



REPUBLIQUE TOGOLAISE



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| Project title: <i>Preparation of the Fourth National Communication (4NC) and of the Second Biennial Updated Report (2BUR) to the UNFCCC</i> | | |
| Country: TOGO | Implementing Partner: Ministry of Environment and Forest Resources | Management Arrangements: National Implementation Modality (NIM) |
| UNDAF Outcome: <i>Food security, community resilience to climate change and access for youth and women to the employment have improved</i> | | |
| Country Programme Outcome: <i>Technical assistance is provided to the government of Togo for the formulation and implementation of policies to promote community resilience to climate change and natural disasters</i> | | |
| UNDP Strategic Plan Output: 1.4: Scaled up action on climate change adaptation and mitigation cross sectors which is funded and implemented | | |
| UNDP Social and Environmental Screening Category: Exempt | | UNDP Gender Marker: 2 |
| Atlas Project ID/Award ID number: 00104540 | | Atlas Output ID/Project ID number: 00106052 |
| UNDP-GEF PIMS ID number: 6203 | | GEF ID number: 9977 |
| Planned start date: 15 th June 2018 | | Planned end date: 31 st December 2021 |
| LPAC date: 23 rd March 2018 | | |
| Brief project description: The Project of preparation of the Fourth National Communication (4NC) and of the Second Biennial Updated Report (2BUR) aims to allow the Togolese Republic to submit its 4NC and its 2BUR to the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) in line with decisions 17/CP.8 and 2/CP.17. This Project will provide the country with updated information on national circumstances, greenhouse gas emissions, and policies and programs to mitigate and adapt to climate change. This will facilitate the mainstreaming of climate change into national planning, provide a baseline for the development of programs and projects to mobilize resources for the implementation of Nationally Determined Contributions (NDC) and the Paris Climate Agreement, on the one hand, and the effective implementation of the UNFCCC in Togo, on the other. Beyond meeting the commitments of Togo vis-à-vis the convention, the 4NC and the 2BUR, will contribute to poverty reduction and promote sustainable development. This project will also build capacity and appropriate mechanisms for national measurement, reporting and verification (MRV) to ensure transparency in action and support. | | |

| FINANCING PLAN | | |
|--|--------------------------------------|---------------------------------------|
| GEF Trust Fund or LDCF or SCCF or other vertical fund | | USD 852,000 |
| UNDP TRAC resources | | USD |
| Cash co-financing to be administered by UNDP | | USD |
| (1) Total Budget administered by UNDP | | USD 852,000 |
| PARALLEL CO-FINANCING (all other co-financing that is not cash co-financing administered by UNDP) | | |
| | UNDP | USD |
| | Government | USD 330,000 |
| (2) Total co-financing | | USD 330,000 |
| (3) Grand-Total Project Financing (1) + (2) | | USD 1,182,000 |
| SIGNATURES | | |
| Signature:  M. Kossi ASSIMAIDOU Minister of Development Planning | Agreed by Government | Date/Month/Year: 12 IIIII 2018 |
| Signature:  M. André Kouassi Ablom JOHNSON Minister of the Environment and Forest Resources | Agreed by Implementing Partner | Date/Month/Year: 02 IIIII 2018 |
| Signature:  M. Damien MAMA Resident Representative | Agreed by UNDP | Date/Month/Year: 29 June 2018 |

Table of contents

| | |
|---|----|
| ABBREVIATIONS AND ACRONYMS | 4 |
| I. Development Challenge | 6 |
| II. Strategy..... | 8 |
| III. RESULTS AND PARTNERSHIPS | 10 |
| 3.1. OBJECTIVE OF THE PROJECT..... | 10 |
| 3.2. SPECIFIC OBJECTIVES | 10 |
| 3.3. PARTICIPATION OF STAKEHOLDERS | 11 |
| 3.4. GENDER DIMENSION | 13 |
| 3.5. PROJECT ACTIVITIES..... | 14 |
| 3.6. INSTITUTIONAL ARRANGEMENTS | 17 |
| 3.7. Risks and Assumptions..... | 18 |
| 3.8. South-South and Triangular Cooperation (SSTrC): | 19 |
| IV. Project Results Framework | 20 |
| V. FINANCIAL PLANNING AND MANAGEMENT, TOTAL BUDGET AND WORK PLAN ... | 28 |
| VI. Governance and Management Arrangements | 35 |
| VII. Monitoring Framework and Evaluation | 39 |
| VIII. Legal Context | 43 |
| IX. Risk Management | 44 |
| X. Mandatory annexes | 46 |
| Annex A. Multi Year Work Plan:..... | 47 |
| Annex B. Terms of Reference for Project Steering committee, Project coordinator, Technical teams and other positions as appropriate..... | 50 |
| Annex C. UNDP Social and Environmental and Social Screening Template (SESP) – Exempt | 76 |
| Annex D. UNDP Project Quality Assurance Report (to be completed by UNDP Country Office) | 77 |
| Annex E. UNDP Risk Log (to be completed by UNDP Country Office) | 88 |
| Annex F. Results of the capacity assessment of the project implementing partner and HACT micro assessment (to be completed by UNDP Country Office)..... | 91 |
| Annex G. STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT OF TOGO FOR THE PROVISION OF SUPPORT SERVICES | 92 |
| Annex H. FINAL REPORT OF [country’s name] NATIONAL COMMUNICATION’S / BIENNIAL UPDATE REPORT’S PROJECT | 96 |

ABBREVIATIONS AND ACRONYMS

| | |
|---------------------|---|
| CBD: | United Nations Convention on Biodiversity (to be reviewed) |
| CCD: | United Nations Convention to Combat Desertification |
| CDM: | Clean Development Mechanism |
| CDP / COP: | Conference of the Parties |
| CH4: | Methane |
| CISGERN: | Strategic Investment Framework for Environmental Management and Natural Resources |
| CMP: | Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol |
| CNCC: | National Committee on Climate Change |
| CNDD: | National Commission for Sustainable Development |
| CNI: | Initial National Communication |
| CNST: | National Scientific and Technical Committee |
| CO: | Carbon monoxide |
| CO2: | Carbon dioxide |
| COMAP: | Comprehensive Mitigation Assessment Process |
| CQ: | Quality Control |
| CTSCC: | Technical and Scientific Council on Climate Change |
| CVD: | Village Development Committees |
| DCN: | Second National Communication |
| DNA: | Designated National Authority |
| ECOWAS: | Community of West African States |
| EFOM-ENV: | Energy Flow Optimization Model - Environmental |
| ENSO: | El Nino Southern Oscillation |
| FAO: | Food and Agriculture Organization of the United Nations |
| GACMO: | Greenhouse Gas Costing Model |
| GCM: | Global Circulation Model |
| GCOS: | Global Climate Observing System |
| GEF: | Global Environment Facility |
| GHG: | Greenhouse Gases |
| GOOS: | Global Ocean Observing System |
| GPG: | Good Practice Guidance |
| GSP: | Global Support Program for National Communications and Biennial Update Reports |
| GTOS: | Global Terrestrial Observing System |
| ICAT: | Institute for Advice and Technical Support |
| INDC: | Planned Contribution Determined at national level |
| IPCC / IPCC: | Intergovernmental Panel on Climate Change |
| ITRA: | Togolese Agricultural Research Institute |
| LEAP: | Long-Range Energy Alternatives Planning System |
| LULUCF: | Land Use Land Cover and Forestry |
| NAMA: | Nationally Appropriate Mitigation Measures |
| MAGICC: | Model for the Assessment of Greenhouse Gas Induced Climate Change |
| MDGs: | Millennium Development Goals |

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| MEDEE-S: | Energy Demand Evaluation Model |
| MERF: | Ministry of Environment and Forest Resources |
| N2O: | Nitrogen Hemoxide |
| NCSA: | National Self-Assessment of Capacity to Strengthen for Environmental Management |
| NGOs: | Non-Governmental Organization |
| NIR: | National Inventory Report |
| NMVOC: | Non-Methane Volatile Organic Compounds |
| NOx: | Oxides of nitrogen |
| OECD: | Organization for Economic Co-operation and Development |
| NAPA: | National Adaptation Plan for Climate Change |
| PANGIRE: | National Action Plan for Integrated Water Resources Management |
| PANSEA: | National Action Plan for the Water and Sanitation Sector |
| NAP: | National Adaptation Plan |
| PNACC: | National Adaptation Plan for Climate Change |
| PND: | National Development Programme |
| PNEDD: | National Environment Plan for Sustainable Development |
| PNGE: | National Program for the Management of the Environment |
| PNIERN: | National Investment Program for Environment and Natural Resources |
| PRSP: | Poverty Reduction Strategy Paper |
| QA: | Quality Assurance |
| UNCCD: | United Nations Convention to Combat Desertification |
| UNDP: | United Nations Development Program |
| UNEP: | United Nations Environment Program |
| UNFCCC: | United Nations Framework Convention on Climate Change |
| UN: | United Nations |
| WB: | World Bank |
| WMO: | World Meteorological Organization |

I. DEVELOPMENT CHALLENGE

Since the ratification of the United Nations Framework Convention on Climate Change (UNFCCC) on 8 March 1995, Togo has committed itself to join the efforts of the international community to work for the implementation of actions to combat adverse effects of climate change. It is within this framework that several national documents have been adopted by the country. They are: (i) the Initial National Communication submitted (INC) in 2001; the Second National Communication (SNC) in 2011, the Third National Communication (TNC) in 2015, the Intended National Determined Contributions (INDC) in 2015 and most recently, the First Biennial Update Report (FBUR) in September 2017.

Other national documents to enhance planning in the CC area have also been developed. These include: the implementation strategy of the Convention, the National Capacity Self-Assessment (NCSA) for Global Environmental Management, the National Adaptation Program for Action (NAPA), the National Strategy for Disaster Risk Reduction in Togo and the National Adaptation Plan for Climate Change in Togo (PANCC) 2016.

The preparation of the 4th NC and the 2nd BUR will build on the previous work and constitutes a dynamic and flexible framework enabling Togo to promote its sustainable development to contribute to the ultimate objective of the UNFCCC, "to stabilize the concentration of greenhouse gases in the atmosphere at a level that would prevent dangerous anthropogenic interference with the climate system".

Institutional and technical weaknesses highlighted in the TNC self-assessment still exist in conducting thematic studies such as greenhouse gas inventories, vulnerability analysis and mitigation assessment using models accepted by convention and science and developing environmentally and socio-economically credible scenarios. Continuous strengthening of these capacities at the national level will reduce the uncertainties associated with inventory data, especially in the forestry, agriculture and land use sectors. Furthermore, it will improve the quality of vulnerability assessment and mitigation pathways for a comprehensive mainstreaming climate change adaptation and mitigation actions in national planning.

These areas of improvements will be further considered in the preparation of the 4th NC and the 2nd BUR project, which will also integrate new orientations given by COP21, the commitments made by Togo in its NDCs.

Paris agreement was ratified by Togo on June 28th, 2017. The implementation of the 4 NC and 2 BUR will help assessing the status level and facilitate the implementation of the NDC of Togo in accordance with the work initiated by the inter-ministerial committee on the implementation of the Paris agreement at national level.

In the three previous national communications on climate change (INC, SNC and TNC), the national greenhouse gas inventories covered the sectors of Energy, Industrial Processes and Product Use, Agriculture, Land use, land use change and forestry (LULUCF) and the waste sector. The main gases emitted by the country are: carbon dioxide (CO₂) methane (CH₄), nitrous oxide (N₂O) and oxides of nitrogen (NO_x), using the revised 1996 IPCC methodologies.

The preparation of the first biennial update report on climate change initiated the training of more than forty (40) national experts on the IPCC 2006 methodologies. The inventories covered the energy, industrial processes, agriculture, forestry and other land use (AFOLU) and waste sectors.

During the implementation of the TNC, departments of the University were selected as part of the institutionalization process to carry out GHG inventories and mitigation studies. These are the "Ecole Supérieure d'Agronomie (ESA)" for agriculture sector, the "Ecole Nationale Supérieure d'Ingénieurs" for energy sector, the "Laboratoire de Botanique et Ecologie Végétale" (Laboratory of Botany and Plant Ecology - LBEV) for forestry and land use sector, the "Laboratoire de Chimie Atmosphérique" (Laboratory of Atmospheric Chemistry – LCA) for the industrial processes and use of products sector and the "Laboratoire de Gestion Traitement et Valorisation des Déchets" (Laboratory for the

Management, Treatment and Recovery of Waste - GTVD) for waste sector. The 4th NC and the 2nd BUR, will strengthen their capacities to better carry out these studies.

Improvements in GHG inventory, mitigation and adaptation will contribute to better informing the implementation process of Togo's NDC while ensuring data quality and reducing the uncertainties.

The 4NC and 2BUR project will build on findings and recommendations from previous NC/BUR work and will take into considerations capacity building needs identified during the International Consultation and Analysis (ICA) process of the first BUR¹.

Finally, Second BUR is expected to be finalized and submitted to the UNFCCC in June 2020. The Fourth National Communication will follow in June 2021.

¹ Technical analysis timeframe: 4/12/2017 – 8/12/2017 See: http://unfccc.int/national_reports/non-annex_i_parties/ica/technical_support_for_the_ica_process/items/10345.php

II. STRATEGY

Togo, to begin its sustainable development by 2030, in accordance with the national vision included in the National Development Program (PND 2018-2022) under finalization, will have to opt for a development that is resilient to climate change and low emission of carbon. This choice requires the integration of climate change concerns into sectoral policies, plans, strategies, programs and development projects.

To this end, the country needs accurate and updated information on greenhouse gas emissions, vulnerability and adaptation to the adverse effects of climate change, policies and measures to mitigate emissions, technologies transfer including in adaptation and mitigation, updated knowledge related to climate change and on climate change financial mechanisms.

In addition, the sectoral actors and the populations need a better knowledge on climate change and the solutions to adopt a change of behavior at the institutional, operational and individual levels.

The project of preparation of 4 NC and 2 BUR will deliver two major products which are the document of 4 NC and that of 2 BUR. The main components of this project are: (i) Information on national circumstances and other information for the development of National Communications (NC) on an ongoing basis; (ii) National inventory of anthropogenic sources and all greenhouse gases (GHG) not controlled by the Montreal Protocol, including a national inventory report (NIR); (iii) Information on the assessment of GHG mitigation, mitigation actions and their effects; (v) Compilation of the fourth national communication and the second biennial Updated report, monitoring and evaluation.

The National Circumstances component will update the data and information on the physical, economic, social and environmental context in which Togo is implementing the UNFCCC and address the specificities of the country in its fight against climate change. A chapter under this component will be devoted to the sustainable institutional framework to be put in place for the development of NC and BUR on ongoing basis as well as gaps, constraints and needs in capacity building and support received and the status of climate change research.

The Inventory Chapter will update data and information on direct and indirect gases issued at the national level in all sectors. This will identify important sources and sinks that will need to be considered in the country's mitigation efforts.

The mitigation component will develop the most realistic emission reduction scenarios in line with the country's development pathways and in line with the commitments taken in the NDCs. It will strengthen the transparency framework put in place during past NC and BURs.

The component on Assessment of Vulnerability and Options for Adaptation to Climate Change will identify vulnerable areas and groups, measures and technologies adapted to different contexts to build scenarios using appropriate models to strengthen resilience of these populations. This will be linked to the country's national policy on poverty reduction and development resilient to climate change.

The development of mitigation and adaptation measures will include capacity building and technology development and / or transfer.

Several sensitization actions will be conducted to ensure the dissemination of information and data acquired during the implementation of this project. These sensitizations will target all development actors in the public, private and civil society sectors. Special emphasis will be on women's participation while ensuring that no one is left behind.

Activities under this project will be carried out considering the following points:

- Their relevance to the objectives of the UNFCCC, as well as the recommendations of Decisions 17 / CP.8 and 2 / CP.17, as well as their annexes;
- Their contribution to achieve the 2030 agenda on sustainable development objective, based on the principle of living no one behind;
- Consistency with national sustainable development priorities and national strategic directions that underpin sectoral policies and programs, including the Togo 2030 Vision document, the National Development Program (PND 2018- 2022) under finalization and Strategic Investment Framework for Environmental Management and Natural Resources (CISGERN 2018-2022).

III. RESULTS AND PARTNERSHIPS

3.1. OBJECTIVE OF THE PROJECT

The overall objective of this project is to assist Togo in the preparation and submission of the 4th National Communication (4NC) and the 2nd Biennial Update Report to the UNFCCC while strengthening the institutional and operational framework for implementation of the Convention.

The project is prepared in line with GEF-6 strategic focal area on climate change mitigation, objective CCM3: fostering enabling conditions to mainstream mitigation concerns into sustainable development strategies. Program 5 of this objective aims to mainstream the integration of climate considerations into the national planning process and to help countries mainstream mitigation action in support of the 2030 Agenda for Sustainable Development and SDGs.

3.2. SPECIFIC OBJECTIVES

In accordance with Article 4 and 12 of the Convention, Togo is required to report to the International Community, on a regular and continuous basis, its actions to fulfil its commitments to the UNFCCC. Consequently, the immediate objective of this project is to facilitate the development of the Fourth National Communication (4NC) and the Second Biennial Update Report (2BUR) on Climate Change in Togo. Five components will be developed. Each component will comprise a set of activities in accordance with the guidelines for the development of NCs and BURs by non-Annex I Parties: (i) Information on national circumstances and other information Useful for the development of National Communications (NC) on an ongoing basis; (ii) National inventory of anthropogenic sources and sinks of all greenhouse gases (GHG) not controlled by the Montreal Protocol, including a national inventory report (NIR); (iii) Information on the assessment of GHG mitigation, mitigation actions and their effects; (iv) Assessment of vulnerability and options for adaptation to climate change, (v) Compilation of the fourth national communication and the second biennial Updated report, monitoring and evaluation.

The present project will:

- ✓ set up the Project coordination team;
- ✓ analyze the national context;
- ✓ conduct inventory studies of emissions by sources and absorption by their GHG sinks;
- ✓ carry out vulnerability studies and propose a program of adaptation measures adapted to climate change;
- ✓ undertake studies to mitigate GHG emissions and develop climate change mitigation policies and measures in sectors with high potential for GHG emissions;
- ✓ provide other relevant information to achieve the objective of the Convention;
- ✓ inform, educate, communicate and raise awareness among the public;
- ✓ improve the national system of systematic observation and research on climate change;
- ✓ identify constraints, gaps, and financial, technical and capacity building needs;
- ✓ strengthen the institutional, human and technical capacities of Togo to integrate climate change concerns into national and sectoral development programs and plans;
- ✓ updated the implementation strategy of the UNFCCC based on new developments;
- ✓ develop and present the Fourth National Communication (4 NC) and the Second Biennial Update report (2 BUR) to the UNFCCC.

Project expected outcomes and outputs are presented in the EA Framework section above.

3.3. PARTICIPATION OF STAKEHOLDERS

Stakeholder participation and consultation processes are essential to the success of the project. The regional workshops for the consultation of key stakeholders at subnational level (in regions) on the development of the fourth National Communication and the second Biennial Update report have had an effective involvement of the main stakeholders. This will translate into implementation, monitoring and evaluation actions to strengthen ownership and make NC and BUR development processes sustainable and make these reports more responsive to the needs of the Togolese people. The project aims to strengthen stakeholder participation to collectively participate in addressing the challenges of climate change in Togo. The stakeholders are drawn from many institutions, including sector ministries, technical and financial partners, multinational agencies, grassroots organizations, local authorities and NGOs, the media, research institutions, Private sector and international organizations, with particular emphasis on related sectors.

The different stakeholders and their responsibilities in the development and implementation of the project are:

✓ Ministry of Environment and Forestry Resources is responsible for the implementation of the UNFCCC in Togo. It will be involved in the coordination and management of the project through the Directorate of Environment, National Directorate of the Fourth National Communication project and the second Biennial Update Report. In addition, the ministry will contribute to the oversight of project activities and will manage the project's data archiving system. It will therefore intervene in the implementation of the project through the Forest Resources Department and the Forestry Development and Exploitation Office, which will provide data on activities to carry out studies on national circumstances, GHG inventories, Mitigation and Vulnerability & Adaptation in the Forestry and Other Land Use sector. The Environmental Directorate will provide data on the coastal erosion sector for vulnerability & adaptation studies. The ministry will conduct the analysis of the annual work plan and the various validations of the sectoral and thematic reports as chairman of the steering committee of the project.

✓ Ministry of Agriculture, Livestock and Hydraulics will provide activity data for GHG inventories and mitigation studies through its technical services, the Directorate of Agricultural Statistics, Informatics and Documentation (DSID), the Directorate of Vegetable Sectors and the Directorate of Livestock. It will also provide information for the national circumstances component. As a member of the steering committee for the 4 NC and 2 BUR, the ministry will contribute to the improvement of the quality of the sectoral reports of GHG inventories that will be developed particularly for the sector of agriculture, forestry and other land uses, mitigation analysis and vulnerability and adaptation in agriculture, forestry and other land use sectors through its participation in technical workshops to ensure the use of quality information that will be provided. It will participate actively in the analysis of the annual work plan of the project.

✓ Ministry of water will contribute to the improvement of the quality of the sectoral reports on vulnerability and adaptation in the water resources through its participation in providing and helping to use quality of information that will be provided. The ministry of water will be represented in the steering committee and will be part of technical workshops to ensure its active participation in the analysis of the annual work plan of the project.

✓ Ministry of Economy and Finance will intervene in the management of the project through the State Treasury, which will be responsible for reporting expenditure to the finance departments under the administrative accounts regulation of the Ministry of the Environment and Forest Resources. Within the framework of the 4 NC and 2 BUR project, the account will be subordinated to the State Treasury. It will also work through its technical services, notably the National Institute of Statistics and Economic and Demographic Studies (INSEED), the technical secretariat of the Poverty Reduction Strategy Paper (PRSP), the direction of the economy and the Finance Directorate for the provision of socio-demographic and economic data on studies for national circumstances, GHG inventories, mitigation, vulnerability & adaptation and assistance, technical and financial support received. Represented on the steering

committee, it will contribute to the supervision of the project and the validation of the various technical and sectoral reports with a view to improving their quality. It will also participate in the analysis and validation of the annual work plan.

✓ Ministry of Infrastructure and Transport will be involved in the implementation of the project of the 4 NC and 2 BUR project through its technical services, in particular the Directorate of Transport, the Directorate-General for National Meteorology and the Infrastructure Directorate, which will be responsible for providing data on fuel combustion activities in transport (road, sea, air), climate data (rainfall, temperature, insolation, evapotranspiration, etc.) and other relevant information for national circumstances, GHG inventories, GHG Mitigation and Vulnerability & Adaptation in the Energy Sector. It will also contribute to the technical analysis of the various sectoral and thematic reports as a member of the steering committee of the project and will participate in the analysis of the annual work plan.

✓ Ministry of Mines and Energy will be responsible for providing activity data for the energy, manufacturing and construction industries, residential, trade and institutions, to conduct studies on national circumstances, GHG inventories and vulnerability & adaptation, through its public and Para public technical services such as the Directorate-General for Energy, the Directorate-General for Mines and Geology, the Directorate of Hydrocarbons , Electricity Sector Regulatory Authority (ARSE), Togo Electric Power Company (CEET), Benin Electricity Community (CEB) and Togolese Warehousing Company (STE). It will contribute to the technical analysis of the various reports related to the Energy sector and national circumstances with a view to improving their quality as a member of the steering committee of the said project and will also participate in the analysis and validation of the annual work plan.

