



[Syria]'Self-assessment for the preparation of the Second National Communication to the UNFCCC¹

UNDAF Outcome(s)	Country :Syria
The environment at the national and regional/local levels improved, through the integration of sustainable environmental management in development plans, programmes and budgets	
Expected CP Outcome(s):	
National capacity strengthened for meeting obligations towards ratified environmental conventions (biodiversity, climate change, and desertification conventions; and the Stockholm Convention on Persistent Organic Pollutants - POPs) and national environmental legislation enforced with a particular focus on water policies	
Expected Output(s):	
Syria's SNC finalized / publication of SNC	

Programme Period: 2007-2011 Programme Component: Climate Change - Project Title: PIMS 4759 [Syria]'Self-assessment for the preparation of the Second National Communication to the UNFCCC PIMS 4759: Award ID: 00061541; Project ID: 00077994 Project Duration: 4.5 months Management Arrangement: NEX
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Total budget:	<u>USD 20,000</u>
GEF Allocation:	<u>USD 20,000</u>

AGREED BY UNDP RESIDENT REPRESENTATIVE / UNDP DIRECTOR:

UNDP Resident Representative
Ismail Ould Cheikh Ahmed

(Signature)
Signature

Date: 4/5/2011

¹ This cover page to be completed by UNDP Country Office

**UNITED NATIONS DEVELOPMENT PROGRAMME
GLOBAL ENVIRONMENT FACILITY**

*Funding request for the self-assessment exercise -
Expedited Financing of [Syria]'s Second National Communications to the UNFCCC*

Country:	Name of Country
Project Title:	Self-assessment for the Third National Communication to the UNFCCC
GEF Focal Area:	Climate Change (Enabling Activity)
Country Eligibility:	Eligible under a financial mechanism of the UNFCCC
GEF Financing of self-assessment exercise	US\$20,000
Implementing Agency:	UNDP
Executing Agency:	Ministry of State for Environment Affairs
Date of submission of First National Communication to UNFCCC:	December 2010
Estimated Starting Date of activities of Third National Communication:	August 2011
Duration of self-assessment and preparation of Project Proposal for Third National Communication:	4.5 months

1. OBJECTIVE OF THE SELF-ASSESSMENT EXERCISE

The overall objective of the self-assessment is to undertake a highly consultative and participatory process of needs assessment to identify and validate the priorities for the Second National Communication (SNC) in Syria. The self-assessment will assist the national team responsible for the preparation of the SNC project proposal to conduct a systematic analysis of work carried out in the previous NCs. Through this self-assessment national teams will identify and validate priorities for further in-depth studies during the preparation of its SNC.

In this context, and in accordance with the Global Environment Facility (GEF)'s Operational Procedures for the Expedited Financing of National Communications, the Government of Syria is requesting UNDP to provide GEF funding in the amount of US\$20,000 for the self-assessment exercise.

This self-assessment will involve:

1. A stocktaking of activities, results, gaps, lessons learned of the INC; and
2. Stakeholders' consultations to identify priority areas, strategies and institutional arrangements for the SNC.

The self-assessment will thus generate the information and process required for the preparation of a project proposal for the SNC and will seek to ensure consultations with a wider range of relevant stakeholders. On this basis, Syria will allocate the self-assessment funds provided by GEF for the formulation and submission to UNDP of the SNC project proposal.

2. BRIEF DESCRIPTION OF OVERALL ACTIVITIES TO BE CARRIED OUT FOR THE SELF-ASSESSMENT EXERCISE

The stocktaking work

The stocktaking will help to ensure that the SNC builds on the activities, studies, outcomes, experiences and institutional settings of the INC. The stocktaking is expected to include the following:

- Preparation of a detailed workplan: The stocktaking should be based on a detailed workplan of activities to be carried out, including the approaches that will be used for conducting the stocktaking. It will include the strategies that the national team will use to include broad and effective consultations so that the SNC project enhances ownership of the national communication process at different levels.
- Assessment of work carried out under previous National Communications: This assessment is the central element of the stocktaking, as it will ensure that proposals for the SNC build upon lessons learned and previous findings and achievements of previous National Communications. It will consist of a thorough assessment of results achieved in the different components of the national communications, namely greenhouse gas inventories, vulnerability and adaptation assessments, mitigation analysis, national circumstances, other information relevant to the implementation of the Convention. The stocktaking of the NC components will identify gaps and uncertainties, which will provide the basis for discussions on the work to be carried out in the SNC. Ultimately the key objective of the stocktaking is to improve the quality of the studies and assessments and the quality of the SNC report submitted to the UNFCCC.
- Identification of new studies and areas of work: The stocktaking may identify new studies to be carried out in order to cover areas or sectors not addressed under the previous NCs. New areas of work may be based on emerging priorities at the country level, the need to improve the reliability of previous studies or to expand

the scope of work in order to fill gaps. This could also extend to identifying strategies to enhance the sustainability of work under the NCs, such as Greenhouse Gas Inventories. The new areas of work will be specifically identified and validated during the stocktaking exercise. In doing so, the team will seek to identify opportunities for linkages between climate change and national development processes in the context of the NC preparation.

