

SIGNATURE PAGE

Country: REPUBLIC OF VANUATU

UNDAF Outcome(s)/Indicator(s):
 (Link to UNDAF outcome. If no UNDAF, leave blank) N/A

Expected Outcome(s)/Indicator (s): Enhanced Government capacity and commitment to meet its obligations under global conventions

(CP outcomes linked to the SRF/MYFF goal and service line)

Expected Output(s)/Indicator(s): Environmental considerations integrated into national development policies, strategies, programmes and projects

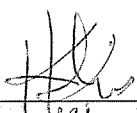
(CP outcomes linked to the SRF/MYFF goal and service line)

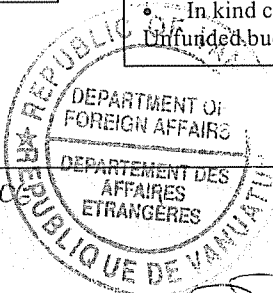
Implementing partner: Ministry of Infrastructure and Public Utilities - Vanuatu
 Meteorological Services

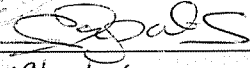
Other Partners: UNDP

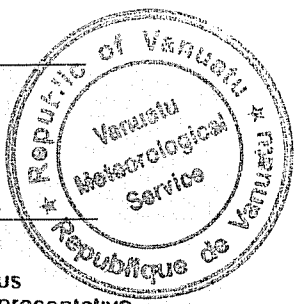
Programme Period: 2005-2008
 Programme Component: Energy and Environment for Sustainable Development
 Project Title: ENABLING ACTIVITIES FOR THE PREPARATION OF VANUATU'S SECOND NATIONAL COMMUNICATION TO THE UNFCCC
 Project ID:
 Project Duration: 3 years
 Management Arrangement: NEX

Budget US\$ 405,000
 General Management Support Fee
 Preparation phase US\$ 15,000
 Total budget: US\$ 420,000
 Allocated resources:
 • Government (in kind) US\$ 10,000
 • Regular _____
 • Other:
 ○ Donor _____
 ○ Donor _____
 ○ Donor _____
 • In kind contributions _____
 Unfunded budget: _____

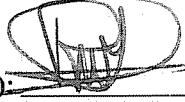
Agreed by (Government):  18/07/06



Agreed by (Implementing partner/Executing agency):  18/07/06



Richard Dictus
 Resident Representative

Agreed by (UNDP):  24/7/06

Agreed by (UNDP): _____

UNDP Project Document

Government of Vanuatu

United Nations Development Programme

ENABLING ACTIVITIES FOR THE PREPARATION OF VANUATU'S SECOND NATIONAL COMMUNICATION TO THE UNFCCC

Brief Description

The proposed project will enable Vanuatu to prepare its Second National Communication to the Conference of the Parties of the UN Framework Convention on Climate Change. The activities within the Second National Communication are a continuation and update of the work done by Vanuatu to prepare its Initial National Communication (INC) that was carried out under the Pacific Islands Climate Change Assistance Project (PICCAP). The main components of the project are: a) Inventory of GHG Emissions b) Programmes containing measures to facilitate adequate adaptation to, and mitigation of climate change, c) and Programmes and national action plans that are considered relevant for the achievement of the objectives of the UNFCCC. The Project will further enhance the national capacities and will raise general knowledge and awareness on climate change and its effects. It will also contribute to putting climate change issues higher on the national agenda through strengthened cooperation and increased involvement of all relevant stakeholders in the process. In addition, it will strengthen and build national capacities for participation in different mechanisms related to GHG mitigation and to fulfilling other commitments to the UNFCCC.

ACRONYMS

APRs	Annual Project Reports
BPoA	Barbados Programme of Action for small island developing States
CBD	Convention on Biological Diversity
CCA	Common Country Assessment
CCU	Climate Change Unit
CoP	Conference of the Parties
CP	Country Programme
ENSO	El Nino-Southern Oscillation
GHG	Greenhouse Gases
IM	International Meeting in Mauritius
INC	Initial National Communication
IPCC	Intergovernmental Panel on Climate Change
JPoI	Johannesburg Plan of Implementation
MDGs	Millennium Development Goals
NAPA	National Adaptation Programme of Action
NBSAP	National Biodiversity Strategy and Action plan
NACCC	National Advisory Committee on Climate Change
NCSA	National Capacity Self Assessment
NEX	National Execution
NGO	Non-Governmental Organization
PICCAP	Pacific Islands Climate Change Assistance Project
PICs	Pacific Island Countries
PIREP	Pacific Islands Renewable Energy Project
QPRs	Quarterly Projects Reports
SBAA	Standard Basic Assistance Agreement
SIDS	Small Island Developing States
SNC	Second National Communication
SPREP	Secretariat of Pacific Regional Environment Programme
TWGs	Thematic Working Groups
UNCCD	United Nations Convention on Combating Desertification
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Program
UNFCCC	United Nations Framework Convention on Climate Change
WSSD	World Summit on Sustainable Development
VMS	Vanuatu Meteorological Services
V&A	Vulnerability and adaptation assessment

Vanuatu in implementing activities needed to enable the country to prepare its SNC, following the guidelines adopted by the Conference of Parties (CoP).

The activities within the SNC are continuation of, and an improvement of the work done under the PICCAP where Vanuatu prepared its INC and Phase II enabling activities. During the implementation of the project, particular attention will be put on addressing identified gaps and constraints during the SNC stocktaking exercise, making good use of the information derived from such exercise, and utilizing the results of relevant previous or ongoing national or international activities related to the climate change issues.

The proposed project is fully in line with Vanuatu's national development objectives, its national strategy for the implementation of the UNFCCC and its pursuit of improving natural resource management and promoting environmental sustainability. The Government of Vanuatu through its soon-to-be adopted climate change policy and national strategy recognizes seven key principles which are critical for the implementation of the UNFCCC: (i) mainstreaming of climate change issues and concerns into national development planning; (ii) development of a National Greenhouse Gas Inventory Network; (iii) Pursuing sustainable development through the UNFCCC and the Kyoto Protocol; (iv) Understanding and responding to the adverse impacts of climate change; (v) Training, public awareness and education; (vi) capacity building; and (vii) Linking science and policy. Additionally the government had recently adopted a new environmental legislation which requires all development projects to undergo environmental impact assessment which will also include consideration for climate change issues and concerns.

The UNDP is assisting Vanuatu in obtaining sustainable environmental management and energy development that will improve the livelihoods and security of the poor. This is achieved through strategic areas of focus covering: institutional framework for sustainable environmental management and energy development; monitoring and assessment of environmental sustainability; and national capacity for participation in global conventions, regulatory regimes and funding mechanisms for environmentally sustainable development. The SNC, which is the main output of the project, as well as activities for improvement of the country's capacities to implement the UNFCCC, will directly contribute to the achievement of the UNDP-Vanuatu's UNDAF and CP outcomes (2003-2007).

The project will make use of the capacity built and institutional arrangements that were set up during PICCAP. However, capacity building activities will still form part of the project and will be provided through training workshops, and encouragement of the information exchange between the national and relevant regional and international institutions. This is to augment the existing capacity, as well as address capacity gaps that were identified during the SNC stocktaking exercise, from the ongoing NCSA project in the country, and in the ongoing regional climate change mitigation projects participated in by Vanuatu.

