



Global Environment Facility

Leonard Good

Chief Executive Officer
and Chairman

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April 16, 2004

Dear Council Member,

UNDP and UNEP, as the joint Implementing Agencies for the project, ***Global: National Communications Programme for Climate Change***, have submitted the attached proposed project document for CEO endorsement prior to final approval of the project document in accordance with UNDP and UNEP procedures.

The Secretariat has reviewed the project document. It is consistent with the proposal approved by the Council in November 2003, and the proposed project remains consistent with the Instrument and GEF policies and procedures. The attached explanation prepared by UNDP and UNEP satisfactorily details how Council's comments and those of the STAP have been addressed. I am, therefore, endorsing the project document.

We have posted the proposed project document on the GEF website at www.gefweb.org. If you do not have access to the Web, you may request the local field office of the World Bank or UNDP to download the document for you. Alternatively, you may request a copy of the document from the Secretariat. If you make such a request, please confirm for us your current mailing address.

Sincerely,

cc: Alternate, Implementing Agencies, STAP



2 April 2004

Dear Mr. Good,

Subject: Climate Change /Enabling Activities “Global: National Communications Programme for Climate Change”– PIMS no. 3089

As a follow up to our submission of 31 December 2003, we are pleased to re-submit the Project Document and cover letter for the above project proposal, which have been revised on the basis of comments provided by the GEF Secretariat. The Project Brief was approved at the GEF Council Meeting in November 2003.

The table below shows the split between UNDP and UNEP of GEF resources allocated to this project.

GEF funding (US\$)	UNDP	UNEP
Component 1: National stocktaking and stakeholder consultations	1,500,000	450,000
Component 2: Climate Change enabling activities	40,500,000	12,150,000
Component 3: Global Support Programme	3,849,302	200,000
Subtotal	45,849,302	12,800,000
Total: 58,649,302		

In view of the urgent need to disburse the national allocations to non-Annex I Parties, and in accordance with the Financing Plan of the Project Document (see section 12, page 14), we are requesting immediate disbursement of the first tranche of US\$ 16,566,505 (see Table 1 attached) from the total GEF budget of \$45,849,302 to be managed by UNDP. This tranche includes the total funds for *Component 1 (National Stocktaking)*, for year 2004 of *Component 2 (Enabling Activities)* and for year 2004 of *Component 3 (Support Programme)*. The remaining total GEF funds of \$29,282,797 will be requested by UNDP in a “rolling” financial modality, upon submission of an annual report to the GEF Secretariat, as laid out in the Financing Plan of the Project Document.

As you know, UNDP is currently working with donor countries and interested foundations to mobilize the \$1,500,000 in co-financing required for Component 3. We already have indications of around \$300,000 from Switzerland and Norway. We are working with the UNFCCC Secretariat to attract additional support. However, so as not to delay the start of this critically essential programme, UNDP/GEF hereby guarantees the total co-financing of \$1,546,966 and we will make up any deficit arising from lower co-financing amounts.

.../...

Mr. Leonard Good
Chief Executive Officer and Chairman
Global Environment Facility
Room G6005
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Washington D.C. 20433

Cc: Kenneth King, Deputy CEO/Chief Operating Officer, GEF Secretariat

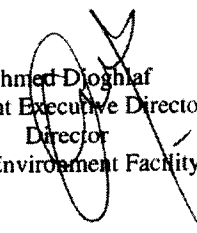
We are also requesting immediate disbursement of the first tranche of US \$4,500,000 (see Table 1 attached) from the total budget of \$12,800,000 to be managed by UNEP. This tranche includes the total funds for *Component 1 (National Stocktaking)* and for year 2004 of *Component 2 (Enabling Activities)*. The remaining total GEF funds of \$8,300,000 will be requested by UNEP in a "rolling" financial modality, upon submission of an annual report to the GEF Secretariat, as laid out in the Financing Plan of the Project Document.

Thank you in advance for expediting the review and final endorsement of this project.

Yours sincerely,



Frank Pinto
Executive Coordinator
UNDP-GEF



Ahmed Djoghla
Assistant Executive Director,
Director

Division of Global Environment Facility Coordination

Table 1: First Tranche Funding Request for the National Communications Programme for Climate Change (*)

				Total
1. National stocktaking				
Of which: UNDP	525,000	600,000	375,000	1,500,000
UNEP	150,000	195,000	105,000	450,000
2. SNC enabling activities				
Of which: UNDP	14,175,000	0	0	14,175,000
UNEP	4,050,000	0	0	4,050,000
3. Global support programme (UNDP)	891,505	0	0	891,505
Total				21,066,505
Of which: UNDP				16,566,505
UNEP				4,500,000

(*) Source: Table 2: Provisional Funding Requirements, FY2004-2009 of the Project Document. Please refer to Page 14, Section 12, Financing Plan of the Project Document, for further details on disbursement modalities.

GEF Council Comments
Global Project: National Communications Programme for Climate Change

Comments	Responses in the Project Document
<p>Regarding the Advisory Committee, the terms of reference appear inappropriate as far as the UNFCCC secretariat participation is concerned.</p> <p>The suggested role of the UNFCCC (only to report on the activities of the CGE to ensure full coordination and no duplication of activities), is far limited compared to what the UNFCCC secretariat did in the previous NCSP.</p> <p>It should be recalled that UNEP and UNDP are also CGE members. We recommend that these TOR be revised in order to reflect the appropriate role of the UNFCCC.</p>	<p>See page 16, section 15, paragraph 5</p>
<p>It is also our view that the Committee should meet more frequently in the first year.</p>	<p>See page 16, section 15, paragraph 5</p>
<p>The SBI, at its 19th session, encouraged the Consultative Group of Experts on National Communications from non-Annex I Parties (CGE), in its work in supporting the process of preparation of national communications, to take into account activities of the NCSP. The SBI further concluded that it would be beneficial for the work of the CGE to facilitate support to non-Annex I Parties, to receive regular reports from the NCSP.</p>	<p>See page 16, section 15, paragraph 5</p>
<p>The project strategy to shorten the project cycle is good - 188 days to 60 days. However, the process should be well illustrated for everybody to understand. The UNFCCC would appreciate receiving information on the new process.</p>	<p>See page 7, paragraph 1</p>
<p>How does the programme take into account the requirements of the UNFCCC Capacity Building Framework (part of the Marrakesh Accords) in the new GEF approach to Capacity building? How will the funding be differentiated between the Enabling Activities and the reporting as desired by the GEF?</p>	<p>See page 16, section 15, paragraph 4</p>
<p>How does the programme intend to promote integration of CC policy into countries national development priorities?</p> <ul style="list-style-type: none"> - Will the SBs and COP take a central role in guiding this work? - How will the national ministries be approached? - How will the national ownership be achieved? This needs further elaboration. 	<p>See page 6, section 3, paragraph 1 See page 6, footnote 1</p>
<p>Components of the extensive stocktaking exercise to be undertaken before commencing the preparation of a second national communication need to be elaborated.</p>	<p>See page 7, paragraph 2 and footnote 2</p>

<p>A number of activities to be undertaken by the NCSP (page 23) are similar to those being planned by the CGE. For example, sub-regional training workshops to be held (2004 - 2007). There is therefore an urgent need to ensure that the CGE workplan is taken into account since it is about to be implemented. This will avoid duplication of work.</p>	<p>See page 16, section 15, paragraph 5</p>
<p>In the summary section it is stated that funds will be released in tranches ... subject to country demand and satisfactory programme performance. Is this referring to the NCSP programme or the country programme? In the same para. it is claimed that the programme will provide a "package" of support activities to promote the integration of climate change policy into national priorities. It is not clear how this will be achieved and it should avoid making such "sweeping statements" such as this when many of the countries that the NCSP programme will be working with do not already have "climate change" policies.</p>	<p>See page 1, section Summary, paragraph 2</p>
<p>The use of the word "mainstreaming" needs to be succinctly defined in as far as the NCSP is concerned; i.e., does it only mean stocktaking and stakeholder consultations at the national level? (page 2, para 2). Mainstreaming is mentioned as one of the five thematic areas to be addressed during information exchange by experts. A clear definition should be provided so that there is no ambiguity.</p>	<p>See page 11, footnote 5</p>
<p>Page 2, para.5 states that for the first NCs EAs were implemented on a piece-meal basis which undermined the cost-effectiveness and potential impacts of the enabling activities. Does this mean that the previous NCSP (1998 - 2000), which supported about 130 countries was on a "piece-meal basis" and was less cost-effective, etc?</p>	<p>Note: This statement refers to the fact that the NCSP effectiveness was constrained from its beginning because a relatively large number of countries had already initiated their enabling activities, some in advanced stages, when the NCSP became fully operational. Under the umbrella approach proposed here, this problem will be avoided.</p>
<p>Para 3 under "Project strategy and components" indicates that countries may seek approval for accessing the GEF funds directly from the IAs to prepare their national communications. While this approach may have reduced the amount of processing time (from 188 days to 60days) it provides no clear path for "recourse". For instance if the country is not happy with the way the IA is handling its business, who should the country complain to or who is held responsible in dealing with such matters? At present the only way Parties can deal with the IAs is through the GEF, since it is the operating entity of the financial mechanism of the Convention and as such it receives guidance form the COP.</p>	<p>Note: Countries will still contact the GEF directly when they are unhappy with the IA. The point made here is that under the umbrella approach countries can now access GEF funding directly from the IAs and do not need to go through the GEF channels, hence improving agency responsiveness.</p>

<p>Page 4, para. 1 - Based on the GEF operational procedures, a standard project document including stakeholder consultations and stocktaking, and a detailed workplan will be agreed upon between the GEF sec and the IAs. Is this not a national project and should this not be agreed by the country concerned too, after all, the project activities will be undertaken at the country level by experts from the country.</p>	<p>See page 7, paragraph 2</p>
<p>Page 13, para. 2. indicates that national projects will be nationally executed and further indicates that UNDP country offices and UNEP will provide linkages to the poverty reduction strategies and other UN initiatives, etc. How is this going to be achieved? Is it through stocktaking exercise and stakeholder consultations or through some other means that is not elaborated here?</p>	<p>See page 17, section 16, paragraph 2</p>
<p>The new approach confers more responsibility on the IAs, and the GEF will have less control over the work undertaken on the ground in the course of the development of NatComs. It is not quite clear from the project proposal how the GEF intends to manage and control the quality of the output and thus the success of the project (the objective being a high quality NatCom developed in an adequate time frame). Given the highly diversified situation of the participating countries, however, it seems that common criteria for monitoring success will be very difficult to develop.</p> <p>By bundling the NatCom projects, the IA could potentially achieve a higher level of comparability between NAI NatComs. This can help for example when making use of the vulnerability and adaptation components of the NatComs for later financing decisions by the GEF. We would like to encourage UNEP and UNDP to increase their quality control in their support for National Communications.</p>	<p>See page 12, paragraph 1, and page 17, paragraph 1</p>
<p>The Secretariat should not include in the work program any programmatic projects.</p>	<p>Changed from programmatic approach to umbrella approach throughout the Project Document.</p>

**UNITED NATIONS DEVELOPMENT PROGRAMME
UNITED NATIONS ENVIRONMENT PROGRAMME
GLOBAL ENVIRONMENT FACILITY**

PROJECT DOCUMENT

PIMS Number: 3089

Project Number: To be assigned

Title: National Communications Programme for Climate Change

Duration: Six years

Project Site: New York/Nairobi

GEF Focal Area: Climate Change

Implementing Agency: UNDP/UNEP

Executing Agency: National Execution/UNOPS

Project Site: Global

**Operational Program/
Short-term measure:** Capacity Development
Enabling Activities

Estimated Starting Date: April 2004

GEF Financing for Enabling Activities (Components 1 and 2)	
UNDP/GEF	\$ 42,000,000
UNEP/GEF	\$ 12,600,000 ⁽¹⁾
Financing for National Communications Support Programme (Component 3)	
UNDP/GEF	\$ 3,849,302 ⁽²⁾
UNEP/GEF	\$ 200,000 ⁽²⁾
Co-financing	\$ 1,546,966 ⁽³⁾
Total Financing (Components 1-3)	
UNDP/GEF	\$ 45,849,302
UNEP/GEF	\$ 12,800,000
Co-Financing	\$ 1,546,966
(1) Budget to be managed by UNEP.	
(2) Budget to be executed by UNOPS.	
(3) Financing to be mobilized by UNDP.	

Summary

Using an umbrella approach, a new modality is proposed for implementing UNDP's and UNEP's climate change enabling activities. This approach provides opportunities to the GEF for managing the climate change enabling activities more strategically. Other important benefits include: improved support services to countries, reduced administration burden on countries and Implementing Agencies, reduced transaction costs for the GEF, improved quality of programming, and clear reporting of programme results to the GEF Secretariat. Finally, this programme creates synergies between the GEF enabling activities, the GEF's strategic approach for capacity development, and the UNFCCC Capacity Building Framework.

Over its 6-year lifetime, this initiative will provide financial assistance for up to 130 countries (assuming that 100 countries will continue to work with UNDP and 30 countries will continue to work with UNEP on expedited climate change enabling activities). The National Communications Programme adopts a decentralised project-approval process, based on the GEF Operational Procedures for National Communications. Funding for this programme will be released in tranches from GEF to UNDP and UNEP in a "rolling" financial modality, subject to country demand and satisfactory programme performance. The programme will provide an integrated package of technical support to facilitate implementation of enabling activities. The core focus of the programme is capacity building, knowledge sharing of best practices and monitoring progress of national projects through the National

Communications Support Programme, to be jointly managed by the GEF and the Implementing Agencies, and implemented by UNDP. National Communications are the key outputs of this programme.

