



Country: **NEPAL**



Project Document

Project Title: National Adaptation Programme of Action to Climate Change

UNDAF Outcome: Sustainable Livelihoods:— By 2010, sustainable livelihood opportunities expanded, especially for socially excluded groups in the conflict affected areas.

Expected CP Outcome (CPAP): Environment and energy mainstreamed into national and local development planning with a focus on gender, social inclusion, and post-conflict environmental rehabilitation.

Expected Output (CPAP): Implementation of MEAs, in particular in the areas of climate change, biodiversity, and desertification, supported.

Implementing Partner: Ministry of Environment, Science and Technology

Responsible Parties: MoEST, UNDP

Programme Period:	2008-2010
Key Result Area (Strategic Plan):	Environment and sustainable development
Atlas Award ID:	00049433
Start date:	1 Nov 2008
End Date:	30 Apr 2010
PAC Meeting Date:	15 Aug 2008
Management Arrangements:	NIM

Total budget:	1,325,000 (US\$)
Total resources required:	1,325,000 (US\$)
Total allocated resources:	1,325,000 (US\$)
o	GEF/LDCF 200,000 (US\$)
o	UNDP 50,000 (US\$)
o	DFID 875,000 (US\$) (=0.5 mln GBP)
o	DANIDA 200,000 (US\$)
o	In-kind Contributions (Govt.) (US\$)

Agreed by MoEST:

Purushottam Ghimire

14th Nov, 2008

(PURUSHOTTAM GHIMIRE)

Joint Secretary

Agreed by UNDP:

Gyula M. Asczari

Gyula M. Asczari
Resident Representative, a.i.

14 NOV 2008





UNDP Project Document

UNDP-GEF Enabling Activities Project

Government of Nepal

United Nations Development Programme

PIMS no. 3958

Project Title: National Adaptation Programme of Action to Climate Change

CLIMATE CHANGE ENABLING ACTIVITY

GEF FUNDING FOR NATIONAL ADAPTATION PROGRAMS OF ACTION BY LEAST DEVELOPED COUNTRIES (NAPA)

Brief Description

Nepal, being a Least Developed Country (LDC) Party to the UN Framework Convention on Climate Change and Kyoto Protocol, has to prepare and implement the National Adaptation Programme of Action (NAPA) to access funding for adaptation programmes. This project aims to prepare the NAPA based on a country-driven consultative process. The vulnerability and impacts of climate change on socio-economic conditions and ecosystems, including biodiversity and natural resources, will be assessed. Existing coping strategies and indigenous knowledge of disaster-affected people will be identified, and existing national mechanisms, approaches and capacities will be analysed. Key climate change adaptation priorities will be identified, including capacity development needs at the individual and institutional levels.

The NAPA formulation process will provide a launching pad for the development of a multi-stakeholder Framework on Climate Change Action in Nepal. Analyzing various NAPA processes in other LDCs, the government of Nepal has mobilized substantive co-financing from bilateral donors to ensure that the NAPA-related stakeholder processes in Nepal can be institutionalized and receives dedicated Knowledge Management and Learning support even after a NAPA document has been submitted to the UNFCCC. In complementing the formulation of the NAPA with dedicated capacity development and technical support activities, Nepal will be in a position to not only submit a NAPA document at the end of the projects duration, but also have the institutional capacities in place to propose a cross-sectoral Climate Change Programme for harmonized donor support which addresses critical information, policy and capacity gaps in potentially vulnerable sectors.

Table of Contents

<u>Section</u>	<u>Page</u>
SECTION I:	1
PART I: Situation Analysis	1
PART II: Strategy	3
PART III: Management Arrangements	7
PART IV: Monitoring and Evaluation Plan and Budget	13
PART V: Legal Context	15
SECTION II: Strategic Results Framework	17
SECTION III: Total Work Plan and Budget	31
SECTION IV: Additional Information (Annexes)	
Annex 1. Climate Change Enabling Activity Proposal for GEF Funding for <u>National Adaptation Programmes of Action by Least Developed Countries (NAPA)</u>	
Annex 2. Terms of Reference of Staff members ¹	
Annex 3. A tentative list of stakeholders for consultation during the formulation of NAPA document	
Annex 4. Statement of Assets and Equipment under the National Capacity Self Assessment (NCSA) Project	

¹ It is to be noted that the ToRs of Project Executive and Project Manager are under Annex 1. The ToR for Admin Finance Associate Messenger and Drivers have not been included as the generic ToRs available in the NIM guidelines will be sufficient

Acronyms

AWP	Annual Work Plan
AB	Advisory Board
CBD	Convention on Biological Diversity
CCN	Climate Change Network
COP/SB	Conference of Parties/Subsidiary Bodies
CPAP	Country Programme Action Plan
DfID	Department for International Development of UK Government
DHM	Department of Hydrology and Meteorology
DRR	Disaster Risk Reduction
EC	European Commission
GEF	Global Environment Facility
GHGs	Greenhouse Gases
GLOF	Glacial Lake Outburst Floods
GON	Government of Nepal
IA	Implementing Agency
INC	Initial National Communication of Nepal to the UNFCCC
IP	Implementing Partner
IPCC	Intergovernmental Panel on Climate Change
KP	Kyoto Protocol
LDC	Least Developed Country
MoEST	Ministry of Environment, Science and Technology
MoICS	Ministry of Industry Commerce and Supplies
MoWR	Ministry of Water Resources
NAPA	National Adaptation Programme of Action to Climate Change
NCSA	National Capacity-needs Self-Assessment
OB	Outcome Board
PC	Project Coordinator
PE	Project Executive
PEB	Project Executive Board
PMO	Project Management Office
PO	Programme Officer
QPR	Quarterly Work Plan
SBAA	Standard Basic Assistance Agreement
SRF	Strategic Research Framework
TOR	Terms of Reference
UNCCD	United Nations Convention to Combat Desertification
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
WB	World Bank

SECTION I:

PART I: Situation Analysis

The Initial National Communication (INC, 2004) of Nepal to the United Nations Framework Convention on Climate Change (UNFCCC) and a range of recent scientific studies show that Nepal is highly vulnerable to the potential negative impacts of climate change. Consistent rises in annual mean temperature, less frequent but more intensive rainfall events, increasing frequency and intensity of floods, changes in monsoon on- and offset, growing threat from Glacial Lake Outburst Floods (GLOF), longer dry spells and drought events, and increasingly stronger storms have already been experienced in Nepal in the past decade. These climate-induced hazards are not only causing damage and loss of human lives and property; they also undermine development progress in Nepal and put the achievement of Millennium Development Goals (MDGs) at risk. Poor people in Nepal are disproportionately affected, as their livelihoods often depend on climate-sensitive natural resources, and their capacities to cope with extreme climatic events are especially weak.

The Ministry of Environment, Science and Technology (MoEST) is currently in the process of developing a national Climate Change policy. As Climate Change is not only an environmental matter but a cross-cutting development issue, the MoEST is facing a range of difficulties pertaining to the coordination and harmonisation of efforts from individual government institutions in addressing climate change – related challenges in Nepal. The MoEST is the focal point for most multilateral environmental agreements (MEAs) in Nepal, which includes climate change, but the ministry is bestowed with limited human resources and technical capacity to appropriately address the cross-cutting nature and techno-political complexities of this topic.

Available capacity within the overall government system on matters of climate-related vulnerability is dispersed and scattered over a wide range of institutions, which is partly due to high turn-over of staff within the system and a low overall priority of Climate Change as a subject matter. Moreover, climate risk and vulnerability information is located in a variety of places and not readily available for planning purposes in potentially vulnerable sectors. Consistency and authenticity of climate data is frequently an issue, despite the efforts of the Department of Hydrology and Meteorology (DHM) under the MoEST which has a mandate to lead on meteorological information management, weather forecasting and climate change projections. The DHM is constrained by its limited network of hydro-met stations and human resources, which would be necessary to address numerous micro and macro climatic variations pertaining to Nepal's diverse and mountainous geography.

Building on the non-governmental sectors' initiative of informal networking², the MoEST has set up a Climate Change Network (CCN) involving inter-ministerial departments/organisations, interested bi-lateral and multilateral agencies, I/NGOs, academia and private sector to address information, coordination and communication issues around Climate Change in Nepal. The CCN is presently grappling with the problems of voluntarism and irregular participation. There is no clear cut mechanism of funding for

² The informal network, entitled "Climate Change Network Nepal (CCNN)" was created in 2003 as a loose network for sharing of information and knowledge among various local NGOs, some international NGOs and the UNDP. Presently, the CCN is coordinated by UNDP and its Secretariat is located at the WWF Nepal Programme.

joint initiatives or actions of the network, and the MoEST is presently not able to make a strong case for budgetary allocations with Treasury (due to a lack of visibility of climate change amidst other government priorities). As of now, the CCN is primarily mobilising, technical and financial resources from various network members for climate change related conferences of parties and subsidiary bodies (COP/SB) and related matters. There is no common and sustained platform of information, knowledge and learning on climate change matters that would enable the CCN to grow into a strong, agenda-based platform with appropriate visibility to inform and support policy decisions.

Outside of the government realm, various non-governmental organisations as well as bi- and multilateral agencies have implemented initiatives in the fields of climate change and disaster risk reduction (DRR). Some are supporting the government in policy formulation and capacity building, and some are directly working in the field to strengthen community resilience to natural disasters, such as floods and landslides. At present, the impact of climate change on the nature, distribution and severity of natural disasters in Nepal is poorly acknowledged. The past decades have shown that disaster risk in Nepal is generally greatest where a) existing Disaster Management systems do not include a prevention component, b) existing Disaster Management systems are not able to deal with existing patterns of risk (which makes them even more insufficient in the face of increasing exposure to climate-related hazards), and c) where there is no previous experience of risk management in the context of newly emerging or rapidly evolving hazards. Climate Change and Disaster Management actors have tried to coordinate and harmonise their efforts, but due to the fact that the disaster prevention agenda in Nepal is still less visible than the Disaster response agenda, and due to the fact that there is insufficient awareness on how climate change can increase disaster risk in the future, this coordination has not resulted in tangible progress.

Recognising that Nepal is a Least Developed Country (LDC) and has limited organisational capacity to deal with climate change impacts, and recognising that for many LDCs climate change is a new and emerging priority, Nepal is trying to create the framework necessary to address adaptation challenges in vulnerable policy sectors and planning segments. For Nepal, since greenhouse gas (GHG) emissions are negligible on a global scale³, there is no significant comparative advantage in responding to climate change issues through intensified mitigation approaches. Although a cleaner energy path has, to some extent, been taken to meet the obligations of UNFCCC and Kyoto Protocol, Nepal cannot escape from the consequences of climate change and has recognized the need to take concrete steps to adapt to its adverse effects. Therefore, the development of a National Adaptation Programme of Action (NAPA) to climate change has been recognized as an important priority and a starting point for vulnerability reduction in climate sensitive sectors and sub-regions.

³ It is, however, important to take note that in 2000 considering Land Use, Land Use Change and Forestry (LULUCF) the emission from Nepal is about 0.37% of the world total (without LULUCF it is just 0.10% only). Similarly, if LULUCF is taken into account the per capita emission is 6.6 tonnes per year which without LULUCF is just 1.5 tonnes (Source: World Resource Institute, Climate Analysis Indicators Tools (CAIT) <http://cait.wri.org/cait.php>).

PART II: Strategy

Effective support to the Government of Nepal in addressing urgent and immediate climate change adaptation needs requires consideration of the following requirements:

- i) Facilitating access to resources from the Least Developed Country Fund (LDCF) for defined Climate Change Adaptation projects, for which submission of a NAPA document to the UNFCCC is a precondition;
- ii) Providing a conducive enabling environment for harmonized donor support and multi-stakeholder coordination to address capacity and information gaps related to climate change, support adaptive policy making, and implement community-based adaptation projects following up on to the NAPA exercise;
- iii) Ensuring the sustainable operation of a technical support infrastructure and an institutionalized platform for knowledge sharing and learning on climate change issues, in order to strengthen the profile and cohesiveness of a climate change community of practice and enable access by a variety of public and private stakeholders to up-to-date climate change information and support services.

Formulation of a NAPA is a critical point of departure for Nepal to identify urgent and immediate adaptation needs. An isolated approach to NAPA formulation, however, without consideration of how the NAPA process could strategically be used to create a sustainable support and knowledge infrastructure for climate change-related activities in Nepal, would not warrant a swift and well-coordinated follow-up to the identified priorities.

In light of these considerations, the proposed project aims at a systematic reinforcement of the NAPA process in Nepal. The NAPA formulation process in Nepal will provide a launching pad for the development of a multi-stakeholder Framework on Climate Change Action, ensuring that the NAPA-related stakeholder processes are institutionalized and backed up by dedicated Knowledge Management and Learning support. In complementing the formulation of the NAPA with dedicated capacity development and technical support activities, Nepal will be in a position to not only submit a NAPA document at the end of the projects duration, but also have the institutional capacities in place to propose a cross-sectoral Climate Change Adaptation Programme for harmonized donor support which addresses critical information, policy and capacity gaps in potentially vulnerable sectors.

The project goal **is to enable Nepal to respond strategically to the challenges and opportunities posed by climate change.** The starting point to identify these challenges and opportunities is the formulation of a National Adaptation Programme of Action (NAPA), which is the centrepiece of this project. In order to ensure that NAPA priorities can be effectively addressed, the project will **develop a strategic framework of action for climate change in Nepal, based on the identified immediate priorities for climate resilient and low carbon development, behind which stakeholders can align their response.**

Therefore, it is pertinent to develop:

- i) A National Adaptation Programme of Action (NAPA), outlining urgent and immediate climate change adaptation priorities in Nepal, with an ultimate aim

- to build resilience and adaptive capacity into government services and enable communities to adapt to impact of climate change;
- ii) A learning and knowledge platform to act as a clearing house for climate change information and support services and to facilitate regular, agenda-based interaction of a Climate Change Community of Practice in Nepal;
- iii) A joint framework of action for climate change that is owned across government, with donor and civil society support, appropriate governance arrangements, and clear objectives and deliverables.

After approval of the Nepal NAPA proposal by the GEF Secretariat, a number of stakeholder consultations have taken place to discuss how the NAPA process could best be used to catalyze a maximum of organisational capacity within the MoEST and provide best possible added value for the government as a whole. Recognizing the present limitations in the MoEST, the DFID and DANIDA have provided substantive co-financing to enable reinforcement of the NAPA process, enabling it to catalyze institutional change and to provide the ground for harmonized donor support after submission of the NAPA document to the UNFCCC. Through expanding the financial scope of the NAPA from 250,000.- USD to 1,325,000.- USD, the DFID and DANIDA have ensured that the full potential of the NAPA process in Nepal will be realized.

Through these additional co-financing contributions, the NAPA process in Nepal will be reinforced with additional technical support. The NAPA process will provide the entry point for the creation of a climate change community of practice in Nepal, which will be reinforced by a dedicated Climate Change Knowledge and Learning Centre.

Preparation of the NAPA will figure as one sub-component of this integrated approach, fully in line with the proposal that has already been approved by the GEF Secretariat (Annex 1). Integration with other components will not impact on the 18 months timeline for NAPA preparation. Overall, the proposed project is structured as follows:

- Component 1:** A National Adaptation Programme of Action (NAPA) is prepared and disseminated.
- Component 2:** A Climate Change Knowledge Management and Learning Platform for Nepal is developed and maintained.
- Component 3:** A multi-stakeholder Framework of Action for Climate Change in Nepal is developed.

Component 1 forms the centrepiece of the initiative and is fully compliant with the proposal approved by the GEF Secretariat (Annex 1). Components 2 and 3 are intrinsically linked with Component 1 to support its implementation and create the enabling environment for coordinated NAPA implementation.

Resources from the LDCF (US\$ 200,000) and UNDP (US\$ 50,000) will be primarily utilised to implement Component number 1 under this project. Implementation of Components number 2 and 3 will be funded by DfID (US\$ 875,000) and Danish Embassy (US\$ 200,000). Outputs and indicative Activities of these individual Components, together with respective budget allocations, are detailed in SECTION II.

A key strategy of the proposed project will be to ensure comprehensive stakeholder input in all stages of the implementation process, involving national and local level government institutions, non-governmental organisations (NGOs), civil society groups, academia, international organisations and donor agencies. This involvement will take place at four levels:

- i) Project Management level - see PART-III (Management Arrangements) below;
- ii) Professional services – This will be based on the expertise available in various institutions who can deliver technical or professional services to the project (e.g. output-based institutional contracts, drawdown contract with specialised institutions, technical external reviews, etc.);
- iii) Consultations – The project includes provisions for extensive stakeholder consultations at all levels, starting from inputs to the formulation of a NAPA document and leading to the preparation of other strategic documents following individual visits, group discussions, facilitated dialogues, workshops, seminars and training events. The various networks active in climate change issues will be involved in these discussions and their expertise may be drawn for some specific task as appropriate);
- iv) Reviews, Monitoring and Evaluation – Key reviews will be at the time of inception of the project, at the end of the calendar year and at the end of the project. The inception review will provide an avenue for all stakeholders to re-examine the originally set project outputs, targets and activities and build common understanding about project implementation, timeline, deliverables and roles of various partners into the project. The inception review will be done within the first three months of project implementation. Whereas the annual reviews will allow to take stock of the progress of the year and suggestions for the future year (s). In addition, there will be joint monitoring of NAPA process and activities done from time to time by the project partners together.

The project will adopt a flexible implementation approach for Component 2 and 3, which will be determined through the Inception Review and other reviews, and during work planning process, after the project team is fully on board. This kind of approach will be important to avoid duplication of work where similar initiatives are on-going parallel to this project. The project will in particular establish linkage with the following projects and initiatives during its implementation.

