the government or civil society. The Senior Beneficiary is: National Planning Commission.

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

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

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

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

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

Specific responsibilities include:

* Provide direction and guidance to project team(s)/ responsible party (ies);
* Liaise with the Project Board to assure the overall direction and integrity of the project;
* Identify and obtain any support and advice required for the management, planning and control of the project;
* Responsible for project administration;
* Plan the activities of the project and monitor progress against the project results framework and the approved annual workplan;
* Mobilize personnel, goods and services, training and micro-capital grants to initiative activities, including drafting terms of reference and work specifications, and overseeing all contractors’ work;
* Monitor events as determined in the project monitoring schedule plan/timetable, and update the plan as required;
* Manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments or reimbursement using the fund authorization and certificate of expenditures;
* Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports;
* Be responsible for preparing and submitting financial reports to UNDP on a quarterly basis;
* Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
* Capture lessons learned during project implementation;
* Prepare the annual workplan for the following year; and update the Atlas Project Management module if external access is made available.
* Prepare the Annual status report and submit the final report to the Project Board;
* Based on the periodical 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;

**Thematic Working groups**

The national working groups will be responsible for collecting data as outlined in the stakeholder’s section, under the coordination and supervision of the project coordinator. An institution will lead the work on each IPCC sector with the support of other experts from concerned institutions as outlined stakeholder’s section. External consultant will continue to work and capacitate the working groups and produce the final reports. The overall supervision and clearing of final products will be done by the National Committee on Climate Change.

**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 Coordinator.  This project oversight and quality assurance role is covered by the GEF Agency.

UNDP will act also as the GEF Implementing Agency and will monitor and support implementation of project activities in line with UNDP-GEF standard procedures. UNDP will be responsible for reporting, monitoring and evaluation of the project to the GEF, providing substantive support to the project team in meeting the administrative, finance and management requirements.

Governance role for project target groups: Enabling activities may not have a tangible target group per say, however key stakeholders who contributes to the attainment of the outcomes of the project will be consulted and involved from the beginning of the project until the end. Outcomes from the project will be shared with the sectors concerned. Stakeholders will also be involved in the per-review of the outcomes, at this stage they will be allowed to give their inputs and comments.

UNDP Direct Project Services as requested by Government (if any): “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 Namibia may request UNDP direct services for specific projects, according to its policies and convenience. The UNDP and Government of Namibia 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 costs and should be charged to the direct project costs account codes: “64397- Direct Project Costs – Staff” and “74596-Direct Project Costs – General Operating Expenses (GOE)”

Agreement on intellectual property rights and use of logo on the project’s deliverables and disclosure of information**:** In order to accord proper acknowledgement to the GEF for providing grant funding, the GEF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects funded by the GEF will also accord proper acknowledgement to the GEF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy[[13]](#footnote-13) and the GEF policy on public involvement[[14]](#footnote-14).

Project management*:* The Project Management Unit will be housed in the Ministry of Environment and Tourism, Department of Environmental Affaits, Division Multilateral Environmental Agreements, Climate Change Unit, in Windhoek. It will utilize the already existing NCs/BURs PMU, which is staffed with 4 personnel, a project coordinator, project administrator, driver and office assistant. It will be implemented together with the on-going NC4.

# Monitoring Framework and Evaluation

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

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the [UNDP POPP](http://www.undp.org/content/undp/en/home/operations/accountability/programme_and_operationspoliciesandprocedures.html) and [UNDP Evaluation Policy](http://www.undp.org/content/undp/en/home/operations/accountability/evaluation/evaluation_policyofundp.html). 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](http://www.thegef.org/gef/Evaluation%20Policy%202010) and other relevant GEF policies[[15]](#footnote-15).

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 Coordinator: The Project Coordinator is responsible for day-to-day project management and regular monitoring of project results and risks, including social and environmental risks. The Project Coordinator 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 Coordinator 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 Coordinator will develop annual work plans based on the multi-year work plan included in Annex A, including annual output targets to support the efficient implementation of the project. The Project Coordinator 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 Coordinator as needed, including through annual supervision missions. The annual supervision missions will take place according to the schedule outlined in the annual work plan. Supervision mission reports will be circulated to the project team and Project Board within one month of the mission. The UNDP Country Office will initiate and organize key GEF M&E activities. The UNDP Country Office will also ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality.

The UNDP Country Office is responsible for complying with all UNDP project-level M&E requirements as outlined in the [UNDP POPP](http://www.undp.org/content/undp/en/home/operations/accountability/programme_and_operationspoliciesandprocedures.html). 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 Coordinator.

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]](#footnote-16)

**Additional GEF monitoring and reporting requirements:**

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

a) Re-orient project stakeholders to the project strategy and discuss any changes in the overall context that influence project strategy and implementation;

b) Discuss the roles and responsibilities of the project team, including reporting and communication lines and conflict resolution mechanisms;

c) Review the results framework and finalize the indicators, means of verification and monitoring plan;

d) Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E; discuss the role of the GEF OFP in M&E;

e) Update and review responsibilities for monitoring the various project plans and strategies, including the risk log; Environmental and Social Management Plan and other safeguard requirements; the gender strategy; the knowledge management strategy, and other relevant strategies;

f) Review financial reporting procedures and mandatory requirements, and agree on the arrangements for the audit; and

g) Plan and schedule Project Board meetings and finalize the first-year annual work plan.