✓ Ministry of industry, trade and private sector promotion will provide activity data for conducting studies on national circumstances, GHGI and mitigation in the industrial processes sector and use of products. through its technical departments such as the Industry Directorate and the Internal Trade Department and industrial units such as CIMTOGO, SCANTOGO, WACEM, STILL-TOGO etc. The technical services of this ministry will be a member of the project's steering committee and will participate in the technical analysis and validation of the various studies as well as the validation of the annual work plans.

✓ Ministry of Development Planning is the government entity that coordinates the cooperation between the country and the technical and financial partners. It ensures that the integration of climate change is taken into account in the planning of other sectoral ministries. He will also be involved in regional planning related to the AFOLU sector.

✓ Ministry of Urban Planning, Housing and Living Environment will be involved in V & A studies in the area of human settlements and health and in GHG inventories for the waste sector.

Ministry of Higher Education and Research will undertake the completion of GHG inventories and studies on policies and mitigation measures through institutions and laboratories of the University of Lomé. The Higher National School of Engineers will be in charge of the Energy sector; the Agriculture sector will be entrusted to the Higher National School of agronomy; the Forestry and Other Land Use sector to the Botanical and Plant Ecology Laboratory; Industrial Processes and Product Use to the Laboratory of Atmospheric Chemistry and the Waste Sector to the Laboratory Waste Treatment and Valorisation. Based on the process of institutionalization that the Ministry of the Environment has undertaken since the 3 NC and which has been pursued in the FBUR, a single memorandum of understanding for the realization of GHG inventories and mitigation studies will be signed between these institutions and the Ministry of Environment and Forest Resources. This department will also participate in the technical evaluations of the various sectoral and thematic reports that will be carried out within the framework of the 4 NC and the 2 BUR project.

✓ Ministry of Communication, Culture, Sports and Civic Education will be responsible for disseminating the results of the 4 NC and 2 BUR to the public and private media at national and regional level. It will

participate in the media coverage of the various workshops for validation of the 4 NC and 2 BUR documents and will cover regional awareness raising workshops for actors at regional and local level.

✓ Ministry of Health and Welfare will provide data on biomedical waste, health, hygiene and sanitation activities to assess vulnerability & adaptation in the human settlements and health sector, data for national circumstances, and conducting GHG inventories and mitigation studies through health hospitals.

✓ Civil society organizations; the actors of the civil society organizations, including NGOs and associations in the areas concerned by the communications will intervene to guide the prioritization of the actions and the orientations in the choice of the most inclusive options possible. As a stakeholder in the project, these actors will also provide activity data for the different components of the project. They will participate in the various validations of the sectoral and thematic reports for the replication of the information inherent in the project, as well as the national validation of the documents of the 4 NC and 2 BUR. The actors from civil society organizations will also take part in the regional awareness workshops of the actors for the dissemination of the 4 NC and 2 BUR at the local and regional level. They will ensure national ownership of the process and will participate in the analysis and validation of the annual work plan of the project.

Taking an adaptive and collaborative management approach to execution, the project will ensure that key stakeholder representatives are involved early and throughout project implementation as partners for development. This includes their participation in the Project Steering Committee, review of project outputs such as recommendations for amendments to policies, plans, programmes and legislation, as well as participation in monitoring activities.

3.4. GENDER DIMENSION

The UNFCCC and the CoP Lima Work Programme on Gender recognize that all aspects of climate change have gender dimensions. The guidance on gender integration through the NCs and BURs developed by the Global Support Programme through UNDP and in collaboration with UNEP and GEF, will be applied: <http://www.un-gsp.org/news/gender-responsive-national-communications-toolkit>

An initial gender analysis approach across all areas—and inclusion of stakeholders who understand gender issues in relation to their sectors—will be implemented to allow assess where deeper gender analysis and action is required to make the overall NC/BUR reports more credible, realistic and sustainable.

The updating of the chapter on national circumstances will consider the gender dimension to better understand how the different roles of men and women in social and economic circumstances can affect Togo's ability to cope with mitigation and adaptation to climate change. Therefore, in the context of the studies on vulnerability and adaptation to climate change in the fourth national communication, an in-depth analysis of the role of gender in adaptation and mitigation activities will be made with a view to highlighting the extent to which this issue has been considered. Thus, the expected results will be the subject of recommendations for most of the project results (national circumstances, V & A, mitigation, gaps and constraints, etc.).

Efforts will also be made to ensure that project management structures (committees, institutional frameworks, technical team) and capacity-building actions (trainings, workshops) take gender representation into account.

Institutions to be consulted on gender issues at national level will include, but not limited to: Ministry of Social Action and the Advancement of Women through its Gender Directorate as well as women's organizations such as the Network of Women Ministers and Parliamentarians (REFAMP), the Women's Reflection and Action Group, Democracy and Development (GF2D), the association "Actions in favor of man and nature" (AFHON), the association of women in the mining or in enterprise sector of Togo

(AFEMET), 'the association of women entrepreneurs of Togo (AFCET), the association "Women Environmental Program Togo" (WEP-Togo), etc.

3.5. PROJECT ACTIVITIES

3.5.1. Information on national circumstances and other relevant information for the development of National Communications (NC) and Biennial Update Report on a continuous basis.

This component will enable the revision and updating of data on economic and social development indicators used in previous national communications and the first biennial update report using the unified basic indicator questionnaire for well-being (QUIBB, 2015). Other possible socio-economic surveys, such as the economic analysis of households that will provide better indicators for the monitoring of the situation on food and nutrition security for the period 1995-2020, will be used to update the data on circumstances in the 4 NC and 2 BUR projects.

For the 4 NC and 2 BUR, emphasis will be placed on the economic and sectors critical for GHG emissions / removals, in particular the sanitation, infrastructure and tourism. New data resulting from emerging activities in the economy will be collected such as those of the new Awandjelo cement plant in Kara, for the industrial process and product use sector. New data on the population and its distribution in urban and rural areas will be assessed to provide an indication of the implications of the demographic dynamics of the various climate change policy interventions. Wherever possible, gender disaggregated data will be collected across all areas. Research to date on gender issues in relation to resource use, natural resources management and women's and men's role in each area of the economy will also be highlighted. This component will also address the identification, analysis and update information on financial resources, technology transfer, capacity building and technical assistance received from the GEF, the GCF, the NAMA Facility, the World Bank, AfDB, EUMOA, ECOWAS, BOAD, etc.; and other bilateral and multilateral institutions for the implementation of climate change mitigation and adaptation measures.

This will help to better understand, prioritize and target support where it is most needed, as well as Togo's capacity - building needs to lead the country towards mobilizing resources for the implementation of the Paris Climate Convention and the Togo NDC. In line with the [Doha work programme](#), Togo will undertake and report on activities and policies under the six elements of Article 6 of the Convention (education, training, public awareness, public participation, public access to information and international cooperation) on their accomplishments, lessons learned, experiences gained and remaining challenges and opportunities.

3.5.2. National Inventory of Anthropogenic Source Emissions and Sinks of All Greenhouse Gas (GHG) Not Controlled by the Montreal Protocol, Including a National Inventory Report (NIR)

GHG inventories prepared for all sectors and reports validated:

The GHG inventories in the previous NCs were carried out using the revised 1996 IPCC software, while the First BUR used the 2006 IPCC software. This transfer has revealed the shortcomings in the use of the revised version of the IPCC. The capacity of national experts will need to be further strengthened in the effective use of the 2006 IPCC GHG software. Similarly, the capacities of the data-storing and data-producing structures will be strengthened on the use of the appropriate format sheets. In order to ensure the broad participation of women in these capacity building activities, careful attention will be paid to women's participation.

To this end, the departments of the University in charge of greenhouse gas inventories and the various sectoral institutions covered by GHG's inventory studies (Energy, AFOLU, waste and industrial processes) will be involved to propose women to train.

For the 4 NC and 2 BUR, the GHG inventory will be prepared using the 2006 IPCC guidelines. The 2 BUR will cover the years 1995-2018, while the 4NC will cover the period 1990-2020 and will present consistent time series as well as summary information tables for previous submissions.

The existing GHG inventory database covering all major sectors (energy, industrial processes and use of products, LULUCF and wastes) will be reviewed and updated with new activity data including those from the forest inventory, the new energy information system (SIE) report and the new waste disposal site under construction. This will involve ensuring that estimates are produced using methodologies and data sets that are transparent, robust and consistent with the UNFCCC and IPCC guidelines.

In accordance with the 2006 IPCC Guidelines, the national inventory of greenhouse gas sources and sinks for 1995-2018 will be compiled with 2015 as the base year for the 2 BUR and for 1990-2020 in the 4 NC with reference year 2014. The National Inventory Reports (RIN / NIR) will be prepared and circulated for internal review. To this end, a technical team will be set up to analyze the different inventory reports of both the NIR and the sectoral ones to ensure their quality before and after the national validations.

The technical peer review of the NIR will be carried out by independent experts and / or organizations that have not been part of the national inventory preparation teams and by the Global support program for the preparation of national communications and biennial update reports of non-Annex I countries.

The national system for preparing GHG emission inventories strengthened and described in the 4 NC and 2 BUR:

Effective implementation of the organizational structure proposed under the FBUR for the sustainable management of NC and BUR work will further strengthen institutional arrangements to ensure a robust, effective, efficient and responsive national inventory system is in place to respond to decisions 1/CP.16 and 2/CP.17. Progressive improvements to the national GHG system are essential to the ongoing, efficient and planned production of GHG inventory to guide national and international decision-making. The strengthening of the institutional coordination mechanism put in place under the previous NC and BUR will increase the effectiveness of the key personnel involved in the inventory process.

In addition to continue enhancing the involvement of the institutions in the preparation of the GHGI, an opportunity will present to make data sheets of appropriate formats available to public, private and civil society, based on a single memorandum of understanding to be signed between these institutions and the Ministry of Environment and Forestry Resources. This will improve the quality of GHG reports. Within the framework of the 4 NC and 2 BUR and institutionalization of the GHG that the Ministry of Environment and Forest Resources has initiated under the TNC and continued throughout the FBUR, a memorandum will be signed among the institutions of the University of Lomé and the Ministry of Environment and Forestry Resources. Thus, the Higher National School of Engineers will be in charge of the Energy sector; the Agriculture sector will be entrusted to the Ecole Supérieure d'Agronomie; the Forestry and Other Land Use sector to the Botanical and Plant Ecology Laboratory; Industrial Processes and Product Use to the Laboratory of Atmospheric Chemistry and the waste sector to the Laboratory Waste Treatment and Valorisation. This will improve the various sectoral GHG reports and increase the pool of experts on inventories for future NC and BUR.

National technical and operational capacities will be enhanced and institutional arrangements strengthened for the development and management of GHG inventories on continuous basis. In line with the "Manual of Procedures" guidelines, the inventory process will be improved for method selection, data collection - particularly activity data, emissions from statistical and other services, processing and archiving, quality control and quality assurance (QA / QC), as well as the development of a QA / QC plan by allocating and defining specific responsibilities of the data and academic institutions responsible for the implementation of GHG.

3.5.3. Information on the assessment of GHG mitigation, mitigation actions and their effects

The previous NCs and the FBUR carried out mitigation assessments in all sectors. However, gaps were noted in the use of models for mitigation scenarios, and formulation of hypotheses. Only energy sector used the LEAP model for assessing mitigation. National experts highlighted unavailability and the lack of capacities to run models. The models and the capacity building on mitigation analysis in all sectors will allow enhance the implementation of NDC. In addition, NCs and BURs had a low participation of women's expertise in carrying out studies.

GHG mitigation assessment options in the context of low-carbon development:

Capacity building of national experts will be led on mitigation assessment tools, such as the GACMO and LEAP for the energy sector; EX-ACT and COMAP for Agriculture, Forestry and Other Land Use; IPCC 2006, LEAP and GACMO for the Waste and Industrial Processes and Product Use sectors. This will enhance the use of expert judgment for the mitigation of agricultural, waste, and industrial processes for the 2 BUR. In order to ensure the broad participation of women in these capacity building activities, careful attention will be paid to women's participation. This will enhance the use of expert judgment for the mitigation of agricultural, waste, and industrial processes for the 2 BUR.

In this context, the departments of the University and the various administrations of thematic sectors covered by mitigation studies such as energy, agriculture, industry etc. will be asked to propose women of their institutions to participate in the training.

The use of these different mitigation assessment tools will allow for the reconciliation of socio-economic and environmental scenarios to make future macroeconomic and climate forecasts up to 2030 in accordance with nationally determined contribution targets (NDC). Similarly, future emission simulations will be projected for the years 2020 and 2030 using medium- and long-term emission reduction targets and measures compared to 2015.

The 4 NC and 2 BUR project will enhance the implementation of the activities contained in the NDC and support implementation of the Paris Agreement on climate change. A detailed action plan and proposal for the financial and economic calculations of the implementation of the contribution to the UNFCCC Paris Agreement and the development of a roadmap for the translation of the NDC action plan into program and project portfolio will be undertaken.

Mitigation measures and their effects, including associated methodologies and assumptions and progress in implementation, will be described in accordance with the guidelines:

The Technical Working Group on Mitigation Assessment, Mitigation Measures and MRV will continue to use the common reporting template for submission of mitigation measures for all sectors in the preparation of the 4 NC and 2 BUR project.

The institutional arrangements that will be implemented in the GHG inventories component will broaden the mitigation studies to ensure consistency between the inventory results and the mitigation options that will be proposed.

Information on measurement, reporting and verification (MRV) at the national level:

The Technical Working Group on Mitigation and Mitigation Effects and the MRV framework established under the FBUR will be operationalized for sectoral assessments (energy, transport, construction, industry, agriculture, forestry and waste). The MRV framework set up under the FBUR will be formalized through a decree of the Minister of Environment and Forest Resources, strengthened, equipped and

individual members will also see their capacities strengthened. The MRV country report developed during the FBUR will be updated in the 2 BUR and reflect new initiatives to be carried out and identified in the various development sectors for the implementation of the NDC and the Paris agreement on the climate.

New sectoral information will be provided on the implementation of mitigation and adaptation actions with mitigation co-benefits to monitor and verify "measures" and "effects" on emission reduction and sustainable development.

3.5.4. Assessment of Vulnerability and Adaptation options for Climate Change

This component will build on the assessment of 2NC and 3 NC in areas such as energy, water resources, agriculture, forestry and other land uses, human settlements and health and safety coastal area. The sectoral coverage of the 4 NC will be extended to cover sectors that have not yet been subject of previous studies such as infrastructures, housing, migration and tourism under the Global Climate change alliance (GCCA/AMCC) project scope.

In previous NC, vulnerability & adaptation studies were not supported by socio-economic and environmental scenarios. This has not allowed for a proper assessment of the vulnerability of the various sectors concerned. The 4 NC will carry out the socio-economic and environmental scenarios in addition to climate scenarios to better define the extreme phenomena and to assess the impacts of climate change in the above-mentioned sectors.

The preparation of the 4 NC will focus on short-term (2020), medium-term (2030) and long-term (2050) analysis using appropriate models, scenarios and qualified expertise. This will allow for proper assessment of impacts and vulnerability for decision-making and implementation of urgent adaptation projects in compliance with the NDC.

3.5.6. Compilation of the fourth national communication and the second biennial updated report, monitoring and evaluation report

This component will benefit from the technical support of the national experts who will form a team for the synthesis of the various studies in chapters in the two documents. The compilation and approval process of the 4NC and 2BUR will follow a close consultation with national stakeholders and national validation workshops organized. Once finalized, both documents will be translated, edited, and submitted to the UNFCCC Secretariat for posting and dissemination. The 4NC and 2BUR are expected to be submitted in Jun 2020 (BUR2) and Jun 2021 (4NC).

The activities of this component are as follows:

- ✓ Studies conducted for 4 NC and 2 BUR;
- ✓ Synthesis, writing and validation of 4 NC and 2 BUR;
- ✓ Submission of the 4 NC and 2 BUR to the UNFCCC;
- ✓ Dissemination and distribution of copies to stakeholders;
- ✓ Annual and quarterly progress reports prepared and submitted in accordance with Monitoring & Evaluation requirements;
- ✓ End of project report and lessons learned compiled.

3.6. INSTITUTIONAL ARRANGEMENTS

The 4NC and 2BUR management framework will be set up and will include the National Coordinator and the Administrative and Financial Assistant, both of whom will be responsible for the day-to day management of the project. They will follow all the studies that will be carried out within the framework of the 4NC and the 2BUR with a view to their compilation in two documents namely: (i) 4NC document and (ii) 2BUR document.

The following specific institutional framework is proposed for monitoring the implementation of the Convention. This framework includes the following entities:

- ✓ Focal Point to coordinate the management and implementation of the commitments made by Togo under the UNFCCC and the Kyoto Protocol;
- ✓ The National Committee on Climate Change, made up of representatives of the Ministries, Public Institutions, Research Establishments and other public and private institutions in sectors related to the issue of climate change;
- ✓ Four Working Groups: GHG Inventories and Mitigation, Vulnerability & Adaptation, Technology Transfer and Communication Training and Public Awareness.

The Directorate of Environment under the Ministry of the Environment and Forestry Resources will assume the role of implementing partner of the project under the National Implementation Modality (NIM). The Director of the Environment will be the National Project Manager and will ensure implementation of the project.

Based on consultations between UNDP and the Ministry of Environment and Forestry Resources, a Coordinator will be recruited in accordance with the UNDP procedure. Under the authority of the Director of the Environment and under the supervision of the Steering Committee, the main task of the Coordinator will be to ensure the day-to-day management of the project activities.

The following thematic working groups will be formed to assist with the preparation of various components of the NC and BUR: a (i) GHG inventories; (ii) Vulnerability & Adaptation; (iii) Mitigation and MRV; (iv) Other information relevant to the implementation of the Convention; and (v) The drafting / compilation committee. Competence in these respective areas represented in the Technical Commission of the National Committee on Climate Change will constitute the nucleus of this team.

The project will be able to draw on other skills at national and international level depending on the specific needs.

Project management will be carried out in accordance with UNDP administrative, accounting and financial arrangements and procedures in the context of national execution.

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

3.7. Risks and Assumptions

Risks that may prevent the project from achieving its objectives

| Risks | level | Mitigation measures |
|---|--------|--|
| 1. Low collaboration of technical structures holding data | Medium | Direct involvement of sectoral structures as soon as the project is launched. The ministry in charge of the environment will sign agreements with the technical structures |
| 2. Low capacity to use models and methodologies for technical studies | Medium | Capacity building of experts and appropriate technical assistance for a good duration and simulation for appropriate models and methodologies use during the technical studies |
| 3. Unavailability of national technical expertise to conduct studies | Medium | The project will rely on a pool of national experts. Proper preparation of terms of reference and contracts should help minimize delays. Solicitation of international expertise Continuation of the institutionalization process of thematic studies |

| | | |
|---|--------|---|
| 4. Insufficient financial resources for the full implementation of activities | Medium | Efficient use of resources allocated to the project Advocate for the mobilization of partnerships and additional resources |
| 5. Slowness in the implementation of project activities | Medium | Realistic activities planning and anticipate activities to be implemented to reduce delays |

As an enabling activity, this project is exempt from the Social and Environmental Screening Procedures based on the defined risk-based exemption criteria². By design, the project will ensure that stakeholders that represent the priorities and concerns of the state governments will be represented in the various consultations and learning-by-doing workshops. The pilot demonstrations and early implementation of better or best practices will also be organized and implemented in close collaboration and coordination with other similar activities in order to take into account any potential social and/or environmental risks as well as to minimize them.

3.8. South-South and Triangular Cooperation (SSTrC):

UNDP has a strong role to play as knowledge broker, capacity development supporter and partnership facilitator when developing countries work together to find solutions to common development challenges. South-South and Triangular Cooperation (SSTrC) is a necessity to ensure an inclusive global partnership towards sustainable development. The project will support and encourage SSTrC to knowledge exchanges, technology transfer, peer support, and neighbourhood initiatives, as well as countries forming common development agendas and seeking collective solutions as appropriate.

The project will explore possibilities for SSTrC within the framework of the sectoral and intergovernmental networks in which Togo participates, both related to adaptation and mitigation, and to the elaboration of National Inventories of GHG.

Under the guidance and exchanges facilitated via UNDP/UNEP Global Support Program for NC and BUR projects, Togo will participate on the South-South learning and capacity building via webinars, regional workshops and networks on NC and BUR specific topics.

² List of risk-based exemption criteria for SES: (a) Preparation and dissemination of reports, documents and communication materials; (b) Organization of an event, workshop, training; (c) Strengthening capacities of partners to participate in international negotiations and conferences; (d) Partnership coordination (including UN coordination) and management of networks; (e) Global/regional projects with no country level activities (e.g. knowledge management, inter-governmental processes); (f) UNDP acting as Administrative Agent

IV. PROJECT RESULTS FRAMEWORK

| |
|--|
| <p>This project will contribute to the following Sustainable Development Goal (s):</p> <p>The project will contribute to the achievement of three sustainable development objectives: Target 2: Eliminate hunger, ensure food security, improve nutrition and promote sustainable agriculture; Target 13: urgently take action to address climate change and its impacts; Target 15: Preserve and restore terrestrial ecosystems, ensuring sustainable use, and sustainable forest management, combating desertification, halting and reversing the process of land degradation and halting biodiversity loss.</p> |
| <p>This project will contribute to the following country outcome included in the UNDAF/Country Programme Document:</p> <p>UNDAF Outcome 2: <i>Food security, community resilience to climate change and access for youth and women to the employment have improved</i> CPD outcome: 2.1: Technical assistance is provided to the government of Togo for the formulation and implementation of policies to promote community resilience to climate change and natural disasters</p> |
| <p>This project will be linked to the following output of the UNDP Strategic Plan:</p> <p>Output 1.4: Scaled up action on climate change adaptation and mitigation cross sectors which is funded and implemented.</p> |

| | Objective and Outcome Indicators (no more than a total of 15 -16 indicators) | Baseline³ | End of Project Target | Data Collection Methods and Risks/Assumptions⁴ |
|--|--|---|---|---|
| <p>Project Objective: To assist Togo in the development of its Fourth National Communication (4NC) and the Second Biennial Updated Report (2BUR) for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC)</p> | <p>Output 1.4: Scaled up action on climate change adaptation and mitigation cross sectors which is funded and implemented</p> | Initial National Communication document | - 4 NC is submitted in June 2021 and | <p><i>List the source of the data and explain how the data will be collected and which methodology will be used (e.g. GEF GHG measurement methodology).</i></p> |
| | | Second National Communication document | - 2 BUR is submitted in June 2020 to the UNFCCC | |
| | | Third National Communication document | | - Risks : Low involvement of the stakeholders in the process, in particular local authorities and actors in the informal sector and civil society organizations which |

³ Baseline, mid-term and end of project target levels must be expressed in the same neutral unit of analysis as the corresponding indicator. Baseline is the current/original status or condition and need to be quantified. The baseline must be established before the project document is submitted to the GEF for final approval. The baseline values will be used to measure the success of the project through implementation monitoring and evaluation.