During consultation process with the partners and the donors with regards to NAPA project formulation, varying degree of interests among the donors to support the Government of Nepal for responding to climate change impacts were noticed. NAPA project will therefore adopt a strategy to ensure co-ordination with other parallel projects and initiatives supported by various donors. Some of those initiatives are listed below:

- 1) Asian Development Bank (ADB) has agreed for a Technical Assistance (TA) project with the Government of Nepal (July 2008) for institutional strengthening of MoEST for managing climate change portfolio more coherently in future. Result matrix of the ADB supported TA project is consistent with the NAPA project result matrix and, therefore, the two projects together provide a synergistic framework of programme implementation complementing to each other.

- 2) MoEST has recently joined a global project on Strengthening National Capacity for developing policy options for Climate Change, launched by the UNDP HQ. Under this project, Nepal will raise awareness, and assess investments and financial flow related to the climate change. The priority sector to be identified under this initiative will also contribute to NAPA project outcomes.
- 3) The GEF funded National Capacity Self Assessment Project (NCSA) has almost been completed and the final report will be available soon with priority capacity gap and action plan identified. The project will benefit from the outcomes of NCSA project and will build on its capacity building components in tandem with the recommendations made under NCSA project.
- 4) The MoEST, in collaboration with the WWF Nepal Programme, is engaged with preparation of climate change policy for Nepal. The MoEST will continue consultations during the NAPA preparation process as well. The vulnerability analysis to be done under NAPA project will provide substantive inputs to policy formulation process.
- 5) The MoEST is currently undertaking stocktaking exercise, preparation of the proposal to access funding for the Second National Communication (SNC), and stakeholder consultations from UNEP-GEF support. The stocktaking exercise currently under progress for SNC will be feed into information system to be established by MoEST under this project. The MoEST will ensure sharing of information between the two processes.
- 6) The MoEST will also start a project on Expedited Financing for (interim) measures for capacity building in priority areas with the support from UNEP-GEF. This project aims to strengthen national technical capacity, and identify and evaluate technology needs to implement the UNFCCC.
- 7) In addition to the above, there are a number of other on-going initiatives in the area of climate change which will be closely coordinated during the NAPA process. They include: support from WB to develop a readiness plan for REDD by Ministry of Forest and Soil Conservation (MFSC) under Forest Carbon Partnership Fund, WB support for addressing climate change impacts on water resources, and support from Finland Government for institutional strengthening of Department of Hydrology and Meteorology (DoHM). Furthermore, the European Commission has also informed that the EC would help in exploring the funding opportunities for extended NAPA in future, supporting the government of Nepal.

The overall project duration will be for 18 months from the date of project start. However, the project management team will review the project delivery status and bring to the knowledge of PEB and project partners from time to time. An inception review will be an opportunity to look into the time frame of the project.

Recognising the limited institutional capacity of the MoEST, support will also be provided in the form of: i) Technical assistance in the preparation of Nepal's position in climate change negotiations and national/international meetings; and ii) Strengthening information infrastructure and mobility of MoEST staff. It is envisaged that this support will enable the MoEST to improve its efficiency and effectiveness in taking a lead role in climate change related matters.

Project implementation and support strategies are in line with Nepal's policy, development strategy and institutional context. UNDP support to NAPA formulation has been agreed between the government and UNDP and is formalized in the UNDP Country Programme Action Plan (CPAP). Government and project partners will ensure that participatory and democratic processes are maintained throughout project implementation.

Upon completion of the project, government, DFID, DANIDA and UNDP will determine provisions for handover and future use of property and equipment financed by the project.

PART III: Management Arrangements

1. Basic guidelines applied:

- The management arrangements and structures of this project have been designed to reflect and facilitate extended partnerships necessary to achieve the project objectives.
- The management structures of this project have been defined in line with provisions made under Results Management Guide (RMG) of UNDP.
- **Implementation modality:** The project will follow the National Implementation Modality (NIM) as agreed with the Government of Nepal. The MoEST will be the Implementing Partner (IP) for the project. The IP is to appoint a Project Executive at Joint Secretary Level who will be responsible for overall Project results. Similarly, the IP will appoint a fully dedicated staff as Project Manager at Under Secretary Level to manage the project activities on a daily basis.
- **Fund handling:** As per NEX/NIM Guidelines, the project fund will be managed by the MoEST through a project management unit and separate project account.

2. Core Organisational Structures:

a) Advisory Board: For policy oversight and overall ownership of the NAPA process, an Advisory Board (AB) will be constituted as follows:

• Secretary, Ministry of Environment, Science and Technology	Chairperson
• Representative, Office of the PM and Council of Minister,	Member
• Representative, National Planning Commission Secretariat	Member
• Representative, Ministry of Finance	Member
• Representative, Ministry of Forests and Soil Conservation	Member
• Representative, Ministry of Water Resources	Member
• Representative, Ministry of Agriculture and Cooperatives	Member
• Representative, Ministry of Local Development	Member
• Representative, Ministry of Industry, Commerce and Supplies	Member
• Representative, Ministry of Home Affairs	Member
• Representative, Donor community	Member
• Representative, Academic Institution	Member
• Representative, Civil Society/NGO	Member
• Representative, Private Sector	Member
• Representative, Local bodies/government	Member
• Representative, UNDP/GEF	Member
• Representative, IPCC Focal Point	Member
• Project Executive appointed by the IP	Member-Secretary

After the project document has been signed by the IP and UNDP, the Secretary of the MoEST will ensure constitution of the project AB. In his capacity as the Chairperson, the Secretary will issue invitation letters to the above institutions and agencies for higher level representation (at the level of joint secretary from the government and equivalent) in the Advisory Board. On consultation with UNDP, the Chairperson will also identify representatives from donors, academia, civil society and the private sector as members of the AB. The higher level representation will ensure that project Outcomes/outputs and deliverables are aligned with overall national priorities, and are congruent to the donor assistance framework. The AB will provide guidance and ensure co-ordination among various partners and institutions working on climate change. The AB is expected to meet at least two times a year for reviewing the project progress and ensure the project is on track. In the event that any specific issues require high-level attention, additional meetings may be scheduled. The Terms of Reference of the AB is included under Annex-1.

b) Project Executive Board (PEB): The project executive will have following functional roles:

- i) Project Executive (PE)
- ii) Senior Beneficiary
- iii) Senior Supplier

The Project Executive has the overall responsibility to implement the project activities as per the Annual Work Plans in agreement with the Senior Beneficiary and the Senior Supplier. The Project Executive will call and chair the meetings of the PEB and facilitate agreement on decisions required for smooth implementation of project activities. The Senior Beneficiary is the representative of project beneficiaries. His/her role is to ensure

that PEB decisions and planned activities are aligned with the principle of benefiting project beneficiaries. The Senior Supplier is the representative of supporting or sponsoring agencies or institutions (such as UNDP, DFID, and Danish Government). His/her role is to ensure that project funds are allocated to those activities which contribute to achieve the desired results of the project. Overall, these three roles support decision making required for day-to-day implementation of project activities by the Project Manager (PM). For the proposed project, PEB composition is envisaged as follows:

- i. Project Executive – Joint Secretary appointed by the IP.
- ii. Senior Beneficiary – 1 Representative, National Planning Commission, and 1 Representative from private sector and/or civil society
- iii. Senior Supplier – ARR, UNDP Nepal, Representative of DFID and Danish Embassy

The National Planning Commission (NPC) being the advisory policy-making body in the country will serve as the Senior Beneficiary. Similarly, private sector, civil societies, and others who have direct or indirect concerns related to Climate Change and NAPA, will be represented by additional member in the Project Executive Board. If deemed necessary, other government agencies could be represented in the PEB, with the decision of the Advisory Board.

For UNDP, being the GEF Implementing Agency (IA) for this Project, the concerned Assistant Resident Representative (Environment and Energy) will represent the Senior Supplier in the PEB. Being substantial contributors to the project, the DFID and Danish Embassy will be additionally represented in the PEB as members of Senior Suppliers.

c) Technical Advisory Group (TAG): Since the NAPA project has been designed to spearhead a co-ordinated harmonized approach for tackling climate change issues in Nepal including low carbon growth strategy, it has been envisioned that the project management will need significant technical supports throughout the project. Therefore, through a draw-down consultancy mechanism, a consortium of experts in the areas of climate change, disaster risk management, environmental conservation and socio-economic impact evaluation will be constituted to provide technical advices to the PEB and the AB from time to time. The composition of such expert group will include nationally and internationally recognised professionals, who will give advices on management of various components and strategies of the project based on their knowledge and experiences elsewhere. In addition, the TAG will help drafting ToRs for various consultancy/professional services required by the project, and review the key reports/documents generated through the NAPA process.

d) Project/Quality Assurance: Although the PEB has the overall quality assurance role for the project, project implementation will be supported through an additional assurance role performed by a designated UNDP Programme Officer.

e) Project Manager: The government will appoint an under secretary level staff on a full time basis to work as the project manager of the project. The detailed TOR of the project manager is given in Annex 2. S/he will be responsible for project implementation on a day to day basis. S/he will be supported by a team of support staff as explained under para f) below.

f) Project Support Team: In order to assist the Project Manager in performing his/her duties, a team of staff will be recruited and/or deputed as follows:

- 1) Climate Change Specialist (International) – will be recruited by UNDP and posted under the Project Manager.
- 2) Climate Change Network Facilitator (International) - will be recruited by UNDP and posted under the Project Manager.
- 3) Programme Officer, Climate Change – national staff deputed by the MoEST to directly support the Project Manager.
- 4) Technical Officer, Climate Change – national staff recruited from outside the government.
- 5) Admin Finance Associate/Officer– national staff recruited by UNDP and posted under the Project Manager
- 6) Messenger – national staff recruited or deputed by MOEST with the budget allocated in the project document. .
- 7) Two drivers– national staff recruited or deputed by MOEST with the budget allocated in the project document.

The Terms of References (ToRs) for the above positions have been included under Annex - 2 which need to be further refined at the time of their recruitment. For international staff members, the ToRs will be shared with other partners DFID, DANIDA, World Bank and other partners and approved by the Deputy Resident Representative (Programme) of UNDP.

Asian Development Bank (ADB) has agreed for a Technical Assistance (TA) project with the Government of Nepal (July 2008) for institutional strengthening of MoEST for managing climate change portfolio more coherently in future. The change management consultant of ADB will be accommodated in the same unit to have better coordination and synergy among partners.

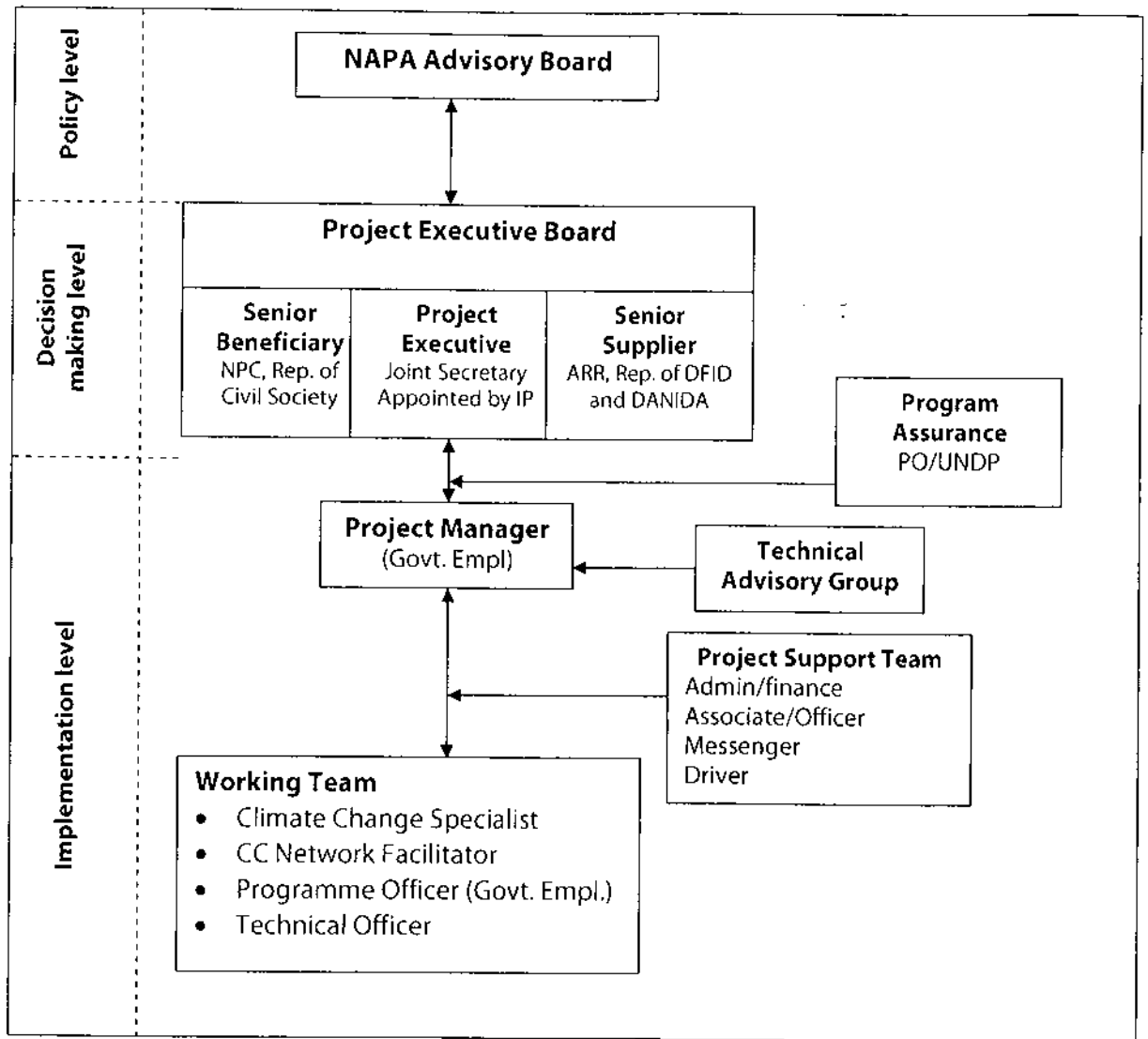
g) Professional Services: During project implementation, professional services of short term consultants (individual), companies or organisations/institutions will be required as outlined in the SECTION-II Strategic Results Framework. For these activities, the Project Manager with the help of his/her staff members will prepare ToRs and obtain approval of the PEB. In the case of international consultants, approval of ToRs will be the responsibility of the UNDP.

h) Procurement and Recruitment: The PEB will take decisions on procurement of goods and services required for the project and recruitment of project personnel or consultants (national and international) as per the NEX/NIM Guidelines. The project management will ensure that representatives from DIFID and Danish Embassy also participate in the processes. However, on request of the project management, UNDP may assist the government in managing specific project related procurement and recruitment activities, in which case UNDP rules will exclusively apply.

i) Drawing from existing network resources and other initiatives: It has been recognised that there exist a number of formal and informal networks working in climate change issues in Nepal, which needs to be co-ordinated for having a synergistic impact of climate change responses. The project has therefore provisioned for one international staff to facilitate a Climate Change Community of Practice with the objective of enhancing the effectiveness of the NAPA process as well as establishing a platform for wider

collaboration with other partners and initiatives as listed in page 5 under Chapter II Strategy.

Schematically, the above description of the project's organisational structure can be represented as follows:



3. National consultations, field investigations and coordination:

A number of consultations and key field investigations will be undertaken in the course of project implementation. The primary responsibility for these consultations and investigations will rest with the Project Executive and Programme Manager on behalf of the Implementing Agency of the project. In the process, the Project may acquire services of individual consultants and/or specialised institutions or firm as needed. The Project will develop, strengthen and maintain systematic line of communication, and effective co-ordination with national and local NGOs, civil society groups and research institutions as well as national and international partners (see Annex 3). Moreover, the IP will ensure coordination and information sharing with other GEF Agencies.

4. Meeting, workshops and seminars:

Recognising that the MoEST, being the focal point for UNFCCC, has to meet the national obligations related to climate change, and does have limitations in its technical and financial capacities to deal with climate change issues in an integrated and comprehensive manner, provisions have been made to support the Government of Nepal for meaningful participation in international meetings, workshops and seminars focussing on Climate Change negotiations and knowledge building from which Nepal can benefit in the long run. It is envisaged that this provision will allow participation of wider range of government departments in the Climate Change debate and their capacity building on the issue. Any support to such events from the project funds must be explicitly discussed in the PEG.

5. Provisions for office space, equipment and materials:

The project will be housed under the premises of Ministry of Environment, Science and Technology at no additional cost to the ministry for project up-running, operation and maintenance. The ministry will provide sufficient space within its premises at no cost basis. Regards to the office equipment and furniture, the equipment such as computers, photocopiers, printers, IT related items, and furniture procured for and currently under use by NCSA project will be immediately transferred to NAPA project after NCSA project will come to an end in September 2008 (See Annex 3, the list of equipment). In furtherance to that, provisions are also made for purchase of additional equipment such as laptops and telephone sets, furniture, etc, and furnishing of newly available office space within the ministry under co-financing contributions. Two electrical cars and two motorbikes (electricity operated option will be preferred as far as possible) will be procured for exclusive use by the project staff in order to ensure mobility of project staff required for effective implementation of the project. At the completion of the project, the disposal of the equipment and furniture will be guided by the provisions made under NEX/NIM Guidelines.

6. Acknowledgements:

In order to accord proper acknowledgement to GEF and other partners for providing funding, their logos should appear on all relevant project publications, including among others, project hardware and vehicles purchased. Similarly, citation on publications regarding the project should also accord proper acknowledgment to GEF and other partners. The UNDP logo should be more prominent -- and separated from the GEF and other logos if possible, as UN visibility may be important for security purposes.

PART IV: Monitoring and Evaluation Plan and Budget

It is to be noted that for the LDC F-funded project component (Component 1), a drafted monitoring and evaluation framework has been developed as outlined below. During the first quarter of implementation of the M&E framework will be revised and completed for all components. For the other project components (Components 2 and 3), Monitoring and Evaluation activities will align themselves with the same provisions. All Monitoring and Evaluation activities within the project will take place in accordance with the programming policies and procedures outlined in the UNDP Results Management Guide.

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.

