



**United Nations Development Programme**

**Country: TRINIDAD AND TOBAGO**

**PROJECT DOCUMENT<sup>1</sup>**

**Project Title: Preparation of Trinidad and Tobago's Third National Communication and First Biennial Update Report to the United Nations Framework Convention on Climate Change (UNFCCC)**

**UNDAF Outcome(s): Outcome 4.2: By 2015, farmers and fisher folk have enhanced capacity to prepare for and respond to the effects of climate change.**

**UNDP Strategic Plan Environment and Sustainable Development Primary Outcome: Outcome 5: Countries are able to reduce the likelihood of conflict and lower the risk of natural disasters, including from climate change**

**UNDP Strategic Plan Secondary Outcome: Output 5.2 Effective institutional, legislative and policy framework in place to enhance the implementation of disaster and climate risk management measures at national and sub national levels**

**Expected CP Outcome(s):** Compliance with international treaties and improvement in capacity for policy and strategy development

**Executing Entity/Implementing Partner: Ministry of Planning and Development**

**Implementing Entity/Responsible Partners: Ministry of Planning and Development, UNDP**

**Brief Description**

This project seeks to develop the Third National Communication (TNC), the first Biennial Update Report (FBUR) and Trinidad and Tobago's Intended Nationally Determined Contribution (INDC) to the United Nations Framework Convention on Climate Change (UNFCCC). These outputs are all part of Trinidad and Tobago's obligations as a signatory to the UNFCCC. It is anticipated that the TNC will be developed over a three-year period, while the FBUR and INDC will be developed in the first year.

<sup>1</sup> For UNDP supported GEF funded projects as this includes GEF-specific requirements

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Start date:	July 2016
End Date	July 2019
Management Arrangements	NIM
LPAC Meeting Date	15 May 2016

Total resources required	USD 1,092,200
Total allocated resources:	USD 1,092,200
• Regular	_____
• Other:	
○ GEF	USD 952,000
○ Government In-kind	USD 90,200
○ UNDP In-kind	USD 50,000
○ Other	_____

Agreed by (Government):

*Camille R Robineau-Regis*

*11/11/2016*  
Date/Month/Year

Agreed by (Executing Entity/Implementing Partner):

*Camille R Robineau-Regis*

*11/11/2016*  
Date/Month/Year

Agreed by (UNDP):

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*11/11/2016*  
Date/Month/Year

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## LIST OF ACRONYMS

BUR	Biennial Update Report
CBO	Community Based Organisation
CCCCC	Caribbean Community Climate Change Centre
CCS	Carbon Capture and Storage
COP	Conference of Parties
CPAP	Country Programme Action Plan
EMA	Environmental Management Authority
FBUR	First Biennial Update Report
GDP	Gross Domestic Product
GEF	Global Environmental Facility
GHG	Greenhouse Gases
HDI	Human Development Index
iNDC/INDC	Intended Nationally Determined Contribution
INC	Initial National Communication
IPCC	Intergovernmental Panel on Climate Change
KP	Kyoto Protocol
MDG	Millennium Development Goals
M & E	Monitoring and Evaluation
MPD	Ministry of Planning and Development
MRV	Measurement, Reporting and Verification
NC	National Communication
NCSP	National Communications Support Programme
NGO	Non-Governmental Organisation
PPR	Project Progress Reports
PSC	Project Steering Committee
QA/QC	Quality Assurance/Quality Control
R&D	Research and Development
SIDS	Small Island Developing States
SNC	Second National Communication
TNC	Third National Communication
UNDP	United Nations Development Programme
UNFCCC	United Nations Framework Convention on Climate Change
USD	US Dollar
V&A	Vulnerability and Adaptation [to climate change]

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## I. SITUATION ANALYSIS

According to 2012 data from the World Bank, Trinidad and Tobago is depicted as a high-income developing country ranking 67<sup>th</sup> out of 187 countries with a Human Development Index (HDI) of 0.760 and an economy that relies heavily on the energy sector. While positive advancement towards the achievement of the Millennium Development Goals (MDGs) is evident, there have been challenges along the way in the efforts towards sustainability of the environment, diversification of the economy and the enhancement of the social sector. UNDP Trinidad and Tobago therefore has as one of its Country Programme outcomes increased environmental sustainability to achieve sustainable development through environmental management, compliance with international treaties, adaptation to climate change, and improvement in capacity for policy and strategy development. The Third National Communication links to this outcome on a number of levels including compliance with international treaties and effective implementation of policies for strengthened capacity for GHG emissions reduction.

Trinidad and Tobago ratified the United Nations Framework Convention on Climate Change (UNFCCC) in June 1994 and its Kyoto Protocol (KP) in January 1999 and therefore is party to both the KP and the UNFCCC. Currently, Trinidad and Tobago is continuing efforts geared towards achieving the goals of the Convention, particularly through national activities that include pursuing policy and initiatives to increase the use of new and innovative technologies that have lower levels of emissions; encouraging the use of clean energy technology such as natural gas technology and clean production technology; encouraging the use of renewable energies that have zero emissions and adopting more energy efficient technologies and practices. This is supported by the National Environment Policy 2006 which states that with regard to greenhouse gas emissions the Government will:

- A. Conduct regular greenhouse gas inventories;
- B. Cooperate with relevant local, regional and international agencies to implement technologies to reduce, prevent and control man made emissions of greenhouse gases; and
- C. Conserve and enhance the natural ecosystems that serve as sinks or reservoirs of greenhouse gases.

In support of Trinidad and Tobago's attendant obligations under the UNFCCC and the Kyoto Protocol, the Government of Trinidad and Tobago has undertaken the following:

- Submission of the Initial National Communication to the UNFCCC in 2001 which included the GHG inventory for the base year of 1990 and submission of the Second National Communication in 2013.
- Development of a National Climate Change Policy - the Ministry of the Environment and Water Resources has developed a National Climate Change Policy which was laid in Parliament in July 2011. This policy seeks to address inter alia the impacts of climate change including sectoral vulnerability and mitigation potential in major emitting sectors, current and proposed legislation related to mitigation and identification of gaps in the legislation and finally a Strategy and Action Plan.

- Mainstreaming Climate Change into National Development and a Feasibility Study on Carbon Capture and Storage – this project seeks to review the policy and legislation and make recommendations for the mainstreaming of climate change into national development. Additionally, it will provide the framework for the development of a climate change action plan and also explore the feasibility of Carbon Capture and Storage (CCS) in geological formations in Trinidad and Tobago.
- Elaboration of a Strategy for the Reduction of Carbon Emissions in Trinidad and Tobago - the Government of Trinidad and Tobago has developed a Carbon Reduction Strategy approved August 2015 and it is expected that this national strategy will significantly reduce GHG emissions over the next 2-3 years. There are three expected outputs of the Carbon Reduction Strategy which are outlined as follows:
  - i. Institutional Strengthening for more effective and increased participation by government ministries and agencies in Trinidad and Tobago for the development of Sectoral Carbon Reduction Strategies
  - ii. Development and elaboration of a strategic and policy framework for Carbon Reduction emissions for the electrical power generation, industrial and transport sectors in Trinidad and Tobago
  - iii. Development of an Implementation Framework for the Sectoral Carbon Reduction Emissions Strategy

UNDP Trinidad and Tobago has supported the process of meeting national obligations under the UNFCCC by working with the MPD on its prior national communications as well as the strategy for the reduction of carbon emissions and a recent project designed to develop nationally appropriate mitigation actions in the three sectors with the highest emissions nationally.

Trinidad and Tobago is seeking to submit its Third National Communication at COP 25 in 2019 and to submit its First Biennial Update Report in 2018 The iNDC to the 2015 Agreement was shared with the UNFCCC in October 2015.

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## **II. STRATEGY (PROJECT RATIONALE)**

The objective of this proposed project is to prepare and submit Trinidad and Tobago's Third National Communication (TNC) and the first Biennial Update Report (BUR) to the UNFCCC. Additionally, Trinidad and Tobago submitted its iNDC to the UNFCCC in October 2015 and is currently in the process of developing an implementation plan and accompanying institutional framework for the iNDC.

The proposed project will achieve the following:

1. Facilitate activities to mainstream climate change issues into relevant social, economic, scientific and environmental policies programs and strategies, in particular those for low carbon development and adaptation to the adverse effects of climate change.

2. Continue the implementation of climate change education and awareness activities using targeted audiences including the youth, women's associations, government's general public, NGOs, CBOs. This can be further strengthened through the use of the Multilateral Environmental Agreements Focal Point Network which already have women group participation.
3. Determine the vulnerability of additional communities which can be prioritized for adaptation options.

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### **III. PROJECT OBJECTIVE, OUTCOMES AND OUTPUTS/ACTIVITIES**

The project objective will be achieved with the fulfilment of the following outcomes, which are in line with the GEF-6 climate change mitigation strategic objective CCM-3: Foster enabling conditions to mainstream mitigation concerns into sustainable development strategies; Programme 5: Integrate findings of Convention obligations and enabling activities into national planning processes and mitigation targets.

1. Fulfil reporting requirements under Articles 4 and 12 of the Convention with respect to national communications from Non Annex I Parties.
2. Fulfil reporting requirements coming out of COP 17 for the submission of Biennial Update Reports.
3. Continually enhance the capacity for ongoing submission of future National Communications and Biennial Update Reports
4. Incorporate climate change considerations into the national development of Trinidad and Tobago while strengthening the technical and institutional capacities of institutions in Trinidad and Tobago to implement the Convention.

Project outcomes, will be achieved through outputs, including:

1. Vulnerability studies for coastal resources in Trinidad and Tobago completed.
2. Development of low carbon emission strategies based on the development of Business as Usual and alternative scenarios for Trinidad and Tobago.
3. Development of a greenhouse gas inventory database which will facilitate easy submission of data to the government for the preparation of the National GHG Inventory and it is expected to form part of the MRV framework.
4. Gap assessment for finance, technology needs and capacity building initiatives as it relates to climate change. This will facilitate the identification of climate change priority areas education and awareness, research and institutional strengthening.

Activities for project implementation

#### **A. National Circumstances**

This will involve updating the information on the situations at the national levels regarding development priorities and objectives that serve as the basis for addressing issues relating to climate change. Such information provided on national circumstances is critical for understanding Trinidad and Tobago's vulnerability, its capacity and options for adapting to the adverse effects of climate change, as well as options for addressing its GHG emissions within the broader context of sustainable development. Among the information that would be provided under this component are the following:

- Demography
- Climate and Climatic Determinants
- Economic Profile
- Environmental Management Programmes, projects
- Institutional arrangements for climate change action in the country.