- Identification of synergies with related programmes: The Stocktaking will also identify how the SNC will build on and/or establish linkages with relevant projects or initiatives at the national level. These may include linkages with projects in the areas of mitigation of greenhouse gases, adaptation to climate change, climate risks management, among others. It would also identify linkages with other national activities carried out under relevant international conventions (Ozone Layer protection, POPs, Biodiversity and Land Degradation). Through this analysis, the stocktaking will identify possible coordination between these initiatives and the SNC process so that opportunities for collaboration are included in the SNC project proposal.
- Agreement on priorities for SNC: The analysis carried out through the above activities will be the basis for identifying and agreeing on the list of priority areas to be addressed in the SNC in a cost effective manner. The prioritisation will be made through a consultation process with key stakeholders. The priority areas will be consistent with the UNFCCC Guidelines for the preparation of NCs in non-Annex I Parties and will ensure that the reporting requirements are fully met.
- Selection of methodologies and identification of expected results: The stocktaking will be used to select the methodologies and approaches for the studies to be carried under the different components of the SNCs. The proposed methodologies and expected results will be discussed in the stakeholders' consultations and will be reflected in the SNC project proposal.
- Analysis of institutional arrangements: The stocktaking will include a thorough assessment of the institutional arrangements put in place for the preparation of the previous NCs. This will include an analysis of the institutional framework, if any, that has been established in the country to specifically deal with climate change issues. Through these assessments, and in consultation with the relevant authorities, the team responsible for the preparation of the SNC project proposal will propose the institutional structure and coordination mechanisms for the SNC. This may include i) adjustments to strengthen previous institutional arrangements (e.g. addressing any gaps or weaknesses identified during the stocktaking); ii) the continuation of a similar structure if the previous institutional set-up proved to be effective and successful; or iii) the development of new institutional arrangements which may be needed to significantly improve the NC process or to respond to new political contexts at the national level.
- Good practice and lessons learned: Identifying lessons learned and best practices from previous NC projects will be an important part of the stocktaking exercise. This will include not only technical issues, but also experiences of implementation/execution and process/arrangements adopted under previous NCs that could provide lessons or best practices for the preparation of the SNC.
- Preparation of draft project proposal for SNC: The stocktaking (along with the stakeholders' consultations discussed below) should be conducive to a sound SNC Project Proposal, which will be discussed with the relevant stakeholders before submission to UNDP for review and approval. Please note that consultations with the key stakeholders should take place throughout the stocktaking to ensure adequate support and ownership of the SNC. The section below provides a brief description of the activities for the consultation process.

Stakeholders' consultations

- Definition of stakeholders' involvement: Identify and review the key stakeholders and their role under previous national communications. This analysis will help the teams identify the contributions and levels of involvement of such stakeholders, if any, in order to improve their participation for the preparation of the SNC. This analysis will also enable teams to identify the possible need to expand the number of players in-line with the scope of work and enhancement of national ownership of the SNC process.
- Development of strategies for stakeholders' participation: The stocktaking will identify strategies for keeping the stakeholders involved throughout the process of the SNC. This will include understanding the opportunities that the participation of stakeholders in the SNC bring to incorporate climate change concerns in the institutions and policy process they represent or can influence
- Awareness raising and mainstreaming. The stocktaking can also be used as an opportunity to assess the level of awareness of national institutions, NGO's, government and general public in the area of climate change, and to design specific activities to identify major challenges and opportunities to mainstreaming climate change into National Development processes.
- Ensuring adequate consultations for the preparation of SNC project proposal and its implementation: Stakeholders' consultations may take place at 3 critical benchmarks in the preparation of the project proposal: i) at the initiation of the stocktaking work; ii) at the stage where identification of priorities for the SNC, and the proposed methodologies are set out; and iii) during discussions of the draft SNC project proposal. Depending on the scope of the discussions, different stakeholders may be brought in at different times of the stocktaking work.

