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Project Document

Project title: Enabling activities for preparation of First Biennial Update Report and Fourth National Communication under UNFCCC		
Country: Tajikistan	Implementing Partner: Committee for Environmental Protection under the Government of the Republic of Tajikistan	Management Arrangements: National Implementation Modality (NIM)
UNDAF/Country Programme Outcome: People in Tajikistan are more resilient to natural and man-made disasters and benefit from improved policy and operational frameworks for environmental protection and sustainable management of natural resources		
UNDP Strategic Plan Output 5.2. Effective institutional, legislative and policy frameworks in place to enhance the implementation of disaster and climate risk management measures at national and sub-national levels.		
UNDP Social and Environmental Screening Category: Low		UNDP Gender Marker: 2
Atlas Project ID/Award ID number: 00094711		Atlas Output ID/Project ID number: 00098803
UNDP-GEF PIMS ID number: 5644		GEF ID number: 9333
Planned start date: 30 November 2016		Planned end date: 30 November 2020
LPAC date: 13 October 2016		
Brief project description:		
The project objective is to assist the Government of Tajikistan in preparation of its First Biennial Update Report (FBUR) and Fourth National Communication (4NC) under the UNFCCC Convention in accordance with its commitments as a non-Annex 1 Party (as mandated by Article 4 and 12 of this Convention) and COP 17 decisions. The project is expected to enhance inter-agency coordination, strengthen the institutional and technical capacity of the national stakeholders, accelerate mainstreaming of climate change considerations and improve regular reporting on GHG emissions in a transparent and accountable way.		
FINANCING PLAN		
GEF Trust Fund or LDCF or SCCF or other vertical fund		USD 852,000.00
Total Budget administered by UNDP		USD 852,000.00
SIGNATURES		
Signature: Mr. Khairullo Ibodzoda, Chairman Committee for Environmental Protection under the Government of the Republic of Tajikistan	Agreed by Government 	Date/Month/Year: 
Signature: Ms. Pratibha Mehta, UNDP Resident Representative in Tajikistan	Agreed by UNDP 	Date/Month/Year:



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ACRONYMS

ADB	Asian Development Bank
AFA	Administrative and Finance Assistant
A/R	Afforestation and Reforestation
FBUR	First Biennial Update Report
CCC	Climate Change Centre
CAHMP	Central Asia Hydromet Modernization Project
CAMP4ASB	Climate Adaptation and Mitigation Program for Aral Sea Basin
CAREC	Regional Environmental Centre for Central Asia
CDM	Clean Development Mechanism
CIF	Climate Investment Fund
CIS	Commonwealth of Independent States
CoES	Committee of Emergency Situations
CEP	Committee for Environmental Protection under the Government of the Republic of Tajikistan
CoP	Conference of Parties
CTA	Chief Technical Advisor
DFID	Department of International Development of the United Kingdom
DPM	Deputy Project Manager
DRMP	Disaster Risk Management Programme
EBRD	European Bank for Reconstruction and Development
EEP	Energy and Environment Program
EU	European Union
EIA	Environmental Impact Assessment
FAO	Food and Agriculture Organization
FNC	First National Communication
GCF	Green Climate Fund
GDP	Gross Domestic Production
GIZ	German International Cooperation
GLOF	Glacial Lake Outburst Flood
GHG	Greenhouse Gas
GoT	Government of Tajikistan
ILO	International Labour Organization
IOM	International Organization for Migration
IPCC	Intergovernmental Panel on Climate Change
IWRM	Integrated Water Resources Management
LULUCF	Land use Land use change and forestry
MRV	Measurement, Reporting and Verification

NAMA	Nationally Appropriate Mitigation Actions
NAP	National Action Plan for Climate Change Mitigation
NC	National Communication
NGOs	Non-governmental Organizations
PCCA	Paris Climate Change Agreement
PIU	Projects Implementation Unit
PM	Project Manager
PPCR	Pilot Programme for Climate Resilience
PSC	Project Steering Committee
QPRs	Quarterly Progress Reports
SBAA	Standard Basic Assistance Agreement
SDC	Swiss Development Agency
SE4ALL	Sustainable Energy for All
SGP	Small Grants Program
SLM	Sustainable Land Management
SNC	Second National Communication
Tajik Hydromet	State Administration for Hydrometeorology
TALCO	Tajik Aluminium Company
TL	Task Leader
TNA	Technology Needs Assessment
TNC	Third National Communication
UN	United Nations
UNESCAP	United Nations Economic and Social Commission for Asia and Pacific
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Program
UNEP	United Nations Environment Program
UNFCCC	United Nations Framework Convention on Climate Change
USAID	United States Agency for International Development
V&A	Vulnerability and Adaptation
WB	World Bank
WFP	World Food Program

II. DEVELOPMENT CHALLENGE

Tajikistan is a small landlocked country in the heart of Central Asia, bordered by Afghanistan, China, the Kyrgyz Republic and Uzbekistan. The population of Tajikistan is 8.3 million (2015) with the biggest share (40%) of the youngest. Tajikistan is the only low-income country in the Europe and the Commonwealth of Independent States, with the gross national income per capita at \$990¹. Recovery from the devastating social and economic consequences of civil war and the start of reforms led to a steady growth over the past decade averaging 8% annually. According to the National Development Strategy review report (2014), poverty declined from 81% in 1999 to approx. 32% in 2014.

Rapid growth in Russia and other trading partners have boosted the demand for Tajik labor, which resulted in growth of remittances and a subsequent increase in domestic consumption. Internally, the Government's efforts in stabilizing the economy allowed for existing businesses and households to take advantage of emerging opportunities. In 2013, remittances of labor migrant contributed to more than 45% of Gross Domestic Product (GDP). The country's Migration Service reported that in 2014, 834,000 Tajiks left the country (106,400 women) for employment, mostly in the Russian Federation. However, recent data indicate a declining trend in remittance inflow (approximately 30 per cent decline in 2015 compared to 2014) and a potential wave of returning migrants are triggered by the currency crisis in Russian and the region. Consequently, poverty, unemployment and vulnerability are expected to rise.

Energy and agriculture are considered among other key development sectors in Tajikistan that contribute to the country's GDP. Today over 98-99% of Tajikistan's energy production capacity is based on hydropower. Yet, this hydropower potential of about 4,412.7 megawatt remains mostly untapped with only 5% of its potential being used. The main large-scale hydropower projects are the Nurek and Sangtuda-1 (670 MW) hydroelectric power stations. More hydropower projects are at the development stage, such as the Rogun power plant, 3,400 MW. Being responsible for 64% of total employment and 21% of GDP, Tajikistan's agricultural sector offers a solid foundation for economic development. The Government displays a strong commitment to the ongoing agricultural reform, although the pace of implementation must be accelerated to secure the productivity gains that Tajikistan needs to improve the agricultural growth rate. Agricultural land in Tajikistan amounts to just over 5% of its territory, with large parts affected by erosion and salinization.

Tajikistan is unfortunate to be the most vulnerable in Central Asia and Eastern Europe. The country witnesses up to 500 of natural disasters annually, resulting from 20 to 100 million USD in losses and damages. Melting of glaciers, fluctuation of the main rivers runoff and its affect on hydropower production and agriculture are few among numerous phenomena of climate change impacts in Tajikistan. While in the past decades the total glacial area was recorded as 6% out of total country's territory, by 2013 this estimate equaled to 5%. This leads to changes in water availability and runoff. For example, the river runoff for the Aral Sea basin, which to the most extent originates in Tajikistan, nowadays comprises 53 cubic kilometers, which is 4 cubic kilometers less than fifty years before. Climate risks seriously undermine agricultural development. The drought of 2001-2002 caused a critical drop in crop yields by 30-40% in most dry farming areas of Tajikistan, whereas the drought of 2008 led to 40% decline.

Tajikistan ratified the UNFCCC Convention as a non-annex I Party in 1998 and the Kyoto Protocol in 2008. In accordance with the relevant provisions of the Convention, the Government of Tajikistan (GoT) developed and submitted its First National Communication in 2002 (FNC), Second National Communication (SNC) in 2008 and the Third National Communication (TNC) in 2014, and is ready to start preparations of the Fourth National Communication (4NC). In October 2015, the Government of Tajikistan submitted its Intended Nationally Determined Contributions (INDCs) in line with COP 19. A flexible target, not exceeding 80-90% of the 1990 level by 2030, which amounts to 1.7-2.2 tons in CO₂-equivalent per capita, has been determined as the country's contribution to anthropogenic greenhouse gas emission reductions.

Recognizing important steps taken for the institutionalization and mainstreaming of climate change in the country's development agenda, and considering growing finance ambitions for existing and new climate initiatives

¹ Based on 2013 worldwide development indicators compiled by the World Bank

in the country in the context of a new Paris Climate Change Agreement, the regular information update for the UNFCCC secretariat and parties is critical. Hence, the preparation of the First Biennial Update Report and Fourth National Communication under the UNFCCC will not only inform the international community about the actions taken by the country to address climate change but support the enhancement of institutionalization and integration process, maintain regularity of national GHG inventory reporting and inter-agency coordination. On the other hand, the country like Tajikistan accumulated a lot of best practices on climate resilience and adaptation both at the national and community-based level within the PPCR investment envelope. These can be showcased in the context of BURs and NCs.

In order to fulfil obligations set forth from Cancun and Durban COP decisions on national communications and biennial update reports, support from the Global Environment Facility is needed. 4NC will continue to be a regular reporting process on climate change and an example of an excellent inter-agency coordination and capacity building platform. It will be based on recommendations and findings of the TNC (including set-up of the national GHG data collection system, linking DRR and CCA, new studies and research, etc.) and ongoing complementary projects, while Tajikistan's First Biennial Update Report will build on and provide an update to the most recent NC, assure regularity of GHG national inventory and data collection.

III. STRATEGY

The Conference of Parties (COP) in Lima (2014) stressed out that climate policy is a part of a complex and comprehensive development policy, where a strong emphasis should be made on enhanced coordination between investments, climate ambitions and global development processes. Financing adaptation and mitigation ambitions are closely interlinked with sustainable development principles, while fighting against climate change is listed as a **Goal 13 in SDGs**. For Tajikistan, NC and FBUR preparation process will support synchronization of climate change efforts with existing global interventions at least in the context of 2030 Agenda for Sustainable Development and Sustainable Development Goals (SDGs) and Sustainable Energy for All (SE4ALL) initiative. At the same time, Tajikistan is expected to participate in the Central Asian regional platforms for a joint positioning on climate change and sustainable development.

Over the past decade Tajikistan has progressed in climate policy formulation, prioritization of adaptation goals, capacity building and practical interventions on a community based level in the context of PPCR investment envelope. The project will look at how to link NC and BUR process to the best practices and lessons learned acquired in the frames of PPCR and showcase these outside the country. The project will also support a number of studies and stocktaking exercises that will add a value to mainstreaming process, policy formulation and contribution to global climate policy. For example, in the context of mitigation and policy measures, the team will try to consolidate existing ambitions of the country towards a low-carbon development and assess the opportunity for the national policy formulation on GHG emission reductions and carbon sequestration. At the same time, arrangements to establish the domestic MRV and launch a regular data collection process for GHG emissions around key categories of the national GHG Inventory in the national statistics system will be assessed and supported.

IV. RESULTS AND PARTNERSHIPS

i. Expected Results:

The overarching goal of the project is to support the Government of Tajikistan to mainstream climate change considerations into development strategies and sector-based policy frameworks, ensure a regular mechanism of national monitoring, reporting and verification, and move towards a low-carbon path and climate resilience.

The immediate objective of the project is to assist the Government of Tajikistan in preparation of its First Biennial Update Report (FBUR) and Fourth National Communication (4NC) under the UNFCCC Convention in accordance with its commitments as a non-Annex 1 Party (as mandated by Article 4 and 12 of this Convention) and COP 17 decisions.

The project is consistent with Tajikistan's national priorities to promote environmental sustainability and sustainable natural resource management as well as to *mainstream climate change into the oblast and regional strategic development*, including *capacity building on climate-induced disasters* as defined in the National Development Strategy for 2016-2030 and Mid-term Development Strategy for 2016-2020. The project is also in line with 2016-2020 UNDAF Outcome 6: *Promoting resilient and environmental sustainability* and contributes to the *Outcome 6: People in Tajikistan are more resilient to natural and human disasters benefiting from improved policy and operational frameworks for environmental protection and sustainable management of natural resources*. It also contributes to Tajikistan's CPD and CPAP for 2016-2020, and particularly complements the attainment of outputs 6.1. and 6.2².

The project is prepared in line with GEF-6 strategic focal area on climate change mitigation, objective CCM3 on fostering enabling conditions to mainstream mitigation concerns into sustainable development strategies. In particular, Program 5 of this objective aims to mainstream climate considerations into the national planning process and to help countries mainstream mitigation actions in support of the 2030 Agenda for Sustainable Development and SDGs and Paris Climate Change Agreement, which was adopted by UNFCCC Parties at COP21 (December 2015, Paris).

Expected outputs of the project:

1.1. National circumstances and institutional arrangements relevant to the preparation of the national communications on a continuous basis updated and described.