⁴ Data collection methods should outline specific tools used to collect data and additional information as necessary to support monitoring. The PIR cannot be used as a source of verification.

| | Objective and Outcome Indicators (no more than a total of 15 -16 indicators) | Baseline ³ | End of Project Target | Data Collection Methods and Risks/Assumptions ⁴ |
|-------------------------------|--|---|---|--|
| 3-4 indicators maximum | Mandatory Indicator 1: Extent to which implementation of comprehensive measures - plans, strategies, policies, programmes and budgets - to achieve low-emission and climate-resilient development objectives has improved. | First BUR document | | led to delays in finalizing the NC and BUR on time; Assumptions: - Stakeholders are well involved in the process, in particular local authorities and actors in the informal sector and civil society organizations; and the gender; |
| | Mandatory indicator 2: Number of people (men and women) involved in the preparation of the 4 NC and the 2 BUR Mandatory indicator 3: Number of sectoral ministerial departments with reliable information for integrating climate change into their policy and planning | More than 3000 people from public, private sectors and Civil society were involved and or sensitized during the past NC and BUR | 4 NC and 2 BUR are widely distributed among all stakeholders including women; The Togolese population (6.000 of men and 4.000 of women) have a better knowledge about climate change and the merrier fight against the phenomenon The sectors of energy, agriculture, health, water resources, forests, urban planning and housing, management and spatial planning have reliable data for planning integrating climate change and gender sensitive | <i>List the source of the data and explain how the data will be collected and which methodology will be used (e.g. GEF GHG measurement methodology).</i> Risks: Slowness in the implementation of project activities and low involvement of stakeholders Assumptions: stakeholder's involvement in the process |
| | Indicator 4: Number of national experts (men and women) trained on methodologies and other relevant issues | - more than 80 national experts were trained during the past NC on 1996 revised GPG inventory methodologies, Mitigation analysis, V&A assessment - More than 50 national | A total auf 200 (70% men and 30% of women) national experts will be trained on 2006 Inventory guidelines 50 (70% men and 30% women) national experts trained on the use of models to assess mitigation | <i>List the source of the data and explain how the data will be collected and which methodology will be used (e.g. GEF GHG measurement methodology).</i> Risks: Unavailability of national technical expertise to be trained and conduct studies: |

| | Objective and Outcome Indicators (no more than a total of 15 -16 indicators) | Baseline ³ | End of Project Target | Data Collection Methods and Risks/Assumptions ⁴ |
|--|---|---|--|--|
| | | experts were trained on 2006 guidelines on GHG inventories | 50 (70% men and 30 % women) national experts trained on the use of models to assess V&A A Total of 100 (70% men and 30% women) national experts trained on building climate, socio-economic and environmental scenarios | Difficulties to have the envisaged number of women experts to be trained Assumptions: The schools, laboratories and departments of the university and the departments of the sectoral ministries will be asked to identify the experts to be trained to make available the expertise Include women experts working in the public administration, NGOs etc. |
| Component/Outcome⁵ 1 Information on national circumstances and other relevant information for the preparation of National Communications (NC) and biennial reports updated on an ongoing basis. | Indicator 5: National circumstances document | Sectoral document on national circumstances produced in the Initial National Communication (CNI), The Second National Communication (DCN), The Third National Communication and the first biennial updated report | Document of the National circumstances for the preparation of 4NC and 2BUR is updated: <i>1. Information on the geography, climate, population, natural resources and socio-economic profile of the country concerned by climate change are updated for the period 1990-2020, with gender disaggregated data wherever possible.</i> <i>2. Institutional arrangements for the development of the national communications and biennial update reports on a continuous basis described</i> <i>3. Mechanisms for gender</i> | <i>List the source of the data and explain how the data will be collected and which methodology will be used (e.g. GEF GHG measurement methodology).</i> - Risks: Low collaboration of technical structures holding data Assumptions: Direct involvement of sectoral structures as soon as the project is launched. The ministry in charge of the environment will sign agreements with the technical structures |

⁵Outcomes are short to medium term results that the project makes a contribution towards, and that are designed to help achieve the longer term objective. Achievement of outcomes will be influenced both by project outputs and additional factors that may be outside the direct control of the project.

| | Objective and Outcome Indicators (no more than a total of 15 -16 indicators) | Baseline ³ | End of Project Target | Data Collection Methods and Risks/Assumptions ⁴ |
|---|---|--|---|--|
| | | | <i>responsive stakeholder involvement, and participation to enable the preparation of national communications and biennial update reports on a sustainable manner identified</i> | |
| | Indicator 6: Report on financial, technical, and capacity building needs and support updated | Sectoral document on financial, technical, and capacity building needs and support in the Initial National Communication (CNI), The Second National Communication (DCN), The Third National Communication and the first biennial updated report | Document of the financial, technical, and capacity building needs and support available <i>1. Information on financial resources, technology transfer, capacity-building and technical assistance received from GEF, Annex I Parties and other countries, the GCF and multilateral institutions for the implementation of Mitigation actions are collected and analyzed</i> <i>2. Other relevant information including financial, technological and capacity-building needs, transfer of technology; education, training, and public awareness is updated in the 4 NC and 2 BUR</i> | <i>List the source of the data and explain how the data will be collected and which methodology will be used (e.g. GEF GHG measurement methodology).</i> Risks: Low collaboration of technical structures holding data Assumptions: Direct involvement of sectoral structures as soon as the project is launched. The ministry in charge of the environment will sign agreements with the technical structures |
| Component/ Outcome 2 National inventories of anthropogenic greenhouse gases (GHG) emission by sources and removals by sinks not controlled by the Montreal Protocol, including the national inventory report elaborated | Indicator 7: National GHG Inventory for the period 1990 to 2020 for the 4NC/1995-2018 for the 2BUR using the 2006 IPCC methodologies | - NIR report of the FBUR using 2006 Methodologies - 5 GHG inventory reports for the INC using 1996 methodologies - 5 GHG inventory reports for the 2 nd NC using 1996 methodologies - 5 GHG inventory reports for the TNC using 1996 | - NIR of the 4NC/2BUR - 4 sectoral GHG reports for the 4NC/2BUR available <i>1. The national inventory report for the period 1990 to 2020 for the 4NC and the period 1995-2018 for the 2BUR using the 2006 IPCC methodologies is prepared and validated for following sectors: energy, AFOLU, industrial process and waste</i> | <i>List the source of the data and explain how the data will be collected and which methodology will be used (e.g. GEF GHG measurement methodology).</i> Risks: Low capacity to use models and methodologies for technical studies |

| | Objective and Outcome Indicators (no more than a total of 15 -16 indicators) | Baseline ³ | End of Project Target | Data Collection Methods and Risks/Assumptions ⁴ |
|---|--|---|--|---|
| | | methodologies | <p>2. The national inventory reports (NIR) are peer reviewed at internal and external levels.</p> <p>3. The NIR for the 4 NC and the 2 BUR are finalized and published.</p> | Assumptions: Capacity building of experts and appropriate technical assistance for a good duration and simulation for appropriate models and methodologies use during the technical studies |
| | Indicator 8: The national system for preparing GHG emission inventories is strengthened and described in the 4 NC and 2 BUR | <ul style="list-style-type: none"> - NIR report of the FBUR using 2006 Methodologies - 5 GHG inventory reports for the INC using 1996 methodologies - 5 GHG inventory reports for the 2nd NC using 1996 methodologies - 5 GHG inventory reports for the TNC using 1996 methodologies | <p>1. The national system for preparing GHG inventories, including data collection and analysis is strengthened</p> <p>2. National technical and operational capacities are increased and institutional arrangements strengthened for the development and management of GHG inventories on continuous basis.</p> | |
| Component/ Outcome 3 Information on the evaluation of policies, mitigation measures and their effects | Indicator 9: Mitigation assessment report using models is available | <ul style="list-style-type: none"> - Mitigation Study Reports in 1 NC, 2 NC, 3 NC and FBUR; - Financial flows and investment flows for mitigation in the energy sector; - The INDC document - National CDM portfolio available - Document identifying barriers, gaps and potentials of NAMA available; - The Climate Change Adaptation and Mitigation | <p>Mitigation assessment reports in agriculture, energy, forestry waste and industrial process using GACMO, COMAP, LEAP, IPCC, EX-ACT, etc models.</p> <p>1. Assessment of mitigation in all sectors covered by the GHG inventories to contribute to the implementation of the NDC (energy, transport, building, industry, agricultural and other land use and waste) is carried out and updated using the available</p> | <p><i>List the source of the data and explain how the data will be collected and which methodology will be used (e.g. GEF GHG measurement methodology).</i></p> <p>Risks:</p> <p>Assumptions: Knowledge of tools and methodologies in the field of mitigation</p> |

| | Objective and Outcome Indicators (no more than a total of 15 -16 indicators) | Baseline ³ | End of Project Target | Data Collection Methods and Risks/Assumptions ⁴ |
|--|--|--|--|--|
| | | Adaptation Investment Portfolio of the Green Climate Fund | software (COMAP, LEAP, Exact, IPCC, GACMO, etc.) for 4NC and 2BUR to 2030 in accordance with the NDC . 2. Mitigation options based on gaps in the achievement of the NDC objectives are reviewed and updated | |
| | Indicator 10: Establishment of National MRV System supported | -MNV report in the FBUR, -The national institutional arrangements and framework set up for domestic MRV system for the FBUR; -Policies, strategies and other documents on mitigations and MRV NDC document | 1. The national institutional arrangements and framework set up for domestic MRV system is strengthened and supported for the 2 BUR; 2. Policies are revised to achieve the objectives of the NDC in energy, agricultural and forestry sectors 3. The second MRV report of Togo is updated for the 2 BUR | <i>List the source of the data and explain how the data will be collected and which methodology will be used (e.g. GEF GHG measurement methodology).</i> Risks: Low collaboration of technical structures holding data Assumptions: Stakeholders involvement in the MRV system |
| | Indicator 11: Action plan for the implementation of the NDC engagements available | - <i>INDC document</i> - <i>NDC implementation roadmap</i> | Action plan for the implementation of the gender responsive NDC engagements available | <i>List the source of the data and explain how the data will be collected and which methodology will be used (e.g. GEF GHG measurement methodology).</i> Risks: Assumptions: |
| Component/ Outcome 4 Information on climate change vulnerability and adaptation measures | Indicator 12: Climate scenarios report for the 2025, 2050 and 2075 horizons developed | - Study Reports on V & A in the 1NC, 2 NC and 3 NC - The NAPA document; - The document of the | Scenarios of possible climate change for three-time horizons 2025, 2050 and 2075 are developed and updated using the SimClim model. | <i>List the source of the data and explain how the data will be collected and which methodology will be used (e.g. GEF GHG measurement methodology)</i> |

| | Objective and Outcome Indicators (no more than a total of 15 -16 indicators) | Baseline ³ | End of Project Target | Data Collection Methods and Risks/Assumptions ⁴ |
|--|--|---|---|---|
| | | <p>National Adaptation Plan (NAP);</p> <ul style="list-style-type: none"> - Financial flows and investment flows for adaptation in the agriculture sector; - The Climate Change Adaptation and Mitigation Adaptation Investment Portfolio of the Green Climate Fund | | <p>Risks:</p> <ul style="list-style-type: none"> - Adaptation assessments, not including socio-economic scenario aspect of human settlements and health; Energy; Agriculture; Water resources and coastal erosion. <p>Assumptions:</p> <ul style="list-style-type: none"> - Availability of expertise to carry out studies - Availability of information - Mastery of methodological tools by national experts |
| | <p>Indicator 13: Vulnerability, Impact and Adaptation Assessments in Key Socio-Economic Sectors are developed</p> | <ul style="list-style-type: none"> - Study Reports on V & A in the 1NC, 2 NC and 3 NC - The NAPA document; - The document of the National Adaptation Plan (NAP); - Financial flows and investment flows for adaptation in the agriculture sector; - The Climate Change Adaptation and Mitigation Adaptation Investment Portfolio of the Green Climate Fund | <ul style="list-style-type: none"> - The socio-economic and environmental scenarios to support the assessment of vulnerability and adaptation are developed. - Reports on vulnerability and Adaptation Assessment in agriculture, water resources, settlement and health, coastal zone and energy sectors are available | <p><i>List the source of the data and explain how the data will be collected and which methodology will be used (e.g. GEF GHG measurement methodology)</i></p> <p>Risks:</p> <ul style="list-style-type: none"> - Adaptation assessments, not including socio-economic scenario aspect of human settlements and health; Energy; Agriculture; Water resources and coastal erosion. <p>Assumptions:</p> <ul style="list-style-type: none"> - Availability of expertise to carry out studies - Availability of information - Mastery of methodological tools by national experts |

| | Objective and Outcome Indicators (no more than a total of 15 -16 indicators) | Baseline ³ | End of Project Target | Data Collection Methods and Risks/Assumptions ⁴ |
|---|--|--|---|---|
| Component/ Outcome 5 Compilation of Fourth National Communication and Second Biennial Updated Report, Monitoring and Evaluation | Indicator 14: NIR of Togo is reviewed, compiled, and submitted to UNFCCC | <ul style="list-style-type: none"> - 1NC document - 2 NC document - 3 NC document, - NIR from the FBUR document. - Data collected on an ad hoc basis during the preparation of the NC and the BUR report | <ul style="list-style-type: none"> - Final document of the 4 NC - Final Document 2 BUR - Final document of the NIR | <p><i>List the source of the data and explain how the data will be collected and which methodology will be used (e.g. GEF GHG measurement methodology).</i></p> <p>Risks: No finalized the 4NC & 2BUR documents on time</p> <p>Assumptions: stakeholder's involvement in the process,</p> |
| | Indicator 15: Project regularly monitored, financial audit conducted and lessons learned compiled | <ul style="list-style-type: none"> - Lessons learned document from the 3NC, from the FBUR; - Coordination team of 4 NC and 2 BUR - the Directorate of Environment as the national project director - The National Committee on climate change - GHG inventories Sectoral Groups | Lessons learned document is available Annual Reports and Quarterly Reports End of Project report compiled. | <p><i>List the source of the data and explain how the data will be collected and which methodology will be used (e.g. GEF GHG measurement methodology).</i></p> <p>Risks: Slow recruitment</p> <p>Assumptions:</p> <ul style="list-style-type: none"> - Coordination team of 4 NC and 2 BUR is available; - the Directorate of Environment as the national project director is available - The National Committee on climate change is available |

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

The total cost of the project is USD 1,182,000. This is financed through a GEF or LDCF or SCCF grant of USD 852,000, and Togo Government in-kind co-financing of USD 330,000. UNDP, as the GEF Implementing Agency, is responsible for the execution of the GEF resources and the cash co-financing transferred to UNDP bank account only.

Parallel co-financing: The actual realization of project co-financing will be monitored during the *mid-term review* and terminal evaluation process and will be reported to the GEF. The planned parallel co-financing will be used as follows:

| Co-financing source | Co-financing type | Co-financing amount | Planned Activities/Outputs | Risks | Risk Mitigation Measures |
|---------------------|-------------------|---------------------|---|---|---|
| Government | In kind | 330,000 USD | <i>Office space, infrastructure development: electricity, internet access, water, vehicle; oil; etc</i> | Socio-political instability due to the lack of consensus among the political stakeholders | support political and social dialogue and advocate for successful reforms |

| Total Budget and Work Plan | | | |
|--|---|----------------------------------|----------|
| Atlas ⁶ Proposal or Award ID: | 00104540 | Atlas Primary Output Project ID: | 00106052 |
| Atlas Proposal or Award Title: | 4e Comm. Nat. 2e Rapp. biennal | | |
| Atlas Business Unit | TGO10 | | |
| Atlas Primary Output Project Title | 4e Comm. Nat. 2e Rapp. biennal | | |
| UNDP-GEF PIMS No. | 6203 | | |
| Implementing Partner | Ministry of Environment and Forest Resources / Directorate of Environment | | |

⁶ See separate guidance on how to enter the TBWP into Atlas

| GEF Outcome/Atlas Activity | Responsible Party/ Implementing Agent | Fund ID | Donor Name | Atlas Budgetary Account Code | ATLAS Budget Description | Amount Year 1 (USD) | Amount Year 2 (USD) | Amount Year 3 (USD) | Amount Year 4 (USD) | Total (USD) | See Budget Note: |
|--|---------------------------------------|---------|------------|------------------------------|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------|------------------|
| OUTCOME 1: National circumstances, Institutional Arrangements and other relevant information for the development of National Communications (NC) and Biennial Updated Reports (BUR) on a continuous basis are analyzed and updated | 010111: Directorate of Environment | 62000 | GEF | 71300 | Local Consultants | 10,000 | 8,000 | 8,000 | 2,000 | 28,000 | 1 |
| | | | | 74500 | Miscellaneous | 1,000 | 2,000 | 1,500 | 1,500 | 6,000 | 2 |
| | | | | 71600 | Travel | 0 | 1,000 | 1,000 | 0 | 2,000 | 3 |
| | | | | 75700 | Workshops | 11,000 | 5,000 | 3,000 | 2,000 | 21,000 | 4 |
| | | | | Total Outcome 1 | | | | 22,000 | 16,000 | 13,500 | 5,500 |
| OUTCOME 2: National inventories of anthropogenic greenhouse gases (GHG) emission by sources and removals by sinks not controlled by the Montreal Protocol, including the national inventory report elaborated | 010111: Directorate of Environment | 62000 | GEF | 71300 | Local Consultant | 25,000 | 30,000 | 25,000 | 5,000 | 85,000 | 5 |
| | | | | 71600 | Travel | 0 | 2,000 | 2,000 | 1,000 | 5,000 | 3 |
| | | | | 72100 | Contractual services companies | 25,000 | 55,000 | 50,000 | 7,000 | 137,000 | 6 |
| | | | | 75700 | Workshop | 7,000 | 10,000 | 4,000 | 2,000 | 23,000 | 4 |
| | | | | Total Outcome 2 | | | | 57,000 | 97,000 | 81,000 | 15,000 |
| OUTCOME 3: Mitigation actions and their effects | 010111: Directorate of Environment | 62000 | GEF | 71200 | International Consultants | 0 | 25,000 | 30,000 | 0 | 55,000 | 7 |
| | | | | 71300 | Local Consultants | 0 | 20,000 | 40,000 | 20,000 | 80,000 | 8 |

| GEF Outcome/Atlas Activity | Responsible Party/Implementing Agent | Fund ID | Donor Name | Atlas Budgetary Account Code | ATLAS Budget Description | Amount Year 1 (USD) | Amount Year 2 (USD) | Amount Year 3 (USD) | Amount Year 4 (USD) | Total (USD) | See Budget Note: |
|---|---------------------------------------|---------|------------|------------------------------|----------------------------------|---------------------|---------------------|---------------------|---------------------|----------------|------------------|
| assessed | | | | 71400 | Service contract individuals | 0 | 25,000 | 25,000 | 10,000 | 60,000 | 9 |
| | | | | 71600 | Travel | 0 | 3,000 | 4,000 | 4,000 | 11,000 | 3 |
| | | | | 74500 | Miscellaneous | 0 | 1,000 | 2,000 | 1,000 | 4,000 | 2 |
| | | | | 75700 | Workshop | 0 | 15,000 | 15,000 | 10,000 | 40,000 | 4 |
| | | | | Total Outcome 3 | | | | 0 | 89,000 | 116,000 | 45,000 |
| OUTCOME 4: Information on climate change vulnerability and adaptation measures developed | 010111: Directorate of Environment | 62000 | GEF | 71200 | International Consultants | 0 | 10,000 | 6,000 | 0 | 16,000 | 10 |
| | | | | 71300 | Local Consultants | 0 | 15,000 | 25,000 | 0 | 40,000 | 11 |
| | | | | 71400 | Service contract individuals | 5,000 | 10,000 | 10,000 | 5,000 | 30,000 | 9 |
| | | | | 71600 | Travel | 0 | 5,000 | 5,000 | 0 | 10,000 | 3 |
| | | | | 74500 | Miscellaneous | 1,000 | 1,000 | 1,000 | 1,000 | 4,000 | 2 |
| | | | | 75700 | Workshop | 0 | 15,000 | 10,000 | 10,000 | 35,000 | 4 |
| | | | | Total Outcome 4 | | | | 6,000 | 56,000 | 57,000 | 16,000 |
| OUTCOME 5: Compilation of Fourth National Communication and Second Biennial Updated Report, Monitoring and Evaluation | 010111: Directorate of Environment | 62000 | GEF | 71300 | Local Consultants | 0 | 6,000 | 6,000 | 6,000 | 18,000 | 12 |
| | | | | 72100 | Contractual services - Companies | 0 | 0 | 10,000 | 12,000 | 22,000 | 13 |
| | | | | 71600 | Travel | 0 | 0 | 3,000 | 2,550 | 5,550 | 3 |
| | | | | 75700 | Workshop | 0 | 0 | 4,000 | 4,000 | 8,000 | 4 |

| GEF Outcome/Atlas Activity | Responsible Party/Implementing Agent | Fund ID | Donor Name | Atlas Budgetary Account Code | ATLAS Budget Description | Amount Year 1 (USD) | Amount Year 2 (USD) | Amount Year 3 (USD) | Amount Year 4 (USD) | Total (USD) | See Budget Note: |
|--------------------------------|---------------------------------------|--------------|------------|------------------------------|--|---------------------|---------------------|---------------------|---------------------|----------------|------------------|
| | | | | 74100 | Professional Services - audit | 0 | 0 | 3,000 | 3,000 | 6,000 | 14 |
| | | | | 74100 | Translation | 0 | 0 | 3,000 | 3,000 | 6,000 | 15 |
| | | | | 74200 | Audio Visual & Print Prod Costs | 0 | 0 | 7,000 | 10,000 | 17,000 | 16 |
| Total Outcome 5 | | | | | | 0 | 6,000 | 36,000 | 40,550 | 82,550 | |
| PROJECT MANAGEMENT UNIT | 010111: Directorate of Environment | 62000 | GEF | 71400 | Contract service - Individual | 5,000 | 9,000 | 9,000 | 6,000 | 29,000 | 17 |
| | | | | 72800 | IT equipment | 6,000 | 1,000 | 500 | 500 | 8,000 | 18 |
| | | | | 72400 | Communication | 1,000 | 1,000 | 1,000 | 1,000 | 4,000 | 19 |
| | | | | 72500 | Offices supplies | 2,000 | 1,000 | 500 | 500 | 4,000 | 20 |
| | | | | 71600 | Travel | 0 | 1,450 | 1,500 | 1,500 | 4,450 | 3 |
| | | | | 75700 | Workshop | 2,000 | 2,000 | 2,000 | 2,000 | 8,000 | 21 |
| | | | | sub-total | | 16,000 | 15,450 | 14,500 | 11,500 | 57,450 | |
| | | | | 64397/74596 | Services to projects - CO staff/GOE for CO | 5,000 | 5,000 | 5,000 | 5,000 | 20,000 | 22 |
| Total Management | | | | | | 21,000 | 20,450 | 19,500 | 16,500 | 77,450 | |
| PROJECT TOTAL | | | | | | 106,000 | 284,450 | 323,000 | 138,550 | 852,000 | |

Summary of Funds:⁷

| | Amount Year 1 | Amount Year 2 | Amount Year 3 | Amount Year 4 | Total |
|---|------------------|------------------|------------------|------------------|------------------|
| GEF | 106,000 | 284,450 | 323,000 | 138,550 | 852,000 |
| Donor 2 (e.g. UNDP) | \$ | \$ | \$ | \$ | \$ |
| Donor 3 (cash and in-kind) e.g. Government | 60,000 | 100,000 | 110,000 | 60,000 | 330,000 |
| TOTAL | 166,000 | 384,450 | 433,000 | 198,550 | 1,182,000 |

| Budget note number | Comments |
|--------------------|---|
| 1 | An average 30 weeks spread on the project implementation period for national consultants conducting studies on National circumstances, Institutional Arrangements and collecting other relevant information for the development of NC and BUR on continuous basis |
| 2 | Miscellaneous costs |
| 3 | Travel costs related to various studies for project staff and data collection teams |
| 4 | Costs related to Inception workshop, training workshops, various studies validation workshops, technical meetings and awareness raising meetings |
| 5 | An average of 80 weeks spread on the project implementation period for GHG Inventory expert to work with the working groups to conduct the GHG Inventory for NC and BUR |
| 6 | Costs related to contracts with institutions in charge of implementing the institutionalization of GHG inventories for NC and BUR |

⁷ Summary table should include all financing of all kinds: GEF financing, cofinancing, cash, in-kind, etc...

| | |
|----|---|
| 7 | An average 15 weeks the second and third year for international consultant for a training national expert on utilization of models in building scenarios on mitigation analysis and monitoring the preparation mitigation analysis reports in NC and BUR |
| 8 | An average of 10 weeks for mitigation analysis and 10 weeks for MRV spread on the second and third year of the project for national consultants to collect data, conduct studies and build scenarios taking into account the implementation of the NDC |
| 9 | Cost related to the national experts in the project coordination |
| 10 | Average of 5 weeks spread on second and third year of the project for international consultant for training national experts on building vulnerability scenario and monitoring the studies on V&A assessment |
| 11 | An average of 10 weeks for national consultants conducting V&A assessment report for NC |
| 12 | 9 weeks for the local consultant's team in charge of compiling the 2 BUR and 4 NC documents |
| 13 | Cost related to learning and various documents translation |
| 14 | Audit cost |
| 15 | Translation services cost |
| 16 | Audio Visual & Print Prod Costs |
| 17 | Hiring of project coordination staff (Coordinator, Administrative and Finance Assistant) |
| 18 | IT equipment for the coordination of the project |
| 19 | Communication and internet cost |
| 20 | Office supplies |
| 21 | Cost related to the Steering committee meetings |
| 22 | DPC costs - Direct Project Costs: for services rendered by UNDP to the project, according to the Letter of Agreement (Annex G). DPC are the costs of administrative services (such as those related to human resources, procurement, finance, and other functions) provided by UNDP in relation to the project. Direct project costs will be charged based on the UNDP Universal Price List or the actual corresponding service cost, in line with GEF rules on DPCs. The amounts indicated here are estimations. DPCs will be detailed as part of the annual project operational planning process and included in the yearly budgets. DPC costs can only be used for operational cost per transaction. DPCs are not a flat fee |

Budget Revision and Tolerance: As per UNDP requirements outlined in the UNDP POPP, the project board will agree on a budget tolerance level for each plan under the overall annual work plan allowing the project manager to expend up to the tolerance level beyond the approved project budget amount for the year without requiring a revision from the Project Board. Should the following deviations occur, the Project Manager and UNDP Country Office will seek the approval of the UNDP-GEF team as these are considered major amendments by the GEF: a) Budget re-allocations among components in the project with amounts involving 10% of the total project grant or more; b) Introduction of new budget items/or components that exceed 5% of original GEF allocation.