Quality Management for Project Activity Results

OUTPUT 1: NAPA Prepared		
Activity Result 1 (Atlas Activity ID)	Assessment and prioritization	Start Date: Nov 2008 End Date: Feb 2009
Purpose	To assess and prioritize climate change vulnerabilities and identify adaptation measures.	
Description	(i) Synthesis report on climate variability, extreme weather events, associated risks and adverse impacts, local coping strategies, past and present adaptive strategies and measures; (ii) Identification of appropriate adaptive activities with criteria for prioritized activities.	
Quality Criteria	Quality Method	Date of Assessment
1. Systematic procedures for data collection, processing, verification and review.	Inception reports of consultant (s) for supporting multi-disciplinary teams of government and non-governmental stakeholders.	Nov 2008
2. Participatory data collection and analysis involving broad-based stakeholders from each districts.	Consultation workshop proceedings as well as direct observation of these activities.	Jan-Feb and May-Jun 2009
Activity Result 2 (Atlas Activity ID)	Develop proposals for priority activities	Start Date: Sep 2009 End Date: Dec 2009
Purpose	To prepare proposals for priority activities.	
Description	(i) Prioritized proposals for initiatives to adapt to and cope with adverse climatic effects on immediate, medium, and longer-term time horizons. (ii) Resource mobilization plan.	
Quality Criteria	Quality Method	Date of Assessment
1. Process of defining criteria for selecting priority activities and developing proposals.	Proceedings of consultation workshops and minutes of multi-disciplinary teams.	Sep and Dec 2009
Activity Result 3 (Atlas Activity ID)	Preparation, review and finalisation of NAPA	Start Date: Dec 2009 End Date: Apr 2010
Purpose	To finalise NAPA document	
Description	(i) NAPA document; (ii) Public review of NAPA document through website and public forums; (iii) Public launch and dissemination of final NAPA document.	
Quality Criteria	Quality Method	Date of Assessment
1. Public and peer reviews of the NAPA document.	Website, and national workshops	Dec 2009 - Apr 2010

- An Issue Log shall be activated in Atlas and updated by the UNDP Programme Officer to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted, a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation. An initial offline risk log may be presented as follows which needs to be consulted/discussed during the implementation time:

OFFLINE RISK LOG

Project Title: National Adaptation Programme of Action to Climate Change		Award ID:00049433		Date: 29 Apr. 08					
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Enter a brief description of the risk (In Atlas, use the Description field. Note: This field cannot be modified after first data entry) Change in the Government	When was the risk first identified (In Atlas, select date. Note: date cannot be modified after initial entry) 29 Apr. 08	Environmental Financial Operational Organizational Political Regulatory Strategic Other (In Atlas, select from list)	Describe the potential effect on the project if this risk were to occur Enter probability on a scale from 1 (low) to 5 (high) P = Enter impact on a scale from 1 (low) to 5 (high) (In Atlas, use the Management Response box. Check "critical" if the impact and probability are high) Delays project approval revisions and implementations of project activities. P = 3 I = 3	What actions have been taken/will be taken to counter this risk (In Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+", for instance to record updates at different times)	Who has been appointed to keep an eye on this risk (In Atlas, use the Management Response box) Manoj Khadka, PO	Who submitted the risk (In Atlas, automatically recorded) Tek B. Gurung	When was the status of the risk last checked (In Atlas, automatically recorded) 29 Sep 2008	e.g. dead, reducing, increasing, no change (In Atlas, use the Management Response box)
2	Process Efficiency	29 Apr. 08	Operational	Delay in implementation and achievement of results P = 3 I = 3	Regular follow-up and guidance to project staff. Accommodate the sudden unpredictable changes in the timetable, re-evaluate in term of priority.	Manoj Khadka PO	Tek B. Gurung	29 Sep 2008	

- Based on the above information recorded in Atlas, a Quarterly Progress Report (QPR) shall be submitted by the Project Manager to the Project Executive Board through Project Assurance (UNDP PO), using the standard report format available in the Executive Snapshot.
- A project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- A Monitoring Schedule Plan shall be developed with the initiation of Project and the monitoring plan shall be activated in Atlas and updated to track key management actions/events.

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Executive Board and the Advisory Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the calendar year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the PEB and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards Outputs, and ensure that these remain aligned to appropriate outcomes.

PART V: Legal Context

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement (SBAA) between the Government of Nepal and the United Nations Development Programme, signed by the parties on 23 February 1984. The host-country implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government co-operating agency described in that Agreement.

The following types of revisions may be made to this project document with the agreement and signature of the UNDP Resident Representative only:

- a. Revisions in, or addition of, any of the annexes of the project document
- b. Revisions which do not involve significant changes in the project objectives, outputs or activities of a project, but are caused by rearrangement of inputs agreed to or by cost increases due to inflation; and
- c. Mandatory annual revisions, which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.

Budget (GEF and UNDP, in US\$)

This is just the estimated budget allocation of GEF and UNDP. However, with the expanded NAPA, the budget for comprehensive SRF will be presented in the next section. It is also to be noted that actual budget allocations and revisions will be made in the course of implementation.

ACTIVITY	STOCKTAKING	PROCESS: (ASSESSMENTS, CONSULTATIONS, WORKSHOPS, ETC.)	PRODUCT: ASSESSMENT REPORTS/ STRATEGY AND ACTION PLAN	TOTAL
Assessment and prioritization				
<i>1) Information gathering and synthesis, assessment of vulnerability</i>				
i) Synthesis of available information on adverse effects of climate change and coping strategies	10,000	10,000	5,000	25,000
ii) Participatory assessment of vulnerability to current climate variability and extreme weather events, and associated risks	5,000	10,000	5,000	20,000
<i>2) Identification of adaptation measures, and criteria for priority activities</i>				
i) Identification of past and current practices for adaptation to climate change and climate variability	4,000	14,000	4,000	22,000
ii) Identification of key climate change adaptation measures	2,000	9,000	3,000	14,000
iii) Identification and prioritization of criteria for selecting priority activities	0	5,000	7,000	12,000
TOTAL (Assessment and prioritization)	21,000	48,000	24,000	93,000
Development of proposals for priority activities				
1) National/ sub-national consultative process for short listing potential activities	0	10,000	5,000	15,000
2) Selection and identification of priority activities on the basis of agreed criteria	0	5,000	9,000	14,000
3) Prepare profiles of priority activities in the prescribed format	0	7,000	8,000	15,000
TOTAL (Development of proposals for priority activities)	0	22,000	22,000	44,000
Preparation, review and finalization of the NAPA				
1) Public review	0	10,000	12,000	22,000
2) Final review by government and civil society representatives	0	3,000	7,000	10,000
3) Printing, publishing and translation of the final NAPA document	0	0	15,000	15,000
4) Dissemination	0	0	15,000	15,000
TOTAL (Preparation, review and finalization of NAPA)	0	13,000	49,000	62,000
Technical assistance				
1) Assistance requested from LDC Expert Group (LEG)	0	5,000	0	5,000
2) Other technical assistance	0	20,000	0	20,000
TOTAL (Technical assistance)	0	25,000	0	25,000
Project coordination and management				
TOTAL (Project coordination and management)	0	11,000	15,000	26,000
TOTAL	21,000	121,000	108,000	250,000

SECTION II: STRATEGIC RESULTS FRAMEWORK

The Strategic Results Framework (SRF) for this project has been linked to United Nations Development Assistance Framework (UNDAF) and UNDP Country Programme of Action (CPAP). Moreover, the SRF also recognises other partners' interests and priorities. For the simplicity and uniformity understanding the broader results of UN and UNDP are outlined below:

UNDAF Outcome: Sustainable Livelihoods: By 2010, sustainable livelihood opportunities expanded, especially for socially excluded groups in the conflict affected areas.

CPAP Outcome: Environment and energy mainstreamed into national and local development planning with a focus on gender, social inclusion, and post-conflict environmental rehabilitation

CPAP Output: Implementation of MEAs, in particular in the areas of climate change, biodiversity, and desertification, supported.

With the expanded partnership for NAPA project, the SRF has been divided as follows:

- I. NAPA Component
- II. Non-NAPA Component

For the NAPA Component, the SRF is well elaborated in Annex 1 of this document which was approved by the GEF-Chief Executive Officer. For easy reference of all results in one comprehensive framework, the SRF for the whole project is summarized in the following table (consistent with UNDP/GEF guidelines):

OUTPUT 1:

A National Adaptation Programme of Action (NAPA) is prepared and disseminated

OUTPUT INDICATORS:

- A NAPA document (both in English and Nepali languages) as per UNEFCC quality requirements;
- No. of stakeholders actively involved in the NAPA preparation (different government ministries, departments, donors and civil society organizations);
- A functional Climate Change Coordination Team in the designated government institution for NAPA formulation;

DELIVERABLES	INDICATORS AND TARGETS	INDICATIVE ACTIVITIES
<p>Deliverables 1.1</p> <p>NAPA project implementation mechanism established</p>	<p>② Inclusive institutional arrangements in place to:</p> <ul style="list-style-type: none"> ensure political ownership of the NAPA process and communication between different line ministries whose sectoral planning is affected by climate change issues guide development of a NAPA document on the basis of multi-stakeholder collaboration and coordination ensure coordinated management of stakeholder input and a two-way information flow between the NAPA process and relevant stakeholder groups <p>③ 1 team of coordinating cum implementation in place to:</p> <ul style="list-style-type: none"> ensure timely implementation of all activities and achieve results envisaged in this project document. <p>④ 1 comprehensive synthesis report produced with the following sub-components:</p> <ul style="list-style-type: none"> 1 compilation existing baseline information on climate-related vulnerability in Nepal and a definition of criteria for the prioritization of the most urgent and immediate adaptation needs 1 synthesis report of existing and potential adaptation options to address priority vulnerabilities 1 synthesis report of existing information gaps on climate-related vulnerability information in Nepal 	<p>1.1.1. Establishment of an inclusive Project Advisory Board</p> <p>1.1.2. Consolidation of an inclusive Project Executive Board</p> <p>1.1.3. Establishment of a Climate Change Coordination cum Implementation Team, consisting of:</p> <ul style="list-style-type: none"> a) Project Manager (Under-Secretary, MoEST) b) Climate Change Programme Specialist c) Climate Change Community of Practice Facilitator d) Govt deputied Programme Officer e) Technical Officer f) Administrative project support staff - finance, messenger & driver. <p>1.1.4. Definition of Terms of Reference (TOR) for required subcontracts and multi-disciplinary assessment teams</p>
<p>Deliverables 1.2.</p> <p>Climate Change – related vulnerabilities in Nepal are synthesized, prioritized and connected with potential adaptation measures</p>	<p>④ 1 list of prioritised (urgent and immediate) and profiled climate change adaptation activities for Nepal as per UNFCCC guidelines for implementation</p> <p>④ 1 partnership and financing strategy to implement NAPA follow-up activities within a programmatic framework for Climate Change in Nepal</p>	<p>1.2.1. Comprehensive collaborative review and analysis of literature and existing research about climate-related vulnerabilities in Nepal including how gender and exclusion interact with geographical vulnerabilities; interactions between ecosystem services and poverty</p> <p>1.2.2. Systematic linking of the NAPA process with the SNC and other policy formulation processes (e.g. Climate Change policy) to enable coordination, joint analysis and learning</p> <p>1.2.3. Analysis and systematic documentation of existing information, data and knowledge gaps on climate-related vulnerability in Nepal</p> <p>1.2.4. Stocktaking of current and proposed adaptation options in affected sectors to address urgent and immediate vulnerabilities</p> <p>1.2.5. Drafting of criteria for the prioritization of adaptation activities to address the identified primary vulnerabilities</p>
<p>Deliverables 1.3.</p> <p>Priority Climate Change Adaptation activities in Nepal profiled</p>	<p>④ 1 list of prioritised (urgent and immediate) and profiled climate change adaptation activities for Nepal as per UNFCCC guidelines for implementation</p> <p>④ 1 partnership and financing strategy to implement NAPA follow-up activities within a programmatic framework for Climate Change in Nepal</p>	<p>1.3.1. Consultative agreement on criteria for the selection of adaptation priorities in Nepal through regularly facilitated collaborative analysis and communication processes (established under Outcome 2)</p> <p>1.3.2. Selection and identification of adaptation priorities through national and regional consultative processes, facilitated through the Climate Change Knowledge Management and Learning Platform</p> <p>1.3.3. Preparation of adaptation priority profiles for inclusion into the NAPA document</p> <p>1.3.4. Development of a partnership and financing strategy for NAPA follow-up Activities</p> <p>1.3.5. Integration of identified priority initiatives into a multi-stakeholder, collaborative Framework of Action (Outcome 3)</p>

<p>Deliverables t 1.4. NAPA document prepared, reviewed, endorsed and disseminated</p>	<p> <input checked="" type="checkbox"/> 1 NAPA document, available in both English and Nepali <input checked="" type="checkbox"/> Launching and regular maintenance of a NAPA website to enable the collection of web-based review comments <input checked="" type="checkbox"/> 1 public review of the NAPA document through an open public forum <input checked="" type="checkbox"/> Public launch and dissemination of the final NAPA document within and beyond Nepal </p>	<p> 1.4.1. Preparation of a draft NAPA document in line with UNFCCC guidance on NAPA preparation 1.4.2. Presentation of the draft NAPA at a national multi-stakeholder workshop and collection of feedback and comments 1.4.3. Circulation of hard copies and electronic copies of the draft NAPA to government entities at the national, provincial and local level for comments 1.4.4. Solicitation of comments by the LDC Expert Group (LEG) of the UNFCCC 1.4.5. Incorporation of stakeholder input from the national workshop, public reviews, LEG and web-based reviews into a revised NAPA document 1.4.6. Conduction of a final review of the revised NAPA document with government and civil society representatives 1.4.7. Formal government endorsement for the NAPA as an official policy document 1.4.8. Translation of the NAPA into English and Nepali 1.4.9. Formal launch of the NAPA by high-level government officials 1.4.10. Printing and dissemination of the NAPA through mass media 1.4.11. Submission of the NAPA document to the UNFCCC </p>
---	--	--

OUTPUT 2:

A Climate Change Knowledge Management and Learning Platform for Nepal is developed and maintained

OUTPUT INDICATORS:

- A web-based platform for the collection, systematization and dissemination of climate change knowledge, learning and experience;
- Strengthened Community of Practice on Climate Change in Nepal, with participating institutions and individuals who are regularly engaged and connected through the exchange of climate risk information, sharing of adaptation knowledge and learning experiences on Climate Change;
- Existence of a dedicated Climate Change Knowledge and Learning Centre, which actively facilitates the regular provision and exchange of climate-related knowledge and capacity services to an active, multi-stakeholder, Community of Practice;
- Availability of a Climate Change Learning and Communications strategy for stakeholders at different levels in Nepal and beyond, with a view to increasing public understanding of risks and opportunities associated with climate change;
- Improved appraisal of, and learning from, regional and international experiences in climate change negotiations and systematic development of negotiation positions;
- Number of stakeholders at national and local levels (e.g. businesses, public authorities, CBOs, NGOs, media) actively engaged in communications and learning activities related to climate risk management

DELIVERABLES	INDICATORS AND TARGETS	INDICATIVE ACTIVITIES
<p>Deliverables 2.1.</p> <p>Defined institutional arrangements and strategies to ensure cross-sectoral and multi-stakeholder coordination, knowledge sharing and learning about climate change</p>	<p>1 national Climate Change Knowledge Management strategy to:</p> <ul style="list-style-type: none"> · clarify institutional affiliation, role and responsibility of a focal point for Climate Change Knowledge Management and Learning, and systematic coordination for climate risk and impact research in Nepal. · avail an agreed analysis of knowledge gaps and priority research needs emerging from the NAPA, SNC, Climate Change and Disaster Risk Reduction – related policy processes in Nepal with key stakeholders · address existing climate change knowledge and data gaps in Nepal · identify strategic partnerships with qualified institutions to frame and address priority knowledge and information gaps on climate change impacts in key economic and development sectors 	<p>2.1.1. Strengthen CCN to work as a Climate Change Knowledge Management forum consisting of members from different line Ministries, research organisations, NGOs and advocacy groups</p> <p>2.1.2. Development of a strategic framework to systematically address existing knowledge gaps and research priorities on climate change impacts in Nepal through well coordinated research activities.</p> <p>2.1.3. Definition of priority research needs to increase the knowledge base on climate change impacts in climate-sensitive economic and development sectors</p> <p>2.1.4. Development of a mechanism to ensure collaboration and cohesion between ongoing and planned analyses of climate risk on individual sectors (e.g. World Bank/MoWR, FAO/MoA, DFID/MFSC, UNDP/MHA, etc.)</p> <p>2.1.5. Development of a follow-up proposal for the continued support and maintenance of a Climate Change Research, Knowledge Management and Learning Platform within a joint framework of Action (sub-component of the programme proposal developed under Output 3.4)</p>
<p>Deliverables 2.2.</p> <p>A Climate Change Knowledge and Learning Centre to act as a clearing house for climate change data, policy advice and dissemination of climate impact information is established and operational</p>	<p>2 national decision and action to establish and operationalise a Climate Change Knowledge and Learning Centre (CKMLC) for Nepal as a platform for knowledge sharing, learning and experience sharing on Climate Change matters which would include:</p> <ul style="list-style-type: none"> · Operationalisation of an interactive web-based platform containing research & knowledge on climate change impacts, projections for climate risks and opportunities, and vulnerability to hydro-meteorological hazards; is designed and continuously updated. · A designated government institution facilitates access to climate related data, information about climate hazard and vulnerability hot spots, research products, knowledge and experiences of Nepal and the wider Himalaya region for governmental and non-governmental institutions for planning purposes by physically and electronically storing in a location and by updating regularly. 	<p>2.2.1. Definition of the organizational affiliation, physical characteristics, service profile and staffing of a Climate Change Knowledge and Learning Centre</p> <p>2.2.2. Definition of a web-based knowledge platform for climate change information, communication and learning, and enabling its functionality to ensure easy capturing of new contributions from the Community of Practice including an MoU between providers and users of knowledge services for a systematic and sustainable governance.</p> <p>2.2.3. Definition of processes and assignment of responsibilities for the systematic and continuous maintenance of data underlying the web-based knowledge platform</p>