The project will be executed by the Vanuatu Meteorological Services in close collaboration with other relevant ministries and institutions, particularly those that make up the country's National Advisory Committee on Climate Change (NACCC). The National Climate Change Coordinator (NCCC) will work closely with the Global Environment Facility (GEF) and UNFCCC focal points, NACCC and UNDP-Fiji.

(a) Inception Report (IR)

A Project Inception Report will be prepared immediately following the Inception Workshop. It will include a detailed First Year Work Plan divided in quarterly timeframes detailing the activities and progress indicators that will guide implementation during the first year of the project. The Report will also include the detailed project budget for the first full year of implementation, prepared on the basis of the Annual Work Plan, and including any monitoring and evaluation requirements to effectively measure project performance during the targeted 12 months time-frame.

The Inception Report will include a more detailed narrative on the institutional roles, responsibilities, coordinating actions and feedback mechanisms of project related partners. In addition, a section will be included on progress to date on project establishment and start-up activities and an update of any changed external conditions that may effect project implementation.

When finalized the report will be circulated to project counterparts who will be given a period of one calendar month in which to respond with comments or queries. Prior to this circulation of the IR, the UNDP Country Office and UNDP-GEF's Regional Coordinating Unit will review the document.

Quarterly Progress Reports

Short reports outlining main updates in project progress will be provided quarterly to the local UNDP Country Office and the UNDP-GEF regional office by the project management team.

Technical Reports

Technical Reports are detailed documents covering specific areas of analysis or scientific specializations within the overall project. As part of the Inception Report, the project management team will prepare a draft Reports List, detailing the technical reports that are expected to be prepared on key areas of activity during the course of the Project, and tentative due dates. Where necessary this Reports List will be revised and updated, and included in subsequent Annual Project Reports (APR). Technical Reports may also be prepared by external consultants and should be comprehensive, specialized analyses of clearly defined areas of research within the framework of the project. These technical reports will represent, as appropriate, the project's substantive contribution to specific areas, and will be used in efforts to disseminate relevant information and best practices at local, national and international levels.

Audit Clause

The Government of Vanuatu will provide the UNDP Resident Representative with certified periodic financial statements, and with an annual audit of the financial statements relating to the status of UNDP (including GEF) funds according to the established procedures set out in the Programming and Finance manuals. The Audit will be conducted by the legally recognized auditor of the Government, or by a commercial auditor engaged by the Government.

1.5. LEGAL CONTEXT

This Project Document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the Government of Vanuatu and the United Nations Development

2. Total Budget

PIMS# 2957 Vanuatu: Enabling Activity for the preparation of the Second National Communications									
PIMS# 2957 Vanuatu: Enabling Activity for the preparation of the Second National Communications									
Executing Agency: Vanuatu Meteorological Service									
PLANNED BUDGET									
GEF OUTCOMES ATLAS ACTIVITY	RESPONSIBLE PARTY	Source of Funds	Budget ATLAS Code	Budget Description	Year 1 (US\$)	Year 2 (US\$)	Year 3 (US\$)	Total Budget (US\$)	
Outcome 1: National Circumstances	VMS	GEF	71300	Local consultants	3,000	3,500	3,500	10,000	
Outcome 2: National GHG Inventories	VMS	GEF	71300 74210	Local consultants Printing and publication	18,000	16,000	8,000 3,000	45,000	
Outcome 3: Programmes containing measures to facilitate adequate adaptation to climate change	VMS	GEF	71300 72100 71600 72200	Local consultants Contractual services Travel Equipment	25,000 10,000 5,000 5,000	25,000 10,000 5,000	15,000 5,000	105,000	
Outcome 4: Programmes containing measures to mitigate climate change	VMS	GEF	71300 72100 72200	Local consultants Contractual services Equipment		7,000 5,000 3,000	7,000 5,000	27,000	
Outcome 5: Other relevant information (e.g., research and systematic observation, technology transfer, education and public awareness, capacity building)	VMS	GEF	71300 74500	Local consultants Miscellaneous	15,000	14,000 2,500	14,000 2,500	48,000	
Outcome 6: Constraints & Gaps; Related Financial, technical, & capacity needs	VMS	GEF	71300	Local consultants	3,500	3,500	3,000	10,000	
Outcome 7: Technical Assistance	SPREP/Consultants	GEF	71200	Regional and/ International consultants	25,000	20,000	20,000	65,000	
Outcome 8: Compilation, Production of communication, including Executive Summary & its translation	VMS	GEF	71300 74210	Local consultants Printing and publication			7,000 3,000	10,000	
Outcome 9: Project Management	VMS	GEF	72100	Contractual services- individuals	25,000	25,000	25,000	75,000	
Outcome 10: Monitoring and reporting	VMS / UNDP	GEF	74105	Management and reporting	3,000	3,500	3,500	10,000	
GRAND TOTAL					137,500	143,000	124,500	405,000	

Institutions and individuals involved

A total of 10 ministries, agencies and institutions of government and non-government organizations in Vanuatu involving 21 experts were consulted during the stocktaking and stakeholder consultations. Many of the individuals and/or organizations are also members of, or are represented on, the National Advisory Committee on Climate Change (NACCC). These consultation meetings concluded with a national workshop which brought together all the individuals and organizations to discuss the main findings of the stocktaking and stakeholder consultation meetings and to consider some of the common elements including gaps, new areas of work and priorities for the second national communication. The stocktaking and stakeholder consultations were carried out over a 5-day period (18-22 July 2005), and the time spent on each focus group meeting and, or consultation ranged between 45 minutes to an hour (for individual ministry/agency consultations) and 3 hours for the national consultation workshop. Thus, in total 12 hours of consultations were held spread over 5 days.

B. MAIN OUTCOMES OF THE STOCKTAKING, INCLUDING PRIORITIES IDENTIFIED

The work carried out under the previous enabling activities such as the Pacific Islands Climate Change Assistance Programme (PICCAP), Phase II (Top-Up) enabling activities and the NAPA indicate that a great deal of information is now available for the preparation of the SNC.

NATIONAL CIRCUMSTANCES

While the physical geography of Vanuatu and its islands remain the same as was previously reported in its INC, some of its physical and socio-economic characteristics are being influenced by the interactions of the ocean-atmosphere system and the development priorities it wants to pursue. The way in which Vanuatu will implement the UNFCCC will depend partly on how well it can respond to the vagaries of climate change, climate variability and sea-level rise and the need for economic development.

Since the completion of its INC, Vanuatu has embarked on an economic growth policy which is focused on improving its economic and environmental performance, education, private sector development and creation of employment, agricultural opportunities, social structure, infrastructure and services, tourism and public sector efficiency. Activities since INC completion include:

- contribution to the 2002 World Summit on Sustainable Development and the Johannesburg Plan of Implementation (JPOI),
- the 10-year review of the Barbados Programme of Action and the International Meeting in Mauritius as well as other regional meetings and conferences
- Multilateral environmental agreements (UNCCD, CBD, Montreal Protocol, Basel, Ramsar, etc).

Some of the pertinent information from these reports and documents will be useful for incorporation in the national circumstances section of the SNC. This will include analyses of national development priorities and policies that are relevant to addressing climate change in Vanuatu as well as incorporating climate change concerns in sectors such as energy, transport, industry, tourism, agriculture, fisheries, health and waste.

NATIONAL GREENHOUSE GAS INVENTORY

The level of awareness on environmental issues is generally high among the various sections of the population and government but more needs to be done to integrate climate change issues and concerns in the development planning and implementation.