The Project Coordinator 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:

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

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

End of Project:

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

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**M& E workplan and budget**

| **GEF M&E requirements** | **Primary responsibility** | **Indicative costs to be charged to the Project Budget[[17]](#footnote-17) (US$)** | | **Time frame** |
| --- | --- | --- | --- | --- |
| **GEF grant** | **Co-financing** |
| **Inception Workshop** | UNDP Country Office | USD 5,000 | None | Within two months of project document signature |
| **Inception Report** | Project Coordinator | None | None | Within two weeks of inception workshop |
| **Standard UNDP monitoring and reporting requirements as outlined in the UNDP POPP** | UNDP Country Office | None | None | Quarterly, annually |
| **Monitoring of indicators in project results framework** | Project Coordinator | Per year: USD 4,000 | None | Annually |
| **NIM Audit as per UNDP audit policies** | UNDP Country Office | Per year: USD 3,000[[18]](#footnote-18) | None | Annually or other frequency as per UNDP Audit policies |
| **Lessons learned and knowledge generation** | Project Coordinator  And NCCC sectoral members | 1,000 | None | Annually |
| **Monitoring of environmental and social risks, and corresponding management plans as relevant** | Project Coordinator  UNDP CO | None | None | On-going |
| **Addressing environmental and social grievances** | Project Coordinator  UNDP Country Office  BPPS as needed | *None for time of project Coordinator, and UNDP CO* | None | *Costs associated with missions, workshops, BPPS expertise etc. can be charged to the project budget.* |
| **Project Board meetings** | Project Board  UNDP Country Office  Project Coordinator | None | None | At minimum annually |
| **Supervision missions** | UNDP Country Office | None**[[19]](#footnote-19)** | None | Annually |
| **Oversight missions** | UNDP-GEF team | None17 | None | Troubleshooting as needed |
| ***Knowledge management*** | *Project Coordinator*  *Working groups and NCCC members contributions* | *5,500* | None | *On-going* |
| **GEF Secretariat learning missions/site visits** | UNDP Country Office and Project Coordinator and UNDP-GEF team | None | None | To be determined. |
| **Project Terminal Report** | * Project Coordinator and team * UNDP CO | 500 | *None* | At least three months before the end of the project |
| **TOTAL indicative COST**  Excluding project team staff time, and UNDP staff and travel expenses | | *10,000[[20]](#footnote-20)* | None |  |

# Legal Context

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of (country) and UNDP, signed on (22 March 1990).   All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

This project will be implemented by Ministry of Environment and Tourism (“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.

# Risk Management

1. Consistent with the Article III of the SBAA *[or the Supplemental Provisions to the Project Document]*, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP’s property in the Implementing Partner’s custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
2. 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;
3. assume all risks and liabilities related to the Implementing Partner’s security, and the full implementation of the security plan.
4. 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.
5. 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>.
6. The Implementing Partner acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the Implementing Partner, and each of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.

(a) In the implementation of the activities under this Project Document, the Implementing Partner, and each of its sub-parties referred to above, shall comply with the standards of conduct set forth in the Secretary General’s Bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse” (“SEA”).

(b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, the Implementing Partner, and each of its sub-parties referred to above, shall not engage in any form of sexual harassment (“SH”). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment.

1. a) In the performance of the activities under this Project Document, the Implementing Partner shall (with respect to its own activities), and shall require from its sub-parties referred to in paragraph 4 (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include: policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, the Implementing Partner will and will require that such sub-parties will take all appropriate measures to:
   1. Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;
   2. Offer employees and associated personnel training on prevention and response to SH and SEA, where the Implementing Partner and its sub-parties referred to in paragraph 4 have not put in place its own training regarding the prevention of SH and SEA, the Implementing Partner and its sub-parties may use the training material available at UNDP;
   3. Report and monitor allegations of SH and SEA of which the Implementing Partner and its sub-parties referred to in paragraph 4 have been informed or have otherwise become aware, and status thereof;
   4. Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and
   5. Promptly and confidentially record and investigate any allegations credible enough to warrant an investigation of SH or SEA. The Implementing Partner shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties referred to in paragraph 4 with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the Implementing Partner shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.
2. The Implementing Partner shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the Implementing Partner, and each of its sub-parties referred to in paragraph 4, to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.
3. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (http://www.undp.org/ses) and related Accountability Mechanism (http://www.undp.org/secu-srm).
4. 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.
5. 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.
6. 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.
7. 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.
8. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes in accordance with UNDP’s regulations, rules, policies and procedures. 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.
9. 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.

1. 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. Recovery of such amount by UNDP shall not diminish or curtail the Implementing Partner’s obligations under this Project Document.

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.

1. 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.
2. 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.
3. 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.

# Mandatory annexes

1. Multi year Workplan
2. Terms of Reference for Project Board, Project Coordinator, and other positions as appropriate
3. UNDP Social and Environmental and Social Screening Template (SESP) – exempt for EA projects
4. UNDP Project Quality Assurance Report (to be completed by UNDP Country Office)
5. UNDP Risk Log (to be completed by UNDP Country Office)
6. Results of the capacity assessment of the project implementing partner and HACT micro assessment (to be completed by UNDP Country Office)
7. STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES
8. ANNEX H. FINAL REPORT OF [COUNTRY’S NAME] NATIONAL COMMUNICATION’S / BIENNIAL UPDATE REPORT’S PROJECT
9. Gender analysis /action plan