The data collection for national circumstances will be thorough and not simply update the information from the Second National Communication, but embellish the existing data and include new areas of importance. For instance, gender disaggregated and age disaggregated data will be collected and reported on, with the intent to unpack often overlooked linkages between gender inequality and climate vulnerability. There are still limitations that have to be addressed such as lack of reliable and complete activity data for many sectors but it is envisaged that over time the data collection will improve.

## B. Greenhouse Gas Inventory

The GHG inventory would cover the following sectors:

- Energy Sector
- Industrial Processes Sector
- Transport Sector
- Agricultural Sector
- Land-Use Change and Forestry Sector
- Waste Sector.

The national GHG inventories in the SNC are for the years 2000-2005 and were prepared using the 1996 IPCC Guideline with 2000 as the base year. They covered GHG emissions from the energy sector, industrial processes, transport, waste management, agriculture, land–use change and forestry.

For the Third National Communication, the inventory will be for the year 2014, and the BUR for inventory years 2006 and 2012 and will be prepared using the 2006 Revised IPCC Guidelines. The appropriate Tier will be selected based on the availability of data and will be for all relevant GHGs. A GHG expert will be contracted to guide the data collection, QA/QC purposes and for training national experts in using the Guidelines. The UNDP Handbook on “Managing the National Greenhouse Gas Inventory” will also be used to guide the process. Products developed by the CGE and the Secretariat of UNFCCC will be included to assist with the process.

The Ministry of the Environment and Water Resources shall establish and maintain a GHG Inventory database for collection and management of emissions data. The Ministry shall initially request voluntary reporting of greenhouse gas emissions from all sectors for processing and archiving to meet international obligations. This will enhance data collection in the country and assure quality control and assurance through the continuous process of identifying data gaps.

## C. Vulnerability and adaptation assessments



This component aims to undertake a country wide assessment and provide a comprehensive picture of the impacts of climate change, climate variability and projected climate change impacts in the coastal zone. It will identify policy gaps and potential opportunities that will enable the Government to formulate plans and strategies for adaptation in this sector.

The assessment will cover the information on climate in the coastal zone and develop an executive summary for policy and decision makers. This will aim to engender a high level of support to incorporate climate change issues in these sectors and strategies through stakeholder consultative meetings (Government, private sector, and other relevant stakeholders) to inform and exchange information regarding the impact of climate change on coastal resources.

The majority of development in Trinidad and Tobago is located within the coastal zone. This development includes industry, housing, commerce and other important infrastructure. Projected climate change impacts include sea level rise, storm surge and more intense weather events. These types of events have the potential to alter shoreline, damage transport arteries (bridges and roads) and other important infrastructure.

This V&A study will require modelling to produce climate scenarios that will guide adaptation options. The Meteorological Services will have to provide information on previous storm events, the Institute of Marine Affairs will have to provide data on sea level rise as well as tidal information. Engineers will advise on the design of adaptation measures. The NGO/CBO community will be involved in sensitization efforts of the wider public, and particularly vulnerable groups will be voiced through involvement of representative civil societies, including youth, women, indigenous people and persons with disabilities.

The overall objective will be to create adaptation options that are feasible and are designed for the long term. The outcomes will become part of the national development priorities and proposals for concrete interventions will be developed and financing sought for implementation of these options.

#### D. Mitigation

Under this component, work on mitigation actions and information on mitigation related activities will be presented. The information on mitigation inter-alia would include description of actions, nature of action, coverage and progress indicators. It will also provide information on methodologies, assumptions, progress of implementation including steps undertaken or envisaged. Further, the work would also include synthesis of information emerging from several national climate change missions especially activities relating to mitigation. It will also attempt identification of existing policies/actions/programmes/projects both at national and state levels that are focusing on climate change mitigation and adaptation. In addition to national missions, state level action plans for climate change would be assessed and incorporated as relevant. It is also envisaged to identify institutions and approaches including models that can be utilized to develop information relating to GHG emissions. The TNC will also develop improved GHG emissions estimates using country specific emission factors and projections for Trinidad and Tobago using more up to date information.

It also envisaged developing assessments based on appropriate models, availability of technologies, R&D programmes, technology transfer needs, mitigation potential, costs and

benefit including the limitations of such assessments. The work will also include identification of mitigation opportunities and potential in various activities. The TNC would document information on progress of implementation of mitigation actions, results achieved, estimated emissions reduction to the extent possible. Besides, information would also include description of domestic measures, report and verification arrangements.

E. Other information considered relevant to the achievement of the objective of the UNFCCC will be included. Priority will be accorded to activities related to provisions under Article 6 of the UNFCCC, as well as needs assessment for systematic observation and climate change research and technology needs assessment for various sectors in relation to mitigation and adaptation are among priority areas.

Activities been undertaken at the regional level involving the Caribbean Community Climate Change Centre (CCCCC) are related to mitigation and adaptation will also be reported in the TNC under this sections relating to other information.

Gaps and constraints that are identified in the stocktaking exercises related to the SNC and the preparation of the TNC including the consultations with the relevant stakeholders, related financial, technical and capacity needs will be presented in a relevant section of the TNC.

F. Compilation, Publication and Submission of a Biennial Update Report (BUR)

On the completion of all activities and expected outcomes including the relevant outputs the First Biennial Update Report will be compiled based on guidelines contained in Annex II of Decision 2/CP.17 for submission to the Executive Secretary of the United Nations Framework Convention on Climate Change.

The objective of this component is to update the GHG Inventory as per the Second National Communication. Outputs expected from this component will be available information on national circumstances and institutional arrangements for national communications; Update the GHG inventory ; Review of mitigation actions and their effects as well as options including associated methodologies and assumptions; Possible information on development of NAMA and its MRV (for transport, industrial and power generation) and national registry system; Identification of gaps, and related financial, technical and capacity needs related to mitigation issues and description of support needed and received; Information related to support received in preparation of BUR and TNC. The First BUR will be submitted to the UNFCCC in 2018

The BUR being an integral component of the TNC project, all arrangements – technical setting for data collection, processing and archiving, management structure, M&E system, stakeholder involvement, importance of gender equality mainstreamed in the component's activities - will remain intact and will be used for the execution of this component.

G. Revision of the iNDC to the 2015 Agreement under the UNFCCC

This outcome will address the revision and strengthening of the iNDC through:

1 - Analysis of the NDC and the Paris Agreement to identify requirements and needs for the implementation,

- 2 - Review of existing legal frameworks, strategies, programmes identify gaps for new development or revision,
- 3 - Identification and documentation of best practices from relevant countries,
- 4 - Enhanced awareness of the NDC and Paris agreement for the Government official and citizens,
- 5 - Proposal and options for new formulation, revision, and improvement of policies, strategies, and programmes and,
- 6 - Policy dialogues and consultations on the need and direction on NDC implementation.

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## **IV. COUNTRY OWNERSHIP**

The UNFCCC is of particular importance to Trinidad and Tobago given that as a SIDS the country is vulnerable to the severe consequences of climate change which include, sea level rise, increased flooding and loss of coastal habitat just to name a few. As a result, this project will facilitate the strengthening of the capacity of Trinidad and Tobago at the international negotiations where it can articulate the concerns of SIDS through consultations and information sharing of examples and lessons learnt.

The Government of Trinidad and Tobago will provide in-kind support through the provision and Chairing of a Project Steering Committee, the use of a Project office, use of office equipment, facilities for meetings and the provision of a vehicle for transporting staff.

The Ministry of the Environment and Water Resources will establish a Project Implementation Unit consisting of a full-time Project Manager, and a full-time Project Assistant. Technical teams with responsibility for preparing relevant sections of the national communication will be contracted and included in the Project Implementation Unit as necessary.

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## **V. SUSTAINABILITY AND REPLICABILITY**

The ultimate objective of these projects is to further enhance the capacity building efforts in the area of climate change. Being a cross cutting issue, these capacity building efforts will have a far reaching range of impact. The decision making efforts will be better informed. The BUR component will enhance understanding of domestic mitigation actions, its need and the level/nature of support required, greenhouse gas emissions inventory and other related information. Updated information on the national circumstances consisting of; changes in development priorities, policies, national and state level developmental programmes. Information on GDP, growth rates, land use changes, energy production and consumption, and other relevant factors will be updated.

UNDP has worked with the national partners on a number of initiatives related to climate change. Currently UNDP is involved with three national projects closely linked to the reduction of carbon emissions and the strengthening of the country's capacity to meet its obligations

under international conventions including the UNFCCC. There is considerable opportunity to utilize synergies with these initiatives to maximize benefits and strengthen positive outcomes including the sustainability of results.