SYNERGY BETWEEN ENABLING ACTIVITIES AND OTHER PROJECTS

At the national level, the proposed project will have strong linkages to a number of on-going UNDP-GEF enabling activities such as Vanuatu's National Adaptation Programme of Action (NAPA) and the National Capacity Self-Assessment (NCSA) activities, as well as with other UNDP funded activities in the area of sustainable energy including the UNDP-GEF funded Pacific Islands Renewable Energy Project (PIREP), and the proposed Pacific Islands Greenhouse Gas Abatement through Renewable Energy Project (PIGGAREP).

Of particular note is the similarity in approaches that highlighted the immediate needs and concerns relating to identification and prioritization of adaptation options, strategies and measures in the preparation of the SNC. Together with NAPA preparation, Vanuatu also participates in a Canadian International Development Agency-funded project *Capacity building for development of adaptation measures in the Pacific island countries* (CBDAMPIC). This project is focused on capacity-building at the community level to undertake community vulnerability and adaptation assessments.

Adaptation to climate change has very close linkages with activities relating to the preparation of the National Biodiversity Strategy (NBSAP) under CBD and National Action Plans under the UNCCD. Activities relating to the preparation of vulnerability and adaptation assessments for national communication will therefore have closer links on adaptation and capacity building issues that will be identified under the NCSA project.

NEW AREAS OF WORK FOR SECOND NATIONAL COMMUNICATION

A number of new areas have been identified which will form part of the programme for the preparation of the SNC. The new areas of work include:

- a) Conduct a key source analysis in order to determine the sectors with significant emissions where resources can be targeted,
- b) Training in the use and application of various models in vulnerability and adaptation assessments, the IPCC Good Practice Guidance on National Greenhouse Gas Inventories and Uncertainty Management, IPCC Good Practice Guidance on Land Use, Land Use Change and Forestry and related applications of geographic information systems and remote sensing techniques.
- c) Strengthen existing and, where appropriate, establish data management systems to ensure preparation of good quality inventories and to enable vulnerability and adaptation assessments over the long term.
- d) Identify technology transfer issues relating to energy efficiency and energy conservation as well as opportunities for renewable energy sources and technologies.

Opportunities already exist for promoting and strengthening synergy with related programmes such as NCSA, NAPA, NBSAP, NAPs and CBDAMPIC in the process of the preparation of SNC. The SNC will build on other related projects (e.g., NCSA, NAPA, CBDAMPIC) and other national activities carried out under other relevant international conventions (e.g., UNCBD and UNCCD). This is especially important for vulnerability and adaptation activities as adaptation issues transcend many of the activities of the three Conventions thus increasing the potential for cooperation and

- a) Integrate climate change adaptation into sectoral development planning and budgeting processes,
- b) Build capacity for climate change vulnerability and adaptation at the national and provincial levels to strengthen human and institutional capacities to assess, plan and respond to climate related risks,
- c) Implement urgent adaptation measures to enable the communities to cope with future climate and sea level changes,
- d) Strengthen networking and information sharing/exchange amongst all stakeholders to develop appropriate measures to address climate change, climate variability and sea-level rise.
- e) Conserving and protecting of breeding grounds and habitats and species that are considered vulnerable to impacts of natural disaster and human induced activities.
- f) Conducting studies on the impacts of ENSO on the fisheries and tourism sectors.
- g) Monitoring the use of chemicals and fertilizers and its impact on fisheries, and their habitats.
- h) Improving water management efforts with better supply-side and demand-side management.
- i) Develop a climate change and climate variability database to collect data on sectors and relevant indicators to monitor and evaluate their impacts,
- j) Promote integrated coastal zone management and planning for the protection of coastal resources,
- k) Improving climate monitoring, research and systematic observation, develop and manage databases necessary for vulnerability and adaptation assessment and to enhance the capabilities and capacities of experts and institutions in the use and applications of analytical, integrated and process-based methods and tools for assessment work.

NAPA, currently being implemented in Vanuatu provides a good basis for developing a policy framework for adaptation that is country driven, economically viable and socio-culturally sensitive to the needs and concerns at the various levels of integration of society. The preparation of vulnerability and adaptation assessment will build on these frameworks and plans in enhancing adaptive capacity and improving the coping strategies.

Significant gaps still exist in the areas of data collection, monitoring, expertise, skills and know-how required to conduct vulnerability and adaptation assessments on a continuous basis. Therefore, there is an urgent need for training and capacity building in:

- a) Development and use of appropriate methodologies and tools for conducting vulnerability and adaptation assessments at the community, national and sectoral levels.
- b) Strengthening of existing and where appropriate development of data management systems to ensure that a vulnerability and adaptation assessment is carried out on continuous basis.
- c) Evaluation (including cost-benefit analysis), prioritization and costing of adaptation options, strategies and measures.
- d) Incorporation of vulnerability and adaptation assessment work into development planning. This would include risk-based assessment methods.
- e) Research, systematic observation and data collection, analysis and dissemination.
- f) Enhancement of the capacity of communities to identify capacity building and training needs as they relate to vulnerability and adaptation assessments, building on the community vulnerability and adaptation assessments currently being carried out in several communities.

Needs and constraints, and related financial, technical and capacity gaps

Great efforts are being made to fulfill and overcome some of the needs and constraints relating to financial, technical and capacity gaps with the assistance of bilateral and multilateral organizations. However, there are many more needs and constraints that are being identified and for which no or very limited resources are available to help address these evolving issues and priorities. Therefore it is recommended that resources (human, technical and financial) made available should be commensurate with the evolving priority needs and concerns.

C. MAIN LESSONS LEARNED FROM THE SELF-ASSESSMENT EXERCISE

LINKAGE WITH FIRST ENABLING ACTIVITIES INCLUDING TOP-UP ACTIVITIES

A number of lessons learned from the previous work relating to the preparation of the INC and on-going work currently being carried out under various projects include the following:

- a) Strong institutional arrangement is critical in the management of the projects and their implementation.
- b) Greater clarity over roles and responsibilities of various ministries, agencies and institutions and the need to strengthen institutional arrangements, and to develop in-country capacity and in-country training will be critical in the implementation of the SNC project,
- c) The level of collaboration and cooperation between and among the various agencies, institutions of government and non-government organizations and communities in the implementation of projects is quite high in Vanuatu, a factor that will facilitate effective implementation of the various components of the SNC.
- d) Many activities relating to the implementation of the various components of national communication will require capacity building and training. This could include skills upgrading and outsourcing experts and institutions to carry out the tasks/activities in a timely manner.
- e) Vanuatu has made good progress under its public service reform programme particularly in promoting the reforestation and agroforestry, the establishment of the land use commission and a new environmental act which makes it legally binding for all development projects to undertake environmental impact assessment. However, the challenge now is to seek to integrate climate change issues and concerns into the sectoral planning and development.
- f) A number of government ministries and non-government organizations will play a key role in the preparation of the SNC. These include:
 - Ministry of Public Utilities and Infrastructure,
 - Ministry of Lands, Geology, Mines, Energy, Environment, and Water Resources,
 - Ministry of Agriculture, Forestry and Fisheries,
 - Ministry of Foreign Affairs,
 - Ministry of Economic and Sector Planning
 - Wan Smol Bag
 - Foundation for the Peoples of the South Pacific
 - Vanuatu Red Cross

SYNERGY WITH RELEVANT INITIATIVES

The NAPA formulation process represents a very good example on how various ministries, agencies, institutions of government and non-government organizations work together in a collaborative manner