## Annex A. Multi Year Work Plan:

| **WORK PLAN** | **Responsible Party** |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Year 1 (2019)** | | | **Year 2 (2020)** | | | |
| **Outcome/Activities** |  | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| ***Outcome 1: Existing institutional arrangements strengthened and information on national circumstances updated, with respect to climate change*** |  |  |  |  |  |  |  |  |
| 1.1. Review the current existing institutional arrangements established under the previous NCs and BUR processes | MET (through DMEA) |  |  |  |  |  |  |  |
| 1.2. Identify additional key stakeholders needed, if any, in order to ensure for the successful preparation and submission of BUR4 |  |  |  |  |  |  |  |
| 1.3. Conduct further consultations with key stakeholder to get their buy-in and support into the BURs and NCs processes |  |  |  |  |  |  |  |
| 1.4. Conduct consultations with heads of key stakeholder’s line ministries and institutions to raise awareness and get buy-in |  |  |  |  |  |  |  |
| 1.5. Organize and conduct targeted sector specific capacity building trainings for the existing working groups |  |  |  |  |  |  |  |
| 1.6. Explore options of formalising the institutional arrangements established |  |  |  |  |  |  |  |
| 1.7. Initiate consultations with NUST and UNAM to introduce the BURs/NCs Processes and explain their potential future roles |  |  |  |  |  |  |  |
| 1.8. Initiate the Memorandum of Agreement (MoA) process with NSA in order to formalise the collaboration |  |  |  |  |  |  |  |
| 1.9. Update and draft the IA chapter of the BUR4 |  |  |  |  |  |  |  |
| 1.10. Review and update the national circumstances chapter using latest national documents |  |  |  |  |  |  |  |
| ***Outcome 2: Constraints and gaps, and related financial, technical and capacity needs identified, and solutions identified*** |  |  |  |  |  |  |  |  |
| 2.1. Review the constraints and gaps, and related financial, technical and capacity needs, to determine if they are still relevant and if any new ones have come up since the previous reporting. | MET (through DMEA), other: NEI, MME & ECB |  |  |  |  |  |  |  |
| 2.2. Organise and hold consultations with key institutions such as MME, to identify constraints and gaps, and related financial, technical and capacity needs, in accordance with the identified mitigation actions and others. |  |  |  |  |  |  |  |
| 2.3. Organise and hold consultations with key stakeholders to identify potential solutions to the identified constraints and gaps, and related financial, technical and capacity needs. |  |  |  |  |  |  |  |
| 2.4. Complete the chapter on national constraints and gaps, related financial, technical and capacity needs, to be included in BUR4 |  |  |  |  |  |  |  |
| ***Outcome 3: Other information considered relevant to achievement of the objective of the convention reported*** |  |  |  |  |  |  |  |  |
| 3.1. Identify and review of all information relevant to the achievement of the objective of the convention | MET (through DMEA) |  |  |  |  |  |  |  |
| 3.3. Document and report the information in the BUR4 to the UNFCCC |  |  |  |  |  |  |  |
| ***Outcome 4: National GHG inventory on emissions by sources and removal by sinks prepared for the year 2016 and support to the enhancement of the GHG data collection system*** |  |  |  |  |  |  |  |  |
| 4.1. The established national GHG inventory management system and institutional arrangements are strengthened, thus reflecting the improvements in the institutionalization process that started with the previous BURs and ongoing with the NC4; | MET (through DMEA), National GHG Working Group, NSA, Academic institutions, with capacity building & technical support from an external consultant(s) |  |  |  |  |  |  |  |
| 4.2. Further sector specific capacity building imparted to the GHG working group members on the categories listed under improvements to produce better quality inventories; |  |  |  |  |  |  |  |
| 4.3. Initiate consultation with NSA, NUST and UNAM to understand the role they can play in developing national stock and emission factors for future NCs and BURs |  |  |  |  |  |  |  |
| 4.4. Activity data collected for the Energy, IPPU, AFOLU and Waste sectors for the years 1991 to 1994 and 2016 |  |  |  |  |  |  |  |
| 4.5. Emission factors are reviewed and improved as far as possible, for the key source categories to better reflect national circumstances and improve the quality of the inventory; |  |  |  |  |  |  |  |
| 4.6. Estimates of emissions and/or sinks computed using the IPCC 2006 Guidelines and software, attempting to move to the Tier 2 level wherever country specific parameters are available and suitable; |  |  |  |  |  |  |  |
| 4.7. The existing database from the previous BURs will be consolidated with the data collected for the years 1991 to 1994 and 2016 and archived with the NSA and MET for improved time series consistency; |  |  |  |  |  |  |  |
| 4.8. GHG inventory estimates and sinks for the IPCC categories are computed and reported for the years 1991 to 1994 and 2016 including the KCA and Uncertainty analyses, and the improvement plan for the previous inventory implemented; |  |  |  |  |  |  |  |
| 4.9. A stand-alone NIR and a chapter is written for inclusion in the BUR4 report on the years mentioned above. |  |  |  |  |  |  |  |
| ***Outcome 5: Mitigation actions described, and their effects investigated and*** |  |  |  |  |  |  |  |  |
| 5.1. Further strengthen the established national mitigation working group through reviewing the memberships and continued capacity buildings, trainings and high-level consultations | MET (through DMEA), National Mitigation Working Group, NSA, Academic institutions, with capacity building & technical support from an external consultant(s) |  |  |  |  |  |  |  |
| 5.2. Data collection and analysis of relevant information regarding mitigation actions or group of actions developed and planned by type of action |  |  |  |  |  |  |  |
| 5.3. Conduct a mitigation analysis, identifying the priority mitigation actions and their effects on both GHG emissions and non-GHG related impacts |  |  |  |  |  |  |  |
| 5.4. Calculate the GHG emissions avoided and track the progress towards the attainment of the targets set in the NDC |  |  |  |  |  |  |  |
| 5.5. Draft a stand-alone mitigation report and chapter to be included in BUR4 |  |  |  |  |  |  |  |
| ***Outcome 6: Information on domestic Measurement, Reporting and Verification included*** | | | | | | | | |
| 6.1. Update and enhance the MRV framework on bottom-up sector / mitigation action specific elements; | MET (through DMEA), National Mitigation Working Group, NPC, Ministry of Finance, with capacity building & technical support from an external consultant(s) |  |  |  |  |  |  |  |
| 6.2. Hold consultations with key stakeholders to explain the updated MRV framework presented in BUR3 and the different roles of the stakeholders in the implementation of the MRV system; |  |  |  |  |  |  |  |
| 6.3. Draft a chapter on the new MRV as per the inputs obtained; |  |  |  |  |  |  |  |
| 6.4. Information on any International market mechanisms. |  |  |  |  |  |  |  |
| ***Outcome 7: Fourth Biennial Update Report prepared and submitted to UNFCCC*** | | | | | | | | |
| 7.1. Consolidation of inputs from all output chapters leading to a draft BUR4; | MET (through DMEA), National Working Groups, with capacity building & technical support from an external consultant(s) |  |  |  |  |  |  |  |
| 7.2. Internal and external technical reviews of the draft BUR4; |  |  |  |  |  |  |  |
| 7.3. Validation and endorsement of the final BUR3 by the NCCC serving as the steering committee; |  |  |  |  |  |  |  |
| 7.4. Submission of the report to the UNFCCC in 2020. |  |  |  |  |  |  |  |
| **Outcome 8: M&E of project outcomes & outputs done** | | | | | | | | |
| 8.1. Organize and hold inception workshop and produce inception report | MET (through DMEA), UNDP and external auditors |  |  |  |  |  |  |  |
| 8.2. Perform quarterly and periodic M&E |  |  |  |  |  |  |  |
| 8.3. Prepare annual and quarterly reports for MET and UNDP |  |  |  |  |  |  |  |
| 8.4. Prepare final evaluation report |  |  |  |  |  |  |  |
| 8.5. Organize for project audits |  |  |  |  |  |  |  |
| 8.6. Participate in quarterly NCCC meetings to report on progress and receive guidance. |  |  |  |  |  |  |  |