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

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

Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP.⁸ On an exceptional basis only, a no-cost extension beyond the initial duration of the project will be sought from in-country UNDP colleagues and then the UNDP-GEF Executive Coordinator.

Operational completion: The project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities have been completed. This includes the final clearance of the Terminal Evaluation Report (that will be available in English) and the corresponding management response, and the end-of-project review Project Board meeting. The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed. At this time, the relevant parties will have already agreed and confirmed in writing on the arrangements for the disposal of any equipment that is still the property of UNDP.

Transfer or disposal of assets: In consultation with the NIM Implementing Partner and other parties of the project, UNDP programme manager (UNDP Resident Representative) is responsible for deciding on the transfer or other disposal of assets. Transfer or disposal of assets is recommended to be reviewed and endorsed by the project board following UNDP rules and regulations. Assets may be transferred to the government for project activities managed by a national institution at any time during the life of a project. In all cases of transfer, a transfer document must be prepared and kept on file⁹.

Financial completion: The project will be financially closed when the following conditions have been met: a) The project is operationally completed or has been cancelled; b) The Implementing Partner has reported all financial transactions to UNDP; c) UNDP has closed the accounts for the project; d) UNDP and the Implementing Partner have certified a final Combined Delivery Report (which serves as final budget revision).

The project will be financially completed within 12 months of operational closure or after the date of cancellation. Between operational and financial closure, the implementing partner will identify and settle all financial obligations and prepare a final expenditure report. The UNDP Country Office will send the final signed closure documents including confirmation of final cumulative expenditure and unspent balance to the UNDP-GEF Unit for confirmation before the project will be financially closed in Atlas by the UNDP Country Office.

⁸ see <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx>

⁹ See https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Project%20Management_Closing.docx&action=default

VI. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

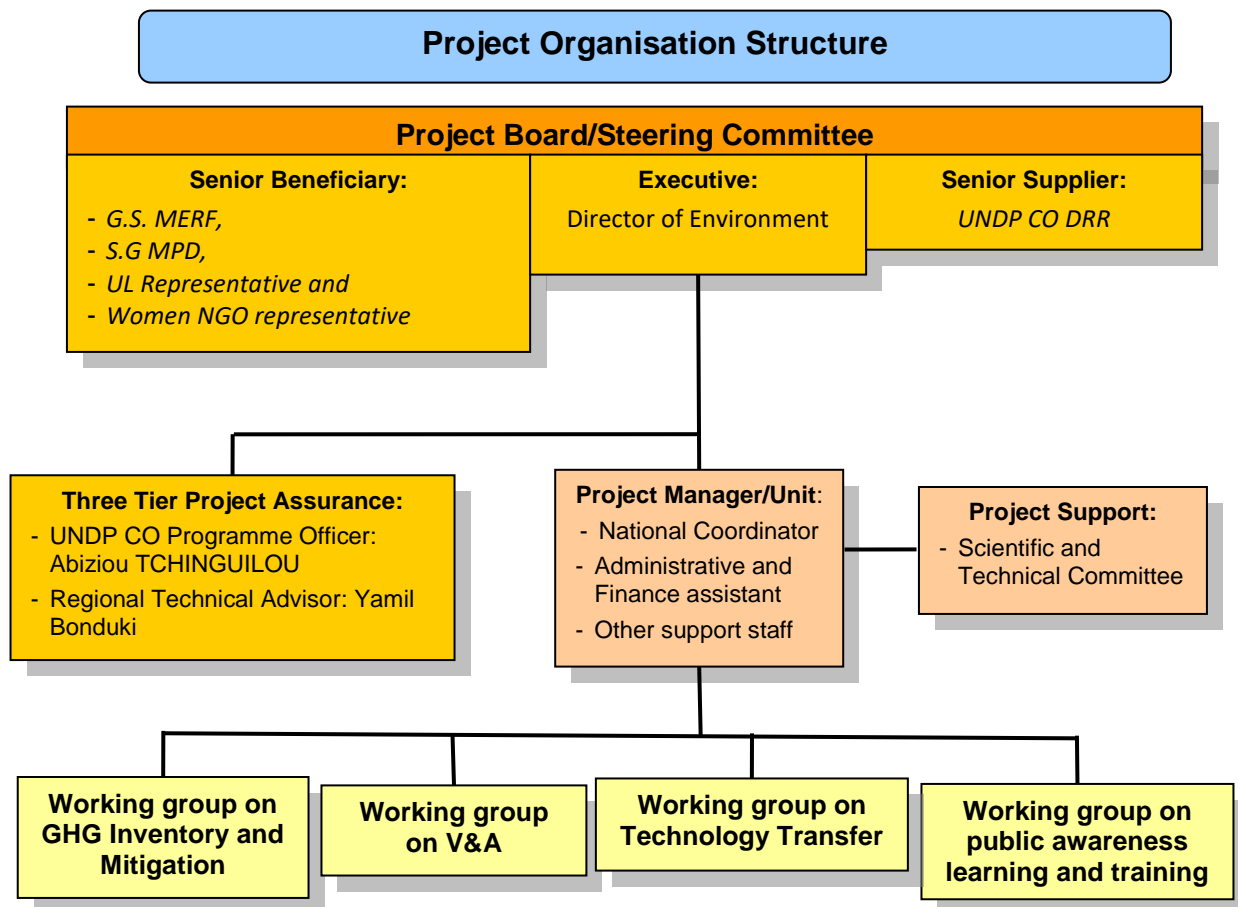
Roles and responsibilities of the project's governance mechanism: The project will be implemented following UNDP's national implementation modality, according to the Standard Basic Assistance Agreement between UNDP and the Government of *Togo*, and the Country Programme.

The **Implementing Partner** for this project is Ministry of Environment and Forest Resources / Directorate of Environment. The Implementing Partner is responsible and accountable for managing this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of UNDP resources.

The Implementing Partner is responsible for:

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

The project organisation structure is as follows:



Project Board: The Project Board (also called Project Steering Committee) is responsible for making by consensus, management decisions when guidance is required by the Project Manager, including recommendations for UNDP/Implementing Partner approval of project plans and revisions, and addressing any project level grievances. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with the UNDP Programme Manager.

Specific responsibilities of the Project Board include:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the project manager;
- Provide guidance on new project risks, and agree on possible countermeasures and management actions to address specific risks;
- Agree on project manager's tolerances as required;
- Review the project progress, and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Appraise the annual project implementation report, including the quality assessment rating report; make recommendations for the workplan;
- Provide ad hoc direction and advice for exceptional situations when the project manager's tolerances are exceeded; and
- Assess and decide to proceed on project changes through appropriate revisions.

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

The Executive is: Director of Environment

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

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

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

The Senior Supplier is: *Deputy Resident Representative of the UNDP Country Office of Togo.*

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

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

The Senior Beneficiary is: *Secretary General of the Ministry of Environment and Forest Resources, General Secretary of the Ministry of Planning, Representative from University and one representative from Women NGO.*

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

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

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

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

Specific responsibilities include:

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

Project Assurance: UNDP provides a three – tier supervision, oversight and quality assurance role – funded by the GEF agency fee – involving UNDP staff in Country Offices and at regional and headquarters levels. Project

Assurance must be totally independent of the Project Management function. The quality assurance role supports the Project Board and Project Management Unit by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. The Project Board cannot delegate any of its quality assurance responsibilities to the Project Manager. This project oversight and quality assurance role is covered by the GEF Agency.

The Scientific and Technical Committee provides advice and technical and scientific assistance to the coordination, national experts and thematic groups on the choice of methodological tools and models and appropriate tools necessary for the smooth running of the project. It will facilitate access to all scientific and technical information and scientific and technical collaboration with all current projects and programs in Togo. Likewise, its members will contribute to the dissemination of project results in their respective departments and institutions. They will assist the steering committee in guiding project activities. This committee is composed of the UNFCCC Focal Point, the IPCC Focal Point, research professors from the University of Lomé and representatives of key ministries such as energy, environment, agriculture, health and planning.

UNDP Direct Project Services as requested by Government (if any): The UNDP, as GEF Agency for this project, will provide project management cycle services for the project as defined by the GEF Council. In addition, the Government of Togo may request UNDP direct services for specific projects, according to its policies and convenience. The UNDP and Government of Togo acknowledge and agree that those services are not mandatory, and will be provided only upon Government request. If requested the services would follow the UNDP policies on the recovery of direct costs. These services (and their costs) are specified in the Letter of Agreement (Annex G). As is determined by the GEF Council requirements, these service costs will be assigned as Project Management Cost, duly identified in the project budget as Direct Project Costs. Eligible Direct Project Costs should not be charged as a flat percentage. They should be calculated on the basis of estimated actual or transaction based costs and should be charged to the direct project costs account codes: “64397-Services to Projects – CO Staff” and “74596-Services to Projects – General Operating Expenses (GOE)

Agreement on intellectual property rights and use of logo on the project’s deliverables and disclosure of information: In order to accord proper acknowledgement to the GEF for providing grant funding, the GEF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects funded by the GEF will also accord proper acknowledgement to the GEF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy¹⁰ and the GEF policy on public involvement¹¹.

Project management: The project will be located at the Directorate of the Environment, at the Ministry of Environment and Forest Resources. The coordination of the project will occupy the offices dedicated to National Communications. The UNDP Togo Office will ensure the quality assurance of the project and ensure compliance with the procedures in force in the framework of the national execution and will provide technical support and the necessary facilities to the project management to ensure synergy between the 4 NC and 2 BUR project and other projects supported by the GEF, UNDP and other partners. The project will collaborate mainly with the National Protected Areas System (PRAPT) rationalization project, the Sustainable Development and Climate Change Resilience Project, the Renewable Energy Development Project, the REDD + Project and the Capacity Building Initiative. for transparency (CBIT) etc. It will build on the achievements of the Integrated Disaster and Land Management (IDLAM) project and other projects in the area of climate change.

¹⁰ See http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/

¹¹ See https://www.thegef.org/gef/policies_guidelines

VII. MONITORING FRAMEWORK AND EVALUATION

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

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the [UNDP POPP and UNDP Evaluation Policy](#). While these UNDP requirements are not outlined in this project document, the UNDP Country Office will work with the relevant project stakeholders to ensure UNDP M&E requirements are met in a timely fashion and to high quality standards. Additional mandatory GEF-specific M&E requirements (as outlined below) will be undertaken in accordance with the [GEF M&E policy](#) and other relevant GEF policies¹².

In addition to these mandatory UNDP and GEF M&E requirements, other M&E activities deemed necessary to support project-level adaptive management will be agreed during the Project Inception Workshop and will be detailed in the Inception Report. This will include the exact role of project target groups and other stakeholders in project M&E activities including the GEF Operational Focal Point and national/regional institutes assigned to undertake project monitoring. The GEF Operational Focal Point will strive to ensure consistency in the approach taken to the GEF-specific M&E requirements across all GEF-financed projects in the country.

M&E Oversight and monitoring responsibilities:

Project Manager: The Project Manager is responsible for day-to-day project management and regular monitoring of project results and risks, including social and environmental risks. The Project Manager will ensure that all project staff maintain a high level of transparency, responsibility and accountability in M&E and reporting of project results. The Project Manager will inform the Project Board, the UNDP Country Office and the UNDP-GEF RTA of any delays or difficulties as they arise during implementation so that appropriate support and corrective measures can be adopted.

The Project Manager will develop annual work plans based on the multi-year work plan included in Annex A, including annual output targets to support the efficient implementation of the project. The Project Manager will ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality. This includes, but is not limited to, ensuring the results framework indicators are monitored annually and provided to the UNDP Country Office for recording in the UNDP web-based monitoring tools, and that the monitoring of risks and the various plans/strategies developed to support project implementation (e.g. gender strategy, KM strategy etc..) occur on a regular basis.

Project Board: The Project Board will take corrective action as needed to ensure the project achieves the desired results. The Project Board will hold project reviews to assess the performance of the project and appraise the Annual Work Plan for the following year. In the project's final year, the Project Board will hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to highlight project results and lessons learned with relevant audiences. This final review meeting will also discuss the findings outlined in the End of project report.

Project Implementing Partner: The Implementing Partner is responsible for providing any and all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary and appropriate. The Implementing Partner will strive to ensure project-level M&E

¹² See https://www.thegef.org/gef/policies_guidelines

is undertaken by national institutes, and is aligned with national systems so that the data used by and generated by the project supports national systems.

UNDP Country Office: The UNDP Country Office will support the Project Manager as needed, including through annual supervision missions. The annual supervision missions will take place according to the schedule outlined in the annual work plan. Supervision mission reports will be circulated to the project team and Project Board within one month of the mission. The UNDP Country Office will initiate and organize key GEF M&E activities. The UNDP Country Office will also ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality.

The UNDP Country Office is responsible for complying with all UNDP project-level M&E requirements as outlined in the [UNDP POPP](#). This includes ensuring the UNDP Quality Assurance Assessment during implementation is undertaken annually; that annual targets at the output level are developed, and monitored and reported using UNDP corporate systems; the regular updating of the ATLAS risk log; and, the updating of the UNDP gender marker on an annual basis based on gender mainstreaming progress reported in the UNDP ROAR. Any quality concerns flagged during these M&E activities must be addressed by the UNDP Country Office and the Project Manager.

The UNDP Country Office will retain all M&E records for this project for up to seven years after project financial closure in order to support ex-post evaluations undertaken by the UNDP Independent Evaluation Office (IEO) and/or the GEF Independent Evaluation Office (IEO).

UNDP-GEF Unit: Additional M&E and implementation quality assurance and troubleshooting support will be provided by the UNDP-GEF Regional Technical Advisor and the UNDP-GEF Directorate as needed.

Audit: The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies on NIM implemented projects.¹³

Additional GEF monitoring and reporting requirements:

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

- a) Re-orient project stakeholders to the project strategy and discuss any changes in the overall context that influence project strategy and implementation;
- b) Discuss the roles and responsibilities of the project team, including reporting and communication lines and conflict resolution mechanisms;
- c) Review the results framework and finalize the indicators, means of verification and monitoring plan;
- d) Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E; discuss the role of the GEF OFP in M&E;
- e) Update and review responsibilities for monitoring the various project plans and strategies, including the risk log; Environmental and Social Management Plan and other safeguard requirements; the gender strategy; the knowledge management strategy, and other relevant strategies;
- f) Review financial reporting procedures and mandatory requirements, and agree on the arrangements for the audit; and
- g) Plan and schedule Project Board meetings and finalize the first year annual work plan.

The Project Manager will prepare the inception report no later than one month after the inception workshop. The inception report will be prepared in one of the official UN languages, duly signed by designated persons, cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board.

¹³ See guidance here: <https://info.undp.org/global/popp/frm/pages/financial-management-and-execution-modalities.aspx>

Annual progress:

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

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

End of Project:

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

M& E workplan and budget

| GEF M&E requirements | Primary responsibility | Indicative costs to be charged to the Project Budget ¹⁴ (US\$) | | Time frame |
|---|---|---|--------------|--|
| | | GEF grant | Co-financing | |
| Inception Workshop | UNDP Country Office | USD 5,000 | <i>add</i> | Within two months of project document signature |
| Inception Report | Project Manager | None | None | Within two weeks of inception workshop |
| Standard UNDP monitoring and reporting requirements as outlined in the UNDP POPP | UNDP Country Office | None | None | Quarterly, annually |
| Monitoring of indicators in project results framework | Project Manager | Per year: USD 2,000 | <i>add</i> | Annually |
| GEF Project Implementation Report (PIR) | Project Manager and UNDP Country Office and UNDP-GEF team | None | None | Not applicable for EAs. |
| NIM Audit as per UNDP audit policies | UNDP Country Office | Per year: USD 3,000 | <i>add</i> | Annually or other frequency as per UNDP Audit policies |
| Lessons learned and knowledge generation | Project Manager | Per year: USD 1,000 | <i>add</i> | Annually |
| Monitoring of environmental and social risks, and corresponding management plans as relevant | Project Manager UNDP CO | <i>None</i> | <i>add</i> | On-going |

¹⁴ Excluding project team staff time and UNDP staff time and travel expenses.

| GEF M&E requirements | Primary responsibility | Indicative costs to be charged to the Project Budget ¹⁴ (US\$) | | Time frame |
|---|---|---|--------------|---|
| | | GEF grant | Co-financing | |
| Addressing environmental and social grievances | Project Manager UNDP Country Office BPPS as needed | <i>None for time of project manager, and UNDP CO</i> | <i>add</i> | <i>Costs associated with missions, workshops, BPPS expertise etc. can be charged to the project budget.</i> |
| Project Board meetings | Project Board UNDP Country Office Project Manager | 2,000 | <i>add</i> | At minimum annually |
| Supervision missions | UNDP Country Office | None ¹⁵ | <i>add</i> | Annually |
| Oversight missions | UNDP-GEF team | None ¹⁵ | <i>add</i> | Troubleshooting as needed |
| Knowledge management | <i>Project Manager</i> | <i>1% of GEF grant</i> | <i>add</i> | <i>On-going</i> |
| GEF Secretariat learning missions/site visits | UNDP Country Office and Project Manager and UNDP-GEF team | None | <i>add</i> | To be determined. |
| Project Terminal Report | <ul style="list-style-type: none"> ▪ Project manager and team ▪ UNDP CO | 0 | | At least three months before the end of the project |
| TOTAL indicative COST Excluding project team staff time, and UNDP staff and travel expenses | | 31,000 3.63% of GEF grant. | <i>add</i> | |

¹⁵ The costs of UNDP Country Office and UNDP-GEF Unit's participation and time are charged to the GEF Agency Fee.

VIII. LEGAL CONTEXT

Option a. Where the country has signed the [Standard Basic Assistance Agreement \(SBAA\)](#)

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Togo and UNDP, signed on May 2nd, 1977. All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

This project will be implemented by Ministry of Environment and Forest Resources / Directorate of Environment (“Implementing Partner”) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

IX. RISK MANAGEMENT

Consistent with the Article III of the SBAA, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.

The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml.

Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).

The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.

All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.

The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.

In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.

The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement.

Where such funds have not been refunded to UNDP, the Implementing Partner agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.

Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.