STAKEHOLDERS AND INSTITUTIONS CONSULTED

Institution	Stakeholders interests/responsibilities	Relevance to climate change/reasons for inclusion	Role in the self-assessment process
GOVERNMENTAL INSTITUTIONS MINISTRY OF INFRASTRUCTURE AND PUBLIC UTILITIES- VANUATU METEOROLOGICAL SERVICE	Operational focal point of the UNFCCC. Responsibilities: - Monitoring of past and local weather and climate conditions - Provide meteorological information – warnings on severe weather or climate conditions,	Climate Change Unit, established within VMS. Secretariat to National Advisory Committee on Climate Change. Responsible for preparation of the INC and SNC and its submission to the CoP Responsible for NAPA preparation in collaboration with other relevant agencies	Regular consultations with the UNFCCC focal point for discussion of the proposal of the SNC in terms of technical issues, opportunities for synergy among various projects and institutional arrangements. Consultation on the provision of climate data and information as well as on the needs for capacity-building, training and research (collection, analysis and archiving) and dissemination of information Consultations on issues relating to technologies data and information for research and systematic observations (contribution and participation in global research and observing
MINISTRY OF LANDS, GEOLOGY, MINES, ENERGY, ENVIRONMENT AND WATER RESOURCES	Operational focal point of the GEF Responsible for land management and all matter relating to land, natural resources and environment	Environment Unit placed within ministry Member and Chair of the National Advisory Committee on Climate Change	Consultations on national priorities, mainstreaming of climate change in national environmental strategies, programmes and other documents, as well as on current and planned projects.
MINISTRY OF AGRICULTURE, FORSETS AND FISHERIES	It is in charge of issuing identification documents; performing inspection over the work of the entities in the communal area, issuing building permits, and preparation of regulation related to isolation	In charge of sustainable transport, preparation of new standards for efficient building, and relayed issues that will be used in the GHG Abatement in the residential and commercial sectors. Member of NACCC	Consultation with regard to the issues related to agriculture, forestry, fisheries. Consultation on data needs for LUCF inventory and V&A assessment regarding agricultural crops, forest and fisheries. (systems)

APPENDIX B: TECHNICAL COMPONENTS OF THE PROJECT PROPOSAL

1. BACKGROUND/CONTEXT

Following the new guidelines for the preparation of national communications, Vanuatu is now (through this proposal) seeks to prepare and submit its Second National Communications (SNC) to the UNFCCC. The activities within the SNC are continuation of, and an improvement of the work done under the INC preparation. During the duration of the project, particular attention will be put on addressing identified gaps and constraints during the SNC stocktaking exercise, making good use of the information derived from such exercise, and utilization of the results of relevant previous or ongoing national or international activities related to the climate change issues.

2. PROJECT OBJECTIVES

The proposed project aims to strengthen the technical and institutional capacity of Vanuatu to prepare and submit its Second National Communication to the UNFCCC thereby meeting its obligations.

3. PROJECT STRATEGY

Please refer to Section 1.2, page 5.

4. PROJECT ACTIVITIES

4.1. NATIONAL CIRCUMSTANCES

Information provided on national circumstances is critical for understanding Vanuatu's vulnerability to the adverse effects of climate change, its capacity and its options for adaptation, as well as its options for addressing its GHG emissions within the broader context of sustainable development.

Information on national circumstances will include the analyses of national and or regional development priorities and objectives that Vanuatu is pursuing and those that would serve as the basis for addressing climate change and sea-level rise issues. Information on national circumstances will be linked to information provided in other chapters of the national communication. The analyses of development priorities and objectives should be of interest to other national stakeholders investigating the benefits of specific activities and policies and the linkages between the activities and policies relating to climate change and those of other Conventions, such as the CBD and the UNCCD.

Information will include:

- Geographical characteristics, including climate, forests, land use and other environmental characteristics,
- Population: growth rates, distribution, density and other vital statistics;
- Economy, including energy, transport, industry, and tourism, agriculture, fisheries, waste, health and services sector,
- Education, including scientific and technical research institutions,

Existing data management systems will be strengthened to ensure preparation of good quality inventories over the long term. Emissions of methane and nitrous oxide from international bunkers and aviation will also be estimated for the year 2000. The activity data of hydro fluorocarbons (HFCs), per fluorocarbons (PFCs), and sulfur hexafluoride (SF₆) will also be collected for the same period where available.

Quality assurance and quality control (QA/QC) procedures based on the IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories, will be applied as appropriate to ensure that the results of the inventory will be as reliable as possible.

Tables 1 and 2, as provided by the UNFCCC guidelines (annex to decision 17/CP.8) will be used for reporting the national GHG inventory. This activity will be coordinated with any regional efforts wherever possible.

At the end of the proposed activities, a workshop will be held to review the results. Policy makers and other stakeholders will be invited to participate in the workshop, so as to enhance their awareness on the importance of GHG inventory and on a long-term programme for the improvement of future GHG inventories.

The Thematic Working Group (TWG) on GHG Inventory will carry out the inventory work. Training on the application of IPCC methodology, including data collection, analysis and management , including the use of IPCC Good Practice Guidance and Uncertainty Management in National GHG Inventories will be conducted for the TWG.

The capacity-building activities would include the participation of some members of the TWG on GHG Inventory in the sub-regional, regional and international training workshops on GHG inventory, so as to share gain from exchange of experiences and lessons learned with other countries.

Major Outputs and Indicators

The major outputs and indicators of this component will be:

- Establishment of thematic working group on GHG inventory;
- Updated and improved inventory data for CO₂, N₂O, CH₄, CO, NO_x, NMVoC, and data on HFCs, PFCs and SF₆ for the year 2000;
- An updated, improved and user-friendly GHG inventory database;
- An updated GHG inventory report, including technical annexes that detail the inventory procedures and calculations;
- Further identification of shortcomings and gaps of the IPCC Guidelines in relation to the local conditions;
- A description of any original research needed to develop and/or apply new emission factors for specific activities;
- Recommendations on areas of targeted research to improve future inventories and to suggest revisions to the existing IPCC GHG inventory methodology;
- Strengthened human, scientific, technical and institutional capacity to undertake a GHG inventory; and,
- The review workshop report, including major papers presented.

*Scenarios for Vulnerability and Adaptation Assessments; MAGICC/SCENGEN Climate Scenario Generator: Version 2.4, Technical Manual (Wigley et al., 2000); Compendium of Decision Tools to Evaluate Strategies for Adaptation to Climate Change (www.unfccc.int/issues/meth_tools.html), the Adaptation Policy Framework (UNDP, 2004) and other regional methodologies where appropriate, will be used to undertake the assessment. Other methods to be used will include community vulnerability and adaptation assessment methodology, which was developed for Vanuatu under the Canadian International Development Agency-funded project titled *Capacity Building for Development of Adaptation Measures in the Pacific Island countries (CBDAMPIC)*.*

The capacity for this group on the application of the above-mentioned methodologies, including data collection, analysis and management, will be further strengthened and enhanced where necessary.. The capacity-building activities will include the participation of the selected team members in sub-regional, regional and international training workshops on vulnerability and adaptation assessment, so as to share experiences and lessons learned with other countries.