## VI. PROJECT RESULTS FRAMEWORK:

<p>This project will contribute to achieving the following Country Programme Outcome as defined in CPAP or CPD: Increased environmental sustainability to achieve sustainable development through environmental management, compliance with international treaties, adaptation to climate change, and improvement in capacity for policy and strategy development</p> <p>Related Strategic Plan focus areas: Energy and the environment</p>					
<p>Country Programme Outcome Indicators: Compliance with international treaties, decrease of CO2 emissions per capita, and effective implementation of policies for improved SLM and reduction of POPS</p>					
<p>Primary applicable Key Environment and Sustainable Development Key Result Area (same as that on the cover page, circle one): 1. Mainstreaming environment and energy OR</p> <p>2. Catalyzing environmental finance OR 3. Promote climate change adaptation OR 4. Expanding access to environmental and energy services for the poor.</p>					
<p>Applicable GEF Strategic Objective and Program: CCM-3: Foster enabling conditions to mainstream mitigation concerns into sustainable development strategies. Program 5: Integrate findings of Convention obligations and enabling activities into national planning processes and mitigation targets</p>					
<p>Applicable GEF Expected Outcomes: Policy, planning and regulatory frameworks foster accelerated low GHG development and emissions mitigation</p>					
<p>Applicable GEF Outcome Indicators: Number of countries meeting convention reporting requirements and including specific GHG reduction targets. Completed and submitted Third National Communication (TNC) and Biennial Update Report (BUR)</p>					
	Indicator	Baseline	Targets End of Project	Source of verification	Risks and Assumptions
<p><b>Project Objective<sup>2</sup></b> (equivalent to output in ATLAS)</p> <p><b>The immediate objective of the project is to assist the country in the preparation and submission of its Third National Communication and First Biennial Update Report to the Conference of the Parties to the UNFCCC for the fulfilment of its obligations to the Convention</b></p>	<p>Third National Communication (TNC) and First Biennial Update Report Endorsed by Gov (FBUR) and submitted to UNFCCC</p>	<p><b>INC, SNC submitted to UNFCCC</b></p>	<p>Third National Communication Report (<b>TNC</b>) to be endorsed and submitted to the UNFCCC in 2019</p> <p>First Biennial Update Report (<b>FBUR</b>) to be endorsed and submitted to the UNFCCC in 2018</p>	<ul style="list-style-type: none"> <li>• Official Launch.</li> <li>• Government endorsement decision.</li> <li>• UNFCCC website uploaded.</li> </ul>	<ul style="list-style-type: none"> <li>• Political support from all relevant stakeholders and the Government.</li> <li>• Technical capacities for TNC and FBUR preparation.</li> </ul>

<sup>2</sup> Objective (Atlas output) monitored quarterly ERBM and annually in APR/PIR

<p><b>Outcome 1</b> National Inventory of Greenhouse Gases Established</p>	<p>Development of a greenhouse gas inventory database which will facilitate easy submission of data to the government for the preparation of the National GHG Inventory and it is expected to form part of the MRV framework</p>	<p>There is no GHG inventory data base at present</p>	<ul style="list-style-type: none"> <li>• A dedicated GHG inventory database for Agriculture and LULUCF, Industry, Transport, Energy and Waste Sectors. National GHG Inventory for the base year 2014 will be done in the context of the TNC that will facilitate the submission of data to the Ministry with responsibility for the environment</li> <li>• The Ministry shall initially request voluntary reporting of greenhouse gas emissions from all sectors for processing and archiving to meet international obligations. This will enhance data collection in the country and assure quality control and assurance through the continuous process of identifying data gaps.</li> </ul>	<p>Reports to the Steering Committee and the UNDP MRV guidance document</p>	<ul style="list-style-type: none"> <li>• Unable to get emitters to submit data voluntarily</li> </ul>
<p><b>Outcome 2</b> Mitigation Actions</p>	<p>. Identification of climate change priority areas education and awareness, research and institutional strengthening.</p>	<p>No breakdown of climate change mitigation actions and requirements currently exists.</p>	<ul style="list-style-type: none"> <li>• Mitigation measures and emission reduction potentials of the industrial, energy and transport sectors developed</li> <li>• Gap assessment for finance, technology needs, constraints and capacity building initiatives as it relates to mitigation measures</li> <li>• Education and public awareness action related to the mitigation actions examined and developed</li> </ul>	<p>Reporting requirements to the Steering Committee and the UNDP Final sectoral reports as required  TNC document prepared</p>	<p>Difficulty meeting with the stakeholders with the requisite information Lack of data</p>
<p><b>Outcome 3:</b> Vulnerability and adaptation</p>	<p>Vulnerable sectors identified and adaptation options outlined</p>	<p>Lack of national level vulnerability and adaptation studies</p>	<ul style="list-style-type: none"> <li>• Improved climate change projections with the use of advanced and updated Regional Climate Change models</li> </ul>	<p>Reporting requirements to the Steering Committee and the UNDP</p>	<p>Lack of available data Delays in response from stakeholders</p>

			<ul style="list-style-type: none"> <li>• Information on vulnerable sectors to climate change reviewed and updated, including long term analysis of the climate vulnerability of the coastal areas and their natural resources done</li> <li>• Adaptation options to minimise the identified vulnerabilities per sector and geographical area formulated,</li> <li>• Vulnerability and Adaptation Assessment for the Coastal Zone of Trinidad and Tobago</li> </ul>	<p>Final Draft of V&amp;A section.</p> <p>TNC document prepared</p>	
<p><b>Outcome 4</b></p> <p>Updated report on National Circumstances for Trinidad and Tobago, Other Info</p>	<p>Report on National Circumstances submitted,</p> <p>Other relevant information, capacity building, technology transfer and gaps related to financial, technical and capacity needs</p>	<p>Outdated information on national circumstances</p>	<p>Details of the following provided:</p> <ul style="list-style-type: none"> <li>• economic profile and relevant sectors in Trinidad and Tobago including, Agriculture, Transport, Tourism, Industry, Energy</li> <li>• legislation related to climate change in Trinidad and Tobago; policies and actions to integrate climate change considerations into social, economic and environment policies and actions</li> <li>• institutional arrangements for the climate change policy and associated programs and strategies, including managing and implementing the BUR and NC processes</li> <li>• The review of policies and actions (social, economic and environment) to integrate climate change considerations.</li> <li>• Capacity building actions examined and developed</li> <li>• Information on any support received for activities related to climate change.</li> </ul>	<p>Reporting requirements to the Steering Committee and the UNDP</p> <p>Final Draft of National Circumstances section.</p> <p>Final Draft of Other Info section.</p> <p>TNC final document</p>	<p>Timeframe for implementation of the mitigation options</p> <ul style="list-style-type: none"> <li>• Lack of available data</li> <li>• Delays in receiving feedback from relevant stakeholders</li> </ul>

<p><b>Outcome 5<sup>3</sup></b>  <b>Biennial Update Report submitted</b></p>	<p><b>Biennial report submitted</b></p>	<p><b>No Biennial reports currently submitted</b></p>	<ul style="list-style-type: none"> <li>• <b>Information on national circumstances and institutional arrangements relevant to the preparation of the national communications available on a continuous basis</b>  The national inventory of anthropogenic emissions by sources and removal of sinks of all greenhouse gases (GHGs) not controlled by the Montreal Protocol, including a national inventory report for the years 2006 and 2012 completed</li> <li>• <b>Information on mitigation actions and their effects, including associated methodologies and assumptions detailed</b></li> <li>• <b>Constraints and gaps, and related financial, technical and capacity needs, including a description of support needed and received outlined</b></li> <li>• <b>Information on the level of support received to enable the preparation and submission of biennial update reports detailed</b></li> <li>• <b>Other information relevant to the achievement of the objective of the Convention and suitable for inclusion in its biennial update report included</b></li> <li>• <b>Establishment of MRV system for reporting GHG mitigation and NAMAs</b></li> </ul>	<p><b>Reporting requirements to the Steering Committee and the UNDP</b></p> <p><b>FBUR final document</b></p>	<ul style="list-style-type: none"> <li>• <b>Lack of readily available data</b></li> <li>• <b>Delays in receiving feedback from relevant stakeholders</b></li> </ul>
<p><b>Outcome 6:</b>  <b>Intended Nationally Determined Contribution to 2015</b></p>	<p><b>Preparation of the implementation framework for iNDC to the 2015 Agreement under</b></p>	<p><b>iNDC developed and submitted</b></p>	<ul style="list-style-type: none"> <li>• <b>Consultation, communication, identification and reporting of the status of implementation of the intended Nationally Determined Contribution of</b></li> </ul>	<p><b>Reporting requirements to the Steering Committee and</b></p>	<p><b>Difficulty meeting with the stakeholders with the requisite information</b>  <b>Lack of data</b></p>

<sup>3</sup> All outcomes monitored annually in the APR/PIR. It is highly recommended not to have more than 4 outcomes.



<b>Agreement revised and strengthened</b>	<b>the UNFCCC</b>		<b>Trinidad and Tobago to the 2015 Agreement under the UNFCCC</b>	<b>the UNDP iNDC to the 2015 Agreement prepared and communicated to the UNFCCC in October 2015 Implementation plan for INDC developed</b>	
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<p><b>Outcome 7: Public Awareness and Communication</b></p>	<p><b>Awareness of the TNC and the BUR raised</b></p>	<p><b>Little or no awareness of current climate change circumstances</b></p>	<ul style="list-style-type: none"> <li>• <b>TNC and BUR distributed to relevant stakeholders and uploaded to website of the Ministry with responsibility for the environment</b></li> <li>• <b>A public awareness campaign developed to include education, training, capacity building, networking and information dissemination related to vulnerability and adaptation assessments and climate change mitigation programmes and strategies, international negotiations and its local impacts</b></li> </ul>	<p><b>Reports made to national steering committee</b></p>	
<p><b>Publication</b></p>	<p><b>TNC and BUR published</b></p>	<p><b>No TNC nor BUR currently</b></p>	<ul style="list-style-type: none"> <li>• <b>Draft TNC and draft first BUR reviewed through a relevant stakeholder process</b></li> <li>• <b>TNC and first BUR edited and finalized</b></li> <li>• <b>TNC and first BUR submitted for Cabinet of Trinidad and Tobago approval</b></li> <li>• <b>TNC and first BUR submitted to the UNFCCC Secretariat</b></li> </ul> <p><b>TNC and first BUR published</b></p>	<p><b>Sign off from project steering committee</b></p>	<p><b>Delays in final Cabinet approval</b></p>
<p><b>M&amp;E</b></p>	<p><b>Update reports submitted Final audits completed</b></p>		<ul style="list-style-type: none"> <li>• <b>Monitoring and evaluation in accordance with the requirements inclusive of monitoring, reporting and preparation of final audits for the entire project</b></li> </ul>		

## VII. TOTAL BUDGET AND WORKPLAN<sup>4</sup>

<b>Award ID:</b>	00085333	<b>Project ID(s):</b>	00093021
<b>Award Title:</b>	Preparation of Trinidad and Tobago's Third National Communication and First Biennial Update Report to the UNFCCC		
<b>Business Unit:</b>	TTO10		
<b>Project Title:</b>	Preparation of Trinidad and Tobago's Third National Communication and First Biennial Update Report to the UNFCCC		
<b>PIMS no.</b>	5296		
<b>Implementing Partner (Executing Agency)</b>	MPD/UNDP		

GEF Outcome/Atlas Activity	Responsible Party/ Impl. Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount 2016 (USD)	Amount 2017 (USD)	Amount 2018 (USD)	Amount 2019 (USD)	Total (USD)	See Budget Note:
<b>OUTCOME 1:</b> Updated Greenhouse Gas Inventory	MPD	62000	GEF	71200	International Consultants	0	0	0	0	0	
				71300	Local Consultants	\$10,000	\$45,000	\$45,000	0	\$100,000	Team Leader and Sector Experts
				<b>Total Outcome 1</b>		<b>\$10,000</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>0</b>	<b>\$100,000</b>	
<b>OUTCOME 2:</b> Mitigation Analysis	MPD	62000	GEF	71200	International Consultants	\$4,800	\$4,800	\$9,600	0	\$19,200	International Consultant on cost-benefit analysis of mitigation measures
				71300	Local Consultants	\$15,000	\$35,000	\$35,000	20,800	\$105,800	Team leader and experts
				75700	Training, Workshops and Confer	\$5,000	\$8,000	\$8,000	\$4,000	\$25,000	Series of trainings on modelling and economic assessment of mitigation options for Government and enterprises and stakeholders consultations
				<b>Total Outcome 2</b>		<b>\$24,800</b>	<b>\$47,800</b>	<b>\$52,600</b>	<b>\$24,800</b>	<b>\$150,000</b>	

<sup>4</sup> 20% of Project Coordinator's time (technical time) allocated per Outcome for Outcomes 1 through 5.