1.2 Progress towards mainstreaming of climate change considerations into key development strategies and sector-based policy frameworks assessed.

2.1. National GHG Inventory updated up to 2013 (period 2010-2013) for the FBUR and up to 2014 for the 4NC. The year 2010 will be recalculated to revise uncertainties.

3.1. In-depth vulnerability assessment, including recommended adaptation measures for priority sectors of socio-economic development and natural environment conducted.

4.1. Using best practices and latest INDC, assessment of sectors and interventions contributing to GHG emission reduction at the national level conducted.

5.1. Establishment of domestic Measurement Reporting and Verification system supported.

6.1. Constraints and gaps identified; financial, technology, policy and capacity building needs assessed and recommendation for addressing the needs provided.

² CPD/CPAP Output 6.1: Effective legislative, policy and institutional frameworks in place for conservation, sustainable use, access and benefit sharing of natural resources management, biodiversity, ecosystems and CPD/CPAP Output 6.2: Effective institutional, legislative, policy frameworks in place to enhance the implementation of disaster and climate risk management measures at national and sub-national levels.

7.1. Other information relevant for the preparation of FBUR and 4NC consolidated

8.1. FBUR approved by the GoT and submitted to UNFCCC

8.2. 4NC compiled, approved by the GoT and submitted to UNFCCC

Final targets of the project are the following:

1.1.1 Features of the country, its population, natural resources, climate and economy which may affect the country's ability to deal with climate change mitigation and adaptation, described.

1.1.2 Institutional arrangements relevant to the preparation of the national communications and biennial update reports on a continuous basis described.

1.1.3 Mechanisms for stakeholder involvement and participation, enabling the preparation of national communications and biennial update reports defined.

1.1.4 National development objectives, priorities and circumstances impacted by climate risks described and mainstreaming progress into policy frameworks assessed.

2.2.1 GHG inventory for the period of 2010-2013 (4NC) and 2014 (FBUR) calculated for the categories: Energy; Industrial Processes; Agriculture, Forestry and Land Use; Waste according to the 1996 and 2006 revised IPCC Guidelines.

2.2.2 Emission factors for the key sources updated, as needed.

2.2.3 Cross-sector collaboration for the preparation of GHG Inventory strengthened.

3.1.1 A stocktaking exercise of vulnerability and sensitivity of the country territory to climate risks performed.

3.1.2 An in-depth vulnerability assessment of key socio-economic sectors (energy, agriculture, transport) and natural environment to climate impacts conducted.

3.1.3 A study integrating response measures in the context of Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) conducted.

4.1.1 Mitigation potential in key development sectors assessed, and abatement measures proposed.

4.1.2 Progress of policies and actions to mitigate GHG from 2010, at national, sub-national and local levels assessed.

4.1.3 A study to develop a national GHG emission reduction strategy conducted.

5.1.1 Options and possibilities for establishment of a domestic MRV system analyzed.

5.1.2 The development process of national institutional arrangements and framework for domestic MRV supported.

6.1.1 Based on the assessment produced within the outcome 4, finance resources needed for implementation of the GHG emission reduction strategy estimated.

6.1.2 Based on the V&A assessment, a cost benefit analysis, estimating potential costs for a long-term adaptation (at least for water sector) and BAU, performed.

6.1.3 A study on technological needs assessment conducted, and a list of the most effective/new technology solutions at least for two sectors (e.g. water and agriculture) compiled.

7.1.1 Study on gender's role in adaptation and mitigation ambitions, policy formulation and decision-making, process conducted.

7.1.2 A stocktaking exercise on best practices and lessons learned accumulated in the context of Pilot Program for Climate Resilience (PPCR) performed; national knowledge platform maintained and accessed by the countries of Central Asia and globally.

ii. Partnerships:

The principal partner to implement the project will be the Committee for Environmental Protection under the GoT, which is responsible for the preparation of the National Communications under the UNFCCC, policy formulation and institutional and technical capacity building. Other stakeholder institutions, which consider climate change within their sector based policies and support the project implementation will be the Ministry of Economic

Development and Trade, Ministry of Energy and Water Resources, Ministry of Agriculture, Ministry of Health, Committee of Emergency Situations and Civil Defense and others. Governmental institutions, which are involved to the preparation of the National Communications on a regular basis are those mentioned with additional stakeholders representing the Ministry of Transport, Ministry of Industry and New Technologies, Ministry of Education, Forestry Agency, Agency on Statistics, Academy of science and its research institutes, civil society organizations and international development agencies. A detailed matrix of the project stakeholders, their role in climate change agenda and proposed project is enclosed an **Annex 5** to this project document.

iii. Stakeholder engagement:

The stakeholder engagement process will not be limited to a reduced group of experts, dealing with specific tasks (GHG inventory, V&A, etc.) but accommodate a wide range of stakeholders and institutions both at the national and community-based levels. The issue of mainstreaming climate change considerations into policy formulation and national development strategies is becoming more prominent. Therefore, an inter-agency coordination to meet strategic objective of sustainable development and its goals is critical. Since the process of NC preparation supports this coordination, its role can be enhanced up to a regular exchange platform for mainstreaming, policy formulation, capacity building, awareness raising and knowledge exchange. The 4NC process will expand its network of stakeholders and include women associations. This is particularly important in view of growing rate of male migration outside the country and the role of women as decision-makers is slowly but steadily increasing. **Annex 5** describes existing national and international stakeholders and defines their roles in the project implementation process.

iv. Mainstreaming gender:

The project will comprehensively consider gender and equity issues. First of all, the project team will equally consider both female and male professionals and experts, dealing with climate change, economic development, natural environment, and human health. The project team will keep a track record of data disaggregation (gender, age, etc.) and use different approaches in involving female professionals to the discussions. Observations show that female participants do not freely express their opinion during the plenary sessions of the events. However, being in small working groups they more eagerly exchange.

Content-wise, the topic of gender and climate change has unfortunately received a little attention in Tajikistan. There are some separate studies on gender perception of climate risks and responses, which have been produced at the community-level. However, the linkage between the integration of these findings into a broader context is mean. There is still a concern that the process of policy formulation should remove a gap between the priorities for the national-scale interventions and needs for adaptation at the community based level, taking into account gender specificity. The project is envisaged to perform a study analyzing the role of gender in adaptation and mitigation activities, policy formulation and knowledge. The expected findings will build recommendations for most of the project outcomes (National Circumstances, V&A, Mitigation, etc.).

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

The project will utilize South-South and triangular cooperation, in particular, to share knowledge on policy and institutional issues, build skills, exchange and adapt technologies, using existing climate change networks of Asia-Pacific (APAN or Asia-Pacific Adaptation Network) and Global (CTCN, or Climate Technology Centre and Network; Nairobi Work Program on Adaptation; annual Energy Forums organized by UNESCAP and SE4ALL projects). At the same time, there is an opportunity to use competitive advantage of neighboring countries of Central Asia. For example, counterparts from the Kyrgyz Republic can advise national experts in Tajikistan how to mainstream climate adaptation into sector-based development and assure interdepartmental coordination. At present, Kyrgyz Government prepared 4 national programs and action plans on healthcare, natural disasters, agriculture, biodiversity and forestry to foresee adaptation actions³. Kazakhstan can share knowledge on MRV and low-carbon development. The latter is particularly important for the successful set-up of the MRV system in Tajikistan.

³ More details are <http://climatechange.kg/ky-rgy-zstan-i-izmenenie-klimata/otraslevye-programmy-po-adaptatsii/>

V. FEASIBILITY

i. Cost efficiency and effectiveness:

The project is structured in a way to meet two key objectives (preparation of FBUR and 4NC) but with a single project management team, which will reduce costs for coordination and administration. The project will support the mainstreaming of climate change considerations into key strategic development documents and sector-based policies, and strengthen the institutional and technical capacity on climate change. The project does not intend to reduce greenhouse gas emissions directly but will contribute to a better understanding and steps towards low-carbon development and climate-resilient future in Tajikistan.

ii. Risk Management:

As per standard UNDP requirements, the Project Manager will monitor risks quarterly and report on the status of risks to the UNDP Country Office. The UNDP Country Office will record progress in the UNDP ATLAS risk log. Risks will be reported as critical when the impact and probability are high (i.e. when impact is rated as 5, and when impact is rated as 4 and probability is rated at 3 or higher). Management responses to critical risks will also be reported to the GEF in the annual PIR.

There are a number of risks, which have been encountered throughout the preparation of the project document. Most of them are operational and refer to technical capacity, expertise and inputs from partnering institutions and stakeholders. Organizational risks refer to a potential delay of the project and follow-up activities. Details of the risks, probability of risk occurrence and its impact are provided in a risk log analysis of the Annex 2. Once PIU is established the risk log require an immediate attention of the project manager and should be finalized during the inception period.

iii. Social and environmental safeguards:

Environmental and social grievances will be monitored through the annual progress report.

iv. Sustainability and Scaling Up:

Preparation and submission of the National Communications and Biennial Update Reports is a commitment of the Government of the Republic of Tajikistan under the UNFCCC. The process is sustained in the future through the use of results, practice, knowledge, and lessons, which have been accumulated during the project implementation. Enhanced capacity of the National Government and its principle stakeholders, who are supposed to implement the project, will undoubtedly contribute to the effective decision making and policy formulation at all stages of the climate-resilient development in the country.

It must be mentioned that over the past decade Tajikistan has progressed in climate policy formulation, prioritization of adaptation goals, capacity building and practical adaptation interventions on a community based level. However regular data collection process for GHG emissions around key categories of the national GHG Inventory in the national statistics system is yet to be established. The project, within the framework of its capacity building interventions, will support the development of the GHG emission data collection and MRV system within the National Statistics Agency. This will be done via analyzing opportunities for establishment of such system, development of institutional arrangements and frameworks for MRV and GHG Inventory. To ensure sustainability of the project impact, this work will be complemented by rigorous capacity building undertaken throughout the project duration to build the critical mass of expertise among stakeholders.

VI. PROJECT RESULTS FRAMEWORK

<p>This project will contribute to the following Sustainable Development Goal (s): SDG 13 - Take urgent action to combat climate change and its impacts</p> <p>This project will contribute to the following country outcome included in the UNDAF/Country Programme Document: <u>Outcome 6.1</u>. People in Tajikistan are more resilient to natural and human disasters benefiting from improved policy and operational frameworks for environmental protection and sustainable management of natural resources. <u>Output 6.1.1</u>. Effective legislative, policy and institutional frameworks in place for conservation, sustainable use, access and benefit sharing of natural resources management, biodiversity, ecosystems and CPD/CPAP <u>Output 6.2</u>: Effective institutional, legislative, policy frameworks in place to enhance the implementation of disaster and climate risk management measures at national and sub-national levels.</p> <p>This project will be linked to the following output of the UNDP Strategic Plan: <u>Output 5.2</u>. Effective institutional, legislative and policy frameworks in place to enhance the implementation of disaster and climate risk management measures at national and sub-national levels.</p>					
Project Objective:	Objective and Outcome Indicators	Baseline	Mid-term Target	End of Project Target	Assumptions
<p>The immediate objective of the project is to assist the Government of Tajikistan in preparation of its First Biennial Update Report (FBUR) and Fourth National Communication (4NC) under the UNFCCC in accordance with its commitments as a non-Annex 1 Party (as mandated by Article 4 and 12 of this Convention) and COP 17 decisions.</p>	<p>Preparation and submission of Tajikistan's First Biennial Update Report (FBUR) and Fourth National Communication (4NC) under the UNFCCC</p>	<p>Under its commitments as a non-Annex 1 party of the UNFCCC, Tajikistan prepared three National Communications, an initial NC in 2002, the Second NC (SNC) in 2008, and the Third NC (TNC) in 2014.</p>	<p>GHG inventory for the period of 2010-2013 (FBUR) and 2014 (4NC) calculated for the categories: Energy; Industrial Processes; Agriculture, Forestry and Other Land Use; Waste, according to the 1996 and 2006 revised IPCC Guidelines</p>	<p>The First Biennial Update Report for Tajikistan adopted and submitted to the UNFCCC in 2018.</p> <p>The Fourth National Communication for Tajikistan adopted and submitted to the UNFCCC in 2020.</p>	<p>There is adequate statistical data on GHG emissions across all economic sectors.</p>
<p>Component/Outcome 1 National Circumstances</p>	<p>The information on national circumstances and institutional arrangements relevant to the preparation of the national communications is updated on a continuous basis.</p> <p>Progress towards mainstreaming of climate change considerations into key development strategies and sector-based policy frameworks assessed.</p>	<p>National circumstances and institutional arrangements relevant to the preparation of the national communications is as of 2014.</p> <p>Mechanisms for stakeholder involvement and participation, enabling the preparation of</p>	<p>Preparation of the chapter on national circumstances and institutional arrangements relevant to the preparation of the national communications on a continuous basis updated and described.</p> <p>Institutional arrangements relevant to the preparation of the national communications and biennial update reports</p>	<p>Features of the country, its population, natural resources, climate and economy which may affect the country's ability to deal with climate change mitigation and adaptation, described.</p> <p>National development objectives, priorities and circumstances impacted by climate risks described and</p>	<p>Regular update of key socio-economic data indicators might be required every year of the project implementation.</p> <p>There is adequate statistical data on GHG emissions across all economic sectors.</p>