Major Outputs and Indicators

The major outputs and indicators of this component will be:

- Strengthened and/or developed human, scientific, technical and institutional capabilities and capacities to undertake vulnerability and adaptation assessments will be developed and strengthened;
- A wide range of stakeholders involved in the preparation of vulnerability and adaptation assessments. The involvement and participation of communities in the assessment work will ensure heightened awareness of the risks imposed by climate change, variability and sea-level rise and also facilitate development of adaptation options, strategies and measures that would be viable and culturally acceptable.
- An improved, and/or better understanding of the key vulnerabilities and the risks imposed by climate change, climate variability and sea-level rise on various sectors, communities and infrastructure;
- An analysis (i.e., cost-benefit analyses, evaluation and prioritization) of the various adaptation options, strategies and measures for key/priority socio-economic sectors based on established methodologies, including possible least-cost adaptation options and adaptation technologies;
- Identification of targeted research on climate variability, climate change, tropical cyclones, drought and precipitation trends and their relation with El Niño;
- Policy options for adequate adaptation and response strategies for climate change impacts on key socio-economic sectors, including a draft National Climate Change Adaptation Action Plan;
- Further activities, gaps, constraints and research needs, as well as specific financial, technical and institutional and research needs for capacity-building will be identified and highlighted;
- The review workshop report, including major papers presented.

4.4. PROGRAMMES CONTAINING MEASURES TO MITIGATE CLIMATE CHANGE

Vanuatu recognizes that undertaking climate change mitigation and assessment will provide ancillary benefits for sustainable development, such as increase in technological efficiency and effectiveness, improvements in the security and availability of power supply and increase in employment resulting from mitigation projects.

Much of this work will build on and complement the work already started by the GEF-funded *Pacific Island Renewable Energy Project (PIREP)*, which focuses on the removal of barriers to the adoption of renewable energy technologies. The Mitigation Working Group will include the PIREP Task team.

The capacity-building for the Mitigation Working Group on the application of the above-mentioned methodologies and models, including data collection, analysis and management, will be further strengthened and enhanced. The capacity-building activities will include the participation of the selected team members in the sub-regional, regional and international training workshops on mitigation assessment, so as to share experiences and lessons learned with other countries. Training workshop on the application of macro-economic models and relevant energy models will be organized with the assistance of both national and, where appropriate, regional or international consultants as well as the use of expertise available from the UN agencies.

Major Outputs and Indicators

The major outputs and indicators of this Component will be:

- Important baseline data for key socio-economic sectors required for assessing GHG mitigation options;
- A comprehensive quantitative mitigation options assessment for key socio-economic sectors based on established methodologies, including possible least-cost mitigation options and environmentally friendly mitigation technologies;
- A draft Mitigation and Renewable Energy report including appropriate legal and economic instruments, and public-private partnerships for mitigation measures will be drafted;
- Strengthened human, scientific, technical and institutional capacity for mitigation assessment;
- Further constraints and specific financial, technical and institutional needs for capacity-building on mitigation and renewable energy technologies and on the development of mitigation measures and strategies will be identified and highlighted;
- The review workshop report, including major papers presented.

4.5. OTHER INFORMATION CONSIDERED RELEVANT TO THE ACHIEVEMENT OF THE OBJECTIVE OF THE CONVENTION

4.5.1. Development and transfer of technologies

Proposed activities

A technology needs assessment (TNA) will be carried out by the thematic group on Technology Transfer to identify technology needs for adaptation and mitigation. The TNA will be undertaken by using the assessment methodology developed by UNDP. The TNA group will use a six-step process to complete the TNA.

The synthesis report from this assessment will provide input to the chapters on vulnerability and adaptation and mitigation assessments in the Second National Communication.

Thematic working group on technology transfer and research and systematic observation will carry out the following activities relating to technology transfer based on the previous activities and the technology needs assessment (TNA):

- Improvement in data collection, analysis and management, with emphasis on data quality assurance. This activity will build on the data recovery programme supported by the World Meteorological Organization through its South Pacific Sub-regional Office;
- Trend analysis in existing temperature and rainfall data;
- Establishment of early warning systems for ENSO and tropical cyclones as part of the work on vulnerability and adaptation assessment;
- Analysis of the impact of climate change on the frequency of extreme climatic events including ENSO. This work will also be part of the vulnerability and adaptation assessment work;
- Analysis of rainfall (including floods and drought) under future climate change scenarios, current climate variability including tropical cyclones and ENSO. This work will be carried out in close collaboration with the V&A thematic working group;
- Participation in and contribution to the activities and programmes, as appropriate, of regional and global research networks and observing systems, such as the Pacific Island - Global Climate Observing System (PI-GCOS) programme, which aims to establish a robust and sustainable climate observation and application system that meets the climate change and variability observations and application needs of the Pacific island nations and region and meets GCOS requirements;
- Climatic information networking with relevant regional and international organizations;
- Preparation of a draft Synthesis Report on Research and Systematic Observation with special focus on ENSO, tropical cyclones and drought, so as to provide technical and policy guidance for a more sustainable programme. The synthesis report will also include constraints, financial, technical, human and institutional needs for capacity-building needs.

The above activities will be undertaken by the Technology Transfer and Research and Systematic Observation Group, which is composed of staff members from the Vanuatu Meteorological Observatory. The capacity of the study team members will be strengthened where necessary, including the participation in sub-regional/regional/international workshops. Special training in data collection, analysis and management on climate monitoring will also be required.

At the end of the proposed activities, a workshop will be held to review the results and outcomes, including the draft Synthesis Report on Research and Systematic Observation, with the participation of stakeholders from the public and private sectors, including NGOs, communities and civil societies.

Major Outputs and Indicators

The major outputs and indicators of this component will be:

- Improved climate database;
- Specific research relating to ENSO, tropical cyclones and drought;
- Early warning systems for ENSO, tropical cyclones and drought established;
- Participation in and contribution to the PI-GCOS programme;
- Climatic information networks with regional and international organizations;
- Draft National Strategy for Research and Systematic Observation;
- Strengthened human, scientific, technical and institutional capacity;
- The reports of the review workshop, including major papers presented.

4.5.3. Education, training and public awareness and information and networking

- Provision of a list of national experts, including their expertise, who have participated in the preparation of the SNC
- Assessment of current capacity in information communication technologies;
- Institutional strengthening, including human resources development, technical and technological capabilities on the use of information technology for climate change information sharing.

Major Outputs and Indicators

The major outputs and indicators of this component will be:

- Information networks and regular exchange of information among thematic working groups and between other countries of the region;
- Strengthened human, scientific, technical and institutional capacity in information networking.

4.5.5. Capacity-building

Previous Activities

The process of the preparation of the INC has highlighted limited human, scientific, technical, technological, organizational, and institutional and resources capabilities in Vanuatu for fulfilling its commitments, including the reporting requirements. Based on the results of a survey, special capacity building needs have been identified in the INC.

Proposed Activities

Within the constraint of the limited financial resources, this proposal aims to address the specific needs that have been identified in the INC to the extent possible, taking into consideration of decision 2/CP.7, which provides that *“Capacity building is a continuous, progressive and iterative process, the implementation of which should be based on the priorities of developing countries.”*

As far as capacity building is concerned, it would be appropriate to maximize the synergies for implementing the UNFCCC and other global environmental agreements, such as UNCBD and UNCCD. The NCSA would provide a good basis for such synergies.

Every effort will be made to address some of the priority areas relating to the preparation of national communication (GHG inventory, V&A assessment, technology transfer, mitigation, research and systematic observation) as identified in the initial scope of the capacity building framework of the UNFCCC.