GEF Outcome/Atlas Activity	Responsible Party/ Impl. Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount 2016 (USD)	Amount 2017 (USD)	Amount 2018 (USD)	Amount 2019 (USD)	Total (USD)	See Budget Note:
<b>OUTCOME 3:</b> Vulnerability and Assessment	<b>MPD</b>	<b>62000</b>	<b>GEF</b>	71200	International Consultants	\$10,000	\$30,600	\$33,000	\$20,000	\$93,600	V&A Expert – Coastal Resources
				71300	Local Consultants	0	\$10,000	\$7,500	\$7,500	\$25,000	Team Leader and Experts
				75700	Training, Workshops and Confer			\$21,400	\$10,000	\$31,400	Training on climate vulnerability and assessment and analysis of climate change impacts on coastal resources
				<b>Total Outcome 3</b>		<b>\$10,000</b>	<b>\$40,600</b>	<b>\$61,900</b>	<b>\$37,500</b>	<b>\$150,000</b>	
<b>OUTCOME 4:</b> National Circumstances, Other information related to the UNFCCC	<b>MPD</b>	<b>62000</b>	<b>GEF</b>	71200	International Consultants	0	0	0	0	0	
				71300	Local Consultants	\$10,000	\$20,000	\$20,000	\$10,000	\$60,000	Team Leader and experts
				72100	Contractual services	0	0	0	0	0	
				<b>Total Outcome 4</b>		<b>\$10,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$10,000</b>	<b>\$60,000</b>	
<b>OUTCOME 5:</b> Biennial Update Report	<b>MPD</b>	<b>62000</b>	<b>GEF</b>	71200	International Consultants	0	0	0	0	0	
				71300	Local Consultants	\$43,545	\$80,000	\$81,000	0	\$204,545	Team Leader and Experts
				72100	Contractual services companies	\$15,000	\$25,000	\$20,000	0	\$60,000	Stakeholder consultations
				<b>Total Outcome 5</b>		<b>\$58,545</b>	<b>\$105,000</b>	<b>\$101,000</b>	<b>0</b>	<b>\$264,545</b>	
<b>OUTCOME 6:</b> Intended Nationally Determined Contributions	<b>MPD</b>	<b>62000</b>	<b>GEF</b>	71600	Travel	\$1,500	\$2,500	\$1,910	0	\$5,910	To facilitate stakeholder participation from Tobago
				72400	Communication & Audio Visual Equip	\$2,500	\$5,000	\$2,500	0	\$10,000	Rental and purchase of equipment to host consultations
				75700	Training Workshop and Conferences	\$15,000	\$15,000	\$15,000	0	\$45,000	Hosting of stakeholder meetings throughout the country

GEF Outcome/Atlas Activity	Responsible Party/ Impl. Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount 2016 (USD)	Amount 2017 (USD)	Amount 2018 (USD)	Amount 2019 (USD)	Total (USD)	See Budget Note:
				74200	Audio Visual and Print Production Costs	\$10,000	\$10,000	\$10,000	0	\$30,000	Printing of brochures and possible video documentary
					<b>Total Outcome 6</b>	<b>\$29,000</b>	<b>\$32,500</b>	<b>\$29,410</b>	<b>0</b>	<b>\$90,910</b>	
<b>OUTCOME 7: Monitoring and Evaluation: Compilation, Editing and Publication of the TNC and FBUR</b>	<b>MPD</b>	<b>62000</b>	<b>GEF</b>	71200	International Consultants	0	0	0	0	0	
				72100	Contractual services	\$2,500	\$12,500	\$4,500	\$4,000	\$23,500	M&E expert hired to review process
				74100	Professional Services	0	0	\$13,000	\$13,500	\$26,500	Professional Services, Audit fees
					<b>Total Outcome 7</b>	<b>\$2,500</b>	<b>\$12,500</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$50,000</b>	
<b>OUTCOME 8: PROJECT MANAGEMENT</b>	<b>MPD/UNDP</b>	<b>62000</b>	<b>GEF</b>	71300	Local Consultants	\$4,660	\$24,000	\$24,000	\$14,000	\$66,660	Salary of Project Coordinator for 3 years
				74598	Direct Project Cost - GoE	\$8,885	\$3,668	\$3,666	\$3,666	\$19,885	Direct Project Costs according to LoA (annex C)
					<b>Total Management</b>	<b>\$13,545</b>	<b>\$27,668</b>	<b>\$27,666</b>	<b>\$17,666</b>	<b>\$86,545</b>	
<b>PROJECT TOTAL</b>						<b>\$158,390</b>	<b>\$331,068</b>	<b>\$355,076</b>	<b>\$107,466</b>	<b>\$952,000</b>	

Summary of Funds:<sup>5</sup>

	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Total
<b>GEF</b>	\$158,390	\$331,068	\$355,076	\$107,466	\$952,000
<b>Donor 2 (in-kind) UNDP</b>	\$12,500	\$12,500	\$12,500	\$12,500	\$50,000
<b>Donor 3 (cash and in-kind) Government</b>	\$22,500	\$22,500	\$22,500	\$22,500	\$90,200
<b>TOTAL</b>	<b>\$193,390</b>	<b>\$366,068</b>	<b>\$390,076</b>	<b>\$142,466</b>	<b>\$1,092,000</b>

<sup>5</sup> Summary table should include all financing of all kinds: GEF financing, cofinancing, cash, in-kind, etc...

RESULTS & INDICATORS	ACTIVITIES	ANNUAL SCHEDULE																	
		2016				2017				2018				2019					
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
<p>OUTCOME 1: Updated Greenhouse Gas Inventory Baseline: Current Inventory from Second National Communication, 2013 Indicators: Updated GHG Inventory using 2006 IPCC Guidelines Targets: Complete Inventory for TNC</p>	<b>1. Data required by IPCC guidelines collected and analysed, including filling of data gaps</b>					X													
	1.1 Review of available archive data and sourcing new data that may exist to fill the gaps					X	X												
	1.2 Define new data required for the inventory of emissions						X												
	<b>2. Emission factors for key source categories prepared and recalculated</b>						X	X											
	2.1 Revision and recalculation of the input data from the Second National Communication to reduce uncertainty							X											
	2.2 Using IPCC guidelines undertake uncertainty assessment								X										
	<b>3. GHG Inventory Team</b>			X															
	3.1 Assign staff for National Inventory of GHG			X															
	3.2 Hold consultations with the NC, BUR and iNDC teams to ensure that all teams are in synergy				X														
	3.3 Review of information in previous national communications				X	X													
	3.4 Undertake uncertainty assess as prescribed by the IPCC Guidelines								X										
	<b>4. GHG Inventories under the NC and BUR for all sectors and all gases considered in IPCC 2006 Guidelines</b>								X										
	4.1 Update of the GHG inventory and emissions by sources and removals by sinks for the year 2012 for the Biennial Update Report and the National Communication as well as identification of uncertainties									X									
	4.2 Circulate the inventory for internal review by all teams and senior technocrats as part of QA/QC									X									
	4.3 Organise a workshop to present the findings of the national inventory and recommend any recommendations into the inventory													X					
	4.4 Finalise the inventory and develop the national inventory chapters of the NC and BUR						X	X											
	<b>5. An analysis of the key GHG emitting sectors completed, procedures for the collection and archiving of data and the explanation of the role of institutions involved in the preparation of the national GHG inventory</b>									X									
	5.1 Analyse the key emitting sectors and their uncertainties										X								
	5.2 Review existing National Inventory Systems (NIS) from other Parties											X	X						
	5.3 Develop the NIS and accompanying database in collaboration with stakeholders												X	X					
5.4 Organise a workshop to detail the NIS and database to key stakeholders													X						

RESULTS & INDICATORS	ACTIVITIES	ANNUAL SCHEDULE															
		2016				2017				2018				2019			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	5.5 Incorporate any recommendations from the consultation in the final design of the NIS														X		
<b>OUTCOME 2:</b> Mitigation Analysis Baseline: Existing Business as Usual Scenario Indicators: Updated report on the programmes and strategies to mitigate climate change. GHG emissions projections for the period 2016 – 2040	<b>1. Documentation on all national climate change mitigation programmes and strategies</b>			X	X												
	1.1 Compilation of all mitigation programmes and strategies for Trinidad and Tobago			X													
	1.2 Analysis of past programmes and strategies for mitigation				X												
	1.3 Analysis of recommendations for Trinidad and Tobago as it relates to mitigation strategies				X												
	<b>2. Improved future GHG emission scenarios for Trinidad and Tobago using updated information</b>				X												
	2.1 Determining if any deviations in the business as usual scenario exist and assessing these changes					X											
	2.2 Estimation of GHG emissions data for the period 2016 - 2040					X											
	<b>3. Development of mitigation measures and emission reduction potentials of the industrial, transportation and power generation sectors</b>					X											
	3.1 Analysis of the relevant data from the previous inventories and the existing business as usual scenario						X	X									
	3.2 Collecting the activity data on the country's projected energy demand and supply expectation						X	X									
	3.3 Collecting data specifically in the three largest emitting sectors as well as ancillary data such as population, macroeconomic data etc.								X								
	3.4 Setting the assumptions in order to cater for uncertainty									X							
	3.5 Processing updated information into the scenario development									X	X						
	<b>4. Mitigation Scenarios ( Baseline, with mitigation measures)</b>									X							
	4.1 Identification of the approach and selection of the scenario design									X							
	4.2 Development of scenarios for the three major emitting sectors with and without mitigation measures									X							
	4.3 Presentation of developed scenarios										X						
	<b>5. GHG Abatement Plan developed</b>										X						
	5.1 Analysis of the baseline scenarios and recommendations on the most feasible mitigation options for Trinidad and Tobago										X						
	5.2 Development of a draft action plan until 2040 including the National Inventory System and the Monitoring, Reporting and Verification Scheme										X						
	5.3 Sharing the action plan with stakeholders										X						
	<b>6. Description of the constraints to implementation to the identified climate change programmes and strategies</b>										X						