On behalf of:	Signature:	Name/Title:	Date:
UNOPS:	_____		
UNDP	_____		
UNEP	_____		

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1. Background and context

In November 2002, the Conference of Parties (COP) adopted new guidelines for preparing the National Communications of Parties not included in Annex I to the United Nations Framework Convention on Climate Change (UNFCCC). The COP also requested the Global Environment Facility (GEF) to provide financial assistance for preparing National Communications on an 'agreed full cost' basis.

In response to the COP, the GEF Council authorized its Chief Executive Officer to approve financing for National Communications under expedited procedures. New GEF Operational Procedures for Expedited Financing of National Communications from non-Annex I Parties (hereafter referred to as GEF Operational Procedures) have been developed, with a ceiling of \$405,000 per enabling activity. The Council also requested the GEF Secretariat and its Implementing Agencies to explore modalities to help broaden the National Communication process through stocktaking and stakeholder consultations at the national level. In response to this request, the GEF Operational Procedures have established a modality to provide \$15,000 to countries for stocktaking and stakeholder consultations for National Communications.

Using an umbrella approach, this project proposes a new modality for implementing climate change enabling activities under expedited procedures (full-size projects will continue to be processed through the regular GEF procedures). The project has two main objectives: (1) to improve implementation of climate change enabling activities and (2) to develop national capacity for reporting under the UNFCCC, through technical support to national climate change teams. The programme design builds upon the GEF's successful efforts of the National Communications Support Programme (NCSP) and the First National Communications.

2. Project rationale

Several relevant issues are currently being debated by the GEF Council. First, there is a need to increase responsiveness to country demands and to reduce agency fees to improve cost effectiveness. Second, the donors are increasingly concerned with demonstrating impacts of GEF interventions. Third, the GEF Business Plan specifically mentions capacity building as a strategic priority. Given that the enabling activities have been an important vehicle for capacity building in the past, this project acknowledges that any support to National Communications must be fully consistent with, and contribute to, the GEF's strategic approach for capacity building. All of these factors underscore the need to manage the climate change enabling activity portfolio more strategically, with a long-term objective of improving the sustainability of GEF interventions.

To address the Council's concerns, this proposal seeks to improve significantly on GEF's current approach for supporting National Communications. For the First National Communications, more than 130 climate change enabling activity projects were implemented on a piece-meal basis. This *ad hoc* approach undermined the cost-effectiveness and potential impacts of the enabling activities and placed an unnecessary administrative burden on the agencies, which led to the use of their fees for project processing, rather than focusing on substantive issues, thus hindering the effective implementation of the enabling activities.

The GEF Review of Climate Change Enabling Activities also flagged the disadvantages of the *ad hoc* approach (October, 2000). This report highlighted that delays in project processing time (e.g., 188 days from the first receipt of proposal from the Implementing Agency to the date of the project start-up) were too long and that country demands for technical support from the implementing agencies were higher than expected. The Review recommended that stakeholder consultations be broadened during project formulation to improve national ownership of the enabling activities and that a more strategic

approach for sustaining national capacity be established. The Second Study of GEF's Overall Performance (OPS 2) further recommended that enabling activities be assessed for their effectiveness to respond to Convention guidance and country needs.

Our proposed umbrella approach responds to the issues expressed above. If adopted by the Council, this approval will ultimately lead to more effective programming of GEF resources.

3. Project goal and objectives

The programme's overall goal is to provide an integrated package of flexible support activities to facilitate implementation of enabling activities. By doing so, it will assist countries in promoting integration of climate change policy into countries' national development priorities, on the basis of national needs and priorities. The programme emphasises capacity building, knowledge sharing and monitoring of programme progress.

At the *global level*, the goal is to assist eligible countries to develop national capacity for reporting under the UNFCCC. Specific objectives are:

- To facilitate implementation of enabling activities related to preparation of National Communications;
- To prepare and disseminate technical materials, including recommended methodologies and tools; and
- To sustain capacity building efforts through knowledge management, best practices, communications and outreach.

At the *national level*, the goal is to improve the implementation of the GEF enabling activities for preparing National Communications. Specific objectives are:

- To improve the degree of national ownership of National Communications¹; and
- To ensure that the enabling activities meet the reporting obligations of the UNFCCC for non-Annex I Parties.

4. Project strategy, programme components and global technical support options

A number of innovations will improve the support services provided by the GEF and its Implementing Agencies to countries. This umbrella approach will create the mechanism for backstopping national activities and provide opportunity for linkages with the GEF's Strategic Approach to Capacity Building from the beginning. Improved opportunities for promoting synergies among enabling activities and relevant national efforts will be created. This umbrella approach will provide added value compared with the current approach to enabling activities.

These innovations will not only streamline the project cycle, but also will reduce transaction costs significantly. It is estimated that the average processing time can be reduced from 188 days to approximately 60 days, thus improving GEF's responsiveness to country needs. The processing period is defined as the date of receipt of the project proposal by the Implementing Agency to the start date of the project; note that this timeframe is highly dependent on the quality of the proposal submitted by countries to the agency.

¹ National ownership is to be enhanced through the self-assessment exercise (stocktaking and stakeholder consultation) that countries will undertake to prepare project proposals. In doing so, countries are expected to build on the previous National Communication, other enabling activities and relevant national initiatives. This process also seeks to build linkages between climate change issues and national development priorities, as well as to broaden the participation of stakeholders in the preparation and implementation of the National Communication.

Project strategy

The project strategy calls for a decentralized process for approving funding of the enabling activities. Currently, both a project brief and a project document are required as part of the project cycle. Normally, the GEF Secretariat approves the project brief. Once the brief is approved, the Implementing Agency prepares a project document for signature between the agency and the country. This programme proposes to use the project document directly, hence making the project brief obsolete and shortening the project cycle. Based on the GEF Operational Procedures, standard templates for the project document and detailed workplan will be agreed between the GEF Secretariat and the Implementing Agencies. The standard templates will assist countries in the preparation of project proposals and will include documentation for stakeholder consultations and stocktaking². The project document will be sufficiently flexible to allow and encourage the development of national priorities. The standard format will be agreed between all agencies, so that the GEF Operational Procedures can be applied uniformly. This simplification of the project cycle will not only result in cost savings within the agencies, but also at the country level.

This strategy differs significantly from, and offers distinct benefits compared with, the current modality. Under this new modality, countries may seek approval for accessing GEF funds directly from the Implementing Agencies to prepare their National Communication. The decentralized 'project' approval process will accelerate project approval and start-up. As a result, the project cycle will be shortened to expedite the process. To ensure timely approval and initiation of projects, the programme will develop a monitoring strategy that will track progress and potential bottlenecks at different stages of project preparation (e.g., stocktaking and stakeholder consultation, proposal design, review, government and agency approval, and funding disbursement). This monitoring strategy is included in the programme's workplan.

In addition, the proposed strategy gives increased opportunity to the GEF to provide strategic direction to the enabling activity portfolio. Benchmarks will be introduced at two different levels to monitor the progress of the programme. At the programme level, funds for enabling activity projects will only be released from the GEF Secretariat to the UNDP and UNEP (separately) when benchmarks are met. At the national level, the Implementing Agencies will maintain their responsibility for the day-to-day supervision of the portfolio. Annual indicators will be built into the national workplans to assess progress and to determine when project outputs are accomplished. These indicators will complement the GEF's Project Implementation Review (PIR) and standard UNDP/UNEP monitoring and evaluation procedures, and they will be linked to UNDP's/UNEP's financial control mechanisms. This umbrella approach will maintain UNDP's and UNEP's accountability to the GEF Council.

Programme components

The proposed National Communications Programme for Climate Change consists of three components:

- Component 1: National stocktaking and stakeholder consultations
- Component 2: Climate change enabling activities
- Component 3: National Communications Support Programme

The first two are bottom-up and support activities at the country level, whereas the third component provides support at the regional/global level.

² Documentation for the stakeholder consultations and the stocktaking were circulated to GEF Regional Coordination Units, UNDP Country Offices, and national teams in February 2004 and put on the National Communications Support Unit website (www.undp.org/cc/ccea.htm). Additional guidance on the prodoc template and detailed workplan will be developed in April for agreement between the GEF Secretariat and the IAs.

At the *national level*, the project is based on a phased approach.

Component 1: National stocktaking and stakeholder consultations

During the *first phase* (6 months maximum), participating countries will work closely with the Implementing Agencies to carry out a self-assessment and to prepare their project documents for their National Communication (Component 1). The output of this phase is a detailed national workplan and project document, endorsed by the national GEF and UNFCCC focal points. The project document will be based upon a simplified format, but will include timelines, benchmarks and indicators to show how each project output is linked to capacity development for reporting to the UNFCCC. Project outputs will follow the UNFCCC Guidelines for National Communications for Parties not included in Annex I to the Convention (Decision 17/CP.8). The stocktaking exercise will identify project components eligible for GEF support, in accordance with the GEF Operational Procedures. The UNFCCC *User Manual for the Guidelines on the Preparation of National Communications from non-Annex I Parties* will be recommended to guide countries to define national priorities. To prepare the detailed project documents, preparatory funds of up to \$15,000 will be made available to the country for stocktaking and national consultations, in accordance with the GEF Operational Procedures.

Component 2: Climate change enabling activities

Once this project document has been agreed and signed between the country and the Implementing Agency, the enabling activity funding will be made available to the country, and the *second phase (up to 3 years)* of the project (Component 2) can begin. Progress will be monitored by the Implementing Agencies according to the project indicators and the agreed work programme. The Implementing Agencies will be responsible for reporting this information annually to the GEF Secretariat.

Component 3: National Communications Support Programme

At the *global level*, technical support will be provided directly to the national teams through the National Communications Support Programme (Component 3). This Component is described in detail in the following section.

Lessons Learned: NCSP

During the first round of climate change enabling activities, countries experienced difficulties in the implementation of their projects. To solve this problem, the NCSP was created at the end of 1998 as a two-year technical support programme.

The GEF Review of Climate Change Enabling Activities concluded that the NCSP was highly effective in providing the support needed by countries to prepare their initial National Communications. An independent evaluation of the NCSP also recommended continuation of the programme, which was cost-effective and significantly contributed to improving the quality and timeliness of initial National Communication submissions. The independent evaluation of the NCSP also recommended more tailored technical support from a wider group of experts – particularly for sub-regions that encountered difficulties in completing their National Communications.

These findings support UNDP's internal analysis and UNEP's independent evaluation of their enabling activities. Among the key lessons learned are that technical support should be provided in a flexible package of options, but targeted to address the specific needs and conditions of countries. In addition, this package should be known to countries as they are planning their enabling activity proposals, so that support services can be planned and budgeted for. Therefore, it is critical that the second phase of the

NCSP be established as part of the same project cycle as the enabling activities in an integrated manner. If this is not the case, the success of the proposed umbrella approach to National Communications may be undermined.

Revised approach: NCSP

The National Communications Support Program previously provided technical support in three ways: 1) a help desk comprising an email/fax “hotline”, newsletter, website, and email list-server; 2) a series of thematic and regional exchange workshops; and 3) technical support for feedback on national communications.

The proposed new strategy for the NCSP will build upon these elements, in keeping with the GEF Review recommendation that global and regional projects focus on information exchange and network support, training and development of methodologies. However, the technical support will be based upon capacity building principles³ and will adopt an approach that is both proactive and direct response, with a focus on national ownership and customization of support. The ultimate goal is sustainability and maintenance of capacity – both at the institutional and individual levels – through a more strategic and long-term approach.

The NCSP will consist of a “toolbox” of proactive and direct response technical support options (Figure 1). The centralised components will include a website, newsletter, development of tools and methods, and distillation of best practices. The bottom-up national components will include technical feedback on national communications, site visits, development of a global roster of experts and information exchange on through knowledge networks. Strong linkages and synergies exist between the proactive and direct response technical support options.