The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

X. MANDATORY ANNEXES

- A. Multi year Workplan (see template below)
- B. Terms of Reference for Project Board, Project Manager, Chief Technical Advisor and other positions as appropriate
- C. UNDP Social and Environmental and Social Screening Template (SESP)
- D. UNDP Project Quality Assurance Report (to be completed by UNDP Country Office)
- E. UNDP Risk Log (to be completed by UNDP Country Office)
- F. Results of the capacity assessment of the project implementing partner and HACT micro assessment (to be completed by UNDP Country Office)
- G. Any additional agreements, such as cost sharing agreements, project cooperation agreements signed with NGOs (where the NGO is designated as the “executing entity”), letters of financial commitments, GEF OFP letter, GEF PIFs and other templates for all project types, LOA with the government in case DPCs are applied should be attached.
- H. ANNEX H. FINAL REPORT OF TOGO’S NATIONAL COMMUNICATION’S / BIENNIAL UPDATE REPORT’S PROJECT

Annex A. Multi Year Work Plan:

| Task | RESPONSIBLE | 2018 | | | | 2019 | | | | 2020 | | | | 2021 | | | |
|--|-------------|------|----|----|----|------|----|----|----|------|----|----|----|------|----|----|----|
| | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Finalization and launching the project | | | | | | | | | | | | | | | | | |
| 0.1. Finalization of PRODOC | CO | | | | | | | | | | | | | | | | |
| 0.2. LPAC Meeting | CO | | | | | | | | | | | | | | | | |
| 0.3. PRODOC signature | CO | | | | | | | | | | | | | | | | |
| 0.4. Project inception workshop | IP | | | | | | | | | | | | | | | | |
| Outcome 1 : National Circumstances | | | | | | | | | | | | | | | | | |
| 1.1. National Reactivity Working Group reactivated | IP | | | | | | | | | | | | | | | | |
| 1.2. Information on the geography, climate, population, natural resources and socio-economic profile of the country concerned by climate change updated for the period 1990-2020. | IP | | | | | | | | | | | | | | | | |
| 1.3. Chapters 1: "National Circumstances" of the 4 NC and the 2BUR are available | IP | | | | | | | | | | | | | | | | |
| 1.4. Institutional arrangements for the development of the national communications and biennial update reports on a continuous basis described | IP | | | | | | | | | | | | | | | | |
| 1.5. Mechanisms for gender responsive stakeholder involvement, and participation to enable the preparation of national communications and biennial update reports on a sustainable manner identified | IP | | | | | | | | | | | | | | | | |
| 1.6. Information on financial resources, technology transfer, capacity-building and technical assistance received from GEF, Annex I Parties and other countries, the GCF and multilateral institutions for the implementation of Mitigation actions are collected and analyzed | IP | | | | | | | | | | | | | | | | |
| 1.7. Other relevant information including financial, technological and capacity-building needs, transfer of technology; education, training, and public awareness is updated in the 4 NC and 2 BUR | IP | | | | | | | | | | | | | | | | |

| Task | RESPONSIBLE | 2018 | | | | 2019 | | | | 2020 | | | | 2021 | | | |
|---|-------------|------|----|----|----|------|----|----|----|------|----|----|----|------|----|----|----|
| | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Outcome 2 : Greenhouse gases Inventory | | | | | | | | | | | | | | | | | |
| 2.1. Working Groups Reactivated GHG Inventory | IP | | | | | | | | | | | | | | | | |
| 2.2. The national system for preparing GHG inventories, including data collection and analysis is strengthened | IP | | | | | | | | | | | | | | | | |
| 2.3. National technical and operational capacities are increased and institutional arrangements strengthened for the development and management of GHG inventories on continuous basis | IP | | | | | | | | | | | | | | | | |
| 2.4. The national inventory report for the period 1990 to 2020 for the 4NC and the period 1995-2018 for the 2BUR using the 2006 IPCC methodologies is prepared and validated for following sectors: energy, AFOLU, industrial process and waste | IP | | | | | | | | | | | | | | | | |
| 2.5. The national inventory reports (NIR) are peer reviewed at internal and external levels. | IP | | | | | | | | | | | | | | | | |
| Outcome 3 : Mitigation | | | | | | | | | | | | | | | | | |
| 3.1. Mitigation working groups reactivated | IP | | | | | | | | | | | | | | | | |
| 3.2. Assessment of mitigation in all sectors covered by the GHG inventories to contribute to the implementation of the NDC (energy, transport, building, industry, agricultural and other land use and waste) is carried out and updated using the available software (COMAP, LEAP, Exact, IPCC, GACMO, etc.) for 4NC and 2BUR to 2030 in accordance with the NDC . | IP | | | | | | | | | | | | | | | | |
| 3.3. The national institutional arrangements and framework set up for domestic MRV system is strengthened and supported for the 2 BUR; | IP | | | | | | | | | | | | | | | | |
| 3.4. Policies are revised to achieve the objectives of the NDC in energy, agricultural and forestry sectors | IP | | | | | | | | | | | | | | | | |
| 3.5. The second MRV report of Togo is updated for the 2 BUR | IP | | | | | | | | | | | | | | | | |
| Outcome 4 : Vulnerability and adaptation | | | | | | | | | | | | | | | | | |

| Task | RESPONSIBLE | 2018 | | | | 2019 | | | | 2020 | | | | 2021 | | | |
|--|-------------|------|----|----|----|------|----|----|----|------|----|----|----|------|----|----|----|
| | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 4.1. Climate scenarios for the horizon for different time horizons 2025; 2050 and 2075 are developed | IP | | | | | | | | | | | | | | | | |
| 4.2. Availability of socio-economic scenarios for use in conducting the V & A for the 4NC | IP | | | | | | | | | | | | | | | | |
| 4.3. Vulnerability and adaptation assessments of key socio-economic sectors such as human settlements and health; energy; Agriculture; Water resources and coastal erosion are developed | IP | | | | | | | | | | | | | | | | |
| 4.4. Impacts of climate change on human settlements and health; energy; Agriculture; Water resources and coastal erosion are assessed. | IP | | | | | | | | | | | | | | | | |
| OUTCOME 5. COMPILATION OF FOURTH NATIONAL COMMUNICATION AND SECOND BIENNIAL UPDATED REPORT, | | | | | | | | | | | | | | | | | |
| 5.1. BUR compiled, approved and submitted; | IP | | | | | | | | | | | | | | | | |
| 5.2. 4 NC compiled, approved and submitted. | IP | | | | | | | | | | | | | | | | |
| 5.3. Project regularly monitored, financial audit conducted and lessons learned compiled | IP | | | | | | | | | | | | | | | | |

Annex B. Terms of Reference for Project Steering committee, Project coordinator, Technical teams and other positions as appropriate

B1: TERMS OF REFERENCE PROJECT STEERING COMMITTEE

Background:

The Togolese Government has received funding through the UNDP / GEF for the preparation of the Third National Communication (3 NC) and the First Updated Biennial Report (FBUR) in order to meet the obligations of national implementation of the United Nations Framework Convention on Climate Change (UNFCCC). The project of the Fourth National Communication (4 NC) and the Second Biennial Updated Report (2BUR) on Climate Change constitutes a dynamic and flexible framework enabling Togo to promote its sustainable development. By ratifying the Convention, Togo committed itself to fulfilling its obligations under the Convention, in particular to help stabilize the concentration of greenhouse gases in the atmosphere at a level that prevents dangerous anthropogenic disturbance of the climate system. Greenhouse gas emissions, mainly carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), oxides of nitrogen (NO_x) and F-gases related to human activities the sectors of Energy, Industrial Processes, Solvent Use, Agriculture and Livestock, Land Use, Land Use Change and Forestry and Waste Management) are largely the origin of the climate disturbances currently observed on a global scale. The main objective of this project is to help mitigate the adverse effects of climate change on the most vulnerable populations, with a view to sustainable development and poverty reduction in Togo, Adaptation and mitigation measures that will be identified in vulnerability, adaptation and mitigation studies in development policies and strategies for priority socio-economic and technical sectors.

Duties and Responsibilities

As part of the implementation of the project, the Technical Committee, extended to the UNDP and the project team, acts as the Steering Committee. The Project Steering Committee is the framework for the exchange of information, consultation and monitoring of the implementation of the project. Its tasks will be:

- ✓ Ensure the political orientation of the project;
- ✓ Provide technical assistance to the project team in the implementation of activities;
- ✓ Provide advice on stakeholder identification and participation, and approve the role each stakeholder should play in the implementation of the project;
- ✓ Ensure effective stakeholder participation through linkage with all stakeholders;
- ✓ Establish, where necessary, ad hoc working groups or committees composed of experts and resource persons recognized for their expertise in the fields of inventory, vulnerability and adaptation, mitigation ... etc.;
- ✓ Participate in consultations on the adaptation activities selected, in order to better define the priority actions and the process of their implementation;
- ✓ Analyze the findings of the assessment of the vulnerability-adaptation and the mitigation to the climate changes identified during the 4 NC;
- ✓ Evaluate the document on the level of vulnerability, adaptation, and mitigation in Togo through the proposed adaptation and mitigation activities;
- ✓ Analyze the framework for the implementation of the adaptation and mitigation program, taking into account the information and results obtained during the assessment of the situation;
- ✓ Identify priority actions to be undertaken in the context of adaptation and mitigation on the basis of the results of the consultations;

- ✓ Analyze and validate the Project Action Plan, the main activities planned in relation to the content of the project document;
- ✓ Participate in the project launching workshop to build the capacity of the project team;
- ✓ Promote the exchange of information between the various structures concerned directly or indirectly by climate change issues;
- ✓ Ensure quality control of the reports produced by the consultants and the project team;
- ✓ Validate all policy and strategy documents produced by the project;
- ✓ liaising with the government side to ensure not only its support for project actions but also, and especially, its approval of important reports or documents produced as part of the project;
- ✓ Facilitate discussions on different funding opportunities in the area of adaptation and mitigation;
- ✓ Facilitate intersectoral coordination of project implementation;
- ✓ Analyze and approve the Annual Work Program as well as the technical and financial reports of the project.

Composition:

The Steering Committee is composed of all members of the Technical Committee, which is extended to include a UNDP / GEF representative and the project team. Other development partners may be invited to take part in the work of the Steering Committee, as well as some resource persons, because of their expertise.

Required skills and expertise

- ✓ Preferably post-graduate level in the field;
- ✓ At least 5 years of experience;
- ✓ Good knowledge of climate change issues;
- ✓ Good drafting and communication skills;
- ✓ Have a good knowledge of the process of UNFCCC implementation in Togo;
- ✓ Availability.

B2: TERMS OF REFERENCE NATIONAL PROJECT COORDINATOR

CONTEXT

The Government of Togo has received funding through the UNDP / GEF for the development of the Third National Communication (3 NC) to meet the obligations of national implementation of the United Nations Framework Convention on Climate Change (UNFCCC). The present project of the 4 NC and the 2 BUR constitutes a dynamic and flexible framework enabling Togo to promote its sustainable development. By ratifying the Convention, Togo committed itself to fulfilling its obligations under the Convention, in particular to help stabilize the concentration of greenhouse gases in the atmosphere at a level that prevents dangerous anthropogenic disturbance of the climate system. Greenhouse gas emissions, mainly carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), nitrogen oxides (NO_x) and F-gases related to human activities the sectors of Energy, Industrial Processes, Solvent Use, Agriculture and Livestock, Land Use, Land Use Change and Forestry and Waste Management) are largely the origin of the climate disturbances currently observed on a global scale. The main objective of this project is to help mitigate the adverse effects of climate change on the most vulnerable populations, with a view to sustainable development and poverty reduction in Togo, Adaptation and mitigation measures that will be identified in vulnerability, adaptation and mitigation studies in development policies and strategies for priority socio-economic and technical sectors.

Duties and Responsibilities

The National Project Coordinator will be responsible for overseeing and reporting on project implementation to ministry of environment and forestry resources and UNDP; to this end, it is responsible for:

- ✓ Plan the activities of the project and monitor progress against the approved work-plan;
- ✓ Supervise and coordinate the production of project outputs, as per the project document in a timely and high-quality fashion;
- ✓ Coordinate all project inputs and ensure that they are adhere to UNDP procedures for nationally executed projects;
- ✓ Supervise and coordinate the work of all project staff, consultants and sub-contractors ensuring timing and quality of outputs;
- ✓ Coordinate the recruitment and selection of consultants and sub-contracts, including drafting terms of reference and work specifications and overseeing all contractors' work;
- ✓ Prepare, revise and submit project work and financial plans, as required by Project Board and UNDP;
- ✓ Monitor financial resources and accounting to ensure accuracy and reliability of financial reports, submitted on a quarterly basis;
- ✓ Ensure the establishment of the Steering Committee of the Project and the signing of the memorandum of understanding on the project in Togo;
- ✓ Send requests for disbursement to UNDP;
- ✓ Help mobilize the technical, financial and administrative resources necessary for the work of the Project Steering Committee;
- ✓ Ensure compliance with any documentation emanating from the National Project Coordination and / or relevant to the implementation of the project;
- ✓ Report periodically to the Minister of the Environment and Forestry Resources on the progress of the project;
- ✓ Research and develop synergies with other climate change projects and programs and develop nationally and regionally;
- ✓ Ensure the implementation of all actions provided for in the project document of the project at the end of within the deadline set for the project.

Required skills and expertise

- ✓ A university degree (MSc or PhD) in a subject related to natural resource management or geography environmental sciences.
- ✓ Experienced executive with a good knowledge of climate change, environmental management and development issues in Togo;
- ✓ Have good knowledge and possibly experience in the development of National Communication and Updated Biennial Reports;
- ✓ Have a good knowledge of the UNFCCC implementation process in Togo;
- ✓ Have at least eight (8) years' professional experience (experience in one of the projects led by the United Nations System would be an asset);
- ✓ Have at least 3 years of demonstrable project/programme management experience.

Competencies

- ✓ Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical aspects.

- ✓ Ability to effectively manage technical and administrative teams, work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.
- ✓ Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project.
- ✓ Ability to coordinate and supervise multiple Project Implementation Units in their implementation of technical activities in partnership with a variety of subnational stakeholder groups, including community and government.
- ✓ Strong drafting, presentation and reporting skills.
- ✓ Strong communication skills, especially in timely and accurate responses to emails.
- ✓ Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.
- ✓ Strong knowledge about the political and socio-economic context related to the Indonesian protected area system, biodiversity conservation and law enforcement at national and subnational levels.
- ✓ Excellent command of French and a working knowledge of English would be an asset.

B3: TERMS OF REFERENCE FOR ADMINISTRATIVE AND FINANCE ASSISTANT

Background:

The Government of Togo has received funding through the UNDP / GEF for the development of the Third National Communication (3 NC) to meet the obligations of national implementation of the United Nations Framework Convention on Climate Change (UNFCCC). The present project of the 4 NC and the 2 BUR constitutes a dynamic and flexible framework enabling Togo to promote its sustainable development. By ratifying the Convention, Togo committed itself to fulfilling its obligations under the Convention, in particular to help stabilize the concentration of greenhouse gases in the atmosphere at a level that prevents dangerous anthropogenic disturbance Of the climate system. Greenhouse gas emissions, mainly carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), nitrogen oxides (NO_x) and F-gases related to human activities. The sectors of Energy, Industrial Processes, Solvent Use, Agriculture and Livestock, Land Use, Land Use Change and Forestry and Waste Management) are largely The origin of the climate disturbances currently observed on a global scale. The main objective of this project is to help mitigate the adverse effects of climate change on the most vulnerable populations, with a view to sustainable development and poverty reduction in Togo, Adaptation and mitigation measures that will be identified in vulnerability, adaptation and mitigation studies in development policies and strategies for priority socio-economic and technical sectors.

Duties and Responsibilities

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

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

- ✓ Provide PMU-related administrative and logistical assistance.
- ✓ Maintain records of transactions in accordance with UNDP NEX procedures;
- ✓ Prepare, under the supervision of the Coordinator, meetings of the Steering Committee and other meetings organized by the project;
- ✓ Preparing and checking the project's start and finish mail and ensuring its breakdown;
- ✓ Welcoming, assisting and guiding project partners;
- ✓ Make payments in accordance with the project budget lines and maintain the cash outlay fund;
- ✓ Establish periodic reconciliation statements;
- ✓ Liaise with bank, financial institution and other officials to obtain up-to-date information on transactions with the project;
- ✓ Ensure the supply, monitoring of consumption, office equipment and supplies in close collaboration with the coordinator;
- ✓ Liaise with UNDP officials for information and comments on the project's accounting follow-up;
- ✓ Assist the National Coordinator in Accounting and Budget Control;
- ✓ Informing experts and consultants on aspects relating to allowances, advances, reimbursement of travel and other financial matters;
- ✓ Monitor the execution of the various contracts relating to the project;
- ✓ Maintain and update the various project equipment registers.
- ✓ Assume any other duties that the National Coordinator would entrust to him or her in the proper execution of the project.

Required skills and expertise

All candidates must fulfill the following conditions:

- ✓ Masters degree or BTS in management;
- ✓ Have at least five (5) years' professional experience (experience in one of the projects led by the United Nations System would be an asset);
- ✓ A good command of French and a working knowledge of English would be an asset;
- ✓ Good knowledge of filing and archiving;
- ✓ Proficiency in technical aspects of the project would be an asset;
- ✓ Knowledge of inventory management
- ✓ To have team spirit ;
- ✓ Have a thorough knowledge of computers, especially the following software: Microsoft Office Word, Lotus 1 2 3 / Microsoft Office Excel, Microsoft Office PowerPoint, D Base.
- ✓ Be of Togolese nationality.

B4: TERMS OF REFERENCE ENTRY AGENT

BACKGROUND:

The Government of Togo has received funding through the UNDP / GEF for the development of the Third National Communication (3 NC) to meet the obligations of national implementation of the United Nations Framework Convention on Climate Change (UNFCCC). The present project of the 4 NC and the 2 BUR constitutes a dynamic and flexible framework enabling Togo to promote its sustainable development. By ratifying the Convention, Togo committed itself to fulfilling its obligations under the Convention, in particular to help stabilize the concentration of greenhouse gases in the atmosphere at a level that prevents dangerous anthropogenic disturbance of the climate system. Greenhouse gas emissions, mainly carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), nitrogen oxides (NO_x) and

F-gases related to human activities the sectors of Energy, Industrial Processes, Solvent Use, Agriculture and Livestock, Land Use, Land Use Change and Forestry and Waste Management) are largely the origin of the climate disturbances currently observed on a global scale. The main objective of this project is to help mitigate the adverse effects of climate change on the most vulnerable populations, with a view to sustainable development and poverty reduction in Togo, Adaptation and mitigation measures that will be identified in vulnerability, adaptation and mitigation studies in development policies and strategies for priority socio-economic and technical sectors.

RESPONSIBILITIES:

- ✓ Assist the Accounting Secretary in the preparation of the meetings organized by the Coordination;
- ✓ Assist the Accounting Secretary in organizing workshops;
- ✓ Assist the Accountant in the input of documents and reports of project activities;
- ✓ Manage filing and archiving;
- ✓ Assist the Accounting Secretary in the reception, assistance and guidance of the project partners;
- ✓ Assist the Accounting Secretary in the preparation and control of the project's mail.

QUALIFICATION:

All candidates must fulfill the following conditions:

- ✓ Bac G1 or BTS in office automation;
- ✓ Have a thorough knowledge of computers, in particular the following software: Microsoft Office Word, Lotus 1 2 3 / Microsoft Office Excel, Microsoft Office PowerPoint.
- ✓ Mastery of French and a working knowledge of English would be a whole;
- ✓ To have team spirit;
- ✓ Be of Togolese nationality.

B5: TERMS OF REFERENCE OF THE COURIER

BACKGROUND:

The Government of Togo has received funding through the UNDP / GEF for the development of the Third National Communication (3 NC) to meet the obligations of national implementation of the United Nations Framework Convention on Climate Change (UNFCCC). The present project of the 4 NC and the 2 BUR constitutes a dynamic and flexible framework enabling Togo to promote its sustainable development. By ratifying the Convention, Togo committed itself to fulfilling its obligations under the Convention, in particular to help stabilize the concentration of greenhouse gases in the atmosphere at a level that prevents dangerous anthropogenic disturbance of the climate system. Greenhouse gas emissions, mainly carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), nitrogen oxides (NO_x) and F-gases related to human activities the sectors of Energy, Industrial Processes, Solvent Use, Agriculture and Livestock, Land Use, Land Use Change and Forestry and Waste Management) are largely the origin of the climate disturbances currently observed on a global scale. The main objective of this project is to help mitigate the adverse effects of climate change on the most vulnerable populations, with a view to sustainable development and poverty reduction in Togo, Adaptation and mitigation measures that will be identified in vulnerability, adaptation and mitigation studies in development policies and strategies for priority socio-economic and technical sectors.

RESPONSIBILITIES:

- ✓ Disseminate project mail;
- ✓ Ensure the mailing, removal and delivery of mail;
- ✓ Ensure all tasks related to his / her mandate that the coordinator can entrust to him / her.

QUALIFICATIONS:

All candidates must fulfill the following conditions:

- ✓ BEPC or higher;
- ✓ Good speaking ability in French;
- ✓ Having a two-wheeled vehicle license would be an asset;
- ✓ Be of Togolese nationality.

B6: TERMS OF REFERENCE CONSULTANTS FOR SHORT-TERM MISSIONS.

1. Terms of Reference Technical Assistant to the Coordinator.

Context:

The Government of Togo has received funding through the UNDP / GEF for the development of the Third National Communication (3 NC) to meet the obligations of national implementation of the United Nations Framework Convention on Climate Change (UNFCCC). The present project of the 4 NC and the 2 BUR constitutes a dynamic and flexible framework enabling Togo to promote its sustainable development. By ratifying the Convention, Togo committed itself to fulfilling its obligations under the Convention, in particular to help stabilize the concentration of greenhouse gases in the atmosphere at a level that prevents dangerous anthropogenic disturbance of the climate system. Greenhouse gas emissions, mainly carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), nitrogen oxides (NO_x) and F-gases related to human activities the sectors of Energy, Industrial Processes, Solvent Use, Agriculture and Livestock, Land Use, Land Use Change and Forestry and Waste Management) are largely the origin of the climate disturbances currently observed on a global scale. The main objective of this project is to help mitigate the adverse effects of climate change on the most vulnerable populations, with a view to sustainable development and poverty reduction in Togo, Adaptation and mitigation measures that will be identified in vulnerability, adaptation and mitigation studies in development policies and strategies for priority socio-economic and technical sectors.

Responsibilities:

- ✓ Assist the Coordinator in carrying out his / her mandate under the project;
- ✓ Assist the Coordinator in ensuring the proper execution of the inventory, vulnerability, mitigation and adaptation studies;
- ✓ Provide necessary assistance to consultants, experts and other partners in project activities;
- ✓ Assist the Coordinator in finalizing the second national communication of Togo;
- ✓ Assist the Coordinator in the preparation and translation of reports using computer programs, including word processing software, databases and spreadsheets;
- ✓ Acting as Coordinator in case of absence;
- ✓ Assume the technical functions that the coordinator may delegate or entrust to him / her
- ✓ Assist the Coordinator in the preparation of a summary of the results of the project.

Qualifications:

- ✓ Level Mastery in at least one of the areas covered by the project objectives;
- ✓ Minimum of 5 years of professional experience in the field of climate change;

- ✓ Proven ability to manage projects, liaise and cooperate with all project personnel including representatives of government, scientific institutions, NGOs and the private sector;
- ✓ Mastery of French, practical knowledge of English as a whole;
- ✓ Knowledge of the process of UNFCCC implementation in Togo;
- ✓ Good drafting and communication skills;
- ✓ Good computer skills;
- ✓ Be of Togolese nationality;
- ✓ Be available immediately.

2. Terms of reference for the computer expert.

Context:

The Government of Togo has received funding through the UNDP / GEF for the development of the Third National Communication (3 NC) to meet the obligations of national implementation of the United Nations Framework Convention on Climate Change (UNFCCC). The present project of the 4 NC and the 2 BUR constitutes a dynamic and flexible framework enabling Togo to promote its sustainable development. By ratifying the Convention, Togo committed itself to fulfilling its obligations under the Convention, in particular to help stabilize the concentration of greenhouse gases in the atmosphere at a level that prevents dangerous anthropogenic disturbance of the climate system. Greenhouse gas emissions, mainly carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), nitrogen oxides (NO_x) and F-gases related to human activities the sectors of Energy, Industrial Processes, Solvent Use, Agriculture and Livestock, Land Use, Land Use Change and Forestry and Waste Management) are largely the origin of the climate disturbances currently observed on a global scale. The main objective of this project is to help mitigate the adverse effects of climate change on the most vulnerable populations, with a view to sustainable development and poverty reduction in Togo, Adaptation and mitigation measures that will be identified in vulnerability, adaptation and mitigation studies in development policies and strategies for priority socio-economic and technical sectors.