## Annex B. Terms of Reference for Project Board

**BACKGROUND:**

Namibia, having ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1995, became legally obligated to adopt and implement policies and measures designed to mitigate the adverse effects of climate change on the environment and to adapt to such changes. The Ministry of Environment and Tourism (MET) has been designated as the government agency responsible for the coordination and implementation of climate policies and measures with respect to the fulfilment of the country’s obligations under the Convention.

Namibia Climate Change Committee (NCCC), a broad-based multi-stakeholder committee was established in 2001 following work of an ad hoc committee (the Climate Change Advisory Committee) led by the Directorate of Environmental Affairs (DEA) in the Ministry of Environment and Tourism (MET). The NCCC was tasked to advise the government with respect to its roles and responsibilities under the Convention as well as to coordinate the overall national climate change program.

Following the 2009 UNFCCC Conference of the Parties (COP-15) in Copenhagen, Denmark Namibia registered its support to the Copenhagen Accord which is a concise document containing an outline of a future framework to address climate change. Namibia can benefit from the Accord on to short- and long-term financing. As a result of Namibia’s accession to the Accord in 2010 as approved by the Cabinet of the Republic of Namibia, Cabinet made a decision to reconstitute the NCCC to consist of High-Level representation from various stakeholders. These terms of reference seeks to redefine the roles and functions of the High-level representative NCCC and an Inter-sectoral Technical Working Group on Climate Change (ITCC).

**MANDATE OF THE NCCC HIGH-LEVEL RESEPRESNTATIVE:**

Under the direction of the Cabinet of the Republic of Namibia and the MET Minister, acting on behalf of the Government of the Republic of Namibia (GRN) and within the framework of the UNFCCC, the High-level NCCC shall carry out the following functions:

1. Lead the development of national positions on climate change issues through dialogue and participation in relevant national and international fora. This shall include participation in the national development process as well as the Conference of the Parties of the UNFCCC and in the sessions of its subsidiary bodies and other organs;
2. Facilitate the approval and implementation of the National Strategy and Action Plan on Climate Change by Cabinet, Parliament, National Government and Regional council to ensure that Namibia’s vulnerability to the negative effects of climate change and measures of adaptation are addressed;
3. Adopt and effect a strategy to ensure that climate change is included in national development agenda (NDPs and Vision 2030) and is fully integrated within government’s resource allocation mechanism (the national budget);

**MANDATE OF THE INTER-SECTORAL TECHNICAL WORKING GROUP ON CLIMATE CHANGE REPRESENTATIVE:**

The High-level NCCC shall develop for approval of the Cabinet, an Inter-sectoral Technical Working Groups on Climate Change (ITCC) to effectively carry out its functions and responsibilities. The ITCC shall provide technical guidance to the High-level NCCC and will be responsible for the development of projects and activities in their particular areas of competence and make technical recommendations on the same to the NCCC. Membership of the ITCC will from nominated persons from organizations, institutions and individuals who are technically competent and have a stated interest to contribute to the program. The chairperson of the ITCC will facilitate coordination and feedback between the NCCC and the working group.

Under the direction of the Permanent Secretary of the Ministry of Environment and Tourism, the MET Minister, acting on behalf of the Government of the Republic of Namibia (GRN), the Inter-sectoral Technical Working Group on Climate Change (ITCC) shall carry out the following functions:

1. The ITCC will develop or assist in the development of position papers and other technical documentation to assist the NCCC to carry out its functions. They shall contribute to the preparation of policy recommendations as well as the public awareness and education programs of the national climate change program. The program coordinator and/or secretariat shall provide administrative support to the working groups.
2. Lead the development of national positions on climate change issues through dialogue and participation in relevant national and international fora. This shall include participation in the national development process as well as the Conference of the Parties of the UNFCCC and in the sessions of its subsidiary bodies and other organs;
3. Facilitate the development of an integrated policy and a strategy and action plan for climate change. These must emphasize Namibia’s vulnerability to the negative effects of climate change and measures of adaptation;
4. Under the guidance of the High-level NCCC adopt and affect a strategy to ensure that climate change is included in national development agenda.
5. Define the capacity building, institutional and other resource requirements needed to fully implement the strategy and action plan and advise government accordingly;
6. Participate in/lead the resource mobilization activities for the program, both local and international;
7. Coordinate the preparation of and presentation to the UNFCCC of national communications and other legally mandated documentation to ensure compliance with the Convention;
8. Ensure Namibia’s full participation, to the extent possible, in Convention mechanisms such as the Kyoto Protocol, Clean Development Mechanism, Joint Implementation programs, and other bi-lateral and multi-lateral programs and activities. Participation in these facilities should focus on accessing resources to support Namibia’s programs, projects and activities in its climate change program as a non-Annex I Party under the Convention;
9. Establish sub-committees and other organs on a formal and non-formal basis to assist with the implementation of this Terms of Reference; and
10. Any other tasks or activities as requested by the MET within the framework of the Convention and which are designed to support the implementation of the national climate change program.

**INSTITUTIONAL ARRANGEMENTS:**

The High-level segment of the NCCC will operate under the auspices of the MET and will report to the Minister of Environment and Tourism and the Cabinet Committee on natural resources. The Permanent Secretary of the Ministry shall serve as Chairperson of the committee, with the Head of the Directorate of Environmental Affairs (DEA) acting as his/her alternate. This committee shall operate at a level of high decision-makers consisting of Head of Directorates, Departments and Agencies of relevant stakeholders.