Self-assessment report and TNC Project Proposal

- Final Report of the self-assessment exercise: A report on the self-assessment exercise will be prepared to highlight the key gaps and lessons learned from the INC and identify priorities for the SNC. The report will also briefly explain the process adopted for the stakeholders' participation and the consultations carried out for the preparation of the SNC project proposal. The brief report will be included as an annex to the SNC Project Proposal (following the guidance and template provided by UNDP)
- Preparation of the SNC Project proposal: The key output of this exercise is the Project Proposal for the SNC. After final consultations with the key stakeholders and Government approval, a draft SNC Project Proposal will be submitted to UNDP for review and comments, as appropriate. Final approval of the SNC Project Proposal by UNDP will take place after suggested adjustments, if any, are addressed by the national team.

3. PRELIMINARY LIST AND DESCRIPTION OF STAKEHOLDERS AND CONSULTATION PROCESS ENVISIONED

Stakeholder consultation is important for the preparation of the proposal for the SNC. The process for the consultation will be based on a multi-sectoral approach similar to the process undertaken for national consultations under the previous NC preparation. The identification and verification of relevant stakeholders will be one of the key tasks to be undertaken. The identification exercise will be based on the direct and relevant involvement of each stakeholder in producing the work required towards the preparation of the SNC.

The stakeholder consultations will help to ensure national ownership of the SNC process. In particular, the consultation will be used as a means to:

- Ensure adequate linkages between the priority areas of the NC and the relevant sectoral priorities and planning processes

- Validate the stocktaking exercise and national priorities to be addressed by the SNC
- Agree on the institutional arrangements proposed for the preparation of the SNC
- Clarify the roles and responsibilities of the stakeholders to be involved and the likelihood that the stakeholder will play this role.
- Engage all the relevant stakeholders and ensure an adequate consultation mechanism for the SNC

The Stocktaking Consultant will conduct stakeholder consultations initially on an individual basis [or groups of experts on the basis of expertise, e.g. GHG inventory, mitigation, adaptation] with relevant stakeholders and facilitate a national stakeholder consultation to finalise the proposal. The National Stakeholder Consultation will gauge input from the stakeholders on key aspects of the SNC process, objectives of the SNC proposal, roles and responsibilities during implementation, and other issues pertinent to the SNC. Further, the stocktaking consultant will also liaise closely with members of the National Climate Change Task Force/Committee.

UNDP- *Syria* will monitor the progress of the stocktaking exercise in accordance with the agreed budget and outputs and disburse funds to facilitate implementation.

The following stakeholders are envisaged as participants during the stakeholder consultations:

Ministry of Oil and mineral resources
 Ministry of Electricity
 Ministry of Industry
 Ministry of Higher education
 Ministry of Transportation
 Ministry of Agriculture
 Ministry of Health
 Ministry of local Administration
 Ministry of Housing
 Ministry of Irrigation
 Planning and International Cooperation Commission
 Atomic Energy Commission
 Remote Sensing Commission
 Regional Planning Commission
 National Research Centers
 National Energy Research Center
 Chamber of industry /Damascus , Aleppo
 General Directorate for Meteorology
 Environmental NGOs

4. BRIEF DESCRIPTION OF THE INSTITUTIONAL ARRANGEMENT FOR THE SELF-ASSESSMENT EXERCISE AND PROPOSAL PREPARATION

The national lead agency responsible for the oversight and implementation of the self-assessment exercise and project proposal is *The Ministry of State for Environment Affairs*. The involvement of the relevant stakeholders, and their support and commitment to the implementation of the proposed activities, will ensure the achievement of the overall outcome of the assessment.

The Director of the Atmosphere safety Dept at the Ministry of state for Environment Affairs will act as a project Coordinator and will be responsible for the coordination of project activities in close consultation with the Task Force/Committee, Stocktaking Consultant and UNDP-Syria. The Coordinator will provide overall project

management and supervision to ensure that the stocktaking activities are in line with what were agreed/approved and stipulated in the Self- Assessment Guidance provided by UNDP to facilitate the preparation of the SNC project proposal (See enclosed guidance for the Self- assessment exercise) .

Stocktaking Exercise

Short-term consultants will be recruited to assist in carrying out the stocktaking exercise and prepare the SNC proposal. He/She will be provided all the relevant sets of information that were gathered directly from concerned stakeholders (sources of information about relevant studies or activities), and from the consultative workshops, and from all available reports(e.g.INC Report). The Short –term Consultant will prepare draft report of the self-assessment and will elaborate to assist the team in the preparation of the draft project proposal for the SNC. These drafts will be presented to the stakeholders and the National Climate Change Task Force before finalization.