<p>Deliverables 2.5.</p> <p>A Climate Change Learning and Communications strategy for Nepal and a corresponding public awareness and learning campaign are defined</p>	<ul style="list-style-type: none"> ⊙ Appropriate Nepalese delegations supported to attend capacity development workshops /conferences on CC ⊙ At least 5 assessments of vulnerable regions to identify communication and learning needs of affected communities ⊙ A comprehensive strategy for Climate Change awareness, outreach, communication, and public learning accompanied by supporting mechanisms ⊙ Definition of the qualitative, quantitative and financial requirements for a comprehensive public Climate Change Awareness & Learning campaign ⊙ Regularised press briefings to raise awareness of climate variability and change, linking to relevant development or political entry points 	<p>based briefings</p> <p>2.4.6. Systematize regular and inclusive de-briefing events after training and negotiation events</p> <p>2.5.1. Planning and performing a series of exchange visits and field study tours to different vulnerable regions in Nepal to assess public communication and learning needs on climate change</p> <p>2.5.2. Continuous stocktaking of awareness gaps and balance between different regions in Nepal to access information required for climate risk preparedness, mitigation and adaptation planning</p> <p>2.5.3. Definition and documentation of a Climate Change Learning and Communication Strategy for Nepal</p> <p>2.5.4. Development of a proposal for a comprehensive Climate and Disaster Risk Reduction Awareness and Learning campaign with a potential to be incorporated under Output 3.4. of this Results Framework.</p> <p>2.5.5. Development of culturally appropriate, non-scientific and example-based awareness materials for the communication of climate risks and community-based adaptation options in Nepal</p> <p>2.5.6. Organisation of a regional workshop on climate risk communications with participation from representatives of the Himalayan and South Asian sub-regions</p> <p>2.5.7. Invitation of government staff from different sectoral ministries to participate in a dedicated international workshop or conference on risk communications</p>
---	---	--

OUTPUT 3:

A multi-stakeholder Framework of Action for Climate Change in Nepal is developed

OUTPUT INDICATORS:

- Framework of action clarified on sectoral policies, strategies, plans and programmes that are climate change sensitive, and address climate risk vulnerabilities and adaptation framework in a socially inclusive manner (linked to Outcome 1) at all levels of governance;
- Roles and responsibilities of multi-stakeholder and partnership strategies clarified and synergistic/collaborative actions taken;
- Systematised capacity development frameworks on technical (climate observation and modelling), national compliance to UNFCCC obligations, operation and management of CCKMLC (linked to Outcome 2), and improved access of poor and vulnerable to the benefits of adaptation financing and carbon markets;
- NAPA, SNC and policy formulation processes become cohesive and collaborative to Climate Change and climate risk issues;

DELIVERABLES	INDICATORS AND TARGETS	INDICATIVE ACTIVITIES
<p>Deliverables 3.1.</p> <p>A strategic entity identified and strengthened in the GON that coordinates joint donor financing for the definition and maintenance of cross-sectoral, multi-stakeholder Climate Change Programmes in Nepal</p>	<p>○ Clarified institutional affiliation, role and responsibility of a structure to ensure government ownership, cross-sectoral coordination and multi-stakeholders involvement and due comparative advantages for a coordinated Climate Change Adaptation approach and actions in Nepal</p>	<p>3.1.1. Facilitating the formation/delegation of a national focal point to ensure coordination and coherence of all donor-funded Climate Change activities in Nepal</p> <p>3.1.2. Definition of cross-sectoral and multi-stakeholder advisory and feedback arrangements to assist this institution in fulfilling its coordination functions</p> <p>3.1.3. Development of monitoring and reporting guidelines for a multi-donor funded and multi-stakeholder executed climate change programme (leading into delivery of Output 3.4)</p>
<p>Deliverables 3.2.</p> <p>Policy gaps for effective climate risk and opportunity management in Nepal are identified and a corresponding plan of action is developed</p>	<p>○ Technical and financial proposals for:</p> <ul style="list-style-type: none"> - the analysis, review and alignment of sectoral policies, regulations and strategies to increase public policy impact on climate risk reduction and opportunity enhancement; - the analysis and prioritization of policy incentives to enhance public and private investments in climate risk reduction; - the support and strengthening of cross-sectoral working arrangements that enable coordinated and climate resilient decision making. <p>○ Identified approach to improve climate observation, forecasting, early warning, modelling and scenarios for climate change</p>	<p>3.2.1. Synthesize understanding of how systems and services can enable poor and vulnerable people to develop resilient and productive livelihoods and identify areas for further learning and analysis to inform policy development</p> <p>3.2.2. Review climate observation and modelling and, with stakeholders, identify investment priorities to ensure improved climate tracking, forecasting, early warning and downscaling models to identify plausible futures</p> <p>3.2.3. Continuous stocktaking and documentation of policies that promote or hamper efficient reduction of climate risks in Nepal, starting from NAPA, SNC, Climate Change- and Disaster Risk Reduction-related policy formulation processes.</p> <p>3.2.4. Analysis of existing and required political drivers and incentives to increase climate risk resilience and enhance climate-related opportunities through public and private investments and how power relations at hb, local and national level support or undermine effective strategies.</p> <p>3.2.5. Continuous observation and analysis of working arrangements and communication channels between individual line ministries which are conducive or counter-productive to climate resilient decision making.</p> <p>3.2.6. Ensuring that the drafting of follow-up initiatives targeting climate-resilient policy action incorporate quantifiable Outputs on policy review, alignment and revision.</p>
<p>Deliverables 3.3.</p> <p>Capacity needs for effective climate risk management in Nepal are identified and an</p>	<p>○ Knowledge and learning requirements for climate risk - resilient sectoral and project planning assessed in a critical number of governmental and non-governmental entities;</p> <p>○ Technical and financial proposals for:</p>	<p>3.3.1. Systematic inventory of sectoral planners, decision-makers and administrative/traditional authorities who participate in planning and policy development processes in climate-sensitive target sectors (e.g. water supply, agriculture, forestry, public health, disaster preparedness, infrastructure planning)</p> <p>3.3.2. Targeted and continuous stocktaking and documentation of existing and required capacities in individual line ministries, departments and development organizations to understand climate change issues and their impact on sectoral/project planning.</p>

<p>action plan with corresponding priority measures is formulated</p>	<ul style="list-style-type: none"> · the support of individual government ministries and departments to access, understand and apply climate risk information in their sectoral planning; · the support of development stakeholders (NGOs, CBOs, vulh people) to use climate risk information in formulation of resilient development; · support Nepal's capacity - and particularly poor and vulnerable people - to access adaptation and carbon financing 	<p>3.3.3. Continuous stocktaking and analysis of the ability in different ministries and development organizations to access, understand and apply climate risk information in day-to-day planning tasks;</p> <p>3.3.4. Ensuring that the drafting of follow-up initiatives targeting climate change capacity development include quantifiable outputs for public employees, civil servants and development planners.</p> <p>3.3.5. Support stakeholders to review capacity and evidence gaps to enable Nepal to access adaptation and carbon financing opportunities – such as through hydro and forestry, to identify the institutions required to support poor people accessing these opportunities and the priorities to support increasing resilience of livelihoods.</p>
<p>Deliverables 3.4.</p> <p>A follow-up funding proposal for a Climate Change Adaptation Programme in Nepal is developed and presented to donors</p>	<p>© At least 1 proposal for an integrated Climate Change Adaptation Programme in Nepal is available © An integrated Climate Change Adaptation Programme is presented to donors with a view on facilitating a harmonized funding approach for key elements of the Joint Framework of Action</p>	<p>3.4.1. Combine sectoral priority initiatives identified in the NAPA (delivered under Outcome 1 in this Results Framework) with an expansion of the climate change knowledge management platform (established under Outcome 2 in this Results Framework) and priority interventions on policy revision, capacity development and awareness building (defined under Outputs 3.1-3.3 in this Results Framework)</p> <p>3.4.2. Formulate a proposal for an integrated programmatic approach, combining sectoral priority initiatives with cross-cutting policy, capacity and awareness activities</p> <p>3.4.3. Ensure government ownership in Programme formulation and facilitate endorsement of the Programme's vision, approach and funding proposition</p> <p>3.4.4. Organize at least one presentation about the Programme's vision, approach and financing setup to the Donor network for complementary financing.</p> <p>3.4.5. Adjust the Programme in line with available / committed donor financing</p>

Project budget:

This project budget section is primarily meant to show the resource allocation according to the strategic results framework. The overall budget summary by fund sources is as follows:

Fund sources	Amt (US\$)
LDCF (Code 10003)	200,000
UNDP (Code 00012)	50,000
DFID (Code 00551)	875,000
Denmark (Code 00095)	200,000
Total	1,325,000

Overall fund utilisation descriptions:

For the purpose of giving a broad picture of fund utilisation, the following table has been presented:

Component 1: A National Adaptation Programme of Action (NAPA) is prepared and disseminated		Total fund (US\$)
S.N.	Categories of Activities	
1	Studies for stock-taking and assessment exercises	95,300
2	Workshops (consultation and disseminations)	
3	Support for facilitations of meetings and monitoring of activities	32,000
4	NAPA report reviews (peer and others) and publications	6,500
	Sub-total	32,000
Component 2: A Climate Change Knowledge Management and Learning Platform for Nepal is developed and maintained		165,800
S.N.	Categories of Activities	Total fund (US\$)
1	Research studies and reviews	
2	Establishment of Climate Change Learning Centre (CKLC)	110,000
3	Awareness, linkages and coordination	130,000
4	Consultation workshops and meetings	35,000
5	Regional workshop and Climate Change COP Participations	15,000
6	Facilitation of the community of practice, e.g. networks	35,000
7	Follow-up proposals development	20,000
	Sub-total	25,000
		370,000

Component 3: A multi-stakeholder Framework of Action for Climate Change in Nepal is developed		
S.N.	Categories of Activities	Total fund (US\$)
1	Studies and reviews	115,000
2	Provision of Technical Advisory Group	80,000
3	Consultation workshops and meetings	32,000
4	Facilitation, coordination and disseminations	29,000
	Sub-total	256,000
Component 4: Project Management Support Cost		
S.N.	Categories of Activities	Total fund (US\$)
1	International Staff salaries	315,000
2	National Staff salaries	52,200
3	Travel	25,000
4	Office equipment (vehicle, computer, etc.)	44,000
5	Office premise alterations and operations including supplies	21,750
6	Fees to UNDP (from DfID, US\$ 61,250 and Denmark US\$ 14,000)	75,250
	Sub-total	533,200
Grand Total		1,325,000

Output wise Fund Allocations:

In the following tables, the detail project budget at the output level is presented. Similarly, the Output level budget has been presented in the SECTION III Total Work Plan and Budget (It is to be noted that in the SECTION III the Outputs will become as the Atlas activities).

Some key explanations for the Tables below:

- The proposed budget is based on initial estimates and is subject to change during review and preparation of annual work plans, when the project management team with the partners will have a chance to look into individual activity planned under each output and modality of implementation of each activity. This flexibility will allow to adapt the project as per the real need emerged.
- The budget descriptions include: Travel, Office supplies, Equipment and Furniture, International Consultant, Local consultant, Contractual Service Individual, Contractual Service Company, Professional Services, Overhead expenses, and Miscellaneous.
- The 'Travel' line is used for both international and national travels. The 'Equipment and Furniture' comprises all non-expendable items like vehicles, computers, and office furniture. The 'International Consultant' line is used for hiring long-term or short-term staff/consultants. For institutional contracts, the budget line 'Contractual Service Company' is used. For regular project staff salary 'Contractual Services Individual' line is used while for short term national individual consultants, a separate line called 'Local consultant' is used. Similarly, 'Professional Service' line implies for hiring experts or companies or consortium of experts. The budget line 'Miscellaneous' is used for conducting workshops, meetings, dialogues, etc.

OUTPUT 1: A National Adaptation Programme of Action (NAPA) is prepared and disseminated

	Fund	Budget	Budget	Yr1	Yr2	Total	Output Total
1.1 NAPA project implementation mechanism established	UNDP	71600	Travel				6,500
	LDCF	72500	Office Supplies				
	LDCF	74500	Miscellaneous				
1.2 Climate Change - related vulnerabilities in Nepal are synthesized, prioritized and connected with potential adaptation measures	LDCF	71300	Local consultants				67,000
	LDCF	71400	Contractual Service				
	UNDP	73000	Overhead expenses				
	LDCF	74500	Miscellaneous				
1.3 Priority Climate Change Adaptation activities in Nepal profiled	UNDP	71400	Local consultants				38,000
	LDCF	71400	Contractual Service				
	LDCF	74500	Miscellaneous		8000	8000	
	LDCF	71200	International				
1.4 NAPA document prepared, reviewed, endorsed and disseminated	UNDP	71400	Local consultants		7000	7000	54,300
	LDCF	74500	Miscellaneous				
Sub-total of Output 1							

OUTPUT 2: A Climate Change Knowledge Management and Learning Platform for Nepal is developed and maintained

	Fund	Budget	Budget	Yr1 (US\$)	Yr2 (US\$)	Total	Output Total
2.1 Defined institutional arrangements and strategies to ensure cross-sectoral and multi-stakeholder coordination, knowledge sharing and learning about climate change	DfID	71200	International				45,000
	DfID	71300	Local consultants				
	DfID	74500	Miscellaneous				
2.2 A Climate Change Knowledge and Learning Centre to act as a clearing house for climate change data, policy advice and dissemination of climate impact information is established and operational	DfID	71300	Local				
	DfID	71600	Travel				165,000
	DfID	71400	Contractual				
	DfID	72200	Equipment &				
	DfID	72500	Supplies				
	DfID	74500	Miscellaneous				
2.3 A Community of Practice for providers and users of climate change-related information is institutionalized and its communication activities are	DfID	74100	Professional				25,000
	DfID	74500	Miscellaneous				
2.4 Targeted support to strengthen Nepal's negotiation capacity on Climate Change matters	DfID	71300	Local consultants				75,000
	DfID	71600	Travel				
	DfID		Professional				
	DfID	74500	Miscellaneous				
2.5 A Climate Change Learning and Communications strategy for Nepal	DfID	71600	Travel				60,000

	DfID	74100	Professional		
	DfID	74500	Miscellaneous		
Sub-total of Output 2				118,000	252,000
					370,000

OUTPUT 3: A multi-stakeholder Framework of Action for Climate Change in Nepal is developed

	Fund	Budget	Budget Description	Yr1 (US\$)	Yr2 (US\$)	Total	Output Total
3.1 A strategic entity identified and strengthened in the GON that coordinates joint donor financing for the definition and maintenance of cross-sectoral, multi-stakeholder Climate Change Programmes in Nepal	DfID	74100	Professional				75,000
	DfID	74100	Professional				
	DfID	74500	Miscellaneous				
3.2 Policy gaps for effective climate risk and opportunity management in Nepal are identified and a corresponding plan of action is developed	Denmark	71300	Local consultants				70,000
	Denmark	71600	Travel				
	Denmark	74100	Professional				
3.3 Capacity needs for effective climate risk management in Nepal are identified and an action plan with corresponding priority measures is formulated	Denmark	74500	Miscellaneous				77,000
	Denmark	71300	Local consultants				
	Denmark	71600	Travel				
3.4 A follow-up funding proposal for a Climate Change Adaptation Programme in Nepal is developed and presented to donors	Denmark	74500	Professional				34,000
	DfID	74500	Miscellaneous				
	Denmark	74500	Miscellaneous				
Total of Output 3	Denmark	71300	Local consultants				34,000
	Denmark	71600	Travel				
	Denmark	74500	Miscellaneous				
				78,000	178,000		256,000

OUTPUT		Fund Source	Budget Description	Yr1 (US\$)	Yr2 (US\$)	Total (US\$)	Output Total (US\$)		
Project Management Support Costs		DfID	International Consultant	105,000	210,000	315,000	533,200		
		LDCF	Contractual Service Indv.	17,400	34,800	52,200			
		UNDP	Travel	500	24,500	25,000			
		DfID	Equipment and furniture	15,000	14,000	29,000			
		Denmark	Equipment and furniture	15,000	-	15,000			
		LDCF	Office Supplies	1,000	3,000	4,000			
		DfID	Premise alterations	5,000	-	5,000			
		DfID	Miscellaneous	5,000	4,750	9,750			
		LDCF	Miscellaneous	500	2,500	3,000			
		DfID	F&A from DfID Fund	20,000	41,250	61,250			
		Denmark	F&A from Danish Fund	14,000	-	14,000			
		Total Project Support Cost				198,400		334,800	533,200
		Grand Total				414,100		910,900	1,325,000

SECTION III: Total Budget and Work plan

Award ID: 00049433

Award Title: National Adaptation Programme of Action to Climate Change

Business Unit: NPL 10

Project Title: National Adaptation Programme of Action to Climate Change

Project ID: PIMS no.: 3958

Implementing Partner: Ministry of Environment, Science and Technology

GEF Outcome/Atlas Activity	Responsible Party/ Impl. Partner	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (US\$)	Amount Year 2 (US\$)	Total (US\$)
Output 1								
A National Adaptation Programme of Action (NAPA) is prepared and disseminated	UNDP	62160	LDCF	71200	International Consultant	-	22,300	22,300
	MOEST	62160	LDCF	71300	Local Consultants	5,000	10,000	15,000
	MOEST	04000	UNDP	71300	Local Consultants	5,000	12,000	17,000
	MOEST	04000	UNDP	71600	Travel	1,000	4,000	5,000
	MOEST	62160	LDCF	72100	Contractual Service Coy.	5,000	40,000	45,000
	MOEST	62160	LDCF	72500	Office Supplies	500	500	1,000
	MOEST	04000	UNDP	73000	Overhead expenses	1,000	2,000	3,000
	MOEST	62160	LDCF	74500	Miscellaneous	2,200	55,300	57,500
Output 2				Total of Output 1	19,700	146,100	165,800	
A Climate Change Knowledge Management and Learning Platform for Nepal is developed and maintained	UNDP	30000	DFID	71200	International Consultant	12,000	15,000	27,000
	MOEST	30000	DFID	71300	Local Consultants	13,000	25,000	38,000
	MOEST	30000	DFID	71600	Travel	13,000	52,000	65,000
	MOEST	30000	DFID	72100	Contractual Service Coy.	10,000	20,000	30,000
	UNDP	30000	DFID	72200	Equipment & furniture	25,000	50,000	75,000
	MOEST	30000	DFID	72500	Office Supplies	5,000	10,000	15,000
	MOEST	30000	DFID	74100	Professional Services	15,000	35,000	50,000