Responsibilities:

- ✓ Assist the Project Coordinator in evaluating and establishing electronic network facilities for the project management team and, to the extent possible, for other participating institutions;
- ✓ Assist the Project Coordinator in organizing and coordinating the exchange of information between participating institutions and at the international level;
- ✓ Organize the training of project staff in the effective use of electronic networks and software used for other IT functions;
- ✓ Create and upload the national climate change home page for the institution selected for this purpose, including linkages with relevant national and international sources of information and assist with periodic updates Home page thus established;
- ✓ Assist the Coordinator and the project team in collecting and disseminating project-related information and in selecting and using computer hardware and software for project activities such as inventories and mitigation analysis.

Qualifications:

All candidates must fulfill the following conditions:

- ✓ Have a university degree in the appropriate field;
- ✓ Fluency in French and a working knowledge of English would be an asset;
- ✓ Have 5 to 10 years of professional experience in similar functions.

B7: TERMS OF REFERENCE THEMATIC STUDIES

1. National Circumstances

Context:

The Government of Togo has received funding through the UNDP / GEF for the development of the Third National Communication (3 NC) to meet the obligations of national implementation of the United Nations Framework Convention on Climate Change (UNFCCC). The present project of the 4 NC and the 2 BUR constitutes a dynamic and flexible framework enabling Togo to promote its sustainable development. By ratifying the Convention, Togo committed itself to fulfilling its obligations under the Convention, in particular to help stabilize the concentration of greenhouse gases in the atmosphere at a level that prevents dangerous anthropogenic disturbance of the climate system. Greenhouse gas emissions, mainly carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), nitrogen oxides (NO_x) and F-gases related to human activities the sectors of Energy, Industrial Processes, Solvent Use, Agriculture and Livestock, Land Use, Land Use Change and Forestry and Waste Management) are largely the origin of the climate disturbances currently observed on a global scale. The main objective of this project is to help mitigate the adverse effects of climate change on the most vulnerable populations, with a view to sustainable development and poverty reduction in Togo, Adaptation and mitigation measures that will be identified in vulnerability, adaptation and mitigation studies in development policies and strategies for priority socio-economic and technical sectors.

Justification:

Under Article 12. of the UNFCCC, Togo is committed to providing information that can contribute to the fight against climate change. The presentation of the national circumstances in which Togo implements the Convention is the first of the chapters which, according to decision 17 / CP.8, are to compose national communications.

Goal

The main objective of the consultation is to contribute to the development of the 4 NC and the 2 BUR by presenting the national circumstances of Togo. Beyond the simple presentation of the national situation, this chapter aims specifically to highlight the link between climate change and Togo's development priorities.

Expected results:

The main expected outcomes of the consultation include:

- ✓ Availability of trained and operational national experts;
- ✓ Availability of a database and updated information on national circumstances for the base year and the 1995-2015 series;
- ✓ A comprehensive report on geophysical aspects;
- ✓ A comprehensive report on socio-economic aspects;
- ✓ A synthesis report on the national context to be included in the 4 NC document.

Tasks of experts:

The Experts of the Working Group on National Circumstances in collaboration with the Principal Expert and the Project Coordinator are responsible for:

- ✓ Develop, in collaboration with the Project Coordination, the set of guidelines to guide the development of this chapter;

- ✓ Identify the different institutions specialized in the collection and storage of national statistics;
- ✓ Collect the data and information needed to update and improve national circumstances;
- ✓ Identify the development priorities of Togo whose implementation is likely to be affected by climate change;
- ✓ Write the chapter on the geophysical aspects of the country;
- ✓ Write the section on socio-economic aspects;
- ✓ Participate in the drafting of the final report of the Working Group on National Circumstances.

Profiles and qualifications of Experts

Qualifications:

Experts must have the following qualifications:

- ✓ Minimum level of control;
- ✓ Knowledge of Climate Change issues;
- ✓ Have a good knowledge of the geography of Togo;
- ✓ Good computer skills (Microsoft Office Excel, Microsoft Office Word, Microsoft Office PowerPoint);
- ✓ Good knowledge of English;
- ✓ Have a good disposition for teamwork;
- ✓ Have a good aptitude for the collection, processing and synthesis of data and information;
- ✓ Good experience in organizing and / or coordinating teamwork;
- ✓ Knowledge of the methodology for developing national communications is an asset.

Technical assistance on national circumstances

Tasks of the Technical Assistant: Under the supervision of the National Committee on Climate Change and in liaison with the Project Coordinator, the Technical Assistant will assist all the experts at the start of the studies and will in particular Training on methodologies for collecting and analyzing data quality and the links between development and climate change. As such, he will be responsible for:

- ✓ Build capacity of experts;
- ✓ Assist in the collection and analysis of data.
- ✓ Ensure that national development priorities are consistent with the implementation of the UNFCCC;
- ✓ Assist experts in the finalization and validation of the synthesis document.

Profile and qualifications of the Technical Assistant: The Technical Assistant must have the following qualifications:

- ✓ Minimum level: Bac + 5 years;
- ✓ Have a good knowledge of the issues, the main issues of climate change and the different instruments of implementation of the Convention on climate change;
- ✓ Have a good knowledge of the policies, strategies, programs and key sectors of development in Togo;
- ✓ Have a good ability to read, write and speak English;
- ✓ Good computer skills (software, spreadsheets, word processing ...);
- ✓ Have a sense of organization and coordination of teamwork;
- ✓ Have at least seven years of professional experience;
- ✓ Good analytical and synthesis skills.

Other conditions: Being of Togolese nationality.

2. GHGs Inventory

Context:

The Government of Togo has received funding through the UNDP / GEF for the development of the Third National Communication (3 NC) to meet the obligations of national implementation of the United Nations Framework Convention on Climate Change (UNFCCC). The present project of the 4 NC and the 2 BUR constitutes a dynamic and flexible framework enabling Togo to promote its sustainable development. By ratifying the Convention, Togo committed itself to fulfilling its obligations under the Convention, in particular to help stabilize the concentration of greenhouse gases in the atmosphere at a level that prevents dangerous anthropogenic disturbance of the climate system. Greenhouse gas emissions, mainly carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), nitrogen oxides (NO_x) and F-gases related to human activities the sectors of Energy, Industrial Processes, Solvent Use, Agriculture and Livestock, Land Use, Land Use Change and Forestry and Waste Management) are largely the origin of the climate disturbances currently observed on a global scale. The main objective of this project is to help mitigate the adverse effects of climate change on the most vulnerable populations, with a view to sustainable development and poverty reduction in Togo, Adaptation and mitigation measures that will be identified in vulnerability, adaptation and mitigation studies in development policies and strategies for priority socio-economic and technical sectors.

Justification:

The GHG inventory carried out under the 3 NC and FBUR in the socio-economic and technical sectors of the country needs to be updated and improved. This updating is necessary in order to take into account all the recent data and information available for the development of the 4 NC and the 2 BUR.

Objectives:

The main objective of the consultation is to contribute to the development of the 4 NC and 2 BUR by training national experts on new methodologies for greenhouse gas inventories in different sectors, collecting, analyzing and the archiving of all the data and information necessary for the realization of greenhouse gas inventories.

Expected results:

The main expected outcomes of the consultation include:

- ✓ Availability of trained and operational national experts for GHG inventories;
- ✓ Availability of a database and up-to-date information on GHG emissions (sources, sinks and quantities) in the different sectors;
- ✓ A comprehensive GHG Inventories report for different sectors, the base year and the duration of the study;
- ✓ A synthesis report of the GHG Inventories to be inserted in the document of the 4 NC and the 2 BUR.

Tasks of experts:

(I) Energy Sector

The Experts of the Working Party on the Energy Sector, in collaboration with the Principal Expert, the Technical Assistant and the Project Coordinator, are responsible in their respective sectors for:

- ✓ Develop, in collaboration with the Project Coordination, guidelines to guide GHG INVENTORIES in the Energy sector;
- ✓ Identify the different specialized institutions of the Energy sector;
- ✓ Identify existing energy databases;
- ✓ Collect data on production, import and consumption of different forms of energy;
- ✓ Describe energy flows;
- ✓ Disaggregate data on final energy consumption;
- ✓ Describe technologies for the use of energy sources;
- ✓ Estimate the apparent consumption of energy by activity category;
- ✓ Make an inventory of the emissions of the different GHGs according to the IPCC methodology;
- ✓ Draw up a descriptive report of the results obtained;
- ✓ Clarify the uncertainties according to the Good Practices advocated by the IPCC;
- ✓ Participated in the drafting of the final report of the Working Party on the Energy Sector;
- ✓ Participated in the drafting of the GHG Inventories synthesis report.

Tasks of the Technical Assistant: Under the supervision of the National Committee on Climate Change and in liaison with the Project Coordinator, the Technical Assistant will assist all the experts at the start of the studies and will in particular Training on methodologies for collecting and analyzing data quality, use of methodologies and tools. As such, he will be responsible for:

- ✓ Build capacity of experts;
- ✓ Assist in the collection and analysis of data according to good practice;
- ✓ Ensure proper use of guides, guidelines and methodologies;
- ✓ Assist experts in the finalization and validation of the synthesis document.

Profile and qualifications of the Technical Assistant: The Technical Assistant must have the following qualifications:

- ✓ Minimum level: Bac + 5 years;
- ✓ Have a good knowledge of the issues, the main issues of climate change and the different instruments of implementation of the Convention on climate change;
- ✓ Have a good knowledge of the policies, strategies, programs and key sectors of development in Togo;
- ✓ Good ability to read, write and speak English;
- ✓ Good computer skills (software, spreadsheets, word processing ...);
- ✓ Have a sense of organization and coordination of teamwork;
- ✓ Have at least seven years of professional experience;
- ✓ Good analytical and synthesis skills.

Other conditions: Being of Togolese nationality.

(ii) Wastes, Industrial Processes, Solvents and Other Products

The Experts of the Working Group on Waste and Industrial Processes, Solvents and Other Products in collaboration with the Principal Expert, Technical Assistant and Project Coordinator are responsible, in their respective sectors, for:

Waste Sector

- ✓ Develop, in collaboration with the Project Coordination, guidelines to guide the GHG INVENTORIES in the Waste sector;

- ✓ Identify the types of activities and emissions associated with solid waste in land, wastewater and human waste;
- ✓ Assess the flow (quality and quantity) of urban waste collected, disposed of, disposed of and landfilled;
- ✓ Characterize nationally produced waste and wastewater;
- ✓ Inventory waste dumps;
- ✓ Evaluate BOD5 and COD for organic wastewater and sludge;
- ✓ Determine GHG emissions according to the 1996 IPCC / OECD methodology in each sub-sector;
- ✓ Clarify the uncertainties according to the Good Practices advocated by the IPCC;
- ✓ Write a descriptive report of the results obtained;
- ✓ Participate in the analysis and drafting of the final report in the areas of waste;
- ✓ Participated in the drafting of the GHG Inventories synthesis report.

Tasks of the Technical Assistant: Under the supervision of the National Committee on Climate Change and in liaison with the Project Coordinator, the Technical Assistant will assist all the experts at the start of the studies and will in particular Training on methodologies for collecting and analyzing data quality, use of methodologies and tools. As such, he will be responsible for:

- ✓ Build capacity of experts;
- ✓ Assist in the collection and analysis of data according to good practice;
- ✓ Ensure proper use of guides, guidelines and methodologies;
- ✓ Assist experts in the finalization and validation of the synthesis document.

Profile and qualifications of the Technical Assistant: The Technical Assistant must have the following qualifications:

- ✓ Minimum level: Tray plus 5 years;
- ✓ Have a good knowledge of the issues, the main issues of climate change and the different instruments of implementation of the Convention on climate change;
- ✓ Have a good knowledge of the policies, strategies, programs and key sectors of development in Togo;
- ✓ Have a good ability to read, write and speak English;
- ✓ Good computer skills (software, spreadsheets, word processing ...);
- ✓ Have a sense of organization and coordination of teamwork;
- ✓ Have at least seven years of professional experience;
- ✓ Good analytical and synthesis skills.

Other conditions: Being of Togolese nationality.

Sectors Industrial Processes, Use of Solvents and Other Products

- ✓ Identify non-energy industrial activities that are sources of GHG emissions;
- ✓ Inventory the various types of industrial processes, in particular the production of cement and lime, the agro-food and chemical industries;
- ✓ Calculate GHG emissions from industrial processes;
- ✓ Calculate GHG emissions from the use of solvents and other products containing volatile organic compounds;
- ✓ Clarify the uncertainties according to the Good Practices advocated by the IPCC;
- ✓ Write a descriptive report of the results obtained;
- ✓ Participate in the analysis and drafting of the final report in the fields of Industrial Processes, Solvents and Other Products;
- ✓ Participated in the drafting of the GHG Inventories synthesis report.

Tasks of the Technical Assistant: Under the supervision of the National Committee on Climate Change and in liaison with the Project Coordinator, the Technical Assistant will assist all the experts at the start of the studies and will in particular Training on methodologies for collecting and analyzing data quality, use of methodologies and tools. As such, he will be responsible for:

- ✓ Build capacity of experts;
- ✓ Assist in the collection and analysis of data according to good practice;
- ✓ Ensure proper use of guides, guidelines and methodologies;
- ✓ Assist experts in the finalization and validation of the synthesis document.

Profile and qualifications of the Technical Assistant: The Technical Assistant must have the following qualifications:

- ✓ Minimum level: Bac + 5 years;
- ✓ Have a good knowledge of the issues, the main issues of climate change and the different instruments of implementation of the Convention on Climate Change;
- ✓ Have a good knowledge of the policies, strategies, programs and key sectors of development in Togo;
- ✓ Have a good ability to read, write and speak English;
- ✓ Good computer skills (software, spreadsheets, word processing ...);
- ✓ Have a sense of organization and coordination of teamwork;
- ✓ Have at least seven years of professional experience;
- ✓ Good analytical and synthesis skills.

Other conditions: Being of Togolese nationality.

Sectors Agriculture, Land Use, Land Use Change and Forestry

The Experts of the Working Group on Agriculture and Livestock, Land Use, Land Use Change and Forestry, in collaboration with the Principal Expert, Technical Assistant and Project Coordinator, are responsible, in their respective sectors Of:

- ✓ Identify the different institutions specialized in agriculture, livestock and forestry;
- ✓ Identify databases for the above-mentioned areas;
- ✓ Collect data on cultivated and / or cleared areas, livestock, forest patrimony or other woody biomass stock;
- ✓ Describe production systems, cropping systems, livestock management systems (excreta);
- ✓ Describe the structures, functioning and dynamics of natural formations and agroforestry parks;
- ✓ Estimate the greenhouse gas emissions associated with each sub-sector according to the IPCC methodology
- ✓ Participate in the analysis and drafting of the final report in the respective sectors;
- ✓ Participated in the final report of the Working Group on Agriculture and Livestock, Land Use and Land Use Change and Forestry;
- ✓ Participated in the drafting of the GHG Inventories synthesis report.

Tasks of the Technical Assistant: Under the supervision of the National Committee on Climate Change and in liaison with the Project Coordinator, the Technical Assistant will assist all the experts at the start of the studies and will in particular Training on methodologies for collecting and analyzing data quality, use of methodologies and tools. As such, he will be responsible for:

- ✓ Build capacity of experts;
- ✓ Assist in the collection and analysis of data according to good practice;

- ✓ Ensure proper use of guides, guidelines and methodologies;
- ✓ Assist experts in the finalization and validation of the synthesis document.

Profile and qualifications of the Technical Assistant: The Technical Assistant must have the following qualifications:

- ✓ Minimum level: Bac + 5 years;
- ✓ Have a good knowledge of the issues, the main issues of climate change and the different instruments of implementation of the Convention on climate change;
- ✓ Have a good knowledge of the policies, strategies, programs and key sectors of development in Togo;
- ✓ Have a good ability to read, write and speak English;
- ✓ Good computer skills (software, spreadsheets, word processing ...);
- ✓ Have a sense of organization and coordination of teamwork;
- ✓ Have at least seven years of professional experience;
- ✓ Good analytical and synthesis skills.

Other conditions: Being of Togolese nationality.

Profiles and qualifications of Experts

The experts should be as appropriate:

- ✓ Specialists in the Energy sector;
- ✓ Specialists in the Waste industry,
- ✓ Specialists in Industrial Processes, Solvents and Other Products;
- ✓ Specialists in the Agriculture & Livestock sector; or
- ✓ Specialists in Land Use, Land Use Change and Forestry.

Qualifications: All candidates must fulfill the following conditions:

- ✓ Minimum level of Engineer;
- ✓ Good knowledge in at least one of the following fields: Energy, Industrial Processes, Solvent Use, Agriculture and Livestock, Land Use, Land Use Change and Forestry, Waste;
- ✓ Good knowledge of Climate Change issues;
- ✓ Good computer skills (Microsoft Office Excel, Microsoft Office Word, Microsoft Office PowerPoint);
- ✓ Good knowledge of English;
- ✓ Good disposition for teamwork;
- ✓ Good ability in the collection, processing and synthesis of sectoral data and information;
- ✓ Good experience in organizing and / or coordinating teamwork;
- ✓ Knowledge of the IPCC GHG Inventories methodology and Good Practice recommended by the IPCC is an asset;
- ✓ Be a national.

Supervision of GHG Inventory Experts

Tasks of the expert framer: Under the supervision of the Technical Committee and in liaison with the Project Coordinator, the coach will assist all the experts from the start of the studies and will in particular take care of the training on the appropriate methodologies to conduct the studies for the purposes of this project. As such, he will be responsible for:

- ✓ Strengthen the capacities of the experts in the guidelines and / or methodologies used in the GHG inventories;
- ✓ Assist experts in analyzing the quality of the data collected;
- ✓ Assist experts in the use of UNFCCC and IPCC tools, methods, methodologies and software;
- ✓ Assist experts in estimating uncertainties;
- ✓ Ensure the scientific validation of studies;
- ✓ Conduct an in-depth review of studies;
- ✓ Assist experts in the finalization and validation of studies.

Profile and qualifications of the framer expert: The Framer Expert must have:

- ✓ PhD level ;
- ✓ Good knowledge of the issues, the main issues of climate change and the various tools of international policy implementation on climate change;
- ✓ Good knowledge of the scientific aspects, impacts and adaptation strategies of climate change;
- ✓ Good knowledge on calculations of greenhouse gas emissions according to the revised IPCC / OECD methodology;
- ✓ Good ability to summarize and exploit scientific and technical documentation;
- ✓ Good ability to read, write and speak English;
- ✓ Good computer skills (software, spreadsheets, word processing ...);
- ✓ Sense of organization and coordination of teamwork;
- ✓ At least seven years of professional experience;
- ✓ Good analytical and synthesis capacity;
- ✓ Proficiency in GHG INVENTORIES uncertainty methodology, including Good Practices advocated by the IPCC;
- ✓ Be of Togolese nationality.

3. Studies on Vulnerability / Adaptation (V & A) to climate change

Context:

The Government of Togo has received funding through the UNDP / GEF for the development of the Third National Communication (3 NC) to meet the obligations of national implementation of the United Nations Framework Convention on Climate Change (UNFCCC). The present project of the 4 NC and the 2 BUR constitutes a dynamic and flexible framework enabling Togo to promote its sustainable development. By ratifying the Convention, Togo committed itself to fulfilling its obligations under the Convention, in particular to help stabilize the concentration of greenhouse gases in the atmosphere at a level that prevents dangerous anthropogenic disturbance of the climate system. Greenhouse gas emissions, mainly carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), nitrogen oxides (NO_x) and F-gases related to human activities the sectors of Energy, Industrial Processes, Solvent Use, Agriculture and Livestock, Land Use, Land Use Change and Forestry and Waste Management) are largely the origin of the climate disturbances currently observed on a global scale. The main objective of this project is to help mitigate the adverse effects of climate change on the most vulnerable populations, with a view to sustainable development and poverty reduction in Togo, Adaptation and mitigation measures that will be identified in vulnerability, adaptation and mitigation studies in development policies and strategies for priority socio-economic and technical sectors.

Justification:

Like other countries in the sub region, which are parties to the UNFCCC, Togo is engaged in the process of developing its 4 NC at the Conference of the Parties. The preparation process involves a number of

steps, one of the most important of which is the assessment of the vulnerability of Togo's productive and socio-economic sectors to climate change and variability, as well as the adoption and implementation of mitigation and / or adaptation strategies and plans. Vulnerability assessment is one of the first two immediate operational objectives of the preparation of the 4 NC, after the GHG inventories.

Objectives:

The main objective of the consultation is to contribute to the development of the 4 NC by training national experts on the methodologies of studies of the vulnerability and adaptation of different sectors to climate change.

The specific objectives of the consultation are:

- ✓ Develop methods for assessing impacts and adaptation strategies;
- ✓ Select trend forecasting scenarios for the socio-economic and productive sectors considered;
- ✓ Select a strategic area for in-depth V & A studies;
- ✓ Assess impacts and propose adaptation strategies;
- ✓ Raise awareness and awareness of the vulnerability of the above sectors and appropriate solutions.

Expected results:

The main expected results of the consultation are:

- ✓ National experts are trained and operational to undertake studies on vulnerability and adaptation to climate change;
- ✓ Establishment of a database and information on the vulnerability and adaptation of productive and socio-economic sectors to climate change;
- ✓ An in-depth V & A study document in the target area;
- ✓ A study paper on the vulnerability and adaptation of productive and socio-economic sectors to climate change;
- ✓ A synthesis document of all V & A studies;

Tasks of experts:

Under the supervision of the Technical Committee and in liaison with the National Project Coordinator, the Experts are responsible for the following tasks:

- ✓ Provide training for associate experts on methodologies for vulnerability and adaptation studies to climate change and variability;
- ✓ Determine in relation to associated experts, exhibition units and study areas;
- ✓ Plan the entire process of assessing vulnerability and adaptation to climate change and variability;
- ✓ Identify in relation to the associated experts all the basic and additional data and information needed for the study and to evaluate its means;
- ✓ Collect and analyze in relation to the associated experts the basic data and information already available on the sectors studied, while assessing their reliability;
- ✓ Select appropriate methods for vulnerability and adaptation studies for each sector;
- ✓ Define time horizons for each sector;
- ✓ Develop, in conjunction with associated experts, scenarios for future climate change;
- ✓ Establish the future reference situation without climate change and the future situation with climate change for each sector, in conjunction with the associated experts;

- ✓ Define strategies and options as well as climate change adaptation measures and actions for the sectors studied;
- ✓ Produce sectoral V & A study reports;
- ✓ Produce a general V & A study report.

Profiles and qualifications of experts

Experts must have:

- ✓ A post-graduate and / or post-graduate degree;
- ✓ Training in vulnerability studies and sector adaptation to climate change
- ✓ Specialization in at least one of the areas listed above;
- ✓ At least five years of professional experience;
- ✓ Referrals for consultations;
- ✓ Good analytical and synthesis capacity;
- ✓ Good knowledge of English;
- ✓ Good computer skills (spreadsheets and word processing);
- ✓ A team spirit; and
- ✓ Be of Togolese nationality.

Tasks of the Technical Assistant: Under the supervision of the National Committee on Climate Change and in liaison with the Project Coordinator, the Technical Assistant will assist all the experts at the start of the studies and will in particular Training on methodologies for collecting and analyzing data quality, use of methodologies and tools. As such, he will be responsible for:

- ✓ Build capacity of experts;
- ✓ Assist in the collection and analysis of data according to good practice;
- ✓ Ensure proper use of guides, guidelines and methodologies;
- ✓ Assist in the development of the various scenarios;
- ✓ Assist experts in the finalization and validation of the synthesis document.