RESULTS & INDICATORS	ACTIVITIES	ANNUAL SCHEDULE															
		2016				2017				2018				2019			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	6.1 Analysis of barriers and advantages of proposed mitigation actions									X							
	6.2 Stakeholder consultations to discuss policies being undertaken or proposed to achieve mitigation goals										X						
	6.3 Cost Benefit analysis of mitigation options of the proposed mitigation measures										X	X					
	6.4 Assessment of the legislative, institutional frameworks and the gender perspective in the identification and preparation of mitigation actions										X	X					
	6.5 Second round of stakeholder consultations to prioritise the mitigation measures																
	<b>7. Development of potential greenhouse gas emission reduction pathways and subsequent development of a policy framework and accompanying recommendations</b>												X				
	7.1 Consultations with stakeholders to identify the gaps												X				
	7.2 Capacity Building Needs Assessment												X				
	7.3 Development of recommendations for institutionalising capacity building programmes												X				
	<b>8. Mid-term stakeholder engagement which would facilitate review of the draft project outputs and raise awareness</b>										X		X		X		
	8.1 Development of the draft chapters on policies and mitigation measures														X		
	8.2 Review of draft chapter by internal and external stakeholders														X		
	8.3 Inclusion of recommendations in draft chapter														X	X	
	8.4 Organisation of a national workshop to present the business as usual and the analysis of the policies and mitigation measures														X	X	
OUTCOME 3: Vulnerability and Assessment Climatic scenarios that reflect regional modelling and techniques Improvement in climate monitoring Training on the use and development of approaches tools and methods for V&A studies Completed chapter Technical reviews and reports	<b>1. Improved climate change projections with the use of advanced and updated Regional Climate Models</b>																
	1.1 Using the regional climate models to develop/update accurate projections for Trinidad and Tobago					X	X	X									
	1.2 Analysis of the climate monitoring system and preparation of recommendations for its improvement specifically on those related to the quantity and quality of climate information							X	X								
	1.3 Capacity building training for relevant staff								X	X							
	<b>2. Information on vulnerable sectors to climate change reviewed and updated including long term analysis of the climate vulnerability of the coastal areas and their natural resources</b>																
	2.1 Review of any potential existing data/information on vulnerability impacts																
	2.2 Develop a vulnerability study for coastal resources					X	X	X									



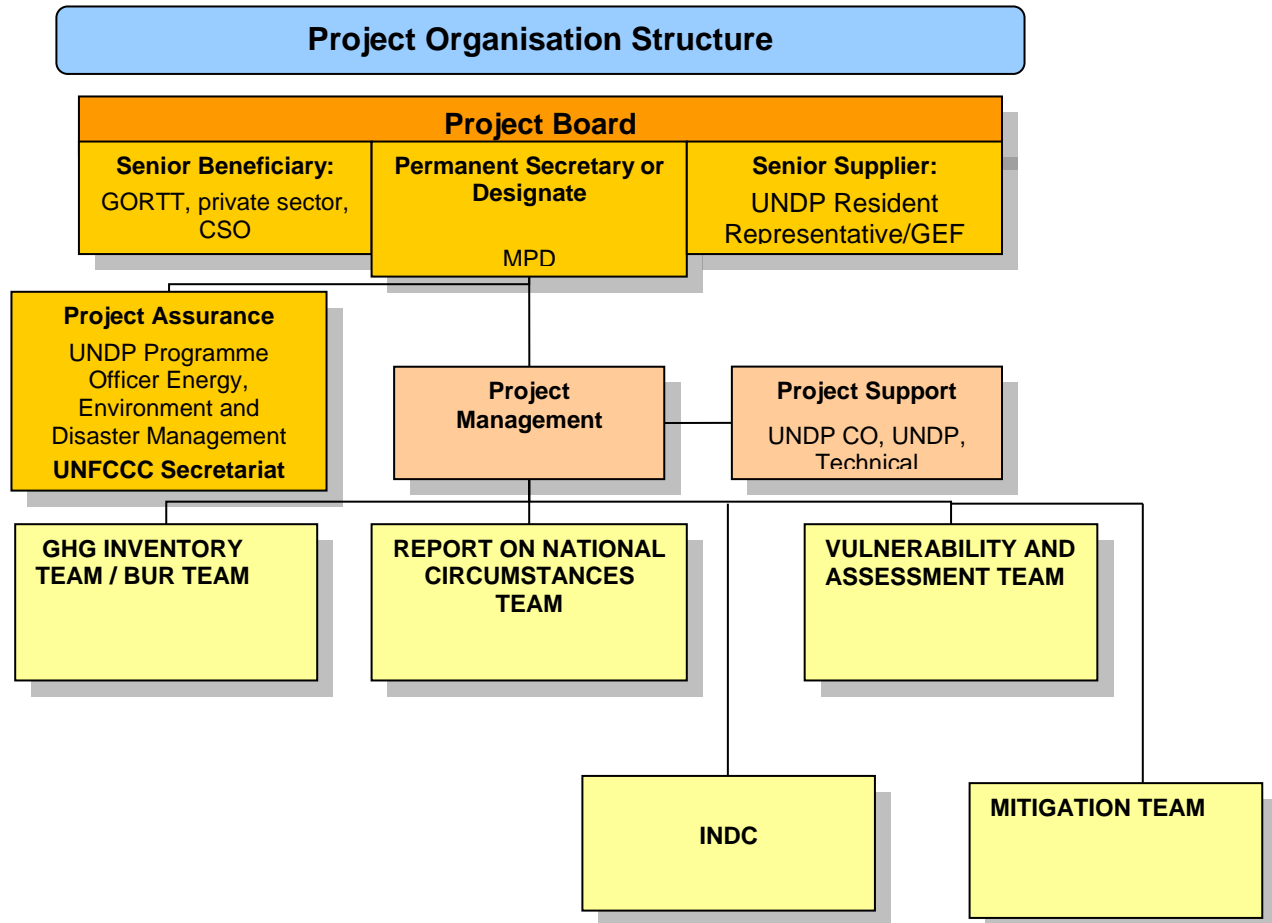
RESULTS & INDICATORS	ACTIVITIES	ANNUAL SCHEDULE															
		2016				2017				2018				2019			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	2.3 Data collection and identification of methodology to ensure a synergetic approach in assessment of climate vulnerability of coastal resources					X	X	X									
	2.4 Analysis of data, documentary sources, models used and assumptions							X	X	X							
	2.5 Assessment and mapping of vulnerability and climate risks including extreme weather events on coastal resources																
	<b>3. Formulate adaptation options to minimise the identified vulnerabilities in the coastal area, including programmes with case studies on adaptation options for selected vulnerable areas in conjunction with an education campaign.</b>																
	3.1 Develop adaptation options based on the results produced from this assessment									X	X						
	<b>4. Vulnerability and Adaptation assessment for the coastal zone of Trinidad and Tobago which includes national vulnerability GIS maps for the coastal resources under various emission scenarios and time periods</b>																
	4.1 Using GIS software map the vulnerable coastal areas in Trinidad and Tobago for different projected impacts										X	X					
	<b>5. Stakeholder engagement which will facilitate review of the draft project outputs</b>												X				
	5.1 Consultation with relevant stakeholders on the vulnerability assessment																
	5.2 Develop the draft chapter on the vulnerability assessments and circulate to key stakeholders for input												X	X			
	5.3 Incorporate recommendations from stakeholders into the draft document													X			
	5.4 Finalise the vulnerability assessment chapter of the TNC														X	X	
OUTCOME 4: National Circumstances, Other information related to the UNFCCC	<b>1. Determine the climate determinants, geography and demography</b>																
	1.1 Collect all information on new developments in the National Circumstances Section of the TNC such as the current government institutional arrangements for addressing obligations under the UNFCCC which have become more rigorous			X	X	X	X										
	<b>2. Detail the economic profile and relevant sectors in Trinidad and Tobago including Agriculture, Industry, Transport, Energy</b>																
	2.1 Update the economic profile section of the previous NC with a focus on key sectors					X	X										
	<b>3. Detail the legislation related to climate change in Trinidad and Tobago</b>																
	3.1 Review of existing legislation and strategic documents in all ministries, agencies					X	X	X									
	<b>4. Describe the institutional arrangements for the</b>																

RESULTS & INDICATORS	ACTIVITIES	ANNUAL SCHEDULE															
		2016				2017				2018				2019			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	<b>climate change policy and associated programs and strategies including managing and implementing the BUR and NC processes</b>																
	4.1 Highlight the formulation of any new sectoral development plans, government measures and any other developments that postdate the stock taking analysis							X	X								
	<b>5. Engage relevant stakeholders in an Inception workshop to apprise of the project and detail the overall workplan including the role of stakeholders</b>																
	5.1 Organise a national workshop to launch the project and to detail the purpose of the project and the role of the relevant stakeholders								X	X							
<b>OUTCOME 5:</b>	<b>1. Information on national circumstances and institutional arrangements relevant to the preparation of the national communications on a continuous basis</b>																
First Biennial Update Report	1.1 Collection and synthesis of the information related to the institutional arrangements as it relates to the reporting requirements under the UNFCCC			X	X												
Enhanced understanding of domestic mitigation actions, its need and the level of support required, greenhouse gas emissions inventory and preparation of Biennial Update Report	1.2 Review of existing national projects and programmes				X	X	X										
Assessment of existing arrangements for domestic MRV	1.3 Analysis and incorporation of updated information into a draft chapter					X	X										
Assessment of Mitigation options proposed in the INC and SNC	<b>2. The national inventory of anthropogenic emissions by sources and removal of sinks of all GHGs including national inventory for the years 2006 to 2012</b>																
Indication of available funding and capacity gaps	2.1 Collection and synthesis of the information on GHG inventory with base year 2012 and information on the inventories that were completed for previous NCs					X	X										
	2.2 Analysis and incorporation of updated information into a draft chapter						X										
	<b>3. Information on mitigation actions and their effects including associated methodologies and assumptions</b>																
	3.1 Analysis of the institutional framework of mitigation actions						X										
	3.2 Collecting the information on mitigation actions and their efficacy						X										
	<b>4. Constraints and gaps and related financial, technical and capacity needs including description of support needed and received</b>																
	4.1 Analysis of the related financial and technical support needs including the gaps that exist nationally					X	X										
	<b>5. Information on the level of support received to enable the preparation and submission of biennial update reports</b>																
	5.1 Analysis of the level of support received to enable the preparation of the biennial update report					X	X										