Major Outputs and Indicators

The major outputs and indicators of this component will be strengthened human, scientific, technical and institutional capacity at all levels on major aspects relating to climate change.

4.6. CONSTRAINTS AND GAPS, AND RELATED FINANCIAL, TECHNICAL AND CAPACITY NEEDS

New gaps and constraints if any, identified while undertaking each section of the SNC, would be reported along with related financial and technical capacity needs. Special attention will be paid to

5. INSTITUTIONAL FRAMEWORK FOR PROJECT IMPLEMENTATION

The NACCC, the National Climate Change Coordinator (NCCC) and the Thematic Working Groups will form the project management team for the preparation of second national communication. The Project Management Team (PMT) will work and undertake its tasks under the auspices of the VMS, in consultation with other relevant government departments, the private sector, and NGOs.

The following thematic working groups will be formed to assist with the preparation of various components of the national communication: (i) National Greenhouse Inventory, (ii) Vulnerability and Adaptation; (iii) Mitigation; (iv) Technology transfer, Research and systematic observation; (v) Education, training, public awareness and information and networking and Capacity-building; and (vi) Compilation of national communication and integration. Each thematic working group will comprise of a number of experts drawing both from public and private sectors, communities, and NGOs, as appropriate.

The NACCC will provide technical and policy oversight to the project, facilitated by the NCCC who will be assisted by one Climate Change Project Assistant (CCPA). The NCCC will report to the Director of the VMS and be responsible for the operational programme of project implementation and will be located in the VMS. The project management Unit (Director of VMS, NCCC, CCPA) will have adequate and appropriate computer and telecommunication facility, including Internet, to enable them to efficiently and effectively undertake their activities.

Figure 1 shows the institutional framework and project management structure. The SNC preparation project will be executed by the VMS, with the support of various government ministries: Agriculture, Forestry and Fisheries, Infrastructure and Public Utilities; Foreign Affairs, Lands, Geology, Mines, Energy, Environment and Water Resources, Health, Education, Vanuatu Red Cross and other NGOs.

Additional assistance will be provided to the project by regional and international organizations where appropriate. The NACCC comprises various ministries and departments, as well as representatives from the private sector, local communities and NGOs. The NACCC will ensure that the recommendations of the project are integrated into overall national development planning process.

NCCC will be appointed to coordinate the day-to-day execution of activities to be carried out by six thematic working groups, which will include experts both from public and private sectors, education institutions, local communities and NGOs. The NCCC and CCPA will provide secretariat support to the NACCC.

The NACCC will meet every two months to review project implementation and provide scientific, technical, policy and strategic guidance. The minutes of these meetings will be shared with all participating institutions.

7. BUDGET

As the proposed activities are standard enabling activities required for the preparation of national communication, so the incremental cost for undertaking these activities are also full cost, and hence no incremental cost analysis is required.

Thus, the total requested funding of US\$405,000 as itemized in Table B-1 reflects the current real needs and concerns of the country in order to cope with adverse effects of climate change. Although some capacity has already been built during the INC and its Phase II top-up funding project, further capacity-building, including training, for the project team members, especially those new members, are still very much needed. A significant portion of the funding requested would be used for human and institutional capacity-building or strengthening, with a view to slowly building up a solid technical team that would be responsible for preparing future national communications in a sustainable manner.

The proposed budget for each proposed component of activity has been estimated and thoroughly reviewed by UNDP and the NACCC before it is fully endorsed by the UNFCCC Focal Point and the national GEF Operational Focal Point.

8. DETAILED WORK PLAN

It is expected that the proposed three-year project will commence in October 2005 and end in October 2008. The detailed work plans for each component will be developed by the NCCC in full consultation with the NACCC after the approval of the project, with the guidance and assistance of UNDP, which will be consulted throughout the project cycle. Table B-2 shows the schedule of the SNC preparation activities.

Table B-2: SNC Preparation Project – Schedule of Activities

<i>Outputs/Activities</i>	Year 1				Year 2				Year 3			
	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
1. National Circumstances												
1.1. Analyses of development priorities, objectives and national circumstances to address climate change												
1.2 Examine possibilities for incorporation of climate change concerns into the national and/or regional development objectives, priorities, circumstances and programmes												
1.3 Update information on the features of national geography, climate, natural resources and socio-economic conditions												
1.4 Establishment of an institutional framework for the preparation of SNC												
1.5 Compilation of information from existing sources on national circumstances												
2. Greenhouse Gas Inventory												
2.1. Formation of the thematic working group on GHG inventory												
2.2. Revise the input data, taken into consideration data gaps and areas needing improvement identified in the stocktaking exercise												
2.3 Conduct training workshop on the use of IPCC technical guidelines, GPG and GPG for LULUCF												
2.4 Identify key-source categories of emissions												
2.5 Gather available data from national sources to fill inventory data gaps and identify and develop methods for overcoming inventory data gaps if there is no available data												
2.4. Undertake national GHG inventories for the year 2000,												
2.5 Describe procedures and arrangements undertaken to collect and archive data for the preparation of national GHG inventories, and efforts to make this a continuous process, including information on the												

<i>Outputs/Activities</i>	Year 1				Year 2				Year 3			
	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
3.9. Synthesize information and prepare a national adaptation plan of action building NAPA							■	■	■	■		
3.9. Organize workshop to discuss the results from V&A									■	■		
3.10. Final Vulnerability assessment and national adaptation plan following the UNFCCC guidelines								■	■	■	■	
4. Programmes Containing Measures to Mitigate Climate Change												
4.1. Formation of thematic working group on Mitigation	■	■										
4.2. Review previous work on mitigation and renewable energy development building on PIREP project results	■	■	■									
4.3. Conduct training workshop for the TWG on Mitigation on the use of methods and tools for mitigation analyses and assessment				■	■							
4.4. Based on the results from the GHG Inventory, develop a baseline scenario for mitigation						■	■	■				
4.5. Develop a series of mitigation scenarios to abate the increase of the GHG emissions in terms of sustainable development objectives							■	■	■			
4.6 Prepare a draft mitigation plan building on the outcomes of PIREP project										■	■	■
5. Other Information Considered Relevant to Achievement of the Objective of the Convention												
5.1. Formation of thematic working group on technology transfer and research and systematic observation	■	■										
5.2. Conduct training workshop for TWG on technology transfer and research and systematic observation on how to conduct TNA			■	■								
5.3. Assess the technology needs for adaptation and mitigation				■	■	■	■					
5.4. Prepare a synthesis report on the TNA								■	■			
5.5. Review needs and priorities for research and systematic observation (RSO), building on the outcomes of PI-GCOS.				■	■	■	■					
5.6. Prepare a report on RSO using the UNFCCC guidelines							■	■	■	■		

Appendix C: TERMS of REFERENCE

PROJECT MANAGEMENT

Post: National Climate Change Coordinator (NCCC)

I. Project background information

Vanuatu completed its initial national communication and submitted it to the secretariat of the UNFCCC during the fifth Conference of the Parties in November 1999. The preparation of the initial national communication was supported through a Pacific Island Climate Change Assistance Programme (PICCAP), a GEF-funded enabling activity for the preparation of initial national communications of 10 Pacific island countries.

Under PICCAP programme countries were required to establish appropriate institutional arrangements to implement the various activities/tasks in the preparation of the national communication. In Vanuatu PICCAP Coordinator was appointed and assumed the role of a National Coordinator of Climate Change. The NCCC worked closely with the NACCC to implement the project in collaboration with the regional PICCAP programme.