The Inter-sectoral Technical Working Group on Climate Change (ITCC) will operate under the aegis of the MET and will report to the High-level segment of the NCCC and the Permanent Secretary of the Ministry of Environment and Tourism, the Director of Environmental Affairs shall serve as the chairperson of the committee, with the Head of the National Meteorological Service serving as the vice-chairperson of this committee. This committee shall consist of members nominated by various inter-sectoral institutions and Project Coordinators of relevant projects related to climate change issues.

The DEA shall operate as the secretariat for the both the committees. In support of this function the DEA will house the current program coordinator of the Third National Communication (TNC), the deputy-director on Climate change and upon establishment of a full-time secretariat, such secretariat (personnel and resources) shall be based in the DEA.

The following chart illustrates the current relationship between the High-level NCCC, its Inter-sectoral Technical Working Group on Climate change and the Cabinet.

**ORGANIZATION CHART**

**Minister of Environment and Tourism**

(*National Focal Point*)

**National Climate Change Committee (High-level NCCC)**

**Directorate of Environmental Affairs – Climate Change Unit (Secretariat)**

**Permanent Secretary (Chairperson)**

**Minister**

Cabinet of the Republic of Namibia

**Inter-sectoral Working Group on Climate Change (ITCC)**

**MEMBERSHIP OF THE NCCC:**

The membership of the High-level NCCC and the ITCC is open to all stakeholders within government, NGOs, educational institutions and the private sector with an interest in helping Namibia to prepare for and adapt to climate change or who will be affected by the predicted and/or anticipated effects of climate change. Membership is limited to institutions and/or organizations that shall be invited by the MET.

**MEETINGS OF THE NCCC AND ITCC:**

The High-level NCCC and ITCC shall meet at least six times per year at a place and time to be determined by the chairperson acting in consultation with the membership. The two committees will meet at least three times a year.

**NCCC Members (steering committee)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Institution** | **Telephone** | **E-mail** |
| Goliath Tujendapi | Meat Board of Namibia | 061 – 275 836 | [goliath@nammic.com.na](mailto:goliath@nammic.com.na) |
| Umbi Karuaihe-Upi | NBC | 264 61 291 3177 | [ukaruaihe-upi@nbc.na](mailto:ukaruaihe-upi@nbc.na) |
| Fikameni Mathias | NYC | 0813718751 | [fikas@live.com](mailto:fikas@live.com) |
| Elize Petersen | Air Namibia | 0811227266 | [Elize.Petersen@airnamibia.aero](mailto:Elize.Petersen@airnamibia.aero) |
| Pearl Coetzee | Nampa | 0812281160 | [pearl@nampa.org](mailto:pearl@nampa.org) |
| Jata kazondu | Nampa | 0813009962 | [jata@nampa.org](mailto:jata@nampa.org) |
| Lendl Izaaks | Nampa | 0813223285 | [izaaks@nampa.org](mailto:izaaks@nampa.org) |
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**Consultancies to be contracted**

1. **TORs for PROJECT COORDINATOR**

General:

Under the supervision of the Environmental Commissioner, the Project Coordinator (PC) shall be responsible for overall day-to-day management, co-ordination and supervision of the implementation of the NCs/BURs project. Specifically, his/her responsibilities are but are not limited to the following:

Duties and Responsibilities:

* Ensures the timely implementation of the project activities as scheduled in the annual work plan;
* In consultation with the MET and NCCC, prepares annual work plans for the project;
* Draft Terms of Reference (TORs) for technical assistance and other contracts and subcontracts;
* Develops the scope of the work and other procurement documentation required to facilitate recruitment of experts and consultants;
* In consultation with the NCCC and MET, identify and hire/contract the national and international experts and institutions required to assist with project implementation;
* Supervises project support staff and consultants;
* Organize and facilitate technical working sessions and training sessions;
* Liaises with the relevant government ministries, national and international institutions and agencies, NGOs, and other institutions and stakeholders to support project activities, and to gather and disseminate information relevant to the project;
* Prepare the required periodic reports on project implementation;
* Monitor project expenditures and ensure adequate management of the resources provided for the project;
* Summarizes and synthesizes the results of the project;
* In consultation with the NCCC and UNDP, identify follow-up activities and mobilize resources to the extent possible for implementation;
* Coordinate and facilitate cooperation and synergy with other relevant programs, projects and activities;
* Coordinate the finalization of the Third National Communication along with the NCCC, government personnel and national experts;
* Ensures that the NCs/BURs process is implemented in accordance with the guidance provided by the COP of the UNFCCC and the GEF;
* Participate in local and international meetings and conferences on climate change, including UNFCCC events;
* Serve as secretary to the NCCC; and
* Collaborates with relevant stakeholders and partners to ensure their involvement in the NCs/BURs

Qualifications and Experience:

* At least a master’s degree in environment, natural resources related studies, management or other related disciplines
* Good understanding of the Namibian environment/development issues
* Five or more years’ experience relevant to the project including relevant climate change and global warming issues experience
* Demonstrated experience in project management
* Demonstrated experience in working with multiple stakeholders (government, donors, NGOs and private sector)
* Substantial involvement in the preparation of the previous National Communications is key
* Good understanding of government ministries and departments operational procedures
* Familiarity with and participation in the international negotiations and processes under the UNFCCC
* Excellent communication, oral and writing skillsin English
* Familiarity with computers and relevant software
* Ability to operate a motor vehicle

1. **Consultancy for a GHG Expert to conduct a National Greenhouse Gas (GHG) Emission Inventory for Namibia’s third biennial update report to the United Nations Framework Convention on Climate Change**

**Overall Objective**

The main objective of this consultancy is to undertake the national GHG emissions inventory for the entire 4 Inter-governmental Panel on Climate Change (IPCC) sectors, namely: waste, Industry Processes and product Use (IPPU), Energy, Agriculture, Forest and Other and Land Use, as per the 2006 IPCC guidelines (<http://www.ipcc-nggip.iges.or.jp/public/2006gl/>) for the base year 2016. The consultant(s) will work closely with an established national GHG working group consisting of members from the emitting sectors.