RESULTS & INDICATORS	ACTIVITIES	ANNUAL SCHEDULE															
		2016				2017				2018				2019			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	<b>6. Other information relevant to the achievement of the objective of the Convention and suitable for inclusion in its biennial update report</b>																
	6.1 Detail any other relevant information related to the preparation of the BR					X	X										
	<b>7. Establishment of an MRV system for reporting GHG mitigation and NAMAs</b>																
	7.1 Development of database for GHG and its MRV system					X	X	X	X								
<b>OUTCOME 6: Intended Nationally Determined Contributions</b>	<b>1. Consultation on development of implementation plan for INDC</b>					X	X	X									
Development of implementation plan of INDC which was communicated to the UNFCCC	1.1 One on one consultation workshops held nationwide to elicit responses from stakeholders in each of the three major emitting sectors					X	X	X									
	<b>2. Development of Implementation Plan</b>						X	X	X	X	X	X	X	X	X		
	2.1 Development of Implementation Plan						X	X									
	2.2 Roll out of activities in implementation plan								X	X	X	X	X	X	X		
<b>OUTCOME 7: Monitoring and Evaluation: Compilation, Editing and Publication of the TNC and FBUR</b>	<b>1. Monitoring and evaluation in accordance with the requirements inclusive of monitoring reporting and preparation of final audits for the entire project</b>																
Steering committee meetings	1.1 Preparation of a monitoring and evaluation work plan which shall include all coordination mechanisms		X														
	1.2 Organisation of the Project Inception Workshop within the first two months of the start of the project		X														
	1.3 Regular update to UNDP CO informing of any delays or difficulties faced during project implementation		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	1.4 Regular updating of Activity Risk Log in ATLAS		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	<b>2. Evaluation Report Produced</b>																
	2.1 Development of evaluation reports		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	<b>3. Lessons learnt</b>																
	3.1 Collection of information on lessons learnt throughout the project				X				X				X			X	
3.2 Updating the relevant ATLAS log on a quarterly basis and compilation of lessons learnt				X				X				X			X		
<b>Outcome 8: Project Management</b>	<b>1. Staff Coordination</b>																
Relevant experts hired	1.1 Hire the relevant staff to manage different components of the TNC/BUR	X	X														
Team meetings held regularly	1.2 Establish regular meetings with the team leaders and experts	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Equipment purchased	1.3 Hold an inception workshop and finalise the proposed timetable for all outputs and activities	X															
Publications disseminated	1.4 Procure office equipment	X															
Information loaded on the blog site	<b>2. Communication among project stakeholders</b>																

RESULTS & INDICATORS	ACTIVITIES	ANNUAL SCHEDULE															
		2016				2017				2018				2019			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	2.1 Include project stakeholders and sector experts in the steering committee and convene the committee at least once per year	X			X				X				X				X
	2.2 Prepare press releases and other information related to the project		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	2.3 Update the Environmental Policy and Planning Division blog with information from the project as it progresses		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	<b>3. Project Activities Monitored and Evaluated</b>																
	3.1 Compile documentation for the Annual Project Review that conforms with UNDP GEF requirements and Country Office specifications		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	3.2 File other regular reporting documents as required by the UNDP GEF and UNDP country office including quarterly operational reports with corresponding updates in the Atlas Risk Log if necessary		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	3.3 Compile a lessons learnt note on project implementation and the TNC preparation process to be distributed to government counterparts to UNDP country Office, to other GEF funded project teams in order to share experience and good practice in the preparation of NC														X	X	
	3.4 Complete a financial audit of all project activities on an annual basis				X			X				X				X	

## VIII. MANAGEMENT ARRANGEMENTS



The project will be implemented according to UNDP’s National Implementation Modality (NIM) as per NIM guidelines agreed by UNDP country office and the Government of Trinidad and Tobago.

### Project Assurance

UNDP will assume the major project assurance role. (See roles and responsibilities of UNDP below)

## **Implementing Agency – Ministry of Planning and Development**

1. Obtain and allocate resources for the project in a timely manner
2. Certification of all payments<sup>6</sup>
3. Participation in the Project's Steering Committee Meeting
4. Certification of annual expenditure reports prepared by UNDP
5. Convening of and participation in Project Board meetings
6. Preparation of Annual Project Report
7. Provides guidance to the project manager in the execution of monitoring and evaluation activities
8. Participation in monitoring and evaluation of project activities and outcomes
9. Collaborate with the project manager and UNDP in drafting Terms of Reference for any expert or adviser

## **UNDP – Senior Supplier<sup>7</sup>**

To facilitate implementation of the project, UNDP's Trinidad and Tobago Country office will provide the following services in accordance to UNDP's rules and regulations:

1. Identification and recruitment of both national experts with prior agreement of the Implementing Agency, MPD. The MPD will liaise with UNDP on any matters of concern.
2. Participate in meetings of the Project Board
3. Provide thematic and technical backstopping
4. Payment of experts upon certification by the project manager
5. Regularly review the status of project objectives, activities, outputs, risks and emerging issues and when necessary convey concerns to relevant parties
6. Financial management of the project and preparation of financial reports and payments

UNDP will process payments after confirming the following:

- Activities financed are within the scope of the project
- The project manager has certified payment within an appropriate time frame
- Project funds are available to facilitate disbursements

The UNDP CO may provide implementation support services (including procurement and recruitment) under the National Implementation Arrangements, and these will be charged to the Project Management Budget. Details of such charges are provided in the Letter of Agreement (Annex C).

## **Project Manager**

The Project Manager will be recruited through a transparent process. He/she will have the following core tasks and duties:

1. Manage the realization of project outputs through activities

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<sup>6</sup> Payments are made in accordance to UNDP's Rules and Regulations

<sup>7</sup> Resources are related to in-kind contributions by the Senior Supplier

2. Provide direction and guidance to project team /responsible parties
3. Receive strategic guidance from and liaise with the Project Board to ensure overall direction and integrity of the project
4. Responsible for project administration
5. Liaise with UNDP, Project Supplier
6. The supervision of project consultants
7. Reporting to the Project Board
8. Preparation of Annual Project Report
9. Certification of all payments

## IX. QUALITY MANAGEMENT FOR PROJECT ACTIVITY RESULTS

OUTPUT 1: Biennial Report Submitted		
<b>Activity Result 1 (Atlas Activity ID)</b>	<i>Short title to be used for Atlas Activity ID</i> Biennial Report	Start Date: Q3 2016 End Date: Q3 2017
<b>Purpose</b>	<i>What is the purpose of the activity?</i> Biennial update reports are part of National Communications from Parties not Included in Annex I to the Convention. They contain streamlined and updated information communicated through national communications;	
<b>Description</b>	<i>Planned actions to produce the activity result.</i> Studies on national circumstances and institutional arrangements, national inventory of anthropogenic emissions by sources, information on mitigation actions and their effects	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
Finalization of BUR	Acceptance of BUR by project steering committee	Q3 2017
Number of stakeholder awareness	Post meeting evaluations (workshop agendas and evaluations; participation lists; lessons learned documentation)	Q3 2016
Consultations	Post meeting evaluations	Q3 2016

OUTPUT 2: Updated report on National Circumstances for Trinidad and Tobago		
<b>Activity Result 1 (Atlas Activity ID)</b>	<i>Short title to be used for Atlas Activity ID:</i> National Circumstances Report	Start Date: Q3 2016 End Date: Q4 2017
<b>Purpose</b>	<i>What is the purpose of the activity?</i> Compile existing policy, institutional arrangements and legislation related to climate change in Trinidad and Tobago	
<b>Description</b>	<i>Planned actions to produce the activity result.</i> Data collection on economic profile and relevant sectors Examine legislation, institutional arrangements policies and actions related to climate change Education and awareness raising of stakeholders on reporting requirements, roles and requirements	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
Draft report elaborated	Draft report delivered	
Inclusion of feedback of relevant	Feedback from at least two	



stakeholders from government, private sector and civil society	stakeholder consultations included in report	
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<b>OUTPUT 3: National Inventory of Greenhouse Gases Established</b>		
<b>Activity Result 1 (Atlas Activity ID)</b>	<i>Short title to be used for Atlas Activity ID</i> Greenhouse Gases Inventory	Start Date: Q3 2016 End Date: Q3 2017
<b>Purpose</b>	<i>What is the purpose of the activity?</i> A GHG inventory database that will facilitate the submission of data to the Ministry with responsibility for the environment.	
<b>Description</b>	<i>Planned actions to produce the activity result.</i> Data collection from relevant stakeholders	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
Data collected from relevant stakeholders	Data received by MPD	
Inclusion of feedback of relevant stakeholders from government, private sector and civil society	Feedback from technocrats	

<b>OUTPUT 4: Mitigation Actions</b>		
<b>Activity Result 1 (Atlas Activity ID)</b>	<i>Short title to be used for Atlas Activity ID</i> Mitigation Actions	Start Date: Q3 2016 End Date: Q1 2017
<b>Purpose</b>	<i>What is the purpose of the activity?</i> To determine mitigation measures and emission reduction potentials	
<b>Description</b>	<i>Planned actions to produce the activity result.</i> Education and public awareness Gap assessment Capacity building initiatives	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
Data collected from relevant stakeholders	Data received and verified by MPD	Q4 2016

<b>OUTPUT 5: Intended Nationally Determined Contribution to 2015 Agreement</b>		
<b>Activity Result 1 (Atlas Activity ID)</b>	<i>Short title to be used for Atlas Activity ID</i> iNDC	Start Date: Q3 2017 End Date: Q4 2017