	MOEST	30000	DFID	74500	Miscellaneous	25,000	45,000	70,000
Output 3	Total of Output 2							
A multi-stakeholder Framework of Action for Climate Change in Nepal is developed	MOEST	30000	Denmark	71300	Local Consultants	25,000	30,000	55,000
	MOEST	30000	Denmark	71600	Travel	9,000	31,000	40,000
	MOEST	30000	Denmark	74100	Professional Services	10,000	35,000	45,000
	MOEST	30000	DFID	74100	Professional Services	5,000	10,000	15,000
	UNDP	30000	DFID	74100	Professional Services	10,000	40,000	50,000
	MOEST	30000	Denmark	74500	Miscellaneous	9,000	22,000	31,000
	MOEST	30000	DFID	74500	Miscellaneous	10,000	10,000	20,000
Project Management Support Costs	Total of Output 3							
	UNDP	30000	Dfid	71200	International Consultant	78,000	178,000	256,000
	MOEST	62160	LDCF	71400	Contractual Service Indv.	105,000	210,000	315,000
	MOEST	04000	UNDP	71600	Travel	17,400	34,800	52,200
	UNDP	30000	DFID	72200	Equipment & furniture	500	24,500	25,000
	UNDP	30000	Denmark	72200	Equipment & furniture	15,000	14,000	29,000
	MOEST	62160	LDCF	72500	Office Supplies	15,000	-	15,000
	MOEST	30000	DFID	73200	Premise alterations	1,000	3,000	4,000
	MOEST	30000	Denmark	74500	Miscellaneous	5,000	-	5,000
	MOEST	62160	LDCF	74500	Miscellaneous	5,000	4,750	9,750
	UNDP	30000	DFID	75100	F&A from Dfid Fund	500	2,500	3,000
	UNDP	30000	Denmark	75100	F&A from Danish Fund	20,000	41,250	61,250
Project Total (LDCF, UNDP, DFID and DANIDA)	Total of Project Management Support Cost							
						198,400	334,800	533,200
						414,100	910,900	1,325,000

SECTION IV: ADDITIONAL INFORMATION

Annex-1



GEF

**CLIMATE CHANGE ENABLING ACTIVITY
PROPOSAL FOR GEF FUNDING FOR NATIONAL ADAPTATION
PROGRAMS OF ACTION BY LEAST DEVELOPED COUNTRIES (NAPA)**

AGENCY'S PROJECT ID: 3958
GEFSEC PROJECT ID:
COUNTRY: Nepal
COUNTRY ELIGIBILITY: LDC, ratification of UNFCCC on 2 May 1994
PROJECT TITLE: National Adaptation Programme of Action to Climate Change
GEF IMPLEMENTING AGENCY: UNDP
NATIONAL EXECUTING AGENCY: Ministry of Environment, Science and Technology (MoEST)
DURATION: 18 months
GEF FOCAL AREA: Climate Change - Adaptation
GEF OPERATIONAL PROGRAM: LDCF
GEF STRATEGIC PRIORITY: N/A for LDCF projects
ESTIMATED STARTING DATE: October 2007
IA FEE: USD 20,000

FINANCING PLAN (US\$)	
GEF PROJECT/COMPONENT	
Project	200,000
<i>Sub-Total GEF</i>	200,000
CO-FINANCING	
GEF Agency	50,000
Gov't Contribution	10,000
Others	
<i>Sub-Total Co-financing:</i>	60,000
<i>Total Project Financing:</i>	260,000

RECORD OF ENDORSEMENT ON BEHALF OF THE GOVERNMENT (OPERATIONAL FOCAL POINT):
 Madhav Prasad Ghimire, PhD Date: January 5, 2007
 Joint Secretary/GEF Operational Focal Point
 Ministry of Finance
 Krishna Gyawali Date: December 13, 2007
 Joint Secretary/GEF Operational Focal Point
 Ministry of Finance

RECORD OF ENDORSEMENT ON BEHALF OF THE CLIMATE CHANGE FOCAL POINT):
 Khum Raj Punjali Date: December 05, 2006
 Joint-Secretary and Chief of Environment Division,
 Ministry of Environment, Science and Technology,
 Focal Point – UNFCCC

This proposal has been prepared in accordance with GEF policies and procedures and meets the standards of the GEF Project Review Criteria for NAPA approval.

IA/ExA Coordinator

Y. Glemarec
 Yannick Glemarec
 Executive Coordinator
 UNDP/GEF
 Date: September 17, 2007

Project Contact Person

Gernot Laganda, Regional Technical Advisor / UNDP
 Regional Centre Bangkok
 (through Bo Lim, Principal Technical Advisor, Capacity
 Development and Adaptation Cluster, UNDP BDP-EEG)
 Tel. and email: +66 (0)2288 2644
 gernot.laganda@undp.org

Acronyms

CBD	Convention on Biological Diversity
CCN	Climate Change Network
CIDA	Canadian International Development Agency
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora
DHM	Department of Hydrology and Meteorology
DSCWM	Department of Soil Conservation and Watershed Management
EIA	Environmental Impact Assessment
GEF	Global Environment Facility
GHGs	Greenhouse Gases
GON	Government of Nepal
INC	Initial National Communication of Nepal to the UNFCCC
ITTA	International Tropical Timber Agreement
KP	Kyoto Protocol
LDC	Least Developed Country
MDGs	Millennium Development Goals
MFSC	Ministry of Forests and Soil Conservation
MLD	Ministry of Local Development
MOAC	Ministry of Agriculture and Cooperatives
MoEST	Ministry of Environment, Science and Technology
MOPE	Ministry of Population and Environment (then)
MOWR	Ministry of Water Resources
NAPA	National Adaptation Programme of Action to Climate Change
NCSA	National Capacity Self-Assessment
NORAD	Norwegian Agency for Development
NPC	National Project Coordinator
NPD	National Project Director
OB	Outcome Board
PEG	Project Executive Group
PMO	Project Management Office
RMG	Results Management Guidelines
TOR	Terms of Reference
UNCCD	United Nations Convention to Combat Desertification
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change

BACKGROUND:

1. Nepal is a landlocked country, surrounded by the People's Republic of China in the north and India in the east, west and south. It is roughly rectangular in shape with a land area of 147,181 km². The east to west stretching length of the country averages 885 km and the width from north to south ranges from 145 to 241 km. Within this narrow north to south stripe, the altitude ranges from less than 100m in the Terai (plain area) to 8,848m at the peak of the Mount Everest. This wide altitude range provides high diversity in terms of culture, climate, flora and fauna. The Terai is considered as the food grain area of the country while the high Himalayas are permanent source of fresh water resources. Due to severe altitude differences and high gradient hills and mountains, numerous rivers and streams emanate with enormous currents which have a high potential for hydro-power generation. Similarly, the diversity in cultural and natural resources within the country has tremendous potential for Nepal to be a prime tourism destination.
2. Nepal's position is highly vulnerable to the potential negative impacts of climate change. For Nepal, the highly recurrent and most potential threats, linked to high precipitation, are floods and landslides. Recent studies have suggested that glacier retreat is another significant phenomenon which can cause outburst of glacial lakes as well as serious downstream floods. That, too, is aggravated by its steep topography owing to a wide altitude range within a very short span, tectonic movement and monsoon based torrential rainfall pattern. About 80 per cent of the total precipitation falls during June to September, when Nepal faces 'too much water' and 'too little water' problems. Every year thousands of people are affected from landslides in the higher elevation areas and turbulent floods in the lower sides during the rainy season. Contrarily, Nepal experiences long dry spells the rest of the year, frequent droughts during the so-called rainy season and untimely rainfall. Although Nepal shares less than 0.025 per cent of the global greenhouse gas emissions, the country has witnessed the visible effects of climate change such as accelerated snow and glacial melting processes, increasing size of glacial lakes up to critical geostatic thresholds, formation of new glacier lakes, rainfall variation, impacts on forests and biodiversity, and unexpected droughts which have direct bearing on human health and food security. Furthermore, global warming have resulted in the retreat of glaciers in the Nepal Himalaya, where over 20 glacial lakes have become consistently more hazard-prone. Scientists have formulated a strong demand to monitor glaciers and install effective weather warning systems in order to reduce climate induced disaster losses. These unusual phenomena have potential adverse impacts on biodiversity and ecosystem health and affect Nepal's achievement of the Millennium Development Goals (MDGs) in general and MDG7 in particular.
3. The Initial National Communication (INC) to the United Nations Framework Convention on Climate Change (UNFCCC) prepared in 2004 has predicted that western Nepal might receive more precipitation than eastern Nepal which means a reversal of the current trend. About 20 percent of the glaciated area above 5,000m is likely to become snow- and glacier-free, if air temperature increases by 1⁰C; Around 70 per cent of the snow-capped area above 5,000m would be severely affected by an increase of 4⁰C. Furthermore, 50 per cent increase in annual precipitation may lead to 20 per cent increase in sediment yield, land use remaining the same. The warming effect will be significant in the sub-alpine and alpine regions. The INC has also predicted that there will be possible extension of tropical and sub-tropical moist forests, while the cool temperate forests might change to warm temperate moist forests as an effect of a 2⁰C temperature and 20 per cent precipitation increase. This will not only affect the composition of vegetation, but also push the vegetation up to over 500m.

4. Even with a 1°C temperature rise, melting of the snow-capped Himalayas will have tremendous impacts on sea-shore countries and downstream ecosystems thereby clearly indicating the linkages, interrelationships and interdependencies between the mountains and lowlands. The respective losses in biodiversity will be largely irreparable.
5. Nepal being a least developed country (LDC), this situation is further complicated by a major pre-occupation of government with poverty reduction, which will intertwine with longer-term climate change concerns.
6. Nepal signed the UNFCCC at the United Nations Conference on Environment and Development in Rio de Janeiro in June 1992 and ratified the Convention on 2nd May 1994. It came into force on 31st July 1994. Nepal has accessed the Kyoto Protocol on 16 September 2005 and put it into force from 14 December 2005. The Government of Nepal (GON) has established the Designated National Authority (DNA) on 22 December 2005 and the Ministry of Environment, Science and Technology (MoEST) has been nominated and mandated to function as DNA. In this context, Nepal has undertaken full commitments for the effective implementation of climate change policies.
7. After becoming Party to UNFCCC, Nepal organized a National Workshop on the UNFCCC and the Institutional Design of the Cooperative Implementation Mechanisms of the Kyoto Protocol in August 2000 (assisted by the UNEP/ROAP and the Asian Development Bank). The workshop raised several issues related to the need for estimating GHG emissions and impacts of climate change. Nepal prepared its INC in 2004 with the assistance of UNEP/GEF.
8. Nepal has recently initiated monitoring of one of the most vulnerable glacial lakes, the Tso Rolpa Lake and a flood monitoring station in the Narayani River. Besides these initiatives, Nepal has yet to implement a concerted set of activities to directly address implementation of UNFCCC commitments. Currently, there are no activities to sufficiently address climate change concerns including integration into the national development portfolio, which is mainly due to a lack of technical capacity, finance and a series of institutional constraints. The consideration of a gender dimension in dealing with climate change impacts has also not been addressed.
9. Although there is a general perception among the general public that weather and climatic conditions have changed compared to a few decades back and started to directly affect people's lives, there is a lack of basic understanding and awareness on climate change effects and its potential impacts. There is a low level of clarity among policy makers and development practitioners on how severely the poorer segment of the Nepalese society would be affected. As a result, the issue of climate change has not yet featured prominently on their agenda. It is expected that the present peace accord of 21 November 2006 will provide opportunities to take climate change activities in Nepal a substantial step further.
10. From the perspective of coping with extreme climate events and disasters, capacity developments at systemic, institutional and individual levels are the primary requirements. The process of integration of climate change dimensions into Nepal's development requires heightened awareness, appropriate human resources, strengthened institutional capacity, simplified administrative procedures, strengthened decision support tools, and a broad-based partnership under inclusion of the private sector.
11. All these factors underscore the necessity of immediate and urgent support to start adapting to the current and anticipated adverse effects of climate change. To this effect, it is imperative to develop a National Adaptation Programme of Action (NAPA), for which the GON has requested GEF support through the United Nations Development Programme

(UNDP). Delay in the provision of such support to action-oriented adaptation options could increase vulnerability and lead to higher intervention costs at a later stage.

2. INSTITUTIONAL CONTEXT:

12. Nepal has a multitude of institutions which are directly or indirectly related to environmental management and have linkages with climate change related issues. The ministries are involved in policy-making; their departments and district offices are considered the implementing agencies; and several commissions, councils and committees have advisory functions and responsibilities. Brief accounts of the institutions most relevant to this project are given below:

13. The **Ministry of Forests and Soil Conservation (MFSC)** is the oldest governmental institution and is primarily responsible for conserving and managing the forests, soil, plants and wildlife resources of Nepal. MFSC is also the national focal point for the CBD, CITES, ITTO and Ramsar Convention. The Ministry, through its five Divisions (Planning, Environment, Foreign Aid Coordination, Monitoring and Evaluation, and Administration) plays a significant role in policy formulation, strategic planning and co-ordination for the conservation of natural resources, including biodiversity conservation, within the country. Its five departments (Forests, National Parks and Wildlife Conservation, Plant Resources, Forest Research and Survey, and Soil Conservation and Watershed Management) directly implement programmes related to forests, soil, watershed, plants and wildlife management. Two para-statal companies, the Forest Products Development Board and Herbs Production and Processing Co. Ltd. were established under the MFSC to support promotion of timber as well as non-timber forest products in the country. The Ministry, under its Environment Division, has a Biodiversity Section to facilitate the process of implementing the CBD. The Department of National Parks and Wildlife Conservation is involved in managing protected areas (national parks, wildlife reserves, conservation areas, hunting reserve and buffer zones) and *in-situ* biodiversity conservation. The Department of Soil Conservation and Watershed Management (DSCWM) implements measures to check soil erosion, stabilize landslides and gullies, and rehabilitate degraded lands.

14. Concerns over environmental degradation and its close relationship with population developments has resulted in establishment of the Ministry of Population and Environment (MoPE) in 1995. After nearly a decade, the Government decided to dissolve MoPE and include environmental responsibilities in the then Ministry of Science and Technology, renaming it into **Ministry of Environment, Science and Technology (MoEST)**. The population component was moved into the then Ministry of Health, which was later renamed into Ministry of Health and Population. The MoEST functions as Secretariat of the Environment Protection Council and National Commission on Sustainable Development. MoEST is the focal point for environmental conventions such as UNFCCC, UNCCD, Basel, Ozone, POPs, and several others. The Ministry is responsible for: (i) formulation and implementation of policies, plans and programmes; (ii) conduction of studies, research and surveys, and training; (iii) pollution control, environment conservation and balance; (iv) regular monitoring of environmental activities implemented by other organizations; (v) launching of public awareness activities and publications; (vi) development of human resources; and (vii) national and international focal point in the domain of the environment. In accordance with the provisions of the 1996 Environment Protection Act and the 1997 Environment Protection Rules, the Ministry is also responsible for the institutionalization of the environmental impact assessment system, enforcement of environment quality standards, management of environment conservation areas, and operation of an Environment Protection

Fund. The Ministry is furthermore responsible for the implementation of environment-related conventions to which Nepal is a Party. So far, Nepal is a Party to 16 environment-related conventions and their protocols such as Kyoto Protocol (KP) and Montreal Protocol. In connection with the proposed NAPA project, the role of the MoEST in drafting Climate Change policy through a consultative process with the Climate Change Network (CCN, see also chapter 3.3.) is of special importance for ensuring stakeholder involvement, ownership of and follow-up to the NAPA process.

15. The Department of Hydrology and Meteorology (DHM) of MoEST deals with meteorological information management, weather forecasting and climate change. It serves as focal point for the Intergovernmental Panel on Climate Change. The Alternative Energy Promotion Centre under MoEST is the apex organization for all rural and renewable energy activities in the country. The organization has a clear mandate to promote rural energy services. MoEST also acts as the link Ministry to the Nepal Academy for Science and Technology, which is an autonomous academic body and works towards the advancement of science and technology in the country. The Ministry also facilitates the work of the High Level Commission on Information Technology, and the National Information and Technology Centre.

16. The **Ministry of Agriculture and Cooperatives (MoAC)** and the **Ministry of Water Resources (MoWR)** are also involved in environmental management, especially in terms of action programmes in agro-biodiversity conservation and water resources management. The MoWR has established the Department of Water Induced Disaster Prevention with the mandate of facilitating research activities, zoning of flood-prone areas, developing hazard forecasting and warning systems, and river and landslide controls.

17. The **Ministry of Industries, Commerce and Supplies (MoICS)** deals, among others, with the World Trade Organization regime whereby it coordinates intellectual property rights issues related to indigenous bio-diversity resources in collaboration with the MFSC. The Nepal Bureau of Standards and Metrology under MOICS implements activities under the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol.

18. The sustainable development agenda of the Nepalese government falls within the purview of all sectorial ministries, including the Ministry of Land Reform and Management, Ministry of Physical Planning and Works, Ministry of Home Affairs, Ministry of Defence, Ministry of Labour and Transport Management, Ministry of Education and Sports, and Ministry for Local Development (MLD) including MFSC, MoEST, MoAC, MoWR and MoICS. MLD, being responsible for decentralization, also has the role of mainstreaming environmental governance at the local levels. Other institutions such as the Institute of Science and Technology, the Institute of Forestry, and the Institute of Agriculture and Animal Sciences of Tribhuvan University are engaged in teaching and research on biodiversity, natural resource management, hydrology and meteorology.