Profile and qualifications of the Technical Assistant: The Technical Assistant must have the following qualifications:

- ✓ Minimum level: Tray plus 5 years;
- ✓ Have a good knowledge of the issues, the main issues of climate change and the different instruments of implementation of the Convention on climate change;
- ✓ Good knowledge of guidebooks, methodologies, scenario development tools;
- ✓ Have a good ability to read, write and speak English;
- ✓ Good computer skills (software, spreadsheets, word processing ...);
- ✓ Have a sense of organization and coordination of teamwork;
- ✓ Have at least seven years of professional experience;
- ✓ Good analytical and synthesis skills.

Other conditions: Being of Togolese nationality.

Supervision of V & A experts

Tasks of the expert framer: Under the supervision of the National Committee on Climate Change and in liaison with the Project Coordinator, the supervisor will assist all the experts at the start of the studies and

will in particular take care of the training On the appropriate methodologies for conducting the said studies, in this capacity, it shall in particular be responsible for:

- ✓ Strengthen the capacities of the experts in the guidelines and / or methodologies used in the V & A studies;
- ✓ Assist experts in analyzing the quality of the data collected;
- ✓ Assist experts in the use of UNFCCC and IPCC tools, methods, methodologies and software;
- ✓ Assist experts in the development of scenarios for climate, socio-economic and environmental change;
- ✓ Assist experts in estimating uncertainties;
- ✓ Ensure the scientific validation of studies;
- ✓ Conduct a thorough review of the studies.
- ✓ Assist experts in the finalization and validation of studies.

Profile and qualifications of the framer expert: The framer expert must have:

- ✓ PhD level in the appropriate field;
- ✓ Good knowledge of the issues, the main issues and the various instruments of implementation of the Convention on Climate Change;
- ✓ Good knowledge of the scientific aspects, impacts and adaptation strategies of climate change;
- ✓ Knowledge of climate variability issues, including in the sub region;
- ✓ Good ability to summarize and use scientific and technical documentation;
- ✓ Good ability to read, write and speak English;
- ✓ Good computer skills (software, spreadsheets, word processing ...);
- ✓ A sense of organization and coordination of teamwork;
- ✓ At least seven years of professional experience;
- ✓ Good analytical and synthesis capacity; and
- ✓ Be of Togolese nationality.

4. Programs to mitigate climate change

Context:

The Government of Togo has received funding through the UNDP / GEF for the development of the Third National Communication (3 NC) to meet the obligations of national implementation of the United Nations Framework Convention on Climate Change (UNFCCC). The present project of the 4 NC and the 2 BUR constitutes a dynamic and flexible framework enabling Togo to promote its sustainable development. By ratifying the Convention, Togo committed itself to fulfilling its obligations under the Convention, in particular to help stabilize the concentration of greenhouse gases in the atmosphere at a level that prevents dangerous anthropogenic disturbance of the climate system. Greenhouse gas emissions, mainly carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), nitrogen oxides (NO_x) and F-gases related to human activities the sectors of Energy, Industrial Processes, Solvent Use, Agriculture and Livestock, Land Use, Land Use Change and Forestry and Waste Management) are largely the origin of the climate disturbances currently observed on a global scale. The main objective of this project is to help mitigate the adverse effects of climate change on the most vulnerable populations, with a view to sustainable development and poverty reduction in Togo, Adaptation and mitigation measures that will be identified in vulnerability, adaptation and mitigation studies in development policies and strategies for priority socio-economic and technical sectors.

Justification:

Like other UNFCCC country Parties, Togo is engaged in the process of developing its 4 NC at the Conference of the Parties. The preparation process includes a number of steps, one of the most important of which is the updating of the GHG emission mitigation study in the productive and socio-economic sectors of Togo. The national assessment of mitigation options is one of the first immediate operational objectives for the preparation of the TCN, following the greenhouse gas inventories.

Objectives:

The main objective of the consultation is to contribute to the development of the 4 NC by training national experts on the methodology for analyzing mitigation studies in order to define and quantify the reduction of greenhouse gas Sectors: Energy and Agriculture/ Land-use change / Forestry.

The specific objectives of the consultation are:

- ✓ Develop a comprehensive approach to the analysis of mitigation studies for greenhouse gas sources and sinks;
- ✓ Select trend forecasting scenarios for the socio-economic and productive sectors considered;
- ✓ Assess impacts and propose mitigation options;
- ✓ Raise public awareness and awareness of greenhouse gas emissions in the above sectors and appropriate mitigation options.
- ✓ Develop the CDM Implementation Plan;
- ✓ Develop technical fact sheets of executable mitigation projects;
- ✓ Propose a portfolio of mitigation projects eligible for the CDM.

Expected results:

The main expected outcomes of the consultation are summarized as follows:

- ✓ National experts are trained and operational to carry out mitigation studies;
- ✓ The establishment of an updated database and information on greenhouse gas mitigation options in the Energy, Agriculture, Land-Use Change and Forestry sectors;
- ✓ A mitigation study document for the above sectors.

Tasks of experts:

The experts are in their respective fields of competence responsible for the following tasks:

- ✓ Collect and analyze greenhouse gas inventory data and the basic and complementary information needed to project baseline and mitigation scenarios for each sector;
- ✓ Apply the appropriate analytical methodology for mitigation studies for each sector;
- ✓ Assess assumptions about greenhouse gas production trends, projections for the use of new technologies, and policy and institutional measures needed to effectively implement the proposed mitigation options;
- ✓ Produce a sector report;
- ✓ Produce a summary document of mitigation studies.

Profiles and qualifications of experts:

Profile and qualifications: The experts must first come from the members of the National Committee on Climate Change and have:

- ✓ A post-graduate and / or post-graduate degree;
- ✓ Be specialized in at least one of the aforementioned fields;
- ✓ Training on the IPCC / OECD methodology for calculating greenhouse gas emissions in at least one of the above sectors;
- ✓ Training in the analysis of mitigation studies and a good command of software such as LEAP, COMAP etc. ;
- ✓ A sense of organization and coordination of teamwork;
- ✓ Good analytical and synthesis capacity;
- ✓ Good command of English. Supervision of experts on GHG emission mitigation and development of the CDM project implementation plan.

Tasks of the Technical Assistant: Under the supervision of the National Committee on Climate Change and in liaison with the Project Coordinator, the Technical Assistant will assist all the experts at the start of the studies and will in particular Training on methodologies for collecting and analyzing data quality, use of methodologies and tools. As such, he will be responsible for:

- ✓ Build capacity of experts;
- ✓ Assist in the collection and analysis of data according to good practice;
- ✓ Ensure proper use of guides, guidelines and methodologies;
- ✓ Assist in the development of the various scenarios;
- ✓ Assist experts in the finalization and validation of the synthesis document.

Profile and qualifications of the Technical Assistant: The Technical Assistant must have the following qualifications:

- ✓ Minimum level: Bac + 5 years;
- ✓ Have a good knowledge of the issues, the main issues of climate change and the different instruments of implementation of the Convention on climate change;
- ✓ Good knowledge of guidebooks, methodologies, scenario development tools;
- ✓ Have a good ability to read, write and speak English;
- ✓ Good computer skills (software, spreadsheets, word processing ...);
- ✓ Have a sense of organization and coordination of teamwork;
- ✓ Have at least seven years of professional experience;
- ✓ Good analytical and synthesis skills.

Other conditions: Being of Togolese nationality.

Tasks of the framing expert: Under the supervision of the National Committee on Climate Change (CNCC) and in liaison with the Project Coordinator, the coach will assist all the experts from the start of the studies and will in particular Training on appropriate methodologies and tools to conduct the said studies. In this capacity, he will be responsible for:

- Strengthen the capacity of experts on guidelines and / or methodologies used in mitigation studies;
- Assist experts in analyzing the quality of the data collected;
- Assist experts in the use of UNFCCC and IPCC tools, methods, methodologies and software;
- Assist experts in the development of scenarios for climate, socio-economic and environmental change;
- Assist experts in estimating uncertainties;
- Ensure the scientific validation of studies;
- Conduct a thorough review of the studies.
- Assist experts in the finalization and validation of studies.

Profile and qualifications of the framer expert: The framer expert must have:

- ✓ Masters degree or PhD level ;
- ✓ Good knowledge of the issues, the main issues and the different instruments for implementing the Convention on Climate Change;
- ✓ Good knowledge of the scientific aspects, impacts and adaptation strategies of climate change;
- ✓ Knowledge of issues related to climate variability, particularly in the subregion;
- ✓ Good knowledge in the analysis of mitigation studies and a good knowledge of software such as LEAP, COMAP etc. ;
- ✓ Good ability to summarize and exploit scientific and technical documentation;
- ✓ Good ability to read, write and speak English;
- ✓ Good computer skills (software, spreadsheets, word processing ...);
- ✓ Sense of organization and coordination of teamwork;
- ✓ At least seven years of professional experience;
- ✓ Good analytical and synthesis capacity.

5. Assessment of technology transfer needs

Context:

The Government of Togo has received funding through the UNDP / GEF for the development of the Third National Communication (3 NC) to meet the obligations of national implementation of the United Nations Framework Convention on Climate Change (UNFCCC). The present project of the 4 NC and the 2 BUR constitutes a dynamic and flexible framework enabling Togo to promote its sustainable development. By ratifying the Convention, Togo committed itself to fulfilling its obligations under the Convention, in particular to help stabilize the concentration of greenhouse gases in the atmosphere at a level that prevents dangerous anthropogenic disturbance of the climate system. Greenhouse gas emissions, mainly carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), nitrogen oxides (NO_x) and F-gases related to human activities the sectors of Energy, Industrial Processes, Solvent Use, Agriculture and Livestock, Land Use, Land Use Change and Forestry and Waste Management) are largely the origin of the climate disturbances currently observed on a global scale. The main objective of this project is to help mitigate the adverse effects of climate change on the most vulnerable populations, with a view to sustainable development and poverty reduction in Togo, Adaptation and mitigation measures that will be identified in vulnerability, adaptation and mitigation studies in development policies and strategies for priority socio-economic and technical sectors.

Justification:

Like other countries in the sub region, Parties to the UNFCCC, Togo is engaged in the process of developing its 4 NC at the Conference of the Parties. Implementation of adaptation and mitigation policies and measures requires technology transfer. This study, which is part of the implementation of the UNFCCC, and in particular Article 10.c of the Kyoto Protocol, on "Technology Transfer" should contribute to the sustainable development of Togo.

Goal

The objective of this study is to identify capacity-building needs and to identify ways to strengthen these capacities in terms of technology transfer in priority socio-economic sectors of development, including energy, agriculture, livestock, Forestry, etc., in order to contribute to the reduction of greenhouse gas emissions and clean development on a global scale.

Expected results

The main expected results of this study include:

- ✓ The state of the art (technologies used, stakeholders, acquisitions, constraints, etc.) in terms of technology transfer in the priority socio-economic sectors of development, in particular: energy, agriculture, livestock, forestry, etc. established;
- ✓ Capacity-building needs for technology transfer in priority socio-economic sectors of development are identified and assessed;
- ✓ Technical fact sheets on sectoral capacity-building projects on technology transfer in priority socio-economic development sectors, including: the rationale, objectives, expected results, activities and estimated budget of these projects, are developed.

Tasks of experts:

The main activities to be carried out in this study are:

- ✓ The definition and adaptation to the context of Togo of the concept of "Technology Transfer", based on available documentation on the subject (UNFCCC, Kyoto Protocol, 4th IPCC Assessment Report, etc.) ;
- ✓ The state of the art (technologies used, stakeholders, acquisitions, constraints, etc.) of the socio-economic priority sectors of development, notably: energy, agriculture, livestock, forestry, etc.;
- ✓ Identification and assessment of sectoral capacity-building needs for technology transfer in priority socio-economic sectors of development;
- ✓ The development of technical data sheets on sectoral capacity-building projects on technology transfer in the priority socio-economic sectors of development, including: justification, objectives, expected results, activities and estimated these projects;
- ✓ Development of a general report on the study.

Expert Profile

Experts should be specialized in the thematic studies.

6- Assessment of Systematic Climate Change Observing System Needs, Meteorological, Climatological, Atmospheric and Satellite Observations.

Context:

The Government of Togo has received funding through the UNDP / GEF for the development of the Third National Communication (3 NC) to meet the obligations of national implementation of the United Nations Framework Convention on Climate Change (UNFCCC). The present project of the 4 NC and the 2 BUR constitutes a dynamic and flexible framework enabling Togo to promote its sustainable development. By ratifying the Convention, Togo committed itself to fulfilling its obligations under the Convention, in particular to help stabilize the concentration of greenhouse gases in the atmosphere at a level that prevents dangerous anthropogenic disturbance of the climate system. Greenhouse gas emissions, mainly carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), nitrogen oxides (NO_x) and F-gases related to human activities the sectors of Energy, Industrial Processes, Solvent Use, Agriculture and Livestock, Land Use, Land Use Change and Forestry and Waste Management) are largely the origin of the climate disturbances currently observed on a global scale. The main objective of this project is to help mitigate the adverse effects of climate change on the most vulnerable populations, with a view to

sustainable development and poverty reduction in Togo, Adaptation and mitigation measures that will be identified in vulnerability, adaptation and mitigation studies in development policies and strategies for priority socio-economic and technical sectors.

Justification:

In fulfilling its commitments under Article 4.1.g of the UNFCCC, Togo needs to identify its needs for research, data collection and systematic observation, in order to benefit from Assistance to improve its endogenous capacities and capacities to participate in the efforts referred to in Article 5 (a) and (b) of the Convention.

Goal

This study, which is part of the implementation of Article 5 of the UNFCCC and Article 10.d of the Kyoto Protocol on "Research and Systematic Observation on Climate Change" To strengthen the capabilities of systems for systematic observation of climate change: (i) meteorological / climatological observations; (ii) atmospheric observations; (iii) oceanographic observations; (iv) terrestrial observations (hydrological, greenhouse gas, including CO₂, land cover, land-use change and forestry, forest fires, bush fires, etc.); (v) spatial (satellite) observations in order to contribute more effectively and sustainably to research and systematic observation of global climate change.

Expected results:

The main expected results of this study include:

- ✓ State of play of meteorological, climatological, atmospheric and satellite observation systems (data collection networks, types of data collected, data processing and storage, exchange and / or use of data, participation in international programs, Observation, quality control and archiving of data, acquisitions, constraints, etc.) is established;
- ✓ Capacity building needs of meteorological, climatological, atmospheric and satellite observations systems are identified and assessed;
- ✓ Technical data sheets on capacity building projects for meteorological, climatological, atmospheric and satellite observation systems, including the justification, objectives, expected results, activities and estimated budget of these projects.

Tasks of experts:

The main tasks to be carried out in this study are:

- ✓ Definition and adaptation to the context of Togo of the concept of "Systems for the Systematic Observation of Climate Change", on the basis of available documentation on the subject (UNFCCC, Kyoto Protocol, Document FCCC / CP / 1999 / 7 "Guidelines for the Reporting of Global Climate Observing Systems" ...);
- ✓ The state of play of meteorological, climatological, atmospheric and satellite observation systems (data collection networks, types of data collected, data processing and storage, exchange and / or use of data, Observation, quality control and archiving of data, acquisitions, constraints, etc.);
- ✓ Identification and assessment of capacity-building needs for meteorological, climatological, atmospheric and satellite observation systems;

- ✓ Development of technical data sheets on capacity building projects for meteorological, climatological, atmospheric and satellite observation systems, including: the rationale, objectives, expected results, activities and estimated budget of these projects;
- ✓ Development of a general report on the study.

Profile, and qualification of the expert

Experts must:

- ✓ Be specialized in one of the following fields: meteorology (continental and marine), climatology, agrometeorology and agro-climatology;
- ✓ Have a post-graduate and / or post-graduate degree;
- ✓ Have a good knowledge of the system of atmospheric, meteorological and climatological observations;
- ✓ Have at least five years of professional experience;
- ✓ Have references for consultation;
- ✓ Good analytical and synthesis skills;
- ✓ Good knowledge of English;
- ✓ Good computer skills (spreadsheets and word processing);
- ✓ Have a team spirit; and
- ✓ Be of Togolese nationality.

B8: TERMS OF REFERENCE COMPILATION AND PREPARATION COMMITTEE FOR NATIONAL COMMUNICATION

Context:

The Government of Togo has received funding through the UNDP / GEF for the development of the Third National Communication (3 NC) to meet the obligations of national implementation of the United Nations Framework Convention on Climate Change (UNFCCC). The present project of the 4 NC and the 2 BUR constitutes a dynamic and flexible framework enabling Togo to promote its sustainable development. By ratifying the Convention, Togo committed itself to fulfilling its obligations under the Convention, in particular to help stabilize the concentration of greenhouse gases in the atmosphere at a level that prevents dangerous anthropogenic disturbance of the climate system. Greenhouse gas emissions, mainly carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), nitrogen oxides (NO_x) and F-gases related to human activities the sectors of Energy, Industrial Processes, Solvent Use, Agriculture and Livestock, Land Use, Land Use Change and Forestry and Waste Management) are largely the origin of the climate disturbances currently observed on a global scale. The main objective of this project is to help mitigate the adverse effects of climate change on the most vulnerable populations, with a view to sustainable development and poverty reduction in Togo, Adaptation and mitigation measures that will be identified in vulnerability, adaptation and mitigation studies in development policies and strategies for priority socio-economic and technical sectors.

Justification:

Under Article 12.1 of the UNFCCC, Togo is committed to providing information that can contribute to the fight against climate change. Therefore, Togo should prepare its Fourth National Communication, containing all information in accordance with Articles 4, 5 & 6 of the UNFCCC and Decision 17 / CP.8.

Goal :

The objective of this activity is to compile harmoniously the various synthesis reports of studies carried out within the framework of the project into a document constituting the Third National Communication.

Expected results:

The main expected results are mainly:

- ✓ Compilation of synthesis reports of the various studies into documents constituting the Fourth National Communication;
- ✓ The summary of the 4 NC developed;
- ✓ The summary of the 4 NC in English.

Tasks of experts

- ✓ Compile the various reports and synthesis papers of the various studies;
- ✓ Make a summary of the 4 NC;
- ✓ Translate the summary of the 4 NC into English.

Profiles and qualifications of experts:

Experts must have:

- ✓ Post-graduate and / or post-graduate degree;
- ✓ A sense of organization and coordination of teamwork;
- ✓ Good analytical and synthesis capacity;
- ✓ Proficiency in Microsoft Word, Microsoft PowerPoint and Microsoft Excel;
- ✓ Good command of French and English;
- ✓ Be of Togolese nationality.

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

In line with the risk-based exemption criteria, this project is exempt from the SESP requirement, and therefore the SESP screening is not required.

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

Design & Appraisal Stage Quality Assurance Report

Overall Project Rating: **Exemplary**

Decision: Approve: The project is of sufficient quality to continue as planned. Any management actions must be addressed in a timely manner.

Project Number: 00104540

Project Title: Préparation de la 4e Communication nationale et le 2e rapport biennal actualisé du Togo sur les CC

Project Date: 15-Jun-2018

Strategic

Quality Rating: **Exemplary**

1. Does the project's Theory of Change specify how it will contribute to higher level change? (Select the option from 1-3 that best reflects the project)

- 3: *The project has a theory of change with explicit assumptions and clear change pathway describing how the project will contribute to outcome level change as specified in the programme/CPD, backed by credible evidence of what works effectively in this context. The project document clearly describes why the project's strategy is the best approach at this point in time.*
- 2: The project has a theory of change. It has an explicit change pathway that explains how the project intends to contribute to outcome-level change and why the project strategy is the best approach at this point in time, but is backed by limited evidence.
- 1: The project does not have a theory of change, but the project document may describe in generic terms how the project will contribute to development results, without specifying the key assumptions. It does not make an explicit link to the programme/CPD's theory of change.

Evidence

Management Response

Le document de projet s'appuie sur une théorie du changement visant à doter le pays d'informations et données pertinentes pour mettre en oeuvre des politiques stratégies et programmes et assurer un développement durable.

2. Is the project aligned with the thematic focus of the UNDP Strategic Plan? (select the option from 1-3 that best reflects the project)

- 3: *The project responds to one of the three areas of development work as specified in the Strategic Plan; it addresses at least one of the proposed new and emerging areas; an issues-based analysis has been incorporated into the project design; and the project's RRF includes all the relevant SP output indicators. (all must be true to select this option)*
- 2: The project responds to one of the three areas of development work as specified in the Strategic Plan. The project's RRF includes at least one SP output indicator, if relevant. (both must be true to select this option)
- 1: While the project may respond to one of the three areas of development work as specified in the Strategic Plan, it is based on a sectoral approach without addressing the complexity of the development issue. None of the relevant SP indicators are included in the RRF. This answer is also selected if the project does not respond to any of the three areas of development work in the Strategic Plan.

Evidence

Le projet est en lien avec le nouveau plan stratégie (Data and risk-informed development policies, plans, systems and financing incorporate integrated and gender-responsive solutions to reduce disaster risks, enable climate change adaptation and mitigation, and prevent risk of conflict) et

Relevant

Quality Rating: Highly Satisfactory

3. Does the project have strategies to effectively identify, engage and ensure the meaningful participation of targeted groups/geographic areas with a priority focus on the excluded and marginalized? (select the option from 1-3 that best reflects this project)

- 3: The target groups/geographic areas are appropriately specified, prioritising the excluded and/or marginalised. Beneficiaries will be identified through a rigorous process based on evidence (if applicable.)The project has an explicit strategy to identify, engage and ensure the meaningful participation of specified target groups/geographic areas throughout the project, including through monitoring and decision-making (such as representation on the project board) (all must be true to select this option)
- 2: *The target groups/geographic areas are appropriately specified, prioritising the excluded and/or marginalised. The project document states how beneficiaries will be identified, engaged and how meaningful participation will be ensured throughout the project. (both must be true to select this option)*
- 1: The target groups/geographic areas are not specified, or do not prioritize excluded and/or marginalised populations. The project does not have a written strategy to identify or engage or ensure the meaningful participation of the target groups/geographic areas throughout the project.
- Not Applicable

Evidence

Management Response

le projet vise à renforcer l'expertise pour conduire les études devant alimenter la communication nationale et le rapport biennal.

4. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design? (select the option from 1-3 that best reflects this project)

- 3: Knowledge and lessons learned (gained e.g. through peer assist sessions) backed by credible evidence from evaluation, corporate policies/strategies, and monitoring have been explicitly used, with appropriate referencing, to develop the project's theory of change and justify the approach used by the project over alternatives.
- 2: *The project design mentions knowledge and lessons learned backed by evidence/sources, which inform the project's theory of change but have not been used/are not sufficient to justify the approach selected over alternatives.*
- 1: There is only scant or no mention of knowledge and lessons learned informing the project design. Any references that are made are not backed by evidence.

Evidence

Management Response

Les leçons apprises lors des communications nationales et le premier rapport biennal actualisé ont permis de mieux cibler les acteurs et les activités à mener.