<b>Purpose</b>	<i>What is the purpose of the activity?</i> <i>To outline country commitments to reduce commitments in the context of their national priorities, circumstances and capabilities</i>	
<b>Description</b>	<i>Planned actions to produce the activity result.</i> <i>Data collection and consultation with relevant stakeholders</i>	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
<i>Data collected from relevant stakeholders</i>	<i>Data received by MPD</i>	<i>Q2 2016</i>
<i>Inclusion of feedback of relevant stakeholders from government, private sector and civil society</i>	<i>Feedback from stakeholder consultation included in inventory</i>	<i>Q4 2016</i>

<b>OUTPUT 6: Vulnerability and Adaptation</b>		
<b>Activity Result 1 (Atlas Activity ID)</b>	<i>Short title to be used for Atlas Activity ID</i> <i>Vulnerability and Adaptation</i>	<i>Start Date: Q1 2017</i> <i>End Date: Q2 2019</i>
<b>Purpose</b>	<i>What is the purpose of the activity?</i> <i>To conduct national level vulnerability and adaptation studies to identify vulnerable sectors and adaptation options</i>	
<b>Description</b>	<i>Planned actions to produce the activity result.</i> <i>Collect data on vulnerable sectors</i> <i>Conduct a vulnerability and adaptation assessment of coastal areas</i>	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
<i>Data collected from relevant stakeholders</i>	<i>Data received by MPD</i>	<i>Q4 2018</i>
<i>Inclusion of feedback of relevant stakeholders from government, private sector and civil society</i>	<i>Feedback from stakeholder consultation included in inventory</i>	<i>Q1 2019</i>

<b>OUTPUT 7: Monitoring and Evaluation, Compilation, Editing and Publication of the TNC and FBUR</b>		
<b>Activity Result 1 (Atlas Activity ID)</b>	<i>Short title to be used for Atlas Activity ID</i> <i>M&amp;E and Publication</i>	<i>Start Date: Q3 2017</i> <i>End Date: Q3 2019</i>
<b>Purpose</b>	<i>What is the purpose of the activity?</i> <i>Monitoring and evaluation in preparation for final audits for entire project, publication of TNC and BUR</i>	
<b>Description</b>	<i>Planned actions to produce the activity result.</i>	

<i>Complete final audits</i>		
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
<i>Audit held</i>	<i>Audit firm contracted and audit conducted</i>	

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## **X. MONITORING FRAMEWORK AND EVALUATION**

The project will be monitored through the following M&E activities. The M&E budget is provided in the table below.

### **Project start:**

A Project Inception Workshop will be held within the first 2 months of project start with those with assigned roles in the project organization structure, UNDP country office and where appropriate/feasible regional technical policy and programme advisors as well as other stakeholders. The Inception Workshop is crucial to building ownership for the project results and to plan the first year annual work plan.

The Inception Workshop should address a number of key issues including:

- a) Assist all partners to fully understand and take ownership of the project. Detail the roles, support services and complementary responsibilities of UNDP CO and RCU staff vis-à-vis the project team. Discuss the roles, functions, and responsibilities within the project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms. The Terms of Reference for project staff will be discussed again as needed.
- b) Based on the project results framework and the relevant GEF Tracking Tool if appropriate, finalize the first annual work plan. Review and agree on the indicators, targets and their means of verification, and recheck assumptions and risks.
- c) Provide a detailed overview of reporting, monitoring and evaluation (M&E) requirements. The Monitoring and Evaluation work plan and budget should be agreed and scheduled.
- d) Discuss financial reporting procedures and obligations, and arrangements for annual audit.
- e) Plan and schedule Project Board meetings. Roles and responsibilities of all project organisation structures should be clarified and meetings planned. The first Project Board meeting should be held within the first 12 months following the inception workshop.

An Inception Workshop report is a key reference document and must be prepared and shared with participants to formalize various agreements and plans decided during the meeting.

### **Quarterly:**

- Progress made shall be monitored in the UNDP Enhanced Results Based Management Platform.
- Based on the initial risk analysis submitted, the risk log shall be regularly updated in ATLAS. Risks become critical when the impact and probability are high. Note that for UNDP GEF projects, all financial risks associated with financial instruments such as revolving funds, microfinance schemes, or capitalization of ESCOs are automatically classified as critical on the basis of their innovative nature (high impact and uncertainty due to no previous experience justifies classification as critical).
- Based on the information recorded in Atlas, a Project Progress Reports (PPR) can be generated in the Executive Snapshot.
- Other ATLAS logs can be used to monitor issues, lessons learned etc. The use of these functions is a key indicator in the UNDP Executive Balanced Scorecard.

#### **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.

#### **Periodic Monitoring:**

A detailed schedule of project reviews meetings will be developed by the project management, in consultation with project implementation partners and stakeholder representatives and incorporated in the Project Inception Report. Such a schedule will include: (i) tentative time frames for Steering Committee Meetings, (or relevant advisory and/or coordination mechanisms) and (ii) project related Monitoring and Evaluation activities.

*Day to day monitoring of implementation progress* will be the responsibility of the Project Coordinator, Director or CTA (depending on the established project structure) based on the project's Annual Work plan and its indicators. The Project Team will inform the UNDP-CO of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted in a timely and remedial fashion.

*Periodic monitoring of implementation progress* will be undertaken by the UNDP-CO through quarterly meetings with the project proponent, or more frequently as deemed necessary. This will allow parties to take stock and to troubleshoot any problems pertaining to the project in a timely fashion to ensure smooth implementation of project activities.

#### **End of Project:**

During the last three months, the project team will prepare the Project Terminal Report. 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.

#### **Audit clause:**

Audit on project will follow UNDP Financial Regulations and Rules and applicable Audit policies.

**Learning and knowledge sharing:**

Results from the project will be disseminated within and beyond the project intervention zone 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 project implementation through lessons learned. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects. Finally, there will be a two-way flow of information between this project and other projects of a similar focus.

**Communications and visibility requirements:**

Full compliance is required with UNDP's Branding Guidelines. These can be accessed at <http://intra.undp.org/coa/branding.shtml>, and specific guidelines on UNDP logo use can be accessed at: <http://intra.undp.org/branding/useOfLogo.html>. Amongst other things, these guidelines describe when and how the UNDP logo needs to be used, as well as how the logos of donors to UNDP projects needs to be used. For the avoidance of any doubt, when logo use is required, the UNDP logo needs to be used alongside the GEF logo. The GEF logo can be accessed at: [http://www.thegef.org/gef/GEF\\_logo](http://www.thegef.org/gef/GEF_logo). The UNDP logo can be accessed at <http://intra.undp.org/coa/branding.shtml>.

Full compliance is also required with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at:

[http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08\\_Branding\\_the\\_GEF%20final\\_0.pdf](http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08_Branding_the_GEF%20final_0.pdf).

Amongst other things, the GEF Guidelines describe when and how the GEF logo needs to be used in project publications, vehicles, supplies and other project equipment. The GEF Guidelines also describe other GEF promotional requirements regarding press releases, press conferences, press visits, visits by Government officials, productions and other promotional items.

Where other agencies and project partners have provided support through co-financing, their branding policies and requirements should be similarly applied.

## M& E workplan and budget

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
Inception Workshop and Report	<ul style="list-style-type: none"> <li>▪ Project Manager</li> <li>▪ UNDP CO, UNDP GEF</li> </ul>	Indicative cost: 10,000	Within first two months of project start up
Measurement of Means of Verification of project results.	<ul style="list-style-type: none"> <li>▪ UNDP GEF RTA/Project Manager will oversee the hiring of specific studies and institutions, and delegate responsibilities to relevant team members.</li> </ul>	To be finalized in Inception Phase and Workshop.	Start, mid and end of project (during evaluation cycle) and annually when required.
Measurement of Means of Verification for Project Progress on <i>output and implementation</i>	<ul style="list-style-type: none"> <li>▪ Oversight by Project Manager</li> <li>▪ Project team</li> </ul>	To be determined as part of the Annual Work Plan's preparation.	Annually prior to ARR/PIR and to the definition of annual work plans
ARR/PIR	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> <li>▪ UNDP CO</li> <li>▪ UNDP RTA</li> <li>▪ UNDP EEG</li> </ul>	None	Not applicable
Periodic status/ progress reports	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> </ul>	None	Quarterly
Mid-term Evaluation	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> <li>▪ UNDP CO</li> <li>▪ UNDP RCU</li> <li>▪ External Consultants (i.e. evaluation team)</li> </ul>	None	Not applicable for EA projects
Final Evaluation	<ul style="list-style-type: none"> <li>▪ Project manager and team,</li> <li>▪ UNDP CO</li> <li>▪ UNDP RCU</li> <li>▪ External Consultants (i.e. evaluation team)</li> </ul>	None	Not applicable for EA projects
Project Terminal Report	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> <li>▪ UNDP CO</li> <li>▪ local consultant</li> </ul>	0	At least three months before the end of the project
Audit	<ul style="list-style-type: none"> <li>▪ UNDP CO</li> <li>▪ Project manager and team</li> </ul>	Indicative cost : 6,500	Yearly
Visits to field sites	<ul style="list-style-type: none"> <li>▪ UNDP CO</li> <li>▪ UNDP RCU (as appropriate)</li> <li>▪ Government representatives</li> </ul>	For GEF supported projects, paid from IA fees and operational budget	Yearly
<b>TOTAL indicative cost</b> Excluding project team staff time and UNDP staff and travel expenses		US\$ 16,500 (+/- 5% of total budget or as deemed appropriate by UNDP's auditing guidelines)	

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## **XI. LEGAL CONTEXT**

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Trinidad and Tobago and UNDP, signed on (date).

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

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

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner]<sup>[1]</sup>.

The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.