Specific objectives include:

1. Induct and train the National GHG inventory working group on the 2006 IPCC inventory guidelines and 2000 GPG
2. Improve and upgrade previous GHG inventory with improved documentation and arched data
3. Establishment of a network of contacts for accessing data and designing a system for data management and institutional arrangement
4. In collaboration with the National GHG working group, elaborate a report on GHG emissions for all sectors using the 2006 IPCC Guidelines, as mandated by the UNFCCC guidance on National Communications for non-Annex I Parties
5. Recommendations on areas to improve future inventories and to suggest ways for addressing data gaps
6. Improvement of local capacities to prepare a GHG Inventory, including strengthening institutional arrangements

Scope of work:

The specific references that should be reviewed and will form the basis for the study are the Initial and Second National Communications. The national GHG inventory should be conducted on the following sectors, as per the 2006 and 1996 IPCC guidelines:

1. Energy
2. Industrial Processes and Product Use (IPPU)
3. AFOLU
4. Waste

The following Methodologies for inventories should be considered:

1. 2006 IPCC guidelines
2. Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventory (2000) as the reference and standards   for performing inventory estimates in the   present   work.
3. The Good Practice Guidance on LULUCF (2003)
4. Emission Factor Database (EFDB)
5. The 2003 UNFCCC User manual for the guidelines on national communication from NAI countries
6. Field surveys, depending on need to compile and verify data for the inventory calculation
7. Self-Completion Questionnaire to be sent to concerned institutions that can provide activity data
8. Default IPCC spread sheets of GHG inventory

Tasks

* Training and capacity building of the National GHG inventory team as per the 4 emitting sectors
* Assist and coordinate the National GHG inventory team in collection and analyze activity data for 2016 as per revised 1996 and 2006 IPCC guidelines
* Coordinate activities with key partners for specific emitting sectors of energy, industrial processes, LULUCF, Agriculture and waste.
* Coordinate the necessary activities for the calculation and update of national emission factors for key source categories
* Data entry into the 2006 IPCC Software to generate emissions
* Prepare the inventory report containing the description of the contribution of different sectors to GHG emissions, procedures and arrangements for collection and activation of data and role of institutions involved in the preparation of GHG inventory
* Prepare updated summary information tables of previous inventories
* Provide an overall technical review of draft chapter on inventories of the BUR3
* Back-stopping and quality assurance

Deliverables

1. Written report of the GHG Inventory for the sectors together with and an executive summary. This section of the report needs to be consistent, comparable, transparent and accurate, and also coherent with other sections of the national GHG Inventory report
2. For each source, a description of the methodology, the sources of data (activity data, emission factors, methodologies), the actual data and a description of uncertainties, including assessment of uncertainties
3. Figures and tables to show emissions share at national level and by sector
4. Data base for the 2006 IPCC software
5. Tables of annual emission and removal estimates by source, with estimates expressed in units of mass/year and the year or years represented clearly noted
6. Other informative background data (e.g., a national energy balance, a description of GHG sources that are believed to be important but cannot be estimated)
7. Capacity building and training of the national GHG inventory working group

Time Frame

This sub activity is scheduled to be implemented in Months

Start date:   
End date:

**3. TORs for mitigation actions and their effects and information on domestic MRV**

Consultancy for a National Climate Change Mitigation Expert under Namibia’s third Biennial Update Report to the United Nations Framework Convention on Climate Change

Objectives:

The main objective of this consultancy is to prepare mitigation analysis that identifies mitigation measures which aims to reduce the GHG emissions in accordance to Namibia’s national circumstances along with a strategy for their implementation and their effects investigated.

Tasks:

Based on an outline prepared by the lead consultant, the following tasks should be taken to achieve the goals:

* Training and capacity building of the National Mitigation Team
* Assist the National Mitigation team in data collection and analysis of relevant information regarding the mitigation actions (mitigations analysis)
* Assist the National Mitigation team in investigation of the effects of the mitigation actions
* Prepare a report on the mitigation actions which will form a basis for the preparation of Nationally Appropriate Mitigation Actions (NAMAS)
* Initiate the NAMA preparation process, including production of a report containing a description on the national arrangements to enable the implementation and formulation of NAMA for Namibia

Methodologies:

* Methodological approaches include: Statistical analysis, Spreadsheets, cost curves. Formal modeling tools (Top-down or Bottom –up models). Nationally developed models or tools, Analysis of other relevant activities e.g. CDM, REDD… Methodological choice would depend on the scope of work, availability of required data, technical capacity, etc.
* Desk studies:  depending on previous reports and estimations of GHG emissions in Namibia. Field studies may be conducted to validate the data, assumptions and results of the assessments.
* Consultation with various stakeholders

Deliverables:

* Mitigation analysis report
* Workshops to raise awareness among stakeholders and to present the results of the GHG mitigation analysis and draft a national mitigation action plan.
* Draft report and the Executive Summary including a description of the methodologies, uncertainties of the analysis, data gaps, to prepare the analysis. This report should be shared for consideration with the most relevant stakeholders.
* Final report. The final report should include comments from all stakeholders above mentioned.

Time Frame:

This sub activity is scheduled to be implemented in Months

 Start date:       
 End date:     

Estimated Cost:

      [To be determined]

**Project Assistant**

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

* Assist the Project Coordinator in day-to-day management and oversight of project activities;
* Assist the M&E officer in matters related to M&E and knowledge resources management;
* Assist in the preparation of progress reports;
* Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by PB, TAC, UNDP, project consultants and other PMU staff;
* Provide PMU-related administrative and logistical assistance.

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

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

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

In line with the risk-based exemption criteria, this project is exempt from the SESP requirement, and therefore the SESP screening is not required. The project is exempted on the basis that it is an enabling activity that falls in the two selected criteria below.