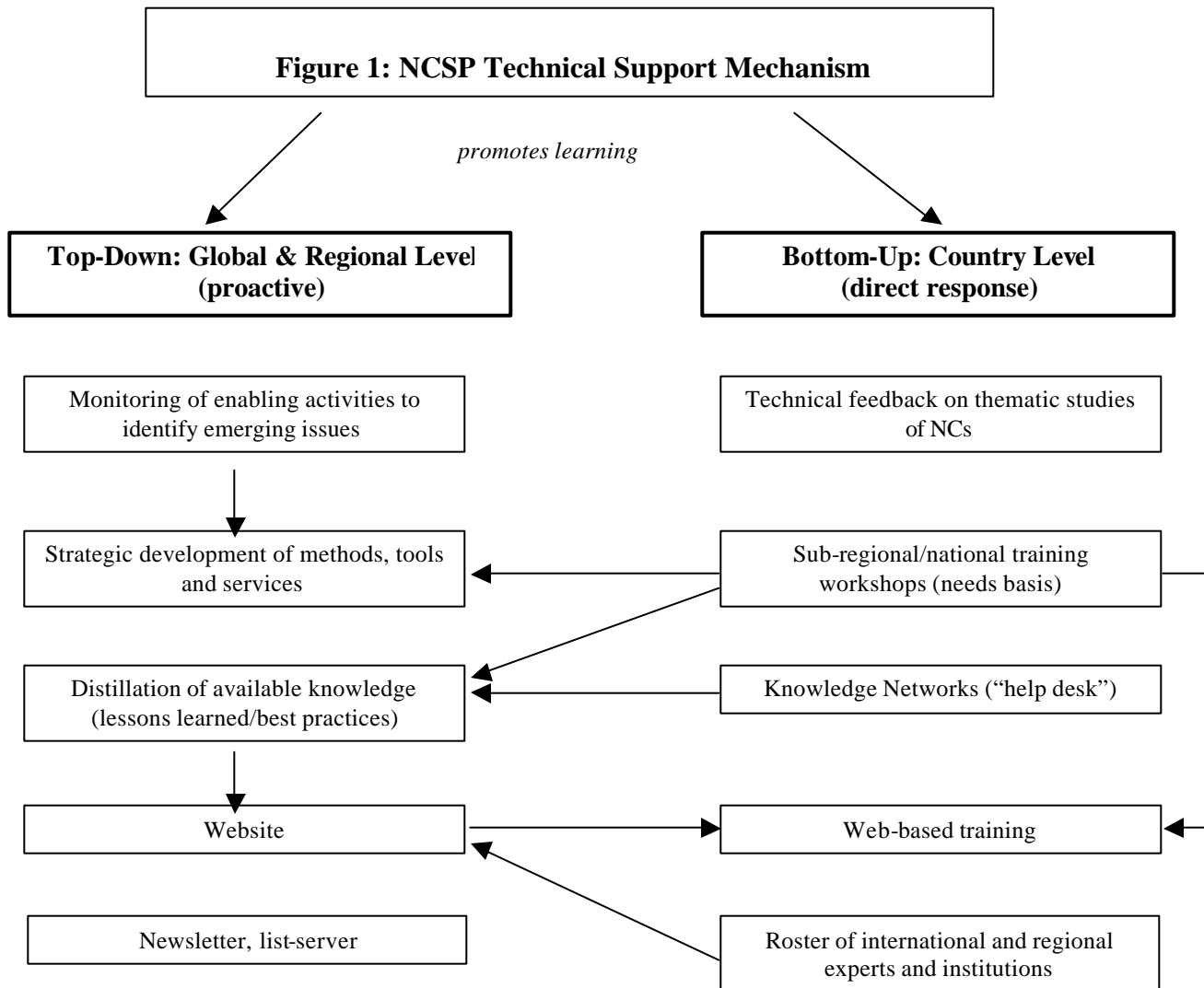
Each country can review this menu of options at their disposal and select the options and services that best suits their circumstances at that time. This approach recognizes the deficiencies in the “one size fits all” approach of the past. Indeed, certain client groups will be targeted under the NCSP, such as SIDS and LDCs, while efforts will be made to link “like” groups of countries, e.g. at the sub-regional level where common issues are identified.

The “toolbox” caters to the three objectives of the NCSP at the global level (see Chapter 3), namely:

- Objective 1.* To facilitate implementation of enabling activities related to the preparation of National Communications;
- Objective 2.* To prepare and disseminate technical and policy-relevant materials, including methodologies and tools; and
- Objective 3.* To enhance knowledge management, best practices, communications and outreach.

Under *Objective 1*, the NCSP will increase one-on-one interaction with GEF’s client countries and improve its information based on technical support needs. This will allow the NCSP to identify emerging issues in the short term, and to prepare a longer-term strategy for enabling activities. Key outputs will include: a long-term strategy for enabling activities, policy guidance, a global database of national teams, support for technical feedback on national communications and site visits, where necessary.

³ Refer to the Capacity Development Initiative.



Under *Objective 2*, gaps in resource materials, methods and tools will be identified from the intensified backstopping of the enabling activities portfolio and direct feedback from countries on their emerging issues. Training workshops will be held at the sub-regional level on a needs basis, i.e. the timeline and thematic content will be based upon country requests. Agendas will be tailored according to specific needs (e.g. sectoral, geographic, level of experience, etc.). Over the longer-term, web-based training methods and tools will be developed to reduce the need for workshops, which are costlier, less sustainable in the longer-term, and which cannot provide continuous training.

Objective 3 recognises the importance of information exchange and learning by doing. Enabling activities' project managers and national experts will be invited to participate in NCSP knowledge networks. Five thematic areas (in descending order of priority⁴) have been selected: adaptation, inventories, mainstreaming⁵, technology needs assessments and mitigation. The NCSP will identify international and regional institutions and regional experts to be active participants in the networks.

⁴ Based upon 2003 NCSP survey on the establishment of knowledge networks. To ensure flexibility, these thematic areas may be modified on the basis of national needs and requests, as the NCSP is implemented.

⁵ Mainstreaming in this document refers to the national processes that a country may use to incorporate climate change concerns into national planning, where appropriate.

Such a forum will allow north-south, south-south and south-north exchange of expertise; best practices documents will be prepared annually based upon the network discussions, ensuring a continuous and iterative learning process throughout the programme's lifetime. In addition, the NCSP will update and expand its website and list-server functions, and renew the periodic newsletter.

Technical support will be provided for the six-year duration of the programme to ensure that those countries commencing Second National Communications in 2006 (e.g. LDCs that complete their NAPA activities in 2004-5) have support through 2009, when their enabling activity projects end. Nonetheless, it is anticipated that technical support needs will taper off from 2007-9 as the project pipeline decreases, and the budget reflects this expectation.

5. Expected outcomes and activities

National project activities (implemented through UNDP and UNEP for their 100 and 30 countries, respectively) are likely to include: a) a stakeholder consultation to formulate the national workplans; b) stocktaking and c) technical assessments, workshops and monitoring and evaluation using capacity indicators and benchmarks. The key outputs will be: a) national project documents, including detailed workplans, documented stocktaking exercises and stakeholder consultations; b) technical reports for each thematic component of the National Communication that is undertaken and c) a final draft of the National Communication to be submitted to the Implementing Agencies. Linkages between the national outputs and follow-on activities will be identified and implemented, where possible. For a complete list of potential national activities, see Annexes I and II (Logframe Matrix for Components 1 and 2, and Logframe Matrix for National Communication workplans).

National Communications Support Programme activities (which will provide support to all countries receiving GEF support for the preparation of National Communications) will include: a) technical backstopping to national teams; b) technical feedback on draft components of National Communications; c) targeted training workshops; d) creation of thematic knowledge networks; e) dissemination of information and lessons learned through website, list-serve and newsletter; and f) an annual programme review. For a more detailed list of the global activities, see Annexes III (Logframe Matrix for Component 3/NCSP) and IV (NCSP activities).

To assess programme results, a unified monitoring and evaluation system of deliverables and indicators (see Table 1 below) will be developed to chart progress and to serve as a management tool.

Table 1: UNDP/UNEP Deliverables to be Produced during Programme Lifetime

Deliverable	Indicator	Target	Timeframe
Stakeholder consultation initiated	No. of consultations	Up to 130*	1- 6 months
Stocktaking exercise initiated	No. of stocktaking exercises	Up to 130*	
Project document prepared, including detailed 3-year workplan	No. of project documents	Up to 130*	
Final version of National Communication provided to Implementing Agency	No of national communications	Up to 130*	Up to 3 years after ProDoc prepared
Annual report to GEF Secretariat**, including summary of PIR, revised workplan and budget	No. of reports	6	Every 12 months
Independent evaluations	No. of evaluations	2	Mid-term (2006) and final (2009)
NCSP implemented through: <ul style="list-style-type: none"> • Technical backstopping • Preparation of technical and policy materials and training • Knowledge management, best practices, communications and outreach 	<ul style="list-style-type: none"> • No. of times technical feedback provided • No. of workshop reports • No. of best practices documents prepared 	<ul style="list-style-type: none"> • Up to 130 • Minimum of 29 • 30 	<ul style="list-style-type: none"> • Ongoing • 1 month after workshop • 5 documents per year

* Of which UNDP will be responsible for up to 100, and UNEP will be responsible for up to 30

** UNDP and UNEP will provide separate reports to the Council.

A number of benchmarks will be identified in the annual workplans in order to monitor the quality of outputs and measure the success of the programme. One of the key elements of the programme is the technical feedback that the NCSP will provide to countries on the national reports and studies, which will contribute to ensuring the quality of the outputs. The information gathered will be summarized and included in the progress reports to be provided to the GEF Secretariat annually.

6. Risks

This project assumes that countries will complete their projects in three years, which, experience shows, may be optimistic for some countries. It is critical that the NCSP proposed for 2004-09 be established as part of the same project cycle as the enabling activities in an integrated manner. If this is not the case, the success of the proposed umbrella approach to National Communications may be undermined.

7. Sustainability and replicability of the full project

One important output of this decentralized approach will be strengthened capacity of regional networks to provide training and sustainability over the longer-term. To catalyze regional networking, the NCSP will create knowledge networks among climate change coordinators to facilitate information sharing via email and Internet. This enhanced exchange of south-south expertise will enhance national capacity. The programme will also co-ordinate and co-operate closely with relevant programmes, such as the GEF National Dialogue Initiative. Efforts will be made to further decentralize this model to regional partners during this project's lifetime.

8. Country eligibility

Non-Annex countries are eligible under the proposed programme, if they have become a Party to the UNFCCC and:

- wish to begin their Initial National Communication; or
- submitted their First National Communication to the UNFCCC and wish to begin their Second National Communication; or
- submitted their Second National Communication and wish to begin their Third National Communication.

The vast majority of Parties applying for funding will be in the second category.

9. Country drivenness (project linkage to national priorities, action plans and programs)

The programme is consistent with priorities of countries as identified in Initial National Communications and the GEF Review of Climate Change Enabling Activities. Development of the NCSP activities was based upon feedback from a survey of climate change enabling activity project coordinators with some Annex I responses (Annex V). The GEF Operational Procedures contain requirements for endorsement by the country's GEF and UNFCCC Focal Points.

10. Stakeholder participation

The primary stakeholders are the national climate change teams with enabling activities. The secondary stakeholders are the broader range of institutions to be consulted during the stocktaking exercise and national stakeholder consultations.

11. Total funding requirements

If 130 countries request a climate change enabling activity over a 3-year period (2004-2006), the maximum funding requirements over the programme lifetime can be summarized under three Components (Table 2):

Table 2: Total Project Budget and Financing Sources

GEF Funding	UNDP	UNEP
Component 1: National stocktaking and stakeholder consultations	1,500,000	450,000 ⁽¹⁾
Component 2: Climate Change enabling activities	40,500,000	12,150,000 ⁽¹⁾
<i>Subtotal Components 1 and 2</i>	<i>42,000,000</i>	<i>12,600,000</i>
Component 3: National Communications Support Programme	\$3,849,302	\$200,000 ⁽²⁾
Total Components 1-3	\$45,849,302	\$12,800,000

(1) Budget to be managed by UNEP separately.

(2) Budget to be managed by UNEP through UNOPS; \$150,000 is for a Technical Advisor (30% of staff time) and \$50,000 for missions (regional workshops). For further details see Table 1 NCSP Budget (2004-09), Annex IV.

The total project amount for UNDP and UNEP, including the co-financing, is \$60.2 million, of which \$58.65 million is requested from the GEF for 2004-09, with the annual breakdown shown below (Table 3). The request for funding is based on an upper limit of \$405,000 per enabling activity in accordance with the GEF Operational Procedures, but annual funding requirements will depend on the number of countries that actually apply for GEF support and the amount per enabling activity (which is a function of the comprehensiveness and coverage of the project activities).

Under this umbrella approach, the cut-off date for submission and approval of national project documents will be the end of 2006, the date after which any approvals will be considered on a project-by-project basis following GEF expedited procedures. It is expected that many of the Least Developed Countries, which are currently engaged with their National Adaptation Programmes of Action, may initiate their Second National Communications later than other non-Annex I Parties. The proposed project pipeline takes this scenario into account. Every effort will be made to ensure that enabling activities initiated in 2006 will be completed by 2009.

Table 3: Provisional Funding Requirements, FY2004-2009

Components	Total	2004	2005	2006	2007	2008	2009
1. National stocktaking °							
Of which: UNDP *	1,500,000	525,000	600,000	375,000	0	0	0
UNEP **	450,000	150,000	195,000	105,000	0	0	0
<i>Component total</i>	<i>1,950,000</i>	<i>675,000</i>	<i>795,000</i>	<i>480,000</i>	<i>0</i>	<i>0</i>	<i>0</i>
2. National Communications enabling activities ?							
Of which: UNDP *	40,500,000	14,175,000	16,200,000	10,125,000	0	0	0
UNEP **	12,150,000	4,050,000	5,265,000	2,835,000	0	0	0
<i>Component total</i>	<i>52,650,000</i>	<i>18,225,000</i>	<i>21,465,000</i>	<i>12,960,000</i>	<i>0</i>	<i>0</i>	<i>0</i>
3. National Communications Support Programme †							
Of which: GEF	4,049,302	891,505	966,450	878,802	603,485	439,665	269,395
Co-financing	1,546,966	236,520	451,516	420,435	208,983	158,050	71,461
<i>Component total</i>	<i>5,596,268</i>	<i>1,128,025</i>	<i>1,417,966</i>	<i>1,299,237</i>	<i>812,468</i>	<i>597,715</i>	<i>340,856</i>
Total	60,196,268	20,028,025	23,677,966	14,739,237	812,468	597,715	340,856

° Assumes \$15,000 per country

? Assumes upper limit of \$405,000 per country

† Includes UNOPS support costs (8%).

* Assumes UNDP pipeline FY2004: 35 countries, FY2005: 40 countries, FY2006: 25 countries

** Assumes UNEP pipeline FY 2004: 10 countries, FY 2005: 13 countries; FY 2006: 7 countries

12. Financing Plan of the full project

Under each of the three components, the GEF will allocate \$45.85 million to UNDP and \$12.8 million to UNEP. The sections below describe the proposed financing modality.