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## **XII. ANNEXES**

### **Annex A. Risk Analysis.**

Project Title: Preparation of Trinidad and Tobago's Third National Communication and First Biennial Update Report to the United Nations Framework Convention on Climate Change (UNFCCC)						Award ID: 00085333 Project ID: 00093021	
#	Description of the Risk	Date Identified	Type	Impact/Probability (scale 1 to 5 with 1 lowest)	Countermeasures / Mngt response	Owner	Submitted, updated by
1	Final Report experiences delays in being completed		<i>Operational</i>	Policy and strategy not of good quality and lack of buy in.  P = 3  I = 5	<ul style="list-style-type: none"> <li>○ project manager to draft clear drafting time schedule</li> <li>○ consultations and feedback from all stakeholders</li> <li>○ sessions with MPD staff to clarify drafting process</li> <li>○ meetings held with other stakeholder Ministries to gather feedback to increase buy in</li> </ul>	Project manager	UNDP
3	Counterpart govt staff reassigned to other divisions		<i>Operational</i>	Counterpart staff leave to other divisions resulting in unsuccessful capacity development  P = 2  I = 5	<ul style="list-style-type: none"> <li>○ Develop strategy to institutionalize knowledge</li> </ul>	Project Manager and Project Executive	UNDP
4	Lack of available data or delays in voluntarily submission or receipt of data from stakeholders		<i>Operational</i>	Emitters do not comply with reporting requirements and data necessary to input into update report  P = 3  I = 5	<ul style="list-style-type: none"> <li>○ Use last available data even if not most recent</li> <li>○ Develop strategy to involve key stakeholders in the process</li> <li>○ Increase political and stakeholder awareness on reporting, requirements, roles and responsibilities</li> </ul>	Project Manager and Project Executive	UNDP

**Annex B. Terms of Reference:** TOR for key project personnel should be developed and attached.

## 1. PROJECT COORDINATOR



His/her main tasks are of both technical nature and managerial as follows:

- Supervise and coordinate with Project Administrator the preparation of TNC and BUR. project outputs as per the project documents for the TNC and the BUR.;
- Synthesize the relevant reports and prepare the First Biennial Update Report for Trinidad and Tobago following Guidelines from the UNFCCC
- Conduct dissemination workshop on BUR
- Synthesize the relevant reports and prepare Trinidad and Tobago's TNC to the UNFCCC, following the UNFCCC Guidelines.
- Prepare publication of the BUR and TNC
- Assists with the preparation and approval of Terms of reference for Consultants and national Experts
- Assist with recruitment
- Assist with all activities requiring Technical input
- Prepare Executive Summary and Project Completion Report.

### **3. PROJECT ADMINISTRATOR**

Under the overall supervision of the appointed official within the Ministry of the Environment and Water Resources and UNDP Management, the Project Administrator will be responsible for overall management of the project.

- Work closely with the Project Coordinator
- Ensure the legal, technical and administrative coordination of the project,
- Mobilize all project inputs in accordance with
- UNDP procedures for nationally executed projects;
- Develop and finalise the ToR for the consultants, national experts and subcontractors;
- Coordinate the recruitment and selection of other project personnel;
- Supervise and coordinate the work of all persons contracted to the project including, consultants and sub-contractors;
- Prepare implementation work plan for achieving all the objectives of the Project for approval by the Permanent Secretary MPD
- Ensure that all of the project Outcomes, Outputs and Activities are achieved in the approved time frame;
- Work closely with UNDP Management and project partners to closely coordinate implementation activities; -
- Prepare and revise project work and financial plans, as required by Government and UNDP;
- Manage the procurement of goods and services under UNDP/GORTT guidelines and oversight of contracts;
- Ensure proper management of funds consistent with UNDP requirements, and budget planning and control;
- Ensure timely submission of information required for audit of project.

- Prepare and ensure timely submission of quarterly financial consolidated reports- quarterly consolidated progress reports, annual progress report, mid-term reports, and other reports as may be required by UNDP;
- Report progress of project to the Project Steering Committee.
- Oversee the exchange and sharing of experiences and lessons learned with relevant projects nationally and internationally.
- Undertake any other relevant activities that may be assigned by the Project Steering Committee or the Project Coordinator
- Assist in the preparation of quarterly and annual reports and work plans
- Maintain files and records of the project;
- Circulate all meeting notices, working papers of meetings, minutes of meeting, official letters;
- Facilitate necessary correspondence with relevant stakeholders;
- Provide logistical support to event management;

#### **4. GHG INVENTORY AND BUR COMPONENT MAAGER – To Establish GHG database**

- Coordinate inventory of GHG emissions
- Prepare GHG inventories for all sectors and types of gases required under the UNFCCC Guidelines, using latest IPCC Revised Guideline for the years 2006, 2010 and 2012;
- Coordinate QA/QC and uncertainty management, following IPCC technical guidelines in the preparation of inventory;
- Prepare the national inventory report for BUR and TNC per UNFCCC Guidelines
- Facilitate and coordinate policy makers on the use of the GHG database and IPCC 2006 guidelines

#### **5. FIVE NATIONAL GHG EXPERTS (Emission Scenario developer, Energy, Industrial Processes, Waste Management, Agriculture, LULUCF)**

- Based on the updated inventory data and recalculated emission data, time series emissions to be found sub-sector-wise for determining correct mitigation strategy.
- Generating scenario baselines in different sectors.
- Carrying out a cost analysis for all of them and calculate the GHG mitigation potential in Gg.
- Collect information on the cost of mitigation measures, not only the cost for US\$/ton Co2.
- Analysis of current Government Policies for implementation of recommended mitigation options
- Measures to be suggested for formally strengthening of institutions for identifying and evaluating mitigation projects for implementation.
- Mitigation measures for the LULUCF sector and for CH4 in the agriculture sector formulated.
- Mitigations by renewable energy technologies be emphasized and elaborated.
- Evaluate the potential of forestry and waste sectors for mitigation options-
- Collect information on projects that are being implemented or proposed for implementation.

- At least two specific projects from each sector to be selected and complete financial analysis to be given.
- Explore measures in other sector besides the energy sector.
- Baseline and mitigation scenario over time for non-energy activities have to be constructed.
- Share the Draft National Mitigation Strategy with relevant stakeholders and finalize it.

## **6. MITIGATION EXPERT**

- To review mitigation measures/actions taken from 2011 in Trinidad and Tobago,
- To review Trinidad and Tobago's mitigation policies and plans,
- Project the social and economic development and the potential levels of GHG emissions
- To analyse the mitigation scenarios and their implications to Trinidad and Tobago's national sustainable development

## **7. VULNERABILITY AND ASSESSMENT EXPERT**

- Estimate of loss and damage caused by past weather events like floods, cyclones, storm surges, river bank erosion, droughts and water logging etc.
- Estimate of loss and damage caused by slow onset events
- Identify greater effect of sea level rise, cyclones, storm surges- effects on low relief coastal areas; populations on the coastal margin, hotels, tourist developments.
- Conduct vulnerability study in terms of impact on growth, poverty reduction, livelihood, employment and women.
- Conduct detailed studies on climate change impacts on coastal resources
- Assess cross sectoral issues and linkage between livelihoods and disasters.
- Conduct economic evaluation of implemented adaptation projects will be done.
- Conduct detailed micro-level analyses of climate variability for different months of the year and their impacts on coastal resources
- Outline the process of erosion and accretion in the coastal zone
- Draw up a list of the barriers to the implementation of adaptation measures in coastal communities or regions including socioeconomic and political considerations and devise mechanisms to overcome such identified barriers.
- Develop national vulnerability GIS maps for the coastal resources under various emission scenarios and time slices
- Construct at least a macroeconomic model of climate change impact where the future macro variables could be estimated based on types of shock including those of mitigation and adaptation measures.
- Calculate adaptation costs
- Conduct training for policy makers on V&A assessments including relevant methodology/ies

## **8. CLIMATE CHANGE EXPERT**

- Review and assess data and prepare other relevant information section (development and transfer of technology, research and systematic observation network, education, training and public awareness, capacity building and information and networking)
- Review and analysis of previous climate change activities for stock taking assessment
- Review and analysis of available national and sectoral strategies and plans
- Preparation of national circumstances to include geographical characteristic, updating of socio-economic information, specific needs related to climate change adaptation and response strategies
- Establish data management system
- Identification of constraints and gaps and related financial, technical and capacity needs
- Conduct stakeholder consultations in support of data gathering for other relevant information, stocktaking and assessment, national circumstances and constraints and gaps
- To review and assess the progress made on MRV, its constraints and gaps and supports needs,
- To review the support received and needs in preparing the BUR,
- To review and assess the constraints and gaps in preparing the BUR and TNC and financial, technical, and support needs,
- To develop a list of projects/activities to address the constraints and gaps above,
- To prepare the report on other information and constraints and gaps sections for the BUR and TNC

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

**Project Title: Preparation of Trinidad and Tobago's Third National Communication and First Biennial Update Report to the United Nations Framework Convention on Climate Change (UNFCCC)**

(Atlas Award ID: 00085333/Project ID: 00093021/PIMS #5296)

Dear Minister The Honourable Camille Robinson-Regis,

1. Reference is made to consultations between officials of the Government of *Trinidad and Tobago* (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:
  - Identification and/or recruitment of project and programme personnel;
  - Identification and facilitation of training activities;
  - Procurement of goods and services;
4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.
5. The relevant provisions of the Standard Basic Framework Agreement (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,

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Signed on behalf of UNDP  
Richard Blewitt  
Resident Representative

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For the Government  
The Honourable Camille Robinson-Regis, Minister of Planning & Development  
Date:

Attachment

**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between [the Ministry of Planning and Development, the institution designated by the Government of Trinidad and Tobago and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project “Preparation of Trinidad and Tobago’s Third National Communication and First Biennial Update Report to the United Nations Framework Convention on Climate Change (UNFCCC).” (Atlas Award ID: 00085333/Project ID:00093021/PIMS #5296)

2. In accordance with the provisions of the letter of agreement signed on [*insert date of agreement*] and the programme support document [*or project document*], the UNDP country office shall provide support services for the Programme [*or Project*] as described below.

4. Support services to be provided:

Support services (insert description)	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
1. Payments, disbursements and other financial transactions	Year 1- 12 times Year 2- 24 Year 3 - 24	As per the UPL	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner
2. Recruitment of staff, project personnel, and consultants	Year 1- 3 Year 2- 3 Year 3- 4	As above	As above
3. Procurement of services and equipment, and disposal/sale of equipment	Year 1- 0 Year 2- 2 Year 3- 2	As above	As above
4. Organization of training activities, conferences, and workshops, including	Year 1- 2 Year 2- 2 Year 3- 2	As above	As above

fellows			
5. Travel authorizations, visa requests, ticketing, and travel arrangements	Year 1- 2 Year 2- 4 Year 3- 4	As above	As above
6. Shipment, custom clearance, vehicle registration, and accreditation	Year 1- 0 Year 2- 1 Year 3- 1		
		Total from GEF grant: USD 19,855	

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

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

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