Stakeholder Consultation

The Stocktaking Consultant will conduct stakeholder consultations initially on an individual basis through Ministry of state for Environment Affairs with relevant stakeholders and facilitate a national stakeholder consultation to finalise the proposal. The National Stakeholder Consultation will gauge input from the stakeholders on key aspects of the SNC process, objectives of the SNC proposal, roles and responsibilities during implementation and other issues pertinent to the SNC. Further, the stocktaking consultant will also liaise closely with members of the National Climate Change Task Force/Committee.

UNDP- Damascus will monitor the progress of the stocktaking exercise in accordance with the agreed budget and outputs and disburse funds to facilitate implementation.

5. OUTPUTS (The following are Suggested activities. Please adjust, as needed to fit national circumstances or approach used to conduct the self-assessment. Countries may choose to use these outputs and activities if appropriate for the preparation of the TNC project proposal.)

The main output of the stocktaking exercise is a project proposal for the preparation of the SNC prepared in accordance with the guidelines. The expected outputs and corresponding activities to be carried out under the stocktaking exercise are the following:

Output 1: Planning and management of the stocktaking exercise

- Activity 1.1: Preparation of a detailed workplan and scope of work
- Activity 1.2: Execution of an Inception workshop/consultation
- Activity 1.3: Preparation of TOR including the expected results and deliverables for the individual experts and Country Team, including the approach and methodology to use during the stocktaking exercise.

Output 2: Stocktaking related activities

- Activity 2.1: Implementation of the stocktaking exercise and preparation of the stocktaking matrix describing all previous and on-going activities under the UNFCCC, as well as other related project and programmes
- Activity 2.2: Identification /review of gaps and uncertainties under the SNC and proposition of new studies/areas of work
- Activity 2.3: Development of prioritisation criteria and identification of priority areas to be addressed under the TNC

- Activity 2.4: Identification of potentials for linkages and synergies with other projects
- Activity 2.5: Preparation of the stocktaking report

Output 3: Stakeholder consultation

- Activity 3.1: Stakeholder analysis. This analysis will list all possible individuals and institutions that may be involved in the stocktaking exercise. It should list their possible role, the benefits of their involvement, and any possible challenges to their involvement.
- Activity 3.2: Stakeholder consultation. This consultation should be used to validate the methodology of selection for priority issues and new areas of action.
- Activity 3.3: Execution of a Workshop to validate the project proposal on SNC.
- Activity 3.4: Presentation of the National Communications process, issues and concerns for the self-assessment exercise. Reactions, comments and suggestions will be taken according to the proposed component of the SNC.
 - Drafting of a tentative workplan, with scheduled meetings to be held with stakeholders or tools to be used to keep them informed and involved.
 - Preparation of a report from the stakeholder consultation.

Output 4: Develop a project proposal for SNC

- Activity 4.1: Writing of the project proposal on SNC should include (as an annex) a brief report on the stocktaking and stakeholder consultation containing the following information: (i) Description of the methodology used; (ii) Stakeholders and institutions consulted; (iii) Results and findings of the stocktaking exercise; (iv) Results and findings of the stakeholder consultation.
- Activity 4.2: Circulation of the project proposal for comments by stakeholders.
- Activity 4.3: Submission of the project proposal for SNC to UNDP (a final consultation workshop may be scheduled on the basis of needs for additional discussions and approval processes).
- Activity 4.4: Incorporation of the comments on the project proposal into the SNC Project Document.

6. BUDGET

Award ID:	00061541					
Project ID:	00077994					
Award Title:	PIMS No. 4759 [Syria]'Self-assessment for the preparation of the Second National Communication to the UNFCCC					
Business Unit:	SYR10					
Project Title:	PIMS No. 4759 [Syria]'Self-assessment for the preparation of the Second National Communication to the UNFCCC					
Implementing Partner (Executing Agency)	Ministry of State for Environment Affairs					
GEF Outcome/Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount (USD)
OUTCOME 1 Third National Communication Project Proposal	NEX	62000	GEF	71300	Local Consultant	
					International consultant	12000
				72100	Contractual Services	3000
				74500	Misc. operation expenses	5000
					Sub-Total	20,000

7. SUGGESTED TIMETABLE (indicative – please adjust as needed on the basis of specific outputs and activities. Countries may choose to adopt this suggested timetable if it fits their own needs)