Component 1: A total of \$1.5 million and \$450,000 will be allocated by the GEF to UNDP and UNEP respectively for national stocktaking and consultations exercises. UNDP will immediately channel these funds to UNDP Country Offices through the existing enabling activity projects for Initial National Communications. At the end of these activities, the countries will have produced a project document, including a detailed workplan, a report of stakeholder consultations and stocktaking, for approval by UNDP-New York.

Component 2: To avoid cash flow problems, the GEF will allocate total funds of \$14.175 million and \$4.05 million to UNDP and UNEP, respectively, for climate change enabling activities that will commence in 2004 at the time the programme is approved. Funding for 2005-6 will be requested in a “rolling” financial modality. Within the adopted umbrella approach, a number of benchmarks and deliverables are to be met each year. Payment of the subsequent tranches will be subject to annual reviews and satisfactory programme performance. UNDP and UNEP will report separately on progress in reaching the benchmarks and deliverables. These reports will be made annually to GEF Secretariat, and will constitute the basis for deliberations on the replenishment.

Component 3: Funding for the NCSP from the GEF (\$4.05 million), to be jointly managed by GEF and the Implementing Agencies, and to be implemented by UNDP⁶, will be allocated by the GEF in tranches in a rolling financial modality (see Table 3). UNDP-GEF is guaranteeing the total financing of \$1,546,966 and will make up any deficit arising from lower co-financing amounts. Subsequent tranches will be subject to annual performance reviews and deliverables, and to securing the required annual co-financing. The work programme will be adjusted according to country needs.

13. Project fees and support costs

Reducing project fees: national Components 1 and 2

One motivation behind this programme is to achieve both direct and indirect cost savings. UNDP's financial data was used to estimate direct costs savings. Starting in 1999, a flat fee of \$54,000 was made available to the agencies for implementing Initial National Communication (INC) projects. Given that the budgets of UNDP's expedited projects varied from \$83,000 up to \$350,000, the flat fee of \$54,000 per project amounts to about 17% when expressed as percentage of the average of the expedited individual budgets.

This programme proposes a fee of 13% for national components of the programme (for stocktaking and for the enabling activities projects), which represents a decrease in the actual fee paid for the INC of 4% (from 17% to 13%). This proposed fee of 13% maintains the total fee paid per enabling activity at the flat fee rate of \$54,600 (\$1,950 + \$52,650, see Table 4) while the total ceiling for expedited enabling activities has increased from \$350,000 to \$420,000 (including the \$15,000 self-assessment) per project.

Table 4: Proposed Fee Structure for 130 Countries

Components	Fee per project*	Total (\$)
1. National stocktaking (\$1.95 million)	\$1,950 (13%)	\$253,500
2. CC enabling activities (\$52.65 million)	\$52,650 (13%)	\$6,844,500
3. Support Programme (\$4.05 million)	\$382,000 (Flat fee)	\$382,000
		\$7,480,000 **

* Assumes that fee will be fixed at 13% of \$405,000, not as a fraction of the national budget.

** Of which UNDP fee portion is \$5,842,000 and UNEP fee portion is \$1,638,000.

Implementation and execution services

A major distinction between implementation and execution services is that the former are macro-level, and the latter are micro-level. Generally implementation costs are covered by the agency fees (of 13% in this case), while execution costs are charged directly to the project. Implementation activities are listed in Annex VI, and more specifically in the context of this programme in Table 4 of Annex IV. Execution activities are highly project specific. The generic activities are listed in Annex VII.

The implementation costs for the programme have been calculated using the assumptions shown in Table 4, such that:

- the timeframe for approval of enabling activities projects is from 2004 to 2006;
- all enabling activities initiated in 2006 are completed by 2009; and
- staff costs for implementation decrease by about 50% on average from 2007-2009, as the number of enabling activities under implementation falls.

⁶ Except for \$200,000 to be implemented by UNEP through UNOPS

The support costs for the GEF-funded National Communications Support Programme component of this programme are \$299,948, which corresponds to 8% of UNOPS support costs (see Table 1 NCSP Budget, under Annex IV). This is in addition to the implementation costs of UNDP for this Component, which amount to \$382,000 (see Table 4).

14. Information on project proponent

Components 1 and 2 of the project will be implemented by UNDP and UNEP. Component 3 will be jointly managed by GEF and the implementing agencies and will be implemented by UNDP. The National Communications Support Unit in New York will coordinate National Communications Support Programme activities, with implementation support from regional institutions. This model is based upon the Small Grants Programme, which employs a decentralized structure, but with strong centralized oversight in UNDP HQ. Collaboration with other partners, such as UNITAR, UNEP/Risoe and the Climate Technology Initiative (CTI), will be established for specific project activities. It is expected that sub-contracts will be awarded to partners, based on tenders and transparent, competitive bidding for services, in line with UN rules and procedures. Collaboration with regional partners will be actively promoted.

15. IA co-ordination and linkages to GEF and IA programmes

Services provided by the NCSP will be available to all eligible countries regardless of the Implementing Agency they have chosen. Any country carrying out enabling activities will be invited to participate in NCSP workshops and to utilize the Knowledge Networks. The Advisory Committee (see below) is the mechanism to ensure all countries receive NCSP services according to their needs. National teams will be provided funding in their national projects to participate in NSCP regional workshops.

The GEF Secretariat will meet with UNDP, UNEP and the World Bank, as necessary, to ensure that the agencies' programme meets targets and strategic priorities set out by the GEF Council, and that it is delivering according to agreed benchmarks. Meetings will be held approximately every 12 months for reviewing any annual progress reports submitted by UNDP, UNEP and the World Bank.

The *Advisory Committee* (GEF, UNFCCC, UNDP, UNEP, WB) will focus on *co-ordination* issues. The Committee will meet at regular intervals to keep the Implementing Agencies fully apprised of the implementation of the programme and to seek their advice. Each IA will be invited to designate a staff member to represent it on the committee. For this purpose, IA representatives will find it useful to provide a full status report of the progress of their enabling activities. In particular, IAs may report on difficulties arising from implementation of GEF projects in countries, experiences of monitoring and evaluation, and progress on capacity building and mainstreaming. The Committee will review Support Programme activities on an annual basis, according to country needs. NCSP will gather country feedback and modify its work programme accordingly. With this information, the Support Programme will adjust its services in countries with implementation difficulties and strive to be responsive to country needs for technical assistance. The UNFCCC Secretariat will report to this Committee on the activities of the Consultative Group of Experts on non-Annex I National Communications to ensure full co-ordination and no duplication of activities. The Committee will be chaired by the GEF Secretariat.

The programme recognizes the major importance of both the UNFCCC's Capacity Building Framework and the GEF Strategic Approach to Enhancing Capacity Building. The Advisory Committee will seek to ensure consistency between the programme between the programme and the relevant UNFCCC and GEF capacity building activities.

The first meeting of the Advisory Committee will clarify the terms of reference and responsibilities of its members. This meeting will also discuss the programme's workplan, including its monitoring and evaluation strategy. The Advisory Committee will meet more frequently during the first year of the programme to provide strategic direction on its main activities. The programme will also report on its progress and activities at meetings of the Consultative Group of Experts (CGE). These reports will help to ensure that activities planned under the programme do not overlap or duplicate those of the CGE's workplan (e.g. sub-regional workshops or training activities).

The GEF is expected to play a key supervisory role through regular communications with UNDP and UNEP on the progress of activities, and on the quality of each enabling activity outputs. These internal follow-up mechanisms will be agreed upon during the initiation of the programme in early 2004.

The *Project Implementation Committee* (UNDP, UNEP, World Bank) will be responsible for reviewing management of technical issues. It will meet every month through teleconference to ensure that close collaboration takes place between the implementing agencies for all activities.

16. Institutional arrangements

The *global* Support Programme will be executed through UNOPS as the collaborating executing agency. For the Support Programme activities, UNOPS will be responsible for services related to recruitment of staff and consultants, travel, sub-contracting, and organization of regional workshops.

As before, *national projects* will be nationally executed. The UNDP country offices and UNEP will assist countries in identifying potential linkages between the climate change enabling activity and other relevant UN initiatives by providing national teams with pertinent information. These include the poverty reduction strategies, the Common Country Assessment (CCA) and UN Development Assistance Framework (UNDAF) processes/documents, other UN and UNDP efforts such as National Agenda 21, and other GEF projects. National execution will help to promote synergies. The stocktaking exercise will provide an opportunity to establish adequate linkages with these initiatives at the early stages of National Communication preparation.

17. Prior obligations and prerequisites

See Section 8 (Country eligibility).

18. Legal context

The following types of revisions may be made to this project document with the signature of the both the UNDP/GEF Executive Coordinator and the UNEP/GEF Executive Coordinator only, provided he is assured that the other signatories of the project document have no objections to the proposed changes:

- a. Revisions in, or addition of, any of the annexes of the project document (with the exception of the Standard Legal Text for non-SBAA countries which may not be altered and the agreement to which is a pre-condition for UNDP assistance);
- b. Revisions which do not involve significant changes in the immediate objectives, outputs or activities of a project, but are caused by rearrangement of inputs agreed to or by cost increases due to inflation; and
- c. Mandatory annual revisions that rephrase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.

ANNEXES

- ANNEX I: Logframe Matrix of National Level Outputs and Activities
- ANNEX II: Logframe Matrix for National Communication Workplans
- ANNEX III: Logframe Matrix for Component 3/NCSP (2004-09)
- ANNEX IV: NCSP (2004-09): Objectives, Activities, Outputs, Budget, and Workplan
- ANNEX V: NCSU Survey/Response on Knowledge Networks
- ANNEX VI: GEF Project Implementation Activities
- ANNEX VII: Project Execution Activities
- ANNEX VIII: Terms of Reference of NCSP Staff

ANNEX I: Logframe Matrix of National Level Outputs and Activities

Goal	Output			
To improve the implementation of the GEF climate change enabling activities for preparing National Communications.	Impacts of the climate change enabling activities are enhanced at the national level.			
Objectives:	Outputs	Activities	Expedited ceiling	Timeline
1. To ensure that GEF approved workplans for National Communications are nationally-owned	1.1. Stocktaking of projects related to the National Communications 1.2. National consultations for finalizing 3-year national workplans held 1.3. National ownership of the National Communications improved 1.4. National workplans approved by UNDP and UNEP	1.1.1. Create project advisory team and identify team leader 1.1.2. Carry out stocktaking of on-going and completed projects related to the National Communications 1.1.3. Identify national priorities and prepare workplans, including M&E framework for assessing project implementation with annual benchmarks, and output, impact and process with capacity development indicators 1.1.4. Hold stakeholder consultations for finalizing workplans 1.1.5. Submit workplans to GEF for approval and funding	15,000 per country	Up to 6 months
2. To ensure that workplans meet national reporting obligations for non-Annex I Parties of the UNFCCC	2.1. National Communications completed and ready for submission to the UNFCCC 2.2. Annual review of project implementation completed 2.3. National capacity developed to report to the UNFCCC	2.1.1. Carry out project assessments (as described in the workplans and provided in Annex II) 2.1.2. Compile Second National Communication 2.2.1. Carry out M&E on an annual basis	\$405,000 per country	Up to 3 years

ANNEX II: Logframe Matrix for National Communication Workplans

Component UNFCCC Guidelines	Outputs	Project Proposals to address	Indicators (To be developed)
1. National Circumstances	1.1. Description of their national and regional development priorities, objectives, and circumstance, on the basis of which they will address climate change and its adverse impacts. 1.2. Provide a summary of relevant information in tabular form 1.3. Description of existing institutional arrangements relevant to the preparation of the national communication on a continuous basis.	<ul style="list-style-type: none"> • Brief explanation of how the project will improve the section in the First National Communication (FNC) by describing the gaps (if any) and the need to update the information as appropriate (e.g. new reporting period, changes in government policies, new national/sectoral development plans, changes in regulations). • The proposal should identify the areas to be covered, e.g. geography, climate, economy and how it will ensure that this information will provide relevant linkages with mitigation and adaptation issues. 	
2. National Greenhouse Gas Inventory	2.1. National GHG inventory for the year 2000 2.2. Emissions of CO ₂ , CH ₄ , N ₂ O (obligation). Other gases: HFCs, PFCs, SF ₆ , CO, NO _x , NMVOCs, and SO _x . 2.3. Brief description of the emission factors and activity data and information on methodologies used. 2.4. Level of uncertainty associated with inventory data and assumptions	<ul style="list-style-type: none"> • The proposal should include a summary table of emission sources, gases, and reporting periods (if more than one) of the emissions inventory developed for the FNC. • A detailed summary of data and inventory gaps, including, if possible, an overview of the main sources of uncertainties of the first inventory. • Identification of the inventory methodologies to be used in the new inventory (if different from the Revised 1996 IPCC Guidelines) and the sources of data. • If the project intends to develop/improve emission factors for specific sources, the proposal should provide a detailed description of the work to be carried out, including a sound justification and a description of the approaches to be adopted or investigated. • An indication of whether the country intends to apply the IPCC Good Practice Guidance to improve data management and transparency in inventories, and if so, which emission sources would be covered (e.g. on the basis of national priorities) • For countries participating in the UNDP West/Central Africa or Eastern Europe/CIS Regional Inventory Projects, the proposal should include an explanation on 	

Component UNFCCC Guidelines	Outputs	Project Proposals to address	Indicators (To be developed)
		<p>how the regional project will feed into the inventory work under the SNC (e.g. ensuring complementarity and avoiding duplication).</p> <ul style="list-style-type: none"> For countries that carried out work on emission factors under the top-up, the proposal should provide a summary of the activities and outputs achieved and the linkages with the SNC's inventory. 	
<p>3. Programmes containing measures to facilitate adequate adaptation to climate change</p>	<p>3.1. General description of steps taken or envisaged towards formulating, implementing, publishing, and updating programmes containing measures to facilitate adaptation to climate change</p> <p>3.2. Information on their vulnerability to the adverse effects of climate change, and on adaptation measures being taken to meet their specific needs and concerns arising from the adverse effects.</p>	<ul style="list-style-type: none"> The proposal should provide a summary of the vulnerability studies carried out under the FNC, including: sectors (e.g. agriculture, water, forest, health) and sub-sectors (e.g. crops, forest types, diseases), approaches used, main outcomes, gaps and uncertainties. This summary would include information on the scope of the studies (e.g. national, regional, study areas) and on climate and economic scenarios used. Summary of adaptation assessments in the FNC, if any, and approaches used. Justification, scope, approaches, tools, and expected outcomes of the V&A studies proposed for SNC. In describing the outcomes, the proposal would highlight whether the SNC will produce national adaptation programmes, plans and policies for implementing adaptation measures. Expected data needs, technical capacity constraints in conducting the studies and approach to overcome them, including the reporting of uncertainties. Least Developed Countries will describe how the National Adaptation Programmes of Action (NAPA) will feed into the SNC. Central American Countries, Mexico and Cuba will explain how the Regional Adaptation Project will feed into SNC. 	