Component/ Outcome 2 National GHG Inventory	National GHG Inventory updated up to 2013 (period of 2010-2013) for the FBUR and up to 2014 for the 4NC	national communications and biennial update reports defined.	Institutional arrangements for regular GHG inventory set-up.	on a continuous basis described.	mainstreaming progress into policy frameworks assessed.	GHG inventory for the period of 2010-2013 (FBUR) and 2014 (4NC) calculated for the categories: Energy; Industrial Processes; Agriculture, Forestry and Other Land Use; Waste, according to the 1996 and 2006 revised IPCC Guidelines Emission factors for the key sources updated, as needed. Cross-sector collaboration for the preparation of GHG inventory strengthened. Set-up of the GHG emission data collection system within the national statistics agency.
Component/ Outcome 3 Vulnerability Assessment and Adaptation	In-depth vulnerability assessment, including recommended adaptation measures for priority sectors of socio-economic development and natural environment conducted.	Assessment on Vulnerability and Adaptation to climate change for Tajikistan was last conducted as part of Third National Communication on Climate Change in 2014.	Stocktaking exercise of vulnerability and sensitivity of the country territory to climate risks performed;	In-depth vulnerability assessment of key socio-economic sectors (energy, agriculture, transport) and natural environment to climate impacts conducted. A study integrating response measures in the context of Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) conducted	Progress of policies and actions to mitigate GHG from 2010, at national, sub-national and local levels assessed.	There is adequate statistical data on GHG emissions across all economic sectors.
Component/ Outcome 4 Mitigation and Policy Measures	Using best practices and latest INDC, assessment of sectors and interventions contributing to GHG emission reduction at the national level conducted	There is no assessment on climate change mitigation measures for	Mitigation potential in key development sectors (energy, agriculture, transport, industrial processes)	Completed Chapter on Mitigation and Policy Measures for the Fourth National Communication on	Completed Chapter on National GHG Inventory for FBUR and 4NC, period 2010-2013.	GHG inventory for the period of 2010-2013 (FBUR) and 2014 (4NC) calculated for the categories: Energy; Industrial Processes; Agriculture, Forestry and Other Land Use; Waste, according to the 1996 and 2006 revised IPCC Guidelines Emission factors for the key sources updated, as needed. Cross-sector collaboration for the preparation of GHG inventory strengthened. Set-up of the GHG emission data collection system within the national statistics agency.

		Tajikistan	sectors assessed, and abatement measures proposed;	Climate Change.	Institutional and technical capacities may limit the research to the qualitative methods of assessment only.
Component/ Outcome 5 Domestic Measurement, Reporting and Verification (MRV) system	Establishment of domestic Measurement Reporting and Verification system supported	Lack of domestic MRV system.	Options and possibilities for establishment of a domestic MRV system analyzed.	Completed Chapter on domestic MRV for the Fourth National Communication on Climate Change. Domestic MRV Framework is in place.	There is adequate statistical data on GHG emissions across all economic sectors. The development process of national institutional arrangements and framework for domestic MRV supported.
Component/ Outcome 6 Constraints and gaps, finance, technology and capacity needs	Constraints and gaps identified; financial, technology, policy and capacity building needs assessed and recommendation for addressing the needs provided	Some information on financial, technology, policy and capacity building needs is available in the text of Tajikistan's NCs and reflected in relevant climate change studies	Based on the V&A assessment, a cost benefit analysis, estimating potential costs for a long-term adaptation (at least for water sector) and BAU, performed; A study on technological needs assessment conducted, and a list of the most effective/new technology solutions at least for two sectors (e.g. water and agriculture) compiled.	Completed Chapter on constraints and gaps, finance, technology and capacity needs	Based on the assessment produced within the outcome 4, finance resources needed for implementation of the GHG emission reduction strategy estimated;
Component/ Outcome 7 Other information	Other information relevant for the preparation of FBUR and 4NC consolidated. The interventions will be guided by the principles of Doha Work Programme under Article 6 of the UN Framework Convention on Climate Change.	Stocktaking of all climate change related interventions implemented across the country has not taken place.	Stock-take of all awareness raising, education, and research on climate change that has been carried out within different programmes and projects, including donor-funded interventions, which will be made available on the national knowledge platform. This platform will seek to disseminate relevant information to countries of Central Asia	Conduct training on climate change negotiations for young professionals engaged in climate change. Conduct a study on different gender roles in adaptation and mitigation interventions at the community level, policy formulation and decision-making process.	Other information relevant for the FBUR and 4NC is available in relevant climate change projects and PPCR initiatives.

			<p>and globally. Conduct public awareness campaigns on climate change at the national level.</p>	<p>Compile the section on other information, relevant for 4NC and/or FBUR incorporation.</p>	
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VII. MONITORING AND EVALUATION (M&E) PLAN

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 policies.

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 (notably the GEF Tracking Tools) across all GEF-financed projects in the country. This could be achieved for example by using one national institute to complete the GEF Tracking Tools for all GEF-financed projects in the country, including projects supported by other GEF Agencies.

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 in time for evidence-based reporting in the GEF PIR, 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 project terminal evaluation report and the management response.

Project Implementing Partner: The Implementing Partner is responsible for providing any and all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary and appropriate. The Implementing Partner will strive to ensure project-level M&E is undertaken by national institutes, and is aligned with national systems so that the data used by and generated by the project supports national systems.

UNDP Country Office: The UNDP Country Office will support the Project Manager as needed, including through annual supervision missions. The annual supervision missions will take place according to the schedule outlined in the annual work plan. Supervision mission reports will be circulated to the project team and Project Board within one month of the mission. The UNDP Country Office will initiate and organize key GEF M&E activities including the annual GEF PIR, the *independent mid-term review* and the independent terminal evaluation. 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 GEF PIR and the UNDP ROAR. Any quality concerns flagged during these M&E activities (e.g. annual GEF PIR quality assessment ratings) 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.⁴

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 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 annual 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 cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board.

Bi-annual progress:

Status Survey Questionnaires to indicate progress and identify bottlenecks as well as technical support needs will be carried out twice a year.

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.

Terminal Evaluation (TE): An independent terminal evaluation (TE) is not required for UNDP-GEF projects categorized as Enabling Activities. If deemed necessary, it will take place upon completion of all major project outputs and activities. The terminal evaluation process will begin three months before operational closure of the project allowing the evaluation mission to proceed while the project team is still in place, yet ensuring the project is close enough to completion for the evaluation team to reach conclusions on key aspects such as project sustainability. The Project Manager will remain on contract until the TE report and management response have been finalized. The terms of reference, the evaluation process and the final TE report will follow the standard templates and guidance prepared by the UNDP IEO for GEF-financed projects available on the [UNDP Evaluation Resource Center](https://info.undp.org/global/popp/frm/pages/financial-management-and-execution-modalities.aspx). As noted in this guidance, the evaluation will be 'independent, impartial and rigorous'. The consultants that will be hired to undertake the assignment will be independent from organizations that were involved in designing, executing or advising on the project to be evaluated. The GEF Operational Focal Point and other stakeholders will be involved and consulted during the terminal evaluation process. Additional quality assurance support is available from the UNDP-GEF

⁴ See guidance here: <https://info.undp.org/global/popp/frm/pages/financial-management-and-execution-modalities.aspx>

Directorate. The final TE report will be cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board. The TE report will be publically available in English on the UNDP ERC.

The UNDP Country Office will include the planned project terminal evaluation in the UNDP Country Office evaluation plan, and will upload the final terminal evaluation report in English and the corresponding management response to the UNDP Evaluation Resource Centre (ERC). Once uploaded to the ERC, the UNDP IEO will undertake a quality assessment and validate the findings and ratings in the TE report, and rate the quality of the TE report. The UNDP IEO assessment report will be sent to the GEF IEO along with the project terminal evaluation report.

End of Project:

During the last three months, the project team will prepare the Project Terminal Report (Annex I). 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.

Monitoring and Evaluation Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Inception period	During the first 2 months of project start, i.e., project document signature, PIU shall conduct the project Inception Workshop with those with assigned roles in the project organization structure, UNDP country office, and other national stakeholders. The Inception Workshop is crucial to building ownership for the project expected results, finally define the project methodologies and approach, and to plan the first year annual work plan. The project Inception Report is a key project reference document aiming to formalize various agreements and plans decided during the workshop. Inception report will be prepared by the Project Manager, within 2 weeks of inception workshop and shared with all relevant parties.	During the first quarter of the project start	Set-up of the PIU, their scope of work, formulation of the detailed work plan, and budget should be formulated in the project Inception Report.	PIU, all project stakeholders	\$US 10.000
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.	PIU, support staff (CTA)	
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly and annually	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.	PIU	
NIM Audit as per UNDP audit policies	Audit on project will follow UNDP Financial Regulations and Rules and applicable Audit policies.	Annually or other frequency as per UNDP Audit policies		UNDP Country Office	Per year: USD 3,000

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.	PIU, key project stakeholders	
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	PIU, UNDP CO	
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.	PIU, Support staff	
Project Progress Report	Status Survey Questionnaires to indicate progress and identify issues, challenges, as well as technical support needs will be carried out twice a year. A progress report will be presented to the Project Steering Committee (PSC) and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk log with mitigation measures, and any evaluation or review reports prepared over the period.	Bi-annually, annually, and at the end of the project (final report)		PIU	
Project Review (Project Board)	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	Specify frequency (i.e., at least annually)	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.	PIU	
Termination period	The termination period PIU shall prepare the terminal	At least three months	Achievement of the project results,	PIU, support staff	

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
	report. It should be prepared at least three months before the project ends and should document progress towards achievement of project result, lessons learnt and key successes of the project, as well as provide recommendations for follow-up activities.	before the project ends	lessons learned and successes of the project should be discussed and shared with the key stakeholders.		

VIII. 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 Tajikistan, and the Country Programme.

The **Implementing Partner** for this project is Committee for Environmental Protection under the Government of the Republic of Tajikistan. 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.

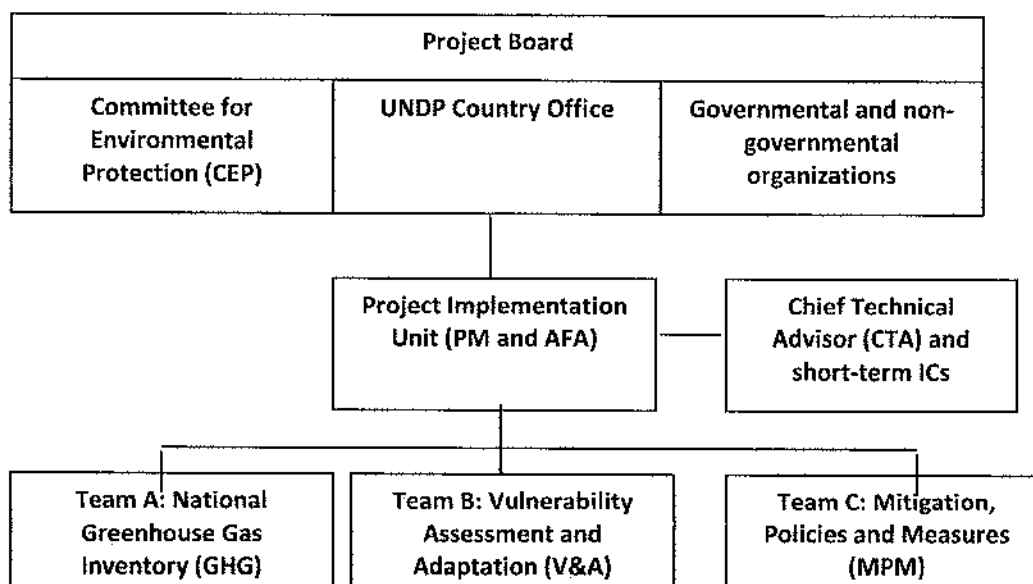
The Project Implementation Unit will be established in the course of Tajikistan's FBUR/4NC preparation and would serve as an implementation body. The Project Implementation Unit (PIU) will consist of two permanent project staff. The Project Manager (PM), to be hired in full-time basis, will coordinate the day-to-day project execution activities and will be responsible for meeting of the objectives of the project; and Administrative and Finance Assistant (AFA) will be recruited to perform administrative and finance management role. The PIU will be accountable to UNDP CO for the use of the project resources and report in a format and frequency required by GEF and UNDP. See Annex 4. for detailed Terms of Reference for PIU.

The PIU will be supported by the project teams – (a) National Greenhouse Gas Inventory Team, (b) Vulnerability Assessment and Adaptation Team and (c) Mitigation, Policy and Measures Team, as well as by Chief Technical Advisor. All teams will be chaired by highly competent national Task Leaders, who will formulate ToRs and guide the teams through the implementation of the project. Task Leaders will be reporting to Project Manager on assigned outputs and milestones within their thematic clusters.

International Chief Technical Advisor (CTA) will be hired in the beginning of the project to provide technical guidance to the key project outputs, especially at the level of coordination and consolidation of inputs provided by project teams. CTA will be responsible for involving short-term international expertise to support FBUR/4NC preparatory process at the level of GHG Emission Reduction Strategy and Planning, MRV, and needs assessment (constraints, technology, finance and capacity), oversee their inputs and assure the quality of the knowledge products He/ She will also provide editorial and consultative support to the compilation of the FBUR and 4NC in English.