19. The **Parliamentary Committees on Natural Resources and Environmental Conservation** serve as high level advisory bodies for coordination and policy guidance on sustainable development and the environment. These committees consist of selected members of the House of Representatives from different political parties including the Right Hon'ble Prime Minister and concerned Hon'ble ministers. These committees oversee the actions of the government related to conservation of natural resources and environmental management.

20. The **National Development Council** is the highest policy level body, chaired by the Right Hon'ble Prime Minister. It was established as early as 1972 with a view to accelerate the pace of economic development in a manner consistent with the actual needs and

aspirations of the people, as reflected in the development plan. The major function of the council is to provide directives to the National Planning Commission on various development issues of national importance.

21. The **National Planning Commission** is also chaired by the Right Hon'ble Prime Minister and is the advisory body for formulating development plans and policies of the country. It explores and allocates resources for economic development and works as a central agency for the monitoring and evaluation of development plans, policies and programs. It occasionally implements projects of direct policy relevance. Being the apex body for policy formulation, it works closely with the line ministries to mainstream environmental concerns into sustainable development planning through successive periodic national development plans.

22. The **Environment Protection Council** was established in 1992 under the chairmanship of the Right Hon'ble Prime Minister to oversee the sustainable management of the country's natural resources and strike a balance between economic development and environmental conservation. It serves as advisory body on environmental matters.

23. Prior to the World Summit on Sustainable Development, Nepal established the **National Commission on Sustainable Development (NCSDD)** in April 2002, which is also chaired by the Right Hon'ble Prime Minister with representation from the Government and civil society. NCSDD is entrusted with the responsibility for providing the strategic vision and guidelines on implementation aspects of Nepal's Sustainable Development Agenda.

24. Nepal has implemented a number of development activities with particular focus on poverty reduction. Although the geographical coverage is low, some of the activities are related to food security, environmental improvement, land improvement against soil erosion and landslides, reduction of pressures on forests and empowerment and participation of local people in forest management through community forests, people-centred protected area conservation including buffer zones management, disaster prevention and rehabilitation programmes, and weather forecasting. Nepal has made the effective implementation of environment-related conventions and policies a specific priority, but lacks the necessary technical capacities and financial resources to make these policies operational.

3. OBJECTIVES AND LINKS TO ONGOING ACTIVITIES:

3.1 Objectives

25. The prime objective of the project is to prepare, through a country-driven consultative process, a comprehensive Adaptation Programme of Action for Nepal. This is being done with a view of better adapting to and coping with the projected adverse impacts of global warming, extreme weather conditions and climate-induced disasters, and of providing an opportunity to mainstream climate change issues in the development plans and programmes, thereby making a direct positive contribution to the achievement of Nepal's sustainable development goals.

26. Specific objectives include:

- Assessment of climate change-induced vulnerability of people's socio-economic conditions, climate change impacts on the economic prosperity of the country, and climate change impacts on ecosystems, including biodiversity and natural resources;
- Identification of existing coping strategies and indigenous knowledge of disaster-affected people, and analysis of the national mechanisms, approaches and capacities to support the public in times of need;

- Identification of key climate change adaptation activities, including capacity development needs at the individual and institutional levels; and
- Linkage of national climate change actions to the broader national environmental management and sustainable development framework.

27. The NAPA process will:

- Create and enhance awareness of climate change adaptation issues at different individual and institutional levels (i.e. from the general public to high level decision-makers), and support long-term capacity building processes;
- Build national capacity on vulnerability reduction and climate change adaptation, thereby ensuring an enabling environment for the implementation of the UNFCCC;
- Reinforce linkages between environmental management issues and adaptive capacity building;
- Enhance existing coordination mechanisms between the MoEST, other government agencies, non-governmental, academic and private institutions; and
- Identify the role of and improve the relationship with bilateral and multilateral partners with a view of providing additional technical and financial support.

3.2 Linkages to Enabling Activities

28. The first major climate change activity in Nepal was the preparation of the *National Greenhouse Gas inventory* by DHM, which was carried out with financial assistance by the United States Agency for International Development under the United States Country Study Programme. This first GHG inventory report of base year 1990/91 has also evaluated some of the potential impacts of global warming in Nepal.

29. Preparation of Nepal's *Initial National Communication to the UNFCCC* was the second key initiative undertaken as a national obligation under Articles 4 and 12 of the UNFCCC. It was finalized and endorsed by the Government of Nepal in 2004 and submitted to the UNFCCC Secretariat in the same year. The Global Environmental Facility (GEF) provided support in frame of its Enabling Activities programme, with the United Nations Environment Programme (UNEP) as implementing partner. The INC study was carried out by a multi-disciplinary team of experts, who undertook a national GHG inventory in 1994/95 (which forms the second official inventory), identified GHG mitigation options, analyzed climate vulnerability and adaptation options, suggested policy, public education and awareness measures, and recommended further research and studies. The INC process has provided initial exposure of many policy-makers and technical experts to climate change issues and proved to be particularly useful in initiating preliminary level public awareness on the respective issues. The INC document has recognized the knowledge gaps owing to limited research, data quality and methodology adopted in the research works.

30. The INC was published in mid-2004, based on available data from the early 1990s. Especially in the recent past, new data have been generated on climate change vulnerability issues. The MoEST is currently implementing the UNDP/GEF supported National Capacity Needs Self Assessment (NCSA) project, which includes data and information from the INC and complements it with these recent updates. In Nepal, all environmental data and information are compiled within the MoEST and are open to the public. Since the NAPA will be implemented through MoEST, the process will tie into both the INC and other data on climate change without any institutional hitches on data sharing. It is the primary responsibility of the MoEST to ensure and enhance the use of existing knowledge, data and information on climate change, which is consistent with the delivery of a quality NAPA.

31. The NAPA process will further analyze these gaps and revisit the recommendations made by the INC. It will also build considerable synergies with ongoing capacity building activities: The stocktaking exercise will help in identifying current knowledge gaps and capacity levels and provide the point of departure for NAPA preparation. In addition, the NAPA preparation process will take the Third National Report on CBD (2006), Nepal Biodiversity Strategy (NBS) (2002), NBS Implementation Plan (2006), Third National Report to UNCCD (2006), National Action Programme (NAP) on UNCCD (2004), Poverty Reduction Strategy Paper (2002), and the Sustainable Development Agenda for Nepal (2003) into account.

32. The government of Nepal is requesting GEF funding for stocktaking consultations in accordance with the provisions of the GEF guidelines (§ 14 and 18) to prepare a proposal for the *Second National Communication* to the UNFCCC. Nepal is at the very early stage of SNC preparation and has yet to make a decision on the Implementing Agency (IA). As focal point for the UNFCCC and designated institution for convention-related reporting to the UNFCCC Secretariat, MoEST gives utmost importance to the synergies between these two processes and a maximised use of existing resources, while at the same time avoiding duplications and ensuring synergies with other multilateral environmental agreements. The MoEST underscores the need for closer links to be established between NAPA and SNC preparation processes, and other Multilateral Environmental Agreements. At the country level, MoEST functions as the executing agency for all enabling activities including the NAPA process, and therefore has the mandate of building and maintaining a functional relationship amongst these initiatives during implementation.

3.3. *Current and previous related activities*

33. In order to coordinate climate change activities, the MoEST has constituted a 23-member *Climate Change Network (CCN)* under the chairmanship of the Secretary of the MoEST in early 2007. It comprises members of different federal ministries and government agencies, NGOs from the environmental and development spheres, research institutions, GEF Agencies and bilateral donors. The functions of the CCN are (i) to identify working areas on climate change among government, NGOs, private and donor organizations, (ii) to conduct policy and field-level research and implement follow-up activities based on the member organisations' different capacity and expertise, (iii) to promote CDM related activities and launch public awareness and capacity building programmes, (iv) to develop position papers for the parties' meeting and enhance negotiation capacity, and (v) to serve as a Climate Change clearing house for easy information sharing.

34. There is a range of ongoing *donor-funded programmes* that specifically aim to build capacity of Government Institutions in environmental management: An Energy Sector Assistance Program for the brown sector (funded by the Danish International Development Agency); A Community Natural Resource Management and Livelihood Programme and Livelihood Forestry Programme (funded by DIFID) for the green sector; UNIDO's capacity development project on POPs; A NORAD-funded EIA capacity development project; A CIDA-supported Community Environmental Awareness and Management Project; A WWF-supported Terai Arc Landscape Project; and the Netherlands Development Agency supported Biogas Support Programme.

35. In order to synthesize and provide overview of these existing and ongoing capacity building activities in the environment sector, the government of Nepal is implementing the 18 months *National Capacity Self Assessment (NCSA)* project from March 2007 with

UNDP/GEF assistance. The NAPA process will have the opportunity to use NCSA information in accordance with the NAPA recommended guidelines. The NAPA process will make efforts to avoid duplication and maximize the capacity building benefits from these related activities. In doing so, it will play an integrative part in building on ongoing biodiversity, climate change, land degradation and other GEF-funded projects and synthesize existing information with a view of applying it in an adaptive capacity building context.

36. The MoEST is the focal point for UNFCCC and UNCCD, while the Ministry of Forests and Soil Conservation is the focal point for CBD. In order to ensure necessary coordination and oversight, both ministries have agreed to set up a mechanism to co-ordinate and work together while preparing National Communications and progress reports. Under the NCSA process, which is implemented nationally by the MoEST, the thematic groups on UNFCCC and UNCCD are headed by the conventional focal points from MoEST, and the thematic group on CBD is headed by the focal point for CBD. Furthermore, the CBD focal point and the Joint-Secretary of the Foreign Aid Coordination Division of the CBD focal point are members in the project Advisory Board of the NCSA project.

37. The common practice to finalize the reports related to convention and other national reports is to review them through a wider consultative process at the local, regional and national levels. In case of the third national report to CBD in 2005, the Ministry of Forests and Soil Conservation (CBD - focal point) organised the stakeholder consultation meetings which were attended by the focal points of UNFCCC and UNCCD. Before the finalisation of the third national report to UNCCD in July 2006, the senior officials of the Ministry of Forest and Soil Conservation have participated in the validation workshop. Similarly, the CBD focal point was one of the Steering Committee members during the preparation of the first INC report to UNFCCC.

4. PROJECT ACTIVITIES AND OUTPUTS:

4.1. Output 1: Establishment of NAPA project implementation mechanism

38. *Deliverables:*

- (i) NAPA Project Advisory Board (NAPA-AB);
- (ii) Appointment of National Project Director (NPD);
- (iii) Establishment of Project Executive Group (PEG);
- (iv) Establishment of Project Management Office (PMO);
- (v) Appointment of National Project Coordinator (NPC);
- (vi) Identification of multidisciplinary working groups; and
- (vii) Technical assistance in line with the National Implementation Modality (NIM).

39. Activities:

- As National Implementing Agency, the Secretary of MoEST will serve as the chair for the NAPA Project Advisory Board (NAPA-AB). The NAPA-AB will provide overall policy oversight and guidance and ensure wide-ranging stakeholder involvement and ownership. MoEST will invite relevant institutions to nominate senior officials for representation in the NAPA-AB. The Secretary will hold the first meeting of the Committee which will also be the launching event for the Project.
- The first NAPA-AB meeting will endorse:

- Establishment of a Project Executive Group (PEG⁴) under the chairpersonship of the National Project Director (NPD) to facilitate implementation of the NAPA process; The NPD will be of Joint-Secretary level and responsible for UNFCCC and KP at the MoEST;
- Delegation of authority to the PEG for setup of a Project Management Office (PMO), including selection of a National Project Coordinator (NPC) at Under-Secretary level and PMO support staff.
- PEG and PMO will work together to constitute multidisciplinary assessment teams, delineate Terms of Reference for technical consultancies, monitor and backstop implementation of the project, and ensure progress towards deliverables and outputs.

4.2. Output 2: Assessment and prioritization of climate change vulnerabilities and identification of adaptation measures.

40. Deliverables:

- (iv) Synthesis report on climate variability, extreme weather events, associated risks and adverse impacts, local coping strategies, past and present adaptive strategies and measures;
- (v) Identification of appropriate adaptive activities with criteria for prioritized activities.

41. Activities:

The NAPA Project Team (Project Executive Group, National Project Coordinator and NAPA preparatory consultants) will collate, compile and review existing documents that contain information on climatic vulnerabilities in Nepal, including impacts and adverse effects of climate change, and existing coping strategies. Climatic hazards will be described according to their range of impacts, duration and spatial extent and frequency of occurrence. Trends in the incidence and severity of each hazard will also be noted. Other details to describe the climatic hazards may include:

- A narrative that describes the effects of the hazard;
- Estimates on the range of impacts, including economic losses, loss of life, and social stress;
- Duration and spatial extent of the hazard, noting if specific regions are at higher risk;
- Expected frequency of occurrence;
- Hazard trends,

Given that information on climatic vulnerability is limited, the initial assessment process will be the most important step of the NAPA preparation and has to be as exhaustive as is possible. Based on this collection and review of baseline information, an assessment methodology will be formulated to fill knowledge gaps and collect information from the district level. This methodology will include design of systematic procedures for data collection, processing, verification and review. This activity will be carried out by NAPA preparatory consultants and multidisciplinary teams.

⁴ Since the NAPA Advisory Board is expected to consist of a wide array of different stakeholders, the Project Executive Group is provisioned to remain active until the project is completed. After the NAPA has been prepared and endorsed by the government, the Project Executive Group will be dissolved.

Although assessment of vulnerabilities will be sector based, the formulated methodology will be uniform to all the sectors, and the format for presenting collected information will be uniform as well. The process of data collection and analysis will be participatory and involve a broad-based stakeholder consultation. It will be important to focus on a wide range of stakeholders in each district and ensure that both men and women at the grassroots-level are equally involved in the assessments.

In summary, the activities under this Output will encompass:

- Literature review/information gathering, synthesis and assessment of vulnerability through desk reviews, field visits and participatory consultative meeting/workshops;
- Analysis of capacity gaps in vulnerability and adaptation, and preparation of a capacity development plan;
- Identification of adaptation measures and criteria for the further prioritization of activities, based on a thorough analysis of historical events, climate projections, existing coping/adaptive measures, and the results of participatory analyses in consultative meetings.
- The synthesis report will be prepared under close supervision and guidance by the multidisciplinary team and supported by a team of consultants recruited following the NEX modality of this project. The mechanisms of stakeholder participation will ensure inclusiveness of people who are likely to be most affected, local authorities, civil society organizations, community-based organizations and government bodies at all levels.

4.3. Output 3: Preparation of proposals for priority activities

42. Deliverables:

- (i) Prioritized proposals for initiatives to adapt to and cope with adverse climatic effects on immediate, medium, and longer-term time horizons.
- (ii) Resource mobilization plan.

43. Activities:

For each of the priority sectors identified, the NAPA Project Team will identify adaptation needs and formulate potential adaptation measures to address the identified needs. These measures may include awareness raising, capacity building, and policy reforms which may be integrated into sectoral and other policies. Adaptation measures may be grouped according to whether they are sectoral (relating to specific adaptations for sectors that could be affected by climate change); multi-sectoral (relating to the management of natural resources that span sectors), or cross-sectoral (including education and training, public awareness campaigns, disaster risk management, research, and monitoring).

To ensure greater efficiency and enhance the impact of the identified measures, the NAPA Project Team will ensure synergies within the sectors and with other environmental strategies especially those of the Rio Conventions. The formulated potential climate change adaptation measures will form a first draft of potential NAPA projects, which will be disseminated on a countrywide basis to solicit feedback, additional inputs, comments and revisions.

Based on this process, an exhaustive list of potential climate change adaptation measures will have been identified, which needs to be streamlined in order to remain relevant for follow-up planning purposes. The NAPA Project Team will therefore develop a framework of locally-driven criteria for selecting priority activities to address needs arising from the adverse effects of climate change. These criteria may be based on the level or degree of adverse effects of climate change; poverty reduction to enhance adaptive capacity; synergy with other multilateral environmental agreements; and cost-effectiveness. Other factors that may be considered in the formulation of the criteria include urgency of the adaptation needs; ease and practicability of the identified activity; relevancy to existing national strategies for sustainable development. The developed criteria will be refined by the NAPA team and presented in a national workshop to relevant stakeholders for refining and endorsement. Application of these criteria to the primary list will result in identification of priority activities for inclusion in the NAPA document.

In summary, the activities under this Output will encompass:

- Selection and identification of adaptation related priority activities through national and regional consultative workshops by applying mutually agreed criteria;
- Preparation of profiles of selected priority programmes of actions or activities that can be readily available for funding support;
- Development of a resource mobilization plan for the prioritized activities.

4.4. Output 4: Preparation, review and finalization of NAPA document

44. Deliverables:

- (i) NAPA document;
- (ii) Public review of NAPA document through website and public forums;
- (iii) Public launch and dissemination of final NAPA document.

45. Activities:

- Preparation of a draft napa document based on the above outputs 1-3 (see above);
- Presentation of the napa at a national workshop and collection of feedbacks/ comments;
- Incorporation of national workshop's inputs and public review through web casting and wide circulation of hard and electronic copies of napa and collection of feedbacks and comments;
- Incorporation of inputs of public review exercise and finalization of napa by final review by government and civil society representatives;
- Printing, publishing and translation of the final napa document;
- Government endorsement and national launching of the napa and wider dissemination through mass media.

5. INSTITUTIONAL ARRANGEMENTS FOR OVERSIGHT AND COORDINATION

46. The NAPA project will be implemented by following the National Execution Modality (NEX) as per the Results Management Guide (RMG) of UNDP. MoEST is the focal ministry for UNFCCC and KP, and hence, MoEST will function as the National Executing Agency for the NAPA formulation process. MoEST is also responsible for ensuring coordination and collaboration with other relevant ministries and line institutions.