5. Does the project use gender analysis in the project design and does the project respond to this gender analysis with concrete measures to address gender inequities and empower women? (select the option from 1-3 that best reflects this project)

3: A participatory gender analysis on the project has been conducted. This analysis reflects on the different needs, roles and access to/control over resources of women and men, and it is fully integrated into the project document. The project establishes concrete priorities to address gender inequalities in its strategy. The results framework includes outputs and activities that specifically respond to this gender analysis, with indicators that measure and monitor results contributing to gender equality. (all must be true to select this option)

2: A gender analysis on the project has been conducted. This analysis reflects on the different needs, roles and access to/control over resources of women and men. Gender concerns are integrated in the development challenge and strategy sections of the project document. The results framework includes outputs and activities that specifically respond to this gender analysis, with indicators that measure and monitor results contributing to gender equality. (all must be true to select this option)

1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the constraints have not been clearly identified and interventions have not been considered.

Evidence

Management Response

Le projet s'est appuyé sur une analyse genre qui a permis de noter une faiblesse des capacités et une faible participation des femmes au processus. Des activités ont été identifiées pour corriger ces déséquilibres et les indicateurs ont été désagrégés en fonction du genre pour mesurer les efforts.

6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national partners, other development partners, and other actors? (select the option from 1-3 that best reflects this project)

3: An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project. It is clear how results achieved by relevant partners will contribute to outcome level change complementing the project's intended results. If relevant, options for south-south and triangular cooperation have been considered, as appropriate. (all must be true to select this option)

2: Some analysis has been conducted on the role of other partners where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project. Options for south-south and triangular cooperation may not have not been fully developed during project design, even if relevant opportunities have been identified.

1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work, and relatively limited evidence supports the proposed engagement of UNDP and partners through the project. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance.

Evidence

Management Response

Le PNUD est l'agence qui accompagne le pays dans la préparation des Communications nationales et les rapports biennaux. A ce titre le PNUD a déjà accompagné le pays dans la préparation de la CNI, DCN, TCN et PRBA.

Social & Environmental Standards

Quality Rating: Highly Satisfactory

7. Does the project seek to further the realization of human rights using a human rights based approach? (select from options 1-3 that best reflects this project)

- 3: Credible evidence that the project aims to further the realization of human rights, upholding the relevant international and national laws and standards in the area of the project. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. (all must be true to select this option)
- 2: *Some evidence that the project aims to further the realization of human rights. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget.*
- 1: No evidence that the project aims to further the realization of human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered.

| Evidence | Management Response |
|--|---------------------|
| Le projet touche tous les secteurs et évalue comment les changements climatiques impacts ces secteurs. Il est donc évident que le projet vise à évaluer comment les changements climatiques touchent aux droits des populations à l'eau potable, à la santé, à l'alimentation etc. | |

8. Did the project consider potential environmental opportunities and adverse impacts, applying a precautionary approach? (select from options 1-3 that best reflects this project)

- 3: *Credible evidence that opportunities to enhance environmental sustainability and integrate poverty-environment linkages were fully considered as relevant, and integrated in project strategy and design. Credible evidence that potential adverse environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. (all must be true to select this option).*
- 2: No evidence that opportunities to strengthen environmental sustainability and poverty-environment linkages were considered. Credible evidence that potential adverse environmental impacts have been identified and assessed, if relevant, and appropriate management and mitigation measures incorporated into project design and budget.
- 1: No evidence that opportunities to strengthen environmental sustainability and poverty-environment linkages were considered. Limited or no evidence that potential adverse environmental impacts were adequately considered.

| Evidence | Management Response |
|--|---------------------|
| Le projet est exempté des évaluations environnementales du fait de sa spécificité. Mais il s'agit d'un projet d'environnement qui n'a pas d'impacts négatifs | |

9. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? [If yes, upload the completed checklist as evidence. If SESP is not required, provide the reason(s) for the exemption in the evidence section. Exemptions include the following:

- Preparation and dissemination of reports, documents and communication materials
- Organization of an event, workshop, training
- Strengthening capacities of partners to participate in international negotiations and conferences
- Partnership coordination (including UN coordination) and management of networks
- Global/regional projects with no country level activities (e.g. knowledge management, inter-governmental processes)
- UNDP acting as Administrative Agent

- Yes
- No

- SESP not required*

Evidence

Not required

Management & Monitoring

Quality Rating: Exemplary

10. Does the project have a strong results framework? (select from options 1-3 that best reflects this project)

- 3: The project's selection of outputs and activities are at an appropriate level and relate in a clear way to the project's theory of change. Outputs are accompanied by SMART, results-oriented indicators that measure all of the key expected changes identified in the theory of change, each with credible data sources, and populated baselines and targets, including gender sensitive, sex-disaggregated indicators where appropriate. (all must be true to select this option)*
- 2: The project's selection of outputs and activities are at an appropriate level, but may not cover all aspects of the project's theory of change. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of gender sensitive, sex-disaggregated indicators, as appropriate. (all must be true to select this option)
- 1: The results framework does not meet all of the conditions specified in selection "2" above. This includes: the project's selection of outputs and activities are not at an appropriate level and do not relate in a clear way to the project's theory of change; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change, and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators.

Evidence

Management Response

Le projet dispose 'un cadre logique intégré au document de projet

11. Is there a comprehensive and costed M&E plan with specified data collection sources and methods to support evidence-based management, monitoring and evaluation of the project?

- Yes
- No

Evidence

Il existe en plan de suivi-évaluation qui est budgétisé

12. Is the project's governance mechanism clearly defined in the project document, including planned composition of the project board? (select from options 1-3 that best reflects this project)

- 3: The project's governance mechanism is fully defined in the project document. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. (all must be true to select this option).*
- 2: The project's governance mechanism is defined in the project document; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The prodoc lists the most important responsibilities of the project board, project director/manager and quality assurance roles. (all must be true to select this option)

1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided.

Evidence

Management Response

Les organes du projet sont bien définis dans le document de projet

13. Have the project risks been identified with clear plans stated to manage and mitigate each risks? (select from options 1-3 that best reflects this project)

3: *Project risks related to the achievement of results are fully described in the project risk log, based on comprehensive analysis drawing on the theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis. Clear and complete plan in place to manage and mitigate each risk. (both must be true to select this option)*

2: Project risks related to the achievement of results identified in the initial project risk log with mitigation measures identified for each risk.

1: Some risks may be identified in the initial project risk log, but no evidence of analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified and no initial risk log is included with the project document.

Evidence

Management Response

Le projet dispose d'un cadre de gestion des risques avec des proposition de mesures d'atténuation.

Efficient

Quality Rating: Exemplary

14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include: i) using the theory of change analysis to explore different options of achieving the maximum results with the resources available; ii) using a portfolio management approach to improve cost effectiveness through synergies with other interventions; iii) through joint operations (e.g., monitoring or procurement) with other partners.

Yes

No

Evidence

L'approche concurrentielle sera utilisée à tous les niveaux dans la mise en œuvre du projet pour une gestion efficiente des ressources. Le bureau du PNUD appuiera le projet dans le procurment (recrutement, achats).

15. Are explicit plans in place to ensure the project links up with other relevant on-going projects and initiatives, whether led by UNDP, national or other partners, to achieve more efficient results (including, for example, through sharing resources or coordinating delivery?)

Yes

No

Evidence

Le document de projet a prévu une section pour relever les synergies que le projet devra établir avec les autres projets et / ou initiatives en cours dans le pays

16. Is the budget justified and supported with valid estimates?

3: *The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget.*

2: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget. Costs are supported with valid estimates based on prevailing rates.

1: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget.

Evidence

Le Budget détaillé a été présenté dans le document de projet

17. Is the Country Office fully recovering the costs involved with project implementation?

3: *The budget fully covers all direct project costs that are directly attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.)*

2: The budget covers significant direct project costs that are directly attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant.

1: The budget does not reimburse UNDP for direct project costs. UNDP is cross-subsidizing the project and the office should advocate for the inclusion of DPC in any project budget revisions.

Evidence

Le Budget couvre tous les coûts liés au projet y compris les DPC, les ressources humaines, la gestion du projet, le suivi évaluation etc..., en utilisant les politiques du PNUD en la matière

Management Response

Effective

Quality Rating: Exemplary

18. Is the chosen implementation modality most appropriate? (select from options 1-3 that best reflects this project)

3: *The required implementing partner assessments (capacity assessment, HACT micro assessment) have been conducted, and there is evidence that options for implementation modalities have been thoroughly considered. There is a strong justification for choosing the selected modality, based on the development context. (both must be true to select this option)*

- 2: The required implementing partner assessments (capacity assessment, HACT micro assessment) have been conducted and the implementation modality chosen is consistent with the results of the assessments.
- 1: The required assessments have not been conducted, but there may be evidence that options for implementation modalities have been considered.

Evidence

Management Response

La Direction de l'environnement qui est la principale agence de mise en oeuvre a fait l'objet d'une micro-évaluation. Sur la base de cette micro-évaluation, la procédure NIM sera utilisée pour ce projet

19. Have targeted groups, prioritizing marginalized and excluded populations that will be affected by the project, been engaged in the design of the project in a way that addresses any underlying causes of exclusion and discrimination?

- 3: Credible evidence that all targeted groups, prioritising marginalized and excluded populations that will be involved in or affected by the project, have been actively engaged in the design of the project. Their views, rights and any constraints have been analysed and incorporated into the root cause analysis of the theory of change which seeks to address any underlying causes of exclusion and discrimination and the selection of project interventions.
- 2: Some evidence that key targeted groups, prioritising marginalized and excluded populations that will be involved in the project, have been engaged in the design of the project. Some evidence that their views, rights and any constraints have been analysed and incorporated into the root cause analysis of the theory of change and the selection of project interventions.
- 1: No evidence of engagement with marginalized and excluded populations that will be involved in the project during project design. No evidence that the views, rights and constraints of populations have been incorporated into the project.
- Not Applicable*

Evidence

Not Applicable

20. Does the project conduct regular monitoring activities, have explicit plans for evaluation, and include other lesson learning (e.g. through After Action Reviews or Lessons Learned Workshops), timed to inform course corrections if needed during project implementation?

- Yes
- No

Evidence

Le projet prévoit des activités de suivi budgétisées

21. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.

- Yes
- No

Evidence**Management Response**

Le projet est marqué GEN2

22. Is there a realistic multi-year work plan and budget to ensure outputs are delivered on time and within allotted resources? (select from options 1-3 that best reflects this project)

3: *The project has a realistic work plan & budget covering the duration of the project at the activity level to ensure outputs are delivered on time and within the allotted resources.*

2: The project has a work plan & budget covering the duration of the project at the output level.

1: The project does not yet have a work plan & budget covering the duration of the project.

Evidence

le projet prévoit un plan de travail pluriannuel assorti d'un budget

Sustainability & National Ownership**Quality Rating: Exemplary**

23. Have national partners led, or proactively engaged in, the design of the project?

3: *National partners have full ownership of the project and led the process of the development of the project jointly with UNDP.*

2: The project has been developed by UNDP in close consultation with national partners.

1: The project has been developed by UNDP with limited or no engagement with national partners.

Not Applicable

Evidence

Le document de projet a été élaboré conjointement avec les acteurs nationaux (ministère de l'environnement) qui a été validé en atelier national avec la participation des autres acteurs du secteur public, privé et de la société civile

24. Are key institutions and systems identified, and is there a strategy for strengthening specific/ comprehensive capacities based on capacity assessments conducted? (select from options 0-4 that best reflects this project):

3: *The project has a comprehensive strategy for strengthening specific capacities of national institutions based on a systematic and detailed capacity assessment that has been completed. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly.*

2.5: A capacity assessment has been completed. The project document has identified activities that will be undertaken to strengthen capacity of national institutions, but these activities are not part of a comprehensive strategy to monitor and strengthen national capacities.

2: A capacity assessment is planned after the start of the project. There are plans to develop a strategy to strengthen specific capacities of national institutions based on the results of the capacity assessment.

- 1.5: There is mention in the project document of capacities of national institutions to be strengthened through the project, but no capacity assessments or specific strategy development are planned.
- 1: Capacity assessments have not been carried out and are not foreseen. There is no strategy for strengthening specific capacities of national institutions.
- Not Applicable

Evidence

Le projet s'est appuyé sur l'auto-évaluation de la Troisième communication et du premier rapport biennal et vise le renforcement des capacités techniques des institution et le renforcement de l'expertise pour améliorer la qualité des communications et des rapport biennaux.

25. Is there is a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc.,) to the extent possible?

- Yes
- No
- Not Applicable

Evidence

Il s'agit d'un projet NIM

26. Is there a clear transition arrangement/ phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation strategy)?

- Yes
- No

Evidence

Not applicable

Quality Assurance Summary/PAC Comments

Le LPAC tenu le 23 mars 2018 a fait les remarques ci-dessous: 1- Respecter le calendrier de mise en œuvre et éviter des retards pouvant compromettre l'atteinte à temps des résultats du projet ; 2- Capitaliser les acquis des communications passées et du premier rapport biennal en termes d'expertise et de capacités 3- Poursuivre le renforcement de capacités de tous les acteurs impliqués dans la mise en œuvre du projet ; 4- Faciliter la mise à disposition des ressources matérielles et financières pour une réalisation optimale des activités du projet.

Annex E. UNDP Risk Log

OFFLINE RISK LOG

| | | |
|---|---------------------------|-------------------------|
| Project Title: Preparation of the Fourth National Communication (4NC) and of the Second Biennial Updated Report (2BUR) to the UNFCCC | Award ID: 00104540 | Date: 17/04/2018 |
|---|---------------------------|-------------------------|

| # | Description | Date Identified | Type | Impact & Probability | Countermeasures / Mngt response | Owner | Submitted, updated by | Last Update | Status |
|---|--|-----------------|-------------|--|--|-------|-----------------------|-------------|-----------|
| 1 | Low collaboration of technical structures holding data | 21/03/2018 | Operational | Data are key elements for the quality of the analyses made in NC and BUR. The collaboration of the structures holding this data is essential for their collection but also for the verification of their quality (uncertainties). The lack of collaboration of these structures could affect the quality of the analyses and the scenarios of the proposals that will be made in the 4 NC and the 2 BUR P = 2 I =2 | Direct involvement of sectoral structures as soon as the project is launched. The ministry in charge of the environment will sign agreements with the technical structures | CO | CO | 21/03/2018 | No change |
| 2 | Low capacity to use models and methodologies for technical studies | 21/03/2018 | Operational | National experts in GHG inventoring, climate, socio-economic and environmental scenarios will use appropriate | Capacity building of experts and appropriate technical assistance for a good duration and simulation for | CO | CO | 21/03/2018 | No change |

| | | | | | | | | | |
|---|--|------------|-------------|--|---|----|----|------------|-----------|
| | | | | <p>methodologies and models to neither underestimate nor overestimate situations and data. The lack of mastery of these methodologies could affect the quality of 4 NC and 2 BUR.</p> <p>P =3 I = 3</p> | <p>appropriate models and methodologies use during the technical studies</p> | | | | |
| 3 | <p>Delay in the start of project activities due to socio-political unrest arising from politico-social claims in the country</p> | 21/03/2018 | Political | <p>Since August 2017, Togo has been facing uprisings born of socio-political demands. which disrupts administrative activities. The persistence of these disturbances could delay the effective start of project activities.</p> <p>P =2 I = 2</p> | <p>UNDP is assisting Togo in resolving the crisis born of socio-political demands through support for dialogue. This dialogue allowed a return to calm and to the lowering of tensions. Moreover, realistic activities planning and anticipation activities will be carried out to reduce delays.</p> | CO | CO | 21/03/2018 | Reducing |
| 4 | <p>Unavailability of national technical expertise to conduct studies on time</p> | 17/04/2018 | Operational | <p>The unavailability of national expertise in quantity, quality and real time may delay the completion of thematic studies. which may delay the finalization of the 2</p> | <p>The project will rely on a pool of national experts. Proper preparation of terms of reference and contracts should</p> | CO | CO | 17/04/2018 | No change |

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | <p>NC and the 2 BUR.</p> <p>P =2 I = 2</p> | <p>help minimize delays.</p> <p>Solicitation of international expertise.</p> <p>The institutionalization process of thematic studies (GHGI and Mitigation) will be continued and expended to other studies</p> | | | | |
|--|--|--|--|--|--|--|--|--|--|

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

The Annex is attached as a separate document.

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

Project Title: “Preparation of the Fourth National Communication (4 NC) and of the Second Biennial Updated Report (2 BUR) to the UNFCCC”

Project Award ID: 00104540/Project ID: 00106052/PIMS Number 6203

Excellency,

1. Reference is made to consultations between officials of the Government of *Togo* (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.

2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.

3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:

- (a) Identification and/or recruitment of project and programme personnel;
- (b) Identification and facilitation of training activities;
- (a) Procurement of goods and services;

4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

5. The relevant provisions of the Standard Basic Assistance Agreement (SBAA) between the Authorities of the Government of *Togo* and the United Nations Development Programme (UNDP), signed by the Parties on May 2nd, 1977 (the "SBAA") including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.

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

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

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

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

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

Yours sincerely,



Signed on behalf of UNDP

M. Damien MAMA

UNDP Resident Representative

Date:

29 June 2018



For the Government of TOGO

Mr. André Kouassi Ablom JOHNSON

Minister of Environment and Forest Resources

Date:

02 JUL 2018

Attachment: Description of UNDP Country Office Support Services

1. Reference is made to consultations between the Ministry of Environment and Forest Resources designated by the Government of *Togo* and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed programme or project “**Preparation of the Fourth National Communication (4 NC) and of the Second Biennial Updated Report (2 BUR) to the UNFCCC**” project (Award ID: 00104540/Project ID: 00106052/PIMS Number 6203).

2. In accordance with the provisions of the letter of agreement signed and the programme support document (*project document*), the UNDP country office shall provide support services for the Programme as described below.

3. Support services to be provided:

| Support services (insert description) | Schedule for the provision of the support services | Cost to UNDP of providing such support services (where appropriate) | Amount and method of reimbursement of UNDP (where appropriate) |
|---|--|---|---|
| 1. Identification and/or recruitment of project personnel * Project Manager * Project Assistant | June 2018 – December 2021 June 2018 – December 2021 | As per the UPL: US\$ 1,753.6 | UNDP will directly charge the project upon receipt of request of services from the Implementing Partner |
| 2. Procurement of goods: * Data show * PCs * Printers | June 2018 – December 2021 | As per the UPL: US\$ 5,000 for each purchasing process | As above |
| 3. Procurement of Services Contractual services for companies | Ongoing throughout implementation when applicable | As per the UPL: US\$ 4,861.2 each hiring process | As above |
| 4. Contractual Services for Individual | Ongoing throughout implementation when applicable | As per the UPL: US\$ 7,291.8 each hiring process | As above |
| 5. Payment Process | Ongoing throughout implementation when applicable | As per the UPL: US\$ 597 for each | As above |
| 6. Staff HR & Benefits Administration & Management | Ongoing throughout implementation when applicable | N/A | N/A |
| 7. Recurrent personnel management services: Staff Payroll & Banking Administration & Management | Ongoing throughout implementation when applicable | N/A | N/A |
| 8. Ticket request (booking, purchase) | Ongoing throughout implementation when applicable | As per the UPL: US\$ 164.0 for each | As above |
| 9. F10 settlement | Ongoing throughout implementation when applicable | As per the UPL: US\$ 332.0 for each | As above |
| | Total: | \$20,000.0 | |

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

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

- The Implementing Partner will send a timetable for services requested annually/ updated quarterly

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

Annex H. FINAL REPORT OF TOGO'S NATIONAL COMMUNICATION'S / BIENNIAL UPDATE REPORT'S PROJECT

Monitoring and Evaluation plans of climate change enabling activities for the preparation of National Communications on Climate Change and/or Biennial Update Reports do not require the production and publication of Terminal Evaluation Reports. Therefore, a number of intended purposes of such terminal exercises are not captured in full, including:

- The promotion of accountability and transparency, and the assessment and disclosure of the extent of the project accomplishments;
- A synthesis of lessons that can help to improve the selection, design and implementation of future GEF financed UNDP activities;
- The provision of feedback on issues that are recurrent across the portfolio, attention needed, and on improvements regarding previously identified issues; and
- The contribution to the GEF Evaluation Office databases for aggregation, analysis and reporting on effectiveness of GEF operations in achieving global environmental benefits and on the quality of monitoring and evaluation across the GEF system.

The intent of this Final Report is not to propose an abridged alternative to the Terminal Evaluation Report. Instead, its purpose is to gather some insightful details about the process of preparing the mandatory report under the UNFCCC that can be of use to both the UNDP support teams, and the current and future national project teams. Its focus is therefore on providing:

- A synthesis of lessons that can help to improve the selection, design and implementation of future GEF financed UNDP activities; and
- Feedback on issues that are recurrent across the portfolio, attention needed, and on improvements regarding previously identified issues.

National project teams in charge of the future enabling activity for the preparation of the National Communication or Biennial Update Report can therefore rely on a valuable source of information from inception to closure of the project, and UNDP support teams can further disseminate lessons across borders, fully up-taking its guiding role as implementing agency and partner within the Global Support Programme (GSP, previously known as National Communications Support Programme).

The template has been designed with the purpose of collecting relevant information, without representing a time-intensive and human resource-intensive burden to the current national project team. It is therefore divided into three core sections – project identification phase, project implementation phase and project follow-up –with for each section a limited number of open questions.

The intention is to have the team leader, project manager or equivalent figure completing the template, in close collaboration with other team members within the last two months of project implementation. It is furthermore the intention of the completion of this Final Report to trigger the discussions of the upcoming National Communication and/or Biennial Update Report, taking advantage of the momentum created by the ongoing project, the presence of the core of the current national project team, and the renewed interest of national counterparts with the perspectives of an eminent or recent submission to the UNFCCC.

The completion of this template has been made mandatory and has been budgeted for in all projects that received approval post 2013 (3 working days equivalent of project manager's time). You are kindly invited to send the completed template to Damiano Borgogno, damiano.borgogno@undp.org and to Eva Huttova, eva.huttova@undp.org.

A. Details of the project

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

B. Project identification phase

Duration of preparatory phase (expressed in months) _____

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

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

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

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

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

What were the major challenges faced during this phase?

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

C. Project implementation phase

Technical components

1. GHG inventory

Base year of the GHG inventory:

Base years used in previous GHG inventories:

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

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

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

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

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

2. Mitigation actions

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

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

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

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

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

3. Vulnerability & Adaptation for NC or MRV for BUR

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

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

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

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

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

4. Constraints and Gaps/Support needed

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

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

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

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

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

Capacities and use of capacities

Do you believe the project has built - in a durable and cost-effective way - human and institutional capacities? Please, elaborate.

Please, estimate the amount of work done by national consultants versus international consultants:

_____ % national consultants. _____ % international consultants and _____ % national staff.

What work was entrusted to international consultants and for what reasons?

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

Additional remarks

Institutional arrangements

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

Please, describe the composition of the project team.

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

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

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

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

Additional remarks

Technical support from GSP, CGE, or other bodies

Has the project team, or members of the project team, participated in national, regional or global training events organized by a center of excellence or above mentioned body during the course of the project? If yes, please, specify the training event(s).

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

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

In addition to capacity building support, what other assistance did the project team receive during project implementation? (E.g. review of draft report, technical backstopping of international expert)

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

D. Next steps

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

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

At full project closure, is there a person or institute to whom one can turn in case there are follow-up questions to the NC/BUR?

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

E. Additional information

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