UNDP will oversee the overall implementation of the project, monitor the key project milestones and outputs, while the Project Steering Committee (PSC) will serve as the highest governance and decision-making body. PSC will meet biannually to provide technical advice, guidance as well as to oversee the project progress. Composition and ToRs of the PSC will be approved during the Inception Project Workshop. Experience from the previous NC showed that PSC composition should be balanced to governmental and non-governmental agencies. Given the growing investment envelope for climate change adaptation in the context of PPCR and other international development agencies in Tajikistan, one of the members to the PSC could be PPCR Secretariat Coordinator/Specialist.

The project organisation structure is as follows:



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 recommendation for UNDP/Implementing Partner approval of project plans and revisions. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with the UNDP Programme Manager. The terms of reference for the Project Board are contained in Annex. The Project Board is comprised of the following individuals:

The **Project Manager** will run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Board. The Project Manager function will end when the final project terminal evaluation report, and other documentation required by the GEF and UNDP, has been completed and submitted to UNDP (including operational closure of the project).

The **Project Assurance** roll will be provided by the UNDP Country Office specifically by Programme Analyst responsible for Energy, Environment and Disaster Risk Management portfolio of projects.

Additional quality assurance will be provided by the UNDP Regional Technical Advisor as needed.

UNDP Direct Project Services as requested by Government: The UNDP will monitor the implementation of the project, review progress in the realization of the project outputs, and ensure the proper use of UNDP/GEF funds. Working in close cooperation with the Committee for Environmental Protection, the UNDP Country Office (CO) will provide support services to the project - including procurement, contracting of service providers, human resources management, administration of project grant funding, and financial services - in accordance with a Letter of Agreement (LOA) for the provision of support services concluded between the Committee for Environmental Protection and the UNDP. 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.

The UNDP CO will also ensure conformance with UNDP Programme and Operational Policies and Procedures and UNDP Results-Based Management (RBM) guidelines.

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 Policy⁵ and the GEF policy on public involvement⁶.

⁵ See http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/

⁶ See https://www.thegef.org/gef/policies_guidelines

IX. FINANCIAL PLANNING AND MANAGEMENT

The total cost of the project is USD 852,000, financed through a GEF grant. 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.

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. 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.

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.

X. TOTAL BUDGET AND WORK PLAN

Total Budget and Work Plan	
Atlas Proposal or Award ID:	00094711
Atlas Proposal or Award Title:	Atlas Primary Output Project ID: 00098803
Atlas Business Unit	Enabling activities for preparation of First Biennial Update Report and Fourth National Communication under UNFCCC
Atlas Primary Output Project Title	TJK10
UNDP-GEF PIMS No.	Enabling activities for preparation of First Biennial Update Report and Fourth National Communication under UNFCCC
Implementing Partner	5644
	Committee for Environmental Protection under the Government of the Republic of Tajikistan (CEP)

GEF Component/Atlas Activity	Responsible Party (Atlas 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:	
COMPONENT/ OUTCOME 1: NATIONAL CIRCUMSTANCES	CEP	62000	GEF	71300	Local Consultants	\$ 3,000	-	\$ 3,000	-	\$ 6,000	1	
				71400	Contractual services / individ.	\$ 5,000	-	\$ 5,000	-	\$ 15,000	2	
				71600	Travel	-	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000	3	
				72200	Equipment and Furniture	\$ 4,000	-	-	\$ 4,000	-	\$ 4,000	4
				72400	Communication & Audio Visual Equip	\$ 2,000	-	-	\$ 2,000	-	\$ 2,000	5
Total Outcome 1						\$14,000	\$10,000	\$13,000	\$5,000	\$42,000		
COMPONENT/ OUTCOME 2: NATIONAL GHG INVENTORY	CEP	62000	GEF	71200	International Consultants	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 45,000	7	
				71300	Local Consultants	\$ 15,000	\$ 15,000	\$ 15,000	\$ 3,000	\$ 48,000	8	
				71400	Contractual services / individ.	\$ 5,000	\$ 13,000	\$ 10,000	\$ 10,000	\$ 38,000	2	
				71600	Travel	-	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000	3	
				72800	IT Equipment	\$ 16,000	-	-	\$ 16,000	-	\$ 16,000	4
				72400	Communication & Audio Visual	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000	5	
				72500	Supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000	9	
75700	Trainings and workshops	\$ 5,000	\$ 5,000	-	\$ 5,000	-	\$ 10,000	10				

GEF Component/Atlas Activity	Responsible Party (Atlas 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:
					Total Outcome 2	\$58,000	\$50,000	\$42,000	\$30,000	\$180,000	
COMPONENT/ OUTCOME 3: VULNERABILITY ASSESSMENT AND ADAPTATION <i>(as per the results framework)</i>	CEP	62000	GEF	71200	International Consultants	\$ 10,000	\$ 15,000	\$ 15,000	\$ 5,000	\$ 45,000	7
				71300	Local Consultants	\$ 9,000	\$ 15,000	\$ 15,000	\$ 6,000	\$ 45,000	1
				71400	Contractual services / individ.	\$ 5,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 30,000	2
				71600	Travel	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 12,000	3
				72100	Contractual services / Co.	\$ 5,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 26,000	18
				75700	Trainings and workshops	\$ 2,000	\$ 7,000	\$ 7,000	\$ 1,000	\$ 17,000	10
								Total Outcome 3	\$34,000	\$57,000	\$57,000
COMPONENT/ OUTCOME 4: MITIGATION AND POLICY MEASURES <i>(as per the results framework)</i>	CEP	62000	GEF	71200	International Consultants	\$ 5,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 30,000	13
				71300	Local Consultants	\$ 3,000	\$ 6,000	\$ 6,000	\$ 3,000	\$ 18,000	1
				71400	Contractual services / individ.	\$ 3,000	\$ 5,000	\$ 5,000	\$ 4,000	\$ 17,000	2
				74500	Miscellaneous	\$ 500	\$ 1,000	\$ 1,000	\$ 500	\$ 3,000	6
				75700	Trainings and workshops	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 10,000	10
								Total Outcome 4	\$14,000	\$24,500	\$24,500
COMPONENT/ OUTCOME 5: DOMESTIC MRV <i>(as per the results framework)</i>	CEP	62000	GEF	71200	International Consultants	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 35,000	14
				71300	Local Consultants	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 24,000	1
				71400	Contractual services / individ.	\$ 5,000	\$ 5,000	\$ 5,000	\$ 6,000	\$ 21,000	2
				74500	Miscellaneous	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000	6
				75700	Trainings and workshops	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000	10
				Total Outcome 5	\$ 22,000	\$ 27,000	\$ 27,000	\$ 28,000	\$ 104,000		

GEF Component/Atlas Activity	Responsible Party (Atlas 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:
COMPONENT/ OUTCOME 6: CONSTRAINTS AND GAPS <i>(as per the results framework)</i>	CEP	62000	GEF	71200	International Consultants	\$ 5,000	\$ 5,000	\$ 5,000	-	\$ 15,000	14
				71300	Local Consultants	\$ 3,000	\$ 3,000	\$ 3,000	-	\$ 9,000	1
				71400	Contractual services / individ.	\$ 5,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 30,000	2
				74500	Miscellaneous	\$ 1,000	\$ 1,000	\$ 1,000	\$ 550	\$ 3,550	6
					Total Outcome 6	\$ 14,000	\$ 19,000	\$ 19,000	\$ 5,550	\$ 57,550	
COMPONENT/ OUTCOME 7: OTHER INFORMATION <i>(as per the results framework)</i>	CEP	62000	GEF	71300	Local Consultants	\$ 3,000	\$ 6,000	\$ 6,000	-	\$ 15,000	1
				71400	Contractual services / individ.	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000	2
				74500	Miscellaneous	\$ 500	\$ 1,000	\$ 1,000	\$ 500	\$ 3,000	6
					Total Outcome 7	\$ 13,500	\$ 17,000	\$ 17,000	\$ 10,500	\$ 58,000	
					Contractual services / individ.	-	-	-	\$ 10,000	\$ 10,000	2
COMPONENT/ OUTCOME 8: FBUR/4NC Submission, M&E	CEP	62000	GEF	74100	Professional Services	3,000	3,000	\$ 3,000	\$ 3,000	\$ 12,000	15
				74200	Publications	\$ 5,000	\$ 10,000	\$ 10,000	\$ 16,000	\$ 41,000	16
				75700	Trainings and workshops	\$ 10,000	-	\$ 2,000	\$ 5,000	\$ 17,000	10
					Total Outcome 8	\$ 18,000	\$ 13,000	\$ 15,000	\$ 34,000	\$ 80,000	
					Contractual services / individ.	\$ 17,150	\$ 17,150	\$ 17,150	\$ 68,450	17	
PROJECT MANAGEMENT <i>(This is not to appear as an Outcome in the Results Framework)</i>	CEP	62000	GEF	64398/74598	Direct project costs	\$ 2,000	\$ 3,000	\$ 2,000	\$ 2,000	\$ 9,000	19
					Total Management	\$ 19,150	\$ 20,150	\$ 19,150	\$ 19,000	\$ 77,450	
					PROJECT TOTAL	\$ 206,650	\$ 237,650	\$ 233,650	\$ 174,050	\$ 852,000	

Budget Notes:

- 1- Budget line "Local Consultants" will be utilized to hire the national consultants to develop National Circumstances chapter of the National Communication.
- 2- Budget line "Contractual Services – Individuals" will be utilized to cover salaries of Team Leaders for following technical project teams – (a) National Greenhouse Gas Inventory Team, (b) Vulnerability Assessment and Adaptation Team and (c) Mitigation, Policy and Measures Team. Task Leaders will be reporting to Project Manager on assigned outputs and milestones within their thematic clusters.
- 3- Budget line "Travel" will be utilized to cover participation in consultations on development of the Fourth National Communication to the UNFCCC throughout Tajikistan, as well as for participation in the international workshops, conferences, etc. where outcomes of the project will be presented.
- 4- Budget lines "IT Equipment" and "Equipment and Furniture" will be utilized to cover one-time procurement of IT equipment and office furniture for use of the project. After the project completion, this equipment will be handed over to the Implementing Partner.
- 5- Budget line "Communication" will be utilized to cover the costs of Internet connectivity throughout the project duration.
- 6- Budget line "Miscellaneous" will be utilized to cover miscellaneous expenses.
- 7- Budget line "International Consultant" under Outcome 2 and Outcome 3 will be utilized to cover the costs of International Chief Technical Advisor (CTA). CTA will be hired in the beginning of the project to provide technical guidance to the key project outputs, especially at the level of coordination and consolidation of inputs provided by project teams. CTA will be responsible for involving short-term international expertise to support FBUR/4NC preparatory process at the level of GHG Emission Reduction policies, MRV, and needs assessment (constraints, technology, finance and capacity), i.e. Outcomes 4, 5 and 6. He/ She will also provide editorial and consultative support to the compilation of the FBUR and 4NC in English. The estimated engagement throughout the project duration will be 160 working days @ US\$ 500 per day, totaling US\$ 80,000.
- 8- Budget line "Local Consultants" will be utilized to hire the national consultants to work on GHG Inventory.
- 9- Budget line "Supplies" will be utilized to cover the costs of procurement of stationary for project needs.
- 10- Budget line "Trainings and Workshops" will be utilized to cover the costs associated with organization of meetings, workshops and trainings.
- 11- Budget line "Contractual Services - Companies" will be utilized to cover the costs associated with design of publications.
- 12- Budget line "International Consultant" under Outcome 4 will be utilized to hire an International Consultant to develop a National GHG Emission Reduction Policy and contribute to the Chapter on Mitigation and Policy Measures.
- 13- Budget line "International Consultant" under Outcome 5 will be utilized to hire an International Consultant to develop a National GHG Emission Reduction Policy and contribute to the Chapter on Mitigation and Policy Measures.
- 14- Budget line "International Consultant" under Outcome 6 and Outcome 7 will be utilized to hire an International Consultant to be hired to assess capacities and arrangements for the establishing a domestic MRV system, as well as technology needs and gaps, and contribute to the Chapter on MRV.
- 15- Budget line "Professional Services" will be utilized to cover the costs of audit.
- 16- Budget line "Publications" will be utilized to publish the products of the project, i.e. National Communication, Biennial Update Report on GHG Inventory.
- 17- Budget line "Contractual Services – Individuals" under Outcome 9 on Project Management will be utilized to cover salaries of Project Manager and Admin. Finance Assistant.
- 18- Budget line "Contractual Services - Companies" will be utilized to undertake awareness raising and training activities on climate change among target groups.
- 19- Budget line "Direct Project Costs" will be utilized to cover the costs of UNDP services on procurement, recruitment, etc. Direct project costs will be charged according to GEF rules on DPCs. Please see Annex F. Direct project cost – GOE, Direct project cost – staff; Direct Project Costs (DPC) are the costs of administrative services (such as those related to human resources, procurement, finance, and other functions) provided by UNDP in relation to the project. Direct project costs will be charged based on the UNDP Universal Procelist (UPL) or the actual corresponding service cost, in line with GEF rules on DPCs. The amounts indicated here are estimations, however as part of annual project operational planning the Direct Project Costs would be defined and the amount included in the yearly budgets. The account 64398 can only be used for operational cost per transaction; it is not a flat fee.