47. As per UNDP's RMG, an Advisory Board (AB) will be constituted for policy oversight and overall ownership of the NAPA process. Composition of the NAPA-AB is depicted in the following chart.

48. MoEST will appoint a National Project Director (NPD) for the project who will be responsible to lead the project implementation as per the NEX guidelines.

49. In order to implement and monitor progress of project activities, and to support the NPD, MoEST will appoint a National Project Coordinator (NPC). The Programme Management Office will be located at MoEST and s/he will be assisted by two support staff.

50. As per RMG, a Project Executive Group (PEG) will be constituted to facilitate management decisions and work as a technical team for the drafting and reviewing of Terms of Reference and all necessary activities undertaken by national consultants and multidisciplinary assessment teams. Within this group, the NPD will serve as Chairperson, the UNDP Assistant Resident Representative (Energy and Environment) will have the role of senior advisor, and MoEST will be the institution ensuring overall oversight and ownership. The NPC will also participate in the PEG meetings.

51. All institutional and coordination arrangements will be transparent and enable a wider participation of governmental as well as non-governmental organizations, local administrative bodies and local people exposed to climate- induced hazards (based on equal gender distribution).

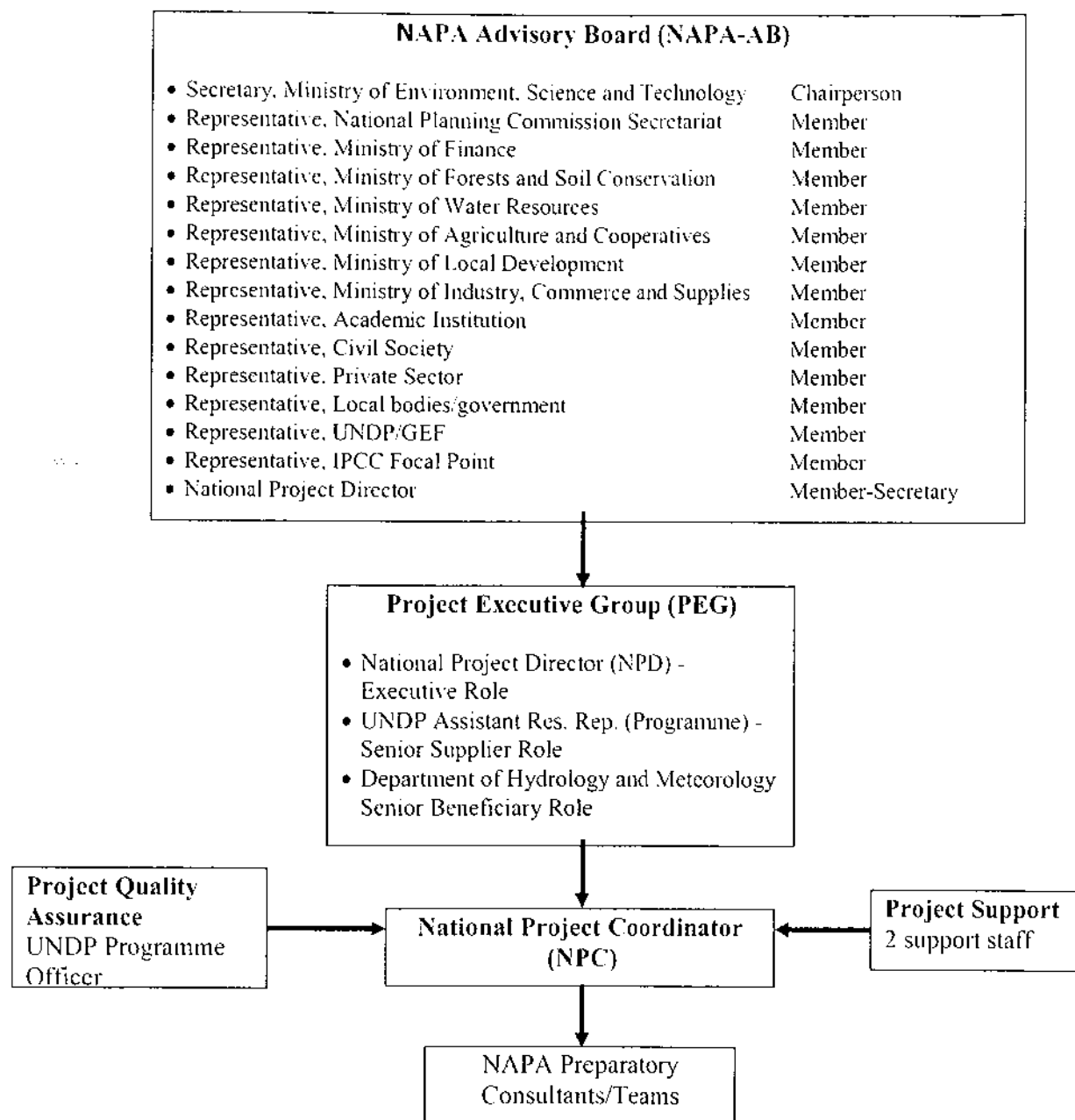


Fig.1: Institutional/Management Structure for NAPA Preparation

6. TIMETABLE

NAPA Activity / Month	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-16	17-18
Establishment of NAPA project implementation mechanism									
1. Establishment of NAPA-AB									
2. Appointment of NPD									
3. Appointment of NPC									
4. Establishment of PEG									
5. Establishment of PMO with support staff									
6. Procurement of equipment and supplies for establishing office and transportation systems									
7. Formulation of multidisciplinary assessment team									
8. Identification and recruitment of national consultants									
9. Oversight and monitoring by NAPA-AB and UNDP/GEF									
Assessment and prioritization of climate change vulnerabilities and identification of adaptive measures									
1. Information gathering, synthesis and assessment of vulnerability									
2. Identification of adaptation measures and criteria for priority activities									
Preparation of proposals for priority activities									
1. Selection and identification of priority activities									
2. Preparation of profiles of selected priority activities									
Preparation, review and finalization of NAPA document									
1. Preparation of a draft final NAPA									
2. PRESENTATION OF NAPA AT THE NATIONAL WORKSHOP									
3. PUBLIC REVIEW									
4. FINAL REVIEW BY GOVERNMENT AND CIVIL SOCIETY REPRESENTATIVES									
5. PRINTING, PUBLISHING AND TRANSLATION OF THE FINAL NAPA DOCUMENT									
6. Endorsement and national launching of the NAPA and disseminations									

7. BUDGET

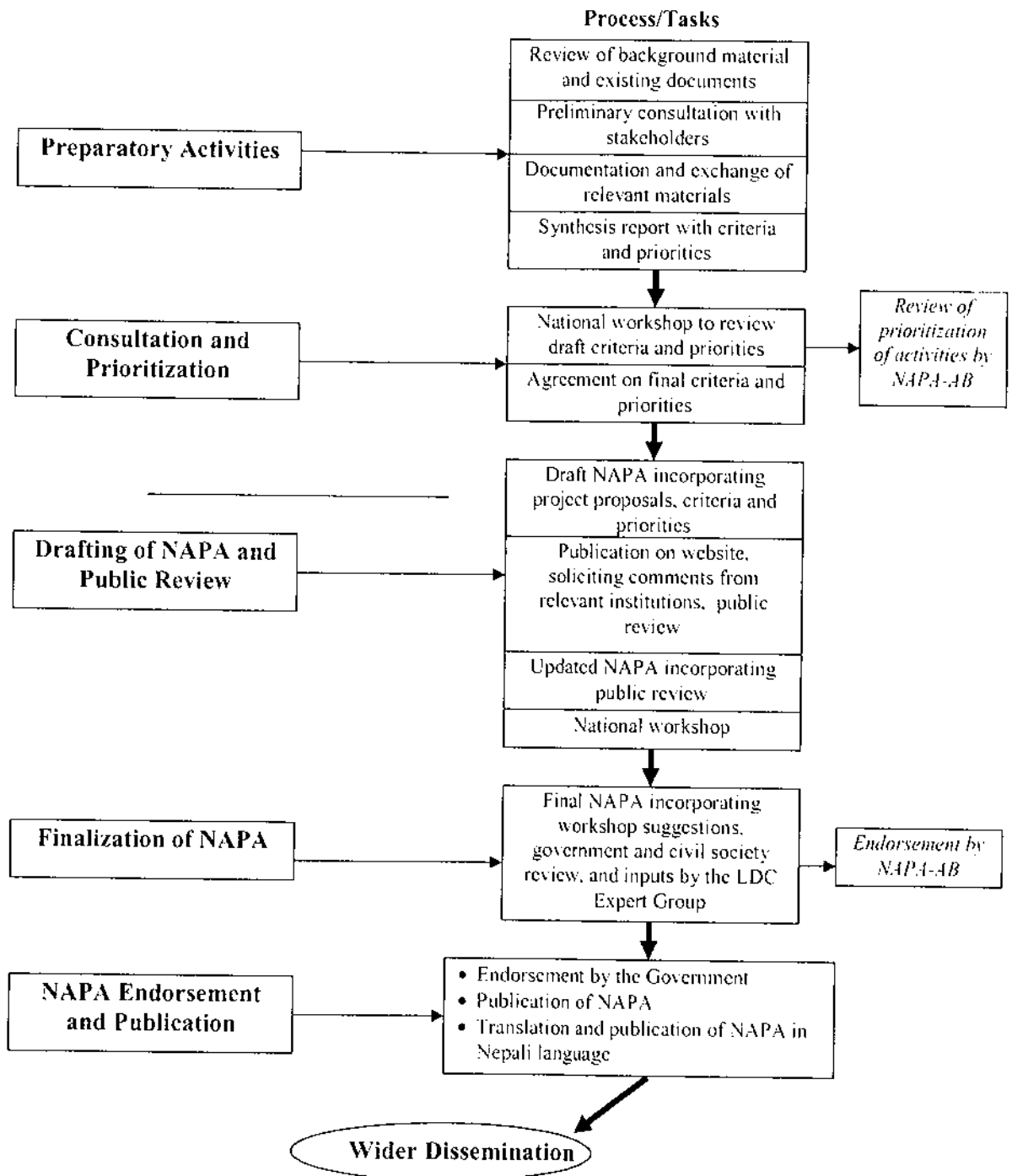
Budget requested from GEF (US \$)

ACTIVITY	STOCKTAKING	PROCESS: (ASSESSMENTS, CONSULTATION S, WORKSHOPS, ETC.)	PRODUCT: ASSESSMENT REPORTS/ STRATEGY AND ACTION PLAN	TOTAL
Assessment and prioritization				
<i>1) Information gathering and synthesis, assessment of vulnerability</i>				
i) Synthesis of available information on adverse effects of climate change and coping strategies	10.000	10.000	5.000	25.000
ii) Participatory assessment of vulnerability to current climate variability and extreme weather events, and associated risks	5.000	15.000	5.000	25.000
<i>2) Identification of adaptation measures, and criteria for priority activities</i>				
i) Identification of past and current practices for adaptation to climate change and climate variability	4.000	6.000	4.000	14.000
ii) Identification of key climate change adaptation measures	2.000	4.000	3.000	9.000
iii) Identification and prioritization of criteria for selecting priority activities	0	5.000	2.000	7.000
TOTAL (Assessment and prioritization)	21.000	40.000	19.000	80.000
Development of proposals for priority activities				
1) National/ sub-national consultative process for short listing potential activities	0	10.000	2.000	12.000
2) Selection and identification of priority activities on the basis of agreed criteria	0	5.000	5.000	10.000
3) Prepare profiles of priority activities in the prescribed format	0	5.000	5.000	10.000
TOTAL (Development of proposals for priority activities)	0	20.000	12.000	32.000
Preparation, review and finalization of the NAPA				
1) Public review	0	10.000	10.000	20.000
2) Final review by government and civil society representatives	0	2.000	2.000	4.000
3) Printing, publishing and translation of the final NAPA document	0	0	15.000	15.000
4) Dissemination	0	0	13.000	13.000
TOTAL (Preparation, review and finalization of NAPA)	0	12.000	40.000	52.000
Technical assistance				
1) Assistance requested from LDC expert group	0	5.000	0	5.000
2) Other technical assistance	0	20.000	0	20.000
TOTAL (Technical assistance)	0	25.000	0	25.000
Project coordination and management				
TOTAL (Project coordination and management)	0	11.000	0	11.000
TOTAL	21.000	108.000	71.000	200.000

ANNEXES

ANNEX 1: PROCESS DIAGRAM

Diagrammatic Representation of the Processes/Tasks and Reports:



ANNEX II: TERMS OF REFERENCE

1. Project Executive (PE) (Government Employee)

Under the guidance of the Chairman of Project Advisory Board Project Executive (PE) will be fully responsible for overall management of all aspects of the project. The PE will be a senior government official (Joint Secretary Level) of the MoEST nominated by the government. His/her main responsibility will include ensuring timely achievement of deliverables in a cost effective manner as described in the NAPA project document.

Key responsibilities of the PE are:

- To provide overall leadership and supervision to staff of the NAPA project;
- To serve as focal point for NAPA project interaction with Government institutions and other stakeholders (donors, NGOs, academic institutions and the private sector);
- To take the Executive Role in the PEG and chair the PEG meetings
- To be responsible for provision of all project reporting, including progress reports, project accounts and budgets, project work plans, Terms of Reference, etc. as required by the Government of Nepal and UNDP/GEF;
- To ensure achievement of the overall objectives and specific outputs of the Project, by utilizing programme resources (as provided by the Government of Nepal, UNDP or other parties) in an efficient, effective and transparent manner;
- Act as secretary to the NAPA Project Advisory Board with the support of the Project Manager and his Project Management Office;
- Act as NAPA Project Liaison between the Government and other stakeholders
- Make sure that government commitments to the project are fully realized

Qualifications:

- A senior government officer at the Joint-Secretary level of the MoEST;
- Strong knowledge of government policies and strategies;
- Strong understanding about climate change and global and national environmental issues;
- Demonstrated strong leadership, partnership building and mediation skills; and
- Demonstrated ability to liaise and foster cooperation between agencies, including government, academic and NGOs.

2. Project Manager (PM) (Government Employee):

The Project Manager (PM) will be responsible for the implementation of Project activities under the guidance of the PEB. The PM will be an under-secretary level senior government civil servant working in the MoEST deputed to the project. S/he will be a full-time staff member seconded to the NAPA Project from the Government for the duration of the entire project period. S/he will head the Project Management Office (PMO), and will be the primary focal person for support provided to the NAPA multidisciplinary Team. Key responsibilities of the NPC include:

- Managing and coordinating all day-to-day Project activities, coordinating the activities of the multidisciplinary team and short-term specialists;
- Managing the PMO and overseeing the activities of all PMO staff;
- Production of all required project reports (financial, progress and technical reports, work plans, terminal report etc.);
- Providing regular summary reports and updates to the Project Executive, as required;
- Preparing reports for NAPA-AB and PEG meetings, and acting as coordinator for follow-up activities under the direction of the PEG.

Qualifications:

- A Nepalese National with fluency of English and Nepali;
- Advanced degree (Masters or higher) in natural resource management or equivalent areas having knowledge on climate change, disaster risk reduction, environment and development;
- Good knowledge of global and national environment issues and MEAs;
- At least 3 years of working experience in the area relevant to the Project and demonstrated/verifiable ability in managing donor projects; and
- Demonstrated strong leadership, effective management skills, good coordination ability and team working spirit.

3. NAPA Advisory Board (NAPA-AB)

The NAPA Advisory Board will be the overall governing body for the NAPA preparation process. It will comprise representatives from all key stakeholder institutions, and will be chaired by the Secretary of the Ministry of Environment, Science and Technology (MoEST). The NAPA-AB will assume an on-going coordinating role for assessing and improving capacities for managing climate change risks in Nepal. Regular meetings shall be held on a three-monthly basis until the completion of the project. Special sessions will be convened as required.

Responsibilities of the NAPA-AB will include:

- Provide high level ownership, orientation and guidance for the NAPA preparation process;
- Ensure that the NAPA preparation project develops in accordance with national development objectives, goals and policies;
- Oversee all activities of the Project, based on reports provided by the Project Executive and the Project Manager;
- Serving as the primary inter-sectoral coordination body to ensure full support and cooperation from all stakeholder institutions;
- Provide overall guidance and coordination for project implementation and make sure that the NAPA preparation process is progressing well according to the approved workplan;
- Ensure that the NAPA process in Nepal performs within the framework of the NAPA preparation project document and/or as revised by the inception report approved by the NAPA-AB;
- Review and endorse the annual project workplan, the corresponding budget, and the Financial Reports proposed by the NAPA team for the preparation of the NAPA, and monitor its implementation;
- Review and approve six-month and annual progress reports;
- Coordinate between different institutions linked with the project to ensure that all project activities are implemented efficiently and as planned;
- Determine actions, if any, to be undertaken to rectify the situation when expected outputs as determined in the workplan could not be met;
- Review and approve quality and usability of all project outputs;
- Provide guidance and coordination to promote project sustainability.



Government of Nepal

Ref. No.: { 4259847
4259844

MINISTRY OF FINANCE
Singha Durbar
KATHMANDU, NEPAL

January 5, 2007

Handwritten: Mr. Mathew K. Harri

Mr. Mathew K. Harri
Regional Representative
UNEP Nepal
Pokhara, Kathmandu, Nepal

Subject: Preparation of National Adaptation Programme of Action (NAPA) for Least developed Countries: Request for Assistance

Dear Mr. Kharri,

In reference to our letter of 16 March 2006, it is my pleasure to enclose the final proposal for the preparation of the National Adaptation Programme of Action (NAPA) for the implementation of the UN Framework Convention on Climate Change (UNFCCC). You may be aware that the Final Joint National Communication to UNFCCC was prepared through UNFCCC.

We appreciate the assistance of UNFCCC in implementing the environment-related programmes including the Conventions. In this regard, I am pleased to confirm you that the Government of Nepal has decided to request for UNFCCC assistance to prepare the NAPA.

In order to prepare the NAPA at an earliest possible date, please request UNFCCC to kindly initiate early action in this regard.