Output /Activity	Weeks																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Output 1: Planning and management of the stocktaking exercise																		
1.1 Preparation of a detailed workplan, including scope of work																		
1.2 Inception workshop/consultation																		
1.3 Preparation of TOR including expected results and deliverables, for the individual experts and Country Team, including approach and methodology to use during the stocktaking exercise.																		
Output 2: Stock-take of the related activities																		
2.1 Take stock of activities relevant to the National Communication and prepare a stocktaking matrix																		
2.2 Identify gaps and uncertainties and propose new studies/ areas of work																		
2.3 Development of prioritisation criteria and identification of priority areas to be addressed under the TNC																		
2.4 Identify linkages and synergies with other projects																		
2.5 Write a stocktaking report																		
Output 3: Stakeholder consultation																		
3.1 Stakeholder analysis. List of the stakeholders																		
3.2 Meeting with stakeholders to validate the methodology, and areas of priority																		
3.3 Workshop to validate the project proposal for the TNC																		
3.4 Process of taking into account reactions, comments and recommendations																		
• Drafting of a tentative workplan, with scheduled meetings to be held with stakeholders or tools to be used to keep them informed and involved																		
• Preparation of the report from the stakeholder consultation.																		
Output 4: Develop the project proposal for the SNC																		
4.1 Write the draft project document																		
4.2 Circulate to stakeholders for comments, and additional workshop, if needed																		
4.3 Submission of the project document for SNC to UNDP for comments																		
4.4 Incorporation of UNDP comments into the SNC Project Document																		



11 April 2011

Dear Mr. Ould Cheikh Ahmed ISMAIL,

Subject: Syrian Arab Republic Self-assessment to prepare a project proposal for its Second National Communication to the UNFCCC - *Country Name: Syria Project Title: Second National Communication to the UNFCCC, PIMS No: 4759, ATLAS BU: SYR10, Proposal ID 00061541; Project ID: 00077994*

I am pleased to delegate to you the authority to sign the above-mentioned project document on behalf of UNDP and to commence implementation of the preparation of the project. As per Rule 116.05 of the UNDP Financial Regulations and Rules (Executive Board Decision 2005/1), this document becomes effective when signed by the Resident Representative. The Self-assessment exercise, which amounts to a total of US\$ 20,000.00 in approved funding, has received its final approval in accordance with the established GEF procedures

Please note that the objective of this self-assessment is to assist the Syrian Arab Republic to prepare and submit a project proposal for the preparation of its Third National Communication. The main outcome of the self-assessment is the corresponding project document for UNDP review and approval. UNDP-HQ will assist the Government and the Country Office during the preparation of the project document, which is expected to be completed within 3 months. At this time, a separate delegation of authority will be issued upon approval of the Third National Communication project document.

Once the project document is signed, you may request issuance of an *Authorized Spending Limit (ASL)* by submitting an Atlas-generated *Annual Work Plan (AWP)* based on the *Total Budget and Annual Work Plan* in the attached project document, along with a copy of the signed cover page, to Ms. Maude Veyret-Picot at UNDP-HQ. Please note that this project has already been assigned an Atlas ID: [SYR10, Proposal No. 00061541 and Project No. 00077994]. Comments on the AWP will be provided within 5 working days by UNDP-HQ as relevant.

Budget revisions should be forwarded to the UNDP-HQ with an explanation of the changes proposed. In this connection, please note that UNDP-EEG is not in a position to increase the budget above the amount already approved by the GEF CEO. Therefore, any over-expenditure during this initiation phase will have to be absorbed by other Country Office resources.

Mr. Ould Cheikh Ahmed ISMAIL
Resident Representative
UNDP
Damascus
Syrian Arab Republic

We take the opportunity to draw your attention to the following mandatory requirement for all GEF-funded projects:

- ❖ Any changes contemplated with respect to the project objectives and outcomes will have to be discussed with and approved by UNDP-HQ, as they will have to be reported to GEF.

In conclusion, I would like to assure you of the UNDP-EEG Team's and my personal commitment to successful implementation of the project. Should you have any concerns or questions, please do not hesitate to contact me with your feedback on the quality of our services and suggestions for improvements.

Yours sincerely,



Yannick Glemarec
Executive Coordinator

cc: Abir Zeno, UNDP, Keti Chachibaia, UNDP



Annual Work Plan

Syrian Arab Republic- Damascus

Award Id: 00061541

Award Title: SECOND NATIONAL COMMUNICATION TO THE UNFCCC

Year: 2011

Report Date: 5/17/2011

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget			Amount US\$	
			Start	End		Fund	Donor	Budget Descr		
00077994	PIMS:4759 SECOND NATIONAL COMM	PMU			SYR-Ministry of Local Administ	62000	GEFTrustee	71200	International Consultants	12,000.00
					SYR-Ministry of Local Administ	62000	GEFTrustee	72100	Contractual Services-Companies	3,000.00
					SYR-Ministry of Local Administ	62000	GEFTrustee	74500	Miscellaneous Expenses	5,000.00
TOTAL										20,000.00
GRAND TOTAL										20,000.00