Summary of Funds:

	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Total
GEF	206,650	237,650	233,650	174,050	\$852,000
TOTAL	206,650	237,650	233,650	174,050	\$852,000

XI. LEGAL CONTEXT

This Project Document shall - together with the United Nations Development Assistance Framework (UNDAF) for Tajikistan (2010-2015) and the UNDP Country Programme Action Plan (CPAP, 2011-2015) - be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the Government of Tajikistan and the United Nations Development Program (signed by the parties on 1 October 1993).

Consistent with the Article III of the Standard Basic Assistance Agreement, 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

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 out; and
- 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 this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the 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/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

The UNDP authorized official can effect in writing the following types of revision to this Project Document, provided that he/she has verified the agreement thereto by the UNDP-GEF RSC and is assured that the other signatories to the Project Document have no objection to the proposed changes:

- a. Revision of, or addition to, any of the annexes to the Project Document;
- b. Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation;
- c. Mandatory annual revisions which re-phrase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility; and
- d. Inclusion of additional annexes and attachments only as set out here in this Project Document.

Any designations on maps or other references employed in this project document do not imply the expression of any opinion whatsoever on the part of UNDP concerning the legal status of any country, territory, city or area or its authorities, or concerning the delimitation of its frontiers or boundaries.

XII. MANDATORY ANNEXES

- A. Monitoring Plan
- B. Terms of Reference for Project Board, Project Manager, Chief Technical Advisor and other positions as appropriate
- C. UNDP Risk Log
- D. Stakeholders matrix
- E. UNDP Social and Environmental Screening Template (SESP)
- F. STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES
- G. UNDP Project Quality Assurance Report
- H. Multi-year plan
- I. End of Project report

ANNEX A: Monitoring Plan:

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Inception period	During the first 2 months of project start, i.e., project document signature, PIU shall conduct the project Inception Workshop with those with assigned roles in the project organization structure, UNDP country office, and other national stakeholders. The Inception Workshop is crucial to building ownership for the project expected results, finally define the project methodologies and approach, and to plan the first year annual work plan. The project Inception Report is a key project reference document aiming to formalize various agreements and plans decided during the workshop. Inception report will be prepared by the Project Manager, within 2 weeks of inception workshop and shared with all relevant parties.	During the first quarter of the project start	Set-up of the PIU, their scope of work, formulation of the detailed work plan, and budget should be formalized in the project Inception Report.	PIU, all project stakeholders	\$US 10.000
Track results progress	Progress data against the results indicators in the RRF will be collected and analyzed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.	PIU, support staff (CTA)	
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly and annually (audits)	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.	PIU	\$US 12.000 (cost for annual audits)
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.	PIU, key project stakeholders	
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	PIU, UNDP CO	

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
	project.				
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.	PIU, Support staff	
Project Progress Report	Status Survey Questionnaires to indicate progress and identify issues, challenges, as well as technical support needs will be carried out twice a year. A progress report will be presented to the Project Steering Committee (PSC) and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk log with mitigation measures, and any evaluation or review reports prepared over the period.	Bi-annually, annually, and at the end of the project (final report)		PIU	
Project Review (Project Board)	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	Specify frequency (i.e., at least annually)	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.	PIU	
NIM Audit as per UNDP audit policies	Audit on project will follow UNDP Financial Regulations and Rules and applicable Audit policies.	Annually or other frequency as per UNDP Audit policies		UNDP Country Office	Per year: USD 3,000 – 5,000
Termination period	The termination period PIU shall prepare the terminal report. It should be prepared at least three months before the project ends and should document progress towards achievement of project result, lessons learnt and key successes of the project, as well as provide recommendations for follow-up activities.	At least three months before the project ends	Achievement of the project results, lessons learned and successes of the project should be discussed and shared with the key stakeholders.	PIU, support staff	

ANNEX B: TERMS OF REFERENCE

Terms of Reference for Project Steering Committee (PSC)

1. Objectives

The principle objective of the PSC is to provide guidance, technical advice and oversight to the project in Tajikistan, and support effective integration and mainstreaming of the project results into sector-based development. PSC will approve or revise the project annual workplans (AWP) and budgets, as well as monitor and evaluate the progress made.

2. Membership

Members and alternates of the PSC will be selected during the project inception period. They should include but not limited to UNDP CO, Committee for Environmental Protection under the GoT, State Agency on Hydrometeorology, Ministry of Economic Development and Trade, Ministry of Energy and Water Resources, State Statistics Agency, Academia and Civil Society Organizations.

3. Operation

Meetings will be held at least twice a year at which AWP, budgets and annual report will be discussed. Meeting dates for subsequent meetings will be decided at each PSC meetings with confirmation of dates being provided at least two weeks in advance of meetings. All meeting documents will be circulated at least one week in advance of the meeting to facilitate translation and review.

4. Decision-making

PSC will make decision by consensus.

5. Responsibilities

PSC members are responsible for:

- Providing comments to the project intended outputs.
- Reviewing, providing recommendation on and approving project plans and budgets presented to them by PIU.
- Reviewing the project progress and assess the need for a no cost extension and its duration.
- Providing any written comment or request for clarification on issues of concern to PIU.
- Providing guidance on conflict resolution related to any conflict occurring within the project implementation.
- Reporting programme progress to their respective stakeholders.

6. Duration and timing

PSC Members will prepare themselves to perform their functions in the PSC following up on from each meeting.

Terms of reference for key management positions

A. ToRs for the Project Manager (PM)

In consultation with the Project Steering Committee (PSC) and UNDP CO, Project Manager (PM) is responsible for a day-to-day management and monitoring of the project implementation. Specifically, his/her responsibilities are but not limited to the following:

- Overall management and quality control of the project implementation in line with the project work plan, budget and expected outcomes/outputs
- Supervision and oversight of the progress of all project staff, including CTA, national task leaders and short-term international consultants
- Formulation of a detailed annual work plan, scope of work and terms of reference for the subcontractors (goods and services)
- Provision of technical assistance to the project support staff members (AFA, others)
- Coordination and scheduling of the project related workshops, round tables, and meetings of the PSC
- Coordination and liaison with the PSC members, development of ToRs and composition, drafting agenda and protocols; follow-up with the recommendations of the PSC
- Provision of technical support in positioning of the Government of the Republic of Tajikistan in annual meetings of UNFCCC COP; preparation of the statements and liaison with the country delegation
- Assurance of political support and support from PSC members for advocating the development of the National GHG Emission Reduction Strategy
- Compilation of the structure and content of the FBUR/4NC in consultation with task leaders and CTA
- Assurance the FBUR/4NC preparatory process is in line with UNFCCC/IPCC guidelines and requirements
- Control of the project expenditures and assurance of the adequate resource management
- Approval of the periodic project progress reports and submission to UNDP CO and GEF as required
- Participation in regular UNDP CO meetings and other interventions deem important
- Mobilization of resources and seeking complementary activities with other donors
- Assurance of the project synergy with other relevant ongoing / new climate interventions

Qualifications and Experience

- Preferably master's degree in environment-related studies and other related disciplines
- Good understanding of Tajikistan's climate, environment and development topics
- At least six to eight years of professional experience in relevant projects/programs
- Excellent communication skills, both spoken and written
- Excellent project management skills and skills in budgeting
- Experience in working with national governmental and non-governmental entities
- Familiarity with international negotiations and processes under the UNFCCC is an asset
- Excellent command in Tajik, Russian and English

B. ToRs for an International Chief Technical Advisor (CTA)

The International Chief Technical Advisor will work in close consultation with project task leaders and short-term international consultants under direct supervision of PM. Specifically, his\her responsibilities are but not limited to the following:

- Provision of an overall technical guidance to the implementation of the project, including the development of the project implementation strategy and contribution to the annual work plan/project inception report
- Provision of methodological support to project task leaders on GHG Inventory and Mitigation and Policy Measures, and conduct trainings for national stakeholders and climate change specialists
- Development of ToRs for short-term international consultants on MRV, Needs Assessment and guidance through implementation of their tasks
- Support PM in advocating for the development of the National GHG Emission Reduction Strategy and follow-up with GCF and other bilateral/ multilateral donors to seek resources for technologies, finance and capacities
- Support the PIU in developing the agenda and programs for the national stakeholder workshops and high-level events to present the project update and findings in a joint collaborative manner
- Ensure synergy with other relevant projects and initiatives and transfer the lessons learned and best practices of other countries, which had undertaken similar exercise
- Support PIU in outreaching and sharing the project results with international community
- Provision of editorial support to English versions of the project knowledge products (assessments, studies, FBUR and 4NC)
- Support in compilation of the FBUR/4NC in line with the UNFCCC guidelines
- Other tasks as required by PM

Qualifications and experience

- An advanced Master's degree on climate change, low-carbon development, environmental management, energy, sustainable development or other field relevant to the project
- Minimum of 10 years of working experience in the area relevant to climate change, preferably in the countries of Central Asia or CIS in the context of UN or other credible organizations
- Demonstrated knowledge on methodologies and practices for low-carbon development, GHG emission reduction and carbon sequestration
- Familiarity with National Communications processes and UNFCCC/IPCC policies and procedures
- Excellent analytical skills and outstanding communication professionalism
- Fluency in English and Russian

C. ToRs for Administrative and Financial Assistant (AFA)

Under the direct supervision of the Project Manager, the Administrative and Finance Assistant (AFA) will carry out duties as follows:

- Finance and administrative management of the project in line with UNDP/GEF finance policies
- Support in annual finance audit of the project and follow up with auditor's recommendations
- Preparation of payment requests and financial statements; preparation of the salary payrolls, travel authorizations and claims for project personnel
- Support in development of annual work plan, budget and budget revisions, as required by UNDP/GEF procedures; preparation of budget forecasts and checks, conformity of activities, expenditure with work plans; follow up on activities, and monitoring of advance balances of disbursed amounts
- Verification of funds availability, recommendation and follow-up on necessary budget line changes
- Assistance to Project Manager in day-to-day project management in terms of personnel, sub-contracts, procurement, study tours, missions and other related events to facilitate project implementation
- Monitoring of project budget utilization/implementation in lieu with the annual work plan
- Maintenance of project assets (furniture, computers, etc) and keeping inventory records
- Preparation of all travel related arrangements and procurement in line with UNDP/GEF rules and regulations
- Provision of logistical arrangements for the project workshops, trainings and other events
- Assistance to UNDP HR/Procurement Unit in posting announcements of vacant posts related to the project, maintenance of the expert roster in accordance with work requirements
- Maintenance of HR related record keeping system (contracts, attendance records/leave records, travel authorizations, medical certificates, etc)
- Administration of timely office supplies and procurement of goods for the project activities
- Maintenance of files and data archives, information and reference material in an easy retrieval manner
- Performs other duties as required by PM

Qualification and experience:

- University degree in finance, business administration, economics, management or other related field
- At least 3 years of working experience in the area finance and administration, preferably with an international organisation
- Strong computer skills, especially spread sheets
- Fluency in English, Russian and Tajik
- High sense of responsibility, excellent communication skills and ability to work in the team
- Affinity with the mandate and role of the United Nations is an asset

ANNEX C: Risk Log

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response
1	Lack of relevant expertise and capacities in the local market may result in delay of required outputs and distortion of targeted deadlines	05/2015	Operational	The occurrence of the risk will delay implementation of the project P=3 I=3	Implementation of project activities and recruitment of relevant national expertise is monitored and actions will be identified if the lack of expertise is affecting the timely implementation of the project
2	Lack of data collection and reporting capacity within national stakeholder institutions	11/2014	Operational	The occurrence of the risk will reduce the project impact P=3 I=3	A training will be organized which will bring together all stakeholders from all the sectors and details will be given on the exact activity on data to be collected and how to report using the available guidelines and software
3	The First Biennial Update Report might take longer time for validation among the stakeholders as initially planned	02/2016	Organizational	The occurrence of the risk will reduce the project impact P=3 I=3	The corresponding background information and policy framework will be presented and provided beforehand
4	Project successes and lessons learnt are not maintained after the project.	05/2015	Organizational Strategic	The occurrence of the risk will force the downscaling of the activities P=3 I=3	The project strategy focuses on building the national capacities in assessing climate change impacts and integrating them into national policies. The successes and lessons learnt will be regularly documented.