Criteria for exempt from SESP:

• Preparation and dissemination of reports, documents and communication materials

• Organization of an event, workshop, training

• Strengthening capacities of partners to participate in international negotiations and conferences

• Partnership coordination (including UN coordination) and management of networks

• Global/regional projects with no country level activities (e.g. knowledge management, inter-governmental processes)

• UNDP acting as Administrative Agent

## Annex D. UNDP Project Quality Assurance Report (to be completed by UNDP Country Office)

<https://intranet-apps.undp.org/ProjectQA/?year=2019&ou=NAM&pid=00119776&fltr=PROJECT>

## Annex E. UNDP Risk Log

|  |  |  |
| --- | --- | --- |
| **Project Title:** Namibia’s Fourth Biennial Update Report (BUR4) to UNFCCC | **Award ID:** 00119776 | **Date:** 28/05/2019 |

| **#** | **Description** | **Date Identified** | **Type** | **Impact &**  **Probability** | **Countermeasures / Mngt response** | **Owner** | **Submitted, updated by** | **Last Update** | **Status** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Lack of interest from key stakeholders to participate in the BURs and NCs process, as its seen as falling out of their core mandates and a mandate of MET | 10/2015 (on-going risk from previous NCs/BURs) | Operational  Organizational  Political | NCs &BURs covers all sectors & thus depends on the willingness & participation of stakeholders for its successful implementation  Probability on a scale from 1 (low) to 5 (high)  P = 2  Enter impact on a scale from 1 (low) to 5 (high)  I = 5 | * Experience from previous NCs & BURs have taught us that involving stakeholders from the inception helps to build ownership and buy-in; * Awareness raising, and consultations also help get buy-in; * However, its envisaged in future to have much more formal arrangements in terms of MOUs to fully strengthen the institutional arrangements. | MET | MET | 01/2017, during the inception of NC4 and BUR3 | Reducing, from one BUR to the next as more awareness and consultations are undertaken |
| 2 | Poor attendance of National working group meetings | 10/2015 (on-going risk from previous NCs/BURs) | Operational | NCs &BURs covers all sectors & thus depends on the willingness & participation of stakeholders for its successful implementation  P = 2 | * Provide incentives to encourage participation of working group members, like capacity building and acknowledging their contributions on the final report, among others * Encourage stakeholders to nominate more than one participates to the WGs, so that at least one is able to represent the institution at meeting should the other not make it. | MET | MET | 01/2017, during the inception of NC4 & BUR3 | Reducing as people are becoming more aware and recognizing the importance of the NCs & BURs in their daily work & not only for fulfilling the country’s obligations |
| 3 | Lack of technical capacity of WG members | On-going from the previous NCs & BURs | Operational | The preparation of BURs & NCs is very technical, especially conducting the GHG inventory  P = 2  I = 2 | More sector specific trainings & capacity building initiatives to capacitate the working groups | MET | MET & WGs | 01/2016, during the inception of NC4 | Reducing as more capacity building initiatives are conducted |
| 4 | Financial constraints from central government to allow for participation of WG members | September 2017 | Operational | As mentioned above, the implementation of BURs & NCs depends on the participation of stakeholders from line ministries, however, recent budget cuts may hinder the participation of key stakeholders into the process | Mobilise resources from other windows to complement the BURs/NCs funding | MET | MET | Identified during the inception of BUR3 | New risk |

## Annex F. Results of the capacity assessment of the project implementing partner and HACT micro assessment (to be completed by UNDP Country Office)

The PCAT for the MET is completed and the HACT MICRO Assessment results are awaited from the Audit firm hired to conduct the assessments for the current CPD period 2019 -2023, to be completed in July 2019. The document will be a separate Annex to the project document.

## Annex G. STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

Dear Mr. Teofilus Nghitila,

1. Reference is made to consultations between officials of the Government of Republic of Namibia (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 project titled: **Namibia Fourth Biennial Update Report (BUR 4) to the United Nations Framework Convention on Climate Change (UNFCCC)** project no: 00119776. 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/orrecruitment 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 of the UNDP standard basic assistance agreement with the Government (the “SBAA”) signed on 22 March 1990, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.

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

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

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

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

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

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of UNDP

**Mrs.****Alka Bhatia** Resident Representative

*Date:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the Government

**Mr. Teofilus Nghitila** Executive Director

Ministry Of Environment and Tourism

*Date:*

Attachment

**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between Ministry of Environment and Tourism, the institution designated by the Government of Republic of Namibia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed programme or project Namibia’s Fourth Biennial Update Report to the UNFCCC, Project number: 00119776.

2. In accordance with the provisions of the letter of agreement signed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the programme support document [*or project* *document*], the UNDP country office shall provide support services for the Namibia’s Fourth Biennial Update Report to the UNFCCC, Project number: 00119776 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. Identification and/or recruitment of project personnel  \* Project Coordinator  \* Project Assistant | Ongoing throughout implementation when applicable | As per the Universal Price List (UPL):US$ 736.75  736.75 x 2 = 1,473.50 | UNDP will directly charge the project upon receipt of request of services from the Implementing Partner @ applicable UN rate per recruitment process |
| 2. Procurement of goods:  \* Data show  \* PCs  \* Printers | Ongoing throughout implementation when applicable | As per the UPL:  US$ 260.18 for each hiring process  260.18 x 3 = 780.54 | UNDP will directly charge the project upon receipt of request of services from the Implementing Partner @ applicable UN rate per case |
| 3. Procurement of Services  Contractual services for companies | Ongoing throughout implementation when applicable | As per the UPL:  US$ 286.20 each hiring process  286.20 x 3 = 858.60 | UNDP will directly charge the project upon receipt of request of services from the Implementing Partner @ applicable UN rate per case |
| 4. Payment Process | Ongoing throughout implementation when applicable | As per the UPL:  US$ 44.21 for each  44.21 x 39 = 1,724.19 | UNDP will directly charge the project upon receipt of request of services from the Implementing Partner @ applicable UN rate per transaction |
| 5. Other operations & admin support, e.g. Travel arrangements | Ongoing throughout implementation when applicable | As per the UPL:  US$ 78.08 for each  78.08 x 2 = 156.16 | UNDP will directly charge the project upon receipt of request of services from the Implementing Partner @ applicable UN rate for specific service per case. |
|  |  | [[21]](#footnote-21)Total: USD 4,992.99 from GEF grant |  |
|  |  | Total, not to exceed USD 5,000 from GEF grant |  |

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

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 NAMIBIA’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 Coordinator 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 coordinator time). You are kindly invited to send the completed template to Damiano Borgogno, [damiano.borgogno@undp.org](mailto:damiano.borgogno@undp.org) and to Eva Huttova, [eva.huttova@undp.org](mailto:eva.huttova@undp.org).