Component UNFCCC Guidelines	Outputs	Project Proposals to address	Indicators (To be developed)
4. Programmes containing measures to mitigate climate change	4.1. General description of steps taken or envisaged towards formulating, implementing, publishing, and updating programmes containing measures to mitigate climate change	<ul style="list-style-type: none"> • The proposal should provide a summary of the mitigation studies carried out under the FNC, including: sectors (e.g. energy, agriculture, waste, land-use change and forestry) approach used, main outcomes, gaps and uncertainties. • Justification, scope, methods, and expected outcomes of the new mitigation studies proposed for SNC. In describing the outcomes, the proposal would highlight whether the SNC will produce a national mitigation programme within the framework of sustainable development objectives. • The proposal should clearly highlight how the new studies will fill gaps and address uncertainties of the previous studies. • Expected data needs, technical capacity constraints in conducting the studies and approach to overcome them, including the reporting of uncertainties. 	
5. Other information considered relevant to the achievement of the objective of the Convention	5.1. Transfer of Technologies <ul style="list-style-type: none"> • Provide information on activities relating to the transfer of, and access to, environmentally sound technologies and know-how, the development and enhancement of endogenous capacity and the enabling environment for development and transfer of technologies. 	<ul style="list-style-type: none"> • Identify the areas for which technology transfer of information will be provided on the basis of national priorities. • For countries that carried out activities related to technology transfer under the top-up, the proposal should provide a brief summary of this work and its outcomes, including a clear description on how this work will feed into SNC. • Describe what additional information would be compiled in relation to the FNC and the top-up to justify the activities under this component (e.g. areas not covered previously, new priorities) 	
	5.2. Research and systematic observation <ul style="list-style-type: none"> • Provide information on climate change research and systematic observation, including their participation in and contribution to activities and programmes of 	<ul style="list-style-type: none"> • For countries that carried out activities related to systematic observation under the top-up, the proposal should provide a brief summary of this work and its outcomes, including a clear description on how this work will feed into SNC. 	

Component UNFCCC Guidelines	Outputs	Project Proposals to address	Indicators (To be developed)
	<p>national, regional and global research networks and observing systems</p> <ul style="list-style-type: none"> • Provide information on research relating to programmes containing measures to mitigate to climate change, to facilitate adaptation, and the development of emission factors and activity data 	<ul style="list-style-type: none"> • Linkages with the Regional GCOS workshops programme should be provided (so far relevant for Africa, Pacific Islands, Southeast Asia, Caribbean and Central America) • The proposal should identify, if possible, any new research areas that may need to be reported in SNC. Theoretically, most of this information has already been reported in the FNC, and as a result, generation of new information may be rather small. Otherwise, depending on funding requirements, a solid justification on the work to be carried out here may need to be provided. 	
	<p>5.3. Education, training and public awareness</p> <ul style="list-style-type: none"> • Provide information on activities relating to climate change education, training and public awareness 	<ul style="list-style-type: none"> • Level of effort here is minimal, as only new information, since the time the FNC was completed, would need to be compiled. • Proposal should at least identify the activities to be carried out. 	
	<p>5.4. Capacity building</p> <ul style="list-style-type: none"> • Provide information on how capacity building activities as contained in decision 2/CP.7 are being implemented at national level and, where appropriate, at regional level. This could include options for capacity building, involvement of stakeholders, co-ordination and sustainability of capacity building activities. • Include information on capacity building activities for integrating adaptation to climate change into medium and long-term planning. 	<ul style="list-style-type: none"> • Linkages with National Capacity Self Assessments (NCSA), where relevant, should be provided. • Description of the activities proposed in the context of the Capacity Development Framework (Decision 2/CP.7) • Gaps and/or new priority since the completion of the FNC. • Linkage with NAPA (LCD countries) and the UNDP-GEF Regional Adaptation Project (Central America, Mexico, and Cuba) 	

Component UNFCCC Guidelines	Outputs	Project Proposals to address	Indicators (To be developed)
	5.5. Information and networking	<ul style="list-style-type: none"> • Level of effort here is minimal, as only new information, since the time the FNC was completed, would need to be compiled. • Proposal should at least identify the activities to be carried out. 	
6. Constraints and gaps, and related financial, technical, and capacity needs	<p>6.1. Constraints and gaps, and related financial, technical and capacity needs, as well as proposed and/or implemented activities for overcoming constraints to implement activities, measures, and programmes under the Convention and to improve NCs on a continuous basis</p> <p>6.2. Information on financial resources and technical support provided for the preparation of NCs and activities relating to climate change</p> <p>6.3. A list of project proposals for financing in preparation for arranging the provision of technical and financial support</p> <p>6.4. Information on opportunities for the implementation of adaptation measures, including demonstration projects. It may include barriers to the implementation of adaptation measures.</p> <p>6.5. Provide information on technology needs and assistance received from developed country Parties and the financial mechanism of the Convention and, as appropriate, how they have utilized assistance in support of the development of endogenous capacity, technologies and know how.</p>	<ul style="list-style-type: none"> • Assuming that the FNC provided information on these areas, the level of effort here is small, as only new information, since the time the FNC was completed, would need to be compiled. • Other GEF funded initiatives may provide useful information for Parties to report under this component: top-ups, NAPAs, regional projects, NCSAs. • Proposal should at least identify the activities to be carried out. 	

ANNEX III: Logframe Matrix for Component 3/NCSP (2004-09)

Goal	Output	
To provide an integrated package of support activities to promote the integration of climate change policy into national development policies	Sustainable capacity of national climate change teams is enhanced	
Objectives:	Outputs	Activities
1. To facilitate implementation of enabling activities related to preparation of NCs	<ul style="list-style-type: none"> • Long-term strategy for EAs • Global database of national teams • Technical backstopping on 130 EAs <ul style="list-style-type: none"> ○ Technical feedback on components of NCs provided up to 130 times ○ Up to 130 site visits ○ At least 130 responses to requests • Policy guidance developed 	1.1 Monitor enabling activities and identify emerging issues. In final year, prepare long-term strategy for enabling activities based on experience with implementation. 1.2 Maintain country files and databases 1.3 Provide technical backstopping to national teams through knowledge networks, technical feedback on draft NCs and site visits 1.4 Provide strategic policy guidance on capacity building aspects of EAs
2. To prepare and disseminate technical and policy materials, including methods and tools	<ul style="list-style-type: none"> • Sub-regional training workshops held (2004-7) • Technical and policy materials prepared • Web-based training materials prepared 	2.1. Hold sub-regional training workshops to disseminate methods and data sources, and to address implementation issues (2004-7) 2.2. Prepare technical and policy-relevant materials related to emerging issues (see activities 1.1, 1.4) 2.3. Prepare web-based training materials
3. To enhance knowledge management, best practices, communication and outreach	<ul style="list-style-type: none"> • Five thematic knowledge networks comprising national and regional experts maintained <ul style="list-style-type: none"> ○ At least 5 regional centers involved ○ 30 best practices documents prepared • Communications and outreach strategy prepared <ul style="list-style-type: none"> ○ Bi-monthly Newsletter (2004-9) ○ Web site maintained ○ 12 UNFCCC side events held 	3.1. Maintain five knowledge networks of national and regional experts in thematic areas <ul style="list-style-type: none"> 3.1.1. Engage regional center participation in knowledge networks 3.1.2. Promote active discussion on, and participation in, networks 3.1.3. Analyse, capture and disseminate information exchanged on knowledge networks 3.1.4. Prepare “best practices” documents for each thematic area 3.2. Communications and outreach strategy created <ul style="list-style-type: none"> 3.2.1. Bi-monthly newsletter prepared, translated, and disseminated 3.2.2. Website maintained 3.2.3. Electronic list-server maintained 3.2.4. Side events held at UNFCCC Subsidiary Body meetings and COPs

ANNEX IV: National Communications Support Programme (2004-9): Objectives, activities, outputs, budget, and workplan

Goal: To provide an integrated package of support activities to promote the integration of climate change policy into national development policies. The Support Programme activities will be flexible and customised according to country needs.

Objective 1: To facilitate implementation of enabling activities related to preparation of NCs⁷

The NCSP will work closely with countries in the preparation and implementation of NCs. Technical assistance will be designed on the basis of countries' needs and priorities. Expertise will be drawn from international, regional and national institutions to ensure adequate backstopping to national teams during the implementation of project activities.

Activity 1.1: Identify emerging issues in the preparation of national communications

- Carry out periodic follow up activities to assess progress of project activities
- Identify and assess good practices and lessons learned during project implementation
- Prepare long-term strategy for enabling activities based on experience with implementation

Outputs:

- 1 long-term strategy developed

Activity 1.2: Maintain country files and databases

- Develop records of countries activities to facilitate technical backstopping, follow up, and dissemination
- Establish a database system to archive and report on project outcomes at the national level

Outputs:

- 1 global database of national teams

Activity 1.3: Provide technical backstopping through technical feedback and site visits

- Encourage countries to utilise the NCSP knowledge networks for general technical assistance queries
- Request countries to submit their draft reports to the NCSP for technical feedback
- Identify a roster of experts for technical backstopping and technical reviews
- Design technical assistance activities at the country level in close consultation with national teams at early stage of project implementation

Outputs:

- Technical feedback provided up to 130 times
- Up to 130 site visits
- At least 130 responses to requests
- 1 roster of international and regional experts

Activity 1.4: Provide strategic policy guidance on capacity building aspects of enabling activities¹

- Develop guidance to facilitate the mainstreaming of national communications into national development agendas
- Identify capacity building opportunities with other national and bilateral programs to maximise impacts and ensure sustainability of technical/institutional capacity.

⁷ Annual GEF programme review will be carried out to ensure that EA portfolio is performing satisfactorily

Outputs:

- 1 policy guidance document developed

Objective 2: To prepare and disseminate technical and policy-relevant materials, including methodologies and tools

The NCSP will respond to country feedback from various channels (e.g. workshops, surveys, etc) to identify emerging technical and policy issues. The NCSP will assess whether materials, such as methods or tools, exist to respond to assistance needs, and commission the development of any resources that could fill gaps. Over the longer-term, the NCSP will migrate from offering training at workshops to web-based training.

Activity 2.1: Hold targeted, sub-regional workshops to disseminate methods, best practices and data sources

During 2004-07, the NCSP will offer sub-regional training and regional exchange workshops. Workshops will be organized on a needs basis, i.e. the timeline and content will be based upon country requests. Agendas will be tailored according to specific needs (e.g. sectoral, geographic, level of national experience, etc.) A “best practices” document will be prepared as an output of each workshop, and disseminated through the website and the NCSP list-server. The workshops will be used to identify and compile emerging issues (in the workshop reports), as well as to identify resource gaps and training needs. Over the longer-term, web-based training methods and tools will be developed to reduce the need for workshops (see below).

Outputs:

- Sub-regional training workshops held
- Best practices documents compiled for each workshop

Activity 2.2: Prepare technical and policy-relevant materials related to emerging issues

- Identify gaps in resource materials, based on workshops (activity 2.1), activities 1.1 and 1.4
- Consultants/regional partners hired to develop materials, methods and tools, on a needs basis

Outputs:

- Technical and policy manuals developed, reviewed, published and disseminated

Activity 2.3: Prepare web-based training materials

- Identify training needs, based on activities 1.1, 1.4, 2.1, and 2.2 and surveys
- Consultants/regional partners will be hired to develop web training materials, on a needs basis

Outputs:

- Up to 5 thematic web-based training packages developed, reviewed, published and disseminated

Objective 3: To enhance knowledge management, best practices, communication and outreach

A key element of the second phase of the NCSP will be to disseminate lessons learned and best practices on a continuous basis. At the centre of this information exchange will be five knowledge networks – electronic bulletin boards where national teams can post technical assistance requests. The NCSP, along with regional and international partners and experts, will respond within XX working days to any such requests. South-south exchange will also be encouraged. On a periodic basis, the NCSP will capture and disseminate any useful resources posted on the networks. At least one best practices document will be prepared annually for each thematic area.

The other elements of the information exchange will be outlined in a communications and outreach strategy; this strategy will aim to disseminate information about NCSP activities through a bi-monthly newsletter, as well as filtering and disseminating climate news from the international arena through the NCSP list-server. NCSP results will be reported every six months during the UNFCCC Subsidiary Body meetings and COPs. All information will be captured on the NCSP website, and disseminated annually each year on a CD-Rom to all national climate teams.