The project for preparation of the Second National Communication on climate change is a logical continual step towards further implementation of the UNFCCC at national level. Its main objective is to prepare a comprehensive report on the climate change related issues. The analysis conducted within the INC will be updated and upgraded/extended, which will result in preparation of a comprehensive national report. Furthermore, it will work towards ensuring that climate change issues are not considered as separate to national and local environmental concerns by integrating objectives into national and local strategic planning processes.

Duration of the project is 36 months.

II. Scope of the assignment

The NCCC will manage the project on a day-to-day basis and is accountable to the executing agency for the planning, management, quality control, timeliness and effectiveness of the activities carried out, as well as for the use of funds. The NCCC will ensure the regular monitoring and feedback from activities already under implementation.

The NCCC will be located within the Climate Change Unit (CCU) of the Vanuatu Meteorological Services. The NCCC will work closely with the UNFCCC focal point and the National Advisory Committee on Climate Change.

III. Duties and Responsibilities

The National Climate Change Coordinator (NCCC) will have the following duties:

- Prepare a detailed work plan and budget;
- Prepare and submit to UNDP and the VMS, regular progress and financial reports;
- Coordinate and oversee the preparation of the outputs of the SNC;

managing and supporting the implementation of the activities/tasks relating to the preparation of SNC. The CCPA will be located in the CCU of the Vanuatu Meteorological Services who is responsible for the implementation of the UNFCCC.

Duration of the project is 36 months.

II. Scope of Work

The CCPA will assist the NCCC in the coordination of daily activities and the organization of local travel for national experts. He/she will also be responsible for all administrative (contractual, organizational and logistical) and all accounting (disbursements, record-keeping, cash management) matters under the Project.

III. Duties and Responsibilities

The CCPA will have the following duties:

- Manage the day-to-day operations of the Climate Change Unit (CCU), particularly with respect to the provision of technical services and support;
- Ensure that necessary financial, procurement, disbursement and personnel matters are effectively addressed;
- Compile and/or prepare the documentation necessary for the procurement of services, goods and supplies under the project;
- Ensure timely disbursement of funds from the project bank account;
- Maintain the project's files and supporting documentations;
- Maintain the project's disbursement ledger and journal;
- Prepare internal and external correspondence for the CCU
- Maintain files and assist in the preparation of documentation in advance of and following all meetings, edit reports and other documents for correctness of form and content;
- Organize meetings, training workshops, etc for the project personnel and the thematic working groups,
- Organize and coordinate information exchange between participating institutions and internationally
- Co-ordinate and assist in travel arrangements for project personnel or for representatives within the thematic working groups;
- Maintain and update the established national web site;
- Provide oral interpretation and written translation as required;
- Assist in the preparation of documents related to project activities; and,
- Undertake other administrative/financial duties as requested by the NCCC.

IV. Qualifications and Skills

- University degree or equivalent;
- Minimum of 3 years of working experience in the area of project administration/accounting;
- Demonstrated ability to cope with spreadsheets and book-keeping;
- Experience in Government and in interdepartmental procedures;
- Familiarity with environmental issues and UNFCCC preferred
- Fluent written and oral communication in Bislama and English;
- Strong time-management, organizational and inter-personal skills;

THEMATIC WORKING GROUPS

A. THEMATIC WORKING GROUP ON GHG INVENTORY

I. Scope of Work

The Thematic Working Group on National GHG Inventory will be formed to carry out the inventory of GHG emissions in Vanuatu. The group will consist of experts from relevant ministries, institutions and agencies of government and non-government organizations. The group will ensure that specific tasks relating to the national GHG inventory is carried out in a timely manner and will ensure efficient coordination of outputs of consultants and national institutions. The activities undertaken by the national institutions will contribute to strengthening institutional arrangements for compiling, archiving, updating and managing GHG inventories.

II. Duties and Responsibilities

Particular duties may be as follows:

- Undertake national GHG inventories for the year 2000, according to the guidelines for the preparation of National Communications (17/CP.8)
- Participate in the training workshop on the use of IPCC guidelines, and GPG including one for the LULUCF;
- Include information on the other non-direct GHGs such HFCs, PFCs and SF₆ as well as CO, NO_x, SO_x and NMVOCs;
- Revise the input data, taking into consideration data gaps and areas needing improvement identified in the stocktaking exercise
- Collect/gather available activity data from national sources to fill inventory data gaps
- Identify and develop methods for overcoming inventory data gaps if there is no available data Identify barriers to obtaining existing data for key sources and propose solutions
- Archive relevant data for the project duration
- Calculate emissions for the year 2000 for all sectors
- Describe procedures and arrangements undertaken to collect and archive data for the preparation of national GHG inventories, as well as efforts to make this a continuous process, including information on the role of the institutions involved
- Utilize the deliverables under the regional project,
- Organize (in cooperation with the NCCC) workshop for presentation and discussion on the results obtained from the GHG Inventory

III. Qualifications and Skills

The institutions and/ or expert individuals contracted for undertaking project activities should meet the following minimum criteria:

- Sound and broadly-recognized scientific expertise on climate research in Vanuatu
- Prior experience in inventory preparation, through involvement in the Initial National Communication
- Highly qualified scientists working in the fields of emission factor development or data collection methods

- Prepare a chapter on “Programmes containing measures to facilitate adequate adaptation to climate change,” in accordance with the UNFCCC guidelines.

III. Qualifications and Skills

The institutions and experts contracted for undertaking project activities should meet the following minimum criteria:

- Sound and broadly-recognized scientific expertise on climate research in Vanuatu
- Prior experience in vulnerability assessment and adaptation process, through involvement in the First National Communication
- Highly qualified scientists working in the fields of climate observation and vulnerability analysis in the specific sectors
- Familiarity with the UNFCCC, IPCC methodology, MAGICC/SCENGEN and other methods

IV. Expected output:

Completed report on vulnerability assessment and adaptation strategy for the following sectors: agriculture, water resources, natural ecosystems, forestry and human health.

C. THEMATIC WORKING GROUP ON MITIGATION

I. Scope of Work

The thematic Working Group on Mitigation will be responsible for carrying out GHG mitigation analyses and identifying mitigation options for Vanuatu. It will ensure timely and effective implementation of specific activities outlined below, as well as coordination with the outputs of other consultants engaged outside the institution.

II. Duties and Responsibilities

- Based on the results from the GHG Inventory and future development plans, particularly in the energy and land use change and forestry sectors, develop a baseline and mitigation scenarios to abate the increase of GHG emissions
- Consider the main national economic and social development trends in the analysis, including expected GHG emissions in energy, agriculture, land-use change and forestry and waste management
- Extend the analysis on the side of energy consumption, including energy consumption in the industry (for heating, for technological processes), in the public sector and in the residential sector;
- Revise the measures contained in the INC according to the latest economic development, including quantitative measures in all sectors;
- Identify, formulate and prioritize programmes containing measures to mitigate climate change within the framework of sustainable development
- Finalize the GHG mitigation analysis using the selected tools and additional background information in order to finalize the cost-benefit analysis of the different measures, develop a series of mitigation scenarios to abate the increase of the GHG emissions

assessing the needs and priorities for research and systematic observation in Vanuatu. The group will ensure timely and effective implementation of specific activities outlined below, as well as coordination with the outputs of other consultants engaged outside the institution.