A. Details of the project

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

B. Project identification phase

Duration of preparatory phase (expressed in months) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

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What were the major challenges faced during this phase?

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

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C. Project implementation phase

Technical components

1. **GHG inventory**

**Base year of the GHG inventory:**

**Base years used in previous GHG inventories:**

|  |  |
| --- | --- |
| Expected outcome |  |
| Expected output 1 |  |
| Expected output 2 |  |
| Expected output 3 |  |
|  |  |

|  |  |
| --- | --- |
| Final outcome |  |
| Final output 1 |  |
| Final output 2 |  |
| Final output 3 |  |
| … |  |

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

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

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

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**Mitigation actions**

|  |  |
| --- | --- |
| Expected outcome(s) |  |
| Expected output 1 |  |
| Expected output 2 |  |
| Expected output 3 |  |
| … |  |

|  |  |
| --- | --- |
| Final outcome(s) |  |
| Final output 1 |  |
| Final output 2 |  |
| Final output 3 |  |
| … |  |

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

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

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

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**Vulnerability & Adaptation for NC or MRV for BUR**

|  |  |
| --- | --- |
| Expected outcome(s) |  |
| Expected output 1 |  |
| Expected output 2 |  |
| Expected output 3 |  |
| … |  |

|  |  |
| --- | --- |
| Final outcome(s) |  |
| Final output 1 |  |
| Final output 2 |  |
| Final output 3 |  |
| … |  |

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

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

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

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1. **Constraints and Gaps/Support needed**

|  |  |
| --- | --- |
| Expected outcome |  |
| Expected output 1 |  |
| Expected output 2 |  |
| Expected output 3 |  |
| … |  |

|  |  |
| --- | --- |
| Final outcome |  |
| Final output 1 |  |
| Final output 2 |  |
| Final output 3 |  |
| … |  |

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

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

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

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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.

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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?

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

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Additional remarks

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Institutional arrangements

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

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Please, describe the composition of the project team.

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

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

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

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

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Additional remarks

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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).

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

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

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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)

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

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**D. Next steps**

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

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

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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?

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

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**E. Additional information**

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

## Annex I. Gender Analysis and Action Plan

Gender Analysis and Action Plan will be conducted and prepared in inception phase and annexed to the Inception Report.

1. <http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.53.04_Gender_Policy.pdf> [↑](#footnote-ref-1)
2. <http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.Inf_.05_Guidance_Gender_0.pdf> [↑](#footnote-ref-2)
3. Guide to Conducting a Participatory Gender Analysis and Developing a Gender Action Plan for projects supported by UNDP with GEF financing:

   <https://intranet.undp.org/unit/bpps/sdev/gef/_layouts/15/WopiFrame.aspx?sourcedoc=/unit/bpps/sdev/gef/Gender%20Library/UNDP%20GEF%20Guidance.%20How%20to%20conduct%20gender%20analysis%20and%20gender%20action%20plan.pdf&action=default> [↑](#footnote-ref-3)
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 fulfil the commitments under the Conventions that the GEF serves, including national communication or reports to the 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. [↑](#footnote-ref-4)
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. [↑](#footnote-ref-5)
6. Data collection methods should outline specific tools used to collect data and additional information as necessary to support monitoring. The PIR cannot be used as a source of verification. [↑](#footnote-ref-6)
7. *INC, SNC, TNC have been submitted in 2002, 2011 & 2015 respectively, BUR1 & 2 submitted in 2014 & 2016 respectively. And NC4 under implementation.* [↑](#footnote-ref-7)
8. Outcomes are short to medium term results that the project makes a contribution towards, and that are designed to help achieve the longer-term objective. Achievement of outcomes will be influenced both by project outputs and additional factors that may be outside the direct control of the project. [↑](#footnote-ref-8)
9. Key Stakeholders are drawn from the 2 Working Groups that exist on GHG inventories and mitigation actions and their effect, in the case of BURs, established under previous BURs, and TNC, though not fully capacitated and not yet effectively operating as institutional arrangements [↑](#footnote-ref-9)
10. *Summary table should include all financing of all kinds: GEF financing, cofinancing, cash, in-kind, etc...*  [↑](#footnote-ref-10)
11. see <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx> [↑](#footnote-ref-11)
12. See <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Project%20Management_Closing.docx&action=default>. [↑](#footnote-ref-12)
13. See http://www.undp.org/content/undp/en/home/operations/transparency/information\_disclosurepolicy/ [↑](#footnote-ref-13)
14. See https://www.thegef.org/gef/policies\_guidelines [↑](#footnote-ref-14)
15. See <https://www.thegef.org/gef/policies_guidelines> [↑](#footnote-ref-15)
16. See guidance here: <https://info.undp.org/global/popp/frm/pages/financial-management-and-execution-modalities.aspx> [↑](#footnote-ref-16)
17. Excluding project team staff time and UNDP staff time and travel expenses. [↑](#footnote-ref-17)
18. This amount is an estimate as the annual audit costs may be more than USD 3,0000. [↑](#footnote-ref-18)
19. The costs of UNDP Country Office and UNDP-GEF Unit’s participation and time are charged to the GEF Agency Fee. [↑](#footnote-ref-19)
20. This amount is indicative and the actual costs may be higher or less. [↑](#footnote-ref-20)
21. Total, not to exceed USD 5,000 from GEF grant [↑](#footnote-ref-21)