ANNEX D: Project Stakeholder Matrix

Institution	Its agencies/departments	Institutional mandate and its relevance to climate change	Relevance to NC and BUR processes
Governmental bodies, ministries and departments Executive Office of the President of the Republic of Tajikistan	Department of Environment and Emergency Situation	<ul style="list-style-type: none"> ▪ Coordinates the national governmental policies and politics on environment and emergency situations in the Republic of Tajikistan; ▪ Considers and approves laws and by-laws on environment and emergency situations in the Republic of Tajikistan; ▪ Monitors the sector development policies are developed in line with the principle laws and by-laws on environment and emergency situation prevention. 	<ul style="list-style-type: none"> ▪ Assures political support of large-scale programs on climate change in Tajikistan and enforces environment and climate-related laws at all sector-based levels in Tajikistan; ▪ Considers and approves national development strategies and actions plans, including National Action Plan (NAP) for climate change mitigation (2003) and National Strategy and Action Plan on climate change adaptation, under development ; ▪ Oversees the Pilot Program for Climate Resilience (PPCR) and houses the PPCR focal point.
Committee of Environmental Protection under the Government of the Republic of Tajikistan (CEP)	General overview	<p><i>Committee of Environmental Protection is the main specialized governmental body responsible for implementation of the state policy on environmental protection in Tajikistan. Responsibilities of the Committee and its subordinate institutions, which relevant to the climate change are as follows:</i></p> <ul style="list-style-type: none"> ▪ Drafts and implements governmental policies, strategies and action plans for environmental protection; ▪ Drafts laws, by-laws and decisions for the protection of the environment; ▪ Performs monitoring of the implementation of laws, by-laws, state policies and measures on environmental protection; ▪ Oversees the implementation process of all environmental conventions where Tajikistan is a Party; ▪ GEF Focal Point (Operational/Political) stands under the CEP. 	<ul style="list-style-type: none"> ▪ CEP through its PIU will be an implementing agency and assure the 4NC/BUR process preparation; ▪ CEP through its PIU implements climate change projects (e.g. Capacity Building, PPCR); ▪ CEP Chairman acts as a CAMP4ASB focal point and can coordinate the information exchange between different projects on climate change in a complementary way.
National Agency on Hydrometeorology (Hydromet)	General overview	<p>Agency is responsible for environment, climate related and hydro-meteorological monitoring. Agency is responsible to</p>	<ul style="list-style-type: none"> ▪ Through its Climate Change Centre handles all aspects of climate-related research and

Institution	Its agencies/departments	Institutional mandate and its relevance to climate change	Relevance to NC and BUR processes
<p>Ministry of Economic Development and Trade (MEDT)</p>	<p>Department of macroeconomic analysis and forecast</p>	<p>formulate and inform about short-term weather forecasts to the Government of the Republic of Tajikistan and local authorities. Scope of activities that are relevant to the preparation of National Communications are:</p> <ul style="list-style-type: none"> ▪ Observation and data collection on hydro, meteorological and climate-related regime in Tajikistan; ▪ Observation over the extreme weather events and other hydrometeorological disasters; ▪ Archival of historic and present data and analyses of the patterns tendencies; ▪ Serves as a National Focal Point under the UNFCCC and provides technical support and policy advice to the Committee of Environmental Protection for its implementation process and represents the Government of Tajikistan in UNFCCC negotiations; ▪ Serves as National Focal Point under IPCC. 	<p>reporting related to both mitigation and adaptation;</p> <ul style="list-style-type: none"> ▪ Strengthens the dialogue, information exchange and cooperation among all the relevant stakeholders including governmental, non-governmental, academic, private sectors on climate change and related issues; ▪ Contributes to development of V&A in terms of climate change observation (temperature, precipitation, extreme weather events, glaciers and GLOFs and forecasts); ▪ Implements a large-scale regional Central Asia Hydromet Modernization Project (CAHMP), the results of which can complement 4NC/BUR processes.
<p>Ministry of Agriculture (MoA)</p>	<p>General overview</p>	<ul style="list-style-type: none"> ▪ Oversees the system of state economic planning and forecasting and facilitating the effective implementation of socio-economic development priorities in Tajikistan. One of the main tasks of the Ministry is to develop and implement economic development programs and strategies of the Republic of Tajikistan with the aim of reducing poverty and stabilizing socio-economic conditions. ▪ Representatives of the Ministry head the editing group to prepare the country's National Development Strategy (NDS) and National Development Action Plan (2016-2030) and the Living Standards Improvement Strategy (until 2015); ▪ MEDT to be included as a main governmental body for mainstreaming of climate change into key national policies and strategies as reflected in NDS 2016-2030. ▪ Ministry is responsible for implementing sectoral strategies and activities in the agricultural sector, and thus oversees a significant segment of the economy that is vulnerable to climate change. ▪ Ministry develops, creates and coordinates agricultural and regional policy, strategic plans, state and sectoral programs in the agricultural sector. 	<ul style="list-style-type: none"> ▪ MEDT is one of the co-executive bodies of the National Action Plan for Climate Change Mitigation. MEDT is also co-executive body for the preparation of the National Strategy and Action Plan on climate change adaptation, under preparation. ▪ MEDT to be included to the Project Steering Committee (PSC) and respective sector-based working groups that develop sustainable strategies, plans and budgets. ▪ MEDT produces macroeconomic data and long-term economic development forecasts, which are to be used in situation analysis (National Circumstances) of 4NC/BUR process.
<p>Ministry of Agriculture (MoA)</p>	<p>General overview</p>	<ul style="list-style-type: none"> ▪ Ministry is responsible for implementing sectoral strategies and activities in the agricultural sector, and thus oversees a significant segment of the economy that is vulnerable to climate change. ▪ Ministry develops, creates and coordinates agricultural and regional policy, strategic plans, state and sectoral programs in the agricultural sector. 	<ul style="list-style-type: none"> ▪ Representatives of the Ministry are responsible for the development of the LULUCF Category in the context of the GHG inventory; ▪ Specialists of the Ministry are to contribute to the V&A assessment in 4NC/BUR processes; ▪ MoA through its PIU implements a number of

Institution	Its agencies/departments	Institutional mandate and its relevance to climate change	Relevance to NC and BUR processes
Ministry of Energy and Water Resources (MEWR)	<p>General overview</p> <p>Barkl Tojik</p> <p>Hydroenergy Research Institute</p>	<ul style="list-style-type: none"> ▪ Ministry also oversees the work of the Academy of Agricultural Sciences, which serves as the scientific and coordination centre for agrarian science in Tajikistan. ▪ Scope of interventions of the Academy of Agricultural Sciences is directly relevant to adaptation, as it conducts research on cotton, wheat, barley, and legume crops, including work on the introduction of high-yield varieties. <p>The Ministry as a whole is tasked with formulation and implementation of national energy and water related policies. Particular climate-related activities of the MEWR are as follows:</p> <ul style="list-style-type: none"> • Design, revision and regularly update of the national strategies for energy and water development; • Draft of the respective legal documents for the improvement and development of the energy and water sector-based projects; • Monitors the implementation of the National Development Programs and Action Plans on renewable energy sources; • Participates in the strategic development projects on hydropower plants construction. 	<p>climate-related projects, which can complement to information exchange, coordination of sector-based interventions on climate change, etc.</p> <ul style="list-style-type: none"> ▪ Representatives of the MEWR are to contribute to the V&A assessment and Mitigation in 4NC/BUR processes; ▪ Representatives of the Barkl Tojik/Hydroenergy Research Institute are responsible for the development of the Energy Category of GHG Inventory; ▪ MEWR is to be involved as a member of the PSC; ▪ MEWR through its PIU implements a number of water and climate-related projects, which can complement information exchange and coordination during the 4NC/BUR processes.
Ministry of Health (MoH)	<p>General overview</p>	<ul style="list-style-type: none"> ▪ Ministry implements and monitors sector-based policy on healthcare and provides sanitary-epidemiological services to the public; ▪ MoH conducts the state sanitation-epidemiological supervision, carries out activities on environmental safety, environmental protection and sanitation, and develops and approves the state and industry health norms, regulations and hygiene standards; ▪ State Epidemiological Service under the MoH, participated in a WHO regional project on health and climate change and drafted a Strategy for Health and Climate Change. 	<ul style="list-style-type: none"> ▪ Representatives of the MoH are to contribute to the V&A assessment, especially in analyzing climate change impacts on the state of health of the population in 4NC/BUR processes.
Ministry of Education (MoE)	<p>General overview</p>	<ul style="list-style-type: none"> ▪ The Ministry is in charge of developing and implementing policies on all stages of education. ▪ Since the MoE is mandated under the Law on Environmental Education, it allows the Ministry to 	<ul style="list-style-type: none"> ▪ Representatives of the MoE and its institutes are to be involved to the implementation of the activities on raising awareness and education on climate change in the 4NC/BUR

Institution	Its agencies/departments	Institutional mandate and its relevance to climate change	Relevance to NC and BUR processes
Ministry of Finance (MF)	General overview	<ul style="list-style-type: none"> ▪ develop and carry out environmental education projects. ▪ Implements the finance policy of the Government of the Republic of Tajikistan; ▪ Formulates the annual state budget for the Republic of Tajikistan and monitors the budget delivery; ▪ Oversees the projects on climate investments, especially credits and loans. 	<ul style="list-style-type: none"> ▪ Serves as another focal point for the (CAMP4ASB) in Tajikistan, and is responsible for monitoring and implementation of the credit line component (Component 2.); ▪ MF to be potentially included to the PSC and provide advice on MRV arrangement and financial support.
Ministry of Industry and New Technologies	General overview	<ul style="list-style-type: none"> ▪ Implements the national policies on industrial development and technologies; ▪ Served as a DNA to CDM projects at the national governmental level. 	<ul style="list-style-type: none"> ▪ Representatives of the Ministry to be involved to provision of data and GHG emission estimations on Activity “industrial processes”, and provide consultative support in GHG Emission Reduction Strategy and Planning; ▪ Serve as a political and overseeing arm to liaise with the public and private companies such as TALCO and Tajik Cement Company
Ministry of Transport	General overview	<ul style="list-style-type: none"> ▪ Implements the national policies on transport communication and infrastructure; ▪ Assured EIA are performed for the big investment projects in the sector of transport to assure air quality and climate change are taken into account. 	<ul style="list-style-type: none"> ▪ Representatives of the Ministry to be involved to the development of the GHG Inventory, to provide data and perform calculations for the Activity “Energy” (Transport subchapter) and provide consultative support to the development of the GHG Emission Reduction Strategy and Planning.
Agency of Forestry under the Government of the Republic of Tajikistan	General overview	<ul style="list-style-type: none"> ▪ Formulates improvement, amendments to the forestry sector reform and implements policies on afforestation and reforestation; ▪ Monitors policies and regulations for protection of wood material from illegal cuttings. 	<ul style="list-style-type: none"> ▪ Participates in design of carbon sequestration projects and afforestation/reforestation activities in Tajikistan (NAMA)⁷. ▪ Provides data for the development of the GHG LULUCF category in the context of the GHG Inventory.
Committee for Emergency Situation and Civil Defense under the Government of the Republic of Tajikistan (CESCD)	General overview	<ul style="list-style-type: none"> ▪ The Committee is the government agency that is tasked with disaster risk reduction and response, which covers climate-induced natural disasters. ▪ CESCD conducts reviews and analysis of disaster risk assessment in light of climate change, and it has a department that focuses on evacuation and re- 	<ul style="list-style-type: none"> ▪ In 4NC/BUR preparatory process, representatives of CESCD contributes to the data collection and analysis of climate-induced impacts on socio-economic development in Tajikistan.

⁷ <http://www.nama-facility.org/projects/tajikistan.html>

Institution	Its agencies/departments	Institutional mandate and its relevance to climate change	Relevance to NC and BUR processes
Agency on statistics under the President of the Republic of Tajikistan	General overview	<p>The Committee is the main official data provider in the Republic of Tajikistan.</p> <ul style="list-style-type: none"> Collects, processes, analyses and disseminates statistic data related to the economy, demography, and social life; Establishes and manages the databases and statistical registries on national level, setting down statistical methodologies, maintenance collaboration in the domain of the statistics, communication with the beneficiaries, etc. Collects, process, analyses and disseminates statistical data related to the transport, housing and communal services and environment. 	<ul style="list-style-type: none"> Provides data records for the development of the GHG inventory; Might be potentially considered as the governmental body responsible for institutional arrangements of MRV
Academia and research institutions			
Academy of Sciences and its research institutions	General overview	<ul style="list-style-type: none"> Conducts research and studies relevant research and case studies on physics, math, geography, climate, social and gender, Conducts research on effects of anthropogenic factors on climate change 	<ul style="list-style-type: none"> To be involved as local experts to the NC/BUR in terms of GHG calculations, methods of carbon sequestration and emission reduction, assure technical advice on GHG inventory; To be involved in social and health studies within NC.
Strategic Research Centre under the President of the Republic of Tajikistan	General overview	<ul style="list-style-type: none"> Conducts research and studies, which are relevant to the strategic development of the country, including sector-based development, deployment of the renewable energy sources (RES), migration, etc. 	<ul style="list-style-type: none"> To be involved as local experts to conduct an overview on RES potential to reduce GHG emissions by 2030 (% share) as an input to Mitigation chapter of NC/BUR
High education universities (RTSU, National State University, Tajik Technical University, Tajik State Medicine University)	General overview	<ul style="list-style-type: none"> Most of the high education universities conduct thesis research on water, climate, smart agriculture Tajik State Medical University conducts regular studies on climate impacts and human health, which might be relevant for reporting 	<ul style="list-style-type: none"> To be involved as contributors to raising awareness and education chapter of the NC/BUR; To be involved as local experts to conduct research on human health and climate change
Non-governmental organizations (CSO, NGO)			
Local NGOs: Little Earth, Kukhiston Fund, Youth Ecological Centre, etc.	General overview	<ul style="list-style-type: none"> Most of the projects implemented by local NGOs tackle climate resilient development of the local communities and to the most extent foresee 	<ul style="list-style-type: none"> To be involved as local informants to contribute to information exchange on climate change in Tajikistan during the coordination