II. Duties and Responsibilities

- Participate in a training workshop on the technology needs assessment and the use of the UNFCCC guidelines on research and systematic observation;
- Carry out technology needs assessment for Vanuatu
- Undertake an assessment of the needs and priorities for research and systematic observation in close collaboration with Pacific Islands – Global Climate Observing System initiatives;
- Prepare an analysis of the climatic conditions of various stations in Vanuatu;
- Liaise closely and consult with the TWGs on GHG inventory, Vulnerability and Adaptation, and Mitigation on issues of relevance, especially on climate data, technologies and capacity building.
- Provide substantive input to the work of TWGs on Vulnerability and Adaptation and Mitigation
- Formulate an action plan for technology needs for mitigation and adaptation including assessment of technology options in various sectors, institutional capacity-building needs, related legal and institutional frameworks;
- Organize (in cooperation with the NCCC) a workshop to present the results of the technology needs assessment and research and systematic observation
- Prepare final report on technology transfer issues and research and systematic observation, including comments from the stakeholders

III. Qualifications and Skills

The institutions and or expert individuals contracted for undertaking project activities should meet the following minimum criteria:

- Sound and broadly-recognized scientific expertise on various technologies and climate research in Vanuatu;
- Experience in preparing a report on technology, research and systematic observation through involvement in the Initial National Communication
- Qualified scientists working on issues relating to climate, weather, meteorology and hydrological services;
- Familiarity with the methodologies for technology needs assessment and the UNFCCC guidelines.

IV. Expected output:

A completed technology needs assessment for Vanuatu and a final report on Research and Systematic Observation including emerging needs and priorities.

E. THEMATIC WORKING GROUP ON EDUCATION, TRAINING AND PUBLIC AWARENESS, INFORMATION AND NETWORKING AND CAPACITY-BUILDING

I. Scope of work

The TWG on ETPA, INFNET and CBT will be responsible for compiling information on the needs and priorities for ETPA, INFNET and CB. The group will examine ways to promote climate change

SCOPE OF AUDIT

Scope of Work

The scope of the audit should be sufficiently clear to properly define what is expected of the auditor but not in any way restrict the audit procedures or techniques the auditor may wish to use to form an opinion. It should specify at least the following:

- A definition of the entity or the portion of an entity that is subject to audit. (This will normally be the project office whether located within a government department or in a separate location.)
- That the audit will be carried out in accordance with either ISA1 or INTOSAI2 auditing standards.
- That the audit period is 1 January to 31 December of the year 20XX.
- That the scope of the audit is limited to the executing agency expenditures, which are defined as including (1) all disbursements listed in the quarterly financial reports submitted by the executing agency and (2) the direct payments processed by UNDP at the request of the executing agency.
- That the auditor will verify the mathematical accuracy of the CDR by ensuring that the expenditures described in the supporting documentation (the quarterly financial reports, the list of direct payments processed by UNDP at the request of the government, the list of disbursements made by UNDP as part of support services, and the UN agency expenditure statement) are reconciled to the expenditures, by disbursing source, in the CDR.
- That the auditor will state in the audit report the CDR expenditures excluded from the scope of the audit because they were made by UNDP as part of support services and the total expenditures excluded because they were made by a UN agency.
- That the auditor will state in the audit report if the audit was not in conformity with any of the above and indicate the alternative standards or procedures followed.

The Audit Report

The TOR should clearly indicate the expected content of the auditor's opinion. (Refer to Annex 2 for a sample Audit Report.) This would include at least the following:

- That it is a special purpose report and its intended use.
- The audit standards that were applied (INTOSAI standards, ISAs, or national standards that comply with one of these in all material respects).
- The period covered by the opinion.
- The scope restriction for those expenditures that are the responsibility of UNDP (as part of support services) or a UN agency.
- Whether the CDR presents fairly the expenditures for the project and that the funds were utilized for the purposes described in the project document and work plans.

This section should also indicate the due date for submission of a draft audit report and the signed audit report to the executing agency, as well as the due date for the submission of the signed audit report to UNDP.

¹ International Standards of Auditing (ISA) published by the International Auditing Practices Committee of the International Federation of Accountants

² International Organization of Supreme Audit Institutions

Web site www.intosai.org. An overview of the standards can be found in the UNDP Contact tool (Chapter 6).

In addition to the above general assessment, additional specific steps could include the following:

- Review expenditures made by the executing agency and assess whether they are in accordance with project document, work plans and budgets; and are in compliance with the UNDP Programming Manual (6.4).
- Review the process for procurement/contracting activities and assess whether it was transparent and competitive.
- Review the use, control and disposal of non-expendable equipment and assess whether it is in compliance with the UNDP Programming Manual (6.4.5); and also whether the equipment procured met the identified needs and whether its use was in line with intended purposes.
- Review the process for recruiting project personnel and consultants and assess whether it was transparent and competitive.
- Review the executing agency accounting records and assess their adequacy for maintaining accurate and complete records of receipts and disbursements of cash; and for supporting the preparation of the quarterly financial report.
- Review the records of requests for direct payments and ensure that they were signed by authorized government officials.

Recommendations for improvement

- Recommendations should be directed to a specific entity so there is no confusion regarding who is responsible for implementation. The response of the entity should be included in the management letter, immediately following the recommendation.
- Also, the auditor may wish to comment on “good practices” (if any) that were developed by the executing agency that should be shared with other project personnel.

Available Facilities and Right of Access

- There should be a description of the nature and the location of all records belonging to the project. This list should specify those records kept at the executing agency's headquarters and those that are located at other offices.
- The TOR should state that the auditor would have full and complete access at any time to all records and documents (including books of account, legal agreements, minutes of committee meetings, bank records, invoices and contracts etc.) and all employees of the entity. The auditor should be advised that he/she has a right of access to banks, consultants, contractors and other persons or firms engaged by the project management. If an auditor may not have unrestricted access to any records, person or location during the course of the audit, this restriction should be clearly defined, with reasons, in the TOR.

SIGNATURE PAGE

Country: REPUBLIC OF VANUATU

UNDAF Outcome(s)/Indicator(s):
(Link to UNDAF outcome. If no UNDAF, leave blank) N/A

Expected Outcome(s)/Indicator (s): Enhanced Government capacity and commitment to meet its obligations under global conventions

(CP outcomes linked to the SRF/MYFF goal and service line)

Expected Output(s)/Indicator(s): Environmental considerations integrated into national development policies, strategies, programmes and projects

(CP outcomes linked to the SRF/MYFF goal and service line)

Implementing partner: Ministry of Infrastructure and Public Utilities - Vanuatu Meteorological Services

Other Partners: UNDP

Programme Period: 2005-2008 Programme Component: Energy and Environment for Sustainable Development Project Title: ENABLING ACTIVITIES FOR THE PREPARATION OF VANUATU'S SECOND NATIONAL COMMUNICATION TO THE UNFCCC Project ID: Project Duration: 3 years Management Arrangement: NEX
--

Budget	US\$ 405,000
General Management Support Fee	
Preparation phase	US\$ 15,000
Total budget:	US\$ 420,000
Allocated resources:	
• Government (in kind)	US\$ 10,000
• Regular	_____
• Other:	
○ Donor	_____
○ Donor	_____
○ Donor	_____
• In kind contributions	_____
Unfunded budget:	_____

Agreed by (Government): _____

Agreed by (Implementing partner/Executing agency): _____

Agreed by (UNDP): _____

Agreed by (UNDP): _____