With warm regards,

Sincerely Yours,

Handwritten signature of Madhav Prasad Ghimire

Madhav Prasad Ghimire, PhD
Joint Secretary, UNFCCC Operational Local Office

Stamp: 18 JAN 2007

Date: 18 JAN 2007

Time: 12:00

PRO. ST. 2007

UNEP

Mr. Mathew K. Harri

Regional Representative

UNEP Nepal

Pokhara, Kathmandu, Nepal

→ vs

Handwritten notes: Mr. Prasad Ghimire



Government of Nepal

Tel. No.: 4259837
4259804

MINISTRY OF FINANCE

Singhdurbar

KATHMANDU, NEPAL

13 December, 2007

Ms. Monique Barbut,
CEO and Chairperson,
GEF Secretariat
1818 H Street, NW, MSN G6-602
Washington, DC 20433
USA.

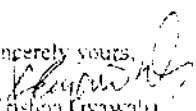
Subject : Re-confirmation of Proposal for preparing of National Adaptation Programme of Action (NAPA) for Nepal

Dear Ms. Barbut,

With reference to our letter dated 16 March 2004 and 5 January 2007 concerning the above-mentioned subject, and in light of GEF SEC review of Nepal's NAPA proposal dated 1st October 2007, I am pleased to confirm that the Government of Nepal remains committed to start the NAPA process as soon as possible from UNDP/GEF assistance. I would therefore request you kindly to consider this letter as re-endorsement of Nepal's NAPA proposal submitted to GEF which is currently under review by GEF Council. We believe that UNDP assistance will be vital for preparing a comprehensive National Adaptation Programme of Action to climate change for Nepal, which will open a window of opportunities for doing climate change adaptation works in future.

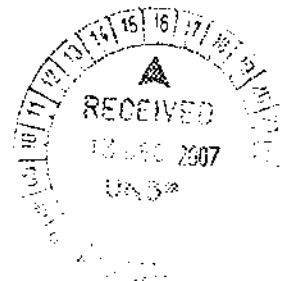
Please find attached the response from Nepal to the GEF SEC review comments. I would appreciate your early actions towards clearance of Nepal's NAPA proposal.

Sincerely yours,


Krishna Gyawali
Joint Secretary, GEF Operational Focal Point

cc.

Mr. Richard Hosler, Acting Team Leader, Climate and Chemicals
Ms. Benzuela Buzani, Program Manager, Sr. Climate Change Specialist
Mr. Matthew Kahane, Resident Representative, UNDP, Nepal.



Annex-2: Terms of Reference of Staff members

1. Project Executive (PE) (Government Employee)

Under the guidance of the Chairman of Project Advisory Board Project Executive (PE) will be fully responsible for overall management of all aspects of the project. The PE will be a senior government official (Joint Secretary Level) of the MoEST nominated by the government. His/her main responsibility will include ensuring timely achievement of deliverables in a cost effective manner as described in the NAPA project document.

Key responsibilities of the PE are:

- To provide overall leadership and supervision to staff of the NAPA project;
- To serve as focal point for NAPA project interaction with Government institutions and other stakeholders (donors, NGOs, academic institutions and the private sector);
- To take the Executive Role in the PEG and chair the PEG meetings
- To be responsible for provision of all project reporting, including progress reports, project accounts and budgets, project work plans, Terms of Reference, etc. as required by the Government of Nepal and UNDP/GEF;
- To ensure achievement of the overall objectives and specific outputs of the Project, by utilizing programme resources (as provided by the Government of Nepal, UNDP or other parties) in an efficient, effective and transparent manner;
- Act as secretary to the NAPA Project Advisory Board with the support of the Project Manager and his Project Management Office;
- Act as NAPA Project Liaison between the Government and other stakeholders
- Make sure that government commitments to the project are fully realized

Qualifications:

- A senior government officer at the Joint-Secretary level of the MoEST;
- Strong knowledge of government policies and strategies and plans;
- Strong understanding about climate change and global and national environmental issues;
- Demonstrated strong leadership, partnership building and mediation skills; and
- Demonstrated ability to liaise and foster cooperation between agencies, including government, academic and NGOs.

2. Project Manager (PM) (Government Employee):

The Project Manager (PM) will be responsible for the implementation of Project activities under the guidance of the PEB. The PM will be an under-secretary level senior government civil servant working in the MoEST deputed to the project. S/he will be a full-time staff member seconded to the NAPA Project from the Government for the duration of the entire project period. S/he will head the Project Management Office (PMO), and will be the primary focal person for support provided to the NAPA multidisciplinary Team. Key responsibilities of the NPC include:

- Managing and coordinating all day-to-day Project activities, coordinating the activities of the multidisciplinary team and short-term specialists;
- Managing the PMO and overseeing the activities of all PMO staff;
- Production of all required project reports (financial, progress and technical reports, work plans, terminal report etc.);
- Providing regular summary reports and updates to the Project Executive, as required;
- Preparing reports for NAPA-AB and PEG meetings, and acting as coordinator for follow-up activities under the direction of the PEG.

Qualifications:

- A Nepalese National with fluency of English and Nepali;
- Advanced degree (Masters or higher) in natural resource management or equivalent areas having knowledge on climate change, disaster risk reduction, environment and development;
- Good knowledge of global and national environment issues and MEAs;
- At least 3 years of working experience in the area relevant to the Project and demonstrated/verifiable ability in managing donor projects; and
- Demonstrated strong leadership, effective management skills, good coordination ability and team working spirit.

3. NAPA Advisory Board (NAPA-AB)

The NAPA Advisory Board will be the overall governing body for the NAPA preparation process. It will comprise representatives from all key stakeholder institutions, and will be chaired by the Secretary of the Ministry of Environment, Science and Technology (MoEST). The NAPA-AB will assume an on-going coordinating role for assessing and improving capacities for managing climate change risks in Nepal. Regular meetings shall be held on a three-monthly basis until the completion of the project. Special sessions will be convened as required.

Responsibilities of the NAPA-AB will include:

- Provide high level ownership, orientation and guidance for the NAPA preparation process;
- Ensure that the NAPA preparation project develops in accordance with national development objectives, goals and policies;
- Oversee all activities of the Project, based on reports provided by the Project Executive and the Project Manager;
- Serving as the primary inter-sectoral coordination body to ensure full support and cooperation from all stakeholder institutions;
- Provide overall guidance and coordination for project implementation and make sure that the NAPA preparation process is progressing well according to the approved workplan;
- Ensure that the NAPA process in Nepal performs within the framework of the NAPA preparation project document and/or as revised by the inception report approved by the NAPA-AB;
- Review and endorse the annual project workplan, the corresponding budget, and the Financial Reports proposed by the NAPA team for the preparation of the NAPA, and monitor its implementation;
- Review and approve six-month and annual progress reports;
- Coordinate between different institutions linked with the project to ensure that all project activities are implemented efficiently and as planned;
- Determine actions, if any, to be undertaken to rectify the situation when expected outputs as determined in the workplan could not be met;
- Review and approve quality and usability of all project outputs;
- Provide guidance and coordination to promote project sustainability.

4. Climate Change Specialist (International)

Duty Station:	Kathmandu
Duration:	NAPA Project period
Type of contract:	ALD or SSA (tbd)
Reporting to:	Project Manager

Duties and responsibilities:

- Assist in the management of the NAPA project and delivery of a NAPA document
- Assist in the management of subcontracts and technical advisory services for the NAPA process
- Undertake systematic stocktaking of knowledge, research and data gaps on climate information and vulnerability in Nepal
- Undertake systematic stocktaking of CC-related capacity and information gaps in relevant government institutions
- Develop and organise systematic inventory of CC projects and stakeholders in Nepal
- Develop a NAPA follow-up programme proposal targeted at the development of a programmatic framework for CC in Nepal (including activities to: Establish a sustainable organisational and institutional framework for CC; address priority adaptation actions identified in the NAPA; address critical research and capacity gaps identified in the NAPA process; establish a CC information system)
- Undertake any other duties as per the requirement of the project.

Qualifications:

The candidate should have at least Masters Degree in environmental sciences, natural resource management, environmental law or relevant subject. Appropriate work experiences in the area of multi-lateral environment agreements (MEAs) area with major focus on climate change issues may substitute the specific subject like environmental sciences or environmental law. The candidate must have at least 5 years of relevant experience. S/he should be computer and IT literate as well as fluent in written and oral English.

5. Climate Change Network Facilitator (International)

Duty Station: Kathmandu

Duration: NAPA Project period

Type of contract: ALD or SSA (tbd)

Reporting to: Project Manager

Duties and responsibilities:

- Assist the Project Manager in establishing close linkage and coordination for communications between CC Networks and the NAPA
- Facilitate a regular, agenda-based exchange of information in the CC network
- Participate in meetings of the Donor network, the SNC process and the CCNN
- Facilitate all stakeholder consultation processes within the NAPA process
- Undertake any other duties as per the requirement of the project.

Qualifications:

The candidate should have at least Masters Degree in environmental sciences, natural resource management, environmental law or relevant subject. The candidate must have at least 5 years of relevant experience in coordinating facilitating consultative processes. S/he should be computer and IT literate as well as fluent in written and oral English.

6. Programme Officer, Climate Change (national)

Type of contract: Government Employee.

Duty Station: Kathmandu

Duration: NAPA Project period

Reporting to: Project Manager

Duties and responsibilities:

- Assists the Project Manager to carry out their functions as a responsible government officer.
- Assists Project Manager in keeping the NAPA processes up-to-date from government's perspectives.
- Represent Project Manager in his/her absence in various NAPA related meetings and dialogues together with the international staff members.
- Assist in undertaking systematic stocktaking of CC-related capacity and information gaps in relevant government institutions
- Assist in developing and organising systematic inventory of CC projects and stakeholders in Nepal
- Participate as well as assist in facilitating a regular, agenda-based exchange of information in the CC network
- Participate as well as assist in facilitating all stakeholder consultation processes within the NAPA process.
- Assist in developing a NAPA follow-up programme proposal.
- Undertake any other duties as per the requirement of the project.

Qualifications:

The candidate should have at least Masters Degree in relevant subject and working at the Ministry of Environment, Science and Technology (MoEST) as a Section Officer. S/he should be nominated by the MoEST for the project period. S/he should be computer and IT literate as well as fluent in written and oral Nepali and English.

7. Technical Officer, Climate Change (national)

- Duty Station:** Kathmandu
- Duration:** NAPA Project period
- Type of contract:** (tbd)
- Reporting to:** Project Manager

Duties and responsibilities:

- Assists the Project Manager on the technical aspects of climate change and climate change adaptation issues.
- Assists in undertaking field investigations and verification of climate change research and data collections.
- Assist in undertaking systematic stocktaking of CC-related capacity and information gaps in relevant government institutions
- Assist in developing and organising systematic inventory of CC projects and stakeholders in Nepal
- Participate as well as assist in facilitating a regular, agenda-based exchange of information in the CC network
- Participate as well as assist in facilitating all stakeholder consultation processes within the NAPA process
- Assist in developing a NAPA follow-up programme proposal.
- Undertake any other duties as per the requirement of the project.

Qualifications:

The candidate should have at least Masters Degree in environmental sciences, environmental management, natural resource management, environmental law or relevant subject. The candidate must have at least 3 years of relevant experience in the field of climate change. S/he should be computer and IT literate as well as fluent in written and oral Nepali and English.

Annex-3: A tentative list of stakeholders for consultation during the formulation of NAPA document

I. Government Institutions/Agencies/Departments

- Office of the Prime Minister and Council of Ministers
- National Planning Commission
- Ministry of Environment, Science and Technology
- Ministry of Finance
- Ministry of Forests and Soil Conservation
- Ministry of Agriculture and Cooperatives
- Ministry of Home Affairs
- Ministry of Local Development
- Ministry of Water Resources
- Water Energy Commission Secretariat
- Ministry of Industry, Commerce and Supplies
- Ministry of Land Reform
- Ministry of Law and Justice
- Ministry of Population and Health
- Ministry of General Administration
- Department of Hydrology and Metrology
- Department of Water Induced Disaster Risk Reduction
- Nepal Agricultural Research Council
- Department of Forest
- Department of Agriculture

II. Bilateral Donor Agencies

- Department for International Development (DFID), UK Government
- Embassy of Denmark
- Embassy of Finland
- Norwegian Embassy
- Australian AID
- Swiss Development Corporation
- Embassy of China
- United States Assistance for International Development
- Canadian International Development Agency
- Japanese International Cooperation Agency

UN and Multilateral Agencies

- UN Development Programme
- UN Children Fund
- World Health Organisation
- UN Population Fund (UNFPA)
- Office of the Humanitarian Affairs (OCHA)
- UNDP Bureau for Crisis Prevention and Recovery
- The World Bank, Country Office

- Asian Development Bank, Resident Mission
- South Asian Association for Regional Cooperation (SAARC)

Civil society organisations (I/NGOs)

- Association of District Development Committees of Nepal
- National Association of VDCs in Nepal
- WWF
- Winrock International Nepal
- Practical Action Nepal
- IUCN
- ICIMOD
- NTNC
- Care Nepal
- Action Aid Nepal
- Climate Change Network Nepal (CCNN)
- Association of INGO (AIN)
- Federation of National NGOs
- FECOFUN
- Federation of Buffer Zone Committees
- Oxfam Nepal

Academia

- Tribhuvan University
- Kathmandu University
- Pokhara University
- Purbanchal University
- Institute of Agriculture and Animal Sciences
- Institute of Forestry
- Institute of Engineering
- IIED

Media

- NEFEJ
- Associations of Media Houses

Private sector organisations

- Federation of Nepalese Chambers of Commerce and Industry (FNCCI)
- Federation of Nepalese Cottage and Small Industries (FNCSI)

Note: This is a tentative list (not exhaustive) list in order to remind, at least, these agencies for their involvement during the implementation process. More stakeholders might be involved during implementation for which the **Inception Review** is an opportunity to reconsider the list.

Annex 4: Statement of Assets and Equipment under the National Capacity Self Assessment (NCSA) Project

S. N.	Description	Govt ID No.	Condition
1	HP compaq NX 6320 case 2 Due 2Ghg/512mb Ram/80GB/DVD RW/Modem/NIC Card/ 15" WXGA XP Prow monitor stand/USB Keyboard/USB scroll Mouse/Kingston Lock Ducking Station /Carrying case	MOEST/NCSA/NEE/1	Good
2	HP 17" TFT Monitor	MOEST/NCSA/NEE/2	Good
3	Half Open and half lockable book rack 6' x 3' x15 "	MOEST/NCSA/NEE/3	Good
4	Round Meeting Table	MOEST/NCSA/NEE/4	Good
5	Blue colour Handless Meeting Padded Chair (6)	MOEST/NCSA/NEE/5	Good
6	Revolving Chair Executive	MOEST/NCSA/NEE/6	Good
7	Executive Desk L-Shape 5'x30" /36"x18" (Two pieces)	MOEST/NCSA/NEE/7	Good
8	APC 750VA smart	MOEST/NCSA/NEE/8	Good
9	HP compaq DX 2700 Pentium 4 D945/3.4Ghg/512mb Ram/80GB hard disk /Combo-drive xpmof sp 2	MOEST/NCSA/NEE/9	Good
10	HP 17" TFT Monitor	MOEST/NCSA/NEE/10	Good
11	Half Open and half lockable book rack 6' x 3' x15 "	MOEST/NCSA/NEE/11	Good
12	Blue colour Handless Meeting Padded Chair (2)	MOEST/NCSA/NEE/12	Good
13	Revolving Chair Normal	MOEST/NCSA/NEE/13	Good
14	Executive Desk L-Shape 54"x30" /36"x18" (Two pieces)	MOEST/NCSA/NEE/14	Good
15	HP compaq DX2700 Business PC PIV 3.2 GHG/512mb Ram/Happy Drive/80GB/DVD RW/Modem/NIC Card	MOEST/NCSA/NEE/15	Good
16	HP 17" TFT Monitor	MOEST/NCSA/NEE/16	Good
17	DELL Latitude D620 Notebook Computer- Intel core 2 DVD at 2.0 GB Processor 1GB Memory, Internal Modem, NIC, Intel P601 warless cord, Bluetooth, 80 GB SATA Hard disk, DVD+/- RW Drive 14.1"XGA Display, Nylon Covering case with Window XP prob SITAG2M2P1S (34	MOEST/NCSA/NEE/17	Good
18	Box light CD727x Projectors	MOEST/NCSA/NEE/18	Good
19	Spare lamp Box light CD727x	MOEST/NCSA/NEE/19	Good
20	APC 750VA smart	MOEST/NCSA/NEE/20	Good
21	Steel Almahari	MOEST/NCSA/NEE/21	Good
22	Sony Digital Camera	MOEST/NCSA/NEE/22	Damaged
23	HP 1020 Printer	MOEST/NCSA/NEE/23	Good
24	Xerox Photocopier Workstation M118	MOEST/NCSA/NEE/24	Good

S. N.	Description	Govt ID No.	Condition
25	External Dive	MOEST/NCSA/NEE/25	Good
26	Phone Set Microtel	MOEST/NCSA/NEE/26	Good
27	Meeting Table with 8 Pad chairs	MOEST/NCSA/NEE/27	Good
28	Mahindra Scorpio(66-01-1060) ⁵	MOEST/NCSA/NEE/28	Good
29	Check writer	MOEST/NCSA/NEE/29	Good
30	Stand Fan	MOEST/NCSA/NEE/30	Good
31	Photocopy stand Rack	MOEST/NCSA/NEE/31	Good
32	External Dive	MOEST/NCSA/NEE/32	Good
33	N70 Nokia Mobile	MOEST/NCSA/NEE/33	Damaged
34	N70 Nokia Mobile	MOEST/NCSA/NEE/34	Good
35	Stand Fan	MOEST/NCSA/NEE/35	Good
36	Phone Set Microtel	MOEST/NCSA/NEE/36	Good

⁵ The ownership of this vehicle will be transferred to Ministry of Environment, Science and Technology after the completion of the NCSA Project.