Institution	Its agencies/departments	Institutional mandate and its relevance to climate change	Relevance to NC and BUR processes
<ul style="list-style-type: none"> International NGOs: CAREC, Oxfam, Acted, etc. 	<p>Local NGOs</p> <p>international NGOs</p>	<p>education, capacity building on best available practices and know-how to farmers and households.</p> <ul style="list-style-type: none"> International NGOs implement a number of projects addressing climate change, support research-based assessments, capacity building and multidisciplinary cooperation (e.g. water and climate, gender and climate, migration and climate, health and climate, energy and climate). 	<p>and stakeholder engagement platform meetings in NC/BUR'</p> <ul style="list-style-type: none"> To be involved as experts to develop chapters on V&A and mitigation.
International organizations			
European Union	General overview	<ul style="list-style-type: none"> EU has a number of regional and national projects on water policies, education, good governance with an increasing attention to climate change 	<ul style="list-style-type: none"> To be involved as international informants to contribute to information exchange on climate change in Tajikistan during the coordination and stakeholder engagement platform meetings in NC/BUR
GIZ	General overview	<ul style="list-style-type: none"> GIZ has recently opened a climate department within its GIZ country office in Tajikistan. At the same time, it has a regional program on natural resource management (based in Bishkek), which operates sub-regional thematic projects in Central Asia. Most of the target ecosystem based adaptation, land and forest management, carbon sequestration, data management and climate policies 	<ul style="list-style-type: none"> To be involved as international informants to contribute to information exchange on climate change in Tajikistan during the coordination and stakeholder engagement platform meetings in NC/BUR
Multilateral Development Banks (MDBs)	<p>General overview</p> <p>World Bank projects</p>	<p>Over the past few years, MDBs' investments to enhance a climate resilient development in Tajikistan have been increased. Most of the funds are allocated through the PPCR (Pilot Program for Climate Resilience) of CIF (Climate Investment Fund), Global Environment Facility (GEF), International Development Agency (IDA), Asian Development Bank allocations, DFID and other sources.</p> <ul style="list-style-type: none"> WB: Central Asia Hydromet Modernization Project or CAHMP (total: \$27.7M), aims to improve the accuracy and timeliness of hydromet services in Central Asia, with particular focus on Kyrgyz Republic and Republic of Tajikistan. WB: Sustainable land management and livelihood development (total cost \$17.68M), which aims to improve farming, pasture and other types of SLM practices in the face of climate change in rural areas of Tajikistan 	<ul style="list-style-type: none"> To be involved as one of the international informants to contribute to information exchange on climate change in Tajikistan during the coordination and stakeholder engagement platform meetings in NC/BUR; To be involved as a practitioner to share results and lessons learned on the development of the National Strategy on climate change adaptation and action plan.

Institution	Its agencies/departments	Institutional mandate and its relevance to climate change	Relevance to NC and BUR processes
	<p>EBRD projects</p> <p>ADB projects</p>	<ul style="list-style-type: none"> ▪ WB: Climate Adaptation and Mitigation Program for Aral Sea Basin (CAMP4ASB), (Tajikistan's share is \$9M) aims to enhance regionally coordinated access to improved climate change knowledge services for key stakeholders in participating Central Asian countries as well as to increased investments and capacity building that, combined, will address climate challenges common to these countries. Tajikistan's component is expected to get financing via sub-loans to rural communities for climate investments, considered by participating Central Asian countries as priority for scaled-up climate action. ▪ EBRD: CLIMADAPT (\$10M), which aims to help Tajik households, businesses and farmers to cope with climate change and support the country's transition towards a green economy. ▪ ADB: Building capacity for climate resilience project (cost: \$6M) aims to enhance planning capacity for climate change adaptation at national and local levels, and within vulnerable sectors and vulnerable population groups. ▪ Other projects, financed by PPCR and MDB, which aim to enhance climate resilience and sustainable development 	
SDC and other programs supported by the Swiss Government	General overview	<ul style="list-style-type: none"> ▪ Most of the projects supported by the Swiss Government target disaster risk reduction, education, culture, gender equality with an increasing attention to climate change 	<ul style="list-style-type: none"> ▪ To be involved as international informants to contribute to information exchange on climate change in Tajikistan during the coordination and stakeholder engagement platform meetings in NC/BUR
UN Agencies	General overview	<ul style="list-style-type: none"> ▪ Most of the present day projects of UN agencies, represented in Tajikistan by UNFPA, OCHA, UN Women, UNEP, IMO, ILO, FAO and WFP have a focus on climate resilient development. 	<ul style="list-style-type: none"> ▪ To be involved as one of the international informants to contribute to information exchange on climate change in Tajikistan during the coordination and stakeholder engagement platform meetings in NC/BUR
UNDP	<p>General overview</p> <p>Communities Program (projects on sustainable economic growth and livelihoods)</p>	<p>UNDP has a series of relevant programs with a target to ensure a sustainable and climate-resilient development in Tajikistan.</p> <ul style="list-style-type: none"> ▪ Communities program target the community-based development and has a number of projects (e.g. 	<ul style="list-style-type: none"> ▪ To be involved as one of the international informants to contribute to information exchange on climate change in Tajikistan during the coordination and stakeholder engagement platform meetings in NC/BUR ▪ To be involved as the key contributor to V&A

Institution	Its agencies/departments	Institutional mandate and its relevance to climate change	Relevance to NC and BUR processes
<p>USAID projects</p>	<p>Energy and Environment Program (projects on sustainable nature resource management, climate change and renewable energy)</p> <p>Disaster Risk Management Program (projects on natural and manmade disasters and response measures)</p> <p>Small Grants Program (projects on climate change at the community based level)</p> <p>General overview</p>	<p>UNEP/UNDP Poverty and Environment Initiative)</p> <ul style="list-style-type: none"> ▪ tackling sustainable nature resource management; Energy and Environment program and Small Grants Program, operational under EEP, implement a number of projects on climate change, environmental policies, integrated water resources management, energy efficiency and renewable energy sources. ▪ Disaster Risk Management Program supports the interventions on enhancing climate and manmade natural disaster reduction and response measures. Recently, DRMP initiated a process to develop national action plan to reduce disaster risks. <ul style="list-style-type: none"> ▪ USAID has a number of regional and national projects on water management and energy, which contribute to climate-resilient development in Tajikistan 	<p>chapter in the frames of climate-related projects (sustainable agriculture in the face of climate change) and best practices on new technologies (e.g. RES, homologue approach, etc);</p> <ul style="list-style-type: none"> ▪ To be involved as a practitioner to share results on the development of the national action plan on adaptation for disaster risk management <ul style="list-style-type: none"> ▪ To be involved as international informants to contribute to information exchange on climate change in Tajikistan during the coordination and stakeholder engagement platform meetings in NC/BUR

ANNEX E: Social and Environmental Risk Screening Checklist

Project Information

Project Information	
1. Project Title	Enabling activities for preparation of First Biennial Update Report and Fourth National Communication under UNFCCC
2. Project Number	00098803
3. Country	Tajikistan

Part A. Integrating Overarching Principles to Strengthen Social and Environmental Sustainability

QUESTION 1: How Does the Project Integrate the Overarching Principles in order to Strengthen Social and Environmental Sustainability?

Briefly describe in the space below how the Project mainstreams the human-rights based approach

The project utilizes participatory stakeholder engagement process that will accommodate a wide range of stakeholders and institutions both at the national and community levels. The issue of mainstreaming climate change considerations into policy formulation and national development strategies is becoming more prominent. Therefore, an inter-agency coordination to meet strategic objective of sustainable development and its goals will be paramount for the project. Since the process of policy development provides for coordination, the project will serve as a regular exchange platform for mainstreaming, policy formulation, capacity building, and awareness raising, as well as knowledge exchange. The development of the Fourth National Communication is a process that will expand its network of stakeholders and include women associations.

Briefly describe in the space below how the Project is likely to improve gender equality and women's empowerment

The project will comprehensively consider gender and equity issues. First of all, the project team will equally consider both female and male professionals and experts, dealing with climate change, economic development, natural environment, and human health. The project team will keep a track record of data disaggregation (gender, age, etc.) and use different approaches in involving female professionals to the discussions. Observations show that female participants do not freely express their opinion during the plenary sessions of the events. However, being in small working groups they more eagerly exchange.

Content-wise, the topic of gender and climate change has unfortunately received a little attention in Tajikistan. There are some separate studies on gender perception of climate risks and responses, which have been produced at the community-level. However, the linkage between the integration of these findings into a broader context is mean. There is still a concern that the process of policy formulation should remove a gap between the priorities for the national-scale interventions and needs for adaptation at the community based level, taking into account gender specificity. The project envisages to conduct a study analyzing the role of gender in adaptation and mitigation activities, policy formulation and knowledge. The expected findings will build recommendations for most of the project outcomes (National Circumstances, V&A, Mitigation, etc.).

Briefly describe in the space below how the Project mainstreams environmental sustainability

The project will support the mainstreaming of climate change considerations into key strategic development documents and sector-based policies, and strengthen the institutional and technical capacity on climate change. The project does not intend to reduce greenhouse gas emissions directly but will contribute to a better understanding and steps towards low-carbon development and climate-resilient future in Tajikistan.

Part B. Identifying and Managing Social and Environmental Risks

QUESTION 2: What are the Potential Social and Environmental Risks? <i>Note: Describe briefly potential social and environmental risks identified in Attachment 1 – Risk Screening Checklist (based on any “Yes” responses).</i>	QUESTION 3: What is the level of significance of the potential social and environmental risks? <i>Note: Respond to Questions 4 and 5 below before proceeding to Question 6</i>			QUESTION 6: What social and environmental assessment and management measures have been conducted and/or are required to address potential risks (for Risks with Moderate and High Significance)?
Risk Description	Impact and Probability (1-5)	Significance (Low, Moderate, High)	Comments	<i>Description of assessment and management measures as reflected in the Project design. If ESIA or SESA is required note that the assessment should consider all potential impacts and risks.</i>
No Social or Environmental Risks were identified for the project, therefore this table is not applicable for the project.	I = P =			
QUESTION 4: What is the overall Project risk categorization?				
Select one (see SESP for guidance)				
Low Risk <input checked="" type="checkbox"/>				
Moderate Risk <input type="checkbox"/>				
High Risk <input type="checkbox"/>				
QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are relevant?				
Check all that apply				
Principle 1: Human Rights <input type="checkbox"/>				
Principle 2: Gender Equality and Women’s Empowerment <input type="checkbox"/>				
1. Biodiversity Conservation and Natural Resource Management <input type="checkbox"/>				
2. Climate Change Mitigation and Adaptation <input type="checkbox"/>				
Comments				

Checklist Potential Social and Environmental Risks		
Principles 1: Human Rights		Answer (Yes/No)
1.	Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
2.	Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? ⁸	No
3.	Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?	No
4.	Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them?	No
5.	Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?	No
6.	Is there a risk that rights-holders do not have the capacity to claim their rights?	No
7.	Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?	No
8.	Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?	No
Principle 2: Gender Equality and Women’s Empowerment		
1.	Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?	No
2.	Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
3.	Have women’s groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment?	No
4.	Would the Project potentially limit women’s ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services?	No
Principle 3: Environmental Sustainability: Screening questions regarding environmental risks are encompassed by the specific Standard-related questions below		
Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management		
1.1	Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services?	No
1.2	Are any Project activities proposed within or adjacent to critical habitats and/or environmentally	No

⁸ Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to “women and men” or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.

	sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	
1.3	Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	No
1.4	Would Project activities pose risks to endangered species?	No
1.5	Would the Project pose a risk of introducing invasive alien species?	No
1.6	Does the Project involve harvesting of natural forests, plantation development, or reforestation?	No
1.7	Does the Project involve the production and/or harvesting of fish populations or other aquatic species?	No
1.8	Does the Project involve significant extraction, diversion or containment of surface or ground water?	No
1.9	Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)	No
1.10	Would the Project generate potential adverse transboundary or global environmental concerns?	No
1.11	Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area?	No
Standard 2: Climate Change Mitigation and Adaptation		
2.1	Will the proposed Project result in significant ⁹ greenhouse gas emissions or may exacerbate climate change?	No
2.2	Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?	No
2.3	Is the proposed Project likely to directly or indirectly increase social and environmental vulnerability to climate change now or in the future (also known as maladaptive practices)?	No
Standard 3: Community Health, Safety and Working Conditions		
3.1	Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?	No
3.2	Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No
3.3	Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?	No
3.4	Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure)	No
3.5	Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?	No
3.6	Would the Project result in potential increased health risks (e.g. from water-borne or other	No

⁹ In regards to CO₂, 'significant emissions' corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.]

	vector-borne diseases or communicable infections such as HIV/AIDS)?	
3.7	Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?	No
3.8	Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)?	No
3.9	Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)?	No
Standard 4: Cultural Heritage		
4.1	Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	No
4.2	Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?	No
Standard 5: Displacement and Resettlement		
5.1	Would the Project potentially involve temporary or permanent and full or partial physical displacement?	No
5.2	Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	No
5.3	Is there a risk that the Project would lead to forced evictions? ¹⁰	No
5.4	Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	No
Standard 6: Indigenous Peoples		
6.1	Are indigenous peoples present in the Project area (including Project area of influence)?	No
6.2	Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples?	No
6.3	Would the proposed Project potentially affect the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the Project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)? <i>If the answer to the screening question 6.3 is "yes" the potential risk impacts are considered potentially severe and/or critical and the Project would be categorized as either Moderate or High Risk.</i>	No
6.4	Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	No

¹⁰ Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections.