Activity 3.1: Create and maintain five NCSP knowledge networks⁸ in the following thematic areas: adaptation, mainstreaming, inventories, technology needs assessment, and abatement

3.1.1. Engage regional center participation in knowledge networks

- NCSP to identify suitable regional partners

3.1.2. Promote active discussion on, and participation in, knowledge networks

- NCSP to identify active participants, e.g. international experts
- Expand national participation in each knowledge network
- One discussion topic launched each month, in one thematic area, based upon emerging issues identified in activities 1.1 and 1.4

3.1.3. Analyse, capture and disseminate information exchanged on knowledge networks

- Capture resources and issues from knowledge network each month
- Disseminate results each month

3.1.4. Prepare “best practices” documents for each thematic area

- Develop 5 best practices document per year

Outputs:

- At least 5 regional centers as partners
- 30 best practices documents

Activity 3.2: Implement communications and outreach strategy

3.2.1. Prepare, translate, and disseminate bi-monthly newsletter

- Prepare 2-4 page PDF bi-monthly newsletter on NCSP activities
- Oversee translation of newsletter into French, Spanish and Russian

3.2.2. Maintain web site

- Update the website every month
- Prepare annual CD-Rom capturing key documents posted on website

3.2.3. Maintain electronic list-server

- Disseminate consolidated bulletin every two weeks
- Expand membership of list-server

3.2.4. Hold side events at UNFCCC Subsidiary Body meetings and COPs

Outputs:

- Six PDF B newsletters each year
- Website updated once a month
- 1 CD-Rom of web materials produced each year
- 24 list-server bulletins each year
- 2 side events each year

⁸ Replaces help desk function of Phase I NCSP

Table 1: NCSP BUDGET (2004-09): GEF Funds

Budget line	Programme activities	Total (2004-6)	2004	2005	2006	2007	2008	2009
10	Personnel							
11.01	Senior Technical Advisor ¹	943,715	193,700	199,511	205,496	158,746	133,347	52,915
11.02	Technical Advisor ¹	0	0	0	0	0	0	0
11.03	Technical Advisor (UNEP)	150,000	30,000	30,000	30,000	30,000	30,000	
13.01	Programme Associate ²	442,839	86,068	88,650	91,310	70,537	59,251	47,024
	<i>Component sub-total</i>	<i>1,536,554</i>	<i>309,768</i>	<i>318,161</i>	<i>326,806</i>	<i>259,283</i>	<i>222,597</i>	<i>99,940</i>
	Consultants							
11.57	Programme evaluation (external)	40,000	0	0	20,000	0	0	20,000
11.58	Technical desk reviews/site visits	450,000	100,000	100,000	100,000	75,000	50,000	25,000
11.97	Preparation: methods and tools (technical/policy)	250,000	0	100,000	100,000	50,000	0	0
11.98	Dissemination: methods and tools (web-based training)	100,000	50,000	50,000	0	0	0	0
	<i>Component sub-total</i>	<i>840,000</i>	<i>150,000</i>	<i>250,000</i>	<i>220,000</i>	<i>125,000</i>	<i>50,000</i>	<i>45,000</i>
	Missions							
16.01	Missions: regional workshops (UNDP)	172,800	78,200	67,200	27,400	0	0	0
16.02	Missions: regional workshops (UNEP)	50,000	10,000	30,000	10,000	0	0	0
	<i>Component sub-total</i>	<i>222,800</i>	<i>88,200</i>	<i>97,200</i>	<i>37,400</i>	<i>0</i>	<i>0</i>	<i>0</i>
20	Subcontracts							
21.01	Knowledge Network: APF	265,000	75,000	50,000	50,000	40,000	30,000	20,000
21.02	Knowledge Network: Mainstreaming	0	0	0	0	0	0	0
21.03	Knowledge Network: Inventories	120,000	50,000	40,000	20,000	10,000	0	0
21.04	Knowledge Network: Tech. Transfer	0	0	0	0	0	0	0
21.05	Knowledge Network: Abatement	80,000	20,000	20,000	20,000	10,000	10,000	0
21.06	Communications, newsletter and website	152,000	42,000	22,000	22,000	22,000	22,000	22,000
21.07	Translation	162,000	27,000	27,000	27,000	27,000	27,000	27,000
	<i>Component sub-total</i>	<i>779,000</i>	<i>214,000</i>	<i>159,000</i>	<i>139,000</i>	<i>109,000</i>	<i>89,000</i>	<i>69,000</i>
30	Fellowships							
32.01	Sub-regional thematic workshops ³	275,000	45,000	55,000	75,000	50,000	30,000	20,000
32.02	Regional exchange workshops	0	0	0	0	0	0	0
32.03	UNFCCC side events (2003-9)	21,000	3,500	3,500	3,500	3,500	3,500	3,500
	<i>Component sub-total</i>	<i>296,000</i>	<i>48,500</i>	<i>58,500</i>	<i>78,500</i>	<i>53,500</i>	<i>33,500</i>	<i>23,500</i>

40	Equipment							
45.01	Non-expendible equipment	21,000	6,000	3,000	3,000	3,000	3,000	3,000
45.02	Expendible equipment	12,000	2,000	2,000	2,000	2,000	2,000	2,000
	<i>Component sub-total</i>	<i>33,000</i>	<i>8,000</i>	<i>5,000</i>	<i>5,000</i>	<i>5,000</i>	<i>5,000</i>	<i>5,000</i>
50	Miscellaneous							
52.01	Misc. reporting costs	12,000	2,000	2,000	2,000	2,000	2,000	2,000
53.01	Sundries	30,000	5,000	5,000	5,000	5,000	5,000	5,000
	<i>Component sub-total</i>	<i>42,000</i>	<i>7,000</i>	<i>7,000</i>	<i>7,000</i>	<i>7,000</i>	<i>7,000</i>	<i>7,000</i>
90	Project Total	3,749,354	825,468	894,861	813,706	558,783	407,097	249,440
93.01	UNOPS AOS (8%)	299,948	66,037	71,589	65,096	44,703	32,568	19,955
99	Grand Total	4,049,302	891,505	966,450	878,802	603,485	439,665	269,395

Notes:

1. Posts to decline to 75% of workload in 2007, 63% of workload in 2008, and 25% of workload in 2009.

2. Post to decline to 75% of workload in 2007, 63% of workload in 2008, and 50% of workload in 2009.

3. Sub-regional workshop costs include logistics, interpretation, preparation of a best practices report, resource team and organisation by regional partner. National participants will pay for travel, DSA and terminal expenses from the climate change enabling activities. The number and nature of workshops will be based upon country feedback.

Table 2: NCSP BUDGET (2004-09): Co-Financing (to be implemented by UNDP)

Budget line	Programme activities	Total (2004-6)	2004	2005	2006	2007	2008	2009
11.02	Technical Advisor ¹	823,376	169,000	174,070	179,292	138,503	116,343	46,168
21.02	Knowledge Network: Mainstreaming	200,000	20,000	30,000	50,000	50,000	30,000	20,000
21.04	Knowledge Network: Tech. Transfer	75,000	25,000	25,000	25,000	0	0	0
32.01	Sub-regional thematic workshops	145,000	5,000	105,000	30,000	5,000	0	0
32.02	Regional exchange workshops	189,000	0	84,000	105,000	0	0	0
	Total	1,432,376	219,000	418,070	389,292	193,503	146,343	66,168
	UNOPS AOS (8%)	114,590	17520	33446	31143	15480	11707	5293
	Grand Total	1,546,966	236,520	451,516	420,435	208,983	158,050	71,461

Notes:

1. Post to decline to 75% of workload in 2007, 63% of workload in 2008, and 25% of workload in 2009.

Table 3: NCSP DRAFT WORKPLAN, 2004-09

No.	Project activities	2004				2005				2006				2007				2008				2009				
		Quarter	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Objective 1																										
1.1	Identify emerging issues																									
1.2	Maintain country files and databases																									
1.3	Provide technical backstopping																									
1.4	Provide strategic policy guidance																									
Objective 2																										
2.1	Hold sub-regional workshops to disseminate methods/practices																									
2.2	Prepare technical and policy-relevant materials																									
Objective 3																										
3.1	Create and maintain five SNC knowledge networks (KN)																									
	Engage regional center participation in KN																									
	Promote active discussion on, and participation in, KN																									
	Analyse, capture and disseminate information from KN																									
	Prepare “best practices” for each thematic area																									
3.2	Create communications strategy																									
	Newsletter																									
	Web site																									
	List-server																									
	Side events																									

Table 4: Fee-Based Activities*

No.	Quarter	2004				2005				2006				2007				2008				2009			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Objective 1: Strategic direction and programme quality																									
1.1	Oversee programme components and country activities																								
1.2	Monitor and report progress of programme to GEF SEC																								
1.3	Ensure programme meets GEF targets in each region																								
1.4	Ensure co-ordination of programme with GEF EA and related projects																								
Objective 2: Internal and external relations and partnerships																									
2.1	Co-ordinate with GEF, UNFCCC SEC and other secretariats																								
2.2	Strengthen mainstreaming efforts within UNDP and UNEP																								
2.3	Develop partnership with agencies and institutions																								
Objective 3: Methods and tools																									
3.1	Oversee preparation of technical and policy-relevant methods and tools																								
3.2	Ensure that best practices, expertise and knowledge is shared																								

*Note: * Some implementation will commence in 2003 on enabling activity project development and preparation.*

ANNEX V: NCSU Survey/Response on Knowledge Networks

National Communications Support Unit Survey Knowledge Network on Climate Change

Introduction

The National Communications Support Unit (NCSU) is planning to establish a Knowledge Network to assist Non-Annex I Parties with their Climate Change Enabling Activities. The Network might comprise electronic discussion groups, list-server, training materials, newsletter, and national studies.

The Network aims to improve information exchange on climate change issues in an open and transparent manner, involving stakeholders at all levels. By encouraging contacts between experts, the Network will facilitate the sharing of experiences and knowledge on different thematic areas.

The NCSU is currently designing the framework of the Knowledge Network, but is seeking inputs from national experts to ensure that it meets your needs. Initially, the Network will cover 2 to 3 thematic areas as a pilot phase to test its applicability. It is expected that the pilot phase will be operational by mid 2003.

Survey

In order to help us identify national priorities in thematic areas we will appreciate your feedback by completing the brief survey below. **Please answer each question and return the survey to yamil.bonduki@undp.org by 21 April 2003 at the latest.**

1. Please rank in order of priority from 1 (highest) to 7 (lowest) the areas you would like the Knowledge Network to address (Note: this prioritization does not seek to rule out specific areas, but rather to help us identify the national priorities for the Network)

- Greenhouse Gas Inventories: ()
- Vulnerability and Adaptation: ()
- Technology transfer: ()
- Climatic Observing Systems: ()
- Abatement: ()
- Cross-cutting issues: ()
- Other areas (please specify): ()

2. Identify up to 3 priority topics that you would like to see the Network address under each thematic area. Please be as specific as you can. For instance, under GHG inventories, topics might include improving emission factors for rice fields, compiling biomass densities data by forest types, or reducing uncertainties of emission estimates from transport.

- Greenhouse Gas Inventories

- Vulnerability and Adaptation

- Technology Transfer

- Climatic Observing Systems

- Abatement

- Cross-cutting Issues

- Other Areas (please identify)

3. The Network could facilitate technical discussions and information dissemination through the different activities listed below. Please tell us how useful these activities would be to you.

- On-line discussion groups on specific topics on the basis of countries requests

Very useful _____ Useful _____ Not Useful _____

- Information sharing, e.g. success stories, lessons learned, and best practices

Very useful _____ Useful _____ Not Useful _____

- Expert feedback on draft papers, methods or reports

Very useful _____ Useful _____ Not Useful _____

- Dissemination of national studies and reports

Very useful _____ Useful _____ Not Useful _____

- Dissemination of relevant methods and tools, where feasible

Very useful _____ Useful _____ Not Useful _____

- Information on events, news, and links to other websites/networks

Very useful _____ Useful _____ Not Useful _____

- Publication of a bi-monthly Newsletter

Very useful _____ Useful _____ Not Useful _____

Contact Details:

Name: _____

Organization: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Survey of priority areas (1 highest – 5 lowest)

Country LAC	Priorities						
	GHG	V&A	T&T	GCOS	Mitigation	Cross-cutting	
1. Belize	5	1	3	2	6	4	
2. Uruguay	5	1	2	6	3	4	
3. Venezuela	6	1	4	2	7	3	
4. Mexico	3	1	6	5	2	4	
5. Argentina	1	2	6	3	5	4	
Caribbean							
6. Barbados		1	3	2		4	
7. St. Kitts	2	1	5	3	4	6	
Arab S							
8. Egypt	2	1	4	6	3	5	
9. Sudan	2	1	2	3	5	1	
10. Saudi A,	3	1	4	5	5	2	
Africa							
11. Kenya	1	2	4	6	5	3	
12. Mauritius	2	1	3	4	5	6	
13. Niger	2	1	3	5	4	6	
14. Gambia	4	1	2	5	3	6	
15. G. Bissau	2	1	3	4	6	5	
16. Ghana	5	2	3	6	4	1	
17. Burundi	1	1	1	3	3	2	
18. Congo R	2	1	3	4	5	6	
19. Malawi	2	1	3	4	5	6	
20. Cote d'Ivoire	2	1	3	5	4	6	
21. Zimbabwe	2	1	6	4	5	3	
22. Comoros	2	1	3	4	6	5	
23. Rwanda	1	5	4	3	2	6	
Asia-Pacific							
24. Bangladesh	6	1	5	2	4	3	
25. Cambodia	2	1	5	4	3	6	
26. Fiji		1		2		3	
27. Maldives	4	1	2	6	3	5	
Europe							
28. Uzbekistan	5	1	4	2	6	3	
29. Georgia	2	4	1	6	3	5	
30. Macedonia	2	3	4	5	1	6	
31. Uzbekistan	2	1	4	5	3	6	
32. Kazakhstan	6	6	5	4	5	4	
33. Slovenia	1	3	6	4	2	5	