6.5	Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.6	Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?	No
6.7	Would the Project adversely affect the development priorities of indigenous peoples as defined by them?	No
6.8	Would the Project potentially affect the physical and cultural survival of indigenous peoples?	No
6.9	Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?	No
Standard 7: Pollution Prevention and Resource Efficiency		
7.1	Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	No
7.2	Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)?	No
7.3	Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs?	No
7.4	Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health?	No
7.5	Does the Project include activities that require significant consumption of raw materials, energy, and/or water?	No

ANNEX F. Standard Agreements

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

PIMS: 5644, Atlas Project ID/Award ID number: 00094711, Atlas Output ID/Project ID number: 00098803

Dear Mr. Khairullo Ibodzoda,

1. Reference is made to consultations between officials of the Committee for Environmental Protection under the Government of the Republic of Tajikistan (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 project 00098803 "Enabling activities for preparation of First Biennial Update Report and Fourth National Communication under UNFCCC":
 - (a) Identification and/or recruitment of international expert(s) and consultant(s);
 - (b) Facilitation of local and international travels and settlement of travel claims (F10);
 - (c) Procurement of goods and services for the amount above US\$ 10,000;
 - (d) Financial support 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 between the United Nations Development Programme and the Government of Tajikistan signed on 1st of October 1993 (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 in Tajikistan
Mr. Jan Harfst
Country Director

On behalf of Committee for Environmental Protection under
the Government of the Republic of Tajikistan
Mr. Khairullo Ibodzoda
Chairman

(Date)

Attachment 1

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between Committee for Environmental Protection, the institution designated by the Government of the Republic of Tajikistan and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project “Enabling activities for preparation of First Biennial Update Report and Fourth National Communication under UNFCCC”, “the Project”. (PIMS: 5644, Atlas Project ID/Award ID number: 00094711, Atlas Output ID/ Project ID number: 00098803

2. In accordance with the provisions of the project document, the UNDP country office shall provide support services for the Project 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)
Conduction of procurement cases above USD 10,000.	On-going during the project tenure	On the basis of estimated actual or transaction based costs according to Universal price list (UPL)	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner
Recruitment of International Consultant.	On-going during the project tenure		
Facilitation of local and international travels and settlement of travel claims (F10).	On-going during the project tenure		
Financial support services (payment process per transaction).	On-going during the project tenure		
		Total: Up to USD 9,000 from GEF grant	

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

As described in the Project Document “Enabling activities for preparation of First Biennial Update Report and Fourth National Communication under UNFCCC”.

ANNEX G. UNDP Project Quality Assurance Report

(Attached separately)

<https://intranet.undp.org/sites/TJK/project/00094711/SitePages/ProjectQAHomeV2.aspx?year=2016&ipp=0&dfs=DRAFT&cfs=>

ANNEX H. Multi-year work plan

EXPECTED OUTPUT	PLANNED ACTIVITIES	Planned Budget By Year (\$US)				RESPONSIBLE PARTY	PLANNED BUDGET		
		Year 1	Year 2	Year 3	Year 4		Funding source	Budget description	Amount
Output 1: National Circumstances	Defining sources of information and establish links to get the data as necessary; Collecting data and information using official statistics and inter-departmental records throughout the project implementation	5000	5000	5000	-	CEP	GEF	Contractual services/ individuals	15000
	Analyzing links between national development strategies, sector-based frameworks and climate change policies; Describing institutional arrangements relevant to the preparation of the NC and BURs on a continuous basis	3000	-	3000	-	CEP	GEF	Local consultants	6000
	Validating the gaps of information identified under stocktaking exercise in light of recent socio-economic developments and natural environment; Showcasing the results to the project stakeholders (South-South, Triangular, Global)	-	5000	5000	5000	CEP	GEF	Travel	15000
	Defining mechanisms for stakeholder involvement and participation, enabling the preparation of NC and BUR	4000				CEP	GEF	Equipment and furniture	4000
	Finalizing the chapter on NC; Embedding the chapter on NC into FBUR/4NC	2000				CEP	GEF	Communication and audio visual	2000
	Total Output 1	14000	10000	13000	5000				42000
Output 2: National GHG Inventory	Enhancing the capacity of the specialists of the Climate Change Centre to conduct regular GHG inventory and coordinate data collection; Conducting capacity building exercise to introduce the methodology of GHG Inventory to newcomers	15000	10000	10000	10000	CEP	GEF	International consultants	45000
	Collecting data, using official statistics and inter-departmental records to compile the GHG categories; Setting the GHG emission data collection system within the national statistics agency	5000	13000	10000	10000	CEP	GEF	Contractual services/ individuals	38000
	Setting up the working group, representing international and/or local experts from all GHG inventory categories: Energy, Industrial Processes, Agriculture, Forestry and Land Use, Waste	15000	15000	15000	3000	CEP	GEF	Local consultants	48000
	Showcasing the GHG Inventory and methods to the project stakeholders (South-South, Global)	-	5000	5000	5000	CEP	GEF	Travel	15000

EXPECTED OUTPUT	PLANNED ACTIVITIES	Planned Budget By Year (\$US)				RESPONSIBLE PARTY	PLANNED BUDGET		
		Year 1	Year 2	Year 3	Year 4		Funding source	Budget description	Amount
Output 3: Vulnerability Assessment and Adaptation	Calculating GHG inventory for the period of 2010-2013 (FBUR) and up to 2014 (4NC) for the categories: Energy; Industrial Processes; Agriculture, Forestry and Land Use; Waste. Update emission factors for the key sources, as needed	16000	-	-	-	CEP	GEF	IT Equipment	16000
	Finalizing the chapter on National GHG Inventory for FBUR/4NC; Embedding the chapter on National GHG Inventory into FBUR/4NC	1000	1000	1000	1000	CEP	GEF	Communication and audio visual	4000
		1000	1000	1000	1000	CEP	GEF	Supplies	4000
		5000	5000			CEP	GEF	Trainings, Workshops, Conferences	10000
	Total Output 2	58000	50000	42000	30000				180000
	Setting up the working group, representing local and/or international experts from key socio-economic sectors, natural environment and ecosystems, human health	10000	15000	15000	5000	CEP	GEF	International Consultants	45000
	Analysing air temperature and atmospheric trends and deviations over the past several decades; Updating projections of key climate indicators (temperature, precipitation, snow cover) until 2050 and 2100	5000	10000	10000	5000	CEP	GEF	Contractual services	30000
	Performing a stocktaking exercise of vulnerability and sensitivity of the country territory to climate risks; Conducting an in-depth vulnerability assessment of key socio-economic sectors and natural environment to climate impacts; Conducting a study integrating response measures in the context of DRR and CCA	9000	15000	15000	6000	CEP	GEF	Local consultants	45000
	Organizing side-events at the international and regional climate change forums and conferences	3000	3000	3000	3000	CEP	GEF	Travel	12000
	Hosting the national workshops on project progress and stakeholder engagement process; Finalizing the chapter on V&A for 4NC and embedding the chapter on V&A for the 4NC incorporation	5000	7000	7000	7000	CEP	GEF	Contractual services/companies	26000
	2000	7000	7000	1000	CEP	GEF	Trainings, Workshops, Conferences	17000	
Total Output 3	34000	57000	57000	27000				175000	

EXPECTED OUTPUT	PLANNED ACTIVITIES	Planned Budget By Year (\$US)				RESPONSIBLE PARTY	PLANNED BUDGET		
		Year 1	Year 2	Year 3	Year 4		Funding source	Budget description	Amount
		Output 4: Mitigation and Policy Measures	Setting up the working group, representing international and/or local experts from key socio-economic sectors; Assessing the progress of policies and actions to mitigate GHG from 2010 at national, sub-national and local levels Enhancing the capacity of specialists of the Climate Change Centre to coordinate the mitigation ambitions in the country; Assessing mitigation potential in key development sectors, and propose/update a list of key abatement/reduction measures; Conducting a study to develop a national GHG emission reduction strategy Finalizing the chapter on Mitigation and Policy Measures for the 4NC and/or FBUR and embedding the chapter on Mitigation and Policy Measures for the 4NC and/or FBUR Communication and reporting	3000 5000 3000 500 2500 14000	6000 10000 5000 1000 2500 24500		6000 10000 5000 1000 2500 24500	3000 5000 4000 500 2500 15000	CEP CEP CEP CEP CEP
Output 5: Domestic MRV	Analysing options and possibilities for establishment a domestic MRV system Providing support to the development process of national institutional arrangements and framework for domestic MRV; Finalizing the chapter on domestic MRV system for the FBUR and embedding the chapter on domestic MRV system into the FBUR Organizing meetings with key agencies, who might be involved in MRV, to discuss opportunities and gaps Communication and reporting	6000 5000 5000 5000 22000	6000 10000 5000 5000 27000	6000 10000 5000 5000 27000	6000 10000 6000 5000 28000	CEP CEP CEP CEP	GEF GEF GEF GEF	Local consultants International Consultants Contractual services Trainings, Workshops, Conferences Miscellaneous	24000 35000 21000 20000 4000 104000
Output 6: Constraints and Gaps	Setting up the working group, representing local and international experts from socio-economic sectors, finance institutions and academia	3000 3000	3000 3000	3000 3000	- 28000	CEP	GEF	Local consultants	9000

EXPECTED OUTPUT	PLANNED ACTIVITIES	Planned Budget By Year (\$US)				RESPONSIBLE PARTY	PLANNED BUDGET		
		Year 1	Year 2	Year 3	Year 4		Funding source	Budget description	Amount
		5000	5000	5000	-		CEP	GEF	International Consultants
	Based on the assessment produced within the output 4, estimating finance resources needed for implementation of the GHG emission reduction strategy; Based on the V&A assessment, performing a cost benefit analysis, estimating potential costs for a long-term adaptation (at least for water sector) and BAU; Conducting a study on technological needs assessment, and compile a list of the most effective/new technology solutions at least for two sectors (e.g. water and agriculture)	5000	10000	10000	5000	CEP	Contractual services	30000	
	Finalizing the chapter on constraints and gaps, finance, technology and capacity needs for FBUR/4NC; Embedding the chapter on constraints and gaps, finance, technology and capacity needs for FBUR/4NC	5000	10000	10000	5000	CEP	Contractual services	30000	
	Communication and reporting	1000	1000	1000	550	CEP	Miscellaneous	3550	
	Total Output 6	14000	19000	19000	5550			57550	
Output 7: Other Information	Stock-taking of all awareness raising, education, and research on climate change that has been carried out within different programmes and projects, including donor-funded interventions; Setting up the national knowledge platform for information exchange	3000	6000	6000	-	CEP	Local consultants	15000	
	Conducting at least two public awareness campaigns on climate change at the national level; Conducting training on climate change negotiations for young professionals engaged in climate change; Conducting a study on different gender roles in adaptation and mitigation interventions at the community level, policy formulation and decision-making process	10000	10000	10000	10000	CEP	Contractual services	40000	
	Information exchanging at the national, regional and global level using the knowledge platform; Finalizing the chapter on other information, relevant for 4NC/ FBUR and Embedding the chapter on other information, relevant for 4NC/ FBUR	500	1000	1000	500	CEP	Miscellaneous	3000	
	Total Output 7	13500	17000	17000	10500			58000	
Output 8: FBUR/4NC Submission, M&E	Design, layout and translation of the FBUR and 4NC	-			10000	CEP	Contractual services	10000	
	Audit, M&E	3000	3000	3000	3000	CEP	Professional services	12000	
	Printing and publication of knowledge products	5000	10000	10000	16000	CEP	Publications	41000	

EXPECTED OUTPUT	PLANNED ACTIVITIES	Planned Budget By Year (\$US)				RESPONSIBLE PARTY	PLANNED BUDGET		
		Year 1	Year 2	Year 3	Year 4		Funding source	Budget description	Amount
		10000		2000	5000	CEP	GEF	Training, Workshops, Conferences	17000
	Total Output 8	18000	13000	15000	34000				80000
Output 9: Project Management,	PIU/support staff salary costs	17,150	17,150	17,150	17000	CEP	GEF	Contractual services	68450
	Direct Project Cost	2000	3000	2000	2000	CEP	GEF	Direct Project Cost	9000
	Total Output 9	\$ 19,150	\$ 20,150	\$ 19,150	\$ 19,000				77450
TOTAL:		\$ 206,650	\$ 237,650	\$ 233,650	\$ 174,050				852000

ANNEX I. End of Project report

FINAL REPORT OF [COUNTRY'S NAME] 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	