	GHG	V&A	T&T	GCOS	Mitigation	Cross-cutting
Latin America and Caribbean	<ul style="list-style-type: none"> • EF for rum, outboard engines, small planes, cattle • Uncertainty of emissions and sinks of LUCF • Implementation of QA/AC • Reduc. uncer. transport • 	<ul style="list-style-type: none"> • Citrus, sugar and bananas • Pilot projects • Integrated assessment • Downscaling • Adaptation costs • Methods to link CC and risks • Economic scenario models • Eliminating practices that destabilise coast 	<ul style="list-style-type: none"> • Energy efficiency • Renewable energy • Soil erosion • TNA • Enabling Envi. • Exp. on TT of EST • Soft tech. water • Databases • Incentives for use of clean ener 	<ul style="list-style-type: none"> • Design of network • CC indicators • How to incorporate national network into GCOS • Access to c. variability data • Climate data rescue programs 	<ul style="list-style-type: none"> • Waste management • Mit analysis and SD • Baselines method. • Greening prog in villages 	<ul style="list-style-type: none"> • Sust. Cap. For NC • Integration of V&A into nat. planning • CC into education • Formal/informal education on CC • Educ and awar to reduce storms/hurricane damages • Improving agric practices
Arab States	<ul style="list-style-type: none"> • Reduc. uncer. transport and LUCF • EF for cattle 	<ul style="list-style-type: none"> • Cap. Build models • Uncert. of impacts local and sectoral • Met. to assess regional impacts • Scenarios build. 	<ul style="list-style-type: none"> • Clearinghouses • Financing • Role of govern. • Renewable energy • Role of tech. in sust. develop. • TNA • Mechanism for tech transf. 	<ul style="list-style-type: none"> • Monit. to detect cc national level • Monitoring of carbon cycle and land cover • Role of cc in extreme events • Integration into GCOS 	<ul style="list-style-type: none"> • Removing market barriers • S-S cooperation • Assess social and env. impacts • CC policies to promote mitigation in developing C 	<ul style="list-style-type: none"> • Cap. Build mass media • Awareness local • Inst. Cap building • Linkages adap/mitigation • Integration of V&A into nat. planning
Africa	<ul style="list-style-type: none"> • Cap. Build. for data collection and management • Biomass energy uses • Uncer. reduction of LUCF, agric, transport 	<ul style="list-style-type: none"> • Vul. indices • Prioritization • Integration into nat. develop. • Tools to develop socio-economic scenarios 	<ul style="list-style-type: none"> • TNA • Adaptation technologies • Efficient tech for rural electrification • Socio-economic 	<ul style="list-style-type: none"> • Improving networks • Use guidelines for reporting • Upper air observation • Use of atellite 	<ul style="list-style-type: none"> • Alternative energy sources other than biomass • Implementation of abatement for energy, transport, iron 	<ul style="list-style-type: none"> • Sharing of info awareness • Factoring of V&A into national development plans • Establishing

	GHG	V&A	T&T	GCOS	Mitigation	Cross-cutting
	<ul style="list-style-type: none"> • EF livestock, waste, energy, sugarcane, rice fields, coconut and bananas • Activity data for savanna burning • QA/QC • Sustainable inv process • Energy balance sheets • Compiling data for savanna burning 	<ul style="list-style-type: none"> • Coastal zone management • Strategies to deal with uncertainties of scenarios • Tools for integrated adaptation assessment • Demonstration projects • Regional models 	<ul style="list-style-type: none"> scenarios • Industrial energy efficiency programs • Solar water heating tech • Biomass energy resources assess. 	<ul style="list-style-type: none"> data • Options and prioritization • Needs assessments • Options and prioritisation • Early warning systems • Institutional support for data gathering • Participation of national inst in global networks 	<ul style="list-style-type: none"> and steel. • CDM portfolio 	<ul style="list-style-type: none"> national tech transfer clearinghouse • Adaptation of climate models to SIDS • Poverty reduction and gender issues
Asia Pacific	<ul style="list-style-type: none"> • Survey wood biomass consumption • EF for rice • CC scenarios w/ empirical and high resolute GCM models • Biomass density and annual growth rate by forest/region • Unc. Analysis • Improving AD 	<ul style="list-style-type: none"> • Adapt meas. low lying islands • Models for vulnerability in SIDS • Information on impacts assessment and adaptation in agriculture and water • Coastal zones managements in LDC 	<ul style="list-style-type: none"> • Tech for small islands: coastal protect, water, energy • Energy efficiency. • TT in agriculture. • Criteria for selecting appropriate tech in developing C. • Abatement tech and implem strategies in LDC 	<ul style="list-style-type: none"> • Sea level changes, sea surface tem, rainfall • Weather and flood prediction • Obs. Systems for coastal areas • Met, agro-met, hydro obser and data processing • Assistance in establishing appropriate data collection systems in LDC • Info on observ. stations and linkage with data collection 	<ul style="list-style-type: none"> • Improv transp network • Solar and wind energy • Role of coral reefs as sinks • Coastal reforest and building embankments • Case studies of abatement activities appropriate for LDC with large rural population • Bundling of small abatement activities • Abatement models and cost 	<ul style="list-style-type: none"> • Financing adaptation • Capacity bulding • CDM • Integration of CC issues into nat. planning • Adapt manuals for indigeneous • Co-operation to include cc studies in univ. • Strategies for integrated planning of adaptation and mitigation • Examples of how countries

	GHG	V&A	T&T	GCOS	Mitigation	Cross-cutting
				for renewable energy (hydro flows, solar radiation, wind)	analysis	work across institution for mit and adapt. <ul style="list-style-type: none"> Regional CDM activities
Europe and CIS	<ul style="list-style-type: none"> Efs energy, transport Uncert. of industrial waste, and removals by sinks Systems to improve data collection in energy, transport and waste Efs waste, fugitive emissions and transport, lignite mining. Statistical reporting on fuel consumption to comply with GHG inv. 	<ul style="list-style-type: none"> Socio-economic impact Regional climate scenarios/model Development of strategies and measures, including pilots Barriers to adaptation Application of decision tools in adaptation strategies Potential funding for adaptation proposals Regional climate scenarios Climate risks assessment 	<ul style="list-style-type: none"> Solar energy Know-how, EST, demonstration projects Best practices CDM or other initiatives to channel TT Info of available tech to mitigate energy emissions Know-how on application of tech demand side Introduction of renewable energy (wind and solar) Re-injection of associated gas from oil wells. 	<ul style="list-style-type: none"> Opportunities to participate in global networks Developing climate networks, management, costs, barriers Funding, regulatory framework Capacity development for data collection and management Exchange of observation and data. Training to meet requirements of global networks 	<ul style="list-style-type: none"> Overcoming technical and financial constraints for implementation of mitigation measures Developing mitigation scenarios for heat production and transport Utilisation of coal mine methane and associated gas from oil fields. CDM regulatory framework 	<ul style="list-style-type: none"> Integration of CC into sustainable development/ sector programs Best practices in capacity develop and public awareness Synergies among the different conventions Legislation for GHG monitoring and reporting and for mitigation and adaptation measures. Cap develop for sustainable develop planners
Others: Canada, UK	<ul style="list-style-type: none"> Assisting key non-Annex I C to create accurate inventory 	<ul style="list-style-type: none"> Case studies of adaptation on the ground Case studies and lessons learned 	<ul style="list-style-type: none"> Linkages w TT:Clear 	<ul style="list-style-type: none"> Develop a system to prioritise data gaps Strategy to 	<ul style="list-style-type: none"> Expanding renewable energy through CDM Best practices in 	<ul style="list-style-type: none"> Examples of mainstreaming mitigation and adaptation into national plans in

	GHG	V&A	T&T	GCOS	Mitigation	Cross-cutting
	systems <ul style="list-style-type: none"> Improving accuracy of emissions data in non-Annex I, e.g. EFs 	in developing adapt policies, practices and measures		improve measurements of clouds <ul style="list-style-type: none"> Assist in the provision of daily data where gaps exist 	coal power generation	developing countries <ul style="list-style-type: none"> Approaches to sustainable development capacity Case studies of mainstreaming CC into national and sectoral plans. Synergies: e.g. desertification and adaptation, common CD needs,

ANNEX VI: GEF Project Implementation Activities

	GEF Implementation Activity
Phase 1: Development	<ul style="list-style-type: none"> ▪ Review, appraise & provide guidance on concept eligibility
	<ul style="list-style-type: none"> ▪ Defend concept eligibility
	<ul style="list-style-type: none"> ▪ Project formulation support
	<ul style="list-style-type: none"> ▪ Co-financing negotiations support
	<ul style="list-style-type: none"> ▪ Project Brief preparation support
	<ul style="list-style-type: none"> ▪ Defend eligibility of Project Brief
	<ul style="list-style-type: none"> ▪ Attend steering committee meetings
	<ul style="list-style-type: none"> ▪ Policy negotiations
Phase 2: Preparation	<ul style="list-style-type: none"> ▪ Project document formulation support
	<ul style="list-style-type: none"> ▪ Project document appraisal
	<ul style="list-style-type: none"> ▪ GEF approval (inc. responding to Council comments)
	<ul style="list-style-type: none"> ▪ UNDP approval
	<ul style="list-style-type: none"> ▪ Government approval (inc. negotiating revisions and obtaining signatures to Project document)
Phase 3: Implementation	<ul style="list-style-type: none"> ◆ Management Oversight
	<ul style="list-style-type: none"> ▪ Project launching
	<ul style="list-style-type: none"> ▪ Steering committee meetings
	<ul style="list-style-type: none"> ▪ Monitoring the implementation of the workplan and timetable
	<ul style="list-style-type: none"> ▪ Field Visits : Ensuring visits to the project at its site at least once a year; preparing and circulating reports no later than two weeks after the end of the visit.
	<ul style="list-style-type: none"> ▪ Supervision of trouble shooting
	<ul style="list-style-type: none"> ▪ Project document revision
	<ul style="list-style-type: none"> ▪ Reviewing, editing, responding to reports
	<ul style="list-style-type: none"> ▪ Supervision of technical backstopping
	<ul style="list-style-type: none"> ▪ Policy negotiations
	<ul style="list-style-type: none"> ▪ Operational completion activities: Determining when the project is operationally complete and advising all interested parties accordingly.
	<ul style="list-style-type: none"> ◆ Financial Management & Accountability

	GEF Implementation Activity
	<ul style="list-style-type: none"> ▪ Ensuring annual audits of NEX projects are completed and the audited financial statements together with the audit report reach UNDP headquarters (Office of Audit and Performance Review) no later than 30th April.
	<ul style="list-style-type: none"> ▪ Budget Revisions
	<ul style="list-style-type: none"> □ 1st. revision within two months of the signing of the project document to reflect the actual starting date and to enable the preparation of a realistic plan for the provision of inputs for the first full year.
	<ul style="list-style-type: none"> □ Annual revision approved by 10 June of each year to reflect the final expenditures for the preceding year and to enable the preparation of a realistic plan for the provision of inputs for the current year.
	<ul style="list-style-type: none"> ▪ Financial completion activities : Ensuring projects are financially completed not more than 12 months after the date of operational completion by ensuring the final budget revision is promptly prepared and approved.
Phase IV: Evaluation	<ul style="list-style-type: none"> ▪ APRs : Ensuring its preparation & completion by the due date, two weeks before the TPR
	<ul style="list-style-type: none"> ▪ TPRs (Organizing the meeting, participating and ensuring that decisions are taken on important issues)
	<ul style="list-style-type: none"> ▪ PIRs (Ensuring its preparation & completion by the due date)
	<ul style="list-style-type: none"> ▪ Arranging independent evaluations (drafting TOR, hiring personnel, mission planning)

ANNEX VII: Project Execution Activities

1.0 Recruitment of Consultants (International and National)

- Assist in conducting search for suitable candidates (advertisement, website, rosters)
- Assist in preparing TORs
- Involve in interviewing candidates
- Assist in issuing contract (when necessary)
- Authorize salary/consultancy fee/missions
- Supervise consultant's work, review and approve outputs

2.0 Sub-Contracts

- Assist in identifying suitable subcontractors (advertisement, website, rosters)
- Assist in preparing TORs
- Assist in evaluating bids
- Assist in issuing contract (when necessary)
- Supervise sub-contractors' work
- Ensure inputs as per contract TORs
- Ensure payments are made accordingly
- Ensure milestones are met
- Critical review of sub-contractors performance

3.0 Project Co-ordination

- Monthly meetings with project implementing agency to ensure smooth project implementation
- Participate in Steering Committee meeting to ensure smooth project implementation
- Participate in Technical Committee meeting to ensure smooth project implementation
- Keeping clear communications and taking necessary interventions to ensure co-ordination between different co-financiers in implementing and completing project activities

4.0 Financial Management and Accountability

- Making direct payments and ensuring flow of funds for project activities
- Training of staff of implementing agency on financial disbursement and reporting
- Financial monitoring and record keeping
- Financial reporting
- Budget revisions

5.0 Technical Reporting

- Ensuring progress reports are prepared and submitted timely
- Ensuring Annual Programme Report (APR) are prepared and submitted to UNDP CO
- Finalising and submitting APR to UNDP -GEF
- Finalising and submitting annual Project Implementation Reviews (PIR) to UNDP-GEF

6.0 Monitoring and Evaluation

- Undertake project monitoring/site visits
- Participating in TPR meetings
- Ensuring the development of clear guidelines for assessing project progress and impact, for improving monitoring, and for identifying lessons learned and including them in the following years' workplans
- Contribute to preparation of TPR reports
- Preparation and finalization of TOR for evaluation (mid-term and mandatory evaluation)
- Making appropriate arrangements for the logistical and technical support of the evaluation team and mission.
- Reviewing the evaluation report(s).

7.0 Training/Workshop

- Making appropriate arrangements for the logistical and technical support of the training and workshop activities

- Trouble shooting and providing technical backstopping

8.0 Awareness

- Disseminating relevant information to host and other countries in the region through UNDP COs
- Sharing of project best practices with other UNDP offices with project interest on energy portfolio
- Sharing of training materials from training workshops for other similar workshops organised by the UNDP CO
- Disseminating information through website created under the project
- Create links between this project and other GEF projects, and linking up national and international scientific communities that are addressing similar issues
- Working with media and journalists to publicise project activities

9.0 Equipment

- Review specifications
- Identify suppliers of goods and services
- Approve specifications
- Assist in evaluating contract
- Assist in awarding contract (when necessary)
- Undertake Customs clearance
- Authorise payment

10.0 Office Premises

- Assist with procurement of services (furniture in setting-up office, telephone etc.)
- Authorise budget for rent
- Authorise payment
- Trouble shooting

ANNEX VIII: Terms of Reference of Staff

Senior Technical Advisor for the National Communications Support Programme

Under the overall supervision of the Executive Co-ordinator of the UNDP Unit for Global Environment Facility (GEF), and directly reporting to the Senior Technical Advisor of the Capacity Development and Adaptation Cluster (CDAC), the Senior Technical Advisor (STA) will provide strategic guidance for the implementation of the National Communications Support Programme (NCSP) consistent with the UNDP-GEF Business Plan. Given the global nature of the programme, the STA will work closely with all UNDP-GEF focal areas, the Energy and Environment Group, and other UNDP partners, as well as the GEF, Convention Secretariats, and the implementation agencies.

DUTIES:

1.	<p>Strategic Programme Advice and Guidance: Be responsible for the overall strategic direction, planning, and implementation of the NCSP. The STA will provide advice and guidance to the NCSP, emphasizing the global nature of its mandate and its and cross-cutting implications, especially in the area of adaptation to climate change. Over 2004-2007, the STA will supervise the implementation of approximately 100 Second National Communications Climate Change. This will include:</p> <ul style="list-style-type: none"> • Ensure proper and effective management of all programme's activities; • Prepare a detailed workplan for the project outlining all activities, outputs and estimated dates of completion; • Design technical assistance packages tailored to countries needs; • Establish and manage subcontracting arrangements for technical assistance activities; • Supervise and provide strategic guidance on the training and technical activities under the programme. 	30% Continuous
2.	<p>Coaching, mentoring, and team building: Provide ongoing guidance to the climate change team and consultants, as needed. This activity involves:</p> <ul style="list-style-type: none"> • Train and advise staff, including consultants, on the implementation of the programme's activities; • Hold global team meetings by teleconference to monitor progress and targets; • Organize internal workshops and steering group meeting for the shaping of the NCSP strategy and its implementation; • Advise on re-allocation of technical resources to maximize cost-effectiveness. 	15% Continuous
3.	<p>Technical Support for project implementation: Overseeing the substantive technical and policy content of the global support for National Communications. This activity will include the development and publication of manuals, methods and tools, capacity development activities, including:</p> <ul style="list-style-type: none"> • Oversee the creation and implementation of a National Communications Technical Assistance Hotline, Help Desk and Knowledge Networks • Oversee the development of a communications' strategy • Supervise project outputs to ensure that lessons are 	30% Continuous

	<p>learnt, shared, through the Knowledge Network, and websites;</p> <ul style="list-style-type: none"> Evaluate impacts of and make adjustments to the programme's technical assistance to address emerging national needs and priorities; 	
4.	<p><u>Management of relations and partnerships:</u> The STA will be responsible for the representing the NCSP with the GEF, Conventions, experts, partners, agencies, and within UNDP itself. This activity is mostly concerned with policy dialogues.</p> <ul style="list-style-type: none"> Liaise closely with UNEP and other relevant organizations on the coordination of all project activities, Organize meetings of the Advisory Committee to provide policy direction to the programme throughout implementation Develop strategic partnerships with donors and international/regional organizations for the implementation of the programme's activities. 	5% Periodic
5.	<p><u>Ensuring the impact of the portfolio:</u> The STA will be responsible for monitoring and evaluating the impacts of the NCSP portfolio, together with the M&E Unit of UNDP-GEF. This activity will include:</p> <ul style="list-style-type: none"> Develop indicators and supervise their implementation for measuring the impact of enabling activities; Design and implement a strategy to assist countries in incorporating climate change concerns into national development agendas; Carry out annual reviews of the programme's activities to assess performance and level of success; Provide detailed annual report to GEF Secretariat on the NCSP, and ensuring replenishment of the programme. 	20% Continuous

QUALIFICATIONS:

- PhD in physical or social science, and broad knowledge of environmental management, policy, law, economics, and capacity development;
- At least 12-15 years of relevant experience in managing regional and global environmental programmes and interdisciplinary applied research projects, with technical specialization in one or more GEF focal areas;
- Demonstrated increasing responsibilities in an environmental field related to sustainable policy development, technical support and capacity development;
- Substantial experience in Government, UNDP, and in interdepartmental procedures;
- Familiarity with international environmental Conventions and negotiation processes of the GEF;
- Excellent managerial, organizational, diplomatic, networking, conflict resolution and communication skills;
- Excellent written and oral skills in English and knowledge of at least one other UN language;
- Fully proficient with computer and most professional office software packages (Microsoft Office 97);
- Extensive experience in working in developing countries and able to travel.

Technical Specialist for Climate Change (UNDP, New York)

The National Communications Support Unit aims to enhance the capacity of non-Annex 1 Parties to the United Nations Framework Convention on Climate Change to prepare their national communications to the Convention. Reporting to the Senior Technical Advisor, the Technical Specialist will be primarily responsible for overseeing the technical and policy aspects of the Support Unit. The overall objective of these projects is to enable a significant number of countries through capacity building to prepare studies for non-Annex I National Communications. The Technical Specialist will be responsible for the following activities:

DUTIES:

1.	<p><u>Portfolio Management:</u> Manage and oversee the climate change enabling activities (EAs) Portfolio under the NCSU, in coordination with the STA and Regional Coordination Units (RCUs). This involves promoting best practices in the preparation and implementation of EAs, Responsibilities include:</p> <ul style="list-style-type: none"> • Responding to queries on project design and eligibility • Reviewing, providing comments, and following up on the preparation of national proposals for enabling activities • Performing quality control of project proposals prior to submission to the STA <p>The TA will be responsible for the EAs Portfolio of the following regions: Asia-Pacific, West Africa, and Latin American and Caribbean.</p>	25%
2.	<p><u>Technical Support and capacity development:</u> Provide technical support to RCUs and national teams, as required, for the preparation and implementation of climate change enabling activities. This involves:</p> <ul style="list-style-type: none"> • Advising on tools and materials for the implementation of EAs • Assisting and identifying issues and troubleshooting • Organizing thematic workshops and training activities • Representing the NCSU at technical meetings, as necessary 	40%
3.	<p><u>Management of regional and global projects to assist in the preparation of national communications:</u> Assist in the implementation and follow up of the following NCSU's regional and global projects:</p> <ul style="list-style-type: none"> • Capacity Building for Stage II Adaptation to Climate Change in Central America, Mexico and Cuba • Capacity Building for Improving the Quality of Greenhouse Gas Inventories (West and Francophone Central Africa) • Capacity Building for Observing Systems for Climate Change • Assessing Technology Needs 	15%
4.	<p><u>Monitoring and evaluation:</u> Be responsible for monitoring and follow-up activities on the implementation of EAs and NCSU regional/global projects, in coordination with the RCUs. This includes:</p> <ul style="list-style-type: none"> • Preparing summary reports on the status of national enabling • Reviewing and advising on project reports and evaluations • Analyzing and documenting national experiences to ensure that lessons are learnt, shared, and applied 	15%
5.	Professional development	5%

QUALIFICATIONS:

- An advanced science degree (MSc or equivalent) in a subject related to climate change and environmental management;
- A minimum of 5-7 years of relevant experience and increasing responsibilities in an environmental field related to climate change;
- Demonstrated ability in managing projects/supervising project activities;
- Substantial experience in Government and in interdepartmental procedures;
- Familiarity with international negotiations and processes under the UNFCCC;
- Experience in website design and maintenance considered a plus;
- Familiarity with computer; word processing and website design considered a plus;
- Experience in the preparation of National Communications and methodologies for inventories, mitigation and vulnerability and adaptation;
- Ability to review, prepare and present training material;
- High level of English and knowledge of at least one other UN language.

Technical Specialist for Climate Change (UNEP, Nairobi)

A Technical Specialist will be allocated 30 percent of his/her time to oversee the technical and implementation aspects of the climate change enabling activities under UNEP implementation. The Technical Specialist will be responsible for the activities listed below:

DUTIES:

1.	<p><u>Portfolio Management:</u> Manage and oversee the climate change enabling activities (EAs) Portfolio to be managed by UNEP (approximately 30 countries). This involves promoting best practices in the preparation and implementation of EAs, Responsibilities include:</p> <ul style="list-style-type: none"> • Responding to queries on project design and eligibility • Reviewing, providing comments, and following up on the preparation of national proposals for enabling activities • Performing quality control of project proposals prior to submission. 	10%
2.	<p><u>Technical Support:</u> Provide technical support to national teams, as required, for the preparation and implementation of climate change enabling activities. This involves:</p> <ul style="list-style-type: none"> • Advising on tools and materials for the implementation of EAs • Assisting and identifying issues and troubleshooting • Organizing thematic workshops and training activities 	15%
4.	<p><u>Monitoring and evaluation:</u> Be responsible for monitoring and follow-up activities on the implementation of EAs. This includes:</p> <ul style="list-style-type: none"> • Preparing summary reports on the status of EAs • Reviewing and advising on project reports and evaluations • Analyzing and documenting national experiences to ensure that lessons are learnt, shared, and applied 	5%

QUALIFICATIONS:

- An advanced science degree (MSc or equivalent) in a subject related to climate change and environmental management;
- A minimum of 5-7 years of relevant experience and increasing responsibilities in an environmental field related to climate change;
- Demonstrated ability in managing projects/supervising project activities;
- Substantial experience in Government and in interdepartmental procedures;
- Familiarity with international negotiations and processes under the UNFCCC;
- Experience in website design and maintenance considered a plus;
- Familiarity with computer; word processing and website design considered a plus;
- Experience in the preparation of National Communications and methodologies for inventories, mitigation and vulnerability and adaptation;
- Ability to review, prepare and present training material;
- High level of English and knowledge of at least one other UN language.

Programme Associate

The National Communications Support Unit (NCSU) aims to enhance the capacity of non-Annex 1 Parties to the United Nations Framework Convention on Climate Change to prepare their national communications to the Convention. Reporting to the Senior Technical Advisor, the Programme Associate will be primarily responsible for overseeing the administrative and communications aspects of the Support Unit, with a focus on managing the knowledge networks. The Programme Associate will be responsible for the following activities:

DUTIES:

1.	Establish and manage the NCSU's knowledge networks in five thematic areas: <ul style="list-style-type: none"> • Invite participants to join networks and maintain global Access database of experts • Engage regional center participation in networks • Promote active discussion and participation • Analyse, capture and disseminate information exchanged on networks • Oversee development of "best practices" documents in thematic areas 	30%
2.	Manage communications and outreach for the NCSU <ul style="list-style-type: none"> • Implement communications and outreach strategy, and respond to all related inquiries • Manage the content of the NCSU website • Prepare, translate, and disseminate bi-monthly newsletter • Act as focal point for all NCSU publications, methods and tools, and promotional materials ensuring timely and quality publication, dissemination, and translation • Organise international workshops in any region and UNFCCC side events, as necessary; represent the NCSU at workshops, as requested 	30%
3.	Manage the NCSU administration , including shadow budgeting, donor reports, leave monitoring, and contractual matters	25%
4.	Supervise global and regional projects to assist in the preparation of national communications , e.g. Improving GHG Inventories in Europe/CIS region	5%
5.	Backstop STA; synthesize information in the climate arena by reviewing and filtering relevant bulletins, list-servers and literature and resource materials of the IPCC, UNFCCC, IGES, USCSP, UNEP, UNDP, etc. and propose strategic interventions for the NCSU	5%
6.	Professional development through Learning Time, including ERP	5%

QUALIFICATIONS:

- University degree in science or economics, or equivalent experience in a subject related to climate change and/or environment;
- Minimum of 10 years of relevant experience, preferably in an international organisation and in climate change;

- Experience with governments, especially developing countries, with respect to technical studies and policy on environment;
- Extensive experience in publication and professional editing and proof-reading;
- Extensive experience in organisation of international meetings;
- Experience in office management, administration and budgeting;
- Experience in web design and maintenance;
- High level of proficiency in written English, knowledge of another UN language an asset;
- Advanced level of computer and word processing skills in WORD, EXCEL and ACCESS is essential.